HOW TO INPUT A NATIONALS REGISTRATION

UPDATE/CREATE MASTER ROSTER

Before you begin the Nationals' registration process, ensure that your Master Roster is up to date.

Log into myVarsity.com

Click on Master Roster (pull down menu next to your name)

To add people to your Master Roster:

- To add individuals one at a time, click on Add People

Fill in the name, gender, and birthdate of the person and then select their role on the correct squad:

SAVE AND ADD ANOTHER PERSON   **SAVE AND FINISH**   **CANCEL**

Registrations

My Camp Registrations

My Competition Registrations

My Fashion Orders

1. Fill in Person's Personal Info

First Name
Buzzy

Last Name
Lightyear

Gender
Female

Birthdate
Oct 25, 2004

Email

Mobile Phone

2. Assign Their Role for Each Squad

Betts Test School - Varsity Songleading/Pom
Choose Role

Betts Test School - Varsity Dance
Choose Role

Betts Test School - Varsity Cheer
Athlete/Team Member

Betts Test School - Junior Varsity Cheer
Choose Role

If you get an error message stating the person is already in the system, please do not enter them again by changing the spelling of their name, using their middle name, or changing their birthdate. This will just create duplicate records in the system. If someone is already in the system, please contact the USA office. We can locate the record and associate them with the correct squad.

If you have multiple people to enter, you can upload them in bulk using the provided template. Click on Upload People in Bulk, download the template, and fill it out. Then follow the instructions to upload the listing.

Please ensure to follow the example in the first row on the spreadsheet exactly or it will not upload.   See below:

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)
Susie	Smith	Female	2/1/2000	Athlete/Team Member		
Joan	Jones	Female	3/1/2000	Athlete/Team Member		
Kari	Karrington	F	4/1/2000	Athlete/Team Member		
Annie	Anderson	Female	5/1/2000	Athlete		
Julie	Julieson	Female	6/1/1973	Coach/Sponsor/Advisor		

Incorrect. File will not upload. Ensure you spell out Female or Male with a capital F or M. Do not put in all CAPS or all lowercase.

Incorrect. File will not update. Ensure your use the correct verbiage for the Role and do not put in all CAPS or all lowercase.

Also, if anyone on your list is already in the system, you will get an error and list will not upload.

If you have any issues uploading in bulk, please email your roster template to info@usacamps.com and we will upload the roster for you.

On the Master Roster you can also:

- Update someone's information
- Remove someone from the roster
- Move someone from one squad to another

Personal Information

Account Details

Master Roster

Important Dates

Master Roster Last Updated: 10/17/2020, 06:14 PM PDT

Name	Gender	Birthdate	Squad	Role		Actions
1. Aimee Riley	Female		Betts Test School - Junior Varsity Cheer			Edit
			Betts Test School - Varsity Cheer			
			✔ Betts Test School - Varsity Dance	Coach/Sponsor/Advisor		
			Betts Test School - Varsity Songleadin…			
2. Anatasia Tremaine	Female	10/04/12	Betts Test School - Junior Varsity Cheer		☐	Edit
			Betts Test School - Varsity Cheer			
			✔ Betts Test School - Varsity Dance	Athlete/Team Member		
			Betts Test School - Varsity Songleadin…			
	Female	01/01/00	Betts Test School - Junior Varsity Cheer		☐	Edit
			✔ Betts Test School - Varsity Cheer	Athlete/Team Member		
			Betts Test School - Varsity Dance			
			Betts Test School - Varsity Songleadin…			
4. Blue Fairy	Female	01/01/00	Betts Test School - Junior Varsity Cheer		☐	
			Betts Test School - Varsity Cheer			
			✔ Betts Test School - Varsity Dance	Athlete/Team Member		
			Betts Test School - Varsity Songleadin…			
5. Briar Rose	Female	01/01/00	Betts Test School - Junior Varsity Cheer		☐	
			✔ Betts Test School - Varsity Cheer	Athlete/Team Member		
			Betts Test School - Varsity Dance			

Registrations

My Camp Registrations

My Comp…

My Fashi…

To change someone's information, click on Edit

To move someone from one squad to another, click on the correct squad and unclick the incorrect squad.

To remove someone, click on the remove box.

Click on SAVE when finished adjusting the roster.
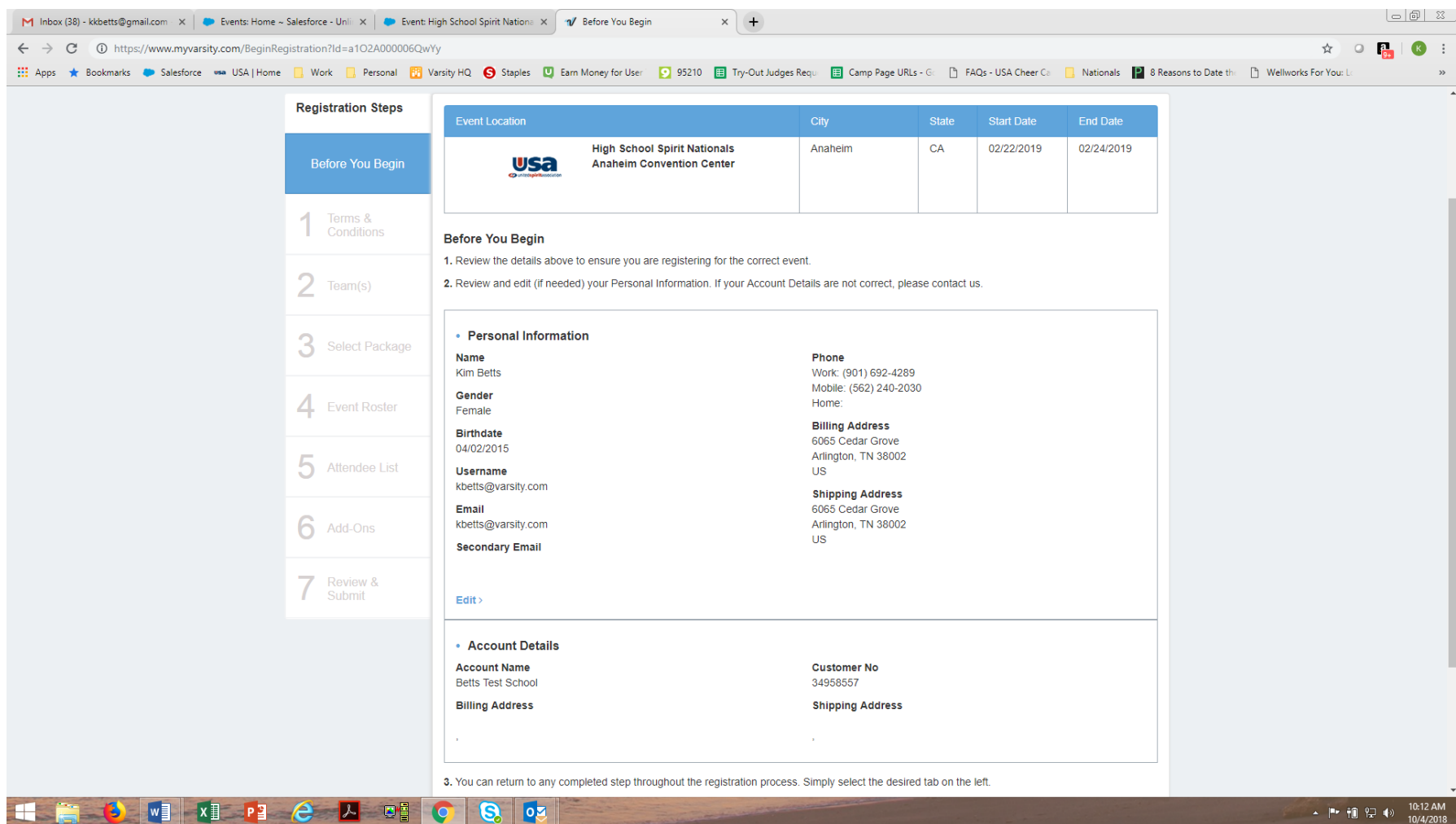
START THE NATIONALS REGISTRATION PROCESS

USE REGISTRATOIN LINKS TO EACH EVENT LOCATED ON THE USA WEBSITE

HOW TO INPUT A NATIONALS REGISTRATION

Before You Begin

Please confirm all your personal information. As a reminder, all event information is sent via email so please make sure the email address is correct.

