



CENTRAL OKANAGAN
PERFORMING ARTS FESTIVAL

Registration Guide

Step 1 - [Login to Registration Site](#)

Welcome to DanceComp Genie, our Registration & Scheduling platform for all Festival categories: Dance, Music, and Voice.

On this page you can create your account, or login if you already have one. When creating your account the mandatory fields are annotated with a red star.

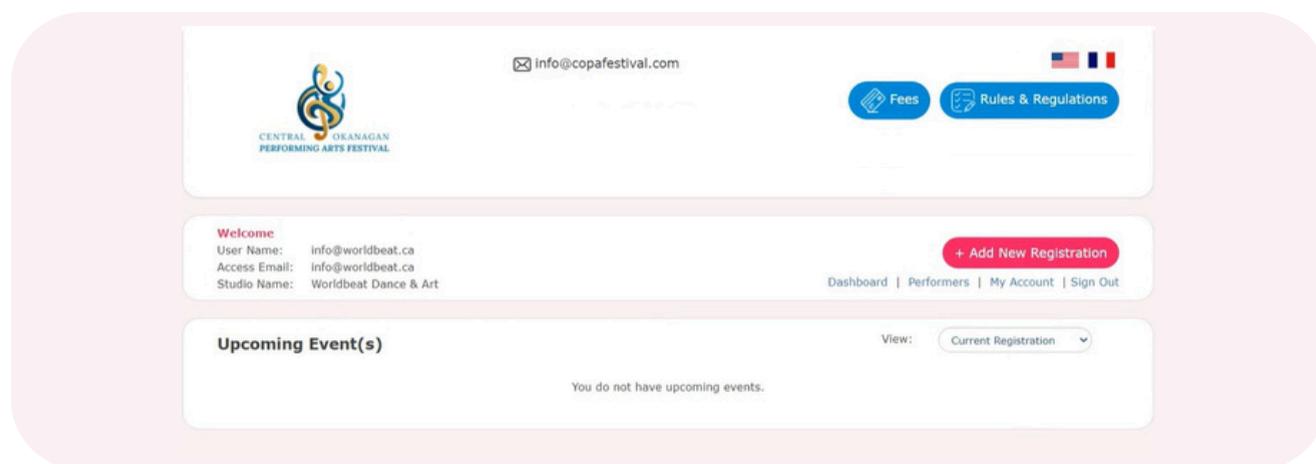
The screenshot shows the website's header with the festival logo, contact email (info@copafestival.com), and navigation buttons for Home and Rules & Regulations. Below the header is a login section with a prompt: "If you have an account with us, or a DanceComp Genie Studio Center account, please login here." It includes input fields for "Username or email address" and "Password", a "Remember Me" checkbox, a "Forgot your password?" link, and a login button. Below the login section is an "Add new account" section with a text block explaining the registration process and a form with a "Username or email address" field and an "Add" button. To the right of the "Add new account" section is a quote by Voltaire: "Let us read and let us dance - two amusements that will never do any harm to the world."

Continue to next steps

Step 2 - Add New Registration

Now that you have logged in, you can begin registering by clicking:

+ Add New Registration



The screenshot shows a user dashboard for the Central Okanagan Performing Arts Festival. At the top, there is a header with the festival logo, the email address 'info@copafestival.com', and buttons for 'Fees' and 'Rules & Regulations'. Below the header, a 'Welcome' section displays user information: 'User Name: info@worldbeat.ca', 'Access Email: info@worldbeat.ca', and 'Studio Name: Worldbeat Dance & Art'. A prominent red button labeled '+ Add New Registration' is visible. Navigation links for 'Dashboard', 'Performers', 'My Account', and 'Sign Out' are also present. The 'Upcoming Event(s)' section shows a message: 'You do not have upcoming events.' and a 'View:' dropdown menu set to 'Current Registration'.

