

CANADIAN CHEER X THEMIS REGISTRATION BOOKLET



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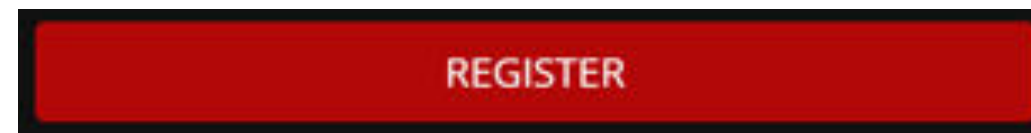
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ACCOUNT CREATION STEPS FOR THEMIS

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



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



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

Navigate
Add My Program

JOHN SMITH

Create Program

Program Name * Legal Name DBA Name

Address * City * Strathmore Postal Code *

Address 2 State or Province * Alabama Country * United States

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

Create Location

Location Name * Country * Canada State or Province * Alberta City * Strathmore

Address * 123 Rabbit Way Address 2 Postal Code * L4N5P5

Contact Phone * (705) 796-6718 Secondary Phone Cell Phone

Email *

CREATE LOCATION



7. On the "Events" tab click the button "View More Producers":

VIEW MORE PRODUCERS

Program(s)	Event Producer(s)	
Zacks Gym	The Open Championships - Brands: The Open Championships Series, Celebrity	CONNECT
	Stage 8 Dance Brands - Brands: Stage 8 Dance, The Dance Connection, Dance 1st	CONNECT
	Rockstar Championships	CONNECT
	Winners Choice Championships - Brands: Winners Choice Championships	CONNECT
	Canadian Cheer - Brands: Canadian Cheer	CONNECTED

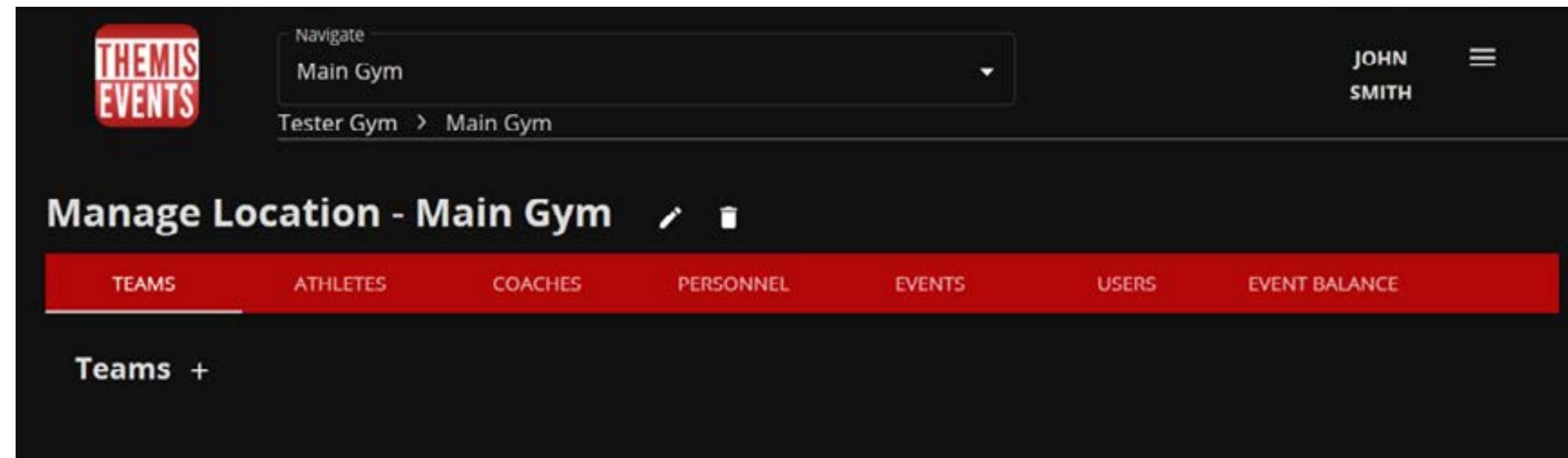
From this screen, ensure that the Canadian Cheer producer is connected to your account. If it is not, click the "connect" button.

