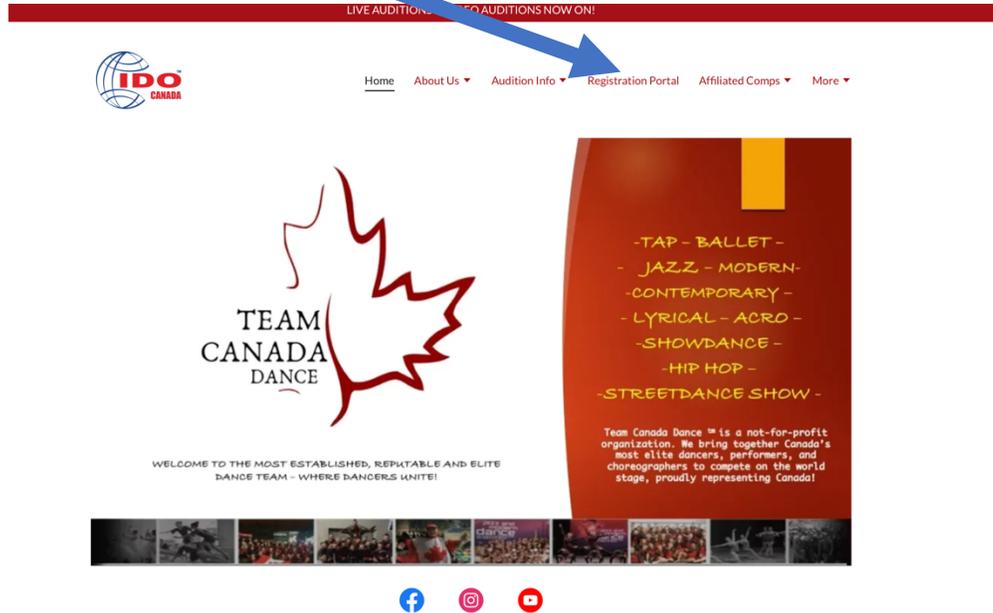


HOW TO REGISTER FOR THE TEAM/TRAVEL

1) You can access the **Registration Portal** through our website homepage, www.teamcanadadance.ca



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

OR

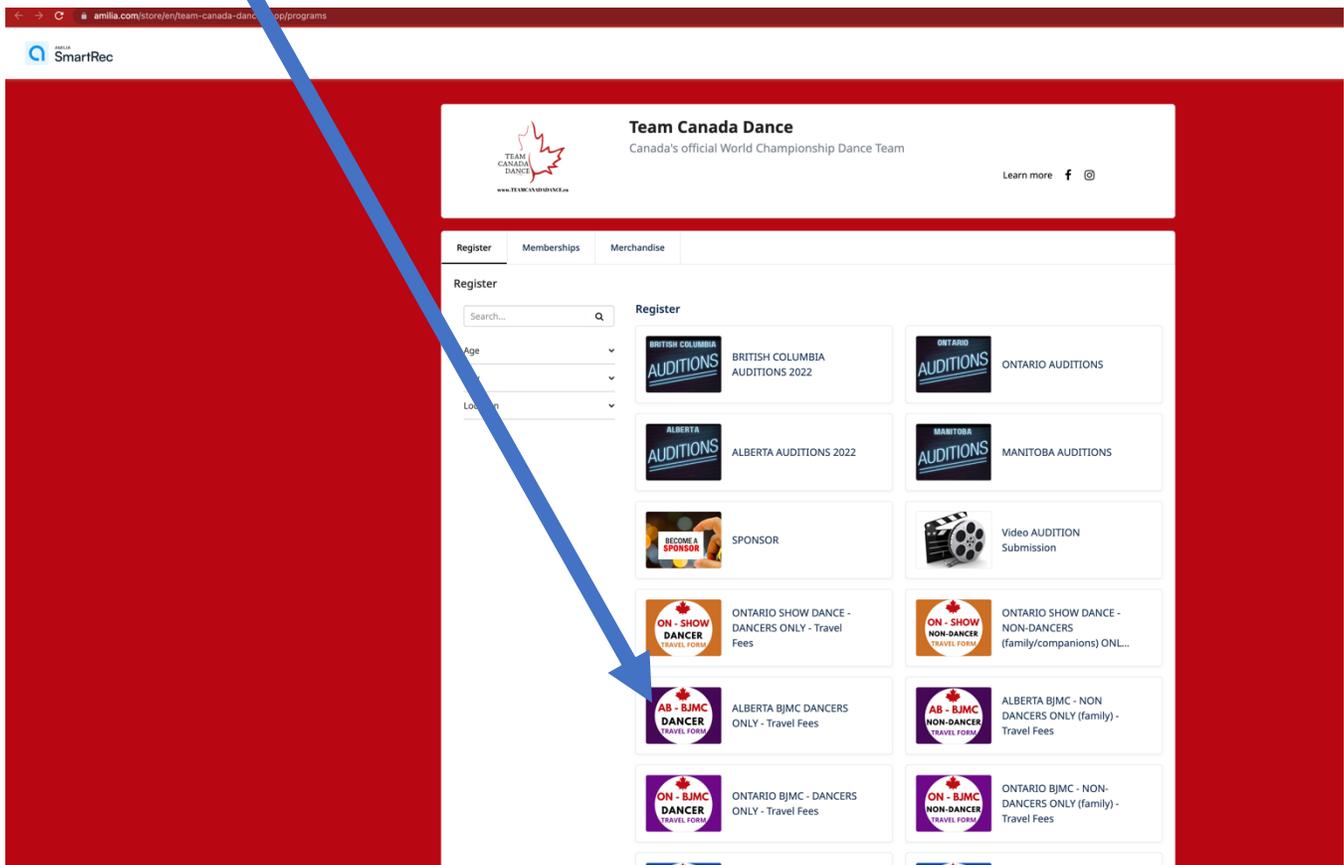
Go to the registration system <https://www.amilia.com/store/en/team-canada-dance/shop/programs>

