



Registration Instructions For 2024 Regional Conferences

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

Table of Contents

Registration Timeline.....	3
Preparations Before Registration.....	4
What You Need to Register	4
A Few Notes on Registration	4
A Few Notes on Class/Workshop Proposals.....	5
A Few Notes on Adjudication.....	5
Initial Registration—a Page-by-Page Guide.....	6
Page 1: Welcome to Registration	6
Page 2: Registrant Information	6
Page 3: ACDA Processing Fees & Cancellation Policies	7
Page 4: Creating a Group Registration	7
Page 5: Adding Registrants to Your Group	7
Page 6: Faculty Representative's, Individual's or Musician's Personal Registration.....	9
Page 7: Registration for Performance Opportunities & More.....	9
Page 8: More Sign-Ups.....	10
Page 9: Adjudication Program Information & Technical Information	10
Page 10: Informal Concert Program Information.....	12
Page 11: Registration Summary.....	14
Order Review	14
Confirmation Page.....	14
Registration Policies	15
Reentering an Existing Registration	15
Modifying Your Registration	16
Modify Group Member Information	16
Modify the Faculty Representative's Personal Registration Page	16
Modify Registration for Performance Opportunities & More: Adjudication Spot(s), Informal Concert, and Screendance Participation Reserved Slots	16
Adding Classes, Research & Panel Information to an Existing Registration	16
Adding Another Person to Your Group	17
Switch Faculty Representative (Primary Registrant).....	18
Change a Registration Type	18
Modifying Registration for Performance Opportunities & More Adjudication Spots, Informal Spots, & Additional Merchandise Items.....	18
Modifying More Sign-Ups ACDA Membership Meeting, Faculty and Musician Social Event, Faculty and Musician Social Event, & Preliminary Teaching Interest.....	19

Registration Timeline

- Friday, October 13, 2023** Conference Coordinators provide current regional members the Regional Passcode
- Wednesday-Thursday October 18-19, 2023** **In-Region Member Registration** (Regional Passcode) Opens at 9:00 AM Local Time for the Conference
- Friday, October 20, 2023** ACDA National Office sends regions without conferences the passcodes to their neighboring regions.
- Friday, October 20, 2023** **Regions without Conferences** are able to register for their neighboring regional conferences as outlined below, based on space availability (Regional Passcode):
- **Mid-Atlantic North region able to register for (9:00 AM ET):**
 - Mid-Atlantic South, East-Central, Northeast Conferences
 - **New England region able to register for (9:00 AM ET):**
 - Mid-Atlantic South, East-Central, Northeast Conferences
 - **West region able to register for (9:00 AM PT):**
 - Baja, South-Central, Northwest Conferences
- Tuesday, October 24, 2023** ACDA National Office provides all ACDA current members with a National Passcode one day prior to all-member registration.
- Wednesday, October 25, 2023** **All Regions Member Priority** (National Passcode) (9:00 AM PT; 10:00 AM MT; 11:00 AM CT; 12:00 PM ET)
- Wednesday, November 1, 2023** **Student Registration Caps are Lifted** 9:00 AM Local Time for the Conference
- Wednesday, November 1, 2023** **Open Registration for Members and Non-Members and 2nd Conference Registrations** – No limits; No Passcode Needed (9:00 AM PT; 10:00 AM MT; 11:00 AM CT; 12:00 PM ET)

Preparations Before Registration

What You Need to Register

- The Basic Information
- You will need to know the following to register for the Conference.
 - The person responsible for the group will register as the Faculty Representative
 - Number of people in your group
 - Performance spot reservation
 - Two (2) Adjudication Spots (ACDA Members only)
 - Informal Concert Spot
 - Additional Opportunity Sign-Ups (if available)
 - Information that can be added **after** you have registered:
 - Names and emails of group members
 - 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 conference, such as meal purchases and merchandise
 - Presentation Proposal Information
 - Faculty/Musician Social Event reservations

A Few Notes on Registration

- To streamline your registration process and secure your slots, it's advised to initially omit entering personal details for faculty, students, and programs. You can add these details later after your registration is confirmed or at a later time. This approach helps you move swiftly through the registration pages.
- Only enter the number of people you're committed to bringing to the conference. You can add more later if there's space. Cancelling participants or adjudication slots before full payment results in fees: \$25.00 for participants and \$75.00 for adjudication slots. **No refunds for paid registrations**; you can substitute names for registrants instead.
- Cvent will time out after 60 minutes. We recommend preparing your answers for initial registration before starting registration and quickly moving through to "**Submit.**"
- Reaching Capacity:
 - If a conference 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 conference 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.
- Contact your Conference Coordinator directly to share needs such as required accommodations and dietary restrictions. Information should be received as early as

possible.

