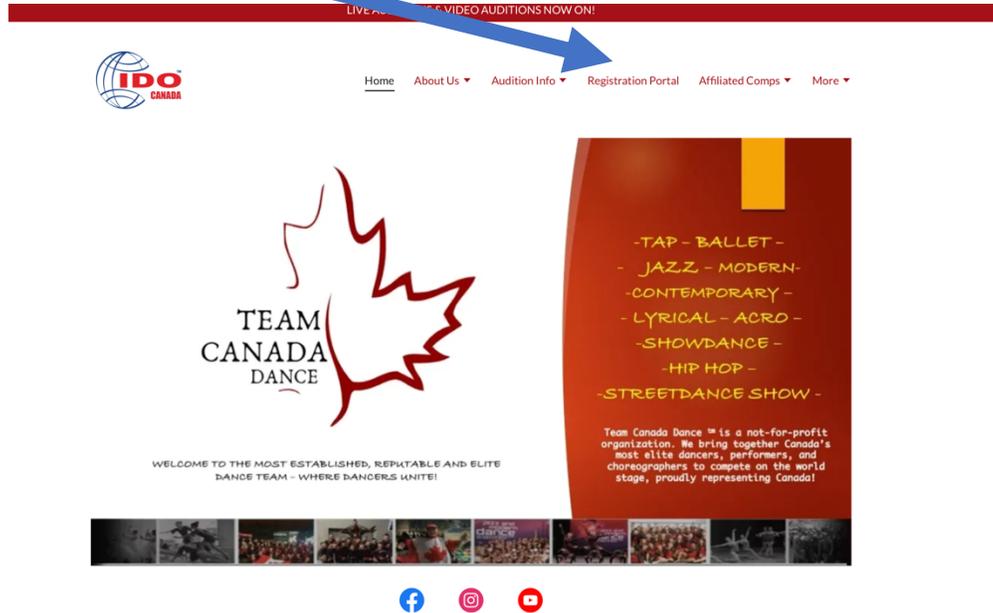


# HOW TO REGISTER FOR THE TEAM/TRAVEL

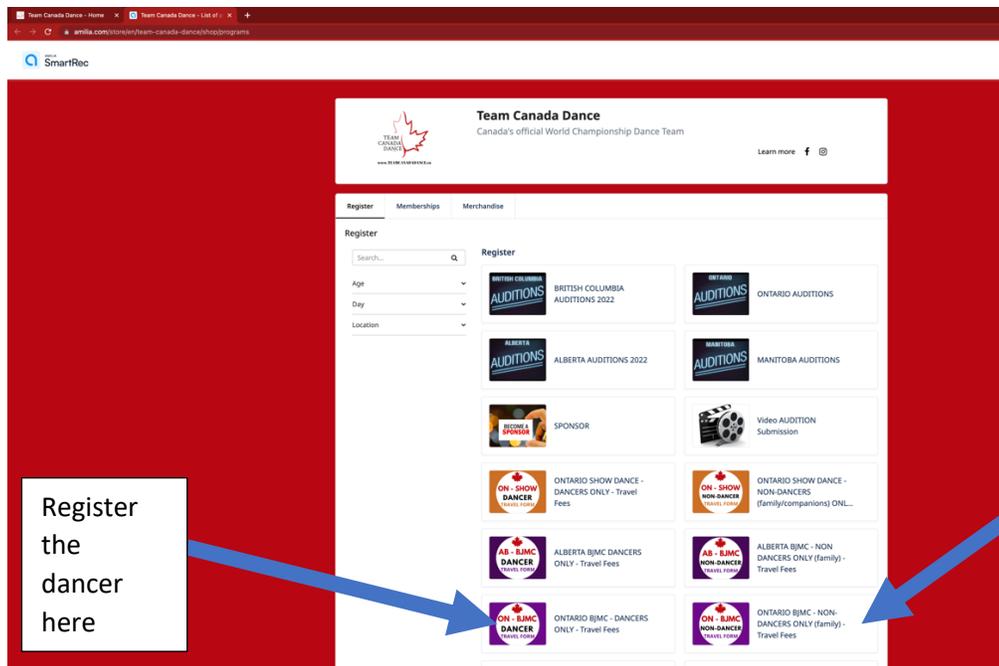
1) You can access the Registration Portal through our website homepage, [www.teamcanadadance.ca](http://www.teamcanadadance.ca)



The registration portal can also be found under Audition Info as well as the BJMC team page (under More).

OR

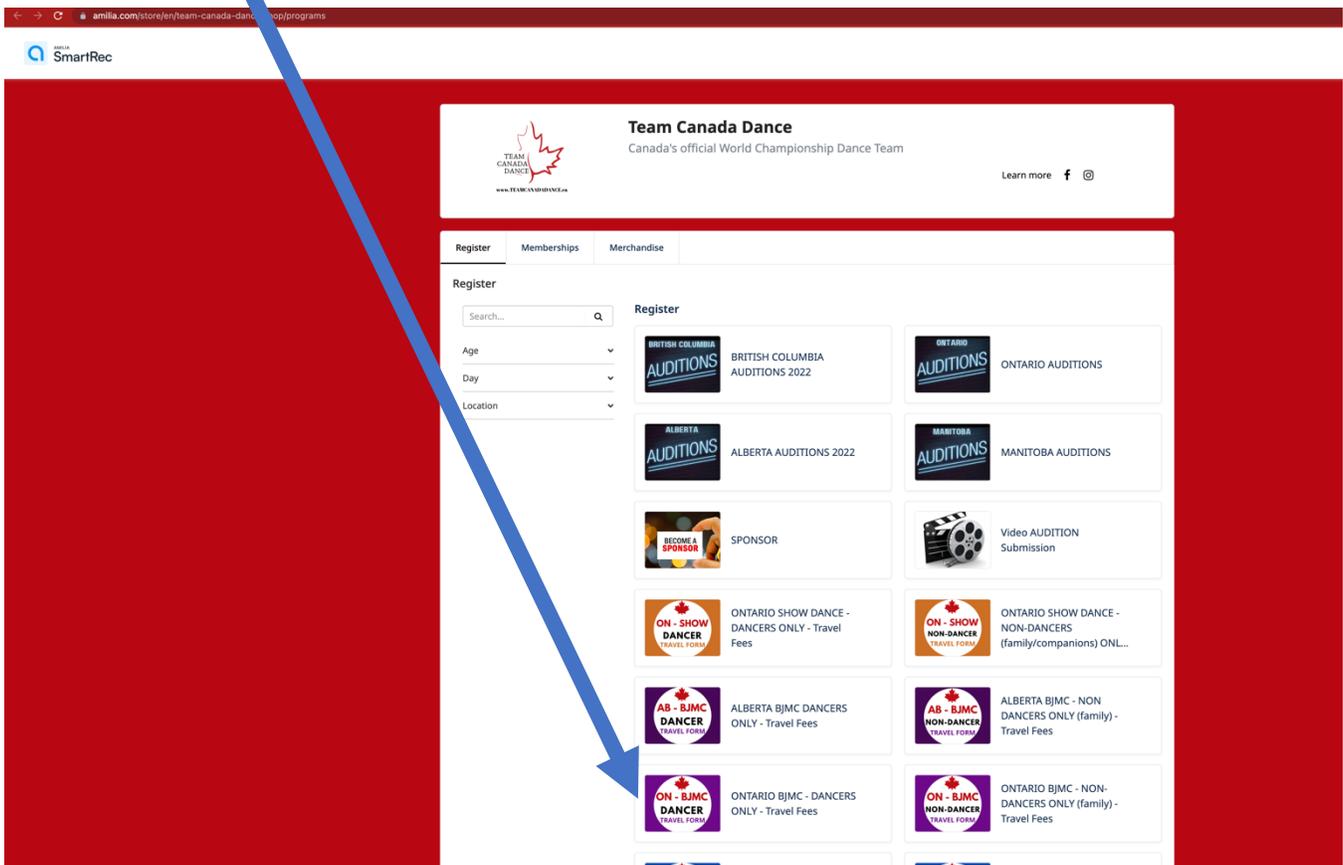
Go to the registration system <https://www.amilia.com/store/en/team-canada-dance/shop/programs>



