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 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 2023 membership registration prior to registering for shows. Here you can add your director information for badges and complete the spiel sheet.

CHANGING CLASSES IN 2023?? You can change classes in the registration process.

You can now 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 the 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 - 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.

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

6) Go to www.ohiocircuit.org and click **"Log In/Register"** at the top right. Make sure "**Register**" is highlighted in black to create a new account. Enter your name or your unit's name, the email address associated with your CS account, and create a personal password. Once approved, you will be able to access the following items: Snapchat takeover request form, WGI event attendance form, master agreement upload, and proof of insurance upload.

*Only the individual listed as an admin for your unit should sign up for this account. Sign up requests without a verifiable name/email will not be approved. Only one account will be approved per unit. Please email oipawebmaster@gmail.com with questions regarding OIPA website registration.

*Please email Tina Bowman @ Tika2day@aol.com if you have any issues or questions with Competition Suite registration.

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**