

# HOW TO REGISTER FOR THE TEAM/TRAVEL

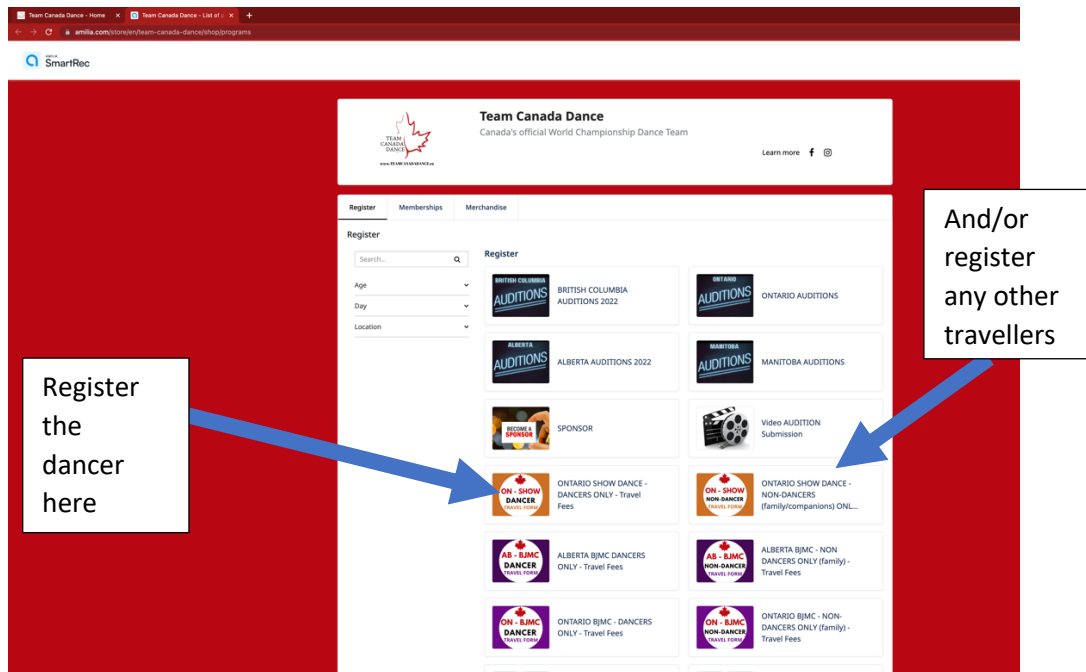
1) You can access the Registration Portal through our website homepage, [www.teamcanadadance.ca](http://www.teamcanadadance.ca)



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

OR

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



2) Select **ONTARIO Show Dance Dancer** (for the dancer)

The screenshot shows the Team Canada Dance website. At the top left is the logo and the text "Team Canada Dance Canada's official World Championship Dance Team". To the right is a "Learn more" link with Facebook and Instagram icons. Below the header is a navigation bar with "Register", "Memberships", and "Merchandise" tabs. The main content area is titled "Programs" and features a search bar and three filters: "Age", "Day", and "Location". A grid of program cards is displayed. A blue arrow points to the "ON - SHOW DANCER" card, which is titled "ON - SHOW DANCER - DANCERS ONLY - Travel Fees". Other cards include "BRITISH COLUMBIA AUDITIONS 2022", "ALBERTA AUDITIONS 2022", "MANITOBA AUDITIONS", "BECOME A SPONSOR", "Video AUDITION Submission", and "ON - SHOW NON-DANCER (family/companions)..."

- 3) After you click on **ON SHOW 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 SHOW DANCE is 905 (like the area code).**


The screenshot shows a browser window with the URL "amillia.com/store/en/team-canada-dance/shop/programs/protected/791319?returnURL=%2Fstore%2Fen%2Fteam-canada-dance%2Fshop%2Fprograms%2F791319". The page is titled "Team Canada Dance" and "Canada's official World Championship Dance Team". Below the header is a navigation bar with "Register", "Memberships", and "Merchandise" tabs. The main content area has a message: "This program is available by invitation only. Please enter the access code to continue." Below this is an "Access code:" input field containing the value "905" and a "Continue" button. A blue arrow points from the "905" box to the input field.

***This will bring you to the ON Show Dance registration page for the trip***

- 4) Click on **2022 ONTARIO**, then **IDO WORLD SHOW DANCE CHAMPIONSHIPS**. Here, you will see the registration for **Children, Junior, and Adult Show Dance dancers**. *I will use the first option for my example*

▼ 2022 ONTARIO

■ IDO WORLD SHOW DANCE CHAMPIONSHIPS



### Children Team (12 & under)

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **CHILDREN DANCERS** (12 & under) competing at the IDO World Show Dance Championships in Riesa Germany

[More information ...](#)


---

**Schedule:**  From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM


From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

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

**Session**

  
\$3,900.00

[Show Installments](#)



### Junior 13-16 yrs

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **JUNIOR DANCERS** (13-16 yrs) competing at the IDO World Show Dance Championships in Riesa Germany

[More information ...](#)


---

**Schedule:**  From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM


From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

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

**Session**

  
\$3,900.00

[Show Installments](#)



### Adult 17 & over

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **ADULT DANCERS** (17 yrs & over) competing at the IDO World Show Dance Championships in Riesa Germany

[More information ...](#)


---

**Schedule:**  From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

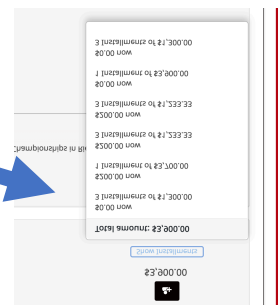
**Start date:** 11/11/2022

**Session**

  
\$3,900.00

[Show Installments](#)

