



First Select "Teams" on the left hand side menu bar

Teams Home

Next click "Create a New Team"

+ Create a New Team

+ Create Express Team without Roster

Specialities: Small Groups & Solos

TID	Squad	Type	#A	#C	#Exp	Members	Coach	Events	View Members	Register	Edit	Photo	Music	Delete
108814	Basketball	All Star Cheer--Prep	0	0	22	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete

1

Download Rosters Upload Excel File Import from a different RegChamp account

- **This is your Master Teams list**
 - It does not constitute registration for any Event.
 - After creating your Team, click "Register" to select your Events and Divisions
- **To Create Rosters from an Excel File**
 - Be sure Staff are entered on the left-menu 'Staff' section
 - On this page, click "Create a New Team"
 - Select Staff members for the Team, Submit
 - Click "Download Rosters" to create an Upload form
 - Add any Participants not already listed
 - Enter the "Tracking ID" for the Team for each person
 - For Crossovers, add another row with the same Participant info, but other Tracking ID
 - Save your Excel file
 - Click the 'Upload Rosters' button, to upload your Excel
- **To Update Members on a Team that has Already Selected an Event**
 - Update the Members on this page
 - Click on "Register", re-select the Events, re-select Divisions
 - This is necessary to verify the Team is still in the correct Division



Teams Home

Registration

1 Create 2 Add Coach 3 Add Members 4 Select Event 5 Invoice

Fill out all necessary info then click "Save" or "Next"

Name of Squad: *Tips:*
• Don't repeat your organization name in the Team name

Type of Squad:

Team Color (optional):

If we split your division, will you be competing as D1 (Large Gym) or D2 (Small Gym)?
 D1 (Large Gym)
 D2 (Small Gym)

< Previous **Next >**

TID	Squad	
108814	Basketball	All Star C

1

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Photo	Music	Delete
<input type="button" value="Upload"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>

Registration ✕

1 — 2 — 3 — 4 — 5

Create — Add Coach — Add Members — Select Event — Invoice

Select a Coach:

✓ Select Coach

Test Test123

Or enter a new one

First Name:

Last Name:

Gender:

Primary Role:

Email (Optional):

Birthdate (Optional):

Save

< Previous Next >

Select a coach from the drop down

OR

Fill out info to create a new coach profile

Click "Save" or "next" to continue on

TID	Squad	All Star C
108814	Basketball	All Star C

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Photo	Music	Delete
<input type="button" value="Upload"/>	<input type="button" value="Upload"/>	<input type="button" value="✕ Delete"/>

If you don't have any athletes appearing on this list click "Add participants to your account"

Registration

1 Create 2 Add Coach 3 Add Members 4 Select Event 5 Invoice

Don't Add Members at this Time Search for: First Name Last Name **+ Add Participants to your Account**

1	First Name	Last Name	Sex	Role	Birthdate	Grade

0Member/s selected

It may take a second to Save. Do not click twice!

If you have athletes appearing skip to page 7 and continue with steps.

TID	Squad	All Star C
108814	Basketball	All Star C

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Photo	Music	Delete
<input type="button" value="Upload"/>	<input type="button" value="Upload"/>	<input checked="" type="button" value="Delete"/>

Choose how you would like to add participants

then return to teams on the left hand side menu bar

The screenshot shows the 'Participant Records' interface. At the top, there are buttons for 'Add Participants', 'Send All Waivers', 'Participant List', and 'Update Participants'. A search bar is also present. The main area contains a table of participants with columns for First Name, Last Name, Sex, and Birthdate. A modal window titled 'Add Participants' is open, providing instructions on how to add new participants. The sidebar on the left contains various navigation icons, with the 'Teams' icon circled in red.

First Name	Last Name	Sex	Birthdate
Jenna	Bean	F	7/1/2000
Louise	Blue	F	3/1/2000
Hanna	Lou	F	9/1/2000
Samantha	Louis	F	7/1/2000
Franklin	Test	M	3/1/2000
Mary	Test	F	1/1/2000

Add Participants

• **How do you want to enter your Roster?**

- Transfer** If you have another RegChamp Account, you can just transfer them over!
- USASF** Transfer your Athletes from USASF
- Upload** Upload Participants from ANY Excel file
- Rosters** Upload Participants and Rosters at the same time
- One at a Time** Just enter their Name and Birthdate:
- Contact Us!** We're happy to help!

• **Please Enter Accurate Birthdates** -- You are creating a permanent record.