- 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.

A Few Notes on Class/Workshop Proposals

- The conference invites faculty and recommended graduate students to propose classes, workshops, research presentations, panels and roundtables that will enhance and broaden the learning opportunities for students and faculty.
- ACDA regional conferences 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 conference 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.

A Few Notes on Adjudication

- ACDA Institutional Members may submit up to two (2) dances for adjudication.
- See **Adjudication Policies for Participating Schools** on the ACDA and conference websites for guidelines and restrictions.
- To reserve adjudication slots, institutions must officially register student(s).
- Any adjudication registration without corresponding school registration of student(s) will be cancelled.
- Your adjudication slot is not secured until payment has been received.
- Check your conference website for the cap on adjudication slots.
 - If the cap has been reached before you registered, email your Conference Coordinator to be put on the waitlist. Waitlists are ordered by time stamp on the email request. Consider participation in At-Large Virtual Adjudication.

Initial Registration—a Page-by-Page Guide

Reminders:

- To preserve your registration progress, continue by clicking "**Next**" until the final page, then select "**Submit**." If needed, you can backtrack using "**Previous**," but in all instances, "**Submit**" must be clicked for registration completion.
- Your details are saved once you encounter the phrase "**Your registration has been confirmed. Thank you!**" on the Confirmation Page.
- An email address is mandatory only for the initial registrant (Faculty Representative, Individual, or Musician for Classes). While not required, it's recommended to provide email addresses for all faculty and musicians to facilitate conference communication.

To start registration, click the "**Register Now**" button on the conference website.

Page 1: Welcome to Registration

Enter the Following Information:

- First Name
- Last Name
- Pronouns
- Email Address
- 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 conference.
- Consent to receiving communications from ACDA
- You will be asked to enter a "**Registration Type**."
 - Institutions registering a group should select either:
 - "Faculty Representative – ACDA Member"
 - "ACDA Board Member, serving as Faculty Rep."
 - "Faculty Representative—non-ACDA Member" (opens November 1st)
 - Accessibility Needs for the Faculty Representative

Page 2: Registrant 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.
- Cell phone number during conference (required).
- Work number (optional).
- **Second Conference Attendance**
 - If you are planning to participate in more than one Conference and/or in Virtual Adjudication, please note that the total number of dances that may be adjudicated is two, across all conferences and platforms. If adjudicating two dances, at least one must be student-choreographed.
 - The two-dance limit does not apply to the ACDA Screendance Festival registration.

Page 3: ACDA Processing Fees & Cancellation Policies

Processing Fees

- A \$10.00 processing fee will be assessed automatically on each registration. This fee is nonrefundable, including cancellations before a payment has been made.

Liability Waiver Agreement

- Please read and agree to the Liability Waiver Agreement

Cancellation Policies

- \$25.00 per cancelled unpaid registrant. There is no refund on paid registration.
- \$75.00 per cancelled unpaid adjudication slot. There are no refunds on paid fees.

Cancellation Policies:

- Please read and agree to the force majeure cancellation/refund policy.

Page 4: Creating a Group Registration

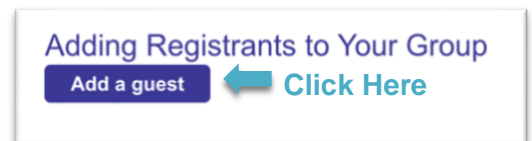
This page contains details about registration. Read and click **“Next.”**

Page 5: Adding Registrants to Your Group

On the “Adding Registrations to Your Group” Page:

1. Click “Add a guest.”
2. A window will pop up.

Select the guest’s **“Registration Type.”**



3. 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.

4. 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.

5. 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.

6. Accommodations

- a. Indicate if the guest needs additional accommodations at the conference. The checkbox is a heads up for the Conference Coordinator. It is the attending school's responsibility to follow-up as soon as possible.

7. 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. Panels/Roundtable Proposal
 - d. Additional Information

Return after you have completed your group registration (details on how to modify your registration are listed below).

8. Click **"Add/Save"** to add the guest to your registration

9. 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.
Removing People from Your Group

- Contact the ACDA National Office to remove a person from your group. If you remove a person by clicking the **"Remove"** button below a person's name, it will not remove the fee associated with the removed person.
- Only the ACDA National Office can remove this fee. To avoid paying for registration or items removed from your registration, contact the [ACDA National Office](#) to remove a person or item from your group.

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.

