

Athlete & Coach Registration Guide

Tips Before Registering

- Click the link via the registration email; you do not have to be logged in to your portal to begin
- Make sure your Master roster is up to date before you register
- There may be a delay in between steps, do not press the next step button more than once
- If you add more than one routine, you will need to choose “Commuter” as a second package

Before you Begin

- Verify the Housing Contact Information or click Edit to make changes (Housing Contact on this example has already been verified)

1 Terms & Conditions

2 Team(s)

3 Event Roster

4 Select Package

5 Attendee List

6 Add-Ons

7 Review & Submit

Before You Begin

1. Review the details above to ensure you are registering for the correct event.
2. Review and edit (if needed) your Personal Information. If your Account Details are not correct, please contact us.

Personal Information

Name Lisette Martinez	Phone Work: (915) 731-8925 Mobile: (915) 731-8925 Home:
Gender Female	Billing Address 719 Homestead Circle Las Cruces, NM 88011 US
Birthdate 04/06/1984	Shipping Address 1755 El Paseo Rd Las Cruces, NM 88001-6099 US
Username lchspoms@gmail.com	
Email lchspoms@gmail.com	
Secondary Email lmartinez5@llops.net	

Housing Contact Info
The housing contact should be the person within your program that handles housing/travel. Please review and edit to update if needed.
Lisette Martinez
lchspoms@gmail.com
(915) 731-8925

EDIT

Account Details

Account Name Las Cruces High School	Customer No 50904900
Billing Address 1750 El Paseo Rd Las Cruces, NM 88001 US	Shipping Address 1750 El Paseo Rd Las Cruces, NM 88001 US

3. You can return to any completed step throughout the registration process. Simply select the desired tab on the left.
4. You must click "Submit Registration" to finalize and complete the registration process.
5. You can review previously submitted registrations by clicking on "My Competition Registrations".

STEP 1: TERMS & CONDITIONS

Terms & Conditions

- Click the box at the bottom of the screen once you have read these points thoroughly. You can also review T&C on the event website.

The screenshot shows a registration interface with a sidebar on the left containing seven steps: 1. Terms & Conditions (highlighted), 2. Team(s), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 1: Terms & Conditions' and contains the following text:

NDA Terms and Conditions
Competition Rules and Regulations
By accepting these terms and conditions, you are agreeing to adhere to the Varsity Spirit Rules and Regulations. As well as the Event Guidelines. These can be viewed on the "Required Forms" tab.

Payment Deadlines
\$30 per person non-refundable deposits are due two weeks after initial registration is housed and approved. For Family and Friends to register, there must be an approved team registration. **Balance of Payment** is due by January 14, 2025.

Tickets
Any purchased Universal tickets will be available for pick up during Registration in Orlando.

Hotel Accommodations
Hotel rooms are limited and may fill up prior to the published deadlines. Resort reservations are available on a first come first served basis.

Changes
Housing Changes, or individual cancellations on your registration, must be requested through your online account and are not guaranteed until approved by your registration specialist. Please do NOT email changes to your registration specialist. Changes are handled in the order they are received through the Change Request System. Changes requested after January 14, 2025, will result in a \$50 change fee per change.

Division Changes between January 6, 2025 and January 27, 2025 will result in a \$500 fee. Changes in divisions will not be accepted after January 27, 2025.

Cancellations:
Entire team cancellations must be made in writing to NDA National Championship to your registration specialist.
Cancellations are not accepted by phone. Cancellation fees are assessed on a per person basis according to when the written cancellation request was received, as indicated below:

On or before December 8, 2024 - \$30
Between December 9, 2024 and January 14, 2025 - \$100
On or after January 15, 2025 - Full Amount / No Refund
Cancellation fees cannot be applied toward the final balance.
If Varsity Spirit must cancel the event, teams will receive a full refund of all fees that have been paid to Varsity Spirit.

