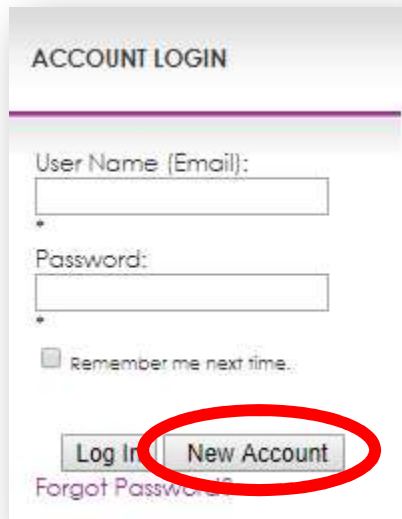


CREATING A NEW QUICKFEIS ACCOUNT

1. From the main page, click on **NEW ACCOUNT** button on the right side of the page:



ACCOUNT LOGIN

User Name (Email):

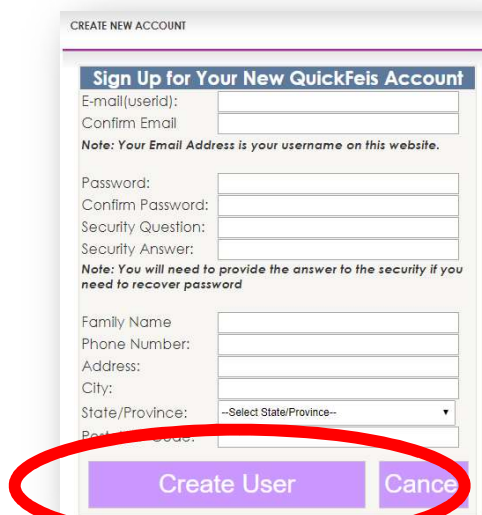
Password:

Remember me next time..

[Forgot Password](#)

2. Fill in ALL the fields of the form – any blanks will result in error
Please note that your valid email account will become your QuickFeis ID – please make sure this is spelled correctly.

The security question is any question you want to make up - and then provide any answer that you like and will remember. This will be used to identify you if you forget your password.



CREATE NEW ACCOUNT

Sign Up for Your New QuickFeis Account

E-mail(userid):
Confirm Email:

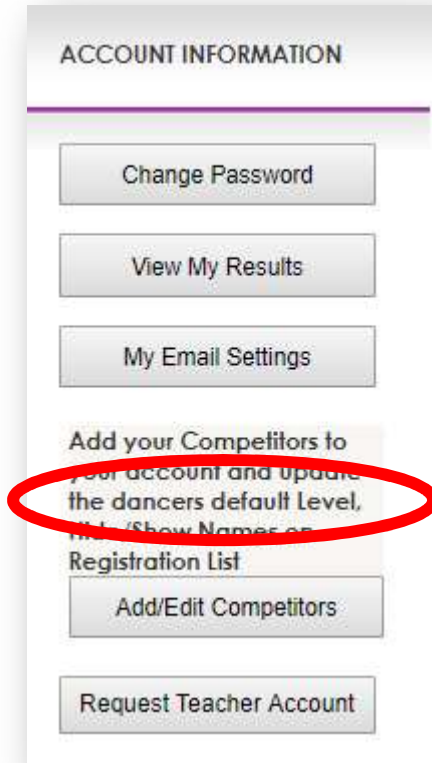
Note: Your Email Address is your username on this website.

Password:
Confirm Password:
Security Question:
Security Answer:

Note: You will need to provide the answer to the security if you need to recover password

Family Name:
Phone Number:
Address:
City:
State/Province: --Select State/Province--
Postal Code:

3. Click the **CREATE USER** button at the bottom
4. Now log into your QuickFeis account by entering the email address you provided as your user ID, and the password.
5. Now click on **ADD/EDIT COMPETITOR** button
You need to complete this step even if you only have ONE dancer or if YOU are the only dancer within your family.



6. Fill in the information of your competitor/dancer – ALL fields need to be completed – any missing fields will result in an error. Also the spelling of the name and date of birth need to be correct as these will be used during registration for any feis.



7. When done, make sure to click the INSERT button on the far right

The image shows a registration form with the following fields and options:

- First Name:
- Last Name:
- Birthday: Day (dropdown: --DA), Month (dropdown: --MONTH), Year (dropdown: --YEA)
- Gender: Female (dropdown)
- Level: Non Champ (dropdown)
- School: --Select School-- (dropdown)
- Non-Dancing Only (No School):
- Region: Mid Atlantic (United States) (dropdown)
- Registration List: Show Name (dropdown)
- Buttons: Insert (circled in red), Clear

8. Repeat steps 5 and 6 for any other competitors/dancers that are part of your family.
TEACHERS SHOULD NOT ADD THEIR DANCE STUDENTS!