<u>Individual Dancer Registration Instructions</u>

1. Go to DanceComp Genie and either log into your account or create a new account. If you are not a studio owner but a student who belongs to school or independent, you should create an **Individual Dancer account.**

2. Please make sure to provide information per screenshot below.

3. Once you have created an account and logged in, you will click 'Add New Registration'

Add New Registration

Upcoming Event(s)   View Past Registrations
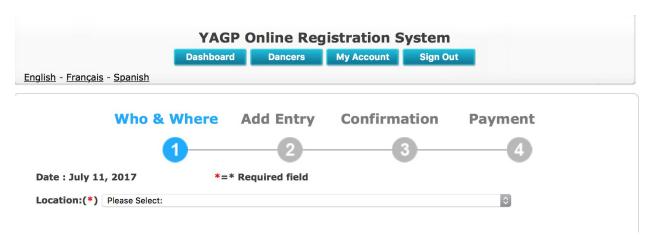
You do not have upcoming events.

4. If your school already has an account created, please be sure to have their 36 digit studio code available before creating your registration. If your school does not have an account, please select 'Continue.'
Remember: If you do not have a 36 digits code at the moment and would want your registration be associated with school later, it will not work, so you must wait for that code be provided by school/studio before creating any registration.

Are you registering as one of contestants of a studio?

If **YES**, select or enter the Studio Code below.

Associated Studios [Please Select ∨]

OR

Enter Studio Code (36 digits)

[_____]   [Add]

If **NO**, click the Continue button below.

[Continue]

5. At the top of the next page, you will go to the scroll down menu in the field titled 'Location' and select the YAGP location you would like to register for. You will need to create separate registrations for each city.

YAGP Online Registration System

[Dashboard]   [Dancers]   [My Account]   [Sign Out]

English - Français - Spanish

Who & Where   **Add Entry**   **Confirmation**   **Payment**

①————②————③————④

Date : July 11, 2017   *=* Required field

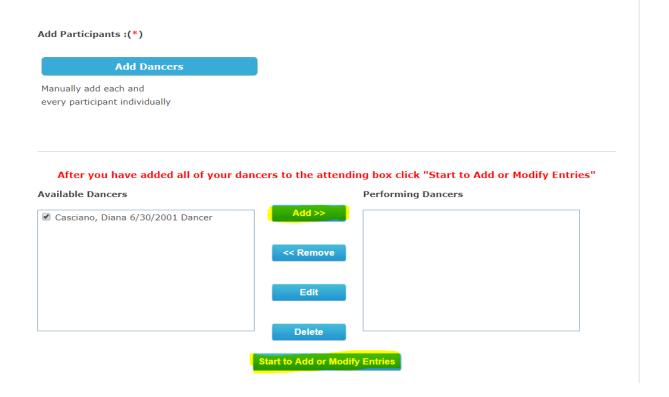Location:(*) [Please Select:]

6. You will then add your dancer's information into the registration by selecting 'Add Dancers.' Please be sure the email listed is correct. Email address is very important as the waiver form will be emailed to this email, if waiver will not be completed, you will not be able to complete your registration.

Add Participants :(*)

> **Add Dancers**

Manually add each and
every participant individually

7. Once you add yourself, your name will appear in the Available Dancers, please select
the little box next to your Available Dancer name and then click 'Add' button to move your name to the
Performing Dancers side, please select 'Start to Add or Modify Entries'

Add Participants :(*)

> **Add Dancers**

Manually add each and
every participant individually

After you have added all of your dancers to the attending box click "Start to Add or Modify Entries"

Available Dancers

☑ Casciano, Diana 6/30/2001 Dancer

Performing Dancers

Add >>

<< Remove

Edit

Delete

Start to Add or Modify Entries

8. Now you will want to select the entry type and press 'Add New'

YAGP Online Registration System

| Dashboard | Dancers | My Account | Sign Out |

English - Français - Spanish

Who & Where   **Add Entry**   **Confirmation**   **Payment**

① ——— ② ——— ③ ——— ④

Location: Chicago

Entry Type: [Please Select ▼] **Add New** << Click the Add New button to start.

Total Entries left for registration: 99

Added Entries

| Back | Checkout |

9. Once you have added the details for the entry, please use the drop down menu to select the dancer and be sure to save each entry. You will need to repeat this process for each routine.

| Save Entry | Save & Add New Entry | Back |

10. You will now 'Checkout' and complete payment. The system may ask you to complete a waiver before you pay. These forms will be sent to the email you provided for the dancer. If you are not able to pay due to the waiver, but have not received it within 24 hours, please contact us at registration@yagp.org

Entry Type: [Please Select ▼] **Add New** << Click the Add New button to start.

Total Entries left for registration: 98

Added Entries

Added Solo-Contemporary(s)

Action	Title of Entry	Class	Category	Age Category	Names	Added By
Edit Delete	ASDFDE	YAGP Participant	Contemporary	Senior	1(View)	Current User

| Back | Checkout |

X

Almost ready! The next step is to complete the waiver for the dancer(s) listed below. YAGP will send you the waiver to your email. Please wait for the waiver email. It will arrive after we have reviewed your registration details.

10. Please be sure to fully complete your registration. When you return to your Dashboard, your registration should not be "RED" or show an Incomplete status.

11. Once the registration has been completed you should receive a confirmation email.

12. If your school does not have an account but would like to be associated with your dancer's name in the program or your dancer would like to be listed as an Independent (not affiliated with a particular school), you may update your registration to reflect this by selecting 'My Account.' You will then update the 'Account Owner Name' Field as either 'Independent/Dancer Name' or 'School/Dancer Name'