MWCGC Membership Sign Up Guide

The MWCGC uses CompetitionSuite for season membership; this guide will help you successfully get your unit(s) signed for the upcoming competition season. *Please note: If you are also planning on participating in WGI events, you will need to complete unit membership and event registration through their systems as the MWCGC and WGI systems are separate from one another.*

NOTE: *This is NOT for Judged or Non-Judged Exhibitions. Those units should contact the Contest Director, Sara Reich (mwcgccontestdirector@gmail.com) directly.*

Step 1: Get to Membership Sign-Up

You can do this one of two ways:

Option A - Direct Link: Membership Sign-Up

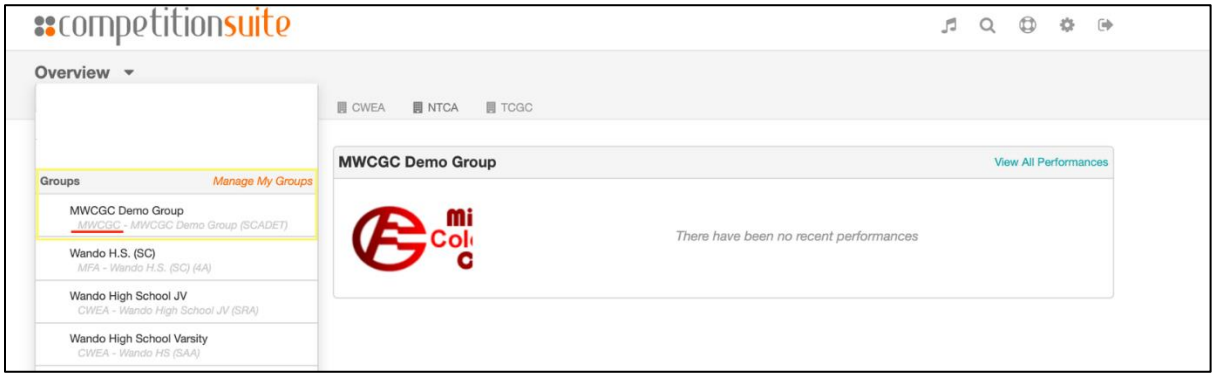
>>> If you use this link, proceed to Step 2

Option B - Via CompetitionSuite

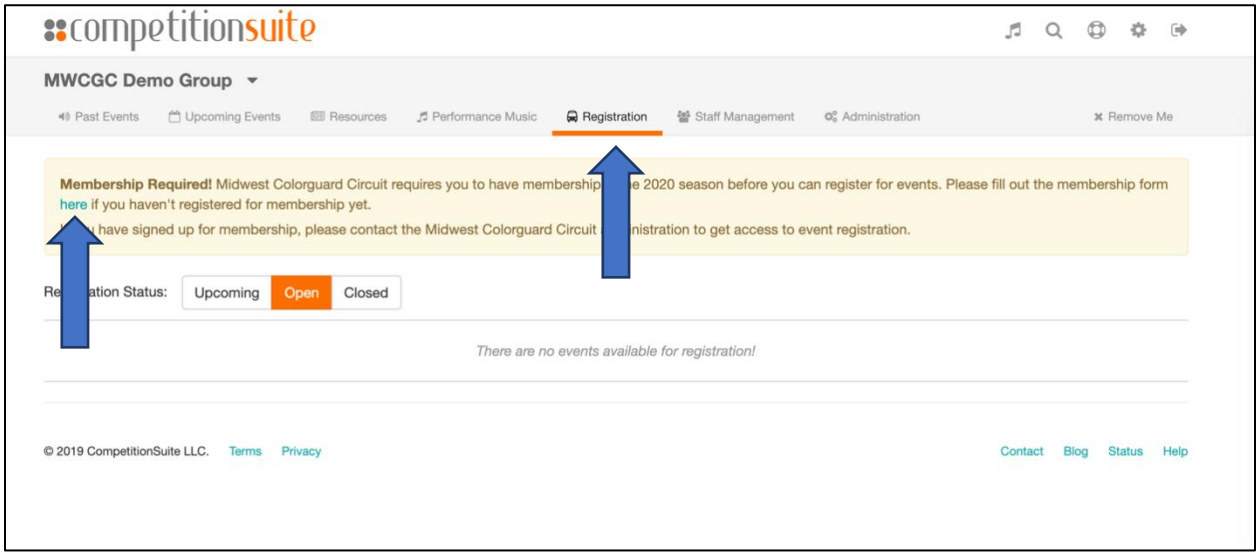
i. Login to CompetitionSuite

ii. Click on your organization on the left side of the screen.

