

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)

The screenshot shows a web browser window with multiple tabs open. The active tab is 'https://www.myvarsity.com/s/'. The website header is blue with the myVarsity logo on the left. On the right, it says 'BETTS TEST SCHOOL' and 'HELLO KIM' with a dropdown arrow. The dropdown menu is open, showing options: 'Personal Information', 'Account Details', 'Master Roster', 'Important Dates', and 'Logout'. Below the header is a navigation bar with links: 'HOME', 'FASHION', 'CAMP', 'COMPETITION', and 'RESOURCES'. The main content area has a blue background with a pattern of small white icons. In the center, there is a large white triangle with the text 'the VARSITY CLUB' and 'Flash Sale Site Exclusive for Varsity Spirit Coaches'. Below this, there are three sections: 'Betts Test School' with customer number 34958557, 'Important Dates' with a 'Request Appointment' button, 'My Fashion Orders', 'My Rep' (Kim Betts, kbetts@varsity.com, (562) 240-2030, with a 'Contact My Rep' button), and 'My Account' (Varsity Songleading/Pom).

HOW TO INPUT A NATIONALS REGISTRATION

To add people to your Master Roster:

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

User

Personal Information

Account Details

Master Roster

Important Dates

Registrations

My Camp Registrations

My Competition Registrations

My Fashion Orders

ADD PEOPLE

BULK UPLOAD

SAVE

Filter By: Show All

Group By: Person

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

Name	Gender	Birthdate	Squad	Role	Remove	Actions
1. Aimee Riley	Female		<input type="checkbox"/> Betts Test School - Junior Varsity Cheer	Coach/Sponsor/Advisor	<input type="checkbox"/>	Edit
			<input type="checkbox"/> Betts Test School - Varsity Cheer			
			<input checked="" type="checkbox"/> Betts Test School - Varsity Dance			
			<input type="checkbox"/> Betts Test School - Varsity Songleadin...			
2. Anastasia Tremaine	Female	10/04/12	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer	Athlete/Team Member	<input type="checkbox"/>	Edit
			<input type="checkbox"/> Betts Test School - Varsity Cheer			
			<input checked="" type="checkbox"/> Betts Test School - Varsity Dance			
			<input type="checkbox"/> Betts Test School - Varsity Songleadin...			
3. Ari El	Female	01/01/00	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer	Athlete/Team Member	<input type="checkbox"/>	Edit
			<input checked="" type="checkbox"/> Betts Test School - Varsity Cheer			
			<input type="checkbox"/> Betts Test School - Varsity Dance			
			<input type="checkbox"/> Betts Test School - Varsity Songleadin...			
4. Blue Fairy	Female	01/01/00	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer	Athlete/Team Member	<input type="checkbox"/>	Edit
			<input type="checkbox"/> Betts Test School - Varsity Cheer			
			<input checked="" type="checkbox"/> Betts Test School - Varsity Dance			

HOW TO INPUT A NATIONALS REGISTRATION

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

Registrations

- My Camp Registrations
- My Competition Registrations
- My Fashion Orders

SAVE AND ADD ANOTHER PERSON
SAVE AND FINISH
CANCEL

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 Songleading/Pom

Choose Role

Betts Test School - Varsity Cheer

Athlete/Team Member

Betts Test School - Varsity Dance

Choose Role

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.

HOW TO INPUT A NATIONALS REGISTRATION

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/Adviser		

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.

HOW TO INPUT A NATIONALS REGISTRATION

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		<input type="checkbox"/> Betts Test School - Junior Varsity Cheer <input type="checkbox"/> Betts Test School - Varsity Cheer <input checked="" type="checkbox"/> Betts Test School - Varsity Dance <input type="checkbox"/> Betts Test School - Varsity Songleadin...	Coach/Sponsor/Advisor	<div style="border: 1px solid black; padding: 2px; display: inline-block;">To change someone's information, click on Edit</div> Edit
2. Anastasia Tremaine	Female	10/04/12	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer <input type="checkbox"/> Betts Test School - Varsity Cheer <input checked="" type="checkbox"/> Betts Test School - Varsity Dance <input type="checkbox"/> Betts Test School - Varsity Songleadin...	Athlete/Team Member	Edit
	Female	01/01/00	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer <input checked="" type="checkbox"/> Betts Test School - Varsity Cheer <input type="checkbox"/> Betts Test School - Varsity Dance <input type="checkbox"/> Betts Test School - Varsity Songleadin...	Athlete/Team Member	<div style="border: 1px solid black; padding: 2px; display: inline-block;">To move someone from one squad to another, click on the correct squad and unclick the incorrect squad.</div> Edit
4. Blue Fairy	Female	01/01/00	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer <input type="checkbox"/> Betts Test School - Varsity Cheer <input checked="" type="checkbox"/> Betts Test School - Varsity Dance <input type="checkbox"/> Betts Test School - Varsity Songleadin...	Athlete/Team Member	<div style="border: 1px solid black; padding: 2px; display: inline-block;">To remove someone, click on the remove box.</div>
5. Briar Rose	Female	01/01/00	<input type="checkbox"/> Betts Test School - Junior Varsity Cheer <input checked="" type="checkbox"/> Betts Test School - Varsity Cheer <input type="checkbox"/> Betts Test School - Varsity Dance	Athlete/Team Member	

Click on SAVE when finished adjusting the roster.

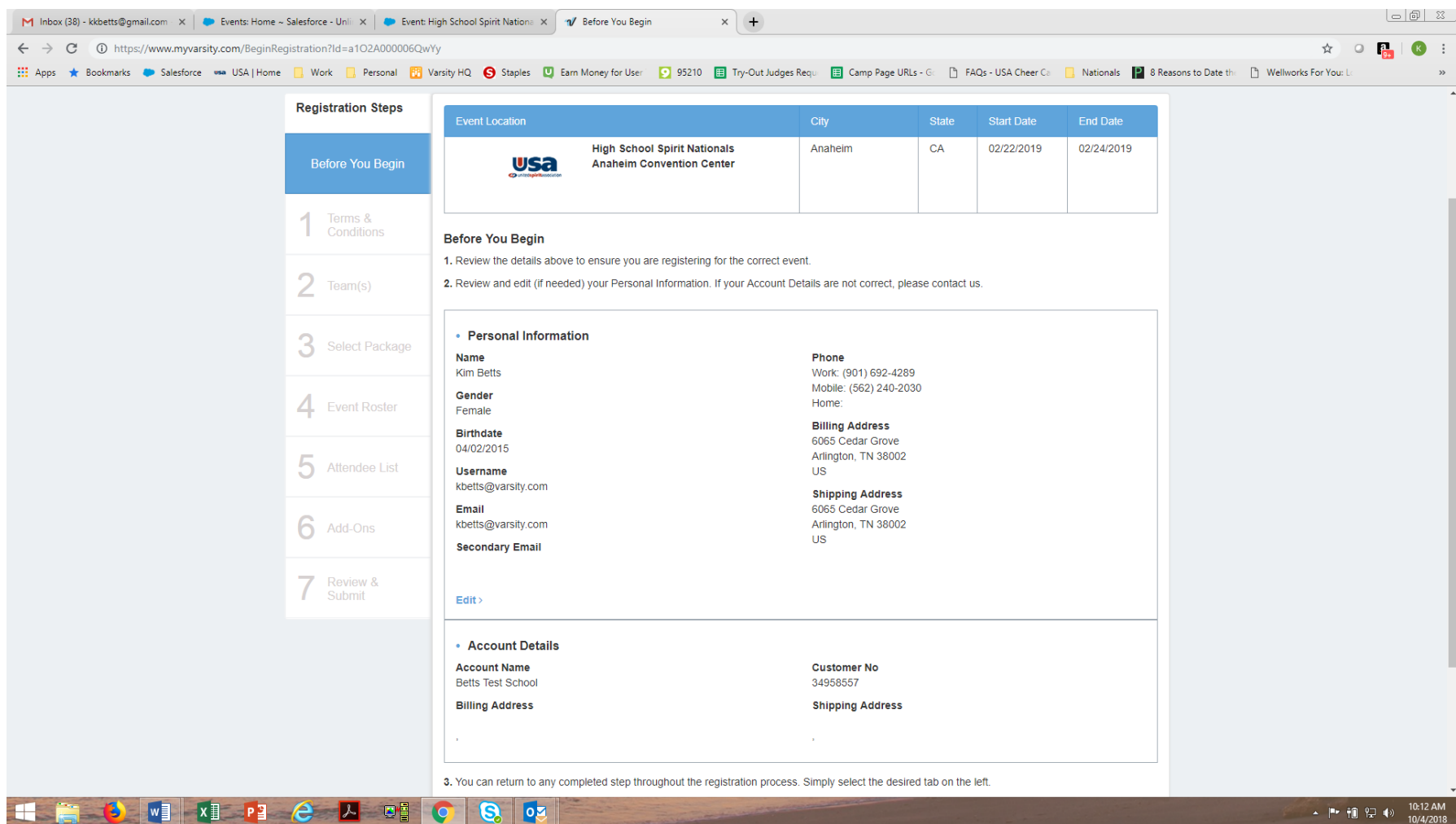
START THE NATIONALS REGISTRATION PROCESS

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.



Registration Steps

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

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Before You Begin

- Review the details above to ensure you are registering for the correct event.
- Review and edit (if needed) your Personal Information. If your Account Details are not correct, please contact us.

Personal Information

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

[Edit >](#)

Account Details

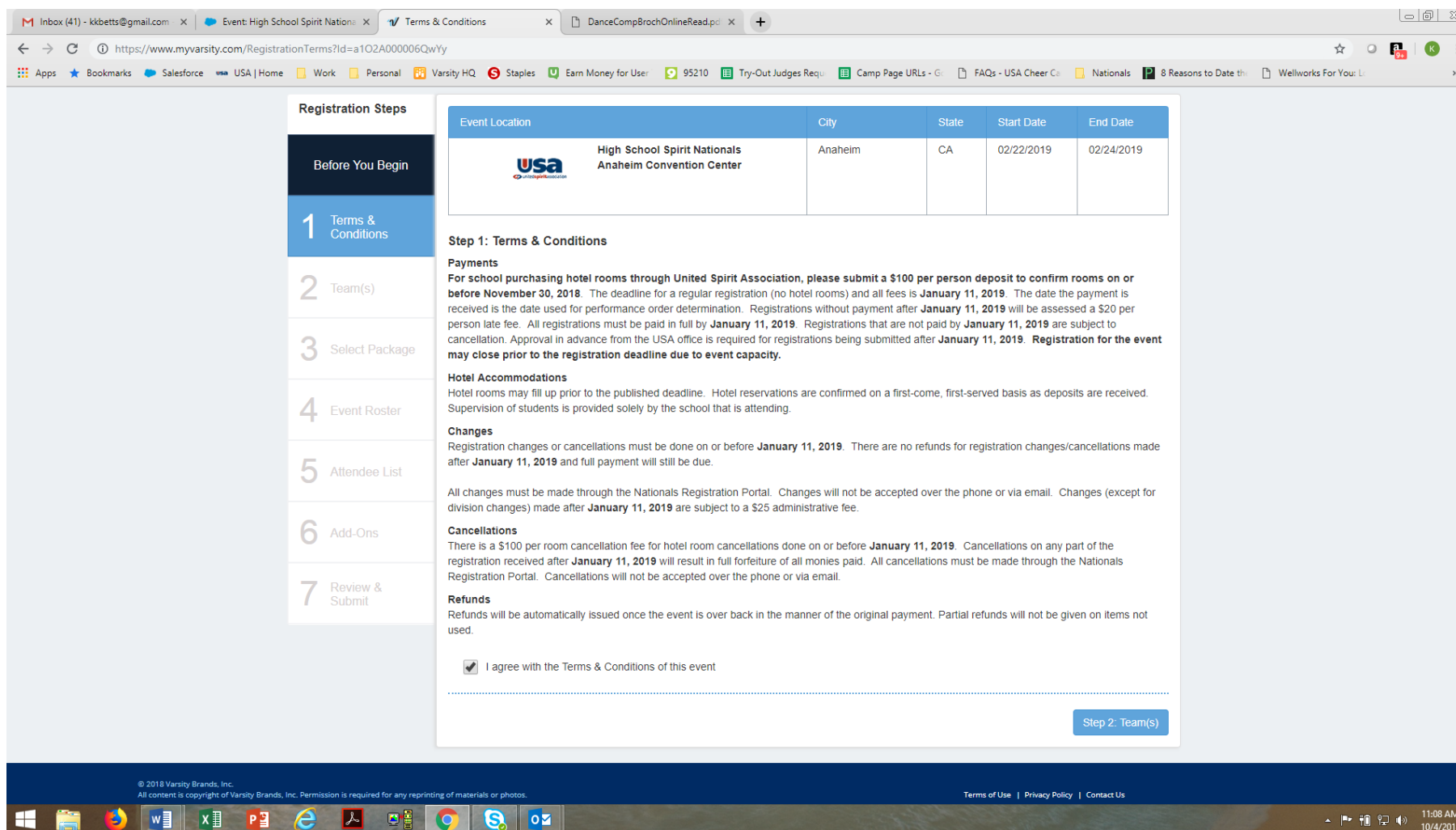
Account Name Betts Test School	Customer No 34958557
Billing Address	Shipping Address

3. You can return to any completed step throughout the registration process. Simply select the desired tab on the left.

HOW TO INPUT A NATIONALS REGISTRATION


STEP 1 – Terms and Conditions

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



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/RegistrationTerms?id=a1O2A000006QwYy>. The page is titled "Registration Steps" and lists seven steps: 1. Terms & Conditions, 2. Team(s), 3. Select Package, 4. Event Roster, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The first step, "Terms & Conditions", is currently selected.

Below the navigation bar, there is a table with event details:

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 1: Terms & Conditions

Payments
For school purchasing hotel rooms through United Spirit Association, please submit a \$100 per person deposit to confirm rooms on or before November 30, 2018. The deadline for a regular registration (no hotel rooms) and all fees is January 11, 2019. The date the payment is received is the date used for performance order determination. Registrations without payment after January 11, 2019 will be assessed a \$20 per person late fee. All registrations must be paid in full by January 11, 2019. Registrations that are not paid by January 11, 2019 are subject to cancellation. Approval in advance from the USA office is required for registrations being submitted after January 11, 2019. Registration for the event may close prior to the registration deadline due to event capacity.

Hotel Accommodations
Hotel rooms may fill up prior to the published deadline. Hotel reservations are confirmed on a first-come, first-served basis as deposits are received. Supervision of students is provided solely by the school that is attending.

Changes
Registration changes or cancellations must be done on or before January 11, 2019. There are no refunds for registration changes/cancellations made after January 11, 2019 and full payment will still be due.

All changes must be made through the Nationals Registration Portal. Changes will not be accepted over the phone or via email. Changes (except for division changes) made after January 11, 2019 are subject to a \$25 administrative fee.

Cancellations
There is a \$100 per room cancellation fee for hotel room cancellations done on or before January 11, 2019. Cancellations on any part of the registration received after January 11, 2019 will result in full forfeiture of all monies paid. All cancellations must be made through the Nationals Registration Portal. Cancellations will not be accepted over the phone or via email.

Refunds
Refunds will be automatically issued once the event is over back in the manner of the original payment. Partial refunds will not be given on items not used.

☒ I agree with the Terms & Conditions of this event

[Step 2: Team\(s\)](#)

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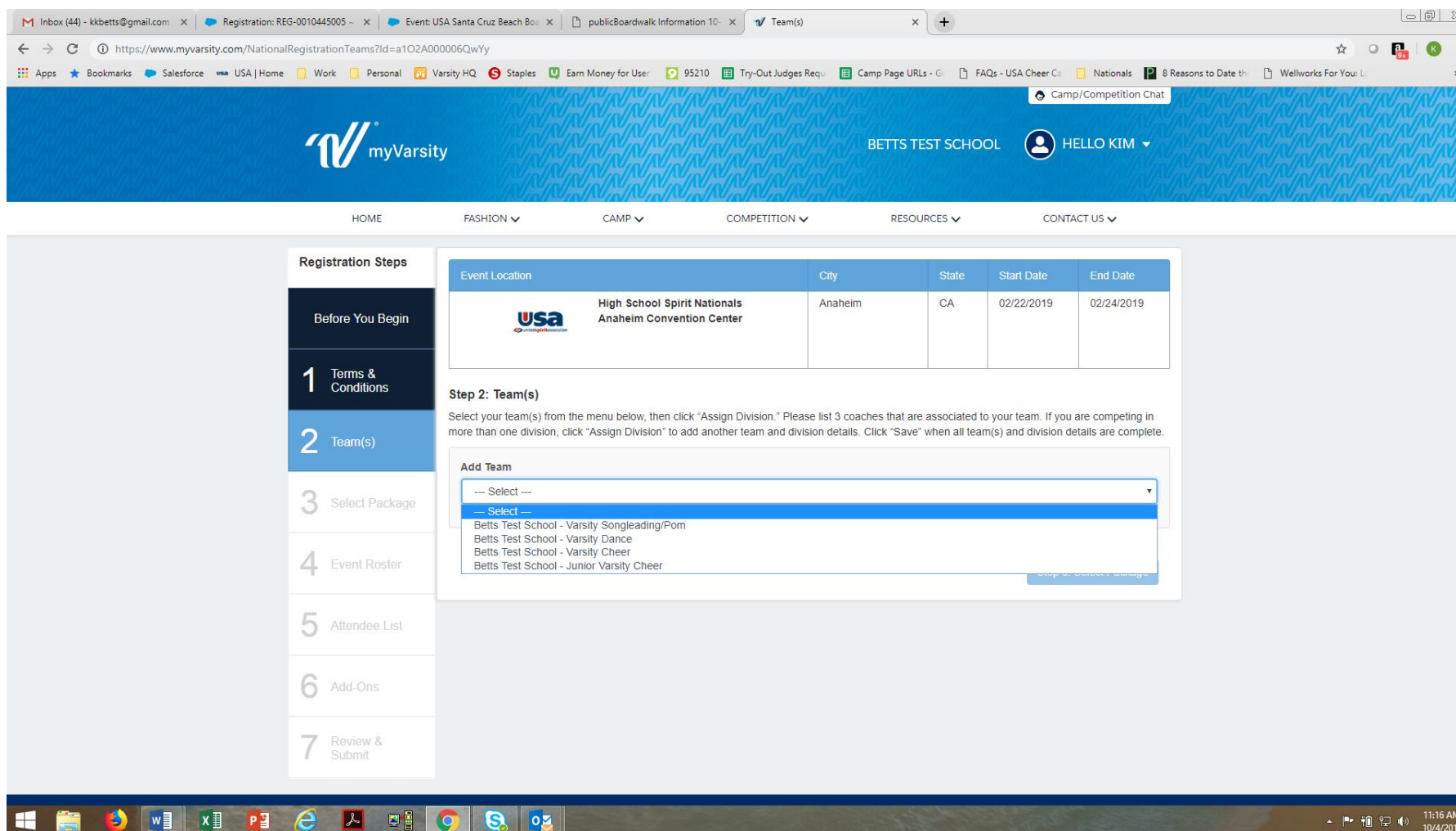
11:08 AM
10/4/2018

HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the myVarsity website interface. The top navigation bar includes the myVarsity logo, the user's name (BETTS TEST SCHOOL), and a dropdown menu (HELLO KIM). The main navigation bar has links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The left sidebar contains a 'Registration Steps' menu with options: Before You Begin, 1 Terms & Conditions, 2 Team(s) (selected), 3 Select Package, 4 Event Roster, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit.

The main content area displays the 'Step 2: Team(s)' section. It includes a table with event details:

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Below the table, the text reads: '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.'

The 'Add Team' section features a dropdown menu with the following options:

- Select ---
- Select ---
- Betts Test School - Varsity Songleading/Pom
- Betts Test School - Varsity Dance
- Betts Test School - Varsity Cheer
- Betts Test School - Junior Varsity Cheer

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

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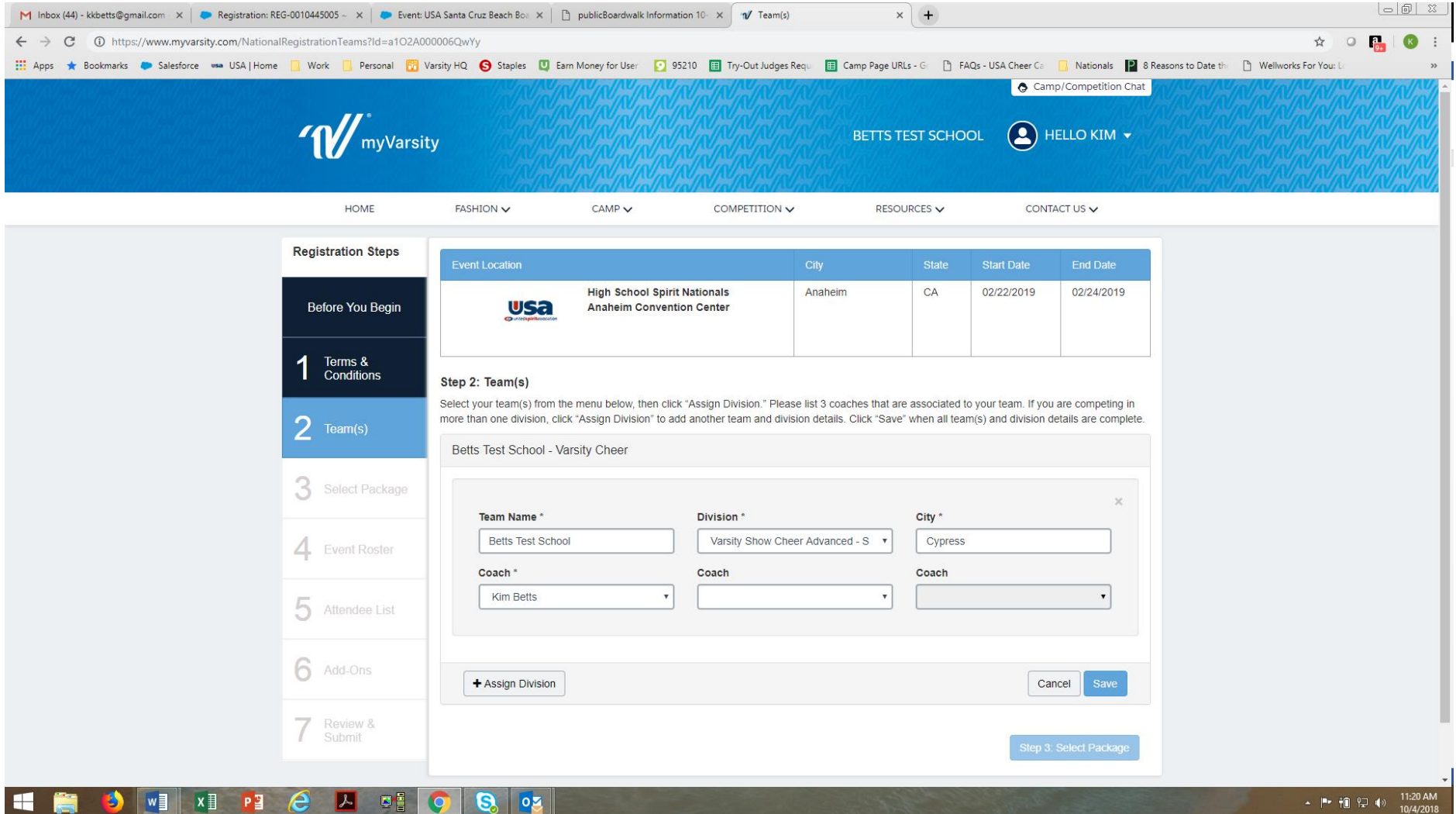
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HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows the myVarsity website interface. The top navigation bar includes the myVarsity logo, the user's name (HELLO KIM), and a dropdown menu. Below the navigation bar is a horizontal menu with links to 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. Select Package, 4. Event Roster, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The "Team(s)" step is currently selected. The "Event Location" table shows the "High School Spirit Nationals" at the "Anaheim Convention Center" in "Anaheim, CA" from "02/22/2019" to "02/24/2019". The "Step 2: Team(s)" section prompts the user to select a team(s) from a menu and assign a division. The "Betts Test School - Varsity Cheer" team is selected. The "Team Name" field is filled with "Betts Test School", the "Division" is set to "Varsity Show Cheer Advanced - S", and the "City" is "Cypress". The "Coach" field is filled with "Kim Betts". The "Assign Division" button is visible, along with "Cancel" and "Save" buttons. A "Step 3: Select Package" button is also present.

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

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 Cheer

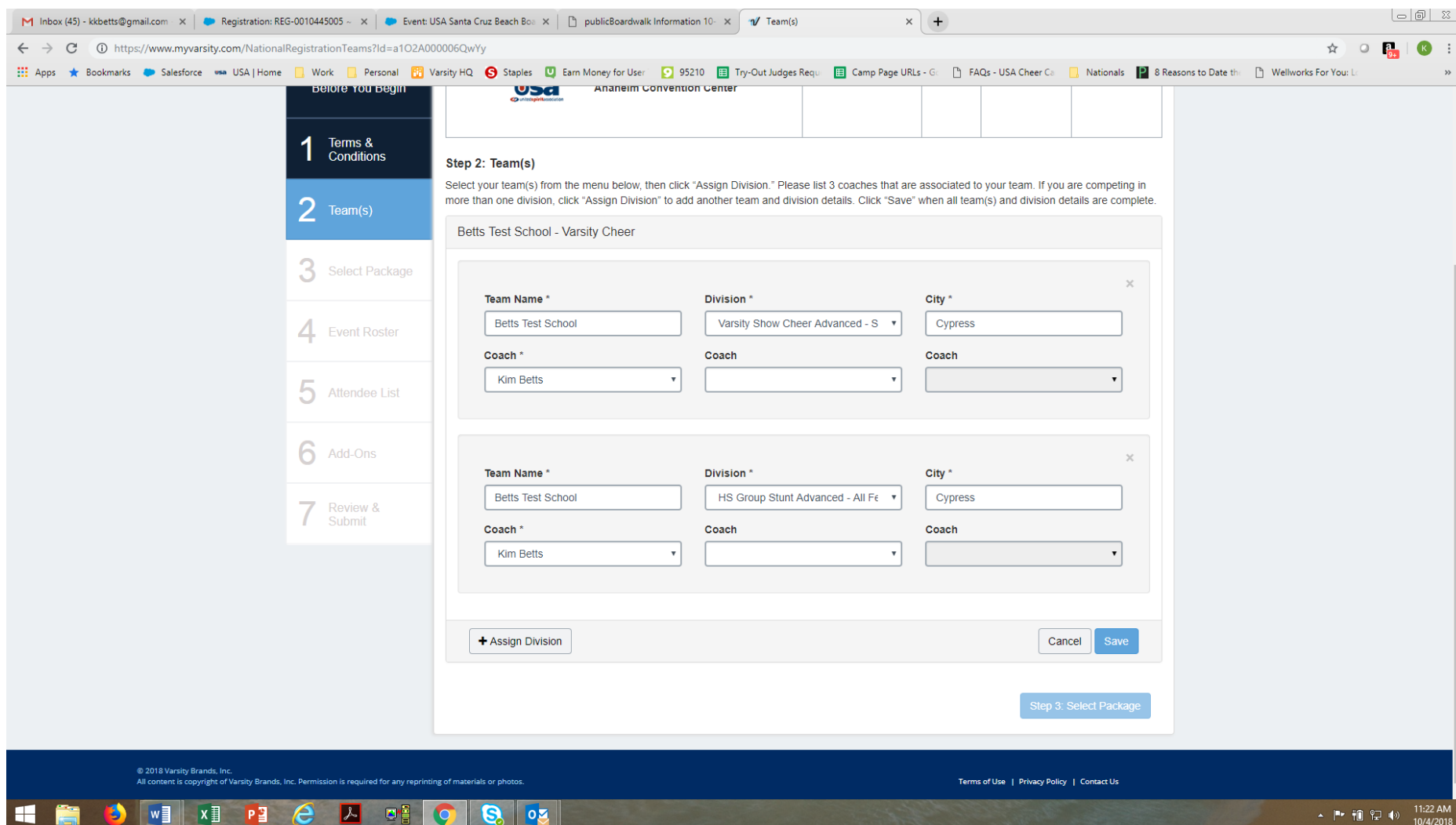
Team Name * Betts Test School	Division * Varsity Show Cheer Advanced - S	City * Cypress
Coach * Kim Betts	Coach	Coach

[+ Assign Division](#) [Cancel](#) [Save](#)

[Step 3: Select Package](#)

HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the 'Step 2: Team(s)' registration page. The left sidebar contains a progress bar with 7 steps: 1. Terms & Conditions, 2. Team(s) (active), 3. Select Package, 4. Event Roster, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 2: Team(s)' and includes instructions: '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.'

