

CANADIAN CHEER X THEMIS REGISTRATION BOOKLET



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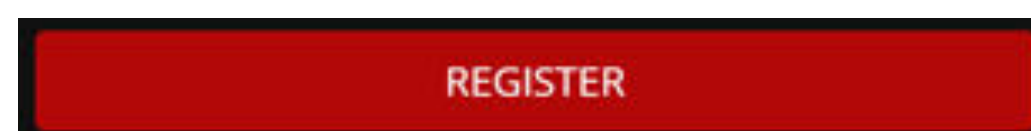


ACCOUNT CREATION STEPS FOR THEMIS

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

The screenshot shows the 'Create Program' form. At the top, there is a 'Navigate' dropdown menu with 'Add My Program' selected. The user's name 'JOHN SMITH' and a hamburger menu icon are in the top right. The form fields are as follows:

Field	Value
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)

The screenshot shows the 'Create Location' form. The fields are filled with the following information:

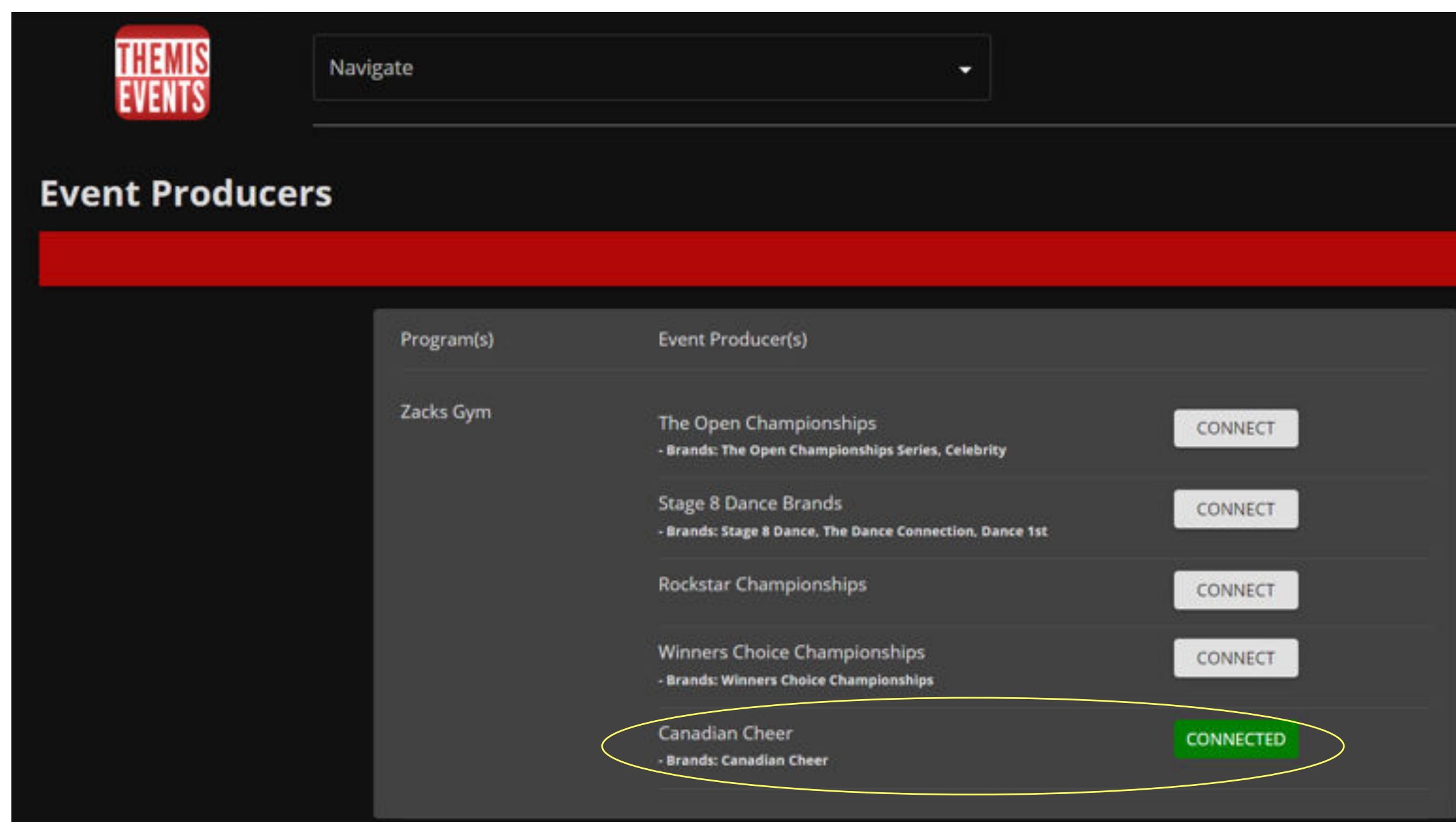
Field	Value
Location Name *	
Country *	Canada
State or Province *	Alberta
City *	Strathmore
Address *	123 Rabbit Way
Address 2	
Postal Code *	L4N5P5
Contact Phone *	(705) 796-6718
Secondary Phone	
Cell Phone	
Email *	

At the bottom of the form is a red button labeled 'CREATE LOCATION'.



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

VIEW MORE PRODUCERS



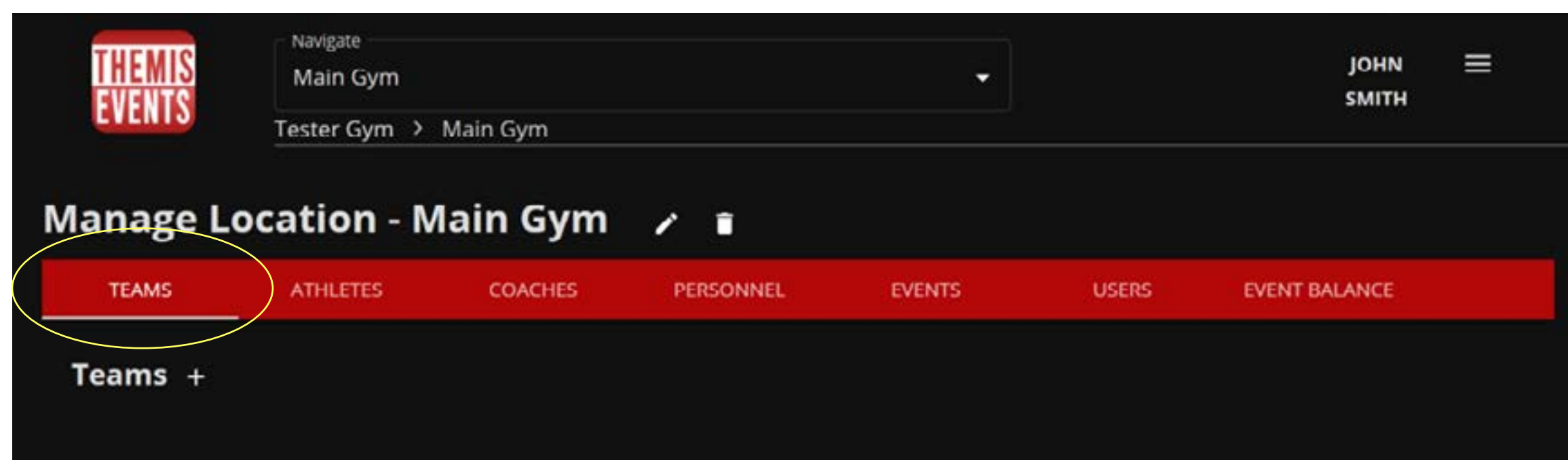
From this screen, ensure that the Canadian Cheer producer is connected to your account. If it is not, click the "connect" button.

