



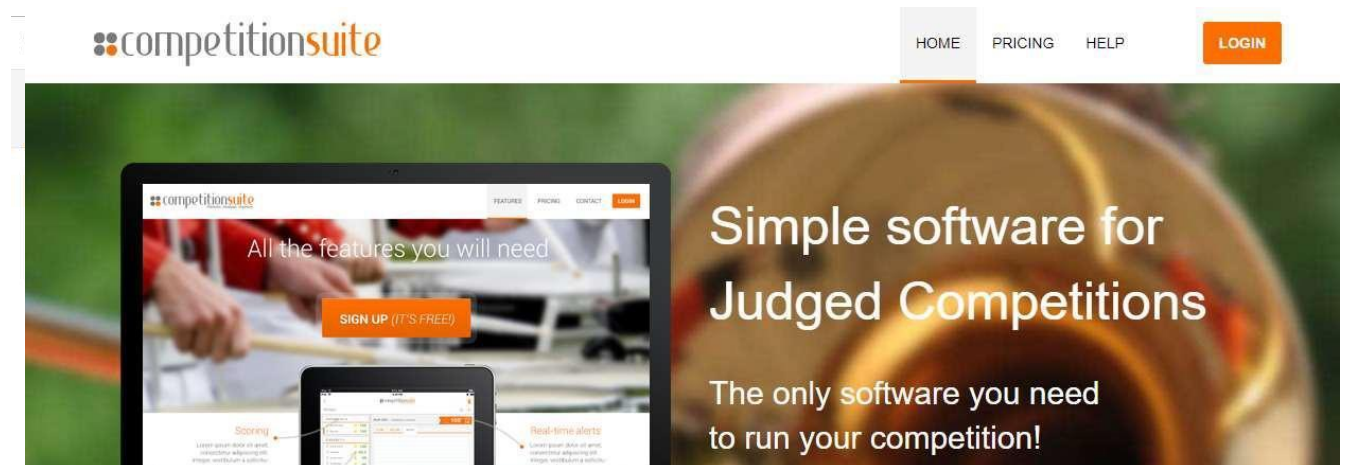
# 2022 Registration/Season Membership

## Step-by-Step Instructions

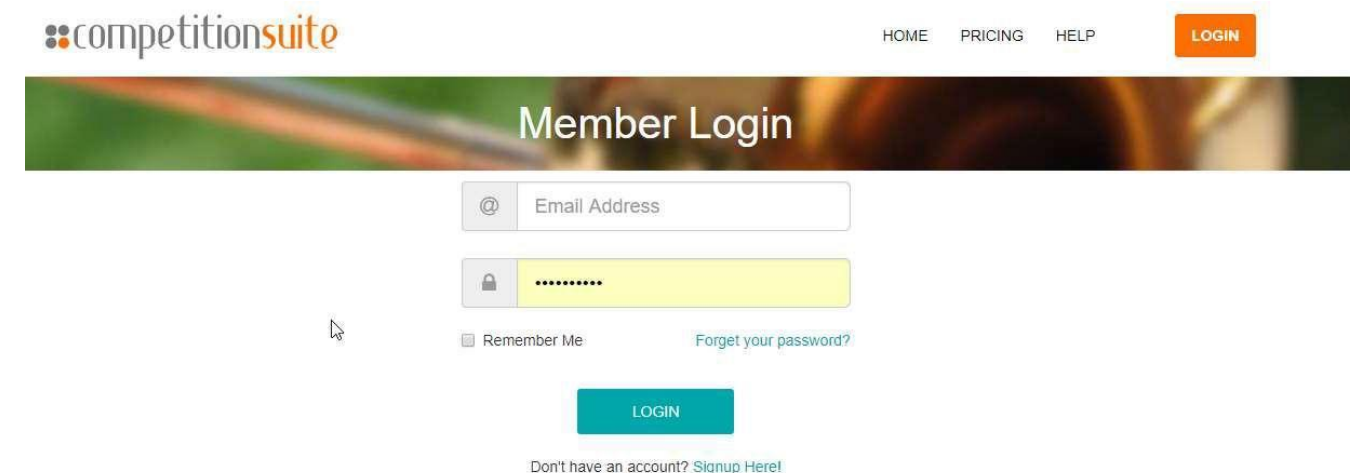
Please note that there are two parts. If you have not yet completed and paid for the first part – “Season Membership” – you will not be able to complete “Event Registration.”

## Part II – Event Registration:

1. Visit [www.competitionsuite.com](http://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 will repeat this entire process for each unit.

