



### **Downloading Dakiki**

- Available on Apple App Store or Google Play
- Search “Dakiki”
- Select & Download Dakiki by Inchol Solutions Inc.

### **Step 1: Sign Up or Login**

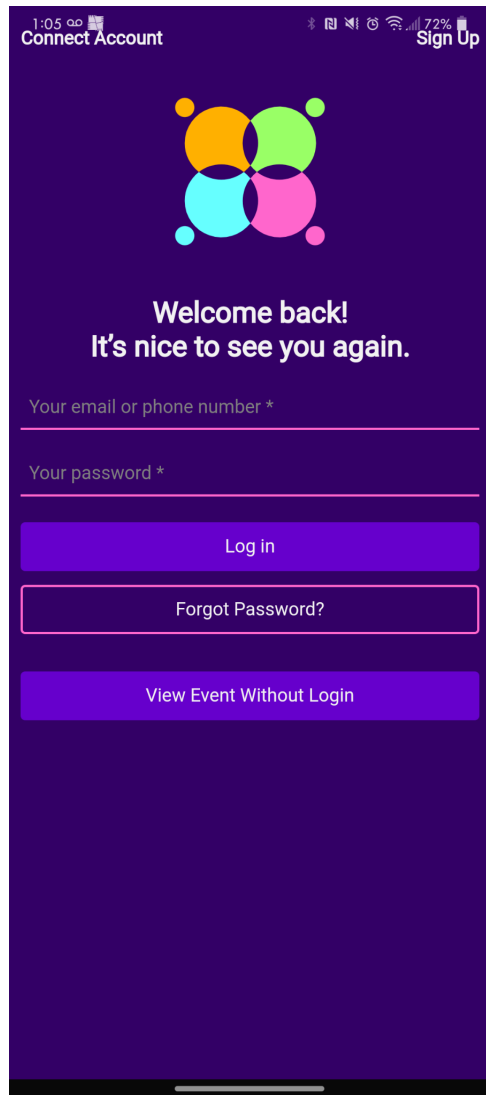
There are 3 main ways to access events, dancers and photo or video media:

1. “View Event Without login”
2. “Sign-up”
3. “Login: with current credentials”

#### **1. View Event Without Login details:**

- Select “View Event Without Login”, the last button at the bottom of the page, and it will take you to the main Live Events page

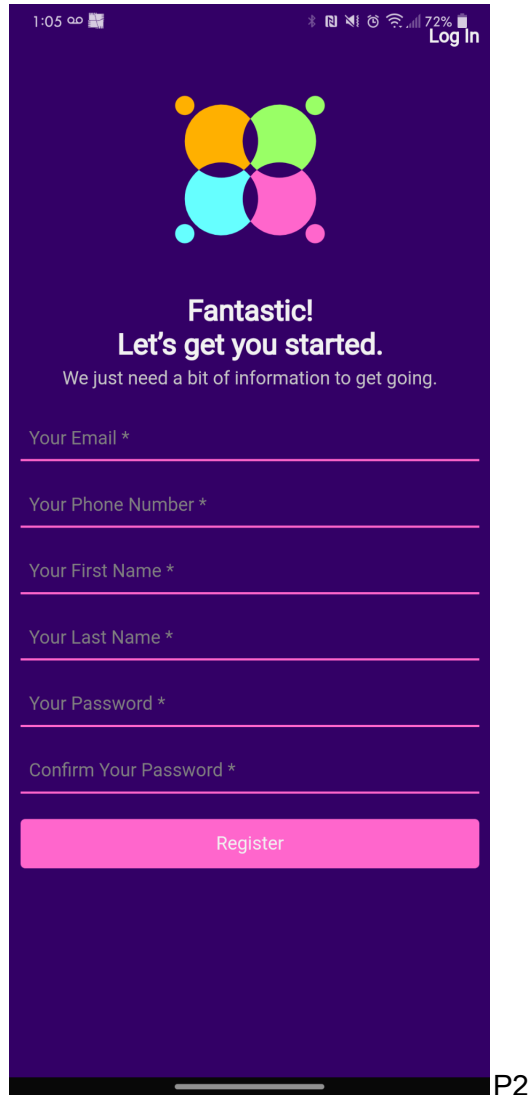
*Note: once you have done this, please skip # 2 & 3 and move onto **Step 2...***



