

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.

1. ADD DANCERS BEFORE REGISTRATIONS OPEN (OPTIONAL)

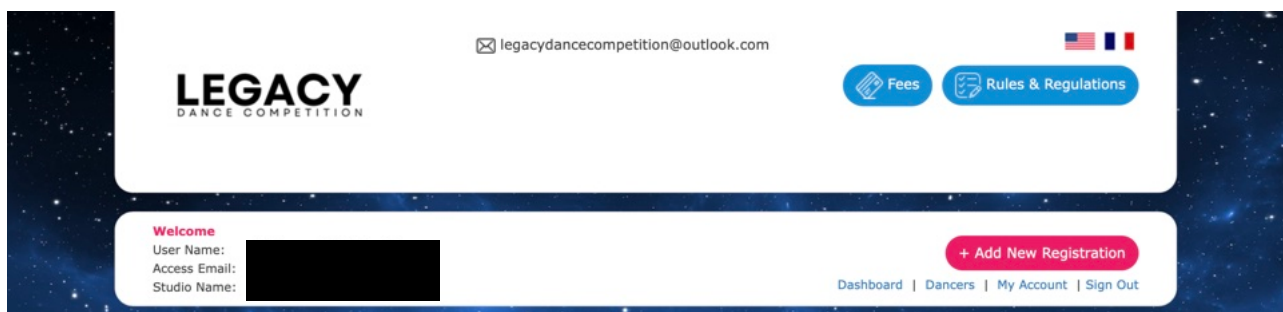
Go to <https://legacydc.dancecompgenie.com>

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.

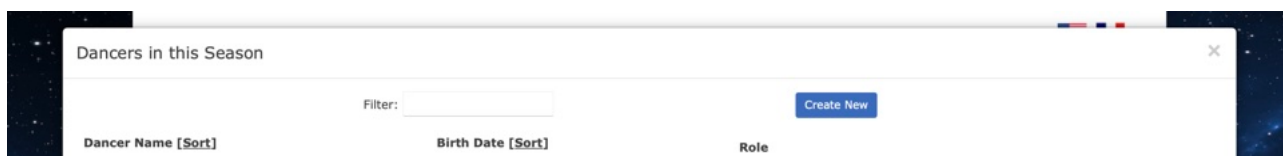
The screenshot shows the Legacy Dance Competition website interface. At the top, there is a navigation bar with the 'LEGACY DANCE COMPETITION' logo on the left, an email address 'legacydancecompetition@outlook.com' in the center, and 'Home' and 'Rules & Regulations' buttons on the right. Below the navigation bar, there is a large white box for login. It contains the text 'If you have an account with us, or a DanceComp Genie Studio Center account, please login here.' followed by two input fields: 'Username or email address' and 'Password'. A blue circular button with a white plus sign is to the right of the password field. Below the username field is a 'Remember Me' checkbox. Below the password field is a 'Forgot your password?' link. Below the login box, there is a section for 'Add new account'. It contains the text 'In order to register an account with us, you need to create a Studio Center account at studio.dancecompgenie.com first. This helps you store dancers and routines information in one place and transfer to other competitions without reentering all data again. DanceComp Genie is safe and will protect your data.' followed by a 'Username or email address' input field and a pink 'Add' button. To the right of the 'Add new account' section, there is a quote: 'Do it big, do it right, and do it with style.' flanked by two blue double quote symbols.

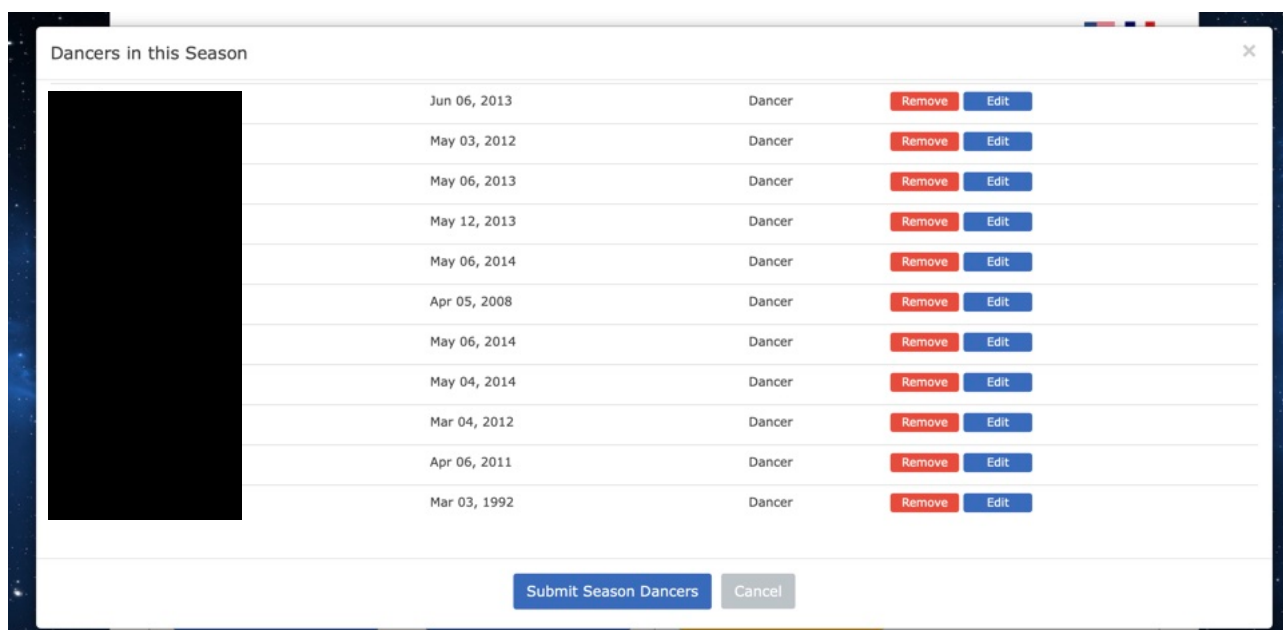
Once your account has been created, log in and click on **'DANCERS'** under **'+ ADD NEW REGISTRATION'** to add your dancers to your account in advance.



