Detailed Instructions for Using the FeisWorx Online Registration System

June 23, 2002

New User

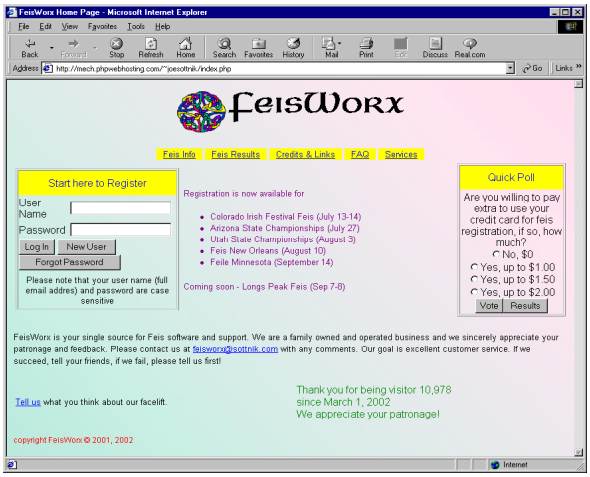


Figure 1

First you need to create a user name on the system. Click on "New User" button.

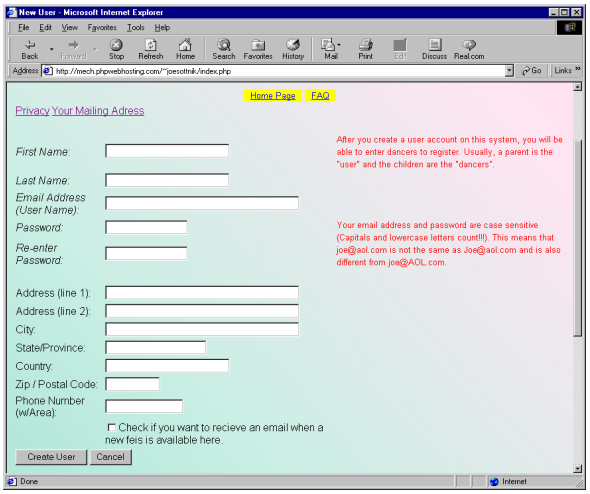


Figure 2

Fill in the next screen with all of the information (name, address, etc). Your email address and password are the most critical since they allow you to come back and use the system again. Click on "Create User" to complete this portion of the process.

Figure 3

The next screen shows feiseanna, but no dancers. You need to create a dancer (your daughter or son) before proceeding. Click "Add a Dancer" to do this.

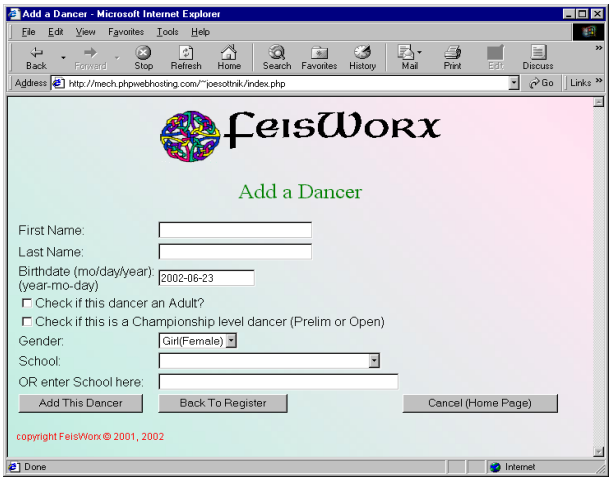


Figure 4

Fill in all of the information. Age, birthday, gender and championship status are all important since the system only shows you the competitions you may compete in based on the criteria determined by the feis syllabus.

If your school is not shown in the dropdown box, go ahead and enter it.

You can create additional dancers, if you need to (multiple dancers in a family are not uncommon).

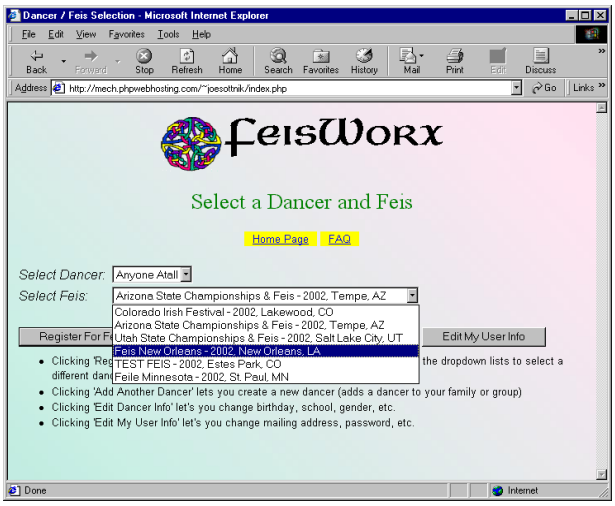


Figure 5

After you create all your dancers, you'll be at a screen with two drop down boxes. One shows all of the feiseanna you can register for and the other shows all of your dancers. Select one entry in each box and then click "Register for Feis".

