

District Contest Registration Instructions

1. Collect Contestant Information

- Gather **contact information** from each participant.
- Have contestants **circle the contests** they plan to compete in on the registration form.
- For **Presentations, Public Speaking, Fashion Revue, and Talent Contest**, ensure they complete **all required additional information**.

2. Individual vs. Team Competition

- Indicate whether each contestant is competing **individually** or part of a **team**.
- If **Novice participants** are competing as **Juniors**, indicate this on the form.

3. Team Assignments & Age Divisions

- **Refer to the District Rule Book** for the number of **contestants allowed per team** and the **maximum number of teams per age division** a county may enter.
- In some contests, **Novice participants** may compete on **Junior teams**. If applicable, be sure to indicate the **Team Age Division** on the form.
- Each county may enter **up to two teams per age division** for most contests. Ensure contestants are assigned the **correct team number** to avoid registration errors.
- If a county has **one Novice team and one Junior team**, both should be designated as **Team 1** for their respective divisions.
- If a county has two Novice teams, designate one as **Team 1** and the other as **Team 2**. The same applies to Junior teams.

4. Financial Form & T-Shirt Orders

- List your **county name** and the **number of contestants** participating.
- Include any **additional t-shirts** being purchased for agents or leaders.
- Under the **T-Shirt Order** section, write the **total quantity** of each size being ordered.

5. Headcount for Attendance

- Provide the **total number of contestants and non-contestants** attending from your county.
- This information is needed for **insurance coverage and meal planning**.

6. Submission of Registration & Payment

- **Mail the Financial Summary and Payment** to the **Northern District Office**.
- **Submit all registration information** via **Formsite**.