



## Getting Started With Registration: 2022/2023 - DANCE COMP GENIE

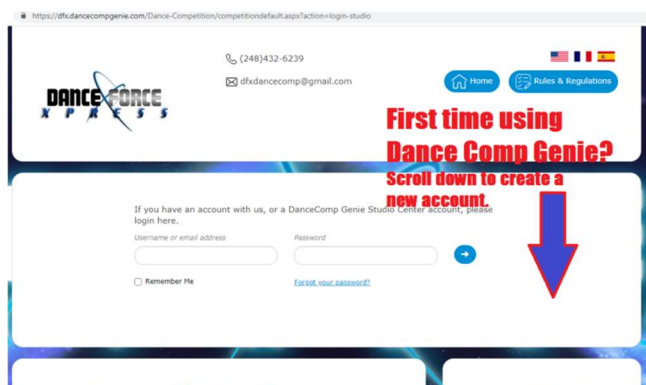
We have joined forces with Dance Comp Genie, the leader in dance competition software, to make registering simple! We have recently added short tutorial videos to our website and YouTube channel to assist with registration.

If you currently, or have ever, used Dance Comp Genie to register your studio for any competitions, you will use that same account. By accessing your studio account, all of your previously entered information will be accessible on your Dance Force Xpress registration! Otherwise, you will create a new studio account.

We invite you to access or create your studio account, and explore all that Dance Comp Genie has to offer! You will register your routines, upload your music, and download your judge's comment videos through Dance Comp Genie. We are confident that this software will save you time with its user-friendly features.

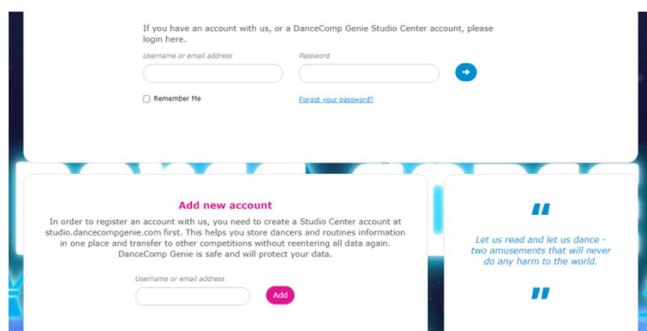
Please visit our website for a direct link to Dance Comp Genie on the REGISTER HERE tab. Alternately, you may find us at: [dfx.dancecompgenie.com](https://dfx.dancecompgenie.com)

On the first screen, you will have the option to log into your studio account, or add a new account. You will need to create a new studio account if you do not have a **Dance Comp Genie** account that you have used to register for other competitions.



**NOTE:** Your screen will look like the image to the right. To view the option to **add new account**, you may need to scroll down. Please take note of this to avoid confusion.

By scrolling down, you will see the option to 'add new account' in pink/red.



## **PRE-REGISTRATION and DEPOSITS (STUDIO DANCE COMPETITIONS ONLY):**

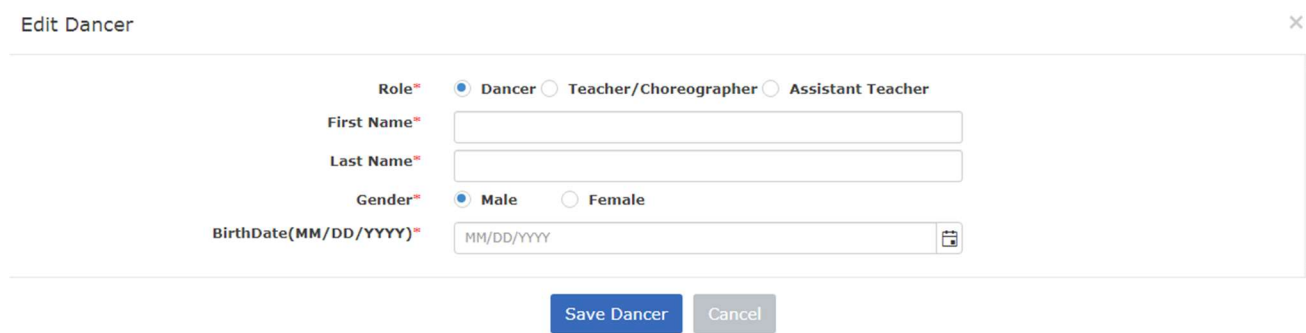
Pre-registration will open on August 1<sup>st</sup>, 2022. Pre-registration is a simple way to reserve your studio's space prior to officially registering your routines. Pre-registration deposits will be accepted from August 1<sup>st</sup> through October 1<sup>st</sup>. Please keep in mind that several of our venues are expected to sell out. Once venues reach capacity, studios may contact Dance Force Xpress by email to be placed on a waitlist. After October 1<sup>st</sup>, the regular registration process begins and full payment will hold your spot. **NOTE:** In fairness to waitlisted studios, pre-registered studios must have routine information entered by December 1<sup>st</sup> to confirm that the estimated number of routines is still valid and correct. If you pre-register and change your mind, please contact us for a refund prior to December 1<sup>st</sup>. Dance Force Xpress will reach out prior to the deadline, and if there are no routines entered or no response, your deposit will be refunded, and space will be released to wait-listed studios **on December 2nd, 2022.**

To pre-register, start by logging into your account. Click on ADD NEW EVENT. On the drop-down menu, select the event that you will be attending. Enter the estimated number of routines. A pre-determined deposit amount will be due depending on your number of estimated routines. Pay the deposit by clicking on the '+' by the credit card option, and your estimated number of routines will be held.

