



## Online Registration Instructions

Visit our registration website here: [Cheer Challenge Canada Registration](#)

### Creating Your Gym Account

#### Step 1: Create your login

- If you already have a Cheer Comp Genie account, please log in with your email address and password.
- If you do not have an account, click the orange "Create an Account" button.
- If you have forgotten your password, press the blue "Forgot Password" link.



Do you have an account with us? OR Do you have a CheerComp Genie account?

If YES, please enter your login information below:

Email

Password

Remember me?

[Forgot Password?](#)

Please fill out the following information:



Email

Password

Confirm password

Gym Name

Gym Phone

Address

City

Country

State

Postal Code

Contact Name

Contact Phone

Gym / Coach Contact Emails This function has been moved to the registration part. When you create a team, you will be asked to provide the coach's email, DOB and gender information.

## Step 2: Add coaches

- From the top menu, click the "Team and Athlete Roster" button.
- Click the blue "Open" button in the coaches section.
- Click "Add Coach".
- Add all coaches one by one.



Cheer Challenge Canada Inc. Registration

Dashboard Team and Athlete Roster Gym Information Sign Out

Logged in as info@cheerchallengecanada.com

Coaches (0) open Teams (0)

Athletes (0) open

## Step 3: Add athletes

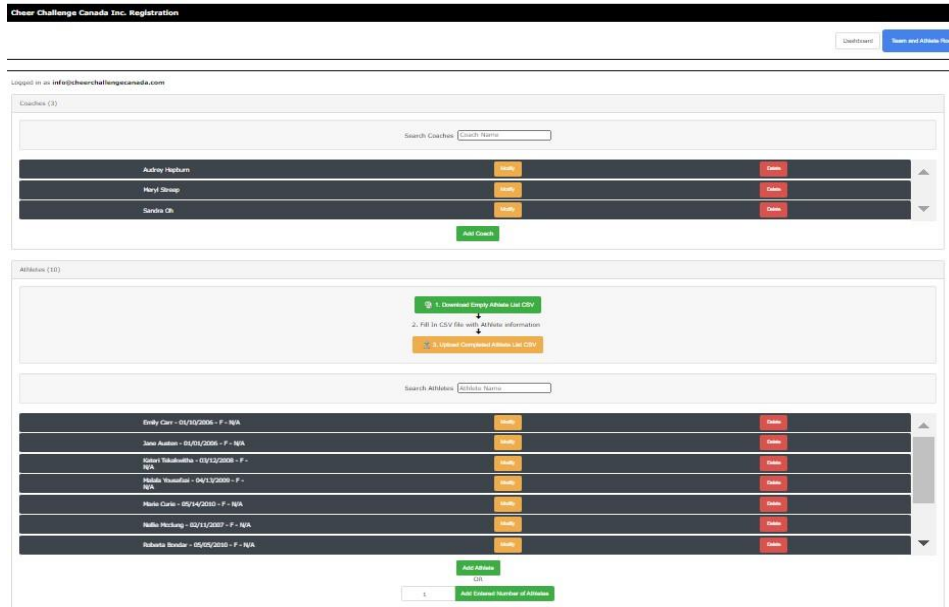
- Click on the blue "Open" button in the Athletes section.
- Download the CSV file by clicking on the green button.
- Complete columns A-E and save on your own computer as a CSV file.
- Column E (email) and F (ID) are optional.
- Be sure to enter the date of birth in the proper format MM/DD/YYYY.
- Upload the CSV file. Once uploaded, athletes info will show under the orange button.

**TIP:** many registration software programs (Jack Rabbit, Amilia, iClass Pro, etc.) have a function to download athlete information to a CSV file. As long as your CSV file is in the same date format/column order you can use it as your upload file.

Sample CSV file:

	A	B	C	D	E	F
1	First Name	Last Name	Date of Birth (MM/DD/YYYY)	Gender (M/F)	Email	ID
2	Jane	Austen	01/01/2006	F	<a href="mailto:jane@gmail.com">jane@gmail.com</a>	
3	Ruth	Bader Ginsburg	02/02/2007	F	<a href="mailto:ruth@gmail.com">ruth@gmail.com</a>	
4	Simone	Biles	03/03/2008	F	<a href="mailto:simone@gmail.com">simone@gmail.com</a>	
5	Viola	Desmond	04/04/2009	F	<a href="mailto:viola@gmail.com">viola@gmail.com</a>	
6	Roberta	Bondar	05/05/2010	F	<a href="mailto:roberta@gmail.com">roberta@gmail.com</a>	
7	Emily	Carr	01/10/2006	F	<a href="mailto:emily@gmail.com">emily@gmail.com</a>	
8	Nellie	McClung	02/11/2007	F	<a href="mailto:nellie@gmail.com">nellie@gmail.com</a>	
9	Kateri	Tekakwitha	03/12/2008	F	<a href="mailto:kateri@gmail.com">kateri@gmail.com</a>	
10	Malala	Yousafzai	04/13/2009	F	<a href="mailto:malala@gmail.com">malala@gmail.com</a>	
11	Marie	Curie	05/14/2010	F	<a href="mailto:marie@gmail.com">marie@gmail.com</a>	
12						

