YAGP Registration Guides

New School/Studio

Individual Dancer who belongs to school

Independent Dancer
Step 1. Go to www.yagp.org and click on 2018 YAGP Registration banner:

Step 2. Do you have already account with YAGP - DanceComp Genie?

Yes – Log in using your Username and Password.

No – Click the link to create a new School/Studio Account

You will be redirected to the “Create a DanceComp Genie Passport Account” page. Fill out the requested information and check “I accept the DanceComp Genie Terms of Use & Privacy Policy”
You will then be redirected to the YAGP Online Registration Page where you may begin the registration process:

Step 3. 2 ways to register entries:

1. School register each entry (all Solos, Duets, Pas, Ensembles) - then click here.

2. School wants dancers/parents to register each of their entries by themselves, but wants to see or edit what they register - then send “Studio Code” to them.

Please note: If you created a Studio/School account you will see your school’s 36 digits ‘studio code’ listed on the main Dashboard. You will want to share this code with your dancers BEFORE they created their own account, as they need it in order to register with your school. Please make sure to remind them that they will need to create their own Account and Password in the following category: Individual Dancer affiliated with a School.

Please note: the hyphens are required (in the School Code).
**Step 4.** Click ‘Add New Registration’

**Step 5.** Select your YAGP Regional location and add your dancers information.

All regional locations that are open for registration will appear in the drop down menu. If the regional location you wish to attend is closed, please look for the ‘Waitlist option, which will appear at the bottom of the menu.

Once you have selected your desired location, select ‘Add Dancers’.
Please fill in ALL fields and \textit{be sure the email listed for each dancer 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.

Once you have added your dancer(s) information they will appear in the ‘Performing Dancers’ box. Please select the little box next to your Available Dancer(s) name and then click 'Add' button to move them to the Performing Dancers side.

If any of your dancers decides not to participate in YAGP, please check the box next to your ‘Performing Dancers’ name and then click ‘Remove’ button to move them to the ‘Available Dancers’ box. Once you have all of your participating dancers in the ‘Performing Dancers’ box, select 'Start to Add or Modify Entries'
Step 6. After you have added all of your dancers to the Performing Dancers box - Select 'Start to Add or Modify Entries'

Step 7. Add your dancers' solo, pas de deux, ensemble or workshop only entries.
Step 7a. To register **Classical or Contemporary Solos**, you will fill in all required fields.

If you do not have a title for your contemporary solo, enter ‘TBD’.
Step 7b. To register **Classical or Contemporary PDD**, please fill in all required fields and select your dancers from the ‘Available Dancers’ box and move them to the ‘Performing Dancers’ box.
Step 7c. To register for a Duet/Trio, Small or Large Ensemble, please fill in all required fields and select your dancers from the ‘Available Dancers’ box and move them to the ‘Performing Dancers’ box.
**Step 8.** After you complete entering all of your routines, you will be brought to a page that displays all of your registered routines. Please be sure to review that everything was registered and saved. After reviewing all of your routines, click ‘Checkout’.

**Step 9.** The next page, will give you a breakdown of your total balance. After reviewing this page for accuracy, click ‘Proceed to Payment’.
Step 10. IMPORTANT! The system will ask you to complete all participants waivers before payment can be made. These forms will be sent to the email address you provided for each participant.

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.

If you made any misspellings in the email addresses you provided, not to worry, you can update it! Here is how….

Step A. On the top of your screen, click the ‘Dancers’ tab.

Step B. If your dancers do not appear on the next screen, you can type in Dancer’s name and click the ‘Search’ button.
Step C. On this screen you can update the information provided by clicking ‘Edit’ on the row of the dancer you need to update. Once the information has been corrected, click ‘Send Again’.
**Step 11.** Once all waivers are complete, you may complete payment.

Will your dancers submit payment for their solos?

**No** – Proceed to complete payment via PayPal or send a Check to the New York Office:

Youth America Grand Prix  
c/o SM&W  
417 Fifth Ave, 5th Floor  
New York City, NY 10016

**Yes** – Follow the steps below to share this registration with the parents of your dancers.

Click the ‘Create’ button.

The parents will receive an email inviting them to create an account.

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Once the registration has been completed, you will receive a confirmation email.
Individual Dancer Registration Instructions

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'.

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.
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.
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.

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

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.
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

11. 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.

12. Once the registration has been completed you should receive a confirmation email.
13. 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’.