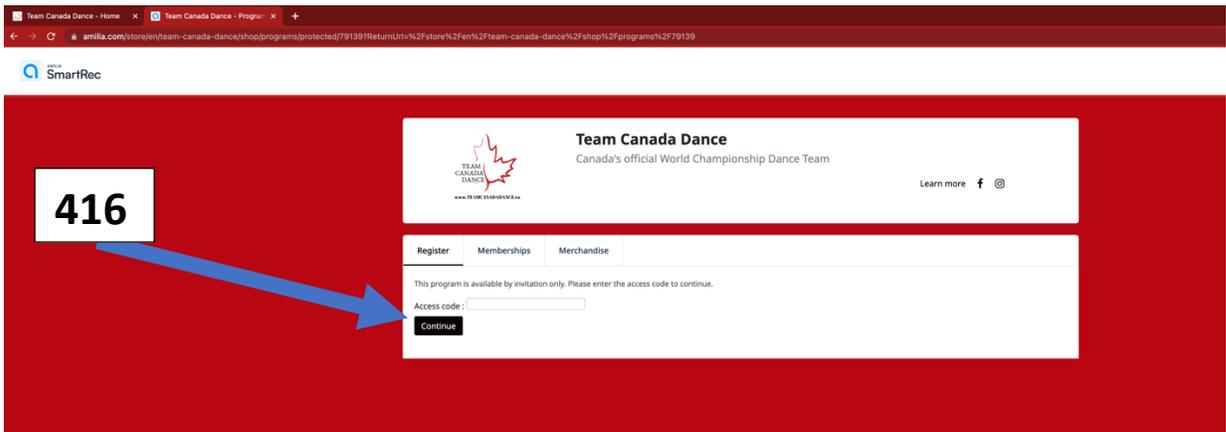
Register the dancer here

And/or register any other travellers

2) Select **BJMC Dancer** (for the dancer)



3) After you click on **ON BJMC DANCER**, you will see a new window asking for an access code. This code is there simply so that families do not register for the wrong genre/province. It happens! **The access code for ON BJMC DANCER is 416 (like the area code).**



***This will bring you to the ON BJMC Dancer registration page for the trip***

- 4) Click on **2022 ONTARIO \*DANCERS ONLY\***, then **IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS FOR THE ENTIRE DURATION NOV.25-DEC.5/7.**  
**OR** **IDO WORLD BALLET & JAZZ ONLY FOR THE FIRST HALF ONLY NOV.25-DEC.2.**  
 Here, you will see the registration for **Children, Junior, and Adult BJMC dancers.**  
*I will use the first option for my example.*



### Children under 12 yrs

IDO World Ballet, Jazz, and Modern/Contemporary Championships, Nov. 28 - Dec. 4, 2022

For CHILDREN DANCERS (12 & under) competing at the IDO World Championships in Sharm El Sheik, Egypt.

[More information ...](#)

---

**Schedule:**  From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM

From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM

**Start date:** 11/25/2022

**Session**



**\$4,100.00**

[Show Installments](#)



### Junior 13-16 yrs

IDO World Ballet, Jazz, and Modern/Contemporary Championships, Nov. 28 - Dec. 4, 2022

For JUNIOR DANCERS (13-16 yrs) competing at the IDO World Championships in Sharm El Sheik, Egypt.

[More information ...](#)

---

**Schedule:**  From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM

From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM

**Start date:** 11/25/2022

**Session**



**\$4,100.00**

[Show Installments](#)



### Adult 17 & over

IDO World Ballet, Jazz, and Modern/Contemporary Championships, Nov. 28 - Dec. 4, 2022

For ADULT DANCERS (17 yrs & over) competing at the IDO World Championships in Sharm El Sheik, Egypt.

[More information ...](#)

---

**Schedule:**  From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM

From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM

**Start date:** 11/25/2022

**Session**



**\$4,100.00**

[Show Installments](#)

You can click on the **Show Installments** to see the installments

- Total amount: \$4,100.00
- \$200.00 now
- \$780.00 / month, 5 Installments
- \$200.00 now
- \$975.00 / month, 4 Installments
- \$200.00 now
- \$975.00 / month, 4 Installments
- \$200.00 now
- \$1,300.00 / month, 3 Installments
- \$200.00 now
- \$1,300.00 / month, 3 Installments
- \$200.00 now
- \$1,950.00 / month, 2 Installments
- \$200.00 now
- \$390.00 / 2 weeks, 10 Installments
- \$200.00 now

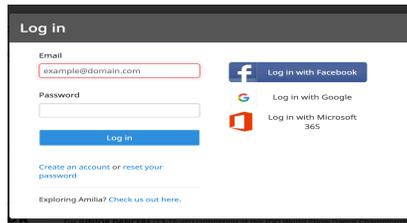
Or you can click on the **More information...** to see more. Click the **Back** button in the upper right to go back to the previous screen. Or you can go to the black box in the upper right corner that says **REGISTER**

The screenshot shows a registration page with a red border. At the top, there are tabs for 'Register', 'Memberships', and 'Merchandise'. Below the tabs, the page title is 'ONTARIO BJMC - DANCERS ONLY - Travel Fees | 2022 ONTARIO \*DANCERS ONLY \* | IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS'. In the top right corner, there is a 'Back' button with a left-pointing arrow and a 'Register' button. Two blue arrows point from the text above to these buttons. The main content area features the 'TEAM CANADA 2022' logo, the title 'CHILDREN BALLET - JAZZ - MODERN/CONTEMPORARY 12 YRS & UNDER', and a 'Register' button. Below this, there are sections for 'Start date', 'Schedule', 'Resource person', 'Location', 'Description', 'Price', 'Required age', 'Notes', 'Requirements', 'More information', and 'Share this activity'. The 'Description' section includes details about the 'IDO World Ballet, Jazz, and Modern/Contemporary Championships, Nov. 28 - Dec. 4, 2022' and mentions 'CHILDREN DANCERS (12 & under)'. There are also sections for 'TEAM TRAVEL' and 'EXTENDED OPTION'.

5) On the previous screen, select the **black box**

The image shows a close-up of a 'Session' card. At the top, the word 'Session' is written in bold. Below it is a black square button with a white person icon and a plus sign. Underneath the button, the price '\$4,100.00' is displayed. At the bottom of the card, there is a blue button with the text 'Show Installments'.

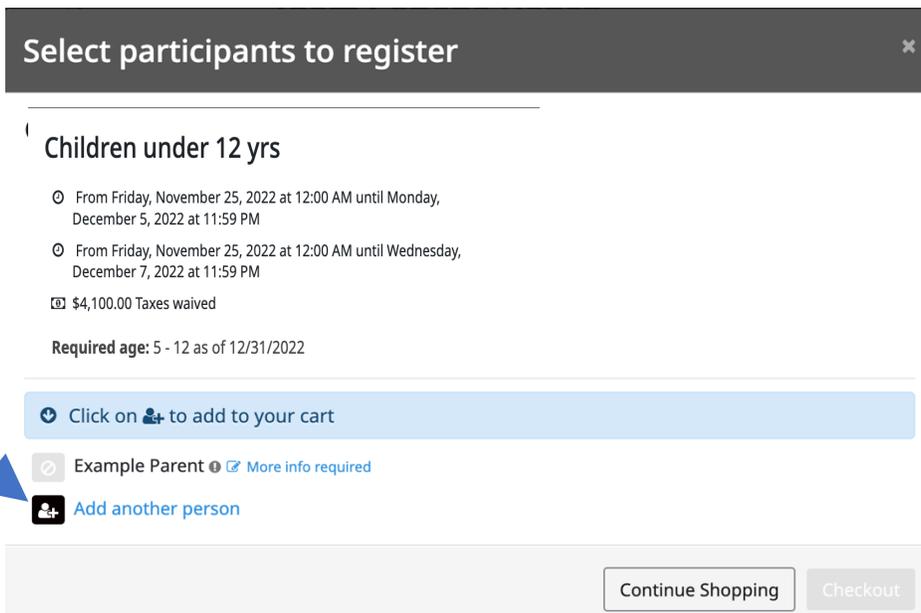
- 6) You will be brought to a login page. Create an account if you haven't already done so for auditions. Account holders must be over 18 yrs.



The screenshot shows a 'Log in' form with the following elements:

- Email field: example@domain.com
- Password field: empty
- Log in button
- Log in with Facebook button
- Log in with Google button
- Log in with Microsoft 365 button
- Links: 'Create an account or reset your password' and 'Exploring Amilia? Check us out here.'