8. Account Creation Complete!!!

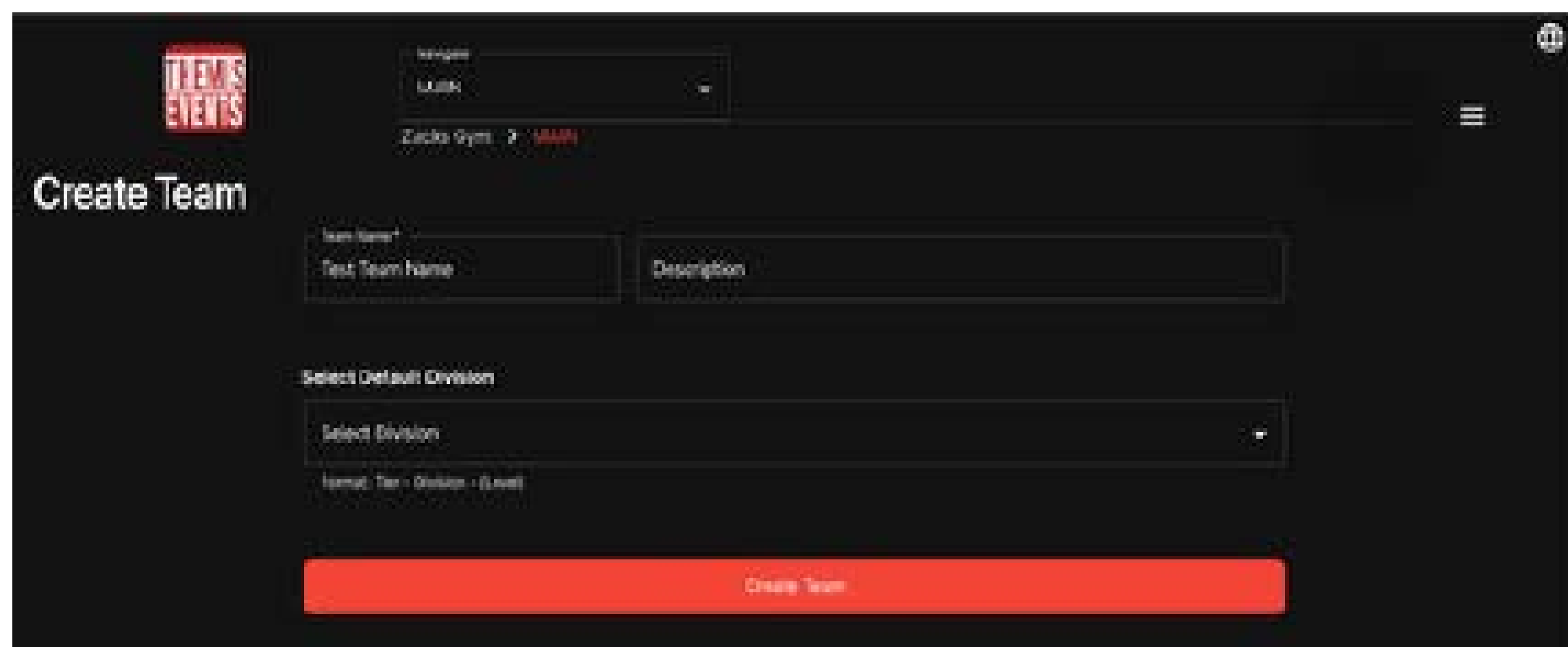
If you get an error message while creating an account, try refreshing first, if that doesn't work, please contact zack@canadiancheer.com

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. Select the Team Division from the Dropdown Menu

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.

***Please note:** The following fields are required when importing your CSV:*

Athlete Information:

- First Name, Last Name, Gender, Birth Date, Address (*Street, City, Country, Postal Code*)

Guardian Information:

- First Name, Last Name, Address (*can be copied from the athlete's address*), Email (*will be copied to the athlete if a separate athlete email is not provided*)

Do not click the "Minimal Information" tab - doing so will create registration complications and may delay your team's processing.



OPTION 1

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

The screenshot shows the 'Create Athlete' form in the Themis Events system. At the top, there's a navigation bar with the Themis Events logo, a location dropdown set to 'Burlington', and a user profile for 'ZACK BETHELL'. Below the navigation bar, the breadcrumb trail reads 'Zacks Gym > Burlington > A-Team'. The main heading is 'Create Athlete'. There's a checkbox labeled 'Allow minimum athlete information' which is currently unchecked. The form fields are as follows: 'First Name *' (text input), 'Middle Name' (text input), 'Last Name *' (text input), 'Suffix (jr, Sr, etc.)' (text input), 'Nick Name' (text input), 'Address *' (text input), 'Address 2' (text input), 'City *' (text input), 'Country *' (dropdown menu showing 'Canada'), 'State or Province *' (text input showing 'Ontario'), 'Postal Code *' (text input), 'Cell Phone *' (text input), 'Home Phone' (text input), 'Gender' (dropdown menu showing 'Female'), 'Email *' (text input), and 'Birth Date *' (date picker). A red '+' icon is in the bottom right corner of the form area.

If you're making a roster change, a pop-up will appear giving you the option to add the athlete(s) to multiple events.

The screenshot shows a pop-up titled 'Add undefined undefined to Events'. It prompts the user to 'Select which upcoming events to add this athlete to:'. There's a search bar labeled 'Search events...'. Below the search bar are two buttons: 'Select All' and 'Deselect All'. To the right of these buttons, it says '1 of 1 events shown'. Below this, there's a list of events. The first event is 'Test Event' with a date of 'Thu, Jul 31, 2025' and a location of 'The International Centre'. It has a red circular icon with a white flame. To the left of the event name is a checked checkbox. To the right of the event name is a red pill-shaped button with a white flame icon and the text '21 +1 -22'. At the bottom of the pop-up are three buttons: 'Cancel', 'Skip & Add from Team Only', and 'Add 1 Athlete to 1 Event' (which is highlighted in red).

