

## HOW TO CHECK & FINALISE YOUR REGISTRATIONS

★ PAGE 1 OF 3

Follow these simple steps to check your entries, make any changes and finalise your registrations for Showcase Finals.

### 1 LOGIN TO YOUR ACCOUNT

Log in to your DanceComp Genie account via

[www.showcasedance.com/registration](http://www.showcasedance.com/registration)

You will see your Gold Coast Finals entries dashboard.

### 2 VIEW YOUR REGISTRATION

Click "View Registration" and check all your acts.

### 3 ADD OR EDIT ROUTINES

If you need to make an edit or add routines or Superstar Awards, change to Elite, Ruby or Diamond, then click on "Add/Edit Routines".

Then click "Start to Add/Edit Routines".

### 4 EDIT YOUR ROUTINES

Then simply click on the routines you need to edit.

Showcase National Dance

Invoices Register My Account My Events My Invoices Resource Documents

Welcome,  
Brittany Star  
Sun, 01, 2025  
Studio: Beat ABC - ADC Studio

Must be studio name  
NOT dancers name

Upcoming Event(s)

Next Event:  
Date: Sun, 01, 2025 Gold Coast Finals (ZONE GOLD)

View Registration Student Routines Copy to Another Location

Upcoming Events

Event Date:  
Date: Sun, 01, 2025 Gold Coast Finals (ZONE GOLD)

View Registration Student Routines Copy to Another Location

Stage Performer Sports Routines

Step 1: November 01, 2025 Full Reg'd Gold

Add Participant (1)

Add / Edit Routines Start to Add/Edit Routines

Step 1 (November 01, Routines)

Location: Gold Coast Finals

Back Add Info Import Routines Duplicate/Move Copy Routines From Other Services

Actions	Routine Title	Music	Ability Level	Category	Age Group	Average Age	Status
Edit Delete	Dancing Queen	Yes I Am	Elite	Solo	Junior	10	Entered
Edit Delete	Live Your Dream	Born To Fly	Ruby	Solo	Junior	10	Entered
Edit Delete	Unstoppable	Stronger	Diamond	Solo	Senior	15	Entered



PLEASE ENSURE ALL DETAILS ARE CORRECT BEFORE PROCEEDING TO CHECKOUT.  
DOUBLE CHECKING NOW AVOIDS DELAYS LATER.

Everyone's a Star  
AT SHOWCASE



THANK YOU FOR BEING PART OF SHOWCASE!  
YOUR ATTENTION TO DETAIL HELPS KEEP THE COMPETITION FAIR FOR EVERYONE.



@SHOWCASEDANCE  
SHOWCASEDANCE.COM

## AFTER PAYMENT

Complete these final steps to ensure your registration is correct and finalised for scheduling.

★ AGE 2 OF 3

### 5 ADD DANCER NAME FOR PROGRAM

Please ensure you have added in the name for the dancer to collect program.

We can't provide you with the program if this is not filled in, as you won't appear on the list.

Location: Gold Coast Finals (ZONE 1)

[Back](#) [Continue](#)

**Additional Purchase for Each Attendee**

Name  
Britnany Star

**Other Add-Ons**  
Please enter your Program Name here (10)  
Britnany Star

[Back](#) [Continue](#)

Version: S.B.6.1

### 6 ADD WHERE YOU QUALIFIED

Please ensure you have added in where you qualified.

Don't add in queries or notes – we can't reply to you in here.

Location: Gold Coast Finals (ZONE 1)

[Back](#) [Proceed to Payment](#)

**Add-On**  
Pre-order your Program for Finals

Title	Numbers	Rate	Amount
Dancer of the Year (Final)	1	\$60.00/routine	\$60.00
Registration Fee	1	\$67.00/person	\$67.00
Solo Superstar Award	1	\$25.00/person	\$25.00
Additional Fee	-	-	-
Competition Addon Fee	-	-	\$25.00
			Subtotal Amount: \$1,104.00

[View Registration Detail](#)

### 7 MAKE CHANGES IF NEEDED

If you need to make any changes, click "Back" to return to the previous steps.