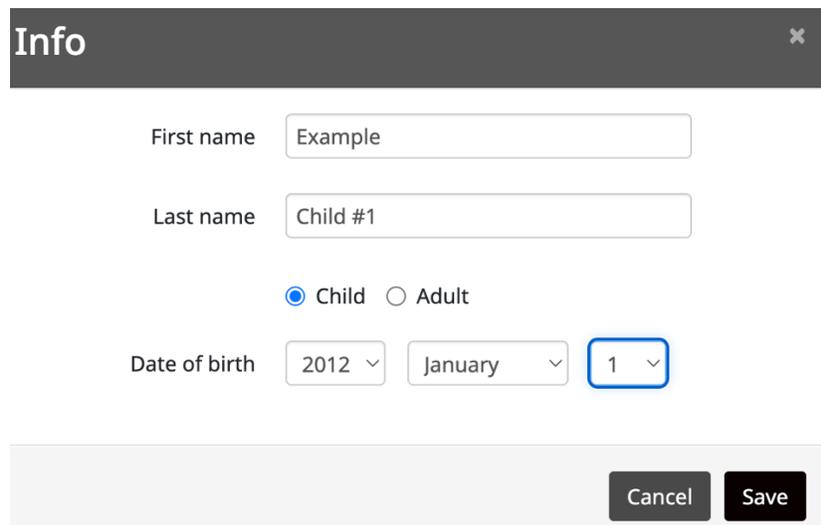
- 7) You will then be asked which person you would like to register. Select  [Add another person](#)



The dialog box is titled 'Select participants to register' and contains the following information:

- Children under 12 yrs**
- Event 1: From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM
- Event 2: From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM
- Price: \$4,100.00 Taxes waived
- Required age: 5 - 12 as of 12/31/2022
- Instruction: Click on  to add to your cart
- Current selection:  Example Parent  More info required
- Action:  [Add another person](#)
- Buttons: Continue Shopping, Checkout

- 8) You will have to add each dancer one at a time.



The 'Info' form contains the following fields:

- First name: Example
- Last name: Child #1
- Gender:  Child  Adult
- Date of birth: 2012, January, 1
- Buttons: Cancel, Save

9) When you add a dancer, you will have to option of selecting an **installment plan** or choose the **full amount** for E-transfers or other methods of payment.

**Select participants to register**

### Children under 12 yrs

- 🕒 From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM
- 🕒 From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM
- 📄 \$4,100.00 Taxes waived

**Required age:** 5 - 12 as of 12/31/2022

Click on 👤 to add to your cart

Example Child #1 (10 yrs. 8 mos.)

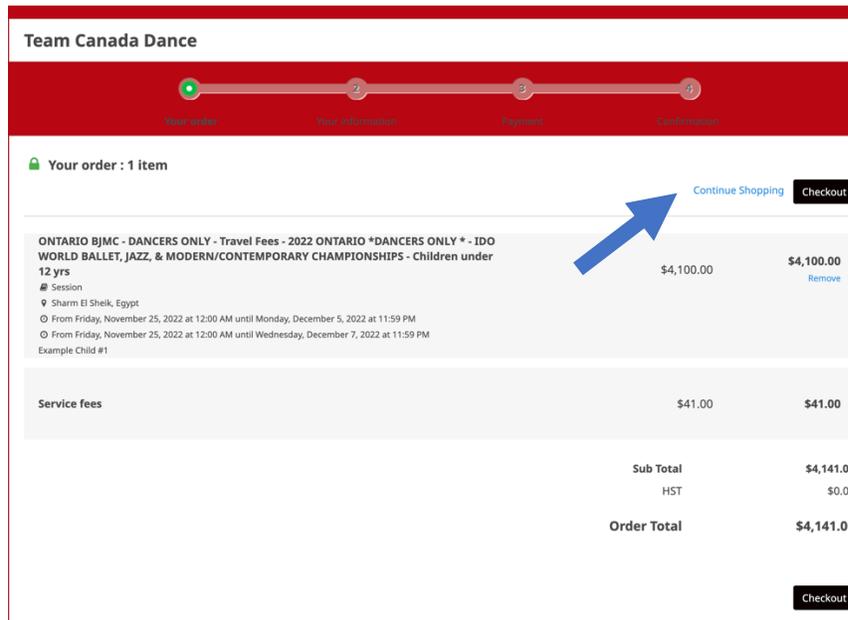
- 👤 **\$4,100.00 now**
- 👤 \$200.00 now, \$780.00 / month, 5 Installments
- 👤 \$200.00 now, \$975.00 / month, 4 Installments
- 👤 \$200.00 now, \$975.00 / month, 4 Installments
- 👤 \$200.00 now, \$1,300.00 / month, 3 Installments
- 👤 \$200.00 now, \$1,300.00 / month, 3 Installments
- 👤 \$200.00 now, \$1,950.00 / month, 2 Installments
- 👤 \$200.00 now, \$390.00 / 2 weeks, 10 Installments
- 👤 \$200.00 now, \$3,900.00 / 2 weeks, 1 Installment

Continue Shopping   **Checkout**

10) For this example, I will choose the **full amount** or **\$4,100 now**

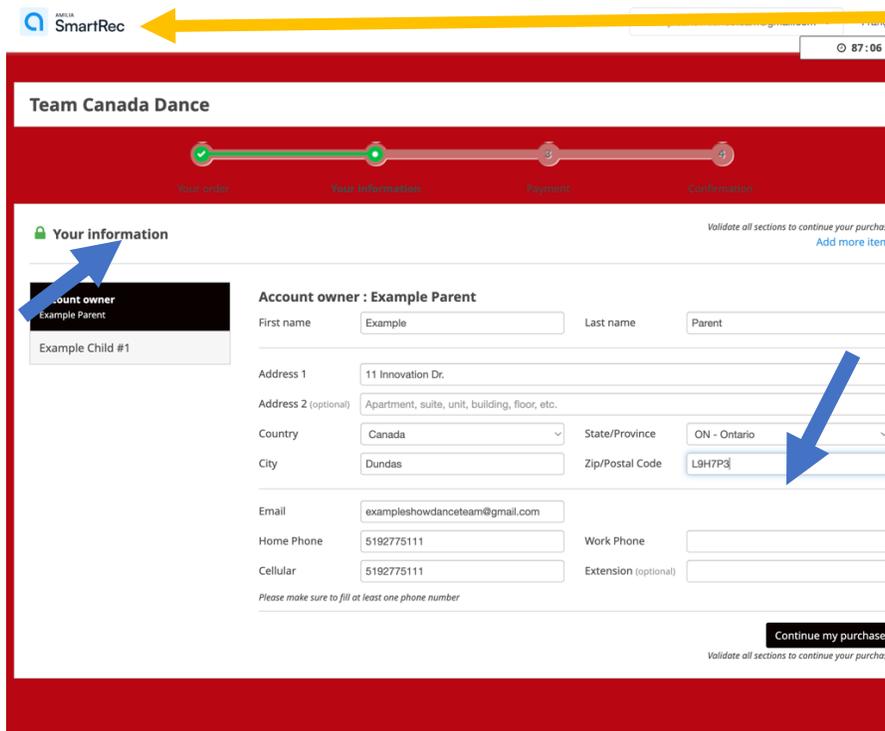
11) For this example, I will not choose **Continue Shopping** but rather the **Checkout** button

12) You will be brought to **Your Order** to verify



13) For this example, I will select **Checkout**. You can also choose the **Continue Shopping** in the upper right corner if you want to add another dancer. I will **checkout** at this time.

14) You will be brought to a page with **the Account Owner information**. You will have to validate all sections to **continue with your purchase**.



SmartRec will take you back to your home page at any time

15) You will then be brought to the **Dancers Information page**. In my example, I am **registering Example Child #1**. Please validate all sections to continue your purchase

 **Your information** Validate all sections to continue your purchase  
[Add more info](#)

---

Account owner  
Example Parent ✓

**Example Child #1**

### Personal information : Example Child #1

Date of birth: 1/1/2012 This information can be modified in your account settings

Gender

---

Email

---

School (optional)

---

Pairing with a Friend

First name (optional)  Last name (optional)

---

Picture (optional)



---

Check here if no known medical conditions.

Allergies (optional)

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Nuts | <input type="checkbox"/> Peanuts             |
| <input type="checkbox"/> Eggs            | <input type="checkbox"/> Insect bites/stings |
| <input type="checkbox"/> Seafood         |  |

Other (optional)

Allergic reactions (optional)

Medical conditions (optional)

|   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Asthma           | <input type="checkbox"/> Incontinence |
| <input type="checkbox"/> Hearing disorder | <input type="checkbox"/> Diabetes     |
| <input type="checkbox"/> Hyperactive      | <input type="checkbox"/> Epilepsy     |
| <input type="checkbox"/> Visual disorder  |                                       |

Other (optional)

For school, please select your home studio or university if you are no longer part of a dance school. You may put where you trained as well. The picture is optional but it helps if you can add one. In terms of **medical conditions** or **allergies**, you only need to let us know anything that may impact travel or dance in any way – such as a nut allergy or any other allergy that can lead to anaphylaxis, or if you have a seizure disorder and we may be the ones that need to help at some time, etc.... Those choices are automatic with the system, we don't need to know if you are incontinent (that was already there)! Diabetes would be good to know in case there is an emergency with blood sugars, same with asthma....you get the idea. We won't share the health information unless it's absolutely necessary (for instance, a paramedic is called) or you don't mind others knowing in case there is an emergency. We always seem to have at least one parent who is in the medical field which is nice.

