

# New Online Registration System FAQ

## How do I register for CSDS events?

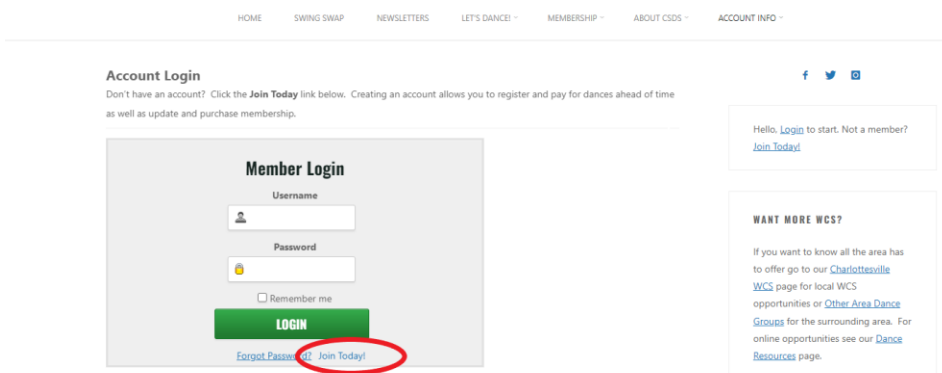
To register for CSDS vaccine only events, ***you must first create an online account with CSDS and submit proof of vaccination status.***

## How do I create CSDS online account?

1. Go to the CSDS website: <https://cvilleswingdance.com/> Under the account info tab click on “account status.”



2. You will then be directed to the page pictured below. Click “Join Today!” and create an account.




3. Once you are directed to the page below, scroll down to create a username and password for yourself and enter your information. Then agree to the terms and conditions and click “Register.”

Providing your email allows CSDS to email you CSDS related announcements and renewal notices. Your personal information is confidential and will not be distributed or sold. For more information please see our [Privacy Policy](#).

**Note:** There has been reported issues on iPhones with the form below. The website administrator is looking into the issue. Please use a laptop if you have issues on your phone.

I agree to the [Terms & Conditions](#)

I'm not a robot  reCAPTCHA  
Privacy - Terms

4. You will then be directed to your “Account Status” page. Initially, you will not be approved for dance registration. In order to be approved, you must submit proof of vaccination status via email. If you have previously submitted proof of vaccination status, CSDS already has this information on file. You do not need to re-submit.
5. Please be aware that once you create your account and your vaccination status is confirmed, **it can take up to 24 hours for your account to be approved for dance registration**. The approval process must be done manually by our CSDS volunteer webmaster.

### How do I submit proof of vaccination?

Before your online account is approved for dance registration, you must submit proof of COVID-19 vaccination (such as a copy of your vaccination card) to CSDS. You may submit proof via email to [cvilleswingdance@gmail.com](mailto:cvilleswingdance@gmail.com). We will only record your name and the date you are fully vaccinated. We understand participants are concerned about the privacy of their information. We

recommend covering up any personal information (such as birth date) on your vaccination card other than your name when you send it to CSDS.

### **I already submitted proof of vaccination. Do I need to do it again?**

No. Proof of vaccination is only required one time and is recorded by CSDS when you submit it.

### **How will I know when I am approved to register for dances online?**

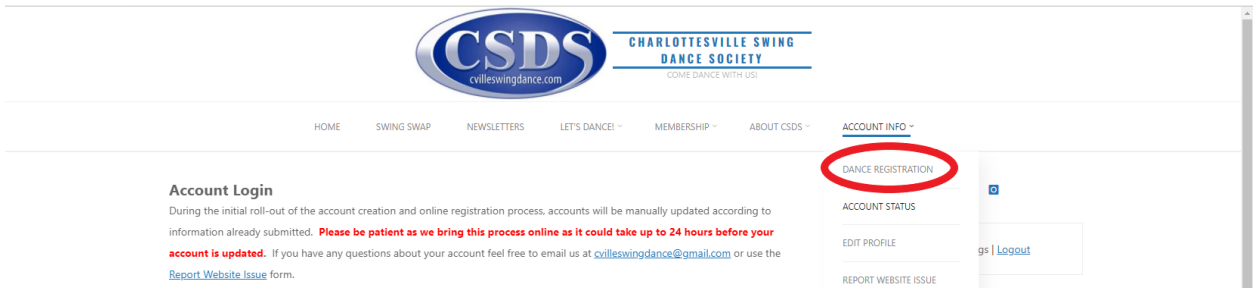
You will receive an email from CSDS notifying you that your account has been approved for dance registration. You will also see under your “Account Status” page on the CSDS website that your account is listed as approved for dance registration.