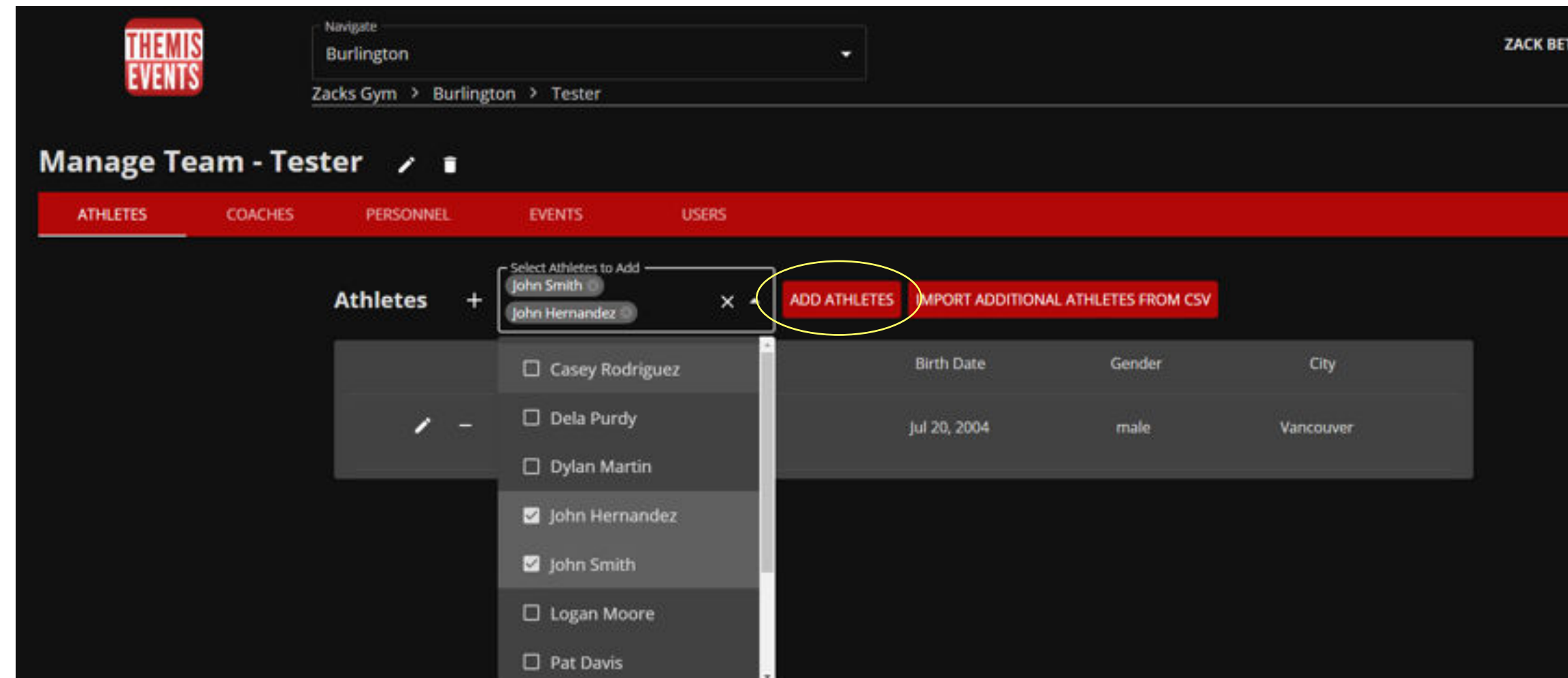
Selecting this will update the roster across each selected event.

For your first import, please select “Skip and Add from Team Only” to ensure the athlete is only added to the main team roster before assigning to events.

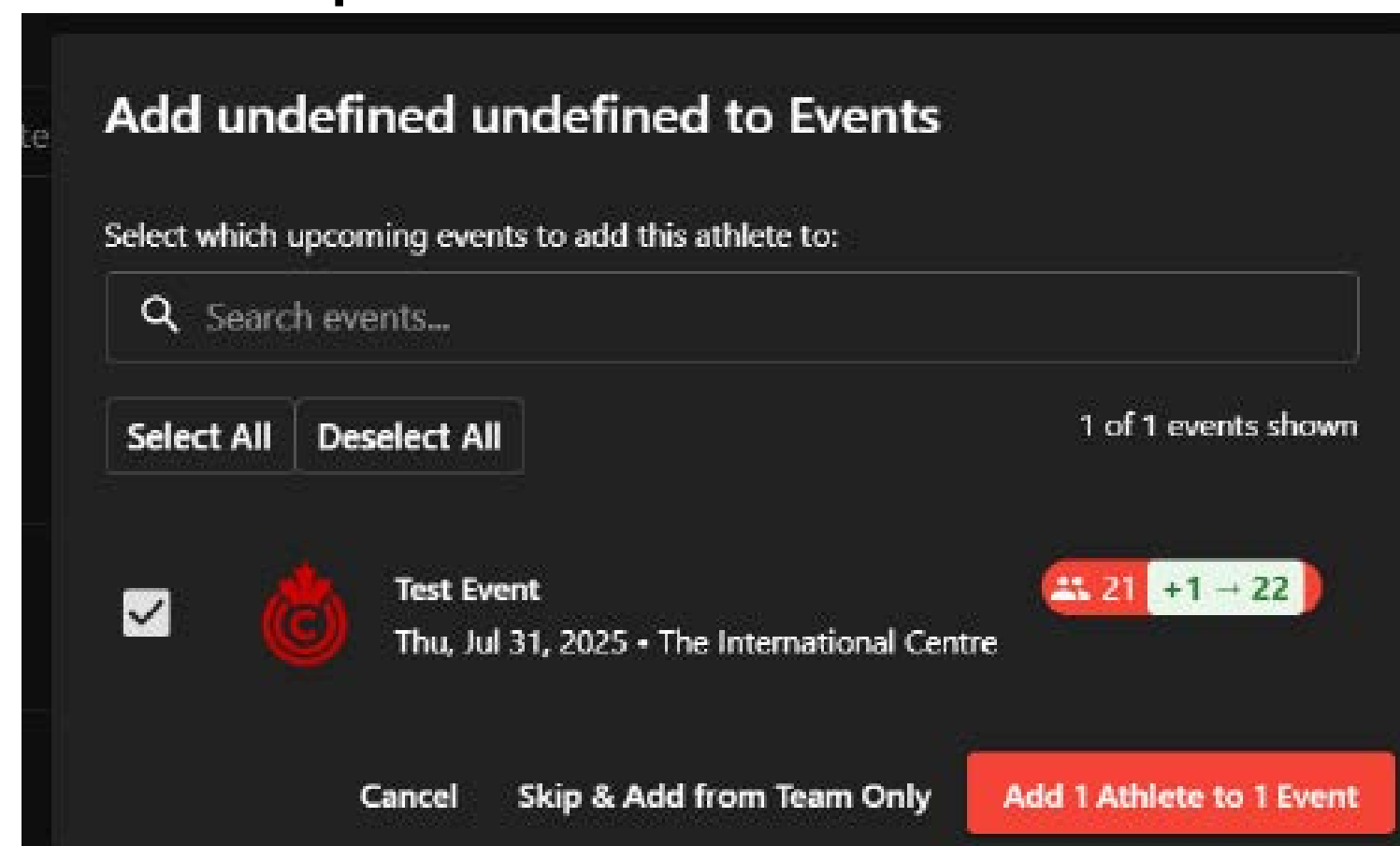


OPTION 2

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



If you're making a roster change, a pop-up will appear giving you the option to add the athlete(s) to multiple events.




Selecting this will update the roster across each selected event.

