INSTRUCTIONS FOR INITIAL REGISTRATION
PRIOR TO NOVEMBER 4, 2015

ONLY ACDA MEMBERS ARE ELIGIBLE TO REGISTER
THROUGH NOVEMBER 3, 2015

In order to expedite initial registration, the registration process has been divided into two steps:

**STEP ONE:** Initial registration through November 3 includes:
- participant information (to reserve spaces)
- reservation of adjudication slots
- reservation of informal concert slot

**STEP TWO:** Starting November 4 update registration with Information for programs, teaching, etc. You will be required to update your registration with this information starting November 4, 2015.

ADDITIONAL INSTRUCTIONS AVAILABLE ON THE CONFERENCE WEBSITE FOR STEP TWO:

- *Preparing to Submit Detailed Program, Teaching and Additional Information*
  Lists what information will be required to complete your registration in Step Two

- *Updating Existing Registrations*, for help navigating RegOnline

REGISTRATION INSTRUCTIONS FOR STEP ONE

**Use FIREFOX or CHROME as your browser.**
SAFARI AND OUTLOOK EXPRESS DO NOT WORK CORRECTLY.

**STEP ONE:**

Click on "Register Now" at the right top of the page of the conference website.

To begin registering you will need to provide your email address and an invitation code.

*From October 14-20, use your regional conference registration code.*
*From October 21-27, use the national invitation code.*
Invitation codes will be emailed to the ACDA liaison at each member school.
You will be asked to enter a “registrant type” for each person registering.

- For all groups, the registrant type “Faculty Representative” should be the first person to register. (More information on Group Registrations below.)

  **NOTE FOR ACDA BOARD MEMBERS:** A current ACDA Board Member may serve in the capacity of the faculty representative for his/her school. These Board Members should select ACDA BOARD MEMBER, SERVING AS FACULTY REP. as registrant type. All instructions for Faculty Reps. apply to Board Members serving as Faculty Reps. as well.

  If a current ACDA Board Member is attending the conference but NOT serving as the faculty representative for his/her school, register as ACDA BOARD MEMBER.

- To simplify the registration process, the Faculty Representative should enter his/her own email for all registrants, with the exception of additional faculty.
  - We recommend that the Faculty Representative enter a generic password, as others in your group may need to use it. For example, other faculty members may want to access the system to fill out the Teacher Proposals. Use the same password for all registrants.

  **IMPORTANT:** Create a new password. Do not use a password you have used in the past. [Password must be a minimum of 8 characters with at least 3 out of the 4 sets: lower-case; upper-case; numeral; special character]

  If using an email that has been used in previous years, the system will ask you for a password. **Do not enter an old password.** Instead, click on **Start a New Registration** (bottom right in box). You will have an opportunity to enter a new password on the next page. **Page 2 of your registration will look like the following image:**

![Start a New Registration](image)

  **Click on “Start a New Registration.”** When given the opportunity on the following page, use a new password.

  - You have the option of entering a second email. Any email generated from within RegOnline will automatically go to both emails. For schools that anyone other than the Faculty Representative handling details for the conference, using the second email address is a good option.
GROUP REGISTRATION / PARTICIPANT INFORMATION

When registering a group, you are required to enter each registrant; you cannot give a total number of your group. Registering a group may take some time if you have a large group.

One, and only one, faculty member must be designated as the FACULTY REPRESENTATIVE for each school. Only the Faculty Representatives and ACDA Board Members, Serving as Faculty Rep. will have access to Adjudication and Informal Concert program forms. The group registration should be under this person's name even if another person is actually inputting registration information.

Once the Faculty Representative (primary attendee) enters registration information, the prompt “ADD ANOTHER PERSON” will appear at the bottom of the page. Build your group by clicking this prompt.

You must enter the following for each registrant:

- Email address (use the same one for the whole group, with the exception of additional faculty [optional])
- First and last name (or placeholder name)
- School, city, state, work phone, cell phone and password.
  - This information may self-propagate, depending on your computer settings. If it does not, click on the Faculty Rep.’s name in the dropdown menu by “APPLY THE SAME RESPONSES AS:” found above “Contact Info” or type them in separately.

If you do not yet know the names of students or faculty who will be attending, enter a placeholder; you may fill in names later. For example, you could enter the first name as your school name and the last names as “#1,” “#2,” “#3,” etc. Be advised, substituting names at a later date is time-consuming, so if you can make an educated guess about who will be attending, you might save some time later.

