

# 2022 Registration



1) Go into your Competition Suite Account using a computer (Phone App will not work), This link will take you directly to the registration page:

<https://competitionsuite.com/membership/?o=7A69853A-A703-4EE0-B128-37A2F0509B51>

Make you sure you select the proper Membership level (Member Unit, Guest Unit - 1 show OR Guest Unit - 2 shows) and then the correct program in the **Find Existing Group Box**.

You will need to complete the 2022 membership registration prior to registering for shows.

**CHANGING CLASSES IN 2022??** You can change classes in the registration process. Please e-mail Tina Bowman to make this change manually @ [Tika2day@aol.com](mailto:Tika2day@aol.com) if you have any issues or questions.

Click the Orange “Complete membership” box to move on to the next step.

2) 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 schedule. This is two weeks before the performance weekend. Click Green “Save Payment Information” Box. An invoice or receipt will be sent to your email.

3) Click your group name under the membership drop down box.

4) Click the Registration Tab on the menu bar (it has a little bus next to it)

5) A list of shows pops up, just click the Green Register box on the shows you plan to attend and then click the "Finish Registration" box at the top of the list. Note you will sign up for these shows regardless of if you are attending in person or remotely. Everyone will be entered into the same show in Competition Suite and we will manually make the in-person event schedule.

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 in the initial schedule. Draw 1 deadline: December 1st                      Draw 2 deadline: December 15th**