 [Click Here](#)

- ACDA advises registering only the number of participants your institution is committed to bringing to the conference.
- If you cancel a participant from your group (by clicking the "Remove" button), the ACDA National Office will charge a \$25.00 per cancelled unpaid registrant. There is no refund on paid registration.
- Please note: a \$10.00 processing fee will be assessed automatically on each registration. This fee is nonrefundable, including for cancellations before a payment has been made.

Your Registration Fees

The **"Your Registration Fees"** page 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.

List of Registrants	
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

Previous Cancel Next [Click Here](#)

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

To Speed Up Initial Registration skip this page. Once you have completed your initial registration you can come back and update this information.

- Classes & Workshop Proposals
- Research Presentations
- Panels/Roundtable Proposal
- Additional Information
- Faculty Concert 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 Performance Opportunities & More

Register for the following:

- Adjudication Spots (2) (Institutional Members Only)
- Informal Concert Spot (1)
- Screendance Participation (if applicable)

- Additional items offered by the Conference will be visible as information is finalized. Items might include conference merchandise pre-orders, parking passes, boxed lunches. Keep your eyes open for communication from the Conference Coordinator 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 Membership Meeting
 - The ACDA Membership Meeting is an important forum to discuss ACDA issues, regional concerns, and future conferences. Conference 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.
- Faculty Concert Participation (if applicable)
- Preliminary Teaching Interest
 - This information is helpful for the Conference Coordinator 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
 - Panel/Roundtable
 - Faculty, Individuals, and Musicians for classes may submit proposals
 - 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: Adjudication Program Information & Technical Information

To Speed Up Initial Registration skip this page. Once you have completed your initial registration you can come back and update this information.

Program Information:

- Are you ready to fill out program information for dance #1/#2?
 - “Yes, I am ready to fill out program information for dance #1/#2”

- When clicking “yes,” questions listed below regarding program information will appear.
 - “No, I am not ready to fill out program information”
 - If clicking “no,” please return before the stated deadline to enter program information
- Agreement that you understand adjudication slots are not reserved by entering program information on this page.
- Title
- Year Originally Choreographed
- Choreographer
- Choreographer’s Status (student, faculty, guest artist)
 - (Note: if bringing two dances, one must be student-choreographed. Only work by student choreographers may be entered for Dance #2)
- Production Effects: Does the dance contain any of the following? Note: the following effects may not be available at this conference.
 - None
 - Strobing lights
 - Flashes of Light
 - Smoke/Fog
 - Loud sounds or music
 - Extended periods of sound or music
 - Gunshots
 - Other:
- Content Warning: Does the dance contain any of the following?
 - None
 - Rape and sexual assault
 - Abuse (physical, mental, emotional, verbal, sexual)
 - Child abuse and/or pedophilia
 - Animal cruelty and/or death
 - Self-Harm and/or other intentional self-injury
 - Suicide
 - Excessive or gratuitous violence
 - Needles
 - Depiction of pornography
 - Incest
 - Kidnapping (forceful deprivation of/disregard for personal autonomy)
 - Stalking
 - Death and/or dying
 - Pregnancy and/or childbirth
 - Miscarriages and/or abortion
 - Blood
 - Torture
 - Jump scare
 - Mental illness
 - Eating disorders, including depiction of disordered eating behavior (e.g. vomiting) and diet culture
 - Any kind of discrimination and/or bigotry (racism, homophobia, transphobia, sexism, ableism, anti-semitism, islamophobia)
 - Drugs/alcohol/substance abuse
 - Police brutality

- White supremacy
 - War
 - Other
 - Total # of Performers
 - Running Time (NOTE: 12-minute maximum)
 - Length
 - Improvisational Elements (if any)
 - Sound Credits – up to five separate entries. If more than five, include in “Additional Music Credits”
 - Title of Music/Text
 - Composer/Author
 - Indicate whether any part of the sound was edited in any way
 - Indicate whether music will be performed live
 - If performed live, list musicians’ status (student or non-student)
 - If performed live, list musicians
 - Costume Design
 - Lighting Design
 - Additional Technical Credits (if any)
 - Prop/Sets Description (if any)
 - Additional Elements (if any)
 - Note: Check with your Conference Coordinator about technical limitations.
 - Performers (list in alphabetical order. Please check spelling.)
- Required Agreement—Responsibility for obtaining all rights agreement

Contact Information for Technical Director Leading up to the Conference and On-Site

Please provide name and contact information for the person serving as TD for your adjudication dances leading up to the conference and during the conference.