Once changes are made, you must go through to checkout again to save your updates.

[Back](#) [Proceed to Payment](#)

Version: S.B.6.1

### 8 COMPLETE CHECKOUT

Proceed to payment (if required) and click "Complete Registration".

You will see a confirmation message once your registration is successfully completed.

This confirms your entries are finalised and ready for scheduling.

**Payment**

**Total Amount** \$1,104.00

**Payment Method**

Credit Card (No Surcharge)  
 Direct Deposit (No Surcharge)


[Complete Registration](#)

Version: S.B.6.1

### 9 CONFIRMATION RECEIPT

You will receive a confirmation email with your invoice/receipt. Keep this for your records.

If you do not receive an email, please check your junk/spam folder or contact us.



**Thank you!**

Your registration has been successfully completed.  
A confirmation email has been sent to your email address.

[Go to My Account](#)

### IMPORTANT

Before completing your registration, please ensure:

- ✓ All routine details are correct
- ✓ Music titles are entered
- ✓ Studio name is used (NOT dancer's name)
- ✓ Ability level is Ruby, Diamond or Elite (NOT Regional)
- ✓ Qualification details are complete
- ✓ Dancer name for program collection is added

### FINAL STEP

  
**CLICK  
"COMPLETE  
REGISTRATION"**

If this step is not completed, your entries will go to **WAITLIST.**

This confirms your place in the event.

### MUSIC UPLOAD DEADLINE

  
All music must be uploaded by **SUNDAY, DECEMBER 13TH – 11:59 PM (SYDNEY TIME).**

Late music or change of music at the event will be **\$15 per act.**



## PLEASE CHECK THE FOLLOWING (YOU ACTUALLY NEED TO READ THIS SECTION)

We want everyone to have a smooth experience at our events and we've clearly put together the following as a guide.



### 1. ALL SOLOS ARE TO BE ENTERED IN ONLY ONE LEVEL,

i.e. Ruby, Diamond, or Elite.

- Ruby level is for Petites & Juniors only – **maximum 4 solos** per dancer.
- Dancers can only enter once in a genre. They cannot compete against themselves.
- Diamond & Elite – please refer to exactly what level you are supposed to be in, as follows.



### 2. DANCER OF THE YEAR (DOTY)

- Dancer of the Year soloists must have **ALL** their solos in **ELITE** level.
- The Dancer of the Year solo must be entered as an **OPEN CATEGORY**.



### 3. LEAGUE OF CHAMPIONS (LOC)

- All LOC competitors must enter **ALL** their solos in **DIAMOND** level.
- The League of Champions solo must be entered as an **OPEN CATEGORY**.



### 4. DUO/TRIOS

- Duo and trios are all to be entered as a **DIAMOND** level.



### 5. GROUPS MAXIMUM

- There is no more than two acts per entry (e.g. Pre-Teen Large Group).
- Please ensure you follow the guidelines of how many groups you are allowed to enter based on the number of dancers you have attending the event.



Any registration that requires to be checked or corrected by our admin staff after November 5th which delays our schedule being completed, will be a **\$25 ADMIN FEE** added to your account.



### SOLO SONG TITLES

- Solo song titles are to be included in your account by November 5th, or there will be a change fee at the event of **\$15 PER SOLO**.
- After November 5th, you cannot make any changes or put any song titles in your accounts as they will all be frozen.

## CHANGES TO ACTS AFTER NOVEMBER 5TH



Please note: There is no longer any option after Nov 5th to make any changes once we close registrations at the last zone, this also includes no changes at the event to you will perform as you have registered. Or withdraw that act at the event if registered incorrectly. This also includes moving from diamond to elite or vice versa, or from Ruby to another level.