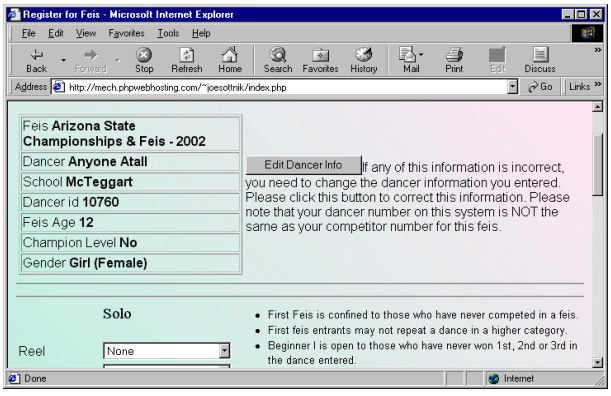


Figure 6

The next screen shows all of the competitions this dancer may compete in at the feis.

If the selections don't look correct, confirm the information in the dancer information box at the top left of the screen. You can click "Edit Dancer Info" to correct this data, if necessary.

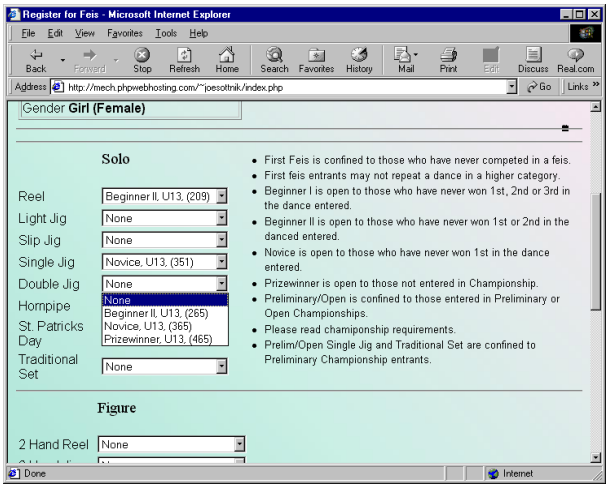


Figure 7

You'll need to select the competition level in each competition you want this dancer to compete in. Select a set dance for championships, if it shows. Select any purchase items you want (admission tickets, tee shirts, etc).

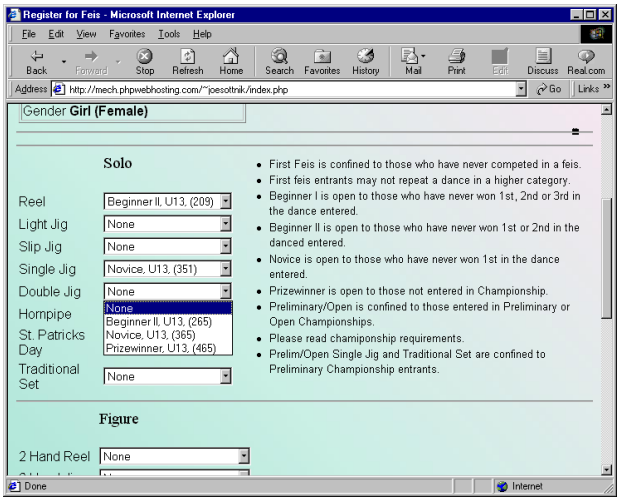


Figure 8

Finally, click "Register".

This is the end of the process. You'll receive an email confirming the competitions and purchases you wanted. If you need to change them, just go back and change them. You'll get a new email and system retains your most recent selections.

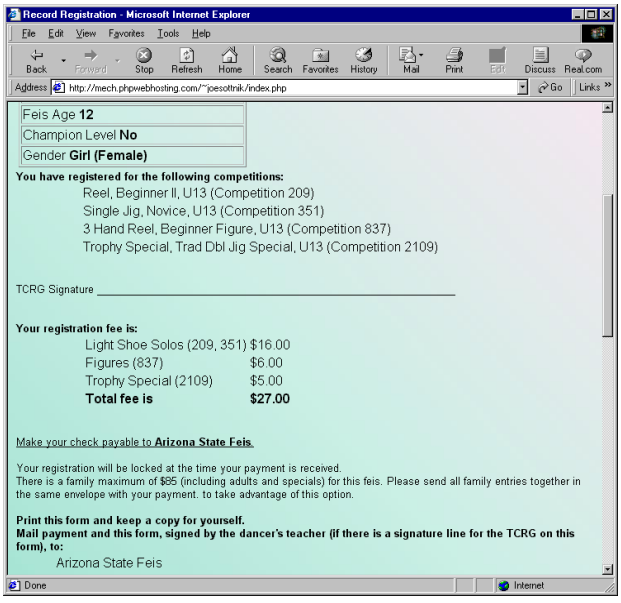


Figure 9

Send your payment to the address shown on the confirmation screen; check should also be payable as shown.

Some feiseanna have a family maximum and any instructions regarding that payment will be noted here.

