

Notice of Changes to o2cm

Effective April 15, 2019, all competitors wishing to register online for competitions via o2cm, will be required to have a Registrant Identification Number (RIN). RINs are permanent and unique identifiers designed to link competitors' complete compendia of personal identification numbers issued by various DanceSport sanctioning bodies (USA Dance, WDSF, CDS, CDF, AAU, etc.). This update was executed in order to streamline the registration process for competition organizers, to enhance current features of o2cm and to improve overall user experience. Added benefits include improved results searches, enhanced live.o2cm, reduced duplication of competitors within the app and quick and easy access to world leader boards.

How do I get my RIN ?

- Visit the o2cm Competitor's Portal at competitor.o2cm.com.
- Click on the **REGISTER NOW** button at the top left-hand side of the page.

The screenshot shows the O2CM Competitors Portal website. At the top, there is a navigation bar with links: Home, Manage, Events, Contact, and Register. The main heading is "O²CM Competitors Portal". Below the heading, there is a paragraph: "O²CM is working with organizers to provide consistent services, including reliable registration, registration lookup, result lookup and much more". Another paragraph follows: "Part of that effort is to provide you with a place to manage your organization memberships and only use one Registrant Identification Number (RIN) to register for your events." Below this, it says "Benefits to this update are" followed by a bulleted list: "reliable results lookup.", "Quick view of your upcoming events.", "Reduced duplication of competitors.", and "Participation recognition." At the bottom, there is a paragraph: "We ask that All competitors register here with their own email address to receive your RIN. Use the RIN for online registration and/or include the RIN with any mail-in registrations you send directly to the organizer." There are two red annotations: one pointing to the "REGISTER NOW!" button with the text "Click HERE to get started", and another pointing to the bulleted list with the text "Check out all the added benefits!!".

Click HERE to get started

O²CM Competitors Portal

O²CM is working with organizers to provide consistent services, including reliable registration, registration lookup, result lookup and much more

Part of that effort is to provide you with a place to manage your organization memberships and only use one Registrant Identification Number (RIN) to register for your events.

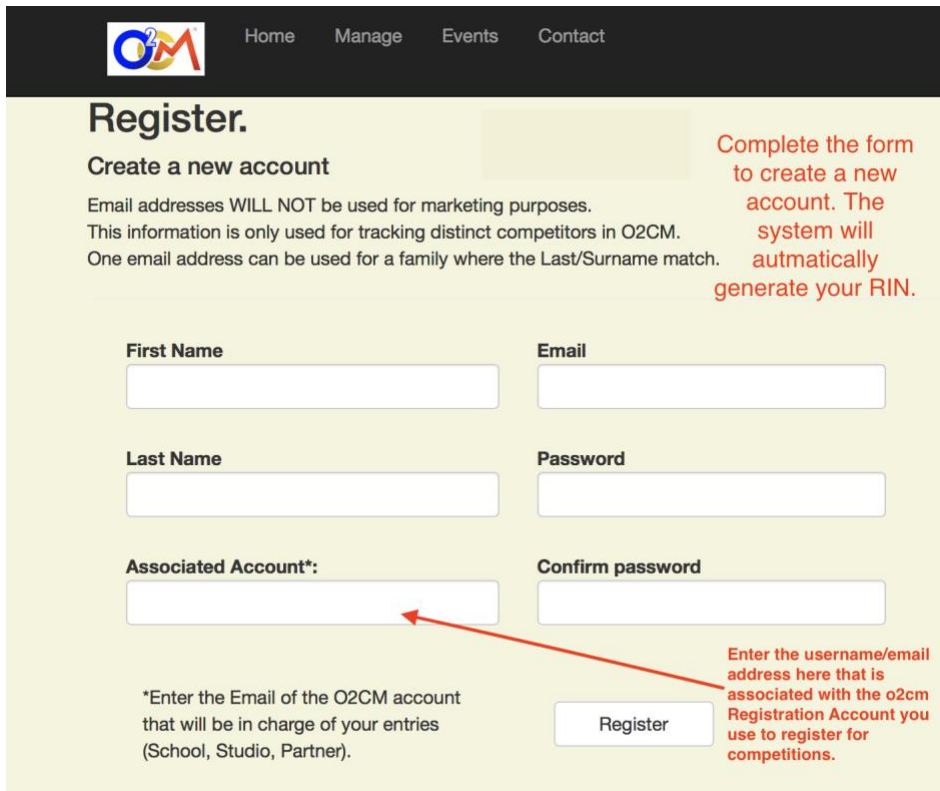
Benefits to this update are

- reliable results lookup.
- Quick view of your upcoming events.
- Reduced duplication of competitors.
- Participation recognition.