**We will also not move any solo dancer incorrectly into Dancer of the Year and does not put all their solos in ELITE level. This also goes for Dancer of the Year in the DIAMOND level doing League of Champions. If you make a mistake and you haven't corrected it before November 5th, it doesn't get changed.**



**THERE ARE NO REFUNDS/CREDITS** once the schedule has been completed and if you have an act listed in the event that you have registered incorrectly or is not allowed to be performed as it's not correctly registered.



It's important you really understand all the information in the Finals Information Pack and all Rules and Regulations.

**NEVER GUESS, JUST HOPE IT'S RIGHT – IT'S UP TO YOU TO READ IT.** You are agreeing to all Terms & Conditions when you register your acts.



### MUSIC UPLOAD

All music must be uploaded by **SUNDAY, DECEMBER 13TH – 11:59 PM (SYDNEY TIME)**. Late music or change of music at the event will be \$15 per act. If music is not uploaded by this deadline, your act may be removed from the schedule.

# HOW TO FIX / COMPLETE YOUR ENTRIES

Follow these steps to update your routines and finalise your registration correctly.

## 1 Click "Start to Edit Routines"

This allows you to go in and make any required changes.

Showcase Australian Dance Championships

Dashboard Critiques Dancers My Account Sign Out

English · Français · Spanish

Welcome

Username: yourname@email.com  
Email: yourname@email.com  
Studio Name: Your Studio

Upcoming Event(s)

Paid Amount: \$0.00 No outstanding balance  
[View Invoice](#)

Competition May 10 - May 17, 2026  
PRE BLOCK (ZONE 1 CLOSSES MAY 5) Gold Coast Finals

Add/Edit Routines/Dancers Upload Music Title

View Registration Transfer Routines Copy to Another Location

Export Routines

## 2 Click "Continue"

Who & Where Add Routines Add-On Confirmation Payment

1 2 3 4 5

Location: PRE BLOCK (ZONE 1 CLOSSES MAY 5)  
Gold Coast Finals

Back Continue

Division: Please Select: Add New

OR [Import Routines](#)

OR [Copy Routines from Other Sources](#)

## 3 You will now reach your Entry Summary Page

Here you will see:

- Your entered routines
- Total cost
- Important notes section

Who & Where Add Routines Add-On Confirmation Payment

1 2 3 4 5

Location: PRE BLOCK (ZONE 1 CLOSSES MAY 5)  
Gold Coast Finals

Back Continue

Added Entries

Added Solo(s)

Action	Title of Routine	Ability Level	Category	Age Cat	Avg Age
Edit Delete	ROUTINE TITLE 1	Diamond	Jazz	Senior	15
Edit Delete	ROUTINE TITLE 2	Diamond	Lyrical	Senior	15
Edit Delete	ROUTINE TITLE 3	Diamond	Hip Hop	Senior	15
Edit Delete	ROUTINE TITLE 4	Diamond	Open	Senior	15

Back Continue

## 4 Click "Continue" again (when prompted for the program name)

Add-On

1 2 3 4 5

Location: PRE BLOCK (ZONE 1 CLOSSES MAY 5)  
Gold Coast Finals

Additional Purchase for Each Attendee

Name  
DANCER NAME

Other Add-Ons

Program for Finals \$25 reduced price printed book (or \$35 full price when purchased at the event with limited available)

Number Enter name, one per line

1 DANCER NAME

Back Continue

## 5 Complete the QUALIFICATION DETAILS BOX (IMPORTANT)

You MUST include:

- Competition name
- Date of competition
- Genre
- Placing (1st / 2nd / 3rd)



These details MUST match your registered routines.

