CANADIAN CHEER X THEMIS REGISTRATION BOOKLET





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ACCOUNT CREATION STEPS FOR THEMIS

- 1. Click link provided: <u>https://ca.themis.events/Connect/canadiancheer</u>
- 2. Click the blue "Register" button.

REGISTER

3. Fill in the required information and Click the red "Register" button.

REGISTER

4. Click the middle box "I want to create a new program"

Welcome

Thank you for registering to Cheer Themis. If you experience any issues with the platform, please submit a short report which can be accessed by clicking the plus button (always visible on the lower right corner). In order to help you get started, which of the following best describes you?

> I would like to import my data from USASF I want to create a new program Someone asked me to create an account CONTINUE







5. Fill in your program's information including Logo, Website and Phone Number

Add My Pro	ogram	-
Create Program		
Program Name *	Legal Name	DBA Name
	City *	
Address *	Strathmore	Postal Code
	State or Province *	Country *
Address 2	Alabama	✓ United State:

6. Fill in your main gym location (you will be able to add other locations afterwards)

Create Location	1				
Location Name *	Country* Canada		•	State or Province * Alberta	
Address * 123 Rabbit Way		Address 2			Postal Code * L4N5P5
Contact Phone * (705) 796-6718		Secondary Phon	e		Cell Phone
Email *					
		CRE	EATE L	OCATION	













VIEW MORE PRODUCERS

THEMIS EVENTS	Navigate	•
Event Produce	ers	
	Program(s)	Event Producer(s)
	Zacks Gym	The Open Championships - Brands: The Open Championships Series, Celebrity
		Stage 8 Dance Brands

Zacks Gym	The Open Championships - Brands: The Open Championships Series, Celebrity
	Stage 8 Dance Brands - Brands: Stage 8 Dance, The Dance Connection, Dance 1st
	Rockstar Championships
	Winners Choice Championships - Brands: Winners Choice Championships
	Canadian Cheer - Brands: Canadian Cheer

From this screen, ensure that the Canadian Cheer producer is connected to your account. If it is not, click the "connect" button. 8. Account Creation Complete!!!

If you get an error message while creating an account, try refreshing first..if that doesn't work, please contact zack@canadiancheer.com





CREATING A TEAM ON YOUR ACCOUNT

1. Ensure you are on the "Team" tab of your desired location.

THEMIS	Navigate Main Gym				
EVEN15	Tester Gym 💙	Main Gym			
Manage L	ocation - N	lain Gym	/ 1		
TEAMS	ATHLETES	COACHES	PERSONNEL	EVENTS	USERS
Teams +					

2. Click the plus (+) button next to "Teams" 3. Create your "Team Name" and add a description if you want to.

THEMIS	Navigate Main Gym			-	
	Tester Gym > Main Gy	m			
Create Tea	ım				
	Team Name *		Description		
			CREATE TEAM		
	Select Default Division				
	Rules Organization	•			















4. Choose "Rules Organization" as Cheer Canada

- a. Competition Type: Competitive
- b. Athlete Types: Cheer
- c. **Tier:** 'Desired Category'
- d. Level: Level of Team
- e. **Division:** Division of Team

5. Click Red Create Team Button

CREATE TEAM

Congrats you have created your first team!

If you get an error message while creating an account, try refreshing first..if that doesn't work, please contact zack@canadiancheer.com



IMPORTING/ADDING ATHLETES TO YOUR TEAM

- 1. There are **3 Options** to add athletes to a team.

 - Athlete' Button

OPTION A

Fill in all required information and click the red "Create Athlete" button.