TRAVEL OPTIONS: (optional)

Team Travel (optional)  Team Extended Travel (optional)

---

Payment Options (optional)

Other

---

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! If you are in need to renew, please attach expired passport until replaced by new one. If do not have one at all at this time, please take a picture of a note saying you are in the process of getting a passport, then replace picture with passport once you get it. We need this information for the airline. (optional)

Passport Photo.png

Choose a file

---

Are you vaccinated or willing to be vaccinated to be a part of the team? (optional)

Yes (optional)  No (optional) Specify (optional)

---

Please submit proof of covid vaccination and ensure that all core vaccines are up-to-date for traveling. (optional)

Vaccine Proof Photo.png

Choose a file

---

If you are a dancer not travelling with family, please list someone you may want to room with. We will pair the dancer with a friend/chaperone in the next room (optional)

You will need to upload your **passport** photo to continue. You can use an old one now and replace it when you get a new one, or if you don't have any yet, just take a pic of a piece of paper with "passport is coming..."

16) Before you can continue the purchase, you will need to review the **terms and conditions**

Please review our terms and conditions. If there is something you would like to discuss, please let us know.

Read me

---

Select a Primary Legal Guardian

Example Parent Edit New

---

Select a Secondary Legal Guardian (optional)

None Edit New

---

Select an Emergency Contact

Example Parent Edit New

---

Select a second Emergency Contact

Please select... Edit New

---

Continue my purchase

Valid sections to continue your purchase.

**Confirm**

**RELEASE OF LIABILITY** In consideration of the permission granted by Team Canada Dance and the donated studio usage for auditions, rehearsals and its agents (including the Director, choreographers, chaperones, studio owners, CNDT, CNDG, CDO, IDO, and Team Canada Dance Hip-Hop, Streetdance, Tap, Ballet, Jazz, Modern, Showdance, Afro, Commonwealth teams, World Dance Teams, Team Canada Dance and/or Team Canada Dance Org) for allowing the registered dancers and parent(s) or guardian(s) or participants agree with the follows A. That neither I/We or the Participant shall hold Team Canada Dance Org. and their directors or choreographers liable for any loss, damage, expense, injury, or death whatsoever, suffered or incurred by the Participant arising out of, or any way attributable to the activities inherent in Team Canada Dance participation and the IDO World Championships, or to the use of the Lands or any vehicle before, studio, rehearsals, during or after his or her participation in Team Canada Dance activities. B. To be involved in Team Canada Dance auditions and rehearsals and travel C. That Team Canada Dance, Canadian National Dance Championships, Dance Studio, the rehearsal studios or their owners, choreographers and staff, Team Canada National Director Bonnie Dyer, Assistant Directors Alison Sharp and Melissa Dyce International Dance Organization, Competition Organizers, or any of the Team Canada Dance Choreographers of which are not liable for any accidents or injuries or cancellations of any events in connection with World Dance Championships. D. I/We understand that there is an element of risk involved in some activities engaged in by Team Canada Dance. as is the transportation to and from those activities. I/We

Close Accept

17) And fill in the **emergency contact** information. Then **Continue my purchase** which will take you to the payment page.

18) If you check out at this point, you will see the following.

The screenshot shows the checkout process for Team Canada Dance. At the top, a progress bar indicates four steps: 'Your order', 'Your information', 'Payment', and 'Confirmation'. The 'Payment' step is currently active. Below the progress bar, there is a 'Payment' section with a lock icon and a 'View order details' link. A text box on the left explains that certain items require online payment and that any amount not paid online will be added to the account. The main area is titled 'Select an amount to pay:' and contains two boxes: one for '\$4,141.00 online' and another for '\$0.00 online / \$4,141.00 offline'. A blue arrow points from the '\$0.00 online / \$4,141.00 offline' box towards the next screenshot.

If you select the box with **\$0.00 (online)/\$4,141.00 (offline)**, which is what you would select if you were going to pay all your travel fees by **e-transfer/cheque/cash**, then you will be brought to a receipt page. Your account will be updated every time you send a payment.

The screenshot shows the next step in the checkout process. The progress bar now shows 'Payment' as the active step. The 'Payment' section includes a lock icon, 'View order details', and an 'Add more' link. A text box on the left displays '\$4,141.00 offline' and states: 'Your transaction is not complete until you accept the general terms of Team Canada Dance and click the complete purchase button.' The main area is titled 'You will need to make a payment directly to Team Canada Dance.' and contains a checked checkbox for 'I accept the Terms and conditions'. Below this, there is a 'Previous' link and a 'Complete purchase' button. A blue arrow points from the 'Complete purchase' button towards the next screenshot.

Accept the [terms and conditions](#), and **Complete purchase**

You will get a receipt like this:

Your order    Your information    Payment    Confirmation

### Confirmation

[Return to store](#)   [Share](#)   [Print](#)

Your order has been successfully completed.  
Invoice Number: 15171712  
Date: 9/1/2022

---

Client  
**Example Parent**  
11 Innovation Dr.  
Dundas, ON  
L9H7P3

Organization  
**Team Canada Dance**  
146 Bristol St  
Guelph, ON  
N1H 3L9

#### Session activities

**2022 ONTARIO \*DANCERS ONLY\* - IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS - Children under 12 yrs**    **\$4,100.00**

**Participant:** Example Child #1

Sharm El Sheik, Egypt

**Note:** Please inquire about offline payments such as E-transfer and payment by cheque Taxes are included in the cost. Cost and taxes cannot be itemized due to group bookings and money conversion.

#### Fees

|                     |                |
|---------------------|----------------|
| <b>Service fees</b> | <b>\$41.00</b> |
|---------------------|----------------|

|                    |                   |
|--------------------|-------------------|
| Sub Total          | \$4,141.00        |
| HST                | \$0.00            |
| <b>Order Total</b> | <b>\$4,141.00</b> |

#### Important - Please note

**ONTARIO BJMC - DANCERS ONLY - Travel Fees**

Confirmation for members of the EAST BALLET, JAZZ, & MODERN/CONTEMPORARY Team, originating from Toronto, ON, heading to Sharm El Sheik, Egypt.

**Please make sure your passport is valid within 6 months of traveling.**

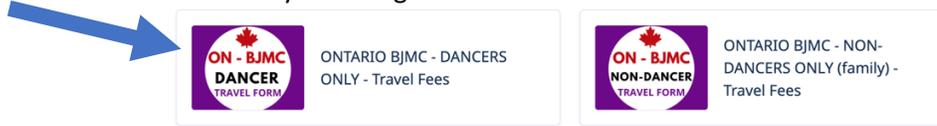
Additional information is on our website [www.teamcanadadance.ca](http://www.teamcanadadance.ca)

*\*please note that TAXES ARE INCLUDED. We pay different taxes in multiple countries so the taxes cannot be broken down on invoices so they appear as 'waived'.*

[Share](#)   [Print](#)

If you select **Return to Store** or **Add more items** (previous page - before you completed the purchase), you can then add another dancer or parent/sibling/traveler.

19) **DANCER EXAMPLE 2:** I will then add a dancer and select an instalment plan for you to see that example. I will add in another dancer by selecting Return to Store



20) This dancer will be a **junior**. You can see the installments .... Click on the **black** box to get started

▼ 2022 ONTARIO \*DANCERS ONLY \*

- + IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS
- IDO WORLD BALLET & JAZZ \*\*[ONLY]\*\*



**CHILDREN**  
BALLET & JAZZ \*\*ONLY\*\*  
12 YRS & UNDER

### Children under 12 yrs

IDO World Ballet & Jazz, and Modern/Contemporary Championships, Nov. 28- Dec. 1, 2022

For **CHILDREN DANCERS** (12 & under) competing at the IDO World Championships in Sharm El Sheik, Egypt.

[More information ...](#)

**Schedule:** ☉ From Friday, November 25, 2022 at 12:00 AM until Friday, December 2, 2022 at 11:59 PM

**Start date:** 11/25/2022

**Session**



\$7,750.00

[Show Installments](#)



**JUNIOR**  
BALLET & JAZZ \*\*ONLY\*\*  
13 - 16 YRS

### Junior 13-16 yrs

IDO Ballet & Jazz Championships ONLY, Nov.28 - Dec. 1, 2022

For **JUNIOR DANCERS** (13-16 yrs) competing at the IDO World Championships in Sharm El Sheik, Egypt.

[More information ...](#)

**Schedule:** ☉ From Friday, November 25, 2022 at 12:00 AM until Friday, December 2, 2022 at 11:59 PM

**Start date:** 11/25/2022

**Session**



\$3,750.00

[Show Installments](#)



**Adult 17 & over**

IDO Ballet & Jazz Championships ONLY, Nov.28 - Dec. 1, 2022

21) Add another dancer  [Add another person](#)

22) This dancer will be **Example Dancer #2**, repeat point 8) with the name/info and select an instalment plan

Select participants to register

**Junior 13-16 yrs** 1 CHECKOUT

From Friday, November 25, 2022 at 12:00 AM until Friday, December 2, 2022 at 11:59 PM

\$3,750.00 Taxes waived

Required age: 11 - 16 as of 12/31/2022

Click on to add to your cart

Example Child #2 (13 yrs. 8 mos.)