Register the dancer here

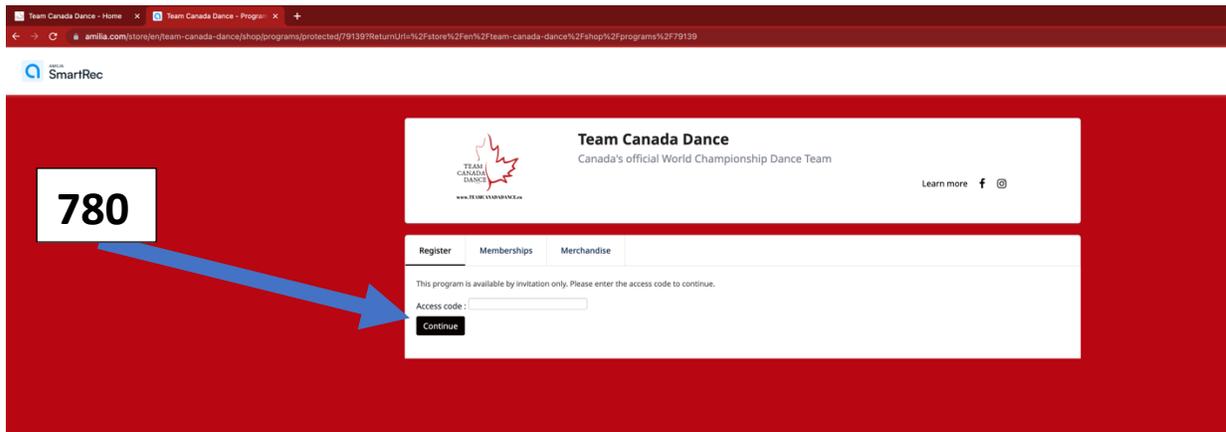
And/or register any other travellers

Province	Category	Registration Option
BRITISH COLUMBIA	AUDITIONS	BRITISH COLUMBIA AUDITIONS 2022
ONTARIO	AUDITIONS	ONTARIO AUDITIONS
ALBERTA	AUDITIONS	ALBERTA AUDITIONS 2022
MANITOBA	AUDITIONS	MANITOBA AUDITIONS
	SPONSOR	SPONSOR
	Video AUDITION	Video AUDITION Submission
ON - SHOW DANCER	ONTARIO SHOW DANCE - DANCERS ONLY - Travel Fees	ONTARIO SHOW DANCE - DANCERS ONLY - Travel Fees
ON - SHOW NON-DANCER	ONTARIO SHOW DANCE - NON-DANCERS (family/companions) ONL...	ONTARIO SHOW DANCE - NON-DANCERS (family/companions) ONL...
AB - BJMC DANCER	ALBERTA BJMC - DANCERS ONLY - Travel Fees	ALBERTA BJMC - DANCERS ONLY - Travel Fees
AB - BJMC NON-DANCER	ALBERTA BJMC - NON DANCERS ONLY (family) - Travel Fees	ALBERTA BJMC - NON DANCERS ONLY (family) - Travel Fees
ON - BJMC DANCER	ONTARIO BJMC - DANCERS ONLY - Travel Fees	ONTARIO BJMC - DANCERS ONLY - Travel Fees
ON - BJMC NON-DANCER	ONTARIO BJMC - NON-DANCERS ONLY (family) - Travel Fees	ONTARIO BJMC - NON-DANCERS ONLY (family) - Travel Fees

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



- 3) After you click on **AB 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 AB BJMC DANCER is 780 (like the area code).



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

- 4) Click on **2022 ALBERTA *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.**
OR **+** **IDO WORLD MODERN/CONTEMPORARY CHAMPIONSHIPS FOR THE SECOND HALF DEC 3-DEC.5/7.** 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](#)

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

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

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 for 'CHILDREN BALLET-JAZZ-MODERN/CONTEMPORARY 12 YRS & UNDER'. At the top, there are navigation tabs for 'Register', 'Memberships', and 'Merchandise'. The page title is 'ALBERTA BJMC DANCERS ONLY - Travel Fees | 2022 ALBERTA *DANCERS* ONLY | IDO WORLD BALLET, JAZZ, & MODERN/CONTEMPORARY CHAMPIONSHIPS'. A 'Back' button is in the top right corner. Below the title is a 'Register' button. The main content area includes a 'Start date' of Friday, November 25, 2022, and a 'Price' of \$4,100.00 with taxes waived. There is a 'Show Installments' button. The 'Required age' is 5-12 as of 12/31/2022. 'Notes' mention offline payments. 'Requirements' are accepted by audition or invitation. 'More information' states that costume and choreography fees are separate. 'Share this activity' links for Facebook, Twitter, LinkedIn, and Email are provided. The page also includes a 'Description' of the event, 'Resource person' contact info, 'Location' in Sharm El Sheik, Egypt, and travel options for 'TEAM TRAVEL' and 'EXTENDED OPTION'.

