

INSTRUCTIONS: Use this document as a guide as you work your way through the registration form. If you have questions, please let us know!

Step 1: Create a CompetitionSuite account (if needed).

To get started, you'll need a CompetitionSuite account. If you already have an account with CompetitionSuite, you can use your existing account to manage your registration (even if you use it with another circuit such as WGI).

To create a CompetitionSuite account, visit this link: <https://competitionsuite.com/signup/>

Step 2: Visit the WGASC/ADLA Registration Page and review instructions.

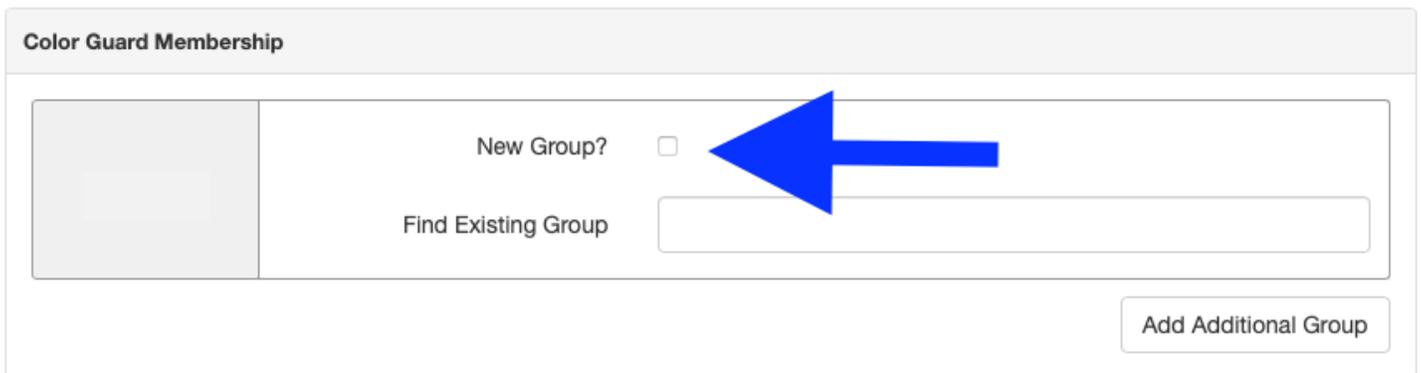
Open the WGASC/ADLA Registration Instructions page at this link: <https://wgasc.org/registration>

Make sure to read all the information prior to registering your groups. There's also a helpful video which will walk you through the registration process. Please make sure to refer to the registration video if you have any questions!

When you are ready to begin, click the "Begin Registration" button to access the registration form.

Step 3: If your group participated during the 2022 season with WGASC, search for the group name under "Find Existing Group". If your group did not participate with WGASC last year, please check the "New Group" box.

As this is our second year with CompetitionSuite, your group profile should already be in the system. Search using the "Find Existing Group" option on the registration page. If you did not participate during the 2022 season, you are considered a new group and should check the "New Group" option.



Color Guard Membership

New Group?

Find Existing Group

Add Additional Group

Step 4: Complete the first section of the registration form.

You're ready to begin completing the registration form! Complete the fields using the information below.

GROUP'S NAME	Enter the group's name as you wish it to be displayed. Your entry will be used to reference the group on all official documents, web pages, recaps, schedules, etc. The Circuit Administration may change your chosen name if deemed necessary. VERY IMPORTANT: Once you select your name, you are unable to change it without contacting the circuit!
LOCATION	Enter the hometown (city/state) of your group. Please be sure to follow the correct format. (Example: Los Angeles, CA)
DIVISION	Select the classification you wish to compete in. Make sure to reference the classifications document to ensure you are choosing the most appropriate classification for your group!
ADMINISTRATOR'S NAME	The Group's Administrator is the main person who will be responsible for managing the group's profile (setting up access for group staff members, registering for events, submitting music, registering for critique, etc.) Typically, this would be the Group Director (or lead instructor). The Administrator you enter on this form will automatically be approved as an Administrator on the new group's profile. You can add additional Administrators once you've completed the registration process.
ADMINISTRATOR'S EMAIL	
ADMINISTRATOR'S CELL	

Here's how your registration form should look once you've completed it:

New Group?

Find Existing Group

Group's Name

Location

Division

Administrator's Name

Administrator's Email

Administrator's Cell

Step 5: Complete the mailing address section of the registration form.

Enter the mailing address of the school (or group). We will use the address entered to send occasional mailings and official documents when needed. If you are registering a scholastic group, the address must be the address of the school. If you are registering another type of group, you should enter the address where your organization receives official correspondence. This will also be the address your All-Access passes are sent to (if applicable).