Make sure you are selecting the group associated with MWCGC and not any other organization.



iii. Once the page loads, click on "Registration" in the top bar and then click the blue hyperlink "here."



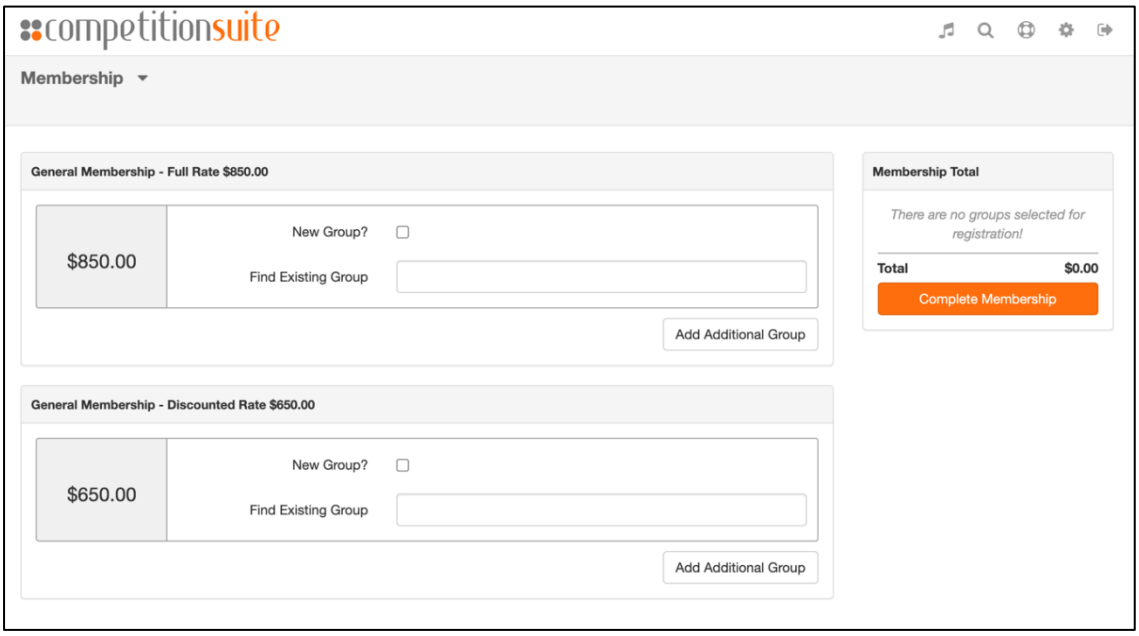
Step 2: Select your membership rate for the season.
If you are a new group >>> click the "New Group" box and follow the prompts under *New Members & Returning Members - Discounted Rate*.

If you are a returning unit >>> search your unit's name under "Find Existing Group."
- If you attended the August MWCGC meeting or were provided an exemption by the MWCGC Board of Directors, you will select *New Members & Returning Members – Discounted Rate.*

- If you did not have a unit present at the meeting you will select *Returning Members – Full Rate.*