## 2. Sign Up:

- You will find the “Sign-up” link on the top right corner of the first page when you open Dakiki
- A new page will open asking you for your basic information
- Once you have infilled all the required information, select the “Register” button at the bottom of the page

*Note: once you have done this, please skip # 3 and move onto **Step 2...***



### 3. Login:

- If you have previously created a Dakiki account, please login with your current credentials
- In the instance you have forgotten your password, please select the “Forgot Password?” button, as shown in P1
- Complete the steps to bring you to “My Events” page

*Tip: The display may appear differently for Android users, compared to iPhone users, where there is a clear space between your phone header (time, battery life etc.) and the Sign Up/Login button. The Android layout is generally closer to your top header, as pictured above.*

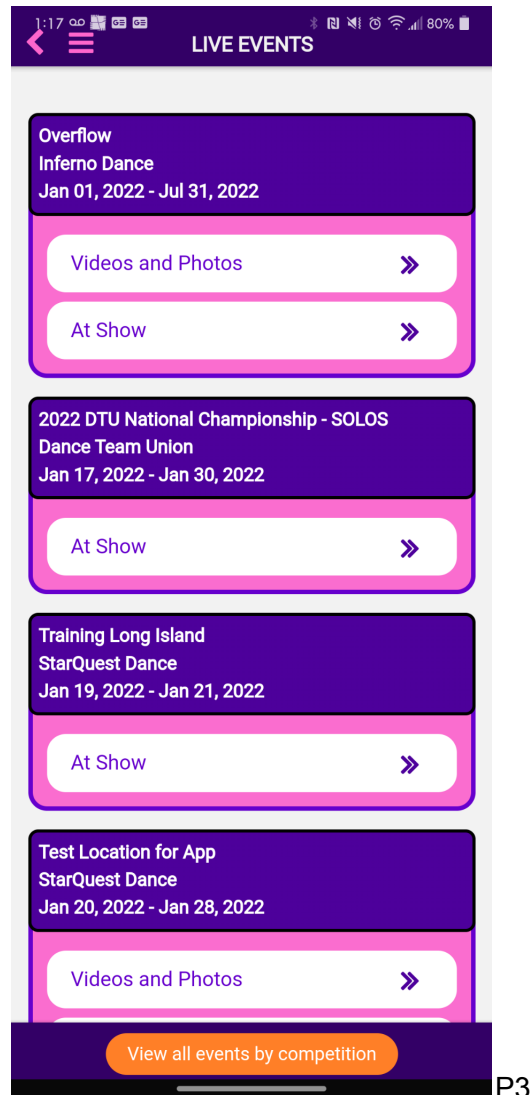
## **Step 2: Viewing & Adding Events**

It's important to note that there are several event pages available within the Dakiki app and understanding how each page differs will help you to find your video & photo media quicker. Any event can be added to your My Events page from Live, Upcoming and Past Events. You may come across each page depending on the competition your are searching for:

1. **Live Events** - Events that are happening right now
2. **Upcoming Events** - Future events
3. **Past Events** - Events that have now passed
4. **My Events** - Any event from live, upcoming, or past events that you add to your account

### **1. Live Events:**

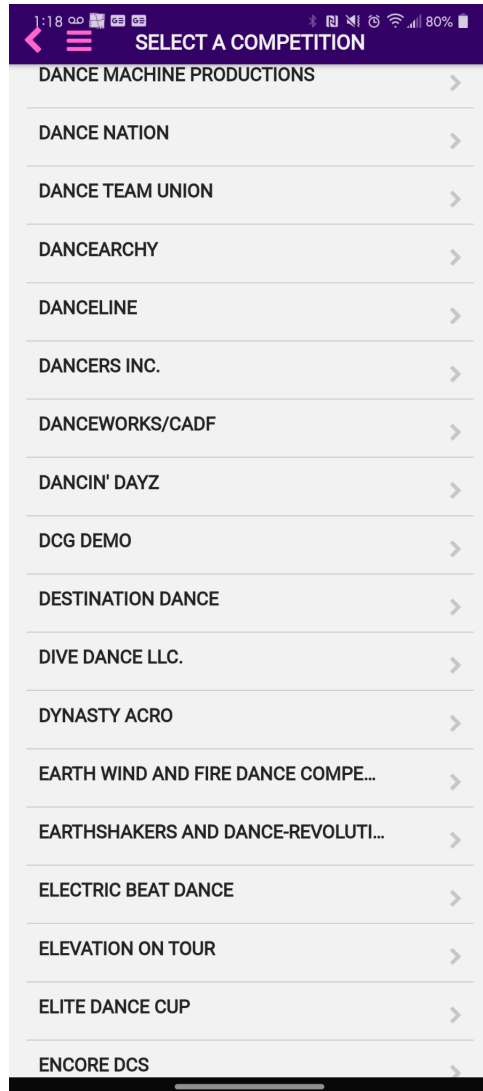
- This is the best place to start your search for an event as it will list all active competitions
- Each event will have event information and may include video & photo media
- Under the event title there will be two button options: "Videos and Photos" or "At Show".
  - *Note: if you have already logged into Dakiki the "Videos and Photos" button will say "Search by Dancer" instead*
- The "Videos and Photos" or "Search by Dancer" button will guide you to adding dancers and downloading media
- The "At Show" button will guide you to general event information, the schedules and live streaming options



