

SOAR DANCE TEACHER PORTAL GUIDE



Start-to-finish guide for setting up your school and entering events

- Create your SOAR account
- Set up your dance school
- Add dancers, teams and groups
- Register for competitions
- Manage tickets, music and resources

www.soardance.com

1. Create Your SOAR Account

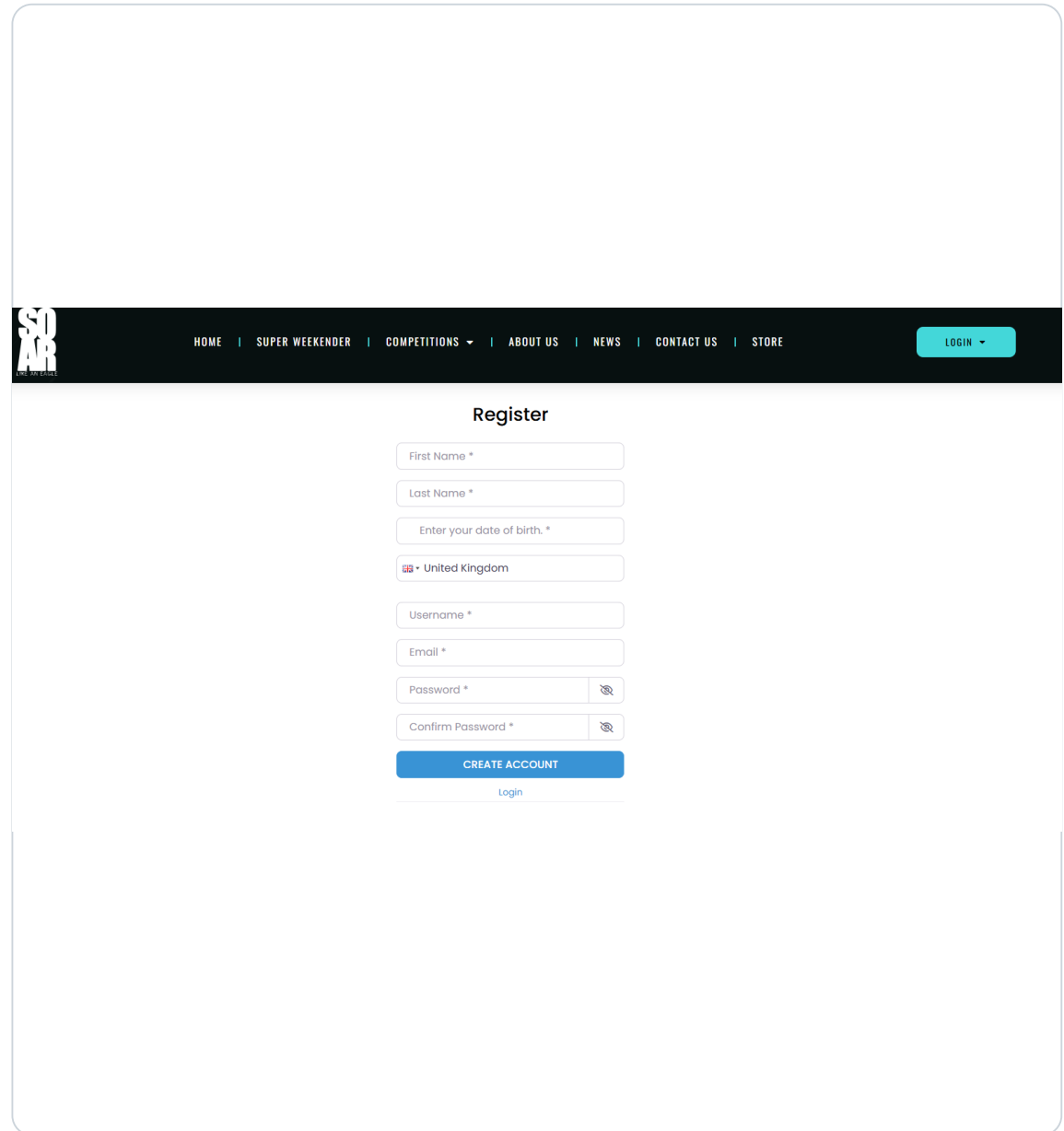
STEP 1

Go to www.soardance.com. Click the blue LOGIN button in the top-right corner, choose REGISTER NOW, and complete the Create Your SOAR Account form.

