



## Registration Process

- 1.) Create an account on Dancecomp Genie- if you have participated in another competition using the same platform you may already have an account. Use this link to sign in:  
<https://globaldanceopen.dancecompgenie.com/Dance-Competition/competitiondefault.aspx?action=login-studio>

**Add new account**

In order to register an account with us, you need to create a Studio Center account at [studio.dancecompgenie.com](http://studio.dancecompgenie.com) first. This helps you store dancers and routines information in one place and transfer to other competitions without reentering all data again. DanceComp Genie is safe and will protect your data.

Username or email address

Add

- 2.) If you are creating your first account, fill in your studio information:

### DanceComp Genie Passport Account

Let's setup your DanceComp Genie Passport account. Please fill in your account information below and click the Confirm and Create my DanceComp Genie Passport Account button.

If you have logged in from a competition website, we have pre-loaded your studio information for you to confirm.

**Passport Login Information** \* Required Field

Your Email Address(\*)  Please double check your email before carry on

Choose a User ID(\*)

Password(\*)   
6 character min

Confirm Password(\*)

Security Question(\*) Write your own security question.  ?

Custom Question(\*)

Answer(\*)

**Studio, School or Independent Dancer Information**

Studio, School or Independent Dancer Name(\*)

**Main Address**

Address Line1(\*)   Click if Studio Address is the same as Main Address  
Street address, P.O. box

parents.



3.) Once you have complete, you will be on your account page:

The screenshot shows the user account dashboard for Global Dance Open. At the top left is the logo and the text "GLOBAL DANCE OPEN". To the right is the email address "info@globaldanceopen.com" and three flags (USA, France, Spain). Below the flags are two circular icons: one with a calendar and one with a document. The main content area is divided into sections. The first section is titled "Welcome" and displays user information: "User Name: Asti", "Access Email: sc", and "Studio Name: Asti Ballet School". To the right of this information is a red button labeled "+ Add New Registration". Below the user information are links for "Dashboard", "Dancers", "My Account", and "Sign Out". The second section is titled "Upcoming Event(s)" and has a "View:" dropdown menu set to "Current Registration". Below this section, it states "You do not have upcoming events." The background of the dashboard features large, colorful curved shapes in teal, blue, and red.

4.) The first step is to **complete all your dancer's** information.



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✉ info@globaldanceopen.com



**Welcome**

User Name: Asti  
Access Email: sch  
Studio Name: Asti Ballet School

[+ Add New Registration](#)

[Dashboard](#) | [Dancers](#) | [My Account](#) | [Sign Out](#)

**Upcoming Event(s)**

View: [Current Registration](#)

You do not have upcoming events.

5.) Dancers that were registered from other competitions will appear. You can select and save as 'season dancers.' For new dancers, click create new.

Dancers in this Season



Filter:

[Select from Last Season](#)

[Create New](#)

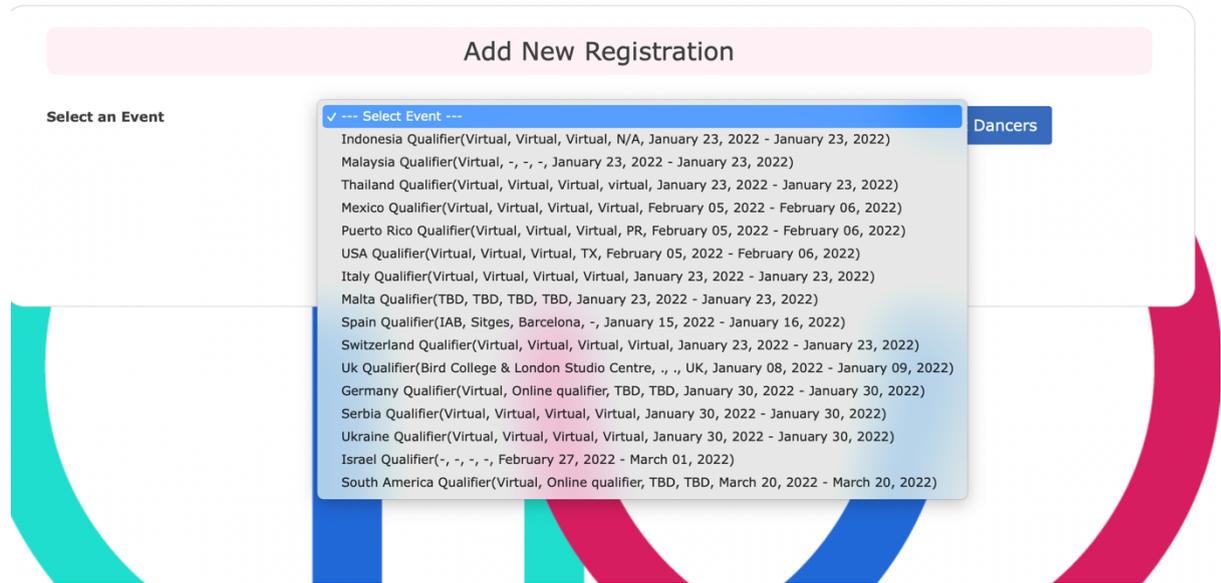
Dancer Name [\[Sort\]](#)

Grade

Birth Date [\[Sort\]](#)

Role

6.) After you have added all your dancers, you can complete registration. Select 'Add your Registration' – Event location



7.) Start adding routines

8.) Once you have completed, you can either pay via the website or wait for a bank transfer invoice