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## Appendix A

### Studio Guidelines for Registration

Registration opens November 1st and ends November 15th at 10 p.m.

The registration system is DanceSync hosted by TMMDance. Below are some tips to help with registering.

- The link for online registration is <https://nifpa.signup.dance/> . It will be posted on the [nifpa.org](http://nifpa.org) homepage
- You will need to set up an account of your studio or login with your previous account login and password. Make sure you select the correct competition and year.
- Teachers/Studios - to prepare and make registration easier you can create a worksheet listing all your students; **first and last name**, (these can be in separate or same column), **birthdate**, and **gender**. This document must 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: this information may be added with each entry as well.
- 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; TBA is not permitted.
- You will need the **time/length** of each piece - this can be a guesstimate and is for ensuring we program enough time.
- You will need the **choreographer** for each entry.
- You will select a **discipline** and **class** for each entry.
- You will need to designate if the entry starts the dance **Onstage; Offstage Right; Offstage Left; or both**.
- 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. Please followup with an email to [info.nifpa@gmail.com](mailto:info.nifpa@gmail.com) .
- If prompted, you will need to select **En Pointe** and/or **Provincial Rep** if either of those apply. (Please note: Studios must also email [info.nifpa@gmail.com](mailto:info.nifpa@gmail.com) with their Provincial rep lists by November 15th.)
- Students can then be connected to the entry from the list of students inputed previously. The student list can be manipulated by age of kids to aid in finding students in a large list.
- Payment will be collected using STRIPE.com. Payment is necessary to complete registration. All credit cards are accepted.