

HOW TO REGISTER FOR SPIRIT/JUNIOR NATIONALS

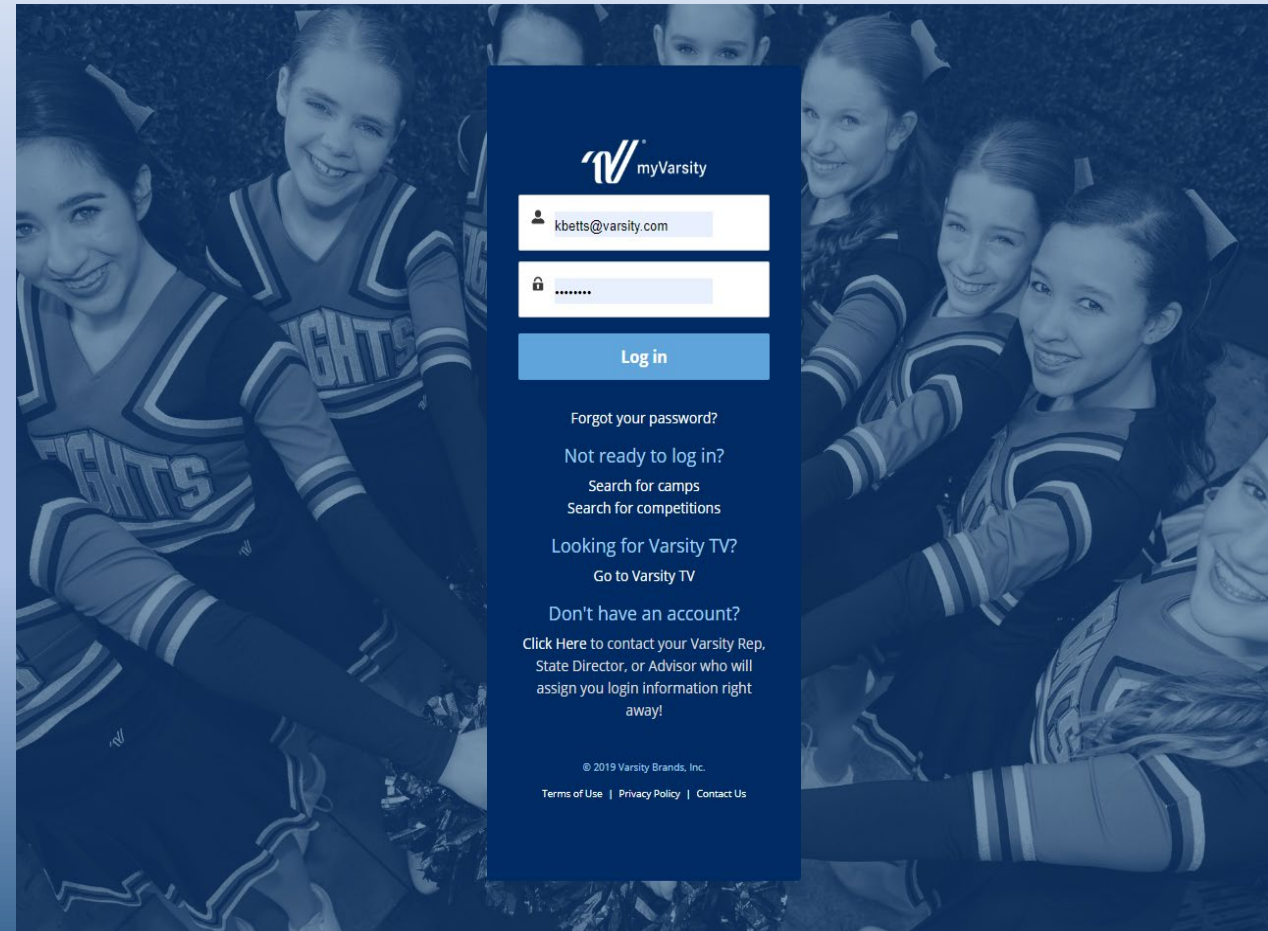
A Step-By-Step Guide

Before starting your Nationals' registration, please update and/or create your team(s) Master Rosters.

Update and/or Create Master Roster



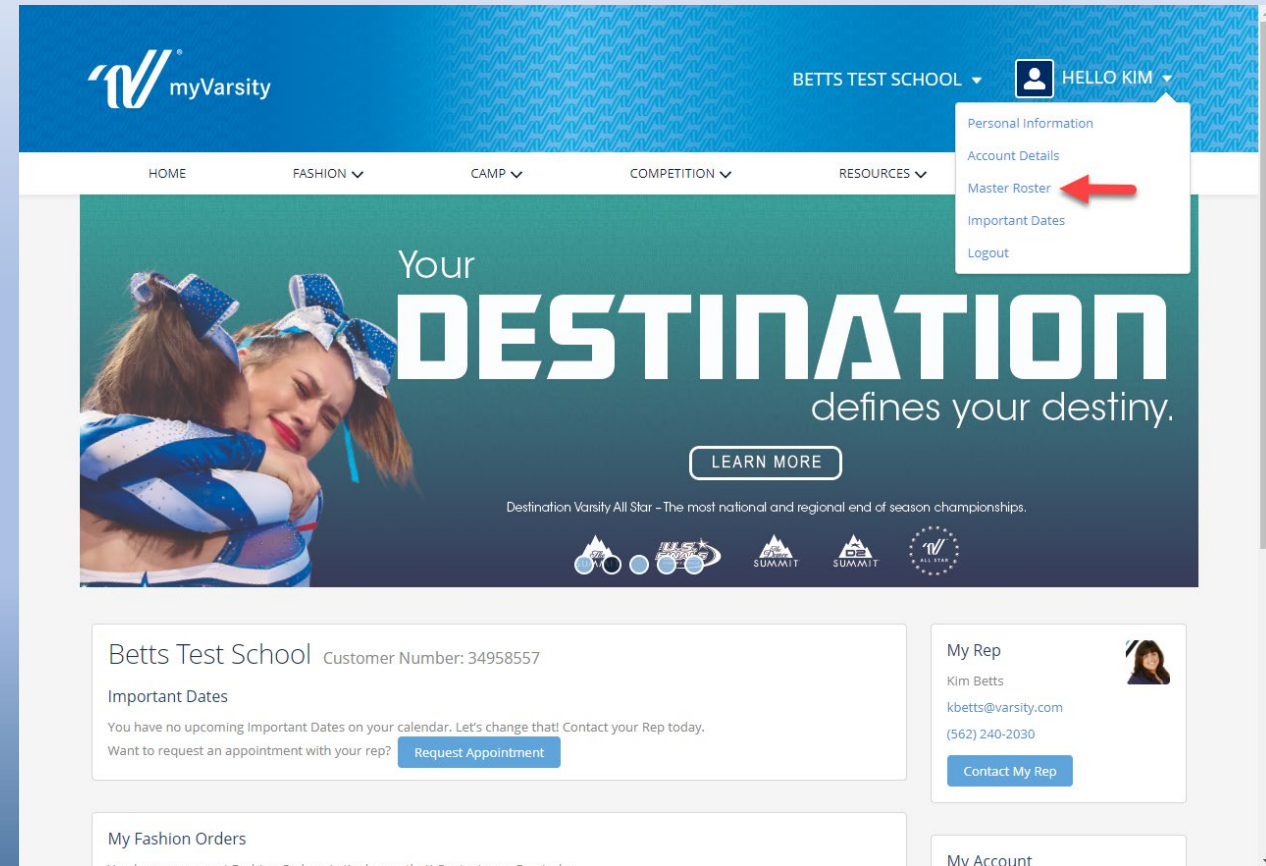
- To access the Master Roster, log into myVarsity.com



Update and/or Create Master Roster



- Click on the pull down menu next to your name in the upper right hand corner and click on Master Roster



Update and/or Create Master Roster



- Make sure all squads that you are registering appear on the Master Roster.
- If any squads are missing, please contact the USA office.
- Master Rosters should only be athletes and coach/advisors. Do not put principals, boosters, chaperones, family, etc. on Master Roster.

Both teams are showing

MASTER ROSTER				
User				
Personal Information				
Account Details				
Master Roster				
Important Dates				
Create New People		Upload People in Bulk		Filter By: Show All
				Group By: Squad
Betts Test School - Junior Varsity Dance				
Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anatasia Tremaine	Female	10/04/2012	Athlete/Team Member	
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	
7. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	
8. Lady Tremaine	Female	10/04/2012	Athlete/Team Member	
9. Marie Bonfamille	Female	10/04/2012	Athlete/Team Member	
10. Queen of Hearts	Female	10/04/2012	Athlete/Team Member	
Betts Test School - Varsity Dance				
Name	Gender	Birthdate	Role	Actions
1. Blue Fairy	Female	01/01/2000	Athlete/Team Member	
2. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	
3. Mary Darling	Female	01/01/2000	Athlete/Team Member	
4. Nana Darling	Female	01/01/2000	Athlete/Team Member	

Update and/or Create Master Roster

Move Someone from One Squad to Another



- Click Edit next to the person's name

A screenshot of the USA United Spirit Association's Master Roster interface. The interface is divided into two main sections: "Betts Test School - Junior Varsity Dance" and "Betts Test School - Varsity Dance". Each section contains a table with columns for Name, Gender, Birthdate, Role, and Actions. In the "Junior Varsity Dance" table, the first row is for "Alice Wonderland", a female born 10/04/2012, with the role "Athlete/Team Member". A red arrow points to the "Edit" button in the Actions column for this row. The "Varsity Dance" table lists seven members, including "Blue Fairy", "Kim Betts", "Mary Darling", "Nana Darling", "Peter Pan", "Tiger Lily", and "Tinker Belle".

Account Details
Master Roster
Important Dates

Create New People Upload People in Bulk

Filter By: Show All Group By: Squad

Betts Test School - Junior Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	Edit Remove
2. Anastasia Tremaine	Female	10/04/2012	Athlete/Team Member	Edit Remove
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	Edit Remove
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	Edit Remove
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	Edit Remove
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	Edit Remove
7. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	Edit Remove
8. Lady Tremaine	Female	10/04/2012	Athlete/Team Member	Edit Remove
9. Marie Bonfamille	Female	10/04/2012	Athlete/Team Member	Edit Remove
10. Queen of Hearts	Female	10/04/2012	Athlete/Team Member	Edit Remove

Betts Test School - Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Blue Fairy	Female	01/01/2000	Athlete/Team Member	Edit Remove
2. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	Edit Remove
3. Mary Darling	Female	01/01/2000	Athlete/Team Member	Edit Remove
4. Nana Darling	Female	01/01/2000	Athlete/Team Member	Edit Remove
5. Peter Pan	Male	01/01/2000	Athlete/Team Member	Edit Remove
6. Tiger Lily	Female	01/01/2000	Athlete/Team Member	Edit Remove
7. Tinker Belle	Female	01/01/2000	Athlete/Team Member	Edit Remove

Update and/or Create Master Roster

Move Someone from One Squad to Another



- Change the person's role under the correct squad
- Click on save and finish
- Delete the person from the other roster

The screenshot shows the "Master Roster" management interface for the "Betts Test School - Junior Varsity Dance" squad. The interface includes a sidebar with "Account Details", "Master Roster", and "Important Dates". The main area has buttons for "Create New People" and "Upload People in Bulk", along with filters for "Filter By: Show All" and "Group By: Squad". A table lists roster members, with the first member, Alice Wonderland, selected. Below the table, a form allows editing the member's personal information and assigning roles for different squads. Two red callout bubbles provide instructions: one points to the "Athlete/Team Member" role dropdown for the new squad, and the other points to the "Choose Role" dropdown for the old squad. At the bottom, there are "Save and Finish" and "Cancel" buttons.

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anastasia Tremaine	Female	10/04/2012	Athlete/Team Member	
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	

1. Fill in Person's Personal Info

First Name: Last Name:

Gender: Birthdate:

Email: Mobile Phone:

2. Assign Their Role for Each Squad

Betts Test School - Varsity Dance: Betts Test School - Junior Varsity Dance:

Change Role to Athlete/Team Member on New Squad

Change Role to Choose Role on Old Squad

Update and/or Create Master Roster

Delete Someone from a Roster



- Click Edit next to the person's name
- Click on Remove

The screenshot shows the "Master Roster" interface. On the left, there are tabs for "Account Details", "Master Roster" (which is selected), and "Important Dates". The main area has two buttons: "Create New People" and "Upload People in Bulk". To the right of these buttons are filters: "Filter By: Show All" and "Group By: Squad". Below this, there are two roster tables. The first table is titled "Betts Test School - Junior Varsity Dance" and has columns for Name, Gender, Birthdate, Role, and Actions. It lists 10 members. The second table is titled "Betts Test School - Varsity Dance" and has the same columns, listing 7 members. In the first table, the "Actions" column for the first member, "Alice Wonderland", has a dropdown menu open showing "Edit" and "Remove" options. A red arrow points to the "Remove" option.