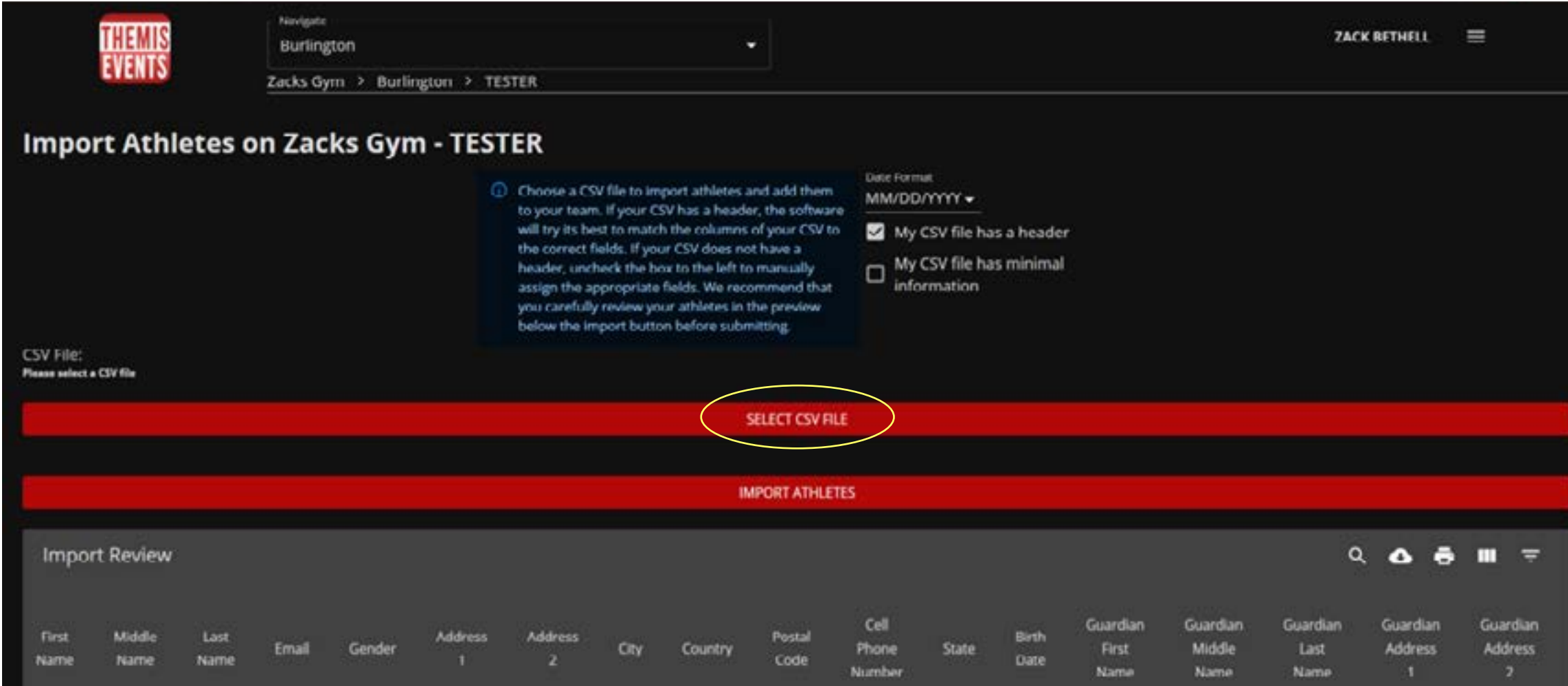
For your first import, please select “Skip and Add from Team Only” to ensure the athlete is only added to the main team roster before assigning to events.



OPTION 3

[*Team Roster CSV Template-Make Copy*](#)

1. Click the red "Import 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.
 - 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.



Import Athletes on Zacks Gym - TESTER

Choose a CSV file to import athletes and add them to your team. If your CSV has a header, the software will try its best to match the columns of your CSV to the correct fields. If your CSV does not have a header, uncheck the box to the left to manually assign the appropriate fields. We recommend that you carefully review your athletes in the preview below the import button before submitting.

Date Format: MM/DD/YYYY

☒ My CSV file has a header

☐ My CSV file has minimal information

CSV File:
Please select a CSV file

SELECT CSV FILE

IMPORT ATHLETES

Import 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 Name	Guardian Middle Name	Guardian Last Name	Guardian Address 1	Guardian Address 2

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)

Please 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	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

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 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
Guardian City	Guardian State	Guardian Country
Guardian Postal Code	Guardian Email	Guardian Cell Phone Number
Guardian Postal Code	Guardian Email	Guardian Cell Phone Number

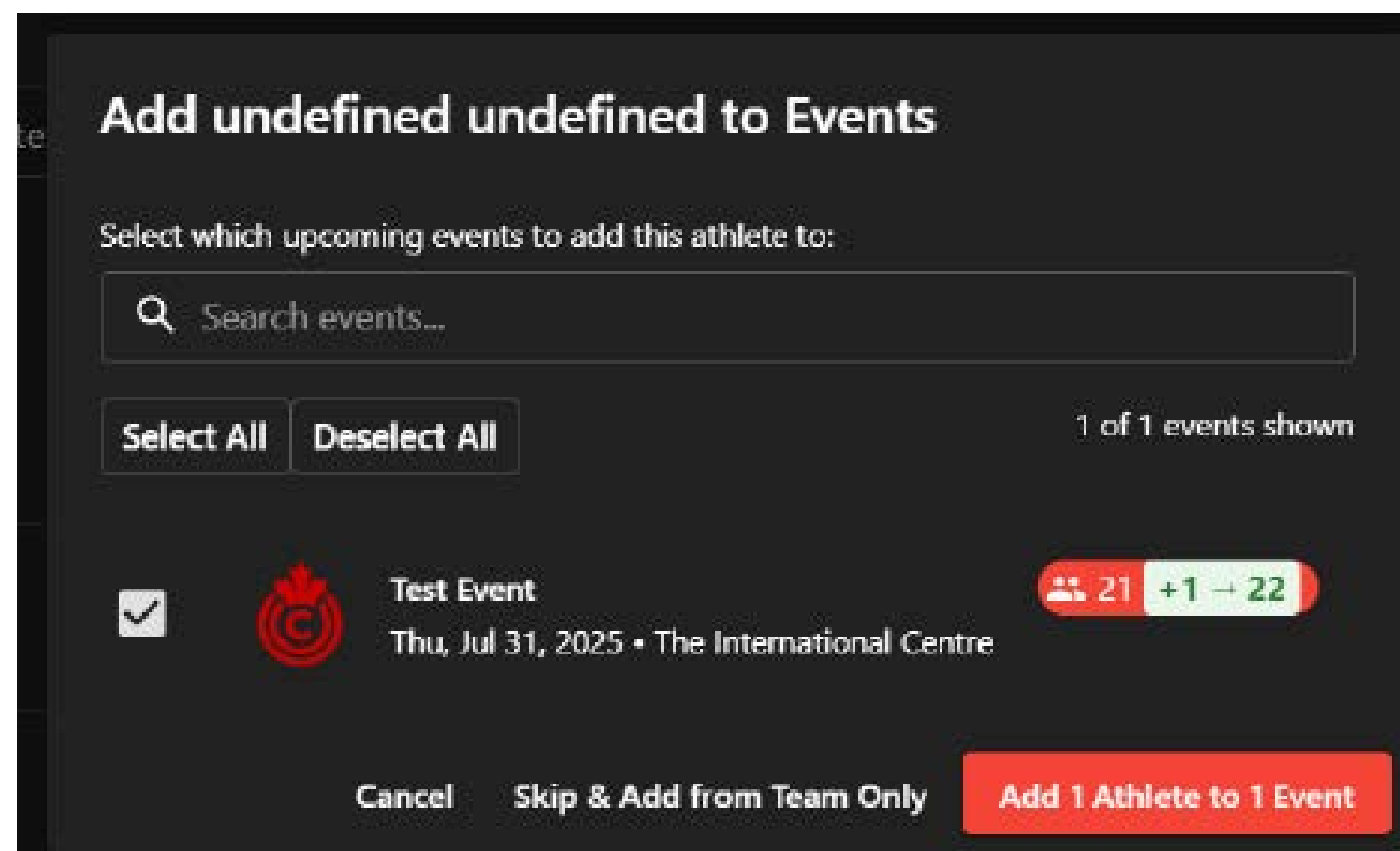
IMPORT ATHLETES

Import 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 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!





If you're making a roster change, a pop-up will appear giving you the option to add the athlete(s) to multiple events.

Selecting this will update the roster across each selected event.