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

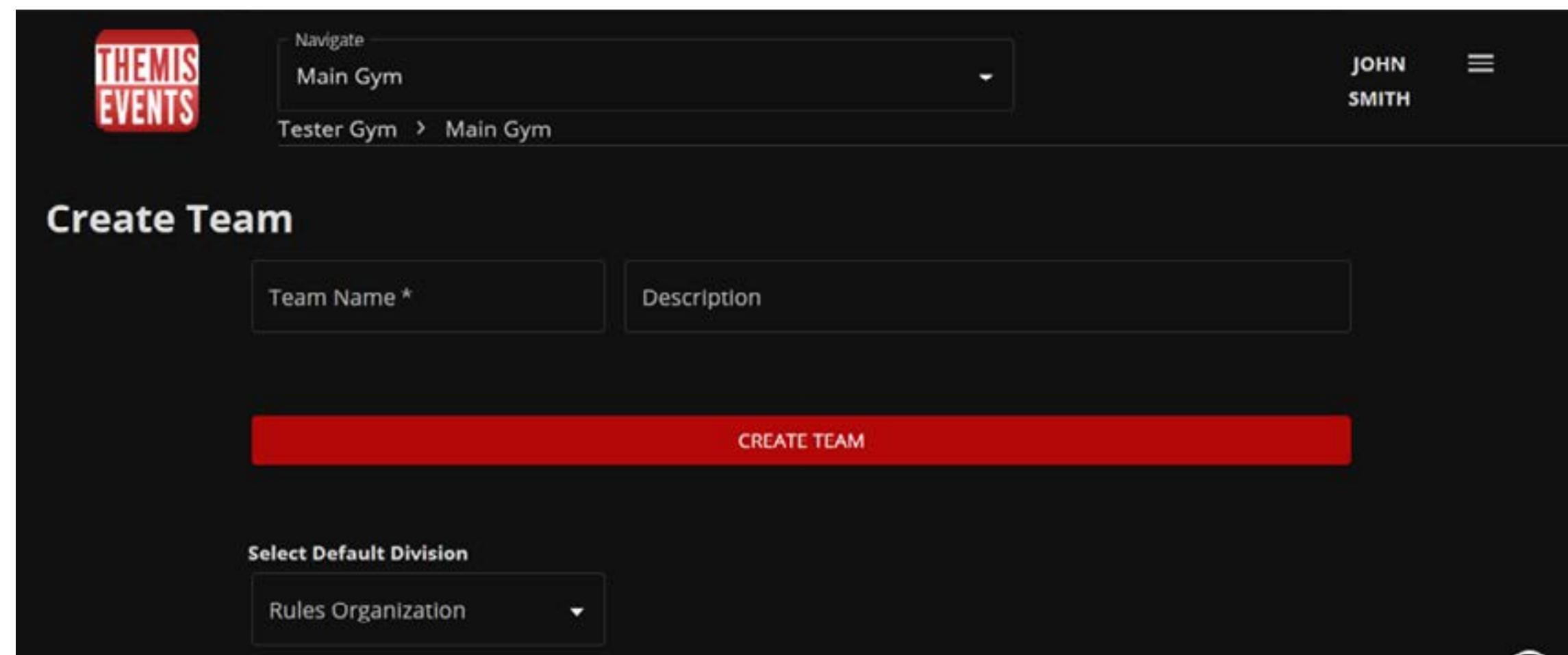
CREATING A TEAM ON YOUR ACCOUNT

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



2. Click the plus (+) button next to "Teams"

3. Create your "Team Name" and add a description if you want to.



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



Congrats you have created your first team!

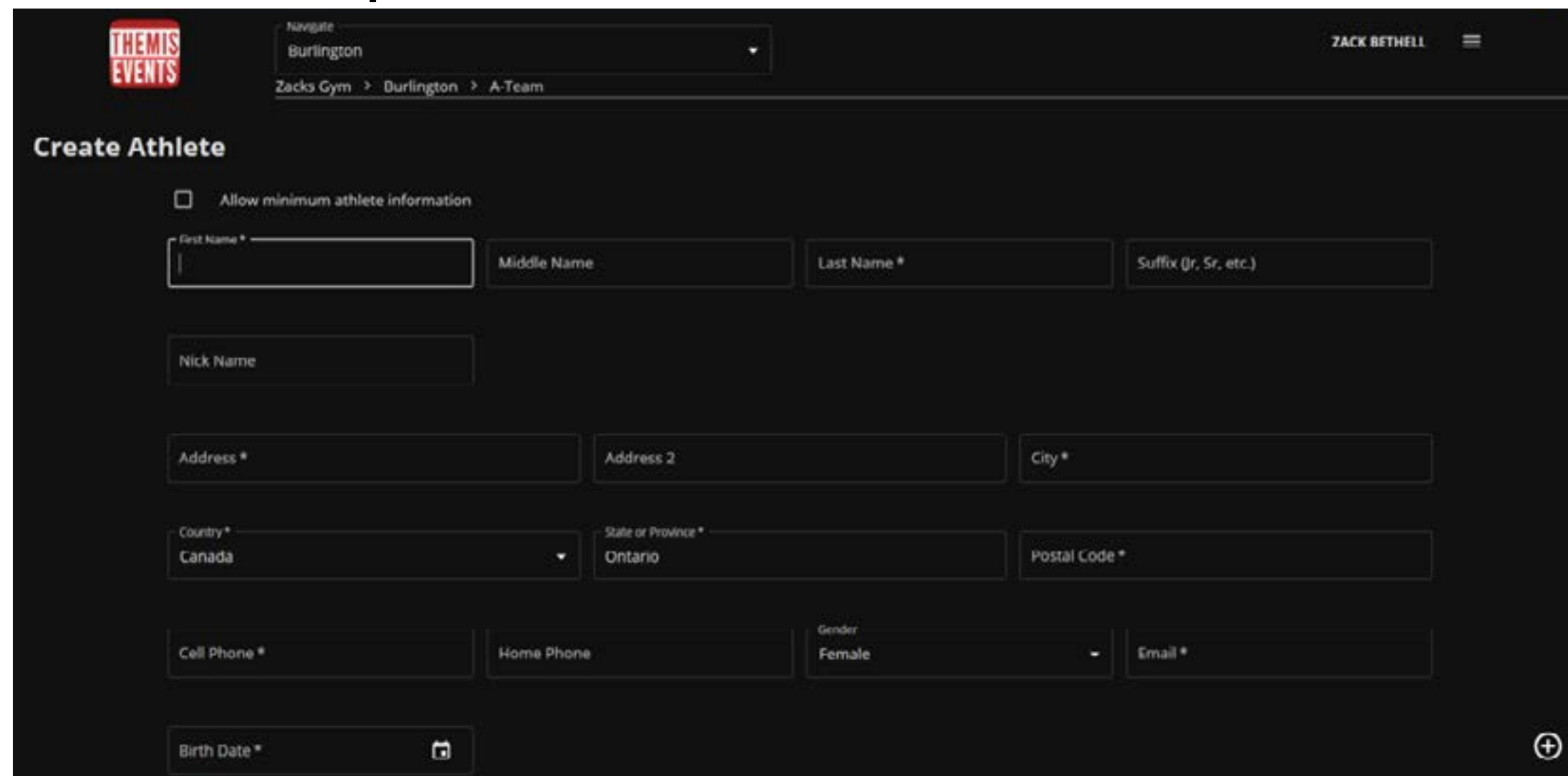
If you get an error message while creating an account, try refreshing first..if that doesn't work, please contact zack@canadiancheer.com

IMPORTING/ADDING ATHLETES TO YOUR TEAM

1. There are **3 Options** to add athletes to a team.
 - 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 Athlete' Button
 - c. Import athletes via [CSV](#) by clicking the 'Import Additional Athletes from CSV' button.

