

Teacher user guide

Register, manage dancer records and follow the verified portal tasks in this guide.

Choose Teacher when creating your account. Teacher accounts manage schools and competition entries.

SIGN UP

What type of membership would you like to sign up for?

Dancer

Sign up as a dancer to join dance schools and view competition results.(You must be 16 years old to register as a dancer.)

Parent

You can register and manage your dancer here.

Teacher

Setup and manage dance schools, manage competition entries and more.

You can change your membership type by contacting info@callinguout.co.uk

If you are an existing member

MEMBER SIGN IN

1. Open the portal. Use the login link below, then select Sign up.

2. Choose Teacher. Check the account type before completing the form.

[Open CUO portal](#)

Use the PDF bookmarks to jump straight to a task.

Register your account

Fields marked * are required. Use an email address you can access.

SIGN UP FOR MEMBERSHIP TYPE **TEACHER**

To create an account with us, complete the form below, confirm you have read the [Terms and Conditions](#) and click the SIGN UP button. You will receive a confirmation email. Please follow the steps detailed in the email to complete your account setup.

Title *	Date of birth *
---	dd/mm/yyyy
First names *	Phone number
Last name *	Mobile number
Address *	Email address *
Address 1	
Address 2	
City	
Postcode	
United Kingdom	
☒ I have read and agree to the Terms and Conditions You must agree to the Terms and Conditions to sign up	☐ I would like to receive marketing information by email

BACK
SIGN UP

3. Enter your details. Choose a title. Add your first names, last name, address and your own date of birth. Complete relevant contact details.

4. Choose a password. Use at least 8 characters, including uppercase, lowercase, a number and a special character from @#\$%^&+=!*. Repeat it in Confirm password. Keep it private.

Repeat it in Confirm password. Keep it private.

5. Read the terms. Open Terms and Conditions. If you agree, tick the terms checkbox. Marketing is a separate choice.

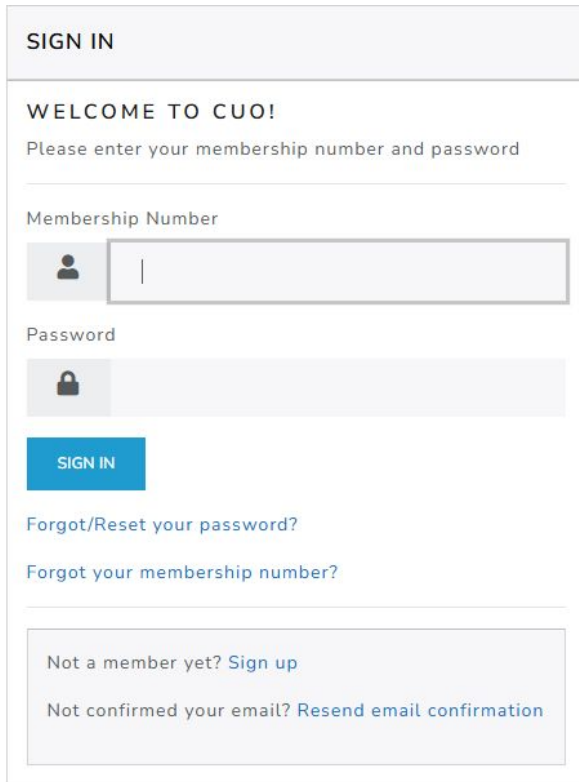
6. Select SIGN UP. Check the details first. The button is disabled until the terms checkbox is ticked.

7. Confirm your email. After SIGN UP, the portal asks you to check your email and confirm to activate your membership. Follow the email instructions.

[Terms and Conditions linked by the portal](#)

Sign in and recover access

The login form uses Membership Number and Password.



The screenshot shows a web form titled "SIGN IN". Below the title is a welcome message "WELCOME TO CUO!" followed by the instruction "Please enter your membership number and password". There are two input fields: "Membership Number" with a person icon and "Password" with a lock icon. A blue "SIGN IN" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot/Reset your password?" and "Forgot your membership number?". A separate box at the very bottom contains two links: "Not a member yet? Sign up" and "Not confirmed your email? Resend email confirmation".

