



# DanceComp Genie Instructions for Coaches



## 1. Create your DCG account.

- [Click this link](#) to create your account.
- This will be our registration system for all SCDA endorsed competitions.
- Registration is open for all qualifying events, and you can transfer routines and dancers from one event to another so you no longer have to create a new roster for each event.
- Registration for the State Championship is password protected, and will be sent to you after you have qualified for the event.
- This system will also manage tabulation, video and audio critiques, and overall management of the event.

## 2. Waiver Pop-up.

- Coaches must complete the waiver in order to register for any event.
- Dancer's waivers can be emailed to their parents in the Dancer section of your dashboard.

## 3. Register your team.

- Go to your dashboard and click the pink "+ Add New Registration" button.

Dashboard view showing user information and a button to add a new registration.

**Welcome**

User Name: CCOTC  
Access Email: capitalcitydct@gmail.com  
Studio Name: Test

[+ Add New Registration](#)

[Dashboard](#) | [Dancers](#) | [My Account](#) | [Sign Out](#)

**Upcoming Event(s)** View: [Current Registration](#)

You do not have upcoming events.

- Select your event. Then, if you've never registered for a SCDA event before, when the window pops up, type in your category. (**EXAMPLE: Pom**) and click the blue "Add New Routine" button. **DO NOT ADD SONG TITLE, TEAM NAME, OR DIVISION.**
- Solos should be registered as the school AND dancer's name (**Somewhere USA, Jane Doe**). From there you will be able to select Solo and Division. ***Soloists must be registered one at a time.***

**Add New Registration**

Select an Event: [Capital City Dance Team Championship\(January 13, 2025 - January 13, 2025, Dutch Fork High School, 1400 Old Tam...](#)

Routine:

[Add New Routine](#) [Transfer from Other Comp](#) [Import Routines from Excel](#)

- d. From there, if you've used DanceComp Genie before, you'll have dancers to choose from. If you've never used DCG, or haven't used it yet this season, you'll need to click "Create New". Fill in your dancers' information. Don't worry, you'll only have to do this once!! Be sure to click "Save Dancer". You **MUST** include their parent email - this is where the student's waiver will be sent.
- e. Once you've created all of your dancers for that routine (5 dancer minimum, no maximum), they should all be available at the top of your screen. If you leave that screen, or have used DCG before, find the dancers you need to add in the list below and click "Add". Once you've added all dancers in that routine, click "Done". **Pro tip:** If you need to add several dancers, add all of them in this window and then simply remove the ones that aren't in this routine.

Dancers of Routine

Selected Dancers

Create New

No dancers selected yet.

Available Dancers

Search:

Select from Last Season

Dancer Name [Sort]	Birth Date [Sort]	Role	
Test, Test	2007-01-10	Dancer	Add
Tests, Test	2008-01-01	Dancer	Add
Test1, Test	2007-01-10	Dancer	Add
Tests2, Test	2009-01-10	Dancer	Add
Tests2, Test	2008-01-10	Dancer	Add

Done

- f. Now that you've added all dancers, select your entry type: Team, Game Day, Adjudication Only (for Performance Routine) or Solo. Then select your category and division. Click "Save Routine". Repeat this process to add all routines for this event.
- g. **Alternates:** If you have any alternates, please register them as a separate routine labeled "Alternate." These will not be scheduled and you do not need to upload music for them, but they will need to complete a waiver, and you are now able to order add-ons like t-shirts or boxed lunches.
- h. **Coaches:** Please also register all coaches as a separate routine labeled "Coaches." Just like alternates, they will not be scheduled, no music is needed, but you are able to order add-ons like shirts or boxed lunches instead of putting them in the comments. With both changes, DCG populated invoices should be more accurate. Teachers must first be added to your dashboard, including their date of birth, then select "Coaches" for all additional fields as you register. There is no additional cost.

- i. You can now view all of your saved routines. Simply click the drop down arrow next to the entry type and review which dancers and genres you've completed. When you're finished reviewing, go to Add-Ons section and click Attendees.