Refunds
Refunds on accounts with a credit balance will be issued after the event is over and in the same form as the original payment method. The average processing time for a refund is four weeks from the last day of the event.
Refunds are not available for unused portions of the package or unused days on tickets.

Contacts (Registration Specialists)
If you would like to email concerning a team cancellation or a refund, see below for the name of your registration specialist.
Seneca Reyno seneca.reyno@varsity.com

Registration Close Date:
All teams must be registered by January 14, 2025.
Registration will close on January 30, 2025.
Registrations that are not paid in full by this date are subject to cancellation.

I agree with the Terms & Conditions of this event

STEP 2: TEAM(S)

Add a Team & Routine/s

- Select your team from the drop down menu and then **Add Routine**
- Fields that should be filled are: **Team Name, Division, City and Coaches, for each routine you add.** (Safety Champion is not required for this event) Once you add your routine/s you will see the screen on your right. Save and proceed to the next step.

The screenshot shows the registration interface with a sidebar on the left containing seven steps: 1. Terms & Conditions, 2. Team(s) (highlighted), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 2: Team(s)' and contains the following text:

Select your team(s) from the menu below, then click "Add Routine" to assign divisions. Please list a maximum of 3 coaches per team that will be displayed when your team competes. If you are competing in more than one division, click "Add Routine" to add another team and division details. Click "Save" when all teams and division details are complete.

Las Cruces High School - Varsity Dance

No divisions have been added for Las Cruces High School - Varsity Dance.

+ ADD ROUTINE **CANCEL** **SAVE**

STEP 3: EVENT ROSTER

The screenshot shows the registration interface with a sidebar on the left containing seven steps: 1. Terms & Conditions, 2. Team(s) (highlighted), 3. Event Roster, 4. Select Package, 5. Attendee List, 6. Add-Ons, and 7. Review & Submit. The main content area is titled 'Step 2: Team(s)' and contains the following text:

Select your team(s) from the menu below, then click "Add Routine" to assign divisions. Please list a maximum of 3 coaches per team that will be displayed when your team competes. If you are competing in more than one division, click "Add Routine" to add another team and division details. Click "Save" when all teams and division details are complete.

Las Cruces High School - Varsity Dance

Team Name * **Division *** **City ***

Elementary - Hip Hop

* Please leave Team Name blank unless there is a need to distinguish the team name from the school name.

Coach * **Coach** **Coach**

Gloria Martinez

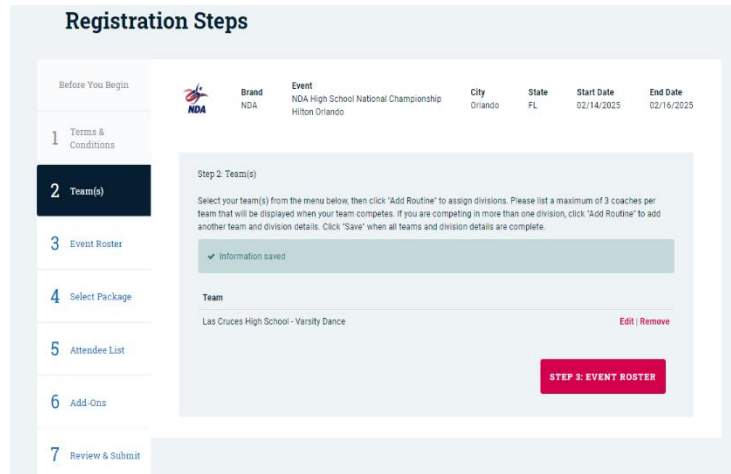
Safety Champion **Safety Champion Email** **Safety Champion Mobile**

* Safety Champion information required for Disney Events only.