1. Enter your membership number. Use the number for your own account.

2. Sign in. Enter your password and select SIGN IN.

Need help?

Forgot your membership number?

Use this link to open the membership-number request form.

Forgot/Reset your password?

Use this link to open the password-reset request form.

Resend email confirmation

Use this link to request another confirmation email.

Each request form asks for Email. Enter your account email and select SUBMIT, then follow the instructions provided.

Need to change your account type?

The membership screen directs account-type changes to info@callinguout.co.uk.

About this guide

Portal checks were carried out on 20 October 2026. The following chapters describe observed tasks. Workflows still awaiting verification are listed separately in the SOP appendix. Screenshots use training records with private identifiers hidden.

[CUO portal login](#)

Create your dance school

Use your Teacher account to create and manage a school.

ADD DANCE SCHOOL

Name*

Phone number

Address*

Address 1

Address 2

City

Postcode

United Kingdom

Email Address

Website

Description

Logo

CHOOSE IMAGE

or drag and drop image here

BACK

SAVE

Add the school's details, then select SAVE.

Add the school

- 1. Open your schools.** Select DANCE SCHOOLS in the top menu. This opens MY DANCE SCHOOLS.
- 2. Start a school.** Select CREATE DANCE SCHOOL.
- 3. Enter the school details.** Complete Name and Address, which are marked *. Add Address 2, City, Postcode and Country as appropriate.
- 4. Add other information.** You can also enter a phone number, email address, website and description. A Logo upload control is available.
- 5. Save.** Check the details and select SAVE.
- 6. Check the school list.** The new school appears in MY DANCE SCHOOLS, with its city and active teacher and dancer counts.

Your two school controls

MANAGE DANCE SCHOOL

View school details, the Centre Passcode and the teacher list.

MANAGE DANCERS

View and manage dancers associated with this school.

Find and share your Centre Passcode

The portal calls the school joining code the Centre Passcode. Parents choose the school by name and can enter this passcode when enrolling their dancer.

DANCE SCHOOL CUO PORTAL TRAINING TEST AND TEACHERS

DANCE SCHOOL

EDIT DANCE SCHOOL

Name

CUO Portal Training TEST

Logo

NO IMAGE AVAILABLE

Address

1 Test Street

Fictional training school

Test Town

ZZ1 1ZZ

United Kingdom

Phone number

Email Address

Website

Description

Centre Passcode

Hidden

Fictional training school for portal guide testing. Do not use for real entries

TEACHERS

NAME	MOBILE	STATUS	
CUO Test Teacher		Active	SCHOOL OWNER/ADMIN

BACK

Centre Passcode is shown in MANAGE DANCE SCHOOL. The example passcode is hidden.

Find the passcode

- 1. Open DANCE SCHOOLS.** Find the correct school in MY DANCE SCHOOLS.
- 2. View school details.** Select MANAGE DANCE SCHOOL.
- 3. Find Centre Passcode.** The passcode appears below the school's address details.
- 4. Give parents the joining information.** Share the school's exact name and Centre Passcode with parents who should enrol their dancer. They enter these in the JOIN A DANCE SCHOOL form from their dancer's school list.

What this code does

- The joining form says a correct Centre Passcode allows immediate enrolment.
- If a parent does not enter the passcode, the form says school staff must approve the enrolment.
- Share the passcode directly with the people joining your school, as it controls immediate enrolment.

Create dancers for your school

The Teacher form lets you prepare dancer rows, then save them to the school.

CREATE DANCERS FOR DANCE SCHOOL CUO PORTAL TRAINING TEST

ADD DANCERS ?

Title

First Name

Last Name

Date Of Birth

dd

ADD

BACK

Enter a dancer's details and select ADD to prepare a row.

CREATE DANCERS FOR DANCE SCHOOL CUO PORTAL TRAINING TEST

ADD DANCERS ?