STEP 1 – Terms and Conditions

Read through the Terms and Conditions and check the box that you agree.

STEP 2 – Team(s)

This is where you will add the teams you are registering. All teams should be registered for Nationals at the same time. If the team showed up on the Master Roster under your name, you will be able to register them for Nationals.

Click on the arrow to select the first team you are registering and click on that team.

HOW TO INPUT A NATIONALS REGISTRATION

Click on + Add Team to select the division(s) in which this team will be competing.

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

Step 2: Team(s)

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

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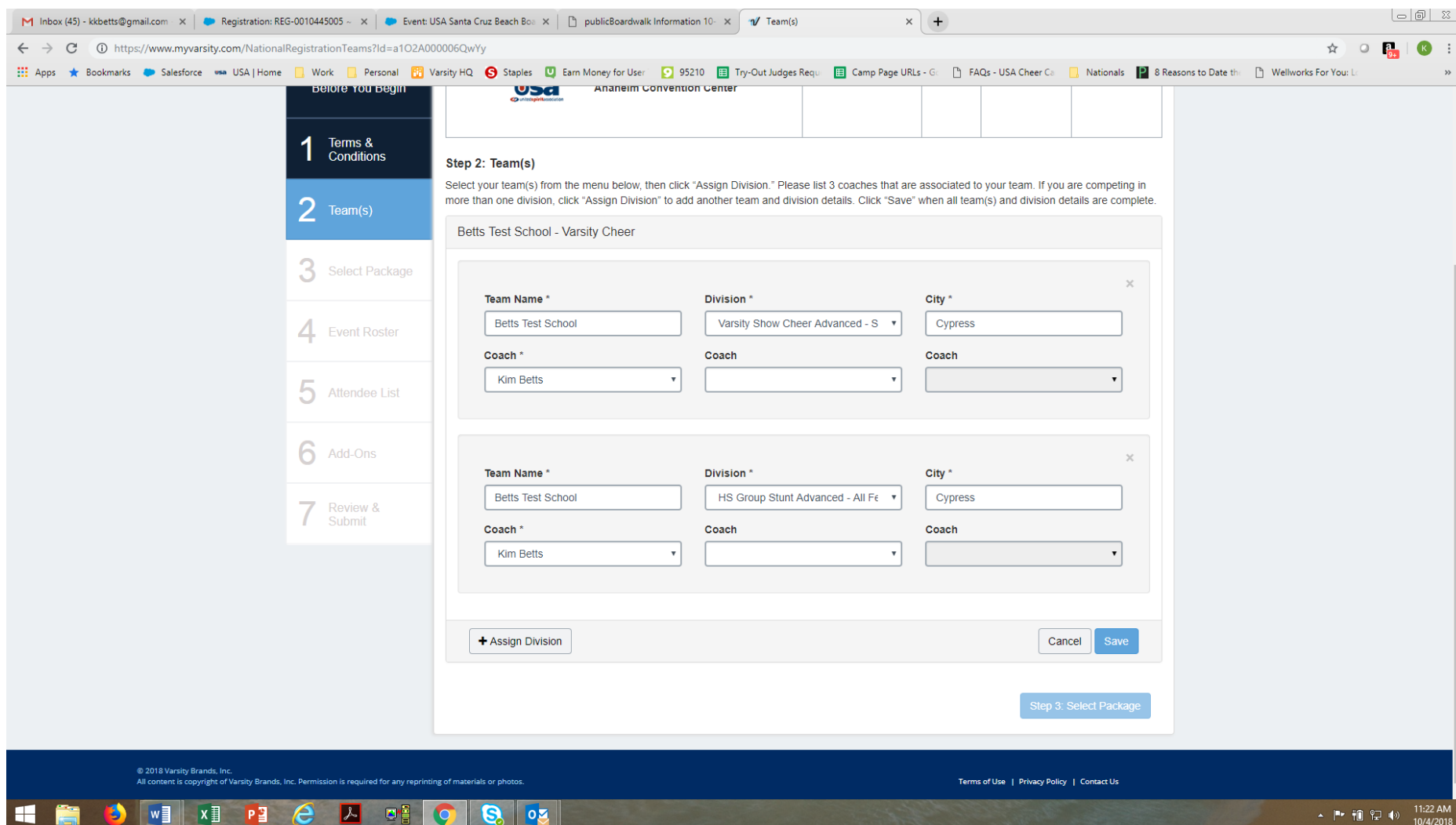
ⓘ No divisions have been added for Betts Test School - Varsity Cheer.

+ ADD TEAM   CANCEL   SAVE

STEP 3: EVENT ROSTER
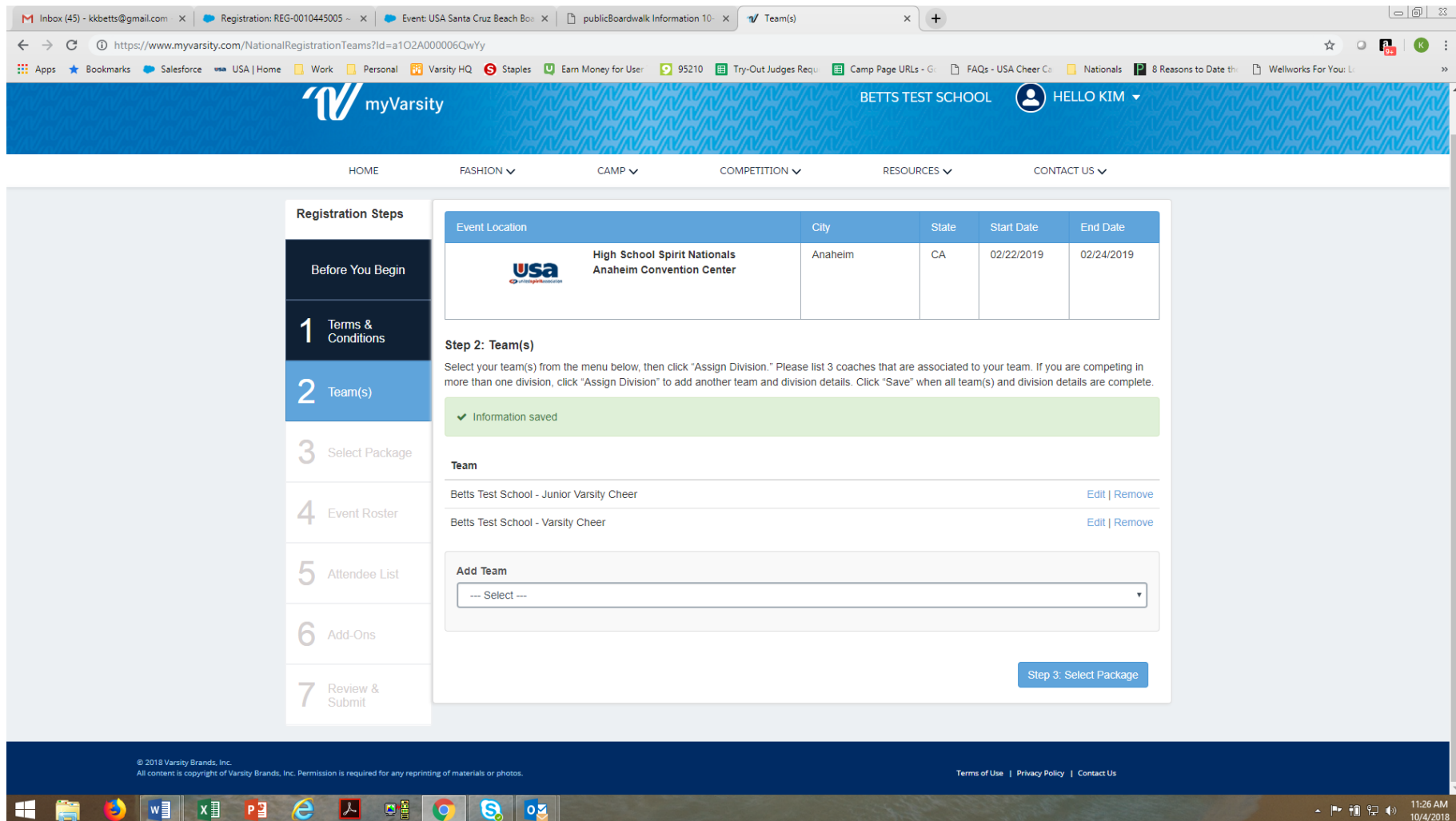
Terms of Use   Privacy Policy   Contact Us