Update and/or Create Master Roster

Add Someone to a Roster



- Click on Create New People

A screenshot of the myVarsity website's Master Roster page. The page has a blue header with the myVarsity logo, a dropdown menu for "BETTS TEST SCHOOL", and a user profile for "HELLO KIM". Below the header is a navigation bar with links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area is titled "MASTER ROSTER" and features a sidebar on the left with links for User, Personal Information, Account Details, Master Roster, and Important Dates. The Master Roster section has two buttons: "Create New People" (highlighted with a red circle) and "Upload People in Bulk". Below these buttons is a table titled "Betts Test School - Junior Varsity Dance" with columns for Name, Gender, Birthdate, Role, and Actions. The table lists 10 members, including Alice Wonderland, Anastasia Tremaine, Berioz Bonfamille, Cheshire Cat, Drizella Tremaine, Duchess Bonfamille, Kim Betts, Lady Tremaine, Marie Bonfamille, and Queen of Hearts.

myVarsity

BETTS TEST SCHOOL HELLO KIM

HOME FASHION CAMP COMPETITION RESOURCES CONTACT US

Master Roster

Create New People Upload People in Bulk

Filter By: Show All Group By: Squad

Betts Test School - Junior Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anastasia Tremaine	Female	10/04/2012	Athlete/Team Member	
3. Berioz Bonfamille	Male	10/04/2012	Athlete/Team Member	
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	
7. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	
8. Lady Tremaine	Female	10/04/2012	Athlete/Team Member	
9. Marie Bonfamille	Female	10/04/2012	Athlete/Team Member	
10. Queen of Hearts	Female	10/04/2012	Athlete/Team Member	

Update and/or Create Master Roster

Add Someone to a Roster



- Click on Create New People
 1. Input First Name
 2. Input Last Name
 3. Input Gender
 4. Input Birthdate
 5. Assign Role on Appropriate Squad
 - Select Athlete/Team Member under correct Team

A screenshot of the "MASTER ROSTER" web application interface. The interface includes a sidebar menu with "User", "Personal Information", "Account Details", "Master Roster", and "Important Dates". The main content area has a "MASTER ROSTER" header, buttons for "Create New People" and "Upload People in Bulk", and filters for "Filter By: Show All" and "Group By: Squad". Below these is a "Create New People" section with buttons "Save and Add Another Person", "Save and Finish", and "Finish". The form is divided into two parts: "1. Fill in Person's Personal Info" and "2. Assign Their Role for Each Squad". Red numbered circles (1-5) highlight the input fields for First Name, Last Name, Gender, Birthdate, and the "Choose Role" dropdown, respectively. The "Choose Role" dropdown is currently set to "Athlete/Team Member". At the bottom, a table titled "Betts Test School - Junior Varsity Dance" lists three members: Alice Wonderland, Anatasia Tremaine, and Berlioz Bonfamille, all with roles of "Athlete/Team Member".

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anatasia Tremaine	Female	10/04/2012	Athlete/Team Member	
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	

Update and/or Create Master Roster

Add Someone to a Roster



- If you need to add someone else - Click on Save and Add Another Person
- If you do not need to add someone else, Click on Save and Finish

A screenshot of the "MASTER ROSTER" web application interface. The interface includes a sidebar with navigation links: "User", "Personal Information", "Account Details", "Master Roster" (highlighted), and "Important Dates". The main content area is titled "MASTER ROSTER" and contains two buttons: "Create New People" and "Upload People in Bulk". Below these buttons, there are two more buttons: "Save and Add Another Person" and "Save and Finish", both of which are circled in red. To the right of these buttons are two dropdown menus: "Filter By: Show All" and "Group By: Squad". Below the buttons, there is a section titled "1. Fill in Person's Personal Info" with input fields for "First Name" (containing "Princess"), "Last Name" (containing "Eilonwy"), "Gender" (a dropdown menu set to "Female"), "Birthdate" (containing "Oct 4, 2012"), "Email", and "Mobile Phone". Below this section is another section titled "2. Assign Their Role for Each Squad" with two dropdown menus: "Betts Test School - Varsity Dance" (set to "Choose Role") and "Betts Test School - Junior Varsity Dance" (set to "Athlete/Team Member"). At the bottom of the interface, there is a table titled "Betts Test School - Junior Varsity Dance" with columns for "Name", "Gender", "Birthdate", "Role", and "Actions". The table contains three rows of data: 1. Alice Wonderland (Female, 10/04/2012, Athlete/Team Member), 2. Anastasia Tremaine (Female, 10/04/2012, Athlete/Team Member), and 3. Berlioz Bonfamille (Male, 10/04/2012, Athlete/Team Member). Each row has a dropdown arrow in the "Actions" column.

Update and/or Create Master Roster

Add Entire Roster in Bulk



- Click on Upload People in Bulk

A screenshot of the myVarsity web application interface. The top navigation bar is blue with the myVarsity logo on the left and user information "BETTS TEST SCHOOL" and "HELLO KIM" on the right. Below this is a white navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area has a left sidebar with a "User" section containing links for "Personal Information", "Account Details", "Master Roster" (which is highlighted), and "Important Dates". The main content area is titled "MASTER ROSTER" and contains two buttons: "Create New People" and "Upload People in Bulk" (which is circled in red). To the right of these buttons are two dropdown menus: "Filter By: Show All" and "Group By: Squad". Below the buttons is a table titled "Betts Test School - Junior Varsity Dance". The table has columns for Name, Gender, Birthdate, Role, and Actions. It lists 11 members, including Alice Wonderland, Anastasia Tremaine, Berlioz Bonfamille, Cheshire Cat, Drizella Tremaine, Duchess Bonfamille, Kim Betts, Lady Tremaine, Marie Bonfamille, Princess Eilonwy, and Queen of Hearts. Each row has a dropdown arrow in the Actions column.

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	▼
2. Anastasia Tremaine	Female	10/04/2012	Athlete/Team Member	▼
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	▼
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	▼
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	▼
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	▼
7. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	▼
8. Lady Tremaine	Female	10/04/2012	Athlete/Team Member	▼
9. Marie Bonfamille	Female	10/04/2012	Athlete/Team Member	▼
10. Princess Eilonwy	Female	10/04/2012	Athlete/Team Member	▼
11. Queen of Hearts	Female	10/04/2012	Athlete/Team Member	▼

Update and/or Create Master Roster

Add Entire Roster in Bulk



- Click on Download Template
- Fill in Template exactly as show in example (first row of template)
- Save Template as a .csv (comma separated values) file

The screenshot shows the 'MASTER ROSTER' page. On the left, a sidebar contains links: 'User', 'Personal Information', 'Account Details', 'Master Roster' (highlighted), and 'Important Dates'. The main area has buttons for 'Create New People' and 'Upload People in Bulk'. Below these are filters for 'Filter By: Show All' and 'Group By: Squad'. The 'Upload People in Bulk' section includes a 'Download Template' link circled in red. Below this is a table with columns: First Name*, Last Name*, Gender* (Female / Male), Birthdate* (5/02/2010), Role* (Athlete/Team Member), Mobile Number (901 555-1212), and Email Address (jdoe@test.com). The table contains three rows of example data. A red callout bubble points to the first row with the text 'Fill Out Template Exactly as Shown in the First Row'. Below the table, there are instructions to add team members, required fields, and a 'Save file as a .csv' option. At the bottom, there are checkboxes for 'Betts Test School - Varsity Dance' and 'Betts Test School - Junior Varsity Dance', and buttons for 'Choose File', 'Upload', and 'Cancel'. A table at the bottom shows the current roster for 'Betts Test School - Junior Varsity Dance' with columns: Name, Gender, Birthdate, Role, and Actions.

First Name*	Last Name*	Gender* (Female / Male)	Birthdate* (5/02/2010)	Role* (Athlete/Team Member)	Mobile Number (901 555-1212)	Email Address (jdoe@test.com)
Allison	Brown	Female	1/1/1990	Coach/Sponsor/Advisor	(123) 123-1234	allison.brown@test.com
John	Smith	Male	3/15/1996	Athlete/Team Member	(111) 222-3333	john.smith@test.com
Andrew	Meyers	Male	6/15/1995	Athlete/Team Member	(222) 333-4444	andrew.meyers@test.com

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anastasia Tremaine	Female	10/04/2012	Athlete/Team Member	

Update and/or Create Master Roster

Add Entire Roster in Bulk



1. Select Squad to Assign Team Members
2. Click on Choose File and choose .csv you saved
3. Click on Upload

User

- Personal Information
- Account Details
- Master Roster**
- Important Dates

MASTER ROSTER

Create New People Upload People in Bulk

Filter By: Show All Group By: Squad

Upload People in Bulk

You can upload your roster or add people to your current roster by using our spreadsheet template. [\(Need Help?\)](#)

[Download Template](#)

If desired, feel free to widen the columns but do not change the column headers otherwise the spreadsheet will not upload.

	A	B	C	D	E	F	G
	First Name* (Jane)	Last Name* (Doe)	Gender* (Female / Male)	Birthdate* (5/02/2010)	Role* (Athlete/Team Member)	Mobile Number (901.555-1212)	Email Address (jdoe@test.com)
1							
2	Allison	Brown	Female	1/1/1990	Coach/Sponsor/Advisor	(123) 123-1234	allison.brown@test.com
3	John	Smith	Male	3/15/1996	Athlete/Team Member	(111) 222-3333	john.smith@test.com
4	Andrew	Meyers	Male	6/15/1995	Athlete/Team Member	(222) 333-4444	andrew.meyers@test.com
5							
6							

Add your team members according to the example above. Required fields: First Name, Last Name, Gender, Birthdate, Role

Save file as a .csv (comma separated values)

Select squad to assign these team members to:

☒ Betts Test School - Varsity Dance

☐ Betts Test School - Junior Varsity Dance

Choose File

Betts Test Varsity Squad.csv

Upload

Cancel

Betts Test School - Junior Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	<div></div>
2. Anatasia Tremaine	Female	10/04/2012	Athlete/Team Member	<div></div>

Update and/or Create Master Roster



- Go back through each roster and ensure they are correct

User

Personal Information

Account Details

Master Roster

Important Dates

MASTER ROSTER

Create New People

Upload People in Bulk

Filter By: Show All

Group By: Squad

Betts Test School - Junior Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Alice Wonderland	Female	10/04/2012	Athlete/Team Member	
2. Anatasia Tremaine	Female	10/04/2012	Athlete/Team Member	
3. Berlioz Bonfamille	Male	10/04/2012	Athlete/Team Member	
4. Cheshire Cat	Female	10/04/2012	Athlete/Team Member	
5. Drizella Tremaine	Female	10/04/2012	Athlete/Team Member	
6. Duchess Bonfamille	Female	10/04/2012	Athlete/Team Member	
7. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	
8. Lady Tremaine	Female	10/04/2012	Athlete/Team Member	
9. Marie Bonfamille	Female	10/04/2012	Athlete/Team Member	
10. Princess Eilonwy	Female	10/04/2012	Athlete/Team Member	
11. Queen of Hearts	Female	10/04/2012	Athlete/Team Member	

Betts Test School - Varsity Dance

Name	Gender	Birthdate	Role	Actions
1. Blue Fairy	Female	01/01/2000	Athlete/Team Member	
2. Kim Betts	Female	04/02/2015	Coach/Sponsor/Advisor	
3. Mary Darling	Female	01/01/2000	Athlete/Team Member	

Start the Nationals Registration Process

INPUT NATIONALS REGISTRATION

Preparing to Register



- Ensure you have the names of all participant and coaches.
- Please have all divisions in which each team is competing.
- If booking hotel rooms through the USA, please have name of all individuals staying in hotel rooms including family members, administration, etc.
- Go to usa.varsity.com.
- Click on Competitions and then the appropriate Nationals event
- Download the Supplemental Registration Packet (SRP) – this document has important event information, deadlines, and registration form.
- Click on Registration Link

INPUT NATIONALS REGISTRATION

Start Registration



- Log in using your myVarsity.com credentials
- Input User Name and Password
- Click on Log In

A screenshot of the myVarsity login page. The page has a blue header with the myVarsity logo on the left and a 'Login' button on the right. Below the header, there are links for 'CAMP SEARCH' and 'COMPETITION SEARCH'. The main content area is white and contains a login form. The form has a title 'Log into your myVarsity account' and two input fields: 'Username/Email' with the value 'kbetts@varsity.com' and 'Password' with masked characters. Below the fields is a blue 'Log In' button. At the bottom of the form, there is a link for 'Forgot password?' and a paragraph of text: 'Don't have an account? Click Here to contact your Varsity Rep, State Director, or Advisor who will assign you login information right away!'. The footer of the page is dark blue and contains copyright information and links for 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

INPUT NATIONALS REGISTRATION

Before you Begin



- Make sure you are registering for the correct event.
- Review and Update Personal Information.
- Ensure we have your correct email and phone numbers.
- All event information will be sent via email so ensure we have an email address that you can access.

