

How to Register Your Unit for the 2020 MCGC Season

Step 1: After October 1, log in to CompetitionSuite.com and direct your 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 time.

Step 2: Select which option you would like for registering. There are two items for you to consider when registering your team for the 2020 MCGC season:

- Will your team be attending Field Day at Flushing High School? If yes, the cost is \$25 to register. If no, the cost is \$100 to opt out. Field Day helps to fund scholarships for our performers in the MCGC.
- Will you be purchasing the "Plus Pass"? The Plus Pass includes 3 additional staff badges (on top of the 2 director and 5 staff badges already included with registration). The cost of the Plus Pass is \$80 and can only be purchased at the time of registration.

Regardless of your choices for the above items, an additional payment of \$150 in membership dues is required before membership can be processed.

After December 1, the cost rises to \$450 due to the \$300 late fee.

Unit Membership - Attending Field Day (no plus pass)

\$175.00	New Group?	<input type="checkbox"/>
	Find Existing Group	Stoney Creek HS <input type="button" value="Clear Selection"/>
	Group's Name	Stoney Creek HS
	Division	Scholastic AA
	Administrator's Name	<input type="text"/>
	Administrator's Email	<input type="text"/>
	Administrator's Cell	<input type="text"/>

Step 3: 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 4: Fill out the administrator fields for contact information. **This should be the individual in charge of making payments for your unit, not necessarily the unit director.** You will input director contact information in CompetitionSuite later.

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, you will receive an invoice in your email with the total due. **Please submit payment postmarked before December 1 so that your unit doesn't incur a late fee.**

Membership Total	
Unit Membership - Attending Field Day (no plus pass) - 1st Group	\$175.00
Total	\$175.00
Complete Membership	

Step 7: Once your unit is activated, you will be asked to fill out contact information for three staff members (including the unit director), your 2020 show title, and the number of members in your unit. This information is due in CompetitionSuite on January 1. You may change it throughout the season as necessary.

Step 8: Once your unit has been activated, you may begin registering for shows after November 1. The process for registering for the shows is the same as it has been in the past, except for the modified due dates. (*See communication from the Secretary*)