Fill in the team name, select the division from the pull down menu, fill in the city, and select the coach.

If this team is competing in more than one division, click on + Add Team and complete the division information. Please **do not** register Varsity and Junior Varsity under the same team. They need to be registered as separate teams.

Once the division(s) for the team have been entered, click on Save.

If you have more than one team you are registering, select the next team from the Add Team pull down menu.

Go through the same process of Assigning Division(s) for this team.

Repeat this process until all the teams you are registering for Nationals have been selected and assigned a division(s). Once you are done, click on Select Package.

STEP 3 – Event Roster

The Master Roster is everyone that is on the team. The Event Roster is everyone attending the event. Someone on the Master Roster might not be attending the event.

Select the first team from the pull down menu.

Click on Continue

Add all participants and coaches on this team that are attending Nationals as follows:

Click on Add People

All Members on the team that are on the Master Roster will populate

Click on the box next to each individual that is attending

Click on continue and everyone will populate to the Event Roster

If your squad is purchasing the hotel package and you are purchasing hotel rooms for parents/family members. Please add them to the event roster now.

Click on Add People

Click on +Individuals

Select Role – Chaperone or Family

Put in their information and click on Add

Once you have all the individuals added, click on Finish and Create People

Add these newly created people to the Event Roster by selecting the box next to their name and clicking on Save.

These individuals are now on the Event Roster.
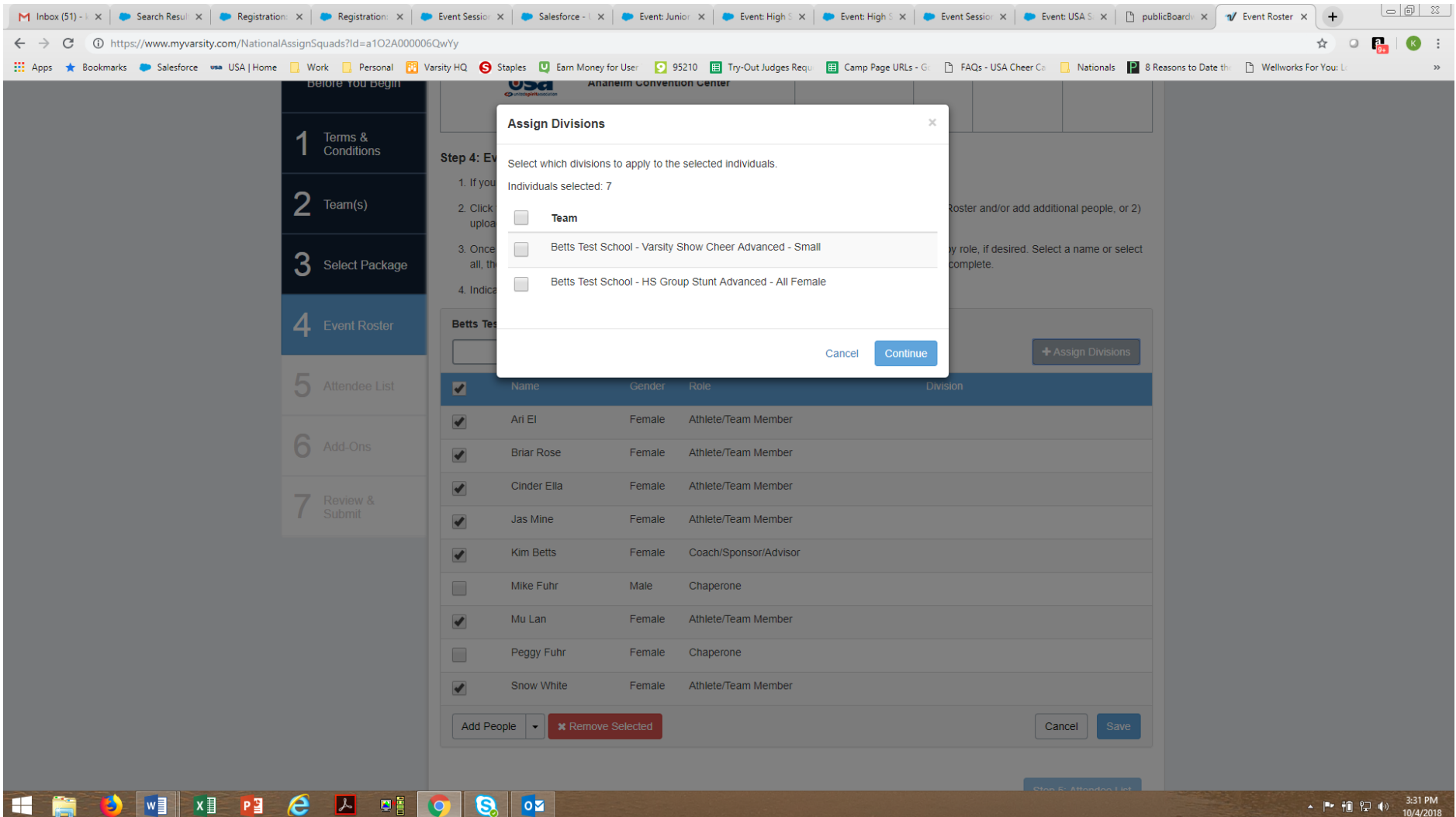
Follow these same steps to add any participants or coaches that did not populate from the Master Roster but if you updated your Master Roster prior to starting this process then everyone should appear.

Please only add each coach to <u>one</u> **Event Roster** even if they coach more than one team. **All coaches/advisors attending the event** <u>must</u> **appear on an Event Roster.**

Now you need to add all participants and coaches to a division.

To assign a division, select those participants competing in a division and then click on + Assign Divisions

Select the division and then click on continue:

If you have more than one division, follow the steps above until all divisions for this squad have been assigned.

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. If you mark someone as an alternate in a division, ensure that they are not competing in another division or you will be charged twice for that participant.

Incorrect Alternate Assignment

Correct Alternate Assignment

HOW TO INPUT A NATIONALS REGISTRATION

When done assigning divisions, press Save. If there are any errors in the number of people in a division, etc., you will receive an error message.

