

# ONLINE REGISTRATION INSTRUCTIONS

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, birthdate) and coach (first and last name, gender and email).

**STEP 3:** We encourage you to compile your master roster before you register. Your master roster is a list of every potential athlete or coach from your program that may attend the Worlds. This is NOT the *Worlds Team Roster* as described on page 19.

To upload your master roster, use the template provided on the Upload People page (see link below). 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> > Upload People
- download instructions and the spreadsheet template. If your master roster has more than 100 people, contact your registration specialist before uploading.

**STEP 4:** Follow the instructions to make hotel reservations, order available extras or to upgrade your hotel package ticket. If you need additional park tickets, you must order them separately using the *Extra Ticket* link on the registration page.

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

**STEP 6:** Review and submit your registration.

**STEP 7:** Submit your payment by:

- Mastercard or Visa. Go to My Worlds Registration > 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 bring all required registration documents to the Worlds registration desk in Orlando.

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.

## 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](http://TheCheerleadingWorlds.net) > Event Details > Registration.

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

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

**STEP 4:** Follow the instructions 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, or booster checks will be accepted.

## MAIL

**CASHIER'S CHECK/MONEY ORDERS TO:**  
 THE CHEERLEADING WORLDS  
 REGISTRATION  
 3131 Appling Road  
 Bartlett, TN 38133

## BRING

All required signed documents to the Worlds registration desk in Orlando.

## WORLDS REGISTRATION SPECIALISTS

| U.S.-BASED TEAMS          |                   | INTERNATIONAL   NON-U.S.-BASED TEAMS |  | REGISTRATION SPECIALISTS                    |
|---------------------------|-------------------|--------------------------------------|--|---|
| U.S. TEAM NAMES BEGINNING | A-D and Numerical | INTERNATIONAL TEAMS COUNTRIES        | Belgium, Brazil, Czech, Denmark, Dominican Republic, France, Finland, Germany, Ireland, Kazakhstan, Mongolia, Spain  | SAVANNAH LONDON<br>savannahlondon@usasf.net |
|                           | E-I               |                                      | Africa, Estonia, Thailand, Wales, United Kingdom   | LATRAE LEWIS<br>latraelewis@usasf.net       |
|                           | J-P               |                                      | Argentina, Austria, China, Costa Rica, Italy, Jamaica, Netherlands, New Zealand, Norway, Philippines, Poland, Puerto Rico, Russia, Serbia, Slovenia, Sweden, Switzerland, South Korea, Taiwan, Ukraine | CLAUDIA FRANTZ<br>claudiafrantz@usasf.net   |
|                           | Q-S               |                                      | Colombia, Ecuador, Japan, Mexico   | GENEVA SMITH<br>genevasmith@usasf.net       |
|                           | T-Z               |                                      | Australia, Canada, Chile   | CHELSEA MILLER<br>chelseamiller@usasf.net   |