The screenshot shows the 'competitionsuite' interface. On the left, under 'Overview', there is a list of 'Organizations' (Mid-Atlantic Indoor Network) and 'Groups'. The 'Groups' list includes '#Test Group 1' (MAIN - #Test Group 1 (MS)), 'Council Rock High School South' (USB - Council Rock High School South (O-W)), 'Council Rock HS South' (WGI - Council Rock HS South (SA)), 'Council Rock South' (Cavalcade - Council Rock South (Yan)), and 'Council Rock South HS' (MAIN - Council Rock South HS (SA)). A search bar 'Find My Group' is at the bottom of the list. On the right, three performance cards are shown for '#Test Group 1', 'Council Rock High School South', and 'Council Rock HS South'. Each card displays the unit's logo and the text 'There have been no recent performances'. The URL 'https://www.competitionsuite.com/groups/17793' is visible at the bottom left.

- Click on Registration in the top navigation bar.

The screenshot shows the 'competitionsuite' interface with the 'Fusion Winter Guard' dropdown menu open. The 'Registration' menu item is highlighted with a mouse cursor. Other menu items include 'Past Events', 'Upcoming Events', 'Resources', 'Performance Music', 'Staff Management', 'Administration', and 'Remove Me'. Below the navigation bar, there is a list of years (2018, 2017, 2014) and a video player showing a performance titled 'MAIN - MAIN Championships - Second Half' from 4/21/18 at South Brunswick HS, performed by EQ - Alvssa Cimino.

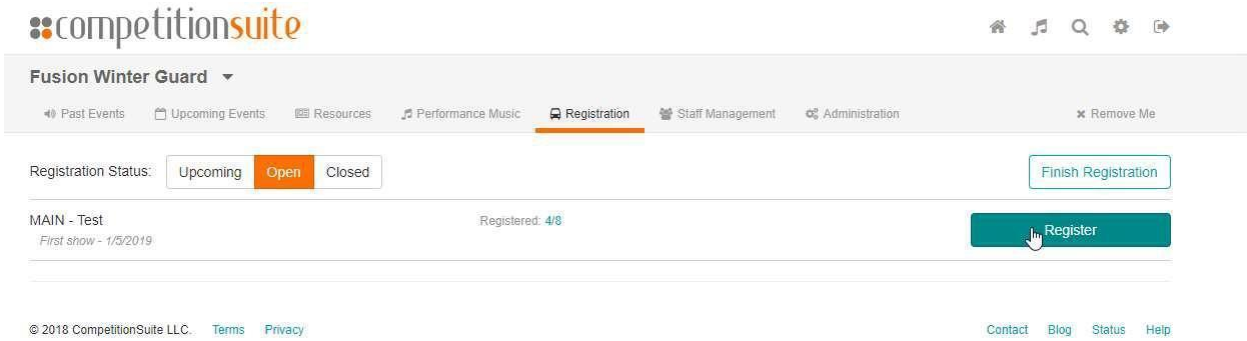
Please note - if you do not have access to “Administration,” you are not currently set as an Administrator on the account. Please contact your Director for assistance.

If you are the Director and should have Administrator permission, please contact MAIN at [maincolorguard@gmail.com](mailto:maincolorguard@gmail.com) or [vkraft@usbands.org](mailto:vkraft@usbands.org)

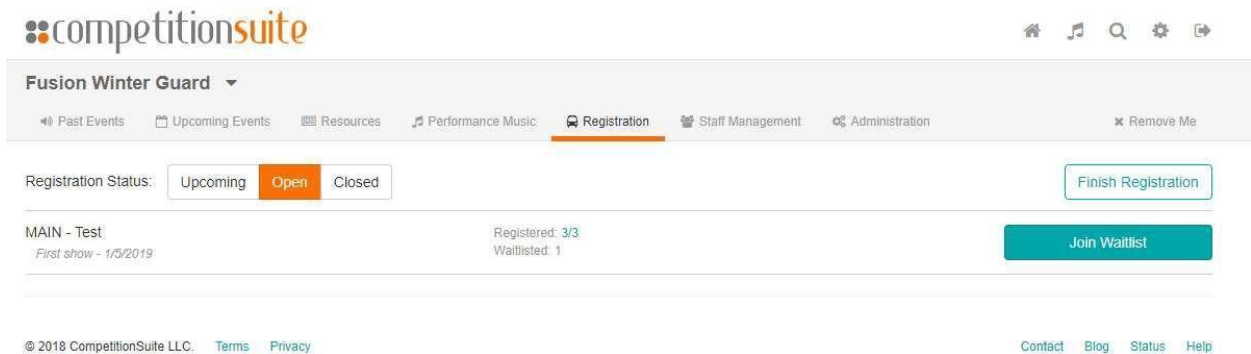
Screenshot of disabled Administrator access:

The screenshot shows the 'competitionsuite' interface with the 'Registration' menu item highlighted. A black message box is overlaid on the screen, stating: 'You don't have access to Registration. Please contact Council Rock South HS's administration if you need access.'

