

# Danscapes Music Download Instructions

We are pleased to provide you with your recital music so you or your dancer will be able to practice at home. Once downloaded, you will be able to burn it to a CD, put it on your mp3 player/ iPod, or play it directly from your computer. *Please read this entire page and follow the instructions carefully, as most answers to your questions can be found here.*

## COPYRIGHT INFORMATION:

The songs you will download are for educational purposes only and will no longer be available after our spring performance. Each song delivered is password protected. Every year, we obtain a license from ASCAP, BMI and SESAC for the rights to use their music for educational purposes.

## TO OBTAIN THE PASSWORD TO YOUR CLASS MUSIC:

1. Sign into your member's portal on our website.
  - a. go to [www.danscapes.org](http://www.danscapes.org)
  - b. click on members
  - c. click on "**Click Here for the MEMBER'S PAGE**"
  - d. If you have never logged into your personalized portal, immediately click "I don't know my password" and follow the instructions. Otherwise, skip to the next step.
  - e. Enter your email address that we have on file for you (Unless you changed your Login ID, your username is the email address that you gave us when you registered.)
  - f. Enter your password. If you can't remember your password, click "I don't know my password" and follow the instructions. Your password will be reset and a new password will be sent to you. You will be able to change this by going to the "My Account" tab once you are logged in.
2. Navigate to the "My Classes" tab.
3. Write down your password(s)

The password to each song is unique. The best way to deliver the password to you is to include it in the class name field, this way it is accessible to you at any time. The password is a 5 digit code and is in the [brackets] after the class name. An example is **1<sup>st</sup> & 2<sup>nd</sup> Grade Jazz [12345]**. Please omit the brackets when inputting the password. If you take more than one class, you will have a different password for each song.

## DOWNLOADING YOUR MUSIC & VIEWING COSTUMES:

1. Click on the "News" tab in our portal. This is the page that is displayed by default upon log in.
2. Click on "Click here to download your music"
3. Choose your teacher, the day your class meets, and your class time
4. Input the password
5. Click "See files"
6. Click download (Be sure you save the file to an easily accessible location. We recommend saving it to your desktop)
7. You may view your class costume from the "News" tab by clicking the "Click here to view your costume". If your costume does not have a picture, unfortunately, there is not one available. That particular costume will be created by a seamstress.

If you have any questions, please contact us at 860-677-6500 or email [frdesk@danscapes.org](mailto:frdesk@danscapes.org)