- Enter your first name and last name.
- Enter your date of birth and country.
- Choose a username and enter your email address.
- Create and confirm your password.
- Click CREATE ACCOUNT.

NEXT

You will receive an email from SOAR. Open the email and follow the link to verify/accept your account. If you cannot see it, check your junk or spam folder.



The screenshot shows the SOAR website's 'Register' form. The website has a black header with the SOAR logo on the left and navigation links (HOME, SUPER WEEKENDER, COMPETITIONS, ABOUT US, NEWS, CONTACT US, STORE) in the center. A blue 'LOGIN' button is on the right. The 'Register' form is centered on the page and includes the following fields: First Name *, Last Name *, Enter your date of birth. *, a country dropdown menu (currently showing United Kingdom), Username *, Email *, Password *, and Confirm Password *. There are eye icons to toggle password visibility. Below the fields is a blue 'CREATE ACCOUNT' button and a 'Login' link.

2. Set Up Your Dance School

STEP 2

After verifying your account, select Dance School and complete your school profile.

- Dance school name
- Email address
- Phone number
- Website (if applicable)
- School description
- Address, city, postcode and country

SOAR Independent Dancers

[Overview](#) [Dancers](#) [Requests \(0\)](#) [Teachers](#) [Competitions](#) [Event registrations](#)

[All schools](#)

SOAR INDEPENDENT DANCERS

Unique reference number: 6PtmXv

INVITE TO LOG IN

School name *

SOAR Independent Dancers

Email

bookings@soardance.com

Phone

07809204213

Website

https://soardance.com/

Description *

SOAR Independent Dancers

Independent dancers attending a SOAR Regional Event, British Championships or World Championships can register for:

Address

Address line 1 *

Soar HQ

Address line 2

Address line 3

City *

Bolton

Postcode *

BL4 7LX

Country *

United Kingdom

DELETE SCHOOL

UPDATE SCHOOL

IMPORTANT

Use current contact details. SOAR may use these details for competition registrations and important event communication.

3. Add Your Dancers

EAGLE NEST DANCE ACADEMY (EXAMPLE)

FAKE DATA FOR EXAMPLE PURPOSES ONLY

Overview

Dancers

Requests (0)

Teachers

Competitions

Event registrations

All schools

All Dancers

Teams

Groups

Import

EAGLE NEST DANCE ACADEMY

All Dancers

	Name	Reference
☐	Sam Soar	Eagle-1001
☐	Lily Eagle	Eagle-1002
☐	Hunter Nest	Eagle-1003
☐	Daisy Wing	Eagle-1004
☐	Oscar Fly	Eagle-1005
☐	Isla Talon	Eagle-1006
☐	Phoenix Sky	Eagle-1007
☐	Grace Soar	Eagle-1008
☐	Reggie Nest	Eagle-1009
☐	Bella Eagle	Eagle-1010
☐	Leo Wing	Eagle-1011
☐	Mia Hover	Eagle-1012
☐	Finn Glide	Eagle-1013
☐	Zara Talon	Eagle-1014

Add dancer

First name *

Sam (Example)

Last name *

Soar (Example)

Date of birth *

01/01/2015

Level *

Intermediate

Phone

07123 456789

Email

sam.soar@example.com

Address 1

12 Nest Avenue

Address 2

Soar Town

Address 3

(Example)

City

Soar Town

Postcode

ST1 2AB

Country

United Kingdom

SAVE DANCER

ADD DANCER

	Actions
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete
☐	Edit Delete

SEND PASSWORD RESET TO SELECTED (ACCOUNTS ONLY)

From your Dance School Dashboard, select DANCERS and then ADD DANCER. Enter the dancer information and save the record.

CHECK CAREFULLY

Make sure the dancer name, date of birth and competition level are correct. These details affect categories, registrations and qualification information.

For larger schools, you can also import multiple dancer records using the Import tab.

