

# 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

MAIN MENU	Invited Performers			
A My Registrations	Performers	rios/Quads	Small Groups	Large Groups
Tees Pay Your Fees	Invite Desferment to Jain 1	Chudieu		
🏫 Studio Details	Upload Your Mem	bers from csv file	- Given Name Fa	mily Name Email
🖾 Studio Members	CTJ - Frank i Star			
Performers DOB	Given Name:	Family Nan	ne:	Email Addre
Performer Photo IDs				
Performers Fee Status				
Emergency Contacts			$ \rightarrow$	
Send Group Emails			$\dashv$	

# 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 with 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)

Group Registration Page		
Add Performers Duos/T	rios/Quads Small Groups Large Groups	
Group Information: I wish to enter the following ADDIT	IONAL Groups into the Sections listed below:	
Section	Group Name	# Performers
(a)	(b)	(c)
10 Years and Under - Smal	I Groups	
Acrobatics		
Broadway Jazz	Your Studio Name	8 🗸
Classical Ballet / Neo Classi	cal Your Studio Name	9 ~
Classical Ballet All Abilities		
Classical Ballet Special Abili	ties	
Contemporary	Your Studio Name	10 🗸
Contemporary All Abilities		



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

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

|--|

5. 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:

0 Years and l	Jnder			
our Studio Name	10 Years and Under Broa	dway Jazz Small Group	IS	8 Performers
our Studio Name	10 Years and Under Clas	sical Ballet / Neo Classi	cal Small Groups	9 Performers
our Studio Name	10 Years and Under Contemporary Small Groups		10 Performers	
Click to Register more	Small Groups			

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)

6. If you are happy and wish to pay for your Groups entries, you can click on "Pay Your Fees"

MAIN MENU	Group Registration	s			
My Registrations	Add Performers	Duos/Trios/Quads	Small Groups	Large Groups	
☆ Studio Details	Overview : 10 Years and L	Inder			
Studio Members	Your Studio Name	10 Years and Under Broa	dway Jazz Small Group	S	8 Performers
Performers DOB	Your Studio Name	10 Years and Under Class	9 Performers		
E Performer Photo IDs	Your Studio Name	10 Years and Under Contemporary Small Groups 10 Perf			
🧼 Performers Fee Status	Click to Register more Small Groups				
Emergency Contacts					
🥁 Send Group Emails	Your Groups have	e been successfully re	egistered.		
Unload Your Music					



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

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

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"

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

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



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
your@emailaddress.com.au
Next →

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





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

Make a payme Competition Nam	ent to	/ISA 🌒 🖡	<b>B A</b>	]
Address Line 1				
Address Line 2	(optional)			
City	Stat	te	Postcode	
Country				
Australia			-	
Continue	to Payment	t Confirn	nation →	

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

Invoice Nbr 10041 Subtotal: \$318.00 AUD Card Surcharge: \$63.60 AUD Total Payable: \$381.60 AUD Email your@emailaddress.com.au Paying with card XXXX-XXXX-0000 VISA	Make a payment to Competition Name	V/SA 🛑 👫 🥂 🕅 🕬 🕬 🕕
Subtotal:       \$318.00 AUD         Card Surcharge:       \$63.60 AUD         Total Payable:       \$381.60 AUD         Email       your@emailaddress.com.au         Paying with card       VISA	Invoice Nbr 10041	
Email       your@emailaddress.com.au       Paying with card       XXXX-XXXX-0000	Subtotal: Card Surcharge:	\$318.00 AUD \$ 63.60 AUD \$381.60 AUD
Paying with card	Email	am all
Paying with card VISA	your@emailaddress.co	,in.au
	Paying with card XXXX-XXXX-XXXX-0000	VISA
	Pay \$3:	18.30 AUD
Pay \$318.30 AUD		



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 pay Please keep a copy	ment was successful and has been rec of this screen for your records	orded.	
Transaction Time:	Fri 18th Nov '22 - 21:17 pm		
Invoice Number:	10041		
Payment Status:	Paid		
Payment Reference Amount Paid:	: Competition Name \$30.00		
Reason:	Registration Fees		
Please Note: This pa	ayment will appear on your Bank Staten	nent 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, <u>Click here</u>