	Burlington			•		ZACK BETHE	au =
10	Zacks Gym > Durlington >	A-Team					
hlete							
□ Allo	w minimum athlete information						
		Middle Nam	ie	Last Name *		Suffix (Jr, Sr, etc.)	
Nick Nam	ne						
Address *	•0		Address 2		City*		
Address *			Address 2		City *		
Address * Country* Canada		•	Address 2 State or Province* Ontario		City* Postal Code	š	
Address * Country * Canada		•	Address 2 State or Province* Ontario	Gender	City * Postal Code	•	
Address * Country * Canada	•	• Home Phon	Address 2 State or Province* Ontario	Gender Female	City* Postal Code	• Email •	
Address * Country * Canada Cell Phone	ie *	• Home Phon	Address 2 State or Province* Ontario	Gender Female	City* Postal Code	• Email •	



a. Click the plus (+) button next to 'Athletes' to manually create an athlete profile.

b. Choose a previously created athlete profile from the dropdown menu and click 'Add

c. Import athletes via <u>CSV</u> by clicking the 'Import Additional Athletes from CSV' button.



OPTION B

Athletes" button.



OPTION C

Team Roster CSV Template-Make Copy

- 1. Click the red "Import Additional Athletes from CSV" button.
- 2. For easiest upload: Download the provided Excel/CSV Template by clicking the white cloud with an arrow in the bottom right of the screen.
- 3. Once downloaded: Copy your team's roster information into the template, ensuring to match your information to their appropriate column.
 - a. Ensure to remove any special characters from CSV data otherwise the import process will not work.



Choose one or multiple Athletes that are already added to your account and click the red "Add





Burlington

Zacks Gym > Burlington > TESTER

Import Athletes on Zacks Gym - TESTER

CSV File: Passe select	* CIV file				G	Choose a CS to your team will try its be the correct f header, und assign the a you carefully below the im	V file to im n. If your CS st to matcl ields. If you heck the bo ppropriate y review yo sport butto	port athletes a SV has a heade h the columns or CSV does no or to the left to fields. We reci or athletes in t on before subr	and add them ar, the softwa of your CSV t at have a ormanually ommend that the preview nitting	Date Form	ut VYYYY • CSV file ha CSV file ha	is a heade is minimal	#) []]	
								Ĵ	SELECT CSV R	LE				
								1	IPORT ATHLE	TES				
Impo	rt Review													
First Name	Middle Name	Last Name	Email	Gender	Address 1	Address 2	City	Country	Postal Code	Cell Phone Number	State	Birth Date	Guardian First Nama	Gu N

data matches the system's)

ease match your file's columns to the appropriate fields First Name		Middle Name		Last Name	
First Name	-	Middle Name	-	Last Name	-
Email		Gender		Address 1	
Email	Ľ	Gender	•	Address 1	-
Address 2		City		Country	
Address 2	-	City	•	Country	-
Postal Code		Cell Phone Number		State	
Postal Code		Phone Number	•	State	
Birth Date		Guardian First Name		Guardian Middle Name	
Birth Date		Guardian First Name	•	Guardian Middle Name	
Guardian Last Name		Guardian Address 1		Guardian Address 2	
Guardian Last Name	·	Guardian Address 1	•	Guardian Address 2	-
Guardian City		Guardian State		Guardian Country	







5. Click red 'Select CSV File"; select your completed and saved template to upload. 6. Review and ensure that each box title matches what is in the box (Ensuring the columns of your



7. At the bottom there will be a sample of the athletes you are attempting to import. If all looks correct, Click Red "Import Athletes" button.

Birth Oute		Guardian First Na	me					Guardian	Middle Name				
Birth Date	٠	Guardian Fi	rst Name				÷	Guard	fian Middle N	ame			•
Guardian Last Name		Guardian Addres	ú)					Guardian	Address 2				
Guardian Last Name	•	Guardian Ad	idress 1				•	Guard	fian Address	2			•
Guardian City		Guardian State						Guardian	Country				
Guardian City	•	Guardian St	ate				•	Guard	fian Country				•
Guardian Postal Code		Guardian Email						Guardian	Cell Phone Num	ber			
Guardian Postal Code	2	Guardian Er	nail					Guard	fian Cell Phor	e Number			•
				IMPORT AT	HLETES								
Import Review											۹ 🛆	ē =	÷
First Middle Last Email Gender Name Name Name	Address 1	Address 2	City	Country	Postal Code	Cell Phone Number	State	Birth Date	Guardian First Name	Guardian Middle Name	Guardiam Last Name	Guardian Address 1	Guard Addri 2
John Mister Smith zack@zack.com M	123 Mary Way		London	CA	171513		ON	1999- 03-21	john	Mark.	Smith	123 Rabbit Way	
										Rows per pag	e: 10 - 1-1	oft C	, ⊕

Congratulations you have imported athletes to your team!