Two team entries are shown, both for 'Betts Test School - Varsity Cheer':

Team Name *	Division *	City *	Coach *	Coach	Coach
Betts Test School	Varsity Show Cheer Advanced - S	Cypress	Kim Betts		
Betts Test School	HS Group Stunt Advanced - All Fe	Cypress	Kim Betts		

At the bottom of the form, there is a '+ Assign Division' button, a 'Cancel' button, and a 'Save' button. A 'Step 3: Select Package' button is also visible at the bottom right of the main content area.

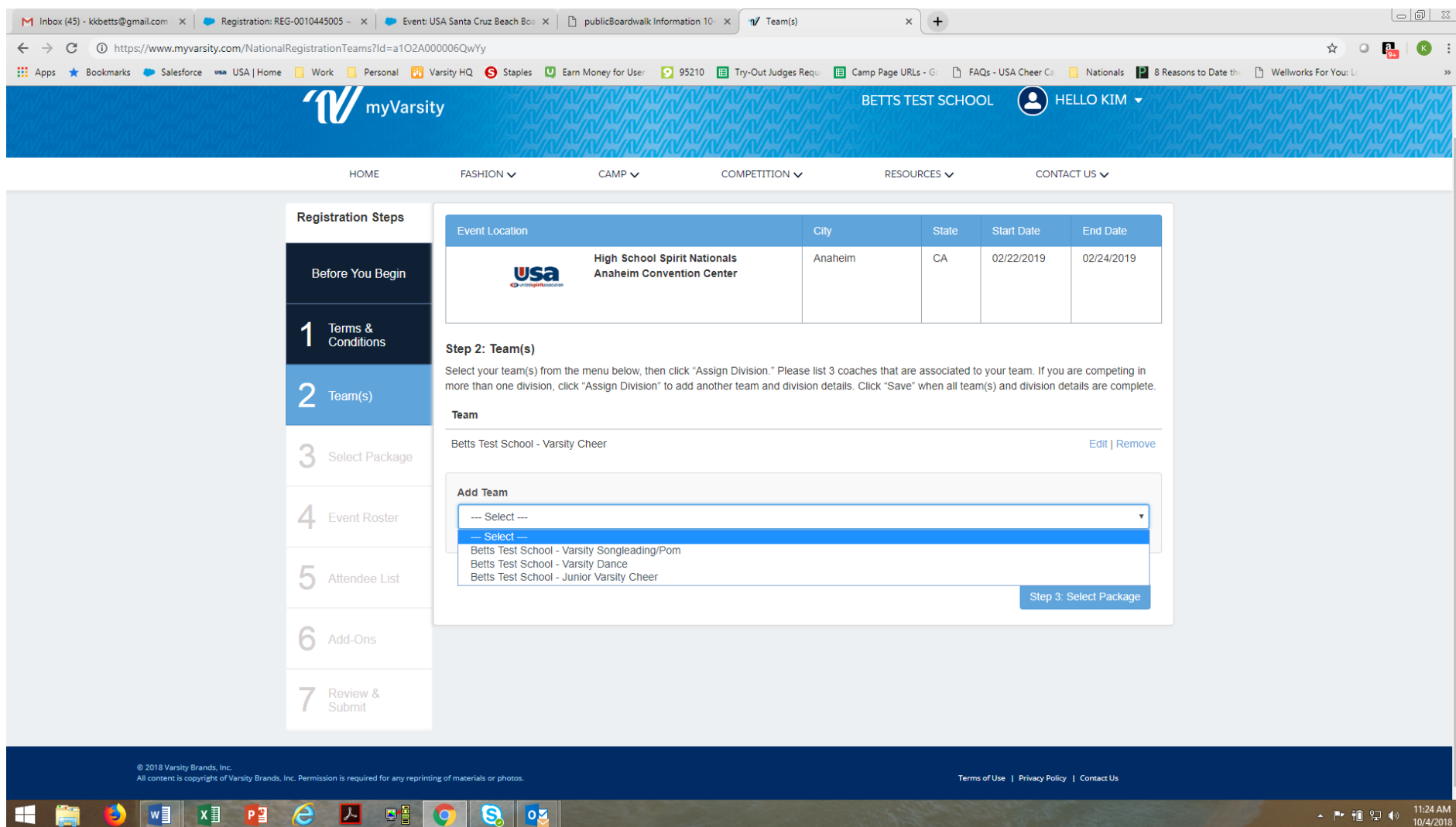
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11:22 AM 10/4/2018

HOW TO INPUT A NATIONALS REGISTRATION

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.




The screenshot shows the myVarsity website's National Registration Teams page. The browser's address bar displays the URL: <https://www.myvarsity.com/NationalRegistrationTeams?Id=a1O2A000006QwYy>. The page header includes the myVarsity logo, the user's name "HELLO KIM", and navigation links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US.

Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

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.

Team

Betts Test School - Varsity Cheer [Edit](#) [Remove](#)

Add Team

--- Select ---

--- Select ---

- Betts Test School - Varsity Songleading/Pom
- Betts Test School - Varsity Dance
- Betts Test School - Junior Varsity Cheer

[Step 3: Select Package](#)

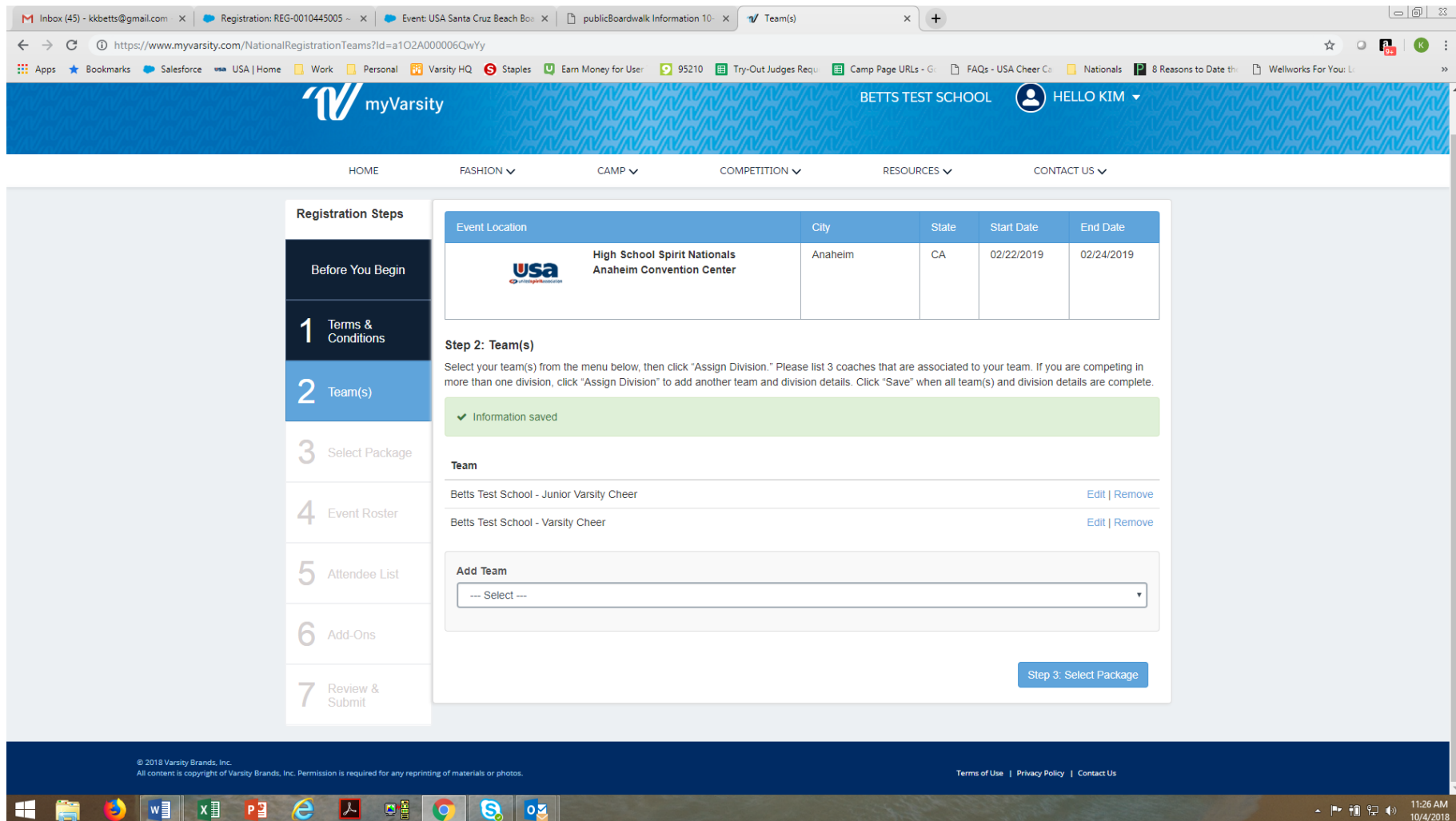
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HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the myVarsity website interface for the registration process. The top navigation bar includes links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The user is logged in as HELLO KIM. The main content area displays the registration steps on the left and the current step details on the right.


Registration Steps:

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

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

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Team

- Betts Test School - Junior Varsity Cheer [Edit](#) | [Remove](#)
- Betts Test School - Varsity Cheer [Edit](#) | [Remove](#)

Add Team

--- Select ---

[Step 3: Select Package](#)

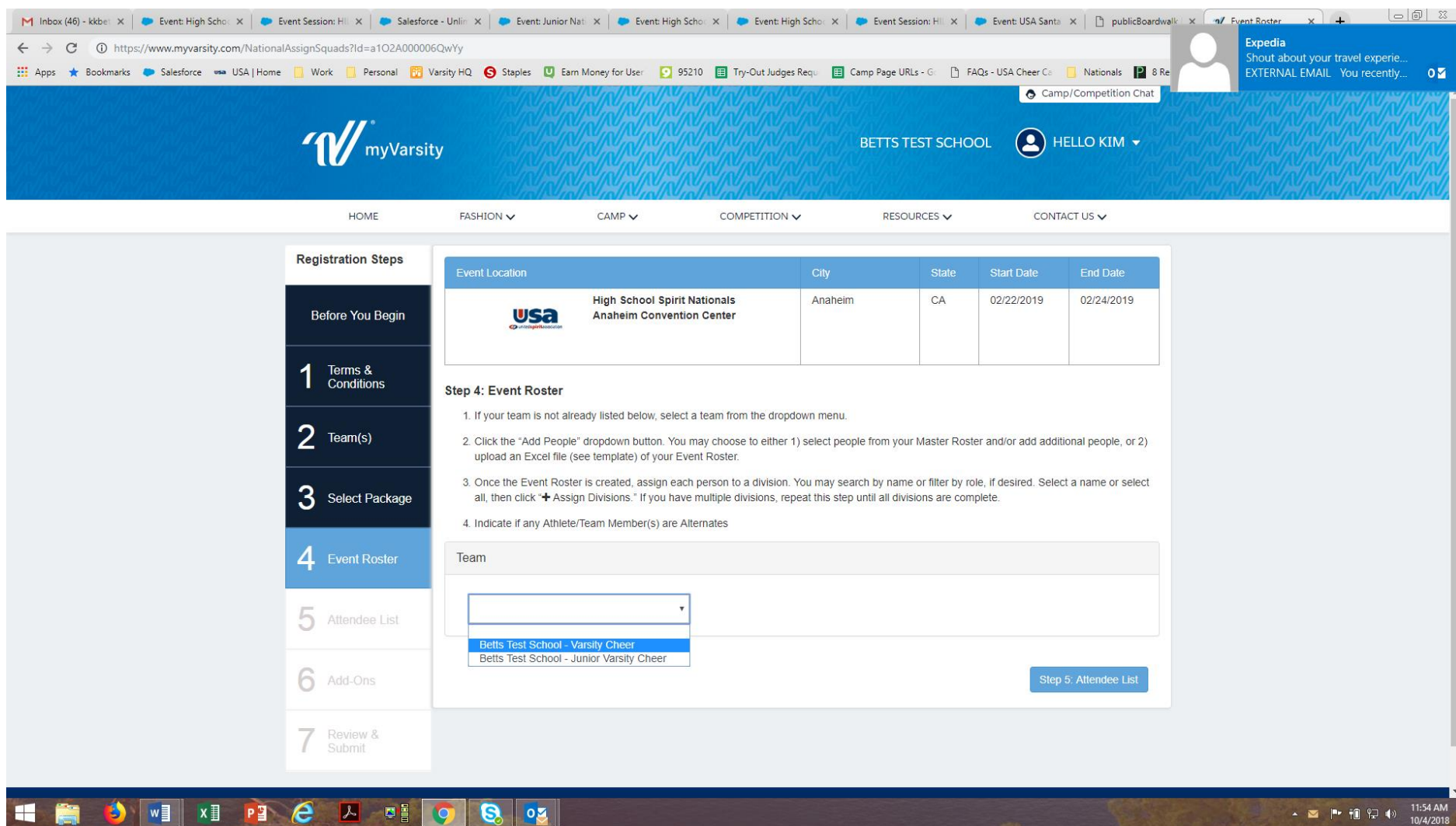
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HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the myVarsity website interface for event registration. The top navigation bar includes the myVarsity logo, the school name 'BETTS TEST SCHOOL', and a user profile 'HELLO KIM'. The main content area is divided into a sidebar with 'Registration Steps' and a main panel for 'Step 4: Event Roster'.

Registration Steps:

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


Step 4: 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

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Team

- Betts Test School - Varsity Cheer
- Betts Test School - Junior Varsity Cheer

[Step 5: Attendee List](#)

Click on Continue

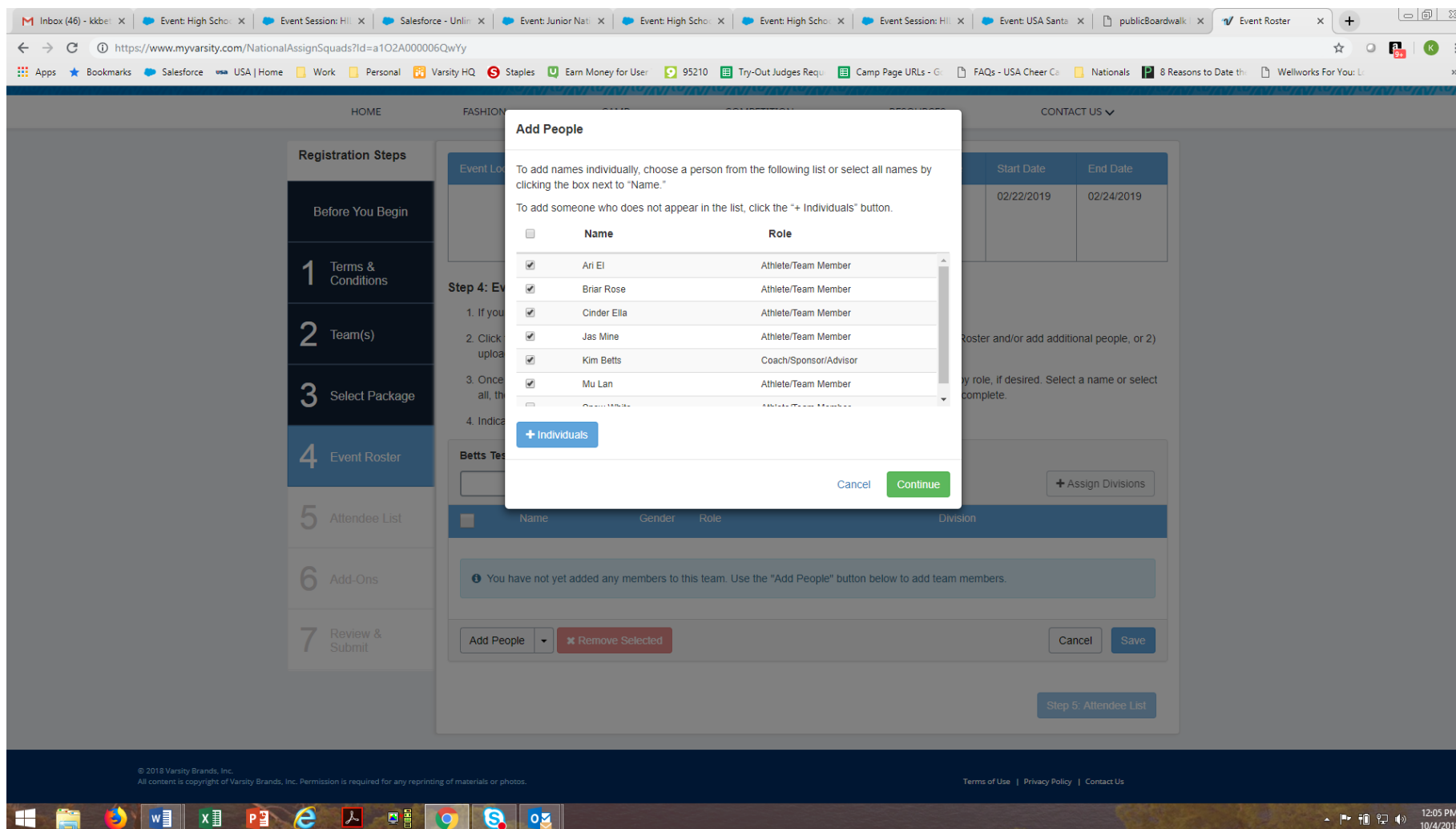
HOW TO INPUT A NATIONALS REGISTRATION

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



Add People

To add names individually, choose a person from the following list or select all names by clicking the box next to "Name."

To add someone who does not appear in the list, click the "+ Individuals" button.

<input type="checkbox"/>	Name	Role
<input checked="" type="checkbox"/>	Ari El	Athlete/Team Member
<input checked="" type="checkbox"/>	Briar Rose	Athlete/Team Member
<input checked="" type="checkbox"/>	Cinder Ella	Athlete/Team Member
<input checked="" type="checkbox"/>	Jas Mine	Athlete/Team Member
<input checked="" type="checkbox"/>	Kim Betts	Coach/Sponsor/Advisor
<input checked="" type="checkbox"/>	Mu Lan	Athlete/Team Member
<input type="checkbox"/>

[+ Individuals](#)

[Cancel](#) [Continue](#)

Registration Steps

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

Step 4: Event Roster

1. If you have a roster, click "Add People" to add members to your roster and/or add additional people, or 2) ...

2. Click "Add People" to add members to your roster and/or add additional people, or 2) ...

3. Once all the members are added, click "Save" to save the roster.

4. Indicate the role of each member by clicking the role box next to the member's name.

Attendee List

Name	Gender	Role	Division
You have not yet added any members to this team. Use the "Add People" button below to add team members.			

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

[Step 5: Attendee List](#)

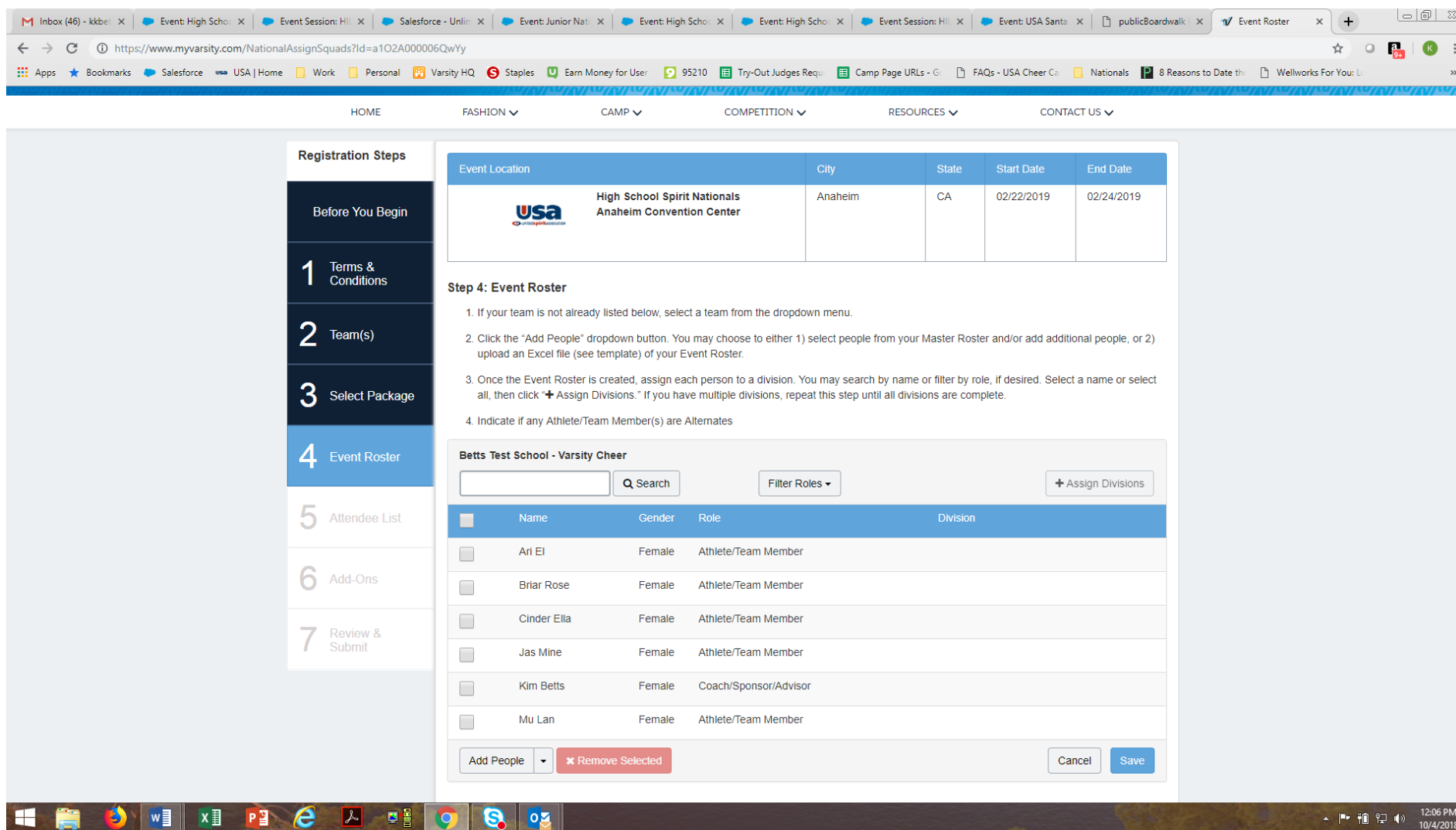
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12:05 PM 10/4/2018

HOW TO INPUT A NATIONALS REGISTRATION

Click on continue and everyone will populate to the Event Roster




The screenshot shows the registration process for the High School Spirit Nationals at the Anaheim Convention Center. The interface includes a navigation menu on the left with steps 1 through 7. The main content area displays the event details and the Event Roster table.

Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 4: Event Roster

- If your team is not already listed below, select a team from the dropdown menu.
- 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.
- 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.
- Indicate if any Athlete/Team Member(s) are Alternates

Beets Test School - Varsity Cheer

Search:

	Name	Gender	Role	Division
<input type="checkbox"/>	Ari El	Female	Athlete/Team Member	
<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member	
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member	
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member	
<input type="checkbox"/>	Kim Beets	Female	Coach/Sponsor/Advisor	
<input type="checkbox"/>	Mu Lan	Female	Athlete/Team Member	

HOW TO INPUT A NATIONALS REGISTRATION

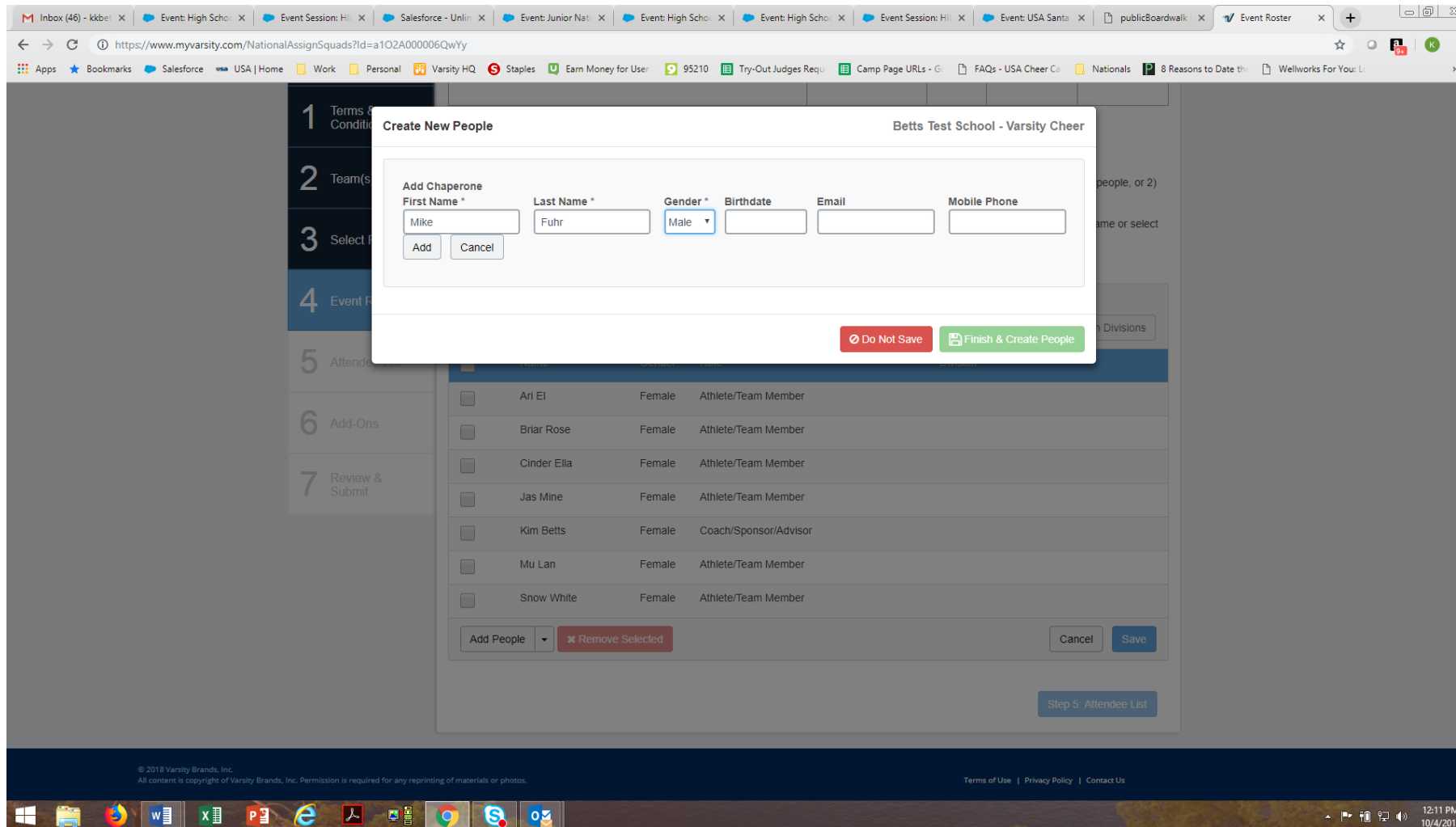
If your squad is purchasing the hotel package and you are purchasing hotel rooms for parents/family members. Please add them to the event roster now.

Click on Add People

Click on +Individuals

Select Role – Chaperone or Family

Put in their information and click on Add



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/NationalAssignSquads?Id=a1O2A000006QwYy>. The page is titled "Betts Test School - Varsity Cheer" and displays a "Create New People" modal. The modal has a sidebar with steps 1 through 7: 1 Terms & Conditions, 2 Team(s), 3 Select People, 4 Event Registration, 5 Attendee List, 6 Add-Ons, and 7 Review & Submit. The main content area of the modal is titled "Add Chaperone" and contains the following fields: First Name * (Mike), Last Name * (Fuhr), Gender * (Male), Birthdate, Email, and Mobile Phone. Below these fields are "Add" and "Cancel" buttons. At the bottom of the modal are "Do Not Save" and "Finish & Create People" buttons. The background of the page shows a list of people with checkboxes, including Ari El, Briar Rose, Cinder Ella, Jas Mine, Kim Betts, Mu Lan, and Snow White. The footer of the page includes copyright information for Varsity Brands, Inc. and links for Terms of Use, Privacy Policy, and Contact Us.

