

DANCE TEAM UNION

WAIVER INSTRUCTIONS

STEP 1:

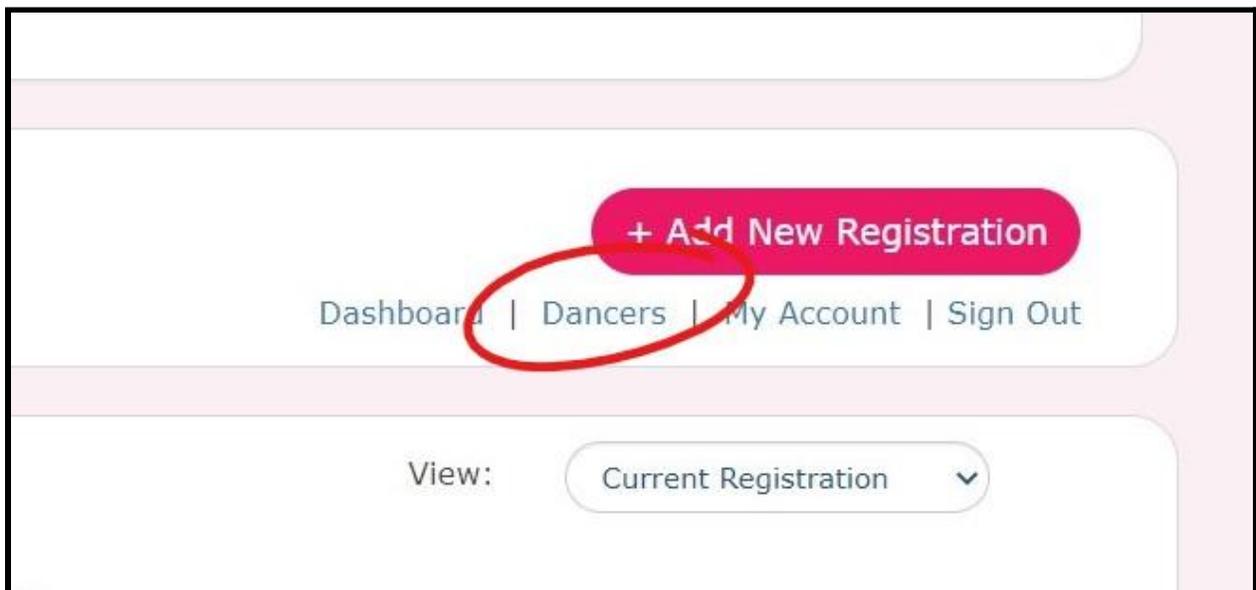
Log-in to your team Dance Comp Genie account. If you do not yet have a Dance Comp Genie account, click the link below to create an account for your team. Keep in mind this account will be used in the future to register for any DTU competitions.

<https://dtu.dancecompgenie.com>

NOTE: Do NOT create individual accounts for each of your dancers. Please create one account for your team and then see below for instructions on how to add your dancers to your team account.

STEP 2:

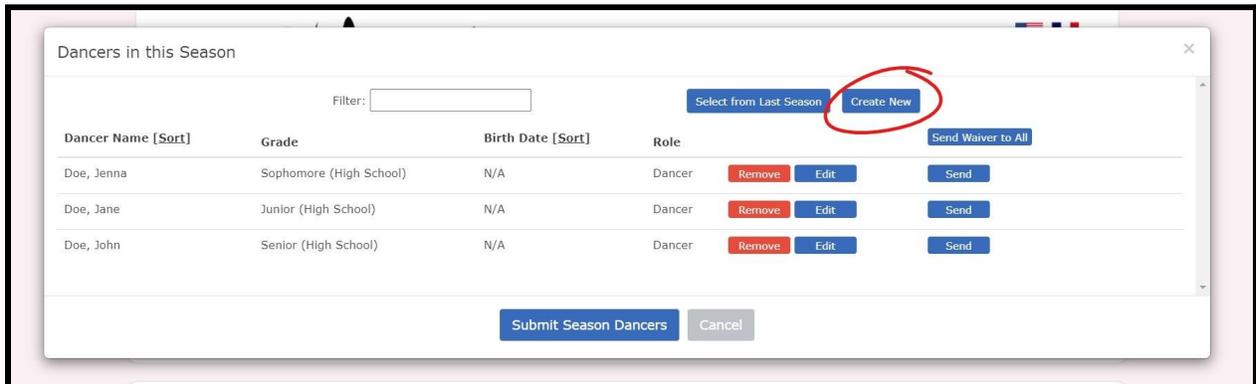
On your dashboard, select "Dancers".



