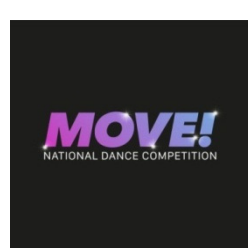


Navigating the Online Registration Process updated 2019



1. Click on link provided in email from TDA Head office/found on the TDA website, or type the below into your hyperlink address in Google Chrome.

Weblink <http://thetda.dancecompjenie.com>

{What's new in 2019?

Teachers, please note, that when you log onto the DCG programme the look maybe different as they have updated the design of the platform, if you are used to registering the old way (and this is also how this document is laid out) please click on the top right corner where you see it says "[switch to classic version](#)" – this how to guide will then make much more sense}

IF YOU HAVE ALREADY REGISTERED IN 2018, SKIP TO PAGE 2!

2. On the bottom right you will see an option to [Click Here](#) to open a new studio/school account. A landing menu will appear, you will see a second countdown timer, let it run, and then you will be redirected to the studio registration page.

3. Fill in all the relevant information as directed - Red starred items are compulsory requirements.

4. Once you have made sure all the information is complete [CLICK "Confirm and create my DanceComp Genie Passport account"](#) you will be registered on our online system, Welcome! You can now begin processing your entries.

5. Register your Dancers

a) [CLICK "Add New Dancer"](#) - Continue Adding all your Dancers until all your Students have been registered.

b) Information to Complete for new dancers: Please complete the info as it is requested.

- *Role (SELECT "DANCER"), Date of Birth, Gender, Last Name, First Name, Shirt Size Province and City.*

OTHER EXPLANATIONS:

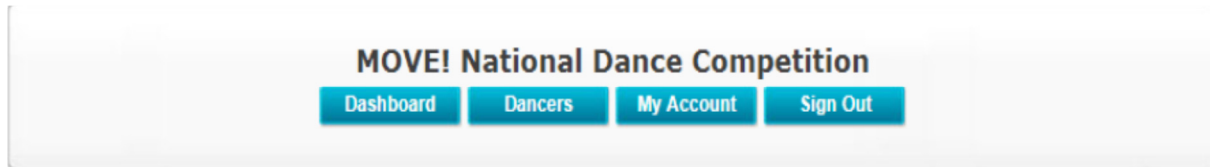
"Member ID/Email/Last name" Bar - This is a [search tool](#) to find any dancer quickly once they are registered.

If you want all your dancers names to appear (After registering them yourself) Leave "Member ID/ Email/ Last Name blank" select in the "Active" Box – "ALL" and all your dancers will appear.

ALREADY REGISTERED?

Log in using your username and Password from Last Season.

Navigating your Registered Studio:



“Dashboard” – Click on here to complete your entries.

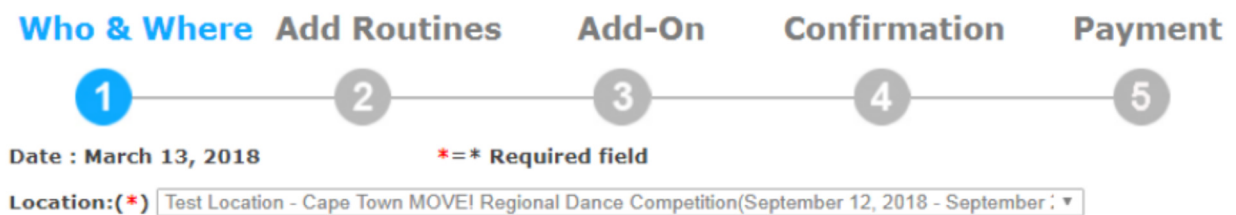
“Dancers” – ADD / EDIT registered Dancers information as explained above.

“My Account” – Your profile information, that was inputted when you set up your studio account.

“Sign Out” – Sign out

6. Start registering your routines: CLICK “ADD NEW REGISTRATION”

- The following screen will appear:



It will take you through the following Processes:

1. WHO & WHERE
2. ADD ROUTINES
3. ADD-ON
4. CONFIRMATION
5. PAYMENT

STEP 1: Select Competition Location from the Drop down Box. (That is the regional competition you are entering)

You can add more participants in this location as well, but all your students should be in the “Available Dancers or Teachers Box”

STEP 2: After you have added all of your dancers and teachers to the attending box click **“Start to Add Routines” – Add everyone in the studio who will be a competitor.**

STEP 3: Select Entry Type from the drop down box.

Entry Type: Studio Solo ▼ **Add New** << Click the Add New button to start.

OR [Import Routines](#)

OR [Copy Routines from Other Sources](#)

STEP 4: Click on the ADD NEW button to begin.

STEP 5: Fill the information as required – field descriptions are explained on the right hand side. Starred red items are compulsory in order to process your entry.

Notes:

Routine TITLE: Please complete! Otherwise you won't be sure of what music to upload when completed. E.g Mary May – Hip Hop Solo (studio)

Competitive Divisions: SELECT “NO STATUS” FOR ALL REGIONAL ENTRIES

The routine lengths are stipulated in the rules and regulations brochure.

