



**Registration Instructions
For 2023 National College Dance Festival**

Step Two: Modifying & Updating Existing Registrations

- **Updating names, emails addresses, contact information**
 - **Entering and updating program information**
 - **Entering and updating teaching and presenting proposals**
 - **Adding another person**
Adding or changing quantities of performance slots, additional opportunities and merchandise
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ACDA recommends that registrants enter minimal information in Initial Registration to allow for quick reservation of attendance and performance spots (see instructions for **Initial Registration: Step One**). Once registered, you may add to your registration at any time up to the posted deadlines. Early information is appreciated.

The Faculty Representative is responsible for entering information for all registrants in the group. Registration pages differ slightly for groups and individuals.

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

Preparatory Notes

Note: Cvent will time out after 60 minutes. We strongly recommend preparing your answers ahead of time by utilizing the following documents available for download on the Festival website:

- **Preparing to Submit Detailed Program, Teaching and Additional Information**
- **Tool for Collecting Faculty Teaching Proposal Information**

- Refer to **Preparing to Submit Detailed Program, Teaching and Additional Information** for a list of exactly what information will be required/requested and to prepare information in advance and expedite entering information.
 - This is a Word document to allow you to gather your information within the document itself.
- **Required Fields:** Any item in red with an asterisk (*) is a required field and must be answered to continue through registration.
- **Tool for Collecting Faculty Teaching Proposal Information:** The ACDA National Office has created a document called "Teaching Proposal Information Template." The Faculty Representative can use this document to collect information from your group members who are planning to teach or present research at the Festival.
 - This is a Word document to allow you to gather your information within the document itself.
 - Suggestion for Faculty Representatives who have Gmail accounts: if you have multiple group members planning to teach, create a Google Form using the Teaching Proposal Information Template for easy data collection. [Click here for an article on how to create a Google Form.](#)
- **Cancellations:** You must contact the ACDA National Office to cancel a registrant or to adjust the fee on a cancelled adjudication spot. Please note the cancellation fee of \$25.00 for each unpaid cancelled registrant. There are no refunds on paid fees.

Reentering an Existing Registration

Modifications, updates and additions to existing registrations are made through the “Confirmation Page” of your registration. There are two paths back to your Registration, both of which require the confirmation number included in your registration confirmation email:

1. Click on "**Already Registered?**" at the right top or bottom of any page on the Festival website. Enter Faculty Representative’s email address and confirmation number from the initial registration.

OR

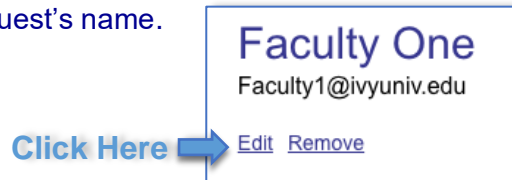
2. Click the link in your Registration Confirmed email and enter confirmation number
3. Once on the Confirmation Page, click "**Modify Registration.**"



Modifying Initial Registration (Step One) Information

Modify Group Member Information

- Click the "**Modify Registration**" button on the confirmation page or "**Modify or view your registration**" in your confirmation email.
- Proceed to the "**Adding Registrants to Your Group**" registration page.
- Click "**Edit**" under the guest's name.



- Recommendation: modify all “guest” names immediately or as soon as possible to avoid confusion when looking at your registration.
- Enter faculty and musician email addresses immediately or as soon as possible.
- Repeat, if necessary, for each guest.
- Click the "**Next**" button until you reach the "**Submit**" button.
 - Your changes will not be saved until you click "**Submit.**"

Modify the Faculty Representative's Personal Registration Page

- Click the **“Modify Registration”** button on the confirmation page or **“Modify or view your registration”** in your confirmation email.
- Proceed to the **“Faculty Representative's Personal Registration Page”** registration page.
- Update or edit the information listed on the page.
- Click the **“Next”** button until you reach the **“Submit”** button.
- Your changes will not be saved until you click **“Submit.”**

Modify Registration for Performance Opportunities & More: Informal Showing and Screendance Participation Reserved Slots

- Click the **“Modify Registration”** button on the confirmation page or in your confirmation email.
- Click through pages until you come to the **“Registration for Performance Opportunities & More”** registration page.
- Update your performance slots on the page.
- Click the **“Next”** button until you reach the **“Submit”** button.
 - Your changes will not be saved until you click **“Submit.”**