OPTION A

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



The screenshot shows the 'Create Athlete' form in the Themis Events system. The form is titled 'Create Athlete' and includes a checkbox for 'Allow minimum athlete information'. The form fields are as follows:

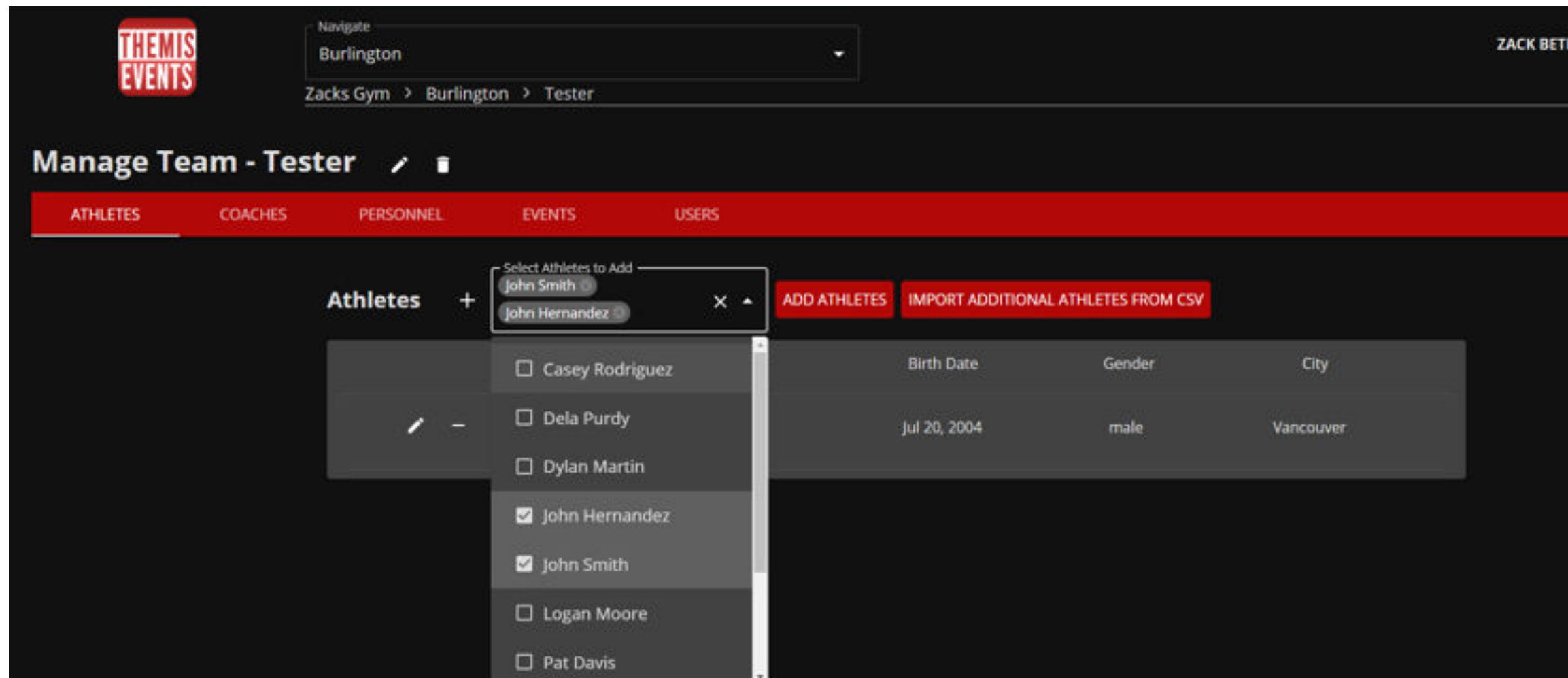
- First Name * (required)
- Middle Name
- Last Name * (required)
- Suffix (Jr, Sr, etc.)
- Nick Name
- Address * (required)
- Address 2
- City * (required)
- Country * (required, dropdown menu showing Canada)
- State or Province * (required, dropdown menu showing Ontario)
- Postal Code * (required)
- Cell Phone * (required)
- Home Phone
- Gender (required, dropdown menu showing Female)
- Email * (required)
- Birth Date * (required, date picker)

The form is displayed on a dark background with white text and input fields. The Themis Events logo is visible in the top left corner of the form area.




OPTION B

Choose one or multiple Athletes that are already added to your account and click the red “Add Athletes” button.



