



2020 Alabama Dance Festival Registration Instructions

Thank you for joining us for the 23rd Alabama Dance Festival! Please read these instructions to assist with your online registration and refer to the attached schedule as you select your classes.

1) There are two ways to access registration for the Alabama Dance Festival:

- a) You can respond to a special "Invitation to the Alabama Dance Festival" email that is being sent to last year's participants and invitees. Please check your spam folder if you do not see the invitation in your inbox.
 - b) You can go to www.alabamadancefestival.org and click on either the "Register Now (Non-Members)" button **OR** the "Register Now (Current Members)" button. Non-Members can add a membership during the registration process, if desired.
- 2) From the Alabama Dance Festival **Summary** page, you can click on the **Schedule Tab** to view the schedule of classes with descriptions by date: January 17 (teacher workshop), January 24, January 25, and January 26. Each page can be printed by clicking on the "Printer Friendly" button at the bottom of the page. The other tabs provide information on the **Faculty** and **Registration Fees**. The **Contact Us** page provides a way to communicate with the Alabama Dance Council if you have questions or need assistance. The "Register Now!!" link is available from all of these pages.
- 3) Complete the **Invitee Information**: name, email address, and appropriate registration type (Green, Red, Purple or Observer track) of the participant. **High seniors should register in the Purple Track**. Click "Next". **NOTE: If you receive this error message on the next page - "Registration for this event is not available. Please contact the planner for more information." – contact Rachel Singletary, rachel@alabamadancecouncil.org**. You are trying to register as a Current Member, but either your membership is not current or you used a different form of your name or a different email address than when you purchased the membership. We will be happy to assist you!
- 4) Complete **Contact Information**. If you are a studio owner, staff, or faculty member, type the name of your studio or school in the "Company Name" field. If you are not an owner or faculty/staff person, type NA. Click "Save and Next."
- 5) Complete the Additional Information questions and click "Save and Next."
- 6) You are now on the page where you can select **Registration Options**. **Non-Members will see the Membership Items option**. If you want the membership discount, select the type of membership you prefer and then the pricing will change to the Member pricing for the Registration Options. Or select "None" to continue as a Non-Member.
- 7) Select the appropriate registration package under Registration Options and click "Next." **IMPORTANT: All packages provide a registration discount for classes and include performance tickets, which will automatically be included. The Single Session(s) registration option does not include tickets, and you are charged per class that you select, including the Friday auditions. All performers are required to select a package registration option. High school seniors must select the Deluxe Artist Package.**
- 8) Select the sessions you wish to attend. Sessions are listed chronologically by Track, Date, and Time. You may want to refer to the enclosed master schedule as you register.
- 9) The next section is **Optional Items** to purchase (box lunches or make a donation). Select your choices and click "Next". If you made any errors, you will receive a message and be redirected to your Registration Options.
- 10) On the **Registration Summary** page, you can review all of your selections. If you would like to make changes, click the "Edit" link next to the word "Agenda." If you would like to register another person, click "Add Person." If you are ready to check out, click "Finished Adding People." **NOTE: Non-Members and Current Members cannot be included in the same group order. However, memberships may be purchased while registering your group. Current Members are those who purchased a membership after July 1 and prior to the opening of Festival registration.**
- 11) On the **Submit Payment** page, you will see a listing of all the items you selected and the associated price. A \$10.00 processing fee will be added to each person's order. If you received a scholarship discount code, enter the code you received and click "Apply." **IMPORTANT: Discount codes may only be used in single orders, not group orders.**
- 12) Select your Payment Method. If you are paying by check or purchase order, select "Offline." If you are paying with credit or debit card, select credit card and then enter your card information.
- 13) Click "Finish" and you are done! You will receive a confirmation email – **please save this email!** It contains a Confirmation Number and a link to access your order if you need to view or modify your registration. You will be asked to provide the Confirmation Number when you click on the link.