

**Virtual Event Registration Instructions:**

1. Log in to register.canadiancheer.com. If you do not remember your password, please email [marley@canadiancheer.com](mailto:marley@canadiancheer.com) to reset your information.
2. Upload athletes to the system using the "Upload Button". You can download the template for exact uploading instructions.

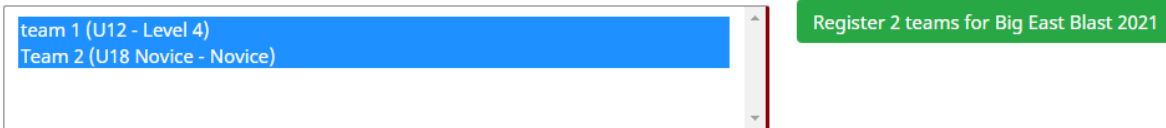


3. Create your teams.
4. Add athletes to your team

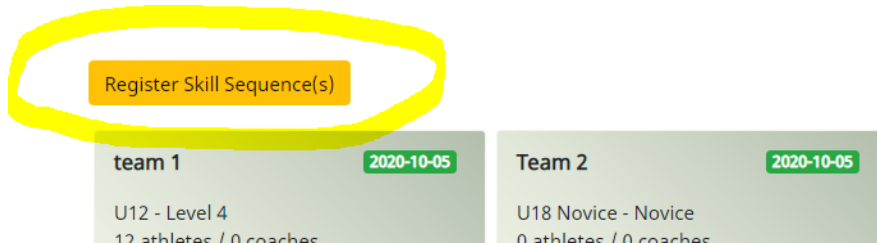


5. Under "My Events", select the event you wish to register for.
6. Highlight the teams that are attending the event, and click "Register teams for \_\_\_\_"

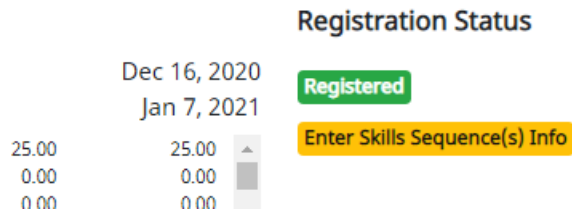
Select Teams \*



7. If you are competing a skill sequence, click the yellow "Register Skill Sequence(s)" button:



8. Then, click "Enter Skills Sequence Information"



9. Type in all information regarding the registration. Which teams are competing what, then click update. eg:

Team 1: Competing a routine AND Jump sequence  
Team 2: Competing a jump sequence and dance sequence  
Team 3: etc...

10. Wait for confirmation email containing a snapshot of your invoice.