67th National Square Dance Convention
Kansas City, Missouri

Instructions for Completing the DANCE LEADER PROFILE

The DANCE LEADER PROFILE is now ready for use.

- This profile is a free-standing, permanent profile.
- You will be able to modify it at any time through your personal, permanent login to the website.
- When you participate in a National Square Dance Convention you will be able to "Send" this profile to that specific convention. If you choose, you can modify it for that convention only, leaving your permanent profile intact for future use.
- You can print your profile information to share with anyone you choose.
- The Dance Leader Profile cannot be sent to the 67th National Square Dance Convention® until your Registration has been submitted and processed.
- The 67th must receive your electronic Profile by **January 15, 2018**. You cannot be scheduled to perform at the convention unless we have received your profile by that date.

Access the Profile Registration at www.profile.67nsdc.com or you can access this same page at www.67nsdc.com and select "Dance Leader Profile" from the menu on the left.

Instructions – Short Form

1. Create a Login to the site, or enter your user name and password if you have been to the site before.
2. Once on the site, you'll see your name, followed by Convention Dashboard. All future national conventions are listed, with a note if you are pre-registered for any of them.
3. At the top of the page, the Black Bar contains the tab to the Dance Leader Profile. Click to find the screens to complete the Profile.
4. The Black Bar also has a tab at the far right with your name. Click on this area to find the LOGOUT button when you are done.
5. If you are registered for a future convention, AND they are accepting profiles, there will be a button on that convention line, inviting you to send your profile to the convention. You must do this yourself; the convention can't reach out for the profile. Once you send your profile, the button will change to "Update Profile". This will confirm that your profile was sent.
6. This same Convention Dashboard page can be used to confirm that your name/address/email are correct. You can correct them as needed. In the future, this page will also allow you to "upgrade" your pre-registration to a full registration, add program books, cook books, tours, etc. That part is still in development. For the 67th, you will still need to mail in the "Full Registration" page with check or credit card information.

Hints for Success

1. When creating your login ID, spaces are not allowed. If using your name for your ID, leave out the space.
2. Enter the Security Code from the colorful box to the right – this confirms you are a real person and not a computer.
3. If the login registration doesn't take, go back and start over with the same data. It appears the security code expires if you take too long filling out the form.
4. Since the entire system is still under development, it will sometimes "go down" for short periods as updates are added. If you have difficulty completing your dance leader profile, please try again in a few hours or the next day. If it still doesn't work, contact us at program02@67nsdc.com and we'll help you figure it out.
5. You can return to your Dance Leader Profile at any time and make changes. This is your profile, keeping it current is to your advantage. Be sure to save the data when you make changes.
6. Once you send your profile to a convention, you can return and make changes for that convention. Those changes will not be reflected on your permanent profile.
7. The **January 15, 2018** deadline for submission of convention profiles remains in effect. To be programmed for the convention, be sure your profile is submitted by this date.