

November 2021

Dear Dancers, Teachers and Studio Owners,

Thank you for being patient with us, as we make the move to online registration. We hope this will make all of our jobs easier in the long run, but there are some important things to know before you begin.

First of all, this system works WAAAAAY Better if you use a computer to register. Sometimes it prefers Firefox as a browser as well, so if you are initially having difficulties, try those things. If you have Solaris Registration-Specific questions, please direct them to Marta at ekpafestival@gmail.com

Our online registration system will ask you to create or sign in to your account. If you have had an account before, on *any* Solaris system, it will be the same, as they have streamlined their account systems. Go ahead and do a lookup if you're in doubt, or forgot your password (happens to me too!)

Then, to register for the classes, go to the Syllabus/Register tab. Here you can select your "Instrument", in this case, Dance.

In the right hand drop-down menu, you will be able to select category. A list will pop up below, this is the same list that is in the PDF Syllabus. Look carefully, they're in alphabetical order. Once you choose a category, scroll down and you will see the class age categories. Click on REGISTER in the class you need and you'll have some more fields to fill out.

IMPORTANT: Click on "Add a New Participant" and from there you can enter their name. I realize that many entries are completed by studios. Go ahead and use one address, and that should pop up in the field after the first time you register. PostalCode is without spaces. Primarily, we just need a way for us to get information back to you, and it's my belief that studios share this info with dancers.

Next screen, add title of performance. In *Composer*, just NA, sorry, I cannot change that option

SMALL AND LARGE GROUPS - Due to a software limitation, no more than 5 participants can be registered in a group online. Here's what I need you to do:

- Make 2 registrations - one with all your solos and duos. For these, use one dancer as the participant, and the second person's name as the group member. You can pay for these completely online (via credit card), or choose to send a cheque.
- Make a separate registration for all your small or large groups. You will just use one dancer's name to register these. At check-out, record your reference number, as you will need to put it on your cheque. You may pay for this online, *or* do as I outline below.

Small and Large Groups - You must send an email to cranbrookdancefestival@gmail.com with a complete list of your performers, with their class and performance name and reference number from Solaris. These classes ALL have the same fee - \$10 per dancer. Your cheque will include a \$10 payment for *each* dancer in all the groups. IF you paid for your groups online, you will have paid \$10 for each group. This payment can be subtracted from you cheque total. (See example next page)

Thanks for your time and understanding! We're new at this too!

Sincerely,

Marta Zeegers, Registrar

For Example:

Registration 1: Solos and Duos

- 209 - Ballet Interpretive Duo - Penny and Fiona Fee: \$20/dancer = \$40
 - 151 - Character National Solo - Lorraine Fee: \$30
 - 402 - Stage Jazz Solo - Fiona Fee: \$30
 - 379 - Stage Theatrical Dance Duo - Marta and Corinna Fee: \$20/dancer = \$40
 - 103 - Classical Ballet Soft Slipper Solo - Arne Fee: \$30
 - 50 - Workshop - Dancer A Fee: \$10
 - 50 - Workshop - Dancer B Fee: \$10
 - 50 - Workshop - Dancer C Fee: \$10
 - 50 - Workshop - Dancer D Fee: \$10
- Total: \$210 plus \$1 admin fee = \$211
Paid by Credit Card on the Website

Registration 2: Small and Large Groups

- 138 - Classical Ballet en Pointe Small Group - Marta Fee: \$10 per dancer
- 286 - Modern Interpretive Large Group - Kristin Fee: \$10 per dancer
- 330 - Stage Tap Small Group - Fiona Fee: \$10 per dancer
- 393 - Stage Theatrical Dance Large Group - Ivana Fee: \$10 per dancer
- 240 - Ballet Contemporary Large Group - Penny Fee: \$10 per dancer

Selected: Pay by Cheque: Reference Number X4RTH89 Total: \$51

OR Paid online with Credit Card : \$51, Following email sent:

Email to cranbrookdancefestival@gmail.com

Where the Initials Below Stand in for the actual Dancers names. (You'd also have the *dance* name)

- 138 - Classical Ballet en Pointe Small Group - Marta
 - Total Dancers, 6: MZ, FP, RT, SP, RP, QY Total fee: \$60
- 286 - Modern Interpretive Large Group - Kristin
 - Total Dancers: 15: GB, EM, WP, RF, CH, PH, QN, RS, CB, LT, FP, RT, SP, RP, QY Total Fee: \$150
- 330 - Stage Tap Small Group - Fiona
 - Total Dancer: 4: CH, PH, QN, RS Total Fee: \$40
- 393 - Stage Theatrical Dance Large Group - Ivana
 - Total Dancers: 12: GB, EM, WP, RF, CH, PH, QN, RS, CB, LT, FP, RT Total Fee: \$120
- 240 - Ballet Contemporary Large Group - Penny
 - Total Dancers: 9 : RF, CH, PH, QN, RS, CB, LT, FP, RT Total Fee: \$90

Total Payable: \$460

Cheque for \$460 written with Reference Number X4RTH89

Cheque Written for total \$409 (460-51 previously paid)