

YAGP Registration Guides

New School/Studio

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YAGP School/Studio Registration Guide

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

A screenshot of the YAGP registration page. At the top is a navigation bar with links: HOME, REGISTRATION, SCHEDULE, RESULTS. Below this is a section titled "FREE Account - Create Your Account to begin Entry Registration" with buttons for Dashboard, Dancers, My Account, and Sign Out. Below the buttons are language links: English - Français - Spanish. The main content area asks: "Do you have an account with us? OR Do you have a DanceComp Genie Studio Center account?". It then says "If YES, please enter your login info below:" and provides fields for Username or Email and Password, a "Remember Me" checkbox, and a "Login" button. A link "Forgot your password?" is next to the password field. Below the login section, it says "If NO, click here to create a new School/Studio account" followed by "OR" and "click here to create an Independent Dancer account OR Individual who belongs to school". A large red arrow originates from the "No" text in the step instruction and points to the "click here to create a new School/Studio account" link.

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'

Welcome

Username:yagptest1@yahoo.com | **Account Email:**yagptest1@yahoo.com | **Last Access:**Jul 13, 2017

Studio Code for Registration:3c71148b-6b86-48aa-b964-5f7083e0043e



Add New Registration

Upcoming Event(s)

You do not have upcoming events.

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.

Who & Where

Add Entry

Confirmation

Payment

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Date : July 11, 2017

***=* Required field**

Location:(*) Please Select:



Add Participants :(*)

Add Dancers

Manually add each and every participant individually

Once you have selected your desired location, select 'Add Dancers'.

Please fill in ALL fields and *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.

Date of Birth:	<div>Please Select: ▾</div>	<div>Please Select: ▾</div>	<div>Please Select: ▾</div>
Gender:	<div>Please Select: ▾</div>		
First Name (Given Name):	<input type="text"/>		
Last Name (Family Name):	<input type="text"/>		
Parent or Guardian Name:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email:	<input type="text"/>		
Height:	<input type="text"/> feet	<input type="text"/> inches	
Country:	<div>Please Select: ▾</div>		
City:	<input type="text"/>		
	<div>Cancel</div>	<div>Add</div>	<div>Save and Add Another Dancer</div>

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'

Available Dancers

- ☐ Baker, Ariell 10/28/2002 Dancer
- ☐ Birchell, Olivia 11/9/2004 Dancer
- ☐ Boxum, Carolyn 4/10/2006 Dancer
- ☐ Brown, Hunter 12/6/1995 Dancer
- ☐ Brown, Michele N/A Teacher/Choreographer
- ☐ Brown, Kennedy 12/9/1998 Dancer
- ☐ Brown, Jay 8/22/1998 Dancer
- ☐ Clark, Olyvia 4/20/2005 Dancer

Performing Dancers

Add >>

<< Remove

Edit

Delete

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.

YAGP Online Registration System

[Dashboard](#) [Dancers](#) [My Account](#) [Sign Out](#)

[English](#) - [Français](#) - [Spanish](#)

Who & Where

Add Entry

Confirmation

Payment

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Location: Chicago

Entry Type:

Please Select

Add New

 << Click the Add New button to start.

Total Entries left for registration: 99

Added Entries

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Checkout

Step 7a. To register **Classical or Contemporary Solos**, you will fill in all required fields.

If you do not have a title for you contemporary solo, enter 'TBD'.

Entry Type

Solo-Classical

* =Required

Dancer *

Please Select:

Add

Classical Title *

Please Select:

Category *

Classical

Teacher *

(one name per line)

Class *

YAGP Participant

Entry Length *

minutes

seconds

MAX Length 2min 30sec, please check length prior to submission

Notes

Entry Type

Solo-Contemporary

* =Required

Dancer *

Please Select:

Add

Entry Title *

Category *

Contemporary

Teacher *

(one name per line)

Choreographer *

(one name per line)

Class *

YAGP Participant

Entry Length *

minutes

seconds

MAX Length 2min 30sec, please check length prior to submission

Props

Please Select:

Notes

Step 7b. To register **Classical or Contemporary PDD**, please fill in all required fields and select you dancers from the ‘Available Dancers’ box and move them to the ‘Performing Dancers’ box.

