

# Spectator Registration Guide

\*Housing at the same hotel as your team is not guaranteed\*

## Before You Register

- You will need to set up a Varsity account, if you do not already have one. When you click the registration link, select “Create an Account”.
- All event information and invoices will be sent to the main contact’s email on the registration.

## Before you Begin

- Verify the Housing Contact Information or click *Edit* to make changes The State must be the abbreviation, not spelled out.

The screenshot shows the 'Registration Steps' page for the NDA (National Dance Association) event. The event details are: Brand: NDA, Event: NDA High School National Championship - Varsity Dance, City: Orlando, State: FL, Start Date: 02/10/2023, and End Date: 02/16/2023. The registration number is S0011386623. The form is titled 'Self-Registration' and includes a sidebar with steps: 1. Terms & Conditions, 2. Select Package, 3. Attendee List, 4. Add-Ons, and 5. Review & Submit. The main form fields are: Personal Information (First Name, Last Name, Email Address, Confirm Email Address, Mobile Phone, Birthdate, Gender), Address Information (Country, Street Address, City, State/Province, Zip/Postal Code), and User Information (Enter Password, Confirm Password). A red error message at the bottom states: 'Some of your information is missing. Please edit it above before proceeding.' A 'BEFORE YOU BOOK' button is visible at the bottom right.

If you already have an account, Click on “Housing Contact” and confirm that all other information is correct.

## 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 Reyna [seneca.reyna@varsity.com](mailto:seneca.reyna@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)**

## Select a Hotel Package

- Select Orlando hotels as your package and adjust your dates on the calendar

The screenshot shows a registration interface with a sidebar on the left containing five steps: Self-Registration, Before You Begin, 1 Terms & Conditions, 2 Select Package (highlighted), 3 Attendee List, 4 Add-Ons, and 5 Review & Submit. The main content area is titled 'Registration Steps' and contains the following information:

**Brand** NDA  
**Event** NDA High School National Championship  
**City** Orlando  
**State** FL  
**Start Date** 02/14/2025  
**End Date** 02/16/2025

**Step 2: Select Package**  
Select a Package. If you are registering for both Commuter and Housing Packages, select the "Housing Package" option. The "Commuter Package" option should only be selected if all individuals are commuters.  
Then, select a Hotel Package, along with check in/check out dates. If a person's check in/check out dates differ from the group's check in/check out dates, they may be updated on the "Rooming List" step.

Select a Package Type  
- Select -

**STEP 3: ATTENDEE LIST**

- 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

The image shows two screenshots of a registration interface. The left screenshot is titled "Step 4: Select Package" and includes a sidebar with steps 2 through 7. The main content area contains instructions for selecting a package, a table for "Rooms Available" across dates 2/12 to 2/17, a "Select a Hotel Package" dropdown (set to "2025 DN Orlando Area Hotels"), "Check In" and "Check Out" date pickers (set to 2/10/2025 and 2/19/2025), and a "Hotel Preferences" section with a "First Hotel Choice" dropdown. The right screenshot is titled "5 Attendee List" and shows the "Hotel Preferences" section with three hotel choices: "Endless Summer Dockside Resort", "Cabana Bay", and "Hilton Orlando". It also includes "CANCEL" and "SAVE" buttons and a "STEP 5: ATTENDEE LIST" button at the bottom.

- Once a package is selected, do not choose a second one, move on to Step 3.

The image shows a "Registration Steps" page with a sidebar on the left containing steps 1 through 5. Step 2, "Select Package", is highlighted. The main content area is titled "Step 2: Select Package" and contains instructions. Below the instructions is a green confirmation bar that says "Information saved". A table lists the selected package:

Package Type	Package Name	Check In	Check Out	
Housing	2025 DN Orlando Area Hotels	2/13/2025	2/16/2025	<a href="#">Remove</a>

Below the table is a "Select a Package Type" dropdown menu currently set to "- Select -". At the bottom right of the main content area is a red button labeled "STEP 3: ATTENDEE LIST".