Title

First Name

Last Name

Date Of Birth

yy

ADD

TITLE	FIRST NAME	LAST NAME	DATE OF BIRTH	
Miss	Training	Dancer03	01/01/2015	REMOVE
Master	Training	Dancer04	01/01/2014	REMOVE
Miss	Training	Dancer05	01/01/2013	REMOVE
Master	Training	Dancer06	01/07/2013	REMOVE
Miss	Training	Dancer07	01/01/2016	REMOVE
Master	Training	Dancer08	01/07/2016	REMOVE
Miss	Training	Dancer09	01/01/2012	REMOVE
Master	Training	Dancer10	01/07/2012	REMOVE

BACK

SAVE

ADD prepares each row; SAVE completes the creation.

Add and save dancers

1. Open the school. Select DANCE SCHOOLS, then MANAGE DANCERS for the correct school.

2. Open the creation form. Select CREATE DANCERS.

3. Enter one dancer. Choose Title and enter First Name, Last Name and Date Of Birth.

4. Prepare the row. Select ADD. The dancer appears in a table below the form.

5. Check the prepared rows. Check the title, names and date of birth. REMOVE is available beside a prepared row if it is incorrect. Enter and ADD each additional dancer you need to create.

6. Save the prepared dancers. Select SAVE. ADD alone does not complete the workflow.

7. Check the school list. The portal returns to VIEW DANCERS for the school. Confirm the new dancer appears under ACTIVE DANCERS, with a membership number and correct D.O.B.

Approve a dancer created by a Parent

A Parent can create their dancer and request to join your school. Approve that existing record from the school's dancer list.

VIEW DANCERS FOR DANCE SCHOOL CUO PORTAL TRAINING TEST

CREATE DANCERS

PENDING DANCERS

Show 10 entries Search:

	MEMBERSHIP	NAME	D.O.B.	STATUS	
☐	Hidden	Training Dancer ParentTest	01/01/2015	Pending	VIEW / CHANGE STATUS

ACTIVATE

Showing 1 to 1 of 1 entries Previous 1 Next

Tick the correct dancer under PENDING DANCERS, then select ACTIVATE.

VIEW DANCERS FOR DANCE SCHOOL CUO PORTAL TRAINING TEST

CREATE DANCERS

ACTIVE DANCERS

Show 10 entries Search:

MEMBERSHIP	NAME	D.O.B.	STATUS	
Hidden	Training Dancer TeacherTest	01/01/2014	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer03	01/01/2015	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer04	01/01/2014	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer05	01/01/2013	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer06	01/07/2013	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer07	01/01/2016	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer08	01/07/2016	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer09	01/01/2012	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer10	01/07/2012	Active	MANAGE / VIEW DANCER DETAILS
	Training Dancer ParentTest	01/01/2015	Active	MANAGE / VIEW DANCER DETAILS

SUBMIT

Showing 1 to 10 of 10 entries Previous 1 Next

BACK

Check that the approved dancer appears under ACTIVE DANCERS.

Approve the existing dancer

1. Ask the Parent to request the school. The Parent opens their dancer's DANCERS DANCE SCHOOLS page, selects JOIN DANCE SCHOOL, chooses your school and selects JOIN. Without a Centre Passcode, the request waits for approval.

2. Open your school dancers. Sign in as a Teacher. Select DANCE SCHOOLS, then MANAGE DANCERS for the correct school.

3. Find PENDING DANCERS. Find the dancer's request. Check their name, membership number and date of birth.

4. Select the correct request. Tick the checkbox on that dancer's row.

5. Activate. Select ACTIVATE below the pending-dancer table.

6. Check the active list. Confirm that the dancer now appears under ACTIVE DANCERS for your school. You can then use this existing record for school administration.

Keep one dancer record

- Approve the Parent-created record rather than creating another record for the same dancer.
- A school name appearing in the Parent's MY DANCERS list can still be awaiting approval. Check the explicit enrolment status or the school's ACTIVE DANCERS list.

Find an event

Use EVENT REGISTRATION to find events and open their registration pages.

