

Studio/Director Account Set Up

1. Go to the Venue DanceComp Genie page by using the following link [Venue Dance Comp Account](#)
2. If you already have a DanceComp genie account you can enter in your username or email address, and password to sign in. If you do not have a Dance Genie account click on **Add New Account**.
3. Complete the form by creating a username and password, then click on **Confirm and Create Account**

Register Routines

1. From the DanceComp genie main page select the **Add New Registration**
2. This will require you to select the event from our available competitions. *Please note there are different dates and selections for Solo, Duo, Trio, and Team.
3. Enter routine name then click on **Next**
 - a. For Team routines enter "Song title - Team name".
Example: Time After Time - Elite Team Co.
 - b. For Solo/Duo/Trio enter "Song title - Dancers last name".
Example: Time After Time - Jones
4. Add dancers from your list. To add a new dancer click on **Create New**.
5. For Duo, Trio, or Team you must add all dancers before clicking on **Done** to move forward.
6. Enter your dancers; Skill level, genre, song name, and routine length. Once entered click on **Save Routine**.
7. This will bring you to your event page, you should now see your routine under Saved Routines. From here you can add additional routines, or you can check out by clicking on **Continue to Checkout**.
8. If special notes for your routine are needed, please add them in the provided box and then select Continue. Example: Time after time is a production piece and has props which will need additional time to place/take off stage, thank you. Click on **Continue** to move to the payment screen
9. Enter in your first and last name and click **checkout** this will bring you to our online checkout. Please process your payment to complete your registration.
** Please note registrations are not considered fully complete until payment is made. Unpaid registrations can not guarantee promotion pricing, or ensure spot in event.*
10. Once you have processed your payment, you will be brought back to your DanceComp genie, main page where you will see your completed registration.