*Note: if you have found your event, please skip # 2,3 & 4 and move onto **Step 3...***

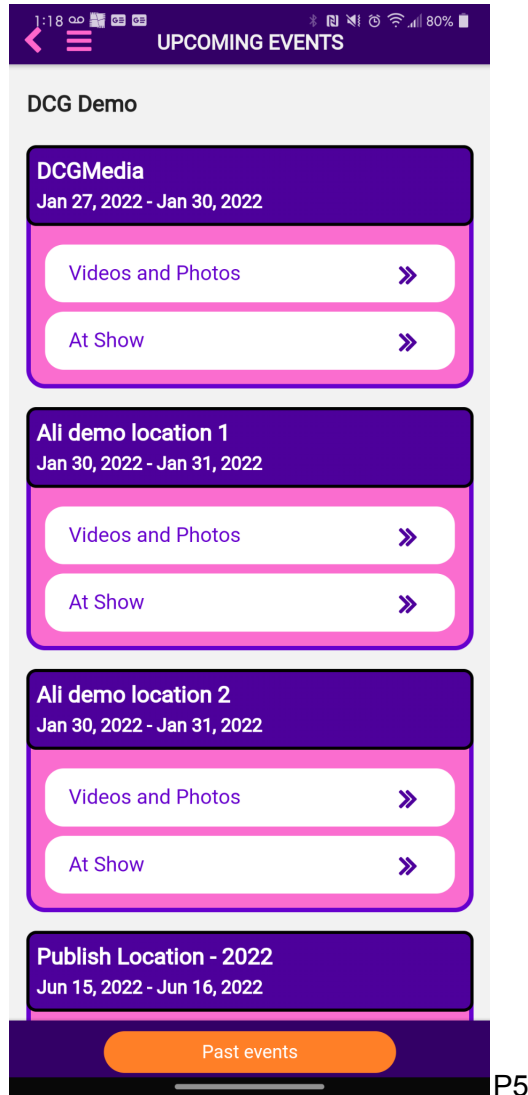
## 2. Upcoming Events:

- For the extensive list of events, select the “View all Events by Competition” button at the bottom of the page
- Select the competition name that you are interested in and it will list all of their events for the season
- There will be an option to select which upcoming event you are interested in



P4

*Note: once you have done this, please skip # 3 and move onto # 4...*



### 3. Past Events

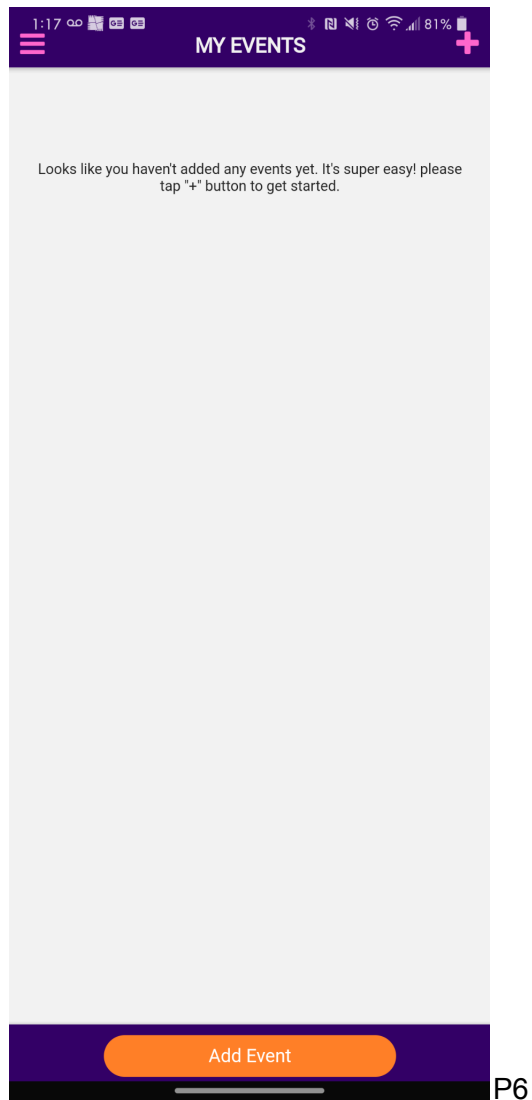
- Select the button “Past Events” from the bottom of the Upcoming Events page
- There will be an option to select events that have passed and view video & photo media

