STATE ASSOCIATION PAYMENT OPTIONS:

Credit Card

Purchase Order

Check

NEED A W9?

- We can send you one upon request via email to mjohnson@varsity.com or jgraham@varsity.com

PAYING MULTIPLE INVOICES?

- If your school is sending payment for multiple invoices (camps, competitions, fashion, etc.) please send separate checks for each invoice OR include a copy of all invoices in an envelope with the check.

HOW TO CHECK PAYMENT STATUS

Instructions for Coaches

Option 1:

- 1. Log into portal
- 2. Go to MY COMPETITION REGISTRATIONS under competition tab
- 3. If the "INVOICE/PAYMENTS" button on the overview (pictured below) is:
 - a. RED that means they have NOT paid
 - b. GREEN with a CHECKMARK means they HAVE PAID

ed help? Contact Us now! Or for immedia	ate assistance during business hours, clicl	k on the "Chat Now" icon	at the top of the p	age.	
Brand	Event	City	State	Start Date	End Date
fiew Event Details		Regist	tration Details	Invoice / Payments	Event Paperwork
Manage your registration details, access	on Registrations forms, find information related to your co ediate assistance during business hours, c	mpetition, view or print y		2021-2	022 SEASON 🗸
Brand	Event	City	State	Start Date	End Date

Option 2:

- 1. Log into portal
- 2. Select PAYMENTS under the competition tab
- 3. On that screen it will show all the competitions that team is registered for.
 - a. If it says "MAKE A PAYMENT" they have NOT paid
 - b. If it says "NO PAYMENT NEEDED" they HAVE PAID

				Compe	etition Search
	Pay for	a Registration		My Competi	ition Registrations
		it, choose one of the registrations fi ike to make a payment for, please C	from the list below and click "Make Pay Contact Us.		tion Resources
				Pa	ayments
	Registration	IS			
	Account	Registration Event	Start Date Deposit Due	Balance Due	Action
	Varsity Dance		11/13/2021	\$400.00 on 10/20/2021	Make Payment
Pay for	a Registra	ation			
To make a payme	-	gistrations from the list belo	w and click "Make Payment". If	you are having trouble	e finding the
To make a payme	nt, choose one of the re	gistrations from the list belo	w and click "Make Payment". If	you are having trouble	e finding the
To make a payme registration you'd	nt, choose one of the re like to make a payment	gistrations from the list belo	w and click "Make Payment". If	i you are having trouble	e finding the
To make a payme	nt, choose one of the re like to make a payment	gistrations from the list belo	w and click "Make Payment". If Start Date Deposit Due	you are having trouble Balance Due	e finding the Action
To make a payme registration you'd Registratio	nt, choose one of the re like to make a payment	gistrations from the list belo			

LOCATE YOUR INVOICE / PAYMENT OPTIONS / BALANCE DUE DATE

3 Review & Submit	Step 3: Review & Submit	
J Review & Submit	Review and/or edit your registration details below. To	move forward, click "Submit Registration" at the bottom of the screen.
	Personal Information	
	Name Meredith Johnson Gender	Phone Work: (817) 291-9476 Mobile: (817) 291-9476
	Female Birthdate	Home: (817) 291-9476 Billing Address
	03/18/1997	1316 Palo Duro Trail Southlake, TX 76092
	Username meredith.johnson@aggienetwork.com	US Shipping Address
	Email mjohnson@varsity.com	1316 Palo Duro Trail Southlake, TX 76092
	Secondary Email	US
	Edit>	
	Account Details	
	Account Name Test High School	Customer No 34948203
	Billing Address 121 Lake Merial Shores Dr Panama City, FL 32409 US	Shipping Address 121 Lake Merial Shores Dr Panama City, FL 32409 US
	Test High School - Varsity Cheer (# 0010957081)	
		SUBMIT REGISTRATION

Once you click SUBMIT REGISTRATION

Your page will reload, and you will see a screen with "CONGRADULATIONS!" at the top On this page you will also see:

- Your REGISTRATION #
- A contact email for questions
- A link to "MY COMPETITION REGISTRATIONS"
- Can view the event details in the + sign drop down

Brand		Event	City	State	Start Date	End Date
+ View Event Details						
	y submytted your registr ed. Y ur registration nu	tration for Wittenbarg University competiti umbers are below.	on! Upon approval of your re	egistration an	d receipt of your d	leposit, your
# 0010957081	Test High Scho	ool - Varsity Cheer				
Go to My Competition • Review registra • Make a paymer If you have any questi jgraham@varsity.com Thank you, Varsity Spirit	tion details nt and/or deposit ions regarding your reg	gistration, please contact:				

Once your registration is successfully completed, you should receive a **CONFIRMATION EMAIL**.

- IF you do **NOT** receive a confirmation email, it is likely due to an **OUTSTANDING BALANCE** on your MyVarsity account. In this case, MyVarsity automatically places your registration status on **HOLD**.
- In this case, you SHOULD receive a different email with the subject: YOUR EGISTRATION IS BEING PROCESSED
 - See example below
- Don't worry! Unlike for Varsity sponsored events, your outstanding balance WILL NOT impact your registration
 or prevent you from competing. Just be patient, as the approval process for STATE ASSOCIATION events is one
 that is manual. You should expect approvals to be processed on a weekly basis and when your registration is
 approved you will receive the original CONFIRMATION EMAIL.

<	Your registration has been received and approved	
	Meredith Johnson <mjohnson@varsity.com> To • Meredith Johnson</mjohnson@varsity.com>	
	Retention Policy Default 7 Year Permanent Delete (7 years)	Expires 9/26/2028
	EXTERNAL EMAIL	
	Thank you for choosing Ohio High School Athletic Association. Your registration has been approved.	
	A summary of your registration is below:	
	Registration Number	
	Event: C Dates: 1	
	Your Team: Test High School - Varsity Cheer	
	Balance Due Date: 12/11/2021	
	myVarsity Manage your account online by <u>clicking here</u> or visiting <u>www.myVarsity.com/MyCompetitionRegistration</u>	ons.
	It is your responsibility to view and accept the <u>full terms & conditions</u> and Rules and Regulation Conditions you are also accepting the Rules and Regulations for this event.	ns. By accepting the Terms and
	If you do not have a username and password, contact Varsity Spirit Customer Service for assistance s	setting up your account.
	Important Reminder FOR SCHOOL TEAMS: New this year, anyone associated with a school team (cr personnel, etc.) wishing to obtain access to the warm up area, backstage area or coaches box must sl Membership at event check in. To complete the USA Cheer Membership please <u>CLICK HERE</u> .	
	We are always here to help and look forward to seeing you soon! Please contact us with any question	S.
	Varsity Spirit <u>https://www.ohsaa.org/Sports-Tournaments/Spirit</u>	

Your registration is being processed			
Meredith Johnson <mjohnson@varsity.com></mjohnson@varsity.com>	F	← Reply	≪ Reply
Retention Policy Default 7 Year Permanent Delete (7 years) Follow up. Start by Tuesday, September 28, 2021. Due by Tuesday, September 28, 2021.	Expires 9/26/2028		
EXTERNAL EMAIL			
Thank you for choosing Varsity Spirit. Your registration has been submitted and is currently being process	ed. You will receive another email once your	registration is	approved.
We are always here to help and look forward to seeing you soon! Please contact us with any questions.			
Varsity Spirit https://www.ohsaa.org/Sports-Tournaments/Spirit			

LOCATE YOUR INVOICE:

1. Go to the MY COMPETITION REGISTRATION page found in your MyVarsity Portal by either

- a. Hovering over the **COMPETITION** tab in the menu bar -> then selecting MY COMPETITION REGISTRATIONS
- b. Linked on your registration submission page
- c. Linked in your CONFIRMATION EMAIL