4. Add Dancers & Connect Parents

STEP 4

Parents can connect to your dance school in two ways:

- Send an invitation using INVITE TO LOG IN.
- Or give the parent your unique school reference number so they can request to join your school.

REQUESTS

Requests to join your dance school appear under REQUESTS on your dashboard. Review and approve the correct requests.

GOT LOTS OF DANCERS?

CSV Import is optional. Use the fourth Dancers tab - IMPORT - to add multiple dancer records at once. Follow the field order shown on screen.

✓ Dancer saved.

EAGLE NEST DANCE ACADEMY (EXAMPLE)

Overview **Dancers** Requests (0) Teachers Competitions Event registrations All schools

All Dancers Teams Groups Import

CLICK HERE TO INVITE PARENTS TO SET UP AN ACCOUNT AND ACCEPT THE INVITATION

EAGLE NEST DANCE ACADEMY (EXAMPLE)
All Dancers

	Name	Reference	Current age	Level	Address	Actions
☐	Sam Soar	Eagle-1001	10	Intermediate	12 Nest Avenue, Soar Town, ST1 2AB	Edit Delete
☐	Lily Eagle	Eagle-1002	12	Newcomer	Soar Town, ST1 2AB	Edit Delete
☐	Hunter Nest	Eagle-1003	11	Advanced	23 Eagle Street, Soar Town, ST1 2AB	Edit Delete
☐	Daisy Wing	Eagle-1004	9	Newcomer	Nest Road, Soar Town, ST1 2AB	Edit Delete
☐	Oscar Fly	Eagle-1005	14	Advanced	45 Wing Drive, Soar Town, ST1 2AB	Edit Delete
☐	Isia Talon	Eagle-1006	8	Newcomer	7 Talon Close, Soar Town, ST1 2AB	Edit Delete
☐	Phoenix Sky	Eagle-1007	13	Advanced	18 Sky View, Soar Town, ST1 2AB	Edit Delete
☐	Grace Soar	Eagle-1008	16	Advanced	Nest Way, Soar Town, ST1 2AB	Edit Delete
☐	Reggie Nest	Eagle-1009	7	Newcomer	2 Nest Lane, Soar Town, ST1 2AB	Edit Delete
☐	Bella Eagle	Eagle-1010	15	Intermediate	9 Eagle Rise, Soar Town, ST1 2AB	Edit Delete
☐	Leo Wing	Eagle-1011	12	Advanced	33 Wing Road, Soar Town, ST1 2AB	Edit Delete
☐	Mia Hover	Eagle-1012	9	Novice	5 Hover Court, Soar Town, ST1 2AB	Edit Delete
☐	Finn Glide	Eagle-1013	14	Intermediate	Glide Avenue, Soar Town, ST1 2AB	Edit Delete
☐	Zara Talon	Eagle-1014	11	Advanced	41 Talon Terrace, Soar Town, ST1 2AB	Edit Delete

INVITE PARENTS TO JOIN YOUR SCHOOL
You can invite parents to set up an account and accept the invitation by clicking **INVITE TO LOG IN**.

OR
Give parents your unique reference number so they can request to join your school.
YOUR UNIQUE REFERENCE NUMBER
EagleNest123
Share this reference with parents.

HOW PARENTS JOIN YOUR SCHOOL?
Parents can either accept an invitation sent by you, OR use your unique reference number above when creating their account to request to join your school.

SEND PASSWORD RESET TO SELECTED (ACCOUNTS ONLY)

SOAR Independent Dancers

Overview **Dancers** Requests (0) Teachers Competitions Event registrations All schools

All Dancers Teams Groups **Import**

SOAR INDEPENDENT DANCERS
Import dancers (CSV)
Paste CSV lines: first_name, last_name, dob, level, address1, city, postcode, country. First line may be a header. Level must be one of: Newcomer, Novice, Intermediate, Advanced, Open.

first_name,last_name,dob,level,address1,city,postcode,country

IMPORT

5. Create Teams, Megacrews, Duos & Quads

EAGLE NEST DANCE ACADEMY (EXAMPLE)

OverviewDancersRequests (0)TeachersCompetitionsEvent registrationsAll schools

All DancersTeamsGroupsImport

Teams

Create teams for age-banded categories, or Megacrew for all ages. Rosters must follow category rules (size and age ratio).

