



Registering for ICC Competitions



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1. Registering on the system

Registering on our new system couldn't be easier. You can access the system using this link:

<http://w-cheer.cheercompgenie.com/Register>

You'll be taken straight to the **'Create Account'** screen.

Take care to fill the fields correctly as these will be the details we'll use to contact you and how they will appear on your invoice.

Once you've filled in and checked all the details click the **'Register'** button and your registration will be complete.

Logging back in

Next time you need to log back in you can go to <http://w-cheer.cheercompgenie.com/Login?returnUrl=%2fCheerRegistration%2f> and fill in your details to log in to your account at any time.

Editing your registration details

If you need to edit the details you have entered from the homepage click on **'Gym Information'**. To change your password, fill in your password and click **'Change Password'**. To change any other details just replace them in the **'Change Account Details'** section, and when you've finished simply click **'Save Account Details'**.



2. Adding athletes

There are two ways of adding athletes on to the system. The first and the easiest way is to download, fill in and upload the spreadsheet. This is how to do it.

1. From the home page click on **'Team and Athlete Roster'**
2. Then click the green button **'1. Download Empty Athlete List CSV'** and save the file (make sure you save it as a CSV file, this should happen automatically)
3. Open the spreadsheet and fill in the details of your athletes. **All the athletes from your program should be on one spreadsheet, not one per team.**

Here's the information needed for the spreadsheet:

First Name & Last Name – These are self explanatory, but make sure you get them the right way round.

Date of Birth – Fill in the athlete's date of birth in the DD/MM/YYYY format. It's important to write the year as a 4 digit number format e.g. 1998

Gender – Athlete gender written as either M or F

Signed Liability Form – Unfortunately this field does not carry across to the system. So you can leave this field blank

Email – This is an optional field if you want to provide a contact email for the athlete

USASF ID – This is a field only for American teams so there's no need to fill it in

4. Once you've filled in all your athletes, save the file. (Save it as a CSV file, this should happen automatically) Back on the system click the orange button **'3. Upload Completed Athlete List CSV'** Select your completed file and click open
5. A new window will pop up titled **'Add Multiple Athletes'** on here you should see the details of all your athletes. Firstly check all the athletes are on the list and the details are correct. Then on the **'Signed Liability Form'** tab select **'Yes'**
6. When you're happy click **'OK'** to add the athletes

The second way to add athletes is from the **'Team and Athlete Roster'** page. Scroll down to the green buttons either **'Add Athlete'** to add one athlete at a time or **'Add Entered Number of Athletes'** to add the number of athletes you type in. From here the **'Add Multiple Athletes'** box pops up and you can fill in the details listed above.

Do NOT add athletes to the system more than once regardless of how many teams they are in. This will mean you are charged a full entry fee twice for this athlete rather than an entry fee and a crossover fee.

Modifying Athletes

From the **'Team and Athlete Roster'** page you can select any athlete you have added and click the orange **'Modify Athlete'** button. Once you've finished altering the details, click **'OK'** to save your changes.

All your athletes should now be saved on the system.



3. Adding teams

To do this you need your athletes already added to the system, so use the section above to do that. When you're ready to add your teams head back to the **'Team and Athlete Roster'** page. On the right hand side is the teams section.

1. Use the **'Select a Team'** drop down box and select **'Add New Team'**
2. A box will pop up to enter your team name and click **'OK'**

When entering your team name. **Make sure to always enter it in the following format:**

Program Name – Team Name

e.g. Happy Allstars – Sunshine. How you enter the team name is exactly how it will appear on the running order. For solo's or Duo's make sure to use the athletes names

e.g. Happy Allstars - Lucy

3. The box for that team will come up. Fill in the coach name. You can enter more than one coaches name by separating them with commas (e.g. Bill, Ben)
4. For **'Team Type'** select Cheer or Dance. A drop down for **'Division Type'** will then pop up. Use this to select if it is an Allstar Team, Solo, Group Stunt etc.
5. Next up you can select your **'Division'** this is where you pick your level, age category and team size. There's a lot to choose from here so pick carefully!
6. Drag the athletes over from the list on the left in to the team until you've got the whole team added
7. Click the orange **'Save Changes'** button and repeat until you've added all your teams



4. Entering a competition

Now you've added all the athletes and your teams, it's time to enter your competitions.

