HOW TO ACCESS AN EXISTING REGISTRATION TO REVIEW AND UPDATE INFORMATION

READ CAREFULLY AND FOLLOW THESE STEPS TO:

• view/print invoice

• view all information submitted online

• substitute a name of an already registered participant

• add or change program & teaching information

• update participant information

• check or change submitted information

TO RE-ENTER THE SYSTEM ONCE YOU HAVE COMPLETED REGISTRATION:

1. Go to your conference URL or find a link at www.acdfa.org, Regional Conferences.
2. Click the "Register Now" button at the right top of the page.
3. Scroll down to the registration section and click on “Already registered?”
4. Wait for a new page to come up.
5. Enter your email address (this email must be the address of the Faculty Representative) and password and click “continue.”

FOR ALL FUNCTIONS BELOW, FOLLOW STEPS 1-5 AND PROCEED WITH DIRECTIONS AS LISTED BELOW.

TO CHECK AND/OR VIEW INFO ALREADY SUBMITTED ONLINE

A. Click on “View, Print, or Email Registration Record and Invoice

B. Scroll through the entire page to see all information. Group members are at the bottom of the page

TO ADD OR CHANGE PROGRAM AND/OR TEACHER INFORMATION

A. Click on Online Forms after the name of the appropriate registrant.

B. Add/change where appropriate.

C. IMPORTANT: Click “Continue to next step” at the bottom of the page.

D. Continue with additions/changes as needed.

E. IMPORTANT: When all changes have been made, scroll to bottom of the page and click on “Finalize.”

F. After making changes, the system will bring you to “Adjudication Fees.” Unless you are changing the number of dances you wish to adjudicate, do not do anything on this page except click “Continue” at the bottom of the page.

G. Check information on “Checkout” page. Scroll to bottom of page and click on “Update My Registration.”

H. You will receive an “Update Confirmation” email.
TO ADD REGISTRANTS
A. Click on “Add another person” (lower left corner).
B. Proceed through registration pages.
C. Click “Update My Registration.”

TO VIEW/PRINT AN INVOICE
A. Click on the 1st highlighted line labeled “View Print or Email Registration Record and Invoice.” This opens Registration Confirmation.
B. On the page, choose what you want to do with the buttons at the top of the page or the tabs in the middle of the page.

TO SUBSTITUTE ONE PARTICIPANT FOR ANOTHER
A. Click on “Substitute” in the last column of the appropriate registrant’s name.
B. Enter updated information and click on “Finish.”
C. You will receive an “Update Confirmation” email.

NOTE: You have to re-enter the system for each substitution. There is no way around this.
Click on the “Return to Registration Page” button. Apologies in advance.

TO UPDATE/CHANGE PARTICIPANT INFO (cannot use for substituting a name)
A. Click on “Participant Information” after the name of the appropriate registrant.
B. Add new info or make changes.
C. Scroll to bottom of the page and click “Continue.”
D. IMPORTANT: When all changes have been made, scroll to bottom of the page and click on “Finalize.”
E. After making changes, the system will bring you to “Adjudication Fees.” Unless you are changing the number of dances you wish to adjudicate, do not do anything on this page except click “Continue” at the bottom of the page.
F. Check information on “Checkout” page. Scroll to bottom of page and click on “Update My Registration.”
G. You will receive an “Update Confirmation” email.

NOTE: TO SAVE CHANGES YOU MUST KEEP GOING THROUGH THE REGISTRATION PAGES UNTIL YOU CLICK ON “FINISH” (for substitutions) OR “UPDATE MY REGISTRATION.”

WITH ONLINE REGISTRATION, YOU CAN CHECK AT ANY POINT TO SEE WHAT HAS BEEN ENTERED IN YOUR REGISTRATION BY RE-ENTERING THE SYSTEM AND LOOKING AT:

(1) PARTICIPANT INFO
(2) ONLINE FORMS (that’s where you will find all program information and teaching proposals)
(3) PAYMENT INFORMATION.

IF YOU ARE HAVING PROBLEMS WITH ANY OF THE ABOVE, CONTACT DIANE DEFRIES IN THE NATIONAL OFFICE (acdf@verizon.net) OR (301) 670-2820, OR YOUR CONFERENCE COORDINATOR.