

NCA & NDA COLLEGIATE CHEER AND DANCE CHAMPIONSHIP

BANDSHELL AND OCEAN CENTER
DAYTONA BEACH, FL • APRIL 7-11, 2021

TIMELINE

November 9, 2020	Registration Opens* * Invoices for deposits will be created within two weeks of registrations received. Deposits are then payable upon receipt of the invoice.
January 8, 2021	Rooming List form sent to all teams
January 15, 2021	Rooming List form due to NCA & NDA
January 22, 2021	Team Video Qualification's Due Date
January 22, 2021	Partner Stunt, Group Stunt, Mascot Video Qualifications due
January 29, 2021	Video Qualification Results Posted for Partner Stunt, Group Stunt & Mascot
March 1, 2021	Register by this date to receive standard registration fee (After March 1, add \$10 per person)
March 20-27, 2021	Any division changes between these dates will be a \$500 fee (No changes allowed after this date)

HOW TO QUALIFY

1. At NCA & NDA Summer Camp or Virtual Camp Qualifier
2. By video - due by January 21, 2021 (for those teams not qualifying in person or via Virtual Camp)

Note: Must be a college/university-based team.

CHAMPIONSHIP PACKAGE

- Four (4) night's accommodations (April 7-11) at one of our official host hotels (resident package)
- Registration for the championship (participants only)

GAME DAY DIVISION REGISTRATION FEES

- There is no qualification required for teams to enter the Game Day Division.
- Teams entering the Game Day Division from schools that did NOT have a cheer or dance team attend NCA/NDA summer camp will pay the Video Qualifier rates.
- Teams entering the Game Day Division from school that DID have a cheer or dance team attend NCA/NDA summer camp or virtual camp will pay the Bronze Paid Bid rates.

AIRPORT TRANSFERS

For airport transfers to any area hotel, NCA & NDA recommends that you utilize Total Transportation, Inc. For a quote, complete the forms at the end of this packet or contact Melissa Stephenson at mstephenson@ttsorlando.com or at 321.231.8124 and mention that you're with NCA & NDA.

SPECTATOR HOUSING POLICY

Each team will be allotted a maximum of two (2) rooms for spectators, administrators and/or bus drivers to be assigned to their same hotel. These requests must accompany team registration and will not be guaranteed if not requested as such.

ITINERARY

WEDNESDAY, APRIL 7

Resident Packages: Depart for Daytona Beach, FL (please contact Altour for competitive fares). If flying, arrange airport transfer service through Total Transportation, Inc. **Hotel check-in cannot be guaranteed until after 4:00 p.m.**

THURSDAY, APRIL 8

Preliminary Competition for cheer divisions and Game Day will be at the Bandshell and Ocean Center. Preliminary Competition for dance divisions will be at the Ocean Center (with the exception of Hip Hop prelims in the Ocean Center on Friday).

FRIDAY, APRIL 9

Final Competition for Cheer, Dance and Game Day Divisions and Preliminary Competition for Hip Hop.

SATURDAY, APRIL 10

Partner Stunt, Mascot, Group Stunt Competition and Hip Hop Finals. Free day for enjoying the beach and sun!

**REGISTER EARLY TO RECEIVE THE BEST POSSIBLE
HOTEL ASSIGNMENT BASED ON YOUR PRIORITY!**

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ACCOMMODATIONS

NCA & NDA will have 12 participant/coach host hotels for this year's event. Hotel accommodations will be determined by priority and date of receipt of registration forms and deposits. **ALL FORMS (exception Rooming List) MUST BE COMPLETED AND ACCOMPANY THE REGISTRATION TO GUARANTEE REGISTRATION.** You will have the option to request your top choice of accommodations based on your priority; however, selection is not guaranteed.

