

## Dance Comp Genie Guide to Registrations:

First go to [Dancecompgenie.com](http://Dancecompgenie.com), click on the "Studio Center" tab to log in or to set up an account.

Account and Set Up: Put in all your information in your passbook account. Please record information, username and passwords.

Click on "Convention and Competition" tab, type in Ohio Dance Masters, (a drop down will appear with name) click register now and follow instructions.

Select location. This will be the convention and competition that you are registering for.

You do need to register for both the convention and the competition if you have students competing. Click on the blue "My Account" tab to maneuver between Convention and Competition.

When registering for the conventions don't forget the coupon section. Here are the choices:

JRMEMBER10	10.00
COMP DIRECTORS	14.00
DIGNITARIES	14.00
MENSCCLASS10 AND UP	
YOUNG TITLED WINNERS	81.00
MR/MISS TITLED WINNERS	75.00
CLASS AWARD	25.00
MEM10STUDENTS	25.00
NOBANQ10	10.00

You will type in the coupon example ( JRMEMBER10) which means that Jr. Members receive a \$10.00 discount on their classes.

1. Who & Where
2. Coupons
3. Add Ons, this is for hip hop classes, observer bands, luncheon, banquet, and men's class (10 and up) Titled tickets will be sold at the door of the competitions.
4. Check Out (this is for the convention only at this point)

***Please register all teachers and students before registering for the competition.***

**Competition Registrations.** Type in your address bar: [registration.dma-chap16.com](http://registration.dma-chap16.com)

Choose the competition location.

Add students, name and date of birth, and gender.

Add dance teachers to the attending list. Note a teachers age is not required to be listed as a teacher/choreographer for a routine, however, if they are dancing in any routine they must input their name twice once as a teacher/choreographer and also as a dancer.

**PAC registrations.**

There will be a list of drop down items. Just follow from top to bottom.

On titled entries **DON'T FORGET TO SEND FACT SHEETS AND BIRTH CERTIFICATES TO COMP DIRECTOR AND PHOTO RELEASE. (ALL CERTIFIED MAIL)**

On titled entries you will also put in their t-shirt sizes.

When putting in the audition classes, select first class and then hold down the Ctrl key (on a Mac it may be the Command key) and click on the other classes that contestant will be taking. Class name must be highlighted to be entered in that class.

Please make sure to save after each entry.

Students registering for the mini classes in Newark, please make sure you select t-shirt size also.

If you have any questions, please contact,

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