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

A close-up of a 'Session' button. The button is light gray with the text 'Session' at the top, a registration icon in a black box in the middle, and '\$4,100.00' below it. A 'Show Installments' button is at the bottom. A blue arrow points to the black box.

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' page. It has an 'Email' field with 'example@domain.com', a 'Password' field, and a 'Log in' button. There are also social media login options: 'Log in with Facebook', 'Log in with Google', and 'Log in with Microsoft 365'. At the bottom, there is a link to 'Create an account or reset your password'.

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

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 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.

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.)

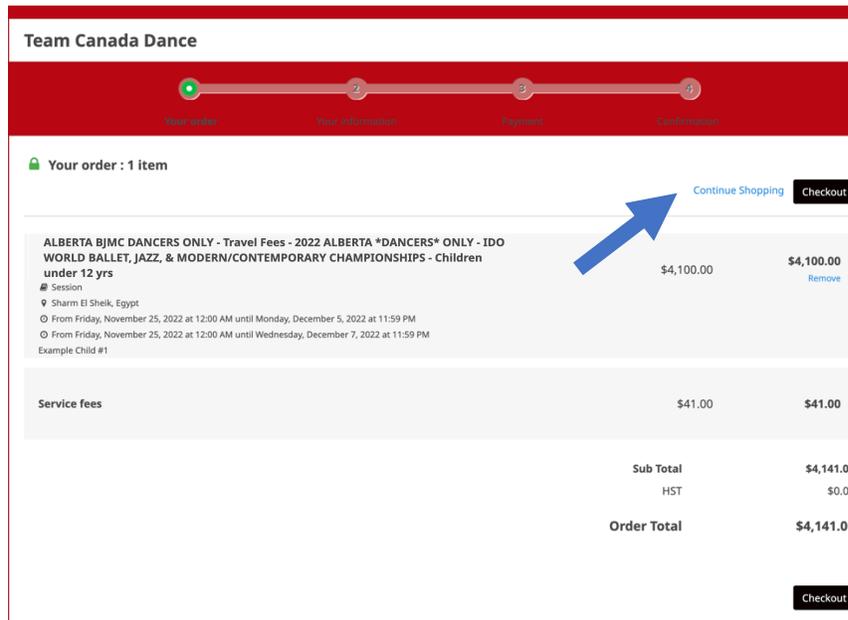
- 👤 **\$4,100.00 now**
- 👤 \$200.00 now, \$780.00 / month, 5 Installments
- 👤 \$200.00 now, \$975.00 / month, 4 Installments
- 👤 \$200.00 now, \$975.00 / month, 4 Installments
- 👤 \$200.00 now, \$1,300.00 / month, 3 Installments
- 👤 \$200.00 now, \$1,300.00 / month, 3 Installments
- 👤 \$200.00 now, \$1,950.00 / 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**

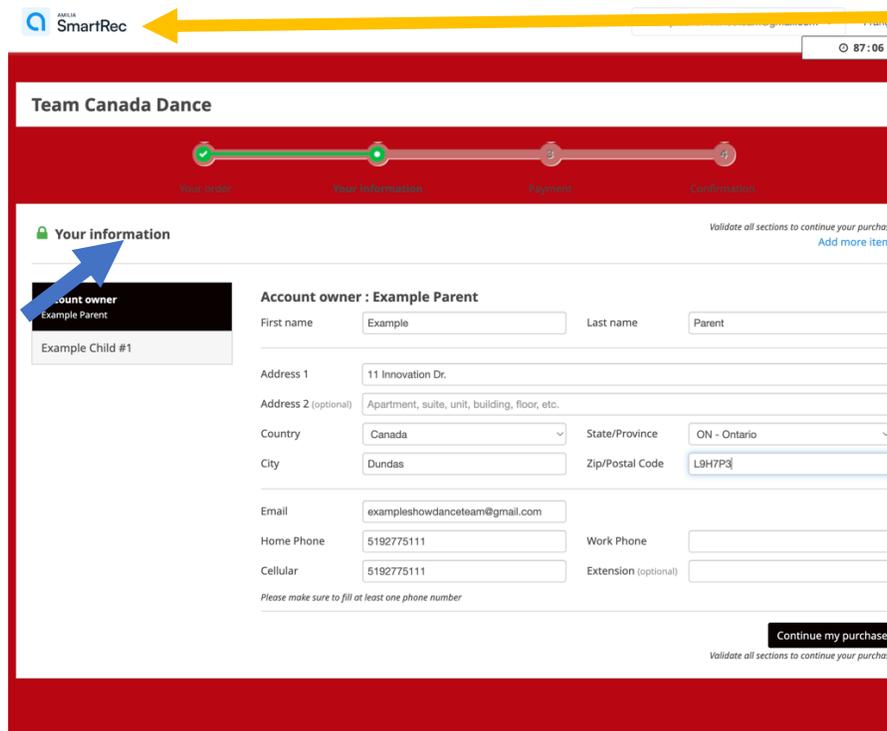
11) For this example, I will not choose **Continue Shopping** but rather the **Checkout** button

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

Team Canada Dance

Progress bar: 1. Your order (checked), 2. Your information (active), 3. Payment, 4. Confirmation

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: examplebjmcteam@gmail.com

School (optional): Awesome School of Dance /or/ University of Dance

Pairing with a Friend

First name (optional): [] Last name (optional): []

Picture (optional):  [Change the picture](#)

Check here if no known medical conditions.