Step 6: Complete the contact information sections of the registration form.

The school/group official is the senior most person responsible for the group you are registering. If you are a scholastic group, this will typically be a Band Director, Faculty Sponsor or other district staff member who is responsible for the group’s activities. If you are an independent group, then this is the senior most person responsible for the group’s activities.

The Group Director is the person who will be responsible for the group at WGASC/ADLA events. This is the person who will typically be the point of contact for all circuit related matters.

It’s not uncommon for the School/Group official and the Group Director to be the same person. If this is the case for your group, fill out the same information for each person.

Step 7: Complete the general information section of the registration form.

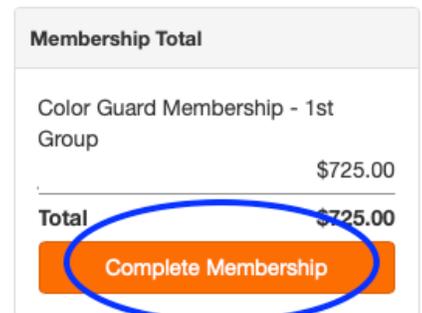
You’re ready to begin completing the registration from! Complete the fields using the information below.

REGION	Select your region from the list of available options (CA – Los Angeles, CA – Orange County, CA – San Bernardino, CA – San Diego, CA – Riverside, NV – Nevada)
MASTER AGREEMENT ACKNOWLEDGEMENT	All groups are required to read and acknowledge receipt of the WGASC/ADLA Code of Conduct and Master Agreement . By selecting this checkbox, you are confirming that you’ve read and understand all WGASC/ADLA policies contained within the document and agree to abide by all policies as written.

Step 8: If you are registering more than one group, click “Add Additional Group” under the corresponding division. If you are done completing information for your groups, click the “Complete Membership” button.

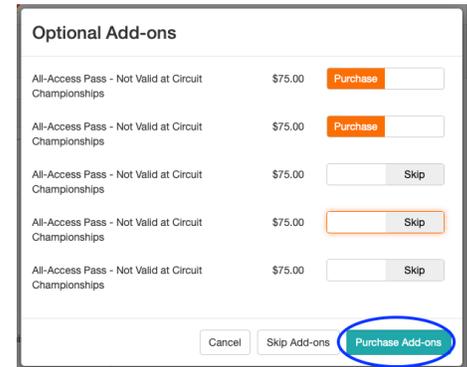
You can register as many groups as necessary on the same registration form. Simply add as many additional groups as needed until all your groups are created. Once finished, click “Complete Membership.”

IMPORTANT: If you are registering a scholastic group and an independent group, you should not include them on the same registration form. Only include groups that will be invoiced/billed to the same place on a single registration form.



Step 9: Add All-Access Passes to your membership. (Optional)

All-Access passes are available for purchase as part of your group membership. These passes will give the pass-holder access to all WGASC/ADLA regular season events. The passes are not valid at WGASC/ADLA Championships events. You may purchase a maximum of five passes per group. In the example to the right, we've chosen to add two passes to our registration. Click "Purchase Add-Ons" once you've finished. If you'd rather not purchase passes, simply click "Skip Add-Ons" to continue.



Optional Add-ons		
All-Access Pass - Not Valid at Circuit Championships	\$75.00	<input type="button" value="Purchase"/>
All-Access Pass - Not Valid at Circuit Championships	\$75.00	<input type="button" value="Purchase"/>
All-Access Pass - Not Valid at Circuit Championships	\$75.00	<input type="button" value="Skip"/>
All-Access Pass - Not Valid at Circuit Championships	\$75.00	<input type="button" value="Skip"/>
All-Access Pass - Not Valid at Circuit Championships	\$75.00	<input type="button" value="Skip"/>

Step 10: Complete the payment information screen to complete your registration.

Complete the billing information form with your school/group's information. There are three payment options provided for you to choose from:

- **INVOICE** – Upon completion of your registration, an invoice will be emailed to you that can be sent to your treasurer or school bookkeeper.
- **QUOTE** – This option is for schools that are required to pay by purchase order. Upon completion of your registration, a quote will be emailed to you that can be forwarded to your school bookkeeper or purchasing agent. The quote will have all information required for a purchase order to be generated.
- **CREDIT CARD** – Payment can be made by Credit Card for all associated membership fees and other add-on items immediately using the form provided. **IMPORTANT: When paying by credit card, a processing fee will be added to your transaction by the credit card processing company (\$0.30 + 2.9% of the total transaction amount).**

Step 11: Click "Save Payment Information." Once you see the confirmation screen, your registration has been successfully submitted!