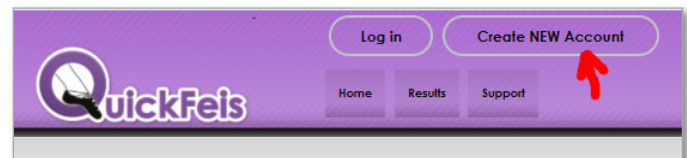


How to create your QuickFeis account

There are TWO parts to this (see both pages!):

(Part ONE) – create your QuickFeis account

1 Click on the **CREATE NEW ACCOUNT** button



2 Fill out all the fields on the form
They are ALL required

A screenshot of the 'CREATE NEW ACCOUNT' form. The form is titled 'CREATE NEW ACCOUNT' and has a red header with the question 'Do you have a CLRG Number?' and radio buttons for 'YES' and 'NO'. Below the header is a purple bar with the text 'CREATE your NEW QuickFeis Account'. The form contains several input fields: 'FAMILY Name (Surname)', 'Cell Phone:', 'Country:' (with a dropdown menu showing 'United States'), 'State/Province/County:' (with a dropdown menu showing 'Alabama (United States)'), 'Email', 'Confirm Email', 'Password', and 'Confirm Password:'. There is a note below the 'Confirm Email' field: 'Note: Your Email Address is your QuickFeis account ID- this email address will also be used for you password reset and recovery'. At the bottom of the form is a purple button labeled 'Create Account'. Below the button is a red warning message: 'All Feild are required to be filled in to create account' and 'Please do not create a new QuickFeis account if you already have an account. Please contact QuickFeis to change or unlock your account. Thank you'.

3 Click the **CREATE ACCOUNT**

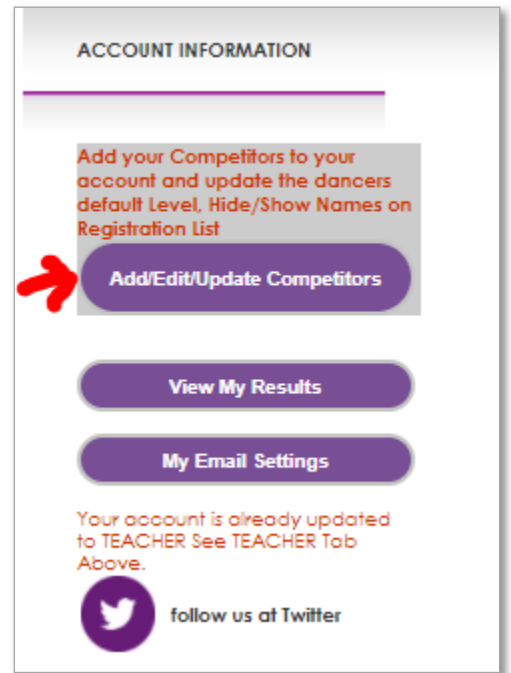
NOW GO TO THE NEXT PAGE TO DO THE SECOND PART!



(Part TWO) – add your competitor(s)

4 Log into your QuickFeis account

5 Click on the **ADD/EDIT/UPDATE COMPETITOR** button (top right side of the page)



6 Click the **ADD NEW COMPETITOR TO FAMILY ACCOUNT**

7 Fill in ALL the fields - they are ALL required

8 Click the **SAVE** button

| ADD NEW COMPETITOR TO FAMILY | |
|---|---|
| First Name <small>Given Name</small> | <input type="text"/> |
| Last Name <small>Surname</small> | <input type="text"/> |
| Birthday | DAY: <input type="text" value="---DA'"/> MONTH: <input type="text" value="--MONTH"/> YEAR: <input type="text" value="--YEA"/> |
| Gender | <input checked="" type="radio"/> Female <input type="radio"/> Male |
| Dance School | <input type="text" value="--Select School--"/> <input type="checkbox"/> Non-Dancing Only (No School) |
| Dance Region | <input type="text" value="Mid Atlantic (United States)"/> |
| Competition Status: | <input checked="" type="radio"/> Qualifying <input type="radio"/> Non-Qualifying (Adults and Art Only) |
| Dance Level | <input type="text" value="GRADES (Beginner to Prizewinner)"/> |
| PRIVACY Setting: | <input checked="" type="radio"/> Show Name on website <input type="radio"/> HIDE name from online registration lists |

- Repeat steps 6-7-8 for all the competitors in your family
(Teachers – please do not add your dancers – only your legal children are allowed on your account)

You are DONE!! And now you can register for any feis on QuickFeis!