A screenshot of the USA United Spirit Association registration form. The form is titled "Registration Steps" and includes a sidebar with steps: 1. Before You Begin, 2. Terms & Conditions, 3. Team(s), 4. Event Roster, 5. Select Package, 6. Attendee List, 7. Add-Ons, and 8. Review & Submit. The "Before You Begin" step is selected. The form displays event details for "High School Dance Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "03/18/2020" to "03/24/2020". Below this, there are sections for "Personal Information" and "Account Details". The "Personal Information" section includes fields for Name, Gender, Birthdate, Username, Email, Secondary Email, Phone, Billing Address, and Shipping Address. The "Account Details" section includes fields for Account Name, Customer No, Billing Address, and Shipping Address. Red circles highlight the "Event Location" table, the "Email" field, the "Phone" field, and the "Billing Address" field.

INPUT NATIONALS REGISTRATION

Before you Begin

- If you need to change anything, click on Edit
- Make changes and click Update
- Once all information is correct, click on Step 1: Terms and Conditions



The screenshot shows a registration form with a sidebar on the left containing steps 3 through 7: Event Roster, Select Package, Attendee List, Add-Ons, and Review & Submit. The main content area is divided into two sections: "Personal Information" and "Account Details".

Personal Information

Name Kim Betts	Phone Work: (901) 692-4289 Mobile: (562) 240-2030 Home:
Gender Female	Billing Address 6065 Cedar Grove Arlington, TN 38002 US
Birthdate 04/02/2015	Shipping Address 6065 Cedar Grove Arlington, TN 38002 US
Username kbetts@varsity.com	
Email kbetts@varsity.com	
Secondary Email	

[Edit >](#) If you need to make changes, click on Edit

Account Details

Account Name Betts Test School	Customer No 34958557
Billing Address 5770 Warland Drive Cypress, CA 90630 US	Shipping Address 5770 Warland Drive Cypress, CA 90630 US

3. You can return to any completed step throughout the registration process. Simply select the desired tab on the left.
4. You must click "Submit Registration" to finalize and complete the registration process.
5. You can review previously submitted registrations by clicking on "My Competition Registrations".

[Step 1: Terms & Conditions](#)

Once all information is correct, click on Step 1

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INPUT NATIONALS REGISTRATION

Step 1 – Terms and Conditions



- Read through the event Terms and Conditions
- The Terms and Conditions include deadlines, payment information, cancellation policies, etc.
- Click on the box next to “I agree with the Terms & Conditions of this event
- Click on Step 2: Team(s)

A screenshot of the USA United Spirit Association registration portal. On the left is a vertical sidebar with seven steps: 1. Terms & Conditions (highlighted in blue), 2. Team(s), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 1: Terms & Conditions' and contains several sections: 'Payments' (stating a \$234 per room deposit is due by November 30, 2019, and a \$100 per person competition registration deposit is due by February 14, 2020), 'Hotel Accommodations' (stating a first-come, first-served basis for hotel rooms), 'Changes' (stating no refunds for changes after February 7, 2020), 'Cancellations' (stating no refunds for cancellations after February 7, 2020), and 'Refunds' (stating automatic refunds upon event completion). At the bottom, there is a checkbox labeled 'I agree with the Terms & Conditions of this event' which is checked and circled in red. A red arrow points down to a blue button labeled 'Step 2: Team(s)'.

INPUT NATIONALS REGISTRATION

Step 2 – Teams



- Register all teams at the same time
- Click on Add Team
- Select the first team you are registering

The screenshot shows the myVarsity registration interface. At the top, there's a blue header with the myVarsity logo, "BETTS TEST SCHOOL", and a user profile "HELLO KIM". Below the header is a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area is titled "Registration Steps" and includes a sidebar with steps 1 through 7. Step 2, "Team(s)", is currently selected. The main content area for Step 2 includes a table for event details and a section for adding teams.

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 2: Team(s)
Select your team(s) from the menu below, then click "Assign Division." Please list 3 coaches that are associated to your team. If you are competing in more than one division, click "Assign Division" to add another team and division details. Click "Save" when all team(s) and division details are complete.

Add Team

--- Select ---
--- Select ---
Betts Test School - Varsity Dance
Betts Test School - Junior Varsity Dance

Step 3: Event Roster

If there is a team that you are registering that is not showing up here, please contact the USA office.

INPUT NATIONALS REGISTRATION

Step 2 – Teams

- Click on +Add Team to enter the Division(s) in which this team will be competing



The screenshot shows the myVarsity registration interface. At the top, there's a blue header with the myVarsity logo, the school name "BETTS TEST SCHOOL", and a user profile "HELLO KIM". Below the header is a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area is titled "Registration Steps" and lists seven steps: 1. Before You Begin, 2. Team(s), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. Step 2, "Team(s)", is currently selected. It contains a table with event details: Event Location (High School Dance Nationals, Anaheim Convention Center), City (Anaheim), State (CA), Start Date (03/20/2020), and End Date (03/21/2020). Below the table, there's a section for "Step 2: Team(s)" with instructions. A dropdown menu shows "Betts Test School - Varsity Dance" as the selected team. A red arrow points to this dropdown with the word "Team". Below the dropdown, a message states "No divisions have been added for Betts Test School - Varsity Dance." At the bottom, there's a "+ Add Team" button, a red arrow pointing to it with the text "Click Here to Add Division", and "Cancel" and "Save" buttons. A "Step 3: Event Roster" button is also visible.

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 2: Team(s)
Select your team(s) from the menu below, then click "Assign Division." Please list 3 coaches that are associated to your team. If you are competing in more than one division, click "Assign Division" to add another team and division details. Click "Save" when all team(s) and division details are complete.

Betts Test School - Varsity Dance

No divisions have been added for Betts Test School - Varsity Dance.

+ Add Team Click Here to Add Division Cancel Save

Step 3: Event Roster

INPUT NATIONALS REGISTRATION

Step 2 – Teams



1. Fill in Team Name – School Name
 2. Click on arrow next to Division and select division
 3. Fill in School's City
 4. Click on arrow next to Coach and select at least one coach
- Click on Save
 - If team is competing in another division, click on +Add Team and follow process until all divisions for this team have been selected

The screenshot shows the registration interface for the USA United Spirit Association. The top navigation bar includes links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The left sidebar lists the registration steps: Before You Begin, 1 Terms & Conditions, 2 Team(s) (highlighted), 3 Event Roster, 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit.

The main content area displays the event details for the High School Dance Nationals at the Anaheim Convention Center, held from 03/20/2020 to 03/21/2020 in Anaheim, CA. Below this, the "Step 2: Team(s)" section prompts the user to select a team and assign a division. The example team shown is "Betts Test School - Varsity Dance".

The form fields for the team are:

- Team Name *: Betts High School (indicated by a red circle 1)
- Division *: Dance Varsity - Small (indicated by a red circle 2 and a red arrow pointing to the dropdown arrow)
- City *: Cypress (indicated by a red circle 3)
- Coach *: Kim Betts (indicated by a red circle 4 and a red arrow pointing to the dropdown arrow)

At the bottom of the form, there is a "+ Add Team" button, a "Cancel" button, and a "Save" button (circled in red). A "Step 3: Event Roster" button is also visible at the bottom right.

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INPUT NATIONALS REGISTRATION

Step 2 – Teams

- If registering more than one team – select the next team under Add Team
- Repeat process until all teams and their divisions have been added
- Click on Step 3: Event Roster



The screenshot shows the registration interface for Step 2: Team(s). On the left is a "Registration Steps" sidebar with 7 steps: 1. Terms & Conditions, 2. Team(s) (highlighted), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area shows event details for "High School Dance Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "03/20/2020" to "03/21/2020". Below this, a green bar indicates "Information saved". The "Team" section lists "Betts Test School - Varsity Dance" with a red arrow pointing to it and a label "Team Already Registered with Divisions". The "Add Team" section has a dropdown menu with "Betts Test School - Junior Varsity Dance" selected, with a red arrow pointing to it and a label "Additional team to add divisions". A "Step 3: Event Roster" button is at the bottom right. The footer contains copyright information for Varsity Brands, Inc. and links for Terms of Use, Privacy Policy, and Contact Us.

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 2: Team(s)
Select your team(s) from the menu below, then click "Assign Division." Please list 3 coaches that are associated to your team. If you are competing in more than one division, click "Assign Division" to add another team and division details. Click "Save" when all team(s) and division details are complete.

✓ Information saved

Team
Betts Test School - Varsity Dance

Add Team
--- Select ---
--- Select ---
Betts Test School - Junior Varsity Dance

Step 3: Event Roster

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- The event roster is **everyone** who is attending the event as part of the team registration.
- Select the first team from the pull down menu
- Click on Continue

The screenshot shows the myVarsity registration interface. At the top, there's a blue header with the myVarsity logo, the school name "BETTS TEST SCHOOL", and a user profile "HELLO KIM". Below the header is a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area is titled "Registration Steps" and lists seven steps: 1. Before You Begin, 2. Team(s), 3. Event Roster (highlighted), 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The "Event Roster" step is active, showing a table with event details: Event Location (High School Dance Nationals, Anaheim Convention Center), City (Anaheim), State (CA), Start Date (03/20/2020), and End Date (03/21/2020). Below the table, the "Step 3: Event Roster" instructions are displayed. A red arrow points to a dropdown menu labeled "Team" which contains two options: "Betts Test School - Varsity Dance" and "Betts Test School - Junior Varsity Dance". A red button labeled "Step 4: Select Package" is visible at the bottom right.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Add all participants and coaches on this team that are attending Nationals.
- Click on Add People

The screenshot shows the registration interface for the USA United Spirit Association. The top navigation bar includes links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The left sidebar lists the registration steps: Before You Begin, 1 Terms & Conditions, 2 Team(s), 3 Event Roster (highlighted), 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit.

The main content area is titled "Step 3: Event Roster" and contains the following instructions:

1. If your team is not already listed below, select a team from the dropdown menu.
2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.
3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.
4. Indicate if any Athlete/Team Member(s) are Alternates.

Below the instructions, there is a table for the event roster. The table has columns for Event Location, City, State, Start Date, and End Date. The event location is "High School Dance Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "03/20/2020" to "03/21/2020".

Below the table, there is a section for "Betts Test School - Varsity Dance". It includes a search bar, a "Filter Roles" dropdown, and an "Assign Divisions" button. A red arrow points to the "Assign Divisions" button with the text "Current Team You Are Assigning Attendees".

Below the search bar, there is a table with columns for Name, Gender, Role, and Division. A message states: "You have not yet added any members to this team. Use the 'Add People' button below to add team members."

At the bottom, there is an "Add People" dropdown button (circled in red) and a "Remove Selected" button. There are also "Cancel" and "Save" buttons.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Everyone on the Master Roster will populate
- Click on the box next to each individual that is attending or click the box next to name to select everyone
- Click on Continue

The screenshot displays the registration interface for the USA United Spirit Association. The main navigation bar includes links for HOME, FASHION, and CONTACT US. The left sidebar shows the 'Registration Steps' with the following items: Before You Begin, 1 Terms & Conditions, 3 Event Roster (highlighted), 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit. The main content area is titled 'Step 3: Event Roster' and shows a table with columns for Name, Gender, Role, and Division. A modal window titled 'Add People' is open, allowing users to select individuals from a list or select everyone. The modal includes a table with the following data:

Name	Role
Blue Fairy	Athlete/Team Member
Kim Betts	Coach/Sponsor/Advisor
Mary Darling	Athlete/Team Member
Nana Darling	Athlete/Team Member
Peter Pan	Athlete/Team Member
Tiger Lily	Athlete/Team Member

The modal also includes a '+ Individuals' button and 'Cancel' and 'Continue' buttons. A red callout box points to the 'Add People' button in the main interface, stating 'Click Individual Boxes to Add Only Certain Individuals'. Another red callout box points to the 'Click Here to Select Everyone' button in the modal, stating 'Click Here to Select Everyone'. The main interface also features a '+ Assign Divisions' button and a 'Save' button.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Everyone will populate onto the Event Roster for that team

The screenshot shows the registration interface for Step 3: Event Roster. On the left is a vertical sidebar with seven steps: 2 Team(s), 3 Event Roster (highlighted), 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit. The main content area contains instructions for creating the event roster, a table of team members, and buttons for adding, removing, and saving people.

1. If your team is not already listed below, select a team from the dropdown menu.

2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.

3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.

4. Indicate if any Athlete/Team Member(s) are Alternates.

Betts Test School - Varsity Dance

<input type="checkbox"/>	Name	Gender	Role	Division
<input type="checkbox"/>	Blue Fairy	Female	Athlete/Team Member	
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	
<input type="checkbox"/>	Mary Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Nana Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member	
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member	
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member	
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member	

Step 4: Select Package

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- To add administration and family members for hotel rooms (optional).
- Click on Add People

The screenshot shows the registration interface for Step 3: Event Roster. On the left is a vertical sidebar with steps 2 through 7. Step 3, "Event Roster", is highlighted in blue. The main content area contains instructions for adding people to the roster. Below the instructions is a table for "Betts Test School - Varsity Dance" with columns for Name, Gender, Role, and Division. The table lists several individuals, including Blue Fairy, Kim Betts, Mary Darling, Nana Darling, Peter Pan, Tiger Lily, Tinker Belle, and Wendy Darling. At the bottom of the table, there are buttons for "Add People" (circled in red), "Remove Selected", "Cancel", and "Save". A "Step 4: Select Package" button is located at the bottom right of the main content area.