*Tip: If the event was some time ago, the media may have expired. Please contact the competition directly to access any archived photo & video media.*

### 4. My Events

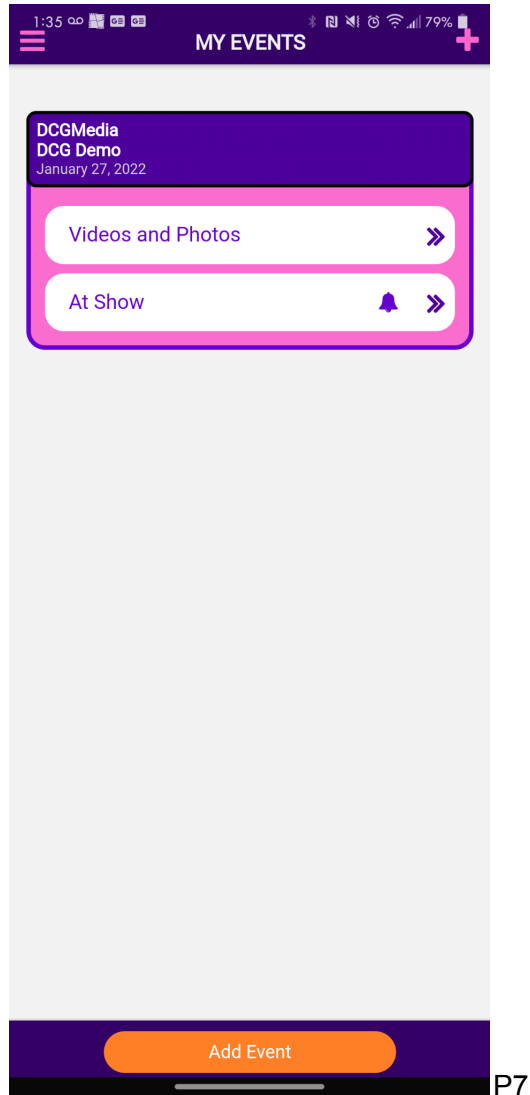
- My Events will be the first page to open when you Login, or can be found in the three bar Hamburger menu from the left-hand side of the main page
- Add the events you’re interested in by selecting “+” from the top right corner, or the button at the bottom of the page, creating your own list
- Select the competition from the list

- The event will appear in your account under My Events



- Similar to Live Events, select the “Videos and Photos” or “At Show” button to access event information or media
- This will lead you to finding or adding dancers

