

DANCE TEAM UNION

WAIVER INSTRUCTIONS

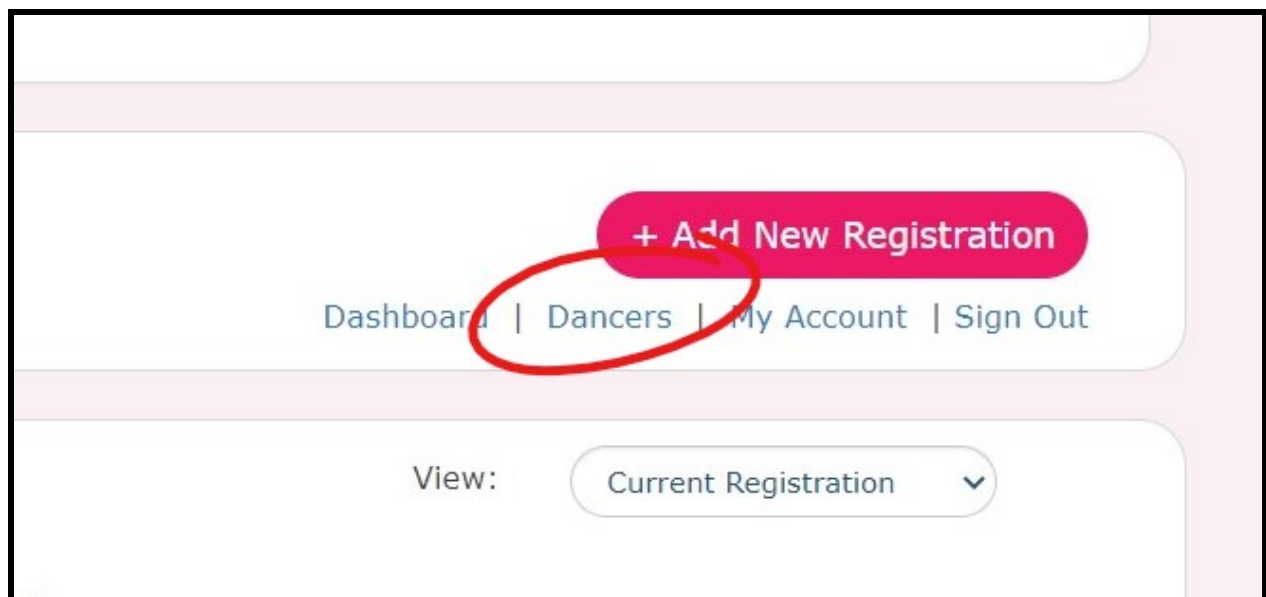
STEP 1:

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

<https://dtu.dancecompgenie.com>

STEP 2:

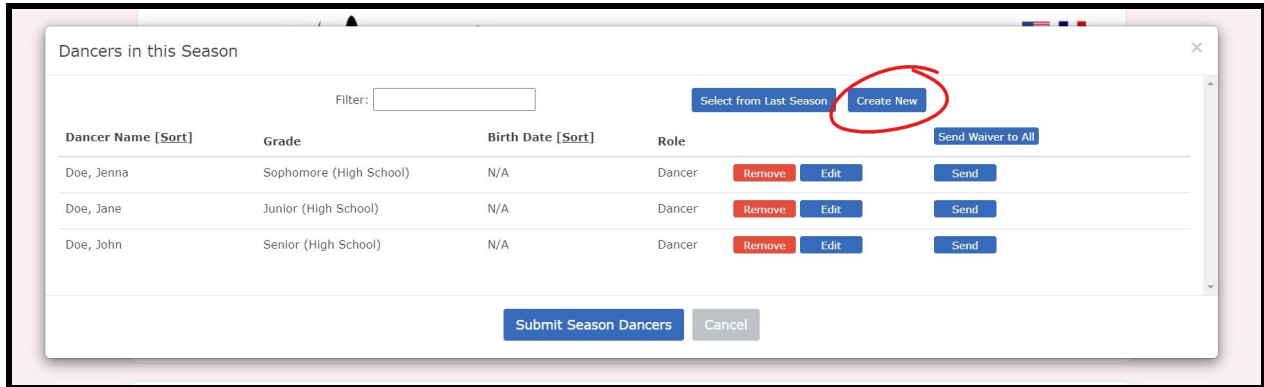
On your dashboard, select “Dancers”.



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STEP 3:

Then select "Create New".



The screenshot shows a modal window titled "Dancers in this Season". At the top, there is a "Filter:" input field. To the right of the filter are two buttons: "Select from Last Season" and "Create New", with the latter circled in red. Below the filter is a table with columns: "Dancer Name [Sort]", "Grade", "Birth Date [Sort]", and "Role". The table contains three rows of data:

Dancer Name [Sort]	Grade	Birth Date [Sort]	Role
Doe, Jenna	Sophomore (High School)	N/A	Dancer
Doe, Jane	Junior (High School)	N/A	Dancer
Doe, John	Senior (High School)	N/A	Dancer

