



Registration Instructions For 2023 National College Dance Festival

Step One: Initial Registration

Registration Opens for November 9, 2022

Who Can Register:

- ACDA Institutional Members - students and faculty
 - Students from ACDA Institutional Member schools may register to attend the Festival without their school as “ACDA Member-Independent Student”
- ACDA Individual and Lifetime Members
- ACDA Board Members, current and past

Registration Caps:

- Total of 500 registration spots available

To expedite *initial registration*, the registration process has been divided into two steps.
You may register fully whenever you are ready.

Step One: Initial Registration Includes:

- Reservation of participation slots
- Reservation of Informal Spots (priority for schools and individuals not selected for National Festival Gala Concert)
- Reservation for additional Festival opportunities
- Teaching, Research Presentation and Panel Participation Interest
- Faculty/Musician Social Event attendance
- Program Information for National Festival Gala Concerts

Step Two: Submitting Detailed Information and Updating Existing Registrations Includes:

- All information required in **Step One**
- Arrival/Departure information
- Presentation Proposals
 - Classes, workshops—including co-taught and faculty-only classes
 - Faculty, grad students, individuals and musicians for classes may submit proposals
 - Research presentations
 - Faculty, students, individuals, and musicians for classes may submit proposals
- Program Information
 - National Festival Gala Concert (for selected schools)
 - Additional opportunities, if available
 - Note: Informal Showing program information will be collected at a later time
- Updates to registrations must adhere to deadlines posted on the Festival website.

Instructions for Step Two Available on the Festival Website

- Modifying & Updating Existing Registrations
- Preparing to Submit Detailed Program, Teaching and Additional Information
 - Lists information required to complete your registration in **Step Two**
- Tool for Collecting Faculty Teaching Proposal Information
 - A form for collecting proposal information from group members

Please Adhere to all Deadlines

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If you experience problems with online registration,
contact the ACDA National Office (info@acda.dance) or 240.428.1736.

Preparations Before Registration

To prepare for Festival registration in Cvent:

- Read this document
 - **Step One: Initial Registration** is also available on National Festival and ACDA websites.
- Organize your group. You will be required to add each person separately (see Note 1):
 - Person responsible for the group (required): Faculty Representative
 - 1 maximum
 - Additional group members:
 - Faculty (not including the Faculty Representative)
 - With email address
 - Students
 - Check your region's student cap
 - Unique Email address (requested but not required)
 - Musicians for Classes, if any
 - With email address
 - Musician/Performers, if any at this time
 - Informal Spots:
 - priority for schools and individuals not selected for National Festival Gala Concert
 - Institutions: 2 spot maximum for (student and faculty work welcome)
 - Individuals: 1 spot maximum
 - Teaching, Research Presentation and Panel Participation Interest
 - Faculty Dinner (information not available on Nov. 9)
- Registration Capacity:
 - Total of 500 registration spots available
 - 150 spots open to all ACDA Members on November 9, 2022
 - 350 spots will be saved for schools invited to perform in the National Festival Gala Concerts with registration in March and early April 2023
 - Remaining spots will be opened for general registration in early April 2023

Note 1: Registration requires you to register each member of your group separately on the “**Adding Registrants to Your Group**” registration page. You must fill in the name fields for each person in your group. If you know the name, enter it. If you do not know the name, use placeholders such as Faculty One, Faculty Two, Student One, Student Two, etc. Email for additional registrants is not a required field; however, we request email addresses for all faculty and musicians. You may leave the email field empty for students; do not use your own email for anyone except yourself.

Note 2: It is important that you enter only as many people in your group as you are committed to bringing to the Festival. You may add registrants at a later date if there are registration slots available. Due to the administrative expenses and the negative impact on other ACDA members of holding then releasing slots, a fee will be assessed on each cancelled participant prior to full payment, whether initiated by the registrant or ACDA National Office. A \$25.00 fee will be assessed on each cancelled participant prior to full payment. **There are no refunds on paid registrations.** If you cancel a paid registrant, you will not receive a refund; however, you may change (substitute) the names of the registrants.

