

How to Register Your Unit for the 2021 MCGC Virtual Season

Step 1: Starting on Monday, November 15, directors can log in to CompetitionSuite.com and direct their browser to the following link:

<https://competitionsuite.com/membership/?o=E8F964B9-13B1-4B46-8F38-3FD61D8BB498>

If you do not have a CompetitionSuite account, you may create one at this link.

Note: The cost to participate in the 2021 MCGC Virtual Season is \$350 and covers entry fees for all four virtual events.

The screenshot shows a web interface for membership registration. At the top, there is a 'Membership' dropdown menu. Below it, a section titled 'Guard, Percussion, and Winds Units Season Membership' contains a form. On the left side of the form, a grey box displays '\$350.00'. To the right, there is a 'New Group?' checkbox which is currently unchecked. Below this is a 'Find Existing Group' label followed by a text input field. At the bottom right of the form, there is a button labeled 'Add Additional Group'.

Step 2: Enter your unit's name in the textbox or create a new team if registering for your first year in MCGC competition. At this point, you may change your division in the dropdown menu.

Note: If your unit appears multiple times in the selection process, select the unit in the class in which you most recently competed.

Step 3: Fill out the administrator fields for contact information. In most cases, this will be the unit director. The administrator will receive all correspondence related to the registration and payment for this unit.

Step 4: Complete contact information for three staff members (including the unit director), your 2021 show title, the number of members in your unit, and the two voting representatives. **The show title and member count are not required at this time, but will be due in CompetitionSuite before contests begin.** You may change this information throughout the season as necessary.

Step 5: Repeat steps 2-4 for every team that you wish to register at this time by clicking the “Add Additional Group” button.

Step 6: Click the “Complete Membership” button and select your method of payment. If you pay by credit card, your unit(s) will be activated immediately. If you choose to pay by check, the Administrator will receive an invoice in their email with the total due. **Please submit payment postmarked before Friday, January 15.**

Membership Total	
Guard, Percussion, and Winds Units Season Membership - 1st Group	\$350.00
Total	\$350.00
Complete Membership	

Information about registering for the virtual shows will come at a later date.