EVENT REGISTRATION					
ALL UPCOMING EVENTS					
Show 5 entries		Search:			
EVENT	DATE	DEADLINE	VENUE	LOCATION	
Liverpool Weekend Event- Contemporary & Acrobatics ** THIS EVENT IS NOW FULL **	07/11/2026	21/10/2026	Knowsley leisure and culture park, Huyton, L36 6EG	Liverpool	MANAGE REGISTRATION
Streetdance- Stoke 15/11/26	15/11/2026	25/10/2026	Fenton Manor Sports Complex, City Rd, ST4 2RR	Stoke-On-Trent	MANAGE REGISTRATION
Groups- Leigh	22/11/2026	01/11/2026	Leigh Leisure Centre, Sale Way, Leigh Sports Villa	Leigh	MANAGE REGISTRATION
Liverpool - Streetdance ** THIS EVENT IS NOW FULL **	29/11/2026	08/11/2026	Knowsley leisure and culture park, Huyton, L36 6EG	Liverpool	MANAGE REGISTRATION
Contemporary- Bury	06/12/2026	15/11/2026	Bury Castle Leisure Centre, Bolton St	Bury	MANAGE REGISTRATION

Check the event, date, deadline and venue before selecting MANAGE REGISTRATION.

Choose an event

1. Open EVENT REGISTRATION. Select ALL UPCOMING EVENTS to browse events. The menu also contains MY UPCOMING EVENTS and MY PAST EVENTS.

2. Find the event. Use Search, the Show entries selector or page links to find the correct event.

3. Check the event details. Check the event name, date, deadline, venue and location. Look for any message that the event is full.

4. Open registration. Select MANAGE REGISTRATION on the correct event row.

Teacher pre-registration

- The inspected event opens DANCE SCHOOL PRE-REGISTRATION.
- The form asks for approximate numbers of dancers, teams, teachers and spectators.
- Choose the correct Billing Address. The form offers Home or School and says tickets will be posted to that address.
- The page says dance schools must pay a deposit before registering dancers. Check the amount displayed for your chosen event.
- Select PAY DEPOSIT when the numbers and billing address are correct, then follow the payment screen. After payment, check that the event page displays DEPOSIT PAID.

Choose a competition style

After the deposit is paid, the event registration page lets you choose a style.

EVENT REGISTRATION FOR CONTEMPORARY- BURY

DEPOSIT PAID

Date: 06/12/2026
Location: Bury Castle Leisure Centre, Bolton St, BL9 0EZ, Bury
Reg. Closes: 15/11/2026

UPDATE SPECTATORS & TEACHERS

REGISTRATION SUMMARY

STYLES

Choose a style to begin registration

BACK TO EVENTS

STYLE

NEW CONTEMPORARY DUETS

REGISTER DANCERS

STYLE

NEW CONTEMPORARY IMPROV SOLOS

REGISTER DANCERS

STYLE

NEW CONTEMPORARY SET SOLOS

REGISTER DANCERS

STYLE

NEW CONTEMPORARY SUPERGROUP

REGISTER DANCERS

STYLE

NEW CONTEMPORARY TEAMS

REGISTER DANCERS

Check DEPOSIT PAID and the event details, then choose the correct style.

Check before entering

- 1. **Check the event heading.** Confirm that you are viewing the correct event.
- 2. **Check the event details.** The page shows the date, location and registration closing date.
- 3. **Check the deposit status.** The demonstrated event displays DEPOSIT PAID.
- 4. **Choose the style.** Find the correct style under STYLES, then select its REGISTER DANCERS button.

Styles shown in this example

- NEW CONTEMPORARY DUETS
- NEW CONTEMPORARY IMPROV SOLOS
- NEW CONTEMPORARY SET SOLOS
- NEW CONTEMPORARY SUPERGROUP
- NEW CONTEMPORARY TEAMS

Other controls on the event page

UPDATE SPECTATORS & TEACHERS

This control is present; the expanded form and saved changes still need to be checked.

REGISTRATION SUMMARY

Opens a summary of event details, registered dancers, pairs, teams and spectator tickets. See the summary chapter for the checks.

BACK TO EVENTS

Returns to the event list.

Check abilities before selecting dancers

The registration form uses abilities to place dancers into the event's age and ability bands.

