



REGISTRATION CHECK LIST

Please use this check list to assist you with the Nationals registration process

Input Registration On-Line

- For schools purchasing hotel rooms through the United Spirit Association, the registration must be inputted on or before **November 30, 2018**.
- For schools not purchasing hotel rooms through the United Spirit Association, the registration must be inputted on or before **January 11, 2019**.
- **Do not wait to qualify to register on-line. If a team does not qualify for Nationals, any monies paid will be fully refunded.**
- Go to usa.varsity.com for the link for Spirit Nationals registration
- Please use the "How To Register" document on the USA website for easy steps on how to register for Nationals

Pay Deposit (for schools/teams purchasing hotel rooms only)

- For schools purchasing hotel rooms through the United Spirit Association, a \$100 per person deposit **must** be received on or before **November 30, 2018**

Submit Additional Nationals Paperwork

- **Release and Waiver Forms** – send in complete, original Release and Waiver forms for all participants and for each coach on or before **January 11, 2019**. Do not send in release forms for parents attending the event. It is suggested, but not required, that release forms are sent a traceable way (e.g. Fed Ex, UPS, etc.) so that you can track the documents to ensure they have been received.
- **Policies and Procedures** – this document will be sent to the contact on the registration for signatures via DocuSign. Either complete the form via DocuSign or download the original form, gather the appropriate signatures and either mail in the original or email the form to kbetts@varsity.com on or before **January 11, 2019**.
- **Registration Packet and Score Sheet Pick Up Information** – this information will be requested via email or use the following link to access the form <http://bit.ly/2p4iZwj>. Please make sure to complete and submit the request on or before **January 11, 2019**.
- **On Site Contact Information** – this information will be requested via email or use the following link to access the form <http://bit.ly/2x6CBVa>. Please make sure to complete and submit the request on or before **January 11, 2019**.
- **Travel Information (USA Hotel Customers Only)** – this information will be requested via email or use the following link to access the form <http://bit.ly/2CUkNle>. Please make sure to complete and submit the request on or before **January 11, 2019**.
- **Proof of Music Licensing** – send in proof of music licensing via email, fax, or mail the original to the USA office on or before **January 11 2019**.



Submit Balance Due or Payment in Full on or before January 11, 2019

- Please submit the final balance due or payment in full on or before **January 11, 2019**.

Submit Changes or Cancellations on or before January 11, 2019 (if applicable)

- All changes and/or cancellations must be made through the Nationals Registration Portal on the USA Website. Changes/cancellations will not be accepted over the phone or via email. **Please do not submit multiple change requests for the same change. Once a change has been process you will receive an updated invoice showing the change.**
- For hotel room cancellations, the cancellation fee is \$100 per room.
- There are no refunds for changes/cancellations made after **January 11, 2019** and full payment will still be due.
- Changes received after **January 11, 2019** are subject to a \$25 administrative fee.

Prepare for USA Spirit Nationals On-Site Registration

- Onsite registration is available starting at 9:00 AM on Thursday, February 21, 2019. Please watch for an email with detailed registration information prior to the event.
- To speed up the registration process, please make sure all registrations forms have been submitted to the USA Office per the directions above. **Please do not bring forms to the event.**
- Ensure that your account does not have a balance due. Payment in full for all registrations is due on or before **January 11, 2019**. **Please do not bring payment to the event.**