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

1. If your team is not already listed below, select a team from the dropdown menu.

2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.

3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "+ Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.

4. Indicate if any Athlete/Team Member(s) are Alternates.

Betts Test School - Varsity Dance

	Name	Gender	Role	Division
<input type="checkbox"/>	Blue Fairy	Female	Athlete/Team Member	
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	
<input type="checkbox"/>	Mary Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Nana Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member	
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member	
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member	
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member	

Step 4: Select Package

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Click on +Individuals

A screenshot of the USA United Spirit Association registration interface. The interface is divided into a sidebar on the left with steps 2 through 7, and a main content area. Step 3, 'Event Roster', is highlighted. A modal window titled 'Add People' is open in the center. The modal contains instructions on how to add individuals and a table with columns for 'Name' and 'Role'. A red circle highlights the '+ Individuals' button in the modal. The table lists several individuals: Kim Betts (Coach/Sponsor/Advisor), Mary Darling (Athlete/Team Member), Nana Darling (Athlete/Team Member), Peter Pan (Athlete/Team Member), Tiger Lily (Athlete/Team Member), Tinker Belle (Athlete/Team Member), and Wendy Darling (Athlete/Team Member). At the bottom of the modal are 'Cancel' and 'Save' buttons. The background interface shows a list of individuals with checkboxes and buttons for 'Add People' and 'Remove Selected'.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster

- Select Appropriate Role



1. If your team is not already listed below, select a team from the dropdown menu.

2 Team(s)

3 Event Roster

4 Select People

5 Attendance

6 Add-Ons

7 Review & Submit

Create New People

Betts Test School - Varsity Dance

New Person's Role

Select A Role

Select A Role

Administrator/Principal

Athlete/Team Member

Athletic Director

Band Director

Board Member

Bookkeeper

Booster Club

Bus Driver

Chaperone

Child

Coach/Sponsor/Advisor

Family

Gym Owner

Infant

Interim

Mascot

Organization Director

Skills/Assistant Coach

Spirit Coordinator

Do Not Save

Finish & Create People

	Female	Athlete/Team Member	
	Female	Coach/Sponsor/Advisor	
	Female	Athlete/Team Member	
	Female	Athlete/Team Member	
	Male	Athlete/Team Member	
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member

Add People

Remove Selected

Cancel

Save

Step 4: Select Package

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



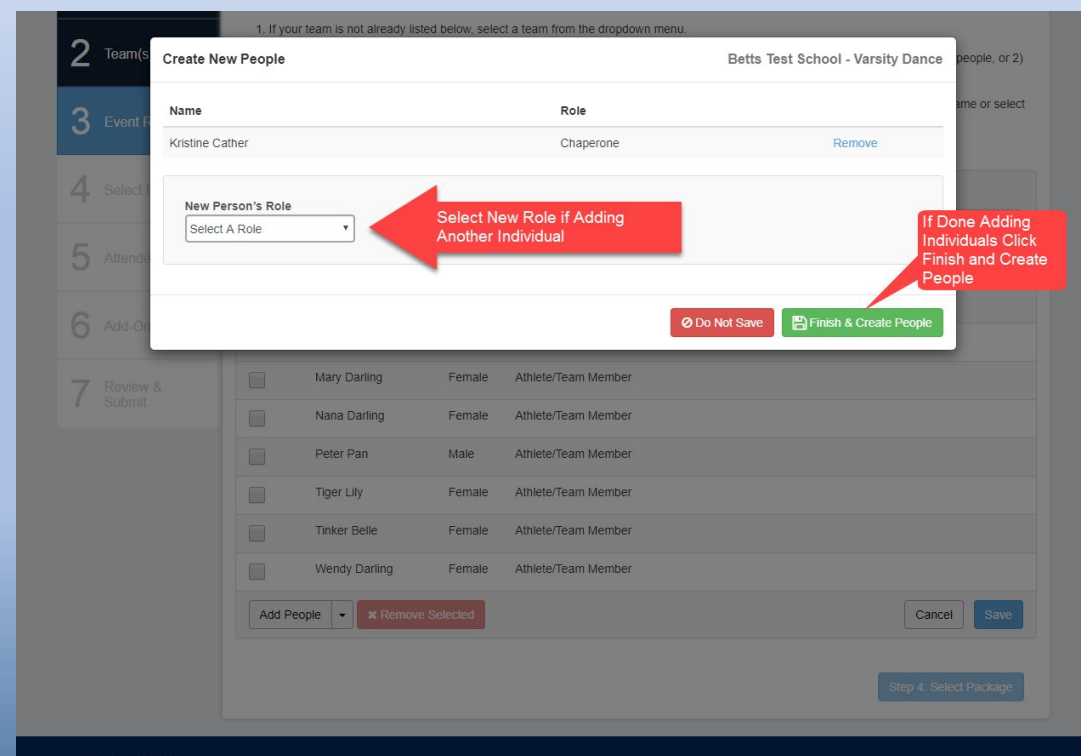
1. Input First Name
2. Input Last Name
3. Input Gender
4. Click on Add

A screenshot of the USA United Spirit Association registration interface. A modal window titled "Create New People" is open, showing a form for adding a new person. The form has fields for "First Name *", "Last Name *", "Gender *", "Birthdate", "Email", and "Mobile Phone". The "First Name" field contains "Kristine", the "Last Name" field contains "Cather", and the "Gender" dropdown is set to "Female". There are "Add" and "Cancel" buttons below the form. At the bottom of the modal, there are "Do Not Save" and "Finish & Create People" buttons. In the background, a table lists existing people with checkboxes, names, genders, and roles. The table has columns for checkboxes, names, genders, and roles. The names listed are Kim Betts, Mary Darling, Nana Darling, Peter Pan, Tiger Lily, Tinker Belle, and Wendy Darling. The roles are Coach/Sponsor/Advisor and Athlete/Team Member. At the bottom of the table, there are "Add People" and "Remove Selected" buttons. The background also shows a sidebar with steps 1 through 7, and a "Step 4: Select Package" button at the bottom right.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster

- Follow the previous steps to add all additional individuals
- When done click on Finish and Create People



1. If your team is not already listed below, select a team from the dropdown menu.

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee Information

6 Add-Ons

7 Review & Submit

Create New People Betts Test School - Varsity Dance

Name	Role
Kristine Cather	Chaperone

[Remove](#)

New Person's Role
Select A Role

Select New Role if Adding Another Individual

If Done Adding Individuals Click Finish and Create People

[Do Not Save](#) [Finish & Create People](#)

☐ Mary Darling Female Athlete/Team Member

☐ Nana Darling Female Athlete/Team Member

☐ Peter Pan Male Athlete/Team Member

☐ Tiger Lily Female Athlete/Team Member

☐ Tinker Belle Female Athlete/Team Member

☐ Wendy Darling Female Athlete/Team Member

[Add People](#) [Remove Selected](#) [Cancel](#) [Save](#)

Step 4: Select Package

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Check Event Roster
- If you need to remove someone, click the box next to their name and click on Remove Selected.
- If you need to add someone, follow the previous steps to add.
- **Please only put each coach on one Event Roster even if they coach more than one team.**
- **All coaches/advisors attending the event must appear on one Event Roster.**

The screenshot shows the registration interface for Step 3: Event Roster. On the left is a vertical sidebar with seven steps: 2 Team(s), 3 Event Roster (highlighted), 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit. The main content area displays instructions for creating an event roster. Below the instructions is a form for "Betts Test School - Varsity Dance" with a search bar, a "Filter Roles" dropdown, and an "+ Assign Divisions" button. A table lists team members with checkboxes for selection. At the bottom are buttons for "Add People", "Remove Selected", "Cancel", and "Save". A "Step 4: Select Package" button is at the bottom right.

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

1. If your team is not already listed below, select a team from the dropdown menu.

2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.

3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "+ Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.

4. Indicate if any Athlete/Team Member(s) are Alternates.

Betts Test School - Varsity Dance

<input type="checkbox"/>	Name	Gender	Role	Division
<input type="checkbox"/>	Blue Fairy	Female	Athlete/Team Member	
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	
<input type="checkbox"/>	Kristine Cather	Female	Chaperone	
<input type="checkbox"/>	Mary Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Nana Darling	Female	Athlete/Team Member	
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member	
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member	
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member	
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member	

Step 4: Select Package

INPUT NATIONALS REGISTRATION

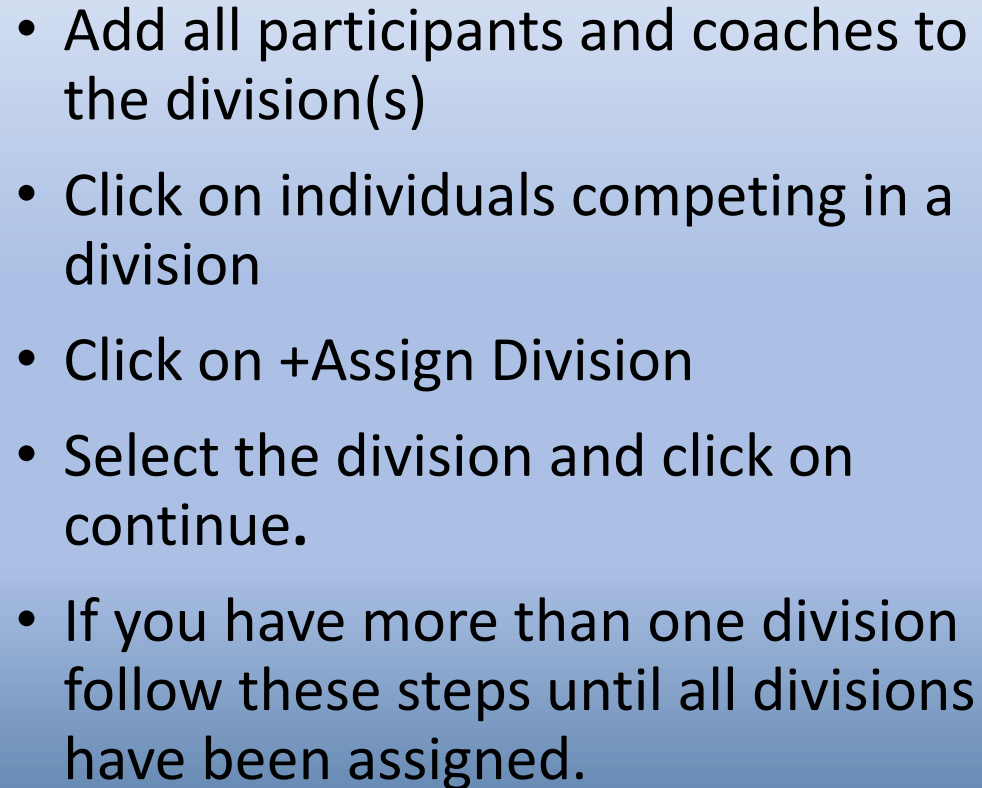
Step 3 – Event Roster



- Add all participants and coaches to the division(s)
- Click on individuals competing in a division
- Click on +Assign Division
- Select the division and click on continue.
- If you have more than one division follow these steps until all divisions have been assigned.

The screenshot shows the registration interface for Step 3: Event Roster. On the left is a vertical sidebar with seven steps: 2 Team(s), 3 Event Roster (highlighted), 4 Select Package, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit. The main content area has four numbered instructions: 1. If your team is not already listed below, select a team from the dropdown menu. 2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster. 3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "+Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete. 4. Indicate if any Athlete/Team Member(s) are Alternates. Below the instructions is a section titled "Betts Test School - Varsity Dance". It contains a search bar, a "Filter Roles" dropdown, and a "+Assign Divisions" button circled in red. Below this is a table with columns: Name, Gender, Role, and Division. The table lists several individuals, some with checkboxes in the first column. At the bottom of the table are buttons for "Add People", "Remove Selected", "Cancel", and "Save". A "Step 4: Select Package" button is located at the bottom right of the interface.

Step 3 – Event Roster



INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



Alternates

- An alternate is someone attending the event but not competing at all.
- If someone is competing in one division, they would not be considered an alternate in another division.
- An alternate is someone not competing at all but wants to attend the event with the team.
- If someone is competing and they are inputted as an alternate in another division, you will be charged twice.

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- If you have any Alternates, click on Alternate next to their name
- When done assigning divisions, press Save.
- If there are any errors, you will receive an error message.
- Follow these steps to create Event Rosters and assign divisions for all teams you are registering.
- Click on Step 5: Attendee List

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

1. If your team is not already listed below, select a team from the dropdown menu.

2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.

3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "+ Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.

