

Filling in Unit Information:

1. You must be logged into an account assigned as an administrator to an MCGC unit.
2. Click on the “Administration” menu up at the top of the window.
3. Click on “Michigan Color Guard Circuit Data” on the left side of that window.
4. Input your Contest Information. “Show Title” will be announced at every show and “# Members” will be used during unit check-in and will be verified by the Timing and Penalties judge at each show.

The screenshot shows the Competition Suite interface. At the top left is the logo "competition suite". To the right are navigation icons for home, music, search, settings, and share. Below the logo is a dropdown menu for "Fake Color Guard Group". A horizontal navigation bar contains several menu items: "Past Events", "Upcoming Events", "Resources", "Performance Music", "Registration", "Staff Management", "Administration" (which is highlighted with an orange underline), and "Remove Me". On the left side, there is a sidebar with two options: "Group Details" and "Michigan Color Guard Circuit Data" (which is selected). The main content area is titled "Contest Information" and contains two rows of input fields. The first row is for "Show Title" and the second row is for "# Members". Both rows currently display "No information" and have a pencil icon to the right, indicating they are editable.

Contest Information	
Show Title	No information
# Members	No information

Registering for Shows:

1. Click on the “Registration” menu at the top of the page.
2. Click on the green “Register” button for every show you wish to attend. When clicking on the first event, you will see the following screen. Make sure to choose whether you wish to pay by credit card or check.
 - a. If you choose credit card, you will be asked to pay after finishing registration. ***Your registration will be complete instantly after submitting payment.***
 - b. If you choose check, you will be emailed an invoice for all of the shows for which you are registering. ***Your registration will not be completed until your check has been received and processed by the treasurer.***

Michigan Color Guard Circuit - Payment Options

How would you like to pay for your events with Michigan Color Guard Circuit?

Credit Card *

Invoice

* Michigan Color Guard Circuit 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%.

If you have any questions, please contact the Michigan Color Guard Circuit administration.

Close

3. When you have clicked on all the shows for which you would like to sign up, click on the white “Finish Registration” button at the top right corner of the page.

The screenshot displays the Competition Suite interface for the Fake Color Guard Group. The navigation bar includes options for Past Events, Upcoming Events, Resources, Performance Music, Registration (highlighted), Staff Management, and Administration. A 'Remove Me' link is also present. The registration status is set to 'Open'. A list of six MCGC events is shown, each with a 'Register' button. A 'Finish Registration' button is located in the top right corner, circled in red.

Event Name	Registered	Price	Action
MCGC - Reeths-Puffer (Guard only) <i>Reeths-Puffer High School, 1545 N Roberts Rd, Muskegon 49445 - 1/26/2019</i>	14/100	\$150.00	Register
MCGC - Novi (All units) <i>Novi High School, 24062 Taft Rd, Novi 48375 - 2/2/2019</i>	25/100	\$150.00	Register
MCGC - Chippewa Valley (Guard only) <i>Chippewa Valley High School, 18300 19 Mile Road, Clinton Twp 48038 - 2/9/2019</i>	10/100	\$150.00	Register
MCGC - West Bloomfield (Guard only) <i>West Bloomfield High School, 4925 Orchard Lake Rd, West Bloomfield 48323 - 2/16/2019</i>	6/100	\$150.00	Register
MCGC - Hudsonville (All units) <i>Hudsonville High School, 5037 32nd Ave, Hudsonville 49426 - 2/23/2019</i>	8/100	\$150.00	Register
MCGC - Stoney Creek (All units) <i>Stoney Creek High School, 6755 Sheldon Rd, Rochester Hills 48306 - 2/23/2019</i>	16/100	\$150.00	Register