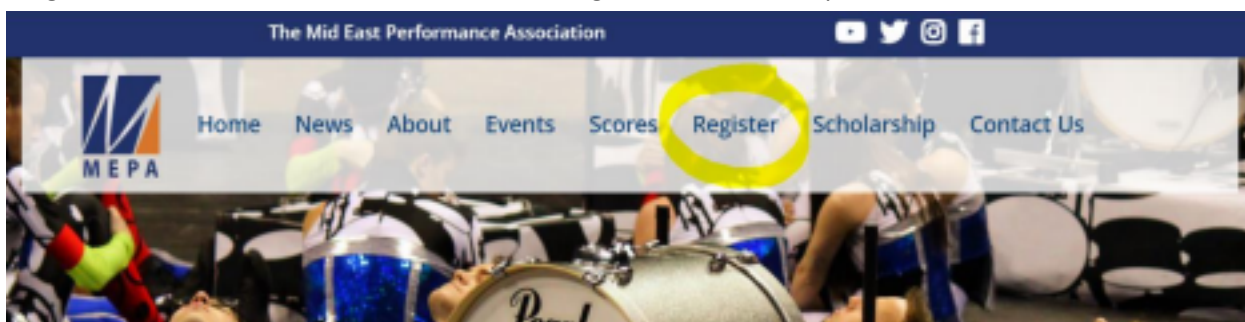


2024 Season Registration Instructions

1. Navigate to the MEPA website and choose the “Register” tab at the top.



2. Scroll down and select the “Click Here to Register” button. This PDF can also be downloaded on the same page, directly above the button.

Group Registration for the 2024 MEPA season will go live on October 1st.

Individual show selection is available to groups who have paid their registration fees, and this takes place on November 1st.

Our group registration process utilizes CompetitionSuite. [View a PDF with instructions on how to register HERE.](#)

[CLICK HERE TO REGISTER YOUR GROUP](#)

2024 SEASON MEMBERSHIP: \$600.

2024 SHOW FEE: None, except Circuit Championships which is \$100.

GUEST FEES: \$100 for all shows, except Nutter Center on March 9th which is \$150, as well as Championships (Exhibition Only, space available, \$200).

3. In CompetitionSuite, select your level of membership. Be sure to select the correct season membership level:
 - Season Membership + Circuit Championship
 - Season Membership ONLY
 - MEPA Guest – multiple options
 - One Show, excludes Nutter Center
 - One Show, Nutter Center
 - Two Shows, neither is Nutter Center
 - Two Shows, one is Nutter Center
 - NOTE: Championships Guest Exhibition Performance will open at a later date.

There is an “Add Additional Group” option at each membership level that you can use if you would like to register more than one group at a time.

A screenshot of the CompetitionSuite registration interface. It shows a price of \$100.00, a 'Find Existing Group' search bar, and a button labeled 'Add Additional Group' which is circled in yellow.

2024 Season Registration Instructions

4. Find your group.

- ONLY select “New Group” if your group has not competed with MEPA in a previous season. •
- If your group has competed with MEPA in a previous season, use the “Find Existing Group” option to search for your group.

The screenshot shows the MEPA Season Membership registration interface. It features two main sections: 'MEPA Season Membership' with a \$100.00 fee and 'MEPA Season Membership - with \$50 2020 season credit' with a \$50.00 fee. Both sections have a 'New Group?' checkbox and a 'Find Existing Group' search bar. The search bar in the \$100 section contains the text 'beaver' and a dropdown menu is open, listing several groups: 'Beavercreek High School Scholastic AA Winter Guard', 'Beavercreek High School Winter Guard (A)', 'Beavercreek High School Winter Guard (RA)', and 'Beavercreek Indoor Percussion Ensemble'. The 'Beavercreek Indoor Percussion Ensemble' option is highlighted in blue.

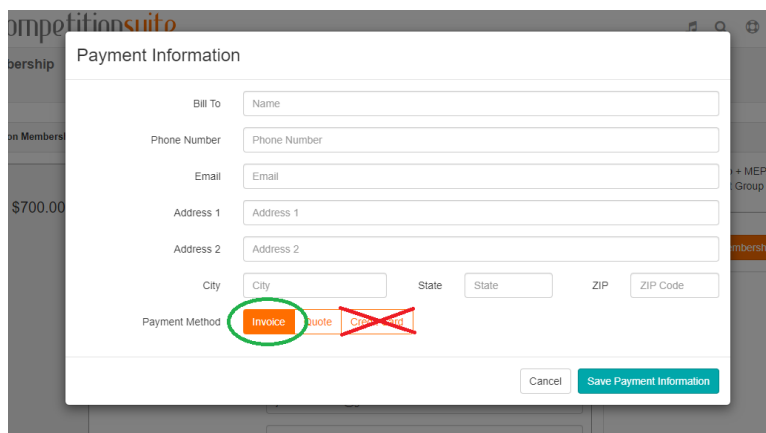
5. Your total cost will appear to the right of the screen. Click the “Complete Membership” button to proceed.

The screenshot shows the MEPA Season Membership registration interface with the 'Find Existing Group' search bar populated with 'Commentary Test Group'. The 'New Group?' checkbox is unchecked. The 'Group's Name' field contains 'Commentary Test Group', the 'Location' field contains 'City, State', the 'Division' dropdown is set to 'Winds Scholastic Open', and the 'Administrator's Name' field contains 'Julia Noble'. The total cost is displayed as \$100.00. To the right, a 'Membership Total' box shows a breakdown of costs: 'MEPA Season Membership - 1st Group' (\$100.00), 'Jan 30 - Miamisburg High School - Event Registration' (\$100.00), and 'Virtual Event #1 - upload deadline Feb 5 - Event Registration' (\$65.00). The total is \$265.00. A 'Complete Membership' button is visible at the bottom of the total box.

2024 Season Registration Instructions

6. Payment – Select “Invoice” if your group will be paying via **check OR credit/debit card**.

- As a reminder, you are not activated in CompetitionSuite as a MEPA participating group until your payment is received.
- Payment must be received before you can select shows on November 1.



IMPORTANT: Follow the payment instructions on the invoice you receive in your email.

- Checks should be mailed to the address on the invoice.
- Card Payments are made from the [Registration](#) page on our website, or by clicking [HERE](#)

[CLICK HERE TO REGISTER YOUR GROUP](#)

2024 SEASON MEMBERSHIP: \$600.

2024 SHOW FEE: None, except Circuit Championships which is \$100.

GUEST FEES: \$100 for all shows, except Nutter Center on March 9th which is \$150, as well as Championships (Exhibition Only, space available, \$200).

[CLICK HERE TO PAY BY CARD](#)

Event Registration is done via CompetitionSuite starting November 1st at 10:00am. To register for events, [log into your CompetitionSuite account](#) and navigate to the Registration tab at the top of the page. Make sure you are looking at Open shows and pick your shows.



7. You're done with the Registration step! Once your payment is verified, your group will be activated in CompetitionSuite and you will be able to log in and make updates changes, etc.

NOTE: It may take a day or two for your registration to be activated. If you paid by card and have received a receipt, WE have received your payment as well, but need time to process the update in CompetitionSuite.

8. As long as payment for the group has been received, show selection will be available to you beginning on November 1 at 10am ET via the Registration tab in CompetitionSuite.