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STEP 3:

Then select "Create New".

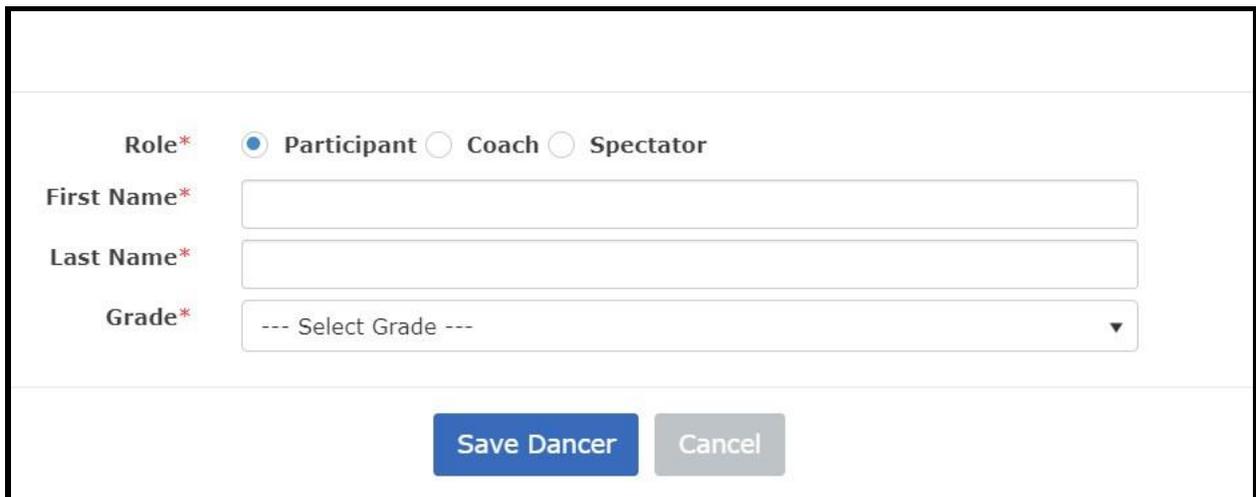


The screenshot shows a window titled "Dancers in this Season" with a search filter and two buttons: "Select from Last Season" and "Create New". The "Create New" button is circled in red. Below the buttons is a table with columns: "Dancer Name [Sort]", "Grade", "Birth Date [Sort]", "Role", and "Send Waiver to All". The table contains three rows of data for dancers named Jenna, Jane, and John Doe. Each row has "Remove" and "Edit" buttons. At the bottom of the window are "Submit Season Dancers" and "Cancel" buttons.

| Dancer Name [Sort] | Grade | Birth Date [Sort] | Role | Send Waiver to All |
|--------------------|-------------------------|-------------------|--------|---|
| Doe, Jenna | Sophomore (High School) | N/A | Dancer | <input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/> |
| Doe, Jane | Junior (High School) | N/A | Dancer | <input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/> |
| Doe, John | Senior (High School) | N/A | Dancer | <input type="button" value="Remove"/> <input type="button" value="Edit"/> <input type="button" value="Send"/> |

STEP 4:

Then input the name and grade of your first participant. Continue adding participants until your entire roster has been added.

