

LEGACY DANCE COMPETITION

STEP-BY-STEP GUIDE: REGISTRATION & COMPETITION ENTRY

Welcome to the step-by-step guide for registering and signing up through our new system!

Starting this year, we're working with a new online platform to make registration and enrollment for our dance competitions smoother. This guide will walk you through how to register your dance studio and add dancers to your account, before registrations open on September 7th.

1. ADD DANCERS BEFORE REGISTRATIONS OPEN ON SEPTEMBER 7TH (OPTIONAL)

Go to <https://legacydc.dancecompgenie.com>

Go to **'ADD NEW ACCOUNT'**, enter your email address, and follow the steps to register with DanceComp Genie.

Note: If you already have an existing account through another organisation that uses DanceComp Genie, you can simply log in with that same account.

The screenshot shows the Legacy Dance Competition website interface. At the top, there is a navigation bar with the email legacydancecompetition@outlook.com, flags for the USA and France, and buttons for 'Home' and 'Rules & Regulations'. The main content area is divided into two sections. The top section is for login, with the text 'If you have an account with us, or a DanceComp Genie Studio Center account, please login here.' It features input fields for 'Username or email address' and 'Password', a blue login button with a right arrow, a 'Remember Me' checkbox, and a 'Forgot your password?' link. The bottom section is for adding a new account, titled 'Add new account'. It explains that users need to create a Studio Center account at studio.dancecompgenie.com first. It includes an input field for 'Username or email address' and a pink 'Add' button. To the right of this section is a quote: 'Do it big, do it right, and do it with style.' The entire page has a dark blue space-themed background with stars and nebulae.

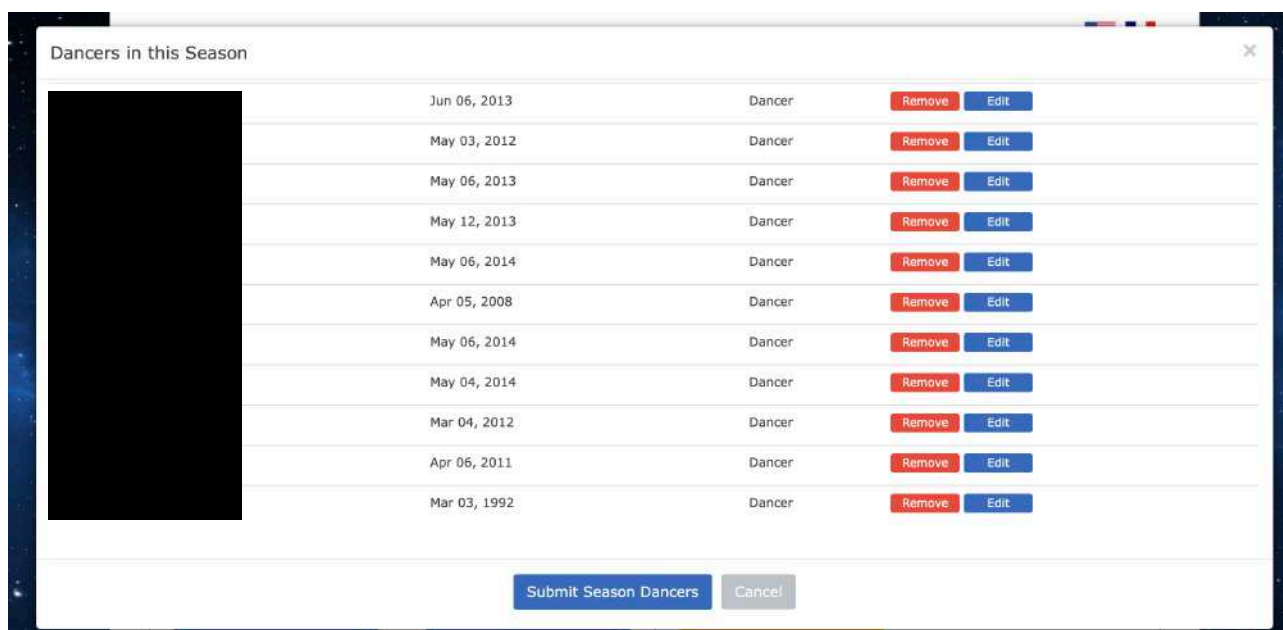
Once your account has been created, log in and click on **'DANCERS'** under **'+ ADD NEW REGISTRATION'** to add your dancers to your account in advance.



