

## How to Register and pay for your Competitor's Pass

To Register your dances and pay for your entries:

From the [www.carolinafallclassic.com](http://www.carolinafallclassic.com) website you can log onto the o2cm website from the "Registration" page.

Setup or Log into your o2cm account with your email address and a password.

Select #1 to enter your USA Dance Membership # or setup a new account for both you and your partner.

**The competition software will only handle couples. You must enter with a partner, or TBA, or if dancing in the Girls Solo Proficiency enter with N/A.**

Select #2 to enter the events you would like to dance. The dances have already been selected for the events you enter.

After entering the events in which you would like to dance,

Go to #4 from the homepage to purchase your Competitor or Student Passes

The screenshot shows a web browser window with the URL [www.o2cm.com/form/entry.asp?event=hpc](http://www.o2cm.com/form/entry.asp?event=hpc). The page title is "Competitor Registration" with a link to "Click here for detailed instructions".

The form is divided into four numbered sections:

- 1) Create a couple, by selecting or creating competitors, using these drop-down lists.**
  - C Gentleman competitor (Lead):** Select Gentleman competitor (Lead) or 'CREATE NEW' option from this list >>> [Modify]
  - P Lady competitor (Follow):** Select Lady competitor (Follow) or 'CREATE NEW' option from this list >>> [Modify]
- 2) Select each category below to describe the event(s) you wish to enter.**

Division	Age	Skill Level	Dances
Amateur	Open (All Ages)	Open	Hlt. V. Waltz
Amateur Team Match	Pre-Teen 10-9		Hlt. Paso Doble
Masters of Syllabus	Pre-Teen 8 10-11		Hlt. Jive
Mixed Ladies	Pre-Teen 9-11		Am. V. Waltz
Mixed Gents	Junior 112-13		Am. Bolero
	Junior 3 14-15		Ten Dance (j)
- 3) Submit the Entry. You can select multiple items from "Dances" for submission.**

Enter Couple in Selected Event(s)

Your saved entries for the selected competitor(s)

[Drop]
- 4) Review your account or view other competition information.**

Go To Account to review entries, Order Tickets and Pay Entry Fees

[View Entry list for Carolina Fall Classic \(NCEL\)](#)

[View Officials list for Carolina Fall Classic \(NCEL\)](#)

[Logout]

A blue arrow points from a text box to the "Go To Account to review entries, Order Tickets and Pay Entry Fees" button. The text box contains the text: "Select this bar to proceed."

Select # 2 to purchase your “Competitor or Student Pass” or Spectator Tickets. Your “Pass” pays for all your entries to dance, as well as entry into the ballroom during the entire competition weekend.