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



Installment	Amount	Due Date
1	\$3,900.00	11/11/2022
2	\$3,900.00	11/11/2022
3	\$3,900.00	11/11/2022
4	\$3,900.00	11/11/2022
5	\$3,900.00	11/11/2022
6	\$3,900.00	11/11/2022
7	\$3,900.00	11/11/2022
8	\$3,900.00	11/11/2022
9	\$3,900.00	11/11/2022
10	\$3,900.00	11/11/2022
11	\$3,900.00	11/11/2022
12	\$3,900.00	11/11/2022
13	\$3,900.00	11/11/2022
14	\$3,900.00	11/11/2022
15	\$3,900.00	11/11/2022
16	\$3,900.00	11/11/2022
17	\$3,900.00	11/11/2022
18	\$3,900.00	11/11/2022
19	\$3,900.00	11/11/2022
20	\$3,900.00	11/11/2022
21	\$3,900.00	11/11/2022
22	\$3,900.00	11/11/2022
23	\$3,900.00	11/11/2022
24	\$3,900.00	11/11/2022
25	\$3,900.00	11/11/2022
26	\$3,900.00	11/11/2022
27	\$3,900.00	11/11/2022
28	\$3,900.00	11/11/2022
29	\$3,900.00	11/11/2022
30	\$3,900.00	11/11/2022
31	\$3,900.00	11/11/2022
32	\$3,900.00	11/11/2022
33	\$3,900.00	11/11/2022
34	\$3,900.00	11/11/2022
35	\$3,900.00	11/11/2022
36	\$3,900.00	11/11/2022
37	\$3,900.00	11/11/2022
38	\$3,900.00	11/11/2022
39	\$3,900.00	11/11/2022
40	\$3,900.00	11/11/2022
41	\$3,900.00	11/11/2022
42	\$3,900.00	11/11/2022
43	\$3,900.00	11/11/2022
44	\$3,900.00	11/11/2022
45	\$3,900.00	11/11/2022
46	\$3,900.00	11/11/2022
47	\$3,900.00	11/11/2022
48	\$3,900.00	11/11/2022
49	\$3,900.00	11/11/2022
50	\$3,900.00	11/11/2022
51	\$3,900.00	11/11/2022
52	\$3,900.00	11/11/2022
53	\$3,900.00	11/11/2022
54	\$3,900.00	11/11/2022
55	\$3,900.00	11/11/2022
56	\$3,900.00	11/11/2022
57	\$3,900.00	11/11/2022
58	\$3,900.00	11/11/2022
59	\$3,900.00	11/11/2022
60	\$3,900.00	11/11/2022
61	\$3,900.00	11/11/2022
62	\$3,900.00	11/11/2022
63	\$3,900.00	11/11/2022
64	\$3,900.00	11/11/2022
65	\$3,900.00	11/11/2022
66	\$3,900.00	11/11/2022
67	\$3,900.00	11/11/2022
68	\$3,900.00	11/11/2022
69	\$3,900.00	11/11/2022
70	\$3,900.00	11/11/2022
71	\$3,900.00	11/11/2022
72	\$3,900.00	11/11/2022
73	\$3,900.00	11/11/2022
74	\$3,900.00	11/11/2022
75	\$3,900.00	11/11/2022
76	\$3,900.00	11/11/2022
77	\$3,900.00	11/11/2022
78	\$3,900.00	11/11/2022
79	\$3,900.00	11/11/2022
80	\$3,900.00	11/11/2022
81	\$3,900.00	11/11/2022
82	\$3,900.00	11/11/2022
83	\$3,900.00	11/11/2022
84	\$3,900.00	11/11/2022
85	\$3,900.00	11/11/2022
86	\$3,900.00	11/11/2022
87	\$3,900.00	11/11/2022
88	\$3,900.00	11/11/2022
89	\$3,900.00	11/11/2022
90	\$3,900.00	11/11/2022
91	\$3,900.00	11/11/2022
92	\$3,900.00	11/11/2022
93	\$3,900.00	11/11/2022
94	\$3,900.00	11/11/2022
95	\$3,900.00	11/11/2022
96	\$3,900.00	11/11/2022
97	\$3,900.00	11/11/2022
98	\$3,900.00	11/11/2022
99	\$3,900.00	11/11/2022
100	\$3,900.00	11/11/2022

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**

Register Memberships Merchandise

ONTARIO SHOW DANCE - DANCERS ONLY - Travel Fees | 2022 ONTARIO | IDO WORLD SHOW DANCE CHAMPIONSHIPS

Children Team (12 & under)

**CHILDREN**  
SHOW DANCE  
12 YRS & UNDER

Start date: Sunday, November 13 2022.

Schedule:

- From Sunday, November 13, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM
- From Sunday, November 13, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

Matthew Clark, Theresa Domingues, Kim Chalovich

Resource person: canadaworlddance@gmail.com or text/WhatsApp 519-277-5111

Location: Riesa, Germany

Description:

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **CHILDREN DANCERS** (12 & under) competing at the IDO World Show Dance Championships in Riesa Germany

**TEAM TRAVEL: NOV. 13 - 20, 2022**

For this option, you will travel as a team to the Show Dance Championship. You will depart Canada 3 days before the start of the Championships (*arriving Nov. 14*) and return the day after the final day of the competition.

**EXTENDED OPTION: NOV. 13 - NOV. 27, 2022**

**THIS IS FOR DANCERS WISHING TO HAVE AN EXTENDED STAY FOR VACATION AFTER THE CHAMPIONSHIPS.** Your air reservations will be extended by a week but you must make all of your own arrangements during that extra week (such as hotel).

This option includes airfare, hotel, breakfast, transportation to/from venue (if needed) and German airport, team jacket, IDO start fees & license, choreographer travel. This does not include choreography fees and costume which is paid directly to the choreographer.

*\*Please choose the option you prefer when prompted in registration. We will let you know when the deadline is once the airline confirms.*

Price: \$3,900.00 Taxes waived

Show Installments

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

Notes: 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.

Requirements: accepted by audition or invitation only

More information: Costume and Choreography fees separate and payable to choreographer

Share this activity:

Facebook Twitter LinkedIn Email

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

Session

\$3,900.00

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.

Log in

Email: example@domain.com

Password: [input field]

Log in


Log in with Facebook

Log in with Google

Log in with Microsoft 365

Create an account or reset your password


Exploring Amilla? Check us out here.


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

### Select participants to register



#### Children Team (12 & under)


- From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM
- From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM


 Kim Barker

 \$3,900.00 Taxes waived

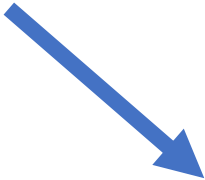
**Required age:** 5 - 12 as of 12/31/2022

 Click on  to add to your cart

Example Parent  [More info required](#)

 [Add another person](#)

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



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

### Info

First name

Last name

Child  Adult

Date of birth

[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.