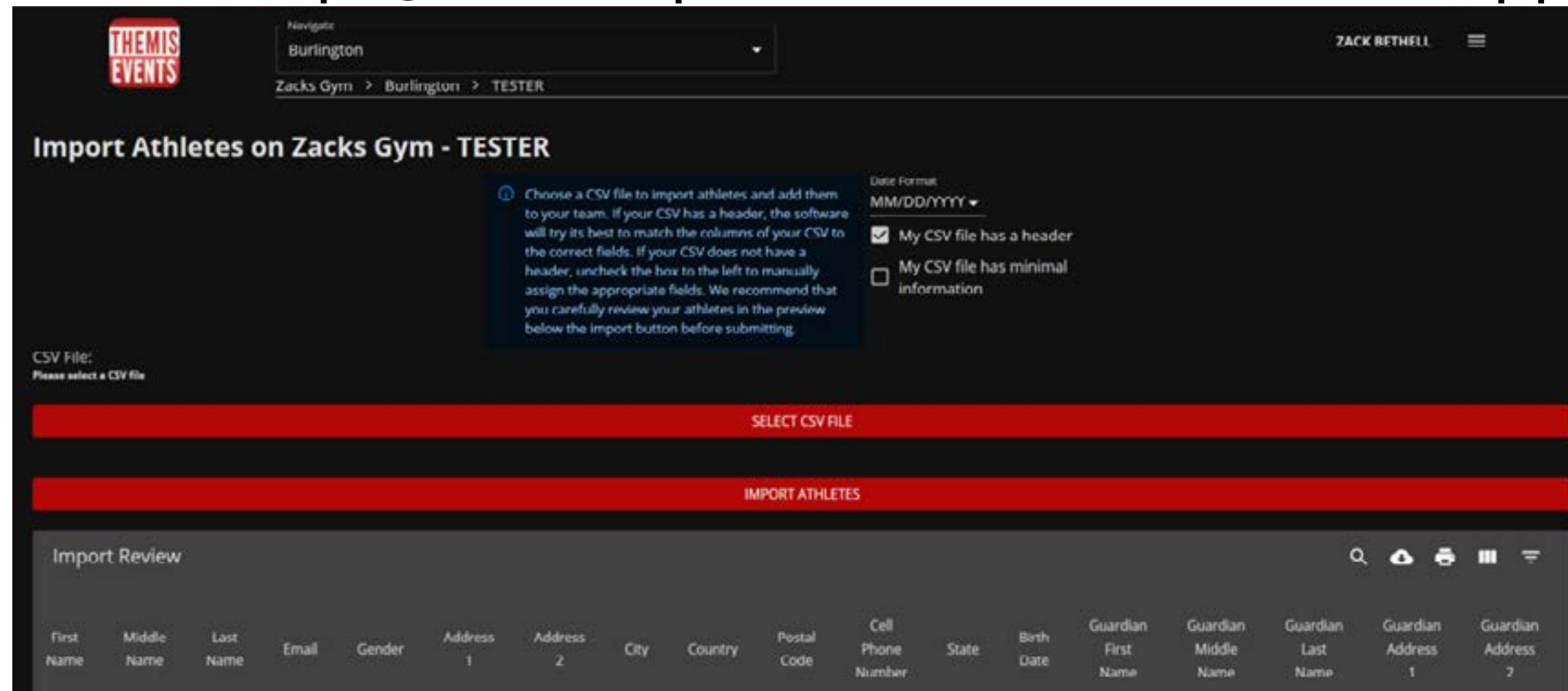
OPTION C

[*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.

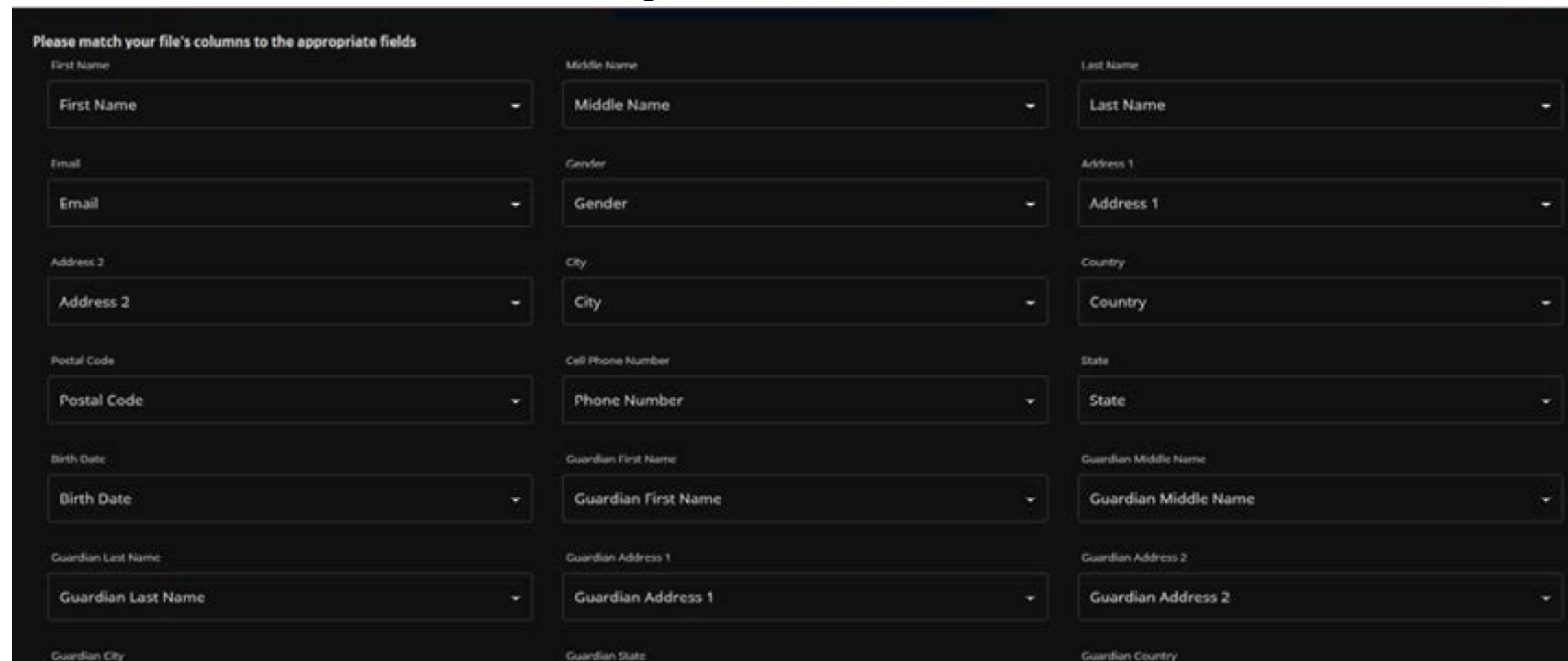


4. On this page, if template was used: Select the appropriate date format that matches your data.



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 data matches the system's)



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.

The screenshot shows a form with the following fields:

- Birth Date
- Guardian First Name
- Guardian Middle Name
- Guardian Last Name
- Guardian Address 1
- Guardian Address 2
- Guardian City
- Guardian State
- Guardian Country
- Guardian Postal Code
- Guardian Email
- Guardian Cell Phone Number

A red button labeled "IMPORT ATHLETES" is positioned below the form fields.

