

DANCE TEAM UNION

WAIVER INSTRUCTIONS

STEP 1:

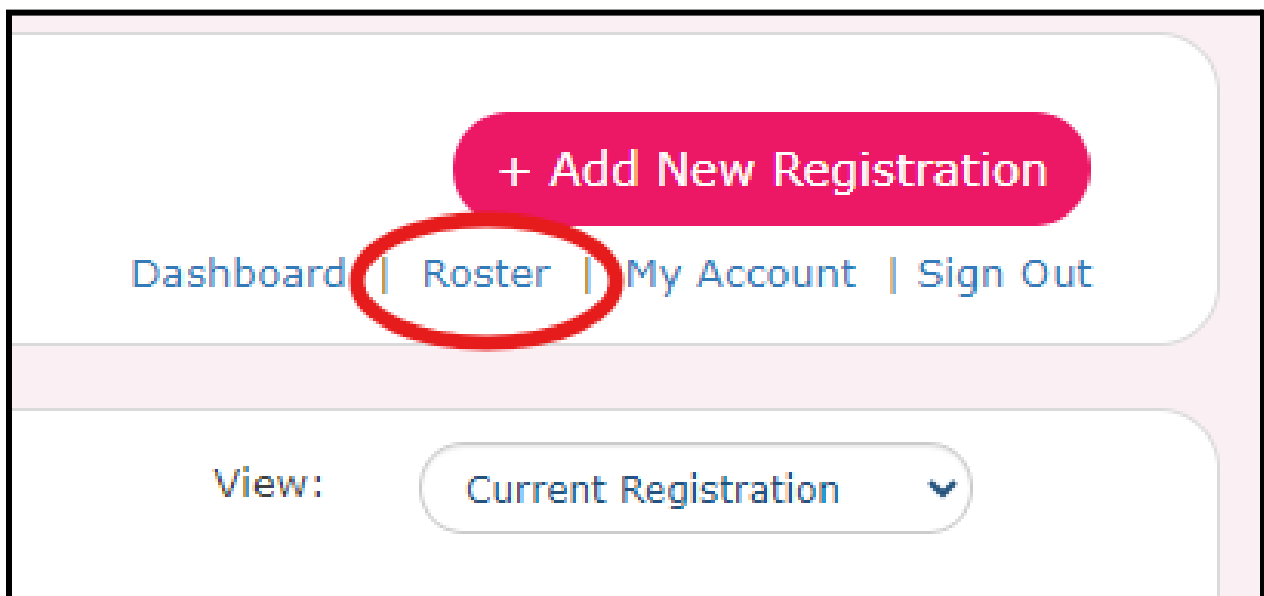
Log-in to your team Dance Comp Genie account. If you do not yet have a Dance Comp Genie account, click the link below to create an account for your team. Keep in mind this account will be used in the future to register for any DTU competitions.

<https://dtu.dancecompgenie.com>

NOTE: Do NOT create individual accounts for each of your dancers. Please create one account for your team and then see below for instructions on how to add your dancers to your team account.

STEP 2:

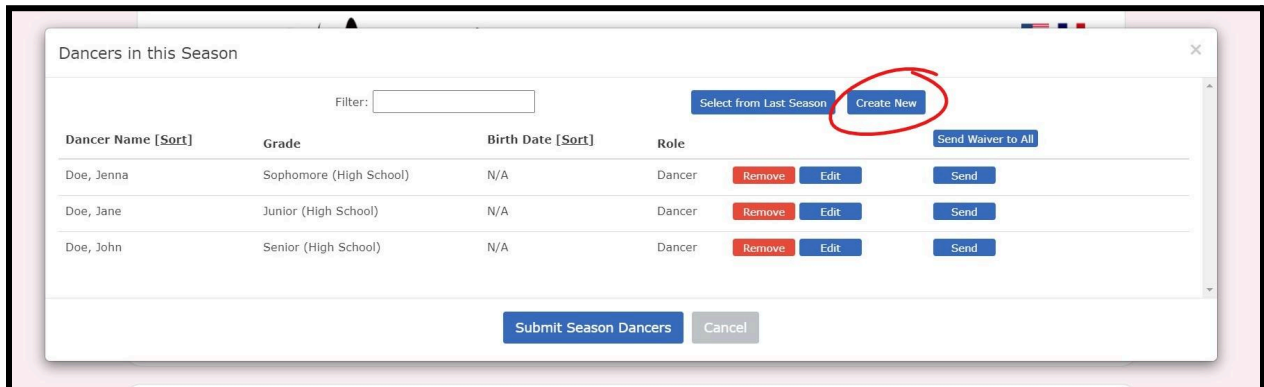
On your dashboard, select "Roster".



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STEP 3:

Then select "Create New".

