



REGISTRATION CHECK LIST

Please use this check list to assist you with the Nationals registration process.

Input Registration On-Line on or before December 31, 2020

- **Do not wait to qualify to register on-line. If a team does not qualify for Nationals, any monies paid will be fully refunded.**
- Go to usa.varsity.com for the link for Spirit Nationals registration
- Please use the “How To Register” document/video on the USA website for easy steps on how to register for Nationals

Pay Deposit for Hotel Rooms (if applicable)

- \$240 per room deposit **must** be received on or before **January 22, 2021**

Pay Participant Competition Fee Deposit (all teams)

- \$100 per participant competition deposit must be received on or before **February 12, 2021.**

Submit Additional Nationals Paperwork on or before February 12, 2021

- **Release and Waiver Forms** – send in complete, original Release and Waiver forms for all participants and for each coach. Do not send in release forms for parents attending the event. It is suggested, but not required, that release forms are sent a traceable way (e.g. Fed Ex, UPS, etc.) so that you can track the documents to ensure they have been received.
- **Registration Packet and Score Sheet Pick Up Information** – this information will be requested via email or use the following link to access the form [Spirit Nationals Authorized Persons Form](#).
- **On Site Contact Information** – this information will be requested via email or use the following link to access the form [Spirit Nationals On Site Contact Form](#).
- **Travel Information** this information will be requested via email or use the following link to access the form [Spirit Nationals Travel Information](#).
- **Proof of USA Cheer Cheerleading Safety and Risk Management Course** (formerly known as the AACCA Cheerleading Safety Course). While it is recommended that all school-based cheer coaches be USA Cheer Cheerleading Safety and Risk Management Course certified, for the 2021 Spirit Nationals competition at least one coach from the school must submit proof of this certification for cheer divisions. Please email the certificate to kfoster@varsity.com or fax the certificate to 866-760-9365.



Submit Changes or Cancellations on or before deadline below (if applicable)

- All changes and/or cancellations must be made through the Nationals Registration Portal on the USA Website. Changes/cancellations will not be accepted over the phone or via email. **Please do not submit multiple change requests for the same change. Once a change has been processed you will receive an updated invoice showing the change.**
- **February 5, 2021** - Hotel room cancellations or room night changes. No refunds for hotel room cancellations or room night changes after this date and full room fees will still be due.
- **February 19, 2021** – Roster/Division Changes. No refunds for participant/team cancellations after this date and full competition fees will still be due. **There are no division changes after February 19, 2021.**

Submit Balance Due on or before March 5, 2021.

Prepare for USA Spirit Nationals On-Site Registration

- Onsite registration is available starting at 9:00 AM on Thursday, March 18, 2021. Please watch for an email with detailed registration information prior to the event.
- To speed up the registration process, please make sure all registrations forms have been submitted to the USA Office per the directions above. **Please do not bring forms to the event except for the Proof of Music Licensing.**
- Ensure that your account does not have a balance due. Payment in full for all registrations is due on or before **March 5, 2021. Please do not bring payment to the event.**
- **Proof of Music Licensing** – bring proof of music licensing to the event registration.