Step 3 - Select Event

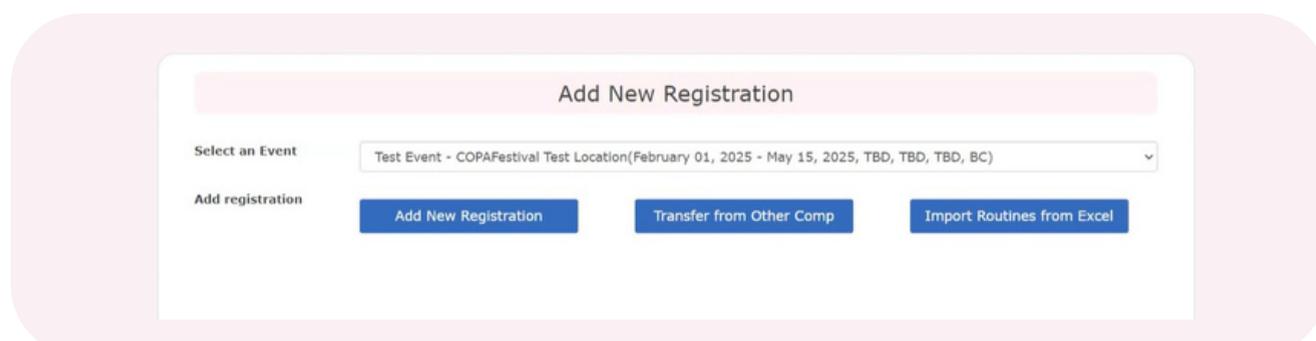
On this page you can select the event you are registering for.



The screenshot shows the 'Add New Registration' form. At the top, there is a title 'Add New Registration'. Below it, there is a dropdown menu labeled 'Select an Event' with the placeholder text '--- Select Event ---'.

Step 4 - Select New Registration

At this point you are most likely selection will be **'Add New Registration'**

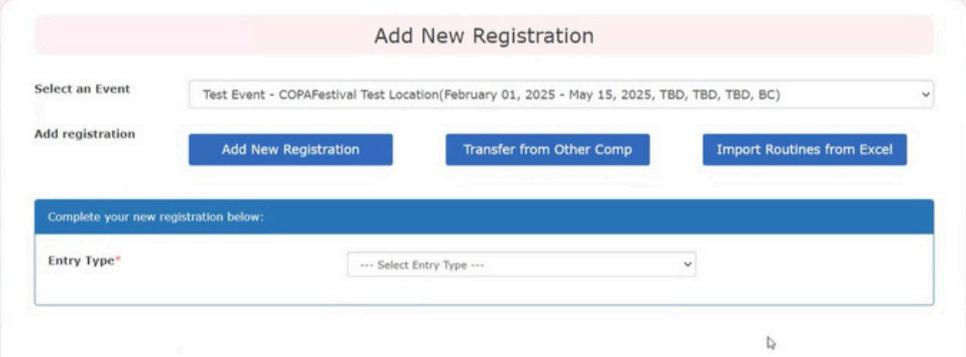


The screenshot shows the 'Add New Registration' form with the event selection dropdown now populated with the text 'Test Event - COPAFestival Test Location(February 01, 2025 - May 15, 2025, TBD, TBD, TBD, BC)'. Below the dropdown, there are three buttons: 'Add New Registration', 'Transfer from Other Comp', and 'Import Routines from Excel'. The 'Add New Registration' button is highlighted in blue.

Continue to next steps

Step 5 - Select Entry Type

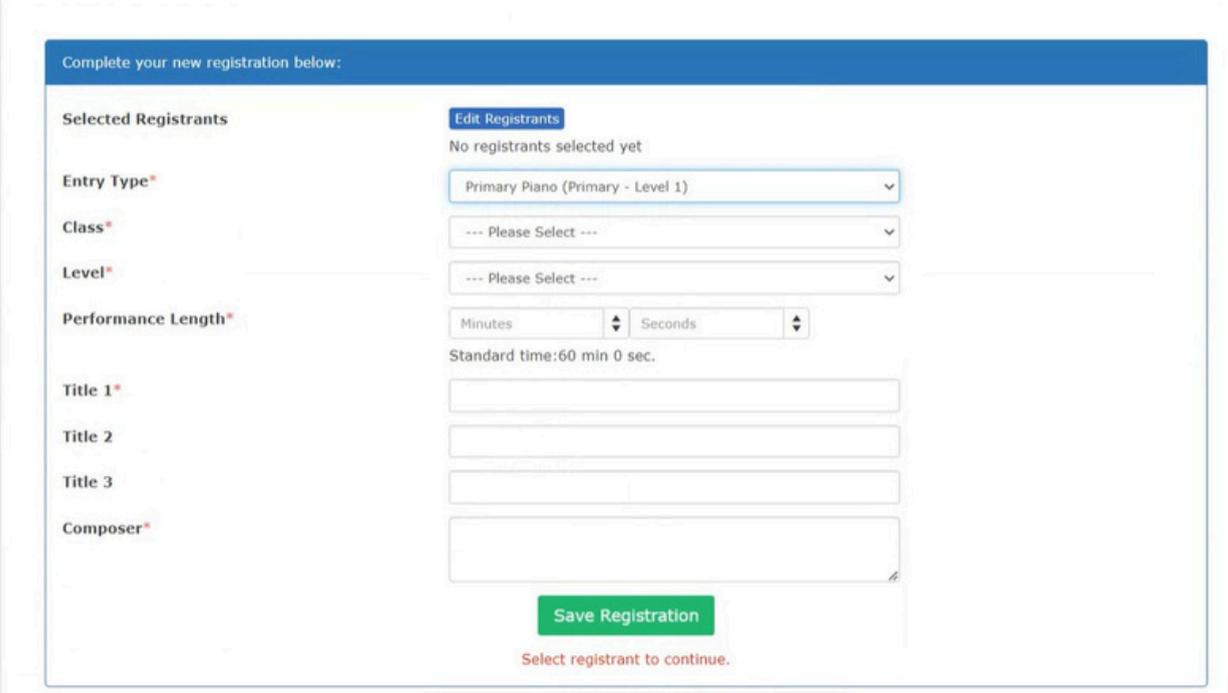
Here you can choose your entry type, whether it be dance, music, or voice etc. selecting the event you are registering for.