- \$3,750.00 now
- \$200.00 now, \$710.00 / month, 5 Installments
- \$200.00 now, \$887.50 / month, 4 Installments
- \$200.00 now, \$887.50 / month, 4 Installments
- \$200.00 now, \$1,183.33 / month, 3 Installments
- \$200.00 now, \$1,183.33 / month, 3 Installments
- \$200.00 now, \$1,775.00 / month, 2 Installments
- \$200.00 now, \$355.00 / 2 weeks, 10 Installments
- \$200.00 now, \$3,550.00 / 2 weeks, 1 Installment

Example Child #1 (10 yrs. 8 mos.)

Example Parent (21 yrs.)

Example 2 Parent, sibling, or Other traveller (32 yrs.)

Example Child #3 (35 yrs.)

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

23) When you check out with this dancer, you will see the confirm **Your Order** page

SmartRec exampleshowdanceteam@gmail.com Français 87:35

**Team Canada Dance**

1 2 3 4

Your order : 1 item Continue Shopping [Checkout](#)

|  |            |                   |
|--|------------|-------------------|
| ONTARIO BJMC - DANCERS ONLY - Travel Fees - 2022 ONTARIO *DANCERS ONLY * - IDO WORLD BALLET & JAZZ **[ONLY]** - Junior 13-16 yrs | \$3,750.00 | \$3,750.00        |
| Service fees   | \$37.50    | \$37.50           |
| <b>Sub Total</b>   |            | <b>\$3,787.50</b> |
| HST  |            | \$0.00            |
| <b>Order Total</b>   |            | <b>\$3,787.50</b> |

**\$237.50**  
Amount to pay now [Details](#) [Checkout](#)

24) Checkout

25) When you hit Checkout, you will then have to verify the Account Owner information

SmartRec exampleshowdanceteam@gmail.com Franc 87:06

### Team Canada Dance

1 2 3 4  
Your items Your information Payment Confirmation

**Your information** Validate all sections to continue your purchase. [Add more item](#)

**Account owner**  
Example Parent

Example Child #1

**Account owner : Example Parent**

First name  Last name

Address 1

Address 2 (optional)

Country  State/Province

City  Zip/Postal Code

Email

Home Phone  Work Phone

Cellular  Extension (optional)

Please make sure to fill at least one phone number

**Continue my purchase**  
Validate all sections to continue your purchase.

26) Then complete the dancer information as seen in point 15) example previously

**Your information** Validate all sections to continue your purchase. [Add more item](#)

Account owner  Example Parent

**Example Child #2**

**Personal information : Example Child #2**

Date of birth:  This information can be modified in your account settings.

Gender:

Email

School (optional)

Pairing with a Friend

First name (optional)  Last name (optional)

Picture (optional)  **Change the picture**

Check here if no known medical conditions.

**TRAVEL OPTIONS:** \*Can be changed up until air tickets are finalized Please note that some of these travel dates are dependent on the number of travelers and may not be possible through the airline. We won't know until the list is submitted. Ballet, Jazz, Modern/Contemporary Team Travel: Nov.25 - Dec. 5\* Ballet, Jazz, Modern/Contemporary Extended Travel: Nov. 25 - Dec. 7 Ballet & Jazz Team Travel: Nov. 25-Dec. 3 Modern/Contemporary Team Travel: Nov. 29 - Dec. 5\* Modern/Contemporary Extended Travel: Nov. 29 - Dec. 7

TEAM TRAVEL  EXTENDED TRAVEL  Other

Payment Options (optional)

Please attach a copy of your passport \*PASSPORT CANNOT EXPIRE WITHIN 6 MONTHS OF TRAVEL! We have had dancers/parents

27) Because you selected one of the installment plans, you will be brought to the **credit card payment** page.

## Team Canada Dance

Your order Your information Payment Confirmation

### Payment

**\$237.50**  
*amount to be paid now*

**INSTALLMENTS:**

By entering your payment information, you agree to be charged for the following installments according to the terms described below:

**Example Child #2**  
ONTARIO BJMC - DANCERS ONLY - Travel Fees - 2022 ONTARIO \*DANCERS ONLY \* - IDO WORLD BALLET & JAZZ \*\*[ONLY]\*\*\*\* - Junior 13-16 yrs

| LIST OF PAYMENTS: |          |
|-------------------|----------|
| <b>Paid now</b>   | \$200.00 |
| <b>2022-10-01</b> | \$887.50 |
| <b>2022-11-01</b> | \$887.50 |
| <b>2022-12-01</b> | \$887.50 |
| <b>2023-01-01</b> | \$887.50 |

[View order details](#) [Add more items](#)

### Credit card payment

**Credit card details**

Cardholder name

Card number

Expiration date      CVV  
MM/YY     

**Billing address**  
11 Innovation Dr.  
Dundas ON L9H7P3  
Canada

Use different billing address

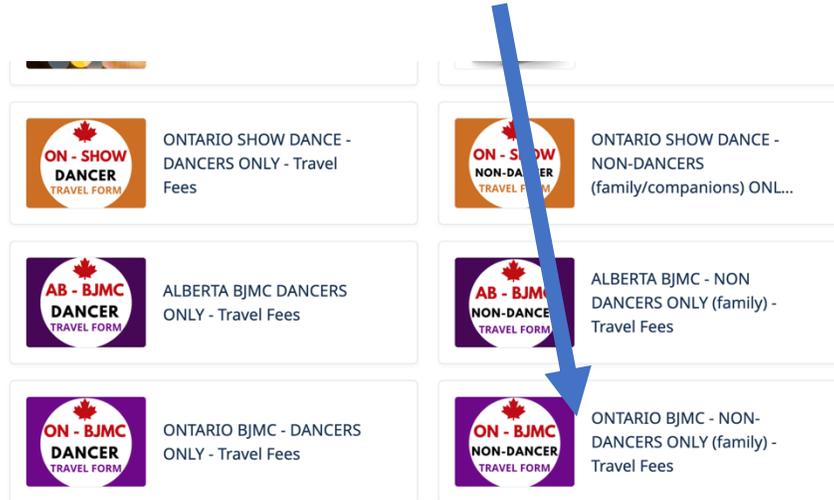
Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

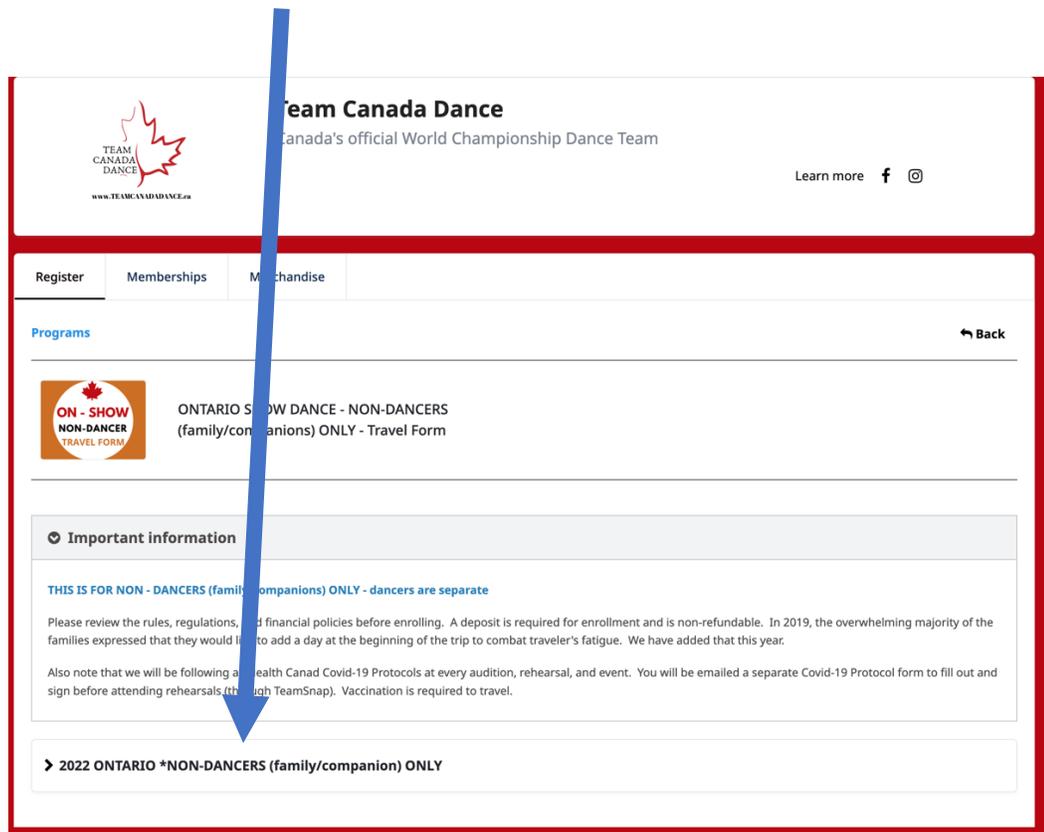
[Make payment](#)

Enter your credit card information and you will see the receipt page. Dancer registration is DONE!

