

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

The image displays two screenshots of the 'My Competition Registrations' web portal. Both screenshots show a header with the title 'My Competition Registrations', a sub-header 'Manage your registration details, access forms, find information related to your competition, view or print your invoice, and more.', and a '2021-2022 SEASON' dropdown menu. Below the header is a table with columns for Brand, Event, City, State, Start Date, and End Date. The first screenshot shows a table with a red 'Invoice / Payments' button highlighted in yellow. The second screenshot shows the same table with a green 'Invoice / Payments' button highlighted in yellow, indicating that the payment has been received.

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

Pay for a Registration

To make a payment, choose one of the registrations from the list below and click "Make Payment". If you are having trouble finding the registration you'd like to make a payment for, please [Contact Us](#).

- Competition Search
- My Competition Registrations
- Competition Resources
- Payments

Registrations

Account	Registration Event	Start Date	Deposit Due	Balance Due	Action
Varsity Dance	[REDACTED]	11/13/2021		\$400.00 on 10/20/2021	Make Payment

Pay for a Registration

To make a payment, choose one of the registrations from the list below and click "Make Payment". If you are having trouble finding the registration you'd like to make a payment for, please [Contact Us](#).

Registrations

Account	Registration Event	Start Date	Deposit Due	Balance Due	Action
Varsity Dance	[REDACTED]	11/13/2021			No payments needed

LOCATE YOUR INVOICE / PAYMENT OPTIONS / BALANCE DUE DATE

Once you click **SUBMIT REGISTRATION**

3 Review & Submit

Step 3: Review & Submit

Review and/or edit your registration details below. To move forward, click "Submit Registration" at the bottom of the screen.

Personal Information

<p>Name Meredith Johnson</p> <p>Gender Female</p> <p>Birthdate 03/18/1997</p> <p>Username meredith.johnson@aggienetwork.com</p> <p>Email mjohanson@varsity.com</p> <p>Secondary Email</p> <p>Edit ></p>	<p>Phone Work: (817) 291-9476 Mobile: (817) 291-9476 Home: (817) 291-9476</p> <p>Billing Address 1316 Palo Duro Trail Southlake, TX 76092 US</p> <p>Shipping Address 1316 Palo Duro Trail Southlake, TX 76092 US</p>
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Account Details

<p>Account Name Test High School</p> <p>Billing Address 121 Lake Merial Shores Dr Panama City, FL 32409 US</p>	<p>Customer No 34948203</p> <p>Shipping Address 121 Lake Merial Shores Dr Panama City, FL 32409 US</p>
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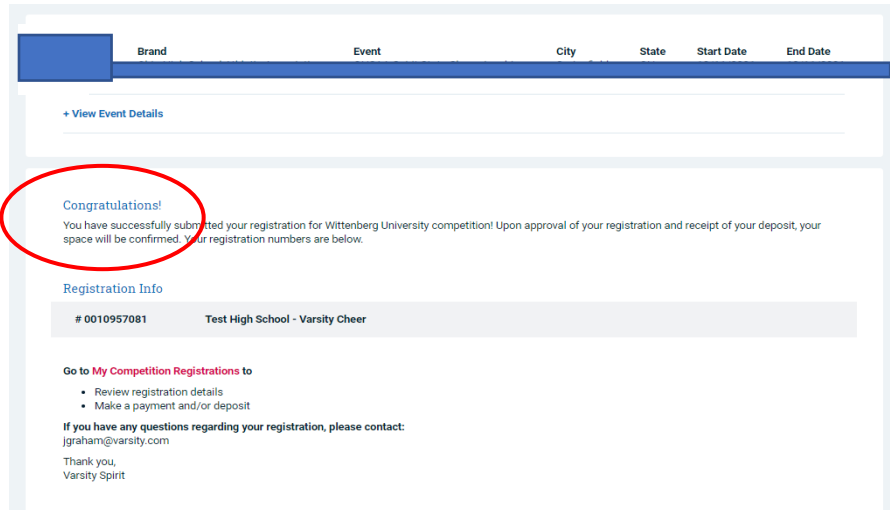
Test High School - Varsity Cheer (# 0010957081)