How the left side of your screen will look after you have uploaded your CSV file:



#### Step 4: Building your team/updating your roster

- If necessary, delete any old teams from previous seasons. Click the blue "Open" button in the Teams section and press the red "Delete" button to remove old teams.
- There are a few ways to create new teams.
  - Option 1: creating them on the Team and Athlete Roster page. Ideal for smaller programs.
  - Option 2: creating them on the Registration page. Ideal for larger programs (75+ athletes)

#### Option 1

- From the Team and Athlete Roster page, click on the blue "Open" button in the Teams section.
- Click on the drop down menu and select "Add a Team".
- Enter the team name.
- Select your Team Type, Division Type and Division.
- Drag and drop coaches from the left side to the coaches section on the right.
- Drag and drop athletes from the left side to the athletes section on the right.
- Once you have added all your coaches/athletes **be sure to click the orange "Save Changes" button.**
- Repeat until all your teams have been added and saved.



# Event Registration

## Step 1: Select Event

- Click on the "Dashboard" button, then "Add New Registration"

Cheer Challenge Canada Inc. Registration

Dashboard Team and Athlete Roster Gym Information Sign Out

Logged in as info@cheerchallengecanada.com

**Upcoming Events** [View Past Registrations](#)

Data older than 3 years will be deleted permanently. Please make sure to export your teams data before they are deleted.

Add New Registration

- Select the brand "Cheer Challenge Canada".
- Select the event you wish to register for using the drop down menu.
- Since you have already added your teams, click the grey button to continue without importing.
- In the box labeled "Enter a New Team Name", begin typing the team name and use the auto fill to select the team you wish to register.

Step 1 - Select Event & Create Teams Step 2 - Submit & Confirm Registration Step 3 - Confirm Fees Step 4 - Make Payment

Logged in as info@cheerchallengecanada.com

**New Registration**

Select Brand  
Cheer Challenge Canada

Select Event  
[11/28/2021] 2021 Breath of Life Cheer Challenge

Do you have a USASF Account?  
Yes, import USASF team No, continue without importing

Attending Teams  
Add Team: From Other Events OR amaj

Add as a New Team - ama  
From roster - Amazing Women - Type: Cheer

- Once you have selected your team, confirm the number of coaches and athletes.
- If you haven't already done so, you can now add athletes to your teams.
- To add athletes, click on the orange "Manage Athletes" button.

- Continue to add teams until all teams competing have been added.
- Click the green "Save" button after each team.
- Click the blue "Save and Continue" button once all teams have been added to the event.

## Step 2: Confirm Registration

- After you press "Save and Continue" this page will appear showing ALL teams you have registered. Double check to make sure each team is showing.

Team Name	Team Type	Division Type	Division Title	Level	Dance Category	# of Athletes
Blitz	Cheer	Prep (Rated)	U8 Prep	Lvl 1		19 (1M / 18F)
Glitter	Cheer	Novice	U6	Novice		11 (0M / 11F)
Glow	Cheer	Prep (Ranked)	U12 Level 1	Lvl 1		19 (0M / 19F)

- Double check the "Teams in Registration" section and **ensure athlete numbers and divisions** are correct.
- Click "Submit and Confirm Registration"

### Step 3: Confirm Fees

The program will automatically calculate fees based on the date of registration. Please note, prices are inclusive of hst. Invoices generated in Cheer Comp Genie will not breakdown the taxes. If you require an invoice with the breakdown, please send us an email and we will be happy to provide you with one.

Step 1 - Select Event & Create Teams   Step 2 - Submit & Confirm Registration   **Step 3 - Confirm Fees**   Step 4 - Make Payment

Please review the registration and total amount shown below.  
When you are ready, click Checkout button to finish payment.

Team Name	Division Type Title	# of Athletes	# of Crossover	Rate	Price	Amount
<a href="#">Amazing Women</a>	All Star	1	6	On-Time	\$ 50.85 CAD / Athlete	\$ 50.85 CAD
<a href="#">Famous Ladies</a>	All Star	7		On-Time	\$ 50.85 CAD / Athlete	\$ 355.95 CAD
				Crossover ( 6 On-Time Athletes)	\$150.00 CAD	
				Crossover ( 6 Athletes)	\$150.00 CAD	
				<b>Total Amount:</b>	\$556.80 CAD ( <del>\$603.00 CAD</del> )	
				<b>Outstanding Amount:</b>	\$556.80 CAD	
				Coupon Code	<input type="text"/>	<a href="#">Apply</a>

### Step 4: Make Payment

We accept credit card (2.9% surcharge applies) or EFT payments (no surcharge).

- From the screen above, click on the "Make Payment" button.
- To pay by credit card, click on the PayPal button.
- To pay by EFT, click to blue "Agree to Pay by Cheque" button and follow the prompts.
- Send EFT payments to [info@cheerchallengecanada.com](mailto:info@cheerchallengecanada.com).