

1 Sign in

YOUR WELCOME EMAIL → THE SIGN-IN PAGE

Email: riverstone@compsync 1

Password: 2

Sign In 3

1 your email · 2 the password you chose · 3 Sign In.

Your competition emails you a link. Click it once, pick a password — that's your account. Forgot it later? [Reset it here](#).

3 Add your dancers

DANCERS → ADD DANCERS (OR IMPORT)

+ Add 1 Row + Add 5 Rows + Add 10 Rows

Dancers are auto-guessed from first name — please review

#	First Name	Last Name	Birth Date	Gender	Action
1			mm/dd/yyyy		

Total rows: 1

Save All Dancers 4 Cancel

1 name · 2 birthday (this sets their age group) · 3 gender · 4 save.

Add rows as you go. Already have a list in a spreadsheet? Use **Import** and bring them all in at once.

5 Upload your music

MUSIC UPLOAD

Drag & drop MP3 files here 1

Browse Files 2

1 drop all your song files here · 2 or browse for them.

CompSync matches each song to a routine by its file name and shows you the matches **before** anything is saved. Your routine list shows what's still missing music.

7 Your invoice

INVOICES

Riverstone Dance Academy

Studio Code: RVST1

Toronto, ON

Spring Showcase 2027 (2027)

Invoice Created: July 25, 2025

Payment Status: Pending

View Invoice 1

Download 2

1 open it on screen · 2 download a copy.

Every routine you've entered, added up, with what's owed and what's been paid.

2 Make it look right

SETTINGS → STUDIO BRANDING

Appearance

Choose how the app looks for you and your staff. Applies instantly.

Midnight 1

Late Night

Day Classic

Day Brand

Day Warm 2

Auto

1 dark looks · 2 light and cream looks.

Click one and the whole app changes right away. Your logo and colours go here too. This only changes what **you** see.

4 Create your routines

ROUTINES → CREATE ROUTINE

1 Title (3 characters)

2 Category

3 Dancers

4 Save

1 title · 2 category · 3 tick the dancers · 4 the age works itself out.

The fee is worked out for you and shown on your routine list.

6 Add your people

SETTINGS → STAFF → INVITE STAFF

Page Access

Presets: 1 Treasurer 2 Manager Custom (clear)

Page	Role	Permissions
Dancers	None	View Edit
Routines	None	Edit 3
Reservations	None	View Edit

1 a ready-made role · 2 or build your own · 3 set every page to None, View or Edit.

Everyone gets their own password — nobody shares yours. Change or remove access any time.

8 Your schedule

SCHEDULES

Spring Showcase 2027

March 19 - March 21, 2027

Version 1+ 30:07 your entries scheduled

View Schedule 1

How to View Your Schedule

- When the Competition Director publishes a schedule, it will appear here
- Click "View Schedule" to see your routines and their scheduled times
- Download a PDF copy for your records
- Contact the Competition Director directly if you have scheduling concerns

1 open your schedule — then download it to share.

It appears once the competition sends the schedule out — the day and performance time for every one of your routines.



Get Help

If you get stuck, ask

Get Help sits at the top of the menu on every page — click it, type what's happening in your own words, and it answers or passes it to a person.

Or email us

techsupport@compsync.net — tell us your studio name and what you were trying to do. Screenshots help. There's no such thing as a silly question in your first season.