4. Indicate if any Athlete/Team Member(s) are Alternates.

Betts Test School - Varsity Dance

<input type="checkbox"/>	Name	Gender	Role	<input type="checkbox"/> Alternate	Division
<input type="checkbox"/>	Blue Fairy	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor		
<input type="checkbox"/>	Kristine Cather	Female	Chaperone		
<input type="checkbox"/>	Mary Darling	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Nana Darling	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member	<input type="checkbox"/>	<input checked="" type="checkbox"/> Betts High School - Dance Varsity - Small

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- When you see this Notice click on Continue

A screenshot of the USA United Spirit Association registration interface. On the left is a vertical sidebar with steps 2 through 7: Team(s), Event Roster (highlighted), Select Package, Attendee List, Add-Ons, and Review & Submit. The main area shows a registration form for "Betts Test School - Varsity Dance". A white modal box with the title "Notice" is centered on the screen, containing the text: "Some of the coaches on your registration have not been assigned to a division." Below the text are "Cancel" and "Continue" buttons. The background form includes a search bar, a "Filter Roles" dropdown, and an "Assign Divisions" button. Below these is a table with columns for Name, Gender, Role, and Division. The table lists several individuals, including Blue Fairy, Kim Betts, Kristine Cather, Mary Darling, Nana Darling, Peter Pan, Tiger Lily, Tinker Belle, and Wendy Darling, each with a checkbox for "Alternate" and a red "X" indicating an issue with their division assignment. At the bottom of the form are buttons for "Add People", "Remove Selected", "Cancel", and "Save".

Name	Gender	Role	Division
Blue Fairy	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Kim Betts	Female	Coach/Sponsor/Advisor	
Kristine Cather	Female	Chaperone	
Mary Darling	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Nana Darling	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Peter Pan	Male	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Tiger Lily	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Tinker Belle	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small
Wendy Darling	Female	Athlete/Team Member	Alternate <input type="checkbox"/> Betts High School - Dance Varsity - Small

INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- The System will show if you have any teams that still need division assignment and will not let you move forward.
- Click on Continue
- Follow the previous steps to create Event Rosters and assign divisions for all teams you are registering.

A screenshot of the USA United Spirit Association registration system. The interface is divided into a left sidebar with a vertical list of steps: "Before You Begin", "1 Terms & Conditions", "2 Team(s)", "3 Event Roster" (highlighted in blue), "4 Select Package", "5 Attendee List", "6 Add-Ons", and "7 Review & Submit". The main content area is titled "Step 3: Event Roster" and contains four numbered instructions. Below the instructions is a green bar with a checkmark and the text "Changes saved.". Under the "Squad" section, it says "Betts Test School - Varsity Dance" with an "Edit" link. Under the "Team" section, there is a dropdown menu showing "Betts Test School - Junior Varsity Dance". A red arrow points to this dropdown with the text "Team That Still Needs to be Assigned Division(s)". At the bottom right of the main content area is a "Continue" button. At the bottom of the page, there is a footer with copyright information and links for "Terms of Use", "Privacy Policy", and "Contact Us".

Before You Begin

1 Terms & Conditions

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

usa High School Dance Nationals Anaheim Convention Center Anaheim CA 03/20/2020 03/21/2020

Step 3: Event Roster

1. If your team is not already listed below, select a team from the dropdown menu.
2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.
3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.
4. Indicate if any Athlete/Team Member(s) are Alternates.

✓ Changes saved.

Squad

Betts Test School - Varsity Dance [Edit](#)

Team

Betts Test School - Junior Varsity Dance

Team That Still Needs to be Assigned Division(s)

[Continue](#)

[Step 4: Select Package](#)

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INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- Event Roster and Division for second team
- **Please note that in the example, it is the same coach for both teams so the coach is only on one of the Event Roster.**
- Click on Save

4. Indicate if any Athlete/Team Member(s) are Alternates.

Betts Test School - Junior Varsity Dance

<input type="checkbox"/>	Name	Gender	Role	<input type="checkbox"/> Alternate	Division
<input type="checkbox"/>	Alice Wonderland	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Anatasia Tremaine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Berlioz Bonfamille	Male	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Cheshire Cat	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Drizella Tremaine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Duchess Bonfamille	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Lady Tremaine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Marie Bonfamille	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Princess Eilonwy	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity
<input type="checkbox"/>	Queen of Hearts	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	✖ Betts High School - Dance Junior Varsity

Step 4: Select Package


INPUT NATIONALS REGISTRATION

Step 3 – Event Roster



- All teams have been assigned division(s).
- Click on Step 4: Select Package

The screenshot shows the registration interface for the USA United Spirit Association. On the left is a vertical sidebar titled 'Registration Steps' with seven items: 'Before You Begin', '1 Terms & Conditions', '2 Team(s)', '3 Event Roster' (highlighted in blue), '4 Select Package', '5 Attendee List', and '6 Add-Ons'. The main content area is titled 'Step 3: Event Roster' and contains a table for event details, instructions, a confirmation message, and a list of squads.

Event Location	City	State	Start Date	End Date
 High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 3: Event Roster

1. If your team is not already listed below, select a team from the dropdown menu.
2. Click the "Add People" dropdown button. You may choose to either 1) select people from your Master Roster and/or add additional people, or 2) upload an Excel file (see template) of your Event Roster.
3. Once the Event Roster is created, assign each person to a division. You may search by name or filter by role, if desired. Select a name or select all, then click "Assign Divisions." If you have multiple divisions, repeat this step until all divisions are complete.
4. Indicate if any Athlete/Team Member(s) are Alternates.

✓ Changes saved.

Squad

Betts Test School - Varsity Dance	Edit
Betts Test School - Junior Varsity Dance	Edit

[Step 4: Select Package](#)

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INPUT NATIONALS REGISTRATION

Step 4 – Select Package



Packages

- There are two type of packages to select from
- Housing
 - For schools purchasing hotel rooms through the United Spirit Association
 - If you are purchasing hotel rooms on your own, **do not** select this package
- Commuting
 - For schools purchasing hotel rooms on their own or driving to the event every day.
- Schools can have attendees in both package types. If you have both, just select the Housing Package.

INPUT NATIONALS REGISTRATION

Step 4 – Select Package



- Select the squad

The screenshot shows the myVarsity registration interface. At the top, there's a blue header with the myVarsity logo, a user profile for "BETTS TEST SCHOOL" and "HELLO KIM", and a "Fashion Chat" button. Below the header is a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The main content area is titled "Registration Steps" and lists seven steps: 1. Before You Begin, 2. Terms & Conditions, 3. Team(s), 4. Select Package (highlighted), 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The "Select Package" step is active, showing a table with event details and a "Select a Squad" dropdown menu. The table has columns for Event Location, City, State, Start Date, and End Date. The event is "High School Dance Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "03/20/2020" to "03/21/2020". The "Select a Squad" dropdown is open, showing options: "- Select -", "- Select -", "Betts Test School - Junior Varsity Dance", and "Betts Test School - Varsity Dance". A "Step 5: Attendee List" button is visible at the bottom right of the form.

INPUT NATIONALS REGISTRATION

Step 4 – Select Package



- Select the Package
 - Housing – purchasing hotel rooms through the USA
 - Commuting – driving to the event each day or booking hotel rooms on your own

The screenshot shows the myVarsity registration interface. At the top, there's a blue header with the myVarsity logo, navigation links (HOME, FASHION, CAMP, COMPETITION, RESOURCES, CONTACT US), and a user profile for "HELLO KIM". Below the header, a "Registration Steps" sidebar on the left lists steps from 1 to 7, with "4 Select Package" highlighted. The main content area is titled "Step 4: Select Package" and includes instructions. It features a table for event details and a dropdown menu for selecting a package type.

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 4: Select Package

Select a Package. If you are registering for both Commuter and Housing Packages, select the "Housing Package" option. The "Commuter Package" option should only be selected if all individuals are commuters.

Then, select a Hotel Package, along with check in/check out dates. If a person's check in/check out dates differ from the group's check in/check out dates, they may be updated on the "Rooming List" step.

Select a Package Type

- Select -
- Select -
- Housing Package
- Commuter Package

Step 5: Attendee List

INPUT NATIONALS REGISTRATION

Step 4 – Select Package - Housing



1. Select Hotel Package – Only one option available
2. Input check in and check out dates. **Please ensure these dates are correct.**
3. Select First Hotel Choice – Only one option available
4. Click Save and follow these instructions for the next squad (if registering more than one squad)

Registration Steps

- Before You Begin
- 1 Terms & Conditions
- 2 Team(s)
- 3 Event Roster
- 4 Select Package**
- 5 Attendee List
- 6 Add-Ons
- 7 Review & Submit

Event Location

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 4: Select Package

Select a Package. If you are registering for both Commuter and Housing Packages, select the "Housing Package" option. The "Commuter Package" option should only be selected if all individuals are commuters.

Then, select a Hotel Package, along with check in/check out dates. If a person's check in/check out dates, they may be updated on the "Rooming List" step.

New Hotel Package

Date	3/18	3/19	3/20	3/21	3/22	3/23
Rooms Available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select a Hotel Package *

1

Check In * 2

Check Out * 3

Note that the package price is determined by the dates selected

Hotel Preferences

First Hotel Choice * 4

Step 5: Attendee List

Callout: Shows which nights are available to book but does not guarantee rooms are available. Rooms are assigned on a first come, first served basis as deposits are received.

INPUT NATIONALS REGISTRATION

Step 4 – Select Package



- If registering more than one team, select the next team
- Select package for that team
- If commuting package is being selected there is no other information required.

The screenshot shows the registration interface for the USA United Spirit Association. At the top, there is a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. Below this is a 'Registration Steps' sidebar with seven steps: 1. Before You Begin, 2. Terms & Conditions, 3. Team(s), 4. Select Package (highlighted), 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 4: Select Package' and includes instructions: 'Select a Package. If you are registering for both Commuter and Housing Packages, select the "Housing Package" option. The "Commuter Package" option should only be selected if all individuals are commuters. Then, select a Hotel Package, along with check in/check out dates. If a person's check in/check out dates differ from the group's check in/check out dates, they may be updated on the "Rooming List" step.' Below the instructions is a green bar indicating 'Information saved'. A table lists the selected package: 'Betts Test School - Varsity Dance' with a 'Housing' package type, 'Hilton Anaheim' package name, and check-in/out dates of 3/19/2020 and 3/21/2020. A 'Remove' link is next to the package name. Below the table is a 'Select a Squad' dropdown menu with options: '- Select -', '- Select -', 'Betts Test School - Junior Varsity Dance', and 'Betts Test School - Varsity Dance'. A 'Step 5: Attendee List' button is at the bottom right of the main content area. The footer contains copyright information for Varsity Brands, Inc. and links to Terms of Use, Privacy Policy, and Contact Us.

INPUT NATIONALS REGISTRATION

Step 4 – Select Package



- Shows teams and packages
- Ensure each team you are registering has at least one package assigned
- If a squad has some housing and some commuting participants, make sure to just select Housing Package for that squad.
- Click on Step 5: Attendee List

The screenshot shows the registration interface for the USA United Spirit Association. The top navigation bar includes links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The left sidebar lists the registration steps: 1. Terms & Conditions, 2. Team(s), 3. Event Roster, 4. Select Package (highlighted), 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area for Step 4 shows the event location as 'High School Dance Nationals' at the 'Anaheim Convention Center' in 'Anaheim, CA' from '03/20/2020' to '03/21/2020'. Below this, a message states 'Information saved'. A table lists the assigned packages for two squads: 'Betts Test School - Varsity Dance' with a 'Housing' package at 'Hilton Anaheim' from '3/19/2020' to '3/21/2020', and 'Betts Test School - Junior Varsity Dance' with a 'Commuter' package. A 'Select a Squad' dropdown menu is shown with '- Select -' as the current selection. A button for 'Step 5: Attendee List' is located at the bottom right of the main content area. The footer contains copyright information for Varsity Brands, Inc. and links for Terms of Use, Privacy Policy, and Contact Us.

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List



- Everyone attending must either be placed in a hotel room or identified as a commuter.

Registration Steps

Before You Begin

1 Terms & Conditions

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 5: Attendee List

Hilton Anaheim

Each person must be placed into a room or identified as a commuter. Select names to place in a room, click "Add to Room," and repeat the process until all rooms are created. If applicable, designate a person as a commuter by clicking "Add as Commuter."

After all rooms are created, you may modify the check-in/check-out dates individually or for the entire group. If you have people in the same room staying different dates, the additional room rate charge (resulting from dates where the occupancy level is different) will be allocated to each person after you submit your registration and it is processed and approved.

If more than one team/squad is attending this competition, you may see attendees from another registration. Attendees from this registration can be added to the same room but other attendees details cannot be changed from this registration.

Select people from the list below to add them to a room or as commuters

	Name	Gender	Role
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member
<input type="checkbox"/>	Wendy Darling	Female	Athlete/Team Member
<input type="checkbox"/>	Kristine Cather	Female	Chaperone

All individuals on registration (all teams). All individuals will either need to be placed in a hotel room, or identified as a commuter

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List – Hotel Rooms



- To put individuals into hotel rooms:
 - Select up to four (4) people at a time and place them in a room.
 - Click on the names and then click on Add to Room.
 - Then click on Add to New Room

The screenshot shows the registration interface for the High School Dance Nationals at the Anaheim Convention Center. The left sidebar lists the registration steps, with Step 5, "Attendee List", highlighted. The main content area is titled "Step 5: Attendee List" and "Hilton Anaheim". It includes instructions on how to place individuals into rooms or designate them as commuters. Below the instructions is a table of attendees with checkboxes for selection. A red box highlights the first column of checkboxes, and a red circle highlights the "Add to Room" button and its dropdown menu, which includes "Add to New Room" and "Add to Existing Room".