ADDING COACHES AND PERSONNEL TO YOUR ACCOUNT

- (These are specific to location)
- respective boxes.

e Coach	- Zack Bethell 🖌 🔳	
First Middl Last M Suffix Nick f Title: Addre Addre City: State: Bosta	lame: Zack e Name: Jan Jame: Bethell s fame: sss: sss 2: Ontario	Teams A-Team B-Team Tester
Email Phon Home Gend Birth	ry: CA zack@zack.com 2: Phone: er: Female Date: 01/01/1999	

3. Teams are required to have a coach to be allowed to register.



1. Coaches and Personnel are added through their specific tab on your main page of your account.

2. On the coaches profile you will add them to the specific teams they coach by clicking the

Note: Please add only one coach per team-this will be your cheer replay contact during events.







REGISTERING FOR EVENTS

EVENTS		Zacks Gym > Burlington								
lanage	Location - B	urlington	/ •		VIEW MORE PR	ODUCERS				
TEAMS	ATHLETES	COACHES	PERSONNEL	EVENTS	USERS	EVENT BALANCE				
-4	Filter Events By	Scoring Authority			-	Filter Events By Producer				
Jan 20, 2024 - B Canadian Chee	Sattle at the Border 20. or - Canadian Cheer	24		Burlington						
Jan 21, 2024 - B Canadian Chee	3order Showdown 2024 er - Canadian Cheer			Burlington						
Jan 27, 2024 - B Canadian Chee	Sig East Blast 2024 er - Canadian Cheer			Burlington						
Jan 28, 2024 - R Canadian Chee	tig Fast Showdown 202 ar - Canadian Choor	4		Burlington						
Jen 28, 2024 - C Canadian Chee	Cheerfest 2024 er - Canadian Cheer			Burlington						
Feb 09, 2024 - 0	Ontario Championship	s 2024		Budiastan						

of the page.

EVEN	IS Zac	urlington ks Gym > Burlin	gton			<u>.</u>					
lanage L	ocation - B	urlington	1		VIEW	MORE PRO	DUCERS				
TEAMS	ATHLETES	COACHES	PERSONNI	EL EVE	NTS	USERS	EVENT BALA	NCE			
	Burlington Zacks Gym > Burlington OCATION - BURLINGTON ATHLETES COACHES Filter Events By Scoring Authority Teams Aug 3 10 1 A-Team B-Team				•	Filter Events B	y Producer				
0	Teams	3 1	August 0 17 24 31	September 7 14 21 28	October 5 12 19 26	No 2 9	wember 16 23 30 7	December 14 21 28	Janua 4 11 1	ry 18-25	Fet 1 R
Burlington	A-Team										
Burlington	Tester										
Burlington	B-Team										





1. On the events tab you will see all the events you are able to register for in a list.



2. You can also view the events in a calendar format by clicking this symbol: 🖬 in the top left





- Tester team is available to register.
- registration page:

alloussi:	Navigate		•		
Event Registr	ation - Fall Classic (November 9, 20	24)		
DETAILS	ATHLETES COACHES	PERSONNEL		All Star - U12 Level 2	Discount Code
-	O Teams must have a	e (Click on error to fix.) t least one coach assigned			
Event Details	Location	Venue Name: Address:	CAA Centre 7575 Kennedy Rd S Brampton, Ontario L Canada	£W 412	
	Dates 🗇	Time Zone: 	America/Toronto y November 9 2024, 8:0	0 AM - 5:00 PM	
	Registration Breakdown	 \$65.00 - Cros \$65.00 - Cros 	isover Athlete Rowan M isover Athlete John Smit	artin on Team for Event Fall Clas h on Team for Event Fall Classic	sic

register.





