

TEAM REGISTRATION INSTRUCTIONS

** Please read and follow these instructions very carefully. Forms submitted incorrectly or incomplete will not be accepted**

REQUIRED FORMS FOR EACH GROUP:

Dance Groups

1. Group Roster (Email)
2. Group Roster (Standard Mail)
3. Dance Performance Info (Email)
4. Costume Info (Email)

Choral Groups

1. Group Roster (Email)
2. Group Roster (Standard Mail)
3. Choral Performance Info (Email)

GENERAL INSTRUCTIONS FOR COMPLETING ALL FORMS:

- You must fill-in all forms completely in the provided format
- You may use your mouse to click on any field in the form or you can use the "Tab" key to move to the next field or press "Shift" & "Tab" to move back a field
- Yes/No answers may be checked by double clicking the box with your mouse or by pressing the "X" key or the "Space Bar" when the field is highlighted (repeat to uncheck)
- Use your mouse to select an answer from any drop down fields

SPECIFIC INSTRUCTIONS FOR COMPLETING EACH FORM:

Group Roster

- Fill out the form completely
- Enter each individual performer's information
- Enter a complete birthday for each performer in the following format: "mm/dd/yyyy" (Example: 02/07/1987)
- At least one (1) Chaperone must be listed & registered for every seven (7) performers in your group who are under the age of 18
- For each Chaperone you must list a cell phone number on which that Chaperone can be reached during the FDF 2009 weekend
- When you have completed the form, save it to your computer with the following name format in ALL CAPS: "GROUP NAME_ROSTER" (Example: NEA ELLAS_ROSTER)

Performance Info

- Fill out the form completely
- When you have completed the form, save it to your computer with the following name format in ALL CAPS: "GROUP NAME_PERFORM" (Example: OLYMPIAN DANCERS_PERFORM)

Costume Info

- Fill out this form completely.
- When you have completed the form, save it to your computer with the following name format in ALL CAPS: "GROUP NAME_COSTUME" (Example: ANEMOS_COSTUME)

INSTRUCTIONS FOR SUBMITTING ALL FORMS:

- All Forms must be submitted via email to competition@yourfdf.org
- Group Roster and Performance Forms must be submitted together as attachments to one email by **January 16, 2009**
- You must print out a paper copy of your Roster Form, have it signed by your priest and send it via standard mail to the following address – it must be postmarked by **January 16, 2009**:
 - **Attn: FDF Competition, PO Box 1104, Seattle WA 98111-1104**
- If you are submitting a Costume Form, you must submit it via email (see Costume Form for specific instructions on including pictures) by **January 16, 2009**