



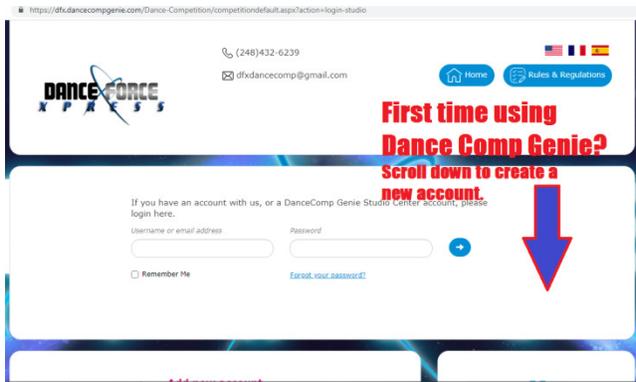
Getting Started With Registration DANCE COMP GENIE

We have joined forces with Dance Comp Genie, the leader in dance competition software, to make registering simple! If you currently, or have ever, used Dance Comp Genie to register your studio for any competitions, you will use that same account. By accessing your studio account, all of your previously entered information will be accessible on your Dance Force Xpress registration! Otherwise, you will create a new studio account.

We invite you to access or create your studio account, and explore all that Dance Comp Genie has to offer! You will register your routines, upload your music, and download your judge's comment videos through Dance Comp Genie. We are confident that this new software will save you time with its user-friendly features.

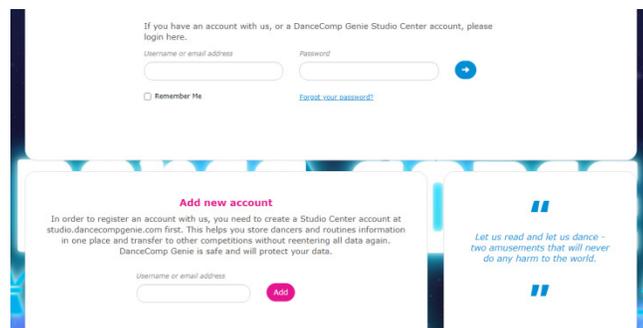
Please visit our homepage for a direct link to Dance Comp Genie. On our homepage, you will see the Dance Comp Genie logo. Click on the logo, the link under the logo, or the link in the 'News' column. Alternately, you may find us at: **dfx.dancecompgenie.com**

On the first screen, you will have the option to log into your studio account, or add a new account. You will need to create a new studio account if you do not have a **Dance Comp Genie** account that you have used to register for other competitions. Any login or password that was previously used specifically for Dance Force Xpress was on our old registration software; if you do not use Dance Comp Genie for any other events, you will need to create a new account.



NOTE: Your screen will look like the image to the right. To view the option to **add new account**, you may need to scroll down. Please take note of this to avoid confusion.

By scrolling down, you will see the option to 'add new account' in pink.



Your first task will be to enter your participants. The screen to 'Edit Dancers' will ask for basic information, as indicated below. Please note that the option to import this information from an Excel sheet is also available.

Form titled "Edit Dancer" with a close button (X) in the top right corner. The form contains the following fields and options:

- Role*: Dancer Teacher/Choreographer Assistant Teacher
- First Name*:
- Last Name*:
- Gender*: Male Female
- BirthDate(MM/DD/YYYY)*:

Buttons:

After your participants are entered, you can begin registering routines. Click on the red 'ADD NEW REGISTRATION' button to add a new routine. Select the competition location. Enter the routine name and follow the prompts. Note that the average age will automatically be calculated and you will not select the age division.

Continue to add routines with the process above until all routines are entered. At that time, head to the CHECKOUT.

Use the NOTES section of the checkout to relay any information that we may need to process your registration. This area should also be used to indicate any **Graduating Senior Soloists** that will receive a half price solo. A simple note in this area will allow us to go in and adjust your invoice. **Example: "2021 Senior Solos – J. Jones, M. Smith, S. Adams"**

The next step of the checkout process is to make a payment. If you are paying by credit card, you will be directed to PayPal, where you can pay through your PayPal account, or make a payment with a debit or credit card. **NOTE:** The option to pay with debit or credit card is **below** the option to log in to your PayPal account. If you are paying by check, you can indicate that as well. Partial payments are accepted, and a deposit will hold your spot. If you have a credit on file, or a discount that needs to be applied, please do not pay in full until your invoice is updated. Please review the discount and registration deadlines on our website to ensure that you are meeting dates; the system will automatically update at midnight on due dates, and your invoice will reflect the current rates.

Prior to completing your registration, you will need to check the acknowledgement box that you have read the competition rules. The rules can be found on our website, on the top of your Dance Comp Genie studio account, or by clicking on the blue link that states, 'I have read and understand the competition rules.' After completing your registration, you can access your account and make changes at any time!

Please add 'DFXdancecomp@gmail.com' to your address book, as you will be receiving emails from us regarding your registration. Note that previously used email accounts (Info@DanceForceXpress.com, Danielle@DanceForceXpress.com, etc.) are still valid, and we will be checking all accounts on a regular basis.

Please explore your studio account on Dance Comp Genie for useful tools and resources!
The bottom of your dashboard will look like this:

Dashboard layout showing two columns of buttons:

- MY ROUTINES: 2**
 - Transfer Routine
 - Copy to Another Location
 - Registration Summary
 - Export Routines
 - Upload Music
- EVENT INFO**
 - Competition Materials
 - Dancer Fees
 - Book Hotel

Transfer Routine –

Use this button to register routines that you have already entered in Dance Comp Genie for another competition.

Registration Summary –

Use this button to view a printable summary of all of your entered information.

Upload Music –

Use this button to upload music for each registered routine.

Copy to Another Location –

Use this button if you are attending more than one DFX event to copy your routine information.

Dancer Fees –

We love this feature! This document will break down the competition fees for each registered dancer.

If you have any questions about the registration process, please connect with us.
We are working together with the Dance Comp Genie software team to make any adjustments as we launch this new program. If you have any feedback, please let us know.

We appreciate you, and can't wait to see you in 2021!



P.O. Box 339 Washington, MI 48094
info@DanceForceXpress.com
www.DanceForceXpress.com
(248) 4-DanceX