REGISTER DANCERS FOR STYLE NEW

CONTEMPORARY DUETS AND SECTION DUO

Before you can register a dancer, you must first pre-assign their ability for the style of dance. This will allows us to place the dancer in the correct age/ability band for the event. Select an ability for the dancer from the list provided.

Ability

-- Si

Select an Ability for your Duo, Group or Team

If a dancer has previously been assigned an ability that is not in the list of abilities for this event category, then the dancer details are highlighted in red and the dancers current ability is displayed for your reference.

If you update a dancers ability, any entries for upcoming events for this category will be removed.

Search:

ID	FIRST NAME	LAST NAME	D.O.B	AGE	ABILI
Hidden	Training Dancer	TeacherTest	01/01/2014	12	

CANCEL

SUBMIT

The duet form includes a group Ability choice and an Ability field for each dancer.

Two ability choices on the duet form

Ability above the dancer table

The form says to select an ability for your Duo, Group or Team.

Ability in a dancer's row

Assign the dancer's ability for this style. The dancer selection checkbox is disabled until an ability is assigned.

Read this before changing an ability

- The portal warns that updating a dancer's ability removes their entries for upcoming events in this category.
- Check existing entries before changing an ability. Recheck those events afterwards.
- The form says a dancer is highlighted in red if their existing ability is outside the abilities available for this event category.
- If Ability or SELECT is offscreen, scroll the dancer table horizontally to reveal the right-hand columns.

Abilities shown in this example

- Beginner
- Intermediate
- Advanced
- SEN (Special educational needs) ALL LEVELS

Enter dancers into a solo competition

Open the event, choose the solo style and then select the dancers for its section.

The screenshot shows a web interface for selecting dancers. It features a table with several rows. The first row has 'Intermediate' selected in the ability column, and a blue checkmark in the selection column. Below the table are two buttons: 'CANCEL' and 'SUBMIT'.

Assign each dancer's Ability, then tick the dancers you want to enter.

Register the solo dancers

- 1. Open the correct event.** From EVENT REGISTRATION, open the event's MANAGE REGISTRATION page. Check its heading and date.
- 2. Choose the solo style.** Select REGISTER DANCERS beside the solo style. The demonstrated example uses NEW CONTEMPORARY IMPROV SOLOS.
- 3. Open the section form.** Check the section, then select REGISTER DANCERS again. The Improv example shows SOLO FREESTYLE.
- 4. Find the right-hand columns.** On a smaller screen, scroll the dancer table horizontally to reach the Ability and SELECT checkbox columns.
- 5. Assign each dancer's Ability.** Choose the correct Ability in each dancer's row. This enables that dancer's selection checkbox.
- 6. Select the dancers.** Tick the rows for the dancers you want to enter. Use Search to find a dancer if needed.
- 7. Check and submit.** Check the selected names and abilities, then select SUBMIT.
- 8. Verify the entries.** Check that the dancers appear in REGISTERED DANCERS for the correct style and section. Check each displayed Ability and age band.

Ability choices depend on the style

- The demonstrated Improv solo form offers Intro (Introduction), Beginner, Intermediate, Advanced and SEN (Special educational needs) ALL LEVELS.
- The solo form uses an Ability field for each dancer. It does not have the extra Duo, Group or Team Ability selector.
- The portal warns that updating a dancer's Ability removes their upcoming entries for this category. Check existing entries before changing an Ability.

Enter dancers into a solo competition (continued)

EVENT REGISTRATION FOR CONTEMPORARY- BURY

DEPOSIT PAID

Date: 06/12/2026
Location: Bury Castle Leisure Centre, Bolton St, BL9 0EZ, Bury
Reg. Closes: 15/11/2026

UPDATE SPECTATORS & TEACHERS

REGISTRATION SUMMARY

STYLE

NEW CONTEMPORARY
IMPROV SOLOS

SECTION

SOLO FREESTYLE

BACK TO STYLES

REGISTER DANCERS

REGISTERED DANCERS

Search:

ID	FIRST NAME	LAST NAME	D.O.B	ABILITY	AGE	QUALIFIED	
Hidden	Training	Dancer07	01/01/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer08	01/07/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer09	01/01/2012	Intermediate	UNDER 16		REMOVE

After SUBMIT, check the REGISTERED DANCERS table and the displayed age bands.