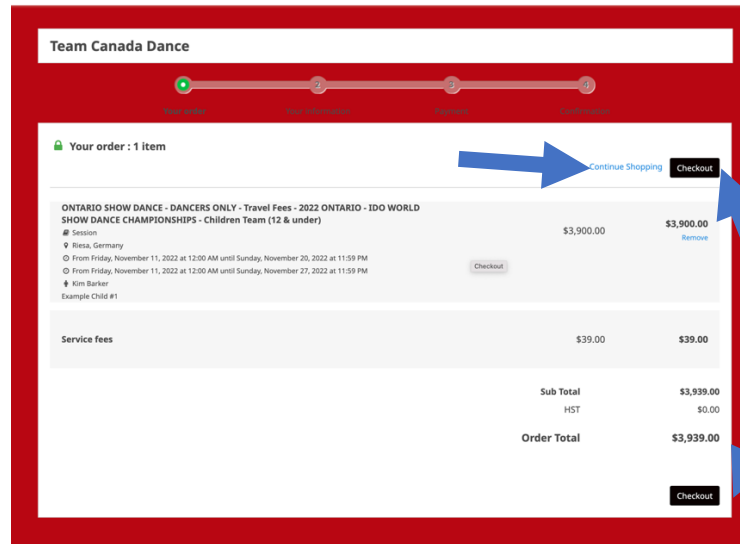
The screenshot shows a registration page for 'Children Team (12 & under)'. At the top, there is a dark header with the text 'Select participants to register'. Below this, the page title 'Children Team (12 & under)' is displayed next to a '1 CHECKOUT' button. The page lists two registration periods: 'From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM' and 'From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM'. It also lists the instructor 'Kim Barker' and a note that '\$3,900.00 Taxes waived'. A 'Required age: 5 - 12 as of 12/31/2022' is specified. A blue banner prompts the user to 'Click on + to add to your cart'. Below this, a section for 'Example Child #1 (10 yrs mos.)' is shown with a list of payment options. The first option, '\$3,900.00 now', is selected with a green checkmark. Other options include installment plans for \$0.00, \$200.00, and \$3,900.00. Below the payment options, there is a section for 'Example Parent' with a 'More info required' link and an 'Add another person' button. At the bottom right, there are two buttons: 'Continue Shopping' and 'Checkout'. A large blue arrow points from the top right towards the payment options, and two smaller blue arrows point to the '\$3,900.00 now' option and the 'Checkout' button.

10) For this example, I will choose the **full amount** or **\$3,900 now**

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

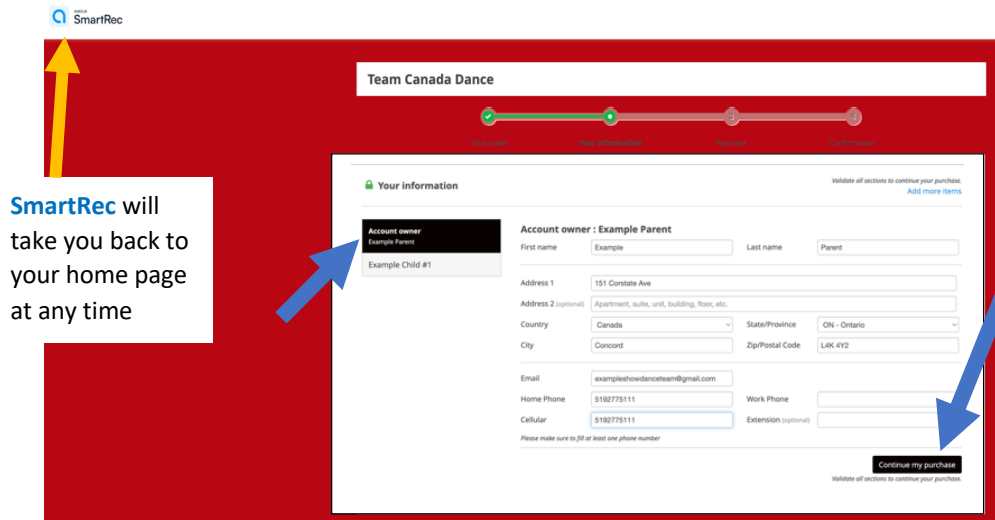
This image shows a close-up of the 'Continue Shopping' and 'Checkout' buttons. The 'Continue Shopping' button is a light gray rectangle with rounded corners, and the 'Checkout' button is a black rectangle with rounded corners and white text. Two blue arrows point from the top towards the buttons: one points to the 'Continue Shopping' button and the other points to 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 my purchase**.



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 items](#)

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: Female

Email  
exampleshowdanceteam@gmail.com

School (optional)  
Rugouterz Danz Artz

Pairing with a Friend  
First name (optional) Last name (optional)

Picture (optional)  
 Upload a picture

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)

**TRAVEL OPTIONS: (optional)**

<input checked="" type="checkbox"/> Team Travel (optional)	<input type="checkbox"/> Team Extended Travel (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 in the Amilia system*)! 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

---

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

---

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)

---

Is there any additional email addresses you may want information forwarded to? (Emails will contain rehearsal reminders, payment and travel info) (optional)

You will need to upload your **passport** to continue. Please use your 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.

---

Select a Primary Legal Guardian

Example Parent

---

Select a Secondary Legal Guardian (optional)

None

---

Select an Emergency Contact

Example Parent

---

Select a second Emergency Contact

Please select...

---

*Complete all 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, CND, CDO, IDO, and Team Canada Dance Hip Hop, Streetdance, Tap, Ballet, Jazz, Modern, Showdance, Acro, 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, rehearsal, 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 Allison Sharp and Melissa Dyer, 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 these activities. I/We

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 'Payment' step of a 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 are links for 'Payment', 'View order details', and 'Add more items'. A text box on the left states: 'Certain items in your cart may require an online payment. Any amount not paid online will then automatically be added to your account.' The main section is titled 'Select an amount to pay:' and contains two boxes. The first box shows '\$3,939.00 online' and the second box shows '\$0.00 online' and '\$3,939.00 offline'. A blue arrow points from the '\$0.00 online/\$3,939.00 offline' box down towards the text below.

If you select the box with **\$0.00 (online)/\$3,939.00 (offline)**, which is what you would select if you were going to pay all your travel fees by **e-transfer/cash/cheque**, 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. It features the same 'Payment' header and navigation links. A text box on the left displays '\$3,939.00 offline' and includes a warning: 'Your transaction is not complete until you accept the general terms of Team Canada Dance and click the complete purchase button.' The main section is titled 'You will need to make a payment directly to Team Canada Dance.' and contains a checkbox labeled 'I accept the Terms and conditions'. Below this, there are 'Previous' and 'Complete purchase' buttons. Two blue arrows point from the text above to the 'Terms and conditions' checkbox and the 'Complete purchase' button.

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

You will get a receipt like this:

## Team Canada Dance

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

**Confirmation**  
Your order has been successfully completed.  
Invoice Number: 15079160  
Date: 8/24/2022

---

Client  
**Example #2 Parent #2**  
151 Corstate Ave  
Concord, ON  
L4K 4Y2

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

**Session activities**

<b>2022 ONTARIO - IDO WORLD SHOW DANCE CHAMPIONSHIPS - Children Team (12 &amp; under)</b>	<b>\$3,900.00</b>
---	-------------------

**Participant:** Example Child #1

**Location:** Riesa, Germany

**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>\$39.00</b>
---------------------	----------------

Sub Total	\$3,939.00
HST	\$0.00
<b>Order Total</b>	<b>\$3,939.00</b>

**Important - Please note**

**ONTARIO SHOW DANCE - DANCERS ONLY - Travel Fees**

Confirmation for members of the EAST SHOW DANCE Team, originating from Toronto, ON, heading to Riesa, Germany.