## Attendee List

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

### Registration Steps

Self-Registration

Before You Begin

- 1 Terms & Conditions
- 2 Select Package
- 3 Attendee List**
- 4 Add-Ons
- 5 Review & Submit

**Event**  
NDA High School National Championship  
Wilton Orlando

**City**  
Orlando

**State**  
FL

**Start Date**  
02/14/2025

**End Date**  
02/16/2025

#### Step 3: Attendee List

2025 IH Orlando Area Hotels

Each person must be placed into a room or identified as a commuter. Select names to place in a room, click "Add to Room", and repeat the process until all rooms are created. If applicable, designate a person as a commuter by clicking "Add as Commuter".

After all rooms are created, you may modify the check-in/check-out dates individually or for the entire group. If you have people in the same room staying different dates, the additional room rate charge (resulting from dates where the occupancy level is different) will be allocated to each person after you submit your registration and it is processed and approved.

If more than one team is used to attending this competition, you may see attendees from another registration. Attendees from this registration can be added to the same room but other attendee details cannot be changed from this registration.

Search  FILTER BY -

MANAGE PEOPLE - ADD AS COMMUTER ADD TO ROOM

Individuals selected: 1/0

Add to New Room  
Add to Existing Room

Name	Gender	Role
<input checked="" type="checkbox"/> Kara Payne	Female	Parent

Rooms

Search  SET DATES

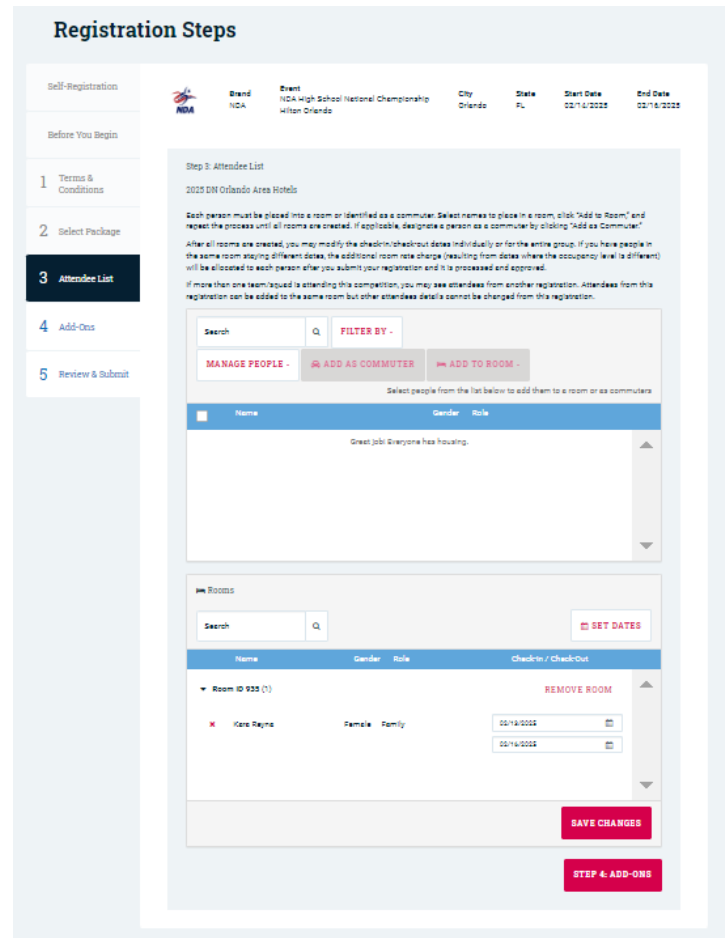
Name	Gender	Role	Check-In / Check-Out
No rooms have been created yet.			

SAVE CHANGES

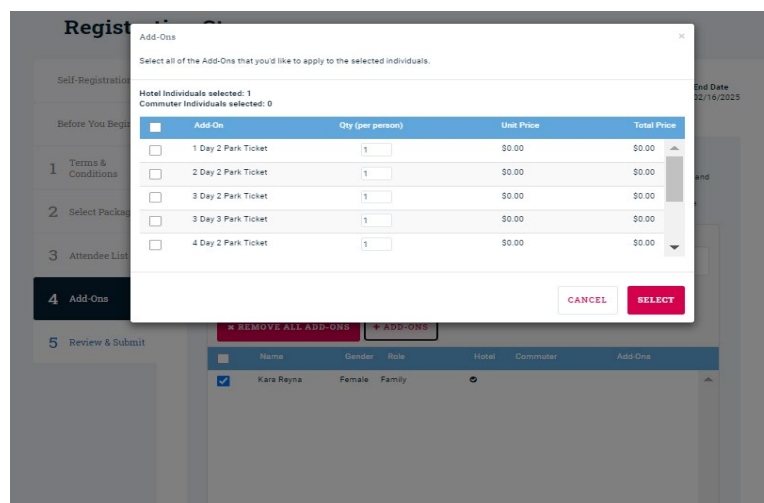
STEP 4: ADD-ONS

You must add at least one person to your rooming list or as a commuter before proceeding.