The screenshot shows the 'Add New Registration' form. At the top, there is a dropdown menu for 'Select an Event' with the value 'Test Event - COPAFestival Test Location(February 01, 2025 - May 15, 2025, TBD, TBD, TBD, BC)'. Below this are three buttons: 'Add New Registration', 'Transfer from Other Comp', and 'Import Routines from Excel'. A blue bar indicates 'Complete your new registration below:'. Underneath is the 'Entry Type*' dropdown menu, which currently shows '--- Select Entry Type ---'.

Step 6 - Input & Save Information

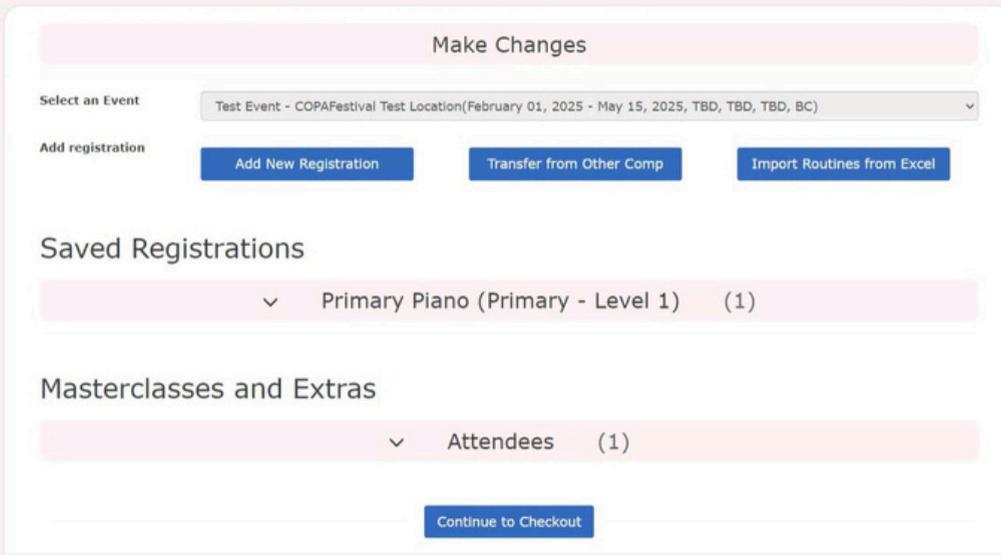
Now you can fill out all of the related fields for your registration, and click **'Save Registration'**.



The screenshot shows the 'Complete your new registration below:' form. It includes a 'Selected Registrants' section with an 'Edit Registrants' button and the text 'No registrants selected yet'. The main form fields are: 'Entry Type*' (dropdown: Primary Piano (Primary - Level 1)), 'Class*' (dropdown: --- Please Select ---), 'Level*' (dropdown: --- Please Select ---), 'Performance Length*' (input fields for Minutes and Seconds, with a standard time of 60 min 0 sec), 'Title 1*' (text input), 'Title 2' (text input), 'Title 3' (text input), and 'Composer*' (text input). A green 'Save Registration' button is at the bottom, with a red note below it: 'Select registrant to continue.'

Step 7 - Select Extra or Checkout

Now that you have completed your registration, you can select **'Masterclasses and Extras'**, or **'Continue to checkout'**.



