1. **TO REGISTER:** either take the short cut link and sign in to MY ACCOUNT https://www.amilia.com/store/en/team-canada-dance/shop/programs

$\leftarrow \   \rightarrow$	C 🔒 h	tps://www.amilia.com/	/store/en/team-canada-dan	ce/shop/programs						*	
Apps	🛨 Bookma	rks 🏟 Settings - Searc	:h 🧧 "Matt Damon" - M	How To: Plant & G	Not Even Santa C	Appendicies.qxd	🚷 New Tab	6 ocenaudio	b matthew and susa		
amili	a Online,	not in line								Login Fra	
		EAM ANADA ANCE	Team Canada's - 1056 Hills registratio http://ww	Canada Dan official World Champior Jale Rd, Washago, ON, in@teamcanadadance.ca w.teamcanadadance.ca	<b>CE</b> Iship Dance Team LOK 2BO, CA Ca						Sign
	۵						Legal condition	ons Learn mo	ore about this organizatio	on	in here
	Reg	ister							My Account		
	Ch	Search								—	
			Interio AUDITIONS		ALID			IC			

OR Click on the **REGISTRATION PORTAL** on our website <u>www.teamcanadadance.ca</u> also will take you to this Team Canada Dance homepage on Amilia.

2. SIGN IN: Amilia rules state that account holders must be 18 years and older. You may also have to confirm your account by email to continue if you haven't already done so.

danceSportRules.pdf	③ ▲ https://www.amilia.com/en/Login?ReturnUrl=https%3A%2F%2Fwww.amilia.com%2FUserAccount%	2Fen … 🛛 🏠
Imilia Online, not in line		
	Log in	
	Email	
	imusinganexample@gmail.com	Log in with Facebook
	Password	G Log in with Google
		1 Los in with Office 265
	Log in	Log in with Onice 365
	Create an account <b>or</b> reset your password	

3. You may see this page, select the STORE once again to bring you back to our homepage on Amilia



4. **SELECT TEAM:** Scroll down until you see which team option you are looking for. For example, the TAP EAST – DANCER is to register the dancer on tap team, and TAP WEST – FAMILY/COMPANION is for any non-dancer travelling with the dancer (parents, siblings, etc).

WESTTAP (m)	VEST TAP (val)
- Dancer-	- Family-
2019 West Tap - DANCER	2019 TAP WEST - FAMILY/COMPANIONS

5. **ENTER ACCESS CODE:** for your region. For Tap WEST, the access code is 403. Hit enter/return on your keyboard, or Continue in the blue box. Do not select the Register box or you will be brought back to the homepage

Access code :	
	Hit "Continue"
Continue	

6. Now you will see this page. If you click on Register or Programs, you will be brought back to the homepage. You want to select the DANCER drop down

	DANCE	1056 Hillsdale Rd, Washago, ON, LOK 280, CA registration@teamcanadadance.ca http://www.teamcanadadance.ca
Do not	0	Legal conditions Learn more about this organization
select	 Register	My Account $\mathcal{C}^*$
these at this point	Programs	the Back
	EAST TAP (ON) - Dancer -	2019 East Tap - DANCER
	O Important in	Iformation
Soloct	Please review rules,	egulations, and financial policies before enrolling. A non-refundable deposit is required upon enrollement to secure your position.
here! –	EAST TAP (out of Dancer	(ON)

7. After you click on that selection, you will see a drop-down menu. You may have to scroll down to find the choice you need, such as CHILDREN (11 & under), JUNIOR (12-15), or the ADULT (16 & over) teams. Select the team you were chosen for.

				Children Team (11 & under)	
<ul> <li>EAST TAP (out of ON)</li> <li>DANCER</li> </ul>			Click here for	TRATE TO ANY CR	
Schedub Start das Availabil	Children Team (11 & under) For CHILDREN decers competiting at the 2019 EO World Tap Championships November 35 20 2 TRAVEL OPTIONE: More Reformation - G Orman Soudy, Determiner 1, 2019 at 1220 AM undi Sunday, Determiner 1, 2019 at 1230 PM 2 Linkay, Determiner 4, 2019 at 1230 PM 2 Linkay	Session 4 53,650.00 Stoce Installeners	Select which team you were selected	Benefamiliary     Compared and a second	Analyting 2/24 Process 200000 fluors analytic Transmission Registering and a fluore Registering and a fluore Register
Schedul	Junior Team (12-15) For JUNIOR dancers competing at the 2019 IDO World Tap Championships November 26-30. 2 TRAVIL OPTIONS: More Information _ IC P Form Sindly, November 24, 2019 at 12:00 AM uncl Sundly, Deember 12, 2019 at 12:00 AM uncl Sundly, Deember 24, 2019 at 12:00 AM uncl	Session	for. You may need to repeat for multiple		
Start dati	Sunday, Deember 8, 2019 at 11:59 PM. r: 11/24/2019	\$3,650.00	dancers		
ou may also selo	ect to see installments	Session			
		\$3,650.00 Show Installments			
		2. \$3,650.00 Show Installments Total amount: \$3,650.00 \$200.00 now			
		S3,6500 Stow Installments Total amount: \$3,850.00 Simularities of \$600.00 \$200.00 now \$200.00 now \$200			

8. **SELECT PERSON:** Whether you select the Session button only after clicking on the "more information" at this point), you will see the following screen. Select the dancer you wish to register, or ADD PERSON if they are not in the system yet.