Once everything is correct follow the steps to create Event Rosters and assign divisions for any remaining teams on the registration.

Once all Event Roster have been created and divisions assigned, click on Step 5 Attendee List

STEP 4 – Select Package

For each squad you registered in the previous step, you now need to assign a package to each squad.
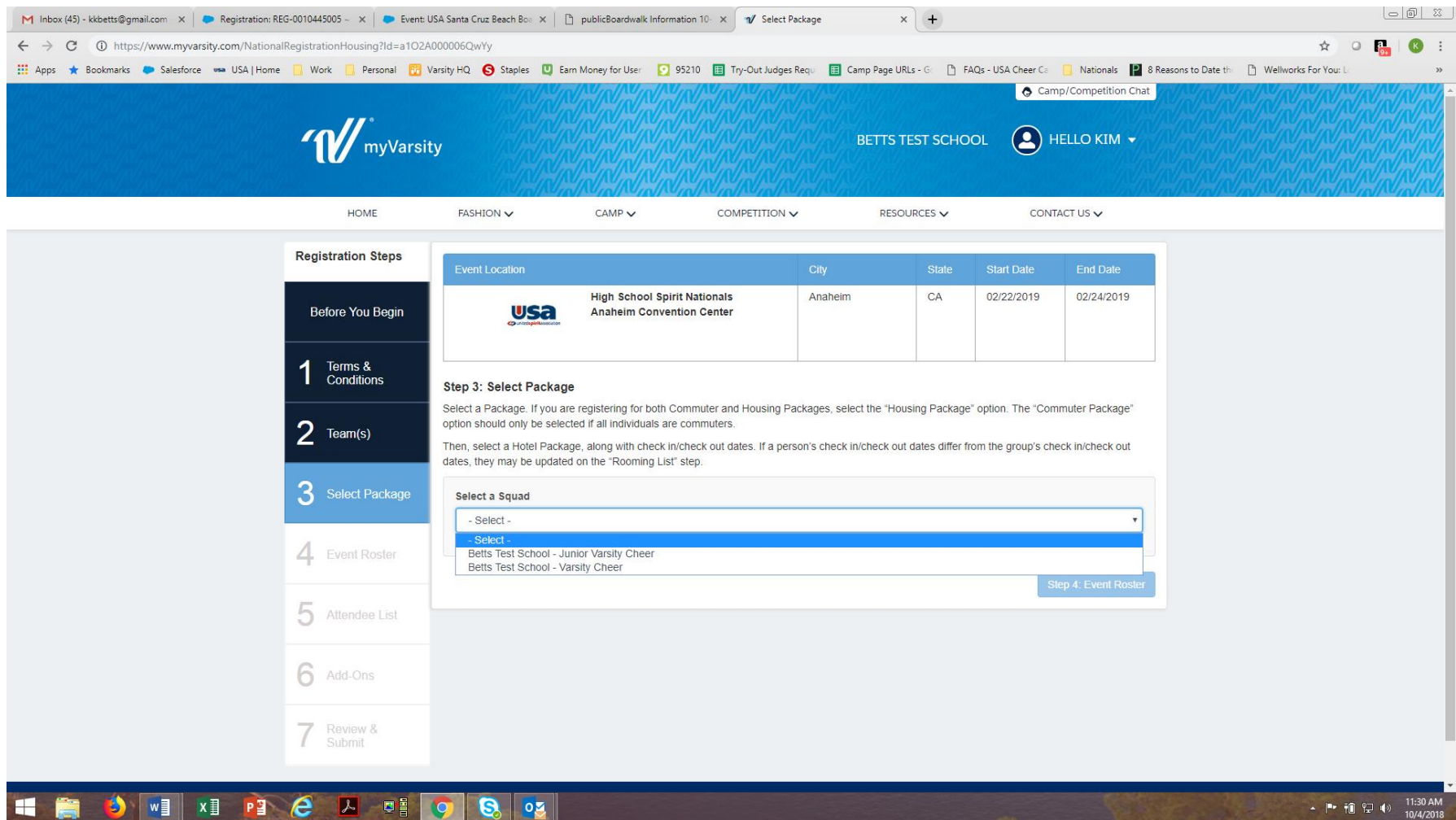
Hotel Package (Spirit and Junior Nationals only) – select this package **only** if you are purchasing hotel rooms at the Host Hotel through the United Spirit Association. If you are purchasing hotel rooms on your own, **do not** select this package.

Commuter Package – select this package if you are staying at another hotel than the host hotel or if you are driving to the event each day.

*Note – you can have a combination of both packages if you are purchasing hotel rooms for some participants while others are driving.

Select the squad from the pull down menu

Select the package type from the pull down menu. For this example, the Varsity team will be purchasing hotel rooms and the JV team will be commuting so that both options are shown.
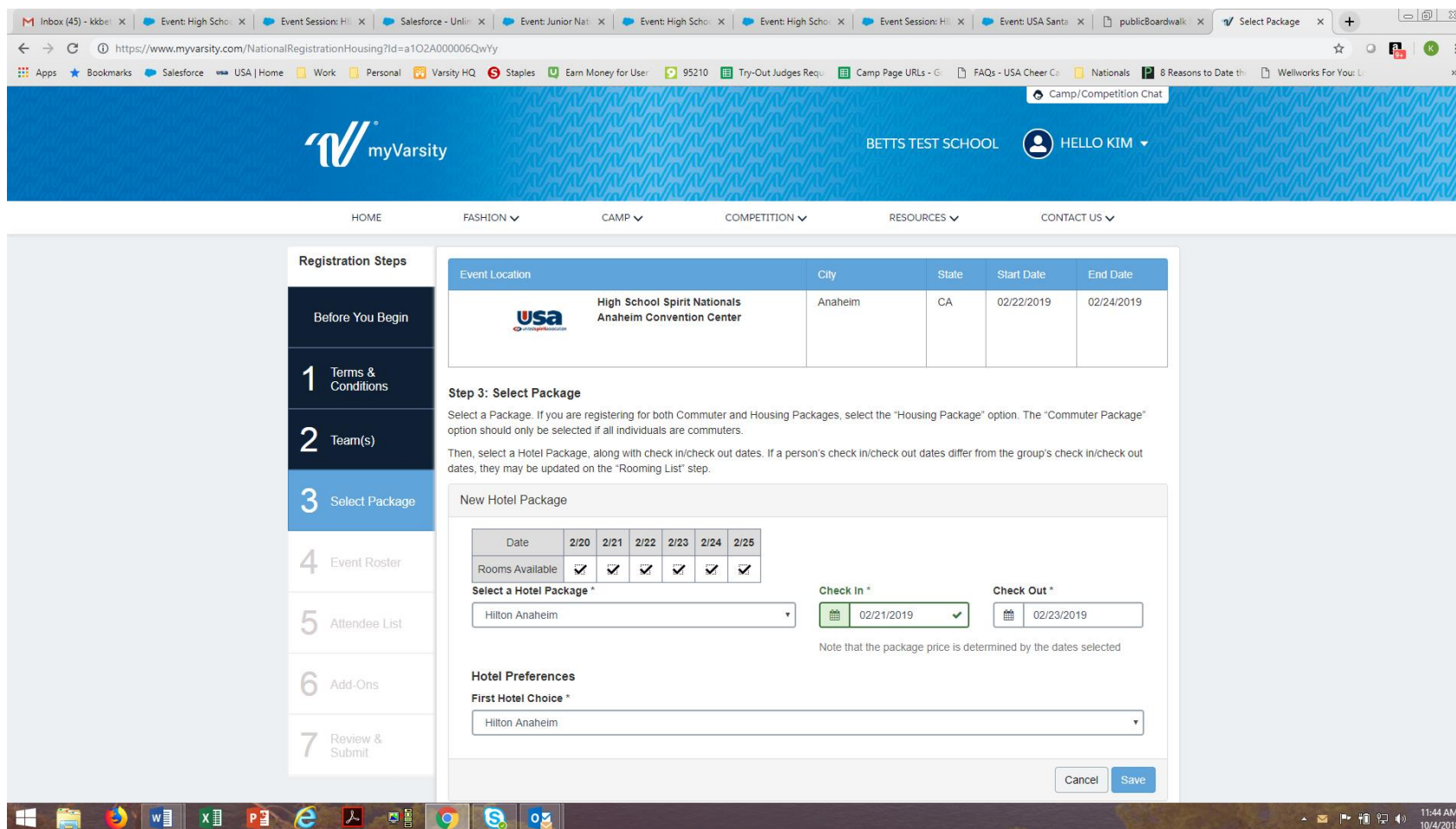
Hotel Package

Select Hotel Package. A table will pop up showing the dates that rooms are currently available.