We ask that All competitors register here with their own email address to receive your RIN. Use the RIN for online registration and/or include the RIN with any mail-in registrations you send directly to the organizer.

Check out all the added benefits!!

- The **REGISTER** page will open
- Create your **Competitor Account** by filling in all the fields. *NOTE: In the field labeled Associated Account* enter the username/email address associated with the o2cm Registration Account you use to log in when registering for competitions. This may be your email address or the email address of your parent, spouse, partner or a dance studio or team administrator.*



Register.
Create a new account

Email addresses WILL NOT be used for marketing purposes.
This information is only used for tracking distinct competitors in O2CM.
One email address can be used for a family where the Last/Surname match.

Complete the form to create a new account. The system will automatically generate your RIN.

First Name

Email

Last Name

Password

Associated Account*:

Confirm password

*Enter the Email of the O2CM account that will be in charge of your entries (School, Studio, Partner).

Register

Enter the username/email address here that is associated with the o2cm Registration Account you use to register for competitions.

- Click the **REGISTER** button at the bottom right-hand side of the page to register your **Competitor Account** and generate your RIN. The **MANAGE** page will open.

How do I manage my Competitor Account?

- Once you register your account and your RIN is generated, the **MANAGE** page will open.
- Click the **SELECT** button next to your name to expand the **Competitor Details** window.

Manage competitors in this account.

Your account can manage several competitors from the same family (Identical Surname)

Click 'Select' to update Name, City, State, Birth Year and Organization Membership Numbers

If you have matching first names in your family, be sure to enter the birth year.

Eventually, all competitors will need an O²CM Registration Identification Number (RIN) to register through the O²CM system

Click SELECT
next to your
name to
expand the
Competitor
Details window

	RIN	First	Last	City	State/Prov	Account	Birth year
Select	123456789	Jane	Dancer				1900

Competitor Details (select from list to show)

Add Competitor...

Enter First Name:

Update Password...

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- Confirm your personal information.
 1. Be sure to enter your correct birth year.
 2. Be sure to enter the username email associated with the o2cm **Registration Account** used to register for competitions in the field labeled "**Account Ref.**" This may be your own email address or it may be the email address of a parent, spouse, partner or a dance studio or team administrator. **SPECIAL NOTE:** If you used the same email to set up both your Registration Account and Competitor Account, there is no need to fill in this field.
 3. Be sure to enter the membership identification numbers for the various sanctioning organizations of which you are a member and click the **VALIDATE** buttons for verification.

Competitor Details (select from list to show)

RIN: 123456789 Confirm your personal information.

First: Jane

Last: Dancer

City:

State:

Account Ref.: (allowed to view my RIN directly)

Birth Year: Be sure to enter your correct birth year.

Remember to click UPDATE

Save your membership information here for system validation Be sure to enter the membership identifications numbers for the various sanctioning organizations of which you are a member and click the VALIDATE buttons for verification

Membership	ID Number	Expiration	Action
USA Dance	<input type="text"/>	N/A	<input type="button" value="Validate USA"/>
CDS	<input type="text"/>	N/A	<input type="button" value="Select Province"/> <input type="button" value="Validate CDS"/>
WDSF	<input type="text"/>	N/A	<input type="button" value="Validate WDSF"/>
CDF	<input type="text"/>	N/A	<input type="button" value="Validate CDF"/>
AAU	<input type="text"/>	N/A	<input type="button" value="Validate AAU"/>

Move RIN 123456789 (Jane Dancer) to account... Family members with the same last name may be managed under a single Competitor Account. If your RIN is being managed under a Competitor Account other than your own, enter the email address for that Competitor Account here and click MOVE.