1 Terms & Conditions

2 Team(s)

3 Select People

4 Event Registration

5 Attendee List

6 Add-Ons

7 Review & Submit

Create New People

Betts Test School - Varsity Cheer

Add Chaperone

First Name * Last Name * Gender * Birthdate Email Mobile Phone

Mike Fuhr Male

Add Cancel

Do Not Save Finish & Create People

Ari El Female Athlete/Team Member

Briar Rose Female Athlete/Team Member

Cinder Ella Female Athlete/Team Member

Jas Mine Female Athlete/Team Member

Kim Betts Female Coach/Sponsor/Advisor

Mu Lan Female Athlete/Team Member

Snow White Female Athlete/Team Member

Add People Remove Selected Cancel Save

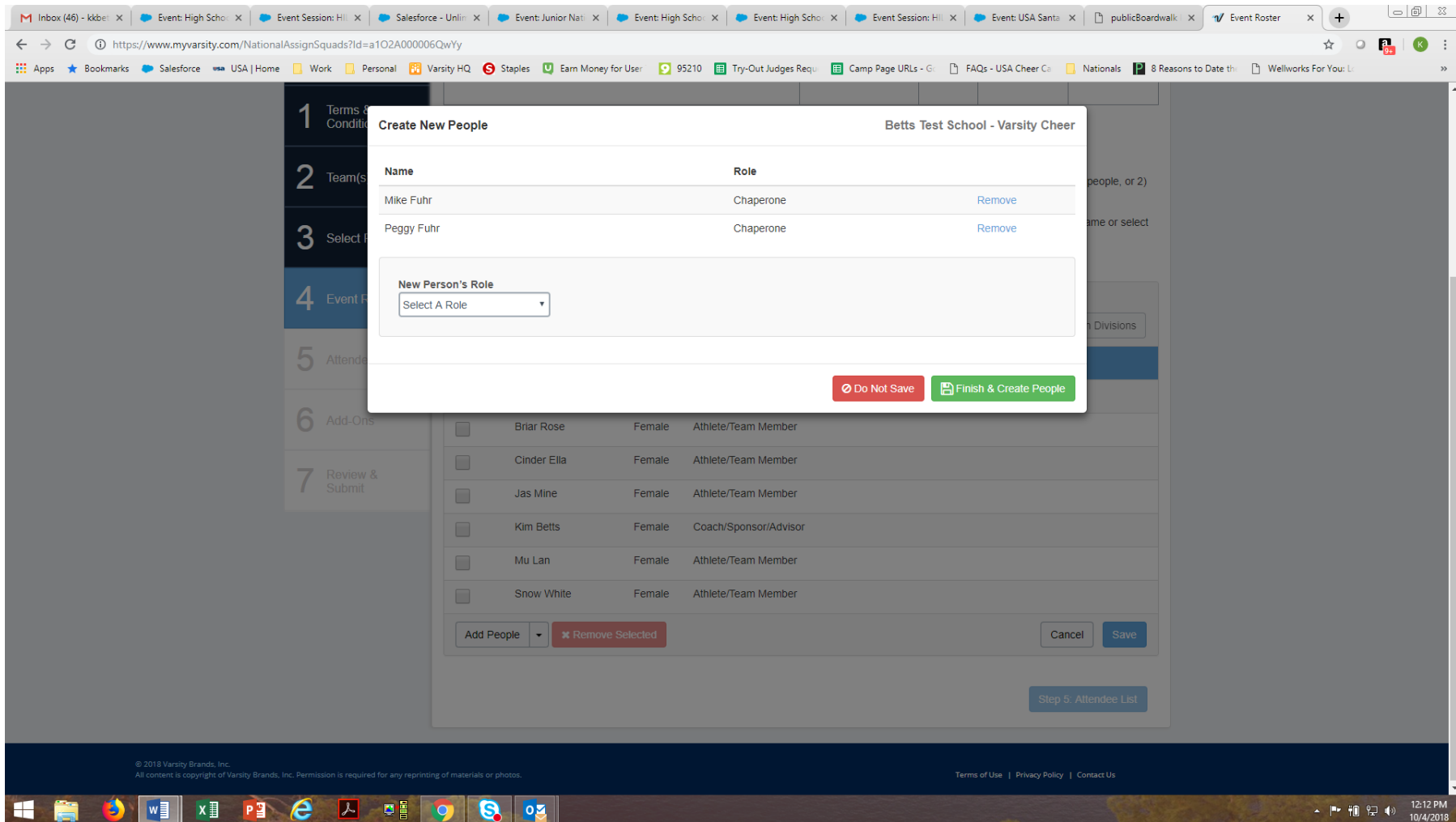
Step 5: Attendee List

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HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows a web browser window with multiple tabs open. The active tab is 'Event: High School - X'. The URL in the address bar is 'https://www.myvarsity.com/NationalAssignSquads?Id=a1O2A000006QwYy'. The page displays a sidebar with steps 1 through 7, and a main content area with a table of individuals. A modal window titled 'Create New People' is open, showing a table with two rows of individuals and a 'New Person's Role' dropdown menu. The modal also includes buttons for 'Do Not Save' and 'Finish & Create People'.

Name	Role	
Mike Fuhr	Chaperone	Remove
Peggy Fuhr	Chaperone	Remove

New Person's Role
 Select A Role

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

<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor
<input type="checkbox"/>	Mu Lan	Female	Athlete/Team Member
<input type="checkbox"/>	Snow White	Female	Athlete/Team Member

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

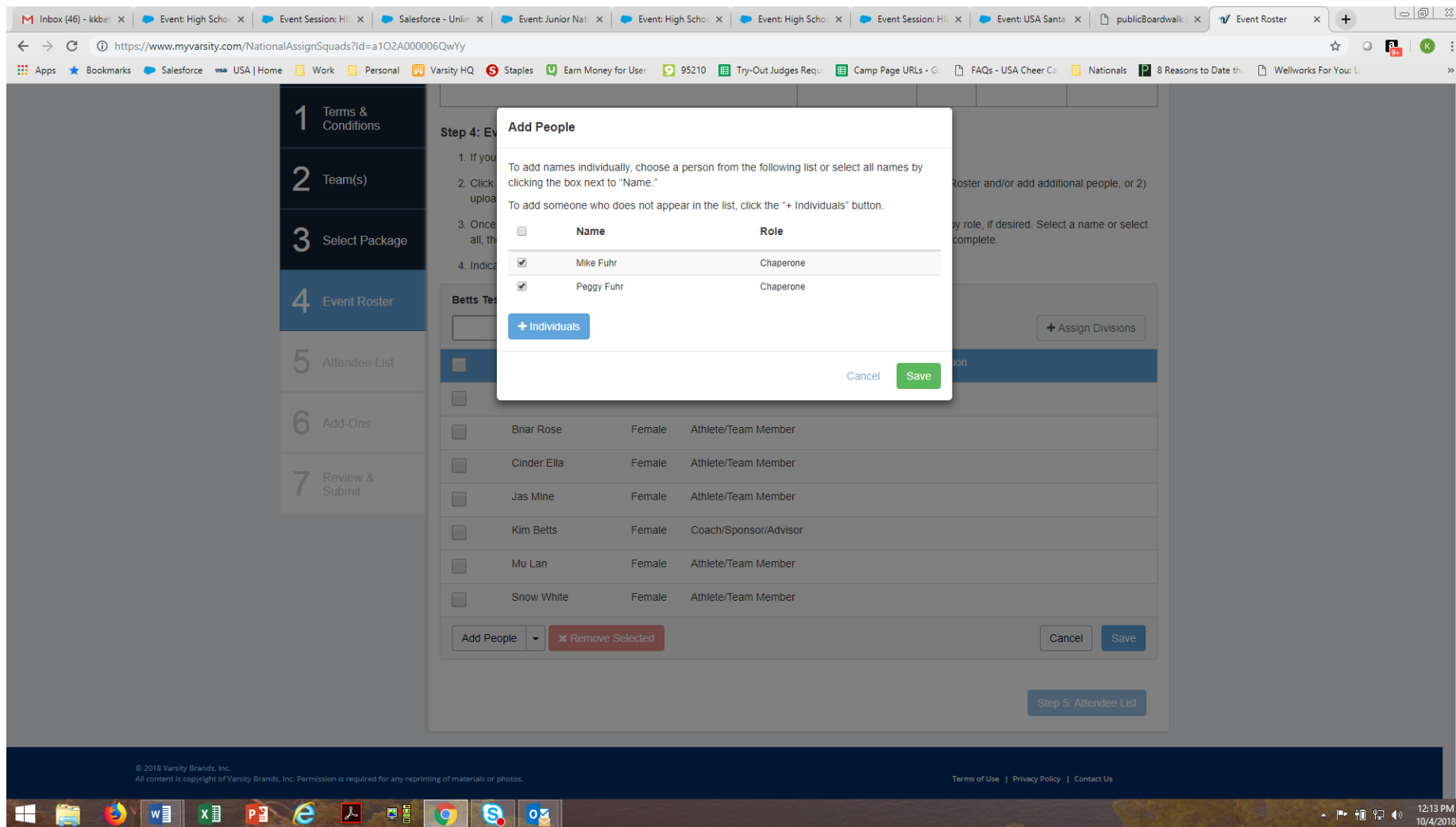
[Step 5: Attendee List](#)

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12:12 PM 10/4/2018

HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows the MyVarsity.com Event Roster interface. A modal window titled "Add People" is open, displaying a list of individuals to be added to the roster. The modal includes instructions on how to add people individually or by selecting all names. Below the instructions is a table with columns for "Name" and "Role".

Name	Role
<input checked="" type="checkbox"/> Mike Fuhr	Chaperone
<input checked="" type="checkbox"/> Peggy Fuhr	Chaperone
<input type="checkbox"/> Briar Rose	Athlete/Team Member
<input type="checkbox"/> Cinder Ella	Athlete/Team Member
<input type="checkbox"/> Jas Mine	Athlete/Team Member
<input type="checkbox"/> Kim Betts	Coach/Sponsor/Advisor
<input type="checkbox"/> Mu Lan	Athlete/Team Member
<input type="checkbox"/> Snow White	Athlete/Team Member

The modal also features a "+ Individuals" button, a "Cancel" button, and a "Save" button. The background shows the Event Roster interface with a sidebar containing steps: 1. Terms & Conditions, 2. Team(s), 3. Select Package, 4. Event Roster (selected), 5. Attendee List, 6. Add-Ons, and 7. Review & Submit.

These individuals are now on the Event Roster.

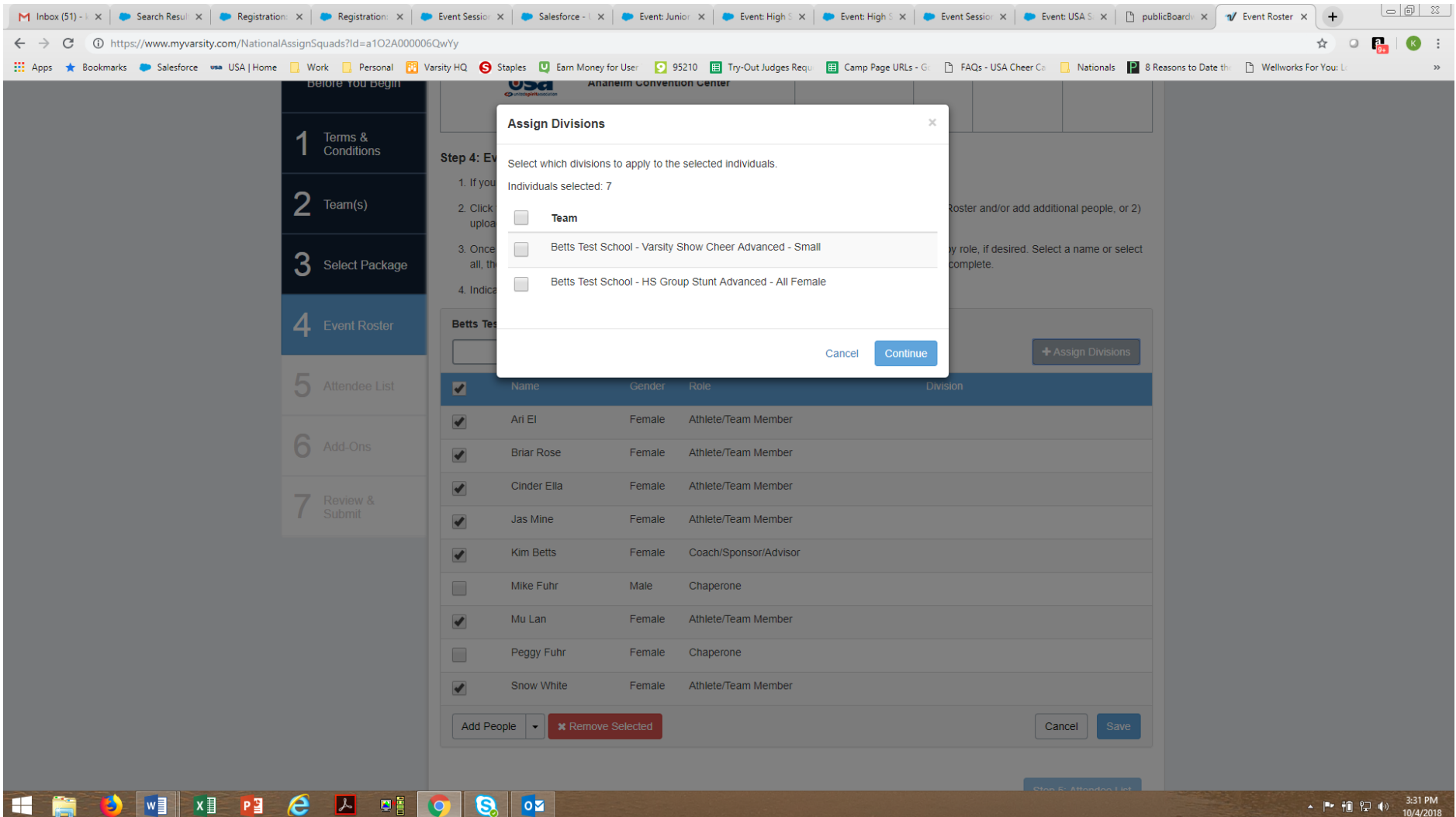
Follow these same steps to add any participants or coaches that did not populate from the Master Roster but if you updated your Master Roster prior to starting this process then everyone should appear.

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

HOW TO INPUT A NATIONALS REGISTRATION

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



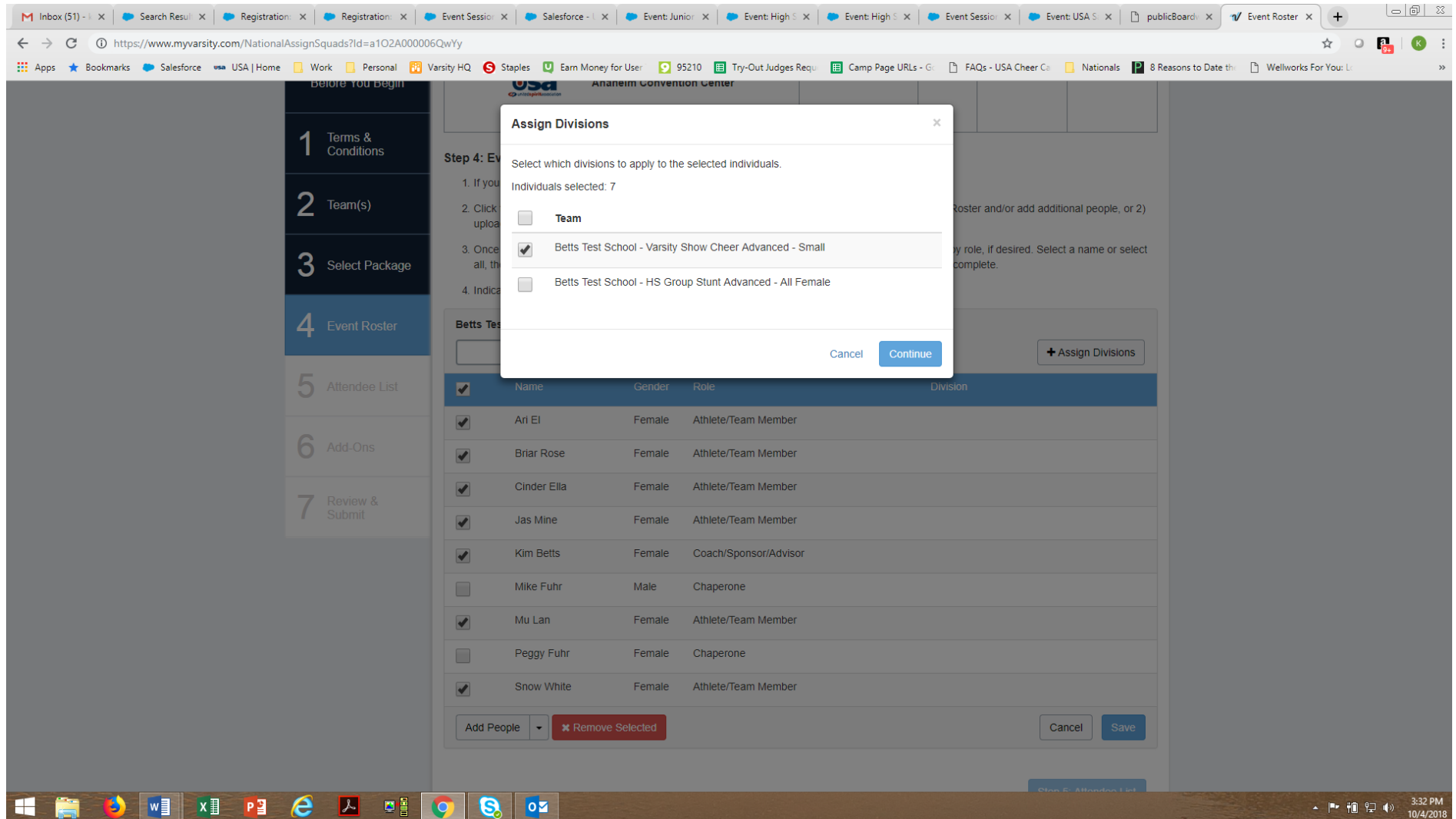
The screenshot shows the 'Assign Divisions' modal window over a web browser. The modal has a title bar with a close button (X). Inside, it says 'Select which divisions to apply to the selected individuals.' and 'Individuals selected: 7'. There are three checkboxes with labels: 'Team', 'Betts Test School - Varsity Show Cheer Advanced - Small', and 'Betts Test School - HS Group Stunt Advanced - All Female'. At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background page is titled 'Step 4: Event Roster' and shows a table of participants. The table has columns: Name, Gender, Role, and Division. The participants listed are:

Name	Gender	Role	Division
Ari El	Female	Athlete/Team Member	
Briar Rose	Female	Athlete/Team Member	
Cinder Ella	Female	Athlete/Team Member	
Jas Mine	Female	Athlete/Team Member	
Kim Betts	Female	Coach/Sponsor/Advisor	
Mike Fuhr	Male	Chaperone	
Mu Lan	Female	Athlete/Team Member	
Peggy Fuhr	Female	Chaperone	
Snow White	Female	Athlete/Team Member	

At the bottom of the table, there are buttons: 'Add People', 'Remove Selected', 'Cancel', and 'Save'. The browser's address bar shows the URL: https://www.myvarsity.com/NationalAssignSquads?Id=a1O2A000006QwYy.

HOW TO INPUT A NATIONALS REGISTRATION

Select the division and then click on continue:



The screenshot shows the 'Assign Divisions' modal in the myvarsity.com Nationals AssignSquads interface. The modal is titled 'Assign Divisions' and contains the following text:

Select which divisions to apply to the selected individuals.
Individuals selected: 7

The modal lists the following divisions with checkboxes:

- ☐ Team
- ☒ Betts Test School - Varsity Show Cheer Advanced - Small
- ☐ Betts Test School - HS Group Stunt Advanced - All Female

At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background interface shows a sidebar with steps 1 through 7, and a main area with a table of individuals and a '+ Assign Divisions' button.

Name	Gender	Role	Division
Ari El	Female	Athlete/Team Member	
Briar Rose	Female	Athlete/Team Member	
Cinder Ella	Female	Athlete/Team Member	
Jas Mine	Female	Athlete/Team Member	
Kim Betts	Female	Coach/Sponsor/Advisor	
Mike Fuhr	Male	Chaperone	
Mu Lan	Female	Athlete/Team Member	
Peggy Fuhr	Female	Chaperone	
Snow White	Female	Athlete/Team Member	

HOW TO INPUT A NATIONALS REGISTRATION

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

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

Betts Test School - Varsity Cheer

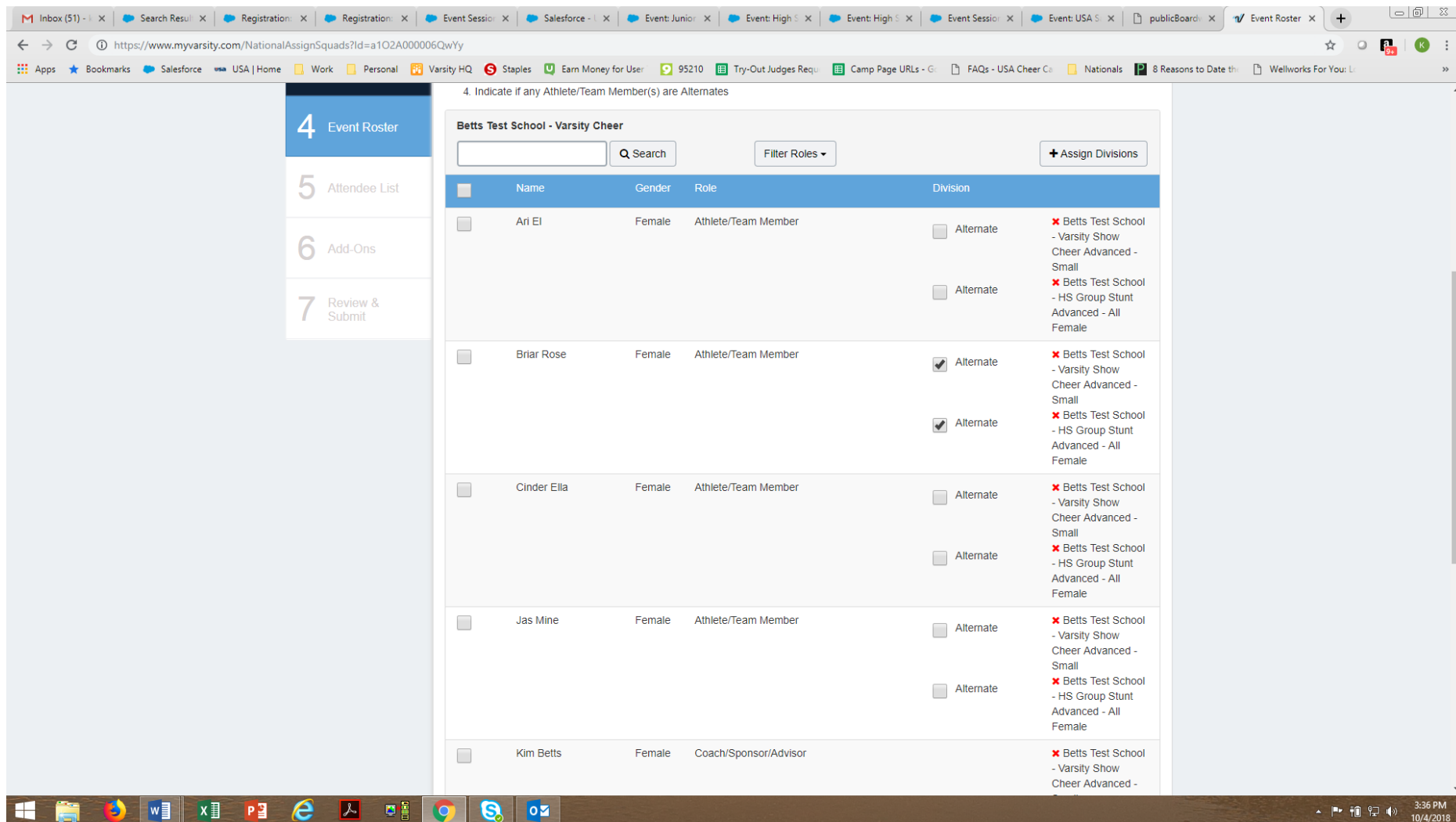
<input type="checkbox"/>	Name	Gender	Role	Division
<input type="checkbox"/>	Ari El	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - Varsity Show Cheer Advanced - Small <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - Varsity Show Cheer Advanced - Small <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - Varsity Show Cheer Advanced - Small <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - Varsity Show Cheer Advanced - Small <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	<input checked="" type="checkbox"/> Betts Test School - Varsity Show Cheer Advanced - Small

HOW TO INPUT A NATIONALS REGISTRATION

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



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

Betts Test School - Varsity Cheer

Search: Filter Roles:

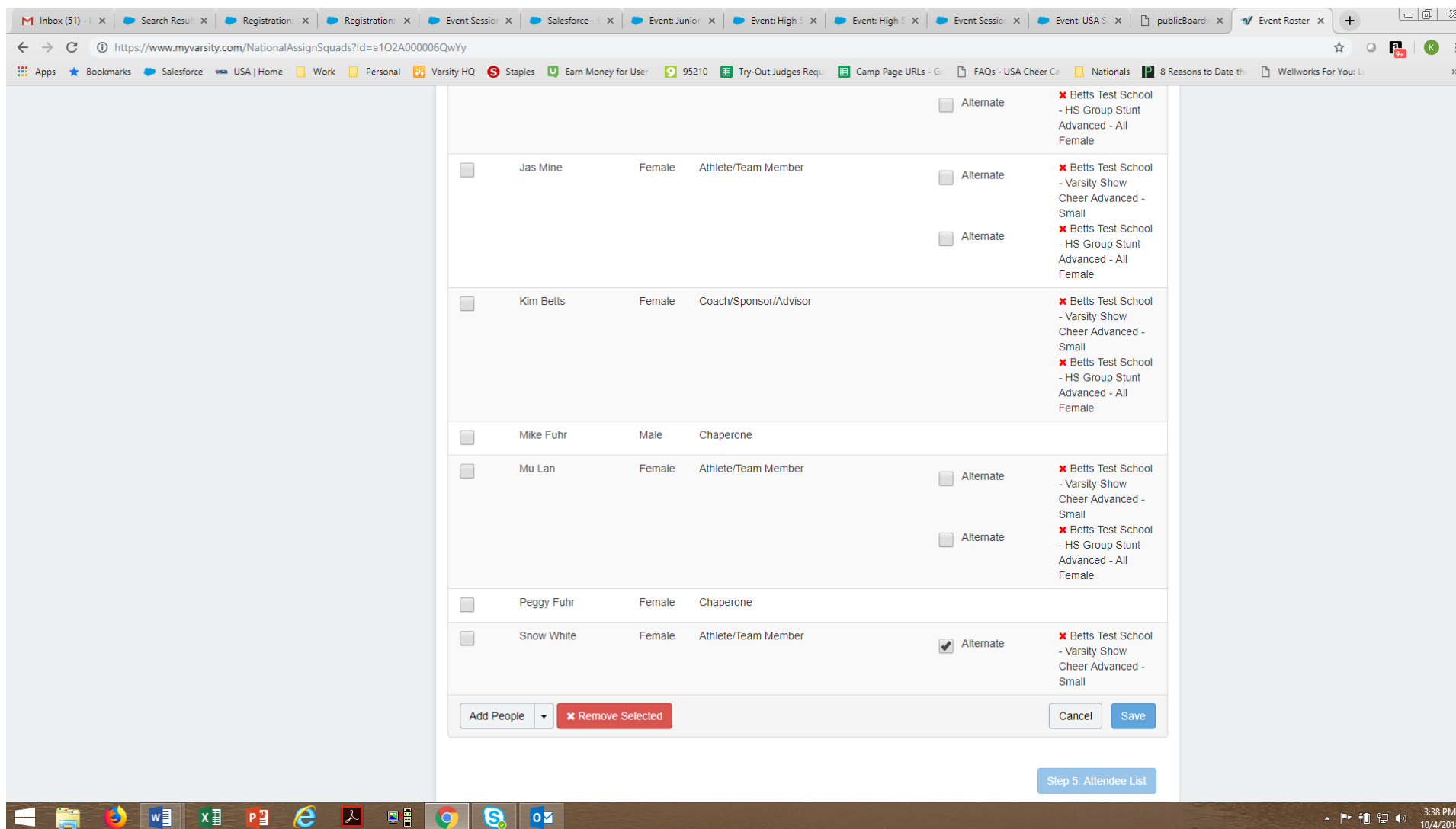
Name	Gender	Role	Division
Ari El	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input type="checkbox"/> Alternate
Briar Rose	Female	Athlete/Team Member	<input checked="" type="checkbox"/> Alternate <input checked="" type="checkbox"/> Alternate
Cinder Ella	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input type="checkbox"/> Alternate
Jas Mine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate <input type="checkbox"/> Alternate
Kim Betts	Female	Coach/Sponsor/Advisor	<input type="checkbox"/> Alternate

Red X marks indicate incorrect alternate assignments for the following divisions:

- Betts Test School - Varsity Show Cheer Advanced - Small
- Betts Test School - HS Group Stunt Advanced - All Female

HOW TO INPUT A NATIONALS REGISTRATION

Correct Alternate Assignment



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/NationalAssignSquads?Id=a1O2A000006QwYy>. The page displays a list of people and their alternate assignments for various events.