Event Location	City	State	Start Date	End Date
High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 5: Attendee List

Hilton Anaheim

Each person must be placed into a room or identified as a commuter. Select names to place in a room, click "Add to Room," and repeat the process until all rooms are created. If applicable, designate a person as a commuter by clicking "Add as Commuter."

After all rooms are created, you may modify the check-in/check-out dates individually or for the entire group. If you have people in the same room staying different dates, the additional room rate charge (resulting from dates where the occupancy level is different) will be allocated to each person after you submit your registration and it is processed and approved.

If more than one team/squad is attending this competition, you may see attendees from another registration. Attendees from this registration can be added to the same room but other attendees details cannot be changed from this registration.

Search Filter By

<input type="checkbox"/>	Name	Gender	Role
<input checked="" type="checkbox"/>	Alice Wonderland	Female	Athlete/Team Member
<input checked="" type="checkbox"/>	Anatasia Tremaine	Female	Athlete/Team Member
<input checked="" type="checkbox"/>	Berlioz Bonfamille	Male	Athlete/Team Member
<input checked="" type="checkbox"/>	Cheshire Cat	Female	Athlete/Team Member
<input type="checkbox"/>	Drizella Tremaine	Female	Athlete/Team Member

Rooms

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List – Commuters



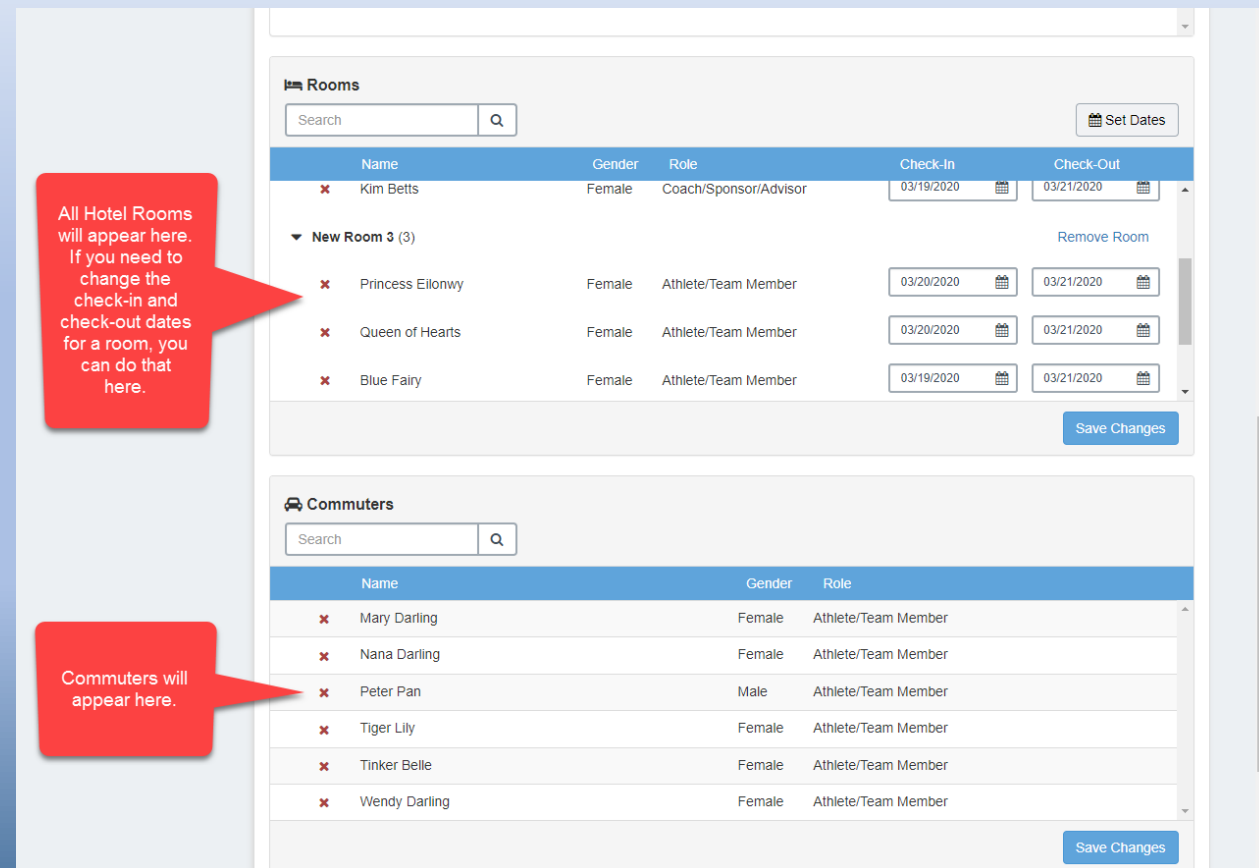
- To Assign Individuals as Commuters
 - Select the names and click on Add as Commuter.

The screenshot shows the registration interface for the USA United Spirit Association. On the left is a "Registration Steps" sidebar with seven steps: "Before You Begin", "1 Terms & Conditions", "2 Team(s)", "3 Event Roster", "4 Select Package", "5 Attendee List" (which is highlighted in blue), "6 Add-Ons", and "7 Review & Submit". The main content area is titled "Step 5: Attendee List" and "Hilton Anaheim". It contains instructions: "Each person must be placed into a room or identified as a commuter. Select names to place in a room, click 'Add to Room,' and repeat the process until all rooms are created. If applicable, designate a person as a commuter by clicking 'Add as Commuter.'" and "After all rooms are created, you may modify the check-in/check-out dates individually or for the entire group. If you have people in the same room staying different dates, the additional room rate charge (resulting from dates where the occupancy level is different) will be allocated to each person after you submit your registration and it is processed and approved." Below the instructions is a table of attendees. The table has columns for "Name", "Gender", and "Role". There are five rows of attendees, each with a checkbox in the first column. A red box highlights the checkboxes for all five attendees. To the right of the table is a button labeled "Add as Commuter" with a car icon, which is also circled in red. Next to it is a button labeled "Add to Room" with a room icon. Below the table, it says "Individuals selected: 6/4". At the bottom of the page, there is a section titled "Rooms" with a room icon.

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List – Hotel Rooms

- Each assigned room will appear under Rooms.
 - If a room needs a different check-in and/or check-out date, you can change it here.
 - If you need to change the check-in and/or check-out dates for everyone, click on Set Dates
 - Please make sure to double check the check in and check out dates.
- Commuters will appear under Commuters



Rooms

Search

Name	Gender	Role	Check-In	Check-Out
✖ Kim Betts	Female	Coach/Sponsor/Advisor	03/19/2020 <input type="button" value="📅"/>	03/21/2020 <input type="button" value="📅"/>
▼ New Room 3 (3) <input type="button" value="Remove Room"/>				
✖ Princess Ellonwy	Female	Athlete/Team Member	03/20/2020 <input type="button" value="📅"/>	03/21/2020 <input type="button" value="📅"/>
✖ Queen of Hearts	Female	Athlete/Team Member	03/20/2020 <input type="button" value="📅"/>	03/21/2020 <input type="button" value="📅"/>
✖ Blue Fairy	Female	Athlete/Team Member	03/19/2020 <input type="button" value="📅"/>	03/21/2020 <input type="button" value="📅"/>

Commuters

Search

Name	Gender	Role
✖ Mary Darling	Female	Athlete/Team Member
✖ Nana Darling	Female	Athlete/Team Member
✖ Peter Pan	Male	Athlete/Team Member
✖ Tiger Lily	Female	Athlete/Team Member
✖ Tinker Belle	Female	Athlete/Team Member
✖ Wendy Darling	Female	Athlete/Team Member

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List



- If you make an error, click on the red X next to the name. It will move the participant back up and you can reassign.

The screenshot displays the registration interface for the USA United Spirit Association. It is divided into two main sections: 'Rooms' and 'Commuters'.

Rooms Section:

- Search bar: Search
- Set Dates button
- Table with columns: Name, Gender, Role, Check-In, Check-Out
- Row 1: Kim Betts, Female, Coach/Sponsor/Advisor, 03/19/2020, 03/21/2020
- Section: New Room 3 (3)
- Row 2: Princess Eilonwy, Female, Athlete/Team Member, 03/20/2020, 03/21/2020 (Red X next to name)
- Row 3: Queen of Hearts, Female, Athlete/Team Member, 03/20/2020, 03/21/2020
- Row 4: Blue Fairy, Female, Athlete/Team Member, 03/19/2020, 03/21/2020
- Remove Room button
- Save Changes button

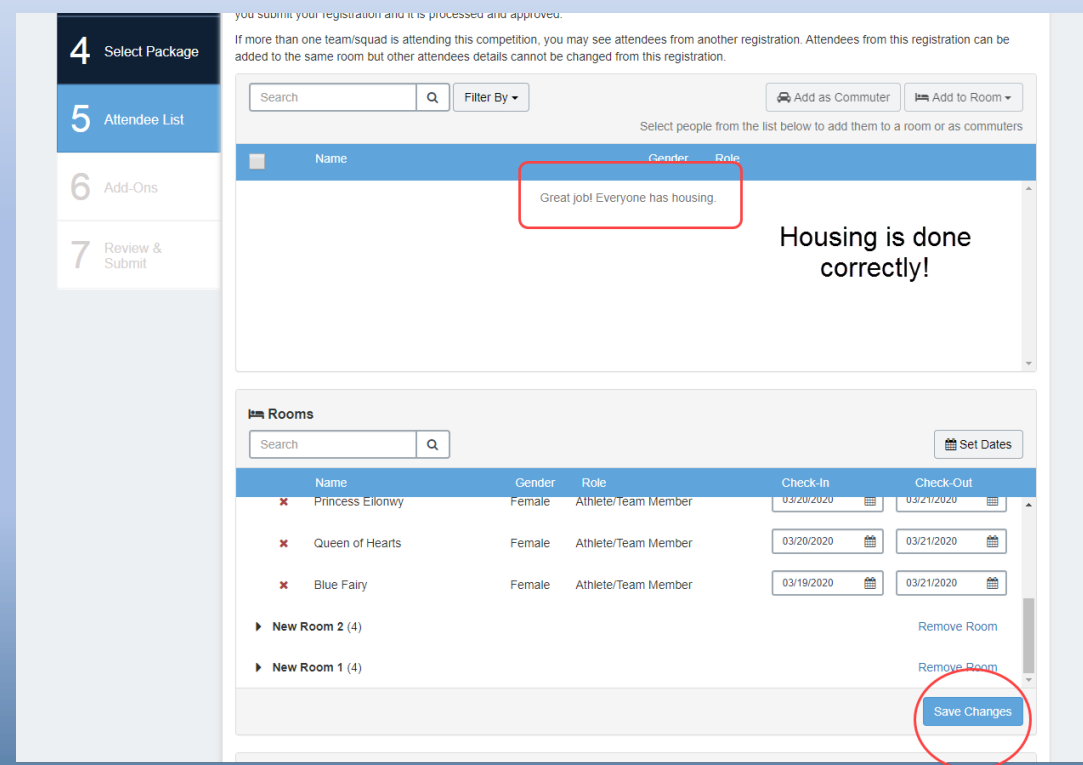
Commuters Section:

- Search bar: Search
- Table with columns: Name, Gender, Role
- Row 1: Mary Darling, Female, Athlete/Team Member
- Row 2: Nana Darling, Female, Athlete/Team Member
- Row 3: Peter Pan, Male, Athlete/Team Member
- Row 4: Tiger Lily, Female, Athlete/Team Member
- Row 5: Tinker Belle, Female, Athlete/Team Member
- Row 6: Wendy Darling, Female, Athlete/Team Member
- Save Changes button

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List

- Please ensure everyone has either been placed in a hotel room or denoted as a commuter.
- It should state “Great job! Everyone has housing.”
- Click on Save Changes



The screenshot displays the 'Attendee List' interface. On the left, a sidebar shows navigation steps: 4 Select Package, 5 Attendee List (active), 6 Add-Ons, and 7 Review & Submit. The main content area has a header with a search bar, a 'Filter By' dropdown, and buttons for 'Add as Commuter' and 'Add to Room'. Below this is a table with columns for Name, Gender, and Role. A red box highlights the text 'Great job! Everyone has housing.' in the table. To the right of the table, a message states 'Housing is done correctly!'. Below the table is a 'Rooms' section with a search bar and a 'Set Dates' button. It contains a table with columns for Name, Gender, Role, Check-In, and Check-Out. The table lists three attendees: Princess Ellonwy, Queen of Hearts, and Blue Fairy, all marked as 'Athlete/Team Member'. Below the table are links for 'New Room 2 (4)' and 'New Room 1 (4)', each with a 'Remove Room' link. A red circle highlights the 'Save Changes' button at the bottom right.