28) If you want to add yourself (the account owner) or another person to travel with the dancer, then you must go back to the homepage and select **ON BJMC NON-DANCER**.



29) At the bottom, select the **2022 ONTARIO NON-DANCER (family/companion) ONLY** for all other travelers who are not dancing. It will be the same access code **416**



30) Click on **2022 ONTARIO \*NON-DANCERS (family) ONLY\***, then **IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS FOR THE ENTIRE DURATION NOV.25-DEC.5/7.**  
**OR** **IDO WORLD BALLET & JAZZ ONLY FOR THE FIRST HALF ONLY NOV.25-DEC.2.**

Here, you will see the registration for **Family/Companion Travel**.

I will use the first option for my example.

The screenshot shows a website interface with a navigation bar (Register, Memberships, Merchandise) and a user profile (82-52). The main content area is titled 'Programs' and features a section for '2022 ONTARIO \*NON-DANCERS (family) ONLY'. Within this section, there is a sub-section for 'IDO WORLD BALLET, JAZZ, & MODERN CHAMPIONSHIPS' which includes a 'Family/Companion Travel' option. A blue arrow points to this sub-section.

Open the **more information...** to see more information. Click **Back** to return to previous page.

The screenshot shows the 'Family/Companion Travel' registration page. It includes a navigation bar, a 'Back' button, and a 'Register' button. The page contains detailed information about the program, including the start date (Friday, November 25, 2022), schedule, price (\$3,100.00), and requirements. A blue arrow points to the 'Back' button in the top right corner.

31) You will then need to choose yourself (the account owner) and/or another person who will be travelling. **You must do this for every traveler.** If you need to add another person, do that here.

 [Add another person](#)



**Modify the account owner information**

The account owner is the main point of contact for the organization and is responsible for paying balances. He/she must be 18 years or older.

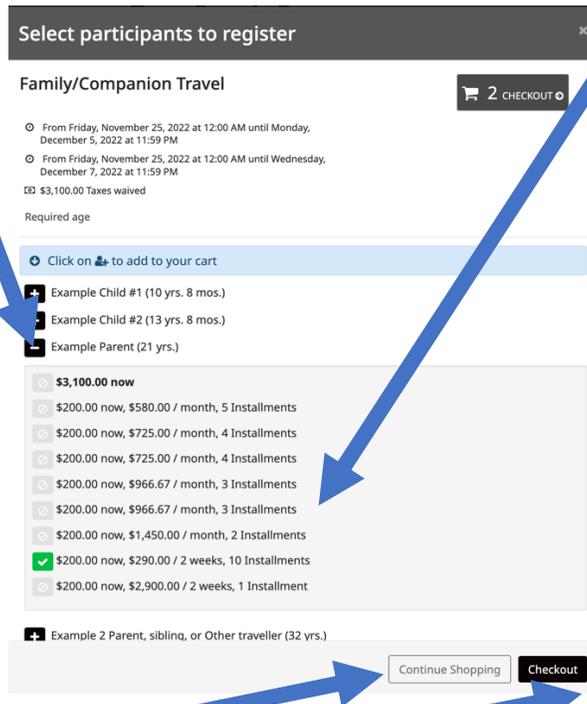
First name

Last name

Child  Adult

Date of birth

32) If you are selecting yourself (the account owner), then click on your name. If you are selecting someone else, click on their name. For this example, I am choosing a different **installment plan** for 'Example Parent'



**Select participants to register**

Family/Companion Travel 2 CHECKOUT

From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM

From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM

€ \$3,100.00 Taxes waived

Required age

[Click on + to add to your cart](#)

- Example Child #1 (10 yrs. 8 mos.)
- Example Child #2 (13 yrs. 8 mos.)
- Example Parent (21 yrs.)

**\$3,100.00 now**

- \$200.00 now, \$580.00 / month, 5 Installments
- \$200.00 now, \$725.00 / month, 4 Installments
- \$200.00 now, \$725.00 / month, 4 Installments
- \$200.00 now, \$966.67 / month, 3 Installments
- \$200.00 now, \$966.67 / month, 3 Installments
- \$200.00 now, \$1,450.00 / month, 2 Installments
- \$200.00 now, \$290.00 / 2 weeks, 10 Installments
- \$200.00 now, \$2,900.00 / 2 weeks, 1 Installment

Example 2 Parent, sibling, or Other traveller (32 yrs.)

Then either **Continue Shopping** or **Checkout**. I am going to Checkout right now.

33) For my examples, I had previously added Dancer #2 to an instalment plan and now myself as a parent traveler. I will then see the following summary page:

**Team Canada Dance** 88:37

Your order : 2 Items [Continue Shopping](#) [Checkout](#)

|  |            |                                   |
|--|------------|-----------------------------------|
| <b>ONTARIO BJMC - DANCERS ONLY - Travel Fees - 2022 ONTARIO *DANCERS ONLY * - IDO WORLD BALLET &amp; JAZZ **[ONLY]** - Junior 13-16 yrs</b><br># Session<br>Sharm El Sheik, Egypt<br>From Friday, November 25, 2022 at 12:00 AM until Friday, December 2, 2022 at 11:59 PM<br>Example Child #2<br>\$200.00 now, \$887.50 / month <b>4 installments</b>   | \$3,750.00 | \$3,750.00 <a href="#">Remove</a> |
| <b>ONTARIO BJMC - NON-DANCERS ONLY (family) - Travel Fees - 2022 ONTARIO *NON-DANCERS (family) ONLY - IDO WORLD BALLET, JAZZ, &amp; MODERN CHAMPIONSHIPS - Family/Companion Travel</b><br># Session<br>Sharm El Sheik, Egypt<br>From Friday, November 25, 2022 at 12:00 AM until Monday, December 5, 2022 at 11:59 PM<br>From Friday, November 25, 2022 at 12:00 AM until Wednesday, December 7, 2022 at 11:59 PM<br>Example Parent<br>\$200.00 now, \$290.00 / 2 weeks <b>10 installments</b> | \$3,100.00 | \$3,100.00 <a href="#">Remove</a> |
| <b>Service fees</b>  | \$68.50    | \$68.50                           |
| <b>Sub Total</b>   |            | \$6,918.50                        |
| <b>HST</b>   |            | \$0.00                            |
| <b>Order Total</b>   |            | \$6,918.50                        |

**\$468.50**  
Amount to pay now [Details](#) [Checkout](#)

In this example, I already had the instalment plan from the previous dancer in my cart.

34) You will then have to either confirm the account owner information again. It will then ask you to confirm any other travelers that you are currently in the process of checking out. I will go through the Dancer #2 information again, Continue Purchase, then it will take me to my travel information page or the traveler I just added.

**Team Canada Dance**

Your information [Validate all sections to continue your purchase.](#) [Add more items](#)

**Account owner**  
Example Parent  
Example Child #2  
Example Parent

**Account owner : Example Parent**

First name:  Last name:

Address 1:

Address 2 (optional):

Country:  State/Province:

City:  Zip/Postal Code:

Email:

Home Phone:  Work Phone:

Cellular:  Extension (optional):

Please make sure to fill at least one phone number

[Continue my purchase](#)  
[Validate all sections to continue your purchase.](#)

|                                 |   |
|---------------------------------|---|
| Account owner<br>Example Parent | ✓ |
| Example Child #2                | ✓ |
| <b>Example Parent</b>           |   |

### Personal information : Example Parent

Date of birth: 1/1/2001

*This information can be modified in your account settings.*

Job title (optional)

Gender

#### Email

Picture (optional)



[Change the picture](#)

Check here if no known medical conditions.