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

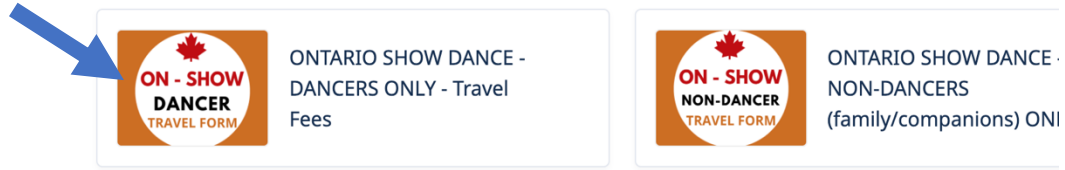
Additional information is on our website [www.teamcanadadance.ca](http://www.teamcanadadance.ca)

*\*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 now 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



**JUNIOR**  
SHOW DANCE  
13 - 16 YRS

### Junior 13-16 yrs

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **JUNIOR DANCERS** (13-16 yrs) competing at the IDO World Show Dance Championships in Riesa Germany


[More information ...](#)

**Schedule:**  From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

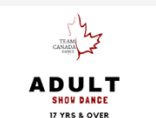
**Start date:** 11/11/2022

**Session**



**\$3,900.00**

[Show Installments](#)



**ADULT**  
SHOW DANCE  
17 YRS & OVER

### Adult 17 & over

**IDO World Show Dance Championship, Nov. 14 - 19, 2021**

For **ADULT DANCERS** (17 yrs & over) competing at the IDO World Show Dance Championships in Riesa Germany

[More information ...](#)

**Schedule:**  From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

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

**Total amount: \$3,900.00**

- \$0.00 now  
3 Installments of \$1,300.00
- \$200.00 now  
1 Installment of \$3,700.00
- \$200.00 now  
3 Installments of \$1,233.33
- \$200.00 now  
3 Installments of \$1,233.33
- \$0.00 now  
1 Installment of \$3,900.00
- \$0.00 now  
3 Installments of \$1,300.00

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

Select participants to register

Family/Companion Travel 1 checkout

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

Kim Barker

DE \$2,375.00 Taxes waived

Required age

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

- Example Child #1 (10 yrs, 7 mos.)
- Example Child #2 (13 yrs, 7 mos.)
- Example #2 Parent #2 if More info required

[Add another person](#)

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

Info

First name

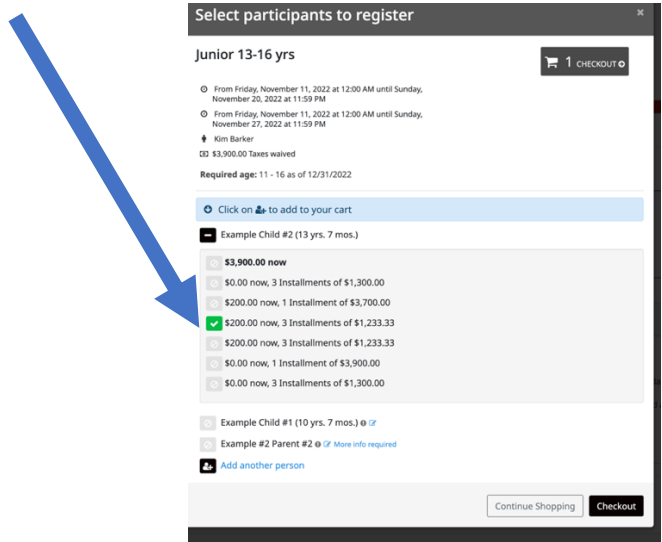
Last name

Child  Adult

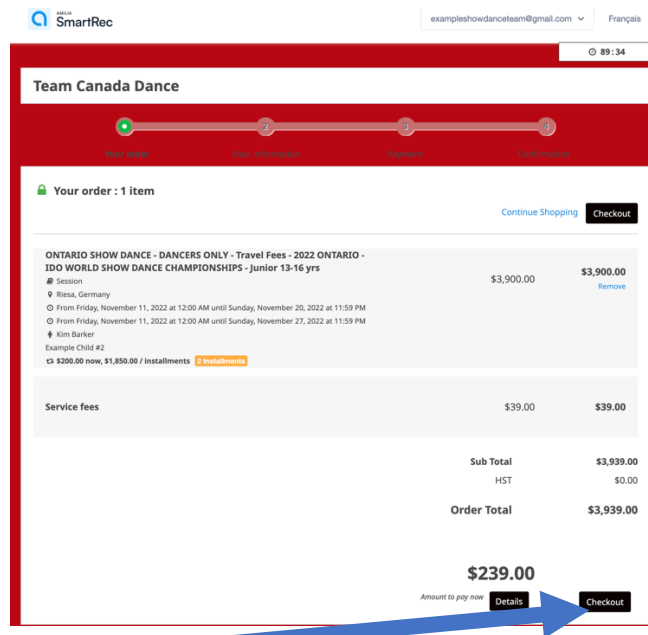
Date of birth

[Cancel](#) [Save](#)

22) This dancer will be **Example Dancer #2**, repeat point 8) with the name/info and select an instalment plan  
 Choose the instalment plan with the \$200 now if you are paying your deposit by credit card OR choose the instalment plan with \$0 now, and future credit card instalments if you plan to etransfer your deposit but pay the rest by credit card.



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



24) Checkout

25) When you hit Checkout, you will have to confirm the **Account Owner** information page again

SmartRec exampleshowdanceteam@gr

### Team Canada Dance

1 Your info 2 Your information 3 Payment 4 Review order

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

#### Your information

**Account owner**  
Example Parent

Example Child #2

**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

Validate all sections to continue your purchase.

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

SmartRec exampleshowdanceteam@gr

### Team Canada Dance

1 Your info 2 Your information 3 Payment 4 Review order

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

#### Your information

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

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)

Check here if no known medical conditions.