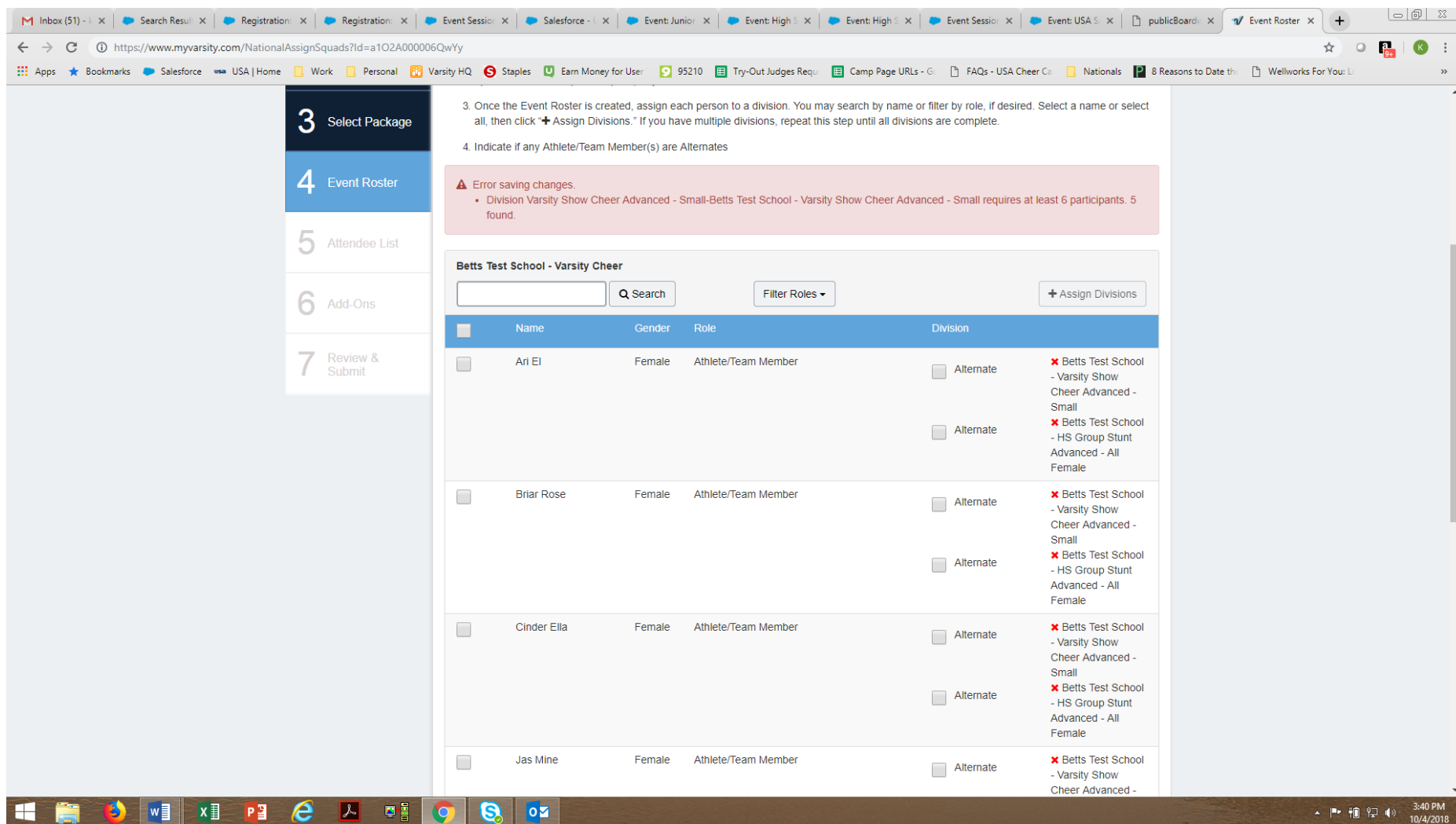
Name	Gender	Role	Alternate	Event
			<input type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - HS Group Stunt Advanced - All Female
Jas Mine	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - Varsity Show Cheer Advanced - Small
			<input type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - HS Group Stunt Advanced - All Female
Kim Betts	Female	Coach/Sponsor/Advisor		<ul style="list-style-type: none"> ✖ Betts Test School - Varsity Show Cheer Advanced - Small ✖ Betts Test School - HS Group Stunt Advanced - All Female
Mike Fuhr	Male	Chaperone		
Mu Lan	Female	Athlete/Team Member	<input type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - Varsity Show Cheer Advanced - Small
			<input type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - HS Group Stunt Advanced - All Female
Peggy Fuhr	Female	Chaperone		
Snow White	Female	Athlete/Team Member	<input checked="" type="checkbox"/> Alternate	<ul style="list-style-type: none"> ✖ Betts Test School - Varsity Show Cheer Advanced - Small

At the bottom of the list, there are buttons: "Add People", "Remove Selected", "Cancel", and "Save".

At the bottom right, there is a button: "Step 5: Attendee List".

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.



3 Select Package

4 Event Roster

5 Attendee List

6 Add-Ons

7 Review & Submit

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

Error saving changes.

- Division Varsity Show Cheer Advanced - Small-Betts Test School - Varsity Show Cheer Advanced - Small requires at least 6 participants. 5 found.

Betts Test School - Varsity Cheer

<input type="checkbox"/>	Name	Gender	Role	<input type="checkbox"/>	Alternate	
<input type="checkbox"/>	Ari El	Female	Athlete/Team Member	<input type="checkbox"/>	Alternate	✗ Betts Test School - Varsity Show Cheer Advanced - Small
				<input type="checkbox"/>	Alternate	✗ Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member	<input type="checkbox"/>	Alternate	✗ Betts Test School - Varsity Show Cheer Advanced - Small
				<input type="checkbox"/>	Alternate	✗ Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member	<input type="checkbox"/>	Alternate	✗ Betts Test School - Varsity Show Cheer Advanced - Small
				<input type="checkbox"/>	Alternate	✗ Betts Test School - HS Group Stunt Advanced - All Female
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member	<input type="checkbox"/>	Alternate	✗ Betts Test School - Varsity Show Cheer Advanced -

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

HOW TO INPUT A NATIONALS REGISTRATION

STEP 4 – Select Package

For each squad you registered in the previous step, you now need to assign a package to each squad.

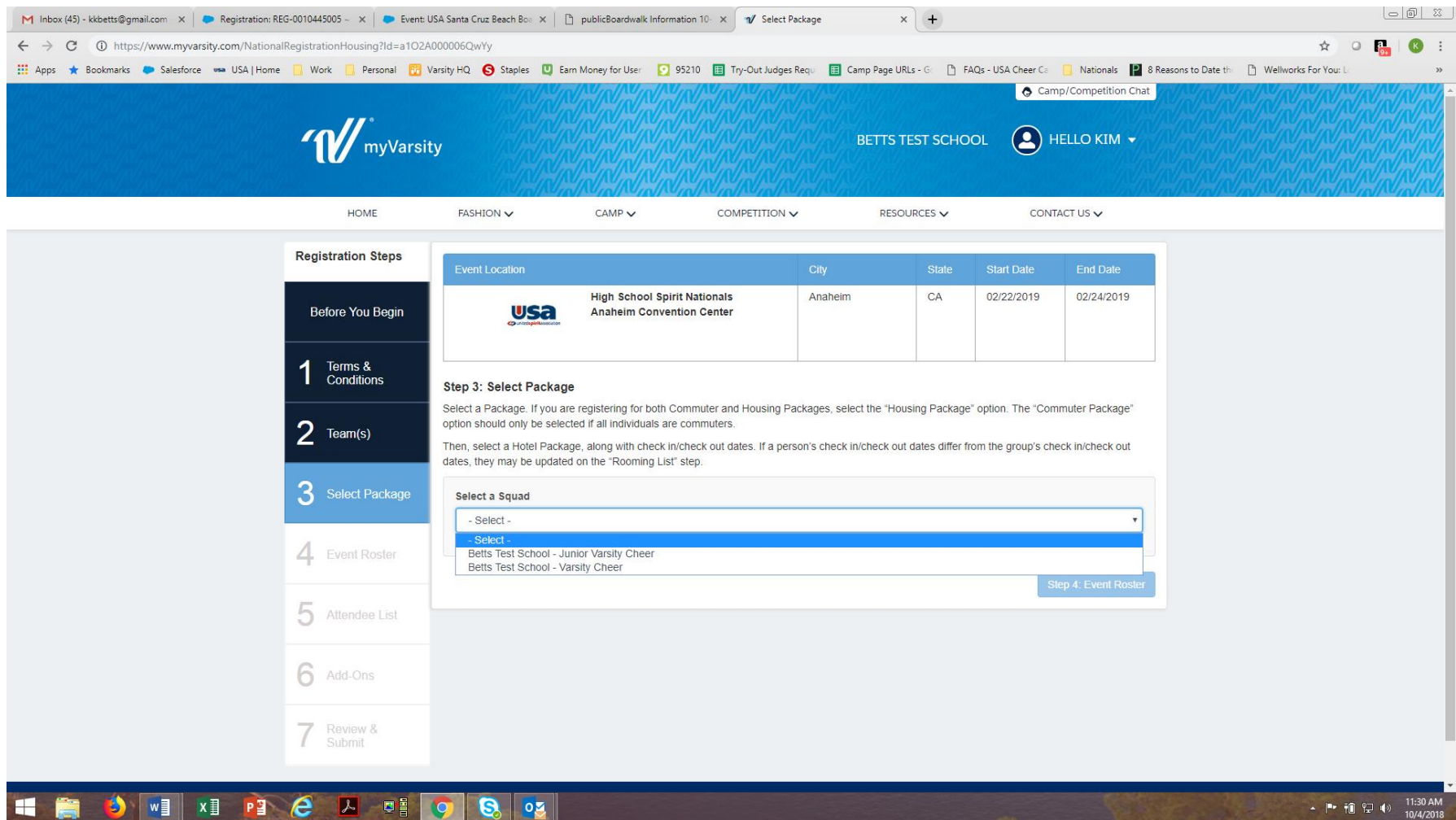
Hotel Package (Spirit and Junior Nationals only) – select this package only if you are purchasing hotel rooms at the Host Hotel through the United Spirit Association. If you are purchasing hotel rooms on your own, do not select this package.

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.

HOW TO INPUT A NATIONALS REGISTRATION

Select the squad from the pull down menu

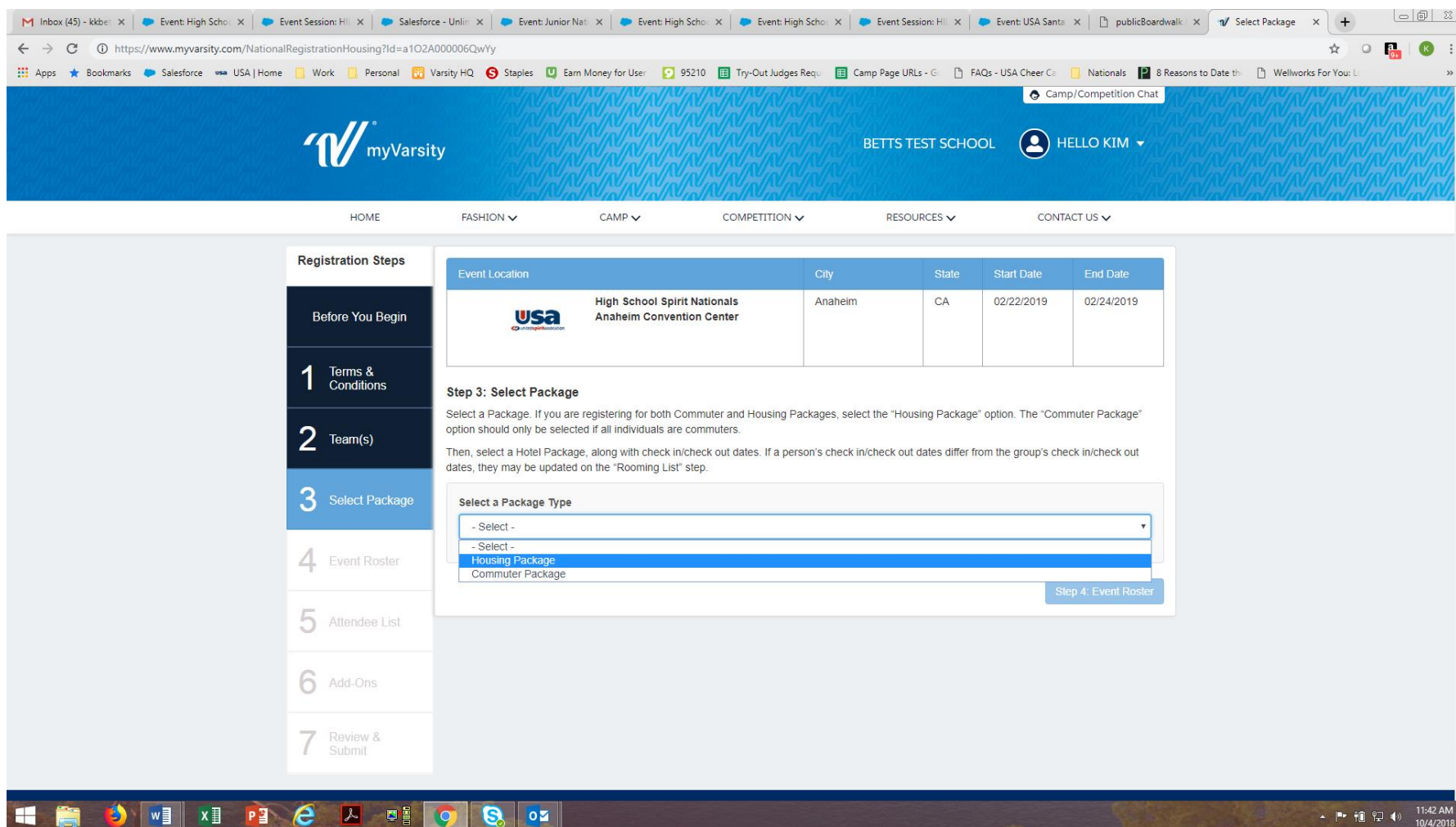


The screenshot shows the myVarsity website interface for National Registration. The top navigation bar includes the myVarsity logo, 'BETTS TEST SCHOOL', and a user profile 'HELLO KIM'. The main navigation menu has links for HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. The left sidebar displays the 'Registration Steps' from 1 to 7, with '3 Select Package' currently selected. The main content area is titled 'Step 3: Select Package' and provides instructions on choosing between Commuter and Housing packages, and selecting a Hotel Package with check-in/out dates. A 'Select a Squad' dropdown menu is open, showing options: '- Select -', 'Betts Test School - Junior Varsity Cheer', and 'Betts Test School - Varsity Cheer'. A 'Step 4: Event Roster' button is visible at the bottom right of the dropdown. Above the dropdown, a table displays event details:

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019


HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the myVarsity website interface. The top navigation bar includes the myVarsity logo, the user's school (BETTS TEST SCHOOL), and a user profile (HELLO KIM). Below the navigation bar, there are tabs for 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, 5. Event Roster, 6. Attendee List, and 7. Add-Ons. The "Select Package" step is currently active.

Below the "Select Package" step, there is a table showing event details:

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Below the table, there is a section titled "Step 3: Select Package" with 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, there is a "Select a Package Type" dropdown menu with the following options:

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

A "Step 4: Event Roster" button is located at the bottom right of the "Select Package" section.

HOW TO INPUT A NATIONALS REGISTRATION

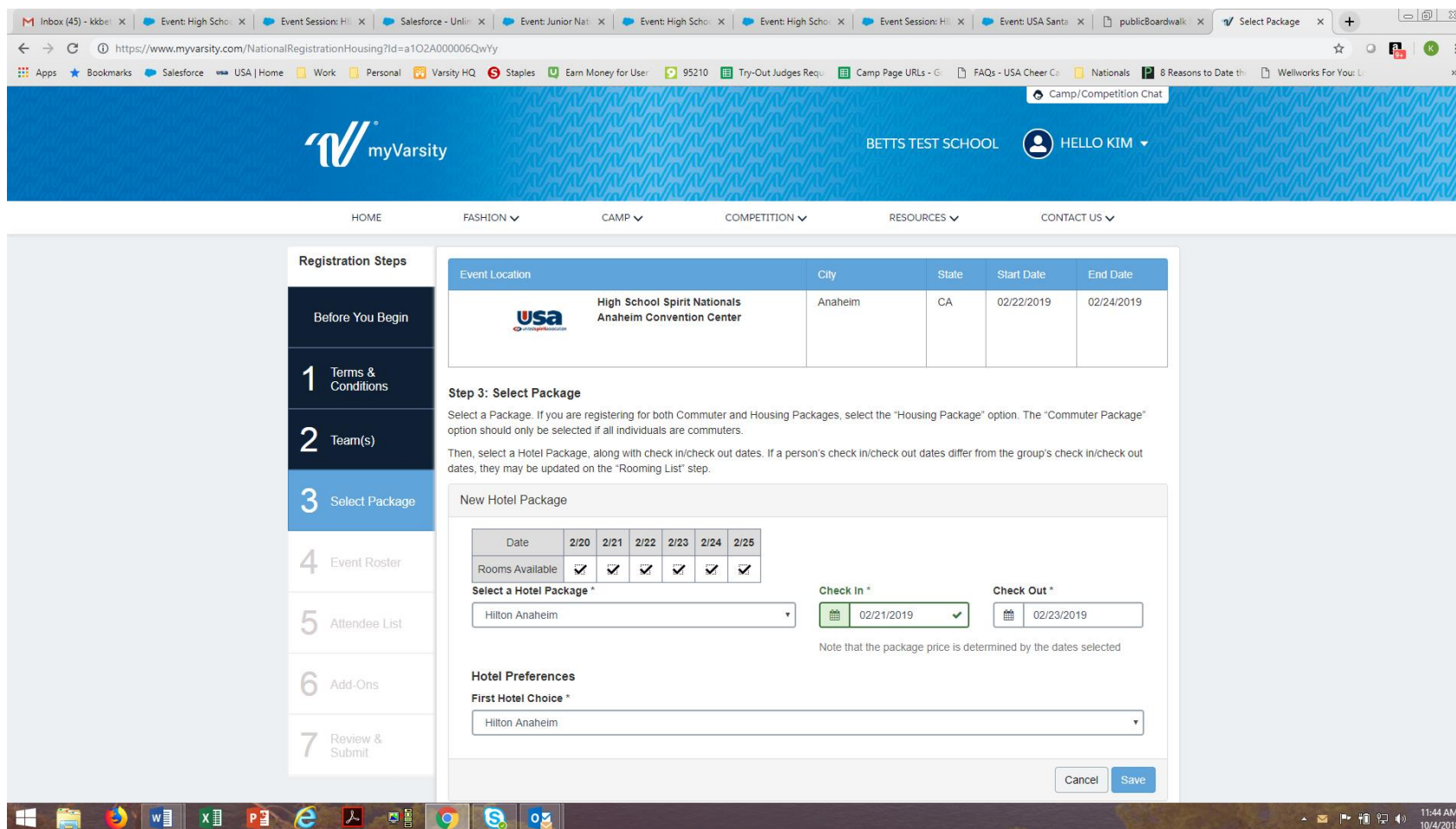
Hotel Package

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



Registration Steps

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

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 3: 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.

New Hotel Package

Date	2/20	2/21	2/22	2/23	2/24	2/25
Rooms Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select a Hotel Package *

Hilton Anaheim

Check In * 02/21/2019

Check Out * 02/23/2019

Note that the package price is determined by the dates selected

Hotel Preferences

First Hotel Choice *

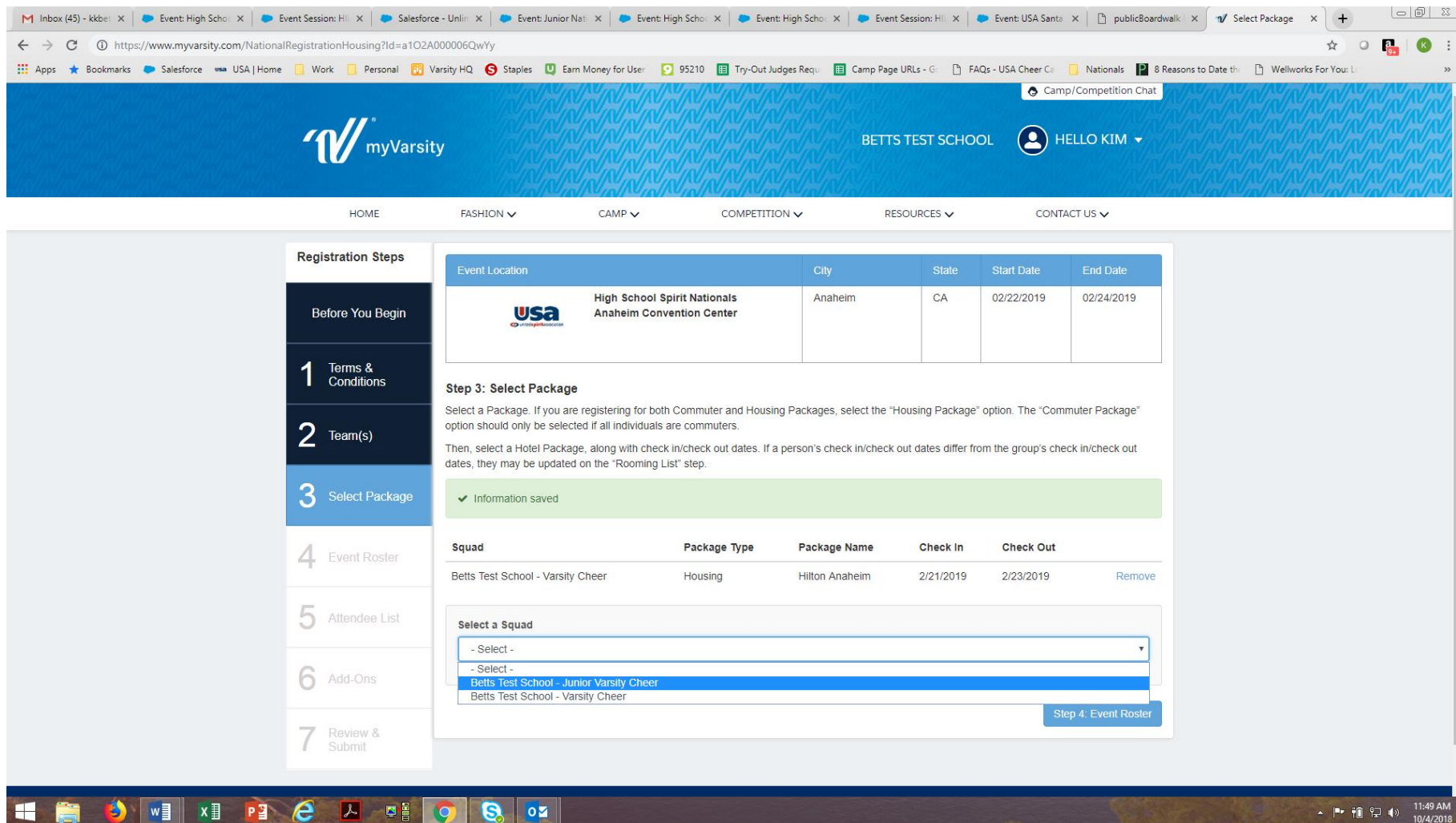
Hilton Anaheim

Cancel Save

HOW TO INPUT A NATIONALS REGISTRATION

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.



Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 3: 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.

✓ Information saved

Squad	Package Type	Package Name	Check In	Check Out	
Betts Test School - Varsity Cheer	Housing	Hilton Anaheim	2/21/2019	2/23/2019	Remove

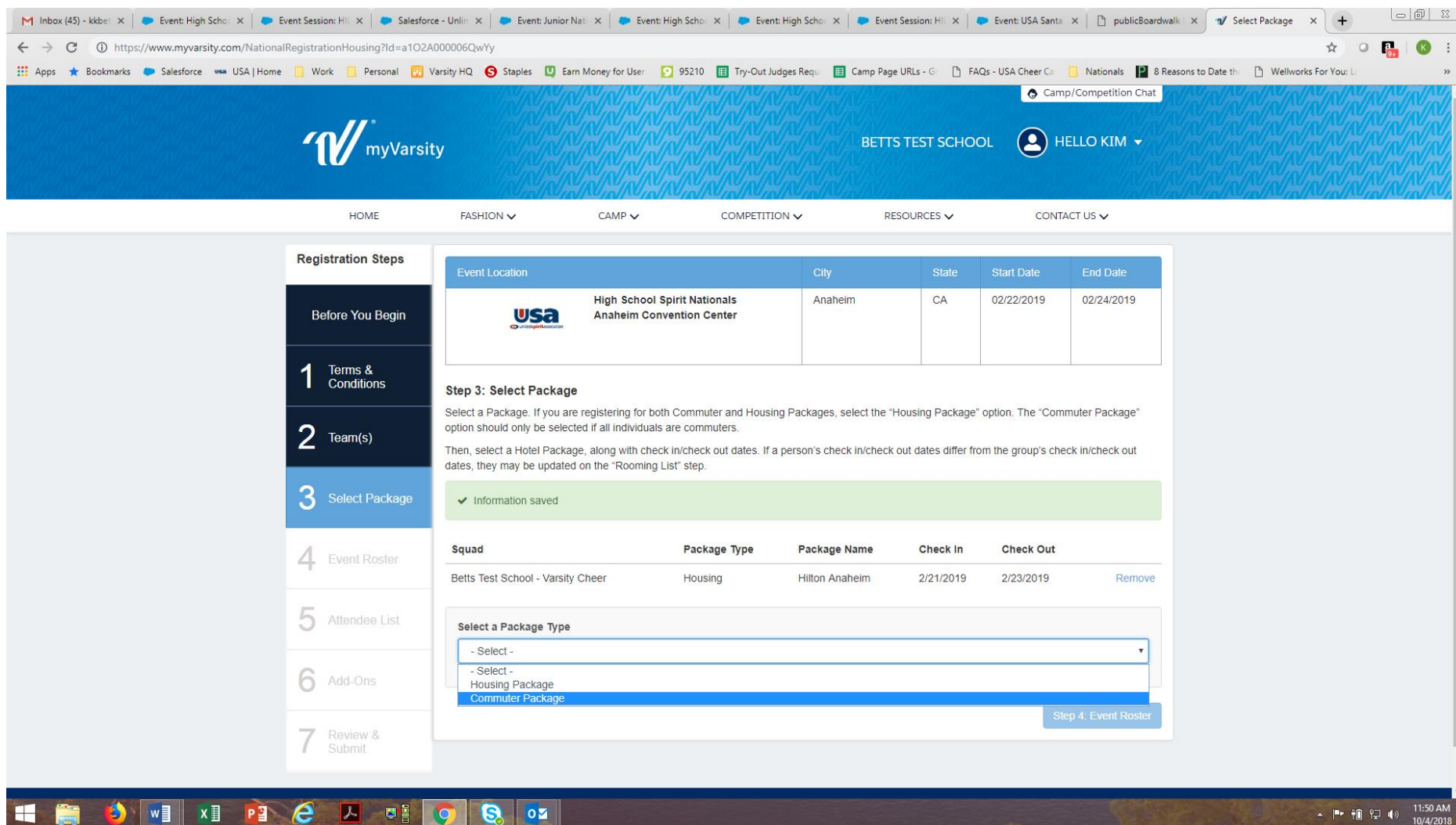
Select a Squad

- Select -
- Select -
- Betts Test School - Junior Varsity Cheer**
- Betts Test School - Varsity Cheer

[Step 4: Event Roster](#)

HOW TO INPUT A NATIONALS REGISTRATION

Select Package Type




The screenshot shows the myVarsity website interface. The top navigation bar includes the myVarsity logo, the user's name (HELLO KIM), and a dropdown menu. Below the navigation bar is a horizontal menu with links to 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, 5. Event Roster, 6. Attendee List, and 7. Add-Ons. The "Select Package" step is currently active, showing a table with event details and a section for selecting a package type.

Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 3: 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.

Information saved

Squad	Package Type	Package Name	Check In	Check Out	
Betts Test School - Varsity Cheer	Housing	Hilton Anaheim	2/21/2019	2/23/2019	Remove

Select a Package Type

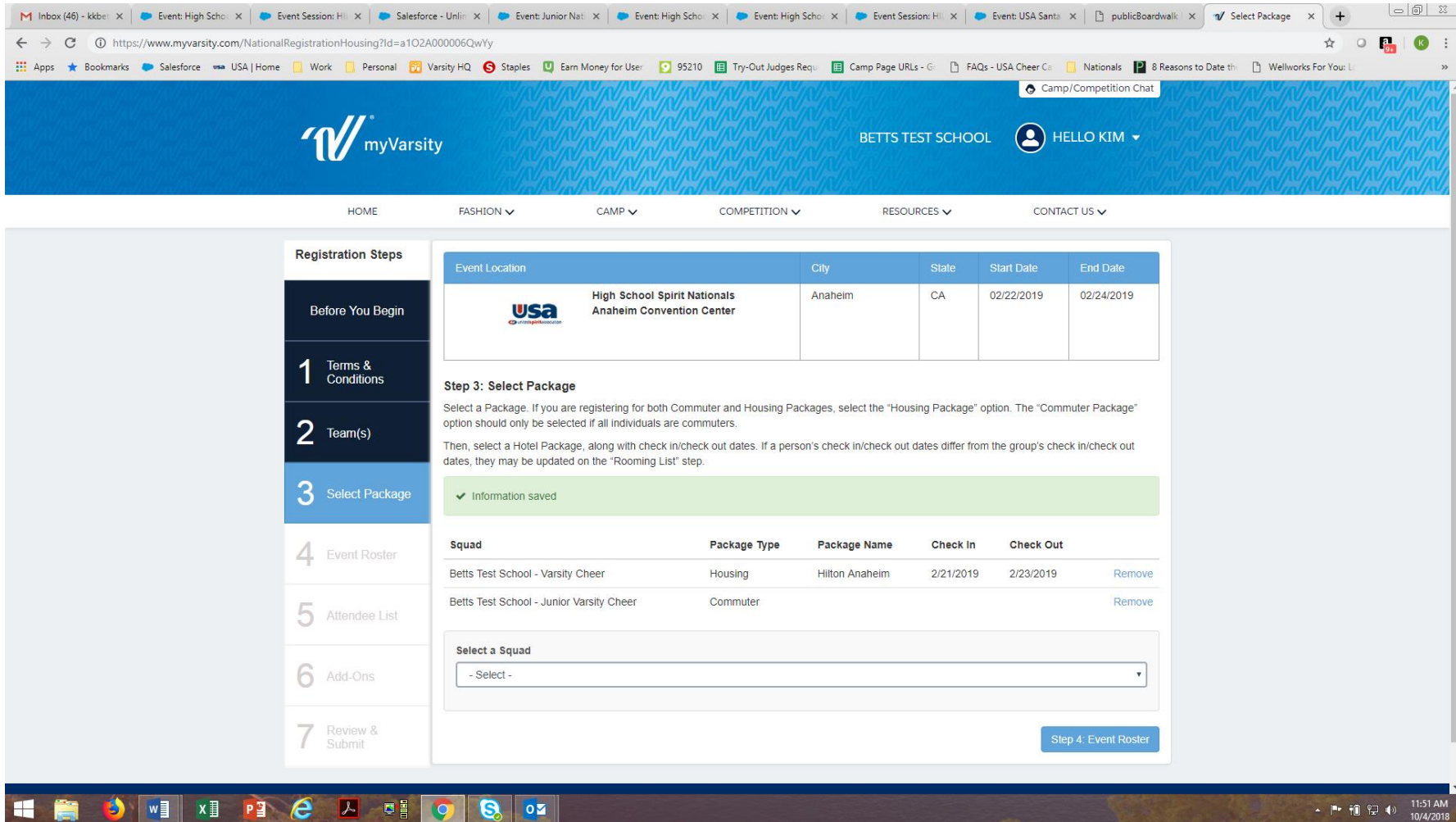
- Select -
- Select -
- Housing Package
- Commuter Package

[Step 4: Event Roster](#)

HOW TO INPUT A NATIONALS REGISTRATION

Commuter Package

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




The screenshot shows the myVarsity website interface for National Registration Housing. The browser address bar displays the URL: <https://www.myvarsity.com/NationalRegistrationHousing?Id=a1O2A000006QwYy>. The page header includes the myVarsity logo, the school name "BETTS TEST SCHOOL", and the user name "HELLO KIM". The navigation menu includes HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US.

The main content area is titled "Registration Steps" and includes a sidebar with the following steps:

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

The main content area for Step 3: Select Package includes the following information:

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 3: 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.

Information saved

Squad	Package Type	Package Name	Check In	Check Out	
Betts Test School - Varsity Cheer	Housing	Hilton Anaheim	2/21/2019	2/23/2019	Remove
Betts Test School - Junior Varsity Cheer	Commuter				Remove

Select a Squad

- Select -

[Step 4: Event Roster](#)

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

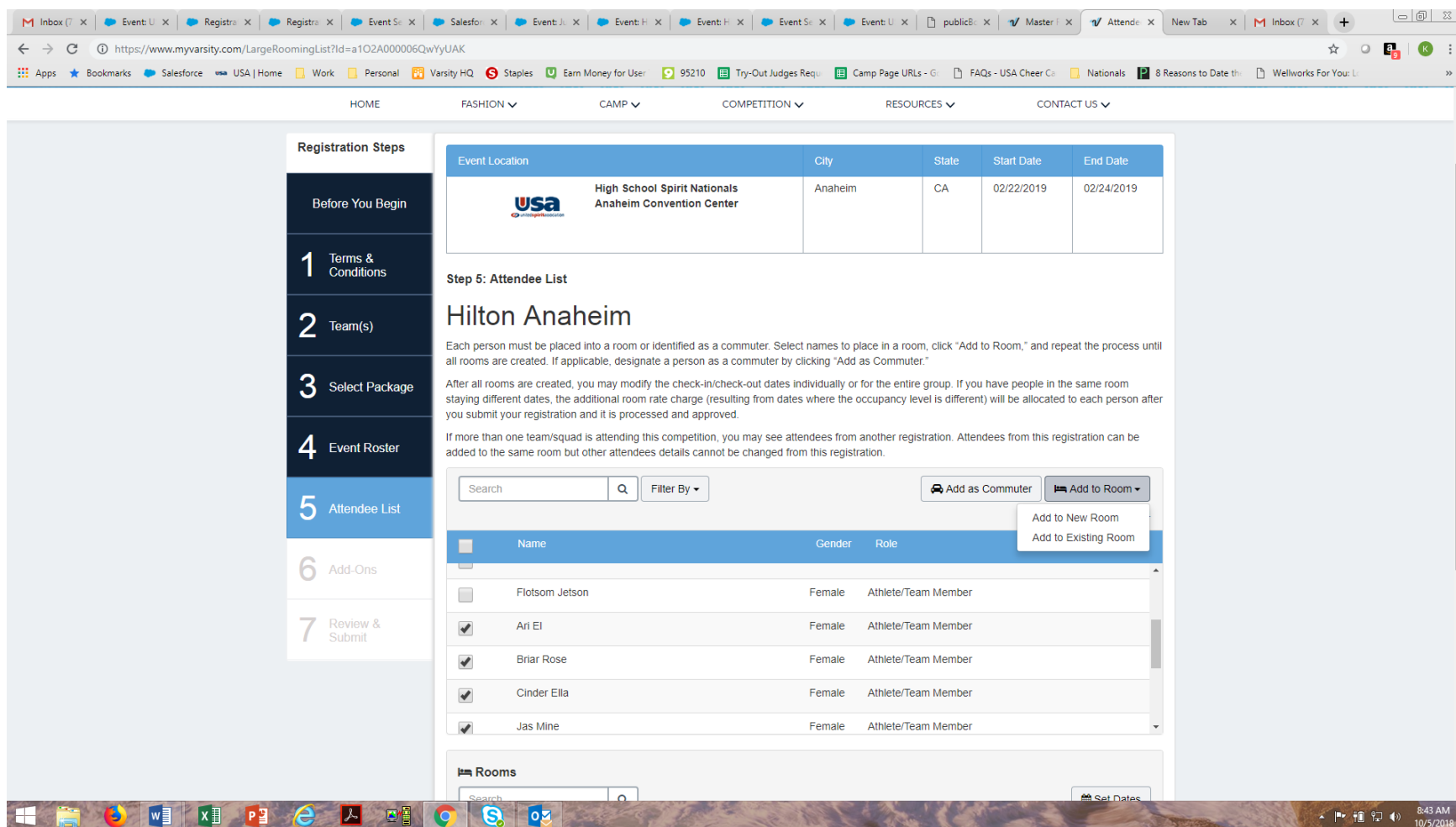
HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the registration system interface. On the left is a sidebar with 'Registration Steps' from 1 to 7. Step 5, 'Attendee List', is selected. The main content area shows the event details for 'High School Spirit Nationals' at the 'Anaheim Convention Center' in Anaheim, CA, from 02/22/2019 to 02/24/2019. Below this, the title 'Step 5: Attendee List' and 'Hilton Anaheim' are displayed. A paragraph explains that each person must be placed in a room or identified as a commuter. A table lists five attendees: Flotsom Jetson, Ari El, Briar Rose, Cinder Ella, and Jas Mine, all female athletes. A search bar and a 'Filter By' dropdown are above the table. To the right of the table are buttons for 'Add as Commuter' and 'Add to Room'. A dropdown menu for 'Add to Room' is open, showing options for 'Add to New Room' and 'Add to Existing Room'. At the bottom, there is a 'Rooms' section with a search bar and a 'Set Dates' button.

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

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.

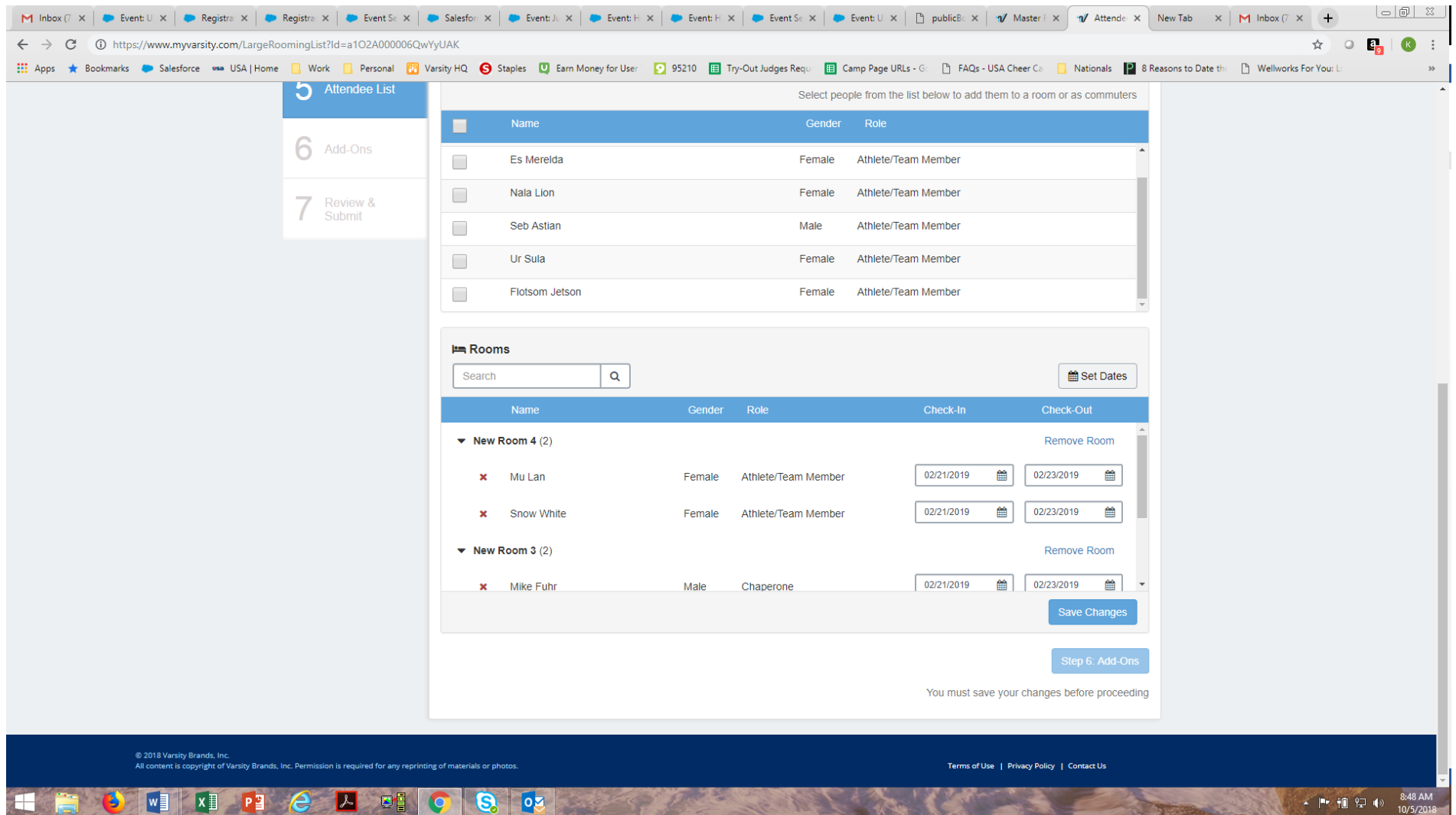
Name	Gender	Role
<input type="checkbox"/> Flotsom Jetson	Female	Athlete/Team Member
<input checked="" type="checkbox"/> Ari El	Female	Athlete/Team Member
<input checked="" type="checkbox"/> Briar Rose	Female	Athlete/Team Member
<input checked="" type="checkbox"/> Cinder Ella	Female	Athlete/Team Member
<input checked="" type="checkbox"/> Jas Mine	Female	Athlete/Team Member

Rooms

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

HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows the 'Large Rooming List' interface on the myvarsity.com website. The left sidebar contains a navigation menu with steps 5, 6, and 7: 'Attendee List', 'Add-Ons', and 'Review & Submit'. The main content area is divided into two sections: 'Attendee List' and 'Rooms'.

Attendee List: This section displays a table of attendees. The table has columns for 'Name', 'Gender', and 'Role'. The attendees listed are:

Name	Gender	Role
Es Merelda	Female	Athlete/Team Member
Nala Lion	Female	Athlete/Team Member
Seb Astian	Male	Athlete/Team Member
Ur Sula	Female	Athlete/Team Member
Flotsom Jetson	Female	Athlete/Team Member

Rooms: This section displays a table of rooms. The table has columns for 'Name', 'Gender', 'Role', 'Check-In', and 'Check-Out'. The rooms listed are:

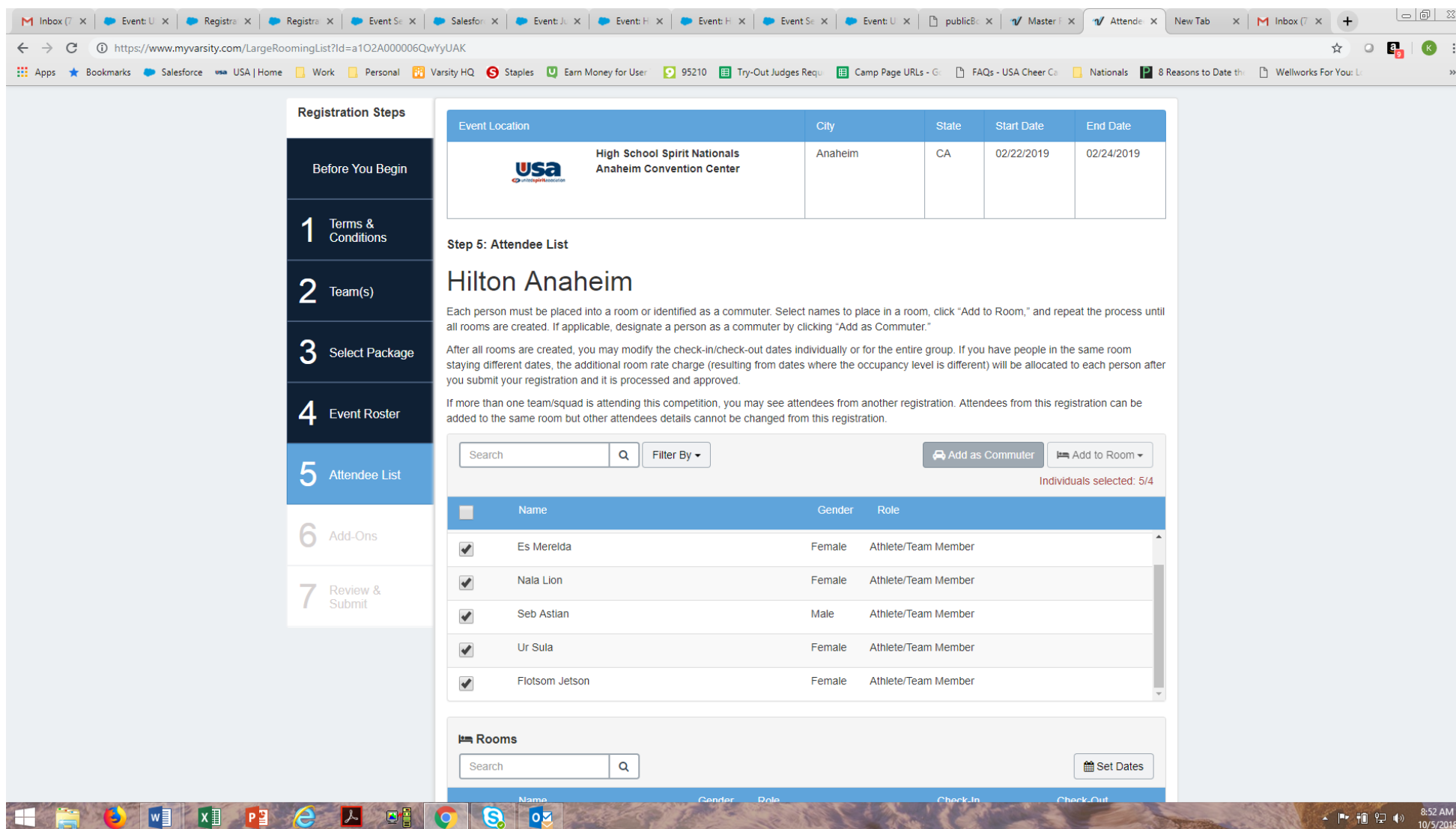
Name	Gender	Role	Check-In	Check-Out
New Room 4 (2)				
Mu Lan	Female	Athlete/Team Member	02/21/2019	02/23/2019
Snow White	Female	Athlete/Team Member	02/21/2019	02/23/2019
New Room 3 (2)				
Mike Fuhr	Male	Chaperone	02/21/2019	02/23/2019

At the bottom of the 'Rooms' section, there is a 'Save Changes' button and a 'Step 6: Add-Ons' button. A message at the bottom states: 'You must save your changes before proceeding'.

HOW TO INPUT A NATIONALS REGISTRATION

Assign Commuters


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



Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

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

Individuals selected: 5/4

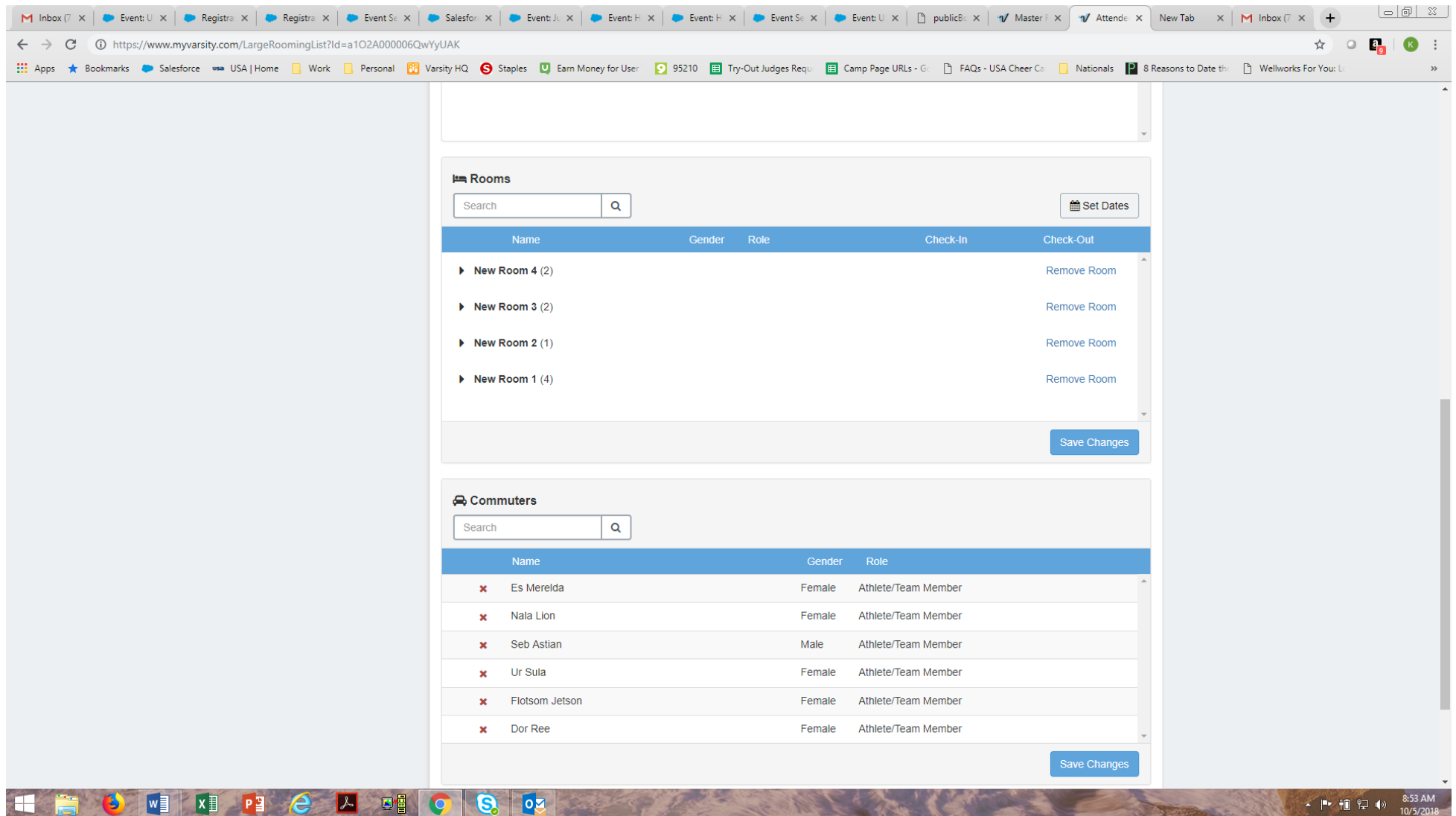
<input type="checkbox"/>	Name	Gender	Role
<input checked="" type="checkbox"/>	Es Merelda	Female	Athlete/Team Member
<input checked="" type="checkbox"/>	Nala Lion	Female	Athlete/Team Member
<input checked="" type="checkbox"/>	Seb Astian	Male	Athlete/Team Member
<input checked="" type="checkbox"/>	Ur Sula	Female	Athlete/Team Member
<input checked="" type="checkbox"/>	Flotsom Jetson	Female	Athlete/Team Member

Rooms

Search

HOW TO INPUT A NATIONALS REGISTRATION

Commuters will appear under the Commuters section.



The screenshot shows a web browser window with multiple tabs. The active tab is titled "https://www.myvarsity.com/LargeRoomingList?id=a1O2A000006QwYyUAK". The browser's address bar and tabs are visible at the top. The main content area is divided into two sections: "Rooms" and "Commuters".

Rooms Section:

- Search bar: Search
- Set Dates button
- Table with columns: Name, Gender, Role, Check-In, Check-Out
- Rooms listed:
 - New Room 4 (2) - Remove Room
 - New Room 3 (2) - Remove Room
 - New Room 2 (1) - Remove Room
 - New Room 1 (4) - Remove Room
- Save Changes button

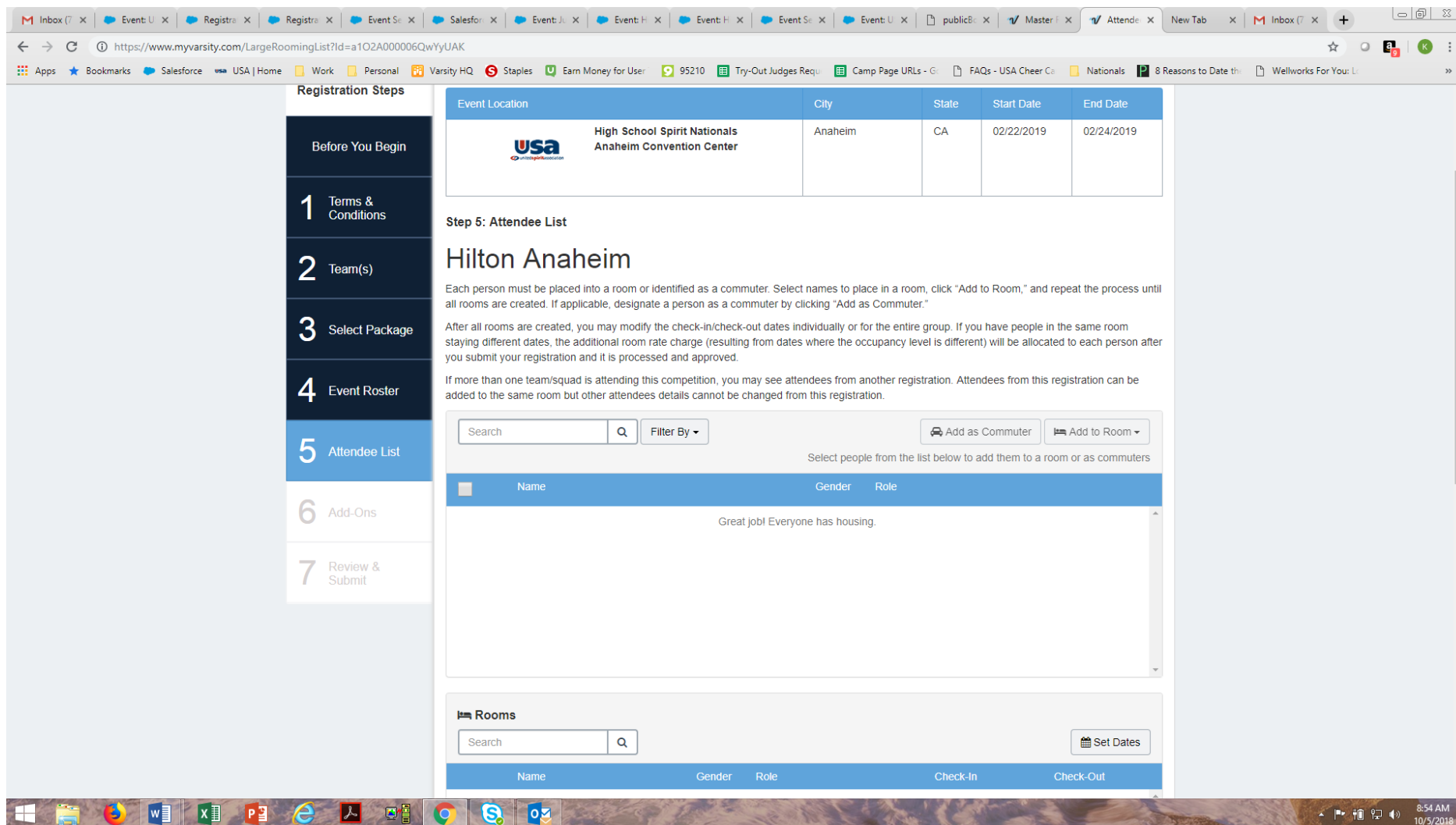
Commuters Section:

- Search bar: Search
- Table with columns: Name, Gender, Role
- Commuters listed:
 - Es Merelda - Female - Athlete/Team Member
 - Nala Lion - Female - Athlete/Team Member
 - Seb Astian - Male - Athlete/Team Member
 - Ur Sula - Female - Athlete/Team Member
 - Flotsom Jetson - Female - Athlete/Team Member
 - Dor Ree - Female - Athlete/Team Member
- Save Changes button

The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 8:53 AM on 10/5/2018.

HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the registration process for the High School Spirit Nationals at the Anaheim Convention Center. The event is scheduled for 02/22/2019 to 02/24/2019 in Anaheim, CA. The current step is 'Step 5: Attendee List' for the Hilton Anaheim. The interface includes a sidebar with registration steps (1-7), a main content area with instructions, and a table for adding attendees to rooms or as commuters. The table has columns for Name, Gender, Role, Check-In, and Check-Out. A search bar and a 'Set Dates' button are also visible.

Event Location	City	State	Start Date	End Date
High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

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

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

Name	Gender	Role
Great job! Everyone has housing.		

Rooms

Search

Name	Gender	Role	Check-In	Check-Out
------	--------	------	----------	-----------

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.

HOW TO INPUT A NATIONALS REGISTRATION

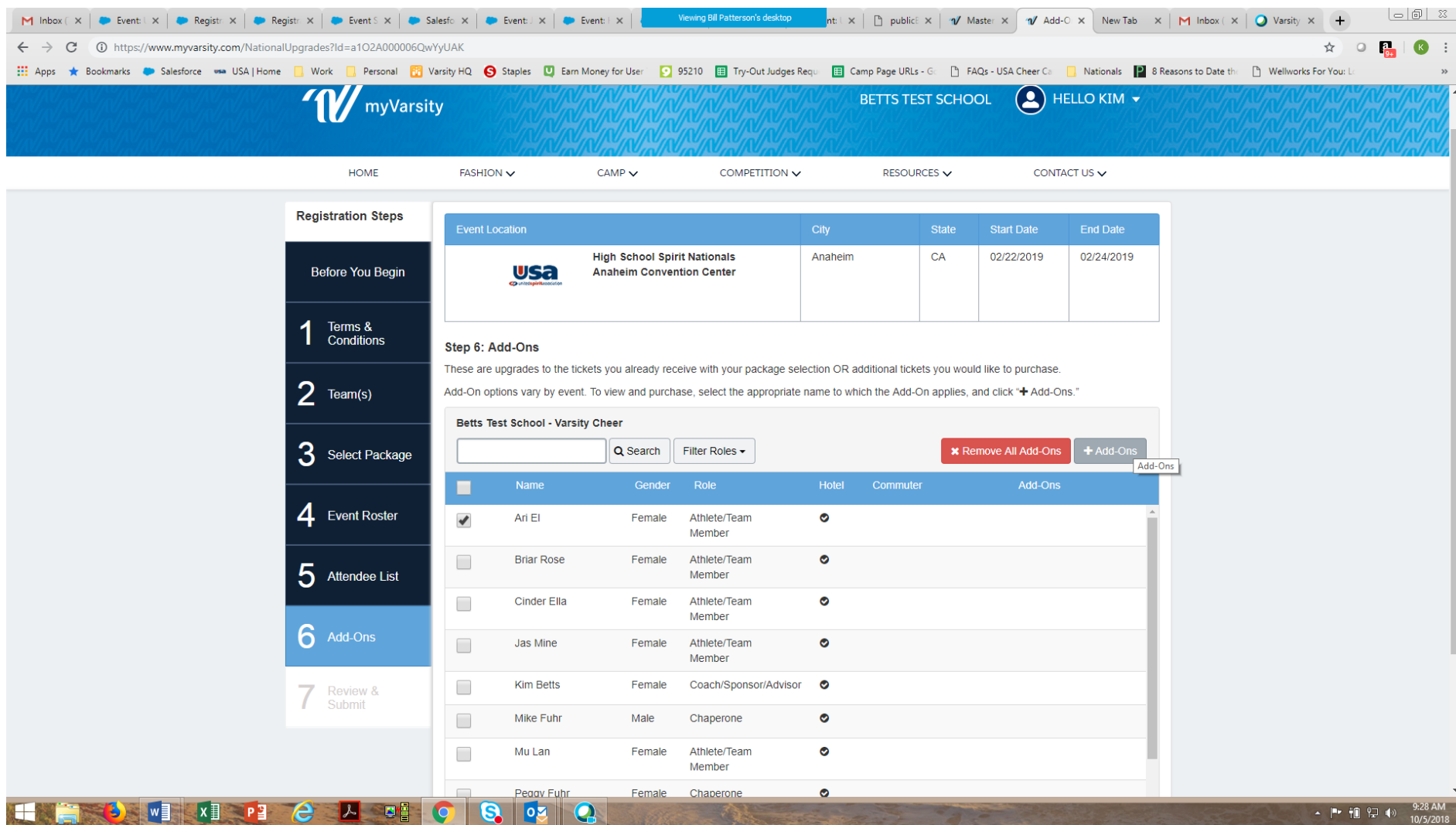
STEP 6 – Add-Ons

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 advance 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).

HOW TO INPUT A NATIONALS REGISTRATION


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



Registration Steps

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

Event Location

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Step 6: Add-Ons

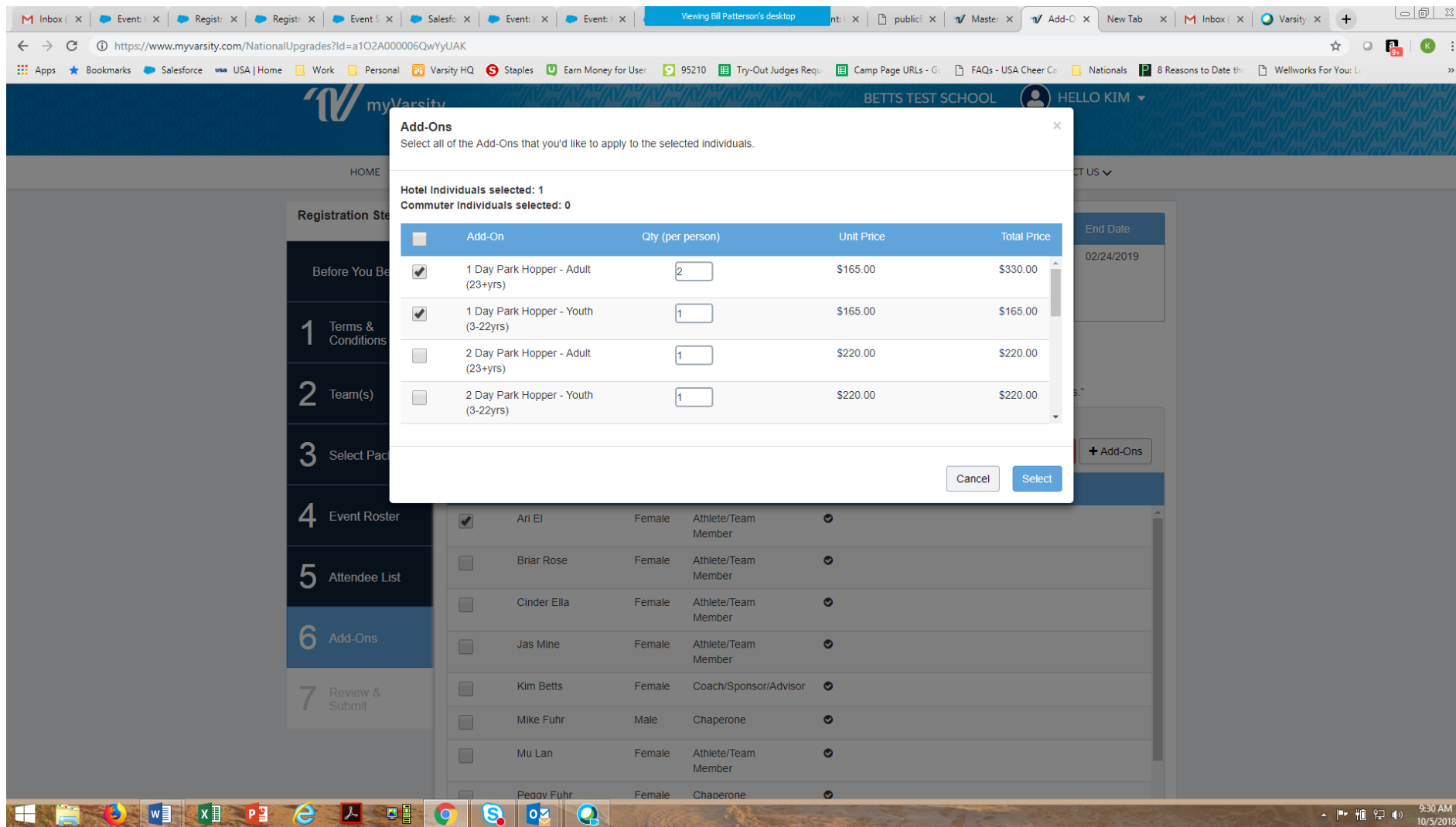
These are upgrades to the tickets you already receive with your package selection OR additional tickets you would like to purchase. Add-On options vary by event. To view and purchase, select the appropriate name to which the Add-On applies, and click "+ Add-Ons."

Betts Test School - Varsity Cheer

	Name	Gender	Role	Hotel	Commuter	Add-Ons
<input checked="" type="checkbox"/>	Ari El	Female	Athlete/Team Member	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Mike Fuhr	Male	Chaperone	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Mu Lan	Female	Athlete/Team Member	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Peggy Fuhr	Female	Chaperone	<input checked="" type="checkbox"/>		

HOW TO INPUT A NATIONALS REGISTRATION

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



Add-Ons
Select all of the Add-Ons that you'd like to apply to the selected individuals.

Hotel Individuals selected: 1
Commuter Individuals selected: 0

<input type="checkbox"/>	Add-On	Qty (per person)	Unit Price	Total Price
<input checked="" type="checkbox"/>	1 Day Park Hopper - Adult (23+ yrs)	2	\$165.00	\$330.00
<input checked="" type="checkbox"/>	1 Day Park Hopper - Youth (3-22 yrs)	1	\$165.00	\$165.00
<input type="checkbox"/>	2 Day Park Hopper - Adult (23+ yrs)	1	\$220.00	\$220.00
<input type="checkbox"/>	2 Day Park Hopper - Youth (3-22 yrs)	1	\$220.00	\$220.00

Cancel Select

Registration Steps: 1 Terms & Conditions, 2 Team(s), 3 Select Package, 4 Event Roster, 5 Attendee List, 6 Add-Ons, 7 Review & Submit

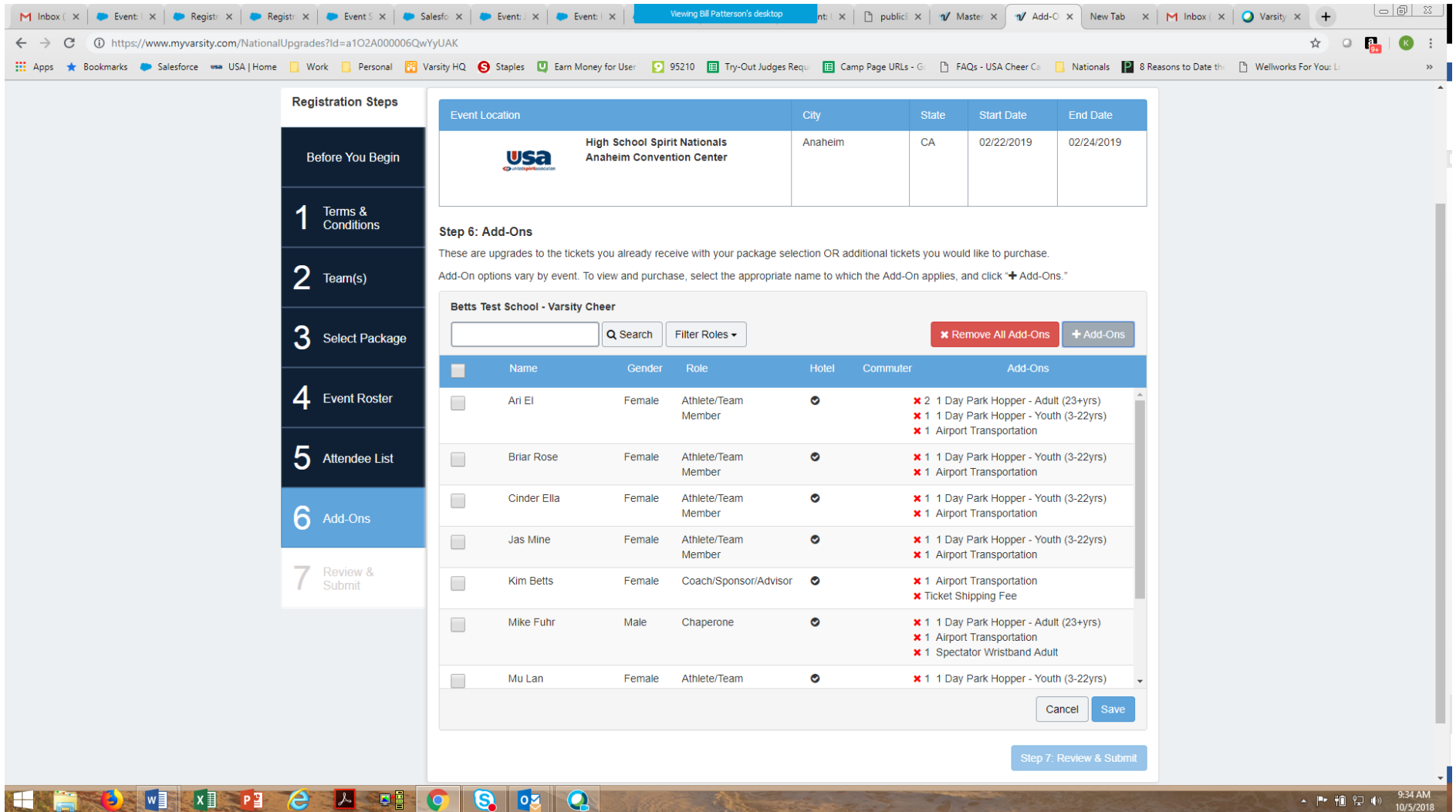
	Name	Gender	Role	Selected
<input checked="" type="checkbox"/>	Ari El	Female	Athlete/Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Briar Rose	Female	Athlete/Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cinder Ella	Female	Athlete/Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jas Mine	Female	Athlete/Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kim Betts	Female	Coach/Sponsor/Advisor	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mike Fuhr	Male	Chaperone	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mu Lan	Female	Athlete/Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Peggy Fuhr	Female	Chaperone	<input checked="" type="checkbox"/>

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.

HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows the registration process for the High School Spirit Nationals at the Anaheim Convention Center. The left sidebar lists the registration steps: Before You Begin, 1 Terms & Conditions, 2 Team(s), 3 Select Package, 4 Event Roster, 5 Attendee List, 6 Add-Ons (current step), and 7 Review & Submit.

Event Location: High School Spirit Nationals, Anaheim Convention Center
City: Anaheim
State: CA
Start Date: 02/22/2019
End Date: 02/24/2019

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 Cheer

Name	Gender	Role	Hotel	Commuter	Add-Ons
Ari El	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 2 1 Day Park Hopper - Adult (23+yrs) <input type="checkbox"/> 1 1 Day Park Hopper - Youth (3-22yrs) <input type="checkbox"/> 1 Airport Transportation
Briar Rose	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 1 Day Park Hopper - Youth (3-22yrs) <input type="checkbox"/> 1 Airport Transportation
Cinder Ella	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 1 Day Park Hopper - Youth (3-22yrs) <input type="checkbox"/> 1 Airport Transportation
Jas Mine	Female	Athlete/Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 1 Day Park Hopper - Youth (3-22yrs) <input type="checkbox"/> 1 Airport Transportation
Kim Betts	Female	Coach/Sponsor/Advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 Airport Transportation <input type="checkbox"/> Ticket Shipping Fee
Mike Fuhr	Male	Chaperone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 1 Day Park Hopper - Adult (23+yrs) <input type="checkbox"/> 1 Airport Transportation <input type="checkbox"/> 1 Spectator Wristband Adult
Mu Lan	Female	Athlete/Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 1 1 Day Park Hopper - Youth (3-22yrs)

Buttons: Remove All Add-Ons, + Add-Ons, Cancel, Save.

Step 7: Review & Submit

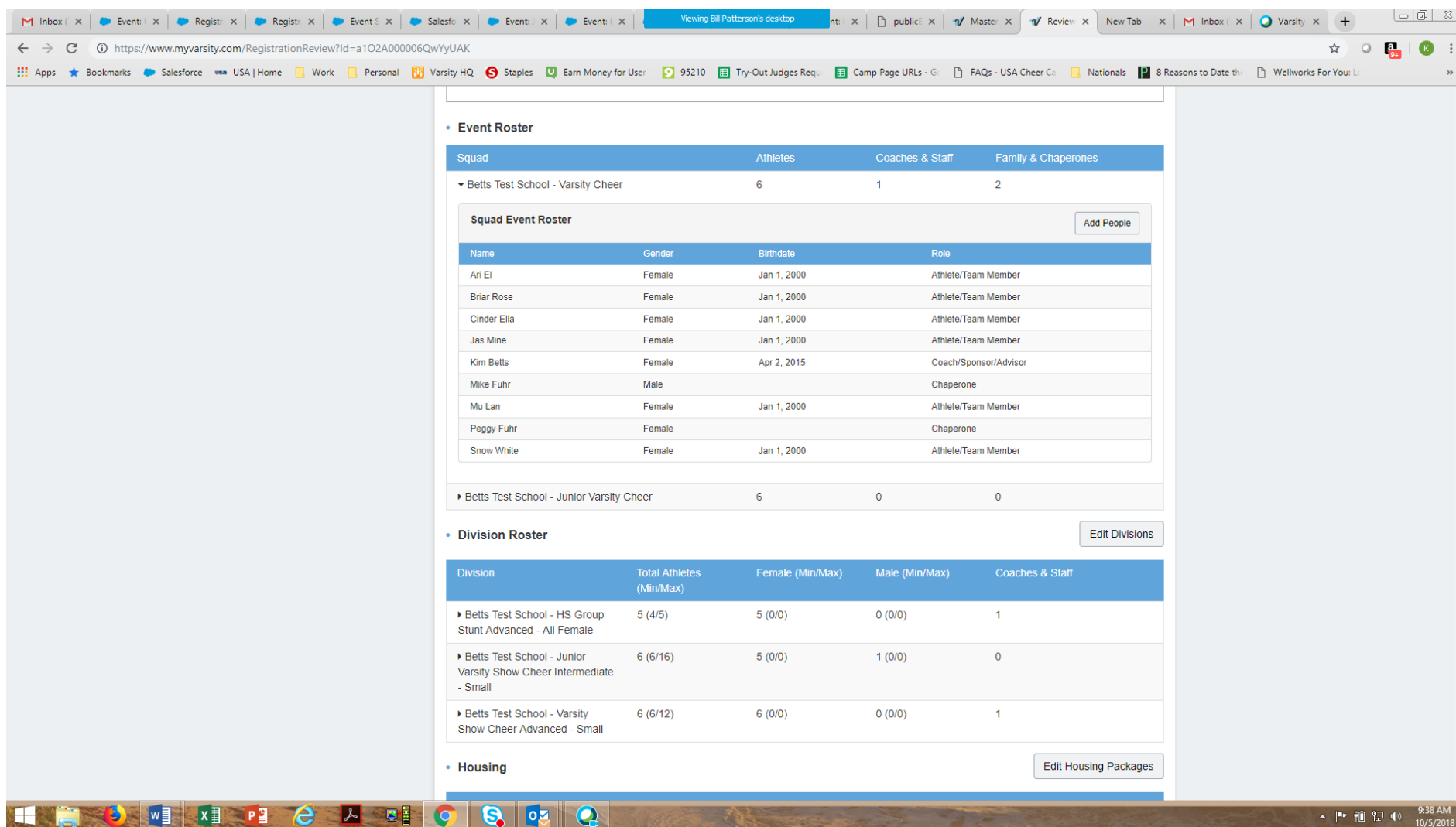
Do all the Add-On for each team on the registration.

Then click on Step 7 – Review and Submit

HOW TO INPUT A NATIONALS REGISTRATION

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.



The screenshot shows the 'Event Roster' section of the registration review page. It displays a table for the 'Betts Test School - Varsity Cheer' squad, listing athletes, coaches, and family members. Below this, the 'Division Roster' section shows a table with columns for Division, Total Athletes (Min/Max), Female (Min/Max), Male (Min/Max), and Coaches & Staff. The 'Housing' section is also visible at the bottom.

Squad	Athletes	Coaches & Staff	Family & Chaperones
Betts Test School - Varsity Cheer	6	1	2

Name	Gender	Birthdate	Role
Ari El	Female	Jan 1, 2000	Athlete/Team Member
Briar Rose	Female	Jan 1, 2000	Athlete/Team Member
Cinder Ella	Female	Jan 1, 2000	Athlete/Team Member
Jas Mine	Female	Jan 1, 2000	Athlete/Team Member
Kim Betts	Female	Apr 2, 2015	Coach/Sponsor/Advisor
Mike Fuhr	Male		Chaperone
Mu Lan	Female	Jan 1, 2000	Athlete/Team Member
Peggy Fuhr	Female		Chaperone
Snow White	Female	Jan 1, 2000	Athlete/Team Member

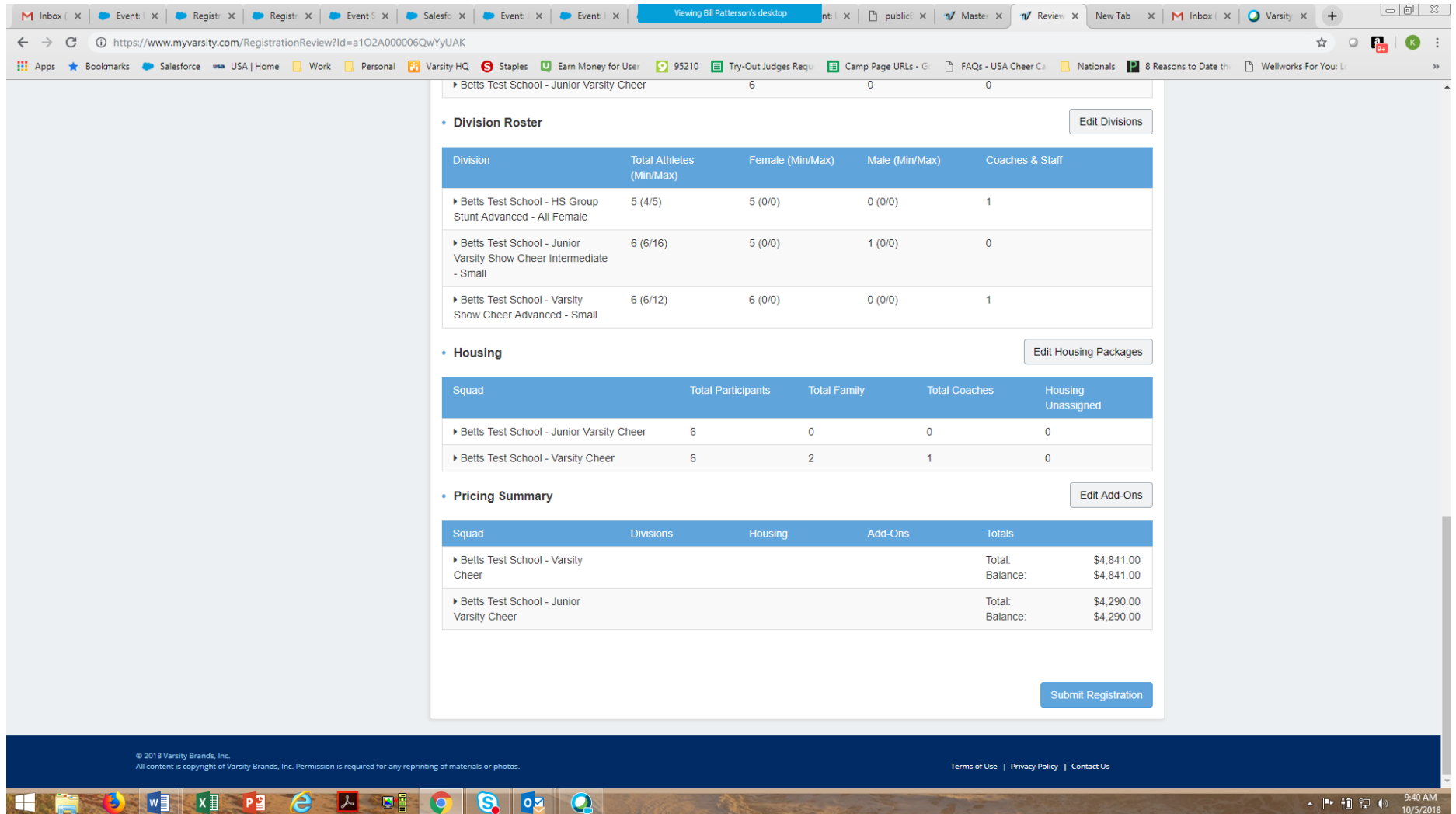
Division	Total Athletes (Min/Max)	Female (Min/Max)	Male (Min/Max)	Coaches & Staff
Betts Test School - HS Group Stunt Advanced - All Female	5 (4/5)	5 (0/0)	0 (0/0)	1
Betts Test School - Junior Varsity Show Cheer Intermediate - Small	6 (6/16)	5 (0/0)	1 (0/0)	0
Betts Test School - Varsity Show Cheer Advanced - Small	6 (6/12)	6 (0/0)	0 (0/0)	1

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

HOW TO INPUT A NATIONALS 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.



The screenshot shows the 'Registration Review' page on the myvarsity.com website. The browser tabs include 'Inbox', 'Event', 'Registr', 'Event S', 'Salesfo', 'Event', 'Event', 'Viewing Bill Patterson's desktop', 'nt', 'public', 'Master', 'Review', 'New Tab', 'Inbox', 'Varsity', and '+'. The address bar shows the URL: https://www.myvarsity.com/RegistrationReview?id=a1O2A000006QwYyUAK. The page content is divided into three main sections: Division Roster, Housing, and Pricing Summary.