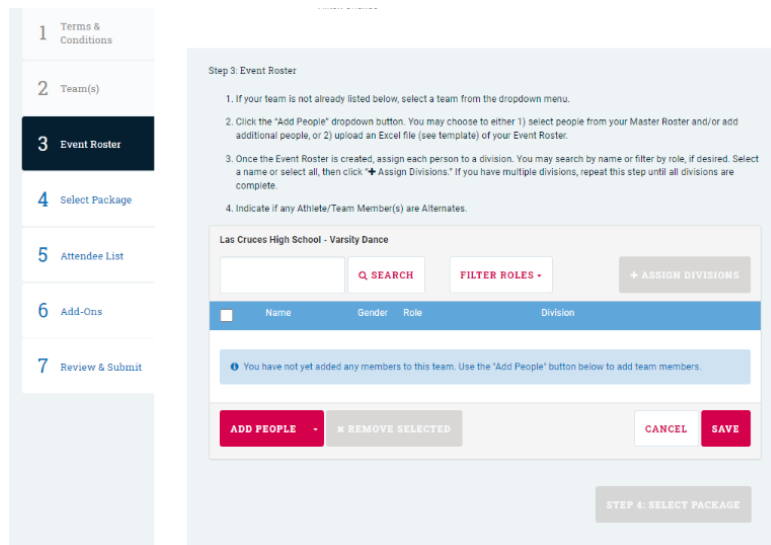
+ ADD ROUTINE **CANCEL** **SAVE**

STEP 3: EVENT ROSTER

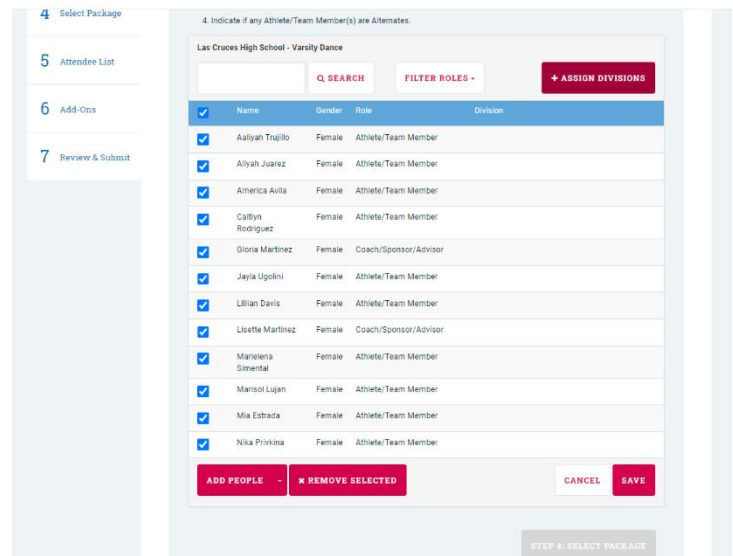
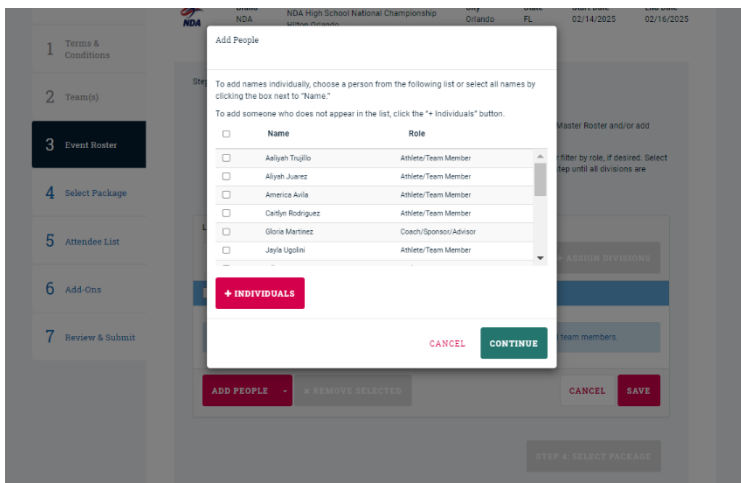
Event Roster