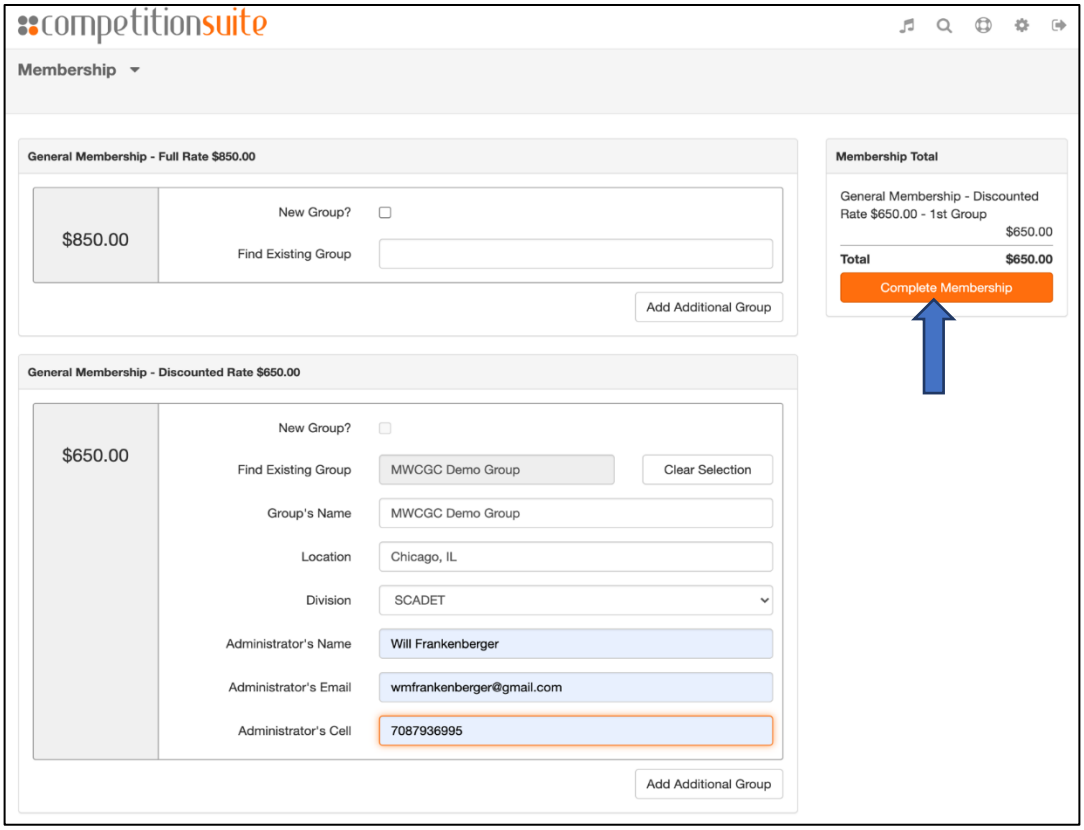
- Your unit's selection will be confirmed by the MWCGC Board of Directors and if you fail to select the correct rate, your membership will be cancelled and you will be required to re-register your unit.

*****If you are unsure if you are a new or returning group, please search under "Find Existing Group" before creating a new unit!**



Step 3: Complete your Unit's information, as requested. Once updated, click the orange "Complete Membership."
This is where you can change your division/class for the upcoming season. Please note that we will be using the communication features so each unit's administrator must provide an email and cell phone number to receive these timely and important communications.

At this time, you can also update and upload your staff rosters, eligibility forms, 3P documents, spiel sheet, show description etc. at this time. These are not required for membership sign-up, but *are required to be eligible to perform.*