For your first import, please select **"Skip and Add from Team Only"** to ensure the athlete is only added to the main team roster before assigning to events.

ADDING COACHES AND PERSONNEL TO YOUR ACCOUNT

1. Coaches and Personnel must be added through their designated tab on the main page of your account (please note this is location-specific).
2. Within each coach's profile, you will assign them to the teams they coach by selecting the appropriate checkboxes.


3. Teams are required to have a coach assigned in order to complete registration.

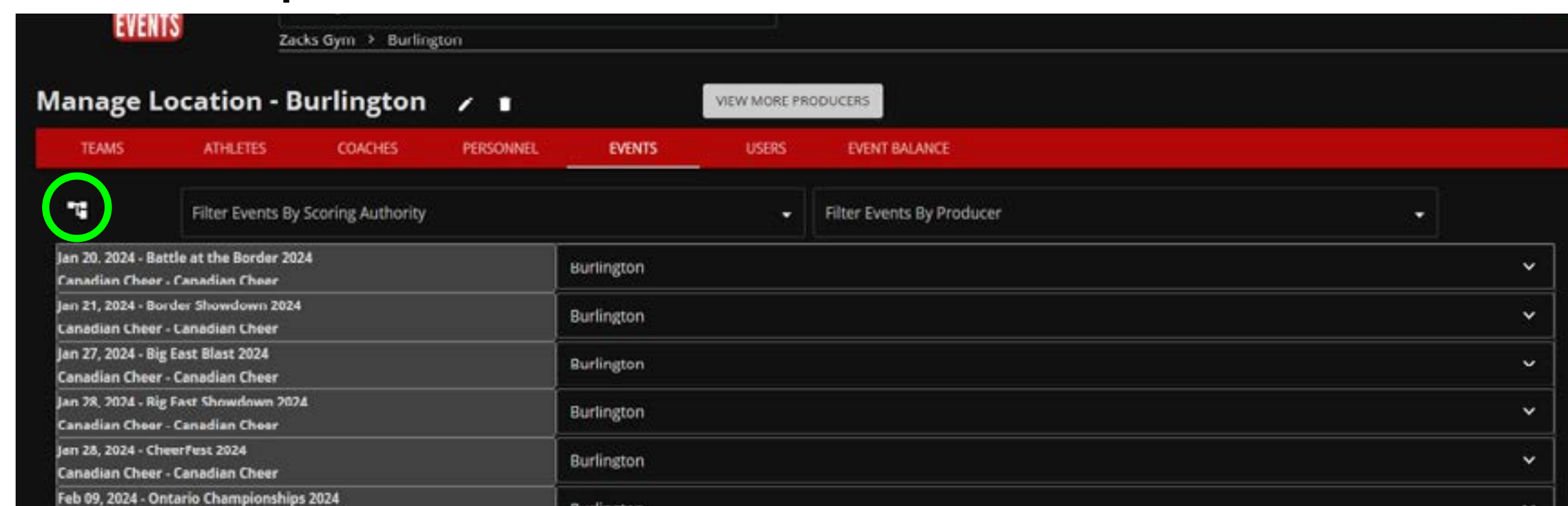
Important: Each team must have only one coach assigned. This coach will be the primary contact for CheerReplay and scoresheets during events.

If multiple coaches are assigned to a team, CheerReplay and scoresheets will be sent to one of the listed emails at random, and we cannot guarantee who will receive them.

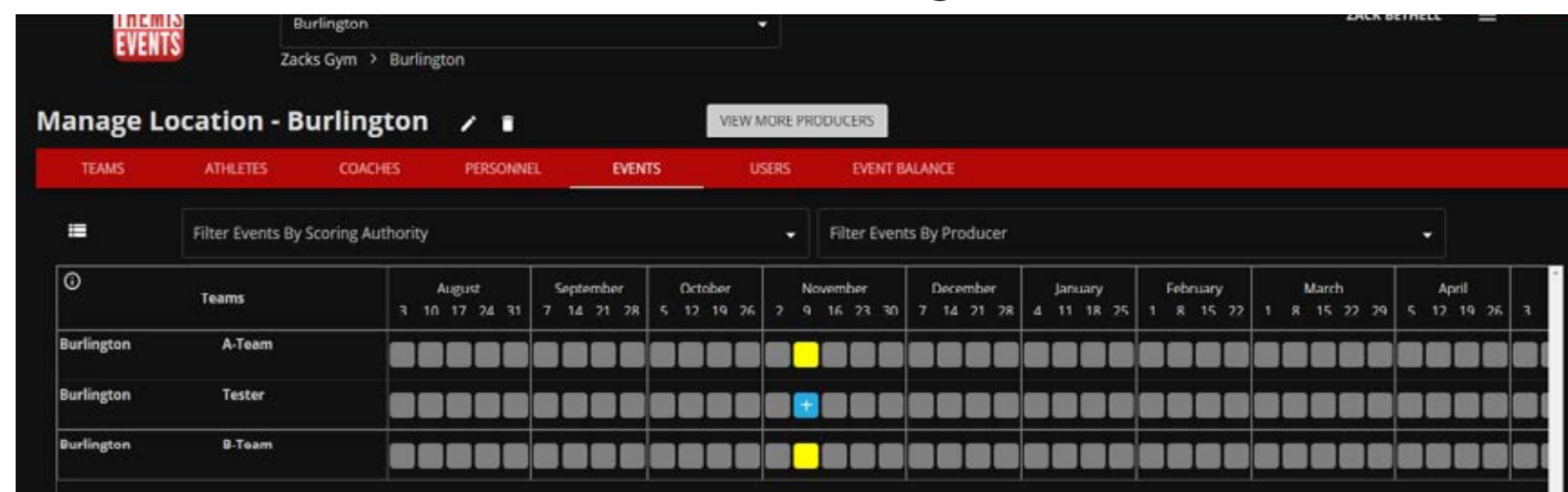
Please note: Once roster and division confirmation has been completed, the assigned contact cannot be changed under any circumstance.

