



2022 Season Membership Registration

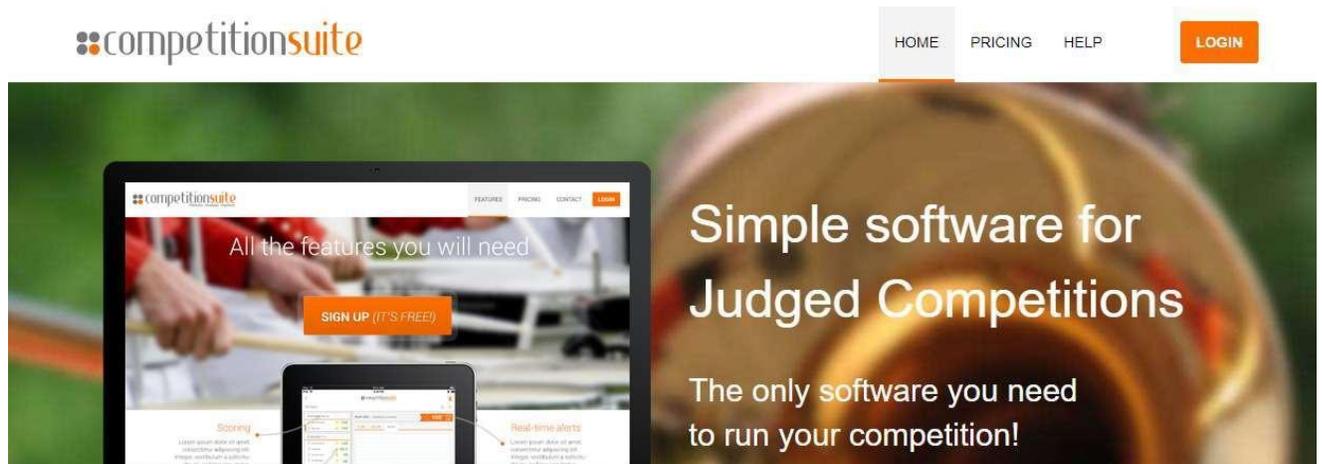
Step-by-Step Instructions

For a step-by-step video please [click here!](#)

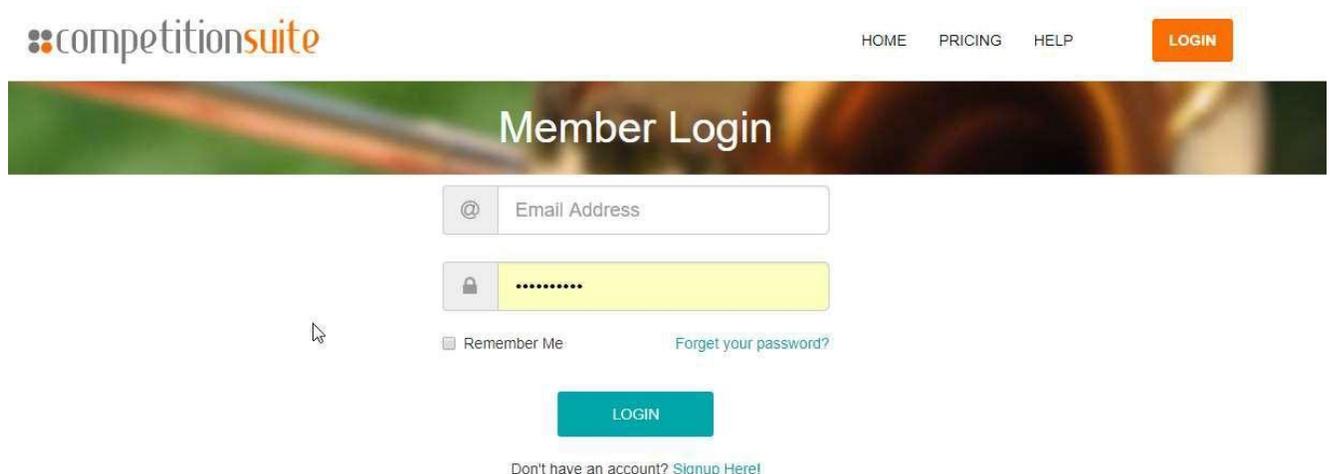
Step I – Season Membership for Live Events:

