



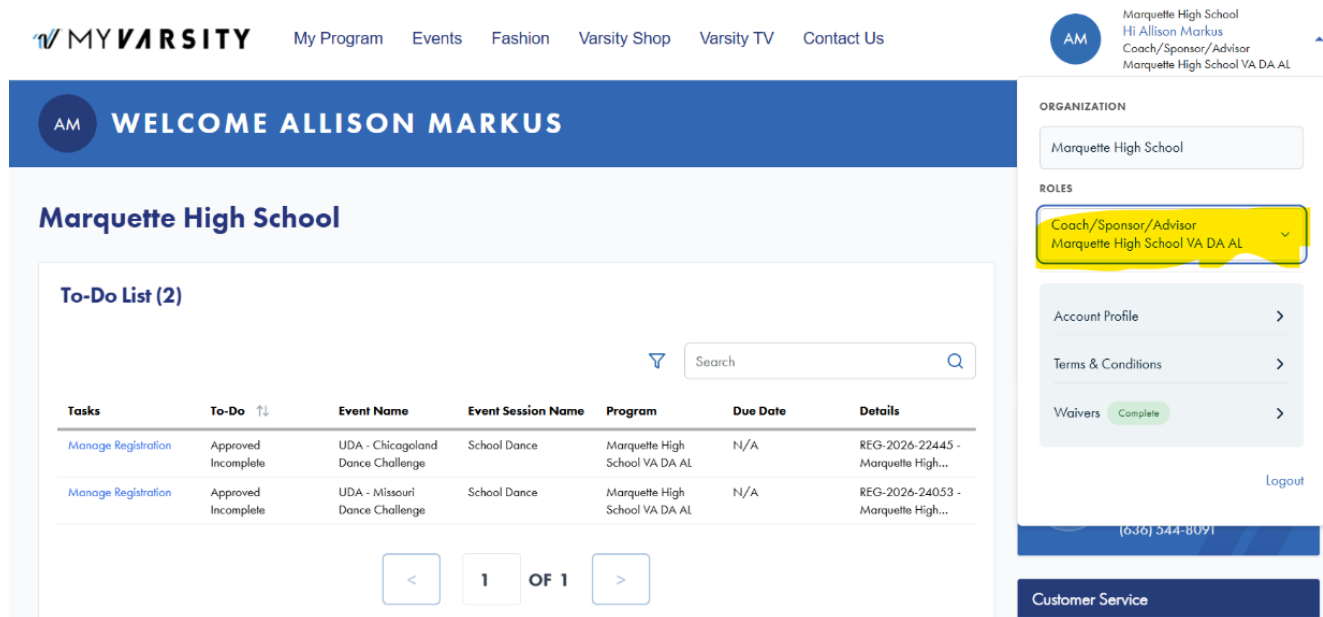
Coach's Quick Start Guide

Quick tips after you register to manage your account, invite families, and roster for your event.

Start here: Register for your events as soon as possible. If an event is waitlisted, join the waitlist while teams are being moved in.

1. Find your way around

- If you coach more than one team, click your name, then Coach, to switch teams.
- If you are both a coach and parent, use the same menu to switch roles.
- Always confirm you are on the correct team before registering or reviewing a registration.



The screenshot shows the MY VARSITY website interface for a coach. At the top, there's a navigation bar with links: My Program, Events, Fashion, Varsity Shop, Varsity TV, and Contact Us. The user is logged in as Allison Markus, a Coach/Sponsor/Advisor for Marquette High School. The main header says "WELCOME ALLISON MARKUS". Below this, the "Marquette High School" section is visible. On the left, there's a "To-Do List (2)" with a table of tasks. On the right, there's a sidebar with "ORGANIZATION" (Marquette High School), "ROLES" (Coach/Sponsor/Advisor), and links to "Account Profile", "Terms & Conditions", and "Waivers" (marked as Complete). At the bottom right, there's a "Logout" button and a "Customer Service" link.

MY VARSITY My Program Events Fashion Varsity Shop Varsity TV Contact Us

AM Marquette High School
Hi Allison Markus
Coach/Sponsor/Advisor
Marquette High School VA DA AL

AM **WELCOME ALLISON MARKUS**

Marquette High School

To-Do List (2)

Tasks	To-Do ↑↓	Event Name	Event Session Name	Program	Due Date	Details
Manage Registration	Approved Incomplete	UDA - Chicagoland Dance Challenge	School Dance	Marquette High School VA DA AL	N/A	REG-2026-22445 - Marquette High...
Manage Registration	Approved Incomplete	UDA - Missouri Dance Challenge	School Dance	Marquette High School VA DA AL	N/A	REG-2026-24053 - Marquette High...

ORGANIZATION
Marquette High School

ROLES
Coach/Sponsor/Advisor
Marquette High School VA DA AL

Account Profile >
Terms & Conditions >
Waivers Complete >

Logout

{636} 344-8091

Customer Service

- Use your To Do List on the home page to see what is still incomplete.