REGISTERING FOR EVENTS

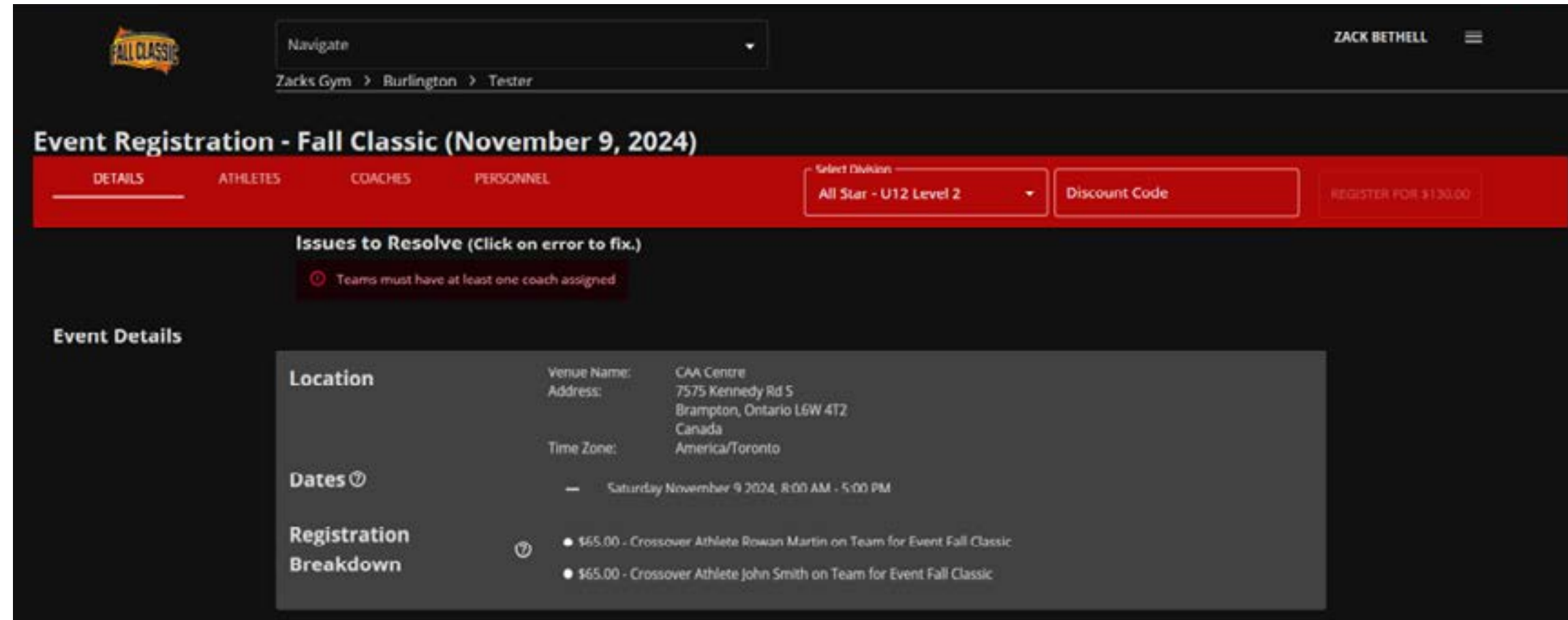
1. On the events tab you will see all the events you are able to register for in a list.
2. You can also view the events in a calendar format by clicking this symbol:  in the top left of the page.



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:



Event Registration - Fall Classic (November 9, 2024)

DETAILS ATHLETES COACHES PERSONNEL

Select Division: All Star - U12 Level 2

Discount Code

REGISTER FOR \$130.00

Issues to Resolve (Click on error to fix.)

Teams must have at least one coach assigned

Event Details

Location

Venue Name: CAA Centre
Address: 7575 Kennedy Rd S
Brampton, Ontario L6W 4T2
Canada
Time Zone: America/Toronto

Dates

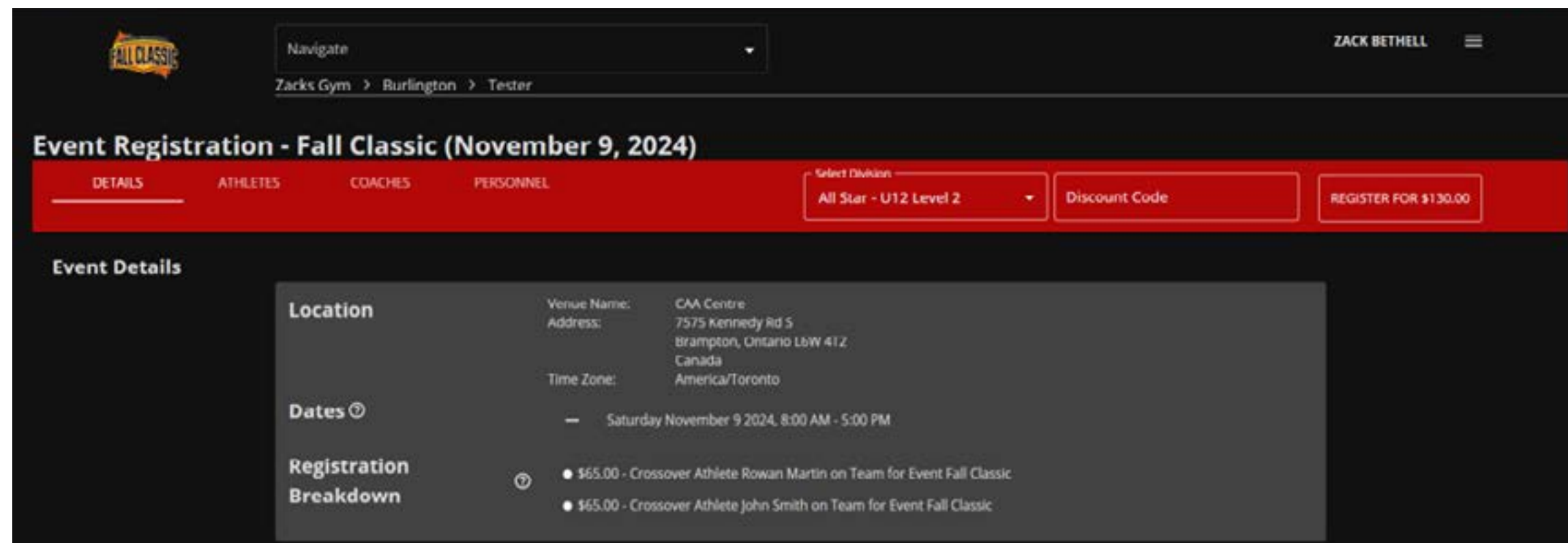
Saturday November 9 2024, 8:00 AM - 5:00 PM

Registration Breakdown

- \$65.00 - Crossover Athlete Rowan Martin on Team for Event Fall Classic
- \$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.

- 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.



Event Registration - Fall Classic (November 9, 2024)

DETAILS ATHLETES COACHES PERSONNEL

Select Division: All Star - U12 Level 2

Discount Code

REGISTER FOR \$130.00

Event Details

Location

Venue Name: CAA Centre
Address: 7575 Kennedy Rd S
Brampton, Ontario L6W 4T2
Canada
Time Zone: America/Toronto

