

Scottish Country Dance Database (SCCDB)

Guidelines for uploading a dance programme

1. Register as a user on the site <http://my.strathspey.org/dd/index/>
Click on the arrow top right and click on 'Create Account' to register.
2. Sign in to the website and click on the arrow next to Extra (top left), then click on My Dance Lists.
3. Click on Create New List (top right).
4. Add the title of your dance and use the drop-down menu to set the date. To aid those searching, it is worth adding the town or event name in the title. Unclick the box marked 'Make your list private'. Click on 'Create List'.
5. Click on 'Edit List' (mid-right)
6. In the box next to 'Add', fill in the dance name and choose from options below the box, then click on the Add button. Continue until all the dances have been added to the programme. If you wish to add 'Interval', click on the arrow next to the 'Programme item' at the bottom of the edit screen, choose 'Other', and enter 'Interval' in the box, click 'Add'. (Note that the latter item will be numbered on the Dance List Overview page. On the Cribs page, in the 'Numbering' box, select 'Dances Only')
7. **Editing your programme:** Click on the arrow next to Extra, then My Dance Lists. Click on the programme you wish to edit. Click 'Edit List' (top right). **To remove a dance**, click on the **x** to the right of the dance. **To add a dance**, add to the box under the list and Click on 'Add'. **To change the order**, left-click and hold on the dance name and drag to the appropriate point. **For an 'Extra'**, click on the arrow beside 'Dance' (to the left of the box) and select 'Extra'. To convert a dance to an 'Extra', click on 'Dance' next to the small **x**.
8. **Additional information about a function:** If you wish to add a note with information such as the venue, band, group website, go to 'Edit List', Click on 'Manage' (bottom left), then click on 'Edit List Note' and add the information.
9. **Finished programme:** Click on 'Back to List View' on right to view the finished programme. Click on a top tab to view the programme in Crib or Diagram form. The programme can be downloaded or saved as a PDF. **To copy the list** of dances on your programme, click on 'Share', then 'Plain text': Highlight the programme, copy (right-click), then paste into a document.

10. **Copy the web address for your programme:** Go to Extra and My Dance Lists. Click on the specific programme. Go to the web address (top Left), right-click and click on 'Copy'. Right-click in the document or email you wish to copy the link to, and 'Paste'.
11. **Unpublish or publish your programme:** go to Extra, My Dance Lists, and click on the programme. Click on Edit List. At the bottom of the list, click on the arrow next to Manage, then Edit Settings. Click in the box marked List is Private.
12. **Searching for a programme:** Under Entries (top left) click on Dance Lists. Choose the date range. In the Filter box (mid right), add a search term such as town, event or dance club name to narrow the search.
13. **Icons in a dance list:** The icons to the right of a dance mean, in order, 'RSCDS dance', 'Crib available', 'Diagram available', and 'Video available'. The last icon on the right lets you add a comment about the dance, which may be of use when planning a lesson. To view a pop-up of a diagram of a dance, click on the paintbrush symbol. (If this does not work, reload the page by clicking on F5 or on the browser reload circular arrow). Click on the diagram to remove it.
14. **Scratch space:** Right-click on a dance name and drag to the box under 'Scratch Space' for temporary storage. This is useful when deciding which dances to add to your programme. These dances do not appear in the published list.