- Once the Attendee is added to a room at the bottom of the screen, save changes and proceed to next step. If you need to adjust rooms, click the X next to the attendee or choose “Remove Room” and repeat step 3.



- Click the Add-On Button to select the Universal Park Hopper tickets. Tickets can also be purchased or removed after registration but I recommend adding them here when you register.
- Make sure to review that the tickets you chose are correct before moving to the next step.



Submit

- Review all of the entered information and edit any section if necessary. Click Submit.

### Registration Steps

Self-Registration

Before You Begin

- Terms & Conditions
- Select Package
- Attendee List
- Add-Ons
- Review & Submit**

Brand: NDA | Event: NDA High School National Championship | City: Orlando | State: FL | Start Date: 02/14/2025 | End Date: 02/16/2025

Step 5: Review & Submit

**A: Once your registration is paid in full, your ticket order will be placed. Please be sure to upgrade (if applicable) or make all changes before you pay in full. Ticket orders are final.**

Review and/or edit your registration details below. To move forward, click "Submit Registration" at the bottom of the screen.

**Personal Information**

Name	Phone
Kate Reynolds	Work: 3751493928
Gender	Mobile: 3751493928
Family	Home
Birthdate	Billing Address
03/08/2000	2510 Beacon Dr
Username	Las Cruces, NM 88001
karc13@reynolds@gmail.com	US
Email	Shipping Address
karc13@reynolds@gmail.com	2510 Beacon Dr
Secondary Email	Las Cruces, NM 88001
	US

**Housing Contact Info**  
The housing contact should be the person within your program that handles housing travel. Please include and edit to update if needed.

Name	Phone
Kate Reynolds	Work: 3751493928
Email	Mobile: 3751493928
karc13@reynolds@gmail.com	Home

**Account Details**

Account Name	Customer No
Las Cruces High School	5290000
Billing Address	Shipping Address
1752 El Paseo Rd	1752 El Paseo Rd
Las Cruces, NM 88001	Las Cruces, NM 88001
US	US

**Housing** [EDIT HOUSING PACKAGES](#)

	Total Participants	Total Gender	Total Coaches	Housing Unassigned
+ Las Cruces High School - Varsity Dance	0	1	0	0

**Pricing Summary** [EDIT ADD-ONS](#)

	Chairs	Housing	Add-Ons	Total
+ Las Cruces High School - Varsity Dance				\$0.00
			Balance	\$0.00

[SUBMIT REGISTRATION](#)

- Disregard the note about deposit, it is not required until you are housed and receive an invoice. The registration number below will be used if a phone payment is made.

Brand: NDA | Event: NDA High School National Championship | City: Orlando | State: FL | Start Date: 02/14/2025 | End Date: 02/16/2025

[+ View Event Details](#)

**Congratulations!**  
You have successfully submitted your registration for Hilton Orlando competition! Upon approval of your registration and receipt of your deposit, your space will be confirmed. Your registration numbers are below.

**Registration Info**

# 0011387178	Las Cruces High School - Varsity Dance
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**Go to My Competition Registrations to**

- Review registration details
- Make a payment and/or deposit

**If you have any questions regarding your registration, please contact:**  
(888) 243-3782  
ndaregistration@varsity.com

Thank you,  
Varsity Spirit

**\*Spectators will be housed after all tiers have registered. You are not guaranteed to be housed at the same hotel as your team\***

**If you encounter an error message, one of the following may be the reason:**

- A step has been skipped
- You have chosen a date for your stay that is not available
- Hotels are sold out
- All attendees are not added to a room
- You are trying to add more than 4 attendees to a room

Once you have submitted a registration, please submit a **Change Request** Form through your Varsity account to make any changes or to cancel the registration.

Please direct questions to:

Seneca Reyna

[Seneca.reyna@varsity.com](mailto:Seneca.reyna@varsity.com)