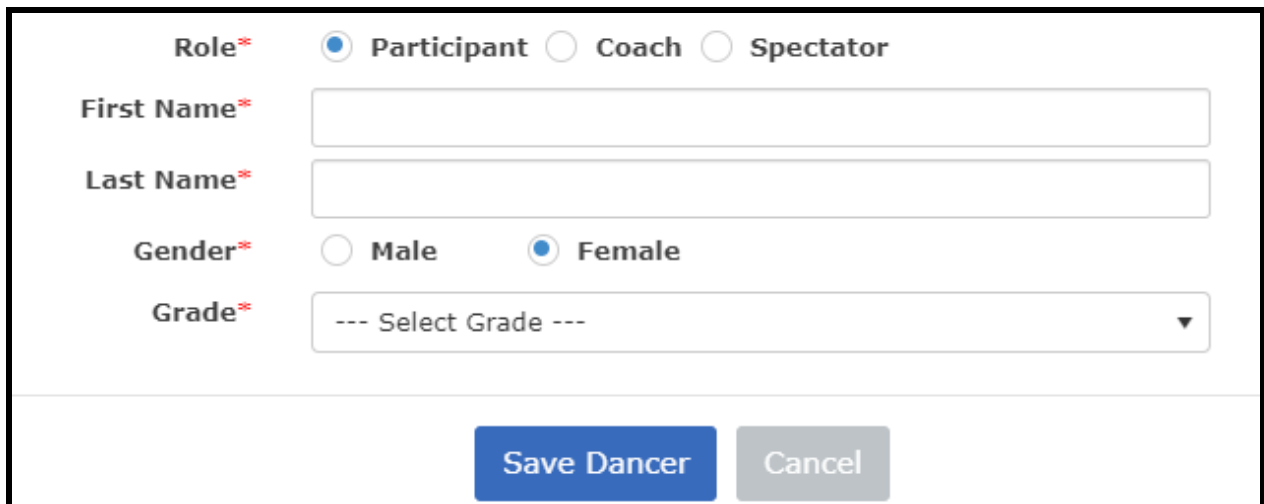


The screenshot shows a window titled "Dancers in this Season" with a search filter and two buttons: "Select from Last Season" and "Create New". The "Create New" button is circled in red. Below the buttons is a table with columns for "Dancer Name [Sort]", "Grade", "Birth Date [Sort]", and "Role". The table contains three rows of data. At the bottom of the window are "Submit Season Dancers" and "Cancel" buttons.

Dancer Name [Sort]	Grade	Birth Date [Sort]	Role	Send Waiver to All
Doe, Jenna	Sophomore (High School)	N/A	Dancer	<input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/>
Doe, Jane	Junior (High School)	N/A	Dancer	<input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/>
Doe, John	Senior (High School)	N/A	Dancer	<input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/>

STEP 4:

Then input the name, gender, and grade of your first participant. Continue adding participants until your entire roster has been added.



The screenshot shows a form for adding a dancer. It includes radio buttons for "Participant", "Coach", and "Spectator", with "Participant" selected. There are input fields for "First Name" and "Last Name", radio buttons for "Male" and "Female" (with "Female" selected), and a dropdown menu for "Grade" currently showing "--- Select Grade ---". At the bottom are "Save Dancer" and "Cancel" buttons.

Role* Participant Coach Spectator

First Name*

Last Name*

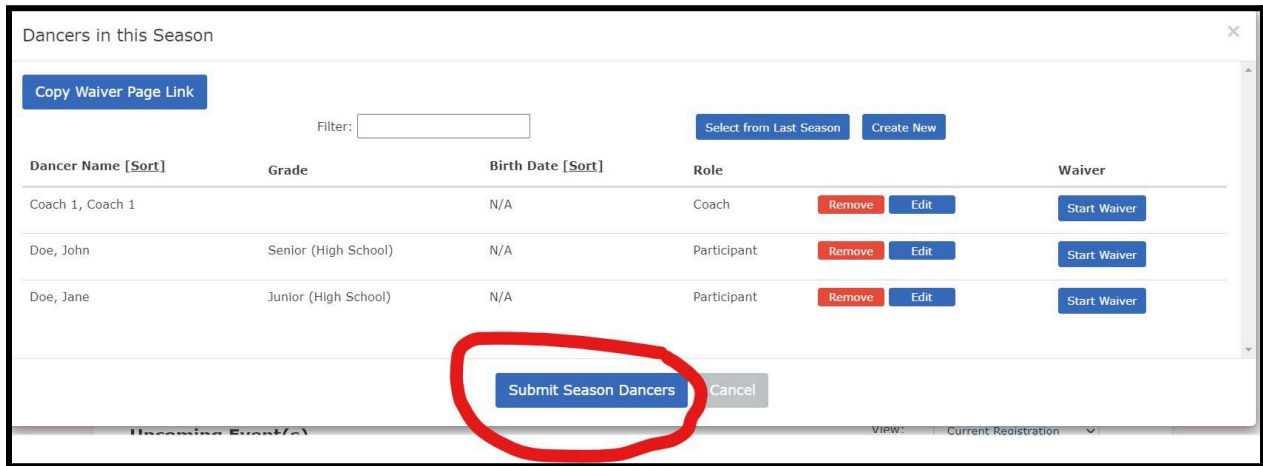
Gender* Male Female

Grade*

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STEP 5:

Then click “Submit Season Dancers” at the bottom of the roster box.