HOTEL	DISTANCE FROM OCEAN CTR.	ADDITIONAL ROOM NIGHT PRICES (not included in standard pricing)
1. Hilton Daytona Beach	0.1 miles	\$225
2. Ocean Walk Resort	0.2 miles	\$376 1 BR / \$526 2BR
3. Plaza Resort & Spa	0.5 miles	\$243
4. Comfort Suites	0.5 miles	\$221
5. Best Western	0.7 miles	\$208
6. Holiday Inn Hotel & Suites	1.3 miles	\$231
7. Holiday Inn Resort*	1.7 miles	\$210
8. Hilton Garden Inn*	2.6 miles	\$245
9. Daytona Beach Resort & Conf. Center*	2.8 miles	\$224
10. Marriott Delta*	3.1 miles	\$236
11. The Shores Resort & Spa*	3.7 miles	\$225
12. Holiday Inn Express & Suites*	5.6 miles	\$228

***These hotels will have shuttle service provided by NCA & NDA during event times on April 7-11, 2021.**

The two (2) allotted spectator room registrations must accompany team registrations in order to secure accommodations in the same hotel (see Spectator Housing Policy on front page). Once rooms are full, all teams and spectators will be asked to make their own accommodations.

Make note of any additional room nights on the event rooming list and/or registration form. Your invoice will reflect these additional charges.

When the NCA & NDA host hotels are full, we will no longer be securing additional hotels. Teams will then become Camp Qualifier Commuters or Video Qualifier Commuters and will be referred to work with TTS Housing to find a suitable hotel. Shuttle service will not be provided by NCA & NDA at these locations.

The 2021 NCA & NDA Collegiate Championship will recognize the hotel priorities, performance order priorities, and arrival day practice times in the following tiers

- TIER 1 - Gold/Silver Bid Winner 2019 and Bronze Bid Winner 2020
- TIER 2 - Bronze Bid Winner 2019 and 2020
- TIER 3 - Gold/Silver/Bronze Bid Winner 2019 and Virtual Camp Qualifier 2020
- TIER 4 - Gold/Silver Bid Winner 2019 and No Camp 2020
- TIER 5 - Bronze Bid Winner 2020 and No Camp in 2019
- TIER 6 - Virtual Camp Qualifier in 2020 and No Camp in 2019
- TIER 7 - Bronze Bid Winner 2019 and No Camp 2020
- TIER 8 - Video qualifier 2019 eligible to attend without a video in 2020

NOTE: Bid Winners (any level) from 2019 unable to attend camp in 2020 – will be considered a Video Qualifier for 2021 for pricing, but will be eligible to attend the 2021 Championship without submitting a qualifying video.

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Multiple teams from the same school wishing to be housed in the same hotel MUST send in their team registrations together. *Some qualifying restriction apply for hotel priority.

PACKAGE TYPE	Total per person if postmarked on or before March 1st	
PARTICIPANTS		
Bronze Bid and Virtual Camp Qualifier	\$397	<i>Add \$10 per person if registering after March 1, 2021</i>
Video Qualifier Resident	\$547	
<p><i>NOTE: Additional dance division will be a flat fee. Camp & Virtual Camp Qualifier will be \$300 per team. Video Qualifier will be \$500 per team. Teams requesting and assigned to the Ocean Walk will be charged a flat upgrade fee of \$68 per 1-bedroom, \$150 per 2-bedroom, and \$220 per 3-bedroom. This applies to all Ocean Walk units regardless of bid status.</i></p>		
COACH OR *MASCOT AND STUNT PARTICIPANTS NOT ATTENDING WITH A TEAM		
	<i>Camp Qualifier / Video Qualifier</i>	<i>Add \$10 per person if registering after March 1, 2021</i>
Quad Occupancy	\$370 / \$414	
Triple Occupancy	\$415 / \$459	
Double Occupancy	\$510 / \$554	
Single Occupancy	\$855 / \$899	
<i>*Mascot and Partner Stunt Finalist will pay Camp Qualifier rate</i>		
SPECTATOR 4-NIGHT PACKAGE*		
Quad Occupancy	\$419	<i>Add \$10 per person if registering after March 1, 2021</i>
Triple Occupancy	\$467	
Double Occupancy	\$621	
Single Occupancy	\$1063	
<i>*Spectator Pricing applies to 2 allocated rooms per team.</i>		
SPECTATOR ADMISSION: APRIL 8, \$25; APRIL 9, \$25; APRIL 10, \$10; 3-DAY PASS, \$50		

DIVISION CHANGE DEADLINE

Teams making division changes between **March 20th and March 27th will be charged \$500. No division changes will be accepted after March 27th.**

DEPOSIT

A \$30 per person deposit is required upon receipt of invoice approximately two weeks following receipt of registration.

