



PROVINCIAL DANCE FESTIVAL REGISTRATION PROCESS

1. Go to [www. http://registration.dancemanitoba.org](http://registration.dancemanitoba.org). This will direct you to the Dance Manitoba's Dance Comp Genie link.
2. **FIRST TIME PARTICIPATING? - Create Your Account to begin Entry Registration** will be at the top of the screen. Here you will create your account, make sure you save your username and password. The system will then take you to the next step
3. Enter your username and password. Once you have logged on, the system will take you to the next step.
4. **My Studio Center** - Under **Manage My Registrations** please click on the **COMPETITIONS** box.
5. You will be directed to the **COMPETITIONS REGISTRATION**.
1. Register a New Competition - If you want to register for a new event, enter the competition company name in the following textbox to search. Once found it, select it and click the Register Now button.

Name of Competition  [Register Now](#)

Beside **Name of Competition**, type into the field – **Dance Manitoba** and click **Register Now**.

6. **Dance Manitoba Festival System**
 - **Select your location** – click on the arrow and **2016 Manitoba Provincial Dance Festival** will appear.
 - Enter all of your participating teachers and students' information into the appropriate boxes (**Code, Last Name, First Name, Birth Month, Birth Day, Birth Year, and Gender**) and click the **ADD** button. This information will then be added to **Available Dancers or Teachers column (the left hand column)**.
 - Use **CTRL** key on your key board and left click your mouse, Scroll and highlight all of your teachers and students.
 - Click on the **Add>>** button. This will transfer all of the names into the **Attending Dancers or Teachers (right hand column)**.
 - Click on **Start To Add Routines** button.
7. **Who & Where Add Routines Check Out**
 - Beside **Classification**, use arrow to scroll and select the correct classification - Solo, Duo, Trio, Small Group, Large Group, Line Group, Production Number. Click on **Add New << Click the Add New button to start**.
 - Enter all of the required information into the appropriate fields for the piece.
 - Highlight the dancer(s) names in the **Available Dancers or Teachers** column and then click **Add>>**
 - Once all of your dancer(s) names have been transferred to the **Attending Dancers or Teachers** column, click on the **Save** button.
 - Continue entering all of your performance pieces using the above steps.

*You will note as you enter your performance information a list will appear under the **Added Entries** tab. If for some reason you notice that you have made an input error, simply click on the **Edit** button under the **Action** column and this will take you back to correct the needed information.*

*You do not have to enter your information into the database all at once. Once you have finished entering the information into the database simply click on the **Log Out** button. When you are ready to continue to processing your information, go to the <http://registration.dancemanitoba.org> link and log onto the database. Once logged on click on the **Add New << Click the Add New button to start.***

8. Who & Where Add Routines Check Out

- Once all of your performance information has been entered and is correct, you will click on the **Continue** button at the bottom portion of the screen.
- This takes you **Check Out** – giving you a summary of your pieces along with a total of fees due.
- Click the I have printed off and will send in all required forms from the 2016 Festival Registration Package along with my payment to Dance Manitoba on or before February 5, 2016 by 5 pm
- You then will click on the **Complete** button.

Registering for other competitions/conventions with Dance Comp Genie

If you are participating in other competitions/conventions/festivals that require registration with Dance Comp Genie, you can copy routines from one event to another.

- Go to <http://www.dancecompgeniestudio.com/> and enter your username or email and password and **Log In.**
- Click on the **Transfer Routines** tab. Follow the instructions as outlined on the screen. Please note that due to different competition companies' settings, you need to complete missing routine information for each transferred routine.