Step 8 - Complete Extras * if necessary

If you have selected the **'Masterclasses and Extras'** field, this is where you will select your masterclasses, and answer some necessary questions in order to complete your registration.



| Registrant Name | Ballet Masterclass | Modern Masterclass | Jazz Masterclass | Tap Masterclass | Can you provide any volunteers for the festival? (*) | Would you like to make a donation to our non-profit charitable organization? (*) | Are you trying to qualify for provincials? (*) |
|------------------|---|---|---|---|---|--|---|
| Smith, Sally (9) | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No | <input type="radio"/> All Yes <input checked="" type="radio"/> All No |

Continue to next steps

Step 9 - Review Checkout

Under the Checkout you can check through your registration to make sure you have not missed anything, and make payment.

| Name | Ballet Masterclass | Modern Masterclass | Jazz Masterclass | Tap Masterclass | Will you provide any volunteers for the festival? | Will you make a donation to our non-profit charitable organization? | Are you trying to qualify for provincials? | Do you meet the qualifications according to the provincial syllabus? Visit bcprovincials.com | Amount |
|-------------|--------------------|--------------------|------------------|-----------------|---|---|--|--|---------|
| Sally Smith | \$30.00 | \$0.00 | \$0.00 | \$0.00 | Yes | Yes | Yes | Yes | \$30.00 |

Sub Total Details

| Name | Number of Routines/Person | Entry Fee | Amount |
|--|---------------------------|----------------|----------------|
| Primary Piano (Primary - Level 1) - Dancer Fee | 1 | \$25.00/person | \$25.00 |
| Competition Addon Fee | | | \$30.00 |
| Total: | | | \$55.00 |

Please write your notes or special requests in the following textbox:

Step 10 - Waivers

Once you have clicked '**Continue**' a screen will come up notifying you that one or more Waivers need to be signed in order for you to complete your registration. There are instructions here as to how to proceed.

Check Out

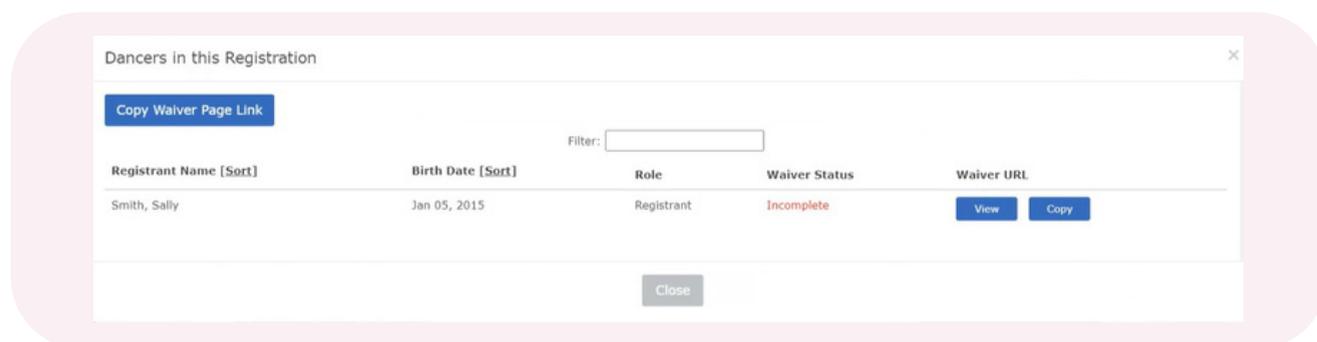
Verification results:

Validate Dancer's WaiverStatus:
Some dancers have not completed waiver yet.
Sally Smith

Step 11 - Select Waivers

If you are the parent or participant registering, on this page you will be able to complete the waiver(s) by clicking on **'View'**.

If you are the Instructor and need parents or participants to complete waivers, then you can click on **'Copy Waiver Page Link'**.