Allergies (optional)

Nuts Peanuts
 Eggs Insect bites/stings
 Seafood

Other (optional): []

Allergic reactions (optional): anaphylactic

Medical conditions (optional)

Asthma Incontinence

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 the 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

Select a Secondary Legal Guardian (optional)

None

Select an Emergency Contact

Example Parent

Select a second Emergency Contact

Please select...

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 responsibility 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 'Team Canada Dance' checkout process. 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 states: 'Certain items in your cart may require an online payment. Any amount not paid online will then automatically be added to your account.' To the right, under the heading 'Select an amount to pay:', there are two boxes. The first box shows '\$4,141.00 online'. The second box shows '\$0.00 online' and '\$4,141.00 offline'. A blue arrow points from the text below to the '\$0.00 online' box.

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 'Team Canada Dance' checkout process at the 'Payment' step. The progress bar at the top shows 'Your order', 'Your information', 'Payment', and 'Confirmation'. The 'Payment' step is 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 shows '\$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.' To the right, under the heading 'You will need to make a payment directly to Team Canada Dance.', there is a checkbox labeled 'I accept the Terms and conditions' which is checked. Below this, there is a 'Previous' link and a 'Complete purchase' button. A blue arrow points from the text above to the 'Complete purchase' button.

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

You will get a receipt like this:

Confirmation

Your order has been successfully completed.
Invoice Number: 15185238
Date: 9/2/2022

Return to store Share Print

Client
Example Parent
324-8170 50 St NWEdmonton
Edmonton, AB
T6B 1E6

Organization
Team Canada Danc
146 Bristol S
Guelph, ON
N1H 3L6

Session activities

2022 ALBERTA *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

Service fees	\$41.00
--------------	---------

Sub Total	\$4,141.00
HST	\$0.00
Order Total	\$4,141.00

Important - Please note

ALBERTA BJMC DANCERS ONLY - Travel Fees

Confirmation for members of the WEST BALLET, JAZZ, & MODERN/CONTEMPORARY Team, originating from Edmonton/Calgary AB, 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

*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 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



\$3,750.00

[Show Installments](#)



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 89:46

Team Canada Dance

Your order : 1 item

ALBERTA BJMC DANCE
 WORLD BALLET, JAZZ

ALBERTA BJMC DANCERS ONLY - Travel Fees - 2022 ALBERTA *DANCERS* ONLY - IDO
 WORLD BALLET & JAZZ *(ONLY)* - Junior 13-16 yrs \$3,750.00 \$3,750.00 Remove

Session
 Sharm El Sheik, Egypt
 From Friday, November 25, 2022 at 12:00 AM until Saturday, December 3, 2022 at 11:59 PM
 Example Child #2
 \$3,750.00 now, \$887.50 / month 4 installments

Service fees \$37.50 \$37.50

Sub Total \$3,787.50
 HST \$0.00
 Order Total \$3,787.50

\$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 Français 88:24

Team Canada Dance

1 Your order 2 Your information 3 Payment 4 Work options

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

Account owner
Example Parent
Example Child #2

Account owner : Example Parent

First name: Example Last name: Parent

Address 1: 324-8170 50 St NW Edmonton

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

Country: Canada State/Province: AB - Alberta

City: Edmonton Zip/Postal Code: T6B 1E6

Email: exampleshowdanceteam@gmail.com

Home Phone: 5192775111 Work Phone:

Cellular: 5192775111 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. 85:13

Account owner ✓
Example Parent
Example Child #2

Personal information : Example Child #2

Date of birth: 1/1/2009 This information can be modified in your account settings.

Gender: Male

Email: examplesbjmc@gmail.com

School (optional): Wonderful School of Dance

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): **PAY ONLINE**

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.

SmartRec exampleshowdanceteam@gmail.com Français 89:54

Team Canada Dance

View order Your information **Payment** Confirmation

Payment

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

\$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
ALBERTA BJMC DANCERS ONLY - Travel Fees - 2022 ALBERTA *DANCERS* ONLY - IDO WORLD BALLET & JAZZ *(ONLY)** - Junior 13-16 yrs

LIST OF PAYMENTS:	
Paid now	\$200.00
2022-10-02	\$887.50
2022-11-02	\$887.50
2022-12-02	\$887.50
2023-01-02	\$887.50

Credit card payment

Credit card details

Cardholder name

Card number

Expiration date CVV

Billing address
324-8170 50 St NWEdmonton
Edmonton AB T6B 1E6
Canada

Use different billing address

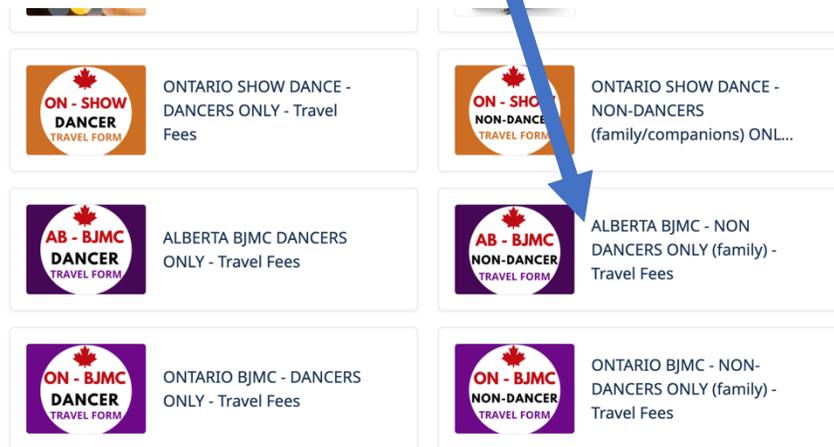
Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