TRAVEL OPTIONS: (optional)

Team Travel (optional)  Team Extended Travel (optional)

Payment Options (optional)

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

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

**\$239.00**

*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 SHOW DANCE - DANCERS ONLY - Travel Fees - 2022 ONTARIO - IDO WORLD SHOW DANCE CHAMPIONSHIPS - Junior 13-16 yrs

LIST OF PAYMENTS:	
<b>Paid now</b>	\$200.00
<b>2022-09-01</b>	\$1,233.34
<b>2022-10-01</b>	\$1,233.33
<b>2022-11-01</b>	\$1,233.33

**Credit card payment**

**Credit card details**

Cardholder name

Card number

Expiration date  CVV

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

Use different billing address

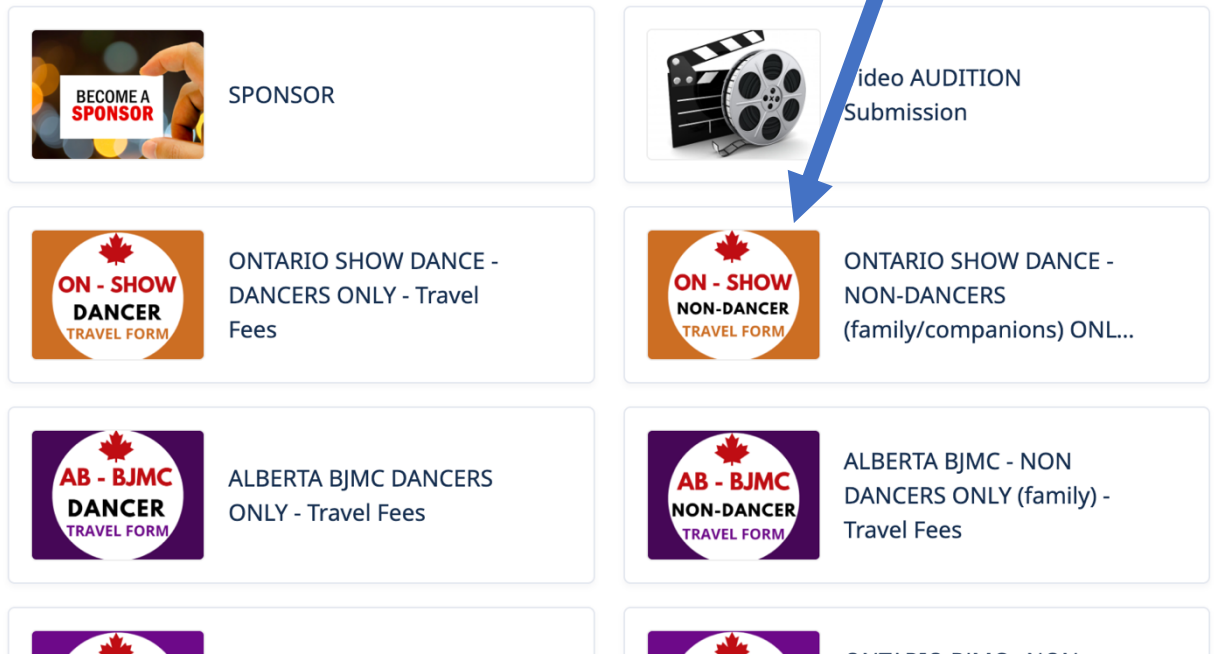
Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

**Make payment**

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

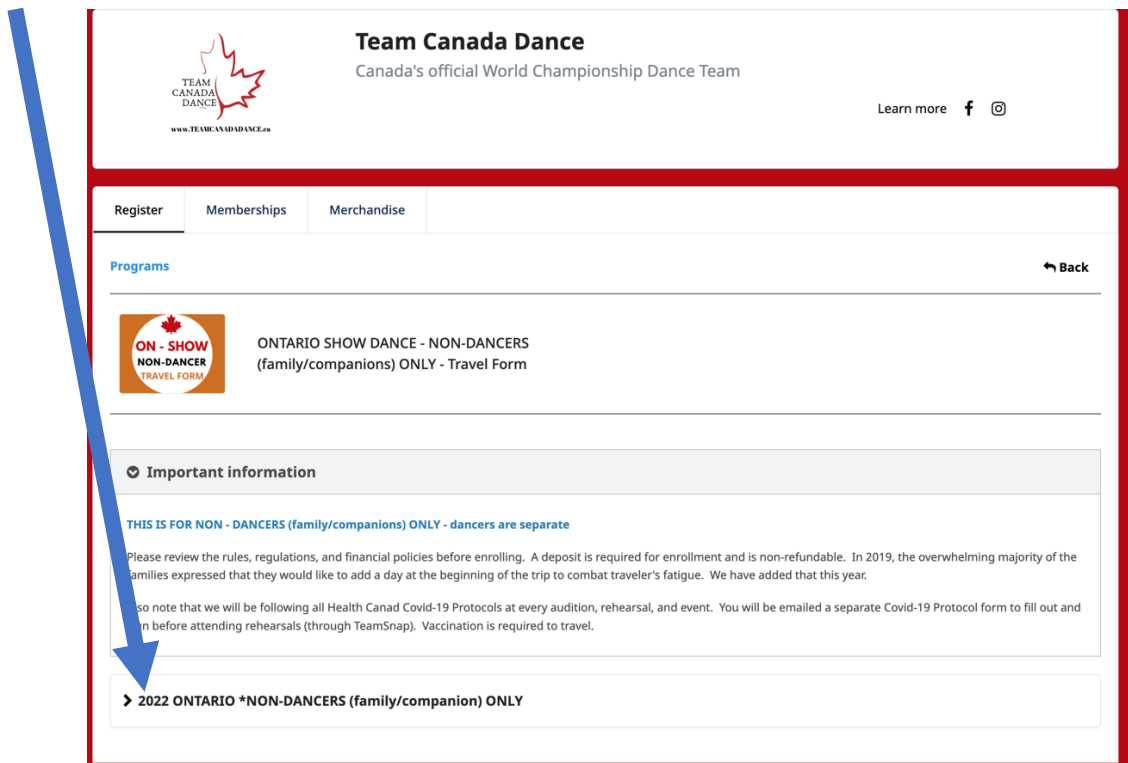
28) If you want to add yourself (the account owner) or another person to travel with the dancer, then you must go back to the homepage and select **ON SHOWDANCE NON-DANCER**.



The screenshot shows a grid of menu items. A blue arrow points from the top right towards the 'ON - SHOW NON-DANCER TRAVEL FORM' option. The menu items are:

- SPONSOR (with 'BECOME A SPONSOR' icon)
- Video AUDITION Submission (with clapperboard icon)
- ONTARIO SHOW DANCE - DANCERS ONLY - Travel Fees (with 'ON - SHOW DANCER TRAVEL FORM' icon)
- ONTARIO SHOW DANCE - NON-DANCERS (family/companions) ONL... (with 'ON - SHOW NON-DANCER TRAVEL FORM' icon)
- ALBERTA BJMC DANCERS ONLY - Travel Fees (with 'AB - BJMC DANCER TRAVEL FORM' icon)
- ALBERTA BJMC - NON DANCERS ONLY (family) - Travel Fees (with 'AB - BJMC NON-DANCER TRAVEL FORM' icon)

