



HOW TO REGISTER FOR THE 2023 NDA NATIONAL CHAMPIONSHIP

IMPORTANT!!! Do this step prior to receiving the link - Log into your MyVarsity portal and update your master roster. If you don't complete this step prior to receiving the link it will slow the registration process down. Once that is complete, refer back to the registration email you received and click the link.

Verify all contact information is correct (Name, address, phone #s and email) make any necessary changes needed

Step 1: Term & Conditions – review and accept

Step 2: Team(s) - select your team that is attending this competition, then add routine(s) * **You do not need to complete the Safety Champion information this is for Disney events only** * once all routines are added click save.

Step 3: Event Roster - click on add people, select all athlete, coaches, and family (if applicable) hit continue. For each routine select coaches and athletes associated then click assign divisions and chose the corresponding division. Repeat this step for each routine. Then click save

Step 4: Select Package – housing or commuter. Then select your hotel choices in order of preference and then click save; select the hotel package (2023 DN Orlando Area Hotels) then select your check-in and check-out dates

Step 5: Attendee list - select attendee names by room preference, then click add to room and then add to new room, repeat this step until all attendees have been assigned a room. Then click save changes

Step 6: Add-Ons - if you want to purchase park tickets follow these steps: select attendee names, then click add-ons, select type of ticket, then click select. Then click save. Otherwise move on to step 7.

Step 7: Review & Submit - make sure all information is correct prior to clicking submit registration.