

Here are step-by-step instructions for using the ACTIVE online entry system to enter INDIVIDUAL contestants:

- 1) Click on "Click Here to Enter Individuals Online"
- 2) Select the competition location and date you are interested in and click the "View Sessions" button
- 3) Choose the "Registration Fee" box for "Individual Baton" or "Individual Dance" (or both if you are entering both types of events) then click "ADD". There is a flat \$5 registration fee per contestant for each type of session.
- 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 parent email), agree to terms, click "next".
- 6) On "Who is Attending" screen, fill in contestant information, then click "Continue" (Please enter birthdate carefully)
- 7) Click checkboxes for each event you want to enter, then click "Continue"
- 8) On the registration form page, fill in complete contestant information and parent information (parent age is required for minors to insure person signing waivers is over 18).
- 9) Electronically "sign" the form at the bottom and click "Continue to Cart"
- 10) The next screen will show you your "cart" - and you will have the option to change or remove any of your selections or to add another registration.
- 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.