



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	<input type="text" value="info@cheerchallengecanada.com"/>
Password	<input type="password" value="*****"/>
Confirm password	<input type="password" value="*****"/>
Gym Name	<input type="text" value="ABC Cheer Gym"/>
Gym Phone	<input type="text" value="123-456-7890"/>
Address	<input type="text" value="123 Main St"/>
City	<input type="text" value="Nowhere"/>
Country	<input type="text" value="Canada"/>
State	<input type="text" value="Ontario"/>
Postal Code	<input type="text" value="A1B 2C3"/>
Contact Name	<input type="text" value="Donna Greer"/>
Contact Phone	<input type="text" value="123-456-7890"/>

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 F (ID) is 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.

***IMPORTANT* the email address column MUST be complete and accurate.**

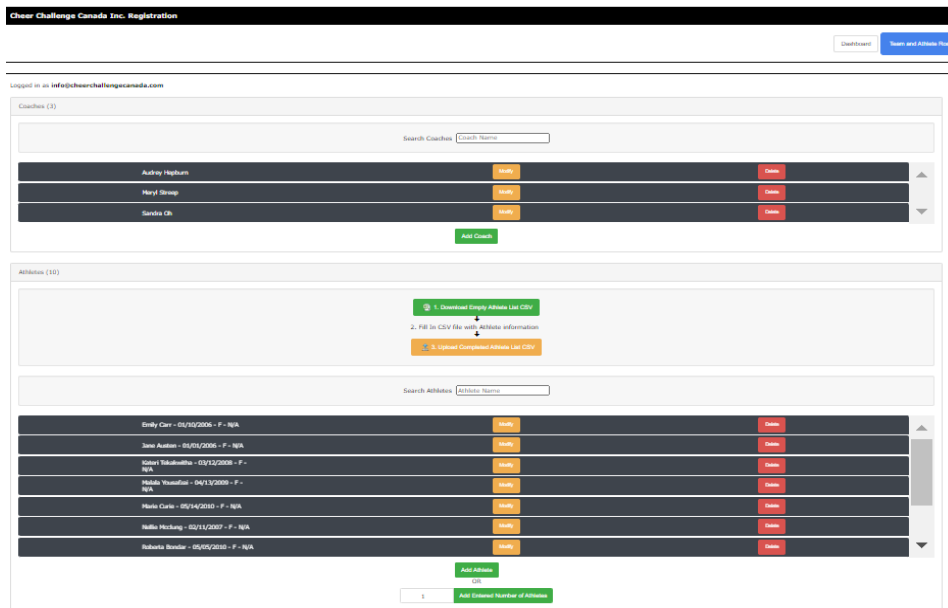
If you fail to add in the email addresses at this point, they will need to be added manually for every athlete once registered in order to complete the competition waiver. Please don't skip this step – it will save you a considerable amount of time later on.

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	jane@gmail.com	
3	Ruth	Bader Ginsburg	02/02/2007	F	ruth@gmail.com	
4	Simone	Biles	03/03/2008	F	simone@gmail.com	
5	Viola	Desmond	04/04/2009	F	viola@gmail.com	
6	Roberta	Bondar	05/05/2010	F	roberta@gmail.com	
7	Emily	Carr	01/10/2006	F	emily@gmail.com	
8	Nellie	McClung	02/11/2007	F	nellie@gmail.com	
9	Kateri	Tekakwitha	03/12/2008	F	kateri@gmail.com	
10	Malala	Yousafzai	04/13/2009	F	malala@gmail.com	
11	Marie	Curie	05/14/2010	F	marie@gmail.com	
12						

