

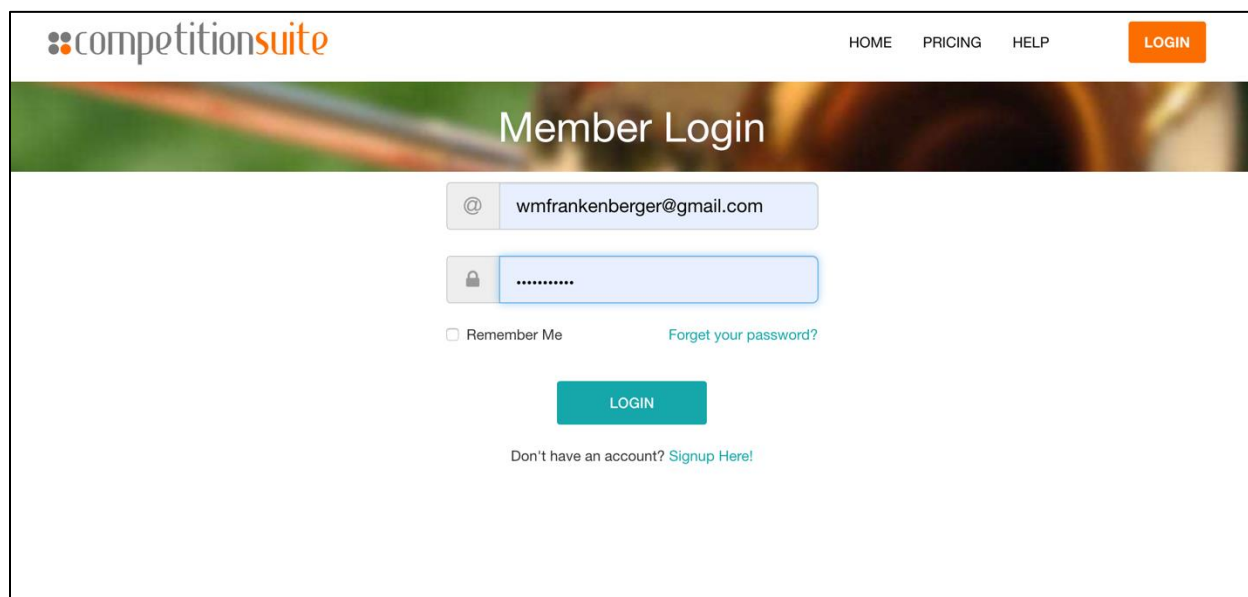
## MWCGC Membership Sign Up Guide

The MWCGC uses CompetitionSuite for season membership; this guide will help you successfully get your unit(s) signed for the upcoming competition season. *Please note: If you are also planning on participating in WGI events, you will need to complete unit membership and event registration through their systems as the MWCGC and WGI systems are separate from one another.*

**NOTE:** This is NOT for Judged or Non-Judged Exhibitions. Those units should contact the Contest Director, Sara Reich ([sarajreich@gmail.com](mailto:sarajreich@gmail.com)) directly.