Note 3: Cvent will time out after 60 minutes. We recommend preparing your answers for initial registration before starting registration and quickly moving through to “**Submit.**”

Note 4: Reaching Capacity:

- If the Festival reaches capacity, you will not be able to access registration. The **Register Now** button will be automatically disabled.
- If you are in the process of registering and the Festival reaches capacity, you will not be able

- to add additional guests. You must complete your registration within 60 minutes to secure the partial group registration.
- If someone starts a registration and abandons it, the system will hold those spots for 60 minutes and then release them.

We recommend entering only information needed for **Initial Registration** (Step One) to allow you to move quickly through the registration pages to secure your registration slots. You may modify registrations immediately after your registration is confirmed or at a later date.

Information Needed for Initial Registration (Step One)

- Names or placeholder names for everyone in the group
 - For example: Student One, Student Two, etc.
- Email addresses for faculty and musicians for classes
 - Unique student emails are requested but **not** required
- Performance spot reservation
 - Informal Showing Spot
 - Screendance Spot
 - Additional Opportunity Sign-Ups (if available)
- Faculty Social Event

Information to be Entered After Initial Registration (Step Two)

- Arrival and departure information for your group
- Adjudication concert technical and program information (ACDA Members only)
- Informal Concert program information
- Additional opportunities that might be available through the Festival, such as meal purchases and merchandise

A Few Notes on Registration

- Information may be entered any time up to the Festival deadlines; however, early information is always appreciated. Adherence to posted deadlines is important for Festival planning.
- Required questions will be marked with a red star (*).
- Enter "TBD" if you are not ready to enter specific information. "TBD" must be replaced by stated deadlines.
- Contact the ACDA National Office directly to share needs such as required accommodations and dietary restrictions. Information should be received as early as possible.

A Few Notes on Creating a Group Registration

- Only Faculty Representatives are able to register students, faculty and musicians to create a group registration. Cvent refers to group members as "guests."
- The Faculty Representative will add each registrant by clicking on "**Add a Guest**" on the registration page titled "**Adding Registrants to Your Group**."
- The Faculty Representative is responsible for entering information for the whole group.
- The Faculty Representative registration pages include:

- Questions that pertain to the group as a whole
- Questions for each group member on the registration page for that person
- Questions that pertain to the Faculty Representative only

***A Few Notes on Class/Workshop Proposals
(to be entered after initial registration)***

- The Festival invites faculty and recommended graduate students to propose classes, workshops, research presentations (faculty, undergraduate and graduate students), and roundtable interest (faculty) that will enhance and broaden the learning opportunities for students and faculty.
- The National College Dance Festival will provide opportunities for participants to experience a wide spectrum of dance practices and theories. As such, we encourage faculty to propose classes and workshops that expand upon and/or deviate from your particular program's dance curriculum.
- **Faculty-Only Session:** Faculty-Only sessions give faculty the opportunity to interact with each other and engage in material with their peers. The Festival aims to offer at least one faculty-only class each day. To propose leading a faculty-only session, indicate in the first class proposal section.
- **Team-Taught Classes:** Faculty will have the opportunity to indicate if they are proposing a team-taught class. Please enter the name of the co-teacher. Both teachers should enter identical information on their own registration. We currently do not have the capability to collect this information in a more efficient manner.
- **Dance in the 70's Classes:** Proposals that fit the following are encouraged: What was dance like when ACDA began (1973)? Classes focusing on dance styles of the 1970's offers dancers an opportunity to experience history through movement ... to dance back to the time of ACDA's birth!

Step One: Initial Registration—a Page-by-Page Guide

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

In order to save your registration, you must keep going with "**NEXT**" to the last page and then click on "**SUBMIT**." You may go back if necessary ("**PREVIOUS**") but in all cases, you must click on "**SUBMIT**" to complete the registration.