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

Invite	d Perform	ers							
Рег	formers	Duos/	Trios/Quads	Small Grou	ips	Large Groups			
Invite I	Performers t	o Join yo	our Studio:						
6	Upload You	r Memb	ers from .csv file	e - Given Name	e, Far	nily Name, Email A	Adress		
(	Given Name	e:	Family Nam	ne:		Email Addres	SS :		Status :
<b>X</b> (	Brad		Pitt	al	ausyo	dney@gmail.com		1 (	lot Responded
		Tom	Cruise			angela@mycompho	.com.au		Registered
<b>X</b> (	Student 1		Surname 1	er	mail1	@gmail.com		) (	lot Responded
×	Student 2		Surname 2	er	mail2	@gmail.com		1	lot Responded
<b>×</b> (	Student 3		Surname 3	er	mail3	@gmail.com		1	lot Responded
<b>X</b> (	Student 4		Surname 4	er	mail4	@gmail.com		1 (	lot Responded
<b>×</b> (	Student 5		Surname 5	er	mail5	@gmail.com		1	lot Responded
<b>×</b> (	Dance 6		Surname 6	er	mail6	@gmail.com		1	lot Responded
<b>X</b> (	Student 7		Surname 7	er	mail7	@gmail.com		) (	lot Responded
×	Student 8		Surname 8	er	mail8	@gmail.com		1	lot Responded
<b>X</b> (	Student 9		Surname 9	er	mail9	@gmail.com		1	lot Responded
×	Student 10		Surname 10	er	mail1	0@gmail.com		) (	lot 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

Add Performers	Duos/Trios/Quads Small Groups	
Overview :		
10 Years and	Under	
Your Studio Name	10 Years and Under Broadway Jazz Small Groups	8 Performers
	10 Vears and Under Classical Ballet / Neo Classical Small Croups	9 Performers
Your Studio Name	To rears and onder classical ballet / Neo Classical Siliali Gloups	o r chomicio

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

	ers				
Performers	Duos/1	rios/Quads	Small Groups	Large Groups	
oup Informatio	n:				
roup Name :	1	our Studio Na	me		
ection :	Ċ	0 Years and Ur	nder Broadway Jazz	Small Groups 🗸	
roup Mixture :		lixed ∽)*			
umber of Perform	ners :	Performers N	<u>·</u> )*		
erformer Summ he Maximum Age our Group must I	ary: of Performave at lead	Performers 0 Performers 10 Performers	Section is 99 no more than 10 Pethis Section	rformers.	
e Maximum / ur Group mu	Age of Pe st have at	formers allow least <mark>5</mark> Perfor	red in this Section i rmers and no more	s <mark>99</mark> than <mark>10</mark> Performers.	
ne Maximum A our Group mu LL Performers 1	Age of Pe st have at must be	formers allow least <mark>5</mark> Perfor eligible to Per	red in this Section i rmers and no more form in this Section	s 99 than 10 Performers.	
L Performers	Age of Pe st have at must be	formers allow least 5 Perfor eligible to Per	red in this Section i rmers and no more form in this Section	s 99 than 10 Performers.	
he Maximum A bur Group mu LL Performers 1 2 - Not Ye 3 Brad Pi	Age of Pe st have at must be t Invited - tt - Invited	formers allow least 5 Perfor eligible to Per <u>Unknown Age</u> - Unknown Age	red in this Section i rmers and no more form in this Section	s 99 than 10 Performers.	
he Maximum A bur Group mu LL Performers 1 2 - Not Ye 3 Brad Pi Dance 0	Age of Pe st have at must be t Invited - tt - Invited 5 Surname	formers allow least 5 Perfor eligible to Per <u>Unknown Age</u> - Unknown Age e 6 - Invited - U	red in this Section i rmers and no more form in this Section the section region of the section region of the section of the se	s 99 than 10 Performers.	
he Maximum A our Group mu LL Performers 1 2 - Not Ye 3 Brad Pi Dance 0 Student	Age of Pe st have at must be t Invited - tt - Invited 5 Surname 1 Surnam	formers allow least 5 Perfor eligible to Per <u>Unknown Age</u> - Unknown Age 6 - Invited - Une 1 - Invited -	red in this Section i rmers and no more form in this Section pe pe Jinknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum A bur Group mu 1 2 3 Brad Pi 4 Dance 0 5 Student 5 Student	Age of Pe st have at must be t Invited - tt - Invited S Surname 1 Surnan	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Age 6 - Invited - Une 1 - Invited - me 10 - Invited	ed in this Section i rmers and no more form in this Section pe je Jinknown Age Unknown Age d - Unknown Age	s 99 than 10 Performers.	
he Maximum A bur Group mu LL Performers 1 2 - Not Ye 3 Brad Pi Jance 0 Student 5 Student 6 Student	Age of Pe st have at must be t Invited - tt - Invited Suman 1 Suman 2 Suman	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Ag e 6 - Invited - U me 10 - Invited me 10 - Invited e 2 - Invited - U a 2 Invited	ed in this Section i rmers and no more form in this Section je je Jinknown Age Unknown Age d - Unknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum / bur Group mu LL Performers 1 2 - Not Yé 3 Brad Pi Dance 0 Student 5 Student 7 Student 7	Age of Pe st have at must be the invited - tt - Invited Suman 10 Suman 3 Suman 4 Suman	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Age 6 - Invited - Une 1 - Invited - me 10 - Invited e 2 - Invited - e 3 - Invited - e 4 - Invited	ed in this Section i rmers and no more form in this Section je je Jnknown Age Unknown Age Unknown Age Unknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum / bur Group mu LL Performers 1 2 - Not Yé 3 Brad Pi 4 Student 5 Student 7 Student 7	Age of Pee st have at must be the invited - tt - Invited Suman 1 Suman 2 Suman 3 Suman 4 Suman 5 Suman	formers allow least 5 Perfor eligible to Per - Unknown Age - Unknown Age e 6 - Invited - U e 1 - Invited - me 10 - Invited - e 2 - Invited - e 3 - Invited - e 4 - Invited - e 5 - Invited -	ed in this Section i rmers and no more form in this Section Jnknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum / bur Group mu LL Performers 1 2 - Not Yé 3 Brad Pi 4 3 Brad Pi 4 5 Student 5 Student 6 Student 7 Student 8 Student 8 Student	Age of Pee St have at must be the nust be the nust be st nust be st nust be st have at nust be st have at st have at st have at st have at st have st have	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Age e 6 - Invited - U e 1 - Invited - me 10 - Invited - te 2 - Invited - te 3 - Invited - te 5 - Invited - te 5 - Invited - te 7 - Invited -	ed in this Section i rmers and no more form in this Section Jnknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum / bur Group mu LL Performers 1 2 - Not Ye 3 Brad Pi 4 3 Brad Pi 4 5 Student 5 Student 5 Student 7 Student 8 Stude 8 Student 8 Student 8 Stude Stude 8 Student 8 Stud	Age of Pee St have at must be the nust be the nust be S Suman 10 Suman 2 Suman 3 Suman 3 Suman 5 Suman 7 Suman	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Age e 6 - Invited - ue 1 - Invited - ue 1 - Invited - ue 2 - Invited - ue 3 - Invited - ue 3 - Invited - ue 5 - Invited - ue 7 - Invited - ue 8 - Invited - ue 8 - Invited -	red in this Section i rmers and no more form in this Section Jinknown Age Unknown Age	s 99 than 10 Performers.	
he Maximum A our Group mu LL Performers 1 2 - Not Ye 3 Brad Pi 4 Dance 4 5 Student 5 Student 6 Student 7 Student 8 Student 8 Student 5 Student 5 Student 5 Student 5 Student	Age of Pee Age of a star and a star and a star and a star	formers allow least 5 Perfor eligible to Per Unknown Age - Unknown Age 6 - Invited - U the 1 - Invited - the 2 - Invited - the 2 - Invited - the 3 - Invited - the 3 - Invited - the 5 - Invited - the 7 - Invited - the 8 - Invited - the 9 - Invited - the 9 - Invited -	red in this Section i rmers and no more form in this Section Jinknown Age Unknown Age	s 99 than 10 Performers.	