Below the button is an "Import Review" table with the following data:

First Name	Middle Name	Last Name	Email	Gender	Address 1	Address 2	City	Country	Postal Code	Cell Phone Number	State	Birth Date	Guardian First Name	Guardian Middle Name	Guardian Last Name	Guardian Address 1	Guardian Address 2
John	Mister	Smith	zack@zack.com	M	123 Mary Way		London	CA	L7L5L3		ON	1999-03-21	John	Mark	Smith	123 Rabbit Way	

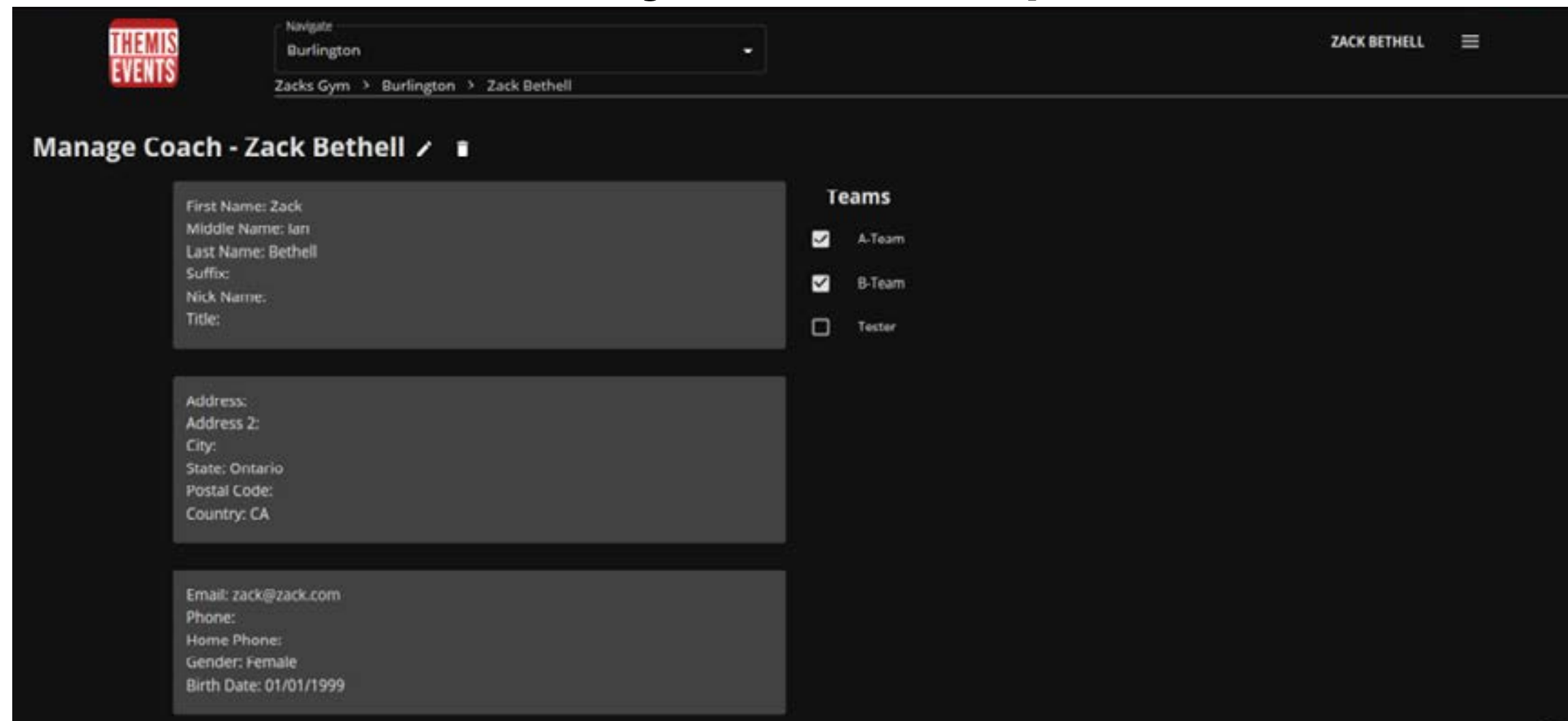
Congratulations you have imported athletes to your team!



ADDING COACHES AND PERSONNEL TO YOUR ACCOUNT

1. Coaches and Personnel are added through their specific tab on your main page of your account. (These are specific to location)
2. On the coaches profile you will add them to the specific teams they coach by clicking the respective boxes.

