



SJCGPR 2024 Registration Instructions

Registration opens 10/20 at 9am

Step 1: Create a Competition Suite account (if needed).

To get started, you'll need a CompetitionSuite account. If you have performed with SJVCGPR in the past two years you most likely have an account. If you already have an account with CompetitionSuite, you can use your existing account to manage your registration (even if you use it with another circuit such as WGI).

To create a CompetitionSuite account, visit this link: <https://competitionsuite.com/signup/>

Step 2: Visit the SJVCGPR Registration Page and review these instructions.

Open the SJVCGPR Member Registration page at this link: <https://competitionsuite.com/membership/?o=A9C81ED0-2EC3-4FF3-A6DB-CE52C011A737>

Make sure to read all the information prior to registering your groups. Please contact us if you have any questions!

When you are ready to begin, click the "Begin Registration" button to access the registration form.

Step 3: If your group participated during the 2022 or 2023 season with SJVCGPR, search for the group name under "Find Existing Group". If your group did not participate with SJVCGPR last year, please check the "New Group" box.

As this is our third year with CompetitionSuite, your group profile should already be in the system. Search using the "Find Existing Group" option on the registration page. If you did not participate during the 2022 or 2023 season, you are considered a new group and should check the "New Group" option. You may find some old inactive groups from the 2014-2015 school year - it is best to create a new group rather than reactivate an 9 year old ensemble this year.

Step 4: Complete the first section of the registration form.

You're ready to begin completing the registration form! Complete the fields using the information below.

GROUP'S NAME	Enter the group's name as you wish it to be displayed. Your entry will be used to reference the group on all official documents, web pages, recaps, schedules, etc. The Circuit Administration may change your chosen name if deemed necessary. VERY IMPORTANT: Once you select your name, you are unable to change it without contacting the circuit!
LOCATION	Enter the hometown (city/state) of your group. Please be sure to follow the correct format. (Example: Clovis, CA)
DIVISION	Select the classification you wish to compete in. Make sure to reference the about page to ensure you are choosing the most appropriate division classification timings for your group!
ADMINISTRATOR'S NAME	The Group's Administrator is the main person who will be responsible for managing the group's profile (setting up access for group staff members, registering for events, submitting music, registering for critique, etc.) Typically, this would be the Group Director (or lead instructor). The Administrator you enter on this form will be approved as an Administrator on the new group's profile. You can add additional Administrators once you've completed the registration process.
ADMINISTRATOR'S EMAIL	
ADMINISTRATOR'S CELL	

Here's how your registration form should look once you've completed it:

The screenshot displays the 'SJVCGPR Member Ensemble' registration form. On the left, a vertical grey bar shows a total of '\$0.00'. The main form area contains the following fields:

- New Group?**
- Find Existing Group** (empty text box)
- Group's Name** Test guard ensemble
- Location** Fresno, CA
- Division** Scholastic Junior High A
- Administrator's Name** First Last
- Administrator's Email** adminemail@server.com
- Administrator's Cell** 559-595-9595

Below the main form is an 'Event Registration' section with the following entry:

SJVCGPR Show #2 2/11/2022	\$100.00	Add to Membership
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At the bottom right of the main form is a button labeled 'Add Additional Group'.

To the right of the main form is a 'Membership Total' summary box:

Membership Total	
SJVCGPR Member Ensemble - 1st Group	\$0.00
Total	\$0.00
Complete Membership	

Step 5: Register for specific shows by adding them to your membership.

SJVCGPR membership is free, but you can easily add and register for each show you want to attend at this point in the process. You will receive an invoice with the total for all shows after you complete the process and Competition Suite processes your membership.

Step 6: Complete the mailing address section of the registration form.

Enter the mailing address of the school (or group). We will use the address entered to send official documents when needed. If you are registering a scholastic group, the address must be the address of the school. If you are registering another type of group, you should enter the address where your organization receives official correspondence.

Step 7: Complete the contact information sections of the registration form.

The school/group official is the senior most person responsible for the group you are registering. If you are a scholastic group, this will typically be a Band Director, Faculty Sponsor or other district staff member who is responsible for the group's activities. If you are an independent group, then this is the senior most person responsible for the group's activities.

The Group Director is the person who will be responsible for the group at SJVCGPR events. This is the person who will typically be the point of contact for all circuit related matters.

It's not uncommon for the School/Group official and the Group Director to be the same person. If this is the case for your group, fill out the same information for each person.

Step 8: If you are registering more than one group, click “Add Additional Group” under the corresponding division. If you are done completing information for your groups, click the “Complete Membership” button.

You can register as many groups as necessary on the same registration form. Simply add as many additional groups as needed until all your groups are created. Once finished, click “Complete Membership.” **IMPORTANT:** If you are registering a scholastic group and an independent group, you should not include them on the same registration form. Only include groups that will be invoiced/ billed to the same place on a single registration form.

Once your membership is processed you should receive an invoice for the shows you have signed up for. **Again, please create a new group instead of searching for a previous year group to ensure your membership is processed in a timely manner.**