

## WORLDS TEAMS REGISTRATION

Worlds contracts with Varsity to manage registration and event logistics. You will need the following information to complete the online 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 MyVarsityAccount 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 club that may attend the Worlds. This is NOT the Worlds team roster as described on page 9.

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 to the address below. No personal, club, or booster checks will be accepted.

### THE DANCE WORLDS REGISTRATION

711 N Front Street, Suite 100

Memphis, TN 38107

*Please contact your registration specialist for questions only. All registration changes must be requested through the link on your MyVarsity account. Changes will be processed in the order they are received.*

| WORLDS REGISTRATION SPECIALISTS |                                      |   |  |
|---------------------------------|--------------------------------------|---|--|
| U.S.-BASED TEAMS                | INTERNATIONAL   NON-U.S.-BASED TEAMS | REGISTRATION SPECIALISTS  |  |
| U.S. TEAM NAMES BEGINNING       | A-E / Numeric                        | Africa, Estonia, Thailand, Wales, UK  | <b>NICOLE BLOHM</b><br>nblohm@usasf.net      |
|                                 | F-J                                  | Belgium, Brazil, Czech, Denmark, Dominican Republic, Finland, France, Germany, Ireland, Kazakhstan, Mongolia, Spain   | <b>JAYDEN BALLARD</b><br>jballard@usasf.net  |
|                                 | K-P                                  | Argentina, Austria, China, Costa Rica, Italy, Jamaica, Japan, Netherlands, New Zealand, Norway, Philippines, Poland, Puerto Rico, Russia, Serbia, Slovenia, Sweden, Switzerland, South Korea, Taiwan, Ukraine | <b>KEOSHA LIPSEY</b><br>klipsey@usasf.net    |
|                                 | Q-T                                  | Canada, Australia, Japan  | <b>ELIZABETH WILSON</b><br>ewilson@usasf.net |
|                                 | U-Z                                  | Colombia, Ecuador, Chile, Mexico  | <b>LEXI HARRISON</b><br>lharrison@usasf.net  |