Input check in date and check out date. **The entire event dates will self-populate into the check-in and check-out dates so check the table to ensure the room nights you want are available and then input the correct check in and check out dates.**

Select First Hotel Choice

Click on Save

If you are registering more than one squad, you need to select the package type for each squad even if all squads are purchasing the same package.

Select the next squad. Since you can have a combination of squad members staying at the hotel and commuting, all squads will appear in the pull-down menu even if you have already assigned a package to that squad.

Select Package Type

Commuter Package

You do not need to do anything else at this time.

Once all packages or combination of packages have been assigned, click on Step 4 – Event Roster.
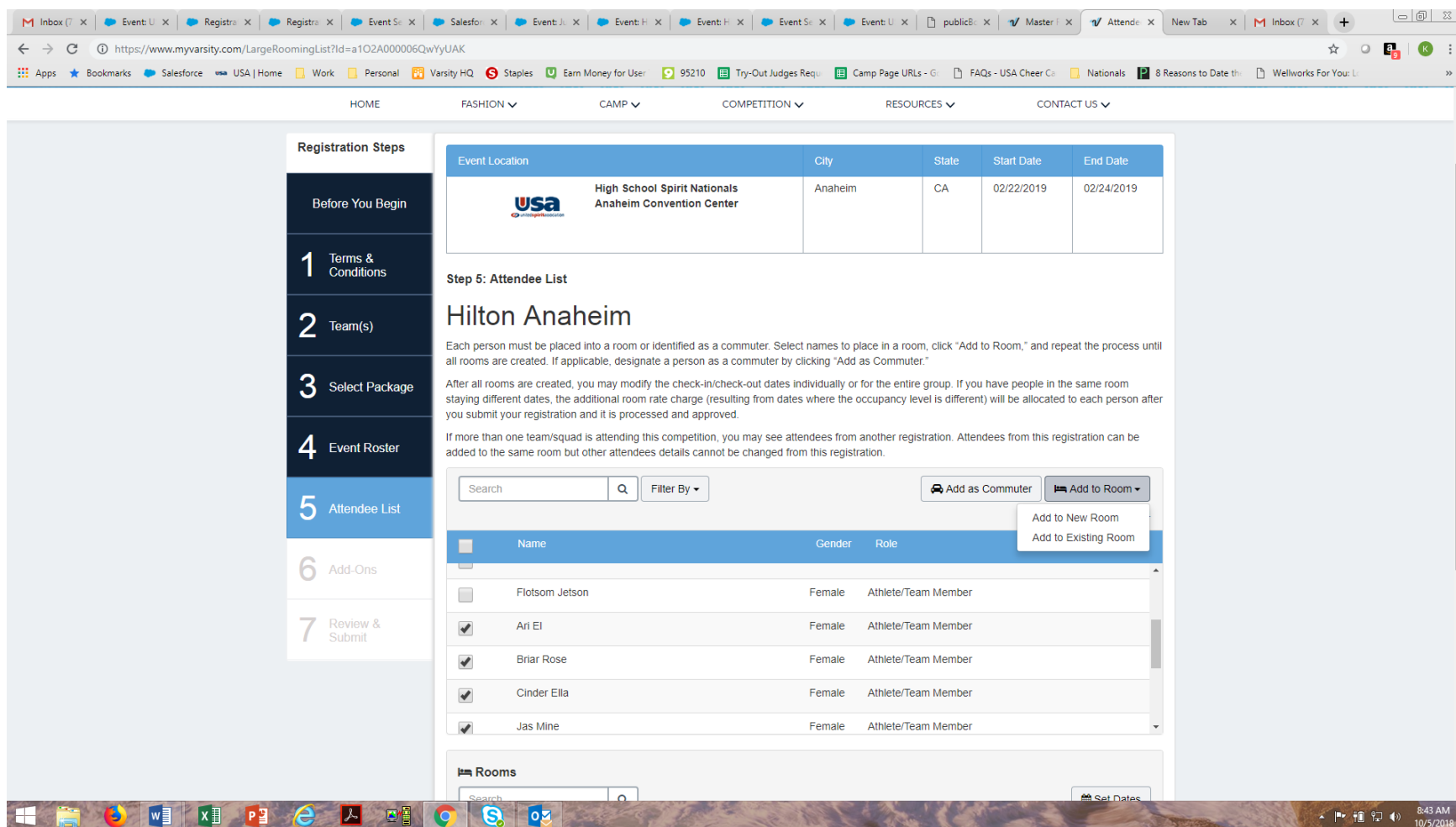
STEP 5 – Attendee List

Everyone must either be placed in a hotel room or identified as a commuter. If you are not staying in the hotel and do not assign everyone as a commuter, the registration will not be completed and the system will generate incorrect invoices.

Assign Hotel Rooms

Select up to four (4) people at a time and place them in a room. Click on the name and then click on Add to Room and click on Add to New Room.

Continue selecting people and assigning to New Rooms until everyone staying at the hotel has been housed.

Each assigned room will appear under Rooms. **Please make sure to double check the check-in and check-out dates.**

Assign Commuters

For everyone commuting, you **must** assign them as commuters. Select the names and then click on Add as Commuter.

![USA united spirit association logo]

HOW TO INPUT A NATIONALS REGISTRATION

Commuters will appear under the Commuters section.

Ensure that everyone has either been placed in a hotel room or denoted as a commuter. It should state "Great job! Everyone has housing." Once everyone has been assigned, click on Save Changes.