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

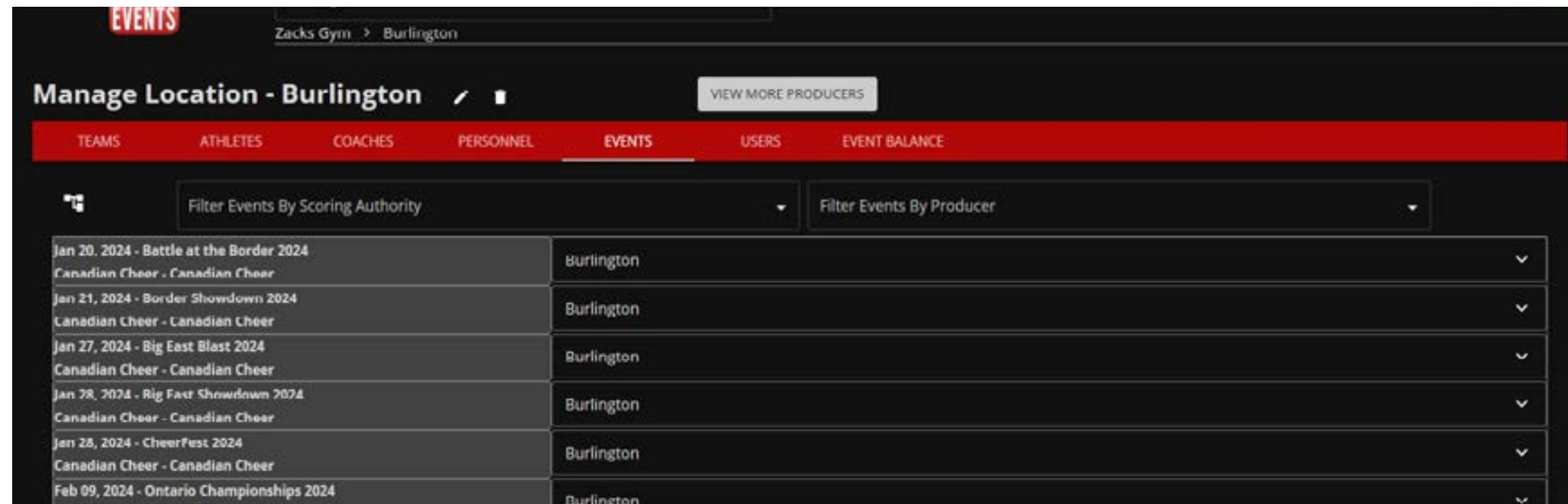


3. Teams are required to have a coach to be allowed to register.

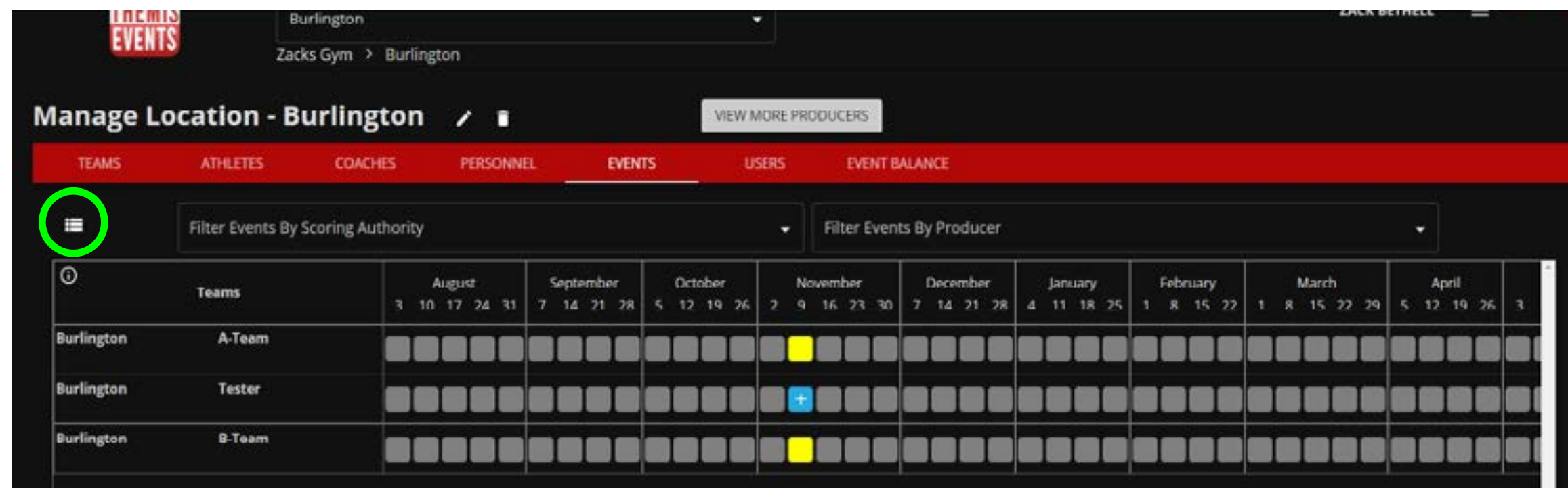


REGISTERING FOR EVENTS

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 of the page.



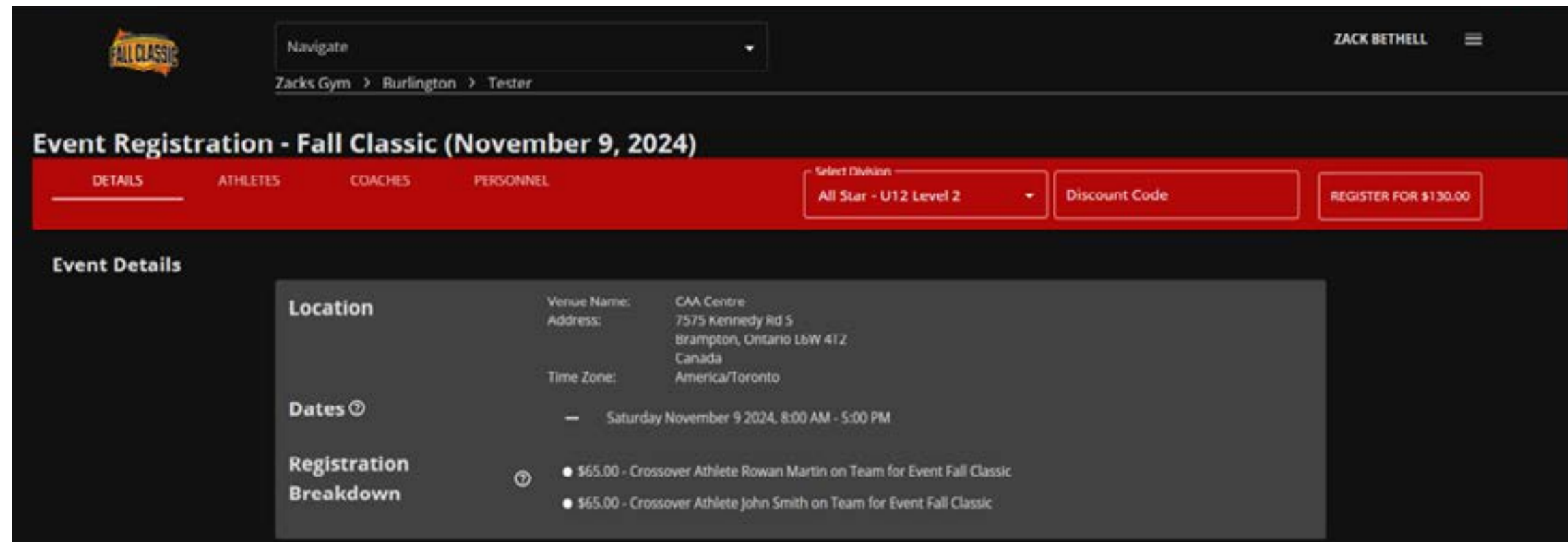
3. Either view will show you the events and if your teams are already registered or if they are available to register: In the case of the above A-Team and B-Team are already registered and Tester team is available to register.
4. After selecting the team and event you would like to register you will be brought to a registration page:

The screenshot displays the registration interface for the 'Fall Classic (November 9, 2024)'. At the top, there is a navigation bar with the event name and a user profile for 'ZACK BETHELL'. Below this, a red header contains tabs for 'DETAILS', 'ATHLETES', 'COACHES', and 'PERSONNEL', along with a 'Select Division' dropdown set to 'All Star - U12 Level 2', a 'Discount Code' field, and a 'REGISTER FOR \$130.00' button. A red error message is visible: 'Issues to Resolve (Click on error to fix.)' with a sub-message: 'Teams must have at least one coach assigned.' The 'Event Details' section includes a 'Location' card with venue information (CAA Centre, 7575 Kennedy Rd S, Brampton, Ontario L6W 4T2, Canada, America/Toronto) and a 'Dates' card showing 'Saturday November 9 2024, 8:00 AM - 5:00 PM'. The 'Registration Breakdown' section lists two items: '\$65.00 - Crossover Athlete Rowan Martin on Team for Event Fall Classic' and '\$65.00 - Crossover Athlete John Smith on Team for Event Fall Classic'.

