

Index of Rounds – Instructions to Choreographers

General:

1. The purpose of the Roundalab Index of Rounds is to have one place where all round dance routines are available to the public. It also is used to prepare the ballot for Classic dance voting. When you publish a dance, adding it to the Index of Rounds should be one of the first things you do.

If you are uncomfortable with entering information online, or feel intimidated by these instructions, or are for whatever reason unable to enter or edit your own dances, we will gladly provide help by telephone or by email. You can send your cue sheets (email in pdf format preferred) to the Chairman of the Index of Rounds at indexofrounds@roundalab.org or leave a text message or voicemail for telephone help (see contact information at the end of this document).

2. Before adding your first dance to the Index of Rounds you should search the Index of Rounds to see which of your dances may already be in the database. Go to the Roundalab website and hit the Index of Rounds Cue Sheets button on the main page, or the Index of Rounds Cue Sheets tab in the Members Only section. Select your name as choreographer, and take note of which of your dances are already in the Index, and which ones may need to be edited because they have incomplete or inaccurate information. If you find a dance that has been entered twice with slightly different information, contact the IOR Chairman or the RAL Operations Coordinator (contact information at the end of this document and on the RAL Organizational Chart) to have the duplicate removed.

3. You may upload (add) ONLY your own dances to the Index of Rounds.

4. You may edit ONLY your own dances in the Index of Rounds. If you see errors in dances belonging to other choreographers, you may contact the choreographer, the IOR Chairman or the RAL Operations Coordinator. Be prepared to email a pdf cue sheet for the dance in question.

This is an honor system – the program will not prevent you from changing someone else’s dance, but you do not have the authority to do so.

Uploading (adding) a dance to the Index of Rounds:

1. Make sure that you have a pdf file of your cue sheet available on your computer. You will be able to browse your computer to find the file when it comes time to upload the pdf.
2. Navigate to the Members Only area of the Roundalab website and click on the "Index of Rounds" button, and then the "Add a Dance" tab.
3. Select your name from the drop down list of choreographers in the upper right part of the box. If this is your first dance to be entered into the Index of Rounds, your name won't be there yet. Instead enter your name in the space at the bottom right, using the following convention:
 - a. If the choreographers have the same last name, enter the last name, a comma, a space, the initial of the choreographer, the "&" symbol, and the initial of the partner. For example, "Moore, B&J". Please be consistent to avoid duplicate entries in the Index.
 - b. If there is a single choreographer, enter the last name, a comma, a space, and the first name. For example, "Brown, Bill".
 - c. If there is a collaboration between choreographers with different last names, enter the last name of the first choreographer, a slash (/), and the last name of the second choreographer. For example, "Molitoris/Callahan". Again, please be consistent to avoid duplicate entries in the Index.
4. Open your pdf file for your cue sheet. Copy and paste the dance title from the pdf into the data field for Dance Title. This will ensure that the spelling and punctuation in the Index match exactly what you have used on your cue sheet. Each of your dances must have a different name. For example, if you have published a phase II waltz called "Twilight", you cannot enter a second dance, say a phase III waltz, with the same name. You could use "Twilight III" or "Another Twilight", or just about anything you wanted except the name of a dance that you have already published.
5. Enter the 4 digit Release Year. For example, 2014 or 1989, but not 09 or 89 or '89.
6. Select the Release Month from the drop down menu. Note that the month format used in the Index is now nn-Mmm (such as "02-Feb" or "07-Jul"), so that users can use this field in sorting the Index to find dances from a particular month or from the most recent month.
7. Select the Rhythm from the drop down menu. Dances with more than one rhythm follow these rules to prevent duplicate entries:
 - a. Two or three rhythms are listed alphabetically divided by slashes (/). For example, a

dance which uses both foxtrot and jive will be listed as “Foxtrot/Jive”, but never as “Jive/Foxtrot” (even if it’s mostly Jive!)

b. If a dance contains more than three rhythms it is listed as “Mixed”.

c. If your rhythm is not found on the drop down menu, contact the IOR Chairman or the RAL Operations Coordinator. Changes to the program will be required before you can upload your dance.

8. Select the Phase of your dance from the drop down menu. You will note that the phases in this Index follow a convention somewhat different from the standard Roundalab convention:

Phase (from 1 to 6) + number of plus figures (0 to 2) [+ number of unphased figures (1 to 4)]

In order to make it easier for users to select dances of a particular phase or to sort their results by phase, the Index now uses Arabic numbers for the six phases (1, 2, 3, 4, 5, & 6) instead of Roman numerals. The number of plus figures uses the Arabic number 0, 1 or 2; and the number of unphased figures uses the Arabic number 1, 2, 3, or 4. If there are no plus or unphased figures, the Phase will be the Arabic number by itself, i.e. “2”. If there are plus figures, but no unphased figures, the Phase will be the Arabic number plus the number of plus figures, i.e. “2+1”. If there are unphased figures, but no plus figures, the Phase will be the Arabic number, plus zero as a placeholder, plus the number of unphased figures, i.e. 2+0+3. If you have more than 4 unphased figures in your dance, choose the 4 option, and simply list all of the unphased figures in the Unphased Figures data field that is discussed below.