9. WAYS TO PAY: After selecting the dancer (for this example, we chose the CHILDRENS TEAM, then chose the CHILD aged dancer, named "Children Dancer". You will then be given a choice: PAY IN FULL or choose an instalment choice. If you want to make any offline payments (cheque, E-transfer, etc), please choose the PAY IN FULL option so your account can be credited when payments are made. If you choose an instalment choice, your account will be charged through your credit card online in this system.

Required age: 8 - 11 as of 12/31/2019         C Click on the to add to your cart         Example Account owner @ 2* More info required         Children Dancer (10 yrs. 4 mos.)         Station ow         Station ow         Station ow         Station ow         Station ow, 3 Installments of \$\$1,150.00         Station ow, 2 Installments of \$1,25.00	
<ul> <li>Click on 2+ to add to your cart</li> <li>Example Account owner 0 2 More inforceulred</li> <li>Children Dancer (10 yrs. 4 mos.)</li> <li>\$33,650.00 now</li> <li>\$200,00 now, 5 Installments of \$690.00</li> <li>\$200,00 now, 4 Installments of \$1,150.00</li> <li>\$200,00 now, 3 Installments of \$1,725.00</li> </ul>	
2       \$3,650.00 now         2       \$200.00 now, 5 Installments of \$690.00         2       \$200.00 now, 4 Installments of \$62.50         2       \$200.00 now, 3 Installments of \$1,150.00         2       \$200.00 now, 2 Installments of \$1,725.00	option for ents
	these instalments of your choice for ments. A 1% service fee will be added
Adult Dancer (17 yrs. 4 mos.)      Continue Shooning	/ment only

## 10. Check out or Continue Shopping.

- Check Out if you are done
- Continue Shopping if you are adding another dancer, or yourself/another family member to travel with the dancer

<pre>verify: 1 test verify: 1 test v</pre>	n Canada Dance									
Yu wari Yu wari Yu wari Yu wari   Sair Age-Aug-Aug-Aug-Aug-Aug-Aug-Aug-Aug-Aug-Aug	0	2	3	4	)					
are are a the area of the area	Your order	Your information	Payment		Confirmation					
After "Check Out" you will see the follow for th	r order : 1 item			c	Continue Shopping Checkout					
et es 25.50 26.50 Sub tretal 53.68.50 Order Total 53.68.50 eam Canada Dance	East Tap - DANCER - EAST TAP (out o sion m Sunday, November 24, 2019 at 12:00 AM until m Sunday, November 24, 2019 at 12:00 AM until m Dancer	f ON) - DANCER - Children Team (1 Sunday, December 1, 2019 at 11:59 PM Sunday, December 8, 2019 at 11:59 PM	l & under)	\$3,650.	0.00 \$3,650.00 Remove					
Sub Trail       SL86.50         Order Total       SL86.50             Team Canada Dance             Tour reformation             Note determine more formation           After "Check Out" you will see the follow page. This is the account holder, not for market more formation      Next, choose 'Continue my purchase	ice fees			\$36.	6.50 <b>\$36.50</b>					
Order Total       3,865.00         "central de la control de l				Sub Total HST	\$3,686.50 \$0.00					
Control         Fear Canada Dance         Image: State of the sta				Order Total	\$3,686.50					
Vour information       Notes the statuse to some and other the status to some and to s					Checkout					
Your information     Zoomet weet     Crade     Control owner : Example Account owner     Text Rame     Control owner : Example Account owner     Text Rame     Control owner : Example Account owner     Text Rame     Control owner : Lett Rame     Control owner     Control owner : Lett Rame     Control	Team Canada Dance				Checkout	08				
Account owner       Example Account owner         Prist name       Example Account owner         Prist name       Example Account owner         Address       148 brand Street         Galdye Distrik       Galdye Distrik         Galdye Distrik       Galdye Distrik         Brail       Imail@readarge/digmail.com         Home Phone       Stop275111         Work Phone       Stop275111	Feam Canada Dance	• Your information	3 Payme	nt	Checkout	0.8				
Children Dancer Address Maß rend Stret Gadyt ON NIN R.9 Crades Email Invergrenzenzpe@gmsl.com Home Phone 5150275111 Work Phone	'eam Canada Dance Your order ♀ Your Information	Vour information	3 Payme	nt .	Chestoor		fter "Check	c Out" you v	will see the	e follo
Email Invaringenveranpikidgmeil.com Home Phone 5192775111 Work Phone	Team Canada Dance Vour order Vour order Vour information	Your Information Account owner : Example First name Example	3 Poyne Account owner	nt i ast name Acc	Chekkort Confirmation Confirmation Notices of activity or prote Act more the count owner	Af pa	fter "Check age. This i	c Out" you v s the accou	will see the unt holder,	e follo not t
Home Phone 550275111 Work Phone	Team Canada Dance Vour order Vour order Vour order Vour information Account event Compt Account event Children Dancer	Your Information Your Information Frist name Address Idd Instand	Popular Recount owner	nt i ust name Acc	Centernation Confirmation Webber all activus to controlly youry profile Add more item	Af pa	fter "Check age. This i ext, choose	c Out" you v s the accou	will see the unt holder, e my purc	e follo not t chase
	Team Canada Dance Vour order Vour order Vour information Account oncer Children Dancer	Veur Information Your Information First name Example Address If Information If In	Poyme Account owner I I I I I I I I I I I I I I I I I I I	nt I Last name Acc	Credenter Confermation Wedder effactions to confut-youry profil Add more item count owner	Af pa No	fter "Check age. This i ext, choose	c Out" you v s the accou	will see the unt holder, e my purc	e follo not t : <b>hase</b>