Email:

- NOTE: You may also generate RINs for other dancers in your family (siblings, children, spouse) with the same last name.** This is especially helpful for parents of juniors, brother-sister partners and married couple partners. Enter the first name of the competitor you would like to add to your account.

Manage competitors in this account.

Your account can manage several competitors from the same family (Identical Surname)

Click 'Select' to update Name, City, State, Birth Year and Organization Membership Numbers

If you have matching first names in your family, be sure to enter the birth year.

Eventually, all competitors will need an O²CM Registration Identification Number (RIN) to register through the O²CM system

	RIN	First	Last	City	State/Prov	Account	Birth year
Select	123456789	Jane	Dancer				1900

Competitor Details (select from list to show)

To add a competitor to your Competitor's Account (must have the same last name) enter the first name here...and click here

Add Competitor...

Enter First Name:

Update Password...

- The box at the top of the **MANAGE** page will contain a list of all the competitors and their RIN's under your Competitors Account. Click the **SELECT** button next to each competitor's name.

Manage competitors in this account.

Your account can manage several competitors from the same family (Identical Surname)
Click 'Select' to update Name, City, State, Birth Year and Organization Membership Numbers
If you have matching first names in your family, be sure to enter the birth year.
Eventually, all competitors will need an O²CM Registration Identification Number (RIN) to register through the O²CM system

Click **SELECT** next to each competitor's name. Competitor Details window will open.

	RIN	First	Last	City	State/Prov	Account	Birth year
Select	123456789	Jane	Dancer				1900
Select	123456789	Joe	Dancer				1900

Repeat steps 1 - 3 outlined above to confirm personal details and validate memberships for each competitor under your Competitor Account

Competitor Details (select from list to show)

Add Competitor...

Enter First Name:

Update Password...

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- Repeat steps 1 – 3 outlined above for each competitor under your account.

Competitor Details (select from list to show)

RIN: 123456789

First:

Last:

City:

State:

Account Ref.: (allowed to view my RIN directly)

Birth Year:

Confirm your personal information.
Be sure to enter the username email associated with the o2CM Registration Account used to register for competitions in the field labeled "Account Ref." This may be your own email address or it may be your partner's email address, a studio address, a parent's address or a college team email address.

Remember to click UPDATE

Be sure to enter the correct birth year.

Be sure to enter the membership identifications numbers for the various sanctioning organizations of which you are a member and click the VALIDATE buttons for verification

Save your membership information here for system validation

Membership	ID Number	Expiration	Action
USA Dance	<input type="text"/>	N/A	<input type="button" value="Validate USA"/>
CDS	<input type="text"/>	N/A	<input type="button" value="Select Province"/> <input type="button" value="Validate CDS"/>
WDSF	<input type="text"/>	N/A	<input type="button" value="Validate WDSF"/>
CDF	<input type="text"/>	N/A	<input type="button" value="Validate CDF"/>
AAU	<input type="text"/>	N/A	<input type="button" value="Validate AAU"/>

Move RIN 123456789 (Joe Dancer) to account...

Email:

Do not use this option for competitors that have already been added to your account.

What happens next?

Once you have your individual RIN, you may register for competitions via o2cm. The registration process has not changed.

It is important to understand that you now have o2cm accounts; the new Competitor Account you created to generate your RIN and the original Registration Account you created to register for competitions with the o2cm registration app. Your **Competitor Account and Registration Account** are linked, but they are two independent accounts. Your log in credentials (username/email and password) may be the same for both accounts or they may be different. It depends on what you established when creating each account. This can be a little confusing so if you established a unique set of log in credentials for each account, be sure to use the appropriate credentials when logging into each account. You may also change your Competitor Account password by visiting the **MANAGE** page in your Competitor's Portal and clicking on **UPDATE PASSWORD**.

Manage competitors in this account.

Your account can manage several competitors from the same family (Identical Surname)

Click 'Select' to update Name, City, State, Birth Year and Organization Membership Numbers

If you have matching first names in your family, be sure to enter the birth year.

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Select	123456789	Jane	Dancer				1900

Competitor Details (select from list to show)

Add Competitor...

Enter First Name:

Add Competitor

Update Password...

Click [HERE](#) to updat your password