Division Roster

Division	Total Athletes (Min/Max)	Female (Min/Max)	Male (Min/Max)	Coaches & Staff
Betts Test School - HS Group Stunt Advanced - All Female	5 (4/5)	5 (0/0)	0 (0/0)	1
Betts Test School - Junior Varsity Show Cheer Intermediate - Small	6 (6/16)	5 (0/0)	1 (0/0)	0
Betts Test School - Varsity Show Cheer Advanced - Small	6 (6/12)	6 (0/0)	0 (0/0)	1

Housing

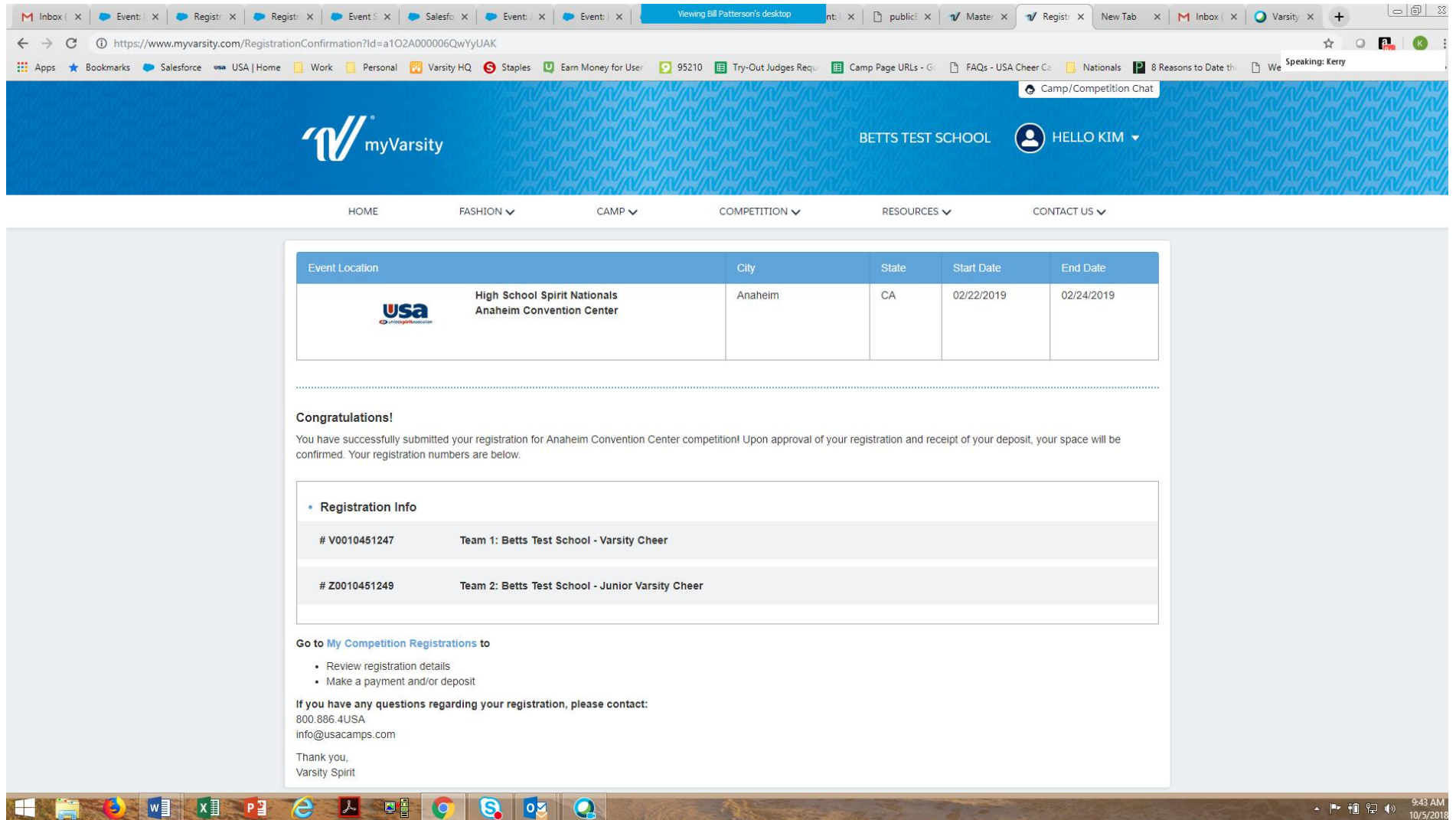
Squad	Total Participants	Total Family	Total Coaches	Housing Unassigned
Betts Test School - Junior Varsity Cheer	6	0	0	0
Betts Test School - Varsity Cheer	6	2	1	0

Pricing Summary

Squad	Divisions	Housing	Add-Ons	Totals
Betts Test School - Varsity Cheer				Total: \$4,841.00 Balance: \$4,841.00
Betts Test School - Junior Varsity Cheer				Total: \$4,290.00 Balance: \$4,290.00


At the bottom of the page, there is a 'Submit Registration' button. The footer contains copyright information: © 2018 Varsity Brands, Inc. All content is copyright of Varsity Brands, Inc. Permission is required for any reprinting of materials or photos. Links for Terms of Use, Privacy Policy, and Contact Us are also provided.

HOW TO INPUT A NATIONALS REGISTRATION



myVarsity BETTS TEST SCHOOL HELLO KIM

HOME FASHION CAMP COMPETITION RESOURCES CONTACT US

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Congratulations!

You have successfully submitted your registration for Anaheim Convention Center competition! Upon approval of your registration and receipt of your deposit, your space will be confirmed. Your registration numbers are below.

Registration Info

# V0010451247	Team 1: Betts Test School - Varsity Cheer
# Z0010451249	Team 2: Betts Test School - Junior Varsity Cheer

Go to My Competition Registrations to

- Review registration details
- Make a payment and/or deposit

If you have any questions regarding your registration, please contact:
 800.886.4USA
 info@usacamps.com

Thank you,
 Varsity Spirit

HOW TO INPUT A NATIONALS REGISTRATION

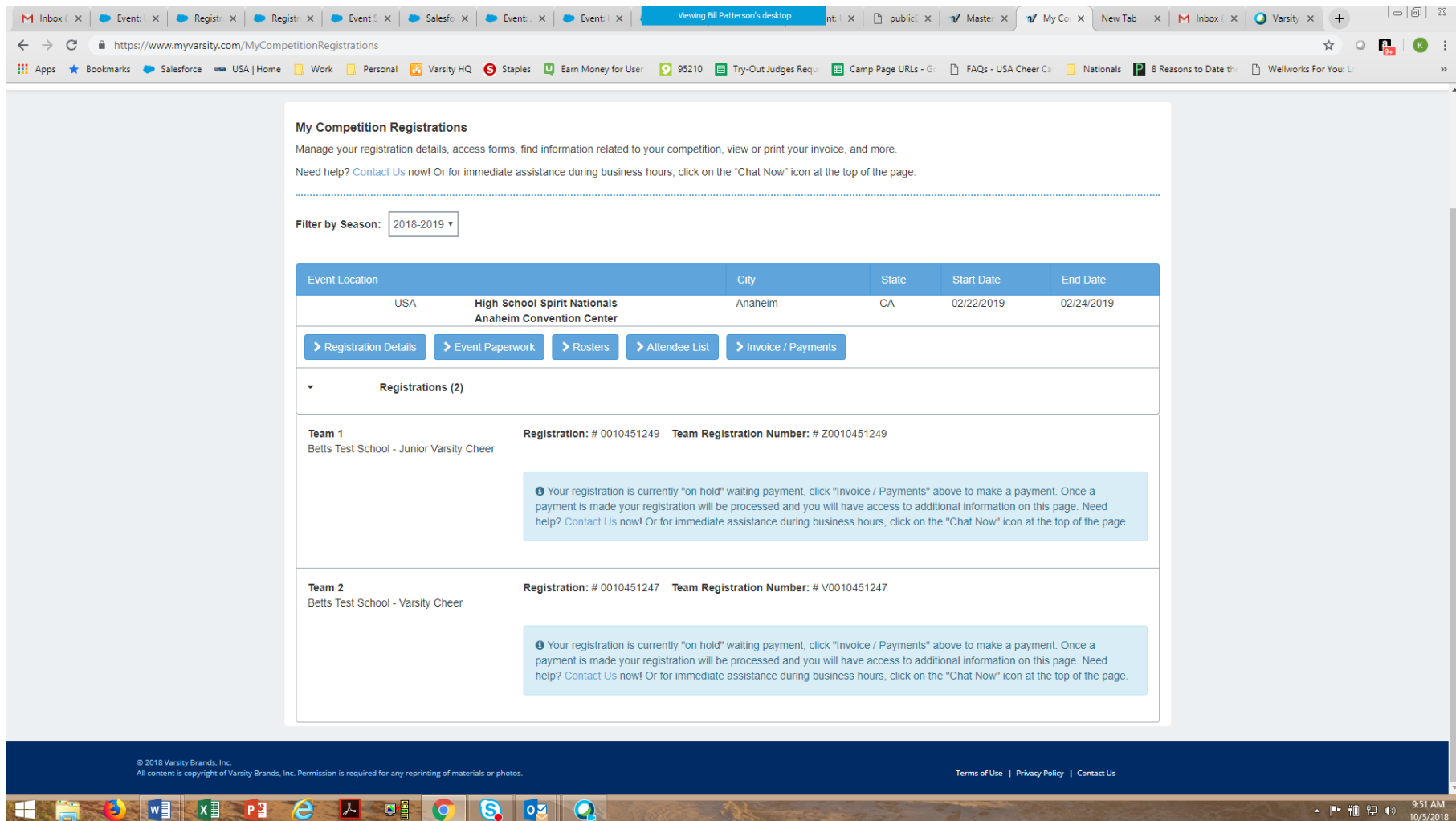
NEXT STEPS

- **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**

HOW TO INPUT A NATIONALS 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.**



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: 2018-2019 ▼

Event Location	City	State	Start Date	End Date
USA High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

[Registration Details](#)
[Event Paperwork](#)
[Rosters](#)
[Attendee List](#)
[Invoice / Payments](#)

Registrations (2)

Team 1
Betts Test School - Junior Varsity Cheer
Registration: # 0010451249 Team Registration Number: # Z0010451249

ⓘ 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 Cheer
Registration: # 0010451247 Team Registration Number: # V0010451247

ⓘ 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.

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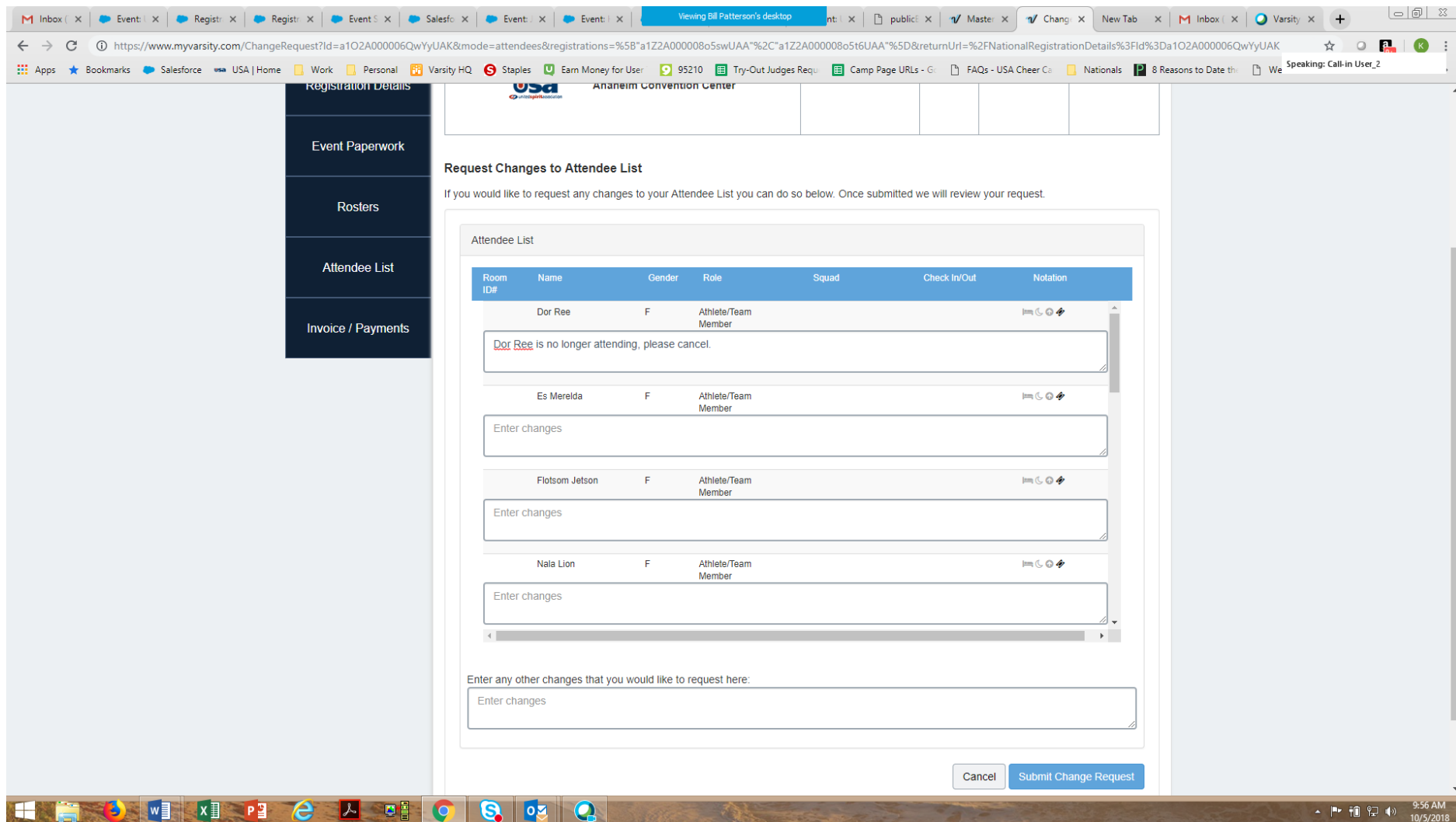
From this page, you can check your Registration details, access Event Paperwork, make a credit card payment, and print your invoices

HOW TO INPUT A NATIONALS REGISTRATION

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.).



Registration Details

Event Paperwork

Rosters

Attendee List

Invoice / Payments

Request Changes to Attendee List

If you would like to request any changes to your Attendee List you can do so below. Once submitted we will review your request.

Room ID#	Name	Gender	Role	Squad	Check In/Out	Notation
	Dor Ree	F	Athlete/Team Member			
Dor Ree is no longer attending, please cancel.						
	Es Merelda	F	Athlete/Team Member			
Enter changes						
	Flotsom Jetson	F	Athlete/Team Member			
Enter changes						
	Nala Lion	F	Athlete/Team Member			
Enter changes						

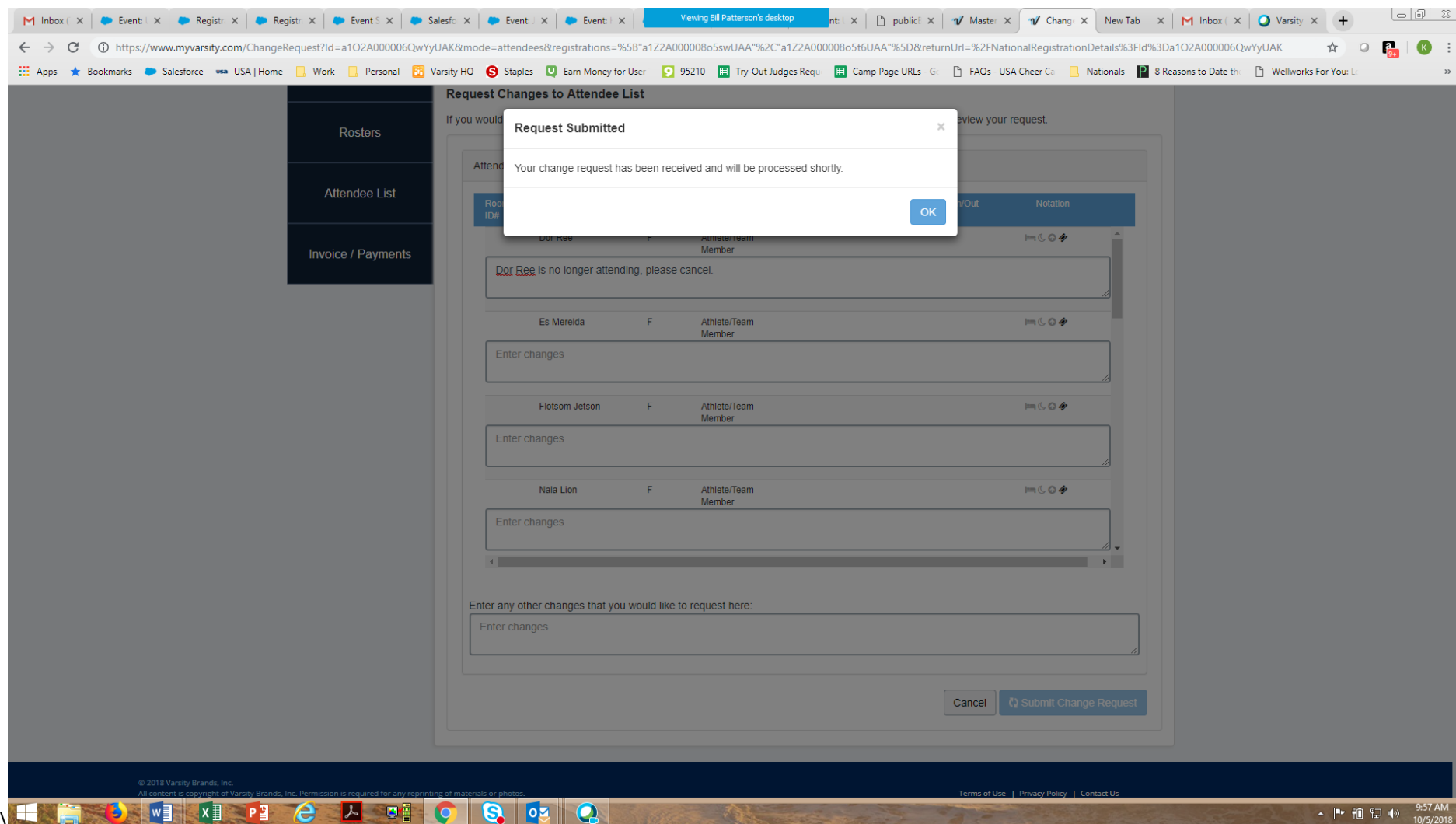
Enter any other changes that you would like to request here:

Enter changes

Cancel Submit Change Request

HOW TO INPUT A NATIONALS REGISTRATION

You will receive a confirmation that the change was submitted.



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/ChangeRequest?id=a102A000006QwYyUAK&mode=attendees®istrations=%5B%5D%5D&returnUrl=%2FNationalRegistrationDetails%3Fid%3Da102A000006QwYyUAK>. The page is titled 'Request Changes to Attendee List'. A modal dialog box titled 'Request Submitted' is displayed in the center, with the message: 'Your change request has been received and will be processed shortly.' and an 'OK' button. The background page shows a list of attendees with columns for Name, Gender, and Role. The first row shows 'Dor Ree' with a note: 'Dor Ree is no longer attending, please cancel.' Below this are rows for 'Es Merelda', 'Flotsom Jetson', and 'Nala Lion', each with a 'Enter changes' input field. At the bottom of the form is a 'Submit Change Request' button.

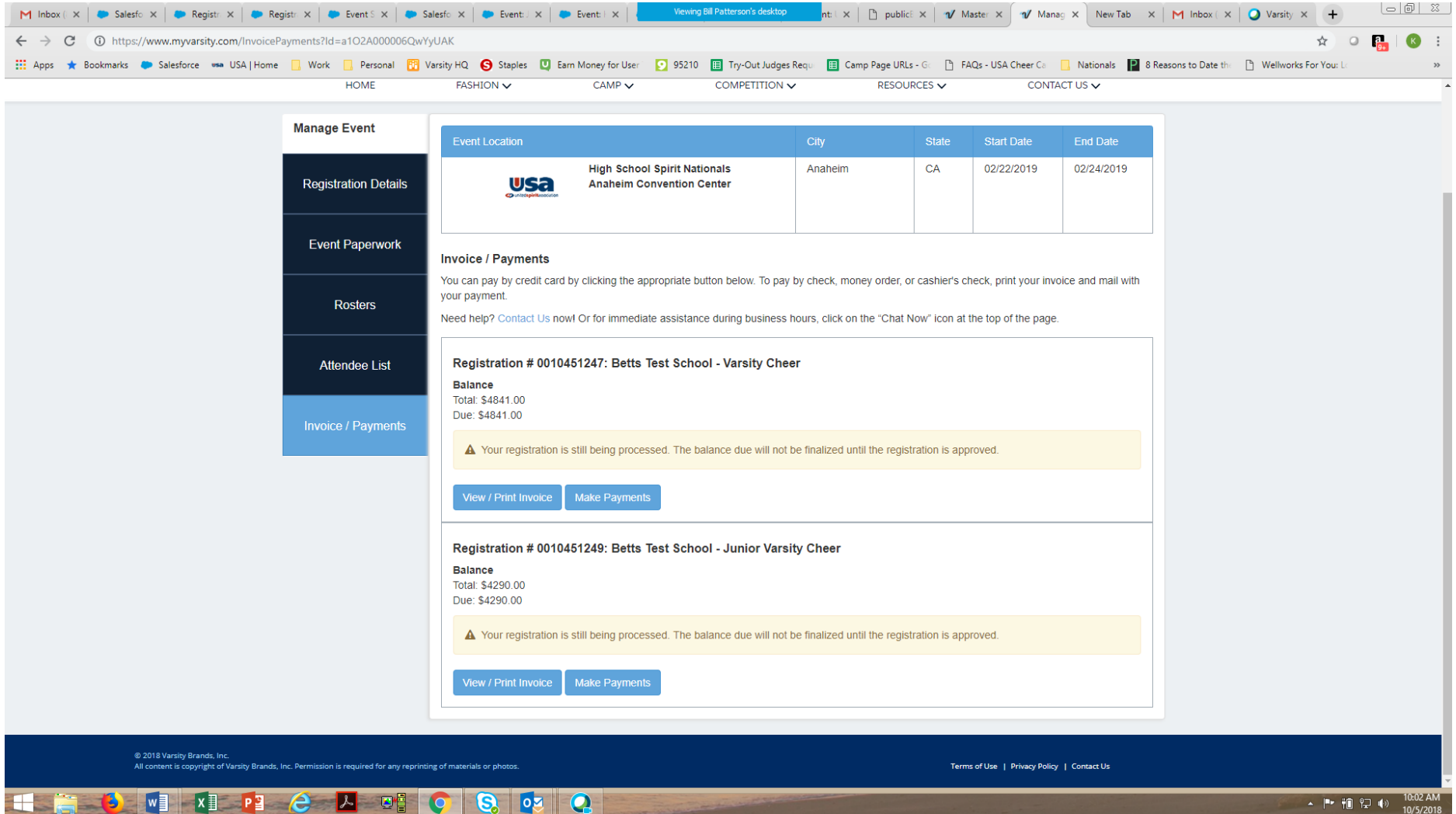
Once a change has submitted, it will be completed as soon as possible. **Please allow at least 48 hours for changes to be made.** Once the change has been completed, you will receive an updated invoice showing the change.

HOW TO INPUT A NATIONALS REGISTRATION


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.



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/InvoicePayments?Id=a1O2A000006QwYyUAK>. The page is titled 'Manage Event' and features a sidebar with navigation options: Registration Details, Event Paperwork, Rosters, Attendee List, and Invoice / Payments (which is highlighted). The main content area displays a table with event details:

Event Location	City	State	Start Date	End Date
 High School Spirit Nationals Anaheim Convention Center	Anaheim	CA	02/22/2019	02/24/2019

Below the table, the 'Invoice / Payments' section is active. It includes the following text:

Invoice / Payments
You can pay by credit card by clicking the appropriate button below. To pay by check, money order, or cashier's check, print your invoice and mail with your payment.
Need help? [Contact Us](#) now! Or for immediate assistance during business hours, click on the "Chat Now" icon at the top of the page.

Two registration entries are listed:

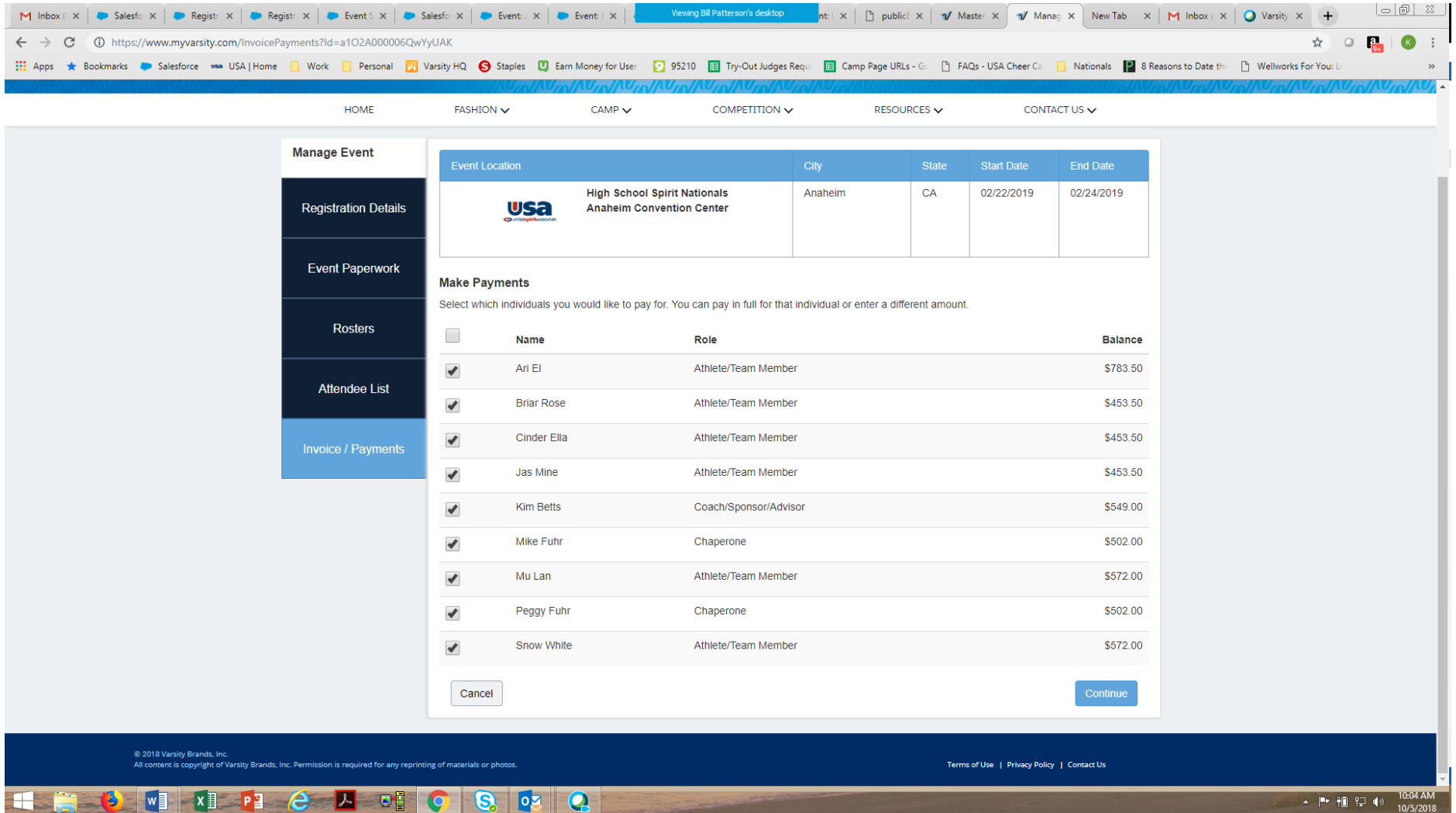
- Registration # 0010451247: Betts Test School - Varsity Cheer**
Balance
Total: \$4841.00
Due: \$4841.00
A yellow warning box states: "Your registration is still being processed. The balance due will not be finalized until the registration is approved."
Buttons: [View / Print Invoice](#), [Make Payments](#)
- Registration # 0010451249: Betts Test School - Junior Varsity Cheer**
Balance
Total: \$4290.00
Due: \$4290.00
A yellow warning box states: "Your registration is still being processed. The balance due will not be finalized until the registration is approved."
Buttons: [View / Print Invoice](#), [Make Payments](#)

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HOW TO INPUT A NATIONALS REGISTRATION

Click on Make Payment

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

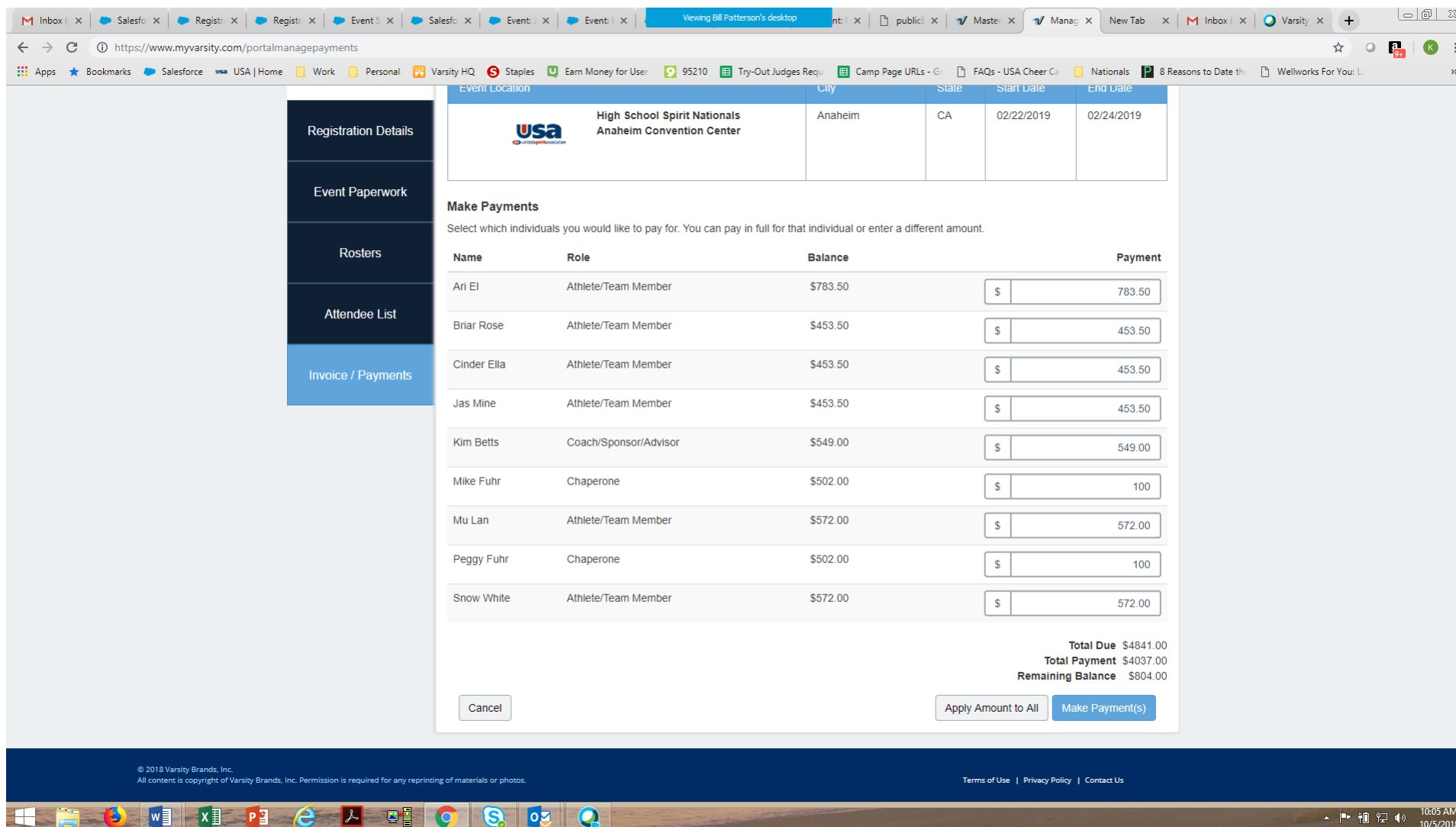


The screenshot shows a web browser window with the URL <https://www.myvarsity.com/InvoicePayments?Id=a1O2A000006QwYyUAK>. The page has a navigation bar with links: HOME, FASHION, CAMP, COMPETITION, RESOURCES, and CONTACT US. On the left, there is a 'Manage Event' sidebar with options: Registration Details, Event Paperwork, Rosters, Attendee List, and Invoice / Payments (which is highlighted). The main content area shows event details for 'High School Spirit Nationals' at the 'Anaheim Convention Center' in 'Anaheim, CA' from '02/22/2019' to '02/24/2019'. Below this is the 'Make Payments' section, which includes a table of individuals to be paid. The table has columns for a selection checkbox, Name, Role, and Balance. All individuals listed have their checkboxes checked. At the bottom of the table are 'Cancel' and 'Continue' buttons.

