

ATTENTION: IF REGISTERING PRIOR TO NOVEMBER 1, 2017, REFER TO INSTRUCTIONS FOR INITIAL REGISTRATION PRIOR TO NOVEMBER 1, 2017



INSTRUCTIONS FOR REGISTRATION NOVEMBER 1, 2017 & AFTER

Use CHROME, SAFARI, or FIREFOX or as your browser.
INTERNET EXPLORER DOES NOT WORK CORRECTLY.

The document *Preparing to Submit Detailed Conference Information*, available on the conference website, lists what information will be required for registration. Not all information must be submitted during the initial registration; however, please honor all deadlines posted on the conference website for information submission.

TO BEGIN: Click on "**Register Now**" at the right top of the first page of the conference website.

To begin registering you will need to provide your **email address**.

You will be asked to enter a "**registrant type**" for each person registering.

- For all groups, the registrants 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.

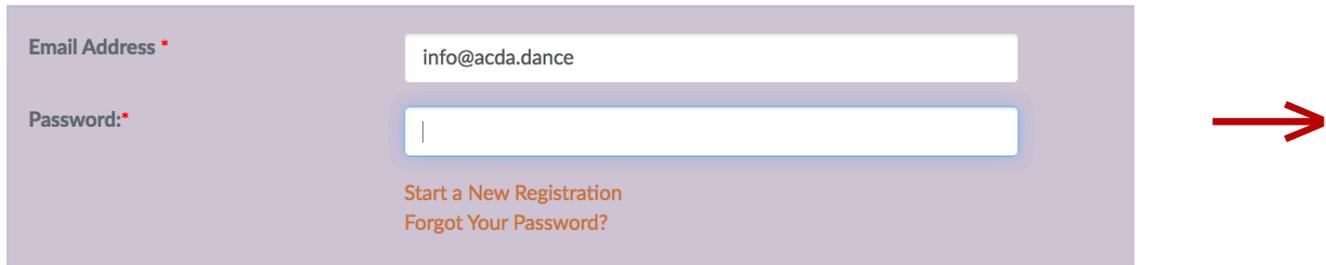
- To simplify the registration process, the Faculty Representative should enter his/her own email for all registrants, with the exception of additional faculty.
- **PASSWORDS:** **Create a new password. Do not use a password you have used in the past.**
 - The Faculty Representative should enter a unique password. The Faculty Rep. email and password will be used to re-enter the registration and update information for anyone in the group.
 - For all other attendees in a group, enter a generic password. It can be the same password for everyone in the group (except the Faculty Rep.)

Password must be a minimum of 8 characters with at least 3 out of the 4 sets: lower-case; upper-case; numeral; special character. **Recommendation: include the year of the conference—18—to your password to ensure uniqueness from year to year.**

ATTENTION:
Please read the following carefully if you have registered in RegOnline in past years.

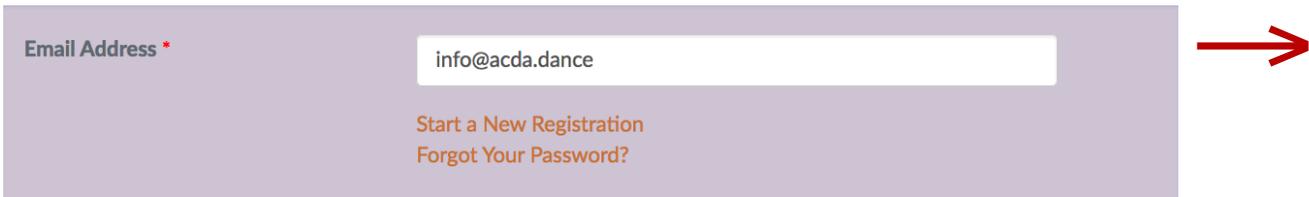
If using an email that has been used in previous years, the system will ask you for a password. **Do not enter an old password.** Instead, click on **Start a New Registration**. You will have an opportunity to enter a new password on the next page.

Page 2 of your registration will look like one of the following images:



This screenshot shows a registration form with two input fields. The first field is labeled "Email Address *" and contains the text "info@acda.dance". The second field is labeled "Password: *" and is currently empty. Below the password field are two links: "Start a New Registration" and "Forgot Your Password?". A red arrow points to the right from the right side of the form.

Continue



This screenshot shows a registration form with one input field. The field is labeled "Email Address *" and contains the text "info@acda.dance". Below the field are two links: "Start a New Registration" and "Forgot Your Password?". A red arrow points to the right from the right side of the form.

Continue

Click on **“Start a New Registration”** and **CONTINUE**. When given the opportunity to enter a password, 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. Using the second email address is a good option for schools with someone other than the Faculty Representative handling details for the conference,

GROUP REGISTRATION

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 the registration.

Once the Faculty Representative (primary attendee) enters registration information (name, school, city, state, phone number, cell phone number at conference, check box that you have read the cancellation policy, your region), the prompt “**ADD ANOTHER PERSON**” will appear at the bottom of the page.

You will be asked to create a password. The password for the Faculty Rep should be NEW (never used before) and unique for the Faculty Rep.

Click **CONTINUE** and build your group. You may use the same email address but create a password for the group that is different from the Faculty Rep.'s. Everyone in the group can have the same password.

You must enter the following for each registrant:

- Email address (you may 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 “Participant 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. **NOTE:** 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.

Please note all required fields as you progress through registration. They are marked by a small red asterisk.

TO UPDATE OR CHANGE YOUR REGISTRATION, REFER TO *UPDATING EXISTING REGISTRATIONS* AVAILABLE FOR DOWNLOAD ON THE CONFERENCE WEBSITE.

DETAILS PAGE

Enter as much information as you can. If you do not have information requested, enter “TBD.” Do not leave blank.

Answering “yes” may open additional fields.

Note: answering “yes” to adjudication and/or informal concert participation does not reserve performance slots. You must reserve on the FEES page. See below.

RESERVATION OF ADJUDICATION AND INFORMAL CONCERT SLOTS

To reserve adjudication and/or informal slots, 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.

ACDA REGISTRATION POLICIES

You must be an ACDA institutional member 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, register as a member and send your membership dues to the ACDA national office as soon as possible (info@acda.dance).

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, 2017.

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. Checking boxes for participation will open additional fields.

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.**"