

Here are step-by-step instructions for using our new online entry system to enter GROUPS:

- 1) Click on "Enter Online Here"
- 2) Select the competition location and date you are interested in and click the "View Sessions" button
- 3) Choose "Group Events" then click "ADD". There is a flat \$3 registration fee for each competition
- 4) Scroll back to the top of the page and in the right hand column it will show your selection. Click "Continue"
- 5) Create an account (this will be the COACH email), agree to terms, click "next".
- 6) On "Who is Attending" screen, fill in COACH information and click that you are registering YOURSELF.
- 7) Then click "Continue"
- 8) Click a check box for each team you want to enter and fill in the number of members for each team in the "quantity" box. (If 14 or more members on a team just put "14" for discounted pricing purposes—you will fill in the exact number on the next page). Then click "Continue"
- 9) On the registration form page, fill in complete coach contact information and then full information for each team you have entered. Please be sure to put FIRST and LAST names and ages for each team member! After completing information for all of your groups, scroll to the bottom, agree to waivers and electronically "sign" the form, then click "Continue to Cart"
- 10) The next screen will show you your "cart" - and you will have the option to edit or remove any of your selections.
- 11) Select payment option (you may pay by credit card or electronic bank draft through the secured site)
- 12) Create a password for your account. This will save your information so you can log in any time to see what competitions and events you have entered. It will also simplify the registration process the next time you enter.

Please Note: This system does enable you to enter more than one competition at a time. However, the groups must be EXACTLY the same at both competitions to enter at the same time. If even one member of a team is different at the second competition, you will need to do the registrations separately.

for Regional Groups

Because the pricing arrangement is different for Regional Groups (flat pricing instead of per-member pricing) one online entry step is slightly different.

Follow steps 1-7 as listed

At Step #8, Click the SIZE of teams you are entering and fill in the quantity of each size team (Example: If you are entering 2 small Dance Twirls, a small Pom team, and a medium Strut team put "3" in the Small Team Qty box and "1" in the Medium Team Qty box). Scroll down to find Level 1, Color Guard, and Corps options. Then click "Continue". You will enter the complete team information (including number of members, etc.) on the next page.

Then Follow Steps 9-12 as above