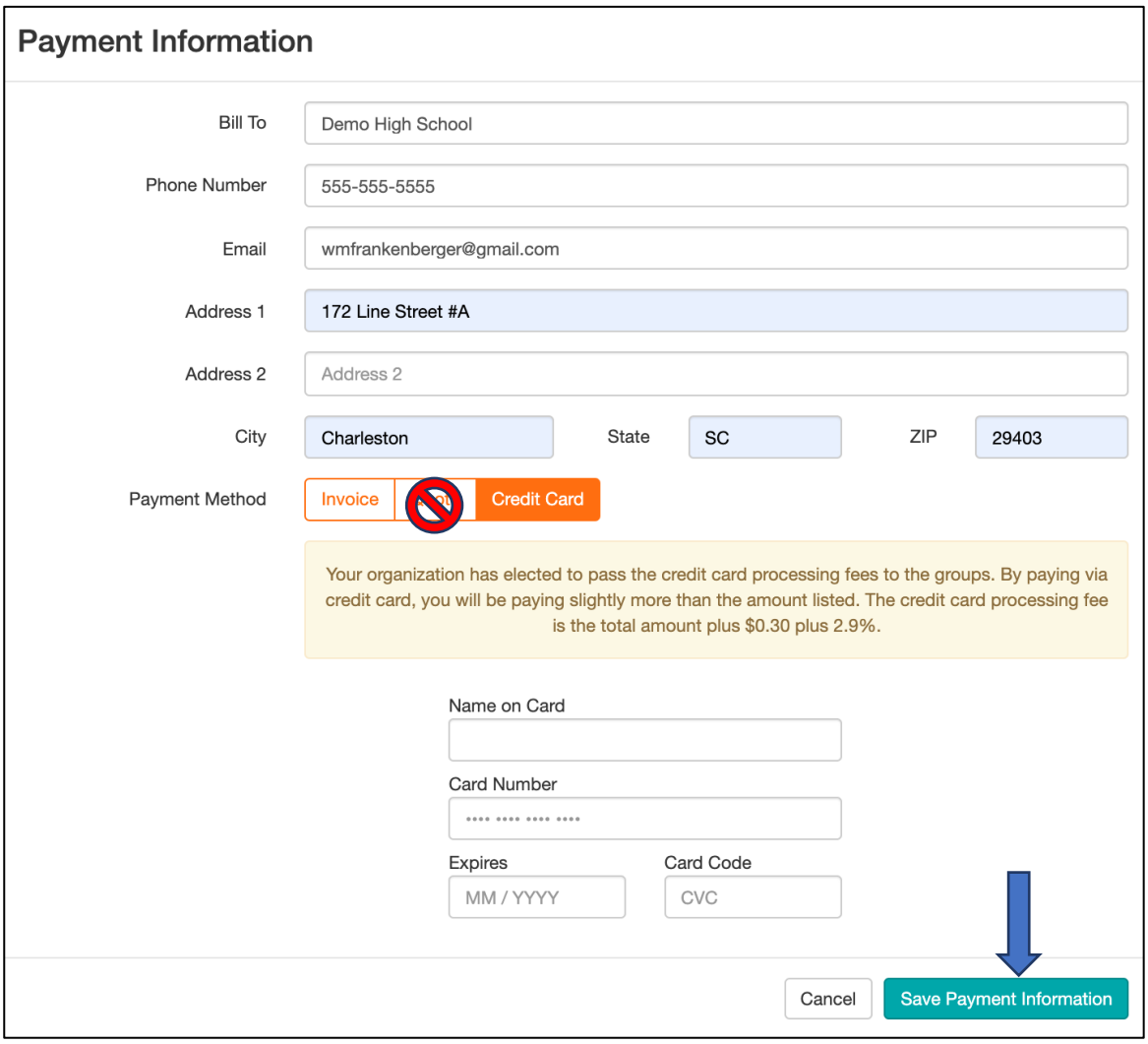


Step 4: Insert your unit's payment information.
The payment information is your unit's billing information and address (high school name and address or independent group name and mailing address). Click "Save Payment Information."

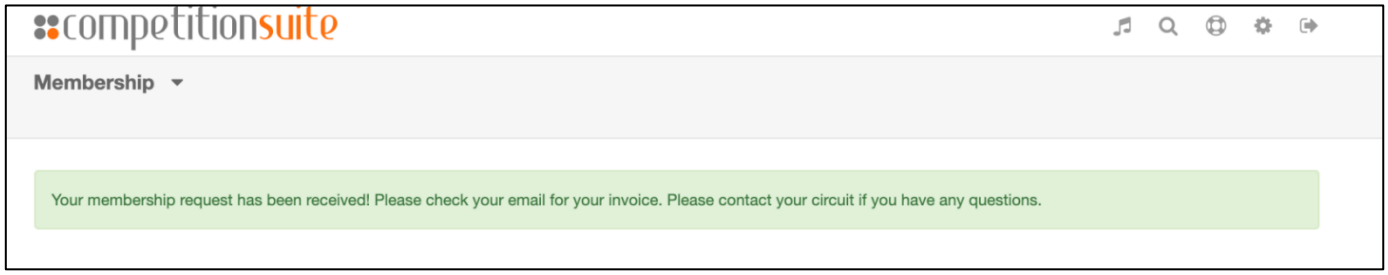
- *For payment by check, click the "Invoice" option.* Once you select "Save Payment Information" at the bottom you will be generated with an invoice to the email address provided which includes all remit payment information.

- *For payment by credit card, click the "Credit Card" option.* Enter your credit card information and then select "Save Payment Information." Please note if you pay by credit card, your unit is responsible for all service and processing fees. The credit card processing service that CompetitionSuite uses charges a 2.9% fee + $0.30 on all charges. Upon completion, you will be generated with a receipt to the email address provided.

PLEASE DO NOT SELECT "QUOTE" – YOUR MEMEBERSHIP WILL NOT PROCESS.



Step 5: Confirmation of your membership completion!
Please note it shows as your "membership request has been received" this simply means you have not paid your dues balance. **You are not an official member until your unit's dues have been paid.** You will able to register for shows as long as your unit has been registered.



Any questions? Please email the Contest Director at mwcgccontestdirector@gmail.com