

Square Dance Tech

Convention Schedule

Staff Panel — User Guide

For Convention Staff Use Only

Overview

The Staff Panel gives convention staff real-time control over the schedule, callers, and attendee communications during the event. It is accessed through a separate URL from the public-facing schedule page, and requires a convention ID and staff credentials to log in.

The Staff Panel has five tabs: Events, Callers, QR Code, Analytics, and Messages. Each is covered in its own section below.

Logging In

When you open the Staff Panel, you will be prompted for a Convention ID. This is the short code assigned to your convention (e.g. TN2026). Enter it and tap Continue.

You will then be asked for a username and password. These are set up by the convention administrator. Tap Sign In.

 *If you enter the wrong Convention ID, you will see "Convention not found. Please check the ID."*

Events Tab

The Events tab is your primary working view during the convention. It shows every event in the schedule and gives you the tools to manage changes in real time.

Filtering and Searching

At the top of the tab you have four filter controls:

- Date — filter to a specific day of the convention
- Caller — filter to events featuring a specific caller
- Level — filter to a specific dance level
- Search — free-text search across caller name, location, level, and date

Filters work progressively — selecting a caller automatically narrows the date and level dropdowns to only show options relevant to that caller. Tap Reset to clear all filters.

 *Check "Show Past" to include events that have already ended. By default, past events are hidden.*

Editing an Event

Every event row has three action buttons: Edit, Sub, and Delete.

Tap Edit to open the event editor. You can change the caller name, location, date, start and end times, and dance level. When you save a change, the system records it in the event's change history and immediately pushes the update to every connected dancer device.

 *If the caller you are assigning has another event within 30 minutes of the event you are editing, you will see a scheduling conflict warning. You can choose to assign anyway, choose a different caller, or cancel.*

Substituting a Caller (Sub Button)

The Sub button is the fastest way to handle a last-minute caller change. Tap Sub on any event to open the substitution panel.

Single-Caller Events

If only one caller is on the event, the system immediately shows you a list of available substitutes — callers who have called at the same level elsewhere in this convention and who do not have a scheduling conflict at that time.

Multi-Caller Events

If the event has multiple callers, you will first be asked which caller you are replacing. After selecting, you see the same list of available substitutes.

Choosing a Substitute

Available substitutes appear as buttons — tap any name to confirm the substitution. The event updates immediately and the change is recorded in the event's history.

If no one is available, or if you need to use someone with a conflict, tap "Show unavailable" to expand the full list. Unavailable callers are shown with a note explaining why — either a scheduling conflict or a marked unavailability period. You can still select them; the system records the substitution regardless.

⚠ The system only knows about callers who appear on the current convention's schedule. It cannot know if a caller is physically absent from the venue — that judgment call is yours.

Deleting an Event

Tap Delete on any event to remove it permanently. You will be asked to confirm. Deleted events cannot be recovered.

⚠ Delete cannot be undone. If a caller change is needed, use Edit or Sub instead.

Exporting Events

The Export Events button downloads a CSV file of the complete event schedule. Useful for sharing with other staff or keeping a local backup.

Callers Tab

The Callers tab lists every caller registered for this convention. It shows their name, phone number, number of scheduled events, any unavailability periods, and action buttons.

💡 Phone numbers are private and are never visible to dancers or the public. They are used only to identify callers when they log in to the schedule app.

Viewing a Caller's Schedule

Tap a caller's name or their event count to open a panel showing all of their scheduled events for this convention, in chronological order.

Adding a Caller

Tap + Add Caller to add someone to the convention caller list. Enter their name and optionally their phone number. Tap Save Caller.

💡 A caller's name should match exactly how it appears in the event schedule. The system uses name matching to connect callers to their events.

Editing a Caller

Tap Edit next to any caller to update their name or phone number. If you change a caller's name, the system automatically updates every event that references the old name.

Unavailability Periods

The Avail button lets you record specific time windows when a caller will not be available — for example, if they are not arriving until Saturday afternoon, or if they need a break mid-day.

Tap Avail to open the unavailability panel for that caller. Tap + Add Period to add a new window. For each window, select:

- Date — the convention date this applies to
- From — the start of the unavailable window
- To — the end of the unavailable window

You can add as many windows as needed. Tap Save when done.

