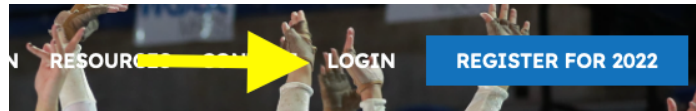


INSTRUCTIONS: As we are new to CompetitionSuite, the show selection process is different for the upcoming season. Use this document as a guide as you work your way through the event registration form. If you have questions, please let us know!

BEFORE YOU BEGIN: You must have already registered your group AND your payment must have been received by the WGASC office to register for events. If you have not submitted your registration, click here to get started (<https://wgasc.org/registration>) If you would like to pay for a previous registration via credit card, you can do so under the "Invoices" tab on your group profile.

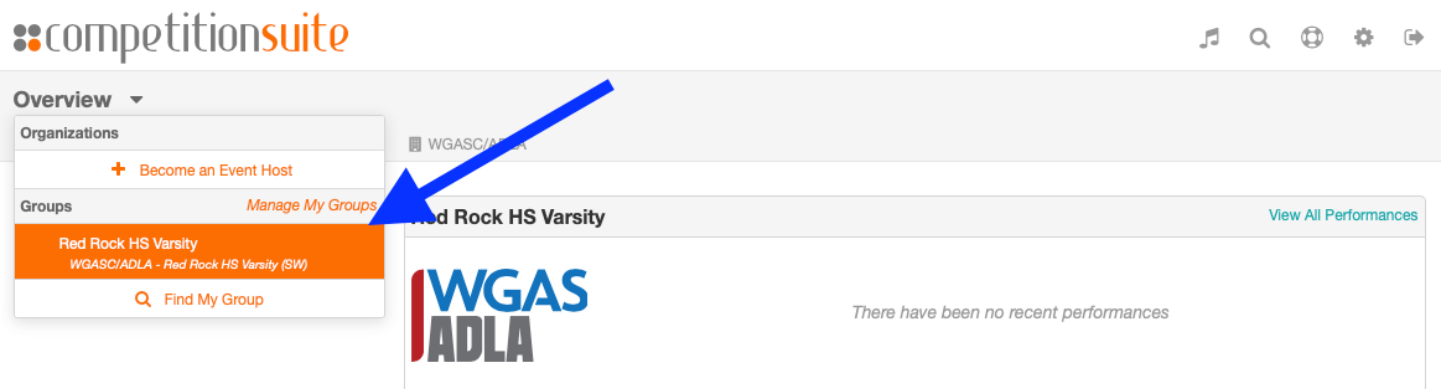
Step 1: Login to your CompetitionSuite account.

To get started, login to your CompetitionSuite account by clicking the "Login" link at the top of the WGASC website. You can also visit this link: <https://competitionsuite.com/login/>.



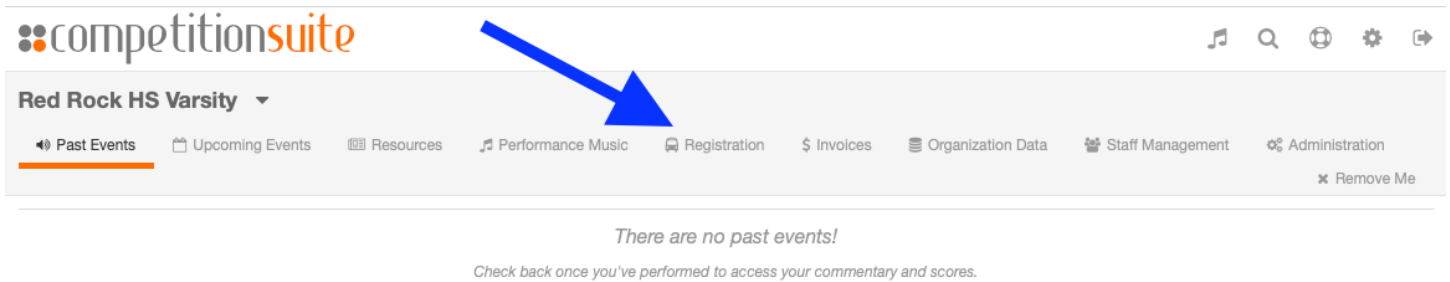
Step 2: Select the group you would like to work with on the left side menu.

