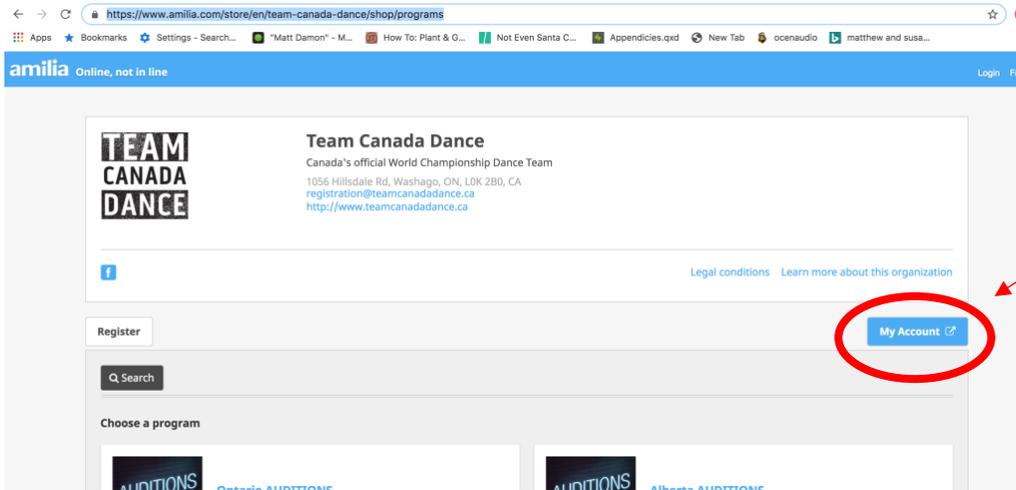


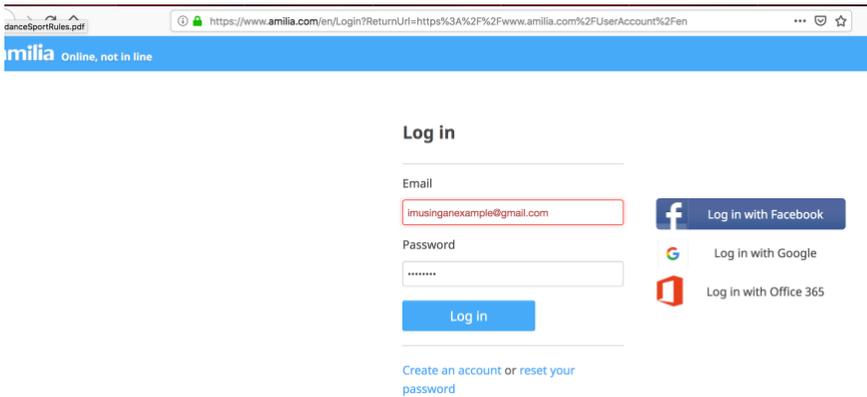
1. **TO REGISTER:** either take the short cut link and sign in to MY ACCOUNT
<https://www.amilia.com/store/en/team-canada-dance/shop/programs>



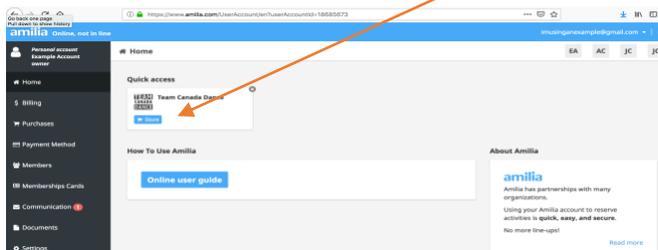
Sign in here

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

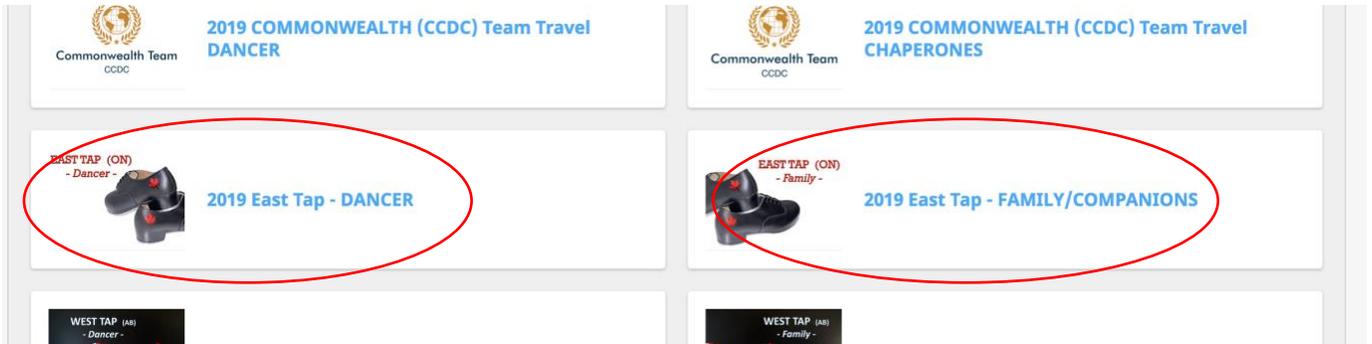
2. **SIGN IN:** Amilia rules state that account holders must be 18 years and older. You may also have to confirm your account by email to continue if you haven't already done so.