Unavailability windows show as red pills in the Unavailable Periods column of the caller table. When using the Sub feature, callers with an active unavailability window during the event time will appear in the "unavailable" section.

💡 Times are in 10-minute increments. If a caller will not arrive until 2:00 PM, set their unavailability from 12:00 AM to 2:00 PM on that date.

Deleting a Caller

A caller can only be deleted if they have no scheduled events. The Delete button is disabled for callers with events. Reassign or remove their events before deleting.

Exporting Callers

The Export Callers button downloads a CSV of the caller list including names and phone numbers.

QR Code Tab

The QR Code tab gives you everything you need to get dancers and callers connected to the schedule app.

Both dancers and callers scan the same QR code. The app automatically identifies callers based on their phone number — no separate caller login is needed.

Sharing the QR Code

Display the QR code on a screen, print it, or include it in convention materials. You can also copy the Schedule URL and share it directly via text or email.

Tap Download PNG to save the QR code as an image file you can print or embed in documents.

 *The schedule URL contains only the convention ID — no personal information. It is safe to share publicly.*

Analytics Tab

The Analytics tab shows you how attendees are engaging with the schedule based on the events they have marked as favorites.

Tap Refresh to load the latest data. Four sections are shown:

Most Marked Events

The events that the most attendees have starred, ranked by mark count. Includes the date, time, caller, location, and level of each event. Shows what your attendees are most excited about.

Most Engaged Attendees

The attendees who have marked the most events, identified by their phone number (last 4 digits as shown in the app).

Most Popular Callers

Callers ranked by the total number of marks across all their events.

Most Popular Dance Levels

Dance levels ranked by total attendee interest. Only shown for standard (non-CALLERLAB) conventions.

Filtering Results

Use the Top 20 / 50 / 100 buttons to control how many entries appear in each section. Switching limits is instant — no reload required.

 *Events, callers, and levels with only one mark are excluded from analytics to filter out noise.*

Messages Tab

Force Refresh All Devices

The Refresh All Devices Now button instantly reloads the schedule page on every connected dancer and caller device. Use this after the convention administrator has deployed an update to the app.

Marked events and phone numbers are preserved — attendees will be right back where they were within a second or two.

 This pushes a reload signal to all connected devices. Devices that are not currently connected will pick up the update the next time they open the app.

Posting a Broadcast Message

Broadcast messages appear at the top of the Important Events tab on every attendee's device. Use them for announcements, schedule changes, or anything you need everyone to see immediately.

To post a message:

- Type your message in the Message field
- Select how long it should stay visible using the expiry buttons
- Tap Post Message

Expiry options are:

- 15, 30, 60, 90, or 120 minutes from now
- End of Day — expires at midnight
- Thru Convention — stays up until manually removed
- Custom — pick a specific date and time

Managing Existing Messages

Current messages appear below the compose area. Each message shows its content, when it was posted, and when it expires. You can delete any message to remove it from all devices immediately.

 Messages that have expired are automatically hidden from attendees but remain visible here so you have a record of what was sent.

Quick Reference — Common Tasks

A caller just cancelled. What do I do?

- Find any of their events using the Caller filter on the Events tab
- Tap Sub on the first event
- Select a substitute from the available list
- Repeat for each remaining event

 *The Sub button handles the change history automatically. You do not need to use Edit for a substitution.*

A room has changed. How do I update the location?

- Search for the affected events using the Location search or the Caller/Level filters
- Tap Edit on each event
- Update the Location field and tap Save

Attendees who have marked those events will see a "changed" indicator on their Important Events tab.

I need to post an urgent announcement.

- Go to the Messages tab
- Type your message
- Select an appropriate expiry (15 or 30 minutes for time-sensitive notices)
- Tap Post Message

The message appears immediately on every connected device.

A caller says they're not arriving until 3 PM Saturday.

- Go to the Callers tab
- Find the caller and tap Avail
- Tap + Add Period
- Set the date to Saturday, From 12:00 AM, To 3:00 PM
- Tap Save

They will now appear in the "unavailable" section when using Sub for any Saturday event before 3 PM.