

Guideline for Registration

Our registration system is a program hosted by **TMMDance** – we have listed a few tips to help everyone.

1. The link for online registration is: <https://nifpa.signup.dance/> -- it will be posted at nifpa.org too.
2. You will need to set up an account for your studio or find your previous login and password.
If you have already done this skip to #4.
3. Teachers/Studios–to prepare and make registration easier you should create a worksheet listing all your students. First & Last Name (these can be in separate columns or together, the system will recognize them either way); Birthdate and Gender. This document needs to be saved as a CSV (comma separated value) file. Then you will upload it to your account and it will be the last time you enter student data. *NOTE: if you don't have many students this information can be added with each entry as well.*
4. You will need the **Title** for each selection as these are what separates each entry. Titles can be edited later but you will need to have one and not (TBA).
5. You will need the **time/length** of each piece – this can be a guesstimate and is for ensuring we program enough time.
6. You will need the **choreographer** for each entry.
7. You will select a **discipline** and **class** for each entry.
8. **NEW:** You will need to designate if the entry starts the dance Onstage; Offstage Right; Offstage Left; or both. If there is not a field to do this, please note in the comment field. If all else fails, send a list via email when your registration is complete. This will help manage scheduling and COVID restrictions for traffic flow.
9. You will need to select if an entry is Non-Competitive and note whether you want them to be separated in the program in the note field a follow up email to info.nifpa@gmail.com is nice but not necessary.
10. Steps 4-8 will be input for each entry you have – then students connected with that information will be selected from the list that you provided. **Neat Note:** The student list can be manipulated by age of kids –for example: if you are entering a group that is around 12 and under you can display only those names so you don't have to scroll through your whole list each time.
11. Payment will now be accepted by a software called STRIPE.com. Payment is necessary to complete registration. All credit cards accepted.