



# Registration Checklist



**Registration Deadline - 7 April 2026**

**Balance due 14 April 2026**

- ☐ Review the ICU ICC Divisions, Rules & Regulations info packet
- ☐ Gather your Team's Roster & prepare your rooming list - (manually data entry)  
Each participants first name, last name, gender, birthdate, phone number, email address and role  
Rooming lists/housing assignments (if applicable)
- ☐ **Select TEAM REGISTRATION**  
If you have logged into the MyVarsity Portal, you will have ACCESS.  
If you have NEVER used the MyVarsity Portal be sure you complete the NEW CUSTOMER FORM for access.  
[Registration Specialist List](#)
- ☐ **Initiate your team's registration**  
If you have any issues, contact your Registration Specialist for further assistance.
- ☐ Crossovers - Once you have COMPLETED your team's registration, you will need to EMAIL your Registration Specialist with your Crossover List - template under "Required Tabs"
- ☐ All Coaches are required to watch the ICU Sportsmanship Video
- ☐ Complete the Safeguarding Requirements (ALL Coaches, Assistants, Entourage (Medical Staff, Team Managers, etc) & National Federation Officials must complete this process in order to access the event warm up room, backstage & music box.
- ☐ Complete Team Registration - Deadline to register is 7 April 2026

**Final payment is due 14 April 2026**