9. Now go down to the bottom of the entry form and hit the Browse button to navigate to where you have your pdf cue sheet on your computer. When you “open” that file it will be entered in the upload box.

10. You have now completed entering the mandatory information for uploading a dance into the Index of Rounds. (If any mandatory information is missing, the program will not allow an incomplete entry to be made.) You may stop entering data if you would like and just hit the “Submit the Dance” button. But you have other options. You skipped over some non-mandatory data fields when you jumped to the bottom of the entry form. We strongly urge you to go back up the form and enter the information for Song Title, Artist, Music Source and Unphased Figures. This information will make it easier for users to search for your dance and obtain the correct music.

11. The convention for entering a composer name if necessary is to include the composer name in the song title, i.e. Brahms Opus 95. For entering information into the Song Title, Artist, Music Source and Unphased Figures, the preferred method to avoid errors is to copy and paste this

information directly from your pdf cue sheet. However, if your dance is old, and the actual song title, artist or music source is missing from the cue sheet, you may enter that information directly if you know it. The Unphased Figures data field is simply a list of the unphased figures in the dance, separated by commas and spaces. For example: "Scottish box, Double flip turn, Sunburst". After entering the non-mandatory information, you are now really ready to hit the "Submit the Dance" button.

12. You will see a Thank You screen, letting you know that you have successfully added your dance to the Index. You can now either upload another dance or return home to the Roundalab website.

13. If you decide that you want to cancel adding a dance, you can hit any of the navigation buttons at the top of the screen to clear your submission and exit to another part of the website. If you have already submitted the dance, and it has an error, use the "Edit a Dance" screen to correct the error. If the entry should be deleted in its entirety, contact the IOR Chairman or the RAL Operations Coordinator to have the dance deleted from the Index of Rounds.

Editing your dances in the Index of Rounds:

Changing information on your dances uses the same entry screen and the same conventions for formatting as the original entry. Having the pdf cue sheet open for reference can be helpful. You may change any field information except for the Choreographer. If the name of the choreographer needs to be changed, contact the IOR Chairman or the RAL Operations Coordinator.

1. Navigate to the Members Only area of the Roundalab website, and click on the "Index of Rounds" button and then the "Edit a Dance" tab.
2. Select your name from the drop-down list under Choreographer.
3. A list of your dances that are in the Index will appear in a drop down menu. Select the dance to edit and hit the "Proceed to "Edit the Dance"" button.
4. Enter the new information in the appropriate fields just as you would if adding a new dance. The old data will be replaced with the new information. Change only those fields that have incorrect information. The other fields will stay the same. You may upload a corrected cue sheet by browsing your computer and uploading the pdf file. It will automatically replace the originally uploaded cue sheet file.

5. When finished with your changes click the “Save changes to dance database” button at the bottom of the entry screen.

6 You will see a confirmation message that will give you a choice of editing another dance, going to the Roundalab website home page, retreating to the Members Only section, adding a dance, or searching the Index of Rounds.

7. If you wish to cancel your editing, you may use the navigation buttons at the top of the form to clear your action and exit the edit screen. If you make an error editing, simply re-edit the dance to insert the correct information.

Getting Help:

1. If you are not a Roundalab member, but you are a choreographer of round dance routines, we want your dances entered into the Index of Rounds. Please contact the IOR Chairman or the RAL Operations Coordinator for assistance.

2. If you are uncomfortable with online entry or unable to enter or edit your dances, you may contact the IOR Chairman or the RAL Operations Coordinator.

3. If you find a problem with the program or see incorrect information on another choreographer’s dance, you may contact the IOR Chairman or the RAL Operations Coordinator.

4. If you have suggestions for improving the Index of Rounds, or you would like to help us in any way to make the Index a better tool, please contact the IOR Chairman or the RAL Operations Coordinator. We value your time and ideas.

**Roy Williams, Chairman of the Index of Rounds indexofrounds@roundalab.org,
517 Bay Road, Amherst, MA 01002**

Cell phone 413-537-1538 (Eastern time) for text message or voicemail

Roundalab Operations Coordinator, operations@roundalab.org

(in 2021-2022: Jim & Carol Tucker, 402-488-0800

or Barbara Connelly, 802-748-9478)

(The most current contact information is always available in the Organizational Chart on the Roundalab website.)