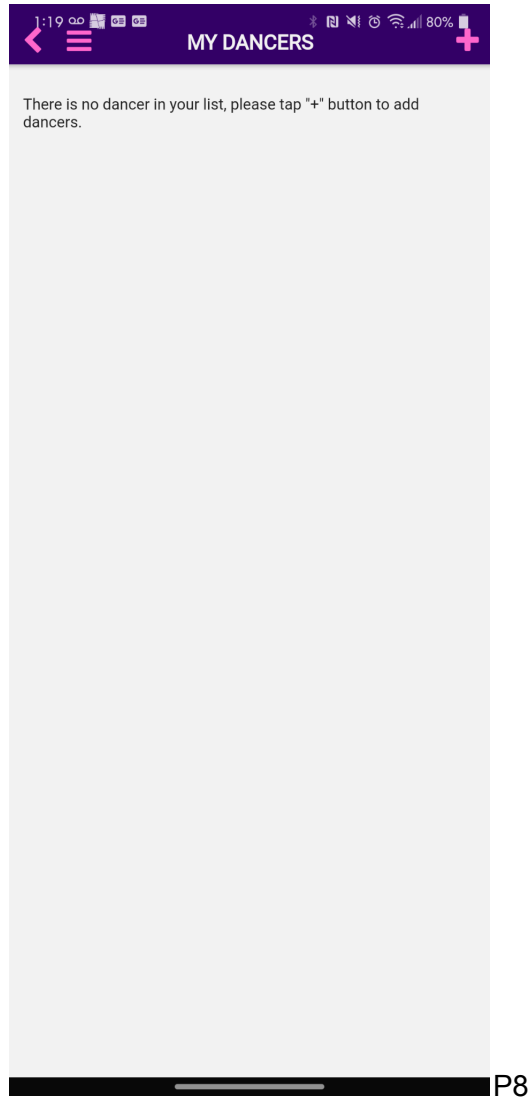




P7

### **Step 3: Finding & Adding Dancers**

- Once you select “Videos and Photos” it will take you to the My Dancers page
- You can also access the My Dancers page by selecting it from the three line Hamburger menu bar on the left side of the main page
- If you have already added dancers through this page they will appear here as a list
- To add dancers, select the “+” from the top right corner



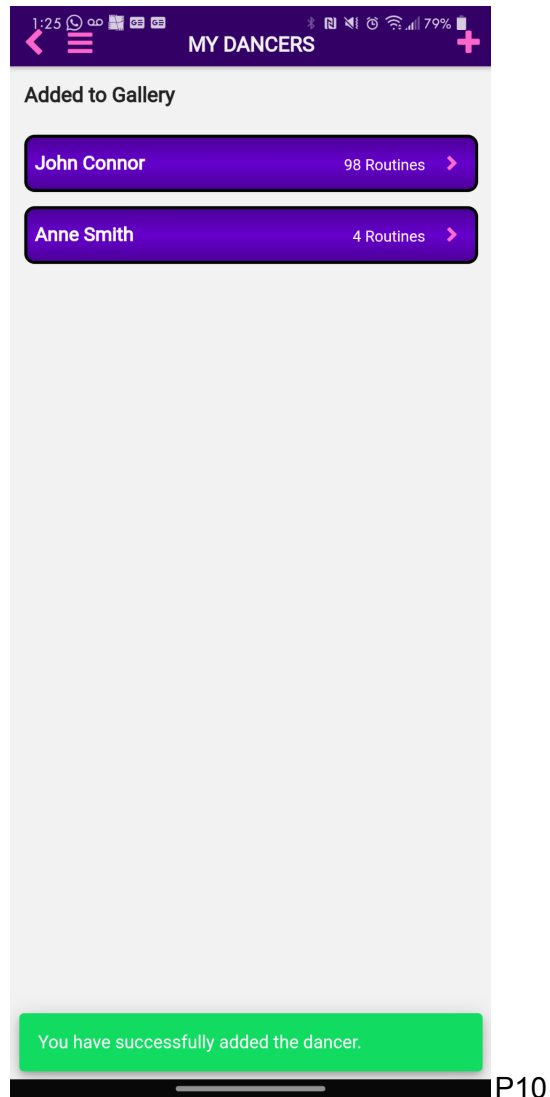
- This will take you to the Find Dancers page
- Enter your dancers basic information

*Tip: Be mindful of incorrect spelling, along with the date area being sensitive when scrolling to select. If any of the dancer's information is incorrect, you will not be able to successfully find them.*

The screenshot shows a mobile application interface with a purple header bar. The header contains a back arrow, a menu icon, and the text "FIND DANCER". Below the header, there are three input fields, each with a red asterisk indicating a required field. The first field is labeled "First Name" and contains the text "John". The second field is labeled "Last Name" and contains the text "Connor". The third field is labeled "Date of Birth" and contains the text "Nov 23, 2005". At the bottom of the screen, there is a purple button labeled "Confirm".