BALANCE

All remaining balances are due on March 24, 2021. All payments made after March 25, 2021, must be in the form of a cashier's check, credit card or money order.

CANCELLATION

On or before March 1
March 2 to March 31
On or after April 1

FEE PER PERSON

\$30 per person
\$100 per person
All fees are due in full

Note: If all fees have not been paid, you will receive an invoice for full payment due.

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INFORMATION YOU NEED TO KNOW

CONTACT NUMBERS

For questions regarding event schedules or championship registration:

- NCA & NDA, P.O. Box 660359, Dallas, Texas 75266-0359
- 800.NCA.2WIN (622.2946) or 877.NDA.2WIN (632.2946)
- Rules at nca.varsity.com and nda.varsity.com

NOW YOU'RE READY TO REGISTER

Complete and mail or email in the Registration Form and Division Form to:

- Via USPS:
NCA & NDA College Nationals • P.O. Box 660359 • Dallas, Texas 75266-0359
- Via UPS or FedEx Overnight:
NCA & NDA College Nationals • 640 Shiloh Road • Building 2, Suite 200 • Plano, Texas 75074
- Via email mshetzer@varsity.com

INFORMATION YOU NEED TO KNOW REGARDING PAYMENTS

CHECKS/MONEY ORDERS/CASHIER'S CHECKS/APPROVED UNIVERSITY PURCHASE ORDER (See next page for credit card payment option)

When mailing in payment(s) please include:

1. Name of team
2. Customer Number (with final balance) or Registration number
3. Contact phone number

* Wire transfers will be charged a \$25 fee.

Note: Teams must submit one check, money order, cashier's check/approved university purchase order once you receive an invoice for payment. If one payment is to be applied to more than one team, please indicate the amount to be credited to each team.

- Checks should be made payable to NCA & NDA. You may pay by university/college check, money order, cashier's check/approved university purchase order or credit card. Do not send cash, personal checks, or credit card information.
- Incomplete registrations will not be processed. Please be sure to complete all required forms prior to registration.
- Please review all championship rules in the 2020 - 2021 College Rule Book available online.

Within two weeks of receipt of your completed registration form(s), you will receive an invoice for your deposit. Hotel assignment will be listed at the top of your FINAL invoice in January or February.

Final payment is due in the NCA & NDA office on or before each due date noted in the event information. Payments not received by these dates will result in the team being automatically removed from the event, which will result in a complete forfeiture of all monies paid, according to cancellation deadlines for that specific event.

Note: A \$50 "returned check" fee will be charged for each insufficient funds check. Any payments received after March 25, 2021 MUST be in the form of a cashier's check, money order, or credit card. Personal or organization checks will not be accepted after March 25, 2021, and will be returned.

TO AVOID PRICE INCREASES REGISTER BY MARCH 1, 2021.

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INFORMATION YOU NEED TO KNOW

CREDIT CARD PAYMENT OPTION

Visa and MasterCard may be used for full payment. Credit card payments can be made by phone or online. If making payment by phone, please call 1-800-622-2946.

Note: NCA & NDA will not keep credit card numbers on file after the charge has been processed.

LATE REGISTRATIONS

If space is available, late registrations will be accepted after the designated deadlines by sending in the total amount due with your registration. If you are registering late, the full payment must be submitted in the form of an official school check, cashier's check, money order, or credit card. The standard cancellation policy will apply to all late registrations.

CANCELLATIONS AND REFUNDS

Notification of cancellations and request for refund must be made in writing, and emailed (mshetzer@varsity.com) to NCA & NDA. No cancellations will be accepted by phone. All cancellations must be received during business hours, Monday through Friday 8:30am to 5:00pm CST. If cancellation is not received during these hours, it will be dated the next business day.

TRAVEL ARRANGEMENTS

If you are booking flights to Daytona Beach, Orlando or Jacksonville, we recommend you contact Altour; their team of highly experienced group travel specialists provide:

- Personalized service to your team's travel needs to ensure a successful experience
- Consultative air travel schedules and price options
- Expert group discounted airfare negotiations

Altour is happy to provide you with a no-obligation quote.

Contact the dedicated Varsity team at 866.719.0379 or by email at varsity@aitvl.com.