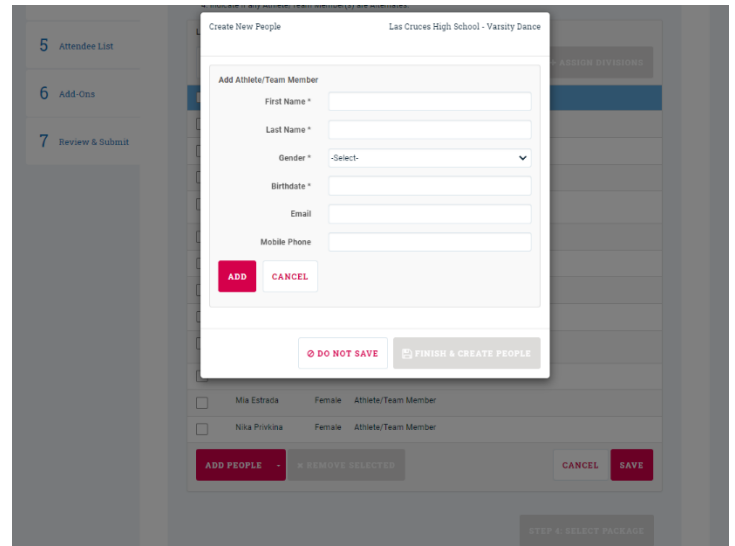
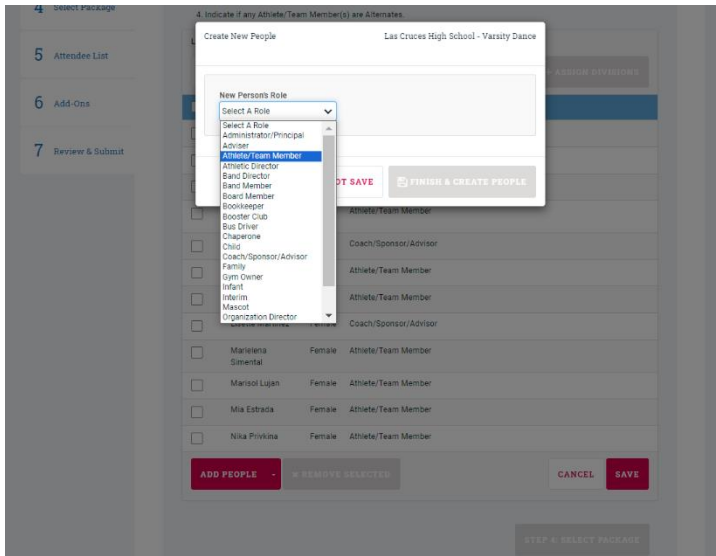
- Click on *Add People*



- Once the correct athletes are selected, click on *Assign Division* and save

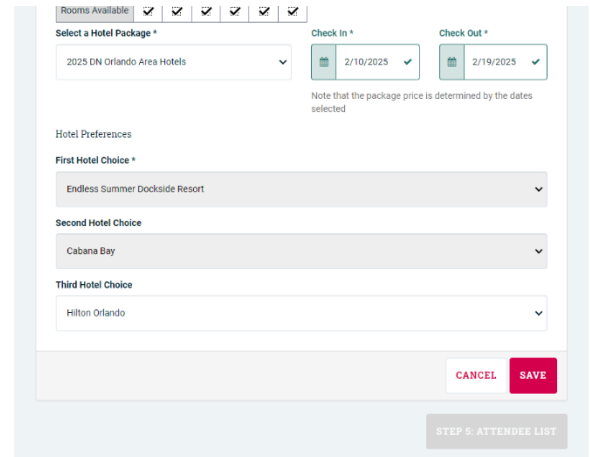
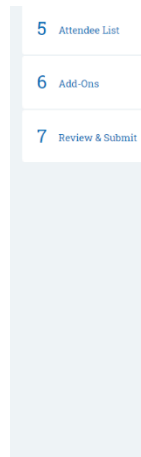
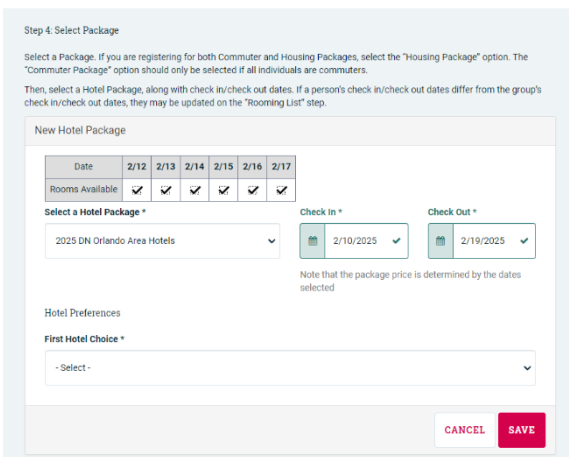
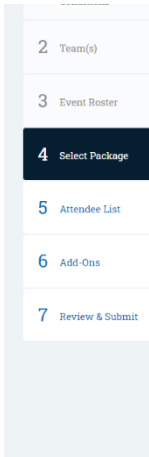