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.

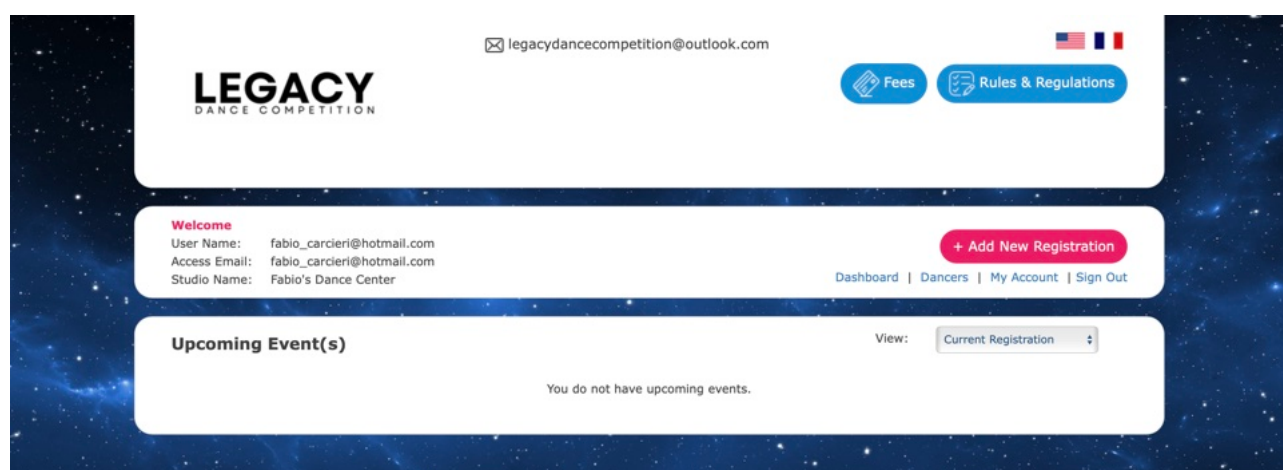
A screenshot of the 'Edit' form for adding a new dancer. The form includes a 'Role*' section with radio buttons for 'Dancer' (selected), 'Teacher/Choreographer', and 'Assistant Teacher'. Below this are input fields for 'First Name*' (containing 'Test') and 'Last Name*' (containing 'Dancer'). The 'Gender*' section has radio buttons for 'Male' (selected), 'Female', and 'Non-Binary'. The 'BirthDate*' section consists of three dropdown menus: the first shows 'March', the second shows '03', and the third shows '1992'. At the bottom of the form are 'Save Dancer' and 'Cancel' buttons.