## Saved Routines

^ Team (2)

JAZZ (Age: 15) - Varsity - Jazz - Participant ▾

HIP HOP (Age: 16) - Varsity - Hip Hop - Participant ▾

## Add-Ons

▾ Attendees (13)

Continue to Checkout

- j. Under attendees you will see a list of all dancers you've registered. **NOTE:** If you do not want to order any shirts, leave this as "Please Select". If you do not select yes for boxed lunch, it will automatically select No for you.

## Add-Ons

^ Attendees (13)

Dancer Name	Competition Shirt	Boxed Lunch
		<input type="radio"/> All Yes <input type="radio"/> All No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No
[REDACTED]	<div>Please Select ▾</div>	<input type="radio"/> Yes <input type="radio"/> No

- k. Once finished, scroll to the bottom and click Continue to Checkout.

- I. This will take you to a confirmation page. If you need to purchase additional add-ons such as a boxed lunch for a coach or a dancer who isn't performing, please note that here. If you have any scheduling constraints or requests, please note those here. Please note, competition directors cannot guarantee that these requests can be fulfilled. Click "Continue" when finished.

Sub Total Details			
Name	Number of Routines/Person	Entry Fee	Amount
Team - Dancer Fee	23	\$12.00/person	\$276.00
Competition Addon Fee			\$37.00
Total:			\$313.00

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

Back

Continue

- m. On the next page you'll be able to see the grand total of what is due for registration. **The DanceCompGenie payment feature has been disabled since all registration fees go to individual host schools.** You may either select "Credit Card Details" or "Payment by Cheque", either way a pop-up will appear requiring you to check the box next to this statement:
- i. *"By checking this box to submit registration, I certify that I have read, understand, and will abide by the 2024-2025 SCDA Competition Rules & Regulations found at the link below. After completing your registration, an invoice will be sent from the competition director to the head coach on file. Be sure that you complete waivers for each dancer, maintain SCDA membership for all coaches and dancers, and complete payment in order to compete. Thanks!"*
- n. Be sure to check this box! Then click "Checkout". **An invoice and payment method information will be sent to you from that host school's competition director.**

Total Amount: \$125.00

Grand Total: \$125.00 USD

Credit Card Details

Final Amount: \$125.00 USD

- ☐ By checking this box to submit registration, I certify that I have read, understand, and will abide by the 2023-2024 SCDA Competition Rules & Regulations found at the link below. After completing your registration, an invoice will be sent from the competition director to the head coach on file. Be sure that you complete waivers for each dancer, maintain SCDA membership for all coaches and dancers, and complete payment in order to compete. Thanks!

Checkout

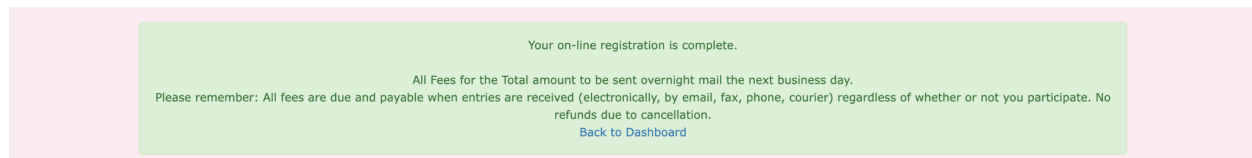
Payment by Cheque

Final Amount: \$125.00 USD

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

- ☒ By checking this box to submit registration, I certify that I have read, understand, and will abide by the 2023-2024 SCDA Competition Rules & Regulations found at the link below. After completing your registration, an invoice will be sent from the competition director to the head coach on file. Be sure that you complete waivers for each dancer, maintain SCDA membership for all coaches and dancers, and complete payment in order to compete. Thanks!

- o. Once you see this page, you're finished!! **Note: it gets easier from now on!**



- p. Your dashboard should now look like this. Until payment is received, it will show how much is still due for your team. Ensure this is paid prior to the deadline! If you did not complete all steps above, instead of "Pending Payment" it will say "Incomplete". If your registration status is incomplete, click "Make Payment" on the right side of the screen and complete the checks in step i.