- to be completed by all units planning to attend Live Events, regardless of payment method
- if your unit is requires a switch to all virtual before the season begins we can transfer your membership at that time
- if your unit is planning to *only* participate virtually, stay tuned for more information on registration for those events

1. Visit www.competitionsuite.com



2. Login with your unit director credentials.



- Find your unit name for MAIN. Note: If you're also registered with WGI, make sure you click on your profile for MAIN and not WGI. If you have more than one unit, you can add them on in Step 7 if they are from the same parent organization. If they are from different parent organizations (eg a scholastic and an independent), you will repeat this process for each unit.

Note - if your unit is truly a New Member to MAIN, you can follow [this link](#) to get to our Membership sign up page. If you do not already have a CompetitionSuite username and password to login you will need to create one.

The screenshot shows the CompetitionSuite interface. On the left is a sidebar with an 'Overview' dropdown and a 'Groups' section containing a list of units. The main content area displays performance details for three units, each with a logo and a message: 'There have been no recent performances'. The units listed are '#Test Group 1' (MAIN logo), 'Council Rock High School South' (USBANDS logo), and 'Council Rock HS South' (WGI logo).

https://www.competitionsuite.com/groups/17793

- Click on Registration in the top navigation bar.

The screenshot shows the CompetitionSuite interface with the 'Registration' menu item highlighted in the top navigation bar. Below the navigation bar, there is a 'Fusion Winter Guard' section with a list of years (2018, 2017, 2014) and a video player. The video player shows a video titled 'MAIN - MAIN Championships - Second Half' with a timestamp of '4/21/18 - South Brunswick HS' and 'EQ - Alvssa Cimino'.

5. Click on the word "here" in BLUE where it says “Please fill out the membership form here”

The screenshot shows the CompetitionSuite website interface. At the top left is the logo "competitionsuite". To the right are navigation icons for music, search, user profile, settings, and share. Below the logo is a header "#Test Group 1" with a dropdown arrow. A navigation bar contains links: Past Events, Upcoming Events, Resources, Performance Music, Registration (highlighted with an orange underline), Invoices, Organization Data, Staff Management, and Administration. A "Remove Me" link is on the far right. A yellow banner contains the text: "Membership Required! Mid-Atlantic Indoor Network requires you to have membership in the 2022 season before you can register for events. Please fill out the membership form [here](#) if you haven't registered for membership yet. If you have signed up for membership, please contact the Mid-Atlantic Indoor Network administration to get access to event registration." Below the banner is a "Registration Status:" section with three buttons: "Upcoming", "Open" (highlighted in orange), and "Closed". A message states "There are no events available for registration!". At the bottom, there is a footer with copyright information and links for Terms, Privacy, Contact, Blog, Status, Developers, and Help.

6. Under 2022 Membership, enter the group name under "Find Existing Group" After typing a few letters your team should appear.
Note: Please do not check “New Group” unless you are sure that this is a new team that *never performed with MAIN*.

If you are only registering for **one** show, you will select the One Show Only option. This does not give your team a Membership in MAIN, but allows your unit to participate in one performance for the 2022 season.

The screenshot shows the CompetitionSuite website interface for the membership registration process. At the top left is the logo "competitionsuite". To the right are navigation icons for music, search, user profile, settings, and share. Below the logo is a header "Membership" with a dropdown arrow. The main content area is divided into two sections: "2022 Membership thru 1/31 (if paying online, non-refundable processing fee will be added)" and "2022 One Show Only (if paying online, non-refundable processing fee will be added)". Each section has a price box on the left (\$200.00 and \$25.00 respectively) and a form on the right with a "New Group?" checkbox and a "Find Existing Group" text input field. Below the input field is an "Add Additional Group" button. To the right of these sections is a "Membership Total" box showing "There are no groups selected for registration!" and a "Total" of "\$0.00" with a "Complete Membership" button. At the bottom, there is a footer with copyright information and links for Terms, Privacy, Contact, Blog, Status, Developers, and Help.