Click the name of the group on the left side menu you'd like to work with.

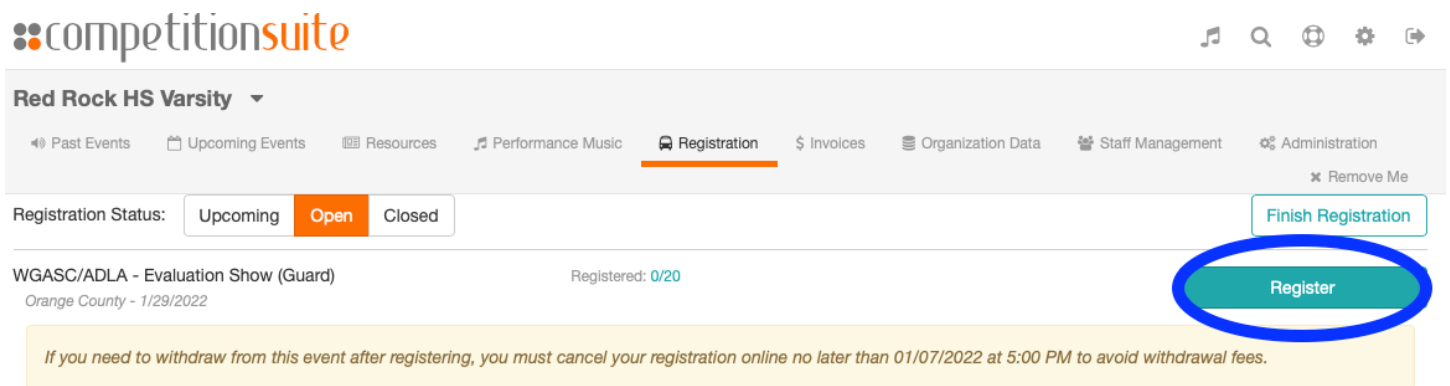


VERY IMPORTANT: You must register each of your groups individually for events! Make sure after you complete the registration for your first group that you start over and do the same for any other groups you manage!

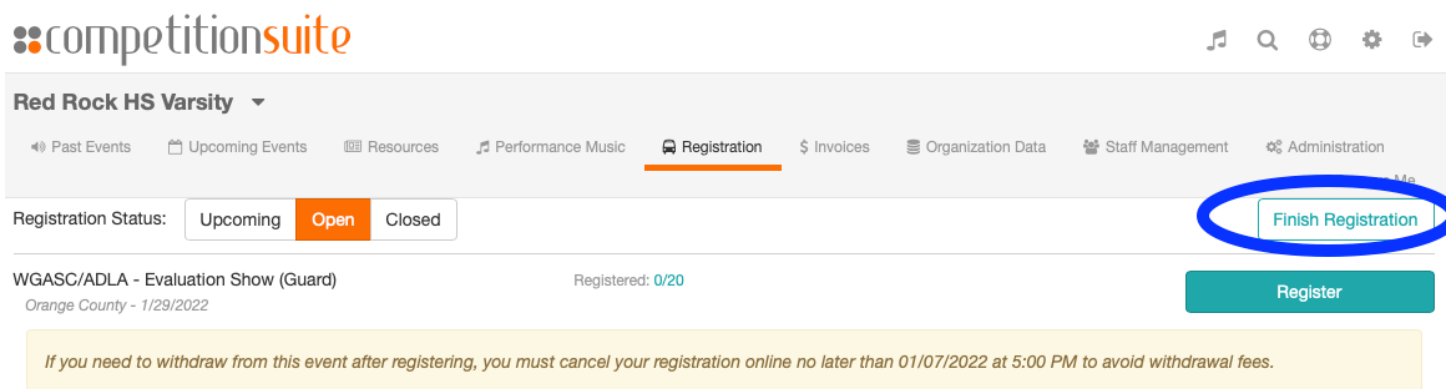
Step 3: Select the "Registration" tab on the top menu.



Step 4: Click "Register" next to the events you'd like to register for.



Step 5: Click "Finish Registration" once you've selected all your events.



If at any time you need to add or drop shows, you can do so from this same screen. If the event has reached capacity, you'll see a button that says "Join Waitlist" instead of the typical "Register" button. If you have any questions about event registration, please let us know at support@wgasc.org!