- Please use the following format: Month/Day/Year (e.g., 1/15/2000)
- There may be a fee for changing birthdates.

Tips Add Participants Send All Waivers Participant List Update Participants

Verify AAU Membership

First Name Last Name Search

Wavr Rec'd	Hide	ID	Delete
	Hide	660650	Delete
	Hide	660648	Delete
	Hide	660649	Delete
	Hide	660651	Delete
	Hide	660647	Delete
	Hide	660646	Delete

- **Add Participants:** Transfer, Upload, or Enter Participants
 - Sample Participant Excel
- **Send All Waivers:** Sends a Waiver to each Parent when they are added.
- **Download Participant List:** Download an Excel file of all participants.
- **Search:** Enter at least one letter of a name, or leave blank to search all.
- **Update:** Add additional Participant information, such as phone number, address, etc.
 - Tip: If you send the Parent a Waiver, they will be asked to add that additional information themselves.
- **Record:** View a Participant's details and complete record of accomplishments.
- **Waiver/Release:**
 - **Send Waiver:** Instantly send a personal Waiver link to the Parent Email
 - **Link:** If Parent Email is missing, click to generate instructions for a text or messaging
 - **Wavr Sent:** Date you last sent the Parent a Waiver link
 - **Wavr Rec'd:** Date we received the Waiver (online or in the office)
 - **Update Waivers:** For the most up-to-date Waiver dates, log out and log back in again
- **Hide:** If an Participant will not be competing this year, click on "Hide" to move them to the Archives
 - Click "Search" to find and restore a Hidden Participant to the active records.
 - "Hide" is not available if the participant is registered for an event this year.



- Team Home
- Home
- Teams & Specialities 1
- Events 1/8
- Participants 0
- Staff & Others 1
- My Account
- All Accounts
- Admin

Teams Home

[+ Create a New Team](#)
[+ Create Express Team without Roster](#)
[Specialities: Small Groups & Solos](#)

Type	#A	#C	#Exp	Members	Coach	Events	View Members	Register	Edit	Photo	Music	Delete
All Star Cheer--Prep	0	0	22	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete
All Star Cheer--Exhibition	0	0	0	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete

Click "add" in the member column to add participants to existing team

[Upload Excel File](#)
[Import from a different RegChamp account](#)

Teams list

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from an Excel File

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participants not already listed

Tracking ID" for the Team for each person

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Excel file

ad Rosters' button, to upload your Excel

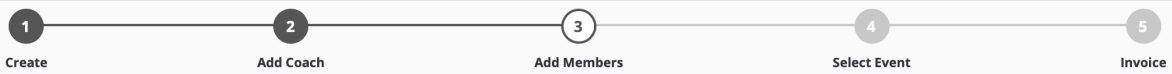
s on a Team that has Already Selected an Event

mbers on this page

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ecessary to verify the Team is still in the correct Division

Registration



Don't Add Members at this Time Search for:

-

	First Name	Last Name	Sex	Role	Birthdate	Grade
<input checked="" type="checkbox"/>	Jenna	Bean	F	Participant	7/8/2010	6th Grade
<input checked="" type="checkbox"/>	Louise	Blue	F	Participant	3/1/2010	6th Grade
<input checked="" type="checkbox"/>	Hanna	Lou	F	Participant	9/8/2010	5th Grade
<input checked="" type="checkbox"/>	Samantha	Louis	F	Participant	7/17/2010	6th Grade
<input checked="" type="checkbox"/>	Franklin	Test	M	Participant	3/2/2010	6th Grade
<input checked="" type="checkbox"/>	Mary	Test	F	Participant	1/1/2010	6th Grade

6 Member/s selected

click any of the bolded column titles to sort participant list OR search for athlete name

Click the box by the athletes on the team then click "done entering members"

It may take a second to Save. Do not click twice!

Registration

- 1 Create
- 2 Add Coach
- 3 Add Members
- 4 Select Event
- 5 Invoice

Select from OPEN Events

REGISTERS (TOTAL: 0, MALES: 0)

Search

- Select all
- Gravity Payment Test, Jane - 9/24/2021 - Minneapolis - 4860
- Fall Routine Review - 10/23/2021 - Anywhere - 4333
- Halloween Cheer Jam - 10/31/2021 - Orlando - 4328
- Winter Classic - 12/18/2021 - Washington DC - 4329
- Super Duper Nationals - 1/15/2022 - Louisville - 4331
- Speciality NATIONALS - 3/11/2022 - Chicago - 4330
- Starz Championships (with Hotel) - 3/26/2022 - Orlando - 4332

Select

Click the box next to the event(s) you wish to register for then click "select"

< Previous

Next >

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Registration



- Why isn't my Event displayed?
 - You cannot select or change your registration for a CLOSED Event
- Why isn't my Division available?

