

# Getting to know The PAGEANT PORTAL!

## THE PAGEANT PORTAL<sup>SM</sup>: YOUR ONE-STOP HUB FOR MANAGING YOUR PAGEANT ACCOUNT

The Pageant Portal<sup>SM</sup> is a proprietary solution developed by The iam Powerhouse and is exclusively used by National American Miss and our sister program, International Junior Miss. This system is designed to enhance the contestant experience by providing a seamless way to manage pageant-related tasks. Through this platform, you can:

- ✓ Add optional contests
- ✓ Purchase event tickets
- ✓ Make payments
- ✓ Generate a sponsor payment link to share with supporters

**Get Started Today!** Visit [www.pageantportal.com](http://www.pageantportal.com) to create an account and log in!

### CREATING YOUR ACCOUNT

First time using The Pageant Portal<sup>SM</sup>? Click 'Sign Up' and create your login. Write down your username and password in a safe place.

**Returning Users:** If you created an account for last year's NAM Nationals, IJM Internationals, or the 2024 State Season, you do not need to create a new login. Simply sign in with your existing credentials—your contestant information is already saved!

*NOTE: This is not the mynamiss.com system you may have used last year. If this is your first year using the Pageant Portal, you will need to create a login.*

**ADDING YOUR CONTESTANT** Once logged in, you will see an 'Add Contestant' prompt on the left-hand side of the screen. Click on that and follow the prompts to connect your contestant to the account. **IMPORTANT!** We match contestant profile through the contestant's name, date of birth, and zip code. If you filled out any of this incorrectly on your initial application, you may encounter a 'Cannot find contestant' note. Please contact your State Office to verify that these details are correct on your account.

### UNDERSTANDING THE 'EDIT ORDER' FEATURE

This section is not a typical shopping cart. Any modifications affect your entire account. Payments are not tied to specific items; they are credited toward your total balance due. Add and remove items as needed; your balance will adjust accordingly.

### IMPORTANT NOTES:

**Returning Users:** If you have previously created a login and added a contestant, that contestant is now 'locked'. You must log in to the original account to unlock the contestant and grant permission for other logins to access their profile.

**Have Two Contestants?:** After you've added your first contestant, you can click on the Gear Icon near the top left > Manage Contestants to add other contestants to your account.

**Friends, Family, and Sponsors:** The Pageant Portal<sup>SM</sup> is designed for contestants and their parents/guardians only. Friends, family, and sponsors should not access the portal. Instead, use the 'Sponsor (Guest) Payments' feature to generate a specialty payment link that can be shared for contributions to your pageant account.

### KEY FEATURES OF THE PAGEANT PORTAL<sup>SM</sup>

**Order Summary** – Review what's on your account, categorized

**Make A Payment** – View balance due, payment history, and submit payments

**Edit Order** – Add/remove optional contests, order finale tickets, workshops, *(and coming soon: upload talent music as well as your actress, red carpet correspondent and photogenic entries)*.

**Contestant Statement** – Retrieve a printable statement of your current order

**Yearbook Photo** – Submit your head shot photo and edit your sponsor list for the state yearbook

**Score Reports (NEW!)** – View your score report after your State Pageant is completed

**Sponsor (Guest) Payments** – Generate a unique short link for friends, family, and sponsors to contribute to your pageant account

## SCAN THE QR CODE TO VIEW A VIDEO ALL ABOUT THE PAGEANT PORTAL!

