VARSITY SPIRIT
NATIONAL SCHOOL
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CHAMPIONSHIPS

READY TO REGISTER

NSSC REGISTRATION HOW-TO GUIDE

Before registration opens, complete your roster, designate your Safety Champion, make a rooming plan, and be ready with your deposit method. Then use the guided Team Registration Process video for the full step-by-step walkthrough.

Get Ready to Register

Before you begin registration, make sure you have these three things ready to go:

1. Complete Your Team Roster and Assign a Safety Champion

Complete your roster in myVarsity and designate a Safety Champion for each team or squad as Support Staff - Personnel. See page 2.

2. Make a Rooming Plan

Decide whether family members will be included in your team registration or complete their own registration after your team's deposit has been paid. See page 2.

3. Have a Plan to Pay the $100-per-person Deposit

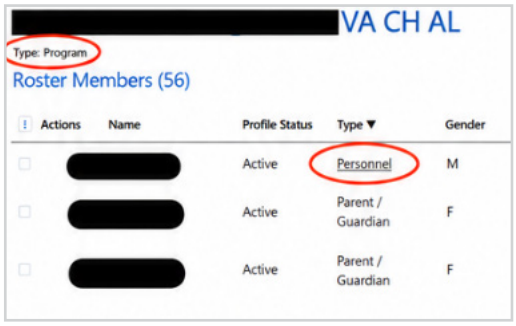
You may pay by credit card or purchase order (PO). See page 3.

Complete Your Team Roster

Log in to your new myVarsity account and make sure your team roster is complete. Use your team invite link to invite parents to add all participants to the roster.

Assign a Safety Champion

Designate a Safety Champion for each team or squad, then add each Safety Champion as Support Staff - Personnel. For more information about Safety Champions, **CLICK HERE**.



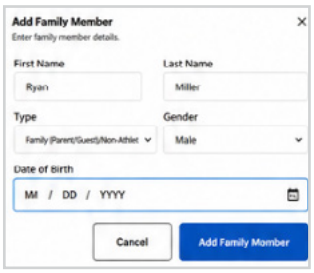
Confirm the Safety Champion is listed as Personnel.

Make a Rooming Plan

Before registering, decide how family members will be included:

Option A: Include family members in your team registration

Add family members to rooms by selecting those with a myVarsity account, or choose Add Family Member to enter non-rostered family members.



Add a non-rostered family member when needed.



Example of an event registration roster.

Option B: Families register separately

Once your team's deposit has been paid, a family registration link will appear in your myVarsity account. Share that link with family members so they can complete their own registration and rooming.

What dates can I reserve hotel rooms for?

Each event has designated hotel reservation dates available in the registration system. You may reserve rooms within the dates listed below for your event:

- **NSSC DII:** 1/27/2027 through 2/2/2027
- **NSSC DI:** 2/2/2027 through 2/9/2027

If you need to add nights outside of the available reservation dates, please first reserve your rooms for the dates available in the system. Then, contact your Registration Specialist to request the additional night(s), based on hotel availability.

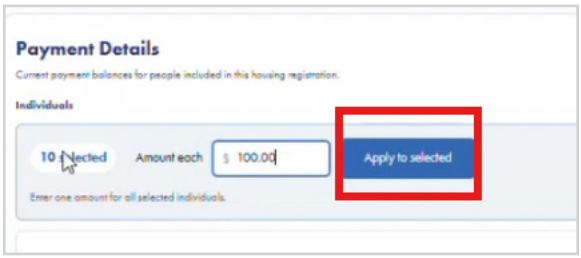
Make sure you select the right number of rooms at this point of the registration process. You will not be able to add rooms later on if the event sells out.

Have a Plan to Pay the Deposit

You may pay by credit card or purchase order (PO).

Pay by Credit Card:

1. Enter your payment amount.

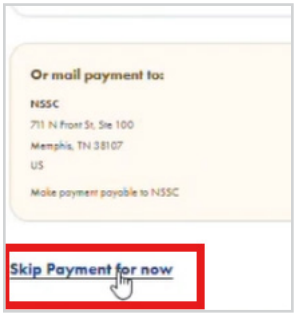


2. Click **Confirm Amount.**

3. Complete registration and submit your deposit in the same step.

Pay by Purchase Order

1. Select **Skip Payment for Now.**

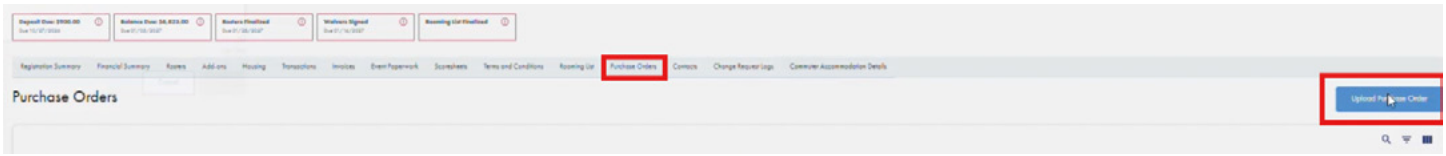


2. Submit your registration.

3. Select **Manage Registration.**



4. Upload your signed purchase order. **Make sure you have no spaces in the file name so it uploads correctly.**



5. A Registration Specialist will review and approve your PO. Once approved, your registration is complete.

Registration Resources

Use these resources as you complete your team registration, and as you help your families complete their individual registration.

Team Registration Process

Use the full video for a guided walk-through. Reference the chart below to jump to the part you need.

WATCH TEAM REGISTRATION

Family Registration Process

Share this video with family members who will complete their own registration and rooming after your team's deposit has been paid.

WATCH FAMILY REGISTRATION

0:00 – 2:09	What you need to register
2:09 – 3:19	Finding your event
3:19 – 5:43	Adding teams and divisions
5:43 – 13:00	Coaches and rooming
13:00 – 16:00	Add-ons and upgrades
16:00 – END	Making a payment

Before You Start

- ✓ Your team roster is complete in myVarsity.
- ✓ Each team or squad has a Safety Champion listed as Support Staff - Personnel.
- ✓ You have decided how family members will be included in rooming.
- ✓ You have a plan for the $100-per-person deposit.

Questions about your registration? Contact your Registration Specialist for help with your team's registration and accommodations.