A screenshot of a web dashboard titled "Upcoming Event(s)". At the top right, there is a "View:" dropdown menu set to "Current Registration". Below the title, it says "COMPETITION: Capital City Dance Team Championship" and "Jan 13, 2024". The main content area is divided into two columns. The left column shows "Outstanding Balance: \$125.00" in orange, "Registration Status: Pending Payment" in red, and a "View Invoice" link. The right column has two blue buttons: "Make Changes" and "Make Payment". Below this, there are two sections: "MY ROUTINES: 2" with buttons for "Transfer Routine", "Copy to Another Location", "Registration Summary", and "Export Routines"; and "EVENT INFO" with a yellow "Book Hotel" button.

- q. You can click "View Invoice" if you need a copy to send to your school, bookkeeper, treasurer, etc. **REMEMBER:** If you have additional add-ons not included, this will not be your final invoice. You can click "Registration Summary" to view all information received by the competition directors.

#### 4. Upload your music.

- a. Go to your dashboard and locate the "Upload Music" button. If you haven't uploaded for all routines, it will be pink. Once they are all uploaded, it will be blue.

## 5. Register for additional events.

- Go to your dashboard and click "+ Add New Registration" just like Step 2a.
- Select the event you want to register for. Now, instead of clicking "Add New Routine", you can click "Transfer from Other Comp" and select all you'd like to copy over. Take this time to adjust dancers and routines if you've swapped any of your dancers in or out. Click "Import Selected Routines" when you're finished.

The image shows two screenshots of a web application. The top screenshot is the 'Add New Registration' form. It has a title bar 'Add New Registration'. Below it, there's a 'Select an Event' dropdown menu with the text 'Capital City Dance Team Championship(January 13, 2025 - January 13, 2025, Dutch Fork High School, 1400 Old Tam...'. Below that is a 'Routine' input field. At the bottom of the form are three buttons: 'Add New Routine', 'Transfer from Other Comp', and 'Import Routines from Excel'. The bottom screenshot is a modal window titled 'Import Routines from Other Events'. It has a close button (X) in the top right. Inside, there are two dropdown menus: 'Import From:' with 'Current Site' selected, and 'Choose Event:' with '2024-Capital City Dance Team Championship' selected. Below these is a section titled 'Available Routines:' with a 'Filter:' input field. Underneath is a section titled 'Your Selected Routines to Import:' which contains a table with two rows: 'GAME DAY' and 'KICK'. Each row has a red 'Remove' button next to it. At the bottom of the modal are two buttons: 'Import Selected Routines' and 'Close'.

## 6. Send out online waiver forms.

- Go to your dashboard. If a popup appears, complete it for YOU, the coach.
- On your dashboard, click "Dancers" at the top right and a pop up will appear for all of your dancers.
- Click "Edit" and add the dancer's PARENT/GUARDIAN email to that page.
- Once you've added all parent emails, click "Send Waiver to All" at the top right.
- Instruct your parents that an email will come from "danceteam" with a link to the waiver for them to complete online
- Coaches can see on their dashboard who hasn't submitted a waiver and can resend at anytime
- Note: waivers are digital and accessible via dashboard/dancers page with parent contact and insurance information in the event of an emergency for coaches and competition directors.

## AFTER THE COMPETITION:

Once your scores and critiques have been uploaded and released, you will find them on your dashboard in DCG.

Upcoming Event(s)

View: 

Current Registration

COMPETITION: Fort Mill Dance Team InvitationalOct 21, 2023

Paid Amount: \$450.00 No outstanding balanceView Invoice

Registration Status: Complete

Make Changes

Make Payment

MY ROUTINES: 4

EVENT INFO

Transfer Routine

Copy to Another Location

Registration Summary

Export Routines

Upload Music

Score Sheet

Judge Critiques

View Schedule

View Results

Book Hotel