



2025 Registration

- 1) Go into your Competition Suite account using a computer (phone app will not work). New users: go to competitionsuite.com - on the Login page click "Signup Here!" and follow the prompts.
- 2) Click the **Registration** tab, then click on the link to fill out membership form. Make sure to select the proper membership level (Member Unit, Guest Unit - 1 show or Guest Unit - 2 shows) and then the correct group in the "**Find Existing Group**" box. You can change classes during this process if needed. Fill in your group info, spiel sheet, director badge names and # of performers. Then click on "**Complete Membership**".

You will need to complete the 2025 membership registration prior to registering for shows.

- 3) Complete the payment information section. Your two options are Invoice or Credit Card. Invoices must be paid prior to the draw date deadline to be included in that draw **and** must be paid before the show close dates to be put on the final show schedule. (Each show registration closes Thursday at noon 2 weeks before the performance weekend.) Click the "**Save Payment Information**" Box. An invoice or receipt will be sent to your email.
- 4) Click your group name under the membership drop down box.
- 5) Click the **Registration** tab on the menu bar.
- 6) You will see the list of shows. Click the "**Register**" box on the shows you wish to attend and then click "**Finish Registration**" box at the top.

If the list of shows does not appear, email a request to Admin@ohiocircuit.org for registration activation. Please include your name, Group name(s) and classification.

**To make changes to your schedule, just go back into the registration tab and register or cancel as needed.*

Registration must be completed and paid by each draw date to be included on the initial schedule.

Draw 1 deadline: December 1st

Draw 2 deadline: December 15th

Please email Tina Bowman @ Admin@ohiocircuit.org with any questions.