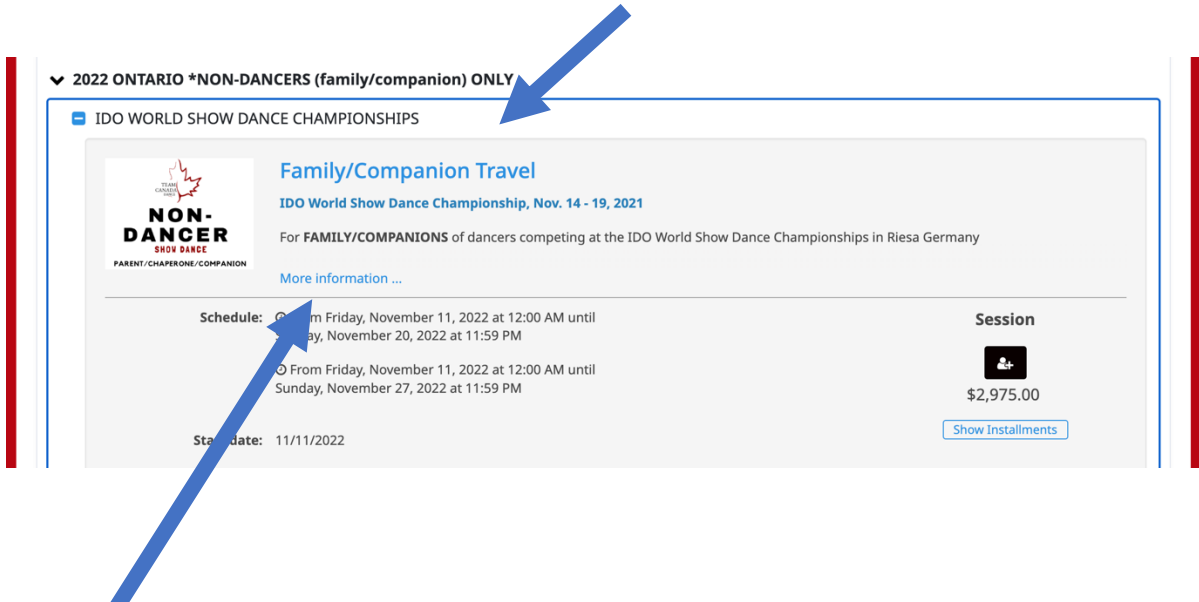
29) At the bottom, select the **2022 ONTARIO NON-DANCER (family/companion) ONLY** for all other travelers who are not dancing. It will be the same access code **905**



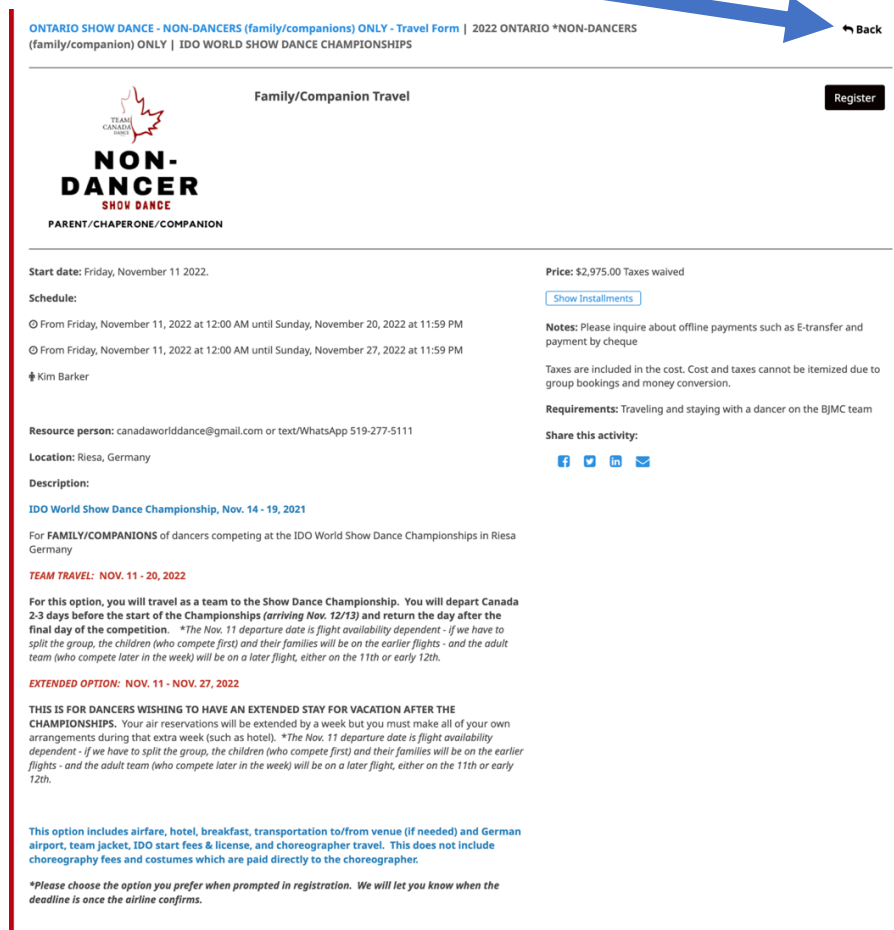
The screenshot shows the Team Canada Dance website. A blue arrow points from the top left towards the '2022 ONTARIO \*NON-DANCERS (family/companion) ONLY' option. The website header includes the Team Canada Dance logo and the text 'Canada's official World Championship Dance Team'. The navigation menu includes 'Register', 'Memberships', and 'Merchandise'. The 'Programs' section is active, showing the 'ON - SHOW NON-DANCER TRAVEL FORM' option. Below this, there is an 'Important information' section with a warning: 'THIS IS FOR NON - DANCERS (family/companions) ONLY - dancers are separate'. At the bottom, there is a button for '2022 ONTARIO \*NON-DANCERS (family/companion) ONLY'.



30) Click on **2022 ONTARIO \*NON-DANCERS (family)\***, then **+ IDO WORLD SHOWDANCE DANCE CHAMPIONSHIP**. Here, you will see the registration for [Family/Companion Team Travel](#)

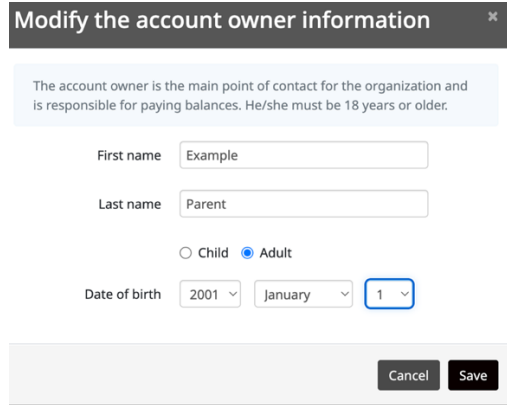


Open the [more information...](#) to see more information. Click **Back** to return to previous page.



