

**ATTENTION: REGISTRATION PROCEDURES FOR 2016 FDA
YOUNG DANCERS WORKSHOP IN GAINESVILLE.
PLEASE READ INSTRUCTIONS CAREFULLY.**



YOUNG DANCER'S WORKSHOP – GAINESVILLE

INSTRUCTIONS FOR INITIAL REGISTRATION PRIOR TO OCTOBER 12, 2016

In order to expedite the registration process, all information will be gathered through the online system at once; but confirmation of student's workshop classes will not be available until after payment is received.

STEP ONE: Online Registration of the following information

- Faculty Rep information
- Reservation of Showcase slot and piece information
- Student Participant Information
- Student Class Selection – pending until payment is received. More on this policy below
- Any additional faculty/chaperones information, if applicable.

STEP TWO: Send in FULL Payment

- Once you finish the above registration, you will see the total due for your institution.
- Please send this no later than **Oct. 12, 2016**
- All non-refundable fees should be made in one check made payable to Florida Dance Association and sent to:

Alora Haynes
SF College Fine Arts/Chair
3000 NW 83rd Street
Gainesville, FL 32606

- Please email floridadanceinfo@gmail.com if you would like FDA to invoice your institution or if you would like to pay by credit card via Paypal.

STEP THREE: Students confirmed into classes

- Once the payment is received, students will be confirmed into the classes chosen during registration.
- This is first-come/first-serve. The sooner payment is received; the more likely your students will be able to take their first choice classes
- If a class reaches capacity, an email will be sent to all pending institutions; students will then be placed into their 2nd choice class. If both the first and second choice classes are full, an email will be sent to the faculty representative.
- Once the students are confirmed into classes, the faculty representative will receive an email with the students' class schedules for the workshop.

REGISTRATION INSTRUCTIONS FOR STEP ONE

We recommend using FIREFOX as your browser as other browsers may not work correctly.

Click the “Register Now” button at the top right of the page of the workshop website.

<https://www.regonline.com/builder/site/?eventid=1882261>

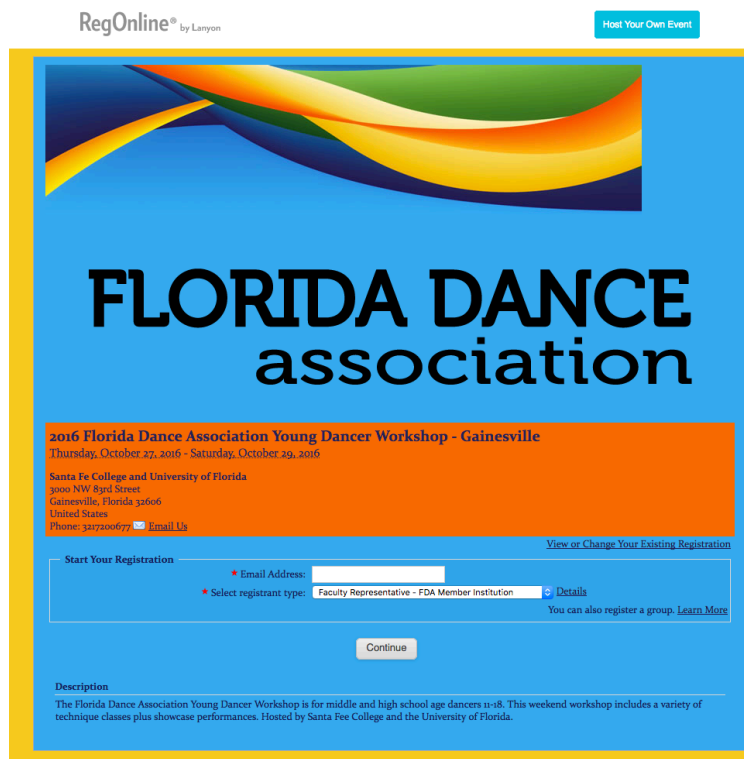
Or you can go directly to the registration form:

<https://www.regonline.com/2016FDAYDWGainesville>

To begin registering, you will need to provide an email address. This will become the main mode of communication from FDA-YDW Gainesville.

You will be asking to enter a ‘**registrant type**’ for each person registering.

- For all groups, the registrant type “**Faculty Representative**” should be the first person to register.
 - If you are unsure about your current membership status, please email floridadanceinfo@gmail.com



RegOnline® by Lanyon Host Your Own Event

FLORIDA DANCE association

2016 Florida Dance Association Young Dancer Workshop - Gainesville
Thursday, October 27, 2016 - Saturday, October 29, 2016
Santa Fe College and University of Florida
3000 NW 89th Street
Gainesville, Florida 32606
United States
Phone: 3527200677 [Email Us](#)

[View or Change Your Existing Registration](#)

Start Your Registration

* Email Address:

* Select registrant type: [Details](#)
You can also register a group. [Learn More](#)

Description
The Florida Dance Association Young Dancer Workshop is for middle and high school age dancers 11-18. This weekend workshop includes a variety of technique classes plus showcase performances. Hosted by Santa Fe College and the University of Florida.

- Click “continue” and proceed by filling out the personal/institution information requested.
- Click “continue” and answer the question about participation in the showcase.
- Reminder that ALL information for the showcase must be received by **Oct. 10, 2016**.

GROUP REGISTRATION

- At this point, you will begin input all other registrants. Click on “**Add Another Person**”
 - NOTE: You may be prompted to create a password at this point in the process or later on; use the same password for all registrants.