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



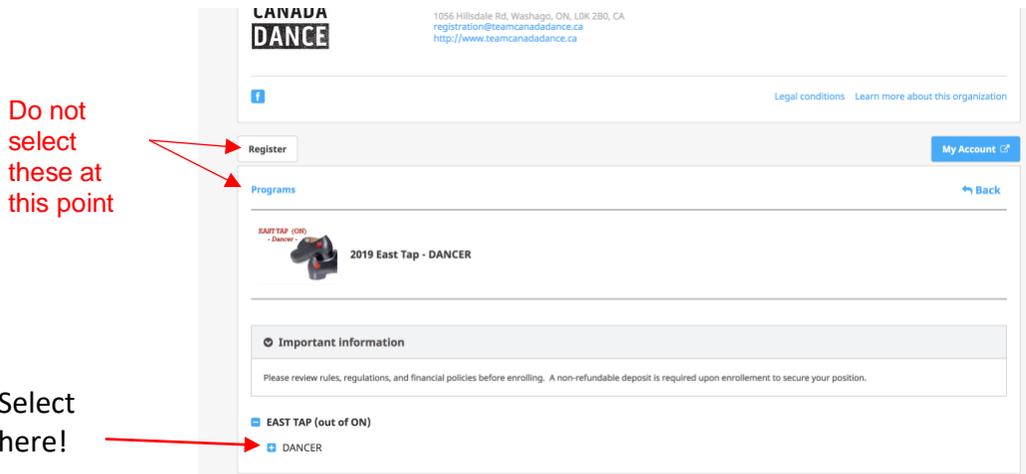
4. **SELECT TEAM:** Scroll down until you see which team option you are looking for. For example, the TAP EAST – DANCER is to register the dancer on tap team, and TAP EAST – FAMILY/COMPANION is for any non-dancer travelling with the dancer (parents, siblings, etc).



5. **ENTER ACCESS CODE:** for your region. For Tap East, the access code is 416. 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



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



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.

Please review rules, regulations, and financial policies before enrolling. A non-refundable deposit is required upon enrollment to secure your position.

EAST TAP (out of ON)

DANCER

Children Team (11 & under)
For CHILDREN dancers competing at the 2019 IDO World Tap Championships November 26-30

TRAVEL OPTIONS:
[More information ...](#)

Schedule:
 From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 1, 2019 at 11:59 PM
 From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 8, 2019 at 11:59 PM

Start date: 11/24/2019
Available: 21/24

Session
\$3,650.00
[Show Installments](#)

Junior Team (12-15)
For JUNIOR dancers competing at the 2019 IDO World Tap Championships November 26-30.

TRAVEL OPTIONS:
[More information ...](#)

Schedule:
 From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 1, 2019 at 11:59 PM
 From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 8, 2019 at 11:59 PM

Start date: 11/24/2019
Available: 21/24

Session
\$3,650.00
[Show Installments](#)

Click here for an overview

Select which team you were selected for. You may need to repeat for multiple dancers

You may also select to see installments

Session
\$3,650.00
[Show Installments](#)

Total amount: \$3,650.00

- \$200.00 now
5 Installments of \$690.00
- \$200.00 now
4 Installments of \$862.50
- \$200.00 now
3 Installments of \$1,150.00
- \$200.00 now
2 Installments of \$1,725.00

8. **SELECT PERSON:** Whether you select the Session button  or the **Register** button (*Register 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.

Select participants to register

Children Team (11 & under)

- From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 1, 2019 at 11:59 PM
- From Sunday, November 24, 2019 at 12:00 AM until Sunday, December 8, 2019 at 11:59 PM

\$3,650.00 Taxes waived

Required age: 8 - 11 as of 12/31/2019

[Click on !\[\]\(9a573f036489688f54df56b3b9218e70_img.jpg\) to add to your cart](#)

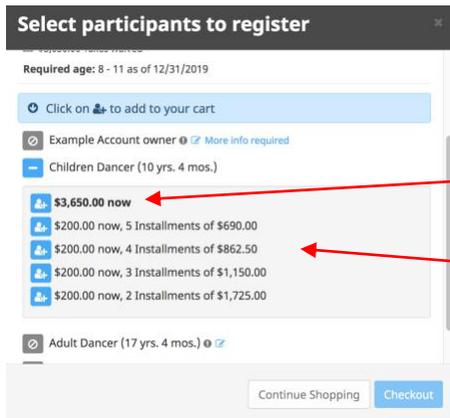
- Example Account owner [More Info required](#)
- Children Dancer (10 yrs. 4 mos.)
- Adult Dancer (17 yrs. 4 mos.)
- Junior Dancer (14 yrs. 4 mos.)
- [Add another person](#)

[Continue Shopping](#) [Checkout](#)

Select which dancer

...or add another person

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.

