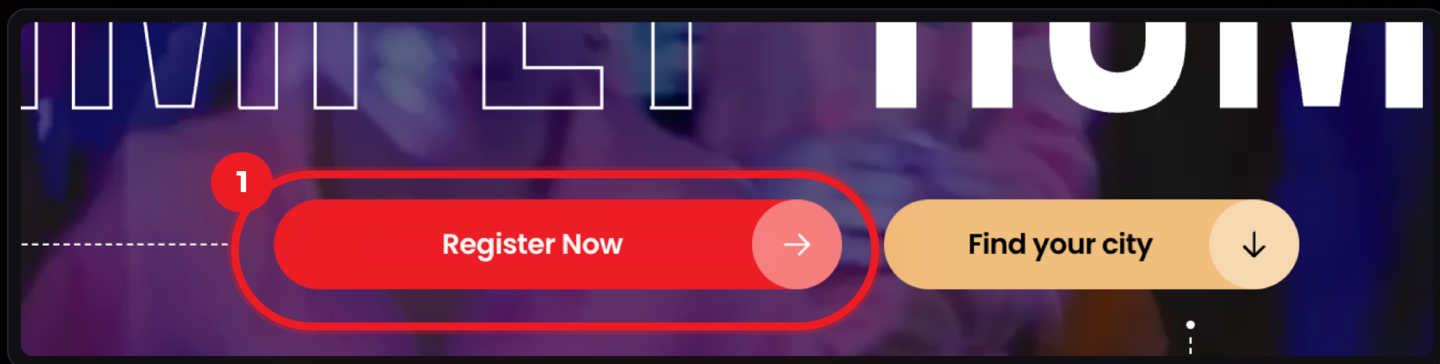


HOW TO UPLOAD YOUR MUSIC

Use these steps to upload your music once you have completed your registration.

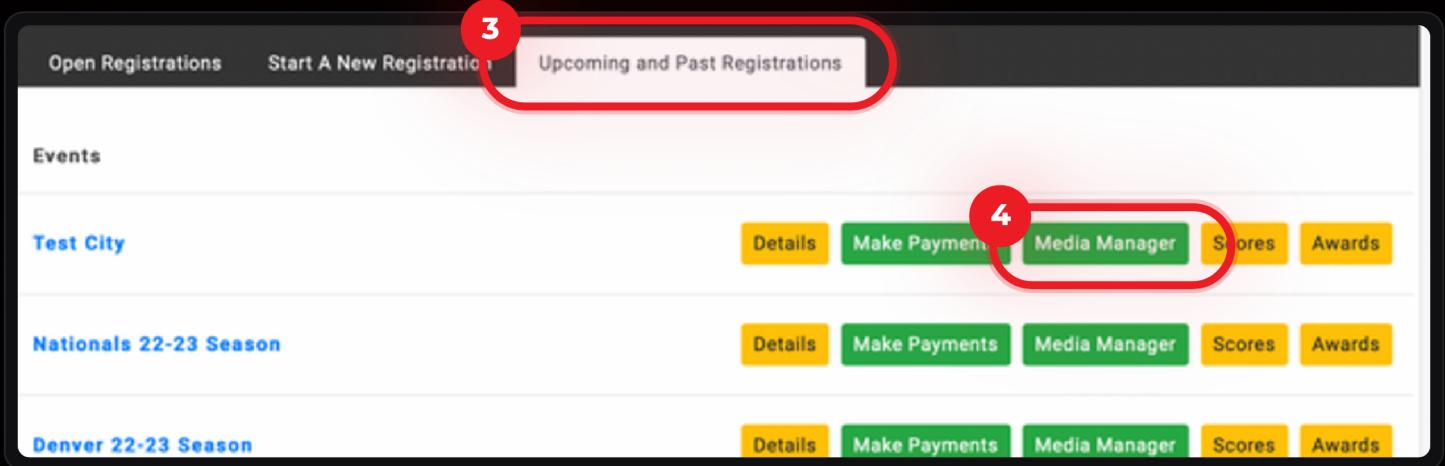
- 1 Go to www.ASHDance.com and tap **Register Now**.



- 2 Log in to your registration account.

A screenshot of the ASH Dance login page. The page is white with a light gray border. At the top, it says "Please Login". Below this, there are two input fields: "E-Mail Address" with a red asterisk and "Password" with a red asterisk. The "E-Mail Address" field contains the placeholder text "Your Email". The "Password" field contains the placeholder text "Your Password". To the right of the "Password" field, there is a blue button labeled "Login". A red circle with the number "2" is placed over the "Login" button.

- 3 Select the **Upcoming and Past Registrations** tab.
- 4 Find your event and tap the green **Media Manager** button.



STILL OPEN?

If your registration is still open, your event sits under the **Open Registrations** tab. Select **Routines** – the Media Manager button is on your routines page.

- 5** Next to each routine, tap the **music note icon**, then upload the file for that routine.

Routine Name	Details	Music	Video
Placeholder #1	Junior Solo Jazz Funk		
Placeholder #2	Junior Solo Jazz Funk		
Placeholder #3	Junior Solo Jazz Funk		

Time limits and format rules sit at the top of the same Media Manager page:

Media Manager - Nationals 22-23 Season

All music should be in .mp3 format and uploaded at least 2 weeks prior to the event.

If the music you are uploading is beyond the time limits (listed below) for the routine, you will be charged the extended time fee.

Solo/Duet/Trio - 2:30 minutes

Small Group (4-9) - 3:00 minutes

Large Group (10-24) - 4:00 minutes

Productions (25+) - 6:00 minutes

MUSIC REQUIREMENTS

All music must be **.mp3** format and uploaded at least **two weeks** before your event. Routines over the listed time limits are charged the extended time fee.

Questions? Email info@ashproductions.com or call 855.ASH.Dance.

CHALLENGE. INSPIRE. **TRANSFORM.**