



Membership Registration via Competition Suite

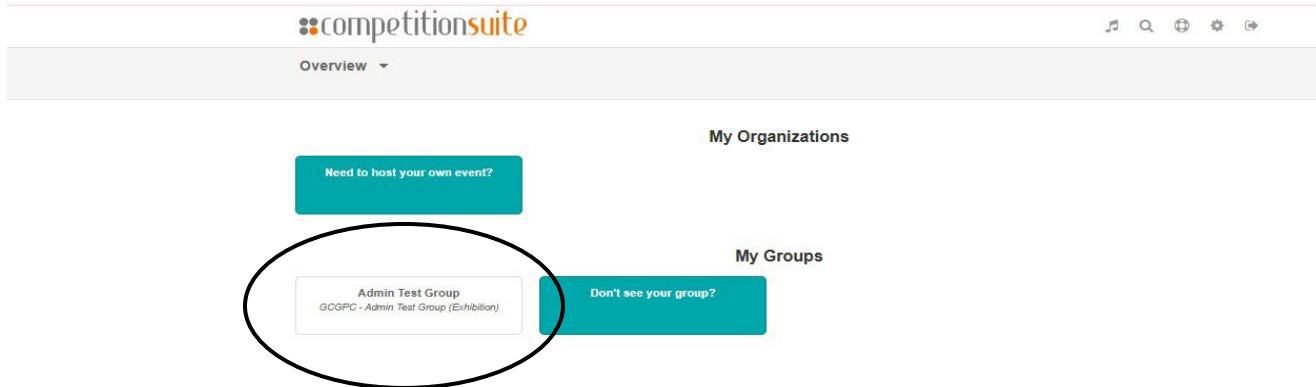
If you are new to the circuit and do not have a competition suite account

Please go to:

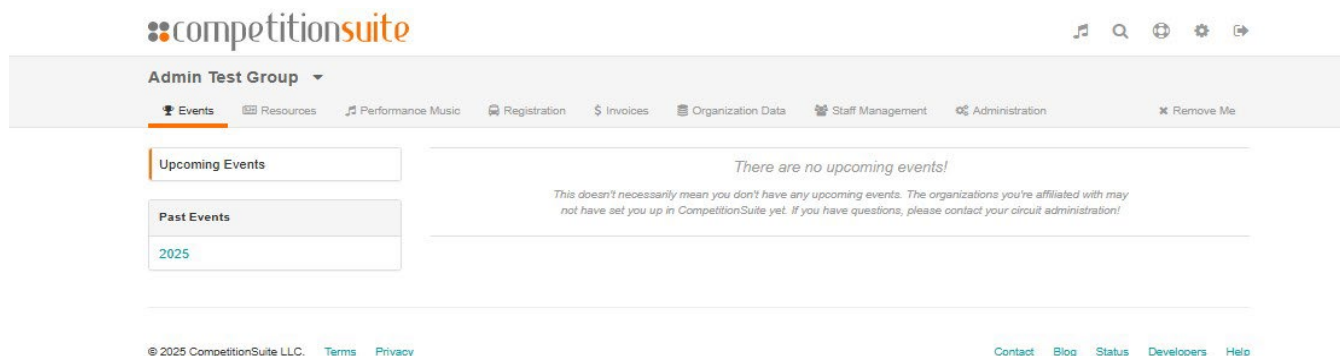
<https://gccgpc.org/competition-suite-registration-instructions/>

Before continuing with this doc

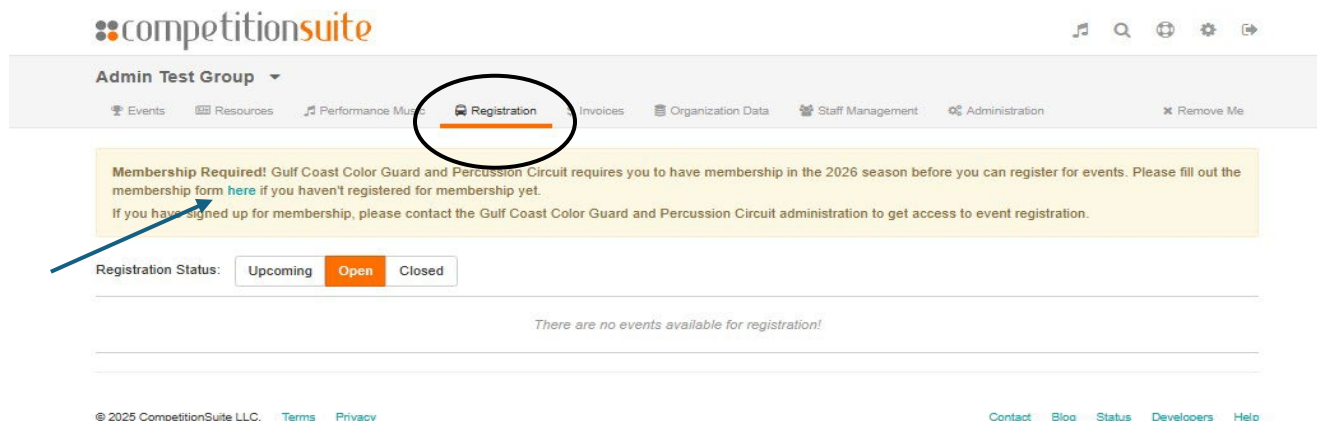
Unit ADMIN ONLY - Log into your Comp Suite Account and look for your group.