Page 10: Informal Concert Program Information

To Speed Up Initial Registration skip this page. Once you have completed your initial registration you can come back and update this information

Program Information:

- Ready to fill out the program information for the Informal Concert? By clicking “Yes,” questions regarding program information will appear.
- Agreement that you understand Informal Concert slots are not reserved by entering program information on this page.
- Title
- Year Originally Choreographed
- Choreographer
- Choreographer’s Status (student, faculty, guest artist)
- **NEW FOR 2023:** Production Effects: Does the dance contain any of the following? Note: the following effects may not be available at this conference.
 - None
 - Strobing lights

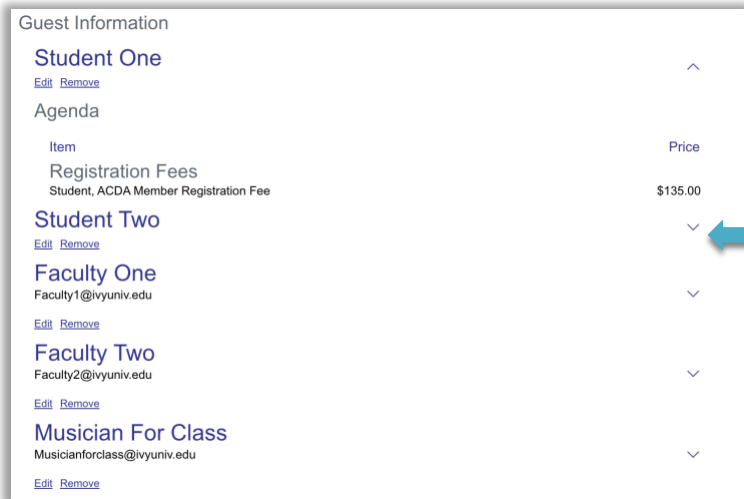
- Flashes of Light
- Smoke/Fog
- Loud sounds or music
- Extended periods of sound or music
- Gunshots
- Other:
- **NEW FOR 2023:** Content Warning: Does the dance contain any of the following?
 - None
 - Rape and sexual assault
 - Abuse (physical, mental, emotional, verbal, sexual)
 - Child abuse and/or pedophilia
 - Animal cruelty and/or death
 - Self-Harm and/or other intentional self-injury
 - Suicide
 - Excessive or gratuitous violence
 - Needles
 - Depiction of pornography
 - Incest
 - Kidnapping (forceful deprivation of/disregard for personal autonomy)
 - Stalking
 - Death and/or dying
 - Pregnancy and/or childbirth
 - Miscarriages and/or abortion
 - Blood
 - Torture
 - Jump scare
 - Mental illness
 - Eating disorders, including depiction of disordered eating behavior (e.g. vomiting) and diet culture
 - Any kind of discrimination and/or bigotry (racism, homophobia, transphobia, sexism, ableism, anti-semitism, islamophobia)
 - Drugs/alcohol/substance abuse
 - Police brutality
 - White supremacy
 - War
 - Other
- Performers Status
- Total # of Performers
- Length
- Sound Credits – up to five separate entries. If more than five, include in “Additional Music Credits”
 - Title of Music/Text
 - Composer/Author
- Indicate whether any part of the sound was edited in any way
- Indicate whether music will be performed live
 - If performed live, list musicians’ status (student or non-student)
 - If performed live, list musicians
- Costume Design
- Lighting Design
- Additional Technical Credits (if any)

- Prop/Sets Description (if any)
- Additional Elements (if any)
 - Note: Check with your Conference Coordinator about technical limitations.
- Performers (list in alphabetical order. Please check spelling.)
- Required Agreement—Responsibility for obtaining all rights agreement

Page 11: 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](#)

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

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

Musician For Class
 Musicianforclass@ivyuniv.edu
[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. 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 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, 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. You will then receive the registration password enabling you to register as a member. Your membership dues must be sent to the ACDA National Office as soon as possible.

- To participate in the adjudication process, a faculty member must be registered and attend the conference.
- 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 and adherence to student registration caps.
- 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.
- A \$75.00 cancellation fee will be assessed on each cancelled adjudication slot prior to full payment whether initiated by the registrant or ACDA National Office.

