

CheerExpo Excel Registration Guide

Total time it should take you to fill out the forms per team - 5 minutes

1. Opening the File

When you first open the file it may say that it is linked to other files and will ask if you would like to try to update it, simply click "don't update". If it asks for a password, simply click "Cancel". Mac users may have to copy the pages into a new book to fill them out.

2. Set Up

You should see 3 tabs at the bottom of this file.

1. Registration Form
2. Team List
3. Waiver Form (not required for NS School teams (registered with NSSAF) or NS All Star/Club teams (registered with CNS))

If you do not see all 3 tabs move the slider at the bottom so you can see all of the files. If you still do not see any tabs, try making the screen view smaller by clicking on the top edge of the blue line at the top of the file when you see a double arrow and then moving it down to shrink the file. Then try to click and drag the entire file up on your screen by clicking on the middle of the blue line at the top of your file and drag up until you can see the tabs at the bottom.

3. The Files:

- The first 2 files are the registration forms that you will need to complete for each team you are registering.
- The final file is the Waiver form. One completed waiver form is required for each athlete, each spare or watch & learn participant and every coach (because of the physical nature of some classes) for each team they are competing/coaching with.

****Waivers are not required for Club/Allstar teams who are members of CNS or NS School Teams as the event has been sanctioned by both the NSSAF and Cheer NS.**

There is also a PDF version of the waiver form online that you can email to parents. If you are familiar with excel, you can separate the waiver tab into a new book and email that out to parents/athletes. They can fill in the information needed, save it to their computer and then print out the number of copies they need to give you and sign them. We need actual signatures on these forms (not a typed name). This is especially handy for individuals who compete on more than one team because they can just type in the info once and simply print the number they need.

One registration form and team list must be filled out for each team you register. Start with one team. Fill out the Registration Form then save the entire file on your computer with the team name as the file name with the extension .xls (example: Champion Cheer Tigers Youth 2.xls). The file will calculate the total amount that you will owe including taxes. You will need to double click in a box to fill it out.

Next fill in the team list page. This file is in "landscape" format instead of "portrait" so you may need to use the sliders to move around to ensure you fill out all sections. Type the team name at the top of the page and then fill in the athletes and coaches names. You can even copy and paste a team list from a word file or excel file into the team list page. If you are using word and it is not working properly, try this: highlight the team list and click on "Table" then "Convert" in the drop down menu. A side bar will show up with the option "Text to Table". Click on that. Once you converted the data into a table try to copy and paste again into the excel file. Once the file is filled out, make sure you save it. **MAKE SURE YOU LIST ALL CONFLICTS** (crossovers, coaches who are involved with other teams, athletes on both school and all star teams, etc) that you want considered during scheduling.

If you need to register more than one team, simply change the team name at the top of the Registration Form page and save the whole file as the new team name (Save as) in the same format as before (i.e. Champion Cheer Lions Junior 3.xls). Then change only what needs to be changed on each page (for many gyms most of the contact information will stay exactly the same).

Once you have all of the registration packs completed and saved on your computer, send us an email to info@cheerexpo.net with the file attached (one team per email please). If you do not receive a confirmation email from our office within 48 hours please contact us at 613-403-1722. Once we confirm your package is completed properly, you can mail in your package or send electronic payment. Remember to include:

- Payment (cheques made payable to CheerExpo). Credit Card payment via PayPal and Email Money Transfers are also accepted.
- Signed coach statement (at bottom of Registration Form)
- Completed Waiver forms for each coach and athlete (if required)
- School Teams (outside NS): Permission letter from the school. Must be on school letterhead and state that the team is permitted to compete at the event representing the school.
- Nova Scotia JH and HS teams: You do not need a permission letter but you will need the sanction form filled out and sent in. It's in your registration package or available as a PDF.
- University / College Teams: Permission letter from the school and confirmation of enrollment form on school letterhead from the registrars office confirming that all team members (must list names) are indeed registered at the school. Number of courses required to be eligible for CheerExpo is 1. Work terms are also acceptable.

If you are registering electronically (emailing forms and paying by EMT or PayPal) you can sign the coach agreement and pass in all completed waivers at check in on Friday March 29th.

If at anytime you need to make changes to your registration, simply change them in your file saved on your computer and email it to us again. You'll always know exactly what you registered for (and who you registered) because you'll have a copy on your computer.

If you have any questions or problems please contact us at info@cheerexpo.net or by phone at 613-403-1722