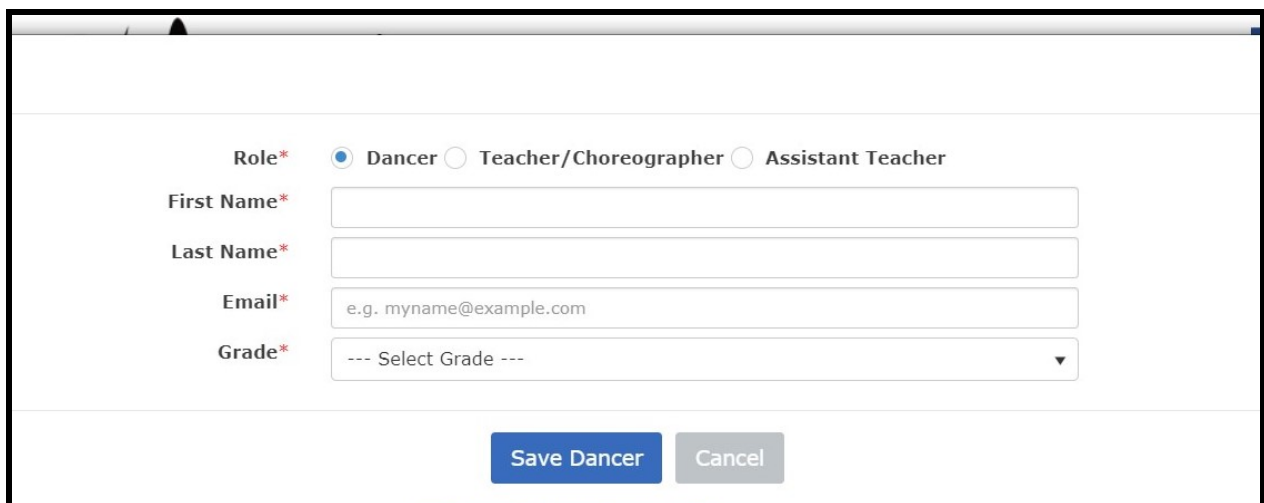
Each row has three action buttons: "Remove" (red), "Edit" (blue), and "Send" (blue). To the right of the table is a "Send Waiver to All" button. At the bottom of the modal are "Submit Season Dancers" and "Cancel" buttons.

STEP 4:

Then input the name and grade of your first participant.

IMPORTANT: Under "Email" input that participant's parent or guardian's email address.

Continue adding participants until your entire roster has been added.



The screenshot shows a form for adding a dancer. At the top, there is a "Role*" section with three radio buttons: "Dancer" (selected), "Teacher/Choreographer", and "Assistant Teacher". Below this are four input fields:

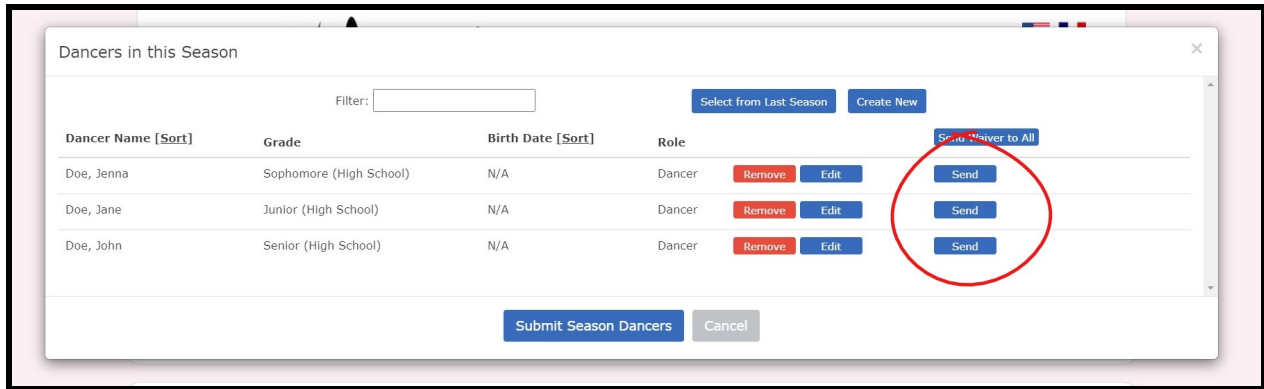
- "First Name*" with an empty text input field.
- "Last Name*" with an empty text input field.
- "Email*" with a text input field containing the placeholder "e.g. myname@example.com".
- "Grade*" with a dropdown menu showing "--- Select Grade ---".

At the bottom of the form are "Save Dancer" and "Cancel" buttons.

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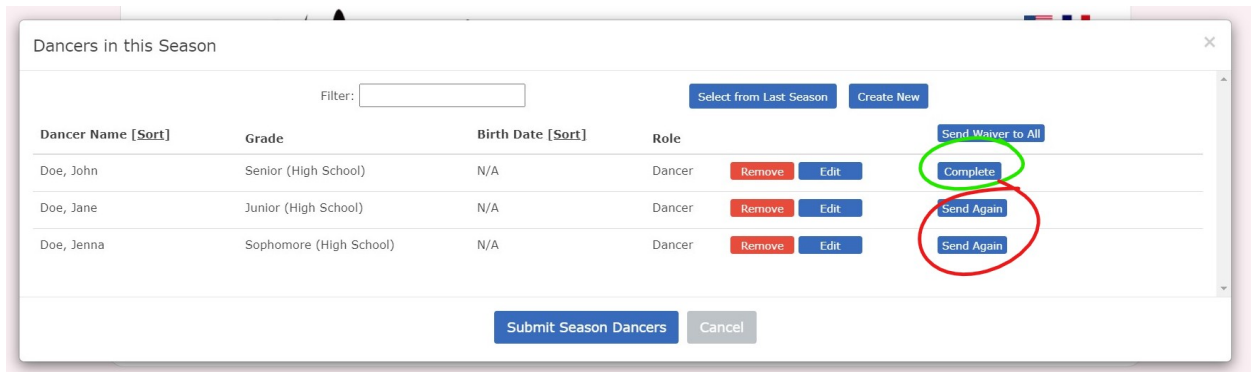
STEP 5:

Then click “Send” next to each participant. This will send the waiver to the parent or guardian email address you entered for each participant.



STEP 6:

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, and you can send reminders to parents who still need to complete their waivers by clicking “Send Again”.



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STEP 7:

You will know when all of your participants have completed their waivers when each name says "Completed" next to it.

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.