Create Team

Team name *

Eagle Nest Elite

Category *

(Teams) 12 and Under Intermediate

Active

Yes

Dancers *

☒ Sam Soar (10), Intermediate

☒ Lily Eagle (12), Newcomer

☒ Hunter Nest (11), Advanced

☐ Daisy Wing (9), Newcomer

☐ Oscar Fly (14), Advanced

☒ Isla Talon (8), Newcomer

☒ Phoenix Sky (13), Advanced

☒ Grace Soar (16), Advanced

☐ Reggie Nest (7), Newcomer

☐ Bella Eagle (15), Intermediate

☐ Leo Wing (12), Advanced

☐ Mia Hover (9), Novice

Your Teams

☐ Orange rows: at least one dancer is outside this category's age band, or the roster average age is too high for that band (e.g. 10.9 is fine for 10 and Under, 11.0 is not). Up to 25% of a group may be one year above the ceiling (one dancer in a duo). Edit to review and see a suggested category.

Name	Category	Dancers	Avg age	Active	Actions
Eagle Nest Elite	12 and Under Intermediate	8	11.4	Yes	EDITDELETE
Eagle Nest Juniors	10 and Under Newcomer	6	8.5	Yes	EDITDELETE
Eagle Nest Megacrew	Megacrew (Open)	16	12.1	Yes	EDITDELETE

EAGLE NEST DANCE ACADEMY (EXAMPLE)

OverviewDancersRequests (0)TeachersCompetitionsEvent registrationsAll schools

All DancersTeamsGroupsImport

Groups

Duos, Trios/Quads (3 or 4 dancers), and 2v2 battles are configured as groups.

Create Group

Category *

(Duos) 8 and Under Newcomer

Active

Yes

Dancers *

☒ Sam Soar (10), Intermediate

☒ Lily Eagle (12), Newcomer

☐ Hunter Nest (11), Advanced

☐ Daisy Wing (9), Newcomer

☐ Oscar Fly (14), Advanced

☐ Isla Talon (8), Newcomer

☒ Phoenix Sky (13), Advanced

☐ Grace Soar (16), Advanced

☐ Reggie Nest (7), Newcomer

☐ Bella Eagle (15), Intermediate

☐ Leo Wing (12), Advanced

☐ Mia Hover (9), Novice

Your Groups

☐ Orange rows: at least one dancer is outside this category's age band, or the roster average age is too high for that band (e.g. 10.9 is fine for 10 and Under, 11.0 is not). Up to 25% of a group may be one year above the ceiling (one dancer in a duo). Edit to review and see a suggested category.

Category	Type	Dancers	Avg age	Active	Actions
8 and Under Newcomer	duos	Sam Soar, Lily Eagle	11.0	Yes	EDITDELETE
10 and Under Newcomer/Novice	trios/quads	Daisy Wing, Isla Talon, Reggie Nest	8.0	Yes	EDITDELETE
12 and Under Newcomer	duos	Lily Eagle, Hunter Nest	11.5	Yes	EDITDELETE
12 and Under Newcomer/Novice	trios/quads	Lily Eagle, Daisy Wing, Isla Talon, Reggie Nest	11.3	Yes	EDITDELETE
2v2 Open	2v2	Phoenix Sky, Grace Soar	14.5	Yes	EDITDELETE

Once your dancers have been entered, create the groups you will need before registering them into an event.

TEAMS TAB: Teams and Megacrews

GROUPS TAB: Duos and Trios/Quads

SOAR Dance Teacher Portal Guide | www.soardance.com

Page 6

6. Register for a Competition

STEP 6

SOAR Independent Dancers

Overview Dancers Requests (0) Teachers **Competitions** Event registrations All schools

SOAR INDEPENDENT DANCERS INVITE TO LOG IN

Competitions

Published events: register your school, manage named dancers and tickets, or open the public pages.