			FAS	HION 🗸	CAMP 🗸	COMPETITION A
Go to My Con	npetition Registrations to	>	State DH	Start Date 12/11/2021	End Date 12/11/2021	Competition Search My Competition Registrations Competition Resources
	registration details a payment and/or deposit					Payments
	Your registration has been re Varsity Spirit Registration < To • Meredith Johnson Retention Policy Default 7 Year Permanent De EXTERNAL EMAIL	registr	ation@ir			Expire
	Thank you for choosing			Your registrati	on has been app	proved.
	Registration Number: 0010958354 Event: Dates: Your Team: Test High School - Varsity Balance Due Date: 02/04/2022 myVarsity Manage your account online by <u>clicking</u>		visiting	ww.myVarsity.c	om/MyCompetit	ionRegistrations.

2. Find the state association event you registered for in your competitions list

Brand	Event	City	State Star	t Date End Date
+ View Event Details		Registration Details	s Invoice / Payr	ments Event Paperwork
Registered Team: Test High School - Va	rsity Cheer		Click the plus si	gn for additional details 🔶

3. Click "INVOICE/PAYMENTS"

- a. You may PAY BY CREDIT CARD here
- b. Or continue to your invoice for additional payment information

Manage	Event					
Registration Details	Brand	Event	City	State	Start Date	End Date
Invoice / Payments	+ View Event Details					
Event Paperwork						
	invoice and mail with your pa Need help? Contact Us now! page.	Or for immediate assistance during busine: John Glenn High School - Varsity Cheer				

4. Click "VIEW/PRINT INVOICE"

- 5. To send payment via **PURCHASE ORDER** or by **CHECK**
 - a. Use the **REMIT TO ADDRESS** found at the TOP of your invoice to send in your payment

		Payment sity Sp			li li	nvoi	се	
(640 Sh	iloh Roa	d, Bldg. 2, Suite 200		1	nv #	REG-0	010957081
	Plano,	TX 7507	4		C	Date	09/	28/2021
					c	Cust #	34	948203
					c	Contact	Mered	ith Johnson
	ligh Schoo ake Merial na City, FL	Shores [Dr	Event Info:				
Team Name	Divis	ion	Participants	Crossovers	Alternates	То	tal	Amount
Team Name Dragons	Divis Divisio		Participants 20	Crossovers 0	Alternates 6			Amount \$350.00
Dragons	Divisio	on V	20	0 Car		2		
Dragons	Divisio Rate \$0.00	on V Count	20 Cost	0 Car Coach/I A	6 ncellation Fees	2 5: \$0.00 5: \$0.00 6: \$0.00		
Dragons Alternates (Max of 2): Coaches/Team Representatives	Divisio Rate \$0.00 \$0.00	Count 2	20 Cost \$0.00	0 Car Coach/I A	6 ncellation Fees nstructor Fees additional Fees	2 5: \$0.00 5: \$0.00 5: \$0.00 6: \$0.00 6: \$0.00	6	
Dragons Alternates (Max of 2): Coaches/Team Representatives (Max of 4):	Divisio Rate \$0.00 \$0.00 \$0.00	Count 2 4	20 Cost \$0.00 \$0.00	0 Car Coach/I A	6 ncellation Fees nstructor Fees Additional Fees tal Discounted	2 5: \$0.00 5: \$0.00 5: \$0.00 6: \$0.00 6: \$350.0 6: \$0.00	6	

BALANCE DUE DATE:

Your payment DUE DATE can be found on your confirmation email or through your My competition registration tab by clicking the red + sign on the right

	Brand		Eve	nt	City	State	Start Date	End Date
+ View Event [Details				Registration Detail	s Invoi	ce / Payments	Event Paperwork
Registered Tea	am: T est High S	School - Varsity Che	er			Click	the plus sign for ad	ditional details x
Test I	High School -	Varsity Cheer						
Regist 00109	ration #: 57081	# Athletes: 20	Total: \$350.00	Amount Paid: \$0.00	Balance: \$350.00, 12/11/2021	REG	ISTRATION E	DETAILS

