

3D October Convention "How To"

Step 1:

Login to: registration.dxevents.com

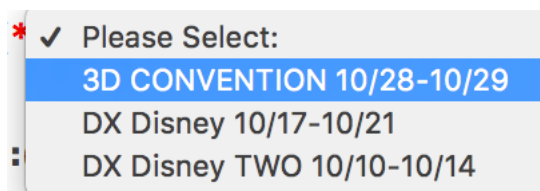
Step 2:

If you have a DCG account skip to step 3. No account, click on not registered link. Fill out all the fields and click on update account.

Step 3:

Click on Add New Registration, Register for Convention, then 3D Convention for the dates that you plan on attending.

 **Add New Registration**



Step 4:

Adding dancers, teachers and fan bands (observers).

Choose Teacher, Dancer or guest fan band. Teacher and Guests do not need a DOB. Dancers will need a DOB. For dancers please select the age group they will be in for the convention.

Add Dancers

Please Select: Teacher ✓ Dancer Guest/Fan Band	Last Name	First Name	Birth Month	Birth Day	Birth Year
	<input type="text"/>	<input type="text"/>	Please Select: ▾	Please Select: ▾	Please Select: ▾
Gender	Dancer Type				
Please Select: ▾	Please Select: ▾				
Add					

✓ Please Select:
 Half Pint 7 and under
 Mini (8-10)
 Junior (11-12)
 Teen (13-15)
 Senior (16-18)
 College (19-24)

Step 5:

When done registering all your dancers make sure you have everyone attending in the right box. Then click continue.

Available Dancers, Teachers and Fan Band/Guest
Available dancers from studio center: 8

Performing Dancers, Teachers and Fan Band/Guest

Kugel, Auna 4/9/2008 Dancer
 Kugel, Elin 4/8/2005 Dancer
 Kugel, Ivy 6/16/1996 Dancer
 Rosstedt, Ashley N/A Teacher
 Rosstedt, Brekken 4/9/1999 Dancer
 Rosstedt, Cruz 9/25/2011 Dancer
 Rosstedt, Gavin 4/10/2003 Dancer
 Tyu, Utyu 1/17/2000 Guest/Fan Band

Add >>

<< Remove

Edit

Delete

Continue

Step 6:

You must click if the Dancer, Teacher or Guest attending both days of the convention or one day. You will not be able to move on to the next page until all have been selected. Click continue when complete.

Registration for Each Attendees

Name	Code
Kugel, Auna	Dancer
Kugel, Elin	Dancer
Kugel, Ivy	Dancer
Rosstedt, Brekken	Dancer
Rosstedt, Cruz	Dancer
Rosstedt, Gavin	Dancer
Rosstedt, Ashley	Teacher
Tyu, Utyu	Guest/Fan Band

Events

✓ Please Select: ⌵
 Saturday & Sunday
 Saturday
 Sunday

Please Select: ⌵

Please Select: ⌵

Please Select: ⌵

Please Select: ⌵

Please Select: ⌵

Continue

Step 7:

The next page is to verify what you entered on the previous page.

Registration for Each Attendees

Name	Events
Kugel, Auna(9)(D)	Saturday & Sunday
Kugel, Elin(12)(D)	Saturday & Sunday
Kugel, Ivy(21)(D)	Saturday & Sunday
Rosstedt, Brekken(18)(D)	Saturday
Rosstedt, Cruz(6)(D)	Sunday
Rosstedt, Gavin(14)(D)	Saturday & Sunday
Rosstedt, Ashley(0)(T)	Saturday & Sunday
Tyu, Utyu(17)(A)	Saturday

Step 8:

Check out page. (reflects early bird pricing)

Location Name: 3D CONVENTION 10/28-10/29

Dancers

Name	Age	Rate	Events	Amount
Kugel, Auna (Mini (8-10))	9	\$ 195.00 /dancer	Saturday & Sunday	\$ 195.00
Kugel, Elin (Junior (11-12))	12	\$ 195.00 /dancer	Saturday & Sunday	\$ 195.00
Kugel, Ivy (College (19- 24))	21	\$ 150.00 /dancer	Saturday & Sunday	\$ 150.00
Rosstedt, Brekken (Senior (16-18))	18	\$ 125.00 /dancer	Saturday	\$ 125.00
Rosstedt, Cruz (Half Pint 7 and under)	6	\$ 50.00 /dancer	Sunday	\$ 50.00
Rosstedt, Gavin (Teen (13-15))	14	\$ 195.00 /dancer	Saturday & Sunday	\$ 195.00

Teachers

Name	Rate	Events	Amount
Rosstedt, Ashley	Free	Saturday & Sunday	\$ 0.00
Tyu, Utyu	\$25.00/Guest/Fan Band	Saturday	\$ 25.00

Total \$935.00

Step 9:

PAYMENT OPTIONS – Mail check or contact DX headquarters to make a credit card payment.

MAIL PAYMENTS TO: DX Events – 3D Convention
PO Box 939, Anoka MN 55303

Thank you.
See you at 3D!