Your information has been entered and saved when you see the words on the Confirmation Page "**Your registration has been confirmed. Thank you!**"

Registrations may only be initiated by the following:

- Faculty Representative
- Individual
- Musician for Classes (registering outside of a group)

Once registration is started, Faculty Representatives may create a group registration by adding:

- Faculty Members
- Students
- Musician/Performers
- Musicians for Classes

An email address is required only for the first person registering (Faculty Representative, Individual or Musician for Classes). Although not required, please enter all faculty, musician and student unique email addresses to

[help with Festival communication.](#)

To begin registration, click on **“REGISTER NOW”** in the top or bottom right corner on the Festival website.

Page 1: Welcome to Registration

To begin registering you will need to provide:

- First Name
- Last Name
- Pronouns
- Email Address of Faculty Representative, Individual or Musician
- Consent to receiving communications from ACDA
- Cc Email Address (optional)
 - You have the option of entering a second email address. Using the second email address is a good option for schools with someone other than the Faculty Representative handling details for the Festival.
- You will be asked to enter a **“Registration Type.”**
 - Institutions registering a group should select either:
 - Faculty Representative - ACDA Member
 - ACDA Board Current & Past, Lifetime - Fac Rep.
 - For Board Members (Current & Past) & Lifetime Members acting as Faculty Reps. registering a group
 - ACDA Board Current & Past, Lifetime - Indiv.
 - For Board Members (Current & Past) & Lifetime Members registering themselves only
 - Individual - ACDA Member
 - Independent Student
 - For students from ACDA Member Schools who wish to attend the National College Dance Festival independently
 - Musician for Classes
- Accessibility needs for Faculty Representative, Individual or Musician

Note for Group Registrations:

- **One, and only one, faculty member must be designated as the “Faculty Representative”** for each school. Only the “Faculty Representative – ACDA Member” and “ACDA Board Members, Serving as Faculty Rep.” will have access to the National Festival Gala Concert program form.
- For all groups, a “Faculty Representative” registrant type (member or Board) should be the first person to register. (More information on Group Registrations below.)
- The group registration will be under the Faculty Representative’s name.

Note For ACDA Board Members:

- A current ACDA Board Member may serve in the capacity of the Faculty Representative for their school. These Board Members should select “ACDA Board Current & Past, Lifetime - Faculty Rep.” as registration type. All instructions for Faculty Reps. also apply to Board Members serving as Faculty Reps.
- If a current ACDA Board Member attending the National Festival is **NOT** serving as the faculty representative for their school, register as “ACDA Board Current & Past, Lifetime - Indiv.” as part of the group.

Note For Individuals, Independent Students, or Musicians for Classes:

Individuals, Independent Student or Musicians for Classes who are not registering with an institution, should select either:

- “Individual-ACDA Member”
- “Independent Student”
 - Independent Students are defined as: students from ACDA Member Schools who wish to attend the National College Dance Festival independently
- “Musician for Classes”

Page 2: Contact Information

Contact Information:

- Institution
 - Please **do not** use abbreviations.
 - If you abbreviate or misspell your school’s name, the ACDA National Office needs to change each person in your group one-by-one.
 - If your institution uses “The” at the beginning, please put it at the end. For example, “The Ivy University” should be registered as “Ivy University (The).”
 - Same note as above.
 - **NOTE:** You will enter your institution for each member of your group. Please enter it exactly the same way for all members of your group.
- School city and state.
- Home region of your institution. (A list of ACDA regions can be found on the [ACDA website.](#))
- Cell Phone Number During Festival (required).
- Work Number (optional).

Page 3: ACDA Processing Fees, Cancellation Policies & Production Policies

Processing Fees:

- No processing fee is charged for the National Festival

Liability Waiver Policy

- Please read and agree to the Liability Waiver Policy

Covid-19 Protocols:

- Please read and agree to the Covid-19 protocols.

Cancellation Policies:

- Please read and agree to the cancellation policies.