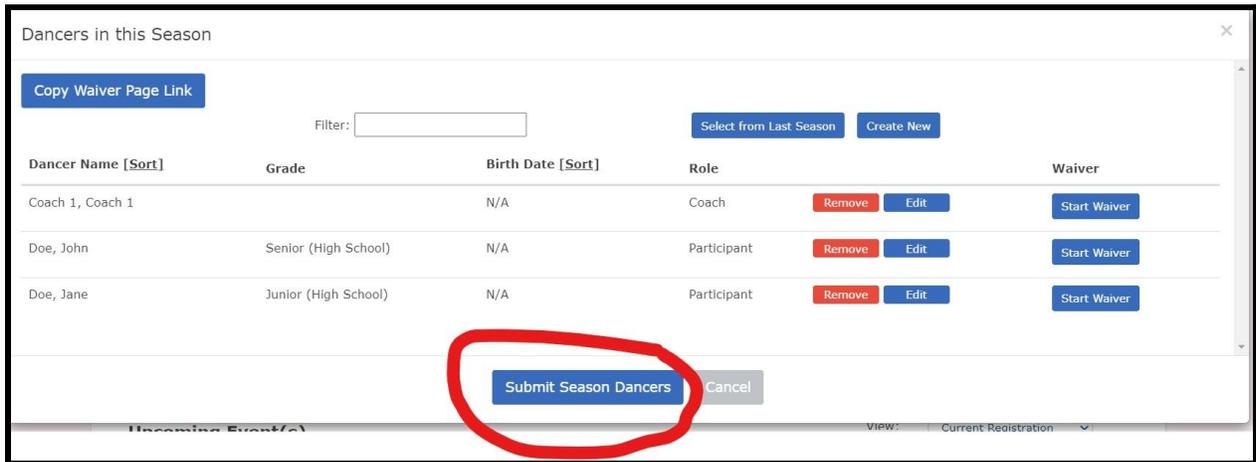


The screenshot shows a form for adding a dancer. It includes a "Role*" section with radio buttons for "Participant" (selected), "Coach", and "Spectator". Below are input fields for "First Name*", "Last Name*", and a dropdown menu for "Grade*" with the text "--- Select Grade ---". At the bottom are "Save Dancer" and "Cancel" buttons.

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STEP 5:

Then click “Submit Season Dancers” at the bottom of the roster box.