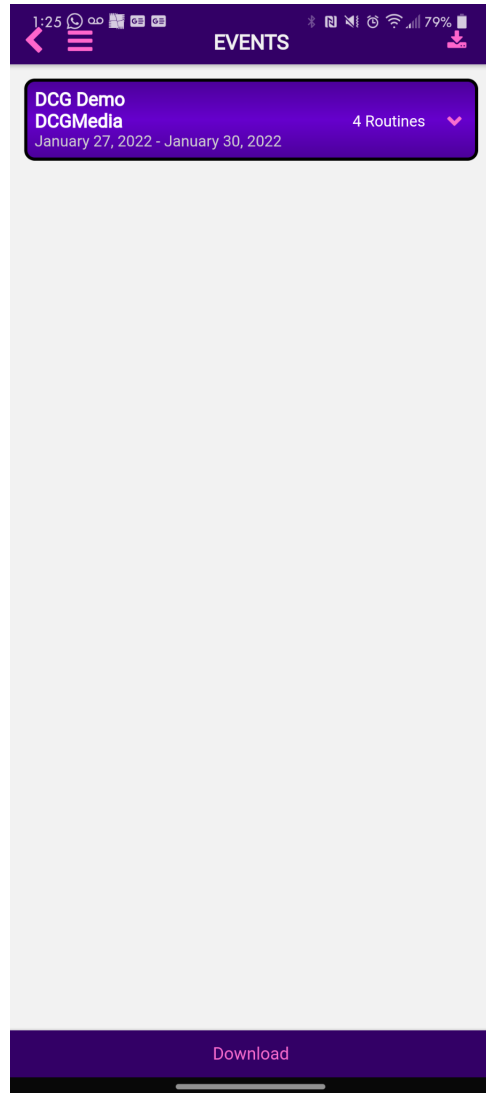
P9

- Select “Confirm” and you will see a green message at the bottom of the page letting you know they have been successfully added



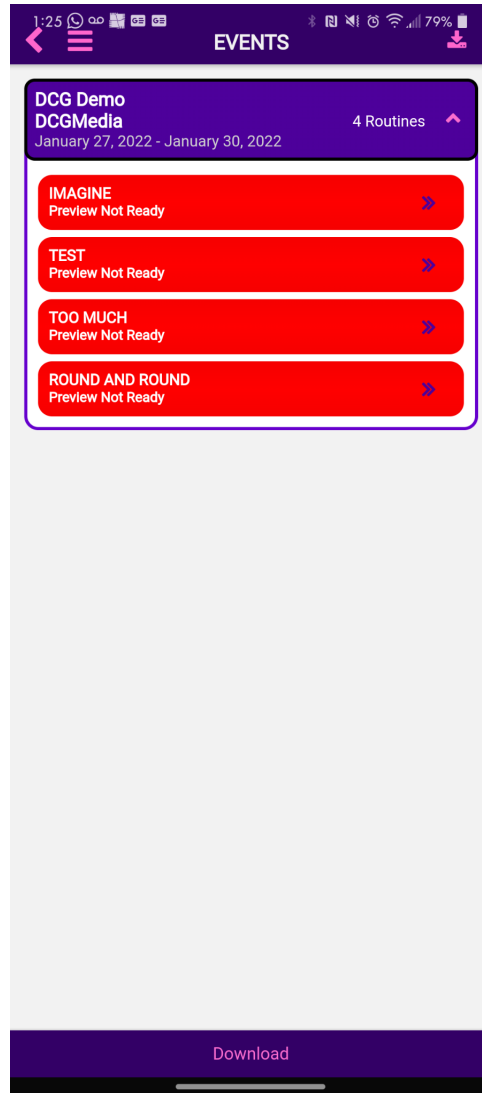
#### **Step 4: Finding Videos and Photos**

- Each event may have its own video & photo media available for free or purchase (at the competitions discretion)
- When you arrive at the My Dancers page, you will enter or select the dancer you want to view video & photo media for
- Once you have entered your dancer information it will then take you back to the event title, this time with a note of routines available



P11

- Select the “v” from the main competition title button to drop-down the routine information