### Step 1: Log into CompetitionSuite.

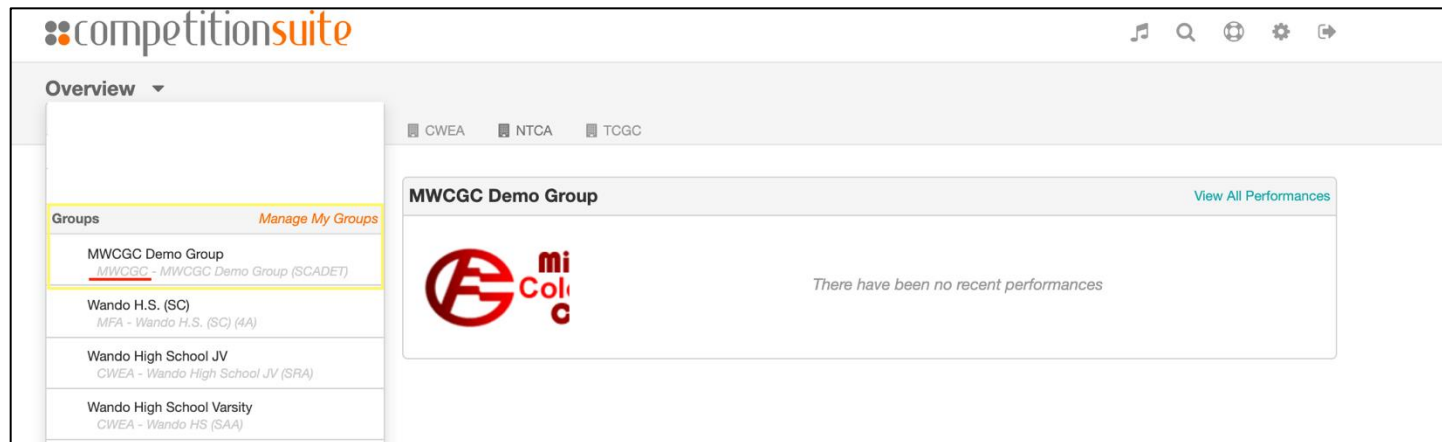
If you forgot your password simply click "forgot password" and your prompts will follow. If you are a new unit director, please email Sara Reich directly ([sarajreich@gmail.com](mailto:sarajreich@gmail.com)) so we can make you the new unit administrator so you can register your unit for membership and contents. Once we have registered your new unit in CompetitionSuite, you should receive an email asking you to create your own password. As the unit administrator, you are able to add-remove other staff at any time you choose.



The screenshot shows the CompetitionSuite Member Login page. At the top, there is a navigation bar with links for HOME, PRICING, and HELP, and a LOGIN button. The main heading is "Member Login". Below this, there are two input fields: one for the email address (wmfrankenberger@gmail.com) and one for the password (masked with dots). There is a "Remember Me" checkbox and a "Forgot your password?" link. A blue LOGIN button is centered below the fields. At the bottom, there is a link "Don't have an account? Signup Here!".

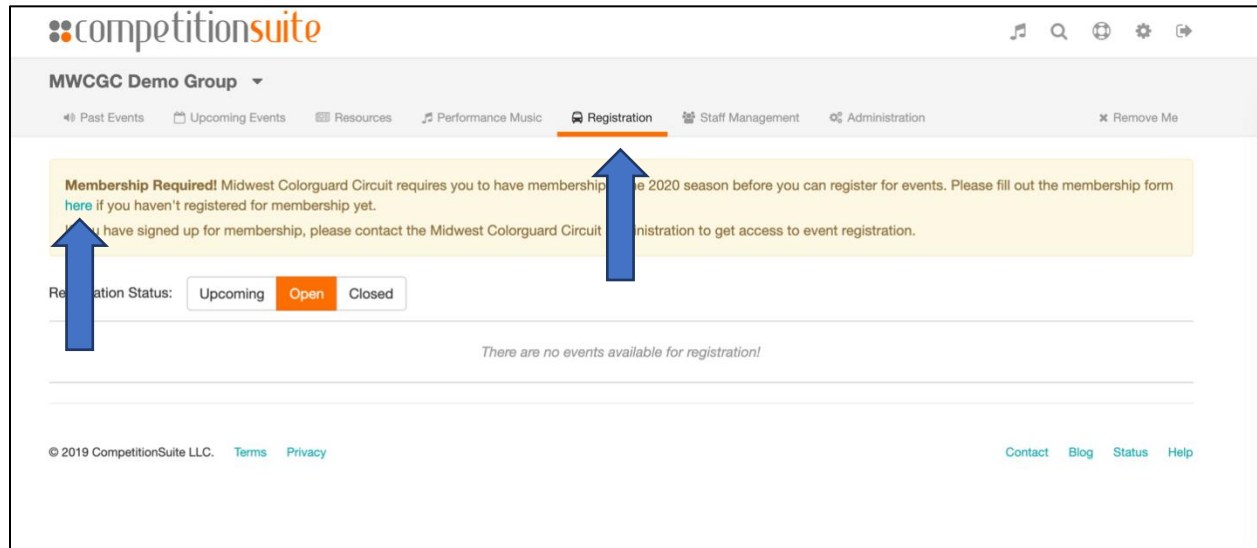
### Step 2: Click on your organization on the left side of the screen.

Make sure you are selecting the group associated with MWCGC and not any other organization.