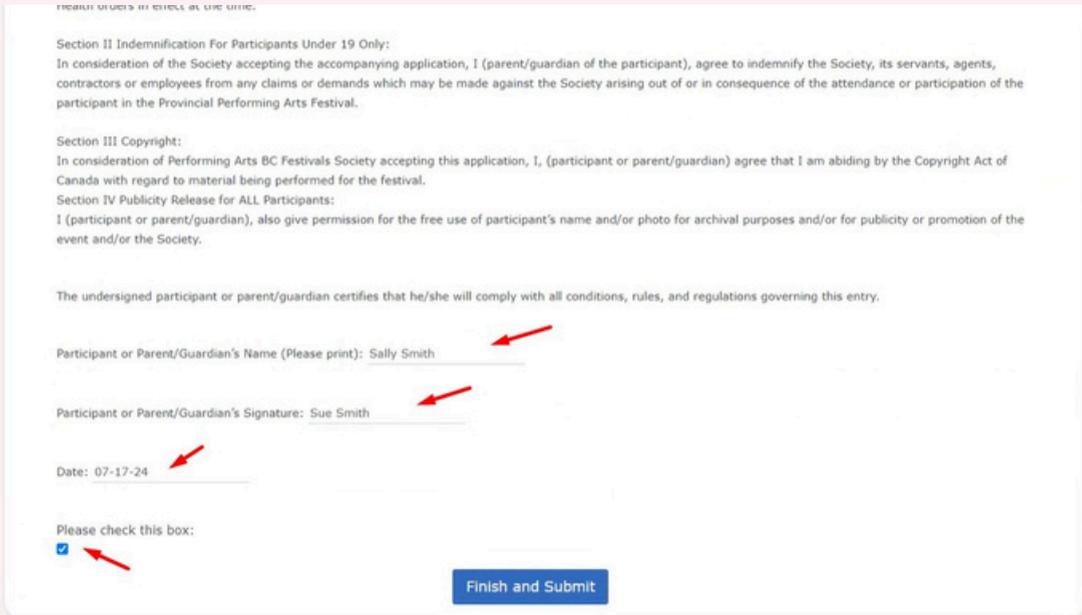
Step 12 - Complete Waiver

Once you have clicked **'Continue'** a screen will come up notifying you that one or more Waivers need to be signed in order for you to complete your registration. There are instructions here as to how to proceed.



Step 13 - Finish Fields & Submit

Fill out fields at bottom of page, and click **'Finish and Submit'**.



Section II Indemnification For Participants Under 19 Only:
In consideration of the Society accepting the accompanying application, I (parent/guardian of the participant), agree to indemnify the Society, its servants, agents, contractors or employees from any claims or demands which may be made against the Society arising out of or in consequence of the attendance or participation of the participant in the Provincial Performing Arts Festival.

Section III Copyright:
In consideration of Performing Arts BC Festivals Society accepting this application, I, (participant or parent/guardian) agree that I am abiding by the Copyright Act of Canada with regard to material being performed for the festival.

Section IV Publicity Release for ALL Participants:
I (participant or parent/guardian), also give permission for the free use of participant's name and/or photo for archival purposes and/or for publicity or promotion of the event and/or the Society.

The undersigned participant or parent/guardian certifies that he/she will comply with all conditions, rules, and regulations governing this entry.

Participant or Parent/Guardian's Name (Please print): Sally Smith

Participant or Parent/Guardian's Signature: Sue Smith

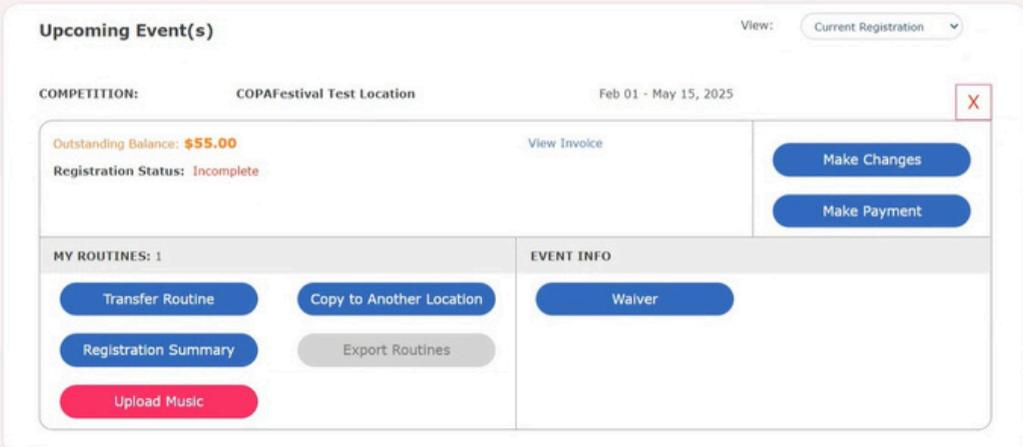
Date: 07-17-24

Please check this box:

Finish and Submit

Step 14 - Payment, Edits, & Music Upload

On this screen you now have the ability to **'Make Changes'**, **'Make Payment'**, complete further Waivers, or **'Upload Music'**.



Upcoming Event(s) View: Current Registration

COMPETITION: COPAFestival Test Location Feb 01 - May 15, 2025

Outstanding Balance: **\$55.00** View Invoice

Registration Status: **Incomplete**

Make Changes
Make Payment

MY ROUTINES: 1

EVENT INFO

Transfer Routine Copy to Another Location Waiver

Registration Summary Export Routines

Upload Music



CENTRAL OKANAGAN
PERFORMING ARTS FESTIVAL

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Thank you for registering for
COPAFestival 2025.

Additional Help

For additional registration guidance, the platform
has a Virtual Chat for assistance.

Or contact COPAF directly at:
info@copafestival.com