- Click on Register for each of the shows you want to attend. Note: Once a show reaches the maximum number of units, you can still join the waitlist and will be contacted if there are any cancellations. See the screenshot below.

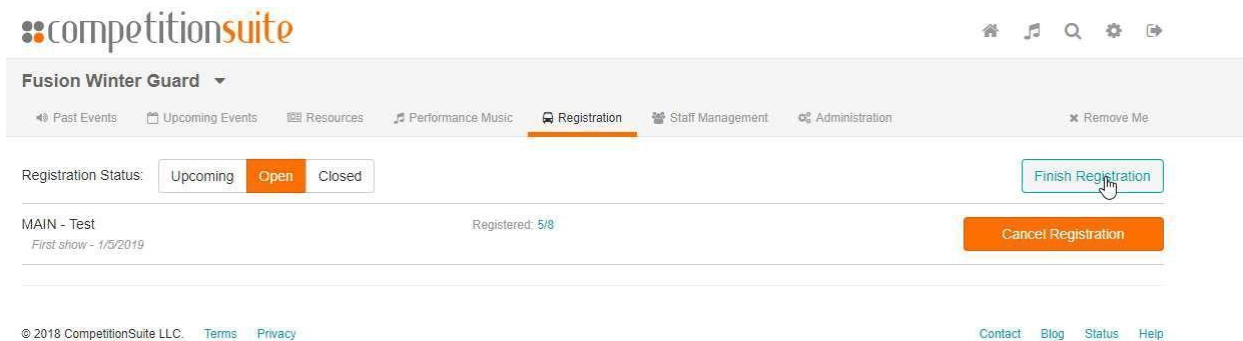


Example of waitlist:

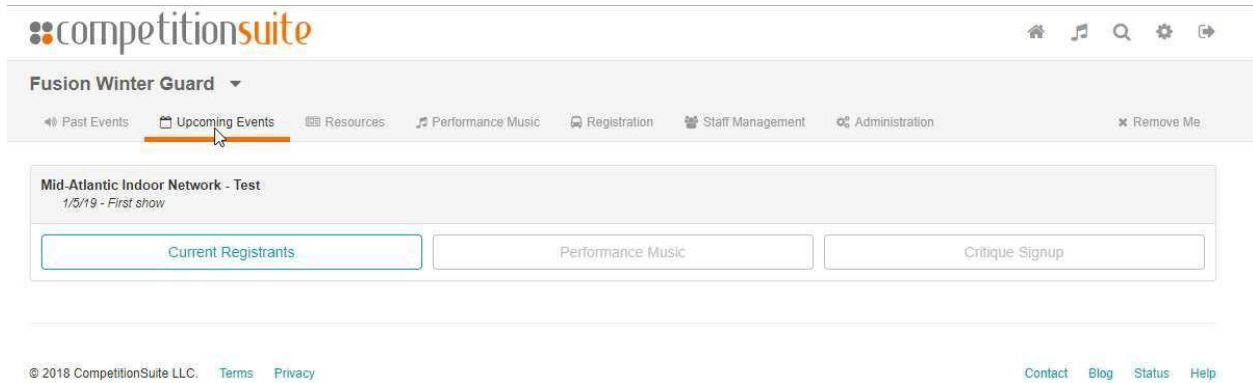


MAIN will make every effort to accommodate teams that are waitlisted on or prior to 12/1. Note that the number of unit entries is based on the show host's availability. All teams who register on or prior to 12/1 are considered "tied" for that registration spot, regardless of when the registration was placed. Ties will be broken based on the entry procedure outlined in the Rulebook.

- Once you're finished selecting your shows, **click Finish Registration** to complete the process



7. You can view your registered shows by clicking on Upcoming Events in the top navigation bar.



8. Please note - once initial registration is over, you will need to email [maincolorguards@gmail.com](mailto:maincolorguards@gmail.com) in order to officially cancel your Registration from events. The cancel button **will not** officially remove your unit from a show.

# CONGRATULATIONS!

We look forward to seeing you on the floor this winter.

