

# Season Registration Instructions

You must have an account with Competition Suite before beginning the Season Registration process. You can create that account using this link - <https://competitionsuite.com/signup/> Once you have created your account, return to these instructions and start at step 1.

1. Click [Competition Suite](#) to begin the registration process. If you do not have a Competition Suite Account, you will need to establish one.
2. Be certain to select the appropriate division "Percussion", "Color Guard" or "Winds". Because the FFCC is new to Competition Suite this year, all teams must check the "New Group" field and provide a classification and name for the group. Scholastic Teams must use the name of the School.
3. Provide contact information for the Team Director responsible for the group on a day-to-day basis.
4. **Scholastic Groups Only:** Provide contact information for the Band Director or officially credentialed school official responsible for the group.
5. Complete the information on the physical address for the school or organization registering.
6. Indicate the person authorized to represent the team in FFCC meetings. This should be the main point of contact for the team - this can be changed at a later date if needed.
7. If you're registering multiple groups under the same organization, click "Add Additional Group" and repeat steps 3-6. Otherwise click "Complete Membership". NOTE: these groups must be hosted under the same school/organization.
8. Select whether you'd like to purchase a Super Pass or Mega Pass and click the corresponding button. If you need to purchase additional passes for each group multiple groups, you may indicate a quantity. **You may only purchase One Super or Mega pass per group.** These passes may be purchased through December 15 by contacting Tom Slaughter for invoicing, his email is [tom@ffcc.org](mailto:tom@ffcc.org).
9. Select Senior/Ageout Medals and indicate the quantity, if you wish to add those to your invoice, this is an option and those medals will be available at a later date.
10. Complete the "Bill To" information for your invoice, quote or credit card payment. If using a credit card, this information must match the address on file for the card, or payment will be declined.
11. Click "Save Payment Information". If you select "quote" as the payment method an email will be sent to you with the amount of payment due and will be followed up with an invoice. If you select to pay by invoice, it will be sent to the email address provided.
12. For any issues with the payment process, contact [tom@ffcc.org](mailto:tom@ffcc.org).