Click on your group, No upcoming events because you are not registered yet.



Click on Registration, then click the blue "here" for the form.



Choose your level of Membership(s)

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Membership ▾

GCGPC Full Membership

\$575.00

New Group? ☒

Find Existing Group

Add Additional Group

GCGPC Elementary/Middle School/HS Junior Varsity

\$300.00

New Group? ☐

Find Existing Group

Add Additional Group

GCGPC GUEST UNIT

\$175.00

New Group? ☐

Find Existing Group

Add Additional Group

Membership Total

There are no groups selected for registration!

Total \$0.00

Complete Membership

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If you are signing up a “NEW” group check the box and enter your information.

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Membership ▾

GCGPC Full Membership

\$575.00

New Group? ☒

Find Existing Group

Group's Name

Location

Division

Administrator's Name

Administrator's Email

Administrator's Cell

Add Additional Group

GCGPC Elementary/Middle School/HS Junior Varsity

\$300.00

New Group? ☐

Find Existing Group

Add Additional Group

GCGPC GUEST UNIT

\$175.00

New Group? ☐

Find Existing Group

Add Additional Group

Membership Total

GCGPC Full Membership - 1st Group \$575.00

Total \$575.00

Complete Membership

Notice the charges being applied based on your choice(s).

You can search for an existing group to register, just type in a few letters.

The screenshot shows the CompetitionSuite Membership registration interface. It features three main sections for different membership levels: GCGPC Full Membership (\$575.00), GCGPC Elementary/Middle School/HS Junior Varsity (\$300.00), and GCGPC GUEST UNIT (\$175.00). Each section has a 'Find Existing Group' search bar. A search for 'Mi' in the Full Membership section has triggered a dropdown menu with the following options:

- Admin Test Group
Winter Guard - Exhibition
- Milton HS Black Gold Percussion
Percussion - PSA
- Milton HS JV Winter Guard
Winter Guard - SRAA
- Milton HS Winter Guard
Winter Guard - SRA
- Percussion Mic Test
Percussion - PSCA

The 'Membership Total' sidebar on the right shows the total for the selected group: GCGPC Full Membership - 1st Group \$575.00, with a 'Complete Membership' button.

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Same is true for Elementary & JV Groups.

The screenshot shows the CompetitionSuite Membership registration interface for a new group. The 'GCGPC Elementary/Middle School/HS Junior Varsity' section (\$300.00) is active. The 'Find Existing Group' search bar contains 'N.B. Cook Elementary Winter Guard'. The 'Group's Name' field is filled with 'N.B. Cook Elementary Winter Guard', the 'Location' is 'Pensacola, FL', and the 'Division' is 'Cadet'. The 'Membership Total' sidebar on the right shows the total for the selected group: GCGPC Elementary/Middle School/HS Junior Varsity - 1st Group \$300.00, with a 'Complete Membership' button.

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Same is true for Guest Units or Exhibition Groups.

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Membership

GCGPC Full Membersip

\$575.00

New Group? ☐

Find Existing Group

Add Additional Group

GCGPC Elementary/Middle School/HS Junior Varsity

\$300.00

New Group? ☐

Find Existing Group

Add Additional Group

GCGPC GUEST UNIT

\$175.00

New Group? ☐

Find Existing Group

Group's Name

Location

Division

Administrator's Name

Administrator's Email

Administrator's Cell

Add Additional Group

Membership Total

GCGPC GUEST UNIT - 1st Group \$175.00

Total \$175.00

Complete Membership

Register Varsity and JV groups who are at the same School.