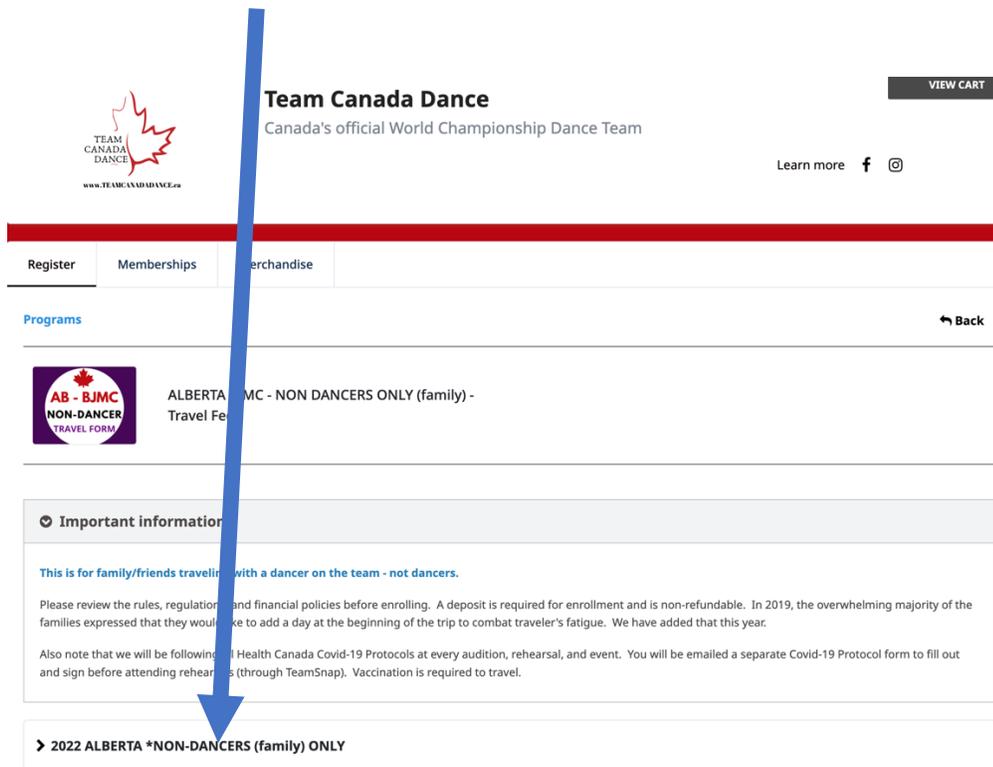
[Make payment](#)

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

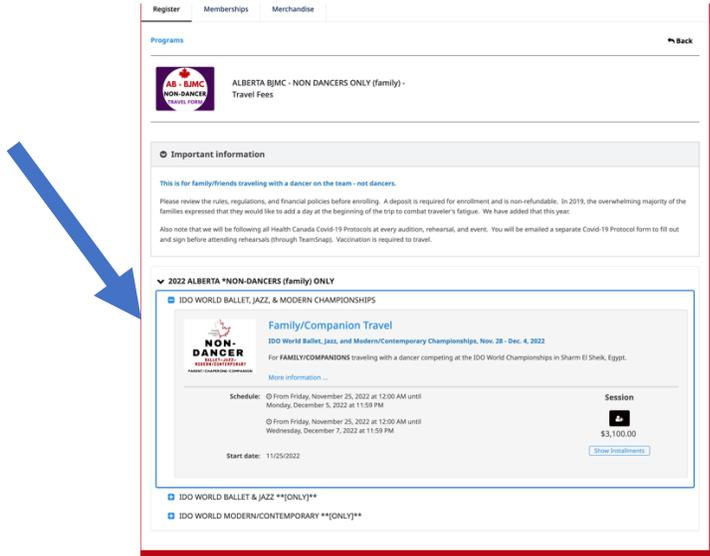
28) If you want to add yourself (the account owner) or another person to travel with the dancer, then you must go back to the homepage and select **AB BJMC NON-DANCER**.



