

Studio Managers - How To Register For Groups (Small / Large)

1. Under “My Registrations” you will note the following Tabs

2. For the moment, you can ignore this Tab

3. If you are registering Groups, click on the Tab “Small Groups” or “Large Groups”.
****Please refer to the Competition Syllabus for what they define as Small or Large**

a) Select the Groups sections you wish to enter

b) Your Studio Name will automatically populate under “Group Name” you can edit this if you wish e.g. add a ABC Studio Group A

c) Select the number of Performers in the Group. (Note that once you have selected the number of performers in the group, you cannot select a LOWER number, but you can select a HIGHER number. If you need this to be changed, Contact the Comp Organiser)

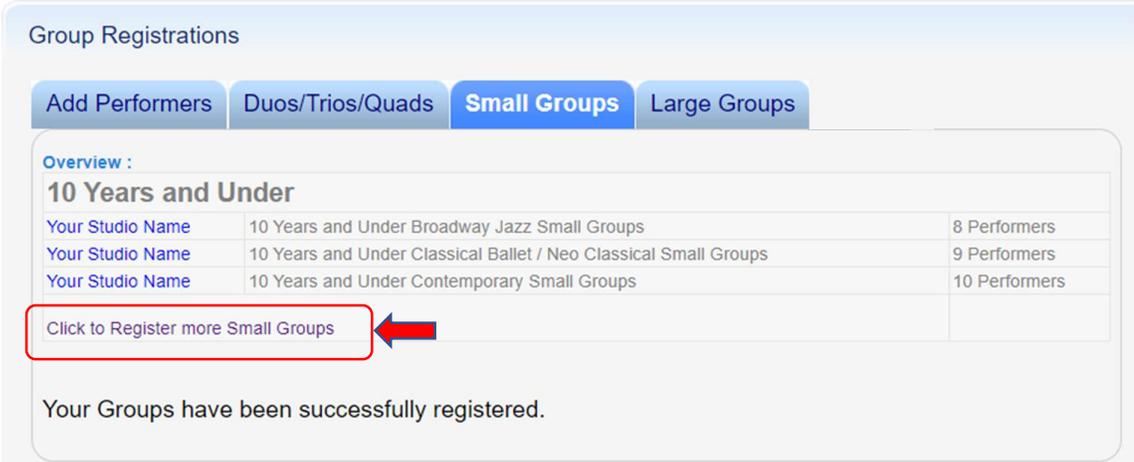
Section	Group Name	# Performers
10 Years and Under - Small Groups		
<input type="checkbox"/> Acrobatics		
<input checked="" type="checkbox"/> Broadway Jazz	Your Studio Name	8
<input checked="" type="checkbox"/> Classical Ballet / Neo Classical	Your Studio Name	9
<input type="checkbox"/> Classical Ballet All Abilities		
<input type="checkbox"/> Classical Ballet Special Abilities		
<input checked="" type="checkbox"/> Contemporary	Your Studio Name	10
<input type="checkbox"/> Contemporary All Abilities		

You can scroll down the page and select as many Groups as you like

- Once you have finished making your selection of Groups, Click on the button at the Bottom of the Page to save your registrations



- You Will See the screen below with a summary of your Group Registrations
If you need to Register Groups, you can click on the Text highlighted below:



Group Registrations

Add Performers Duos/Trios/Quads **Small Groups** Large Groups

Overview :

10 Years and Under

Your Studio Name	10 Years and Under Broadway Jazz Small Groups	8 Performers
Your Studio Name	10 Years and Under Classical Ballet / Neo Classical Small Groups	9 Performers
Your Studio Name	10 Years and Under Contemporary Small Groups	10 Performers

[Click to Register more Small Groups](#)

Your Groups have been successfully registered.

Important – When you have added your performers, you will need to come back to this page to allocate Students Against each of the Groups (see step 15 Below)

- If you are happy and wish to pay for your Groups entries, you can click on “Pay Your Fees”



MAIN MENU

- My Registrations
- Pay Your Fees**
- Studio Details
- Studio Members
- Performers DOB
- Performer Photo IDs
- Performers Fee Status
- Emergency Contacts
- Send Group Emails
- Upload Your Music

Group Registrations

Add Performers Duos/Trios/Quads **Small Groups** Large Groups

Overview :

10 Years and Under

Your Studio Name	10 Years and Under Broadway Jazz Small Groups	8 Performers
Your Studio Name	10 Years and Under Classical Ballet / Neo Classical Small Groups	9 Performers
Your Studio Name	10 Years and Under Contemporary Small Groups	10 Performers

[Click to Register more Small Groups](#)

Your Groups have been successfully registered.

