

## 2017 Registration Details

The following Registration Details apply to any Showtime sponsored event.

We are so excited to have you join us for the 2017 Festival and Competition season! This information handout will help you create a studio account, if you do not already have one, and give you a refresher on how to sign up for any Showtime event.

### *Create Your Online Studio Account*

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We offer an exclusive online registration program for your personal studio use. This program will keep you up to date, give you access to your entries, allow you to make changes to your entries, and view schedules all online! Whether you decide to register online or through the mail your Studio Account will keep you up to date and informed on all your entries.

**TO CREATE YOUR STUDIO ACCOUNT:** Simply use your contact email address and create a password. Once you have created your account you can add all your contact information and change it as needed.

**EXISTING ACCOUNT USERS:** You will use your existing account from the previous season with the same email and password. If you have forgotten your password, please contact administration at: (250) 768 -7202.

**\*Please do not create more than one account\***

# *Methods Of Registration*

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## *Online Registration → Its Easy!*

1. Studio Login
2. Select Festival
3. Add Your Entries
4. Proceed to Payment Option and Check Out

## *By Mail*

1. Studio Login
2. Click on the **Forms** Tab
3. Select your festival and print off the forms for each event
4. Mail with payment to **Showtime Dance Promotions**

## *By Fax*

1. Studio Login
2. Click on the **Forms** Tab
3. Select your festival and print off the forms for each event
4. Fax to **Showtime Dance Promotions: 250-768-4579**

## *Contact for Schedules*

Once your registration has been processed, you will receive a SUMMARY of entries via the email address you provided. Once your payment has been received your entries will be available online, through your studio account for your review.

A draft copy of the schedule will be emailed to you directly for you to review and communicate any corrections/changes/scheduling requests you may have.

Changes will only be accepted through your studio account online prior to the

deadline. Any changes after the deadline will not appear in the program and will be announced at the event.

**\*PLEASE NOTE: All change requests must be submitted through your studio account DIRECTLY UNDERNEATH the entry you wish to correct in the comment field provided. \***

## ***Rules and Regulations/Fees***

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Be sure to get a copy under FORMS once you are logged in to your Studio Account prior to registration, to update yourself and dancers to any changes Showtime has implemented. Before the season begins you will be emailed a copy of the Rules and Regulations to make sure you have them available to you.

## ***Important Dates and Deadlines***

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Early Bird Registration Deadline → **December 1<sup>st</sup> 2016**

Deadline for ALL EVENTS → **January 15<sup>th</sup> 2017** (Late fee applies if space is available after deadline)

Deadline for Crystal Classic Grand Championships → **June 10<sup>th</sup> 2017**

**\* Early Bird registration is recommended to guarantee space! \***

## ***Fees per Dancer***

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All taxes are included in fees:

Short Solo \$60   Long Solo \$80   Duet \$40   Group \$28

WWW.SHOWTIMEDANCEPROMTIONS.COM

Email: info@showtimedancepromotions.com

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(250) – 768-7202