### **My account is approved for dance registration. How do I register?**

1. Go to the CSDS website. You will need to login by clicking the “Account Status” page if you are not already logged in.



2. Once you are logged in, you will have an option under the “Account Info” tab for “Dance Registration.” Click on this.



3. On the next page, select the appropriate registration option and then click “Add to Cart.”

### Dance Registration

Until further notice all CSDS events are vaccine-only. Submit one-time proof of your covid-19 vaccination by emailing [CSDS](#). We recommend covering up any personal information on the vaccination card other than your full name. The CSDS Board believes vaccination is a key part to returning to social dancing and our entire Board has been vaccinated. For full information on our vaccine only events, please review the [CSDS Vaccine Only Events Policies](#). The [Charlottesville COVID vaccination center](#) now takes walk-ins at certain times; you can schedule your appointment [here](#).

Only register for a dance if you have already submitted your vaccination information. Participants who register and have not submitted vaccination information will be denied entry to the dance and will not receive a refund.

Space is limited so if you are not able to add the registration to the cart then registration is full. You can email [CSDS](#) to add your name to the waiting list.

Dance registration opens on the first of the month and closes on noon the day of the dance.

**CSDS March 2022 Dance - Member**

Register for CSDS monthly dance. Member price is \$10. Discounts offered for members' birthday month. Price will change to reflect this when you click on your status.

Option : Member [+ \$10.00]

## 4. Once you have done this, an item will be in your shopping cart. Click on "View Cart."

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[f](#) [t](#) [i](#)

Hello, Deirdre Jennings | [Logout](#)

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**CSDS SHOPPING CART**

1 Item in the shopping cart

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**WANT MORE WCS?**

If you want to know all the area has to offer go to our [Charlottesville WCS](#) page for local WCS opportunities or [Other Area Dance Groups](#) for the surrounding area. For online opportunities see our [Dance Resources](#) page.



## 5. On the checkout page, agree to terms and conditions and then checkout with PayPal.

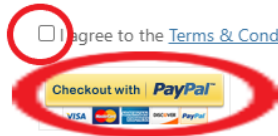
## Checkout

Please confirm your order below. Once you are finished click the **Checkout with PayPal** button at the bottom of the page. You will be redirected to PayPal to complete your order and finalize payment. After checkout is complete you will receive a confirmation email with the details of your order. If you have any questions please contact us at [cilleswingdance@gmail.com](mailto:cilleswingdance@gmail.com).

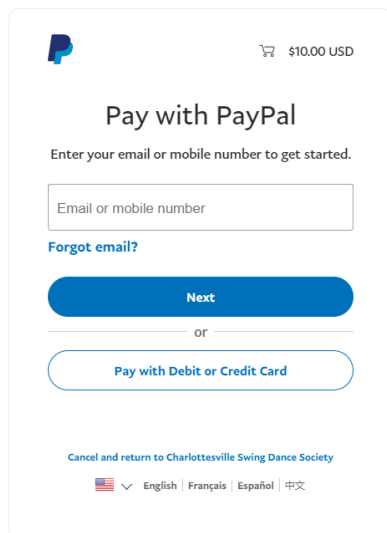
**NOTE:** PayPal account not required; all major credit cards accepted.

## CSDS Shopping Cart

Item Name	Price	
<a href="#">CSDS March 2022 Dance - Member (Member)</a>	\$10.00	
<b>Total: \$10.00</b>		



6. Your checkout is not complete yet! You will be redirected to PayPal to finish your purchase.
7. If you have a PayPal account, enter your login information. If you do not have a PayPal account and do not wish to create one, click on “Pay with a Debit or Credit Card.”



8. You will then be directed to the PayPal checkout. Input your preferred payment method and click “Pay Now.” Once you have done this, you will

receive a confirmation email from PayPal that you have made your purchase. You will receive a confirmation email from CSDS that you are registered for the dance.

**How will I know I have successfully registered for a dance?**

You will receive a confirmation email from CSDS that you are registered for the dance.

**I am having issues registering online. How can I get help?**

Please use the report issue form on our website here:

<https://cilleswingdance.com/report-website-issue/>

You can also email [cilleswingdance@gmail.com](mailto:cilleswingdance@gmail.com) for assistance.