#### Allergies

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

Other (optional)

**TRAVEL OPTIONS: \*Can be changed up until air tickets are finalized Please note that some of these travel dates are dependent on the number of travelers and may not be possible through the airline. We won't know until the list is submitted. Ballet, Jazz, Modern/Contemporary Team Travel: Nov.25 - Dec. 5\* Ballet, Jazz, Modern/Contemporary Extended Travel: Nov. 25 - Dec. 7 Ballet & Jazz Team Travel: Nov. 25-Dec. 3 Modern/Contemporary Team Travel: Nov. 29 - Dec. 5\* Modern/Contemporary Extended Travel: Nov. 29 - Dec. 7**

- TEAM TRAVEL
- EXTENDED TRAVEL
- Other

Payment Options (optional)

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! If you are in need to renew, please attach expired passport until replaced by new one. If do not have one at all at this time, please take a picture of a note saying you are in the process of getting a passport, then replace picture with passport once you get it. We need this information for the airline. (optional)

35) Finish entering all the information as before but you hit **Continue my purchase** for this traveler.

36) You will see a summary page if you haven't checked out any previous travelers from credit card instalment plans or the **Credit Card Payment** page.

Team Canada Dance

© 89:04

Payment

View order details

Add more items

**\$468.50**

amount to be paid now

**INSTALLMENTS:**

By entering your payment information, you agree to be charged for the following installments according to the terms described below:

**Example Child #2**  
ONTARIO BJMC - DANCERS ONLY - Travel Fees - 2022 ONTARIO \*DANCERS ONLY\*\* -IDO WORLD BALLET & JAZZ \*\*\*(ONLY)\*\* - Junior 13-16 yrs

**LIST OF PAYMENTS:**

|            |          |
|------------|----------|
| Paid now   | \$200.00 |
| 2022-10-01 | \$887.50 |
| 2022-11-01 | \$887.50 |
| 2022-12-01 | \$887.50 |
| 2023-01-01 | \$887.50 |

**Example Parent**  
ONTARIO BJMC - NON-DANCERS ONLY (family) - Travel Fees - 2022 ONTARIO \*(NON-DANCERS (family) ONLY) -IDO WORLD BALLET, JAZZ, & MODERN CHAMPIONSHIPS - Family/Companion Travel

**LIST OF PAYMENTS:**

|            |          |
|------------|----------|
| Paid now   | \$200.00 |
| 2022-09-15 | \$290.00 |
| 2022-09-29 | \$290.00 |
| 2022-10-13 | \$290.00 |
| 2022-10-27 | \$290.00 |
| 2022-11-10 | \$290.00 |
| 2022-11-24 | \$290.00 |
| 2022-12-08 | \$290.00 |
| 2022-12-22 | \$290.00 |
| 2023-01-05 | \$290.00 |
| 2023-01-19 | \$290.00 |

**Credit card payment**

**Credit card details**

Cardholder name

Card number

Expiration date

CVV

Billing address

11 Innovation Dr.  
Dundas ON L9H7P3  
Canada

Use different billing address

Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

**Make payment**

37) Fill it in and click on the **Make Payment** box on the lower right side.

You are done! You will get a receipt emailed to you. Credit Card service fees go to the company, not us. That fee comes off the first payment only.

*If you need to change your payment options at any time, see the following page.*

# YOUR ACCOUNT

A) Go to your account home page. You can click on the **SmartRec** icon in the top left corner to get back home. You will then see the following **Quick View**:

The screenshot shows the SmartRec account home page. A dark vertical sidebar on the left contains navigation options: Home, Billing, Purchases, Wallet, Members, Memberships cards, Communication, Documents, and Settings. The main content area is titled 'Home' and includes:

- Quick access:** A card for 'Team Canada Dance' showing a balance of \$3939.00.
- My calendar:** A calendar for August 2022 with a date highlighted.
- Upcoming events:** A list of events for 'Children Team (12 & under)' and 'Example Child #1'.
- Activities without schedule:** A section currently showing 'No activities'.

Four blue arrows point from callout boxes to specific parts of the page:

- From the bottom left to the sidebar: **I will now go over the following info in the black bar**
- From the bottom center to the 'Quick access' card: **Balance owing for all travelers**
- From the bottom right to the 'Upcoming events' section: **What you signed up for**
- From the top right to the top right corner of the page: **Travellers you signed up**

A larger callout box at the bottom right explains: **You will either see the picture of the travellers or the initials if you didn't add a photo. We won't use these pics for anything, don't worry!**

B) **BILLING:** On the left black vertical bar you will see Billing. You will see how much is still owing, history, and you can make a payment outside of the instalment schedule with your credit card if you wish. Sometimes if there is a balance due to a held or missed payment, you can balance the account here.

The screenshot shows the 'Billing' page for 'Team Canada Dance'. It displays the following information:

- Balance:** \$3939.00
- Expected balance:** \$3939.00
- Account owner:** Example Parent

Buttons for 'Store', 'Make payment', and 'Account history' are visible. Below is a 'Billing' section with a filter dropdown and a search input. A table shows the following entry:

| ID                                | Date                 | Amount    | Balance   |
|-----------------------------------|----------------------|-----------|-----------|
| Invoice: Online purchase 15079160 | Aug 24, 2022 1:13 PM | \$3939.00 | \$3939.00 |

If you choose to **Make a Payment** here, you will see the payment page. This is used for making any payment by credit card outside of the regularly scheduled installment plan or paying off a balance.

**Personal account**  
Example Parent ▾

- Home
- Billing
- Purchases
- Wallet
- Members
- Memberships cards
- Communication 1
- Documents
- Settings

Find a store

User account > Billing

## Make a payment

Team Canada Dance

Outstanding invoices

| <input type="checkbox"/> | Invoice  | Date       | Status | Total      | Balance    |
|--------------------------|----------|------------|--------|------------|------------|
| <input type="checkbox"/> | 15079160 | 2022-08-24 | Unpaid | \$3,939.00 | \$3,939.00 |

Payment information

Amount  
\$0  
Enter the amount you want to pay

Payment type  
Credit card ▾

**Credit card details**

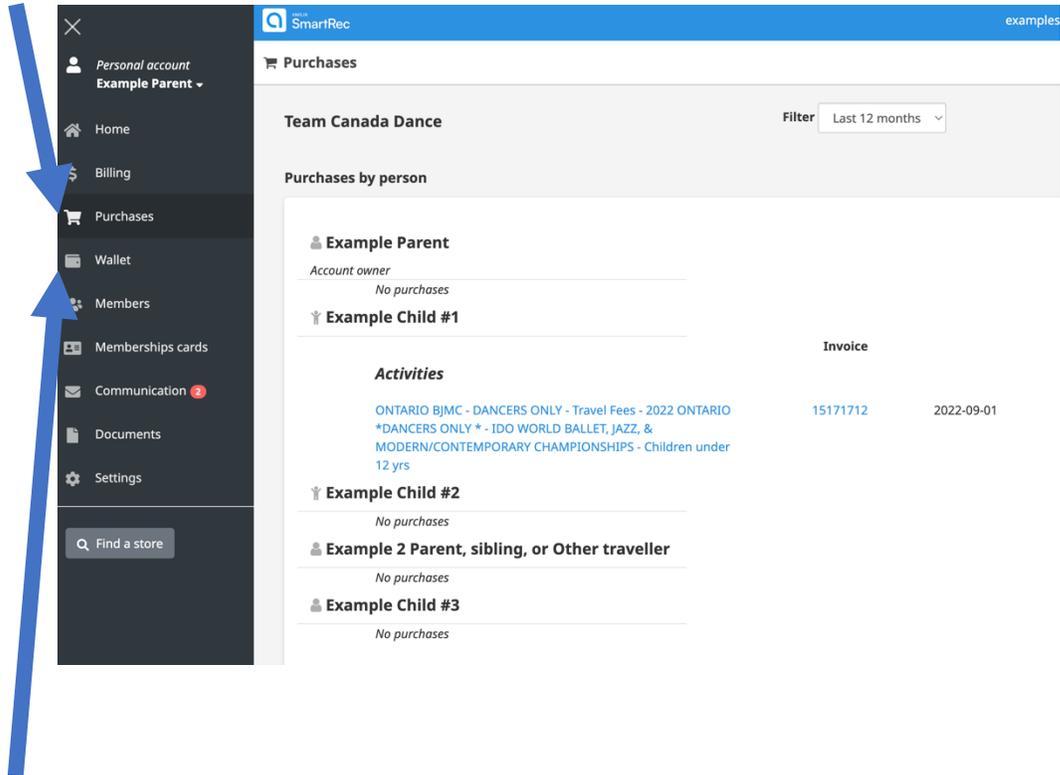
Cardholder name  
\_\_\_\_\_  
Card number  
\_\_\_\_\_  
Expiration date MM/YY \_\_\_\_\_ CVV \_\_\_\_\_

**Billing address**  
151 Corstate Ave  
Concord ON L4K 4Y2  
Canada  
 Use different billing address

Make payment

Check the **invoice** (there is only one in my example, but you may have several – you can check them all if you just want to make a general payment, not to a specific traveler), the **amount you want to pay**, then the **credit card details**. Then **Make Payment**.