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.

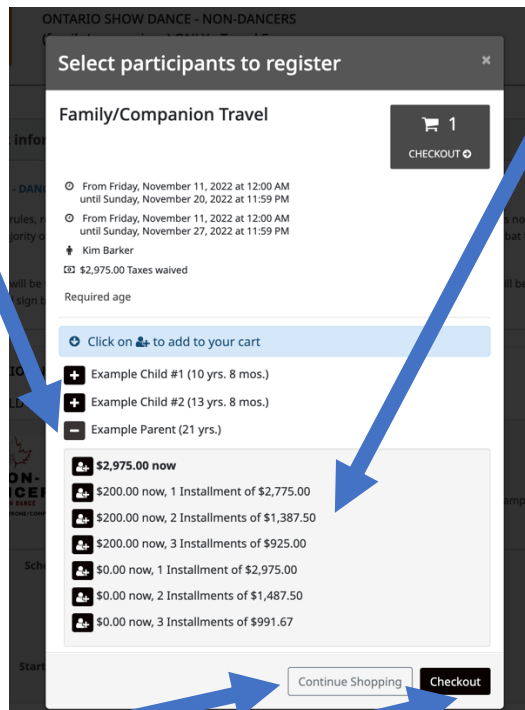
First name

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'**



**ONTARIO SHOW DANCE - NON-DANCERS**

**Select participants to register**

Family/Companion Travel 1

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 20, 2022 at 11:59 PM

From Friday, November 11, 2022 at 12:00 AM until Sunday, November 27, 2022 at 11:59 PM

Kim Barker

\$2,975.00 Taxes waived

Required age

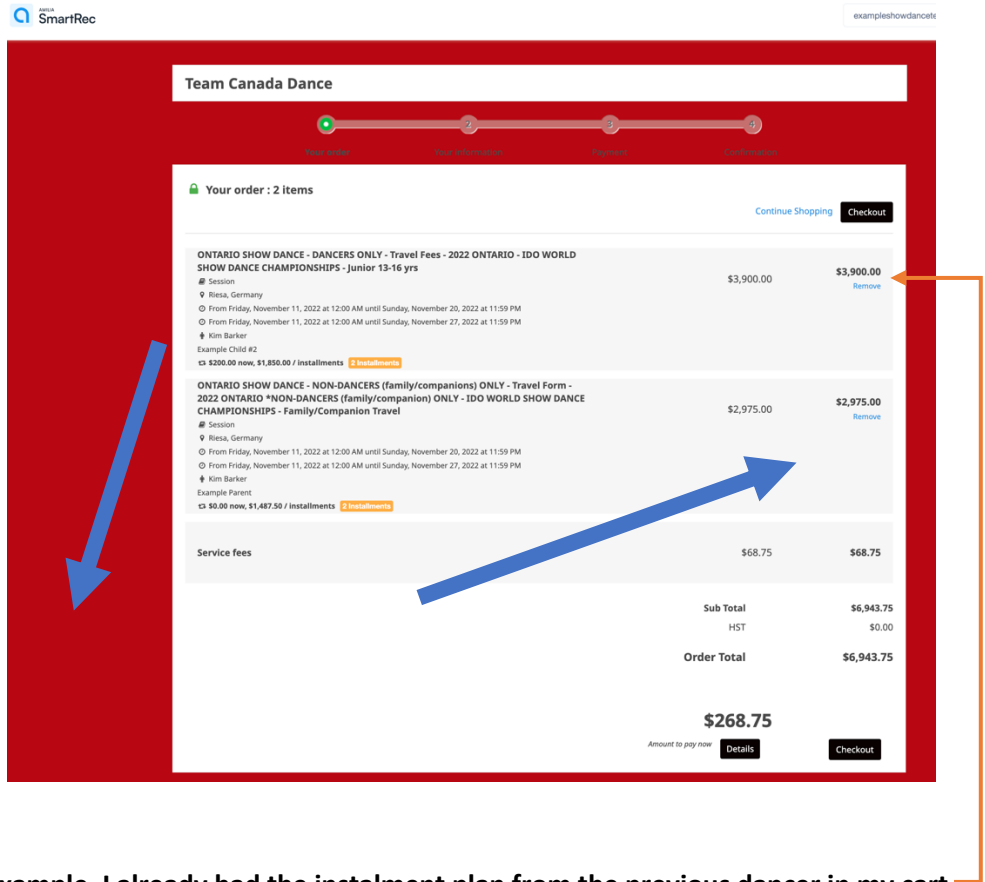
- Example Child #1 (10 yrs. 8 mos.)
- Example Child #2 (13 yrs. 8 mos.)
- Example Parent (21 yrs.)

**\$2,975.00 now**

- \$200.00 now, 1 Installment of \$2,775.00
- \$200.00 now, 2 Installments of \$1,387.50
- \$200.00 now, 3 Installments of \$925.00
- \$0.00 now, 1 Installment of \$2,975.00
- \$0.00 now, 2 Installments of \$1,487.50
- \$0.00 now, 3 Installments of \$991.67

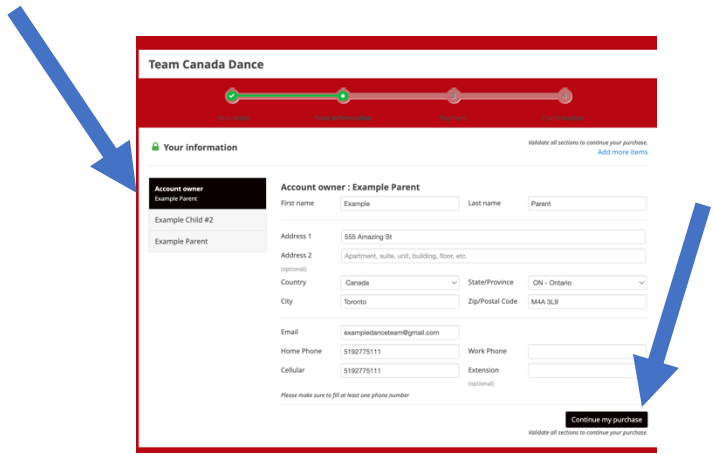
Then either **Continue Shopping** or **Checkout**. I am going to Checkout right now.

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:



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

34) You will then have to 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



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

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

Account owner: Example Parent  
Example Child #2  
**Example 2 Parent, sibling, or Other traveller**

**Personal information : Example 2 Parent, sibling, or Other traveller**

Date of birth: 1/1/1999 This information can be modified in your account settings.

Address 1: 151 Corstata Ave

Address 2 (optional): Apartment, suite, unit, building, floor, etc.