7. This will bring up any Outstanding Invoices you have.
Click on the Invoice number to view the Invoice in Full

My Outstanding Invoices [Click here to List Paid Invoices](#)

Invoice No	Season	Invoice Dt	Invoice Type	Invoice Amount	Amount Paid	Amount Owing
10056	023	21st Nov '22	Troupe Registration Fees	\$318.30	\$0.00	\$318.30

Click on an Invoice above to display it and organise payment...

8. Check the invoice to see if it is correct. If there are any issues, please contact the Competition Organiser.

If it is correct, please click on “Click here to Pay this invoice by Credit Card Now”

Invoice Number 10056 - [List Outstanding Invoices](#) - [List Paid Invoices](#)

Group	Item	Division	Amount
Brad Pitt / Tom Cruise	Group Entry Fees	10 Years and Under Acrobatics Duos and Trios	\$ 55.00
Angelina Jolie / Gwen Paltrow	Group Entry Fees	12 Years and Under Jazz All Abilities Duos and Trios	\$ 55.00
Jennifer Anniston / Courtney Cox	Group Entry Fees	14 Years and Under Open Style All Abilities Duos and Trios	\$ 55.00
Your Studio Name	Group Entry Fees	10 Years and Under Broadway Jazz Small Groups	\$ 50.00
Your Studio Name	Group Entry Fees	10 Years and Under Classical Ballet / Neo Classical Small Groups	\$ 50.00
Your Studio Name	Group Entry Fees	10 Years and Under Contemporary Small Groups	\$ 50.00
	Credit Card Fee	21st Nov '22	A\$3.30
Total:			A\$318.30
Payment Status :			Outstanding

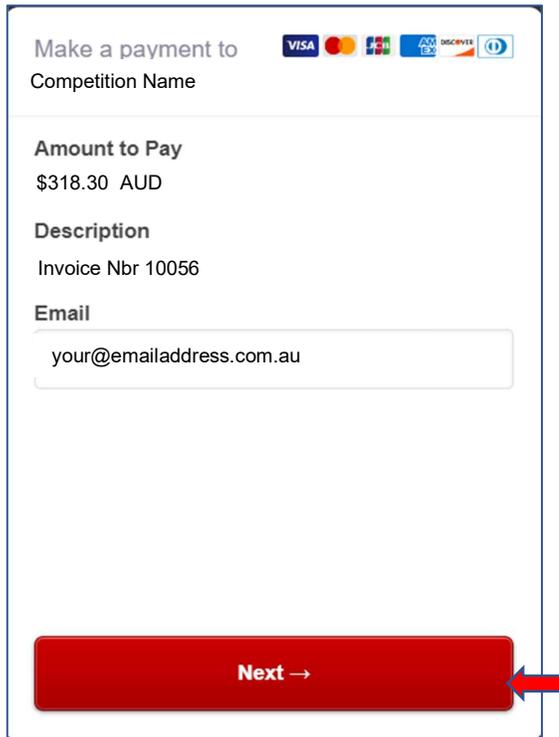
Click here to Pay this Invoice By Credit Card Now

9. Click on the “Pay Now” Button

Your Studio Name	Group Entry Fees	10 Years and Under Broadway Jazz Small Groups	\$ 50.00
Your Studio Name	Group Entry Fees	10 Years and Under Classical Ballet / Neo Classical Small Groups	\$ 50.00
Your Studio Name	Group Entry Fees	10 Years and Under Contemporary Small Groups	\$ 50.00
	Credit Card Fee	21st Nov '22	A\$3.30
Total:			A\$318.30
Payment Status :			Outstanding