Name	Gender	Role	Check-In	Check-Out
Princess Ellonwy	Female	Athlete/Team Member	03/20/2020	03/21/2020
Queen of Hearts	Female	Athlete/Team Member	03/20/2020	03/21/2020
Blue Fairy	Female	Athlete/Team Member	03/19/2020	03/21/2020

INPUT NATIONALS REGISTRATION

Step 5 – Attendee List



- Click on Step 6: Add Ons

The screenshot displays the registration interface for the USA United Spirit Association. The top section shows a list of rooms with their IDs and the number of attendees, each with a "Remove Room" link. Below this is a "Save Changes" button. The "Commuters" section features a search bar and a table of attendees. The table has columns for Name, Gender, and Role. The attendees listed are Berlioz Bonfamille, Mary Darling, Nana Darling, Peter Pan, Tiger Lily, and Tinker Belle, all identified as Athlete/Team Members. A "Save Changes" button is located at the bottom right of the commuters section. A red circle highlights the "Step 6: Add-Ons" button at the bottom right of the interface.

Name	Gender	Role
✖ Berlioz Bonfamille	Male	Athlete/Team Member
✖ Mary Darling	Female	Athlete/Team Member
✖ Nana Darling	Female	Athlete/Team Member
✖ Peter Pan	Male	Athlete/Team Member
✖ Tiger Lily	Female	Athlete/Team Member
✖ Tinker Belle	Female	Athlete/Team Member

INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- Under Add Ons, you can purchase the following:
 - Coach Wristband – up to two (2) additional coach wristbands per team can be purchased.
 - Spectator Wristbands – multi-day spectator wristbands can be purchased in advanced. These wristbands will be part of the registration packet that is picked up by the school representative
 - Airport Transportation – for schools who purchase hotel rooms through the USA. Please note a minimum of 10 people must purchase airport transportation and must all be on the same flight.

INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- To add items, Select the Team

Registration Steps

Before You Begin

1 Terms & Conditions

2 Team(s)


3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

Event Location	City	State	Start Date	End Date
 High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Step 6: Add-Ons

These are upgrades to the tickets you already receive with your package selection OR additional tickets you would like to purchase.
Add-On options vary by event. To view and purchase, select the appropriate name to which the Add-On applies, and click "+ Add-Ons."

Select a Team

-- Select --

-- Select --

Belts Test School - Varsity Dance

Belts Test School - Junior Varsity Dance

Step 7: Review & Submit

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INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- Select Individual or Individuals
- Click on +Add-Ons

The screenshot shows the 'Add-Ons' modal window in the USA Nationals Registration system. The modal is titled 'Add-Ons' and contains the instruction 'Select all of the Add-Ons that you'd like to apply to the selected individuals.' Below this, it shows 'Hotel Individuals selected: 3' and 'Commuter Individuals selected: 0'. A table lists the available add-ons with their unit prices and total prices. The background shows the registration steps: 1. Terms & Conditions, 2. Team(s), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The 'Add-Ons' step is currently selected. Below the modal, a list of individuals is visible, including Peter Pan, Tiger Lily, and Tinker Belle, each with a checkbox and a 'Save' button.

<input type="checkbox"/>	Add-On	Qty (per person)	Unit Price	Total Price
<input type="checkbox"/>	Airport Transportation	<input type="text" value="1"/>	\$50.00	\$150.00
<input type="checkbox"/>	Coach Wristband	<input type="text" value="1"/>	\$52.00	\$156.00
<input type="checkbox"/>	Spectator Wristband Adult	<input type="text" value="1"/>	\$52.00	\$156.00
<input type="checkbox"/>	Spectator Wristband Child	<input type="text" value="1"/>	\$22.00	\$66.00

Cancel Select

Step 7: Review & Submit

INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- Select the Add On you want to add
- Click on Select

A screenshot of the USA United Spirit Association registration system. The main window shows a sidebar with steps 1 through 7, with step 6 "Add-Ons" highlighted. The main content area displays a table of add-ons with columns for "Add-On", "Qty (per person)", "Unit Price", and "Total Price". The table lists four add-ons: "Airport Transportation" (checked, \$50.00, \$150.00), "Coach Wristband" (\$52.00, \$156.00), "Spectator Wristband Adult" (\$52.00, \$156.00), and "Spectator Wristband Child" (\$22.00, \$66.00). Below the table are "Cancel" and "Select" buttons. A modal window titled "Add-Ons" is open, showing the same table and buttons. The modal also displays "Hotel Individuals selected: 3" and "Commuter Individuals selected: 0". In the background, a list of individuals is visible, including Peter Pan, Tiger Lily, and Tinker Belle, each with a checkbox and a "Save" button.

INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- Once all the add ons have been added click on Save

Before You Begin

1 Terms & Conditions

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

usa Anaheim Convention Center

Step 6: Add-Ons

These are upgrades to the tickets you already receive with your package selection OR additional tickets you would like to purchase. Add-On options vary by event. To view and purchase, select the appropriate name to which the Add-On applies, and click "+Add-Ons."

Betts Test School - Varsity Dance

<input type="checkbox"/>	Name	Gender	Role	Hotel	Commuter	Add-Ons
<input type="checkbox"/>	Blue Fairy	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 Airport Transportation
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 Airport Transportation
<input type="checkbox"/>	Kristine Cather	Female	Chaperone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1 Airport Transportation
<input type="checkbox"/>	Mary Darling	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Nana Darling	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Peter Pan	Male	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Tiger Lily	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Tinker Belle	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Step 7: Review & Submit

Add Ons Added

INPUT NATIONALS REGISTRATION

Step 6 – Add Ons



- Make sure add ons have been added for all teams.
- Click on Step 7: Review and Submit

A screenshot of the USA United Spirit Association registration interface. The top navigation bar includes links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. On the left, a 'Registration Steps' sidebar shows seven steps: 'Before You Begin', '1 Terms & Conditions', '2 Team(s)', '3 Event Roster', '4 Select Package', '5 Attendee List', '6 Add-Ons' (highlighted in blue), and '7 Review & Submit'. The main content area is titled 'Step 6: Add-Ons' and includes a table for event details. The table has columns for Event Location, City, State, Start Date, and End Date. The event is 'High School Dance Nationals' at the 'Anaheim Convention Center' in 'Anaheim, CA' from '03/20/2020' to '03/21/2020'. Below the table, there is a section for 'Team' with two entries: 'Betts Test School - Varsity Dance' and 'Betts Test School - Junior Varsity Dance'. Each entry has an 'Edit' link. At the bottom right, a blue button labeled 'Step 7: Review & Submit' is circled in red. The footer contains copyright information for 2018 Varsity Brands, Inc. and links for Terms of Use, Privacy Policy, and Contact Us.

INPUT NATIONALS REGISTRATION

Step 7 – Review and Submit



- Please double check each portion of the registration. Not all information will appear on your invoice.
- Click on the arrow next to each section to see the information
- If you need to make changes, click on Edit for that section and you will be taken back to that portion of the registration

Click on the arrows next to each section to expand the section

Squad	Athletes	Coaches & Staff	Family & Chaperones
▾ Betts Test School - Varsity Dance	7	1	1

Squad Event Roster Add People

Name	Gender	Birthdate	Role
Blue Fairy	Female	Jan 1, 2000	Athlete/Team Member
Kim Betts	Female	Apr 2, 2015	Coach/Sponsor/Advisor
Kristine Cather	Female		Chaperone
Mary Darling	Female	Jan 1, 2000	Athlete/Team Member
Nana Darling	Female	Jan 1, 2000	Athlete/Team Member
Peter Pan	Male	Jan 1, 2000	Athlete/Team Member
Tiger Lily	Female	Jan 1, 2000	Athlete/Team Member
Tinker Belle	Female	Jan 1, 2000	Athlete/Team Member
Wendy Darling	Female	Jan 1, 2000	Athlete/Team Member

▸ Betts Test School - Junior Varsity Dance	10	0	0
--	----	---	---

Division Roster Edit Divisions

Division	Total Athletes (Min/Max)	Female (Min/Max)	Male (Min/Max)	Coaches & Staff
▸ Betts High School - Dance Junior Varsity	10 (6/0)	9 (0/0)	1 (0/0)	0
▸ Betts High School - Dance Varsity - Small	7 (6/9)	6 (0/0)	1 (0/0)	0

Housing Edit Housing Packages

Squad	Total Participants	Total Family	Total Coaches	Housing Unassigned
▸ Betts Test School - Junior Varsity Dance	10	0	0	0
▸ Betts Test School - Varsity Dance	7	1	1	0

INPUT NATIONALS REGISTRATION

Step 7 – Review and Submit



- If purchasing hotel rooms, please make sure to double check your check in and check out dates

Housing [Edit Housing Packages](#)

Squad	Total Participants	Total Family	Total Coaches	Housing Unassigned
▼ Betts Test School - Junior Varsity Dance	10	0	0	0

The room # listed is Varsity Spirit's internal numbering system, it does not reflect the room number you will have at the event.

Hilton Anaheim [Edit Rooming List](#)

Room ID#	Name	Gender	Check In	Check Out	Amount Due	Amount Paid	Balance Due
6108	Alice Wonderland	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Anatasia Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Cheshire Cat	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Drizella Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Duchess Bonfamille	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Lady Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Marie Bonfamille	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Princess Eilonwy	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6110	Queen of Hearts	Female	Mar 20, 2020	Mar 21, 2020	\$282.00	\$0.00	\$282.00

Commuters

Name	Gender	Role	Amount Due	Amount Paid	Balance Due
Berlioz Bonfamille	Male	Athlete/Team Member	\$115.00	\$0.00	\$115.00

► Betts Test School - Varsity Dance	7	1	1	0
-------------------------------------	---	---	---	---

Pricing Summary [Edit Add-Ons](#)

Squad	Divisions	Housing	Add-Ons	Totals
► Betts Test School - Varsity Dance				Total: \$1,306.00 Balance: \$1,306.00

INPUT NATIONALS REGISTRATION

Submit Registration



- If everything is correct, click on Submit Registration
- Until you click on Submit Registration, the registration will stay 'In Progress' until it is submitted.
- 'In Progress' registrations are not considered valid registrations until submitted.

6108	Alice Wonderland	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Anatasia Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Cheshire Cat	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6108	Drizella Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Duchess Bonfamille	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Lady Tremaine	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Marie Bonfamille	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6109	Princess Eilonwy	Female	Mar 20, 2020	Mar 21, 2020	\$223.50	\$0.00	\$223.50
6110	Queen of Hearts	Female	Mar 20, 2020	Mar 21, 2020	\$282.00	\$0.00	\$282.00

Commuters

Name	Gender	Role	Amount Due	Amount Paid	Balance Due
Berlioz Bonfamille	Male	Athlete/Team Member	\$115.00	\$0.00	\$115.00

► Betts Test School - Varsity Dance 7 1 1 0

Pricing Summary Edit Add-Ons

Squad	Divisions	Housing	Add-Ons	Totals
► Betts Test School - Varsity Dance				Total: \$1,306.00 Balance: \$1,306.00
► Betts Test School - Junior Varsity Dance				Total: \$2,185.00 Balance: \$2,185.00

Submit Registration

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INPUT NATIONALS REGISTRATION

Next Steps



- If you have not already done so, download the Supplemental Registration Packet (SRP)
- Send in payments by the due dates
- Complete any additional paperwork and forms by the due dates
- Manage Your Registration

INPUT NATIONALS REGISTRATION

Payment Deadlines



- **November 30** – \$240 per room deposit due for registrations that include hotel rooms
- **January 10** – \$100 per person deposit due for all competitors
- **January 31** – Final Balance Due

INPUT NATIONALS REGISTRATION

Change Deadlines



- **January 3** – Hotel room cancellations and hotel night changes must be submitted in writing. There are no refunds for hotel room cancellations or night changes after this date and full room fees will still be due.
- **January 20** – Division, roster, and soloist name changes are due. No refunds for participant/team cancellations after this date and full competition fees will still be due.
- **There are no division changes after January 20**

INPUT NATIONALS REGISTRATION

Manage Registration



- Log into myVarsity.com and select My Competition Registrations. **Please do not use the Nationals Registration link.**
- On this page you can:
 - Check Registration Details
 - Access the Event Paperwork
 - Make a Credit Card Payment
 - Print you Invoices
- Please note that the registration will remain “On Hold” until payment is received. You can still make a payment even though registration is “On Hold”

My Competition Registrations
Manage your registration details, access forms, find information related to your competition, view or print your invoice, and more.
Need help? [Contact Us](#) now! Or for immediate assistance during business hours, click on the "Chat Now" icon at the top of the page.

Filter by Season: 2019-2020 ▼

Event Location	City	State	Start Date	End Date
USA High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

► Registration Details ► Event Paperwork ► Rosters ► Attendee List ► Invoice / Payments

▼ Registrations (2)

Team 1
Betts Test School - Junior Varsity Dance

Registration: # 0010576690 Team Registration Number: # Q0010576690 [Modify Event Roster](#)

ⓘ Your registration is currently "on hold" waiting payment, click "Invoice / Payments" above to make a payment. Once a payment is made your registration will be processed and you will have access to additional information on this page. Need help? [Contact Us](#) now! Or for immediate assistance during business hours, click on the "Chat Now" icon at the top of the page.