Page 4: Arrival & Departure Information for Your Group / Creating a Group Registration

This page contains details about registration (also included in this document).

Skip Arrival/Departure questions for Initial Registration.

Page 5: Adding Registrants to Your Group

Notes:

- Only a **Faculty Representative** may register a group.
- Please enter all faculty and musician email addresses to help with Festival communication.
- When modifying your group registration after initial registration is complete, entering unique email addresses for students in your group is requested.

On the “Adding Registrations to Your Group” Page:

1. Click “Add a guest.”
2. A window will pop up.
3. Select the guest’s “**Registration Type**.”
4. Enter the guest’s first and last name.
 - a. If you know the name, enter it.
 - b. If you do not know the name, use Faculty One, Faculty Two, Student One, Student Two, etc. as placeholders.
5. Enter the email address for all faculty, musicians for classes, and graduate students who are planning on submitting a teaching proposal.
 - a. Emails are not required for students. You may leave it blank
 - b. Do not enter the faculty rep’s email as a placeholder.
6. Enter your institution’s name exactly as you entered it for the Faculty Representative, i.e., no abbreviations, spell checked, “The” at the end in parenthesis if applicable.
7. Accommodations
 - a. Indicate if the guest needs additional accommodations at the Festival. The checkbox is a heads up for the Festival Coordinator. It is the attending school’s responsibility to follow-up as soon as possible.
8. The prompt “**For Initial Registration (Step One) skip the sections below**” is designed to help with quick initial registration. Skip the following:
 - a. Classes & Workshop Proposals
 - b. Research Presentations
 - c. Additional Information

Return after you have completed your group registration (details on how to modify your registration are listed in the document “**Modifying Your Registration**”).

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.)
- ACDA Member - Faculty
- ACDA Member - Student
- Musician for Classes
- Musician/Performer

* First Name

* Last Name

* Institution

Please enter email address for all faculty and musicians. Student emails are not required. You may leave it blank. Do not enter the faculty rep's email as a placeholder.

Email Address

Shared on 4 paths

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

9. Click **"Add/Save"** to add the guest to your registration
10. Repeat steps 1-7 until all members of your group have been registered
 - a. As group members are added to your registration, their names and emails (if required) will be listed on the **"Adding Registrants to Your Group"** page.
 - b. You are able to edit information or remove a guest by clicking **"Edit"** or **"Remove"** under the guest's name.
 - i. Review cancellation policies and fees if opting to **"Remove."**

Note: If you are unable to click on **"Add a guest,"** the registration cap has been reached.

The **"Your Registration Fees"** will list the registration types of each person you have registered and their registration fees.

You do not need to do anything. Click **"Next"** to continue registration.

The screenshot shows a window titled "List of Registrants" with the following content:

Musician/Accompanist, Registration Waived	Free	1 Selected
Student, ACDA Member Registration Fee	\$135.00	2 Selected
Faculty, ACDA-Member Registration Fee	\$135.00	3 Selected

At the bottom of the window are three buttons: "Previous", "Cancel", and "Next". A blue arrow points to the "Next" button with the text "Click Here" next to it.

Page 6: Faculty Representative's, Individual's or Musician's Personal Registration

- Indicate if additional accommodations are needed at the Festival. The checkbox is a heads up for the Festival Coordinators. It is the attending school's responsibility to follow-up as soon as possible.

To Speed Up Initial Registration: Skip the following:

- Classes & Workshop Proposals
- Research Presentations
- Additional Information
- Screendance Program Information

You may return to this page at any time through the **"Modify Registration"** button on your confirmation page or by clicking **"Modify or view your registration"** in your confirmation email.

Page 7: Registration for Informal Showing & More

Register for the following:

- Informal Showing Spot (2 [Institutions] or 1 [Individual] limit)
- Screendance Participation
- Additional items offered by the Festival will be visible as information is finalized. Items might include merchandise pre-orders, boxed lunches. Keep your eyes open for communication from the Festival Coordinators when additional options are ready.