Entry Type Pas de Deux-Classical * =Required

Classical Pas de Deux Title * Please Select:

Category * Classical

Teacher *
 (one name per line)

Class * YAGP Pas de Deux

Entry Length * minutes seconds

MAX Length 6min 0sec, please check length prior to submission

Notes

Available Dancers

- ☐ Canedy, Olivia Dancer (8/30/2005, Age:12)
- ☐ Canedy, Audrey Dancer (4/11/2002, Age:15)
- ☐ Markgraf, Corbin Dancer (7/22/1999, Age:18)
- ☐ Markgraf, Addison Dancer (10/10/2002, Age:15)

Add >>

<< Remove

Add Dancer

Performing Dancers

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.

Entry Type Large Ensemble (10+) * =Required

Entry Title*

Category *

Ensemble

Teacher *

(one name per line)

Choreographer*

(one name per line)

Class *

YAGP Ensemble

Entry Length*

minutes seconds

MAX Length 5min 0sec, please check length prior to submission

Props

Please Select:

Notes

Available Dancers

☐ Canedy, Olivia Dancer (8/30/2005, Age:12)

☐ Canedy, Audrey Dancer (4/11/2002, Age:15)

☐ Markaraf, Corbin Dancer (7/22/1999.

Add >>

Performing Dancers

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’

Entry Type: [Add New](#) << Click the Add New button to start.

Total Entries left for registration: 484

Added Entries

Added Solo-Classical(s)

Action	Title of Entry	Class	Category	Age Category	Names	Added By
Edit Delete	Diana Variation from Diana & Acteon (A.Vaganova)	YAGP Participant	Classical	Senior	1(View)	Current User

Added Solo-Contemporary(s)

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

Added Pas de Deux-Classical(s)

Action	Title of Entry	Class	Category	Age Category	Names	Added By
Edit Delete	The Flames of Paris Pas de Deux (V.Vainonen/B.Asafyev)	YAGP Pas de Deux	Classical	Multiple Ages	2(View)	Current User

Added Small Ensemble (4-9)(s)

Action	Title of Entry	Class	Category	Age Category	Names	Added By
Edit Delete	INTOXICATED	Default Class	Default Category	Multiple Ages	4(View)	Current User

Step 9. The next page, will give you a breakdown of your total balance. After reviewing this page for accuracy, click ‘Proceed to Payment’.

[Back](#) [Checkout](#)

Entry Type	Number of Entries/Person	Entry Fee	Total Amount
Solo-Classical	1	\$105.00/person	\$105.00
Solo-Contemporary	1	\$105.00/person	\$105.00
Pas de Deux-Classical	2	\$105.00/person	\$210.00
Small Ensemble (4-9)	4	\$45.00/person	\$180.00
Workshop (Mandatory Fee)	4	\$95.00/person	\$380.00
Subtotal Amount :			\$980.00

[View Registration Detail](#)

Please write your notes or special requests in the following textbox:

[Back](#) [Proceed to Payment](#)

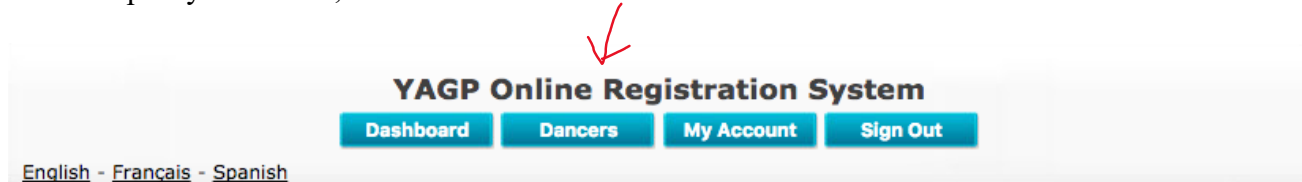
Step 10. IMPORTANT! The system will ask you to complete all participants waivers before payment can be made. These forms will be sent to the email address you provided for each participant.