Country: Canada State/Province: ON - Ontario

City: Concord Zip/Postal Code: L4K 4Y2

Home Phone: 5192775111

Cellular (optional):

Job title (optional):

Gender: Male

Email: exampleshowdanceteam@gmail.com

Picture (optional): [Upload a picture](#)

36) When you do Checkout, you will be brought to the **Payment** page where you will enter your credit card information (if you haven't already) or confirm payment method.

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

**\$268.75**  
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 SHOW DANCE - DANCERS ONLY - Travel Fees - 2022 ONTARIO - IDO WORLD SHOW DANCE CHAMPIONSHIPS - Junior 13-16 yrs

LIST OF PAYMENTS:	
Paid now	\$200.00
2022-09-01	\$1,233.34
2022-10-01	\$1,233.33
2022-11-01	\$1,233.33

**Example 2 Parent, sibling, or Other traveller**  
ONTARIO SHOW DANCE - NON-DANCERS (family/companions) ONLY - Travel Form - 2022 ONTARIO \*NON-DANCERS (family/companion) ONLY - IDO WORLD SHOW DANCE CHAMPIONSHIPS - Family/Companion Travel

LIST OF PAYMENTS:	
Paid now	\$0.00
2022-09-15	\$991.66
2022-10-15	\$991.67
2022-11-01	\$991.67

**Credit card payment**

**Credit card details**

Cardholder name:

Card number:

Expiration date:  CVV:

**Billing address**  
151 Corstata Ave  
Concord ON L4K 4Y2  
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 showing no activities.

Four callout boxes with arrows point to specific features:

- I will now go over the following info in the black bar:** Points to the left sidebar.
- Balance owing for all travelers:** Points to the 'Team Canada Dance' balance card.
- What you signed up for:** Points to the 'Upcoming events' section.
- Travellers you signed up:** Points to the 'Example Child #1' event card.

A note at the bottom right states: "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 a balance of \$3939.00 and the account owner 'Example Parent'. Below this, there are buttons for 'Scale 0%', 'Make payments', and 'Account history'. A table below shows a billing history 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 ▾

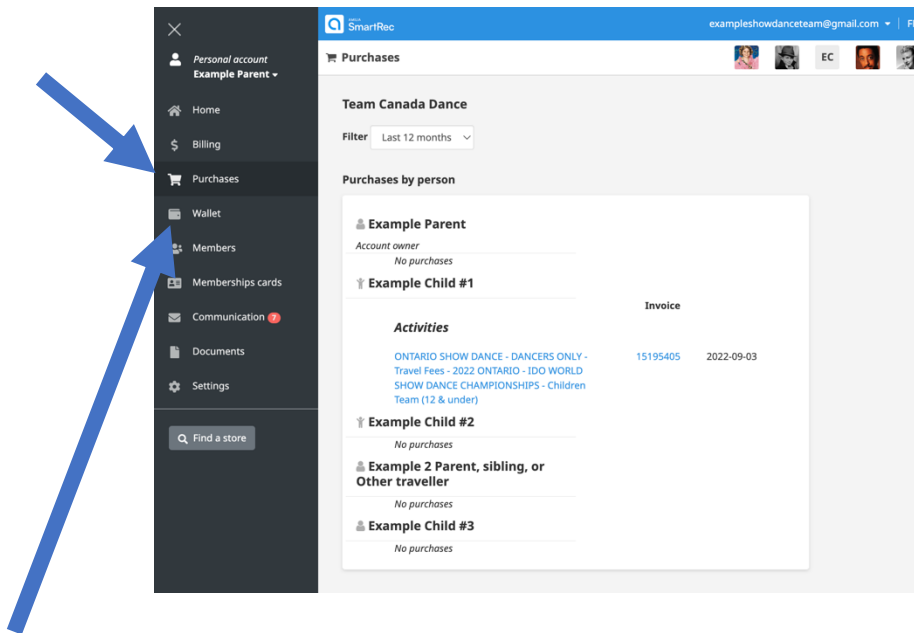
**Credit card details**

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](#) 


Your credit cards

  **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](#)

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

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


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

**Credit card payment**

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

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

Use different billing address

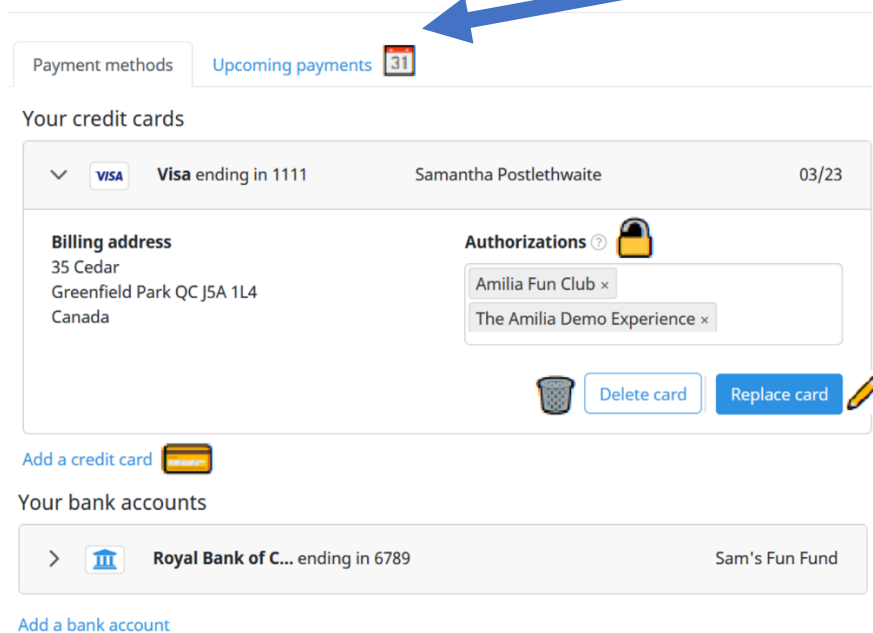
 **Visa ending in 4700** Samantha Postlethwaite 03/22

[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 calendar icon with the number 31). Below the tabs is a section for 'Your credit cards' featuring a Visa card for Samantha Postlethwaite, expiring 03/23. The card details include the 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 credit card section is an 'Add a credit card' button with a card icon. The 'Your bank accounts' section shows a Royal Bank of Canada account ending in 6789 for 'Sam's Fun Fund', with an 'Add a bank account' button below it.

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	11112656	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	11112656	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.

**Account Owner info**

**Everyone on your account**

- L) For 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) on the top right corner, and it will open to 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. The 'Forms by organization' section for 'Team Canada Dance' contains links for 'Contacts', 'Extra questions', and 'Other information for this organization'. Annotations highlight the 'Edit' link in the Personal Information section and the 'Extra questions' link in 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.**