



# WADF

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## WORLD ARTISTIC DANCE FEDERATION

### GUIDELINE HOW TO REGISTER MEMBERS AND DANCERS

#### MASTERSOFT SYSTEM

Dear WADF Member,

The WADF is using the MASTERSOFT system to register its members, where each member has a special login to gain access to the Database to register its dancers and from this same register enrol dancers to WADF World and Continental Championships.

The Members area can be found by clicking on the “Members Area” button when visiting our website [www.worldartdance.com](http://www.worldartdance.com). The following is what you will see.

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[REQUEST FOR MEMBERSHIP](#)  
[EDIT DETAILS OF MEMBER](#)  
[LIST OF REGISTERED MEMBERS](#)

[REGISTER NEW DANCER](#)  
[EDIT DETAILS OF REGISTERED DANCERS](#)  
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The first line “Request for Membership” is open to everybody who would like to become a member of the WADF. All new Members will receive a login, username, and a password from the Membership Department. By clicking on the second line, “Edit details of Member” and using the login it is possible to update everything regarding the member details. Contact person, addresses, phone numbers, email addresses and similar. **The membership is free of charge.**

To register its dancers the Member must click on the fourth line, "Register New Dancers", and again use the login. It is very easy to register each dancer. As an example, this is what the DO-Serbian Dance Sport Association will see after log in. Fill in name, date of birth and Gendar.

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## DO-Serbian Dance Sport Association - REGISTER NEW DANCER

First name and Family name:

Date of birth:

Age category: (Do not fill in)

Photo (optional)

Country; Serbia (Will be autogenerated)

Club – School: (Only for Branch members)

Gendar: Female. Male (click on the round ring)

### NOTE

**PLEASE USE ONLY ENGLISH LETTERS**

**Always enter FIRST NAME and FAMILY NAME of competitors.**

**Date of birth, type of format (Day.Month.Year) Example:**

**06.09.2004**

Write the first name of the dancer first, followed by the Surname (family name). Remember that it is only possible to use English letters. **No Russian or Czech letters that are not in the English alphabet or Scandinavian letters like å,ä,ö or ü can be used.**

Write the birth date 8 digits and remember the dots after the day and the month.

Then tick the gender circle male or female and click on "register", (which is not visible on the picture).

The Age category comes up when you click on "register button"

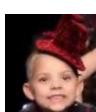
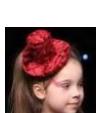
It is optional to upload photos. No other documents need to be uploaded.

A pop-up sign will appear to confirm that the registration was successful.

registered dancers will look like this:

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# LIST OF REGISTERED DANCERS

No	Photo	Competitor	Date of birth	Country	Member	Age
1		Aleksandra Djordjevic	25.06.2004	Serbia	DO-Serbian Dance Sport Association - Serbia	10 Children 2
2		Anamarija Jovic	17.01.2006	Serbia	DO-Serbian Dance Sport Association - Serbia	8 Children 1
3		Andjela Jokovic	13.04.2004	Serbia	DO-Serbian Dance Sport Association - Serbia	10 Children 2
4		Anja Prole	04.05.2007	Serbia	DO-Serbian Dance Sport Association - Serbia	7 Mini kids
5		Dusan Despотов	17.10.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2
6		Ema Stupavski	03.12.2006	Serbia	DO-Serbian Dance Sport Association - Serbia	8 Children 1
7		Jovana Vujovic	23.03.2005	Serbia	DO-Serbian Dance Sport Association - Serbia	9 Children 1
8		Lara Leko	08.12.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2
9		Natasa Rajic	25.03.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2

*Compiled by MasterDance ® MasterSoft*

To edit details of dancers, click on the “Edit Details of Registered Dancers” login and find the dancer you want to edit. It is optional to upload photos. No other documents need to be uploaded.

It is not possible to change the age of the dancers. If there is an error in the registration, please delete the dancer and register him/her again.

If you have any problems, please ask by sending an e-mail to [WADF@telia.com](mailto:WADF@telia.com) Below you can see a special **GUIDELINE** on how to pay the license fee for dancers and how to enrol them for competitions.

## Manual for Members how to handle the dancers license fee.

From the 1<sup>st</sup> of January 2026, the license fee for taking part at a WADF Granted title event, is 5 Euro, that will be paid to the organizer of the event in connection with the payment of the start fee. At Recommended and Recognized competitions there is no license fee to be paid.

When a member registers his or her dancers for a WADF Granted title event, the member will automatically become an active member and will have voting power at the next following Annual General Assembly.

### **CONDITIONS ABOUT ENROLLING DANCERS TO A WADF EVENT**

All WADF members have the right to enrol dancers to WADF Granted events that are set up in the WADF enrolling system.

Members do not need to pay any membership fee.