If you make any errors in assignments, just click on the red X next to a person's name and that will move them back up and you can either put in a hotel room or assign as a commuter. Just make sure to click on Save Changes before moving forward.
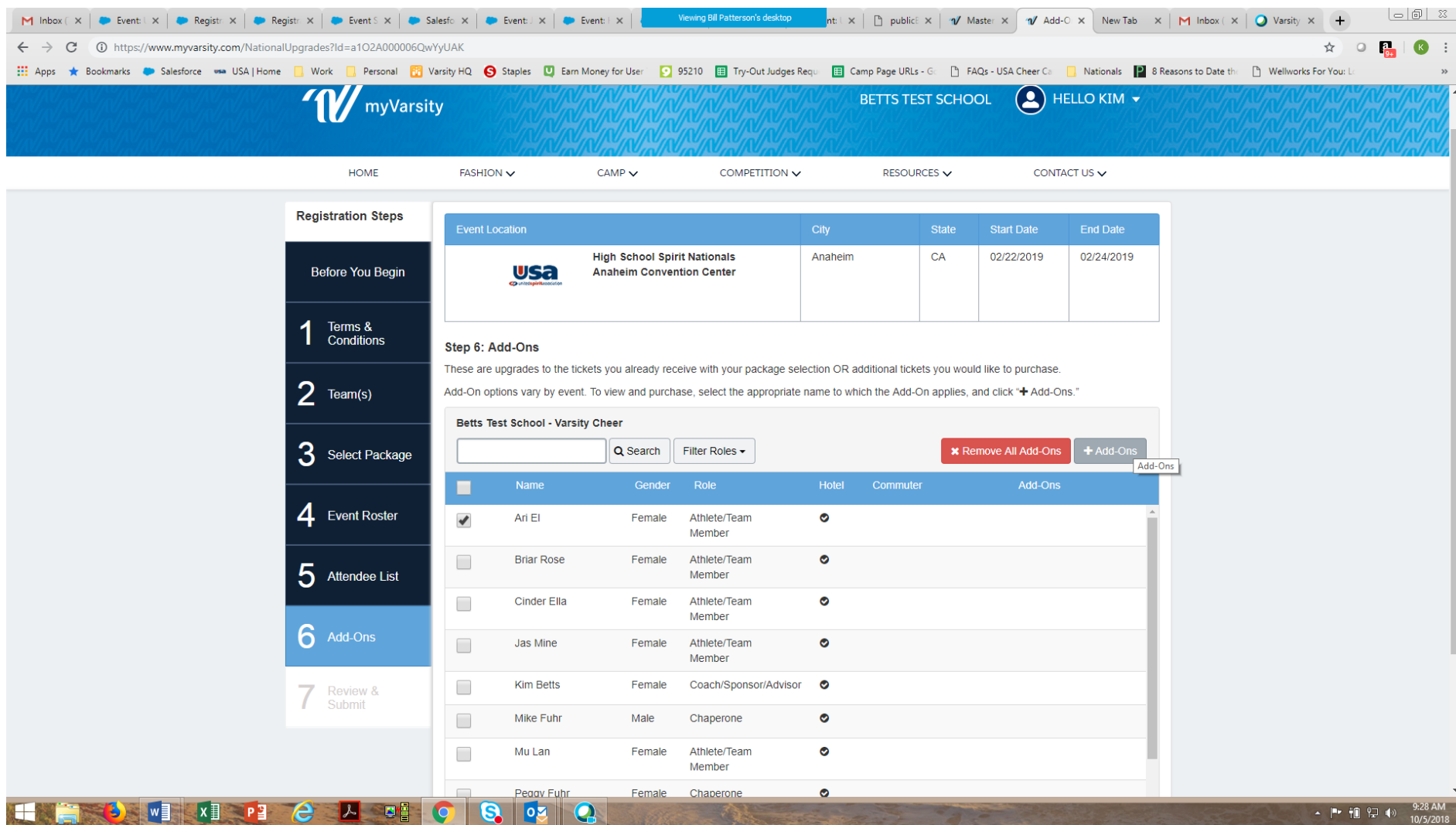
STEP 6 – Add-Ons

Add-ons are additional items to add to the registration. Please note the following regarding these add-ons:

- If you are competing in a team division (e.g. Group Stunt, Game Day, Jazz, etc.) then you need to assign the team fee to someone (usually the coach). **Do not assign the team fee to every individual on that team, just one person.**
- **Coach Wristband –** additional coaches' wristbands can be purchased in advanced for Spirit and Dance Nationals. Up to two (2) additional coaches wristbands per team may be purchased.
- **Spectator Wristband –** multi-day spectator wristbands can be purchased in advance for Spirit and Dance Nationals. These wristbands will be part of the registration packet that is picked up in total by a team representative. Individuals are not allowed to pick up portions of the registration packet. **Spectator wristbands will not be shipped in advance.**
- **Airport Transportation** – for schools who purchase hotel rooms through the United Spirit Association (Spirit and Junior Nationals) or Travel Source (Dance Nationals). Transportation to/from the airport and hotel can be purchased. Please note a minimum of 10 people must purchase airport transportation and all must be on the same flight(s).

To add add-ons to an individual, select the individual's name and click on +Add-Ons

Click on all the add-ons for that individual and click on Select

If a participant is purchasing Disney Tickets or Spectator Wristbands for family members, those family member's names do not need to appear on the roster unless they are staying at the hotel.

Each add-on will appear next to the individuals name on the invoice.

Once all the Add-Ons have been selected, click on Save

Do all the Add-On for each team on the registration.

Then click on Step 7 – Review and Submit

STEP 7 – Review and Submit

Under Review and Submit, please double check each portion of the registration. To see more information, click on the arrow.

If changes need to be made, click on the "Edit: button for that section to be taken back to that portion of the registration.

Please note that divisions will not appear on your invoice so please ensure that everything is correct before submitting the registration.

If everything on the registration is correct and the registration is done, click on Submit Registration. If you do not submit the registration, it will stay in progress until it is submitted. You can still go in and make changes to a registration while it is 'in progress' but once it is submitted, not changes can be made except by the USA office.
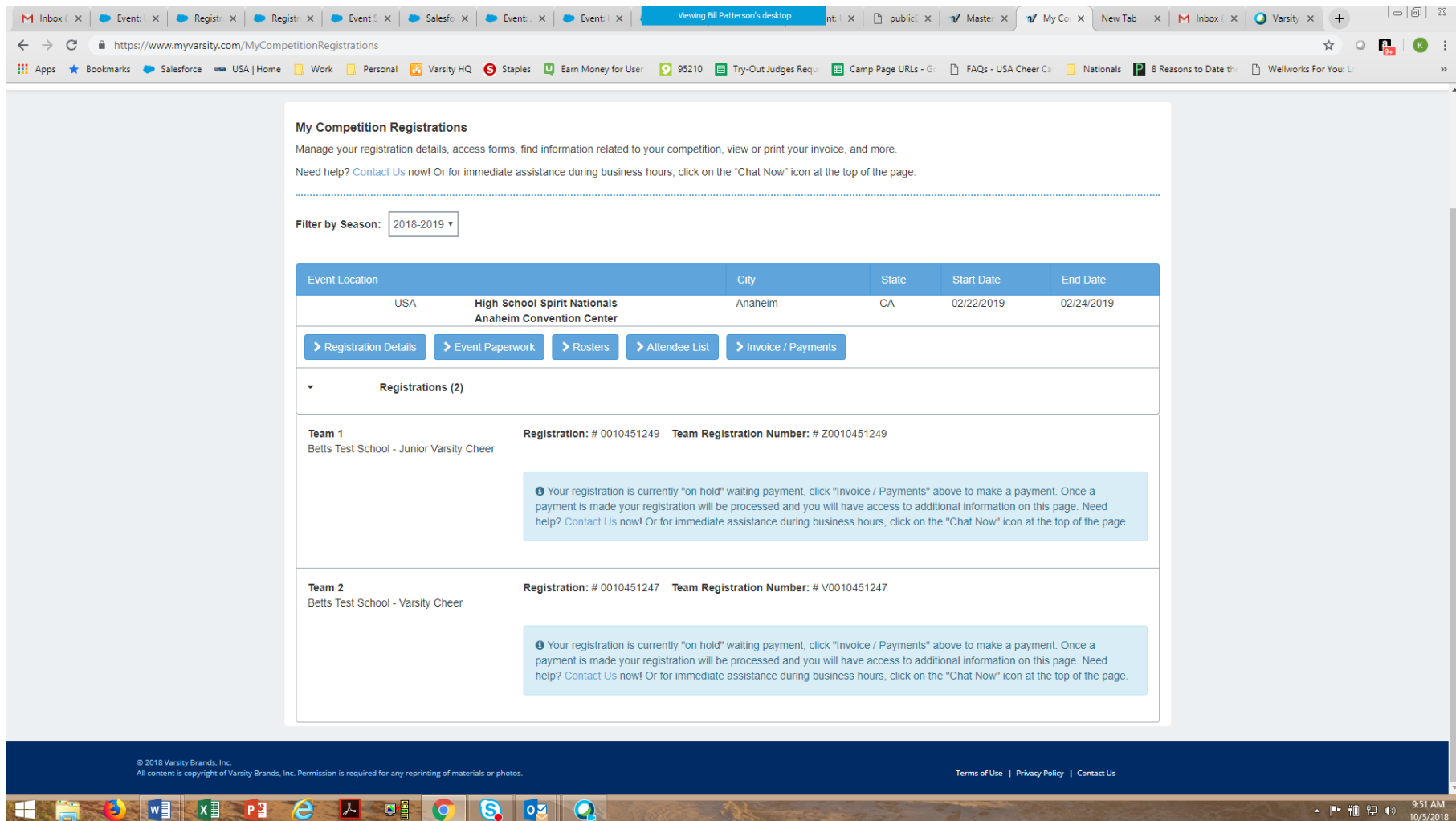
NEXT STEPS