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



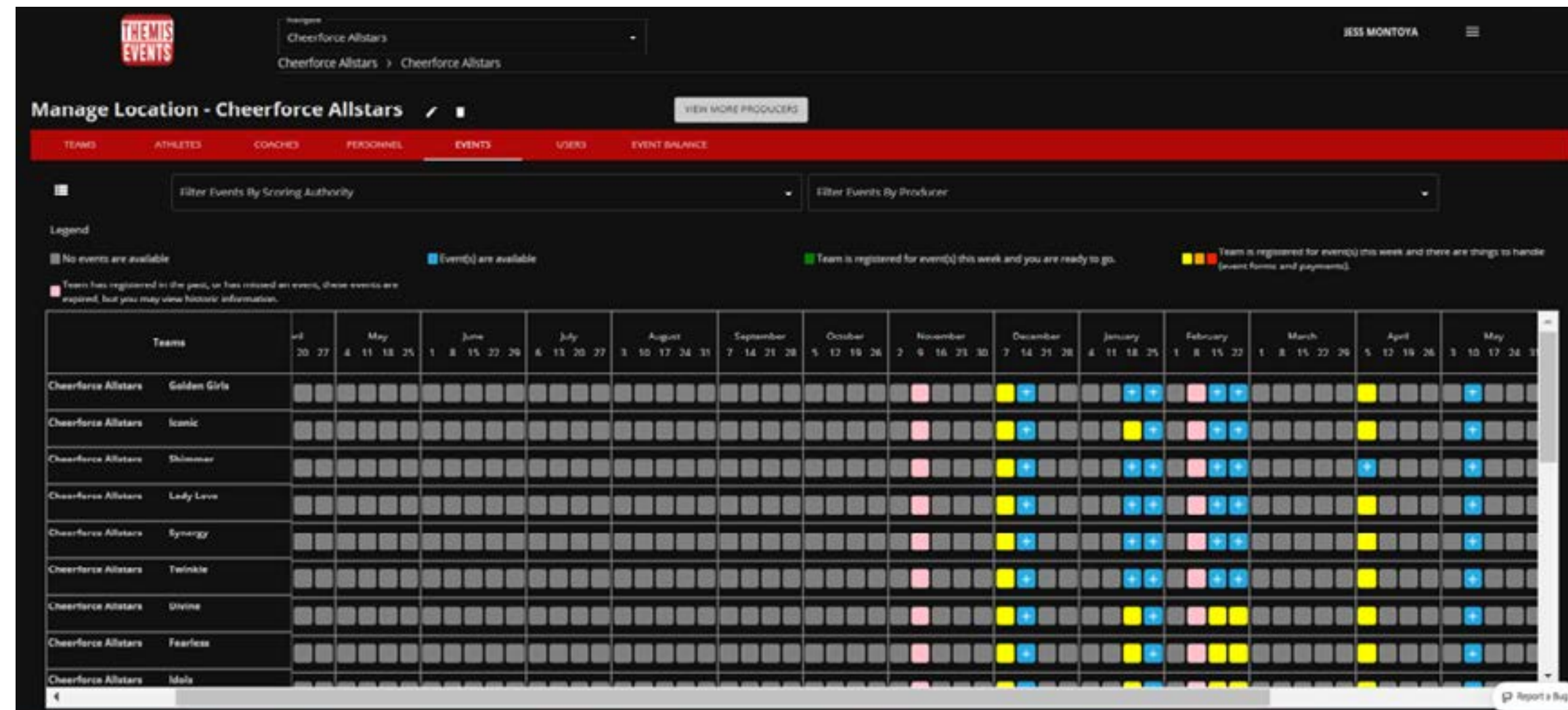
6. After resolving errors: ensure the division is correct, input any discount codes if applicable and select the Register button.



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.

CHANGING DIVISION AFTER REGISTERING

1. Go to Events Tab



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

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.

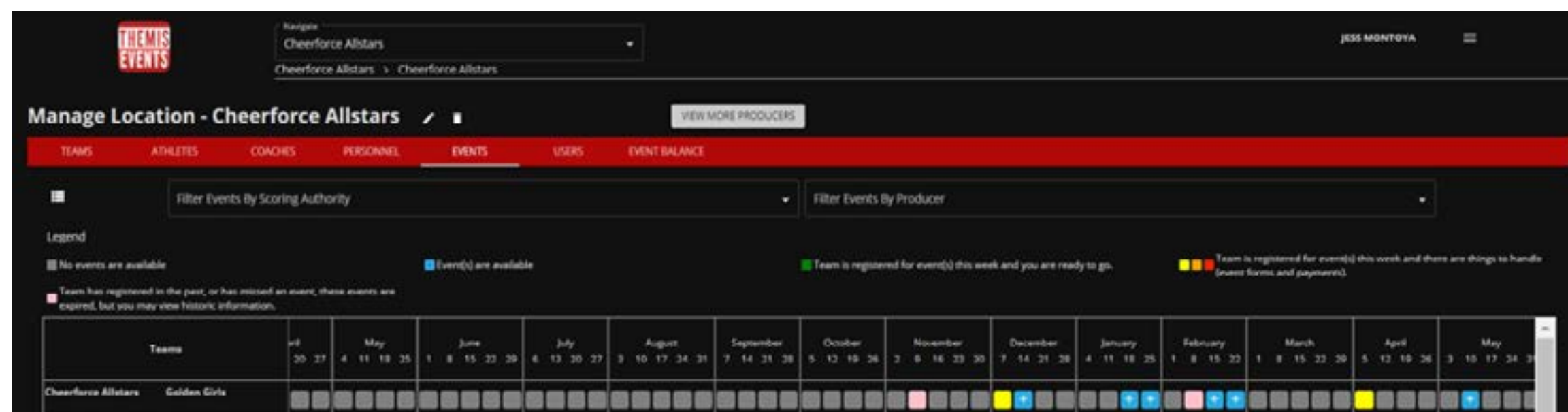
You input on a per team basis, so please only apply to teams attending BOTH event days (we will be cross referencing)

