MY VARSITY

USER GUIDE



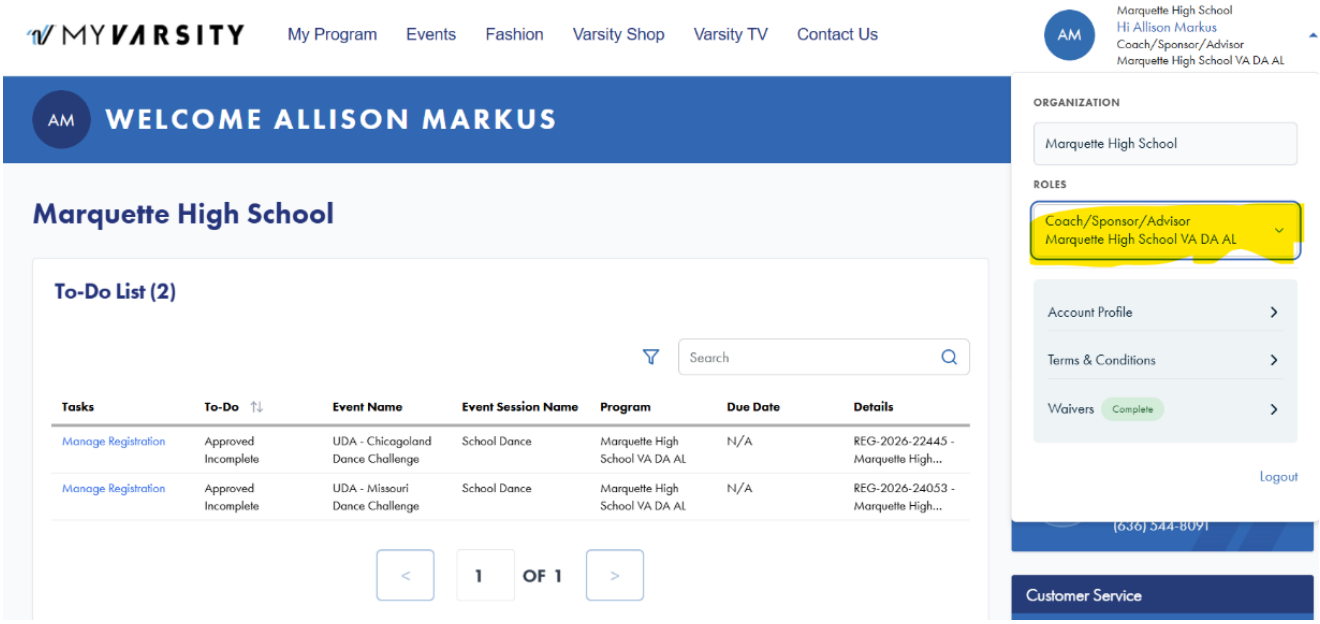
Coach's Quick Start Guide

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.



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

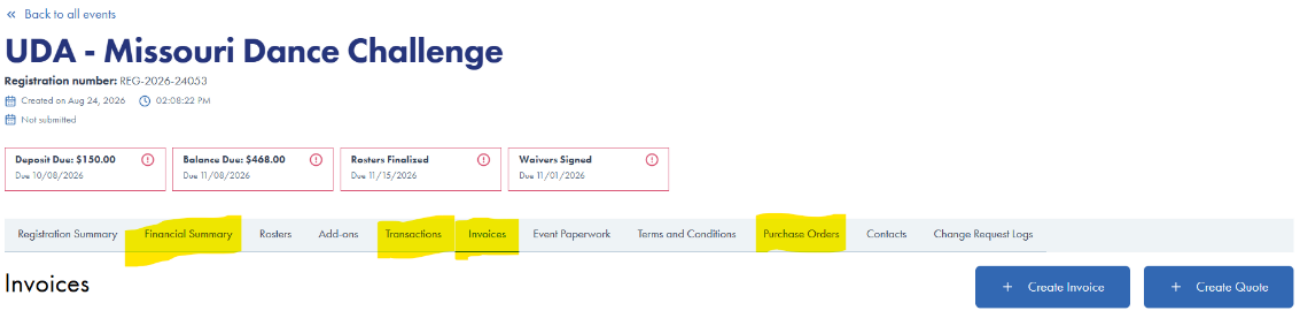
2. View invoices and payments

- 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.