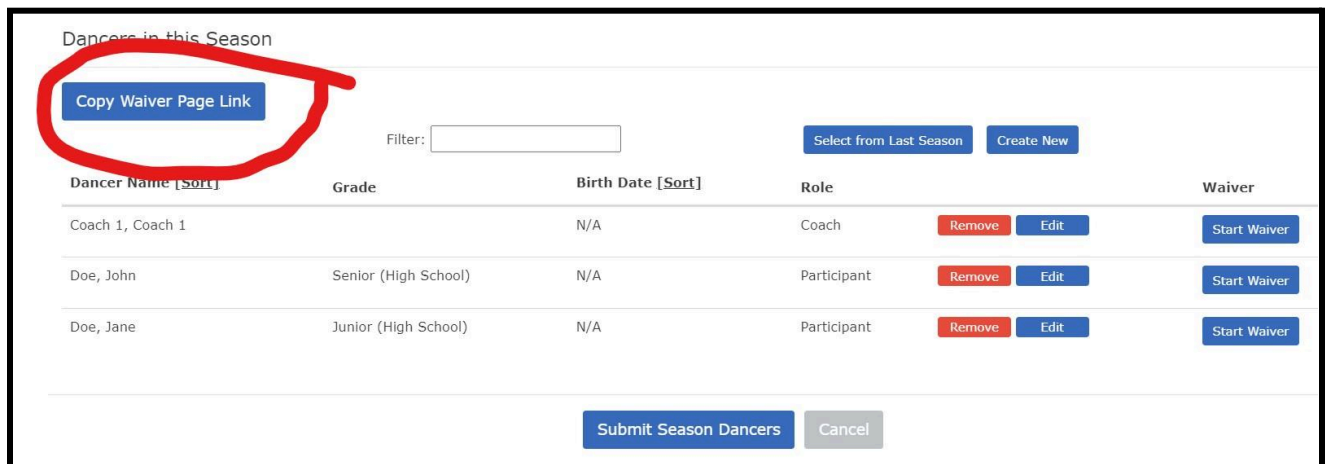


The screenshot shows a web interface titled "Dancers in this Season". At the top left is a blue button labeled "Copy Waiver Page Link". Below it is a "Filter:" input field. To the right are two blue buttons: "Select from Last Season" and "Create New". The main area is a table with the following columns: "Dancer Name [Sort]", "Grade", "Birth Date [Sort]", "Role", and "Waiver". The table contains three rows: "Coach 1, Coach 1" (Coach), "Doe, John" (Senior (High School) Participant), and "Doe, Jane" (Junior (High School) Participant). Each row has "Remove" and "Edit" buttons. At the bottom of the table is a blue button labeled "Submit Season Dancers" which is circled in red, and a grey "Cancel" button.

Dancer Name [Sort]	Grade	Birth Date [Sort]	Role	Waiver
Coach 1, Coach 1		N/A	Coach	Start Waiver
Doe, John	Senior (High School)	N/A	Participant	Start Waiver
Doe, Jane	Junior (High School)	N/A	Participant	Start Waiver

STEP 6:

Next, click back into your Roster, then click “Copy Waiver Page Link” at the top-left of the roster box.



The screenshot shows the same "Dancers in this Season" interface. The blue button "Copy Waiver Page Link" at the top left is circled in red. The rest of the interface, including the table and bottom buttons, is identical to the previous screenshot.

Dancer Name [Sort]	Grade	Birth Date [Sort]	Role	Waiver
Coach 1, Coach 1		N/A	Coach	Start Waiver
Doe, John	Senior (High School)	N/A	Participant	Start Waiver
Doe, Jane	Junior (High School)	N/A	Participant	Start Waiver

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STEP 7:

Email this link to the parents or guardians of your team members. Instruct them to follow the link and then select “Start Waiver” next to their participant’s name.

Copy Waiver Page Link

Filter:

Dancer Name [Sort]	Birth Date [Sort]	Role	Waiver Status	Waiver URL
Coach 1, Coach 1	N/A	Coach	Incomplete	Start Waiver
Doe, John	N/A	Participant	Incomplete	Start Waiver
Doe, Jane	N/A	Participant	Incomplete	Start Waiver

STEP 8:

You can log-in to your account at any time to monitor which waivers have been completed and which waivers still need to be signed.

Waivers that have been completed will say “Complete” next to those participants. Participant names that say “Start Waiver” next to them do NOT have a completed waiver.

Copy Waiver Page Link

Filter:

Select from Last Season Create New

Dancer Name [Sort]	Grade	Birth Date [Sort]	Role	Waiver
Coach 1, Coach 1		N/A	Coach	Remove Edit Start Waiver
Doe, John	Senior (High School)	N/A	Participant	Remove Edit Complete View
Doe, Jane	Junior (High School)	N/A	Participant	Remove Edit Start Waiver

Submit Season Dancers Cancel

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NOTE:

Dance Team Union will consider everyone listed on your roster as participants and will need waivers from everyone listed. If a participant is no longer on your team, you will need to remove them from the roster.