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



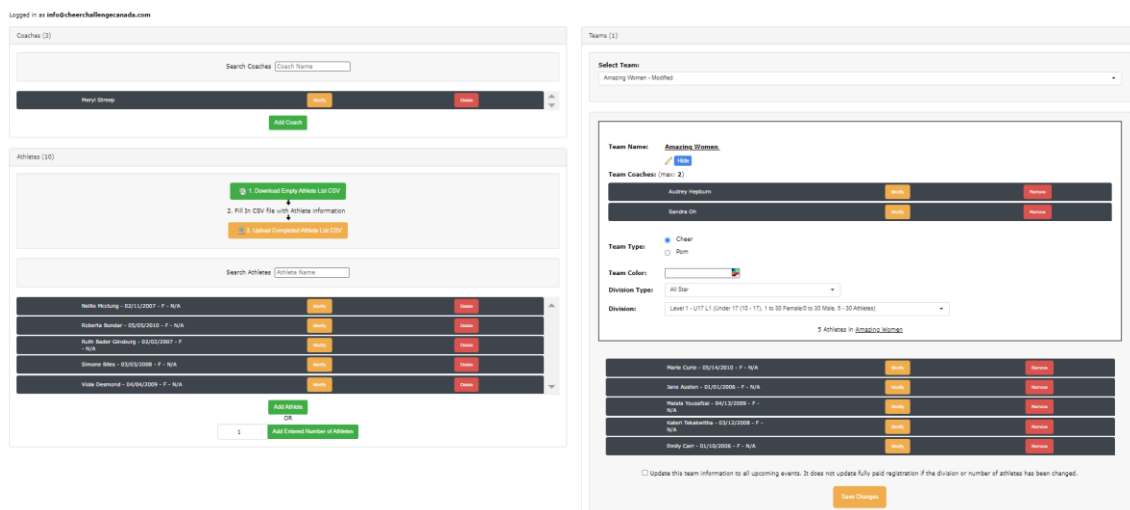
Step 4: Add teams

- 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.

How it will look when you have selected your coaches/athletes and added them to a team:



Option 2

- Add all of your team names and coaches as above, but do not add the athletes.
- **Before proceeding, complete Step 1 of the Event Registration directions on the next page.**
- Once you select the event you are attending, select the team name and click the "Manage Athletes" button.
- To add athletes to the team, type their first name in the "Lookup Athlete" box – it will auto fill and you can click the correct name to add them to the team. Continue this process until the team is full.
- Press "OK" when done.
- Repeat this process until all teams are complete.
- Press "Save Registration" after each team.

Manage Athletes

You can optionally import any CSV or Excel file containing your athletes below. [Download a sample file.](#)

[Import Athlete Spreadsheet](#)

If you want to replace an athlete in this team, please change the current athlete's info instead of deleting the current athlete's record and adding a new one. This will prevent any late fee from being applied.

Jane	Austen	01/01/2008	<input type="radio"/> Male <input checked="" type="radio"/> Female	jane@gmail.com	<input type="text"/>	Delete
Marie	Curie	05/14/2010	<input type="radio"/> Male <input checked="" type="radio"/> Female	marie@gmail.com	<input type="text"/>	Delete
Kateri	Tekakwtha	03/12/2008	<input type="radio"/> Male <input checked="" type="radio"/> Female	kateri@gmail.com	<input type="text"/>	Delete
Emily	Carr	01/10/2008	<input type="radio"/> Male <input checked="" type="radio"/> Female	emily@gmail.com	<input type="text"/>	Delete
Viola	Desmond	04/04/2009	<input type="radio"/> Male <input checked="" type="radio"/> Female	viola@gmail.com	<input type="text"/>	Delete

Add Athlete

or

0

Add Entered Number of Athletes

Use these buttons to Add Athletes Later - the athlete details can be added now or later, but

Lookup Athlete:

- New Athlete - Mat
- From previous event - Malala Yousofzai - malala@gmail.com 04/13/2009 F

OK Cancel

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 Enter a New Team Name

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.

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 Enter a New Team Name

Update Roster

Team Name * Amazing Women

Team Coaches * Audrey - Hepburn - Sandra - Oh

Team Type *
 Cheer
 Pam

Team Color: [Color Picker]

Division Type * All Star

Division * Level 1 - U17-L1 (Under 17 (10-17), 1 to 30 Female/0 to 30 Male, 5-30 Athletes)

5 in Amazing Women
1
ADD Estimated Number of Athletes
Manage Athletes

Save
Save & Continue

- 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 athletes and each team you have registered.

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

Athlete Waiver Status

- Click "Send Waiver Requests" to send out waiver requests to athletes.
- Athletes who have been sent the waiver can be re-emailed by checking their checkbox.
- Athletes who have completed waivers cannot be sent waivers again.
- The "Get Waiver Link" button can be used to retrieve the URL to the waiver form for that athlete.

Athlete Name	Athlete Email	Waiver Sent	Waiver Completed	Waiver URL
<input checked="" type="checkbox"/>	Jane Austen <input type="text" value="jane@gmail.com"/>	No	No	Get Waiver Link
<input checked="" type="checkbox"/>	Malala Yousafzai <input type="text" value="malala@gmail.com"/>	No	No	Get Waiver Link
<input checked="" type="checkbox"/>	Emily Carr <input type="text" value="emily@gmail.com"/>	No	No	Get Waiver Link
<input checked="" type="checkbox"/>	Kateri Tekakwitha <input type="text" value="kateri@gmail.com"/>	No	No	Get Waiver Link
<input checked="" type="checkbox"/>	Marie Curie <input type="text" value="marie@gmail.com"/>	No	No	Get Waiver Link

[Send Waiver Requests](#)
[Save Athlete Emails without Sending](#)

Teams in Registration: Please confirm the information below.