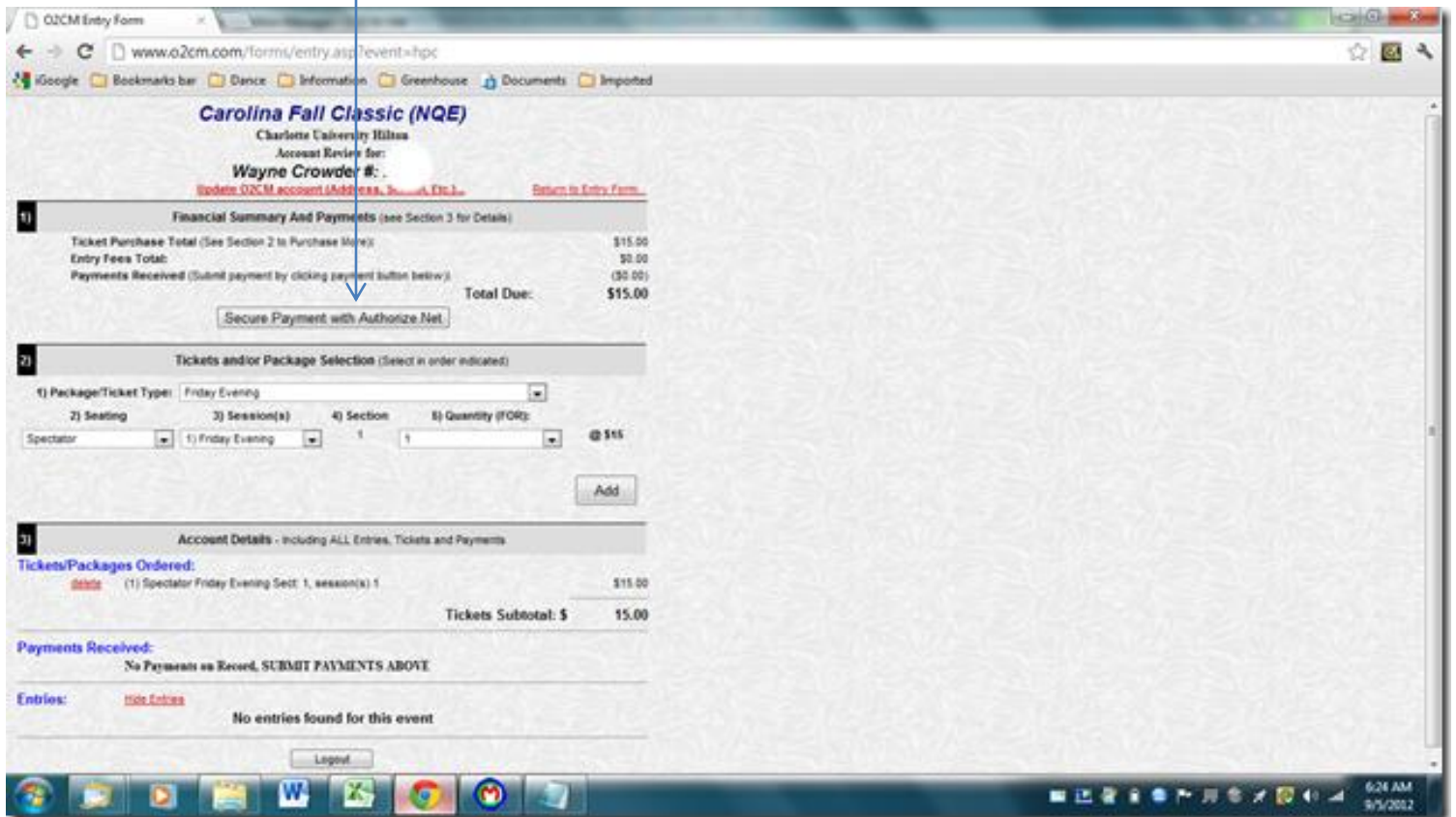
The screenshot shows a web browser window with the URL [www.o2cm.com/forms/entry.asp?event=hpc](http://www.o2cm.com/forms/entry.asp?event=hpc). The page title is "Carolina Fall Classic (NQE)" and it is for "Charlotte University Hilton". The account is for "Wayne Crowder #:". The page is divided into three main sections:

- 1) Financial Summary And Payments** (see Section 3 for Details):
  - Ticket Purchase Total (See Section 2 to Purchase More): \$0.00
  - Entry Fees Total: \$0.00
  - Payments Received: (\$0.00)
  - Total Due: \$0.00**
- 2) Tickets and/or Package Selection** (Select in order indicated):
  - 1) Package/Ticket Type: Required: Adult Competitor Pass (dropdown menu)
  - 2) Seating: Adult Competitor (dropdown menu)
  - 3) Session(s): Sessions: 1,2,3,4 (dropdown menu)
  - 4) Section: 1
  - 5) Quantity (FOR): 1
  - Price: @ \$145
  - Notes: "These passes are for Amateur Competitors Only - There are no Amateur competitors currently registered in THIS account." and "Select a competitor for each ticket ordered."
  - Warning: "Pass for Competitors ONLY - If no names appear to right: Seats are not available in selected section. No competitors are entered under this account. Competitors under account have already purchased passes."
  - Button: Add
- 3) Account Details** - including ALL Entries, Tickets and Payments:
  - Tickets/Packages Ordered: No Passes Purchased or Reserved, ADD TICKETS ABOVE
  - Payments Received: No Payments on Record, SUBMIT PAYMENTS ABOVE
  - Entries: Hide Entries. No entries found for this event.
  - Button: Logout

Use the drop down tab to select either an Adult Pass or Student Pass. Then press the Add button.

Item # 1 will update as you add your passes or tickets and your “Secure Payment” button will appear.

Select the "Secure Payment" button and proceed to the secure credit card website to pay. The system will only accept Master Card or Visa.



Let me know if you have any further problems with paying your account.

We look forward to having you join us for the Carolina Fall Classic.

Sincerely;

Wayne & Marie Crowder  
Organizers, Carolina Fall Classic  
[organizer@carolinafallclassic.com](mailto:organizer@carolinafallclassic.com)