TO AVOID PRICE INCREASES REGISTER BY MARCH 1, 2021.

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CHEER TEAM DIVISION FORM

(MUST BE INCLUDED WITH REGISTRATION FORM)

SCHOOL NAME _____

This team is competing in *(please check only ONE):*

- _____ Advanced Division
_____ Intermediate Division (Skill Restrictions Apply)
_____ Game Day Division

Team Specifications *(please fill in each blank):*

- _____ Number of Female Cheer Competitors taking the mat
_____ Number of Female Cheer Alternates
_____ Number of Male Cheer Competitors taking the mat
_____ Number of Male Cheer Alternates
_____ Number of Female Mascots taking the mat
_____ Number of Male Mascots taking the mat
_____ Game Day Only: Number of Non-Cheer participants taking the mat:
_____ Female + _____ Male Dancers NOT already registered on a Dance Team competing another routine for NDA at this competition.
_____ Female + _____ Male Dancers ALREADY REGISTERED on a Dance Team competing another routine for NDA at this competition *(please also email Mshetzer@varsity.com with the names of these individuals)*
_____ Other (i.e. band, drumline, etc.) Describe _____

College/University Category for Athletics *(please check only ONE):*

- _____ DIVISION IA (FBS) Football Schools
_____ DIVISION I (FCS) football schools, or do not have football and compete in Division I basketball.
_____ DIVISION II
_____ DIVISION III
_____ JUNIOR COLLEGE
_____ NAIA

INTERNATIONAL *(based on school enrollment below):*

- _____ 20,000 or above
_____ 10,000 – 19,999
_____ 5,000 – 9,999
_____ Less than 5,000

Note: NCA will create divisions based on team enrollment and team specifics.

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DANCE TEAM DIVISION FORM

(MUST BE INCLUDED WITH REGISTRATION FORM)

SCHOOL NAME _____

ROUTINE 1:

This team is competing in *(please check only ONE)*:

_____ Team Performance (Pom, Jazz, & Hip Hop)

_____ Jazz

_____ Pom

_____ Hip Hop

Team Specifications *(please fill in each blank)*:

_____ Number of Female Competitors taking the floor

_____ Number of Female Alternates

_____ Number of Male Competitors taking the floor

_____ Number of Male Alternates

College/University Category for Athletics

(please check only ONE):

_____ DIVISION IA (FBS) Football Schools only

_____ DIVISION I (FCS) football schools, or do not have
football and compete in Division I basketball.

_____ DIVISION II

_____ DIVISION III

_____ JUNIOR COLLEGE

_____ NAIA

INTERNATIONAL *(based on school enrollment below)*:

_____ 20,000 or above

_____ 10,000 – 19,999

_____ 5,000 – 9,999

_____ Less than 5,000

ROUTINE 2:

This team is competing in *(please check only ONE)*:

_____ Team Performance Division (Pom, Jazz, & Hip Hop)

_____ Jazz

_____ Pom

_____ Hip Hop

Team Specifications *(please fill in each blank)*:

_____ Number of Female Competitors taking the floor

_____ Number of Female Alternates

_____ Number of Male Competitors taking the floor

_____ Number of Male Alternates

Game Day:

If you have dancers that are competing in the Game Day
division as their second routine, please fill out the following:

_____ Number of Female Competitors taking the floor

_____ Number of Male Competitors taking the floor

*Please also email Mshetzer@varsity.com with the names of
these individuals performing in Game Day for their second
routine.*

Note: NDA will create divisions based on team enrollment and team specifics.

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QUALIFICATION VIDEOS

All qualification videos (including Cheer & Dance teams, Partner Stunt, All-Girl Group Stunt and Mascot) MUST be RECEIVED in the office no later than January 21, 2021. Team videos are free. Videos must be sent to: NCA & NDA Collegiate Championship, 640 Shiloh Road, Building 2, Suite 200, Plano, Texas 75074. Each team's entry must be on a separate DVD/Link and labeled with school name, division, cheer or dance, coach's name, address, email and telephone number. A "Video Entry Form" should accompany each video entry.