Dates ⓘ

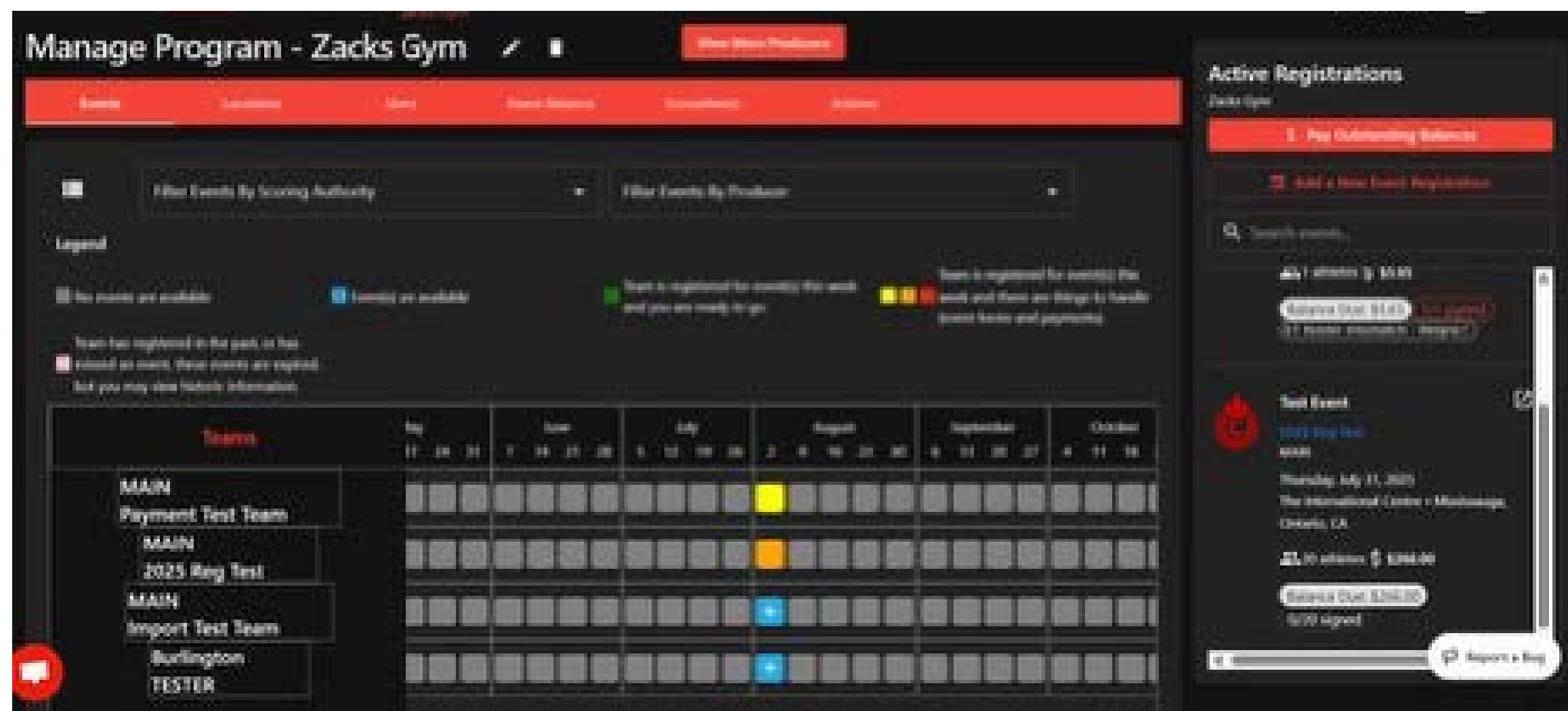
— Saturday November 9 2024, 8:00 AM - 5:00 PM

Registration Breakdown ⓘ

- \$65.00 - Crossover Athlete Rowan Martin on Team for Event Fall Classic
- \$65.00 - Crossover Athlete John Smith on Team for Event Fall Classic

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

REGISTERING FOR A SHOWDOWN EVENT

Due to the nature of this event, When registering for a Showdown, *only* the following levels will be available:

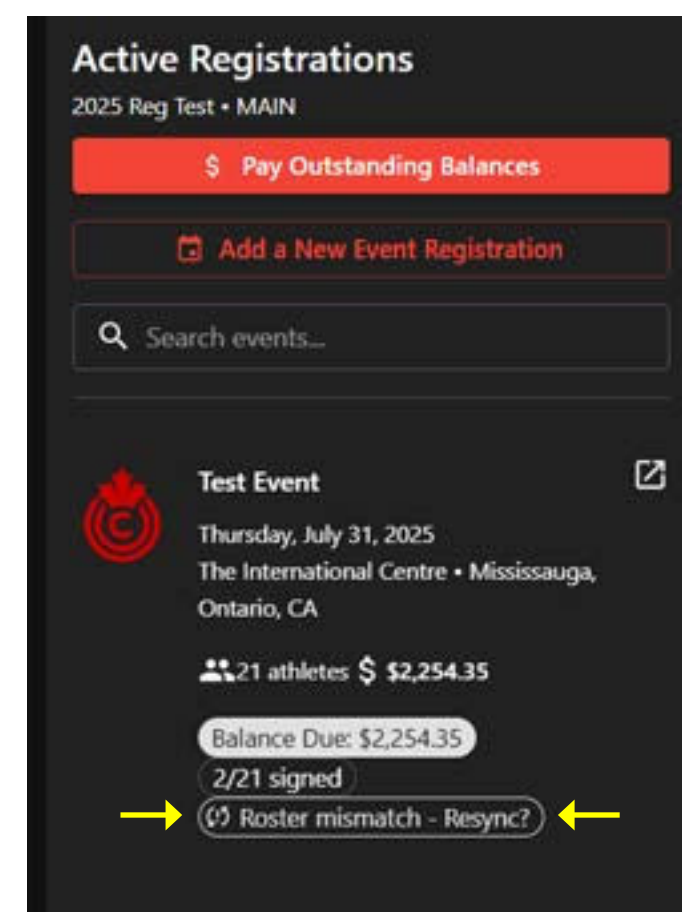
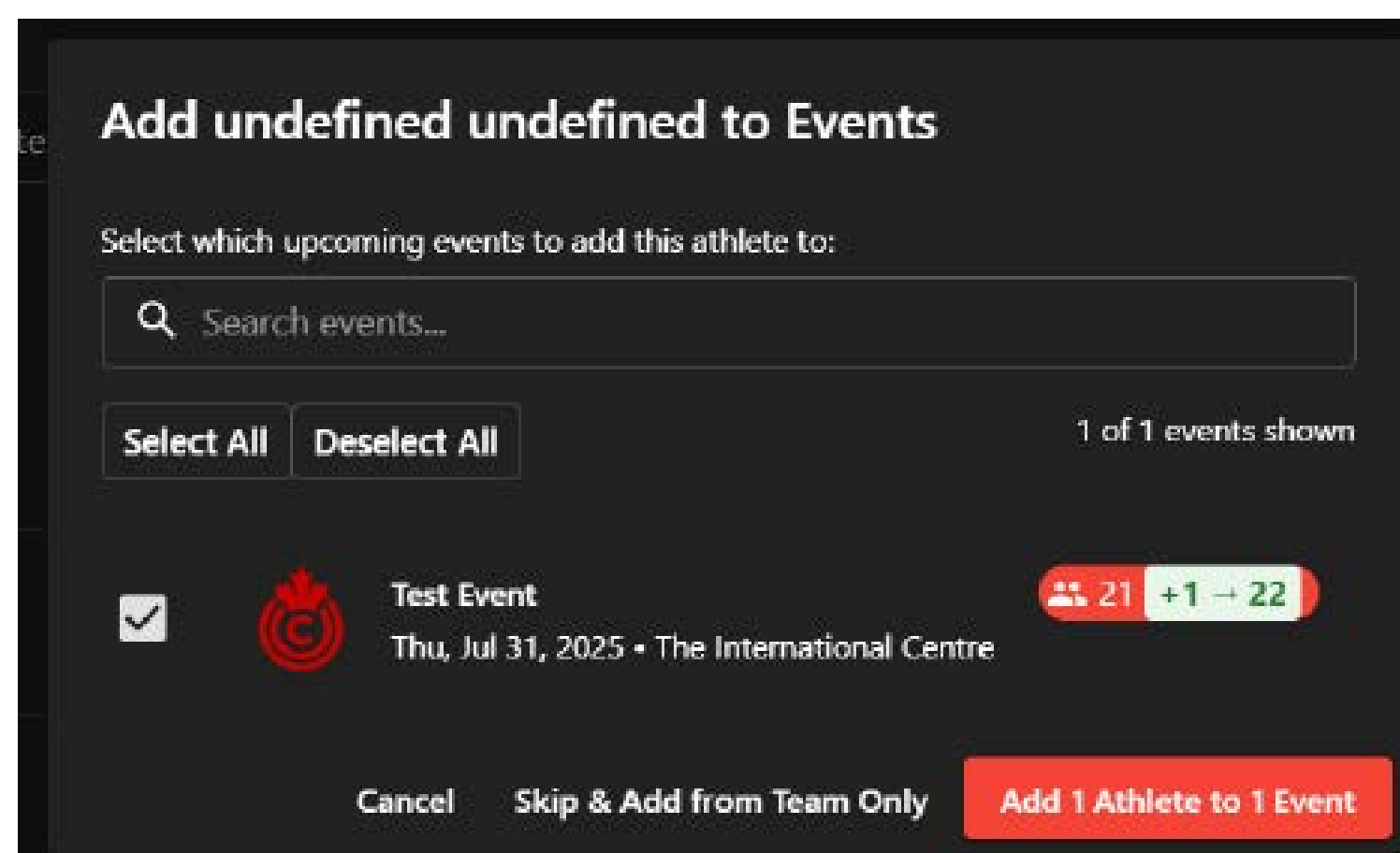
- Level 1
- Level 2
- Level 3
- Level 4
- Level 2NT
- Level 3NT
- Level 4NT
- Level 4.2

Please note: When completing registration for this event, you will be required to modify your division to match one of the available levels listed above.