STEP 6: Once the information has been entered, **SAVE THE ROUTINE**

STEP 7: Continue to add your entries, until all your entries have been inputted. As much as we prefer all the entries to be done at once, you can go back into your dashboard and add/edit entries at a later date. **DO NOT CREATE a new registration, logon to your dashboard, and simple click on MAKE CHANGES, once you have created your initial registration, otherwise you create 2 profiles for yourself on our side.**

STEP 8: Once all the entries have been, click “CONTINUE” in order to proceed to the check out.

ADD ON MENU: Here you need to enter the number of registering teachers, as the teachers registration fee will be added to the total invoice.

STEP 9: You will arrive on the landing page which will show you the total costs for your studio's entry, including the teacher's registration fee.

EXAMPLE:

Title	Numbers	Rate	Amount
Number of Teachers	1	R200	R200.00
Entry Type	Number of Routines/Person	Entry Fee	Total Amount
Studio Solo	3	R200.00/person	R600.00
Competition Solo	1	R200.00/person	R200.00
Duo/Duet	2	R200.00/person	R400.00
Trio	3	R200.00/person	R600.00
Quartet	6	R200.00/person	R1,600.00
Registration Fee	3	R200.00/person	R600.00
Competition Addon Fee			R200.00
Subtotal Amount :			R4,200.00
View Registration Detail			

STEP 12: Click “Proceed to Payment” - Your total will appear.

MOVE! Entry payments are made by EFT ONLY.
Send your POP to theatredanceassociation@gmail.com.
REFERENCE – STUDIO/MOVE!

THEATRE DANCE ASSOCIATION
BANK: Nedbank
BRANCH: Nedbank Constantia Village
BRANCH CODE: 101109
ACCOUNT NUMBER: 1184900523

STEP 13: Click the text box to accept the competition rules and regulations.

STEP 14: Your entry has now been completed.

When you click “complete” you will be re-directed to a page where you can view and print your registration details.

You will receive an email confirming the same.

NOTE:

- Once you have completed your registrations, return to your dashboard.
- You will see your entry with total balance (Saying that it is outstanding) – this will disappear once we have received your EFT payment.
- Once we have receipted your EFT payment, we **manually complete your entry on our side**. Your studio entry will then resort to saying no outstanding balance.

STEP 15: FINAL STEP! Uploading Music *NB*


- You will note the different options under your now completed entry on the dashboard: Select **“UPLOAD MUSIC”**
- A list of your Routines will be pulled up, select and choose an MP3 file from your computer; **wav. & wma files will not upload to the system.**
- **MAKE SURE** you have added a routine title during the registration process, or even the student’s name, i.e Mary May – Studio Solo – so that you know which song to attach to which routine.
- The music may take a while to upload, depending on how many songs you need to upload– so you can leave it running in the background.

Outstanding Balance: **R1,200.00** Pending Check

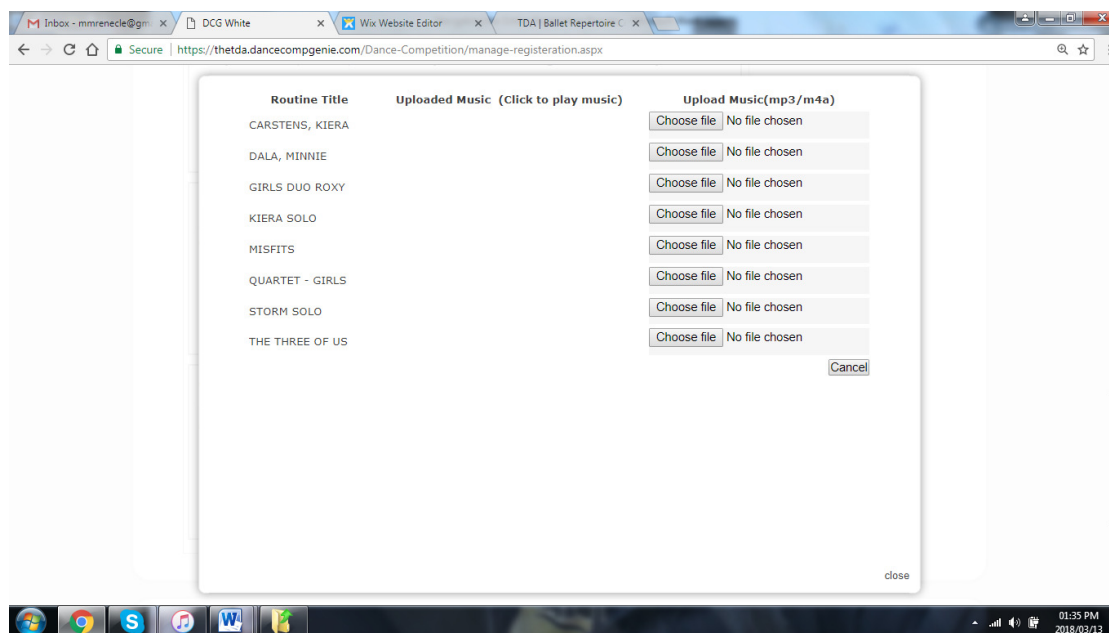
[View Invoice](#)

Make Payment

Competition Sep 12 - Sep 22, 2018 Cape Town MOVE! Regional Dance Competition

Make Changes Upload Music  View Registration Transfer Routines Copy to Another Location

Export Routines



If you are uncertain about anything you can leave the entry as unprocessed to come back to it at a later stage to complete it.

Any questions email mmrenecl@gmail.com or WhatsApp 072 431 3218