Competition	Start date	Registered for school	Actions
SDC North East 2026	12 July, 2026, 10:15 am	—	Register View info View competition
SDC Scotland 2026	20 September, 2026, 9:00 am	—	Register View info View competition
SDC South East 2026	18 October, 2026, 10:15 am	—	Register View info View competition
SDC Wales 2026	25 October, 2026, 9:15 am	—	Register View info View competition
SOAR BRITISH CHAMPIONSHIPS 2027	19 March, 2027, 9:00 am	—	Register View info View competition

Competition registration

SDC SCOTLAND 2026

[BUY SPECTATOR TICKETS FOR THIS COMPETITION](#) Adult and child tiers — choose quantities in the popup.

School registering for this competition

SOAR Independent Dancers

Estimation **Direct registration**

Enter your best estimates and pay the deposit now. You can add teams, groups, and dancers later from My Schools → Event registrations.

Deposit due

£100.00

Dancers competing (Estimation) Teams (Estimation)

0 0

Teachers (Estimation) Spectators (Estimation)

0 0

[PROCEED TO CHECKOUT \(DEPOSIT\)](#)

Once your dancers, Teams and Groups have been entered, go to COMPETITIONS. All available SOAR competitions will appear here. Click

OPTION 1 - ESTIMATION

Reserve Your School Place

Enter estimated numbers and pay your deposit. You can complete your actual dancer, Team and Group entries later in Event Registrations.

OPTION 2 - DIRECT REGISTRATION

Start Your Entries Now

Pay your deposit and begin registering your dancers, Teams and Groups at the same time. This does not mean paying the full event balance.

7. Continue or Amend Your Registration

STEP 7

[Overview](#) [Dancers](#) [Requests \(0\)](#) [Teachers](#) [Competitions](#) [Event registrations](#) [All schools](#)

SOAR INDEPENDENT DANCERS [INVITE TO LOG IN](#)

Competition registrations

SDC Scotland 2026 — Registered ▼

Private: SOAR WORLD CHAMPIONSHIPS 2026 — Registered ▼

Private: SDC Midlands 2026 — Registered ▼

(Competition) — Pending ▼

Once your deposit has been paid, you can return to your registration at any time before the registration deadline.

From your Dance School Dashboard, select **EVENT REGISTRATIONS**. Any competitions your school has already registered for will appear here.

Open the event you want to manage. This is where you can continue your registration or make changes before the deadline.

EASY TO REMEMBER

COMPETITIONS = register for the event and pay the deposit. EVENT REGISTRATIONS = continue, manage and amend the detailed entries afterwards.

IMPORTANT

Paying your deposit secures your school place at the event. You do not need to complete every entry at the same time. Return to Event Registrations later to continue or amend your registration before the deadline.

8. Complete Entries & Upload Music

STEP 8

Open the event in EVENT REGISTRATIONS. Here you can add or amend all of the competition entries linked to that event.

Overview Dancers Requests (0) Teachers Competitions **Event registrations** All schools

SOAR INDEPENDENT DANCERS INVITE TO LOG IN

Competition registrations

SDC Scotland 2026 — Registered BUY SPECTATOR TICKETS

Dancer	Current age	Solo category	Paid by	Ticket order	Actions
					PAY SELECTED DANCER TICKETS

GROUPS — Rules & Terms Select all Deselect all

☐ (No dancers in group)
Duos | 11-12 | Intermediate

☐ (No dancers in group)
Trios/Quads | 11-12 | Newcomer Not eligible

☐ Sam Soar, Lily Eagle

☐ Daisy Wing, Isla Talon, Reggie Nest Not eligible

TEAMS — Rules & Terms Select all Deselect all

☐ Eagle Nest Elite

SOLOS — Rules & Terms Select all Deselect all

Tick each dancer you are entering for solos, then choose their division. A category is required for every selected dancer who has an eligible division.

☐ Sam Soar Select category	☐ Lily Eagle Select category	☐ Hunter Nest Select category
☐ Daisy Wing Select category	☐ Oscar Fly Select category	☐ Isla Talon Select category

COMPLETE YOUR ENTRIES

Select the Solos, Teams/Megacrews and Groups (Duos/Trios/Quads) you want to enter. For each Solo, tick the dancer and choose the correct eligible category.

SAVE YOUR CHANGES

When you have finished adding or amending entries, click UPDATE REGISTRATION to save your changes.