**FILL IN FORM:** After continuing your purchase, you will see the page to fill in the dancers information. Make sure the correct dancer's name is at the top!

Your information	Personal information -	Children Dancer	Helidete all sections to continue your purchase. Add more items	4. 15 	Make sure the correct
Account owner Example Account owner Children Dancer	Date of birth: 1/1/2009		This information can be modified in your occount settings.		dancer is listed for the
	Gender Choose				information you are about
	Picture	ad a picture			to enter!
	Check here if no known med	lical conditions.			
	Allergies				
	Nuts	<ul> <li>Peanuts</li> </ul>			
	<ul> <li>Eggs</li> <li>Seafood</li> </ul>	<ul> <li>Insect bites/stings</li> </ul>			
	Other				
	Allergic reactions				
	TRAVEL OPTIONS: Team Travel	Team Extended Travel			

**PAYMENT OPTIONS:** When you see the PAYMENT OPTIONS, select your choice. PAY ONLINE is by credit card and will be deducted automatically. You will be asked later on to enter your CC information. All the other options (E-Transfer, Cheque....) will not ask for your credit card information at the end.

TRAVEL OPTIONS:	
Team Travel	Team Extended Travel
December 2 and a sec	
Payment Options	
Choose	
<ul> <li>Choose</li> <li>PAY ONLINE</li> <li>E-TRANSFERS</li> </ul>	
<ul> <li>Choose</li> <li>PAY ONLINE</li> <li>E-TRANSFERS</li> <li>Post-dated Cheques</li> </ul>	

**PASSPORT INFO:** We require your passport information. Please upload a jpeg or png of the dancers passport here. If it will expire within 6 months of return, or you are waiting for a renewal, please upload a pic anyways then change when the new one arrives. If you do not have one to upload, please take a pic of a piece of paper with the words "Renewing" (or whatever is correct). You cannot continue the registration process without uploading something here

Please attach a copy of your passport \*PASSPORT CANNOT EXPIRE WITHIN 6 MONTHS OF TRAVEL! We have had dancers/parents turned away at customs in the past - please check your expiry date and take any needed action. IT IS YOUR RESPONSIBILITY, NOT OURS OR THE AIRLINE!



- 14 **JACKETS:** Do you need a new jacket? If you already have a jacket that you want to reuse, please select NO. If you require a new jacket (*this year they are the 'new style'*), please select YES and what size you feel you may be. You can always exchange after they arrive. You don't need a new jacket if you already have one it is up to you if you want another one. You can always trade jackets at the comp!
  - **15. COMPLETE THE FORM:** once you have completed the form, you may either complete a form for another dancer or yourself if you are going.
  - **16. PAYMENT:** After all the forms are complete, you will be directed to the PAYMENT PAGE. If you have selected to pay by Credit Card/instalments, then the system will ask you to enter your Credit Card information and you will be charged the initial \$200 deposit per person, plus the 1% service fee. You can see the payment schedule and charges will come off automatically. If you need an amendment to the schedule or amount, email <u>canadaworlddance@gmail.com</u> and I can make changes from my end for you.

If you chose to pay by any offline option, you will just be shown an invoice with the amount owed. Once you make payments, your account will be credited.

17. You're done! Email <u>canadaworlddance@gmail.com</u> if you have any questions.