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.

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.

The screenshot shows the "DANCERS" section of the YAGP Online Registration System. It includes a header with the title "YAGP Online Registration System" and navigation buttons: "Dashboard", "Dancers", "My Account", and "Sign Out". Below the header, the word "DANCERS" is displayed in bold. There are three input fields: "Member ID/Email/Last Name", "Active" (with a dropdown menu set to "All"), and "Waiver" (with a dropdown menu set to "All"). A red arrow points to the "Member ID/Email/Last Name" field. Another red arrow points to the "Search" button, which is highlighted in yellow. At the bottom right, there is a button labeled "Send Waiver to All".

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'.

DANCERS

Member ID/Email/Last Name Active Waiver

First Name (Given Name)	Last Name (Family Name)	E-mail	Birth Date	Active	Action	Send Waiver	Account
Addison	Markgraf	meganmarkgraf@gmail.com	10/10/2002	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Audrey	Canedy	jackicanedy@gmail.com	4/11/2002	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Corbin	Markgraf	meganmarkgraf@gmail.com	7/22/1999	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Olivia	Canedy	jackicanedy@gmail.com	8/30/2005	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>

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.

DANCERS

Member ID/Email/Last Name Active Waiver

First Name (Given Name)	Last Name (Family Name)	E-mail	Birth Date	Active	Action	Send Waiver	Account
Addison	Markgraf	meganmarkgraf	10/10/2002	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Audrey	Canedy	jackicanedy@gr	4/11/2002	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Corbin	Markgraf	meganmarkgraf	7/22/1999	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>
Olivia	Canedy	jackicanedy@gr	8/30/2005	<input checked="" type="radio"/> Yes <input type="radio"/> No	Edit	<input type="button" value="Send Again"/>	<input type="button" value="Create"/>

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**.

FREE Account - Create Your Account to begin Entry Registration

[Dashboard](#) [Dancers](#) [My Account](#) [Sign Out](#)

[English](#) - [Français](#) - [Spanish](#)

Do you have an account with us? **OR** Do you have a DanceComp Genie Studio Center account?

If YES, please enter your login info below:

Username or Email

Password [Forgot your password?](#)

☐ **Remember Me**

If NO, [click here to create a new School/Studio account](#)

OR

[click here to create an Independent Dancer account \(Dancer who is not affiliated with a school\)](#)

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

Account Owner

Account Owner Name(*)

Please complete All required fields.

Address Line1(*)

Please complete All required fields.
Street address, P.O. box

City(*)

Please complete All required fields.

Zip/Postal Code(*)

Please complete All required fields.

Country(*)

Please Select

State/Province(*)

Please Select

Primary Phone(*)

Please complete All required fields.

Update Account

Independent Dancer
Independent/Participant Full Name
(i.e. Independent/ John Smith)

Individual who belongs to school
My School/Participant Full Name
(i.e. Dance School/ John Smith)

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

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 & WhereAdd EntryConfirmationPayment

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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

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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.

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'

YAGP Online Registration System

Dashboard Dancers **My Account** Sign Out

English - Français - Spanish

Account Owner

Account Owner Name(*)
Please complete All required fields.

Address Line1(*)
Please complete All required fields.
Street address, P.O. box

City(*)
Please complete All required fields.

Zip/Postal Code(*)
Please complete All required fields.

Country(*)

State/Province(*)

Primary Phone(*)
Please complete All required fields.

Independent Dancer
Independent/Participant Full Name
(i.e. Independent/ John Smith)

Individual who belongs to school
My School/Participant Full Name
(i.e. Dance School/ John Smith)