*That's it!*

## **REGISTRATION:**

Your first task will be to enter your participants. The screen to 'Edit Dancers' will ask for basic information, as indicated below. Please note that the option to import this information from an Excel sheet is also available.



The screenshot shows a web form titled "Edit Dancer" with a close button (X) in the top right corner. The form contains the following fields and options:

- Role\***: Radio buttons for  Dancer,  Teacher/Choreographer, and  Assistant Teacher.
- First Name\***: A text input field.
- Last Name\***: A text input field.
- Gender\***: Radio buttons for  Male and  Female.
- BirthDate(MM/DD/YYYY)\***: A date input field with a calendar icon on the right.

At the bottom of the form are two buttons: "Save Dancer" (in blue) and "Cancel" (in grey).

After your participants are entered, you can begin registering routines. Click on the red 'ADD NEW REGISTRATION' button to add a begin a new event registration. Select the competition location. Enter the routine name and follow the prompts. Note that the average age will automatically be calculated and you will not select the age division.

Continue to add routines with the process above until all routines are entered. At that time, head to the CHECKOUT.

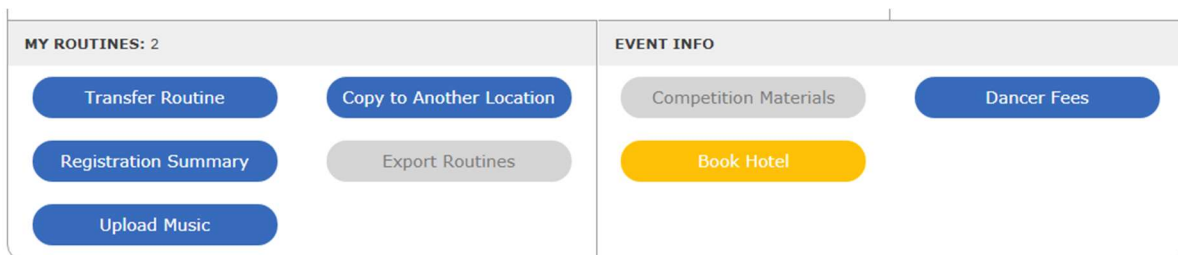
Use the NOTES section of the checkout to relay any information that we may need to process your registration.

The next step of the checkout process is to make a payment. If you are paying by credit card, you will be directed to PayPal, where you can pay through your PayPal account, or make a payment with a debit or credit card. **NOTE:** The option to pay with debit or credit card is **below** the option to log in to your PayPal account. If you are paying by check, you should indicate that as well, as that will 'complete' your registration. Partial payments are accepted, and a deposit will hold your spot. If you have a credit on file, or a discount that needs to be applied, please do not pay in full until your invoice is updated. Please review the discount and registration deadlines on our website to ensure that you are meeting dates; the system will automatically update at midnight on due dates, and your invoice will reflect the current rates.

Prior to completing your registration, you will need to check the acknowledgement box that you have read the competition rules. The rules can be found on our website, on the top of your Dance Comp Genie studio account, or by clicking on the blue link that states, 'I have read and understand the competition rules.' After completing your registration, you can access your account and make changes at any time!

Please add '[DFXdancecomp@gmail.com](mailto:DFXdancecomp@gmail.com), [Info@DanceForceXpress.com](mailto:Info@DanceForceXpress.com), and [Danielle@DanceForceXpress.com](mailto:Danielle@DanceForceXpress.com)' to your address book, as you will be receiving emails from us regarding your registration.

***Please explore your studio account on Dance Comp Genie for useful tools and resources!  
The bottom of your dashboard will look like this:***



### **Transfer Routine –**

Use this button to register routines that you have already entered in Dance Comp Genie for another competition.

### **Registration Summary –**

Use this button to view a printable summary of all of your entered information.

### **Upload Music –**

Use this button to upload music for each registered routine.

### **Copy to Another Location –**

Use this button if you are attending more than one DFX event to copy your routine information.

### **Dancer Fees –**

We love this feature! This document will break down the competition fees for each registered dancer.

If you have any questions about the registration process, please connect with us. We are working together with the Dance Comp Genie team to make any adjustments as we continue our 3<sup>rd</sup> season with this software. If you have any feedback, please let us know.

**We appreciate you, and can't wait to see you in 2022/2023!**



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