Solo styles checked in this walkthrough

NEW CONTEMPORARY IMPROV SOLOS

The demonstrated section is SOLO FREESTYLE. Three dancers were saved.

NEW CONTEMPORARY SET SOLOS

The demonstrated section is CONTEMPORARY SET SOLO ROUTINES. Two dancers were saved.

Enter a duet

Enter both dancers together so the saved rows belong to the same duet.

REGISTER DANCERS FOR STYLE NEW

CONTEMPORARY DUETS AND SECTION DUO

Before you can register a dancer, you must first pre-assign their ability for the style of dance. This will allow us to place the dancer in the correct age/ability band for the event. Select an ability for the dancer from the list provided.

Ability

Beg

Select an Ability for your Duo, Group or Team

If a dancer has previously been assigned an ability that is not in the list of abilities for this event category, then the dancer details are highlighted in red and the dancer's current ability is displayed for your reference.

If you update a dancer's ability, any entries for upcoming events for this category will be removed.

Search:

ID	FIRST NAME	LAST NAME	D.O.B	AGE	ABILI
	Training Dancer	TeacherTest	01/01/2014	12	
	Training	Dancer04	01/01/2014	12	
	Training	Dancer05	01/01/2013	13	Begi
	Training	Dancer06	01/07/2013	13	Begi
Hidden	Training	Dancer07	01/01/2016	10	
	Training	Dancer08	01/07/2016	10	
	Training	Dancer09	01/01/2012	14	
	Training	Dancer10	01/07/2012	14	

CANCEL

SUBMIT

Choose the duet Ability and select both dancers in the same form.

Register the pair

- 1. Choose the duet style.** Open the correct event, then select REGISTER DANCERS for NEW CONTEMPORARY DUETS.
- 2. Open the section form.** Check that the section is DUO, then select REGISTER DANCERS again.
- 3. Set the duet Ability.** Choose the appropriate Ability above the dancer table. The form labels this as the Ability for your Duo, Group or Team.
- 4. Find the right-hand columns.** On a smaller screen, scroll the dancer table horizontally to reach the Ability and SELECT checkbox columns.
- 5. Check both dancer abilities.** Assign or check the Ability in each dancer's row. Read the portal warning before changing an existing Ability.
- 6. Select the pair.** Tick the two dancers who will perform together. Check both names before continuing.
- 7. Save together.** Select SUBMIT with both dancers selected in the same form.
- 8. Check the saved duet.** In REGISTERED DANCERS, check both names, abilities and displayed age band. Confirm that both rows show the same GRP. ID.
- 9. Add another duet separately.** Open REGISTER DANCERS again and submit the next pair in its own selection. In this walkthrough, two separate pair submissions produced two separate group IDs.

Before changing an Ability

- The portal warns that updating a dancer's Ability removes their upcoming entries for this category. Check existing entries and recheck the affected events afterwards.

Enter a team

Name the team and submit all its dancers together in the same selection.

REGISTER DANCERS FOR STYLE **NEW**

CONTEMPORARY TEAMS AND SECTION TEAMS

Before you can register a dancer, you must first pre-assign their ability for the style of dance. This will allow us to place the dancer in the correct age/ability band for the event. Select an ability for the dancer from the list provided.

Team Name

Give your Team a name
(This is the name your team will be known as at the event)

Ability

-- S --

Select an Ability for your Duo, Group or Team

If a dancer has previously been assigned an ability that is not in the list of abilities for this event category, then the dancer details are highlighted in red and the dancer's current ability is displayed for your reference.

If you update a dancer's ability, any entries for upcoming events for this category will be removed.