- Once your group name has been selected, complete the required sections - be sure to scroll down to the bottom.
 Note - Administrator info should be someone on your staff who has or should have Administrative Access to your unit's CompetitionSuite account, such as the Director. Do not put your school principal name and email address unless you want them to have full Admin Access to your unit's CompetitionSuite account.

You may then either select the "Add Additional Group" button found at the bottom and repeat the process for your next unit, or push the orange "Complete Membership" button on the right

- A pop-up window will appear.

9. Clicking the "Skip" button will toggle that field to read "Purchase." Select any additional Add-ons you wish to be included, or select "Skip Add-ons" if you do not wish to add anything to your invoice.

Please note - all units will click either the "Skip Add-ons" button or the "Purchase Add-ons" button regardless of payment method.

The screenshot shows the 'competition suite' membership page. A modal window titled 'Optional Add-ons' is open in the center. The modal lists three items with their prices and selection buttons:

Item	Price	Selection
Bond (new units only)	\$50.00	Skip
Consultation with an NJNJ adjudicator (RA sheet and below only)	\$25.00	Purchase
Contest Host Fee (if not previously paid by unit)	\$100.00	Skip

At the bottom of the modal are three buttons: 'Cancel', 'Skip Add-ons', and 'Purchase Add-ons'. The background shows a membership form with fields for Location (MAIN, NJ), Division (Middle School), Administrator's Name (Comp Suite Admin name), Administrator's Email (your_comp_suite_admin@colorguard.com), and Administrator's Cell (215-555-5555). A 'Membership Total' section on the right shows a total of \$200.00 and a 'Complete Membership' button.

This is a close-up of the 'Optional Add-ons' modal. It contains the same three items as the screenshot above:

Item	Price	Selection
Bond (new units only)	\$50.00	Skip
Consultation with an NJNJ adjudicator (RA sheet and below only)	\$25.00	Purchase
Contest Host Fee (if not previously paid by unit)	\$100.00	Skip

At the bottom are the buttons: 'Cancel', 'Skip Add-ons', and 'Purchase Add-ons'.

Please note that this is for Live Event Season Membership. Memberships may be transferable should the need arise to switch to virtual events.

10. A Payment Information window will appear.

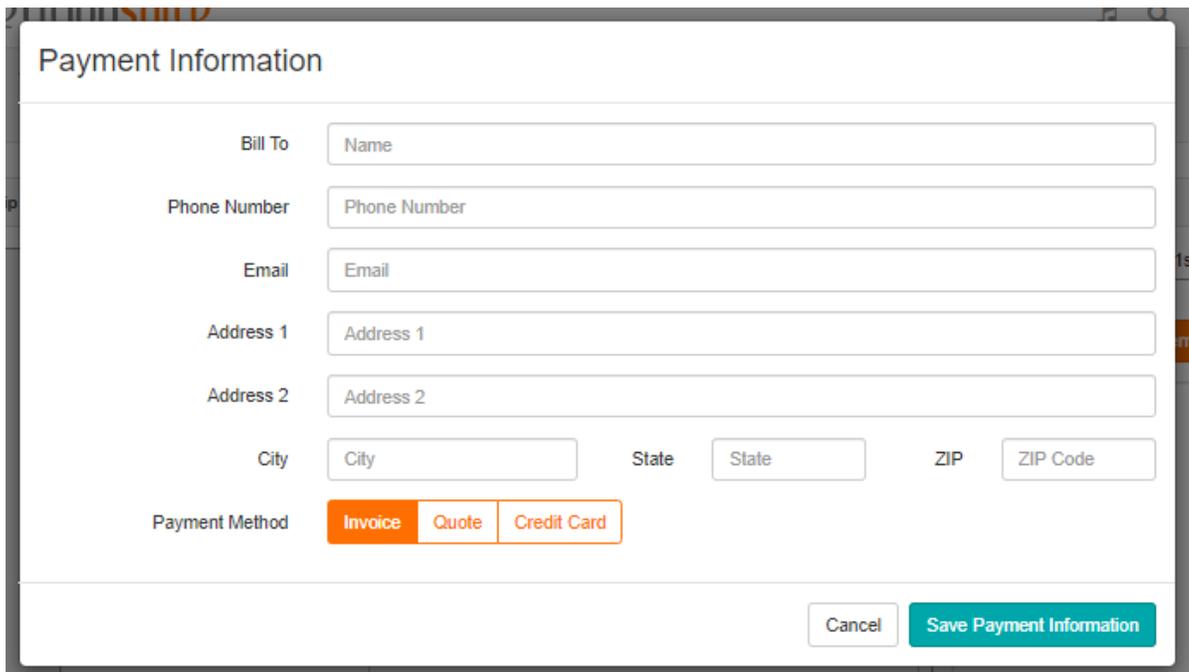
Enter the billing information for the person or organization who will be paying the invoice, or if paying online with a credit card enter the payment details for the cardholder.