CODE: SHWDWN25

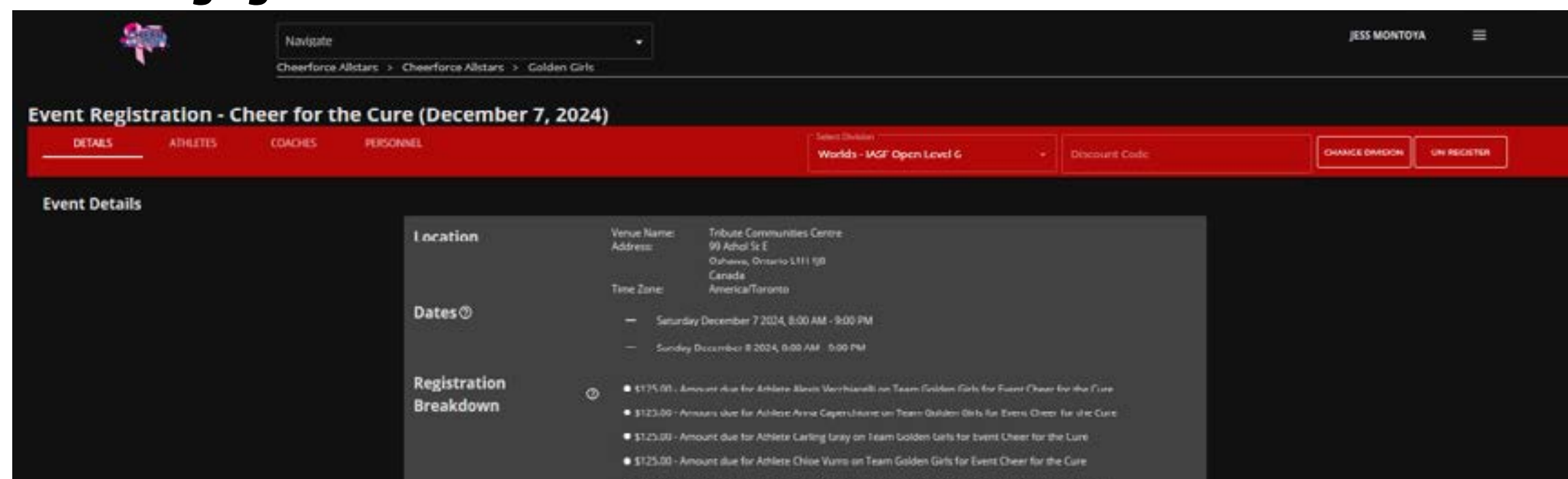


ADDING OR REMOVING ATHLETES ON A ROSTER OF A TEAM THAT IS ALREADY REGISTERED

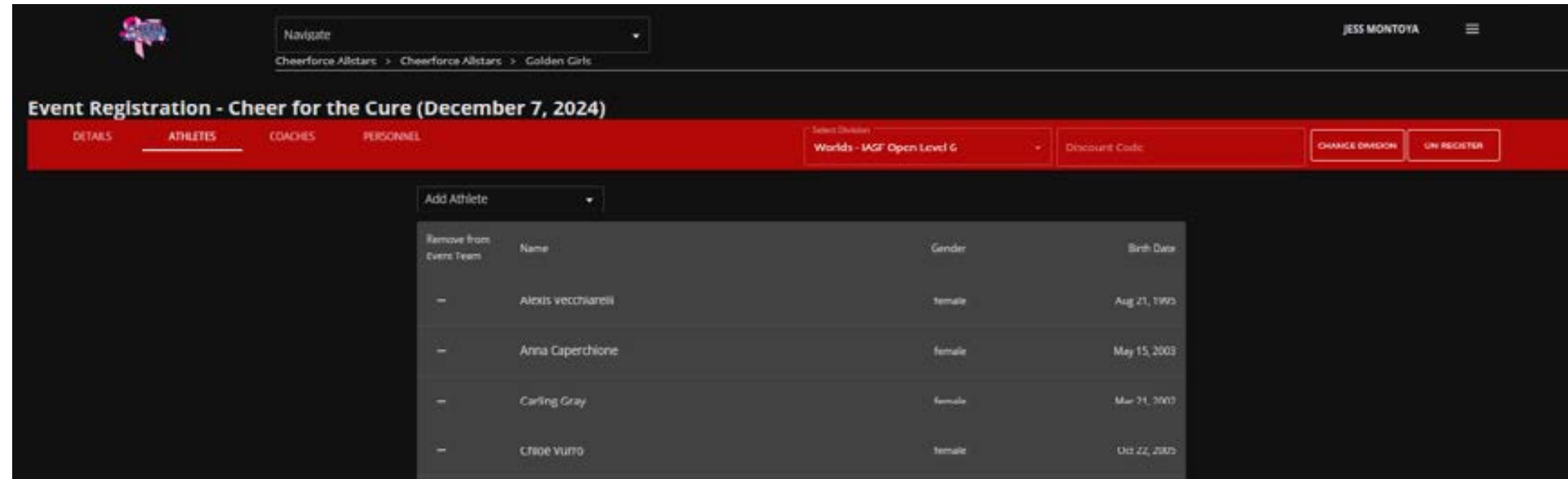
1. Go to Events Tab



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 to modify your roster



3. Click "Athletes" tab within the registration



4. Here you can remove athletes (click the "-" symbol next to their name) and add athletes via dropdown. Doing this will automatically update your event balance.



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
- Ex. You can add coaches at your gym and give them permissions to only modify team rosters to keep them updated throughout the season.