It is important that you enter only as many people in your group as you are committed to bringing to the conference. You may add registrants at a later date if there are registration slots available. There are no refunds on paid registrations. If you delete a paid registrant, you will not receive a refund; however, you may change (substitute) the names of the registrants. Due to the rising costs of processing cancellations, as well as the negative impact on other ACDA members of holding then releasing slots, a $25.00 cancellation fee will be assessed on each individual registrant cancelled prior to full payment.

RESERVATION OF ADJUDICATION AND INFORMAL CONCERT SLOTS

To reserve adjudication and/or informal slots, you must enter a number in the indicated field on the FEES page. The maximum number of adjudication slots allowed is two per school. The maximum number of informal concert slots is one per school.

The inability to enter a number or no record of the reservation in your registration details means that all slots have been filled. Contact the Conference Coordinator immediately to be put on a waitlist.

FACULTY RECEPTION

Some conferences may have an additional charge for a faculty reception or dinner. Indicate the number of faculty attending.
Once your initial registration is complete, you may re-enter the system using the Faculty Representative’s email address and password.

Click on “REGISTER NOW” on the conference website information pages to get to the registration page.

Click on “VIEW OR CHANGE YOUR EXISTING REGISTRATION” to re-enter your registration (located above and to the left of “Start Your Registration”).

Enter the faculty rep.’s email and password and “Continue.”

The next page gives you several options.

**TO UPDATE ADJUDICATION & INFORMAL SLOT RESERVATIONS**
(This is a little tricky.)

1. Click on “Contact Info” for Faculty Rep.
2. You do not have to make any changes on the Contact Info page.
3. Click on “Continue” at the bottom of the page.
4. This will bring you to the FEES page where you can make changes to the number of adjudication slots, informal concert participation and faculty/musician social event.
5. Click “Continue” to Checkout page.
6. Click “Finish.”

**TO ADD REGISTRANTS**

1. Click on “Add Another Person” (lower left corner). NOTE: If you have a long list of registrants, be sure to scroll to the bottom to see the Add Another Person option.
2. After adding each person, you have the option to “Add Another Person” or “Continue.”
3. When you have finished adding all new participants, click “Continue.”
4. Be sure to go through all pages (clicking on “Continue”), until you click “Finish” to get to the Confirmation Page.
5. You will receive an “Update Confirmation” email.

**TO SUBSTITUE ONE REGISTRANT NAME FOR ANOTHER**
(Warning: this one is not fun and must be done separately from other changes.)

1. Re-Enter the system by following instructions above.
2. Click on “Substitute” in the last column of the appropriate registrant’s name. Do not click on “Participant Info.”
3. Enter updated information.
4. Click on "Finish," which is your only option
5. Clicking "Finish" will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
6. You may substitute another registrant by clicking on “Manage Your Registration” on the Confirmation Page under “Actions.”
7. Repeat steps 2-5 for each name.
8. You will receive an “Update Confirmation” email for each substitution.

NOTE: You will only be allowed to update one name at a time. There is no way around this. Apologies in advance.

ALERT: Do not do any name substitutions at the same time as updating other information in your registration. YOUR OTHER CHANGES WILL NOT BE SAVED.

For STEP TWO of the registration process, read:

**UPDATING EXISTING REGISTRATIONS**

and

**PREPARING TO SUBMIT DETAILED CONFERENCE INFORMATION.**

Both documents are available on the conference website.

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**ACDA REGISTRATION POLICIES**

You must be an ACDA institutional member in good standing to participate in the adjudication process and to receive the discounted member registration fee. If you are not currently an ACDA member but plan to become a new member or renew your membership, you must inform the national office by emailing info@acda.dance or calling 240.428.1736. You will then receive the invitation code enabling you to register as a member. Your membership dues must be sent to the ACDA national office as soon as possible.

Your registration is not complete until payment is received. Payment or proof of intention to pay must be received within two weeks of registering to reserve registration and adjudication slots. Full payment must be received by December 15, 2015.

The conference will be filled on a first-paid/first-registered basis.

There are no refunds on paid registrations. A $25.00 cancellation fee will be assessed on each cancelled registration prior to full payment.

If you experience problems with online registration, contact the ACDA national office (info@acda.dance or 240.428.1736) or your conference coordinator.

Proceed through all registration pages to complete registration. Read each item carefully.

In order to save any information that has been entered, you must “CONTINUE” to the last page and click on “FINISH.” If you do NOT proceed through all the pages and click on “FINISH” at the end, information you have entered will NOT be saved.

NOTE: If you make an error in the process of going through the registration pages, do not use the “back” button as it may corrupt information. You will have an opportunity to correct information before completing registration or you may close the registration before completing and start over.

Your information has been entered and saved when you see the words on the Confirmation Page “Your registration is complete.”