2. View invoices and payments

- Open the event registration and use the navigation tabs to view invoices, payments, and purchase orders.
- Your invoice becomes detailed and correct when you submit your roster.
- Before you finalize, you can make roster edits yourself without a change request.



[« Back to all events](#)

UDA - Missouri Dance Challenge

Registration number: REG-2026-24053

Created on Aug 24, 2026 02:08:22 PM

Not submitted

Deposit Due: \$150.00 Due 10/08/2026	Balance Due: \$468.00 Due 11/08/2026	Rosters Finalized Due 11/15/2026	Waivers Signed Due 11/01/2026
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Registration Summary	Financial Summary	Rosters	Add-ons	Transactions	Invoices	Event Paperwork	Terms and Conditions	Purchase Orders	Contacts	Change Request Logs
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Invoices

+ Create Invoice

+ Create Quote

3. Send your team invitation

This is how parents, athletes, and coaches join your program roster and complete the seasonal waiver.

- Go to My Program, then Rosters, and copy the Team Invitation link for the correct team.

Team Roster ⓘ

NAME	SEASON	# PARTICIPANTS	PROGRAM ROSTER	AGE	INVITE LINK
Olathe Northwest High School JV DA AL	2026-2027	0	Olathe Northwest High School JV DA AL	High	View Invitation
Olathe Northwest High School VA DA AL	2026-2027	0	Olathe Northwest High School VA DA AL	High	View Invitation

- Send the link to parents and coaching staff. Parents create profiles for athletes under 18. Coaches and athletes age 18+ create their own profiles.
- Invitees have 8 days to complete their profile.
- Parents: choose Parent as your role, then add your athlete and choose Athlete as the athlete role. You can find parent specific information here: (attach it here).
- Complete the waiver. That is it!

Team Roster ⓘ

NAME	SEASON	# PARTICIPANTS	PROGRAM ROSTER	AGE	INVITE LINK
Olathe Northwest High School JV DA AL	2026-2027	0	Olathe Northwest High School JV DA AL	High	View Invitation
Olathe Northwest High School VA DA AL	2026-2027	0	Olathe Northwest High School VA DA AL	High	View Invitation



- Completed profiles appear on your Program Roster. Do not delete them.
 - Your Team Roster shows athletes only. Once athletes appear there, you can roster them for individual events.
- Families do not have access to your team information; they only create profiles and complete the waiver.*

4. Roster your team for each event

- From your home-page To Do List, select Manage Registrations.
- Open the Rosters tab, then select Manage Roster.

MY VARSITY My Program Events Fashion Varsity Shop Varsity TV Contact Us

Marquette High School
Hi Allison Markus
Coach/Sponsor/Advisor
Marquette High School VA DA AL

« Back to all events

UDA - Missouri Dance Challenge

Registration numbers: REG-2026-24033
Created on Aug 24, 2026 02:08:22 PM
Not submitted

Deposit Due: \$150.00 Due 10/08/2026
Balance Due: \$572.00 Due 11/08/2026
Rosters Finalized Due 11/13/2026
Waivers Signed Due 11/01/2026

Registration Summary Financial Summary **Rosters** Add-ons Transactions Invoices Event Paperwork Terms and Conditions Purchase Orders Contracts Change Request Logs

Rosters

Event Roster

School Dance | Marquette High School VA DA AL

DIVISION
Varsity - Jazz

You have no participants on your event roster, once you do check back here for any missing waivers.

- Choose the athletes for one routine and select Add Selected. Mark alternates if needed, then Save.
- Open the Coaches tab and select the coaches attending. Two coaches are included; additional coaches can be added for a fee. Mark at least one coach to receive scoresheets, then Save.

Marquette High School VA DA AL | Varsity - Jazz

Team Invitation

Participants (9) **Coaches (1)** Support Staff (0)

Coaches

Total Coaches
Female (1)
Male (0)

This page displays your current event roster details carried over from your original registration or most recent saved update.
1. Review the roster below to see individuals currently assigned to this event and those available to add.
2. Use the checkboxes to add or remove individuals, then select Save to apply your changes. Any updates may impact registration status or costs.
3. Need to add someone new? Use the Team Invitation link to invite them to join your roster.

Event Roster

Marquette High School VA DA AL | Varsity - Jazz

NAME	GENDER	ROLE	VIDEOS	SCORESHEET
Allison Markus	Female	Coach/Sponsor/Advisor	☐	☐



10. Add support staff, if needed.

11. Use the routine drop-down to move to the next routine and repeat. If a division is missing, select Add Division.

5. Finalize only when you are ready

- Once every routine is rostered, you can pull the event invoice by selecting “Finalize invoice”.
- You may still make changes after finalizing your invoice. This button just gives you an accurate invoice based on your current roster.
- Once an event becomes 7 days away, the roster and changes lock on the registration.
- Need to submit a change? Submit a change request so a registration specialist can add it.

Tip: Complete your team rosters early so event rostering is quick later.