

Studio/Teacher Guidelines for Registration

Registration opens November 1st and ends November 15th at 10 p.m for the dance section and ends November 30 at 10 p.m. for the music section.

The registration system is DanceSync hosted by TMMDance.

- The link for online registration is <https://nifpa.signup.dance/> . It will be posted on the nifpa.org homepage.
- Set up an new account or login with your previous account login and password.
- Be sure to **select the correct competition (dance or piano or voice) and year.**
- Teachers/Studios - to prepare and make registration easier, a worksheet can be created listing all your participants; **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. 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.
- Enter the **Title** for each selection. Titles can be edited later; TBA is not permitted.
- Enter the **time/length** and the **choreographer/composer** for each entry.
- Select a **discipline** and **class** for each entry.
- For music, for MT and vocal ensemble, production, quartet and choir classes, please make a note in the note field when registering for multiple selections. An email may also be sent noting the registration.
- For dance, designate if the entry starts the dance **Onstage; Offstage Right; Offstage Left; or both.**
- Select if an entry is Non-competitive, and use the note field if it is to be separated in the program.
- For dance, if prompted and applicable, select **En Pointe**.
- For the dance and the music section; Please select **Provincial Rep for those soloists who meet the eligibility requirements and for all eligible solos in the applicable classes.**
- **Please note: For dance, studios must also register the provincial candidates in the workshop section of Dancesync OR email info.nifpa@gmail.com with their Provincial rep lists by November 15th for registration in adjudicator workshops.**
- Connect the participant to the entry from the list of participants inputed previously. The participant list can be sorted by age to aid in finding participants in a large list.
- Payment may be made using [STRIPE.com](https://stripe.com) (credit card), e-transfer or cheque. Payment is necessary to complete registration. A 2% credit card fee will be added when using STRIPE. Please notify us if paying by cheque.
- **Online waiver links** are to be sent to participant families/participants by the studios/teachers for completion through DanceSync. Studios/teachers can monitor completion through their DanceSync accounts.