Registration Instructions

The Cheerleading Worlds and The Dance Worlds contract with Varsity to manage registration and event logistics.

Before You Begin

1. Make sure your team rosters are complete and personnel are assigned to each team.
2. The coach or program director should create their MyVarsity account and set up their teams.
3. Send the provided team links to the appropriate parents so they can create their accounts and add their participants to the team rosters.
4. Once all team rosters are complete, you are ready to begin registration.

Step 1: Select Your Event and Sessions

1. Select the event you are registering for.
2. Select CHEER as the session you will attend.

Step 2: Select Your Teams and Divisions

1. Select the teams and any alternates (reserves) you are registering. If you selected multiple sessions, be sure to toggle between each session at the top to select the appropriate teams.
2. Select the **DIVISION** in which each team will compete.
3. Select your attending support staff.
4. Designate a **SAFETY CHAMPION** for each team and include that individual as Personnel during registration.

Step 3: Select Housing or Commuter

Choose the appropriate option, Housing or Commuter, for everyone that will be included on your registration.

If Selecting Housing

1. Select your **HOTEL TIER**.
2. Select your group's **ARRIVAL** and **DEPARTURE DATES**. If someone is arriving earlier or staying longer, you can adjust their individual dates after assigning them to a room.
3. Click **ADD ROOM** and **SAVE**.
4. Each room accommodates up to four people. You may assign one, two, three or four people per room.
5. Assign participants to rooms by either:
   - selecting each person's name and then selecting the room, or
   - dragging and dropping each person into the room.
6. Once your rooming list is complete, click **SAVE**.

If Selecting Commuter

If everyone is commuting, select **ALL** and move everyone to the commuter option.

Adding Family Members

- Parents listed on your program roster should appear in the ***Family*** section of the rooming page.
- To add a family member who is not listed, click **ADD FAMILY**.

Once everyone on your registration has been assigned housing or commuter status, click **SAVE** and **CONTINUE** to proceed to the ***Add-Ons*** section.

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Step 4: Select ADD-ONS

- Anyone assigned housing or commuter status on your registration can upgrade the ticket included with their package or purchase available add-ons.
- To purchase a ticket for a family member who is not listed on your registration:
  1. Select the ticket you want to purchase.
  2. Click **ADD MEMBER**.
  3. Enter the family member's name and birthdate.
- Once you have completed the ***Add-Ons*** section, continue to the ***Summary*** page.

Step 5: Review and Submit Your Registration

1. Review your registration details on the ***Summary*** page.
2. **PAY** the required $200 per-person deposit to secure your rooms. Registrations will remain on hold until the $200 per-person deposit is received. Rooms may become unavailable while your registration is on hold.

Payment Options

- American Express, Mastercard or Visa.
- Cashier's check/money order mailed to:

  The Cheerleading Worlds Registration
  711 N Front Street, Suite 100
  Memphis, TN 38107
- No personal, club or booster checks will be accepted.

3. **SUBMIT** your registration.

Step 6: Manage Your Registration

After submitting your registration, you can manage and update your information through the tabs on your ***Manage Registration*** dashboard.

1. **Sign Your Waiver:** A *Worlds Event Release Waiver* and a *Varsity Spirit Waiver* will appear in your ***To-Do List***. All parents and coaches must review and sign the *Worlds Event Waiver* only.
2. **Manage Your Registration:** Use your dashboard to update your roster, make payments, update rooming lists, request changes and generate invoices as needed.

Final Payment Due : April 15, 2027