- To add a new individual to the roster at this time, click *Add People* and choose from the drop down menu or *+ Individual* to add someone who is not on the roster.



Select a Hotel Package

- Select Orlando hotels as your package and adjust your dates on the calendar
- Be sure to choose each hotel in the order of your preference
- If you receive an error here, you may have selected dates that are outside of our date range
- Click *Save* and move onto *Attendee List*



Attendee List

- Place your athletes in their assigned room by clicking on their name and choosing *Add to New Room*
- Once assigned to their room, athletes will show up in the bottom section
- Double check that your dates are correct before moving on
- You can remove a room or athlete and reassign in this section (if your rooming list changes, please submit a change request)

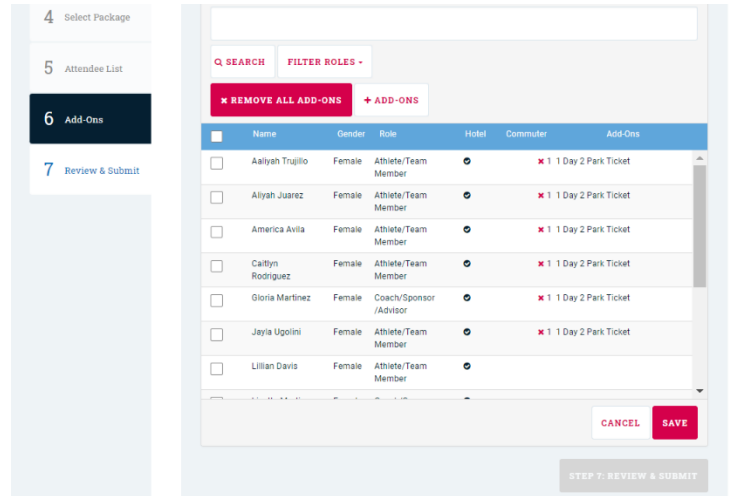
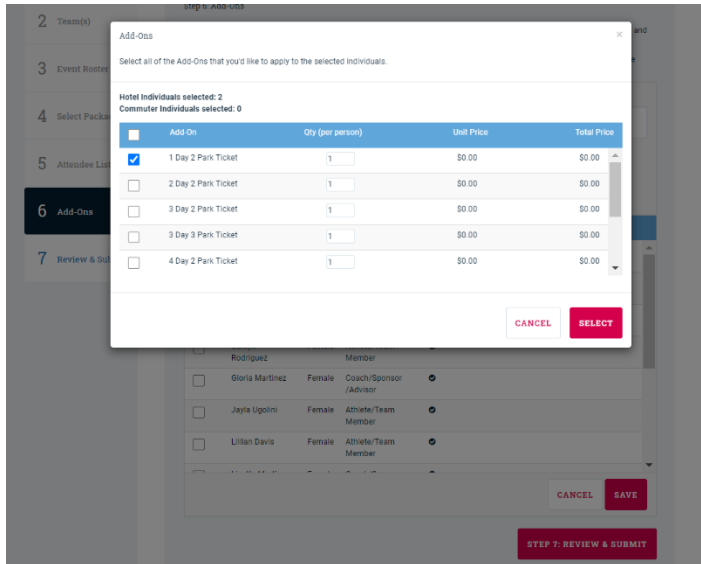
The screenshot shows two panels from a web application. The left panel, titled 'Attendee List', has a sidebar with steps 5, 6, and 7. Step 5 is active. The main area has a search bar, a 'FILTER BY -' dropdown, and two buttons: 'ADD AS COMMUTER' and 'ADD TO ROOM -'. Below these are two sub-sections: 'Individuals selected: 4/4' and 'Rooms'. The 'Individuals selected' table has columns for Name, Gender, and Role. It lists five individuals: Aaliyah Trujillo, Aiyah Juarez, America Avila, Caitlyn Rodriguez, and Gloria Martinez. The 'Rooms' section has a search bar and a 'SET DATES' button. Below it is a table with columns for Name, Gender, Role, and Check-In / Check-Out. It lists three rooms: Marisol Lujan, Mia Estrada, and Nika Privkina. A 'SAVE CHANGES' button is at the bottom right of the rooms section. A 'STEP 6: ADD-ONS' button is at the bottom right of the entire interface.

