

ONLINE REGISTRATION INSTRUCTIONS

All U.S.-based teams are required to register online.

WORLDS TEAMS

USASF contracts with Varsity to manage registration and event logistics. You will need the following information to complete the registration process:

- your Varsity Connect account login that you have used for previous Varsity-sponsored event registrations (If you have never registered for a Varsity-sponsored event, contact your registration specialist for a username and password.);
- each athlete's first name, last name, gender, and birthdate; and
- rooming list/housing assignments (if applicable).

STEP 1: Read all information pertaining to the event – hotel package, commuter package, extra ticket pricing, etc.

STEP 2: Ensure that you have your Varsity Connect account login information and personal data for each athlete (first and last name, gender, and birthdate) and coach (first and last name, gender, and email).

STEP 3: To allow for a smooth and quick registration experience, we encourage you to create or update your master roster before you register. Your master roster is a list of every potential athlete or coach from your entire program that may attend the Worlds. This is NOT the team's Official Event Roster as described on page 18.

To upload your master roster, you must create one using the template provided on the Upload People page (see link below). The birthdates must be in the specified format and you must use the drop down menu on the template to assign each person's role.

It is very important that you download and use this exact spreadsheet to ensure the data loads correctly. To create your master roster, follow this link:

- <https://www.myvarsity.com/s/master-roster>
- click Upload People

Once there, you can download instructions and the spreadsheet template. If your master roster has more than 100 people, please contact your registration specialist before trying to upload.

STEP 4: Click on the link to start the registration process and log in to your account using your Varsity Connect login.

STEP 5: Follow the instructions on each page to assign your athletes and coaches to the appropriate team(s) and create a rooming list for your team's housing (if applicable).

STEP 6: Review and submit your registration.

STEP 7: Submit your payment by:

- Mastercard or Visa. Go to My Worlds Registration and click Invoice/Payment.
- Cashier's check or money order mailed to the address at right. No personal, program, or booster checks will be accepted.

STEP 8: Print, sign, and mail all required team forms to the address at right.

FAMILY AND FRIENDS

You will need the following information to complete the registration process:

- team registration number obtained from the coach (available after team's registration has been approved) and
- rooming list/housing assignments (if applicable).

STEP 1: Go to *TheCheerleadingWorlds.net* and click on Worlds then on Registration.

STEP 2: Read all of the information pertaining to the event before you begin your registration process.

STEP 3: Click on the link to start the registration process and log in using the team registration number.

STEP 4: Follow the instructions on each page to make hotel reservations and/or order additional tickets. If applicable, you may also assign athletes and coaches that are on the team roster to your rooming list.

STEP 5: Review and submit your registration.

STEP 6: Submit your payment by:

- Mastercard or Visa. Go to My Worlds Registration and click Invoice/Payment.
- Cashier's check or money order mailed to the address below. No personal, program,



MAILING ADDRESS

USASF

The Cheerleading Worlds Registration
6745 Lenox Center, Suite 300
Memphis, TN 38115

A DEPOSIT OF \$200 PER PERSON IS DUE WITH REGISTRATION. REGISTRATIONS ARE NOT APPROVED UNTIL DEPOSITS ARE RECEIVED. FAMILIES ATTENDING WITH YOUR TEAM WILL NOT BE ABLE TO REGISTER UNTIL YOUR TEAM REGISTRATION IS APPROVED.

WORLDS REGISTRATION SPECIALISTS

U.S.-BASED TEAMS PROGRAM NAMES BEGINNING:	INTERNATIONAL TEAMS NON-U.S.-BASED TEAMS	REGISTRATION SPECIALISTS
A-H	Dominican Republic, Estonia, Finland, France, Germany, Ireland, Italy, Jamaica, Kazakhstan, Mongolia, Netherlands, New Zealand, Norway, Philippines, Poland, Puerto Rico, Russia, Serbia, Slovenia, Spain, Sweden, Switzerland, South Korea, Taiwan, Ukraine	Ainslie Franklin: afranklin@usaf.net
I-SS	Africa, Chile, Colombia, Ecuador, Japan, Mexico, Thailand, Wales, United Kingdom	Mendy Terrell: mterrell@usaf.net
ST-Z	Australia, Canada	Missy Miller: mmiller@usaf.net