Payment Amount: AUD\$ Pay Now

10. A pop up screen will appear, check details then click on “Next”



Make a payment to 
Competition Name

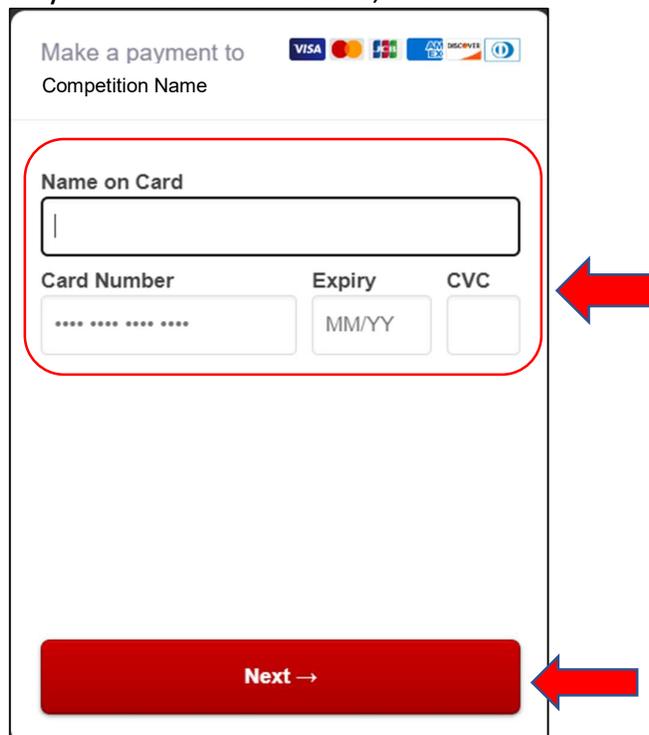
Amount to Pay
\$318.30 AUD

Description
Invoice Nbr 10056

Email

Next → 

11. Enter in your credit card details, then click on “Next”



Make a payment to 
Competition Name

Name on Card

Card Number **Expiry** **CVC** 

..... MM/YY

Next → 

12. Enter in your Address and Click “Continue to Payment Confirmation”

Make a payment to  Competition Name

Address Line 1

Address Line 2 (optional)

City State Postcode

Country

Continue to Payment Confirmation →

Two red arrows point to the address input fields and the 'Continue to Payment Confirmation' button.

13. The following screen will show outlining your Card Surcharge and total amount payable. Click on “Pay \$XX.00”

Make a payment to  Competition Name

Invoice Nbr 10041

Subtotal:	\$318.00 AUD
Card Surcharge:	\$ 63.60 AUD
Total Payable:	\$381.60 AUD

Email

Paying with card 
XXXX-XXXX-XXXX-0000

Pay \$318.30 AUD

A red arrow points to the 'Pay \$318.30 AUD' button.

14. A pop up box will come up with a Green Tick if your payment is successful before going into the screen below:

Payment Received...

Thank you, your payment was successful and has been recorded.
Please keep a copy of this screen for your records

Transaction Time: Fri 18th Nov '22 - 21:17 pm
 Invoice Number: 10041
 Payment Status: Paid
 Payment Reference: Competition Name
 Amount Paid: \$30.00
 Reason: Registration Fees

Please Note: This payment will appear on your Bank Statement as Competition Name

15. **Allocating Your Dance Students To the Groups**

*** This step assumes that you have Entered a list of your Students Names, Email Addresses & Dates of Births under the Performer Tab. For instructions on how to do this, [Click here](#)

We recommend that you DO NOT complete this step until ALL your students have been entered into the "Performers" Tab.

Invited Performers

Performers
Duos/Trios/Quads
Small Groups
Large Groups

Invite Performers to Join your Studio:

Upload Your Members from .csv file - Given Name, Family Name, Email Address

Given Name:	Family Name:	Email Address :	Status :
✘ Brad	Pitt	alausydney@gmail.com	Not Responded
Tom	Cruise	angela@mycomphq.com.au	Registered
✘ Student 1	Surname 1	email1@gmail.com	Not Responded
✘ Student 2	Surname 2	email2@gmail.com	Not Responded
✘ Student 3	Surname 3	email3@gmail.com	Not Responded
✘ Student 4	Surname 4	email4@gmail.com	Not Responded
✘ Student 5	Surname 5	email5@gmail.com	Not Responded
✘ Dance 6	Surname 6	email6@gmail.com	Not Responded
✘ Student 7	Surname 7	email7@gmail.com	Not Responded
✘ Student 8	Surname 8	email8@gmail.com	Not Responded
✘ Student 9	Surname 9	email9@gmail.com	Not Responded
✘ Student 10	Surname 10	email10@gmail.com	Not Responded