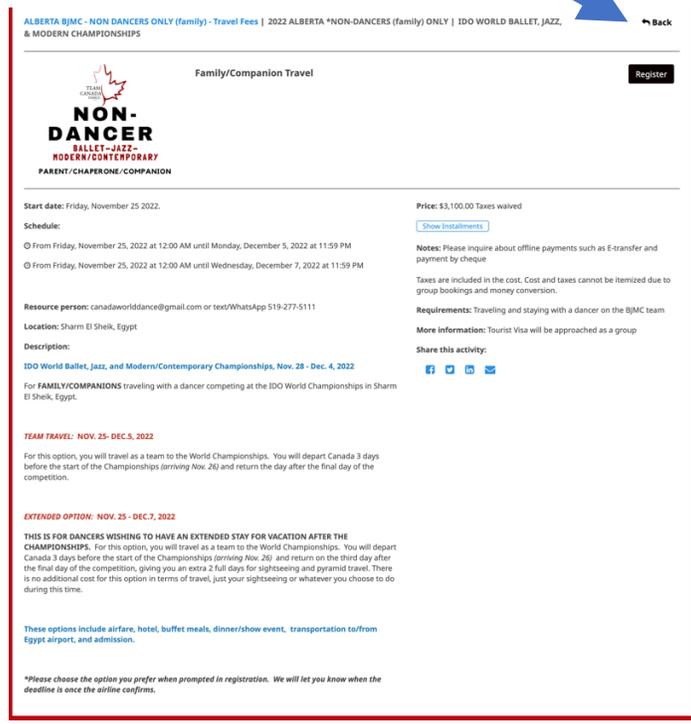
29) At the bottom, select the **2022 ALBERTA NON-DANCER (family/companion) ONLY** for all other travelers who are not dancing. It will be the same access code **780**



30) Click on **2022 ALBERTA *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.**
OR **IDO WORLD MODERN/CONTEMPORARY CHAMPIONSHIPS FOR THE SECOND HALF DEC 3-DEC.5/7.** Here, you will see the registration for **Family/Companion Travel**.
I will use the first option for my example.

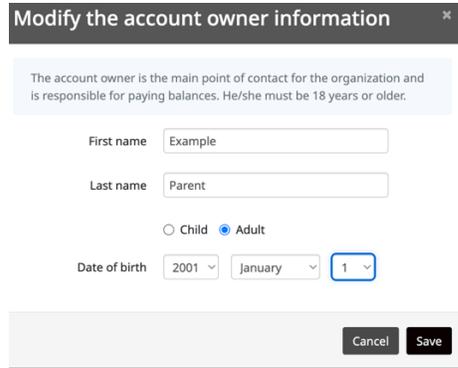


Open the **more information...** to see more information. Click **Back** to return to previous page.



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.

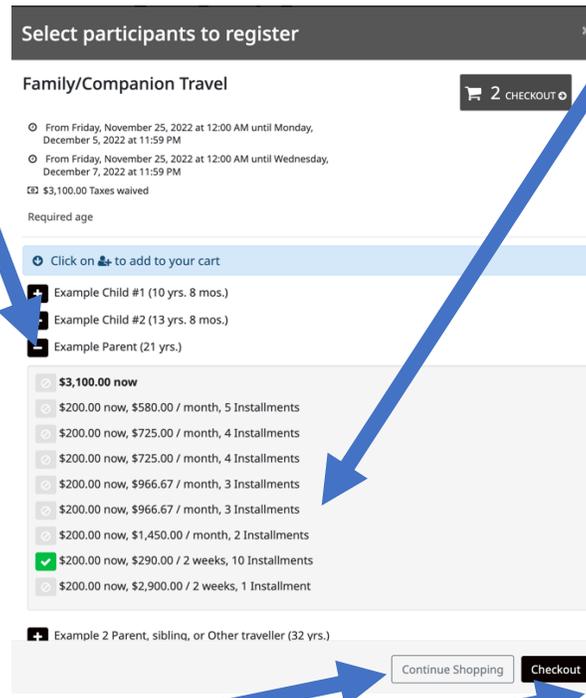
First name

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'



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

Your order Your information Payment Confirmation

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

ALBERTA BJMC DANCERS ONLY - Travel Fees - 2022 ALBERTA *DANCERS* ONLY - IDO WORLD BALLET & JAZZ **[ONLY]** - Junior 13-16 yrs	\$3,750.00	\$3,750.00 Remove
ALBERTA BJMC - NON DANCERS ONLY (family) - Travel Fees - 2022 ALBERTA *NON-DANCERS (family) ONLY - IDO WORLD BALLET, JAZZ, & MODERN CHAMPIONSHIPS - Family/Companion Travel	\$3,100.00	\$3,100.00 Remove
Service fees	\$68.50	\$68.50
Sub Total		\$6,918.50
HST		\$0.00
Order Total		\$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 order Your information Payment Confirmation

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

Account owner
Example Parent

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 Example Parent	✓
Example Child #2	✓
Example Parent	

Personal information : Example Parent

Date of birth: 1/1/2001

This information can be modified in your account settings.

Job title (optional)

Gender

Female

Email

examplebjmc@gmail.com

Picture (optional)



Change the picture

Check here if no known medical conditions.

Allergies

Nuts

Peanuts

Eggs

Insect bites/stings

Seafood

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)

PAY ONLINE

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

Progress: ✓ Your order ✓ Your information ● Payment ○ Confirmation

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 includes:

- Quick access:** A card for 'Team Canada Dance' showing a balance of \$3939.00.
- My calendar:** A calendar for August 2022 with the 24th highlighted.
- Upcoming events:** A list of events for 'Children Team (12 & under)' and 'Example Child #1' on November 11th, 2022.
- Activities without schedule:** A section currently showing 'No activities'.

Four callout boxes with blue arrows point to specific elements:

- Black bar:** 'I will now go over the following info in the black bar' (points to the sidebar).
- Balance card:** 'Balance owing for all travelers' (points to the Team Canada Dance balance card).
- Events:** 'What you signed up for' (points to the upcoming events list).
- Travellers:** 'Travellers you signed up' (points to the profile icons in the top right).

