INSTRUCTIONS FOR INITIAL REGISTRATION
PRIOR TO NOVEMBER 1, 2017

ONLY ACDA MEMBERS ARE ELIGIBLE TO REGISTER
THROUGH OCTOBER 31, 2017

ACDA Members may register for one conference
only prior to November 1, 2017

In order to expedite initial registration, the registration process has been divided into two steps:

**STEP ONE:** Initial registration through October 31 includes:
- participant information (to reserve spaces)
- reservation of adjudication slots
- request for (through Oct. 13) or reservation (after Oct. 13) of informal concert slot

**STEP TWO:** Starting November 1 update registration with Information for programs, teaching, etc. You will be required to update your registration no later than deadlines posted on the conference website.

**ADDITIONAL INSTRUCTIONS AVAILABLE ON THE CONFERENCE WEBSITE FOR STEP TWO:**

- *Preparing to Submit Detailed Program, Teaching and Additional Information* Lists what information will be required to complete your registration in Step Two
- *Updating Existing Registrations*, for help navigating RegOnline

REGISTRATION INSTRUCTIONS FOR STEP ONE

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

**STEP ONE:**

Click on "Register Now" at the right top of the page of the conference website.

To begin registering you will need to provide your **email address** and an **invitation code**.
You will be asked to enter a “registrant type” for each person registering.

- For all groups, the registrant 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: lowercase; uppercase; 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:

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 “Contact 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.**

**RESERVATION OF ADJUDICATION SLOTS**

To reserve adjudication and/or informal slots, you must 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.

**REQUEST / RESERVATION OF INFORMAL CONCERT SLOTS**

During the first three days of registration, schools and individuals may request an informal slot during online registration. After three days, the host institution will reserve slots with priority given to schools with no reserved adjudication slots. Additional slots will be given to schools with adjudication slots based on time stamp of their registration. All schools requesting slots will be informed of their status. If additional slots are available after the initial three-day request period, they will be filled on a first registered/first reserved basis.

**FACULTY RECEPTION**

Some conferences may have an additional charge for a faculty reception or dinner. Indicate the number of faculty attending.
UPDATING ADJUDICATION & INFORMAL SLOT RESERVATIONS AND ADDING OR UPDATING PARTICIPANTS PRIOR TO NOVEMBER 2.

Once your initial registration is complete, you may re-enter the system using the Faculty Representative’s email address and password.

**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**.

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

4. You should see a list of participants with three options to EDIT (Participant Info [rarely needed], Fees) and one ACTION option (Substitute)
TO UPDATE ADJUDICATION & INFORMAL SLOT RESERVATIONS

1. Click on “Fees” after the name of the Faculty Representative
2. Add new info or make changes.
3. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
4. 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.”
5. Clicking “Finish” will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”

TO ADD REGISTRANTS

1. Click on “Add Another Person” at the bottom of the page. NOTE: If you have a long list of registrants, be sure to scroll to the bottom to see the Add Another Person option.
2. After adding each person, you have the option to “Add Another Person” or “Continue.”
3. When you have finished adding all new participants, click “Continue.”
4. Be sure to go through all pages (clicking on “Continue”, until you click “Finish” to get to the Confirmation Page.
5. You will receive an “Update Confirmation” email.

TO SUBSTITUTE ONE REGISTRANT 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.
For STEP TWO of the registration process, read:

**UPDATING EXISTING REGISTRATIONS**

and

**PREPARING TO SUBMIT DETAILED PROGRAM, TEACHING AND ADDITIONAL INFORMATION.**

Both documents are available on the conference website.

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**ACDA 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, you must inform the national office by emailing info@acda.dance or calling 240.428.1736. You will then receive the invitation code enabling you to register as a member. Your membership dues must be sent to the ACDA national office as soon as possible.

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, 2016.

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.

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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.

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.

Your information has been entered and saved when you see the words on the Confirmation Page “Your registration is complete.”