In the next screen, **'DANCERS IN THIS SEASON'**, click on **'CREATE NEW'**. In the following screen, enter the required details for the dancer you wish to add. Once all the information is correctly filled in, click **'SAVE DANCER'**. The dancer will now appear in the **'DANCERS IN THIS SEASON'** overview.

Repeat this process until all desired dancers have been added. Click the **'SUBMIT SEASON DANCERS'** button at the bottom to permanently save your dancers to your account. They are now saved in your account. When you register later, you'll be able to easily select these dancers to add them to an act or routine.

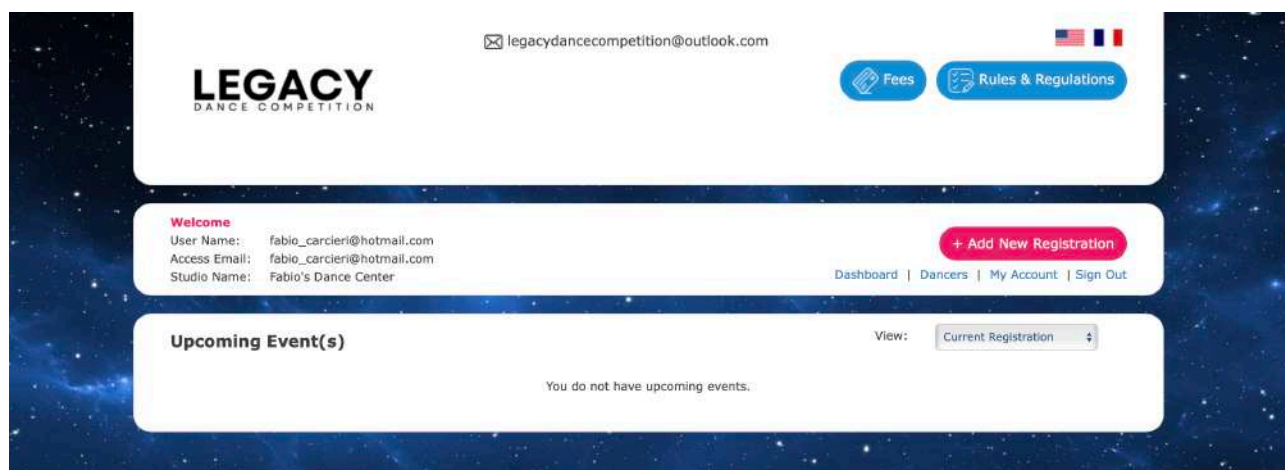
The screenshot shows the 'Edit' form for adding a new dancer. At the top left is the title 'Edit' with a close button 'X'. Below the title are three radio buttons for 'Role*': 'Dancer' (selected), 'Teacher/Choreographer', and 'Assistant Teacher'. Below the role selection are two text input fields: 'First Name*' with the value 'Test' and 'Last Name*' with the value 'Dancer'. Below these is a 'Gender*' section with three radio buttons: 'Male' (selected), 'Female', and 'Non-Binary'. At the bottom is a 'BirthDate*' section with three dropdown menus: 'Month' (selected 'March'), 'Day' (selected '03'), and 'Year' (selected '1992'). At the bottom of the form are two buttons: 'Save Dancer' and 'Cancel'.



