

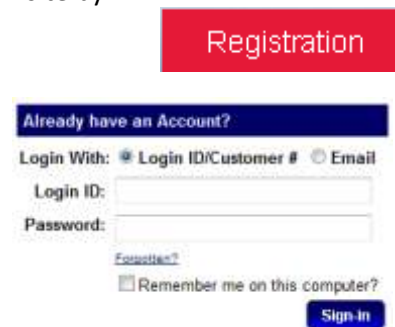
Event Registration Quick Reference Guide

1 Login

You can access your account in two ways:

- [USA Synchro homepage](#) Members can enter the registration site by clicking on the registration button.
- **Direct** Members can go directly to the registration system at activenet.active.com/usasynchro

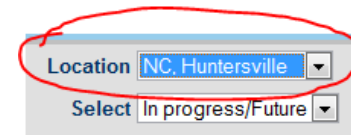
Click **My Account** and enter login information.



2 Register for Events

In the left column, click **Register for Events** in the **Other Services** column. Click on the link for the event for which you need to register. (Hint: You can find the event you are looking for quicker by filtering for the location.) Depending on the event you are entering, there may be different options.

- Individual events such as Solos and Figures (Technical).
- Team events such as Duets, Trios, Team and Combo.
- Other items such as Judge, Coach and Personnel Credentialing; Tickets; Programs; Pictures; Scoreboard Cheers; and Banquets.



✓ Individual Events



Click on the event (i.e. solo, figures, coaches, judges, tickets, etc.)

Click **Add to my Cart**.

Choose the participant (athlete, coach, judge) by using the drop down arrow and click **continue**.

- **Answer Questions** - Depending on the event, there will be questions to answer. All questions are important, but only questions marked with * are required.
- **Include Charges** – In some cases (usually tickets and programs) you must click the check box and enter a quantity for the item(s) that you are purchasing
- **Choose payment method** - A payment plan is available for members that would like to mail in payment. (It is also HIGHLY recommended for provisional entries.) If choosing to mail in a check; you will need to choose the payment plan on every athlete, every event that you enroll for the system to defer all charges. If you miss even one, you will be asked for a credit card upon checkout.

Click **continue**.

<p>✓ Team Events</p>	<p>Click on the event (i.e. duet, trio, team, combo)</p> <p>Click Add to my Cart.</p> <p>Choose the participant (athlete) by using the drop down arrow and click Continue.</p> <p>Click Add Team. </p> <ul style="list-style-type: none">• Team Name – Assign a team name. Each routine needs a team name and it is preferred that you use the club abbreviation as part of the name (ex. XYZ Duet 1). There can be no duplication of team names.• Maximum Number of Team Members – enter the number of athletes in the routine. Remember to allow one extra if you have an alternate.• Sub-Event Division for Team – In most cases this will be required when the event has age divisions. <p>IGNORE Security and Invitation fields. This can be used if team members are registering themselves individually. The first athlete would create the team and register themselves; then invite their teammates to join the team that the first athlete created.</p> <ul style="list-style-type: none">• Answer Questions – Depending on the event, there will be questions related to the routine and questions related to the athlete. All questions are important, but only questions marked with * are required.• Alternates – If an athlete is an alternate competing in another routine, click the Include checkbox in the charge section to waive the entry fee.• Choose payment method – A payment plan is available for members that would like to mail in payment. (It is also HIGHLY recommended for provisional entries.) If choosing to mail in a check; you will need to choose the payment plan on <u>every athlete</u>, <u>every event</u> that you enroll for the system to defer all charges. If you miss even one, you will be asked for a credit card upon checkout. <p>Click continue.</p>
<p><i>Add another athlete (same routine)</i></p>	<p>Click Add Another One.</p> <p>Use the dropdown arrow to choose the athlete and click Continue.</p> <p>Use the dropdown arrow to choose same team, or click Add Team to create next team.</p> <p>Note: It is very important that if you have multiple routines within the same category, that each team be named separately. (Ex: If you have 3 Duets competing, they should be labeled XYZ Duet 1, XYZ Duet 2 and XYZ Duet 3.)</p> <div data-bbox="1837 1101 2047 1242"></div>
<p><i>Add another athlete (different routine)</i></p>	<p>Click Enroll in Sub-Events</p> <p>Use the dropdown arrow to choose the athlete and click Continue.</p> <p>Follow directions to either create a new team, or add the athlete into an individual event.</p> <div data-bbox="1732 1393 2026 1518"><p>Not finished?...</p><p>Enroll in Sub-Events</p><p>View Memberships</p></div>

3 Check Out

Review your shopping cart carefully to ensure all entries are correct.

Click **All done? Proceed to checkout>>**.

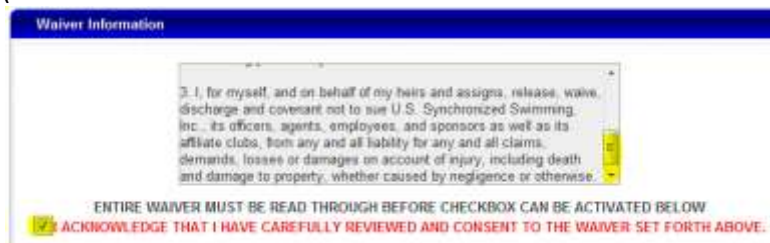
All done? Proceed to checkout >>

Verify that the total charges are correct.

✓ Acknowledge wavier

Click the checkbox to acknowledge the wavier.

(Note: You must scroll down within the wavier box for the checkbox to become active.)



✓ Payment

If paying by credit card:

- Enter credit card information; including card number, expiration date, and security code.
- Click **Edit** to change billing address if necessary.
- Click the checkbox to acknowledge that you are over 13.
- Click **Continue** to complete the registration.

If mailing check:

- Click **Continue** to complete the registration.

Notes:

The system is set to only allow you to be logged in for 1 hour. We recommend that you finish your transactions and check out around the 45 minute mark to avoid losing your work.

Verify that all athlete are visible in the participant drop-down before beginning.

The system will be checking for current memberships. If the athlete's file has been duplicated, you may get an error. Each member needs accurate information in their account for proper enrollment in events.

If you want to register your team in stages, use the payment plan even if you plan to pay by credit card. For example; you could register all of your soloists and duets on Monday, team on Tuesday, and finish with the combo on Wednesday. Then when all entries are complete, you would then click "Pay on Account" to finalize payment.