Be sure to use proper capitalization, punctuation, and spelling, as this will be printed on your invoice/quote which will be your final copy - in the case of a PO it's what will go to the administration/Board of Education for approval.

Select the appropriate button in orange for the following choices:

- Invoice if your organization will be writing a check
- Quote if you are doing a School District PO
- Credit Card if you are paying online with a Credit Card. Please note that the credit card processing fees are non-refundable.

Once all the information is complete and you have made your Payment Method selection, click the "Save Payment Information" button at the bottom right.



The screenshot shows a "Payment Information" form with the following fields and options:

- Bill To:** Name (text input)
- Phone Number:** Phone Number (text input)
- Email:** Email (text input)
- Address 1:** Address 1 (text input)
- Address 2:** Address 2 (text input)
- City:** City (text input)
- State:** State (text input)
- ZIP:** ZIP Code (text input)
- Payment Method:** Three buttons: "Invoice" (orange), "Quote" (orange), and "Credit Card" (orange).
- Buttons:** "Cancel" (white) and "Save Payment Information" (teal) at the bottom right.

11. If paying by credit card - continue following any further prompts in order to charge your credit card. A receipt will be emailed to you.

Payment Information

Bill To

Phone Number

Email

Address 1

Address 2

City State ZIP

Payment Method

Your organization has elected to pass the credit card processing fees to the groups. By paying via credit card, you will be paying slightly more than the amount listed. The credit card processing fee is the total amount plus \$0.30 plus 2.9%.

Name on Card

Card Number

Expires Card Code

12. You will be re-directed to this screen after successfully completing your Membership request for the 2022 season. Click on the Competition Suite logo at the top left to return to your Dashboard, or the arrow button at the top right to log out of your account.

