QUICK GLANCE & GUIDE TO REGISTER FOR AN EVENT

NEW Customers
Complete the New Customer Form: https://form.jotform.com/252293973362666
Note: This is ONLY for those customers who have NOT logged into MyVarsity previously.

You will receive an email upon completing the form above to log in for the **FIRST** time.

RETURNING Customers
Use the link that was emailed to you via MyVarsity to access your team's account. If you have **NOT** received this link, complete the form: https://form.jotform.com/252293973362666 and a Registration Specialist will resend that to you.

If you have an active MyVarsity account and log in - use this link to REGISTER for the EVENT!
https://events.myvarsity.com/

STEPS ONCE YOU HAVE LOGGED INTO YOUR MYVARSITY ACCOUNT
1 - Acknowledge the **Welcome Email**

2 - **ACCOUNT CREATION** (You will not be able to link an account during this first step)
- Sign in using the same email address you provided on your form. (2 step verification is important)
- Add a different recovery email address to continue

3 - Select **MY PROGRAMS** to being your **Rostering** process
- You will see an Invitation link on the far right that you will need to send to your athletes' parents to create an account and sign their athlete's waiver.
- Note: Your roster will begin to be created as the parent/guardian has signed their athlete's waiver. It is VERY important to communicate this to all parents/guardians as this is how your roster will get completed and you can begin your room assignments. (18 years and older may create their own account)

*Note: Customer Service information on the right side, is available however, be aware this will **NOT** go directly to your Registration Specialist. Please contact your assigned Registration Specialist if you have any issues with your account creation. (Assigned by Country)*

PARENT/GUARDIAN ACCOUNTS
1 - Utilize the link that was received by the Head Coach/Team Coordinator to begin the Parent/Guarding Account

2 - Select "Parent/Guardian", enter Date of Birth, Create New User & Confirm

3 - Create the Participant/Athlete Account utilizing the same email or new email

4 - Sign the Varsity Waiver & Disney World Waiver (if available & applicable)
IMPORTANT - Team Rosters will be complete when every athlete's parent/guardian has created their account and have signed the waiver(s).

REGISTRATION FOR THE EVENT
1 - Select your specific event link or use the search engine to find your event

2 - Select the team you are registering from the drop down menu

3 - Agree to the Terms & Conditions for the specific event

4 - View your Completed Roster

5 - Select the Division for your roster's participation

Note: You MUST select one person as your team's "Safety Champion" (person that is NOT the Coach)

SELECTING YOUR HOUSING NEEDS
1- Select the date range needed
Note: If you need a wider date range, FIRST select what is needed and then you will notify your Registration Specialist via email of your additional dates needed. This will be added internally and should reflect in your account within 3-5 business days.

2 - Roster should be available on left hand side and you can begin building your room assignments

Note: Do **NOT** remove any rooms if you have made a mistake or need to move people into another room. This will completely REMOVE your room allotment from your account and you will run the risk of not being able to retrieve this. You can deselect an individual to make changes, etc.

Be sure you **SAVE & CONTINUE** when you have completed this step.

ADD ONS
When available, you will be able to add on Disney Park Tickets, Meal Vouchers and Order Celebration Party Tickets here

PAYMENT
If you have sent a Wire Transfer, please utilize the "Purchase Order" option to send your Proof of Wire Transfer that will be applied to your account balance.