If you have any questions or remarks, don't hesitate to contact us at legacydancecompetition@outlook.com or at our **new email** address: info@legacy-dancecompetition.com

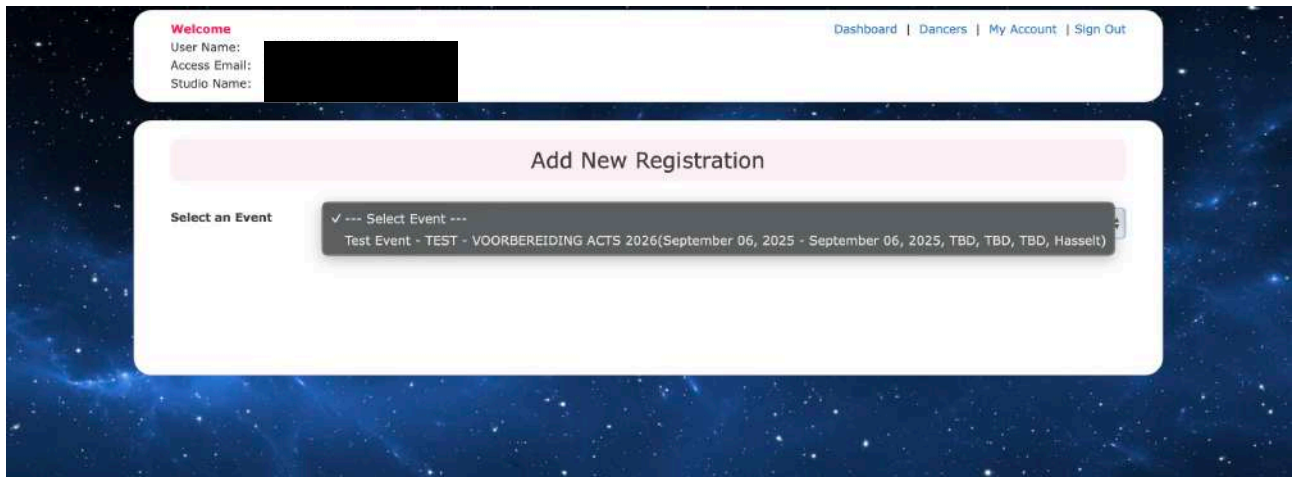
2. REGISTER STARTING SEPTEMBER 7TH

*In case you haven't made an account yet, see the steps in section 1 above.