**Choose the division you wish to compete in
OR click "criteria" button to see
why you cannot register for a certain division**

Click to Read More

Squad Name: **Peaches (Total:0, Males: 0)**
Select from OPEN Events

EventID	Event Name	SquadID	#P	#M	Type	Skill	Divisions	Criteria	Delete
4333	Fall Routine Review		6	1	All Star Cheer--Ext	Cheer	None selected <input type="radio"/> Level 1 Youth (5-11 years old Female/Male) <input type="radio"/> All Levels Any Age/Any Level (3+ years old Female/Male)	<input type="button" value="Criteria"/>	<input type="button" value="Delete"/>

Click "submit" to save division

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Register Team for events ✕

- *Why isn't my Event displayed?*
 - You cannot select or change your registration for a CLOSED Event
 - *Why isn't my Division available?*
- ↕ Click to Read More ↕

TID	Squad	
108814	Basketball	All Star Che
111730	Peaches	All Star Che

Squad Name: **Peaches (Total:6, Males: 1)**

Select from OPEN Events

EventID	Event Name
4333	Fall Routine Review

Photo	Music	Delete
Upload	Upload	✕ Delete
Upload	Upload ?	✕ Delete

Download Rosters Upload Ex

Select this Event?

?

I wish to register for event(s) 4333 and I accept your cancellation policy. I certify proper permissions were obtained for music used in our routines.

Confirm
Cancel

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Agree to the event policies if prompted

Register Team for events

Note: To add coaches, small groups, or solos, open your registration from your Home Page.

Name	Start Date	# Days	Location	City	State	Event #	Due	Recap/Invoice
Fall Routine Review	10/23/2021	1	Your Gym	Anywhere	IN	4333	\$180.00	Invoice



Click "invoice" to pay and double check registration

TID	Squad	
108814	Basketball	All Star Che
111730	Peaches	All Star Che

1

Download Rosters Upload Ex

Photo	Music	Delete
Upload	Upload	Delete
Upload	Upload	Delete

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Invoice #100323

Account #18026

Event # 4333

[EMAIL Invoice to Contact](#) [PRINT this Page](#)



Registration for Forever Cheer All Stars at the Fall Routine Review

LAST DAY FEE APPLIES

Early: 8/31/2021
On Time: 9/26/2021

Account: 18026

Forever Cheer All Stars

Name: Blue Berry

Contact: Blue Berry

Address: 123 Main St, Columbus, KS 47220

Team City/State: Columbus, KS

Phone:

(812) 525-8102

Cell:

janelle8@championwebservice.com

janelle8@championwebservice.com

Printed On:

9/22/2021

BALANCE DUE

\$186.00 (GST included)

MAKE A PAYMENT

Amount Due Today: \$186.00

[Continue Online Payment...](#)

REGISTRATIONS

Name	ID	Category	Type	Skill	Division	Code	Notes	#P	Home	Cross	Alt	Comp Fee	Cross Fee	Rate
Peaches	391345	Team (D2)	All Star Cheer-- Exhibition	All Levels	Any Age/Any Level	2602	On Time	6	6	0	0	\$180.00	\$0.00	\$30.00

DETAILS

# Staff Attending: 0	# Free Staff Earned: 0	# Paid Staff: 0
# Participants on Event Roster: 6	# Participants with a Verified Division: 6	Staff Fee: \$0.00
# Teams: 1	Total Team Fee: \$180.00	# Crossovers: 0
TOTAL COMPETITION FEES: \$180.00		Total Crossover Fee: \$0.00

MESSAGES

Important Information & Alerts

Program Technology Fee (ID: 268) : 6

Discount Code: SuperTeam

[SqID](#) [Team](#) [Crs](#) [Info](#)

CHARGES, CREDITS & PAYMENTS

Description	Source	Status	Amount	Date
Competition	Invoice	Due	\$180.00	9/22/2021
Program Technology Fee	Invoice	Due	\$6.00	9/22/2021

This is line 1 of the payment details.

This is line 2 of the payment details.

This is line 3 of the payment details.

- Cash
- Check
- Credit Card

[Click here to view Policy Terms](#)