- **Download the Supplemental Registration Packet.**
- If you have not done so already, please download the Supplemental Registration Packet. This packet has event information, registration checklist, release forms, and other important information.
- **Use the Check List in the Supplemental Registration Packet to ensure you do not miss any payment or paperwork deadlines.**
- **Manage Your Registration**

Manage Registration

To manage your registration, log into myVarsity.com and select My Competition Registrations. **Please do not use the Nationals Registration Link you used to input your registration. That link will not take you to your Nationals registration.**
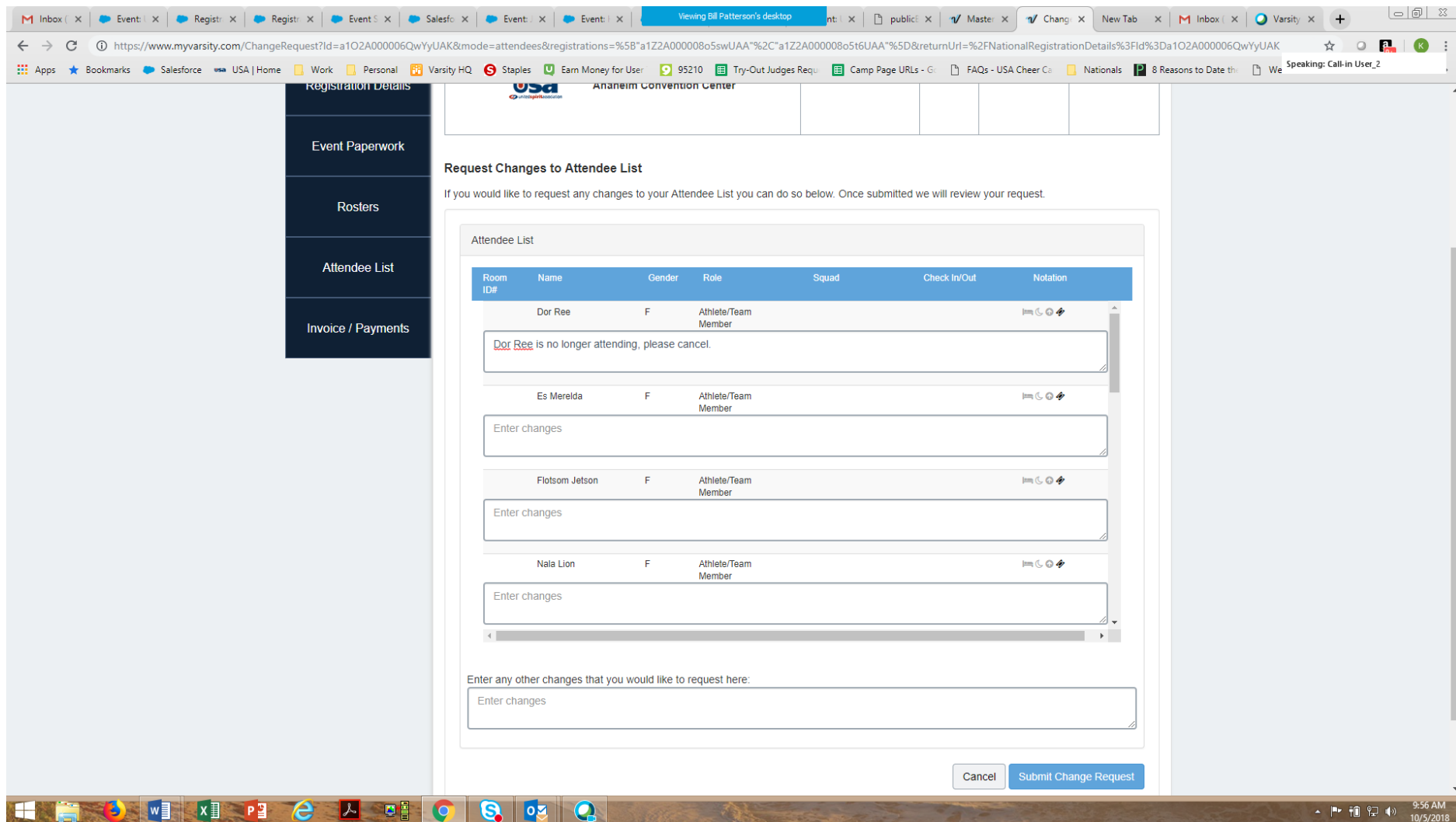

From this page, you can check your Registration details, access Event Paperwork, make a credit card payment, and print your invoices

To request a change, click on Registration Details. In the section that needs a change, click on the request change button.

Select the appropriate squad, input the change information, and click on Submit Change Request. Please be specific as possible on what you need changed.

Please do not submit the same change more than once or in different sections (e.g. cancel under Attendee List and Division section, etc.).

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You will receive a confirmation that the change was submitted.

Once a change has submitted, it will be completed as soon as possible. **Please allow at least 48 hours for changes to be made.** Once the change has been completed, you will receive an updated invoice showing the change.

Making Payments

To make a credit card payment, select Invoice/Payments.

Registrations remain on hold until payment is received. Your registration will show a message stating that the registration is still being process. You are still able to make payments even if the registration is being processed.

Click on Make Payment

Select the Individual(s) for whom you are making a payment. Then click on Continue.

If you are not paying the balance in full, adjust the amount you are paying per person. Click on Make Payments.