Team 2
Betts Test School - Varsity Dance

Registration: # 0010576689 Team Registration Number: # N0010576689 [Modify Event Roster](#)

ⓘ Your registration is currently "on hold" waiting payment, click "Invoice / Payments" above to make a payment. Once a payment is made your registration will be processed and you will have access to additional information on this page. Need help? [Contact Us](#) now! Or for immediate assistance during business hours, click on the "Chat Now" icon at the top of the page.

INPUT NATIONALS REGISTRATION Changes



- Log into myVarsity.com and select My Competition Registrations. **Please do not use the Nationals Registration link.**
- Click on the Section that Has a Change





























A screenshot of the myVarsity website. The header is blue with the myVarsity logo on the left and navigation links (HOME, FASHION, CAMP, COMPETITION, RESOURCES, CONTACT US) in the center. On the right, there's a "Fashion Chat" button and a user profile for "HELLO KIM". Below the header, the "My Competition Registrations" section is displayed. It includes a filter by season set to "2019-2020". A table lists a registration for "High School Dance Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "03/20/2020" to "03/21/2020". Below the table are buttons for "Registration Details", "Event Paperwork", "Rosters", "Attendee List", and "Invoice / Payments". A red callout box points to the "Registration Details", "Rosters", and "Attendee List" buttons with the text: "Click on Registration Details, Rosters, or Attendee List to Request a Change". The footer contains copyright information for 2018 Varsity Brands, Inc. and links to Terms of Use, Privacy Policy, and Contact Us.

INPUT NATIONALS REGISTRATION

Changes



- Click on Changes button on section with change

6109	Lady Tremaine	Female	Athlete/Team Member	Betts Test School - Junior Varsity Dance	03/20/2020	03/21/2020	   
6109	Marie Bonfamille	Female	Athlete/Team Member	Betts Test School - Junior Varsity Dance	03/20/2020	03/21/2020	   
6109	Princess Eilonwy	Female	Athlete/Team Member	Betts Test School - Junior Varsity Dance	03/20/2020	03/21/2020	   
6110	Blue Fairy	Female	Athlete/Team Member	Betts Test School - Varsity Dance	03/20/2020	03/21/2020	   
6110	Queen of Hearts	Female	Athlete/Team Member	Betts Test School - Junior Varsity Dance	03/20/2020	03/21/2020	   
6111	Kim Betts	Female	Coach/Sponsor/Advisor	Betts Test School - Varsity Dance	03/20/2020	03/21/2020	   
6111	Kristine Cather	Female	Chaperone	Betts Test School - Varsity Dance	03/20/2020	03/21/2020	   
<div>Request Attendee List Changes</div>							

• Divisions

Category	Squad	Female	Male	Team	Coach
Dance Varsity - Small	Betts Test School - Varsity Dance	6	1	Betts High School	Kim Betts
Dance Junior Varsity	Betts Test School - Junior Varsity Dance	9	1	Betts High School	Kim Betts

Request Division & Roster Changes

INPUT NATIONALS REGISTRATION Changes



- Input the change information and click on Submit Change Request. Please be specific on what needs to be changed.
- Please do not submit the same change more than once or in different sections.

The screenshot shows the "Attendee List" interface. On the left is a dark sidebar with "Attendee List" and "Invoice / Payments" buttons. The main area has a table with columns: Room ID#, Name, Gender, Role, Squad, Check In/Out, and Notation. The first row shows "Berlioz Bonfamille" (M, Athlete/Team Member). Below this row is a text input field containing "Please cancel this attendee." which is highlighted with a red rectangle. Subsequent rows show "Mary Darling" (F, Athlete/Team Member) and "Nana Darling" (F, Athlete/Team Member), each with an "Enter changes" input field below them. The last row shows "Peter Pan" (M, Athlete/Team Member) with an "Enter changes" input field. At the bottom, there is a section "Enter any other changes that you would like to request here:" with an "Enter changes" input field. In the bottom right corner, there are two buttons: "Cancel" and "Submit Change Request", with the latter circled in red.

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INPUT NATIONALS REGISTRATION

Make Credit Card Payment



- Log into myVarsity.com and select My Competition Registrations. **Please do not use the Nationals Registration link.**
- Select Invoice/Payments
- Registrations remain on hold until payment is received. There will be a message stating that the registration is still being processed. You can still make a payment.
- Click on Make Payment

INPUT NATIONALS REGISTRATION

Make Credit Card Payment



- Select the Individual(s) for whom you are making a payment
- Click Continue


Registration Details

Event Paperwork

Rosters

Attendee List

Invoice / Payments

Event Location	City	State	Start Date	End Date
 High School Dance Nationals Anaheim Convention Center	Anaheim	CA	03/20/2020	03/21/2020

Make Payments

Select which individuals you would like to pay for. You can pay in full for that individual or enter a different amount.

<input checked="" type="checkbox"/>	Name	Role	Balance
<input checked="" type="checkbox"/>	Alice Wonderland	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Anatasia Tremaine	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Berlioz Bonfamille	Athlete/Team Member	\$115.00
<input checked="" type="checkbox"/>	Cheshire Cat	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Drizella Tremaine	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Duchess Bonfamille	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Lady Tremaine	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Marie Bonfamille	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Princess Eilonwy	Athlete/Team Member	\$223.50
<input checked="" type="checkbox"/>	Queen of Hearts	Athlete/Team Member	\$282.00

Cancel

Continue

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INPUT NATIONALS REGISTRATION

Make Credit Card Payment



- If not paying the balance in full, adjust the amount you are paying per person.
- Click on Make Payment
- Input credit card information as directed and submit.

The screenshot shows the "Make Payments" section of the USA United Spirit Association registration portal. On the left is a sidebar with navigation links: "Event Paperwork", "Rosters", "Attendee List", and "Invoice / Payments" (which is highlighted in blue). The main content area is titled "Make Payments" and includes a sub-header: "Select which individuals you would like to pay for. You can pay in full for that individual or enter a different amount." Below this is a table with columns for "Name", "Role", "Balance", and "Payment". The table lists ten individuals, all with the role "Athlete/Team Member". The "Payment" column contains a dollar sign icon and a text input field, each with "100.00" entered. At the bottom right of the table, a summary shows: "Total Due \$2185.00", "Total Payment \$1000.00", and "Remaining Balance \$1185.00". Below the summary are three buttons: "Cancel", "Apply Amount to All", and "Make Payment(s)". A red callout bubble points to the "Apply Amount to All" button with the text: "Can click on this button to apply the same amount of payment to all". At the very bottom of the page, there is a dark blue footer with copyright information and links for "Terms of Use", "Privacy Policy", and "Contact Us".

Name	Role	Balance	Payment
Alice Wonderland	Athlete/Team Member	\$223.50	\$ 100.00
Anatasia Tremaine	Athlete/Team Member	\$223.50	\$ 100.00
Berlioz Bonfamille	Athlete/Team Member	\$115.00	\$ 100.00
Cheshire Cat	Athlete/Team Member	\$223.50	\$ 100.00
Drizella Tremaine	Athlete/Team Member	\$223.50	\$ 100.00
Duchess Bonfamille	Athlete/Team Member	\$223.50	\$ 100.00
Lady Tremaine	Athlete/Team Member	\$223.50	\$ 100.00
Marie Bonfamille	Athlete/Team Member	\$223.50	\$ 100.00
Princess Eilonwy	Athlete/Team Member	\$223.50	\$ 100.00
Queen of Hearts	Athlete/Team Member	\$282.00	\$ 100.00

Total Due \$2185.00
Total Payment \$1000.00
Remaining Balance \$1185.00

Can click on this button to apply the same amount of payment to all

Cancel Apply Amount to All Make Payment(s)

INPUT NATIONALS REGISTRATION

Individual Credit Card Payments



- For parents to pay via credit card, please provide the following link - www.myvarsity.com/s/payments
- Also provide parents with the registration number for the squad on which their participant competes.
- Make sure to provide the correct registration number if you have multiple squads.

INPUT NATIONALS REGISTRATION

Individual Credit Card Payments

- Payee will input registration number and click on Find Registration

A screenshot of the myVarsity website. The header is blue with the myVarsity logo on the left and a 'Login' button on the right. Below the header, there are links for 'CAMP SEARCH' and 'COMPETITION SEARCH'. The main content area is titled 'PAY FOR A REGISTRATION' and contains instructions: 'To make a payment, enter your registration number in the form below and click the "Find Registration" button. If you do not know your registration number and wish to make a payment, please Contact Us. If you have registered through a Varsity account and know your login information, you may also Log In and pay for a registration associated to your account.' Below the instructions, there is a text input field labeled '* Registration Number' containing the value '0010576690'. To the right of the input field is a blue button labeled 'Find Registration', which is circled in red. The footer is dark blue and contains copyright information: '© 2019 Varsity Brands, Inc. All contents is copyright of Varsity Brands, Inc. Permission is required for any reprinting of materials or photos.' and links for 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

INPUT NATIONALS REGISTRATION

Individual Credit Card Payments



- Payee will click on Make Payment

myVarsity [Fashion Chat](#) [Login](#)

[CAMP SEARCH](#) [COMPETITION SEARCH](#)

PAY FOR A REGISTRATION

To make a payment, enter your registration number in the form below and click the "Find Registration" button. If you do not know your registration number and wish to make a payment, please [Contact Us](#). If you have registered through a Varsity account and know your login information, you may also [Log In](#) and pay for a registration associated to your account.

* Registration Number
 [Find Registration](#)

Registrations

Account	Registration	Event	Start Date	Action
Betts Test School - Junior Varsity Dance	0010576690	High School Dance Nationals	03/20/2020	Make Payment

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INPUT NATIONALS REGISTRATION

Individual Credit Card Payments



- Payee will then select the person(s) for whom they are making a payment
- Click Next

To make a payment, enter your registration number in the form below and click the "Find Registration" button. If you do not know your registration number and wish to make a payment, please [Contact Us](#). If you have registered through a Varsity account and know your login information, you may also [Log In](#) and pay for a registration associated to your account.

* Registration Number
0010576690 [Find Registration](#)

Account	Registration	Event	Start Date	Action
Betts Test School - Junior Varsity Dance	0010576690	High School Dance Nationals	03/20/2020	Make Payment

Choose Individuals

Select	Person	Role
<input type="checkbox"/>	Alice Wonderland	Athlete/Team Member
<input type="checkbox"/>	Anastasia Tremaine	Athlete/Team Member
<input type="checkbox"/>	Berlioz Bonfamille	Athlete/Team Member
<input type="checkbox"/>	Cheshire Cat	Athlete/Team Member
<input type="checkbox"/>	Drizella Tremaine	Athlete/Team Member
<input type="checkbox"/>	Duchess Bonfamille	Athlete/Team Member
<input type="checkbox"/>	Lady Tremaine	Athlete/Team Member
<input type="checkbox"/>	Marie Bonfamille	Athlete/Team Member
<input checked="" type="checkbox"/>	Princess Eilonwy	Athlete/Team Member
<input type="checkbox"/>	Queen of Hearts	Athlete/Team Member

[Cancel](#) [Next](#)

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INPUT NATIONALS REGISTRATION

Individual Credit Card Payments



- Payee will then input amount to be paid.
- System will show total amount due for participant. Please make sure to communicate the amount to be paid if different than the total amount due.
- Click on Next

The screenshot shows the 'myVarsity' website interface for making a payment. At the top, there's a blue header with the 'myVarsity' logo and a 'Login' button. Below the header, there are links for 'CAMP SEARCH' and 'COMPETITION SEARCH'. The main content area is titled 'PAY FOR A REGISTRATION'. It includes instructions on how to make a payment and a form to enter a registration number. The registration number '0010576690' is entered, and the 'Find Registration' button is clicked. Below this, a table lists the registration details:

Account	Registration	Event	Start Date	Action
Betts Test School - Junior Varsity Dance	0010576690	High School Dance Nationals	03/20/2020	Make Payment

Below the table, there's a section titled 'Enter Payment Amounts'. It contains a table with columns for 'Person', 'Role', 'Balance', and 'Payment'.

Person	Role	Balance	Payment
Princess Eilonwy	Athlete/Team Member	\$223.50	<input type="text" value="\$100.00"/>

A red arrow points from the 'Balance' column to the 'Payment' column, with the text 'Total Amount Due For Person' next to it. A red speech bubble points to the 'Payment' input field with the text 'Amount being Paid - Must Be Typed in by Payee'. Below the table, the total due is calculated: 'Total Due: \$223.50 - Total Payment: \$100.00 - Remaining Balance: \$123.50'. There are 'Cancel' and 'Next' buttons at the bottom of the form.

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INPUT NATIONALS REGISTRATION

Individual Credit Card Payments



- Payee will then input credit card information.
- Invoice will show all payments made.

INPUT NATIONALS REGISTRATION



- If you need assistance inputting your National's registration, please contact the USA office at 800-886-4872
 - Kim Betts – x2030
 - Or press 0 when you hear the main message to be connected to the Registration Department

Thank you for Choosing the United Spirit Association and We Look Forward to Seeing You in February at the 2020 USA Spirit and Junior National Events!