Add Ons

- This is where you will add your Universal Tickets
- Select each athlete that needs a ticket and click *+Add Ons*

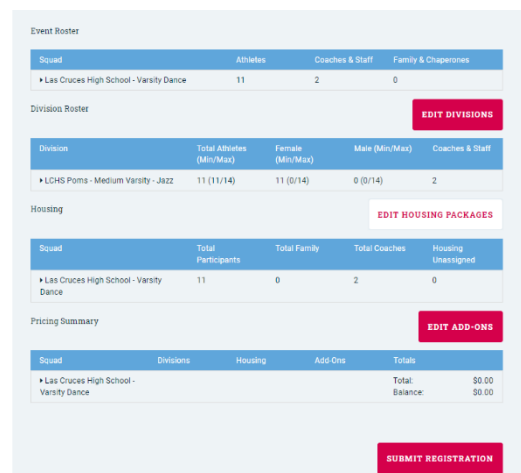
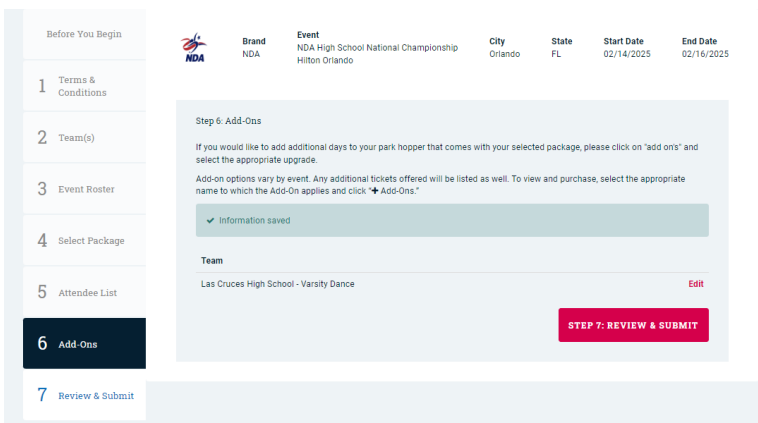
The screenshot shows the 'Add Ons' section of the web application. The sidebar on the left has steps 2 through 7, with step 6 'Add-Ons' active. The main area has a title 'Las Cruces High School - Varsity Dance' and a search bar. Below the search bar are buttons for 'REMOVE ALL ADD-ONS' and '+ ADD-ONS'. A table lists individuals with columns for Name, Gender, Role, Hotel, Commuter, and Add-Ons. The table lists seven individuals: Aaliyah Trujillo, Aiyah Juarez, America Avila, Caitlyn Rodriguez, Gloria Martinez, Jayla Ugolini, and Lillian Davis. A 'CANCEL' button and a 'SAVE' button are at the bottom right of the table. A 'STEP 7: REVIEW & SUBMIT' button is at the bottom right of the entire interface.