UPDATE REGISTRATION

Music uploads

Label

Audio file

Choose File No file chosen

UPLOAD

Uploaded Music

No music uploaded for this event yet...

MUSIC UPLOADS

At the bottom of the Event Registration page, label the file and choose the correct audio track.

Click UPLOAD for each Team or Megacrew.

9. Manage Dancer & Spectator Tickets

STEP 9

STEP 10 – MANAGE TICKETS

Once you are registered for an event, you can invite parents and dancers to purchase their dancer and spectator tickets directly through their SOAR account.

SOAR INDEPENDENT DANCERS

Competition registrations

INVITE TO LOG IN

SDC Scotland 2026 — Registered

BUY SPECTATOR TICKETS

☐ ALL	Dancer	Current age	Solo category	Paid by	Ticket order	Actions
☐	Lily Eagle	12	12 and Under Newcomer	unpaid	–	RESEND INVITE
☐	Hunter Nest	11	12 and Under Advanced	unpaid	–	RESEND INVITE
☐	Daisy Wing	9	8 and Under Newcomer	unpaid	–	RESEND INVITE
☐	Oscar Fly	14	14 and Under Advanced	unpaid	–	RESEND INVITE
☐	Isla Talon	8	8 and Under Newcomer	unpaid	–	RESEND INVITE
☐	Phoenix Sky	13	13 and Over Advanced	unpaid	–	RESEND INVITE
☐	Grace Soar	16	16 and Under Advanced	unpaid	–	RESEND INVITE
☐	Reggie Nest	7	8 and Under Newcomer	unpaid	–	RESEND INVITE
☐	Bella Eagle	15	14 and Under Advanced	unpaid	–	RESEND INVITE
☐	Leo Wing	12	12 and Under Newcomer	unpaid	–	RESEND INVITE
☐	Mia Hover	9	8 and Under Novice	unpaid	–	RESEND INVITE
☐	Finn Glide	14	14 and Under Intermediate	unpaid	–	RESEND INVITE
☐	Zara Talon	11	10 and Under Advanced	unpaid	–	RESEND INVITE

PAY SELECTED DANCER TICKETS

GROUPS – Rules & Terms

Select all Deselect all

HOW TO PURCHASE YOUR DANCER AND SPECTATOR TICKETS

Ask your dance school to send you an invitation to purchase your dancer ticket. Follow the steps below to complete your purchase.

1 Ask your dance school to send you an invitation to purchase your dancer ticket.

2 Once the invitation has been sent, you will receive an email notification. You can either click the link in the email or log in to your SOAR account.

SOAR

You have been invited!

You have an invitation to purchase a dancer ticket. Click the button below to view your invitation.

VIEW INVITATION

3 On your dashboard, click **Invitations**. Select your dancer ticket and add it to your cart.

SOAR

Dashboard

Invitations

My Account

View My Cart (1)

Invitations

Dancer Ticket – Lily Eagle
SDC Scotland 2026

£25.00

ADD TO CART

4 Return to your dashboard and select **Step 4 – Competitions**.

Dashboard

1 2 3 4 5

Step 4 – Competitions

5 Scroll through the competitions and select the event you are attending.

Competitions

SDC North East 2026

>

SDC Scotland 2026

>

SDC South East 2026

>

6 Click **Spectator Tickets**, select your dance school and choose the spectator ticket(s) you require.

SDC Scotland 2026

Event info

Spectator Tickets

My Entries

Select your dance school

Eagle Nest Dance Academy (Example)

Spectator Tickets

Adult Spectator Ticket

£15.00

2

7 Add the spectator ticket(s) to your cart.

Spectator Tickets

Adult Spectator Ticket

£15.00

2

ADD TO CART

MANAGING TICKET PAYMENTS

Once entries are confirmed, invite parents/dancers to pay for their dancer ticket through their own SOAR account. You can see who has paid and resend invitations where required. Schools that prefer to collect payments themselves can pay the final balance by invoice.

IMPORTANT: Direct parent/dancer payments must be completed by the ticket deadline so your school receives all competition tickets before the event. Invoice balances must be paid 5 days before the event.

10. Parent Ticket Purchase - Quick Guide

STEP 10

TEACHERS: Screenshot or share this page with your parents.