The screenshot shows the CompetitionSuite Overview page. On the left, there is a sidebar with a "Groups" section. The "MWCGC Demo Group" is highlighted, and a "Manage My Groups" link is visible. Below it, other groups are listed: "Wando H.S. (SC)", "Wando High School JV", and "Wando High School Varsity". The main content area shows the "MWCGC Demo Group" with a logo and a message: "There have been no recent performances". A "View All Performances" link is visible in the top right corner of the group section.

**Step 3: When you arrive at your landing page (see below) you will click on registration in the top bar and then click the blue hyperlink “here.”**



**Step 4: Select your membership rate for the season. If you are a new group, click the box and follow the prompts. If you are a returning unit, please search your unit’s name under “Find Existing Group.”**

*If you attended the August MWCGC meeting or were provided an exemption by the MWCGC Board of Directors, you will select General Membership – Discounted Rate. If you did not have a unit present at the meeting you will select General Membership – Full Rate. Your unit’s selection will be confirmed by the MWCGC Board of Directors and if you fail to select the correct rate, your membership will be cancelled and you will be required to re-register your unit.*

A screenshot of the CompetitionSuite Membership selection page. It shows two membership options: 'General Membership - Full Rate \$850.00' and 'General Membership - Discounted Rate \$650.00'. Each option has a 'New Group?' checkbox and a 'Find Existing Group' search field. A 'Membership Total' sidebar on the right shows 'Total \$0.00' and a 'Complete Membership' button.

**Step 5: Complete your Unit’s information, as requested. Once updated, click the orange “Complete Membership.”**

*This is where you can change your division/class for the upcoming season. Please note that we will be using new communication features so each unit’s administrator must provide an email and cell phone number to receive these timely and important communications.*

Membership ▾

General Membership - Full Rate \$850.00

\$850.00

New Group? ☐

Find Existing Group

Add Additional Group

General Membership - Discounted Rate \$650.00

\$650.00

New Group? ☐

Find Existing Group 

MWCGC Demo Group

Clear Selection

Group's Name 

MWCGC Demo Group

Location 

Chicago, IL

Division 

SCADET

 ▾

Administrator's Name 

Will Frankenberger

Administrator's Email 

wmfrankenberger@gmail.com

Administrator's Cell 

7087936995

Add Additional Group

Membership Total

General Membership - Discounted Rate \$650.00 - 1st Group \$650.00

Total \$650.00

Complete Membership

**Step 6: Insert your unit's payment information. The payment information is your unit's billing information and address (high school name and address or independent group name and mailing address). Click "Save Payment Information."**

*For payment by check, click the "Invoice" option. Once you select "Save Payment Information" at the bottom you will be generated with an invoice to the email address provided which includes all remit payment information.*

*For payment by credit card, click the "Credit Card" option. Enter your credit card information and then select "Save Payment Information." Please note if you pay by credit card, your unit is responsible for all service and processing fees. The credit card processing service that CompetitionSuite uses charges a 2.9% fee + \$0.30 on all charges. Upon completion, you will be generated with a receipt to the email address provided.*

**PLEASE DO NOT SELECT "QUOTE" – YOUR MEMEBERSHIP WILL NOT PROCESS.**

## Payment Information

Bill To	<input type="text" value="Demo High School"/>		
Phone Number	<input type="text" value="555-555-5555"/>		
Email	<input type="text" value="wmfrankenberger@gmail.com"/>		
Address 1	<input type="text" value="172 Line Street #A"/>		
Address 2	<input type="text" value="Address 2"/>		
City	<input type="text" value="Charleston"/>	State	<input type="text" value="SC"/>
		ZIP	<input type="text" value="29403"/>
Payment Method	<div><input type="radio"/> Invoice <input checked="" type="radio"/> Credit Card</div>		

Your organization has elected to pass the credit card processing fees to the groups. By paying via credit card, you will be paying slightly more than the amount listed. The credit card processing fee is the total amount plus \$0.30 plus 2.9%.

Name on Card

Card Number

Expires

Card Code

Cancel

Save Payment Information

### Step 7: Confirmation of your membership completion!

Please note it shows as your "membership request has been received" this simply means you have not paid your dues balance. You are not an official member until your unit's dues have been paid. You will be able to register for shows as long as your unit has been registered.

 competition suite

Membership ▾

Your membership request has been received! Please check your email for your invoice. Please contact your circuit if you have any questions.