

How to create your QuickFeis account

***If you already have a QuickFeis account,
please do not create a new one!***

**9 easy steps to create your NEW QuickFeis family account!
You want to feis? Then please complete ALL 9 steps 😊**

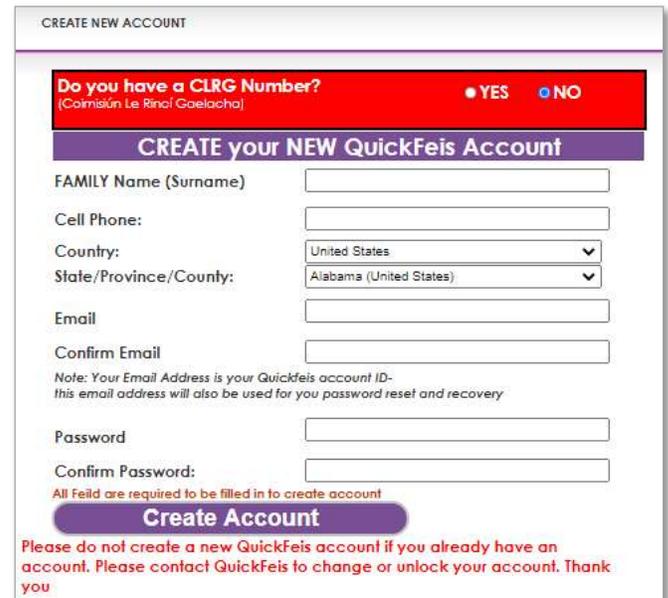
1 Go to the website: www.quickfeis.com

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



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

*(Teachers/judges please also fill out
the red section at the top – this is
important to have your account
properly set up as a TEACHER or
JUDGE account)*

A screenshot of the 'CREATE NEW ACCOUNT' form. At the top, there is a red section with the text 'Do you have a CLRG Number?' and '(Coimisiún Le Rinal Gaelacha)'. Below this, there are radio buttons for 'YES' and 'NO'. The main form area is titled 'CREATE your NEW QuickFeis Account' and 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:'. Below the password fields, there is a note: 'All feilds are required to be filled in to create account'. At the bottom of the form, there is a 'Create Account' button and a warning: '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'.

4 Click the **CREATE ACCOUNT**

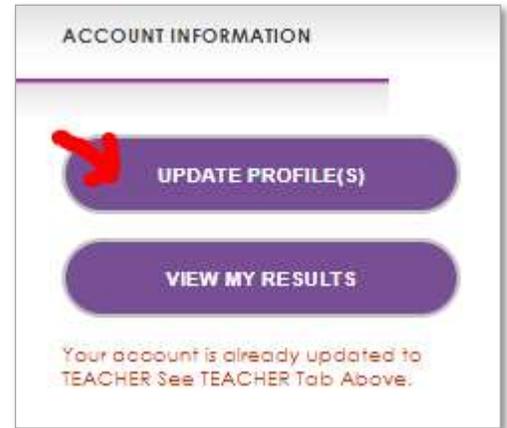
NOW GO TO THE NEXT PAGE



(Part TWO) – add your competitor(s)

5 Log into your QuickFeis account

6 Click on the **UPDATE PROFILE(s)** button (top right side of the page)



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

8 Fill in ALL the fields - they are ALL required

9 Click the **SAVE** button

A screenshot of the 'ADD NEW COMPETITOR TO FAMILY' form. The form has a title bar 'ADD NEW COMPETITOR TO FAMILY'. On the left side, there are two purple buttons: 'SAVE' and 'CANCEL'. The form fields are: 'First Name' (Given Name) with an empty text box; 'Last Name' (Surname) with an empty text box; 'Birthday' with three dropdown menus for DAY, MONTH, and YEAR; 'Gender' with radio buttons for 'Female' (selected) and 'Male'; 'Dance School' with a dropdown menu showing '--Select School--' and a checkbox for 'Non-Dancing Only (No School)'; 'Dance Region' with a dropdown menu showing 'Mid Atlantic (United States)'; 'Competition Status' with a question mark icon and radio buttons for 'Qualifying' (selected) and 'Non-Qualifying (Adults and Art Only)'; 'Dance Level' with a dropdown menu showing 'GRADES (Beginner to Prizewinner)'; and 'PRIVACY Setting' with radio buttons for 'Show Name on website' (selected) and 'HIDE name from online registration lists'.

- Repeat steps 7-8-9 for all the competitors in your family
(Teachers – please do not add your school dancers – only your legal children are allowed on your account)

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