

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** (Preferred Method) members can go directly to the registration system at activenet.active.com/usasynchro

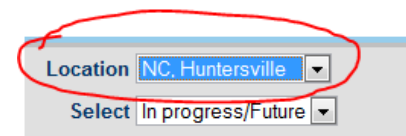
Click **My Account** and enter login information.



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.

- Other items such as Judge, Coach and Personnel Credentialing; Tickets; Programs; Pictures; Scoreboard Cheers; and Banquets. **These items will now be listed separately of the athlete registration event.**
- Athletes - Individual events such as Solos and Figures (Technical).
- Athletes - Team events such as Duets, Trios, Team and Combo.



✓ Other Items

Click on the event (i.e. 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. 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**.

✓ Athletes

Click on the event

Click **Add to my Cart**.

Choose the participant (athlete) by using the drop down arrow.

Check the boxes under the **Event list** for each routine that the athlete is entering and click **continue**.

Collection of Sponsor Fee: This first screen will only ask questions directly relating to the athlete and not any routines they are entering. Answer questions and click **continue**.

Follow directions below for completing enrollment detail for each routine

Note: Make sure that you know all routines an athlete is participating in, as you must choose all routines at once for each athlete. If you neglect to enter an athlete in a routine you must contact the office, attempting to correct your entry after checkout will result in a duplicate sponsor fee.

Select	Name
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Combo: 2011 Senior Nationals
<input checked="" type="checkbox"/>	Duet: 2011 Senior Nationals
<input type="checkbox"/>	Solo: 2011 Senior Nationals
<input checked="" type="checkbox"/>	Team: 2011 Senior Nationals

Individual Events (Solo & Figures)

Read the screen carefully so that you are aware of which routine you are being asked about (For example, if your athlete is competing in 3 events there will be 3 screens of questions):

Answer Questions - There will be questions to answer, but only questions marked with * are required.

Click **Continue**.

Team Events (Duet, Trio, Team, Combo)

Read the screen carefully so that you are aware of which routine you are being asked about (If the athlete is competing in 3 events there will be 3 screens of questions):

Click **Add Team** or Choose Team from the drop down box if you have previously created your routine.

- **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 for extra if you have alternates.
- **Sub-Event Division for Team** – In most cases this will only be required when the event has age divisions.

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.

- **Answer Questions** –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.

Click **continue**.

<p><i>Total Event Package Fees & Payment Plan</i></p>	<p>On this screen you will see all of the charges applied to the athlete that you just finished registering. If you see an error, you can click on Edit and correct the mistake.</p> <p>Choose payment method – A payment plan is available for members that would like to mail in payment. If choosing to mail in a check; you will need to choose the payment plan on <u>every athlete</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> <p>Provisional Entries – <i>Use payment plan is highly recommended if you have any provisional entries. It is much easier if you wait to pay for your entries until all of the entries have been finalized. If you find that you have a routine that did not qualify, send an email to have the entry withdrawn and balance adjusted before you pay.</i></p>
<p>Add another athlete (same event)</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 440 2047 581"><p>Action</p><p>Edit</p><p>Add Another One</p><p>Remove</p></div>
<p>Add another person (different event)</p>	<p>Click Enroll in Events</p> <p>Click on the event</p> <p>Click Add to my Cart</p> <p>Use the dropdown arrow to choose the participant and either:</p> <p>Click the check box(es) in the Event List, if applicable, and click Continue.</p> <p>Or just click Continue.</p> <div data-bbox="1732 846 2005 966"><p>Not finished?...</p><p>Enroll in Events</p><p>View Memberships</p></div>
<div data-bbox="63 1118 716 1265"><p>3 Check Out</p></div>	<p>Review your shopping cart carefully to ensure all entries are correct.</p> <p>Click All done? Proceed to checkout>>.</p> <p>Verify that the total charges are correct.</p> <div data-bbox="1522 1183 2011 1235"><p>All done? Proceed to checkout >></p></div>

✓ 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 athletes 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 club in stages, use the payment plan even if you plan to pay by credit card. For example; you could register all of your seniors on Monday and juniors on Tuesday. Once all entries are complete, you would then click "Pay on Account" to finalize payment.