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Membership

GCGPC Full Membersip

\$575.00

New Group? ☐

Find Existing Group

Group's Name

Location

Division

Administrator's Name

Administrator's Email

Administrator's Cell

Add Additional Group

GCGPC Elementary/Middle School/HS Junior Varsity

\$300.00

New Group? ☐

Find Existing Group

Group's Name

Location

Division

Administrator's Name

Administrator's Email

Administrator's Cell

Add Additional Group

Membership Total

GCGPC Full Membersip - 1st Group \$575.00

GCGPC Elementary/Middle School/HS Junior Varsity - 1st Group \$300.00

Total \$875.00

Complete Membership

Once you click "COMPLETE MEMBERSHIP" – you will be prompted for Payment Information. **This is extremely important !!!!!** The email address entered in the Payment Information Form, is where the invoice will be sent. There will also be a copy of the invoice located in your comp suite account. So, if your school email bounces or you miss-type your email address, your CS account will always house the invoice. The GCGPC President – Vice President – Treasurer – Secretary and Contest Director will all be emailed a copy of the invoice.

The image shows a screenshot of the 'Competition Suite' website with a 'Payment Information' modal form open. The background shows a membership selection process with options like 'GCGPC Full Membership' (\$575.00), 'GCGPC Elementary' (\$300.00), and 'GCGPC GUEST UNIT' (\$175.00). The modal form is titled 'Payment Information' and contains the following fields:

- Bill To: Name
- Phone Number: Phone Number
- Email: Email
- Address 1: Address 1
- Address 2: Address 2
- City: City
- State: State
- ZIP: ZIP Code

At the bottom of the modal, there are two buttons: 'Cancel' and 'Save Payment Information'.

The background interface includes a 'Find Existing Group' search bar and an 'Add Additional Group' button. The 'GCGPC GUEST UNIT' section shows a 'New Group?' checkbox, a 'Find Existing Group' dropdown (currently showing 'Admin Test Group'), a 'Clear Selection' button, and fields for 'Group's Name', 'Location', 'Division', 'Administrator's Name', 'Administrator's Email', and 'Administrator's Cell'.

There is an option to Pay your Membership Fee with a Credit Card. There will be a 3% upcharge added to your invoice total for paying with a Credit Card.

Please email the treasurer if you have any questions about the STRIPE charges.

Payment Information

Bill To

Dean Martin

Phone Number

8503334444

Email

fawtysix@gmail.com

Address 1

1234 Anywhere St

Address 2

Address 2

City

Anywhere

State

AZ

ZIP

45678

Payment Method

Invoice

Credit Card

Your organization has elected to pass the credit card processing fees to the groups. By paying via credit card, you will be paying slightly more than the amount listed. The credit card processing fee is the total amount plus \$0.30 plus about 3%.

