# 2027 Registration

1) Open 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.

   If you are new to an already established organization, please utilize the "Find My Group" magnifying glass in the upper right corner. Once it's flagged as "access pending", email admin@ohiocircuit.org with your name, title, group name & classification.

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, contact name &7 #, director badge names and # of performers. Then click on "**Complete Membership**".

   *You will need to complete the 2027 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**

**Important reminder**: Be sure to update all staff contact information in Competition Suite including email and phone number. In the event of an emergency, we will use this information to provide real-time updates and instruction. It is necessary to review and keep this up to date and remove any old staff members from your profile.

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