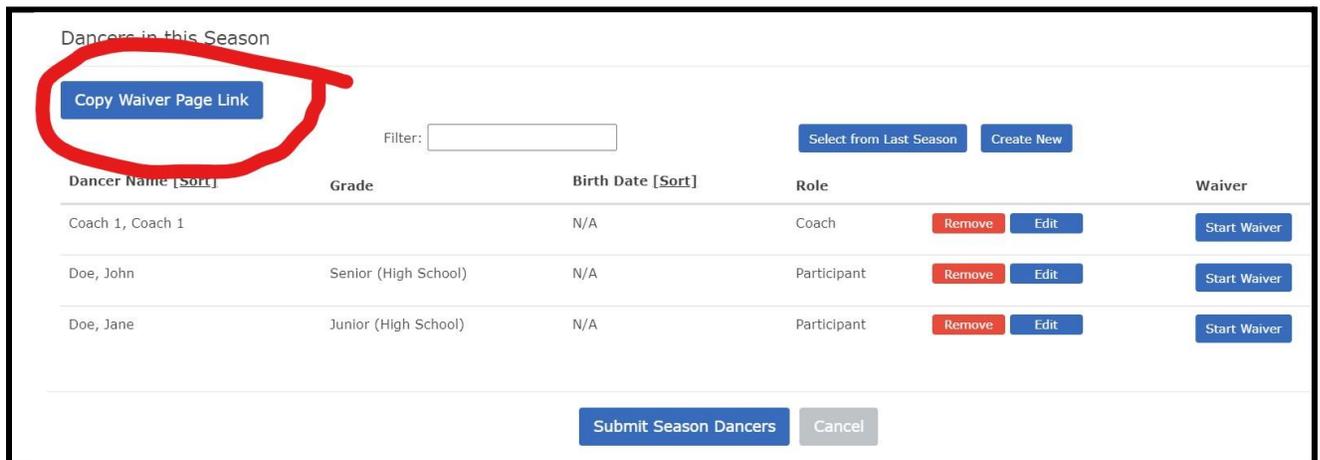


The screenshot shows a web interface titled "Dancers in this Season". At the top left is a blue button labeled "Copy Waiver Page Link". Below it is a "Filter:" input field. To the right are two blue buttons: "Select from Last Season" and "Create New". The main area is a table with the following columns: "Dancer Name [Sort]", "Grade", "Birth Date [Sort]", "Role", and "Waiver". The table contains three rows: "Coach 1, Coach 1" (Coach), "Doe, John" (Senior (High School) Participant), and "Doe, Jane" (Junior (High School) Participant). Each row has "Remove" and "Edit" buttons. At the bottom of the table is a blue button labeled "Submit Season Dancers" which is circled in red, and a grey "Cancel" button.

| Dancer Name [Sort] | Grade | Birth Date [Sort] | Role | Waiver |
|--------------------|----------------------|-------------------|-------------|--------------|
| Coach 1, Coach 1 | | N/A | Coach | Start Waiver |
| Doe, John | Senior (High School) | N/A | Participant | Start Waiver |
| Doe, Jane | Junior (High School) | N/A | Participant | Start Waiver |

STEP 6:

Next, click “Copy Waiver Page Link” at the top-left of the roster box.



The screenshot shows the same "Dancers in this Season" interface. The blue button "Copy Waiver Page Link" at the top left is circled in red. The rest of the interface, including the table and bottom buttons, is identical to the previous screenshot.

| Dancer Name [Sort] | Grade | Birth Date [Sort] | Role | Waiver |
|--------------------|----------------------|-------------------|-------------|--------------|
| Coach 1, Coach 1 | | N/A | Coach | Start Waiver |
| Doe, John | Senior (High School) | N/A | Participant | Start Waiver |
| Doe, Jane | Junior (High School) | N/A | Participant | Start Waiver |

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STEP 7:

Email this link to the parents or guardians of your team members. Instruct them to follow the link and then select “Start Waiver” next to their participant’s name.

Copy Waiver Page Link

Filter:

| Dancer Name [Sort] | Birth Date [Sort] | Role | Waiver Status | Waiver URL |
|--------------------|-------------------|-------------|---------------|------------------------------|
| Coach 1, Coach 1 | N/A | Coach | Incomplete | Start Waiver |
| Doe, John | N/A | Participant | Incomplete | Start Waiver |
| Doe, Jane | N/A | Participant | Incomplete | Start Waiver |

STEP 8:

You can log-in to your account at any time to monitor which waivers have been completed and which waivers still need to be signed. Waivers that have been completed will say “Complete” next to those participants.

Participant names that say “Start Waiver” next to them do NOT have a completed waiver.

You will know when all of your participants have completed their waivers when each name says “Completed” next to it.

Copy Waiver Page Link

Filter:

[Select from Last Season](#) [Create New](#)

| Dancer Name [Sort] | Grade | Birth Date [Sort] | Role | Waiver |
|--------------------|----------------------|-------------------|-------------|---|
| Coach 1, Coach 1 | | N/A | Coach | Remove Edit Start Waiver |
| Doe, John | Senior (High School) | N/A | Participant | Remove Edit Complete View |
| Doe, Jane | Junior (High School) | N/A | Participant | Remove Edit Start Waiver |

[Submit Season Dancers](#) [Cancel](#)

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NOTE:

Dance Team Union will consider everyone listed on your roster as participants and will need waivers from everyone listed. If a participant is no longer on your team, you will need to remove them from the roster.