



Teams Home



[+ 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
111730	Peaches	All Star Cheer--Exhibition	6	0	0	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete

1

Click "view or delete members" to double check members or remove a participant

[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

View or Delete Team Members

- Click "Mark" to designate a Participant as an "Alternate"
- Click "Mark" to designate a Staff person as the main Contact person for the Team

First Name	Last Name	Role	Birthdate	Sex	Grade	Delete	Mark
Jenna	Bean	Participant	7/8/2010	F	6th Grade	Delete	Mark
Louise	Blue	Participant	3/1/2010	F	6th Grade	Delete	Mark
Hanna	Lou	Participant	9/8/2010	F	5th Grade	Delete	Mark
Samantha	Louis	Participant	7/17/2010	F	6th Grade	Delete	Mark
Franklin	Test	Participant	3/2/2010	M	6th Grade	Delete	Mark
Mary	Test	Participant	1/1/2010	F	6th Grade	Delete	Mark

1

Close

Click "delete" to remove a participant
OR click the "X" to close out of the
team roster without making changes

TID	Squad	Type	#
108814	Basketball	All Star Cheer--Prep	0
111730	Peaches	All Star Cheer--Exhibition	6

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Register	Edit	Photo	Music	Delete
Register	Edit	Upload	Upload	Delete
Register	Edit	Upload	Upload	Delete



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108814	Basketball	All Star Cheer--Prep	0	0	22	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete
111730	Peaches	All Star Cheer--Exhibition	5	0	0	+ ADD	+ ADD	View	View or Delete	Register	Edit	Upload	Upload	Delete

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To add participants to the team click "add" in the member column

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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 Search

A-B C-E F-J K-L M-R S-Z

	First Name	Last Name	Sex	Role	Birthdate	Grade
<input checked="" type="checkbox"/>	Mary	Test	F	Participant	1/1/2010	6th Grade

1 Member/s selected

Add Done Entering Members

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

< Previous Next >

Select the box next to the athlete(s) you wish to add them click "done entering members"

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

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Photo	Music	Delete
Upload	Upload	Delete
Upload	Upload	Delete



Registration



- 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

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

Select from OPEN Events Select

EventID	Event Name	SquadID	#P	#M	Type	Skill	Divisions	Criteria	Delete
4333	Fall Routine Review	391345	6	1	All Star Cheer--Ext	Cheer	1 selected		

Double check the Number of Participants is correct (#P)



Then click "Submit"

< Previous

Next >

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

On the left hand side menu bar click "home" to see all event registrations

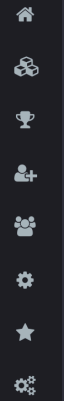
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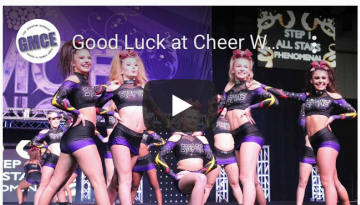
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- Teams & Specialities
- Events
- Codes, Passes & Ala Carte

Click the event ID to short cut into the event



Double check #P for each event or click "pay online" to view invoice

Questions? Contact: StarTest@regchamp.com

Your Registrations this Season (See Invoice for Payment Instructions)

Event ID	Event	Report	#P	#S	A-X	Alerts	Balance Due	Invoice
4333	Fall Routine Review	Report	6	0	0	▲	\$186.00	Pay Online
4441	ESPN Finale (Invite Only)	Report	0	0	22	▲	\$660.00	Pay Online

Frequently Asked Questions

- Can I upload my Athletes and Rosters at the same time? Yes! Just follow these steps:
 - Create your Teams [HERE](#)

Click to Read More