



How To Register

To begin your registration, follow the steps below:

- Be sure your Master Roster on your account is up to date
- Click on the link to register
- Sign in to your My Varsity Account
- Agree to the terms and conditions (by accepting the terms and conditions, you are agreeing to abide by the event rules and regulations)
- Add your Team(s), if more than one team, keep clicking on ADD TEAM until all teams are listed
- Roster your team by clicking on the arrow on the ADD PEOPLE button, from here you can add/select people from your master roster OR upload a list of people. If you upload a list of people use the Spreadsheet provided. If you are adding any spectators (Housing only), click on ADD PEOPLE
- Select the people's name on your team and click on ASSIGN DIVISION, do this until all are assigned to the appropriate division and click Save
- Select the package for your registration (Housing (with hotel) or Commuter (no hotel))
- If you select Housing, Select your arrival / departure dates
- Select your attendees, this means select everyone you are registering on your registration by selecting each person that will be rooming together and click ADD TO A ROOM, you will do this for every room you need. If anyone is staying different dates, you can update individual's dates by selecting the room they are in and update that person's dates.
- If any of your attendees you are registering are commuters, click on their names and click on Add as Commuter
- Next, if you want to upgrade any of your park tickets or add meal vouchers you will select who wants these additions and then add the quantity. If you have commuters you can also purchase the Celebration Party. The Celebration Party is included in the package if you selected "HOUSING"
- If there are spectators on your registration the last step will be to select which performance they are wanting to view, this was due to covid and we hope this year this will not be necessary but have left it in place if needed.
- Review and Submit your registration
- You will receive an email with a link to pay your deposit, once your payment has been received, your registration will be reviewed for approval.
- In your approval email will be your "Team Registration Number", if any spectators are needing housing and want to register on their own, they will need this number in order to register.
- If any of your spectators want to purchase tickets, they will need your team's customer number which is in the top right hand corner of their invoice. Invoices can be viewed/printed on your MyVarsity account
- Remember, before you go back in and pay your registration in full, all upgrades and changes should be completed.