A larger callout box 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:

- Balance:** \$3939.00
- Expected balance:** \$3939.00
- Account owner:** Example Parent
- Buttons:** Store, Make payments, Account history
- Billing History Table:**

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

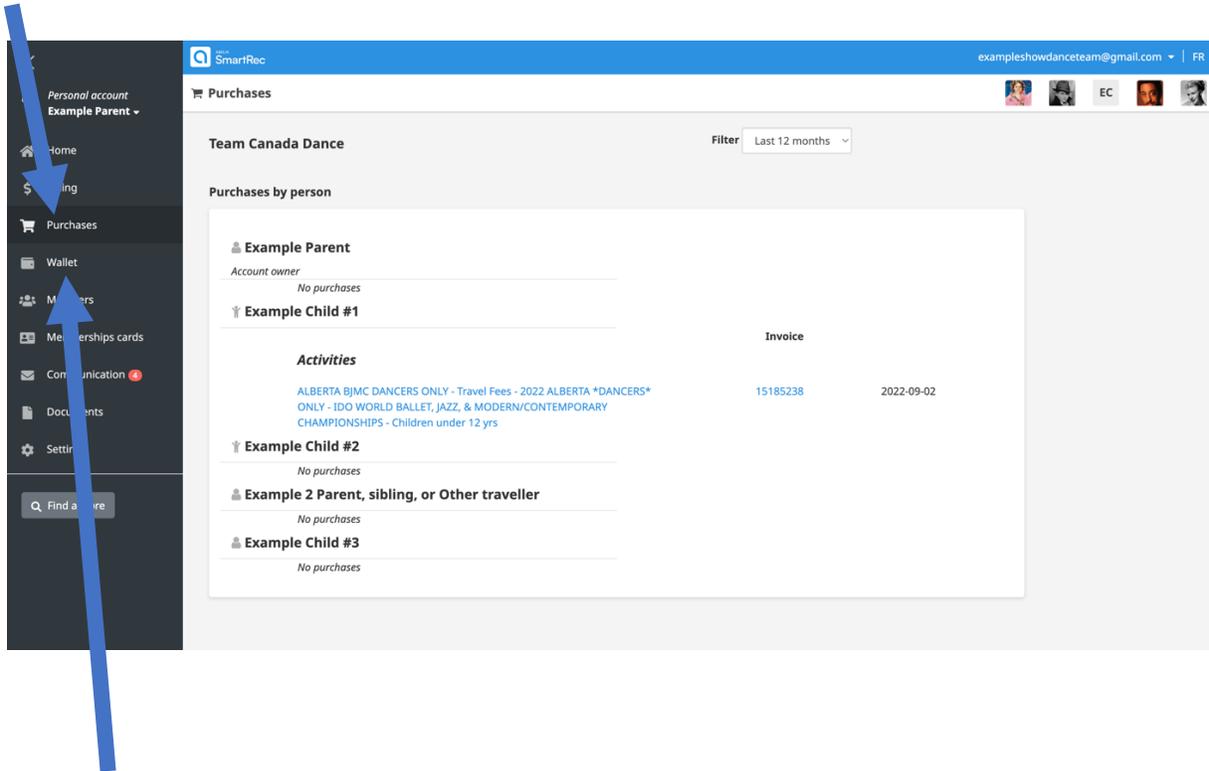
Expiration date
MM/YY
CVV

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](#)

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

Billing address
35 Cedar
Greenfield Park QC J5A 1L4
Canada

Use different billing address

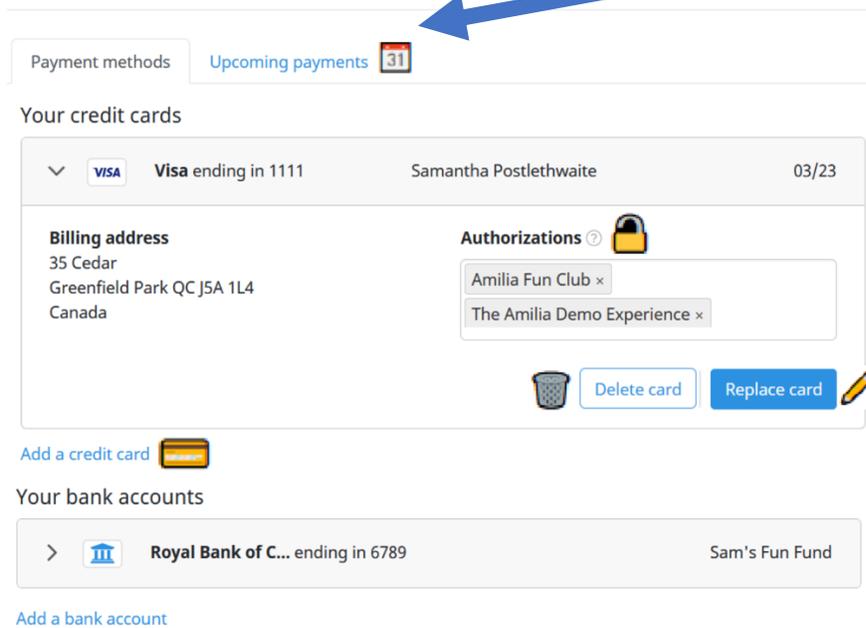
 **Visa ending in 4700** Samantha Postlethwaite 03/22