Adding Classes, Research & Panel Information to an Existing Registration

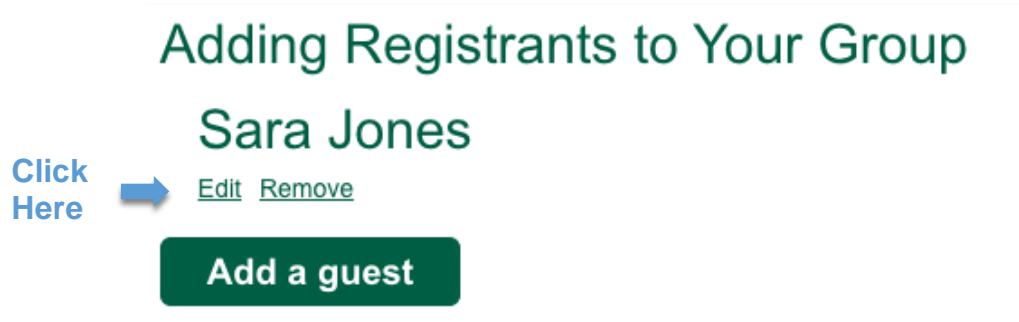
To add Teaching/Research/Panel information for the Faculty Rep.

- Click **“Modify Registration”** button on the confirmation page or in your confirmation email.
1. Click **“Next”** until you reach the page titled **“Faculty Representative's Personal Registration Page.”**
 2. Scroll down to the Teaching/Research/Panel questions listed under **“For Initial Registration: Skip the section below and return after you have completed your group registration.”**
 3. Select the number of classes you would like to submit. More questions will appear for you to answer.
 4. Submit answers for the questions listed under **“Additional Information Required if you are Planning to Teach or Present.”**
 5. To submit Research or Panel proposals, click “yes” and more questions will appear for you to answer.
 6. Scroll back to the top of the page and click **“Next”** when you are finished answering questions.
 7. Click **“Next”** on each registration pages until you reach **“Submit.”** After you click **“Submit”** you should be returned to your registration confirmation page.

To add Teaching/Research/Panel information for another Faculty Member/Grad Student:

1. Click **“Modify Registration.”**

2. Click **Next** until you reach the page titled **Adding Registrants to Your Group.**
3. Click **Edit** under the faculty/Grad Student's name.



5. Scroll down to the question the Teaching/Research/Panel questions listed under **For Initial Registration: Skip the section below and return after you have completed your group registration.**
6. Select the number of classes they would like to submit. More questions will appear for them to answer.
7. Submit answers for the questions listed under **Additional Information.**
8. For research presentations and panels, click “yes” and answer the questions.
9. Scroll back to the top of the pop-up window and click **Add/Save** when you are finished answering questions.
10. Click **Next** on each registration pages until you reach **Submit.** After you click **Submit** you should be returned to your registration confirmation page.

You must click **NEXT** through to **Submit** to save modifications

Adding Another Person to Your Group

You will be able to add additional people to your registration on the “**Adding Registrants to Your Group**” registration page.

- Add additional people by:
 - Click the “**Modify Registration**” button on the confirmation page or “**Modify or view your registration**” in your confirmation email.
 - Proceed to the “**Adding Registrants to Your Group**” registration page.
 - Click “**Add a guest**” under the list of already registered group members.
 - Enter faculty and musician email addresses immediately or as soon as possible.
 - Click **Add/Save**.
 - Repeat, if necessary, for each guest.
 - Click the “**Next**” button until you reach the “**Order Review**” page.
 - The “**Order Review**” page will show the additional registrations and their associated fees.
 - Select a **Payment Method**.
 - Click “**Submit.**”
 - Your changes will not be saved until you click “**Submit.**”
 - Your Registration and Balance will be updated on the **Invoice** page.
 - **Note:** If you are unable to click on “**Add a guest**,” the registration cap has been reached either for a specific registration type (students) or for the Festival as a whole.