- Choose the type of ticket you need and click *Select*
- The Quantity is the number of tickets you want for each person. Do not change this number unless you are adding more than one ticket per person
- Once your tickets are chosen, click *Save*



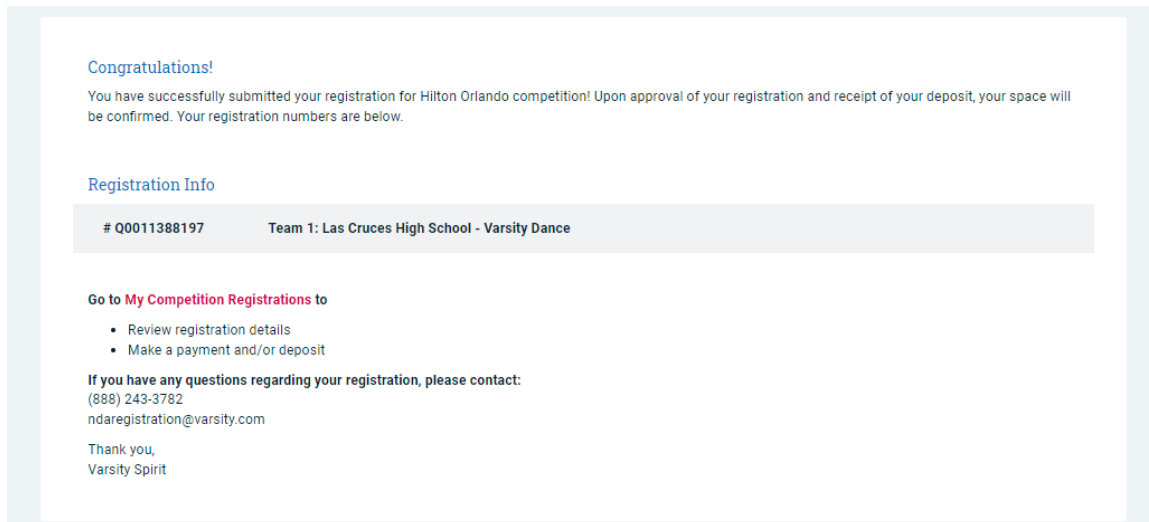
Review & Submit

- Click the button to review all of the information on your registration and edit if necessary
- Once you are sure that your registration is correct, click *Submit Registration*



Registration is Complete

- Keep the registration number you receive handy, as you will need it for payments or changes
- No deposit is due at this time. The deposit payment can be made once your registration is approved and you are assigned housing



- Utilize the Change request form for all changes first, before email

Important Notes

*If you need to backtrack in the system and make edits to your Routine list before you submit, you will need to select the Commuter package as a second housing option when you go through the Housing section again, so your edits can be saved.

**Spectators that register on their own will not be housed until after Bronze registration is complete. Teams take priority for housing so your spectators are not guaranteed to be housed at the same hotel as your team.*

**Registrations will be processed by Tier, followed by time and date that the registration was submitted. If you begin your registration on the opening day of your tier but do not complete it until days later, the date and time of submission takes precedence.*

**If you register prior to your earned tier status, your registration will be pushed to the bottom of your earned tier status list.*

**Tier status for hotel priority will end at 10:00 AM on the registration start date of the next tier. For Example: Gold Tier teams will have until 10:00 AM on September 24th to register. After that time, they will fall behind Silver Tier teams that have been assigned.*

** Once your registration has been processed, you will receive a detailed invoice. Your hotel assignment will be listed on your invoice*

** A \$30 per person non-refundable deposit is required within 2 weeks of receiving your hotel assignment & invoice.*