In this example above, the Studio has invited several students but only Tom Cruise has registered. The rest have "Not Responded"

- 15a. Click on the Groups Tab
Click on “Your Studio Name” next to the relevant Section

Group Registrations

Add Performers Duos/Trios/Quads **Small Groups** ← Groups

Overview :

10 Years and Under

Your Studio Name	10 Years and Under Broadway Jazz Small Groups	8 Performers
Your Studio Name	10 Years and Under Classical Ballet / Neo Classical Small Groups	9 Performers
Your Studio Name	10 Years and Under Contemporary Small Groups	10 Performers

[Click to Register more Small Groups](#)

- 15b. The system will ask you to select which of your students are in the “10 Year and Under Broadway Jazz Small Groups”

As we specified in Step 3 that there were 8 performers in this group, the System has generated 8 empty fields for us to select Student Names. You can opt to increase the number of students in this Group, but you cannot decrease the number without contacting the Comp Organiser.

Click on the “down arrow” highlighted below, and select the relevant Students. It doesn’t matter if they have been Invited or Registered

Group Members

Performers Duos/Trios/Quads **Small Groups** Large Groups

Group Information:

Group Name : Your Studio Name

Section : 10 Years and Under Broadway Jazz Small Groups

Group Mixture : Mixed

Number of Performers : 8 Performers

Performer Summary:

The Maximum Age of Performers allowed in this Section is 99
Your Group must have at least 8 Performers and no more than 10 Performers.
ALL Performers must be eligible to Perform in this Section

Performer Summary:

The Maximum Age of Performers allowed in this Section is 99
Your Group must have at least 5 Performers and no more than 10 Performers.
ALL Performers must be eligible to Perform in this Section

1	▼
2	- Not Yet Invited - Unknown Age
3	Brad Pitt - Invited - Unknown Age
4	Dance 6 Surname 6 - Invited - Unknown Age
5	Student 1 Surname 1 - Invited - Unknown Age
6	Student 10 Surname 10 - Invited - Unknown Age
7	Student 2 Surname 2 - Invited - Unknown Age
8	Student 3 Surname 3 - Invited - Unknown Age
9	Student 4 Surname 4 - Invited - Unknown Age
10	Student 5 Surname 5 - Invited - Unknown Age
11	Student 7 Surname 7 - Invited - Unknown Age
12	Student 8 Surname 8 - Invited - Unknown Age
13	Student 9 Surname 9 - Invited - Unknown Age
14	Tom Cruise - Registered - 10 yrs

[Update this Group](#)

- 15c. Click on “Click to Update this Group” (a)
 The page will refresh, and you will need to click on the “Small Groups” Tab (b)

Group Members

(b)

Performers Duos/Trios/Quads **Small Groups** Large Groups Invites

Group Information:
 Group Name : Your Studio Name
 Section : 10 Years and Under Broadway Jazz Small Groups
 Group Mixture : Mixed
 Number of Performers : 8 Performers

Performer Summary:
 The Maximum Age of Performers in this Section is 99
 Your Group must have at least 10 Performers no more than 10 Performers.
 ALL Performers must be eligible to Perform in this Section

1	Student 1 Surname 1 - Invited - Unknown Age	▼
2	Student 2 Surname 2 - Invited - Unknown Age	▼
3	Student 3 Surname 3 - Invited - Unknown Age	▼
4	Student 4 Surname 4 - Invited - Unknown Age	▼
5	Student 5 Surname 5 - Invited - Unknown Age	▼
6	Student 6 Surname 6 - Invited - Unknown Age	▼
7	Student 7 Surname 7 - Invited - Unknown Age	▼
8	Student 8 Surname 8 - Invited - Unknown Age	▼

(a)

Click to Update this Group

- 15d. You will see that Studio Name next to 10 Years and Under Broadway Jazz Small Groups is in a different colour (i.e. you’ve allocated the students for this Group).

You will need to repeat the process for the other Groups until none of them show up in Bright Blue. i.e. Start step 15 again on page 7.

Group Registrations

Add Performers Duos/Trios/Quads **Small Groups** Large Groups

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