

How to Enter ~ What to do First

Things to know

Fast, easy, simple online registration . Teacher can add, delete, edit 24/7 up to 14 days prior to your Show. Entry Fee is NOT due at the time of online registration. If you do decide to enter a show, simply enter online to 'reserve' your spot.

Try to enter online early before Jan. 1 to lock in your spot as a '1 day only ' show fills very early and we have limited enrollment first come basis.

Teacher can make changes right up until 14 days prior to show time.

For a discount, pay early by bank check/money order. For convenience, pay pal online credit card is also accepted.

Note: Entry Form & Price Info is only available to Studio Owners. The Entry Form is locked to all others.

To view entry fee prices at a glance & to see if you qualify for a Discount, log in online with your username/password (directions below). After logging in to the online form, click [ENTRY FORM PRINT ONLY](#) to view prices.

Using the Online Entry Form

First time visitors must register in the system.

1. Click the link on the bottom of the page that reads "Not yet registered? Please register here."
2. Fill out all required fields. Your email address will be used as your login ID.

If you have already registered proceed to the login and follow the instructions below.

1. Login using the email address and password you supplied in the initial registration form. Each studio is only allowed one registered user- one log in name, one password. If you lost/misplaced your username/password, do not attempt to create a new account or to create a new username/password. Simple email or phone us, as the programmer has it here.

To register students or choreographers for a show

1. Once you are logged in click "Add Choreographer" from the menu.
2. Enter your Choreographers name and click "Add".
3. Next click "Add Performer" from the main menu.
4. Fill out all required performer information and then click "Continue".

NOTE: You only need to enter your Choreographers & Performers once. Your Choreographers & Performer will be stored in the system for later use. You can add more Performers to your profile if you wish.

5. Click on "[Register for an Event](#)" from the main menu.
6. Choose which show event you wish to register for and click "[Register](#)".
7. Fill out all the required fields on the next four pages.
8. Click continue if you need to advance to the next page.
9. Once the form has been completed you will see a "Thank You" message confirming your entry. If you go back to the main menu before going all the way to the 'Thank' You page, your entry will not have gone thru.
10. You may review & edit all your entries up to the deadline date by clicking on the "Review, Modify, or Delete Event Entries" link from the main menu. You can print your own schedule & full schedule 24/7 for yourself or your students. Simply copy and paste schedule in an email to your students/parents.

Note: It is important that we have your accurate number of performers, parents, audience attendees .

This is what we use to order Studio Awards, Seating, Dressing Room, Boy and Girl Trophies, Medals.

Sometimes close to an event a Teacher may have to add, delete a performer.

Please make sure if you add/delete students that you change that info on the last page of the online entry form and/or alert us via email if there is a big change.

Mail in (along with entry fee) only ONE MASTER SHEET for all participants with [parents signatures](#). (Parent Signature) form can be found on the main menu of this studio login online entry form.

Don't hesitate to contact us if you need any assistance.

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