P12

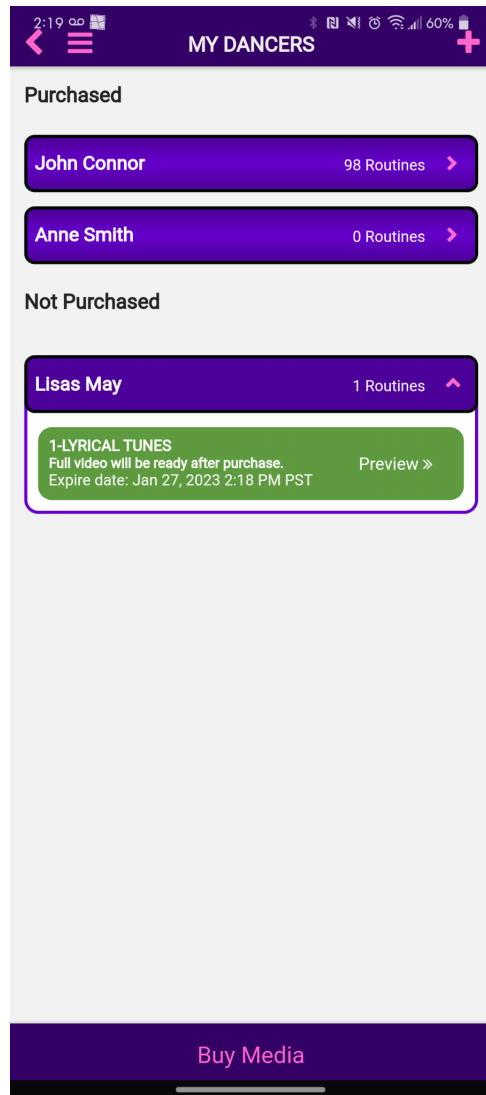
- A list of routines titles with the following colour status will appear:
  - Red - “Preview Not Ready”
  - Yellow - “Preview Ready”
  - Green - “Download Ready”
- If red, check back later for the preview and download status
- If yellow, select the routine title button “>>” to access a preview of your dancers media
- If green, select the routine title button “>>” to preview or select the “Download” button from the bottom of the page
- This will lead you to download or purchase the media available
  - *Note: the button will say “Buy Media” instead of “Download” if the media is only available for purchase*



P13

**Step 5: Downloading or Purchasing Video & Photo Media and Schedules**

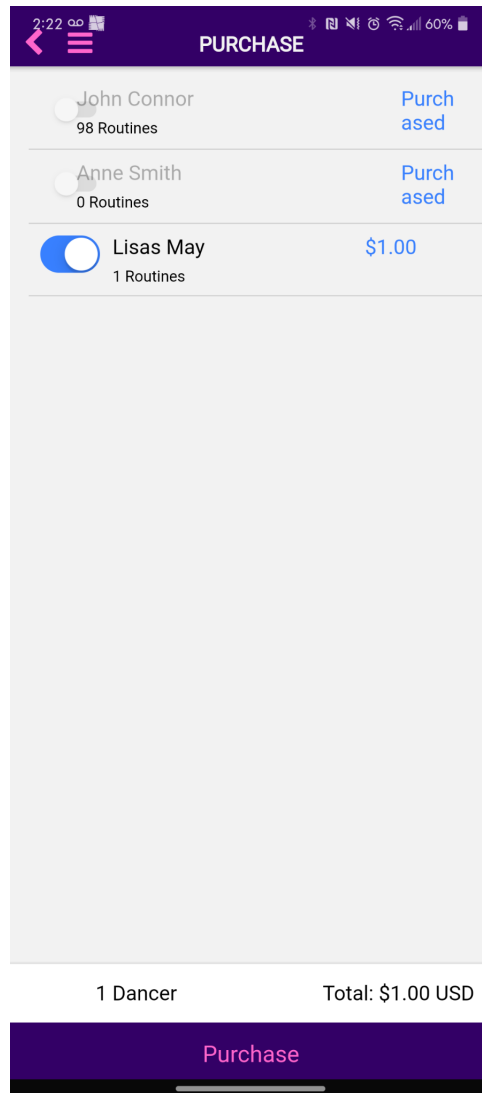
- The routine firstly needs to be green status to download or purchase
- If the competition is providing media at no additional cost you can access it by selecting the “Download” button from the bottom of the page, or alternatively the arrow on the right side of the header
- If the competition is selling the media you can access it by selecting the “Buy Media” button from the bottom of the page
- Either way, you must select the checkbox which competition routine(s) or dancer’s routine media you would like before download or purchase
- More than one routine can be selected for download or purchase
- Any previously downloaded or purchased dancer routines will appear under the dancers name



P14

- Once you have selected “Buy Media” the payment page will load with pricing information





P15

- There is an option to add and store your payment information in advance, available in My Account by selecting the three bar Hamburger menu on the left
- Once your purchase is complete, the media will begin to download via a pop-up window
- When it's complete, the pop-up will say "Finished"
- The media will save under your saved competition or dancer