All dancers participating at World and Continental Championships and World & Continental Cups must pay the license fee, 5 Euro, to the organizer of the event in connection with paying the Start fee.

At all official granted title events the first deadline to enrol dancers, must be set not later than 4 weeks before the event and the final deadline must not be set later than 3 weeks before the event. After the second deadline no more enrolments will be done in the enrolment system.

In the case the organizer like to accept any late enrolments after the final deadline, those enrolments must be inserted directly in the organiser's own scrutineering system.

The organizer will send a note to the head office with the name and country of the member and a list with the dancers.

The preliminary timetable where the exact day all disciplines and competitions take place has to be displayed in the organizer's website and in the WADF Calendar not later than 2 weeks before the event.

The final timetable, the monogram with the minute-by-minute time must be displayed in the organiser's website and in the WADF Calendar not later than 10 days before the event.

An invoice will be sent out by the organizer, to members having enrolled dancers with the correct sum of enrolment fee that has been counted by the system, plus the 5 Euro license fee for each dancer taking part. The organizer may include a deadline for the members to pay the enrolment fee, but that deadline must not be set earlier than the full timetable has been displayed. The organizer may, give an information about that 10% extra to be added if the payments are done after the deadline.

# HOW TO ENROL DANCERS TO A WADF EVENT

To enrol dancers to an event the dancers must be registered. (Follow the guidelines how to register dancers)

Go in to the WADF website, click on members area and click on the competition announcement in the menu and ENROLMENTS – CANCELLATION and log in with the login username and password.

A menu comes up:

Type of Competition	Dance Style	Dance Discipline	Age category.
Club – school	Continue	Startlist	Main meny

Choose type of competition WCH, (World). ECH (European) or WC (Cup)

Choose dance style (If WCH is chosen all WCH styles are black)

Chose Dance discipline (All categories available are black)

Chose Age category (All age categories available are black)

The alternative continue is now activated and black. Click on continue.

Click on Choose dancers from the list, and all registered dancers in the right age group that has paid the license fee will now be visible.

Click on the name and if there is a Duo click on one name from each list and if it is a team click on all names that is dancing in the team.

The option Enroll will now be open and a conformation will turn up.

If there are more dancers in the same competition to be enrolled, click on Enroll... and it is not necessary to start from the beginning again.

If there is a problem, please contact the head office.

To see the start list with all enrolments there are two choices.

1. After having clicked on the announcement of the event click on My startlist on the menu that comes up. Log in with user and password and all enrolments comes up.
2. Click on Enrolments – cancelations login with user and password and the Start list button is black and open. Click on Start list and all enrolments will come up.

# HOW TO CANCEL AN ENROLMENT AT A WADF EVENT

Choose the option number 2 above to find the start list.

Click on the blue print on the enrolment text and it is then possible to cancel that enrolment.

# **New WADF maximum enrolment fee per dancer. Implemented 1/1 2026**

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## **Main Granted title events: Artistic World and Continental Championships, also including World Cups.**

**For all dancers taking part in the event,  
Solos, Duos Trios dancing to the organizer's music  
Small Teams, Large teams, Showcases dancing to their own music.**  
First enrolment 20 Euro  
Plus 10 Euro per extra enrolment  
Maximum enrolment fee, 120 Euro

**For Solos, Duos, Trios, dancing to their own music.**  
First enrolment 40 Euro  
Plus 10 Euro per extra enrolment  
Maximum enrolment fee, 120 Euro

First see if there is any dancer/dancers, that dance as a Solo, Duo or Trio dancing with their own music. That is 40 Euro to start with.  
Any extra enrolments is 10 Euro for all dancers.  
Solos, Duos, Couples, Trios, dancing to organizers music, and Small teams, Large teams and Showcases dancing to their own music.

**Example 1:**  
Solo dancer Jazz dancing with her own music 40 Euro  
Duos Jazz Dancing with her own music 10 Euro extra  
Small team dancing with their own music 10 Euro extra  
Salsa couple dancing with organizers music 10 Euro extra  
And so on... up to 120 Euro. Any enrolments after 120 Euro is for free.

**Example 2:**  
Solo dancer Choreographic Dance show Caribbean style to her own music 40 Euro  
Solo Salsa 10 Euro  
Duo Bachata 10 Euro  
Large team Caribbean style 10 Euro  
And so on .... Up to 120 Euro. Any enrolment after 120 Euro is for free.

**Example 3:**  
Dancer in a Street dance Showcase, first enrolment 20 Euro  
Solo Street dance, organisers music, 10 Euro  
Duo Street dance, organicers music 10 Euro  
And so on .... Up to 120 Euro. Any enrolment after 120 Euro is for free.

**Please note that this is the maximum fee an organizer may charge. It is possible for the organizer to charge less money.**

**The organizers will collect the 5 Euro WADF Granted title license fee in connection with the payment of the enrolment fee.**