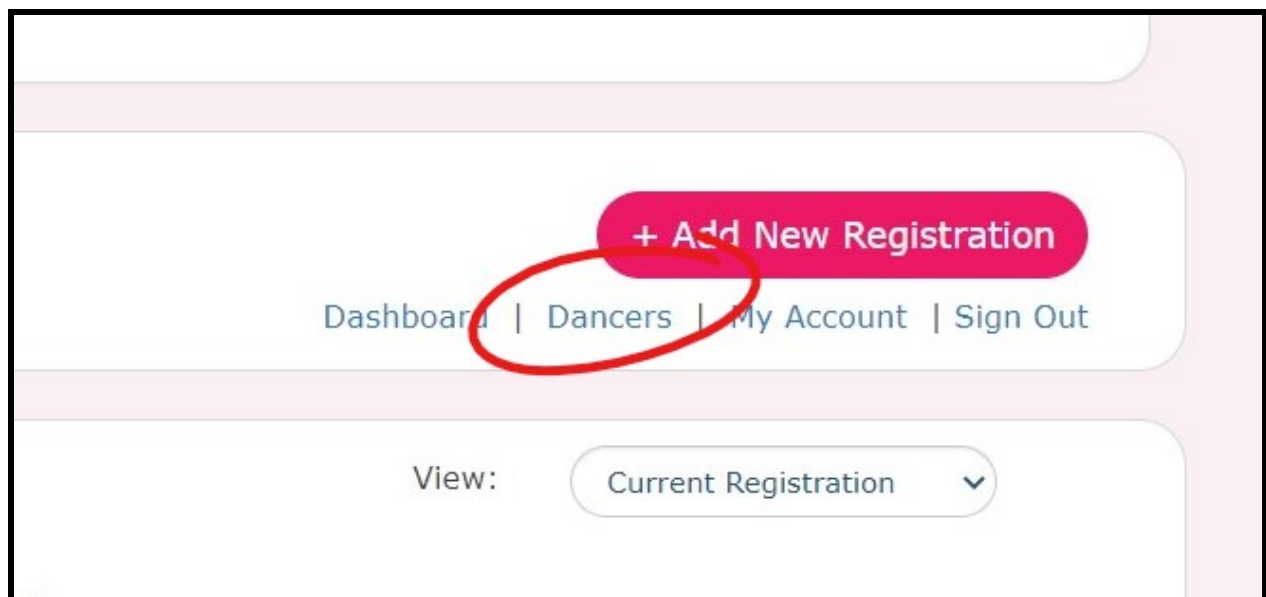# DANCE TEAM UNION

WAIVER INSTRUCTIONS

STEP 1:

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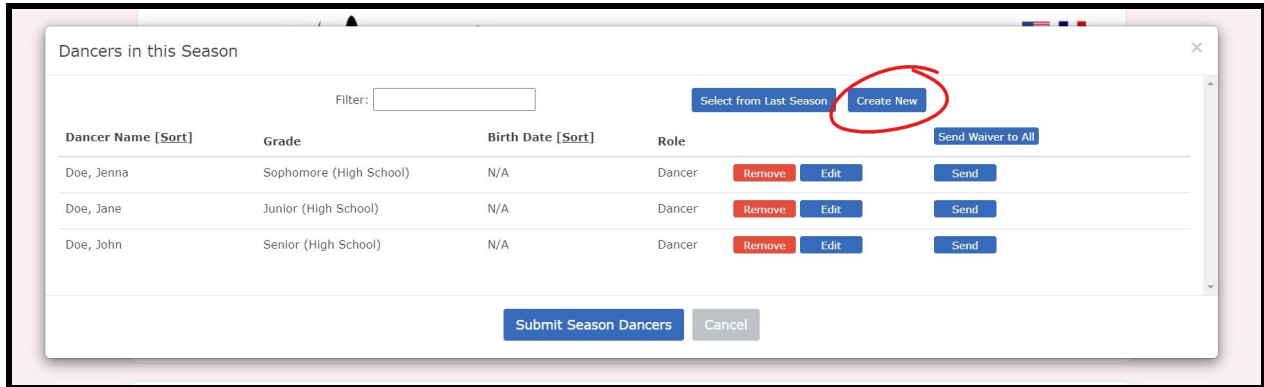
https://dtu.dancecompgenie.com

STEP 2:

On your dashboard, select "Dancers".