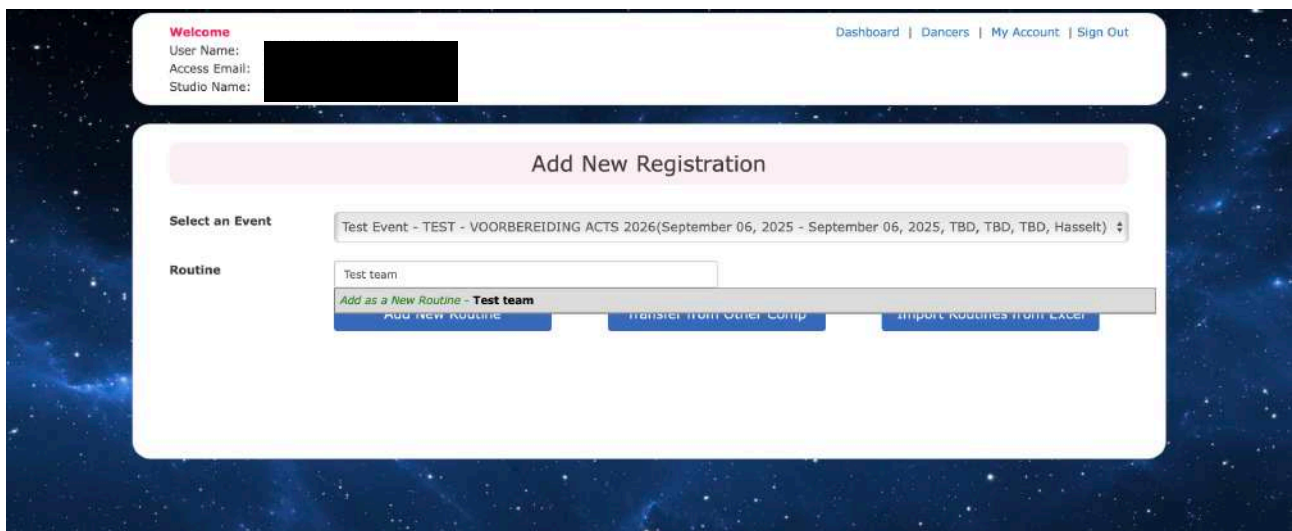


Once your account has been created, log in and click on **‘+ ADD NEW REGISTRATION’** in the top right corner to start a new registration.

In the dropdown menu, select the event you want to register for. **These options will only be public once our registrations open.** The **Test Event** that you can already see when logging in before September 7th, is not a real event and is only there for us to train and get familiar with the new system.



The screenshot shows the 'Add New Registration' form. At the top, there is a 'Welcome' section with fields for 'User Name:', 'Access Email:', and 'Studio Name:'. To the right, there are links for 'Dashboard', 'Dancers', 'My Account', and 'Sign Out'. The main section is titled 'Add New Registration'. Below this, there is a 'Select an Event' dropdown menu. The dropdown is open, showing a list of events. The first option is 'Test Event - TEST - VOORBEREIDING ACTS 2026(September 06, 2025 - September 06, 2025, TBD, TBD, Hasselt)'. The dropdown menu is currently showing '--- Select Event ---'.



The screenshot shows the 'Add New Registration' form. At the top, there is a 'Welcome' section with fields for 'User Name:', 'Access Email:', and 'Studio Name:'. To the right, there are links for 'Dashboard', 'Dancers', 'My Account', and 'Sign Out'. The main section is titled 'Add New Registration'. Below this, there is a 'Select an Event' dropdown menu. The dropdown is open, showing a list of events. The first option is 'Test Event - TEST - VOORBEREIDING ACTS 2026(September 06, 2025 - September 06, 2025, TBD, TBD, Hasselt)'. The dropdown menu is currently showing '--- Select Event ---'. Below the dropdown, there is a 'Routine' section. The 'Routine' section has a text input field with the value 'Test team'. Below the input field, there is a button labeled 'Add as a New Routine - Test team'. Below this button, there are three buttons: 'Add New Routine', 'Transfer from Other Comp', and 'Import Routines from Excel'.

Enter the name of your routine (solo, duo, trio or team name) and click **‘ADD AS A NEW ROUTINE’**.

You will now be taken to the **‘DANCERS OF ROUTINE’** screen. Click the **‘CREATE NEW’** button and enter all the details of the dancer you want to add or select the dancers that you have previously added to your account.

Repeat this process until all dancers for the desired routine have been added.

Dancers of Routine

Selected Dancers

Create New

No dancers selected yet.

Available Dancers

Search:

Select From Previous Seasons

Dancer Name [Sort]	Birth Date [Sort]	Role		
	2018-05-05	Dancer	Add	Edit
	2012-10-21	Dancer	Add	Edit
	2018-04-06	Dancer	Add	Edit
	2009-04-04	Dancer	Add	Edit
	1994-06-08	Dancer	Add	Edit

Done

Select dancers to continue.

Edit

Role*

☒ Dancer
☐ Teacher/Choreographer
☐ Assistant Teacher

First Name*

Test

Last Name*

Dancer

Gender*

☒ Male
☐ Female
☐ Non-Binary

BirthDate*

March

03

1992

Save Dancer

Cancel

	2012-10-21	Dancer	Add	Edit
	2018-04-06	Dancer	Add	Edit
	2009-04-04	Dancer	Add	Edit
	1994-06-08	Dancer	Add	Edit

Done

Select dancers to continue.

