



Online Registration Instruction Guide

Table of Contents

[Introduction](#)

[Step No. 1: Creating and Account](#)

[Step No. 2: Login](#)

[Step No. 3: 'My Account' Page](#)

[Step No. 4: Enter Dancers and Teachers](#)

[Step No. 5a: Competition Registration – New Registration](#)

[Step No. 5b: Competition Registration – Existing Registration](#)

[Step No. 6: Complete Routines](#)

[Step No. 7: Checkout](#)

Introduction

For the first time in our history, The Dance Championships is now offering online registration. This new convenience includes a number of substantial benefits such as: studio information, student names and birthdates are retained from year to year; and individual ages, the average age for each routine and the entry fees are automatically calculated. The online registration system will also eliminate printing costs and minimize shipping costs. The process for registering online is simple. To assist with any questions you may have about the online registration process, we have prepared this information guide.

Step No. 1: Create a New Account

1. Go to the registration home page: <http://thedancechampionships.dancecompnie.com>.
2. If you are creating a new account, click on 'Not Registered?'
 - a. Enter Login and Studio Information
 - b. Click on 'Create Account'

Step No. 2: Login

1. If you have an existing account:
 - a. Enter Username and Password
 - b. Click on 'Login'
2. From the 'My Account' page, you will be able to:
 - a. Edit your studio information
 - b. Add / view / edit individual dancers and teachers
 - c. Add / view / edit your routines

Step No. 3: 'My Account' Page

The 'My Account' page is the primary page for managing your account. From here, you will manage your studio information, competitors and routines.



Step No. 4: Enter Dancers and Teachers

Before programming your routines, the first step is to enter the individual names of all teachers and individual names and birthdates of all competitors entering the competition. Once entered, the individual names and birthdates will be stored within your account for use in subsequent years.

1. Click on 'No. 1. I want to add / view / edit My Dancers or Teachers / Choreographers'
2. Enter each competitors data and click on 'Add.' The competitor's name should immediate appear in the adjacent list. The adjacent list will allow you to edit or delete competitors after they have been entered into your account
3. After you are finished entering all competitors and teachers, click on 'Continue to #2 - I want to add / view / complete my entries'

Step No. 5a: Competition Registration – New Registration

If this is the first time you are on the competition registration page:

1. Click on 'Add New Registration'
2. Select location
3. From the list of names within the left column, highlight those competitors who will be participating and click 'Add.' The names should immediately appear in the right column.
4. Click on 'Start to Add Routines' and proceed to Step No. 6 of this information guide

Step No. 5b: Competition Registration – Existing Registration

If you have previously completed Step No. 5a, then you may proceed to the second part for existing registrations. From this location you may edit or view your information, as well as add dancers, routines or determine your payment total:

1. Select the year
2. To begin entering routines, click 'Complete Routines.'

Step No. 6: Complete Routines

From this screen is where you will enter individual routines:

1. Select entry type (solo, duet/trio, small or large group, production, production extended)
2. Click 'Add New'
3. If the routine is a solo entry:
 - a. Select the competitor's name from the drop down list
 - b. Enter routine title
 - c. Select the category type (tap, jazz, ballet, etc.)
 - d. Select the teacher's name
 - e. Click 'Save'
4. If the routine is a duet/trio, small or large group, production or production extended:
 - a. Enter routine title



-
- b. Select the category type (tap, jazz, ballet, etc.)
 - c. Select the teacher's name
 - d. From the list of names within the left column, highlight those competitors who are in the routine. To select multiple names, hold down the CTRL key. When all of the names are highlighted, click 'Add.' The qualifying competitors for the subject routine should immediately appear in the right column.
 - e. Click 'Save'
5. When you have finished entering your routines, it is time to checkout. Before proceeding to checkout however, you will want to review your information to verify that it is correct. In the upper-right corner or center bottom of the screen, click on 'View Summary before Continuing.'
 6. If the information is correct, proceed to checkout. In the upper-right corner or center bottom of the screen, click on 'Continue.'

Step No. 7: Checkout

The checkout page will itemize the routines entered, cost for each individual routine and total amount due.

1. Please review the information.
2. Special notes, if necessary, may be entered into the textbox.
3. You will need to click on the box indicating that you have read the 'Rules and Regulations,' understand and accept them.
4. Print the screen to remit with your payment.
5. At this time, final payment is accepted by check only. Please make checks payable to "The Dance Championships" and mail to the following address:

The Dance Championships
c/o Derek S. Kilborn, Director
4132 41st Circle South
St. Petersburg, Florida 33711

6. If you have any questions, please contact Derek S. Kilborn, Director at 727-543-3296.

CONGRATULATIONS!
YOU HAVE COMPLETED YOUR
ONLINE REGISTRATION.