MY VARSITY

USER GUIDE

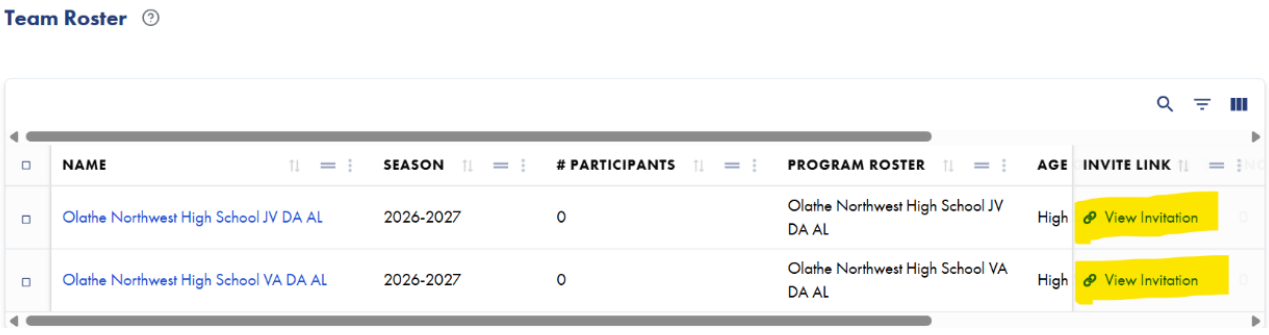




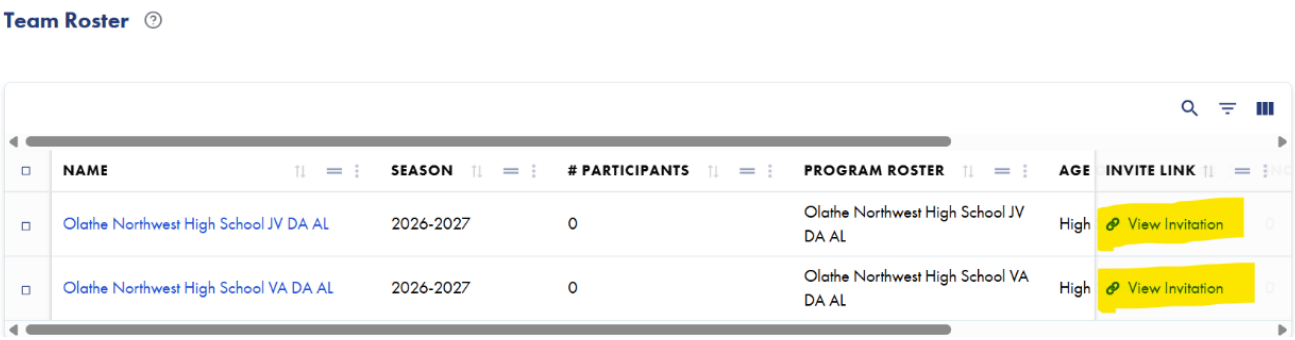
3. Send your team invitation

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

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



2. Send the link to parents and coaching staff. Parents create profiles for athletes under 18. Coaches and athletes age 18+ create their own profiles.
3. Invitees have 8 days to complete their profile.
4. 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).
5. Complete the waiver. That is it!



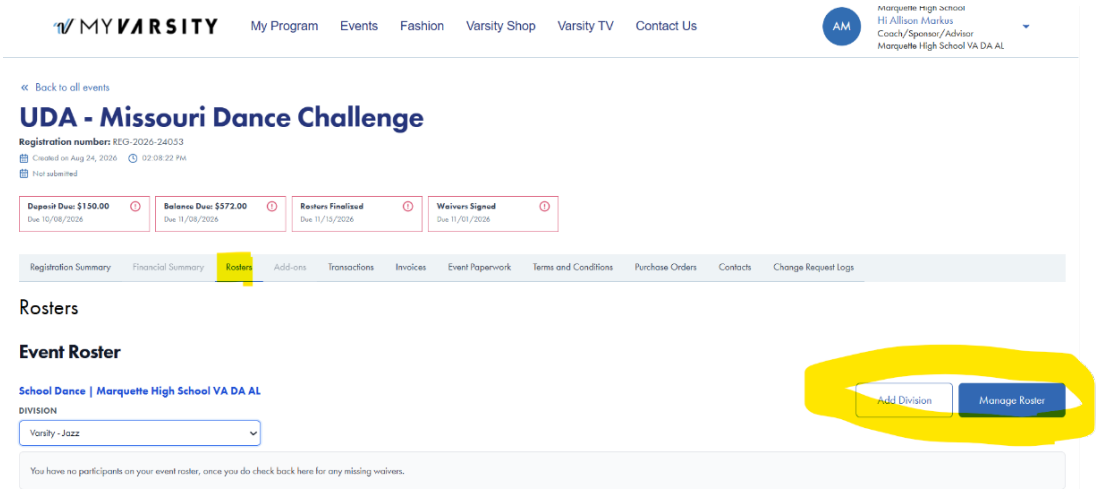


- Completed profiles appear on your Program Roster. Do not delete them.
- Your Team Roster shows athletes only. Once athletes appear there, you can roster them for individual events.

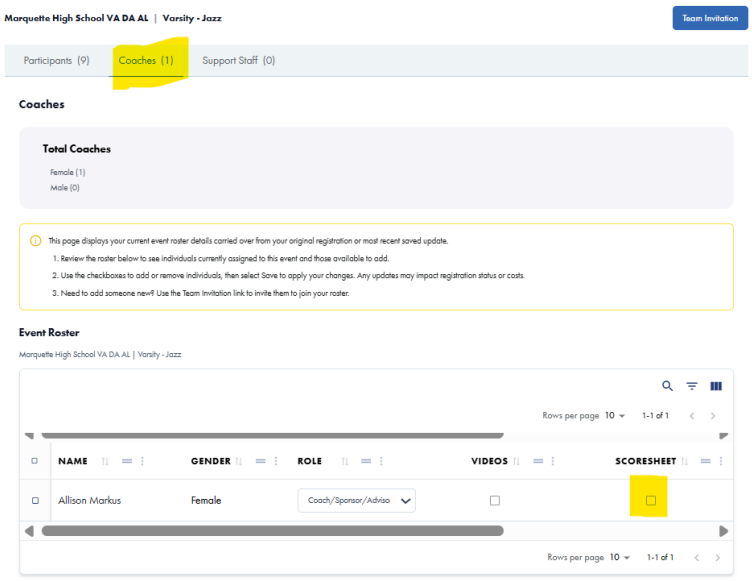
Families do not have access to your team information; they only create profiles and complete the waiver.

4. Roster your team for each event

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



8. Choose the athletes for one routine and select Add Selected. Mark alternates if needed, then Save.
9. 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.





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 Your Roster

- Once every routine is rostered, you can send your roster to invoice by clicking the “Enable Roster Invoicing” button.
- 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.