ACDA

UPDATING EXISTING REGISTRATIONS:
How to Change or Add to an Existing Registration
Starting November 1, 2017

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

The following are directions on how to re-enter your existing registration in order to:

- Enter program or change program, teacher, musician, lodging, etc. information
- Add new participants
- View/print invoice
- View, check or change information previously submitted online
- Substitute a name of an already registered participant

Thank you in advance for honoring all posted deadlines for information submission. If the Conference Coordinator is missing information, printed programs and other conference materials will read: "information not submitted."

Note: You must contact your conference coordinator or the ACDA national office to change a registrant type or to cancel a registrant. Please note the cancellation fee of $25.00 for each and every unpaid cancelled registrant. There are no refunds on paid registrations.

GETTING IN AGAIN

1. Click on "**Register Now**" at the right top of the page.
2. Enter email if it doesn't appear automatically. Click **Continue.**

Email Address *	info@acda.dance
	Start a New Registration
	Forgot Your Password?

Continue

3. Enter Faculty Rep. password and "**continue**."

Email Address *	info@acda.dance
Password: *	
	Start a New Registration
	Forgot Your Password?

Continue

4. You should see a list of participants with three options to EDIT (Participant Info [rarely needed], Details, Fees) and one ACTION option (Substitute)

Faculty Rep's Group - 5 attendees

View, Print, or Email Registration Record and Invoice
Start a New Registration Using This Email Address
Make a Payment

Registrant	Type	Edit	Actions
1. Faculty Rep **(Primary Attendee)**	Faculty Representative/Contact Person, ACDA Member Institution	Participant Info Details Fees	Substitute
2. Faculty #1	Faculty, ACDA Member Institution	Participant Info Details Fees	Substitute
3. Student Name Likely to Attend	Student, ACDA Member Institution	Participant Info Details Fees	Substitute
4. Student Name 2 Also Likely to Attend	Student, ACDA Member Institution	Participant Info Details Fees	Substitute
5. Student #3	Student, ACDA Member Institution	Participant Info Details Fees	Substitute

Add Another Person   Continue

FOR ALL FUNCTIONS BELOW, FOLLOW STEPS 1-4 AND PROCEED WITH DIRECTIONS AS LISTED.

I'M IN. NOW WHAT?

- **TO ADD OR CHANGE PROGRAM, TEACHER AND/OR MUSICIAN INFORMATION**
  For a full list of information requested, see *Preparing to Submit Detailed Program, Teaching and Additional Information*

  1. Re-Enter the system by following #1-4 above.
  2. Click on EDIT option "**Details"** after the name of the appropriate registrant.
     - NOTE: Most information will be collected under the Faculty Representative's name, including:
       - Adjudication Program Information
       - Informal Concert Program Information
       - Lodging and Arrival
     - Teaching information should be entered under each teacher's name.
  3. Add/change where appropriate.
  4. IMPORTANT: Click "**Continue"** to next step at the bottom of the page.
  5. Continue with additions/changes as needed.
  6. Click on "**Continue**" at the bottom of each page, regardless of whether or not changes have been made on that page.
  7. IMPORTANT: The prompt at the bottom of the last page reads, "**Finish**."
  8. Clicking **Finish** will bring you to the Confirmation Page where you should see the following message: "**Your registration is complete**."
  9. You will receive an "Update Confirmation" email.

- **TO ADD REGISTRANTS**
    1. Re-Enter the system by following #1-4 above.
    2. Click on "**Add Another Person**" (bottom). NOTE: If you have a long list of registrants, be sure to scroll to the bottom to see the **Add Another Person** option.
    3. Proceed through two registration pages.
    4. You have the option to "**Add Another Person**" or "**Continue.**"
    5. When you have finished adding all new participants, click "**Continue.**"
    6. You have another opportunity to on the confirmation page **Add Another Person** before clicking "**Finish**"
    7. Be sure to go through all pages (clicking on "**Continue**", until you click "**Finish**" to get to the Confirmation Page where you should see the following message: "**Your registration is complete**."
    8. You will receive an "Update Confirmation" email.

- **TO ACCESS YOUR INVOICE, TO CHECK AND/OR VIEW INFO ALREADY SUBMITTED ONLINE**
    1. Re-Enter the system by following #1-4 above.
    2. Click on "**View Print or Email Registration Record and Invoice**."
    3. Under "**Actions**" you can view, forward and/or print your invoice.
    4. To check submitted information, scroll to the bottom of the page and click on the appropriate registrant.

- **TO SUBSITUTE ONE REGISTANT 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. Clicking on "Participant Info" will NOT work. Be sure to find "Substitute" under ACTION.
    3. Enter updated information (email, email verification, registrant type, first name, last name, password).
    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 My Registrations**" 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.

- **TO UPDATE/CHANGE FEE ITEMS** (order t-shirts, faculty dinners, parking passes, etc.)

    1. Re-Enter the system by following #1-4 above.
    2. Click on "**Fees**" after the name of the Faculty Representative
    3. Add new info or make changes.

4. Click on "**Continue**" at the bottom of each page, regardless of whether or not changes have been made on that page.
5. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on "**Finish**."
6. Clicking "**Finish**" will bring you to the Confirmation Page. You should see the following message: "Your registration is complete."
7. You will receive an "Update Confirmation" email.

• **TO UPDATE/CHANGE PARTICIPANT INFO—RARELY NEEDED**
  (DO NOT use for substituting a name)

8. Re-Enter the system by following #1-4 above.
9. Click on "**Participant Info**" after the name of the appropriate registrant.
10. Add new info or make changes.
11. Click on "**Continue**" at the bottom of each page, regardless of whether or not changes have been made on that page.
12. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on "**Finish**."
13. Clicking "**Finish**" will bring you to the Confirmation Page. You should see the following message: "Your registration is complete."
14. You will receive an "Update Confirmation" email.

NOTE ON SAVING CHANGES:

To save any changes you must keep going through the registration pages until you click on "FINISH."

When substituting names, you will have to re-enter your registration for each name. Only make name substitutions. No other changes will be saved.

NOTE ON CHECKING TO SEE WHAT YOU HAVE SAVED:

You can check at any point to see what has been entered in your registration by re- entering the system and viewing the Registration Record or by going into the forms themselves.

NOTE FOR TECH INFO: Download appropriate documents from the conference website (Tech Info tab) and submit by or before the posted deadlines. Failure to submit tech info by the deadline may result in having only the option of a warm or cool wash. If you are having problems with your tech info, discuss with the TD as early as possible.

If you are having problems with any of the above, contact the national office at (info@ACDA.dance)
or (240) 428-1736, or your conference coordinator.