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	o Membe	rs							
				(b)					
Per	formers	Duos	/Trios/Quads	Small Grou	ps	Large Groups	Invi	es	
Group	Informatio	n:							
Group	Name :		Your Studio Na	ime					
Section	1:		10 Years and U	nder Broadway J	azz	Small Groups 🗸			
Group	Mixture :		Mixed ~ *						
Numbe	er of Perforn	ners :	8 Performers	*					
Perform The Ma Your G ALL Pe	mer Summ aximum Age roup must h erformers m	ary: of Perfor ave at lea ust be elig	9 Performers 10 Performers ible to Perform in	Section is 99 no more than 1 this Section	0 Pe	rformers.			
1	Student 1	Surname	e 1 - Invited - Un	known Age 🗸 🗸					
2	Student 2	Surname	e 2 - Invited - Un	known Age 🗸 🗸					
3	Student 3	Surname	e 3 - Invited - Un	known Age 🗸 🗸					
4	Student 4	Surname	e 4 - Invited - Un	known Age 🗸 🗸					
5	Student 5	Surname	e 5 - Invited - Un	known Age 🗸 🗸					
6	Student 6	Surnam	e 6 - Invited - Un	known Age 🗸 🗸					
7	Student 7	Surname	e 7 - Invited - Un	known Age 🗸 🗸					
8	Student 8	Surname	e 8 - Invited - Un	known Age 🗸 🗸					
				Click to	Upda	ate this Group		a)	
				Click to	Upda	ate 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.

Add Performers	Duos/Trios/Quads	Small Groups	Large Groups	
Overview :				
10 Years and l	Jnder			
Your Studio Name	10 Years and Under Broa	dway Jazz Small Group	S	8 Performers
Your Studio Name	10 Years and Under Class	9 Performers		