3. Either view will show you the events and if your teams are already registered or if they are available to register: In the case of the above A-Team and B-Team are already registered and

4. After selecting the team and event you would like to register you will be brought to a



5. Any errors will be stated: in this case there must be at least one coach assigned to a team to



select the Register button.

and a state	Navigate Zacks Gym > Burlington	n > Tester	•		
Event Regist	ATHLETES COACHES	November 9, 202	24)	All Star - U12 Level 2	+ Discount Code
Event Details	Location	Venue Name: Address:	CAA Centre 7575 Kennedy Rd S Brampton, Ontario L Campton Tarreto	.bw 41z	
	Dates ⑦ Registration Breakdown	 Saturday \$65.00 - Cross \$65.00 - Cross 	November 9 2024, 8:0 sover Athlete Rowan M.	0 AM - 5:00 PM artin on Team for Event Fall Classic th on Team for Event Fall Classic	ssie:

7. Underneath the registration breakdown you will be able to view your invoice for the team that was just registered. Your Gym Total will be under the Event Balance Tab.



REGISTERING FOR EVENTS



6. After resolving errors: ensure the division is correct, input any discount codes if applicable and





CHANGING DIVISION AFTER REGISTERING

1. Go to Events Tab

TH	EMIS Ents											
lanage Lo	cation - Cł	neerforce /	Allstars	/•		VEN 9	ONE PRODUCERS					
TEAND	ATHLETIS	CONCHED	PERSONNEL	EMINTS	49690	EVENT BALANCE						
	Filter Even	ts By Scoring Autho	vity				~	Filter Events B	y Producer			
Legend No events are au Train has region region, but you	aliable red in the part, or he may view biccoric left	es missed an evens, de lemation.	ene events are	Tversty) are availabl	÷.			Team is register	nd for event(c) this we	ik and you are rea	dy no go.	3
	Teama	-4 20 27	May 4 11 12 25)	july 6 11 20 27	August 1 10 17 24 31	Saptaerdaar 7 14 21 28	October 5 12 19 26	November 2 9 16 21 30	December 7 14 31 28	january 4 11 18 25	i
Cheerforce Allstor	• Galden Girla											
Cheerforce Allatar	s feanle											
Chaarforca Allatar	• Diamar											
Chearfarse Allatar	a Lady Lava											
Chearfarez Allatar	• Synergy											
Cheerforte Allatar	a Twinkle											
Cheerlarce Allatar	Divine											8
Cheerforce Allutar	• Fearless											F
Cheerforce Allutar	a Mala								and the second se			

- to modify your division
- 3. Click the "Change Division" button next to the Register/Unregister button.
- 4. Select division from drop down menu







2. Open the registration of the team you wish to modify. (Click the yellow box then Red Writing) If the box is pink please contact zack@canadiancheer.com to open the registration for you





SHOWDOWN DISCOUNT CODE

If you are attending both days of Big East Blast/ShowDown or Battle at the Border/Showdown, you will be required to input a discount code when registering for Showdown to modify your pricing. You input on a per team basis, so please only apply to teams attending BOTH event days (we will be cross referencing)