Input billing and credit card information as directed and submit. Please note that it could take up to 24 hours for a payment to process.
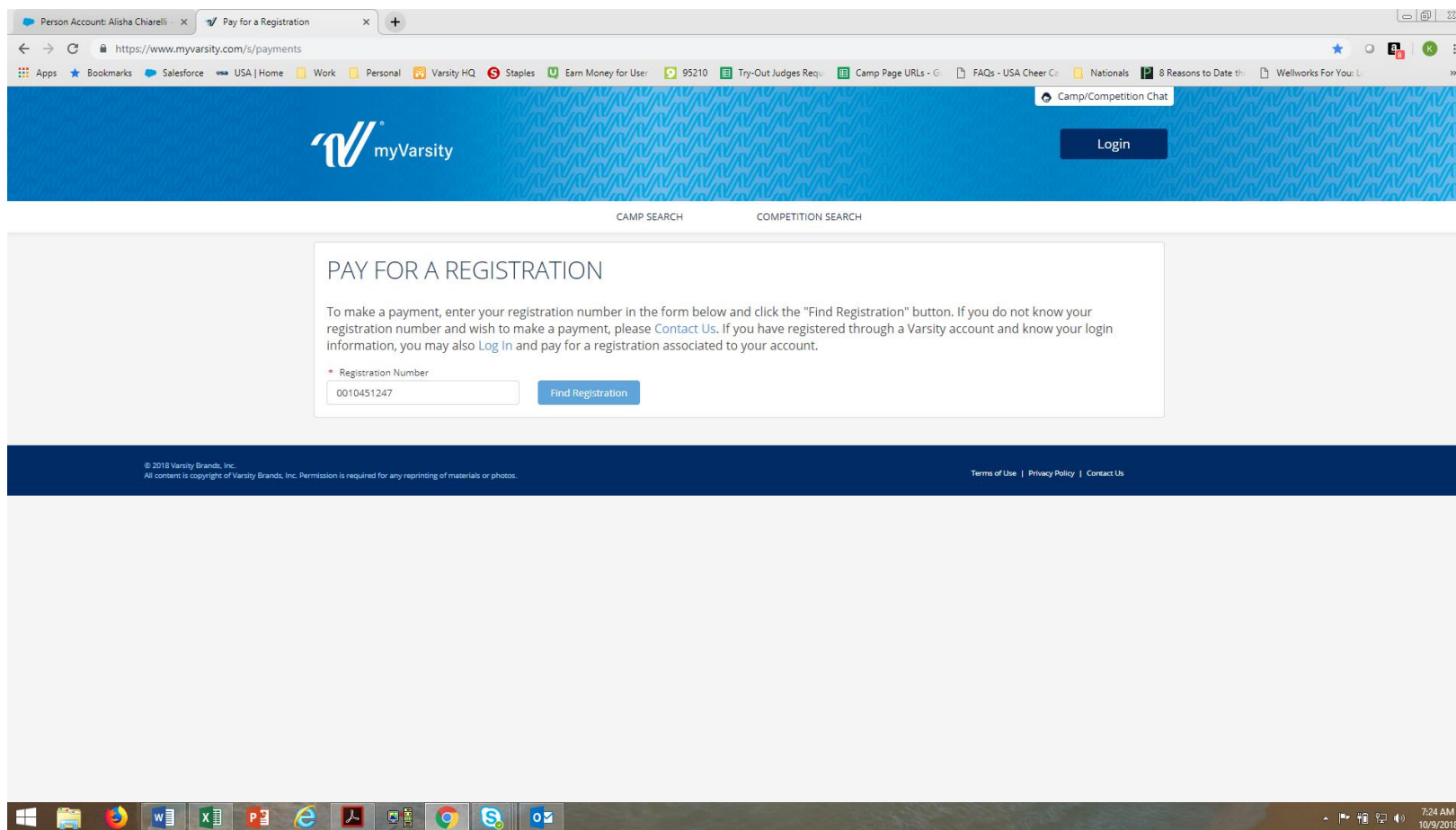
Individual Credit Card Payments

To have parents pay via credit card, please provide the following link:

www.myvarsity.com/s/payments

Also provide parents with the registration # for the squad in which their participant competes. **Make sure to provide the correct registration number if you have multiple squads.**
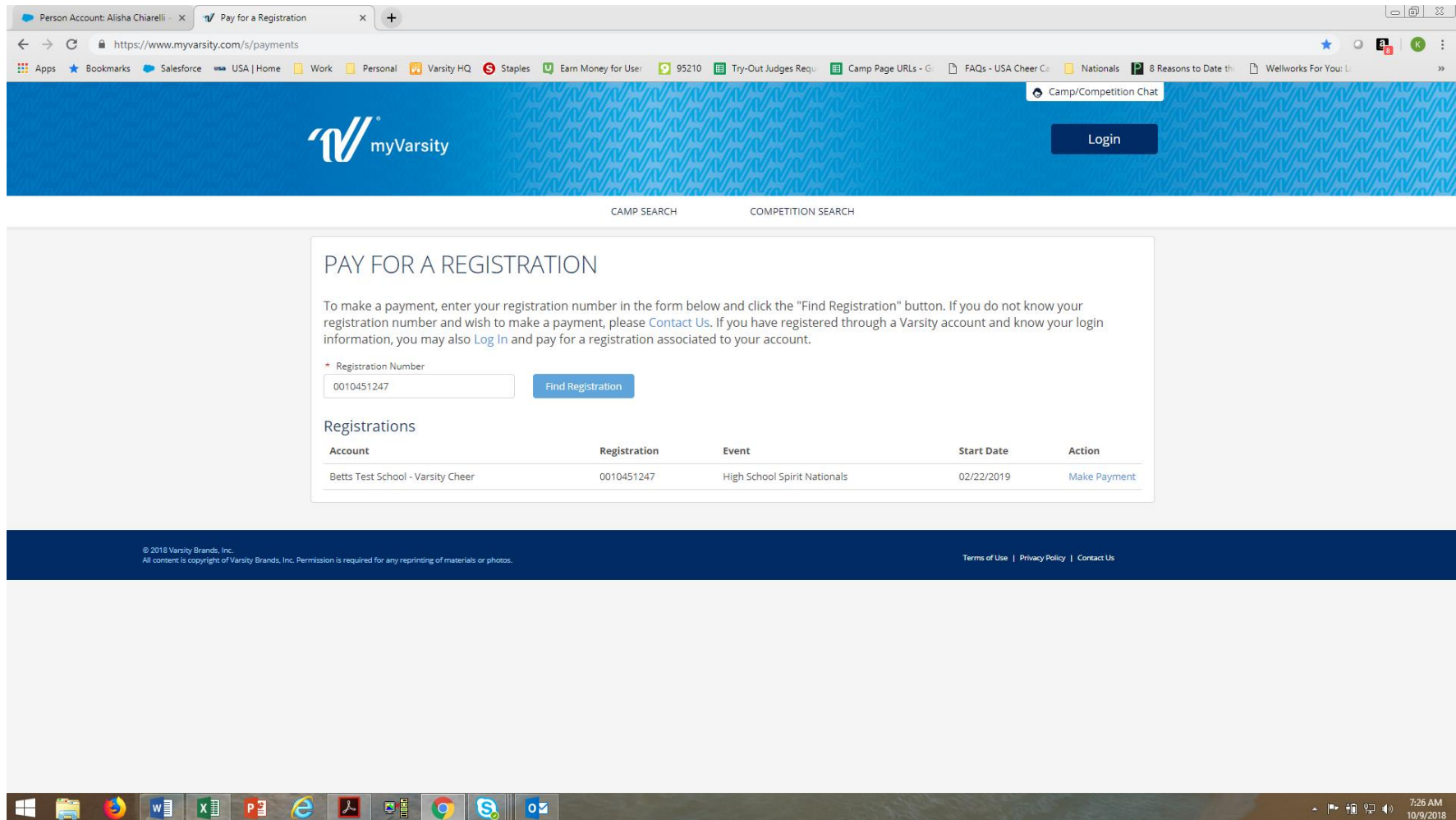
Payee will input the registration number and click on Find Registration.

Payee clicks on Make Payment

HOW TO INPUT A NATIONALS REGISTRATION

Payee selects the person for whom they are making a payment and clicks on Next

HOW TO INPUT A NATIONALS REGISTRATION

Payee inputs amount to be paid. The system will tell payee how much is due for the participant. **Please make sure to communicate to the payee the amount to pay if different than the total amount due.**

Payee will then input payment information.

Each time a payment is made, you will receive an email and updated invoice. The invoice will show all payments made. The United Spirit Association is not able to keep track of payments made.