ICU | 2027 MYVARSITY EVENT REGISTRATION

Customer Quick-Start Checklist

1 | Access Your Account

☐ NEW customers: Complete the New Customer Form if you have never logged into MyVarsity.

☐ RETURNING customers: Use your emailed MyVarsity link. If missing, submit the form to request assistance.

☐ Open your welcome email and follow the first-time login instructions.

☐ Use the same email address provided on the form, complete two-step verification, and add a different recovery email.

2 | Create Your Team Roster

☐ Select MY PROGRAMS and locate the Invitation Link on the right.

☐ Share the invitation link with athlete's parents/guardians.

☐ Parents/guardians select "Parent/Guardian", enter date of birth, create a user account, and create the athlete participant account. Athletes 18+ may create their own account.

☐ Complete the Varsity Waiver and Disney World Waiver (when available and applicable).

☐ Parents/Guardians **MUST** log in after completing these initial steps and log in to reassure the waiver has been submitted.

IMPORTANT: The roster is created as waivers are signed. All required athlete waivers must be completed before the roster is complete and room assignments can begin.

3 | Register for Your Event

☐ Open your event link or search for the event.

☐ Select the team from the dropdown menu and accept event Terms & Conditions.

☐ Review the completed roster and select the competition division.

☐ Designate a Safety Champion who is NOT the coach.

4 | Select Housing & Assign Rooms

☐ Select the available date range needed.

☐ Assign participants to rooms using the roster on the left.

☐ Review assignments and select SAVE & CONTINUE.

IMPORTANT: Do NOT remove rooms to correct assignments; this may remove the room allotment. Deselect individuals instead. For additional dates, first select available dates, then email your assigned Registration Specialist; changes should appear within 3–5 business days.

5 | Add Optional Items

☐ When available, add Disney Park Tickets, Meal Vouchers, and Celebration Party Tickets as needed.

6 | Payment

☐ If you sent a wire transfer, choose Purchase Order and submit Proof of Wire Transfer to apply it to your account balance.

Need help? Contact your assigned Registration Specialist (by country). General MyVarsity Customer Service in the MyVarsity system does not go directly to your specialist.