STEP 3:

Then select "Create New".

STEP 4:

Then input the name and grade of your first participant.
IMPORTANT: Under "Email" input that participant's parent or guardian's email address.

Continue adding participants until your entire roster has been added.

STEP 5:

Then click "Send" next to each participant. This will send the waiver to the parent or guardian email address you entered for each participant.
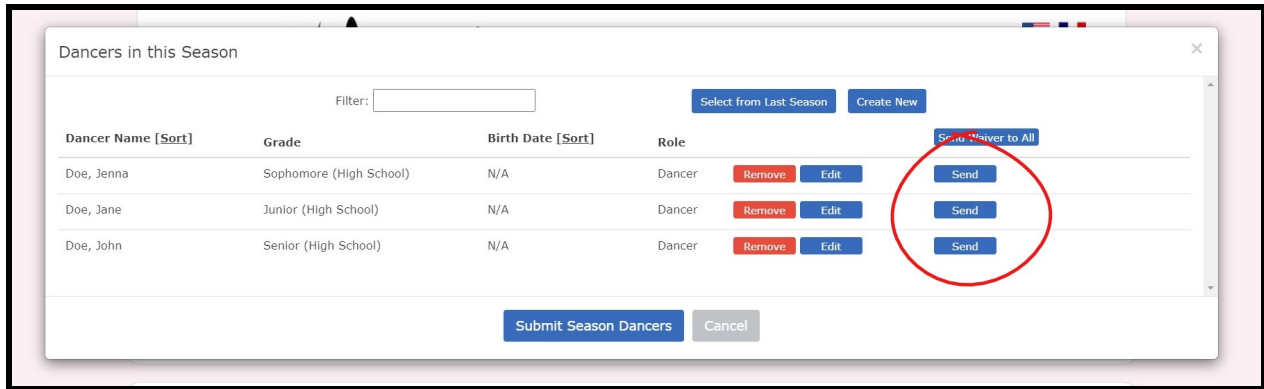
STEP 6:

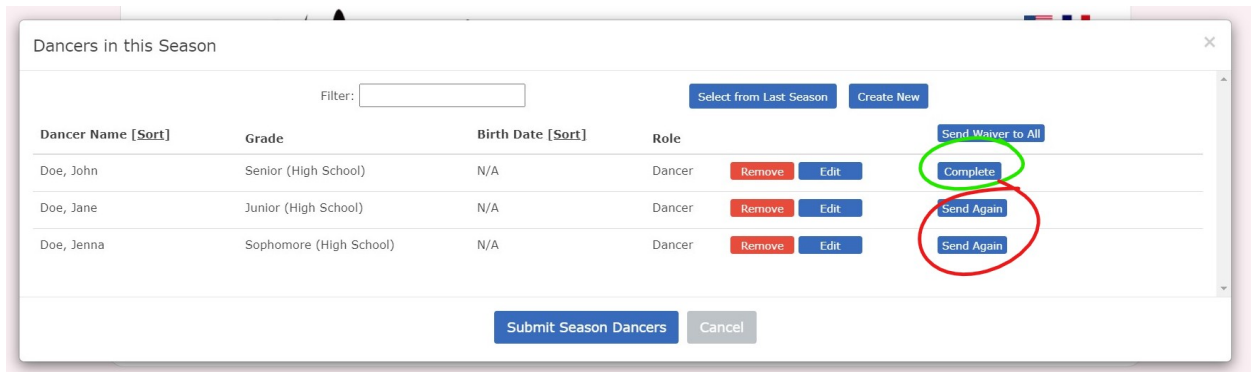You can log-in to your account at any time to monitor which waivers have been completed and which waivers still need to be signed. Waivers that have been completed will say "Complete" next to those participants, and you can send reminders to parents who still need to complete their waivers by clicking "Send Again".

STEP 7:

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

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.