- Receipt deadline for team qualification only: January 21, 2021 (no entry fee required)
- Receipt deadline for Partner Stunt, All-Girl Group Stunt and Mascot entries: (\$25 entry fee) January 21, 2021
- Cheer, Partner Stunt, Group Stunt & Mascot videos may be emailed to ncacollegevideos@gmail.com. Dance videos may be emailed to nda.dance.videos@gmail.com. Videos may not exceed 10mb and should be in Windows Media Player or Quicktime format.
- Alternatively, you may submit videos via YouTube, DropBox, Fileshare, Hightail, etc.

NOTE: USA Cheer/AACCA College Safety Guidelines will be enforced for all video entries and 5.0 deduction will be given for any safety rule violation. Coaches will be notified of any deductions for safety guideline violations (cheer only).

CHEER TEAMS: Each cheer team video must include five (5) separate segments: 1. Stunts, 2. Tumbling, 3. Basket/Sponge Tosses, 4. Pyramids, 5. Game Day Segment. The skills segment of the video can be a maximum of 2 minutes.

- **Stunts:** Must show at least three (3) stunts in their entirety utilizing as many members as possible with the partners starting with at least one foot on the ground, and concluding with the dismounts landing in a cradle position or back to the ground.
- **Tumbling:** Must show at least two (2) skills of standing tumbling to include as many members as possible (i.e. handsprings, tucks, fulls, toe-backs, etc.). Must also show at least two (2) synchronized running passes with as many members as possible (i.e. handsprings series, tucks, fulls, whips, elite passes, etc.) where all participating members start and finish together.
- **Basket/Sponge Tosses:** Must show at least three (3) complete separate tosses to include as many groups as possible. Each of these three tosses must be shown from the mount (at least one foot on the ground) through the cradle.
- **Pyramids:** Must show at least three (3) complete pyramids to include as many people as possible. Each of these three pyramids must be shown from the mount (at least one foot on the ground) through the dismount to a cradle position or back to the ground.
- **45 Second Crowd Segment:** In addition to the above requirements, all video qualifiers must submit a 45 Second Crowd Segment performance. This performance must follow the same rules and guidelines as the 45 Second Crowd Segment required at Nationals. These rules are listed in the College Rule Book (available online). This segment MUST be filmed in front of a live audience.

MASCOT: Videos must include a 90 second unedited skit. Routine must be performed to music. No live props are allowed. \$25 entry fee. Should follow the same format and rules as stated for the actual competition as listed within the College Rule Book (available online).

PARTNER STUNT: Videos must include a 45 second unedited routine. Routine must be choreographed to music. One spotter is required. Must adhere to all uniform requirements. \$25 entry fee.

ALL-GIRL GROUP STUNT: Video must include a 45 second unedited routine. Routine should be choreographed to music. Groups may have up to four (4) members - all female. Must adhere to all eligibility and uniform requirements. \$25 entry fee.

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QUALIFICATION VIDEOS (continued)

RESULTS: The results of partner stunt, group stunt and mascot video entries will be available by **January 29, 2021**, and will be posted on nca.varsity.com at 5:00pm CST. Videos submitted for qualification will not be viewed for competition safety violations. A separate video must be sent for this purpose. Coaches of team videos will be notified individually of their qualifying status and team video results will NOT be posted online.

DANCE TEAM PERFORMANCE REQUIREMENTS: Dance teams must submit one video that includes a 30 second Hip Hop routine, a 30 second Jazz routine, a 30 second Pom routine as well as 30 seconds of Technical skills (this may be numerous across the floor passes or a choreographed piece). The technical skills segment only may contain numerous edits. Split screens are not allowed. Speed of performance may not be altered. All team members do not need to be in each segment; however, at least seven (7) members must appear in the pom, jazz and hip hop segments of the video. All members on the video must be official, eligible team members at the time of taping. Videos must be current year footage, from previous year is prohibited. Teams that qualify for Team Performance will automatically be qualified for the Jazz, Pom and/or Hip Hop Divisions.