- 1 Ask your dance school to send you an invitation to purchase your dancer ticket.
- 2 Once the invitation has been sent, you will receive an email notification. Click the link in the email or log in to your SOAR account.
- 3 On your dashboard, click Invitations. Select your dancer ticket and add it to your cart.
- 4 Return to your dashboard and select Step 4 - Competitions.
- 5 Scroll through the competitions and select the event you are attending.
- 6 Click Spectator Tickets, select your dance school and choose the spectator ticket(s) you require.
- 7 Add the spectator ticket(s) to your cart.
- 8 Return to your dashboard and click View My Cart to review and complete your purchase.

DEADLINE REMINDER

Parents and dancers must complete payment by the ticket deadline so your dance school receives all competition tickets before the event. If your school is paying the final balance by invoice instead, that invoice must be paid 5 days before the event.

11. Dance Teacher Hub & Ongoing Resources

STEP 11

SOAR TEACHER PORTAL

Welcome to the SOAR UK teacher portal!

Firstly, thank you for being a part of the SOAR family. Your passion, dedication, and commitment to supporting dancers play a huge role in making our events, training programmes, and community what they are today. We truly appreciate the trust you place in us and the continued support you show dancers and our opportunities.

We're thrilled to launch this new space exclusively for teachers, giving you access to key information, safeguarding resources, competition guidance, important updates, and everything else you need to stay connected with us.

We value every teacher, studio, and dancer who is a part of the SOAR community, and we're excited to continue building and growing together. Thank you for being on this journey with us.

The SOAR Team x

SAFEGUARDING & DATA PROTECTION

The safety and wellbeing of our dancers will always be our top priority. The policies below provide important guidance on safeguarding, data protection, inclusivity, social media, and best practice across all SOAR UK activities. We encourage all teachers to review these documents and support us in creating a safe, positive, and inclusive environment for everyone involved.

[SOAR SDC Child Protection and Safeguarding Policy 2026](#)

[SOAR SDC Health and Safety Policy](#)

[SOAR SDC Data Protection GDPR Policy Events](#)

[SOAR SDC Photography and Social Media Policy](#)

[SOAR Equality, Diversity & Inclusivity Policy](#)

If you have any questions about any of these policies, please reach out to operations@soardance.com

Thank you for your support!

PARENTS & GUARDIANS

We understand that parents and guardians play a vital role in supporting dancers throughout their journey. To help answer common questions and provide useful information about SOAR UK, we have created a Parent Information Pack that can be shared with your dancers' families.

The pack contains key information about our events, safeguarding procedures, competition experience, and what parents can expect when attending SOAR UK activities. We hope this resource helps families feel informed, confident, and excited to be part of the SOAR community.

The Dance Teacher Hub is your central resource for everything you need to manage your SOAR experience. The hub will continue to grow as new resources are added throughout the season.

- Competition rules and regulations
- Safeguarding and data protection policies
- Health & safety guidance
- Photography and social media policies
- Equality, diversity and inclusion guidance
- Parent packs and information to share with families
- Procedures, templates and useful documents
- Future competition guidance and updates

KEEP CHECKING BACK

New resources, policies, procedures and support materials will continue to be added to the Dance Teacher Hub.

12. YOUR SOAR EVENT CHECKLIST

Use this checklist before every SOAR competition to make sure your school is ready.

CHECKLIST

- ☐ Dance school information is correct and up to date.
- ☐ All dancers are added and their names, dates of birth and levels are correct.
- ☐ Teams and Megacrews are created correctly.
- ☐ Duos and Trios/Quads are created correctly.
- ☐ The correct competition has been selected and your school is registered.
- ☐ All Solos, Teams/Megacrews and Groups have been selected in Event Registrations.
- ☐ Team/Megacrew music has been uploaded by the deadline.
- ☐ Parent/dancer ticket invitations have been sent where required.
- ☐ Spectator and dancer ticket payments are completed by the deadline.
- ☐ Final invoice payment, if used, is paid 5 days before the event.
- ☐ You have reviewed the latest rules, policies, schedules and event information in the Dance Teacher Hub.

NEED HELP?

If something does not look right, contact the SOAR team before the registration deadline so there is time to resolve it.