CODE: SHWDWN25









ADDING OR REMOVING ATHLETES ON A ROSTER OF A TEAM THAT IS ALREADY REGISTERED

1. Go to Events Tab

E	TEMIS	target Cheerfor Cheerfor	orce Alistans	heerfo	rce Allstars		•						
Manage Lo	cation - Cl	neerforce	Allstars	,	•		VEWA	IORE PRODUCERS	l.				
TEAMS	ATHLETES	CONCHES	PERSONNEL	_	EVENTS	USERS	EVENT BALANCE						
	Filter Events By Scoring Authority							•	Filter Events	By Producer			
Legend E No events are a Team has region expired, but you	vailable wood in the pase, or hi a may view historic inf	e missed an event	these events are	•	vers(i) are availab	le .			📕 Team is registe	and for every()) this we	ek and you are rea	dy to go.	i.
	Теата	-4 30 2	May 7 4 11 19 2	, ,	рна 11522 28	juty 6. 13 20 27	August 3 10 17 24 21	September 7 14 31 38	0ccaber 5 12 19 26	November 2 6 16 23 30	December 7 14 21 28	January 4 11 18 25	
Cheerforce Alleter	ra Galden Girla												

modify your roster

4	Ş.	Navigate Cheerforce	Allstars > Cheerforce Allstars > Go	Solden Girls
Event Regist	tration - C	heer for t	he Cure (December 7	7, 2024)
DETAILS	ADULTIS	CONCHES	PERSONNEL	Verlds - MGF Open Level G - Discourt Code
Event Details				
			Location	Venue Name: Tribute Communities Centre: Address: 99 Adhel St E Oshavis, Ontario 1.111 (j0 Canada Time Zane: America/Toronto
			Location Dates ©	- Sanarday December 7 2014, 8:00 AM - 9:00 PM - Sunday December 8 2004, 9:00 AM : 9:00 PM
			Registration Breakdown	 \$175.01. Amount due for Athlete Alexis Verthiand) on Team Solden Side for Fund Cheer for the Fune \$123.00 - Annuars due for Athlete Arms Capenshare on Team Guiden Only in Even Ones for the Cure
				 \$125.00 - Amount due for Athlete Carling Loay on Team Golden Girls for Event Cheer for the Cure \$125.00 - Amount due for Athlete Chice Vurits on Team Golden Girls for Event Cheer for the Cure







2. Open the registration of the team you wish to modify. (Click the yellow box then Red Writing) If the box is pink please contact <u>zack@canadiancheer.com</u> to open the registration for you to





4	4		Alstars > Cheerforce Alstars	+ > Golden Girls		
Event Regi	stration - C	heer for ti	he Cure (Decemb	er 7, 2024)		
DETALS	ATHLETES	COACHES	PEISONNEL		Worlds - MGP Open Level G -	Discourt Code
			Add Athlete	*		
			Remove from Evers Team	Name	Gender	Brth Data
				Alexis vecchiarelii	ternalty	Aug 21, 1995
			-	Anna Caperchione	tende	Mey 15, 2003
				Carling Gray	. .	21, 2003 سلا
				Chice Vurto	tenak	08 ZZ, 2005

dropdown. Doing this will automatically update your event balance.







4. Here you can remove athletes (click the "-" symbol next to their name) and add athletes via



OTHER IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

Event Balance Tab

We are not currently using Themis for payment, you will receive an invoice by email with a breakdown of your fees and information on how to submit your payment. If you have any questions, please contact info@canadiancheer.com

Users Tab

The users tab allows you to add users to your account and set their permission appropriately.

- Ex. You can add a gym admin and allow all permissions
- keep them updated throughout the season.

THEM	21	Novigate Burlington Zacks Gym > Burlin	gton		•					
/lanage L	ocation ·	Burlington	× •							
TEAMS	ATHLETES	COACHES	PERSONNEL	EVENTS	USERS		EVENT BALANCE			
Users +										
		User @		Privileg	es Ø					
		Zack Bethell	O cheer.com	All Peri O	missions	Ø	Na Permissians 1	D	Location ⑦	Ø ,
				Teams ල		Ø >	Athletes Ø	Ø >	coaches ල	Ø ,
				Person Ø	inel	₽ ,	Finances Ø	, 2	Location Users	× 2
				Team L	Jsers	Ø				
						>				



- Ex. You can add coaches at your gym and give them permissions to only modify team rosters to





