

## Registration instructions through DanceComp Genie for PGDF

**Note: If you are familiar with the system, please log in and start at Step #4**

1. Go to <https://pgdancefestival.dancecompgenie.com> – you should see the screen below with the PGDF logo. If you have used DanceComp Genie to register for other events you should be able to log on using the same username and password as before, you do not need to create a new account. But if you have never used DanceComp Genie before please go to **Click Here** to create a new account. This will take you to the main dance comp Genie page to create an account.

250-552-5001 or 250-565-1505  
pgdfentries@gmail.com

Home Rules & Regulations

**Prince George Dance Festival**

If you have an account with us, or a DanceComp Genie Studio Center account, please login here.

Username or email address Password

Remember Me [Forgot your password?](#)

**Add new account**

In order to register an account with us, you need to create a Studio Center account at [studio.dancecompgenie.com](https://studio.dancecompgenie.com) first. This helps you store dancers and routines information in one place and transfer to other competitions without reentering all data again. DanceComp Genie is safe and will protect your data.

Username or email address **Add**

Let us read and let us dance - two amusements that will never do any harm to the world.

To Create a **new account** you will see the below fields. If you are registering independently, please enter your name in the Studio Name field.

The screenshot shows a registration form titled "Studio or Independent Dancer Information". It contains two main sections: "Main Address" and "Studio Address".

- Studio Name or Independent Dancer Name(\*)**: test studio
- Main Address**
  - Address Line1(\*)**: 5065 Courval Road (with a checkbox "Same as Studio Address")
  - Address Line2 (Optional)**: (empty)
  - City(\*)**: Prince George
  - Zip/Postal Code(\*)**: V2N6A4
- Studio Address**
  - Address Line1**: 5065 Courval Road
  - Address Line2**: (empty)
  - City**: Prince George
  - Zip/Postal Code**: V2N6A4
  - Country(\*)**: Canada
  - State/Province(\*)**: British Columbia
  - Studio Director(\*)**: Mary LaMarre

2. Add new dancers by clicking **Import Dancers** (follow on-screen instructions, then skip to Step #6) or click **Dancers** to enter them manually.

The screenshot shows a user dashboard with a "Welcome" message and navigation links: "Dashboard", "Dancers", "My Account", and "Sign Out". The user information is: User Name: qa Inchol, Access Email: qa@inchol.com, Studio Name: Dance Comp Genie - Test Studio. Below this is a section titled "Add New Registration" with a dropdown menu "Select an Event" (showing "--- Select Event ---") and a blue button labeled "Import Dancers".

3. To enter dancers manually, click on the **Create New** button and enter all fields, then **Save Dancer**. You may click on the Dancers link any time you need to add, edit or remove dancers.

The screenshot shows the "Edit Dancer" form. It includes a "Role" selector with radio buttons for "Dancer" (selected), "Teacher/Choreographer", and "Assistant Teacher". The form fields are: First Name: Dancer, Last Name: One, Parent or Guardian Name: Parent One, Phone Number: 2509999999, Email: parentone@dancer.com, and BirthDate: March 03, 2016. At the bottom are "Save Dancer" and "Cancel" buttons.

4. For studios who already have dancers in the studio, please update your dancers by clicking on **Dancers**.

5. In this screen, please ensure the following:
  - a. New dancers are added
  - b. Dancers no longer participating in the festival are removed
  - c. Birthdates are checked
  - d. Edits are made as necessary (please ensure all dancers have e-mails in the database)

Dancers in this Season

Filter:

Select from Last Season Create New Send Waiver to All

Dancer Name [Sort]	Birth Day [Sort]	Role		
123, Test	Mar 02, 2015	Dancer	Remove Edit	Send
2, TTeacher	Apr 04, 2011	Teacher/Choreographer	Remove Edit	Send missing email
8na, Test	Jan 01, 2017	Dancer	Remove Edit	Send missing email
Add, Test	May 04, 2013	Dancer	Remove Edit	Send
Ajao, Peju	Dec 13, 2005	Dancer	Remove Edit	Send missing email
Amy, Granger	Jan 05, 2012	Dancer	Remove Edit	Send missing email
Anj, Ali	Apr 02, 2014	Dancer	Remove Edit	Send missing email
As, Asa	Mar 03, 2017	Dancer	Remove Edit	Send missing email
As, Mach	Mar 02, 2017	Dancer	Remove Edit	Send missing email
Asa, Permier	Jul 01, 2013	Dancer	Remove Edit	Send missing email

Submit Season Dancers Cancel

6. Once your dancers are entered and/or updated, click on **Dashboard** to return to the main screen, then click **Add New Registration**

The screenshot shows the top section of a web dashboard. On the left is the logo for 'Prince George Dance Festival' featuring a stylized figure. To the right of the logo are contact details: a phone icon with the number '250-552-5001 or 250-565-1585' and an email icon with 'pgdfentries@gmail.com'. Further right are flags for the United States and France, and two circular icons representing a calendar and a document. Below this is a navigation bar with a pink background. On the left, it says 'Welcome' followed by user information: 'User Name: qa Inchol', 'Access Email: qa@inchol.com', and 'Studio Name: Dance Comp Genie - Test Studio'. On the right of the navigation bar is a pink button labeled '+ Add New Registration' and a list of links: 'Dashboard | Dancers | My Account | Sign Out'. Below the navigation bar is a section titled 'Upcoming Event(s)' with a 'View:' dropdown menu set to 'Current Registration'. The text below this section reads 'You do not have upcoming events.'