Search:

ID	FIRST NAME	LAST NAME	D.O.B	AGE	ABILI
	Training Dancer	ParentTest	01/01/2015	11	☐
	Training Dancer	TeacherTest	01/01/2014	12	☐
	Training Dancer	Dancer03	01/01/2015	11	☐
Hidden	Training Dancer	Dancer04	01/01/2014	12	☐
	Training Dancer	Dancer05	01/01/2013	13	☐
	Training Dancer	Dancer06	01/07/2013	13	☐
	Training Dancer	Dancer07	01/01/2016	10	☐
	Training Dancer	Dancer08	01/07/2016	10	☐

CANCEL

SUBMIT

The team form includes Team Name and a group Ability selector.

Register one team at a time

1. Choose the team style. Open the event and select REGISTER DANCERS for NEW CONTEMPORARY TEAMS.

2. Open the section form. Check that the section is TEAMS, then select REGISTER DANCERS again.

3. Name the team. Complete Team Name. The form says this is the name the team will be known by at the event.

4. Set the team Ability. Choose the appropriate Ability above the dancer table.

5. Find the right-hand columns. On a smaller screen, scroll the dancer table horizontally to reach the Ability and SELECT checkbox columns.

6. Check dancer abilities. Assign or check the Ability for each dancer in the team. Read the portal warning before changing an existing Ability.

7. Select the team members. Tick all the dancers in this team. Check the selected names and Team Name.

8. Save the team. Select SUBMIT.

9. Check the saved rows. In REGISTERED DANCERS, check that every team member has the correct Team Name, Ability and displayed age band.

10. Add another team separately. Open REGISTER DANCERS again, enter the next Team Name and submit that team's dancers together.

Use the portal's displayed age band

- Check the band displayed after submission. This guide does not assume an age-band calculation from the oldest dancer or an average age.

- The portal warns that updating a dancer's Ability removes their upcoming entries for this category.

Delete or change a solo entry

For the tested solo entry, remove the existing row and register the corrected entry.

EVENT REGISTRATION FOR CONTEMPORARY- BURY

DEPOSIT PAID

Date: 06/12/2026
Location: Bury Castle Leisure Centre, Bolton St, BL9 0EZ, Bury
Reg. Closes: 15/11/2026

UPDATE SPECTATORS & TEACHERS

REGISTRATION SUMMARY

STYLE
NEW CONTEMPORARY
IMPROV SOLOS

SECTION
SOLO FREESTYLE

BACK TO STYLES

REGISTER DANCERS

REGISTERED DANCERS

Search:

ID	FIRST NAME	LAST NAME	D.O.B	ABILITY	AGE	QUALIFIED	
Hidden	Training	Dancer07	01/01/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer08	01/07/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer09	01/01/2012	Beginner	UNDER 16		REMOVE

Check the event, style and dancer before using REMOVE.

EVENT REGISTRATION FOR CONTEMPORARY- BURY

DEPOSIT PAID

Date: 06/12/2026
Location: Bury Castle Leisure Centre, Bolton St, BL9 0EZ, Bury
Reg. Closes: 15/11/2026

UPDATE SPECTATORS & TEACHERS

REGISTRATION SUMMARY

STYLE
NEW CONTEMPORARY
IMPROV SOLOS

SECTION
SOLO FREESTYLE

BACK TO STYLES

REGISTER DANCERS

REGISTERED DANCERS

Search:

ID	FIRST NAME	LAST NAME	D.O.B	ABILITY	AGE	QUALIFIED	
Hidden	Training	Dancer07	01/01/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer08	01/07/2016	Beginner	UNDER 12		REMOVE
	Training	Dancer09	01/01/2012	Intermediate	UNDER 16		REMOVE

After re-registering, check the corrected Ability and age band in REGISTERED DANCERS.

Delete a solo entry

- 1. Open the existing entry.** Open the correct event, solo style and section. Find the dancer in REGISTERED DANCERS.
- 2. Check carefully.** Confirm the event, style and dancer's row. In the tested solo workflow, REMOVE took effect immediately without a portal confirmation screen.
- 3. Remove the entry.** Select REMOVE on that dancer's row.
- 4. Verify deletion.** Check that the row disappears. Refresh the page and check that it remains absent.