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 conference website. Enter Faculty Representative's email address and confirmation number from the initial registration.
 - a. OR
2. Click the link in your Registration Confirmed email and enter confirmation number
3. Once on the Confirmation Page, click "**Modify Registration.**"

[Click Here](#)



Submit Payment

Modify
Registration

Contact Us

Add to Calendar

Modifying Your Registration

Modify Group Member Information

1. Click the **"Modify Registration"** button on the confirmation page or **"Modify or view your registration"** in your confirmation email.
2. Proceed to the **"Adding Registrants to Your Group"** registration page.
3. Click **"Edit"** under the guest's name.
 - a. Enter faculty and musician email addresses immediately or as soon as possible.
4. Repeat, if necessary, for each guest.
5. Click the **"Next"** button until you reach the **"Submit"** button.
 - a. Your changes will not be saved until you click **"Submit."**

Click Here

Faculty One
Faculty1@ivyuniv.edu

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

Modify the Faculty Representative's Personal Registration Page

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

Modify Registration for Performance Opportunities & More: Adjudication Spot(s), Informal Concert, and Screendance Participation Reserved Slots

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

Adding Classes, Research & Panel Information to an Existing Registration

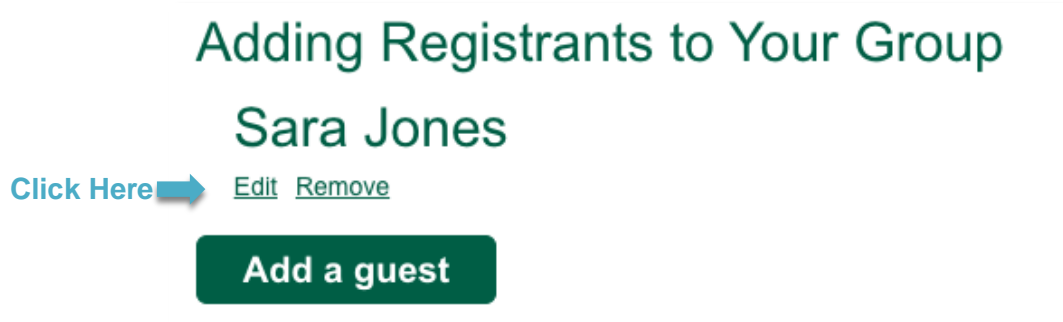
To add Teaching/Research/Panel information for the Faculty Rep.

1. Click **"Modify Registration"** button on the confirmation page or in your confirmation email.
2. Click **"Next"** until you reach the page titled **"Faculty Representative's Personal Registration Page."**
3. 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."**

4. Select the number of classes you would like to submit. More questions will appear for you to answer.
5. Submit answers for the questions listed under “**Additional Information Required if you are Planning to Teach or Present.**”
6. To submit Research or Panel proposals, click “yes” and more questions will appear for you to answer.
7. Scroll back to the top of the page and click “**Next**” when you are finished answering questions.
8. 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.

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 name.
 - 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 conference as a whole.

Switch Faculty Representative (Primary Registrant)

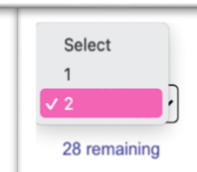
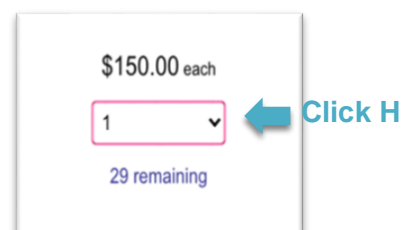
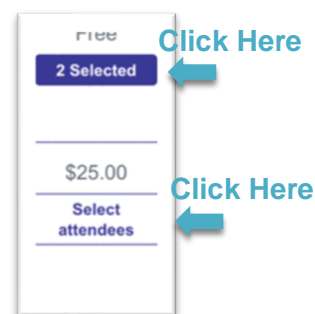
To substitute the Faculty Representative, contact the ACDA National Office (info@acda.dance). Any cancellation associated with the change will be assessed a fee.

Change a Registration Type

To change the Registration Type, contact the ACDA National Office (info@acda.dance).

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."**
- Contact the ACDA National Office to remove the Fee and send you an updated invoice.



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.

The screenshot shows a modal window titled "Select attendees" with a close button (X) in the top right corner. The window lists attendees for the "ACDA Membership Meeting". Each attendee has a checkbox, a name, and a price. The attendees listed are: brittany ray (checked, Free), Faculty One (checked, Free), Faculty Two (checked, Free), Musician For Class (unchecked, Free), Student One (checked, Free), and Student Two (checked, Free). At the bottom right, there is a total price of "Free". At the bottom center, there are two buttons: "Cancel" and "Confirm".

Attendee	Price
<input checked="" type="checkbox"/> brittany ray	Free
<input checked="" type="checkbox"/> Faculty One	Free
<input checked="" type="checkbox"/> Faculty Two	Free
<input type="checkbox"/> Musician For Class	Free
<input checked="" type="checkbox"/> Student One	Free
<input checked="" type="checkbox"/> Student Two	Free
Total	Free

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