Note: You must register on this page to reserve performance spots. Entering program information does not reserve space.

Page 8: More Sign-Ups

Use this page to register group members for the following:

- ACDA General Membership Meeting
 - The ACDA General Membership Meeting is an important forum to discuss ACDA issues and future plans. Festival participants are encouraged to attend. We encourage faculty & student participation.
- Faculty and Musician Social Event
 - Faculty, musician, and graduate students are invited to attend the Faculty and Musician Social Event. Additional fee possible.
- Preliminary Teaching Interest
 - This information is helpful for the Festival Coordinators to pre-plan. Indicate if a proposal will be entered later for:
 - Classes/Workshops
 - Faculty, Graduate Students, Individuals, and Musicians for classes may submit proposals
 - Graduate Students are permitted to submit two (2) class or workshop proposals
 - Roundtable
 - Faculty may indicate interest in participation
 - Research Presentation
 - Faculty, Students, Individuals, and Musicians for classes may submit proposals.
 - Detailed information must be entered later to be considered for inclusion in the schedule.

Page 9: Technical & Program Information for Dances Selected to Perform in the National Festival Gala Concerts

- If your school is not performing in a National Festival Gala Concert, please click "Next."
- If your school is performing in a Gala Concert, submit program information on this page.
 - You **MUST** complete all three sections:
 - Gala Concert Program Information
 - Sound Credits & Copyright Documentation
 - Technical Director Contact Information

Page 10. Registration Summary

This page summarizes all of the information you have entered up to this point. Scroll through to make sure all information is correct. It's a lot!

Group members are listed at the bottom of the page under **Guest Information**. Click the arrow to the right of their name to see their registration information.

Guest Information

Student One
[Edit](#) [Remove](#) ^

Agenda

Item	Price
Registration Fees	
Student, ACDA Member Registration Fee	\$135.00

Student Two
[Edit](#) [Remove](#) v

Faculty One
Faculty1@ivyuniv.edu v
[Edit](#) [Remove](#)

Faculty Two
Faculty2@ivyuniv.edu v
[Edit](#) [Remove](#)

Musician For Class
Musicianforclass@ivyuniv.edu v
[Edit](#) [Remove](#)

Click Here

Order Review

- Registration Review: Itemized breakdown of your registration
- Payment Method: selection required
- Terms and Conditions: Please read. Agreement required

Click **“Submit”** to Finalize Registration and Proceed to the **Confirmation Page**

Confirmation Page

Once your registration has been submitted, you will receive two emails:

1. An email with your registration details
2. An email with a detailed invoice

Viewing and printing an invoice and registration details:

1. Locate **“Post Registration”** in the navigation bar at the top of the page
2. Click **“Post Registration”**
3. For an invoice, click **“Invoice”**
4. Instructions for printing or saving as a PDF are on the **Invoice** page

5. To view the answers you have submitted, click on "**Your Answers to Registration Questions**"

Registration Policies

You must be an ACDA institutional member in good standing to register for the National Festival 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, go to https://www.acda.dance/?page_id=3888. If using a credit card, your membership will be processed immediately. If planning to pay by check, inform the ACDA National Office by emailing info@acda.dance or calling 240.428.1736. Your membership dues must be sent to the ACDA National Office as soon as possible.

- To participate in the National Festival Gala Concert, a faculty member must be registered and attend the Festival.
- Once the student cap is met by a registering institution, additional students may not be added as a different registrant type (e.g., Individual, Faculty, Musician, etc.).
- With advanced notice, the ACDA National Office may cancel a registration that fails to comply with stated registration rules including but not limited to valid membership.
- A \$25.00 cancellation fee will be assessed on each cancelled registration prior to full payment whether initiated by the registrant or ACDA National Office.

Payment Deadlines & Policies

The Festival will be filled on a first-paid/first-registered basis.
There are no refunds on paid registrations and additional fees.

If you experience problems with online registration,
contact the ACDA National Office (info@acda.dance) or 240.428.1736.