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**

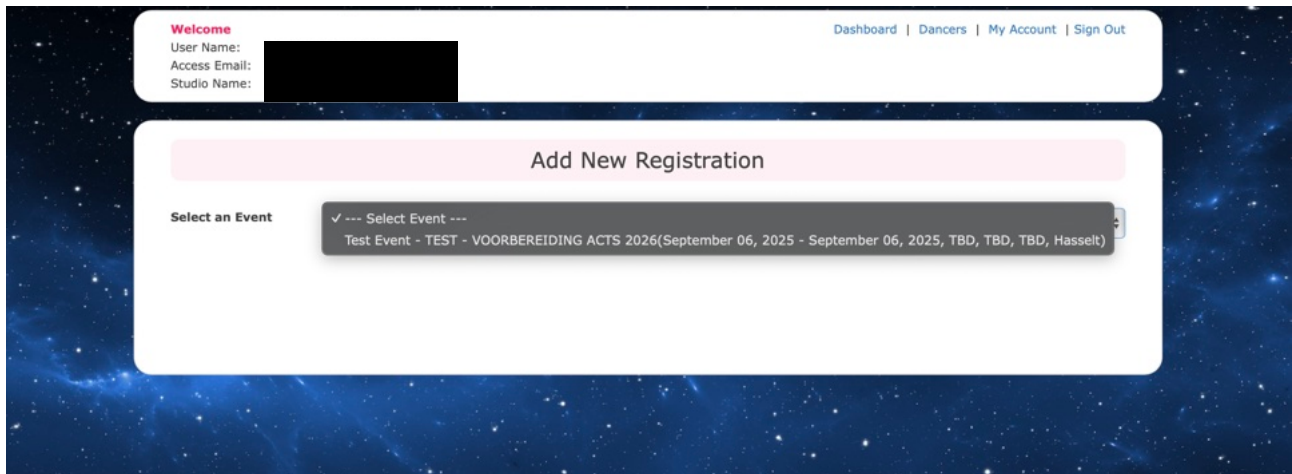
2. WHEN REGISTRATION IS OPEN

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

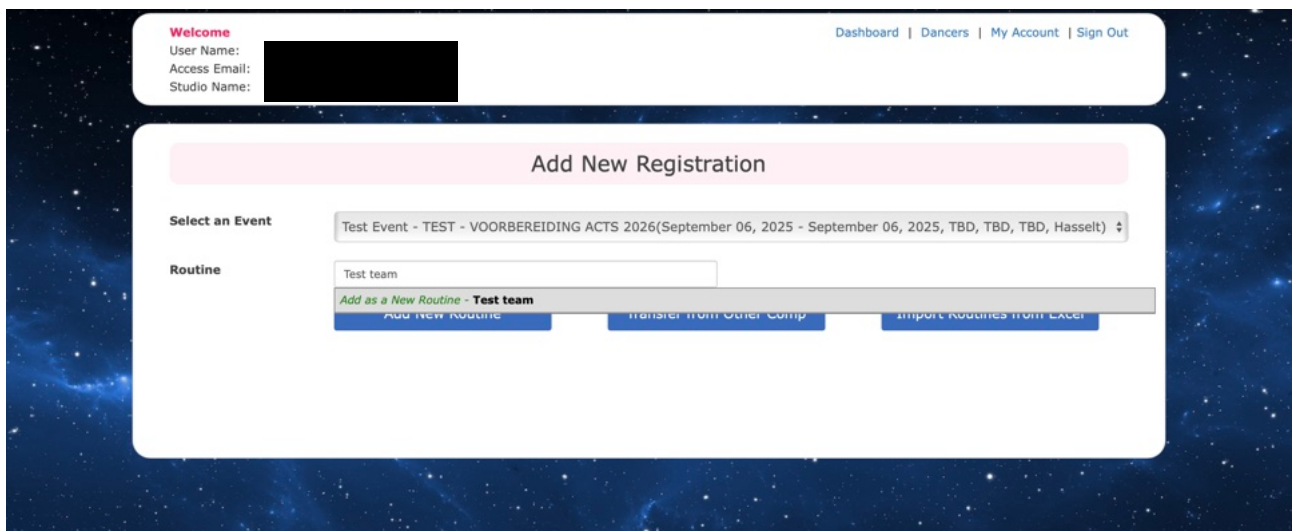


Once your account has been created, log in and click on **‘+ ADD NEW REGISTRATION’** in the top right corner to start a new registration.

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 registrations open, 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 | Sign Out'. The main section is titled 'Add New Registration'. Below this, there is a 'Select an Event' label and a dropdown menu. The dropdown menu 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 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 | Sign Out'. The main section is titled 'Add New Registration'. Below this, there is a 'Select an Event' label and a dropdown menu. The dropdown menu 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)'. Below the dropdown menu, there is a 'Routine' label and a text input field. The text input field contains the text 'Test team'. Below the text 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

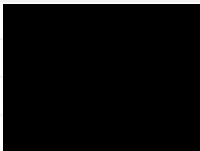
Create New

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

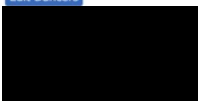
Dance Style*

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).

A vertical strip of a starry night sky. It features a dense field of stars of varying brightness against a deep blue background. A prominent, bright, and slightly irregular white and light blue nebula or cloud of gas is visible in the upper half of the strip, stretching horizontally. The stars are scattered throughout, with some appearing as sharp points of light and others as soft, out-of-focus glows.

^
Team
(1)

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

Edit

Delete

████████████████████

Team

Streetstyles Choreography

Test Coach

[Continue to Checkout](#)

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

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

--

Continue

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