[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'. A blue arrow points to the 'Upcoming payments' tab. Below the tabs, there are sections for 'Your credit cards' and 'Your bank accounts'. The 'Your credit cards' section shows a Visa card ending in 1111, owned by Samantha Postlethwaite, with a billing address in Greenfield Park QC J5A 1L4, Canada. It also shows two authorizations: 'Amilia Fun Club' and 'The Amilia Demo Experience'. There are buttons for 'Delete card' and 'Replace card'. Below this is a link to 'Add a credit card'. The 'Your bank accounts' section shows a Royal Bank of Canada account ending in 6789, associated with 'Sam's Fun Fund'. There is 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

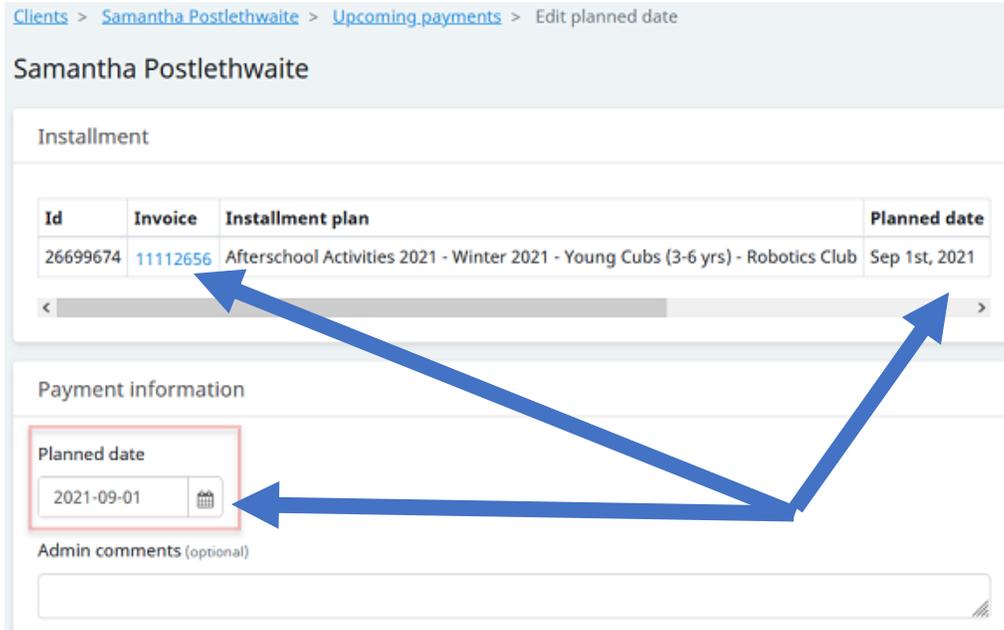
Id	Invoice	Installment plan	Planned date
26699674	11112656	Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club	Sep 1st, 2021

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

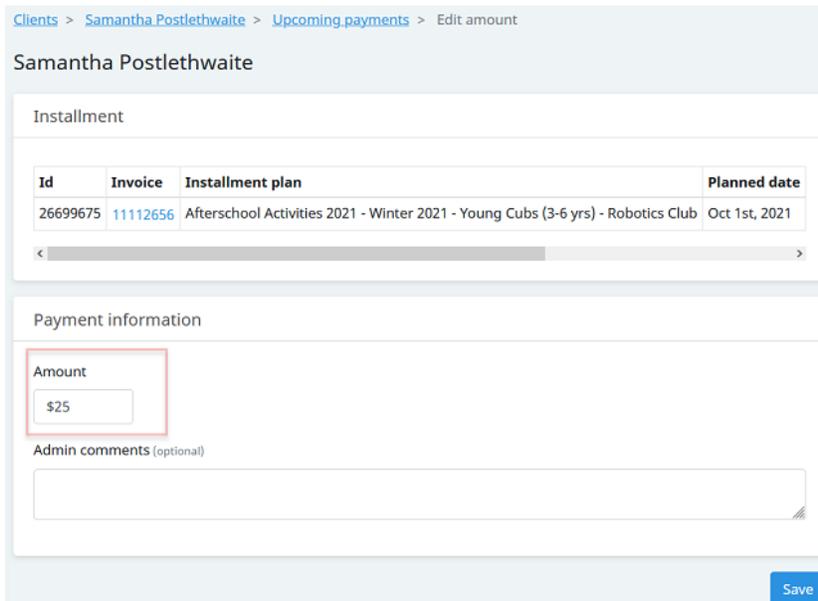
Payment information

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.

The screenshot shows the Smarttec interface. On the left is a dark sidebar with a 'Members' tab selected. The main content area shows the profile of 'Example Parent' with a photo, contact info, and a 'Delete' button. Below this is a 'Personal information' section with a 'Gender' dropdown set to 'Female' and a 'First name' field containing 'Example'. In the top right corner, there is a horizontal list of member avatars. A blue arrow points from a box labeled 'Account Owner info' to the 'Personal information' section. Another blue arrow points from a box labeled 'Everyone on your account' to the member avatars list.

- 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 a photo, a 'Change profile picture' button, and several sections: Personal information, Contact information, Other information, Medical Info, and Forms by organization. Two callout boxes are present: one labeled 'Edit' with an arrow pointing to the 'Edit' link in the Personal information section, and another labeled 'EXTRA QUESTIONS is where you will find passport info' with an arrow pointing to 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.