IMPORTANT: Please type in here for finals registrations Location, Date & Competition name you qualified at, this is required to accept entries, YOU MUST COMPLETE THIS SECTION OR YOUR ENTRIES WILL GO TO WAITLIST. they will not be accepted. Entries will be rejected if not correctly followed. If doing a pre-block place "Pre block and the location you will qualify at. PLEASE DO NOT place messages here to Showcase admin we can't reply, contact us via the chat service, NO LATE ENTRIES ACCEPTED OR WHEN A ZONE FILLS, thank you

National Dance Challenge, Gold Coast, QLD - 15 March 2026  
1st Place - Jazz - Senior  
2nd Place - Lyrical - Senior  
3rd Place - Hip Hop - Senior

Future Talent Competition, Brisbane, QLD - 28 February 2026  
1st Place - Open - Senior

Enter all qualification details in this box

Back Proceed to Payment

## 6 Click "Proceed to Payment"

Division	Number of Routines/Person	Entry Fee	Total Amount
Solo (Early Bird)	4	\$110.00/routine	\$440.00
Registration Fee	1	\$79.00/person	\$79.00
Solo Superstar Award Additional Fee	4	\$25.00/person	\$100.00
Competition Addon Fee			\$25.00
		<b>Subtotal Amount :</b>	<b>\$644.00</b>

Back Proceed to Payment

## 7 Click "Complete Payment & Registration"

- No additional payment is required
- This step simply finalises your entries

Subtotal Amount : \$644.00 [View Detail](#)

Competition Coupon Codes :  [Verify](#)

Competition Percentage Coupon Code :  [Verify](#)

Previous Partial Payment : - \$440.00  
- \$212.05

Previous Service Charge : - \$5.43  
- \$2.62

**Grand Total (GST \$0 included) : \$0.00 AUD**

Your due amount is \$0.00. Please click this button to complete this registration:

Complete Payment & Registration



## YOU'RE ALL DONE!

Your entry is NOT complete until this final step is done. Failure to complete this process may result in your entries not being accepted or verified.

Thank you  
for ensuring your entries  
are accurate and complete!

# Showcase

AUSTRALIAN

# DANCE

— CHAMPIONSHIPS —

## IMPORTANT REMINDER

**PLEASE READ CAREFULLY**

Hello everyone, just a reminder that our rules are **STRICTLY ENFORCED** when it comes to registering of acts.

★  
**OUR RULES  
ARE STRICT**  
IN THE INTEREST OF  
FAIRNESS FOR  
**EVERYONE**



**YOU ARE ONLY ALLOWED TO REGISTER ACTS THAT ARE QUALIFIED** (EXCLUDING LEAGUE OF CHAMPIONS, DIAMOND LEVEL) and can be officially verified by the competition you qualified at.

That means the results are sent to us from the qualifying competition and we check everybody's entries to make sure that you have actually qualified those acts.



**ANYBODY THAT ENTERS ACTS THAT HAVE NOT QUALIFIED**

will automatically have their acts removed, no refund and your slots will be given to someone else in the general registrations.



**WE'LL GIVE YOU TIME TO CORRECT IT**

by your closing zone date before we continue doing the verification process.



**YOU MUST INCLUDE FULL DETAILS IN THE NOTES SECTION OF YOUR REGISTRATION**

You are required to place in the notes section of your registration process outlining all the details and all the information of:

- ✓ Where you qualified
- ✓ What date you qualified
- ✓ What competition you qualified at
- ✓ What place you received for that act/genre

! This is very important. If you don't include that in the registration process in the notes section before you make payment, then your entries will also automatically be rejected.



**OUR RULES ARE VERY STRICT**

in fairness to everybody and they're clearly outlined in our Finals Information Pack and our Rules and Regulations.



Please take the time to read them so you understand exactly what is required.



**WHEN YOU REGISTER YOUR ACT, YOU ARE TICKING A BOX THAT:**

- ✓ YOU HAVE READ ALL THE RULES AND TERMS AND CONDITIONS, WHICH CLEARLY INDICATE THAT ALL ACTS MUST HAVE QUALIFIED TO TAKE PART AND BE VERIFIED.
- ✓ YOU AGREE TO THE RULES AND REGULATIONS
- ✓ ALL ACTS ARE QUALIFIED



**THANK YOU FOR YOUR COOPERATION AND FOR HELPING US  
KEEP THE COMPETITION FAIR FOR EVERYONE.**



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