MAKING ROSTER CHANGES

1. On your Gym Main Page, Select the Teams Tab.
2. Select the Team you wish to make a roster change on.
3. Remove Athletes from the list or Add Athletes either by Creating a New Athlete, Selecting an existing athlete from your gym, or Importing a CSV with ONLY the new athletes information on it.
4. When making a change you will be met with a popup allowing you to update the roster across all or select events.



****If you choose not to update the roster in the event immediately you can afterwards by clicking the "Roster Mismatch - Rsync?" button.*

OTHER IMPORTANT INFORMATION ABOUT YOUR ACCOUNT

Updated Payment Process...COMING SOON

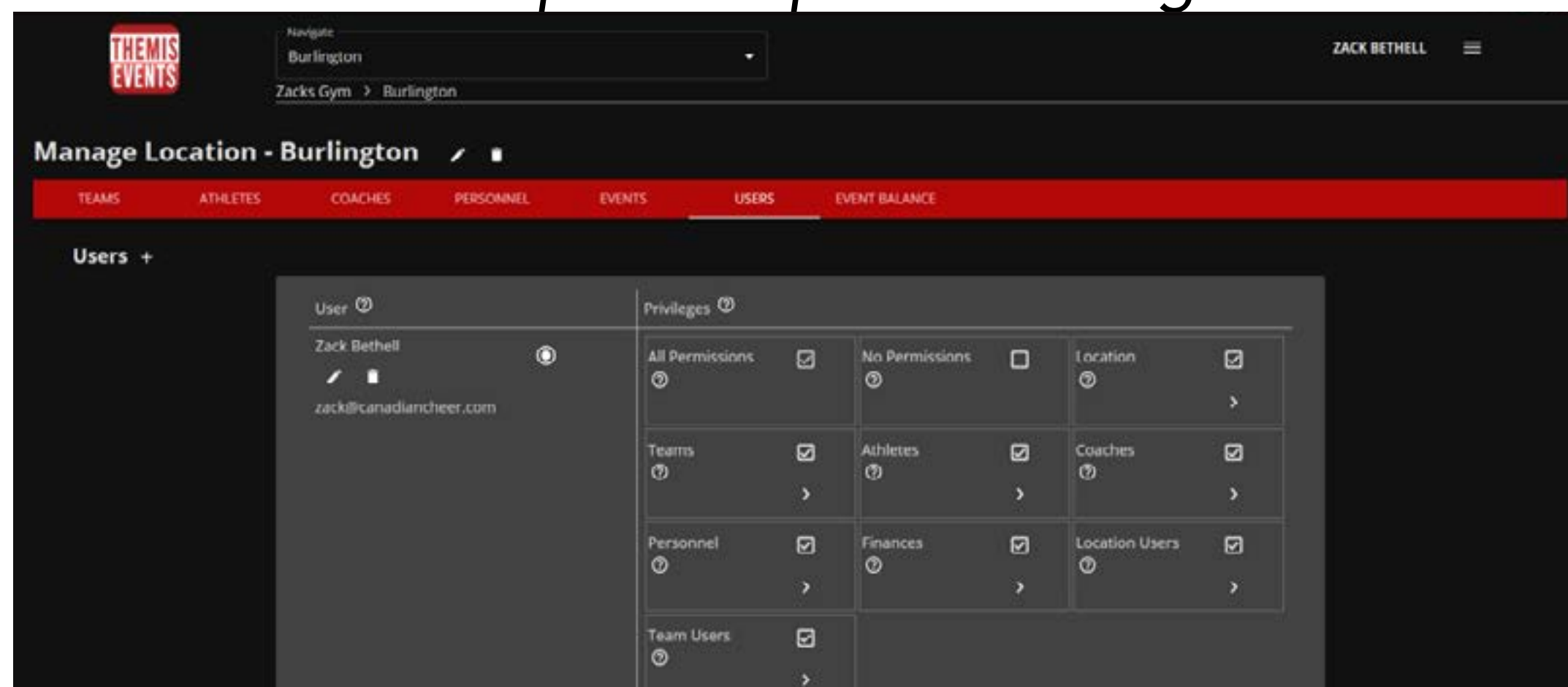
Please do not attempt to make any payments via Themis, until the process is confirmed.

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.



FAQ'S

What if my team doesn't have a roster yet, but I don't want to miss out on registering for an event?

If your team's roster isn't finalized before registration opens, you can still secure your spot! To do so, add five placeholder athletes to your roster so you can complete the registration process. You'll be able to update your roster with your actual athletes before the division confirmation deadline.

Why is my roster showing an "out of age" error when my athletes meet Cheer Canada/IASF's age grid?

We're currently experiencing a *temporary glitch* with the age grid in the system. If you're seeing an "out of age" error for athletes who meet the Cheer Canada/IASF age requirements, *don't worry* - this issue *won't affect your ability to build rosters*. Our developers are aware and will have it corrected prior to registration launch.



I submitted a customer service request via Themis Chat and haven't received a response. What should I do next?

If you've submitted a help request through Themis Chat and haven't received a reply within two business days, please feel free to reach out directly by email:

zack@canadiancheer.com OR abbey@canadiancheer.com

Be sure to include a brief description of the issue and any relevant screenshots, if possible, to help us assist you faster.

I see that payment can now be made via credit card through Themis. Can I still pay using previous methods like direct deposit, e-transfer, or cheque?

Yes, that's correct! While we're excited to now offer credit card/interac payment through Themis this season, we still accept payments via:

- Direct deposit
- E-transfer
- Cheque

Details for these payment methods will be provided in your event welcome email.

If you have any questions or need assistance, feel free to contact abbey@canadiancheer.com



What are the minimum requirements for importing my athletes into Themis?

To successfully import your athletes, the following fields are required:

Athlete Information:

- First Name, Last Name, Gender, Birth Date, Address (*Street, City, Country, Postal Code*)

Guardian Information:

- First Name, Last Name, Address (*can be copied from the athlete's address*), Email (*will be copied to the athlete if a separate athlete email is not provided*)

Note: If the athlete is 18 years or older, their information must also be copied into the guardian fields to ensure they receive the appropriate waiver.

Do not click the "Minimal Information" tab - doing so will create registration complications and may delay your team's processing.

Is the Athlete Waiver Integrated into Themis?

Yes, this season, *a new digital waiver process* will be integrated directly through the Themis registration system. As a result, *it is essential that accurate athlete information is provided during your import.*

Please ensure all *required fields* are completed.

Further details about the waiver process will be shared prior to event launch.

