Harrogate Saltire Scottish Country Dance Club

Guidance on creating a list of dances or a programme in my.strathspey.org

Open the my.strathspey.org/dd/ website and register or log in. You will then see **Entries** and **Extras** at the top left. If you do not see Entries and Extras, go to Sites and click on Dance Database.

Entries contains, amongst other items, **Dance Lists**. If you click this you will see all the dance lists that have ever been created on the site. At the top right you will see **Create New List, Latest Occurrences** and **Search**. The search function can be useful if you want to search for another list. Entering "Harrogate Saltire" brings up all the previous Harrogate Saltire lists.

If you click on **Extras** you will see, in the third "box", **My Dance Lists** and **Create New List**.

Click on **Create New List** and enter a "Name" for the dance. Please use "Harrogate Saltire" and the date, despite there being a box for the date lower down. It will help you when you search.

The "type" will be a class and the date is obvious.

Leave the list ticked as "Private" until you have added the dances. Adding the dances is straightforward.

On the page "**Dance List**", you will see an empty box Quick Search at the top of the screen; type the name of the dance that you want; wait for the selection process; click the dance that you want; click "Add to List" [top right of the screen]; repeat from Quick Search above, until you have chosen all the dances you want.

If you enter a dance twice, you can delete it by clicking the "x", when you are in **Edit List**.

It is possible to edit your list. Click on **Edit List** [top right of the screen] and you will see you your full list. At the foot of the screen, you will see **Dance** and a downward arrow. This offers you Dance [in case you wish to add another, see below], Extra and Alternative.

Next is **Dance name** within an empty box. If you have missed a dance from your list, you can add it here. Further to the right you will see **Step Practice** and a downward arrow. Click on this to see what you can add. Choose "other" or "heading", before entering something under **Description ...** in an empty box on the right, eg "Extras", "Interval" or "Teacher"s choice". This description will now replace "Dance" in the numbered list.

You can also change the order of your dances when in Edit List by using the mouse. When you have finished editing of your list, click on "Back to List View" at top right of screen.

You may be concerned, as you create a list, that you cannot remember what you have added, because you have been interrupted. When this happens [and it will], click on **Extra** and the dropdown menu will show the name of the list that you are creating. Click on it and you will return to the list.

When you [think that you] have finished, you should see "Visibility: Private". Click on "**Change Visibility"** to change from "Private" to "Public".

15Dec25