

## 3D January Convention “How To”

### Step 1:

Login to: [registration.dxevents.com](http://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 both Convention and Competition



**Add New Registration**



Click on the Location drop down. Select 3D convention & Comp. Then click continue.

Location: (▼) ✓ Please Select:

- 3D CONVENTION & COMP(January 13, 2018 - January 14, 2018, 6155 Earle Brown Dr, Brooklyn Center, MN)
- AMAZE(March 23, 2018 - March 25, 2018, 2400 Lindbergh Dr, Hopkins, MN)
- MAJESTIC(April 13, 2018 - April 15, 2018, 1301 2nd Ave S, Minneapolis, MN)
- ECLIPSE(May 18, 2018 - May 20, 2018, 7411 85th Ave N, Brooklyn Park, MN)
- NATIONALS(June 14, 2018 - June 18, 2018, 12149 Knollwood Dr, Baxter, MN)

### Step 4:

Adding dancers, teachers and fan bands (observers).

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



X

Please Select:  
 Teacher  
 Dancer  
 Guest/Fan Band

**Last Name**  **First Name**  **Birth Month** Please Select: ▾ **Birth Day** Please Select: ▾ **Birth Year** Please Select: ▾

**Gender** Please Select: ▾ **Dancer Type** 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

**Add >>**

**<< Remove**

**Edit**

**Delete**

**Continue**

**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

**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: ▾

**Continue**

### Step 7:

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

#### 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:

If you are not planning on competing click Skip Competition. And your registration is now complete.  
If you are planning on competing click on start to add routines.

**SKIP COMPETITION**

#### Add Participants :(\*)

All dancers **MUST** register convention first in order to register competition. [Click here to register convention](#)

After you have added all of your dancers and teachers to the attending box click "Start to Add Routines"

#### Available Dancers or Teachers

Add >>

<< Remove

Edit

Delete

#### Performing Dancers or Teachers

- Kugel, Auna Dancer (4/9/2008, Age:9) (Convention)
- Kugel, Elin Dancer (4/8/2005, Age:12) (Convention)
- Kugel, Ivy Dancer (6/16/1996, Age:21) (Convention)
- Rosstedt, Brekken Dancer (4/9/1999, Age:18) (Convention)
- Rosstedt, Gavin Dancer (4/10/2003, Age:14) (Convention)
- Rosstedt, Ashley Teacher/Choreographer

**Start to Add/Edit Routines**

### Step 9:

Click on the Entry Type drop down and the size of routine you are competing in. Or you can import your routines. Then click Add New.

Location: **3D CONVENTION & COMP**

Entry Type  Please Select  << Click the Add New button to start.

**OR** [Import Routines](#)

**Added Entries**

- Solo
- Duet/Trio
- Small Group
- Large Group
- Line / Production
- Daddy Daughter
- Adult
- Special Needs

### Step 10:

Entering your routine. Click on Dancer drop down. Type in Routine Title. Select style. Select teacher & choreographer. Select skill level (Novice, Intermediate, advanced). Then props. Then save routine.

Entry Type  \* =Required

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Dancer \*

Routine Title \*

Style \*

Teacher \*

Choreographer \*   
  
(one name per line)

Skill Level \*

Song Name

Props \*

### Step 10:

Confirmation page. (sample reflects early bird pricing). Shows you all your dancers registered for the convention and competition. You are able to add notes here as well. Then click proceed to payment. My may send in a check or call in with a credit card.

**Convention Location:** 3D CONVENTION & COMP 1/13-1/14

#### **Dancers**

<b>Name</b>	<b>Age</b>	<b>Rate</b>	<b>Events</b>	<b>Amount</b>
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	\$ 125.00 /dancer	Saturday	\$ 125.00

#### **Teachers**

<b>Name</b>	<b>Rate</b>	<b>Events</b>	<b>Amount</b>
Rosstedt, Ashley	Free	Saturday & Sunday	\$ 0.00
Tyu, Utyu	\$45.00 /Guest/Fan Band	Saturday & Sunday	\$ 45.00
<b>Total</b>			<b>\$885.00</b>

**Competition Location :** 3D CONVENTION & COMP

<b>Entry Type</b>	<b>Number of Routines/Person</b>	<b>Entry Fee</b>	<b>Total Amount</b>
Solo (convention registered)	1	\$98.00/person	\$98.00
Subtotal Amount :			\$98.00
Convention Total :			\$885.00

[\*\*View Registration Detail\*\*](#)

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

[Back](#)

[Proceed to Payment](#)

### Step 11:

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!