Registration Information

Showcase Performance

In hopes of providing equal opportunity for every participating group, every group will performance in a showcase performance. Please review the following rules for our showcase performance:

1. All groups only submit **one piece**
2. All pieces have a maximum time of **6 minutes - NO EXCEPTIONS**
3. All groups get 8 tech cues
4. All groups tech the day of their showcase

Video and Music Submissions:

All submissions are due, in costume, by Oct. 10th.

All information, (music, videos and tech sheets) can uploaded to Dropbox or e-mailed to tech.theatre@sfcollge.edu. (Email tech.theatre@sfcollge.edu for Dropbox invite.) Videos may also be provided via YouTube or Vimeo.

Your cooperation with these rules will ensure the effective execution of our 2 show programing. For additional showcase information please view the Showcase Technical Packet below.

Forms & Tech Packet:

[Showcase Technical Packet 2016](#)
[PDF. Technical Questionnaire 2016](#)
[DOC. Technical Questionnaire 2016](#)

★ Will your school/studio be participating in the performance showcases?

Yes
 No

OR

- When registering a group, you are required to enter each registrant; you cannot give a total number of your group. Registering a group may take some time if you have a large group.
- One, and only one, faculty member must be designated as the **FACULTY REPRESENTATIVE** for each school/studio. Only the Faculty Representative will have access to the Showcase Information forms. The group registration should be under this person’s name even if another person is actually inputting the registration.
- Once the Faculty Representative (primary attendee) enters registration information, the prompt for “Add Another Person” will appear at the bottom of the page. Clicking this prompt is how to build your group.

- The next page goes back to the original start page
 - Use the same email address for the whole group
 - Select the correct registrant type and click “Continue”
- For student’s personal information:
 - The form will populate the Faculty Representative’s information for email and address
 - Please fill in the Student’s First and Last Name and provide their email address at the bottom for FDA records.
- Click “Continue”
- At this point, you will be selecting the student’s first choice and second choice for all class blocks, if this student is performing in the showcase work, the student’s choice for Friday afternoon class and confirming his/her attendance at the audition class on Saturday.

2016 Florida Dance Association Young Dancer Workshop - Gainesville [\(View Details\)](#)

[Personal Info](#) [Registration Information](#) [Checkout](#) [Confirmation](#)

Registration Information

★ Are you:

Middle School Student?

High School Student?

Middle School Students will take two morning classes at University of Florida on Friday, Oct. 28th and two morning classes at the Santa Fe College on Saturday, Oct. 29th.

Friday's 1st Class: Check your 1st Choice.

Modern
Date: Friday, October 28, 2016 9:00 AM - 10:30 AM (Eastern Time)
Location: University of Florida

Ballet
Date: Friday, October 28, 2016 9:00 AM - 10:30 AM (Eastern Time)
Location: University of Florida

Improv
Date: Friday, October 28, 2016 9:00 AM - 10:30 AM (Eastern Time)
Location: University of Florida

Yoga
Date: Friday, October 28, 2016 9:00 AM - 10:30 AM (Eastern Time)
Location: University of Florida

As no class is confirmed until payment from the school/studio is received, please list your 2nd choice for Friday's first class.

Friday's 2nd Class: Check your 1st Choice.

Jazz
Date: Friday, October 28, 2016 11:00 AM - 12:30 PM (Eastern Time)
Location: University of Florida

Ballet
Date: Friday, October 28, 2016 11:00 AM - 12:30 PM (Eastern Time)
Location: University of Florida

African
Date: Friday, October 28, 2016 11:00 AM - 12:30 PM (Eastern Time)
Location: University of Florida

- Once you have finished the student’s class selections, you can click on “Add Another Person” and repeat the process for all remaining students.
 - If a student’s class selections are exactly the same as a student you have previously entered, you can select “apply the same person as” to auto-fill the class selections.

- After adding the last registrant, click “continue” and you will be taken to the “check out” screen

2016 Florida Dance Association Young Dancer Workshop - Gainesville [\(View Details\)](#)

[Personal Info](#) [Registration Information](#) [Checkout](#) [Confirmation](#)

Details

Registrant	Email	Registrant Type	Actions
Sarah Lehmker	slehmker@umich.edu	Student, FDA Member	Make Changes

[+ Add Another Person](#)

Fees

Fee	Quantity	Unit Price	Amount
Student, FDA Me Event Fee	1	\$110.00	\$110.00
Subtotal:			\$110.00
Total:			\$110.00

Create an Account

For your security, enter a password to verify your identity. [Learn More](#)

* Create Password:

Show Password

Payment Method

Payment Method: Check

Payment Instructions

Non-refundable fees for institution and students should be made in **one check payable to Florida Dance Association** and sent to:

Alora Haynes
SF College Fine Arts/Chair
3000 NW 83rd Street
Gainesville, FL 32606

Please email floridadanceinfo@gmail.com if you would like FDA to invoice your institution or if you would like to pay by credit card via Paypal.

- Review the list of registered students, faculty, and chaperones and the fees for each.
- All non-refundable fees should be made in one check made payable to Florida Dance Association and sent to:

Alora Haynes
SF College Fine Arts/Chair
3000 NW 83rd Street
Gainesville, FL 32606

- Payments can be made online; Please email floridadanceinfo@gmail.com if you would like FDA to invoice your institution or if you would like to pay by credit card via Paypal.
- Click “Finish” and the confirmation page will appear.

Once your registration is complete, you may re-enter the system using the Faculty Representative’s email address and password.

- Click the “Register Now” button at the top right of the page of the workshop website.
- Click on “View or Change Your Existing Registration” to re-enter your registration (located above and to the left of ‘Start Your Registration’)

If you have any questions about the online registration process, please email floridadanceinfo@gmail.com
 Note: you may input placeholder names in for your students and return to the form at a later date (but before Oct. 7th) to insert the attending students’ names and class requests.