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



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 REGISTRATION IS BEING PROCESSED**
 - o 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 is being processed



Meredith Johnson <mjohnson@varsity.com>
To: Meredith Johnson

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

Reply Reply

EXTERNAL EMAIL

Thank you for choosing Varsity Spirit. Your registration has been submitted and is currently being processed. 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:

- Go to the **MY COMPETITION REGISTRATION** page found in your MyVarsity Portal by either
 - Hovering over the **COMPETITION** tab in the menu bar -> then selecting MY COMPETITION REGISTRATIONS
 - Linked on your registration submission page
 - Linked in your **CONFIRMATION EMAIL**

FASHION ▾ CAMP ▾ COMPETITION ▲

State	Start Date	End Date
OH	12/11/2021	12/11/2021

- Competition Search
- My Competition Registrations**
- Competition Resources
- Payments

Go to **My Competition Registrations** to

- Review registration details
- Make a payment and/or deposit

Your registration has been received and approved



Varsity Spirit Registration <registration@info.varsity.com>
To: Meredith Johnson

Retention Policy: Default 7 Year Permanent Delete (7 years)

EXTERNAL EMAIL

Thank you for choosing [redacted] Your registration has been approved.

A summary of your registration is below:

Registration Number: 0010958354

Event: [redacted]

Dates: [redacted]

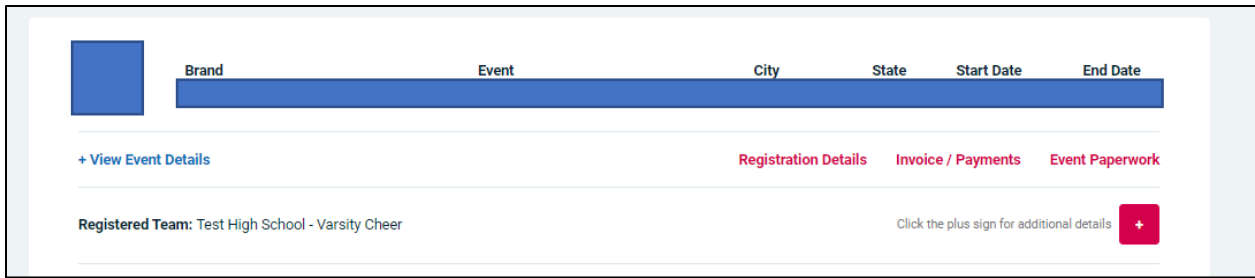
Your Team: Test High School - Varsity Cheer

