



VARSITY SPIRIT CANADA

2018 - 2019 Canadian Registration Process:

Important items to collect or confirm:

1. Signed copy of the policy and procedures. (**21 days in advance**)
2. Waivers: Are required for all coaches and athletes.
3. Bid acceptance or decline acknowledgment. (**At registration**)
4. Music compliance forms:

(US Teams and bid contending teams only)

5. **Rosters:**

See steps below to create roster in your myvarsity account.

International Team Roster process:

Step 1. - Create a [Varsity account](#). Select event

Step 2 - log into your Myvarsity portal

Step 3 - Go to the Quick Links section (lower right side of the home page)

Step 4 - Click on Master Roster

Step 5 - Click on Create New people

Step 6 - Filling out form as followed

- **Put Athletes First & Last name in the "First Name" box. Ex: John White**
- **Put Athletes Team and Division in "Last Name" box. Ex: Senior Restricted 5**
- Fill out Gender (mandatory)
- Fill out Birth Date (mandatory)
- Email and Phone number - Not necessary

Step 7 - Assign Their Role - Athlete/Team Member