Team Name	Team Type	Division Type	Division Title	Level	Dance Category	# of Athletes	
Amazing Women	Cheer	All Star	U17 L1	Level 1		5 (0M / 5F)	Edit Team

[Submit & Confirm Registration](#)

- Check the email addresses to ensure the waiver requests go to the correct email.
- Double check the "Teams in Registration" section and ensure athlete numbers and divisions are correct.
- Click on the "Send Waiver Requests". A system generated email will be sent to all email addresses listed. Individual waiver emails are specific to each athlete and therefore cannot be shared/forwarded from another athlete. This can be done at a later date, but must be completed a minimum of 4 weeks in advance to allow sufficient time for follow ups.
- Click "Submit and Confirm Registration"

Step 3: Confirm Fees

The program will automatically calculate fees based on the date of registration.

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
Amazing Women	All Star	1	6	On-Time	\$ 50.85 CAD / Athlete	\$ 50.85 CAD
Famous Ladies	All Star	7		On-Time	\$ 50.85 CAD / Athlete	\$ 355.95 CAD
				Crossover (\$ On Time Athletes)	\$ 150.00 CAD	
				Crossover (\$ Athletes)	\$ 150.00 CAD	
				Total Amount	\$556.80 CAD (\$602.00 CAD)	
				Outstanding Amount	\$556.80 CAD	
				Coupon Code	<input type="text"/>	Apply

If this is the 2nd/3rd event in the season that you are registering for, please email us so that we can provide you with your coupon code to save on the registration fee.

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.
- Payments received after the on-time date will be subject to the late fee.

2021-2022 Cheer Challenge Canada Event Pricing

1st Event						
Division	On-time	Hst	Total	Late	Hst	Total
Pom	\$ 40.00	\$ 5.20	\$ 45.20	\$ 45.00	\$ 5.85	\$ 50.85
School	\$ 40.00	\$ 5.20	\$ 45.20	\$ 45.00	\$ 5.85	\$ 50.85
Novice	\$ 40.00	\$ 5.20	\$ 45.20	\$ 45.00	\$ 5.85	\$ 50.85
Prep	\$ 40.00	\$ 5.20	\$ 45.20	\$ 45.00	\$ 5.85	\$ 50.85
All Star	\$ 45.00	\$ 5.85	\$ 50.85	\$ 50.00	\$ 6.50	\$ 56.50

2nd Event						
Division	On-time	Hst	Total	Late	Hst	Total
Pom	\$ 35.00	\$ 4.55	\$ 39.55	\$ 40.00	\$ 5.20	\$ 45.20
School	\$ 35.00	\$ 4.55	\$ 39.55	\$ 40.00	\$ 5.20	\$ 45.20
Novice	\$ 35.00	\$ 4.55	\$ 39.55	\$ 40.00	\$ 5.20	\$ 45.20
Prep	\$ 35.00	\$ 4.55	\$ 39.55	\$ 40.00	\$ 5.20	\$ 45.20
All Star	\$ 40.00	\$ 5.20	\$ 45.20	\$ 45.00	\$ 5.85	\$ 50.85

3rd Event						
Division	On-time	Hst	Total	Late	Hst	Total
Pom	\$ 30.00	\$ 3.90	\$ 33.90	\$ 35.00	\$ 4.55	\$ 39.55
School	\$ 30.00	\$ 3.90	\$ 33.90	\$ 35.00	\$ 4.55	\$ 39.55
Novice	\$ 30.00	\$ 3.90	\$ 33.90	\$ 35.00	\$ 4.55	\$ 39.55
Prep	\$ 30.00	\$ 3.90	\$ 33.90	\$ 35.00	\$ 4.55	\$ 39.55
All Star	\$ 35.00	\$ 4.55	\$ 39.55	\$ 40.00	\$ 5.20	\$ 45.20

On-time Registration Dates

October 15th, 2021: Breath of Life Cheer Challenge
November 30th, 2021: Extreme Chill Cheer Challenge
November 30th, 2021: Quest in the West Cheer Challenge