JAZZ, POM AND HIP HOP VIDEO REQUIREMENTS: Teams competing in the Jazz, Pom and/or Hip Hop Division must submit, on video, a performance routine of any style, one minute and forty-five seconds (1:45) minimum in length (no editing or split screens). The style exhibited on the video is not required to match the division(s) in which the team registers. Teams that qualify with a Jazz, Pom or Hip Hop video are qualified to compete in those divisions ONLY. Teams that qualify with a Jazz, Pom or Hip Hop video do NOT automatically qualify for the Team Performance Division. The speed of the routine may not be altered through video editing. The team must be represented by AT LEAST seven (7) members. All members on the video must be official, eligible team members at time of taping. Videos submitted must be of current year; footage from previous years is prohibited. Videos submitted for qualification will not be viewed for legalities. A separate video must be sent for this purpose no later than two (2) weeks prior to competition.

GENERAL VIDEO GUIDELINES

More Specific Instruction may be listed above

- All skills MUST follow the USA Cheer/AACCA Collegiate Cheerleading Safety Rules (cheer only)
- No split screens, freeze frames or speed altering is allowed
- All participants must be current eligible members of the school and team they are representing
- All footage must be of current academic year
- Teams must also follow specific division requirements as applicable (i.e. Small Coed, Intermediate, All Girl, Team Performance, etc.)
- There is NO video entry fee for TEAM VIDEOS (\$25 for Partner, Group Stunt and Mascot)

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ELIGIBILITY FORM

Please complete the information below on EACH coach and participant attending the 2021 NCA & NDA Collegiate Cheer & Dance Championship, as well as your respective school information. This information must be completed and turned in at the NCA & NDA check-in desk on April 6-7, 2021. This information must be confirmed, authorized and approved by your institution's Registrar's Office in order for your team to compete. Each participating cheer team MUST have at least one USA Cheer Safety certified coach in order to participate. Please PRINT or TYPE.

Name of School: _____ Division: _____

Select one: Cheer Dance

COACHES' NAMES USA CHEER SAFETY CERTIFIED (CHEER ONLY) DATE CERTIFIED
(YES / NO)

1. _____

2. _____

I certify that the participants listed below are current and eligible members of the above referenced team. I also certify that if the team listed above is a cheer team and the team and all its members abide by the USA Cheer Safety College Rules at all times throughout the entire year. I acknowledge that misrepresentation of either of these could result in disqualification from the Championship.

Head Coaches' Signature Date _____

PARTICIPANT'S NAME	HOURS CURRENTLY ENROLLED	YEARS OF ELIGIBILITY COMPLETED	DATE OF BIRTH
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

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PARTICIPANT'S NAME	HOURS CURRENTLY ENROLLED	YEARS OF ELIGIBILITY COMPLETED	DATE OF BIRTH
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____

I certify that all the above listed participants meet the eligibility requirements of _____
(university) to be a current and active member of the above listed team participating in the 2021 NCA & NDA Collegiate Cheer & Dance
Championship April 7-11, 2021.

**THIS FORM MUST BE SIGNED BY THE COACH ABOVE, AS WELL AS SIGNED BY THE
SCHOOL'S REGISTRAR'S OFFICE AND SCHOOL ADMINISTRATIVE SUPERVISOR.**

Registrar's Signature: _____

Print Name: _____

Date: _____

Administrative Supervisor Signature: _____

Print Name: _____

Date: _____

MASTER YOUR ROSTER & ROOMING LIST

A step-by-step guide to help manage your roster and create rooming lists

ACCESS YOUR ACCOUNT

- Log in to myVarsity.com
 - Enter your **USERNAME** (email address) and **PASSWORD**
Request a new password if necessary. Follow the prompt to contact your State Director or chat with Customer Service during business hours.

MANAGE AND UPDATE YOUR MASTER ROSTER

- Once logged in, make sure your **MASTER ROSTER** is up-to-date. Whether you're starting with a blank page or need to update last year's roster, it's easy to get your current squad added!
 - At the top right of the screen, click on the arrow beside your name then select **MASTER ROSTER** from the drop down.
 - **Step 1:** To move athletes from one squad to another, click EDIT (example: JV to Varsity, Freshman to JV).
 - **Step 2: CREATE NEW PEOPLE** by adding each individual's name, gender, and team. Don't forget to **SAVE**. Or you can click **UPLOAD IN BULK** and follow directions on the screen.
 - **Step 3:** After you have added new individuals and edited any existing roster members, then click **REMOVE** to delete all former team members (*graduating seniors, team members you moved to new team, etc.*).

NOTE: Double check to make sure your new team is listed correctly, and all former athletes have been deleted.