Adding Registrants to Your Group

Student One

[Edit](#) [Remove](#)

Student Two

[Edit](#) [Remove](#)

Faculty One

Faculty1@ivyuniv.edu

[Edit](#) [Remove](#)

Faculty Two

Faculty2@ivyuniv.edu

[Edit](#) [Remove](#)

Musician For Class

Musicianforclass@ivyuniv.edu

[Edit](#) [Remove](#)

[Add a guest](#)

[Click Here](#)

Adding Registrants to Your Group

[Add a guest](#)

[Click Here](#)

Add a Guest

Enter your guest's information below

* Registration Type

- ACDA Board Member (not Fac. Rep.)
- Faculty - ACDA Member
- Student - ACDA Member
- Musician for Classes
- Musician/Performer
- Faculty - Non-ACDA Member
- Student - Non-ACDA Member

* First Name

* Last Name

Please enter email address for all faculty and musicians. Student email addresses are optional.

Email Address

The conference website lists ways we are making this conference accessible. Does this registrant require accommodations not already provided? If so, please check the box below and contact the Conference Coordinator as early as possible to coordinate accommodations.

- The registrant requires accommodations not already provided. As Faculty Representative, I will contact the Conference Coordinator as early as possible.
- The registrant does not require additional accommodations.

[Cancel](#)

[Add/Save](#)

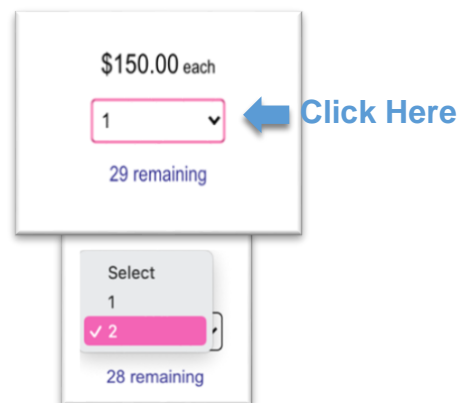
[Click Here](#)

Switch Faculty Representative (Primary Registrant)

To substitute the Faculty Representative, contact the ACDA National Office (info@acda.dance). Any cancellation associated with the change will be assessed a fee.

Modifying Registration for Performance Opportunities & More Adjudication Spots, Informal Spots, & Additional Merchandise Items

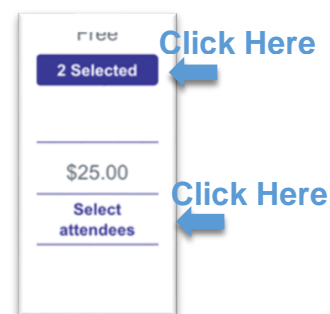
- Click the **“Modify Registration”** button on the confirmation page or **“Modify or view your registration”** in your confirmation email.
- Proceed to the **“Registration for Performance Opportunities & More”** registration page.
 - Click the arrow next to the item you wish to update.
 - Select the updated quality.
 - To remove an item completely from your registration, change the quantity to **“Select”** in the dropdown menu.
- Repeat, if necessary, for each item.
- Click the **“Next”** button until you reach the **“Order Review”** page.
 - The **“Order Review”** page will show the additional registrations and their associated fees.
 - The page will not show previous charges.
 - Select a **Payment Method**.
- Click **“Submit.”**
 - Your changes will not be saved until you click **“Submit.”**
- Your Registration and Balance will be updated on the **Invoice** page.



Modifying More Sign-Ups

ACDA Membership Meeting, Faculty and Musician Social Event, Faculty and Musician Social Event, & Preliminary Teaching Interest

- Click the **“Modify Registration”** button on the confirmation page or **“Modify or view your registration”** in your confirmation email.
- Proceed to the **“More Sign-Ups”** registration page.
 - Click the button to the right of item you wish to update.
 - Check the names of the people you wish add to the list.
 - To remove a person, uncheck their name.
 - Click **“Confirm.”**
- Repeat, if necessary, for each item.
- Click the **“Next”** button until you reach the **“Order Review”** page.
 - The **“Order Review”** page will show the additional registrations.
- Click **“Submit.”**
 - Your changes will not be saved until you click **“Submit.”**
- Your Registration and Balance will be updated on the **Invoice** page.



You must click **NEXT** through to **SUBMIT** to save modifications

If you need help, contact the ACDA [National Office](#).