Music Submission

CREATING YOUR YAGP MUSIC ACCOUNT:

Once the venue for which you have registered is closed, all schools and independent participants will receive an email inviting you to create and activate your personal account on the YAGP Music platform. This is a one-time, very short setup that will be valid for all YAGP venues that you may attend this year and in the future. It is therefore important that you retain your account information, to be able to connect in the future. Please note: this email will be sent to the "registration email" from your Dance Genie account. Please be sure to check your spam or junk folders to make sure that music upload invitation email is not going there.

If you encounter issues that you cannot solve with the guide, please contact music@yagp.org

Instructions:

1 - Once you've been redirected to the platform, click on the ACTIVATE ACCOUNT button. You will be taken to the front/login page, and prompted to create your password-protected account. Once you have created your account, you will receive a confirmation email (Please note: it may take a moment for the front page to fully load).

2 - You should now able to log in to your personal music upload space, by entering your registered email, and the password you submitted when creating your account.

3 – In your personal space, on the left-hand side, go to FOLDERS > SHARED FOLDERS. Here you can access an upload space specific to each venue, with each venue divided into categories:

Ensembles/Solos, Classical/ Contemporary, Junior/Senior/Pre-Competitive, etc.

EXAMPLE: If you wish to submit a music file for a Senior Participant that will be performing a Classical Solo in the Paris Venue Competition, simply click on SHARED FOLDERS, select the PARIS folder, then the SOLOS Folder, then the SENIOR Folder, and finally the CLASSICAL Folder.

NAMING YOUR MUSIC FILE - VERY IMPORTANT:

Please be sure to respect the following protocol for naming your music submissions:

Soloists:

Venue; Category; Classical/Contemporary; Dancer Full Name (Age); Entry Title; Run Time.

Example: Paris, Junior, Classical, Jane Doe (14), Variation From Paquita, 2:30.

Ensembles:

Venue, Ensemble Type, School Name, Entry Title, Run Time.

Example: Paris, Large Ensemble, Ballet Academy, White Rain, 2:45.

UPLOADING YOUR MUSIC:

You will not be able to upload your music File(s) to the folder(s). This can be done two ways:

- **Drag and Drop your music file from your computer directly into the final folder you have now opened on your personal space.** a loading bar will indicate the progress of the upload.

When it reaches 100%, the upload is complete. Once that is done, you can click on the file you just uploaded to play it and see for yourself if everything went well. If you need to upload several music files into a folder, you may do so by selecting them all at the same time, and then dragging and dropping them into the folder. The files will automatically queue, and upload one after the other.

- **Click on BROWSE FILES, and locate in your computer the correct music file that you want to upload IN THIS PARTICULAR CATEGORY/ VENUE. Click on Open to upload the file.** If you need to upload several music files into a folder, you may do so by selecting them all at the same time, and then Clicking on Open to upload the files. The files will automatically queue, and upload one after the other.

Once your file is uploaded onto the platform, we recommend clicking to play the uploaded track, in order to verify that this is the piece you planned to submit, and that it uploaded correctly.

EDITING MUSIC ENTRIES:

Please note that on your personal space you may only view and read **YOUR OWN FILES, which you uploaded yourself**. If you need to delete a track and replace it with a new version, we ask you to write directly to music@yagp.org and specify which file you want deleted **BEFORE** uploading the replacement file. You will receive an email telling you that the file has been deleted and that you can upload the replacement track.

REVIEWING MUSIC ENTRIES:

Please note that some music formats such as .mp4, .wav or .wma will not be read by the website, however this poses absolutely no issues with us, as the music will not be played from the website. If the music plays on your computer, then it will be safe to use at the competition