

Square Dance Tech — Dancer Guide

How to join, register, and use the app from your phone during an event.

Be aware: the software requires an internet connection to work. The databases are stored in the cloud and it's the only way the system works. Fortunately, throughout most of the United States, in almost every area, dancers can get a connection on their phones. The moderator of the session — who's running the tip generation — may have to hot-spot an internet connection to his or her device.

This software is not an "app." There's nothing to download. The software runs 100% inside your device's web browser. You'll first scan a QR code (from your phone's camera app) and open the link you're provided with. Make sure you're familiar with how to do that.

Since you'll refer to your phone number with the start of every tip, you should also know how to either bookmark that particular page or how to add it to your device's home screen. Different devices have different ways of accomplishing that. We can't list them all, unfortunately.

1. Joining

Scan the QR code on the printed handout, or type the address shown into your phone's browser. No app to download — it's just a web page.

If a session code has already been entered for you (from scanning a code-specific QR), you'll only need to enter your 4-digit PIN. Otherwise, enter both the event's session code and your PIN.

Your PIN is usually the last 4 digits of your phone number — that's just a convention, not a requirement, but it's an easy one to remember.

2. Registering (First Time)

If your PIN doesn't match anyone already registered, you'll land on a registration screen:

- **Your Name** — must be unique for this event. If someone else has already registered under your exact name, you'll be asked to add a last initial or a number (e.g. "Bob B2") so the app can tell you apart. This isn't optional — two people can never share an identical name in the same session.
- **Your Position** — Boy, Girl, or Either. Either means "I'll dance whichever role is needed" — it does **not** ask about or infer anything about your actual gender, and choosing Either has no bearing on anything except which floor role you're willing to fill.
- **Your Level** — pick your highest comfortable dancing level.
- **Partner (optional)** — if you're registering as a couple, enter your partner's name too and you'll be paired together automatically for the whole event. Note: **choosing Either for yourself disables the partner field** — Either is a solo-only position, since pairing requires a fixed Boy/Girl role on at least one side.

Already registered but the app doesn't recognize you? You're probably on a new device. Look for **"That's me — use my existing registration"** and enter your PIN to verify and reclaim your existing spot, rather than registering a second time under a slightly different name (which creates a confusing duplicate on the floor).

3. Your Dance Screen

When a tip is generated

You'll see, prominently:

- **Square number and Tip number** — which square you're in and which tip this is for the event.
- **Who you're dancing with** — you and your partner's names for this tip.
- **The tip's dance level**, and a HEX indicator if this tip is being called for hexagon (6-couple) squares instead of a standard square.
- **Everyone else in your square** — the other couples dancing alongside you this tip, shown just below your own assignment.

If you're currently split from your original partner (see Section 5), your screen shows **both** assignments — your own square/tip/partner for this tip, and your original partner's, stacked one above the other. This lets you keep an eye on how your split partner is doing even though you're dancing separately.

If you're sitting out this tip, you'll see "Sitting Out" along with the tip number instead of a square.

Your status

Tap your status to change it any time: **In**, **Out**, or **Sit Out**.

- **Out** — you're stepping away for a while; you won't be included in the rotation until you mark yourself back In.
- **Sit Out** — you're skipping just this one tip; you'll be back in the rotation automatically for the next one.

If you're part of a couple and change your own status to something different from your partner's, you'll be asked: *"You're marking [you] [status]. Should [partner] also be [status]?"* — with three choices: change both of you, change only yourself, or cancel.

If you choose to change only yourself — say, you're sitting out but your partner is staying In — your partner may be separately asked whether they'd like to switch their own position to Either while you're out, so they're eligible to be paired with someone else this tip. **This does not guarantee who they'll be paired with** — it only makes them eligible for the normal random pairing that tip. If you specifically want your partner to dance with someone in particular while you sit out, ask the moderator — they can split you two apart and pair your partner with that specific person. Splitting isn't just for mentoring situations; this is one of the most common reasons to use it.

Your level and position

Tap either badge to change it any time during the event.

Your name

Tap the pencil icon next to your name to rename yourself — useful if you registered in a hurry and want to add a last initial, or fix a typo. The same uniqueness rule applies: you can't rename yourself into a name someone else is already using.

Square-mates

A compact line showing who else is in your square for the current tip, shown right alongside your own assignment.

QR Code

Shows a QR code that someone standing next to you can scan with their own phone to reach the same join page you used — handy if a friend wants to join but doesn't have the printed handout in front of them.

Tip History

See every tip you've danced this event: which square, which tip number, who you danced with, and (if you sat one out) why.

Bigger Text

A display preference for readability, saved per device.

4. The Lock Period

For a short window after each tip is generated (90 seconds), **status changes are locked** — you'll see a message telling you how much time is left before you can change your status again. This gives everyone a moment to see their assignment before anything can shift.

Your level and position are not affected by this lock — you can still change either one at any time, even while status changes are locked.

5. Changing Your PIN

Tap **Change PIN** from your dance screen at any time to set a new 4-digit PIN.

One exception: if you're currently part of a split couple, the Change PIN option disappears entirely and can't be used until you're recoupled.

6. Log Out vs. Leave — They Are Not the Same

These two options look similar but do very different things:

Log Out (this device only)

Non-destructive. Your registration is completely untouched — you (or anyone else, with your PIN) can look you up and resume later, from any device. This is the button to use if you're switching phones, or genuinely stepping away for the rest of the event.

Logging out is treated as a real signal that you won't be dancing for a while:

- Your status is automatically set to **Out**.
- If you were **paired** with another solo dancer, that pairing ends automatically — you and your pairing partner both revert to your original positions. Your partner's own status is untouched; them being paired with you says nothing about whether *they're* leaving.
- If you're one half of a **split couple**, your other half is treated as leaving with you (that's the nature of being split from the same couple) — they get marked Out too, and any pairing they had ends the same way yours does. Your split status itself is preserved; you're both still split, just both marked Out, ready to log back in and re-pair with whoever's actually available then.

Leave (permanently remove me)

Destructive and irreversible. This deletes your registration entirely. You'll need to register again from scratch to rejoin — same as if you'd never joined this event at all. Use this only if you're actually done with the event, not just stepping away.

If you were paired or split at the time, the same cleanup happens as with Log Out — nobody is left with a dead pairing or a "Recouple" option pointing at someone who no longer exists.

7. Common Questions

Why did my status go back to "Out" after I registered, even though I'm standing right here ready to dance?

Registering isn't the same as being ready — the app can't tell whether you just registered from your car in the parking lot or from the middle of the floor. Just tap your status and mark yourself **In**.

I forgot my PIN — what do I do?

Ask the caller or moderator for help finding your PIN. Please don't just re-register under a slightly different name — that creates a duplicate entry that can cause mix-ups on the floor.

Why can't I choose Either if I'm registering with a partner?

Either is specifically a "no fixed role" position — pairing requires knowing which of you is dancing which role, so a partner registration needs at least one fixed Boy/Girl side.

Does logging IN or OUT or SIT OUT tell the moderator?

Yes — your status changes immediately on the moderator screen, and the moderator's roster reflects it live.