Name on Card

Betty Crocker

Card Number

0000 0000 0000 0000

Expires

12/30

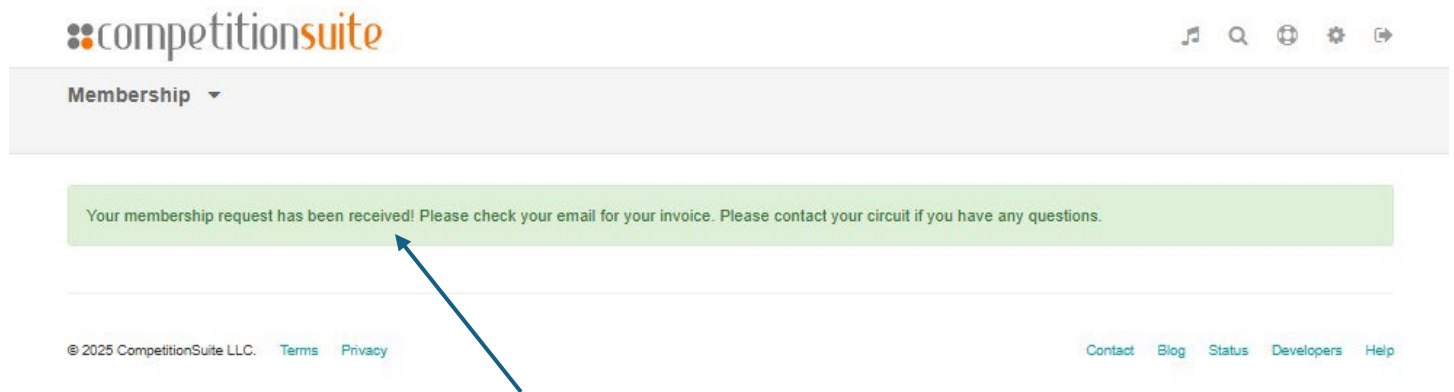
Card Code

123

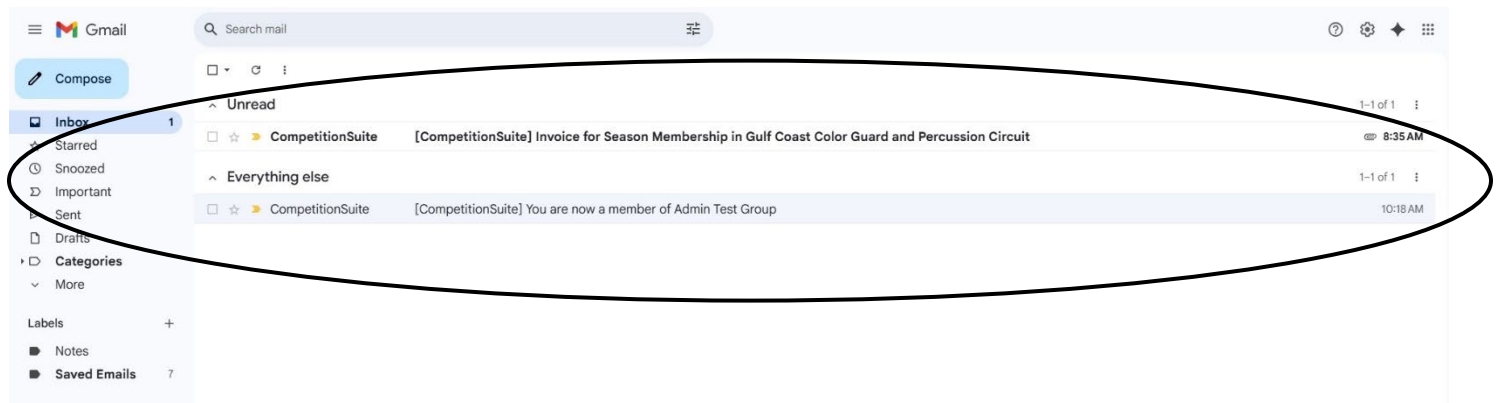
Cancel

Save Payment Information


After completing the Payment Information form and clicking “SAVE PAYMENT INFORMATION”, Your invoice will be created, emailed and housed in comp suite.



What the email looks like in your Email INBOX or JUNK Mail folder. The attached pdf is entitled “invoice.pdf”



Here is a sample copy of the Invoice.



Gulf Coast Color Guard and Percussion Circuit
GCGPC
1705 East Nine Mile Rd Ste 1 #219
Pensacola, Florida 32514

SEASON MEMBERSHIP IN GULF COAST COLOR GUARD AND PERCUSSION CIRCUIT

| Bill To | | Invoice # | Due Date |
|---|--|------------------|-----------|
| Ted Baxter 123 Anywhere St Shalimar, FL 33444 fawtysix@gmail.com | | 1334-14336-43289 | 3/13/2026 |
| | | Total Due | \$175.00 |

| ID | Name | Cost | Quantity | Price |
|--------|-------------------------------|----------|------------------------|-----------------|
| 195706 | Admin Test Group (Exhibition) | \$175.00 | 1 | \$175.00 |
| | | | Total | \$175.00 |
| | | | Payments Posted | \$0.00 |
| | | | Balance Due | \$175.00 |

Questions? Please contact Courtney Giles Treasurer at 8502065739 or at treasurer@gcgpc.org.

Go back to your home screen and click on the Invoices tab.

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Admin Test Group ▾

Events Resources Performance Music Registration **Invoices** Organization Data Staff Management Administration Remove Me

2026 ⚠

Invoice Search

| Invoice | Name | Balance | Status | |
|------------------|--|----------|-------------|----------------------|
| 1334-14336-43289 | Season Membership in Gulf Coast Color Guard and Percussion Circuit | \$175.00 | Due 3/13/26 | View |

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Click on Registration. Until your payment is complete you will continue to see this notice.

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Admin Test Group ▾

Events Resources Performance Music **Registration** Invoices Organization Data Staff Management Administration Remove Me

Payment Required! Gulf Coast Color Guard and Percussion Circuit requires you to have your membership paid for the 2026 season before you can register for events. If you have already paid, please contact Gulf Coast Color Guard and Percussion Circuit for assistance.

Registration Status: Upcoming **Open** Closed

There are no events available for registration!

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When you have successfully PAID your fee(s) click on Invoices to verify your status of "PAID" in Green.

