



# Quick Start Guide for a New Director of an Existing Client

Because you're with an existing system, you can get started by yourself. Here are the steps.

## Become a Tally Genie customer

1. From [www.TallyGenie.com](http://www.TallyGenie.com), click "Staff Portal"
2. Click "Become a new Tally Genie client"
3. Follow the instructions online. Be sure to identify your parent company. If you don't know their Organization ID, you'll need to ask them.

## Clone a new event to use

1. From [www.TallyGenie.com](http://www.TallyGenie.com), click "Staff Portal"
2. Click "Clone a new event"
3. Enter your parent company's Organization ID and click "Next"
4. Select yourself from the list of producers
5. The rest should be self-explanatory. Just be sure to select a past pageant that is configured as closely as possible to the one you're creating and was created as recently as possible.  
Note: The person who provided their Client ID may have a suggestion for which event to choose.

## Learn how to use Tally Genie to facilitate your event

Be sure you know how Tally Genie works well before your pageant begins. At [www.TallyGenie.com](http://www.TallyGenie.com), there is a Quick Start Guide for learning how to facilitating an event.

If you want to purchase one-on-one personalized training, contact [Admin@TallyGenie.com](mailto:Admin@TallyGenie.com).