Once all dancers have been added, they will appear under **'SELECTED DANCERS'**. When your routine is complete, click the **'DONE'** button.

You'll then be taken to a screen where you can complete your routine with the required information. Select the appropriate **'DANCE STYLE'** from the dropdown menu and enter the choreographer's name.

When everything is correctly filled in, click **'SAVE ROUTINE'** to save the routine.

Dancers of Routine

×

Selected Dancers

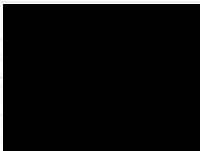
Create New

Dancer Name [Sort]	Birth Date [Sort]	Role	
Dancer, Test	1992-03-03	Dancer	Remove Edit

Available Dancers

Search:

Select From Previous Seasons

Dancer Name [Sort]	Birth Date [Sort]	Role	
	2018-05-05	Dancer	Add Edit
	2012-10-21	Dancer	Add Edit
	2018-04-06	Dancer	Add Edit
	2009-04-04	Dancer	Add Edit

Done

Routine Title

Test Team

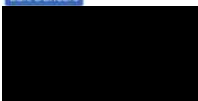
Dance Style

Streetstyles Choreography

Complete your new routine below:

Selected Dancers

Edit Dancers



More

Composition*

Team

Routine Title*

Test Team

Dance Style*

Streetstyles Choreography

Choreographer*

Test Coach

(one name per line)

Save Routine

(Once you have completed all the steps, you will be directed to the '**SAVED ROUTINES**' screen. Repeat this process until you have added all the acts you wish to register.

Your acts have now been added to our system and are automatically assigned to the correct age category.

Once you're ready, click the '**CONTINUE TO CHECKOUT**' button. You will be taken to the '**CONFIRMATION**' screen, where you'll see an overview of the number of acts and the total registration fee. You can also add any remarks here (for example, if one of your acts uses props, you can mention it in this section).

Saved Routines

Team (1)

TEST TEAM (Age: 18) - Default Class - Streetstyles Choreography - Adults

Edit

Delete

Current Dancers

Composition

Dance Style

Choreographer

Team

Streetstyles Choreography

Test Coach

Continue to Checkout

If everything is correct, click **‘CONTINUE’** again. You will then be taken to the final **‘CHECK OUT’** screen, where you’ll find the bank details for payment, which must be completed within 7 days. If all the information is accurate, simply check the box **‘I Agree with the terms and conditions’** and click **‘CHECKOUT’** one last time.

Your registration is now complete. You will receive a confirmation email with an overview of your registration and all the necessary information.

Confirmation

Competition Location: **TEST - VOORBEREIDING ACTS 2026**

Sub Total Details

Name	Number of Routines/Person	Entry Fee	Amount
Team - Routine Fee	1	€90.00/routine	€90.00
Total:			€90.00

Please write your notes or special requests in the following textbox:

Back

Continue

Check Out

Location: **TEST - VOORBEREIDING ACTS 2026**

Subtotal Amount: **€90.00**

Competition Coupon Codes:
(one code per line)

Verify

Total Amount: **€90.00**

Grand Total: **€90.00 EUR**

Payment by Bank Transfer

Final Amount: **€90.00 EUR**

We accept payment by bank transfer. Please use the following to complete your payment:

Bank Info

☒ I agree to the terms and conditions.

Checkout

Back

IMPORTANT NOTE

If you have previously registered via **DanceComp Genie** with another organisation, you have the option to import your acts from that organisation. To do so, click the '**TRANSFER FROM OTHER COMP**' button in the 'ADD NEW REGISTRATION' screen, then follow the steps to add those acts to our organisation.

When you **type in the routine name** when registering, these routines / acts will also **show up** if they have **previously been saved** to your account through another organisation.

If you have any questions or remarks, don't hesitate to contact us at **legacydancecompetition@outlook.com** or at our **new email** address: **info@legacy-dancecompetition.com**

LEGACY

DANCE COMPETITION