	Name	Role	Balance
<input checked="" type="checkbox"/>	Ari El	Athlete/Team Member	\$783.50
<input checked="" type="checkbox"/>	Briar Rose	Athlete/Team Member	\$453.50
<input checked="" type="checkbox"/>	Cinder Ella	Athlete/Team Member	\$453.50
<input checked="" type="checkbox"/>	Jas Mine	Athlete/Team Member	\$453.50
<input checked="" type="checkbox"/>	Kim Betts	Coach/Sponsor/Advisor	\$549.00
<input checked="" type="checkbox"/>	Mike Fuhr	Chaperone	\$502.00
<input checked="" type="checkbox"/>	Mu Lan	Athlete/Team Member	\$572.00
<input checked="" type="checkbox"/>	Peggy Fuhr	Chaperone	\$502.00
<input checked="" type="checkbox"/>	Snow White	Athlete/Team Member	\$572.00

HOW TO INPUT A NATIONALS REGISTRATION

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



The screenshot shows the 'myvarsity.com' portal for managing payments. The left sidebar contains the following navigation options: Registration Details, Event Paperwork, Rosters, Attendee List, and Invoice / Payments (which is currently selected). The main content area displays the 'Make Payments' section for the 'High School Spirit Nationals Anaheim Convention Center' event, which is scheduled from 02/22/2019 to 02/24/2019 in Anaheim, CA.

Below the event details, there is a table of individuals to be paid. The table has columns for Name, Role, Balance, and Payment. The 'Payment' column includes a dropdown menu with a dollar sign and a text input field for the amount.

Name	Role	Balance	Payment
Ari El	Athlete/Team Member	\$783.50	\$ 783.50
Briar Rose	Athlete/Team Member	\$453.50	\$ 453.50
Cinder Ella	Athlete/Team Member	\$453.50	\$ 453.50
Jas Mine	Athlete/Team Member	\$453.50	\$ 453.50
Kim Betts	Coach/Sponsor/Advisor	\$549.00	\$ 549.00
Mike Fuhr	Chaperone	\$502.00	\$ 100
Mu Lan	Athlete/Team Member	\$572.00	\$ 572.00
Peggy Fuhr	Chaperone	\$502.00	\$ 100
Snow White	Athlete/Team Member	\$572.00	\$ 572.00

At the bottom right of the table, the following summary is provided:

- Total Due: \$4841.00
- Total Payment: \$4037.00
- Remaining Balance: \$804.00

At the bottom of the 'Make Payments' section, there are three buttons: 'Cancel', 'Apply Amount to All', and 'Make Payment(s)'.

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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.

HOW TO INPUT A NATIONALS REGISTRATION

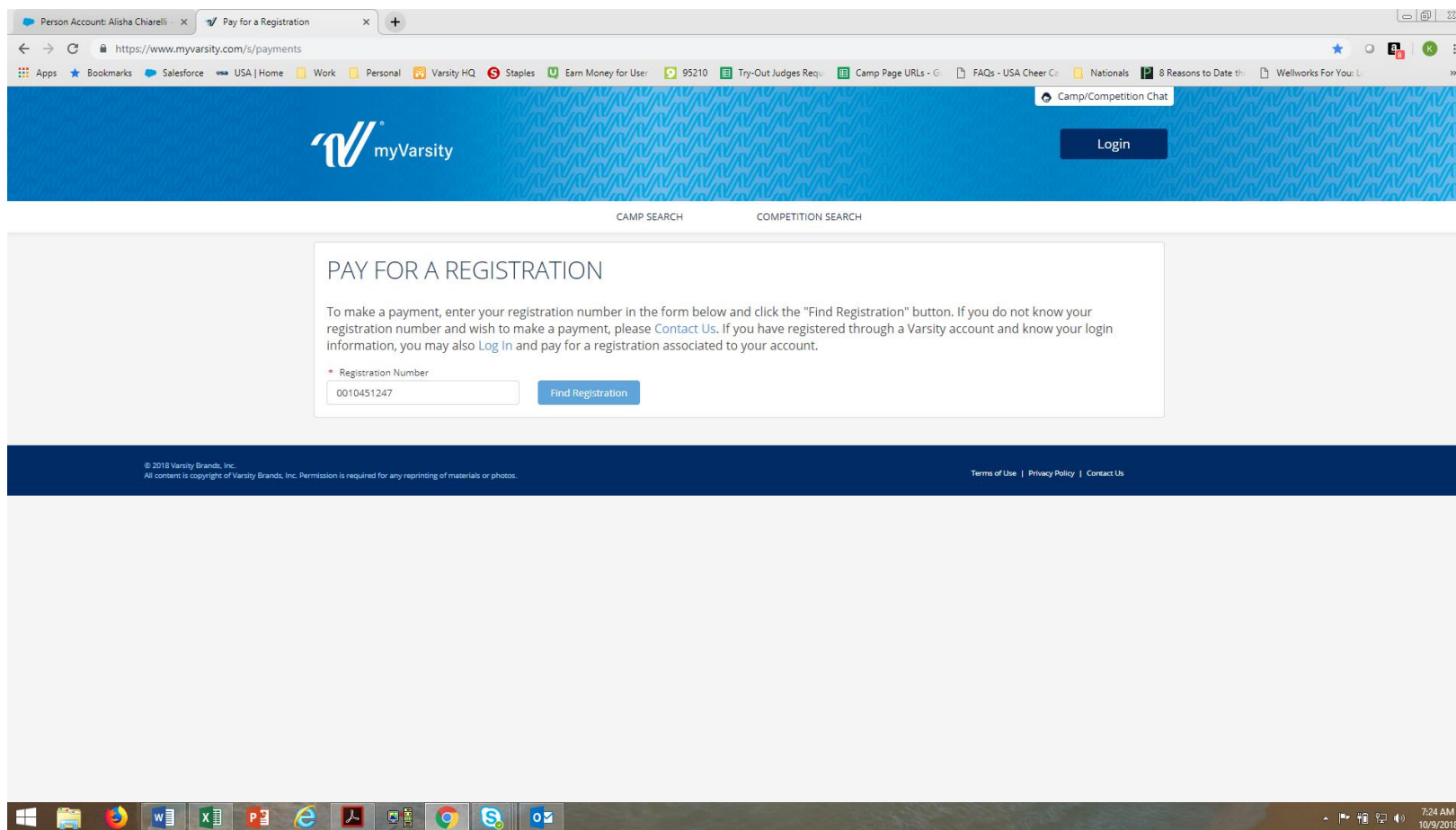
Individual Credit Card Payments

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.**

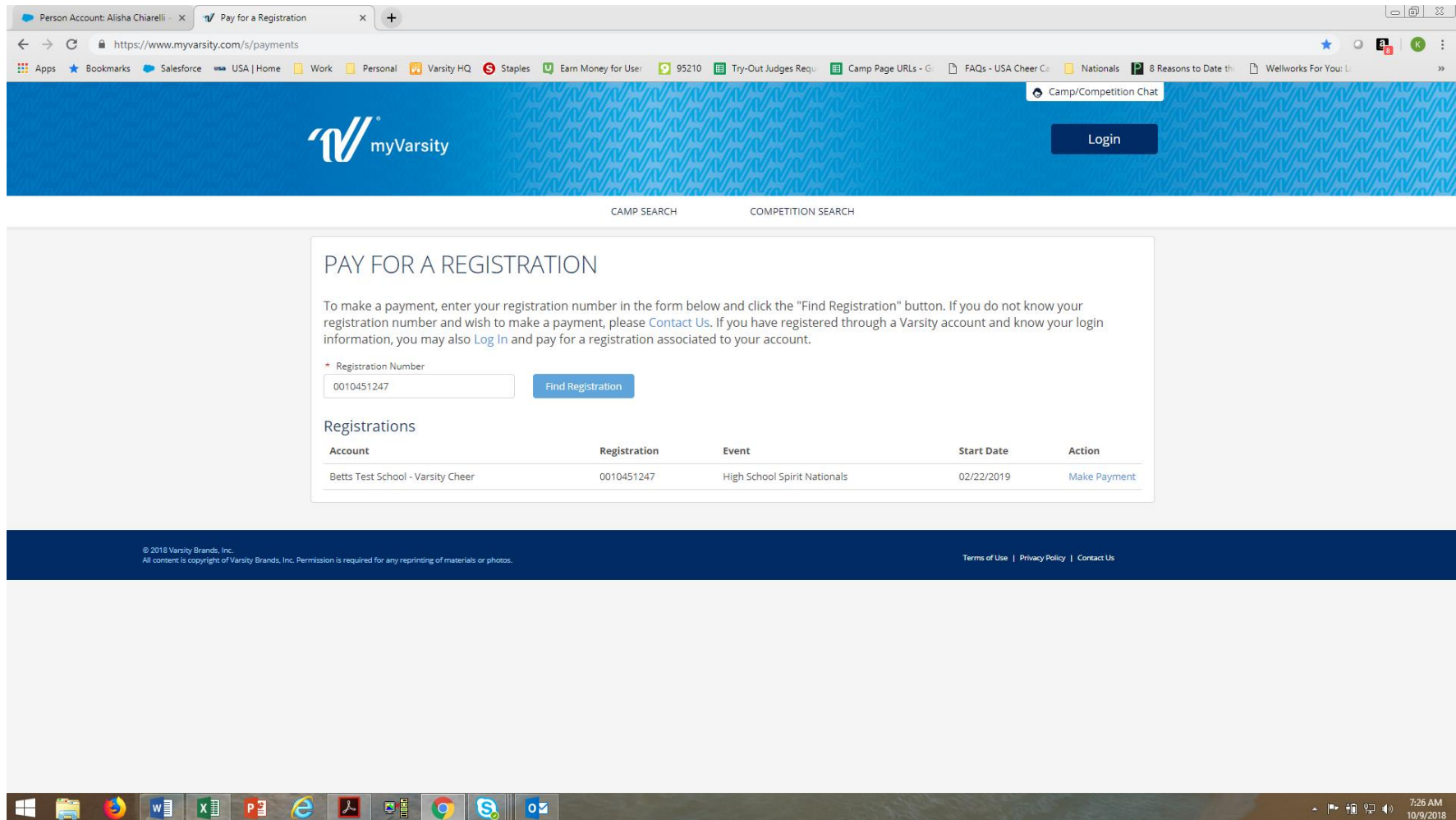
Payee will input the registration number and click on Find Registration.



The screenshot shows a web browser window with the URL <https://www.myvarsity.com/s/payments>. The page has a blue header with the myVarsity logo and a 'Login' button. Below the header, there are two tabs: 'CAMP SEARCH' and 'COMPETITION SEARCH'. The main content area is titled 'PAY FOR A REGISTRATION'. It contains a paragraph of 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 this text is a form with a label 'Registration Number' and a text input field containing '0010451247'. To the right of the input field is a blue button labeled 'Find Registration'. At the bottom of the page, there is a dark blue footer with copyright information: '© 2018 Varsity Brands, Inc. All content 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'. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 7:24 AM on 10/9/2018.

HOW TO INPUT A NATIONALS REGISTRATION

Payee clicks on Make Payment



Person Account: Alisha Chiarelli - X Pay for a Registration

https://www.myvarsity.com/s/payments

Apps Bookmarks Salesforce USA | Home Work Personal Varsity HQ Staples Earn Money for User 95210 Try-Out Judges Requ Camp Page URLs - G FAQs - USA Cheer C Nationals 8 Reasons to Date thi Wellworks For You: L

myVarsity 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

0010451247 Find Registration

Registrations

Account	Registration	Event	Start Date	Action
Betts Test School - Varsity Cheer	0010451247	High School Spirit Nationals	02/22/2019	Make Payment

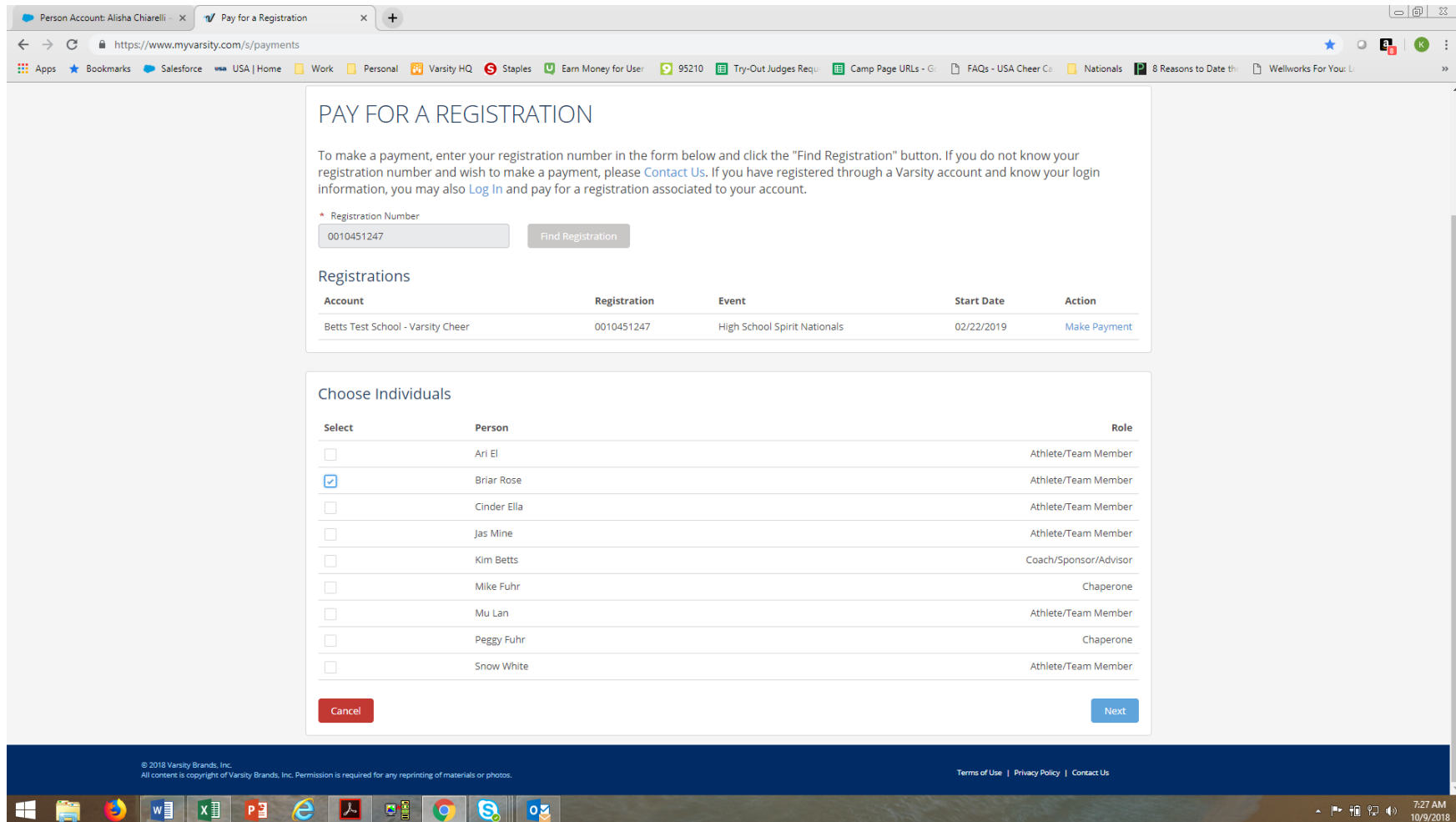
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7:26 AM 10/9/2018

HOW TO INPUT A NATIONALS REGISTRATION

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



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

Registrations

Account	Registration	Event	Start Date	Action
Betts Test School - Varsity Cheer	0010451247	High School Spirit Nationals	02/22/2019	Make Payment

Choose Individuals

Select	Person	Role
<input type="checkbox"/>	Ari El	Athlete/Team Member
<input checked="" type="checkbox"/>	Briar Rose	Athlete/Team Member
<input type="checkbox"/>	Cinder Ella	Athlete/Team Member
<input type="checkbox"/>	Jas Mine	Athlete/Team Member
<input type="checkbox"/>	Kim Betts	Coach/Sponsor/Advisor
<input type="checkbox"/>	Mike Fuhr	Chaperone
<input type="checkbox"/>	Mu Lan	Athlete/Team Member
<input type="checkbox"/>	Peggy Fuhr	Chaperone
<input type="checkbox"/>	Snow White	Athlete/Team Member

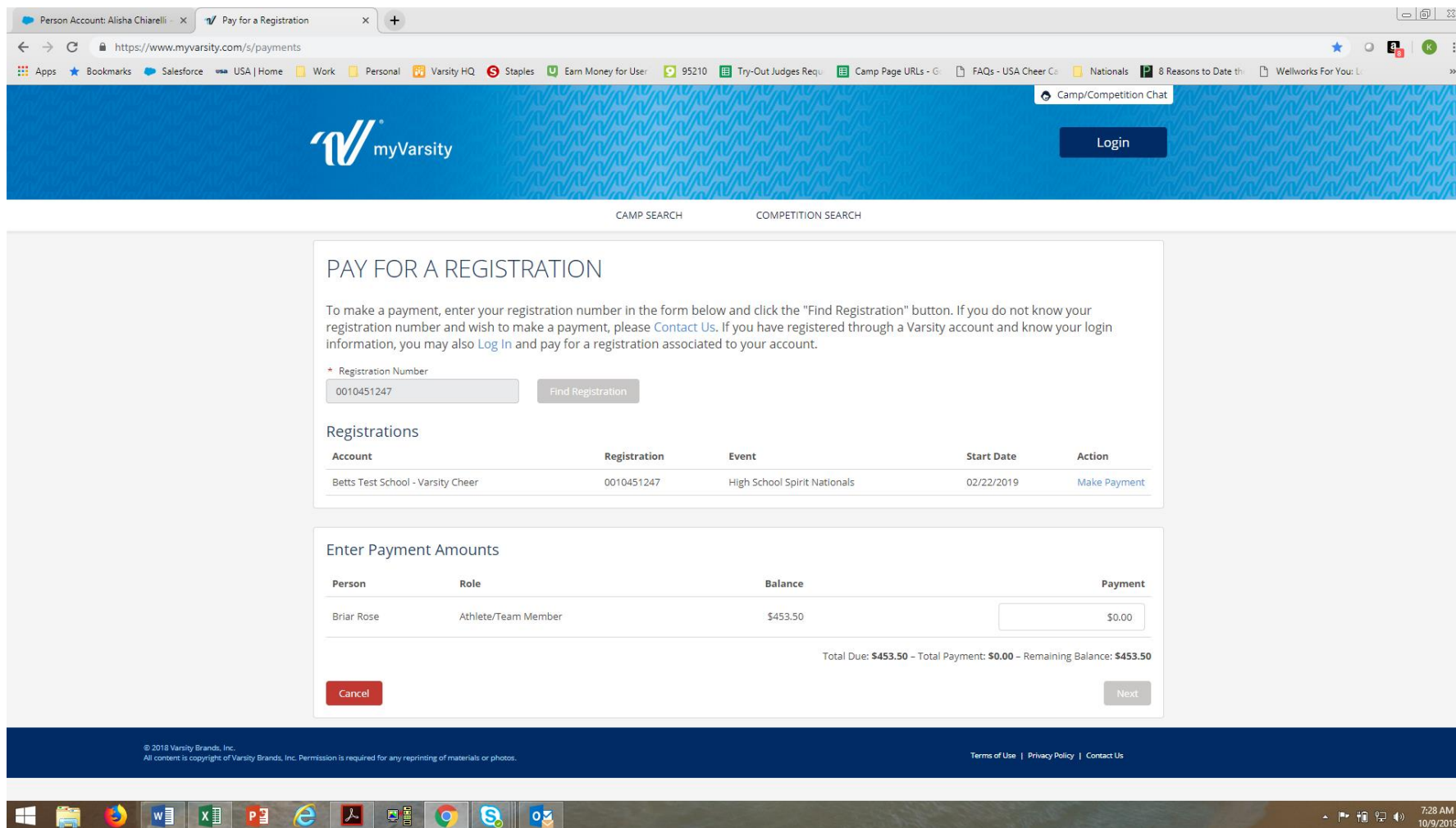
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7:27 AM
 10/9/2018

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.**



Person Account: Alisha Chiarelli - X Pay for a Registration x +

https://www.myvarsity.com/s/payments

Apps Bookmarks Salesforce USA | Home Work Personal Varsity HQ Staples Earn Money for User 95210 Try-Out Judges Requ Camp Page URLs - C FAQs - USA Cheer Co Nationals 8 Reasons to Date th Wellworks For Your L

Camp/Competition Chat

myVarsity 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

0010451247 Find Registration

Registrations

Account	Registration	Event	Start Date	Action
Betts Test School - Varsity Cheer	0010451247	High School Spirit Nationals	02/22/2019	Make Payment

Enter Payment Amounts

Person	Role	Balance	Payment
Briar Rose	Athlete/Team Member	\$453.50	<input type="text" value="\$0.00"/>

Total Due: **\$453.50** - Total Payment: **\$0.00** - Remaining Balance: **\$453.50**

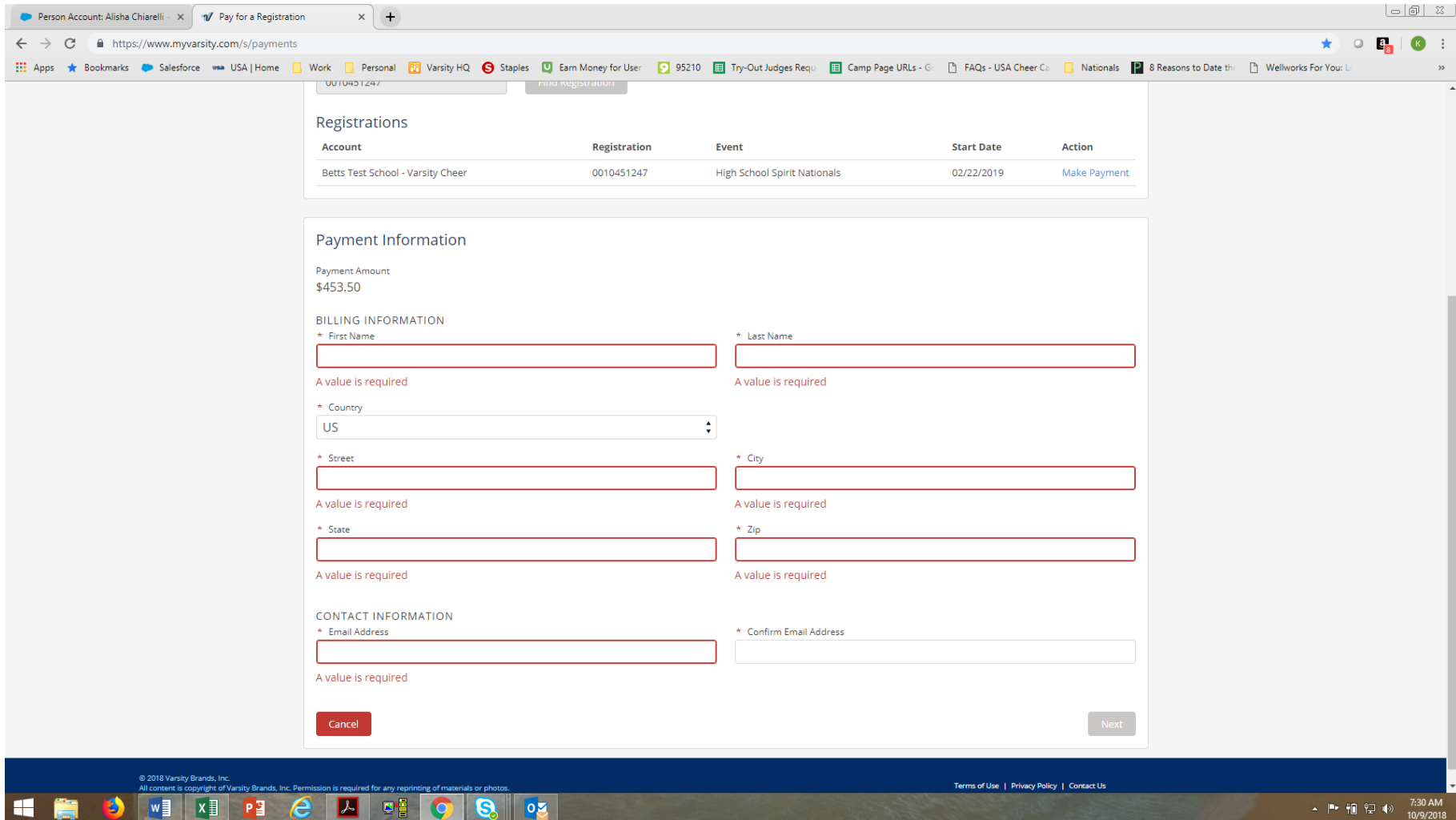
Cancel Next

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7:28 AM 10/9/2018

HOW TO INPUT A NATIONALS REGISTRATION

Payee will then input payment information.



Person Account: Alisha Chiarelli x Pay for a Registration x

https://www.myvarsity.com/s/payments

Apps Bookmarks Salesforce USA | Home Work Personal Varsity HQ Staples Earn Money for User 95210 Try-Out Judges Reu Camp Page URLs - G FAQs - USA Cheer Co Nationals 8 Reasons to Date th Wellworks For You: L

0010451247 Find Registration

Registrations

Account	Registration	Event	Start Date	Action
Betts Test School - Varsity Cheer	0010451247	High School Spirit Nationals	02/22/2019	Make Payment

Payment Information

Payment Amount
\$453.50

BILLING INFORMATION

* First Name A value is required

* Last Name A value is required

* Country A value is required

* Street A value is required

* City A value is required

* State A value is required

* Zip A value is required

CONTACT INFORMATION

* Email Address A value is required

* Confirm Email Address

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

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7:30 AM 10/9/2018

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.