Balance Due Date: 02/04/2022

myVarsity

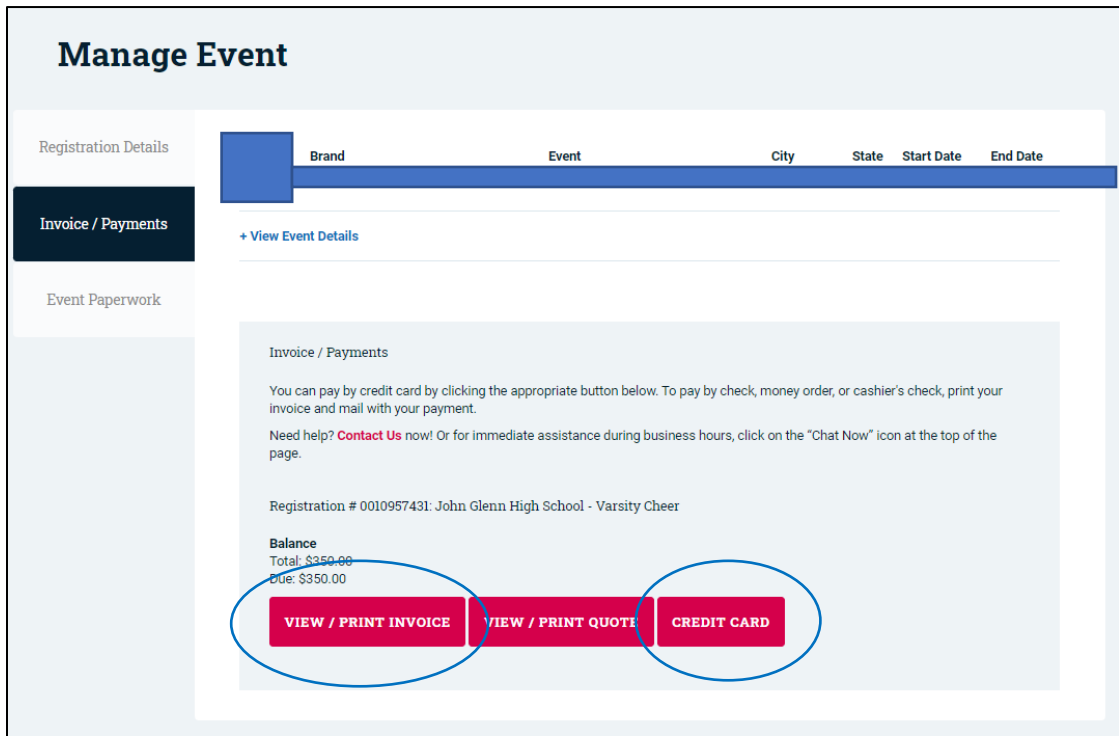
Manage your account online by [clicking here](#) or visiting www.myVarsity.com/MyCompetitionRegistrations.

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



3. Click **“INVOICE/PAYMENTS”**

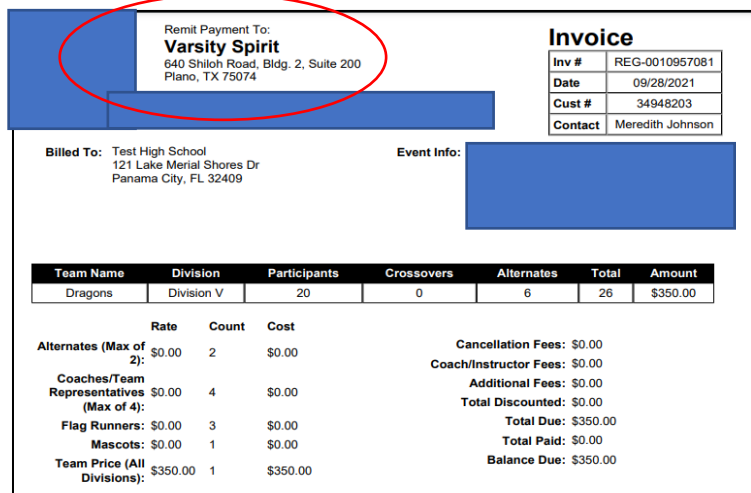
- a. You may **PAY BY CREDIT CARD** here
- b. Or continue to your invoice for additional payment information



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





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	Event	City	State	Start Date	End Date
+ View Event Details Registration Details Invoice / Payments Event Paperwork					
Registered Team: Test High School - Varsity Cheer					Click the plus sign for additional details 
Test High School - Varsity Cheer					
Registration #:	# Athletes:	Total:	Amount Paid:	Balance:	REGISTRATION DETAILS
0010957081	20	\$350.00	\$0.00	\$350.00, 12/11/2021	


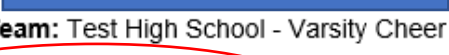
Your registration has been received and approved

 Varsity Spirit Registration <registration@info.varsity.com>
To  Meredith Johnson
Retention Policy Default 7 Year Permanent Delete (7 years) Expires

EXTERNAL EMAIL

Thank you for choosing  Your registration has been approved.

A summary of your registration is below:

Registration Number: 0010958354
Event: 
Dates: 
Your Team: Test High School - Varsity Cheer

Balance Due Date: 02/04/2022

myVarsity
Manage your account online by [clicking here](#) or visiting www.myVarsity.com/MyCompetitionRegistrations.