7. Select **Prince George** in the drop-down menu, then click **Add New Routine**.

The screenshot shows the 'Add New Registration' form. At the top left, it repeats the 'Welcome' message and user information. At the top right, it has the same navigation links: 'Dashboard | Dancers | My Account | Sign Out'. The main heading is 'Add New Registration'. Below this is a 'Select an Event' label and a dropdown menu. The dropdown menu is open, showing 'Prince George(March 12, 2022 - March 18, 2022, TBD, TBD, Prince George, BC)'. To the right of the dropdown is a blue button labeled 'Import Dancers'. Below the 'Select an Event' section is an 'Add routine' section with three blue buttons: 'Add New Routine', 'Add Multiple Routines', and 'Import Routines from Excel'. Two black arrows point from the text above to the dropdown menu and the 'Add New Routine' button.

8. Select **Entry Type** on the drop-down menu. (**Please note if you are registering for a Song and Dance solo or Song and Dance Duo you need to choose it as both the Entry Type and the category.** Next, click on Edit Dancers to select those in the dance. Fill in all details. Titles are required for all entries, but you will be able to make changes later if you don't know them at the time of registration. If a dancer wants to be considered for provincials, please check the **Consider for Provincials box**. If you have props, once you click small or large prop a box will appear to describe your prop. If you don't know at the time of entry, just put you don't know. Saying no prop at time of entry will not mean you can't use a prop, that is really just to let us know about any large props that require set up. Click **Save Routine** to save the registration.

Select an Event Prince George(March 12, 2022 - March 18, 2022, TBD, TBD, Prince George, BC) Import Dancers

Add routine Add New Routine Add Multiple Routines Import Routines from Excel

Complete your new routine below:

Selected Dancers	<span>Edit Dancers</span> Lucy Brown (2009-01-18)
Entry Type*	Solo
Routine Title*	Sample Title
Category*	Classical Ballet
Choreographer*	Sample Choreographer
	(one name per line)
Start ON or OFF Stage? ⓘ	On Stage
Props	Small Prop
Props Description	A handheld umbrella
Consider for Provincials? ⓘ	<input checked="" type="checkbox"/>
Notes	

Save Routine

9. The system will display the age based on the birthdate of the dancers. Please note PGDF reserves the right to alter the ages categories based on the number of entries. For example the system may show that a solo has been entered in 6 and under, but it may end up in the 8 and under category. For duos it will enter the duo in the category of the oldest dancer as per the PGDF syllabus. However, when entering groups the system will calculate the average age of the dancers – see below.

10. Once you've entered all your entries you can **continue** to confirmation and payment. You can wait until all entries have been entered or you can continue after each type of entry (e.g. solos). Payment will not be made online – you will send a cheque or e-transfer once complete.

Make Changes

Select an Event Prince George(March 12, 2022 - March 18, 2022, TBD, TBD, Prince George, BC) ▼ Import Dancers

Add routine Add New Routine Add Multiple Routines Import Routines from Excel

### Saved Routines

^ Solo (1)

ASDF (Age: 6) - Default Class - Lyrical - 6 and under ▼

^ Duo (1)

TEST (Age: 14) - Default Class - Classical Ballet - 14 and under ▼

^ Small Group (1)

SAMPLE (Age: 11) - Default Class - Modern - 12 and under ▼

[Continue to Checkout](#)

11. The next page will show a summary and you will need to click **Continue**

Confirmation

Competition Location: **Prince George**

Sub Total Details			
Name	Number of Routines/Person	Entry Fee	Amount
Solo - Dancer Fee	1	\$20.00/person	\$20.00
Duo - Dancer Fee	2	\$10.00/person	\$20.00
Small Group - Dancer Fee	5	\$6.00/person	\$30.00
<b>Total:</b>			<b>\$70.00</b>

Please write your notes or special requests in the following textbox:

[Back](#)

[Continue](#)

12. On the final page click the + button to view payment options and information. You must accept that you have read the rules in the PGDF 2022 Syllabus and then click **Checkout** to submit the registration.

Location: **Prince George**

Subtotal Amount: \$70.00

Competition Coupon Codes:  
(one code per line)

Verify

Total Amount: \$70.00

Grand Total: \$70.00 CAD

Payment by Cheque

Final Amount: \$70.00 CAD

We only accept payment by cheque. Please use the following to complete your payment:

Payment for the 2022 festival entries will be by cheque, money order or e-transfer only and must be received by the PGDF no later than Saturday, January 15th, 2022.

Send payment to:  
Prince George Dance Festival Association  
P.O. Box 2202  
Prince George, BC  
V2N 2J6.

I agree to all the policies published in the PGDF 2022 Syllabus.

Checkout

13. Once the registration has been complete you can view and print all the details or log back in at any time and view the details from your dashboard. You will also receive a confirmation email. This will serve as your confirmation – you will not receive a separate confirmation from PGDF. You can go in and make changes to your entries before the registration deadline.