Change the solo entry

- 5. Remove the old entry.** Follow the deletion steps above.
- 6. Open registration again.** Select REGISTER DANCERS for the same style and section.
- 7. Set and select the corrected entry.** Choose the correct dancer Ability and tick the dancer. Read the warning that an Ability change removes upcoming entries for this category.
- 8. Submit and check.** Select SUBMIT, then check the dancer, amended Ability and displayed age band in REGISTERED DANCERS.

If the removed dancer is missing from the form

- Close the registration form, refresh the event page and open REGISTER DANCERS again. During testing, the removed dancer became available after this refresh.

Scope of this example

- This remove-and-register procedure was verified for one solo entry. Duet and team removal, partner changes and team-name edits were not tested.

Check the registration summary

Use REGISTRATION SUMMARY to review the event entries visible to the signed-in Teacher account.

REGISTRATION SUMMARY

REGISTRATION SUMMARY
CUO PORTAL TRAINING TEST

EVENT DETAILS

PRINT

Event Name:
Contemporary- Bury
Location: Bury Castle
Leisure Centre, Bolton St,
BL9 0EZ, Bury
Date: 06/12/2026

Billing Address:
Hidden

REGISTERED DANCERS

The summary brings together event details, registered dancers, pairs, named teams and spectator tickets.

Review the event registration

- 1. Open the event.** Go to the correct event's registration page.
- 2. Open the summary.** Select REGISTRATION SUMMARY.
- 3. Check event and billing details.** Check the event name, location, date and Billing Address.
- 4. Check every style.** Review the registered dancers under each style. Check the names, abilities and displayed age bands.
- 5. Check pairs and teams.** Check that each duet contains the correct pair. Check each Team Name and its member list.
- 6. Check spectators.** Review SPECTATOR TICKETS and the quantity for each ticket type.
- 7. Return to registration.** Select CLOSE when you have finished.

Print control

- A PRINT button is shown in the summary. Its print output was not tested during this walkthrough.

Parent bookings are separate

- In the verified example, a Parent entered a solo directly. That Parent entry was not included in the Teacher registration summary.
- Review the entries and invoice in the account that made the booking. Coordinate with parents when both accounts enter the same event.

Check an invoice and the outstanding balance

Open the invoice details to check charges, the deposit paid and AMOUNT OUTSTANDING.

MY INVOICES

PENDING INVOICES

Show 5 entries

Search:

INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	EVENT NAME	EVENT DATE	PAYMENT STATUS	
Hidden	20/10/2026	£236.50	Contemporary-Bury	06/12/2026	Deposit	VIEW

Showing 1 to 1 of 1 entries

Previous1Next

Open MY INVOICES, find the event and select VIEW.

Open and check the invoice

- 1. Open invoices.** Select the invoice icon in the top navigation. This opens MY INVOICES.
- 2. Find the event.** Under PENDING INVOICES, check the Event Name and Event Date. Search or change Show entries if needed.
- 3. Open the details.** Select VIEW on the correct row.
- 4. Check the charges.** Review the descriptions, unit fees, quantities and amounts. The demonstrated invoice includes dancer, spectator and teacher tickets, plus commission.
- 5. Check the deposit and balance.** Review Subtotal, Deposit paid and AMOUNT OUTSTANDING. Use AMOUNT OUTSTANDING for the remaining balance shown by this invoice.
- 6. Check the status carefully.** The demonstrated list shows Payment Status as Deposit. The detail confirms a deposit has been paid and that a balance remains.

List total and remaining balance

- The demonstrated Invoice Amount in the list is the invoice total before the deposit credit. The detail page separately shows AMOUNT OUTSTANDING after that credit.
- Use the amounts and payment reference on your own current invoice. Example screenshots do not set prices or payment details for your booking.

Parents entering directly

- The tested direct Parent entry created a separate Parent invoice while the Teacher's school invoice remained separate. Coordinate booking and payment responsibilities with parents when both accounts enter the same event.
- The final check confirmed that the Teacher invoice remained unchanged after the separate Parent booking. The Teacher summary also did not include that new Parent solo entry.