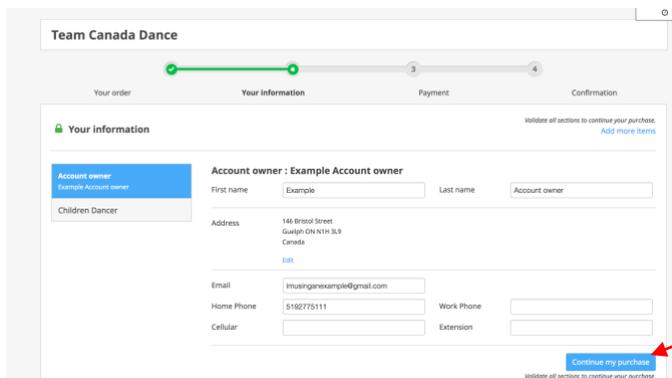
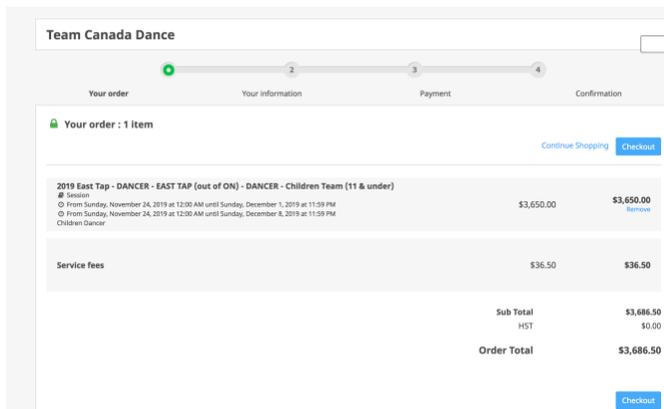


Choose this option for offline payments

Choose one of these instalments of your choice for credit card payments. A 1% service fee will be added to your first payment only

10. Check out or Continue Shopping.

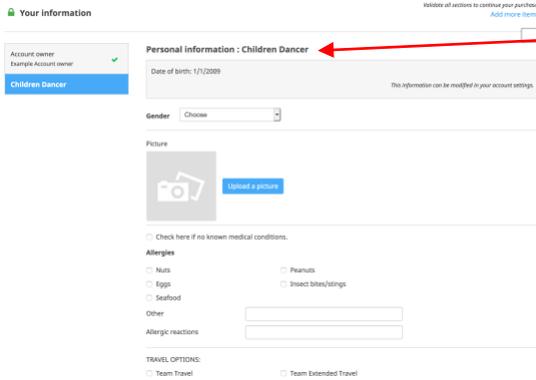
- Check Out if you are done
- Continue Shopping if you are adding another dancer, or yourself/another family member to travel with the dancer



After “Check Out” you will see the following page. This is the account holder, not the dancer

Next, choose ‘Continue my purchase’

11 **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

Date of birth: 1/1/2009

Gender: Choose

Picture: Upload a picture

Check here if no known medical conditions.

Allergies:

- Nuts
- Eggs
- Seafood
- Other
- Peanuts
- Insect bites/stings

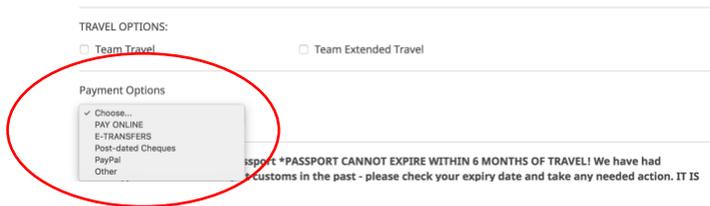
Allergic reactions:

TRAVEL OPTIONS:

- Team Travel
- Team Extended Travel

Make sure the correct dancer is listed for the information you are about to enter!

12 **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

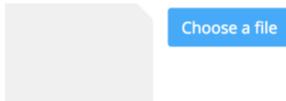
Payment Options

- Choose...
- PAY ONLINE**
- E-TRANSFERS
- Post-dated Cheques
- Paypal
- Other

Passport *PASSPORT CANNOT EXPIRE WITHIN 6 MONTHS OF TRAVEL! We have had customs in the past - please check your expiry date and take any needed action. IT IS YOUR RESPONSIBILITY, NOT OURS OR THE AIRLINE!

13 **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!



Choose a file

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 canadaworlddance@gmail.com 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 canadaworlddance@gmail.com if you have any questions.