- C) **PURCHASES** in the black box will show you a summary of all your purchases. I didn't complete my credit card payment details for Example Child Dancer #2 or myself as the Example Parent so it won't show up here until I do finish checking out with payment.



- D) **WALLET** will bring you to your payment information. It will show your credit card information or your bank information – however you chose to pay. I didn't put in any credit cards for my example, so it shows like this

[User account](#) > [Wallet](#)

## Wallet



You haven't saved any payment methods yet.  
Don't worry, it's quick and easy to do!

[Add a credit card](#)

[Add a bank account](#)

- You can add/change credit cards here. You may have several on file if this is your preference.

## Wallet

Payment methods    Upcoming payments 31

Your credit cards

▼ **VISA**    **Visa** ending in 1111    Samantha Postlethwaite    03/23

**Billing address**  
35 Cedar  
Greenfield Park QC J5A 1L4  
Canada

**Authorizations** ?  
Amilia Fun Club ×  
The Amilia Demo Experience ×

[Delete card](#)    [Replace card](#)

[Add a credit card](#)

Your bank accounts

> **Royal Bank of C...** ending in 6789    Sam's Fun Fund

[Add a bank account](#)

- When you do go to make a payment, you can either choose any cards already added, or add another.

**Payment**    [View order details](#)    [Add more items](#)

**\$10.00**  
*amount to be paid now*

**Credit card payment**

**VISA**    **Visa** ending in 1111    Samantha Postlethwaite    03/23

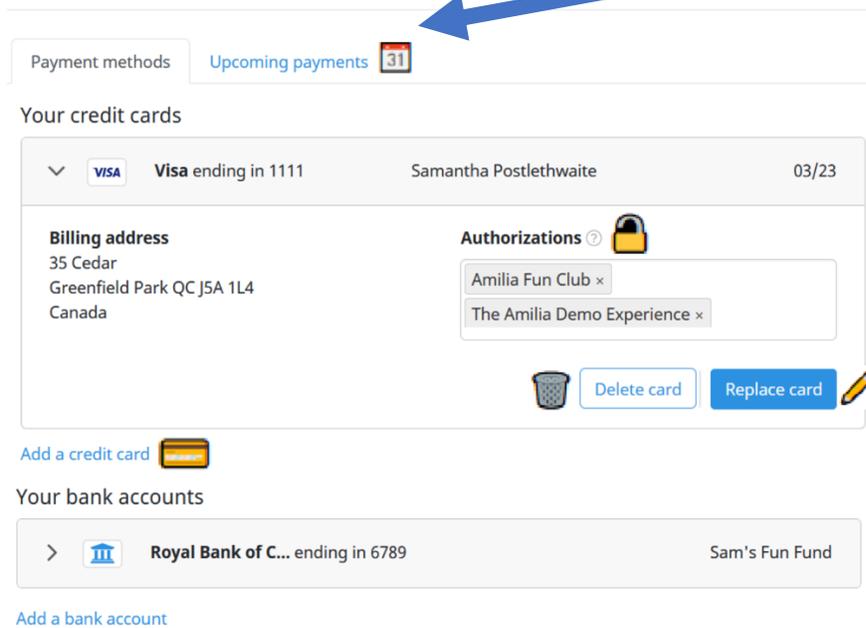
**Billing address**  
35 Cedar  
Greenfield Park QC J5A 1L4  
Canada  
 Use different billing address

**VISA**    **Visa** ending in 4700    Samantha Postlethwaite    03/22

[Use a different card](#)    [Make payment](#)

E) If you want to change your instalment payments yourself, you can also do that in your **Wallet** page

## Wallet



The screenshot shows the 'Wallet' page with two tabs: 'Payment methods' and 'Upcoming payments' (which is selected and has a red calendar icon with the number 31). Below the tabs is a section for 'Your credit cards' featuring a Visa card for Samantha Postlethwaite, ending in 1111, with an expiration date of 03/23. The card details include a billing address (35 Cedar, Greenfield Park QC J5A 1L4, Canada) and a list of authorizations for 'Amilia Fun Club' and 'The Amilia Demo Experience'. There are buttons for 'Delete card' and 'Replace card'. Below the card is a link to 'Add a credit card' with a card icon. The 'Your bank accounts' section shows a Royal Bank of Canada account ending in 6789, associated with 'Sam's Fun Fund', and a link to 'Add a bank account'.

F) **UPCOMING PAYMENTS** In your Wallet, you can see your **Upcoming Payments** on the credit card instalments you chose only.

If you selected e-transfers/pay offline, then you make your own instalment schedule. As long as it is paid before November, you can pay in a schedule that works best for you

### **View Upcoming payments**

This section displays **all** your planned installment payments and your **next** subscription payment(s). You can edit the payment method on any upcoming payment with any of your saved credit card(s) or bank account(s). This in turn updates all future payments linked to the payment plan.

- G) **Edit Installment Date, the Amount or Cancel a Payment:** First, select **the installment payment(s)** and click **Edit Planned Date**. A new table will appear. The new date will apply to the payment(s) shown in the table.

[Clients](#) > [Samantha Postlethwaite](#) > [Upcoming payments](#) > Edit planned date

### Samantha Postlethwaite

Installment

| Id       | Invoice                  | Installment plan   | Planned date  |
|----------|--------------------------|--|---------------|
| 26699674 | <a href="#">11112656</a> | Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club | Sep 1st, 2021 |

Payment information

Planned date  
2021-09-01 

Admin comments (optional)

- H) Edit the **instalment amount** by selecting **the installment payment(s)** and click **Edit Amount**. A new table will appear. The new amount will apply to the payment(s) shown in the table. \*Before editing the amount of an installment, it is recommended to search for the applicable invoice number to double-check which installments (and how much) are already planned.

[Clients](#) > [Samantha Postlethwaite](#) > [Upcoming payments](#) > Edit amount

### Samantha Postlethwaite

Installment

| Id       | Invoice                  | Installment plan   | Planned date  |
|----------|--------------------------|--|---------------|
| 26699675 | <a href="#">11112656</a> | Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club | Oct 1st, 2021 |

Payment information

Amount  
\$25

Admin comments (optional)

[Save](#)

**You can enter any amount, whether the value is lower or higher than what is required to pay the invoice item eligible for installments.**

- I) **CANCEL A PAYMENT:** If you need to put a payment on hold or just cancel it for the time being, then select the installment payment(s) and click **CANCEL PAYMENT(s)**. A new table will appear. The payments in the table can be called. Click **CANCEL PAYMENT**. A success message will appear when it is canceled.

| Installment |          |  |               |
|-------------|----------|--|---------------|
| Id          | Invoice  | Installment plan   | Planned date  |
| 26699674    | 11112656 | Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club | Sep 1st, 2021 |

[Cancel payment](#)

You can view canceled installments in the **Upcoming payments** subtab by filtering for **Canceled installments**.

- J) **MEMBERS:** The members tab in the black box to the left is where you will find all the information about all the travellers you added. This is where you can make any necessary changes such as adding a new passport photo or changing any other details.
- K) When you first click on the **Members tab**, it will likely take you to the **account owner** or the last person you added.

The screenshot shows the Smarttec web application interface. On the left is a dark sidebar with navigation options: Home, Billing, Purchases, Wallet, Members, Memberships cards, Communication, Documents, and Settings. The main content area is titled 'Members' and shows the profile of 'Example Parent' with a profile picture, contact information, and a 'Delete' button. Below the profile is a 'Personal information' section with a 'Gender' dropdown set to 'Female' and a 'First name' field containing 'Example'. A blue arrow points from a text box labeled 'Account Owner info' to the 'Personal information' section. Another blue arrow points from a text box labeled 'Everyone on your account' to the top right corner of the page, where a row of small profile icons is visible.

**Account Owner info**

**Everyone on your account**

- L) In this example, if I want to choose (and/or edit) **Dancer #1** in my account, I will click **on the picture** (or initial if no pic is uploaded) in the top right corner and it will open and look something like this:

The screenshot shows a user profile for 'Example Child #1', 10 years old. The profile includes sections for Personal information, Contact information, Other information, and Medical Info. A callout box labeled 'Edit' points to the 'Edit' button next to the profile picture. Another callout box labeled 'EXTRA QUESTIONS is where you will find passport info' points to the 'Extra questions' link under the 'Forms by organization' section.

- M) To change something, hit **EDIT**.

- N) To change passport photo, just click on **CHOOSE FILE**

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!

If you are in need to renew, please attach expired passport until replaced by new one. If do not have one at all at this time, please take a picture of a note saying you are in the process of getting a passport, then replace picture with passport once you get it. We need this information for the airline.

Passport Photo.png

**DON'T FORGET TO SAVE ANY CHANGES!!**

- O) Finally, the **COMMUNICATION** tab has all the emails that have been sent through the registration system.

**If you have any questions, please let us know.**