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Admin Test Group ▾

Events Resources Performance Music Registration **Invoices** Organization Data Staff Management Administration Remove Me

2026

Invoice Search

| Invoice | Name | Balance | Status | |
|------------------|--|---------|--------|----------------------|
| 1334-14336-43289 | Season Membership in Gulf Coast Color Guard and Percussion Circuit | \$0.00 | Paid | View |

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Upon successful payment – the email you provided in the Payment Information Form will be sent an email with an updated invoice. All previous CC parties will also receive the updated Invoice.



Gulf Coast Color Guard and Percussion
Circuit
GCGPC
1765 East Nine Mile Rd Ste 1 #219
Pensacola, Florida 32514

SEASON MEMBERSHIP IN GULF COAST COLOR GUARD AND PERCUSSION CIRCUIT

| Bill To | | Invoice # | | Due Date | |
|---|-------------------------------|------------------|----------|-----------|--|
| Ted Baxter 123 Anywhere St Shalimar, FL 33444 fawtysix@gmail.com | | 1334-14336-43289 | | 3/13/2026 | |
| | | Total Due | | | |
| | | \$0.00 | | | |
| ID | Name | Cost | Quantity | Price | |
| 195706 | Admin Test Group (Exhibition) | \$175.00 | 1 | \$175.00 | |
| | | Total | | \$175.00 | |
| | | Payments Posted | | \$175.00 | |
| | | Balance Due | | \$0.00 | |

Questions? Please contact Courtney Giles Treasurer at 8502065739 or at treasurer@gcgpc.org.

After completion of Payment – you will now have access to all available GCGPC events. Click the Registration tab to see the offered events.

[Events](#) [Resources](#) [Performance Music](#) [Registration](#) [Invoices](#) [Organization Data](#) [Staff Management](#) [Administration](#) [Remove Me](#)

Registration Status: Upcoming Open Closed

GCGPC - GCGPC 2026 Test Event #1
Pensacola, FL - 1/1/2026
Registered: 0

Testing Event Registration in Comp Suite

Register

GCGPC - GCGPC 2026 Test Event #2
Pensacola, FL - 1/3/2026
Registered: 0

Test Event #2 - Testing Comp Suite Registration

Register

GCGPC - GCGPC 2026 Test Event #3
Pensacola, FL - 1/5/2026
Registered: 0

Test Event #3 - Testing Comp Suite Registration

Register

[Finish Registration](#)

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Click Register on the shows you wish to attend – then click
“FINISH REGISTRATION” (in green).

The screenshot shows the CompetitionSuite interface. At the top is the logo and navigation icons. Below is a header bar with 'Admin Test Group' and a menu of options: Events, Resources, Performance Music, Registration (highlighted), Invoices, Organization Data, Staff Management, Administration, and Remove Me. A 'Registration Status' filter shows 'Upcoming', 'Open' (selected), and 'Closed'. A 'Finish Registration' button is in the top right. The main area lists three events:

- GCGPC - GCGPC 2026 Test Event #1**
Pensacola, FL - 1/1/2026
Registered: 1
Testing Event Registration in Comp Suite
Buttons: Cancel Registration (orange), Register (teal)
- GCGPC - GCGPC 2026 Test Event #2**
Pensacola, FL - 1/3/2026
Registered: 0
Test Event #2 - Testing Comp Suite Registration
Buttons: Register (teal)
- GCGPC - GCGPC 2026 Test Event #3**
Pensacola, FL - 1/5/2026
Registered: 0
Test Event #3 - Testing Comp Suite Registration
Buttons: Register (teal)

At the bottom, there is a footer with copyright information and links for Terms, Privacy, Contact, Blog, Status, Developers, and Help.

You will receive this notice when your submission is complete.

This screenshot shows the same CompetitionSuite interface, but with a green success message displayed at the top of the event list:

Finished! All of your registrations have been saved. If you owe any fees, you will receive an invoice or your credit card will be charged. If you have any questions, please contact your circuit administration.

The rest of the page, including the navigation bar, filters, and event list, remains the same as in the previous screenshot.



Payment info and other Miscellaneous info

Mail Checks to: Gulf Coast Guard and Percussion Circuit

1765 East Nine Mile Rd Ste 1 #219

Pensacola, Florida 32514

Credit Card Payments: Stripe via Competition Suite

PayPal Payments: GCGPC PayPal Account – Contact the treasurer

General Payment Information: Payment Due by December 31, 11:59 pm

\$100 Late Fee – Zero Exceptions

1 Full Membership - \$575.00

1 ES/MS/HS Junior Varsity - \$300.00

1 Guest Unit – \$175.00 for one show

Late Fees and Other Fines: Separate Invoices that will be emailed to the same address listed in the Payment Information Screen

Financial Questions: Cortney Giles 8502065739 or treasurer@gcpgc.org