

# PLEASE READ CAREFULLY BEFORE FILLING OUT REGISTRATION FORM

Entries are due on **January 17th**. Please do not be late. Studios that do not send in entries in a timely fashion prevent UDC from creating and sending out schedules in a timely fashion to all studios

In order to register the dances and dancers you will be bringing to our competition, we require you to fill out our excel spreadsheet form. This spreadsheet is especially designed for our events, and should be easy to follow. Once the form is completed, simply attach the spreadsheet to an email, and return it to us. **We will only accept entry forms sent in by email. No paper entry forms please.**

**Please take the time to read the Reference Page of the excel registration form**, before completing the form. It will help you to know what short forms to use .

**Ages of duet/trios and groups** are calculated by considering the age of the dancers on December 31. Find the average age of the duet/trio or group, and drop the decimal to determine the overall age

**Do Not alter the excel registration forms in any way.** Leave the top 3 lines of the entries page of the form 'as is'. They are meant to act as samples for you to follow. **Start filling out the form on line 4.**

**Do Not leave spaces between entries.** Fill in one entry per line.

After entering every students first and last name, **use a comma** to separate each name. Once the document is filled out, **please save the excel sheet under the name of your studio.**

Please save the registration sheet as an **excel document**. Saving this form in any other format will make it impossible for us to input into our competition software.

Once the excel form is received, The Ultimate Dance Connection **will calculate your entry fees**, and will send you an invoice for money owing. Fees are payable no later than 2 weeks after the invoice is sent.

Fees can be paid via etransfer to [info@theultimatedanceconnection.ca](mailto:info@theultimatedanceconnection.ca)  
or

By mail to

The Ultimate Dance Connection  
3 Elm St  
Stratford, ON \*N5A 1P6

**Adults dance for 1/2 price in group adult numbers, and are free in production numbers.** Please let us know if you have any adults in your numbers when you register so we can calculate the fees accordingly.

**Please ensure that you put a correct mailing address on the excel form.** We often need to send items to studios after the competition and want to ensure that you will receive them.

Questions are always welcome. Please contact Kiri-Lyn at [info@theultimatedanceconnection.ca](mailto:info@theultimatedanceconnection.ca) for guidance through the registration process.

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Phone 905-807-9906  
[info@theultimatedanceconnection.ca](mailto:info@theultimatedanceconnection.ca)  
[www.theultimatedanceconnection.ca](http://www.theultimatedanceconnection.ca)