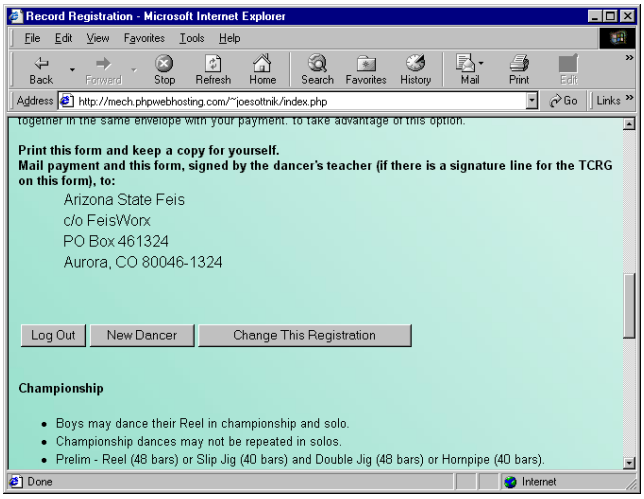


Figure 10

Click “Log Out” if you’re finished. If you need to register this or another dancer for a feis click on “New Dancer”. If you see a problem on this summary page, click “Change this Registration” to go back to Figures 6, 7 and 8 to make corrections. Only your most recent information is saved in the system and you will receive another confirming email when you click “Register”.

You are not registering for the same feis multiple times. Besides, registration isn’t final until it’s paid!

Returning User

There are many reasons to return to the website. Maybe your dancer has moved up and you haven’t paid for your registration yet. Maybe another feis that you want to attend is using FeisWorx. You’re welcome back at any time! You do not need to re-enter your contact information or dancer information next time. Just pick a feis and dancer and go!

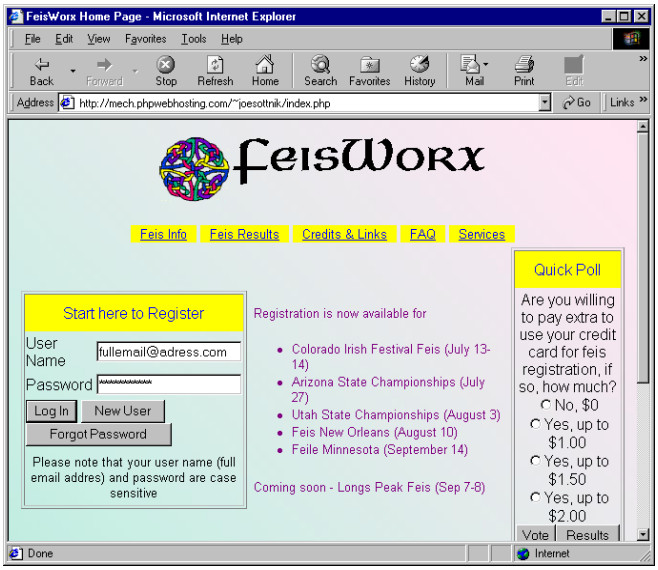
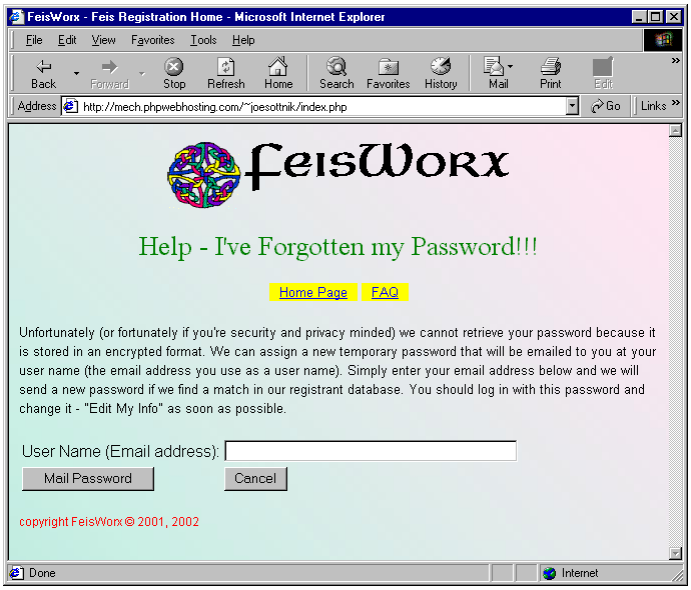


Figure 11

Use your email address (the entire address - `fullemail@adress.com`) and your password, to get back in. Passwords and user id’s (email addresses) are no longer case sensitive as of June 22, 2002, however you need to log in at least once after that date in order for us to make the correction in your record.

Click “Log In”.

If you’ve forgotten your password, click on “Forgot Password”.



Give us your email address and a new password will be emailed to you right away. This is one of the reasons we use your email address to identify you. Use your full email address here. A new password is usually on its way to you within one minute.

Once you're logged in, you can access all of the registration information shown in the "New User" section above.

There are two ways to contact us for more information.

By mail:

FeisWorx

PO Box 461324

Aurora, CO 80046

or email:

feisworx@sottnik.com

We really do try to respond to all emails within 24 hours. Sometimes we can't when we're at a feis, or traveling. We also appreciate all feedback, positive and that focused on constructive improvement.