competition suite

Membership ▾

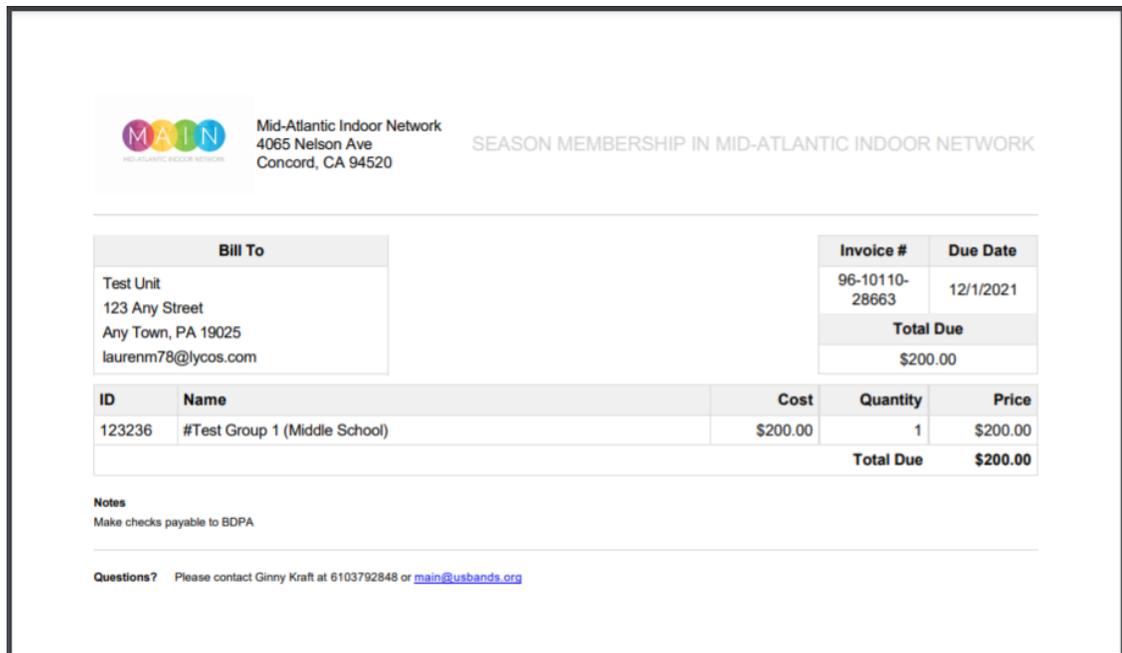
Your membership request has been received! Please check your email for your invoice. Please contact your circuit if you have any questions.

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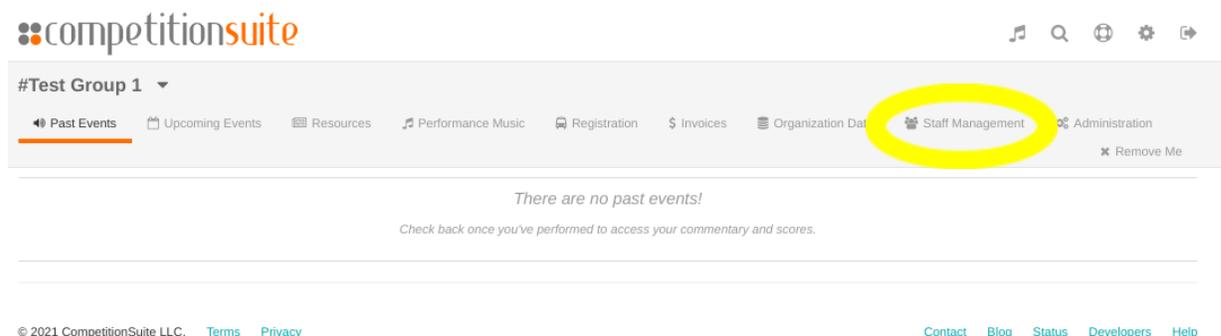
13. Check your email! The invoice is sent to *everyone* listed on your CompetitionSuite account as an Administrator. **You will use this invoice to remit payment right away to the address listed. As noted on the invoice, checks should be made payable to BDPA.**

New this year - we CAN accept PO's!

Contest Sign-Up begins 11/25 for all units for whom either a payment or a PO *has been received.* 12/1 remains the first possible postmark date. Since our mail will be going to California and the post office has been slowing down, be sure to mail your payment ASAP!



14. Take a moment to make sure the staff for your unit is still current by clicking the “Staff Management” button on your dashboard. Here you can approve requests for staff access to your account and set Administrator privileges. If your staff adds their phone numbers to their accounts they will also receive important text message updates from CompetitionSuite/MAIN.



If you have any difficulty, please check out our video with a step-by-step screen share by [clicking here!](#)

CONGRATULATIONS!

We look forward to seeing you for Show Sign-Up once your payment or PO has been received!