1. Go to the **'Dashboard'** page. And click the blue **'Add New Registration'** button
2. Firstly select the **'World Cheerleading Company Ltd'** brand
3. The **'Select Event'** drop down will appear and you can select the competition you're looking to enter
4. The **'Manage Teams'** options will appear and you need to click on the blue button **'Add Roster/Previous Teams'**
5. A separate box will open with all the teams you have created on the system. Tick the boxes of the teams you wish to enter then click the green **'Add Selected Teams to Registration'** button
6. You then have the option to edit any details about the team or any of the athletes. You can click the **'Save Registration'** button and come back to it later
7. When you're ready to submit. Hit the **'Submit Registration'** button
8. Another page will pop up for you to check over the details. *Please note that for Group Stunts, Solos and Duos the crossover price does not apply this is a separate first entry price.* When you're happy hit the **'Submit Registration'** button again
9. You'll then come to a payment screen. It'll show you the total amount for the registration. When you've checked the total, hit the blue **'Checkout'** button
10. On this page you just need to tick to agree the Rules, policies and liability waiver form. Then click the orange button **'Agree to Pay by Cheque / BACS'**
11. Within one working day we'll send you an invoice with the details of how to pay by BACS or Cheque

Please note: The payment needs to be received by ICC for the registration to become final. So if you are sending a cheque it is your responsibility to make sure the cheque is received at the ICC office before the deadline or your entry fees will be rolled over to the next payment deadline amount and you will lose any early entry discount.



5. Liability forms

There are 2 forms ICC uses for its Liability Waiver system.

The first form (with the title 2017 ICC Liability Waiver) is for our records – please could you read through this thoroughly and either sign and email back to us or bring it with you to hand in to our registration desk on your arrival on the day of competition. Please be aware that, by signing this form, you are confirming that you are agreeing to our terms and conditions in respect of entering any ICC competition and that you have made all your athletes/parents of competing athletes aware of our Liability and Waiver Form.

The second form (entitled Liability Lists) is for your records – you can use this at your own discretion, i.e. to either hand out to parents, athletes, etc, for their information or for you to obtain their signatures and keep for your future reference – WE DO NOT NEED THIS FORM RETURNING TO US.

Please be aware that, until the 2017 ICC Liability Waiver form is signed and returned, athletes will be unable to compete.

You'll be emailed these forms with your confirmation after you've registered. If you need to read the waiver before this it is available online at <http://w-cheer.net/liability-waiver/> or you can obtain copies of both of these forms by emailing Enquiries@w-cheer.net



6. Spectator tickets & Coaches passes

Spectator tickets

As a team you are allowed to enter one spectator ticket order per competition. You can find these on our website competitions page <http://w-cheer.net/our-competitions/> . The link for each spectator ticket form is under the 'Programme Ticket Order Form' under each competition.

When you've filled in the form, email it over to Admin@w-cheer.net and you'll be sent an invoice for the tickets. We'd always advise registering your team and ordering your spectator tickets at the same time to avoid disappointment if the competition sells out in between.

Coaches passes

You are allowed one free coaches pass for every 32 athletes you register at a competition. (You'll always get at least one coaches pass per program even if you are registering less than 32 athletes) If you need additional passes using the spectator ticket order form which has an extra box for coaches passes.



7. FAQs

An error about athlete age is coming up when I try to save athlete details

Firstly make sure you've entered the athlete ages correctly and they are entered in the right division. Secondly make sure you've entered it in the format DD/MM/YYYY e.g 01/05/1998 not 01/05/98 as this confuses the system.

After I've filled in my athlete details an error comes up when I try to save the list

If you click OK on the error a notification in orange writing should appear under the error highlighting where the problem is.

Athlete and Team roster is different to the registration

When you register for competitions you add people from your roster to that particular competition. As long as you make sure the competition entry is correct, the roster may contain people who were previously on the team or entered in error. However if there are not enough athletes or teams on your competition entry you may have missed adding some so take a look and add any that are missing.

If you've still got any questions about registering or using the system just email enquiries@w-cheer.net or call 07904047342.

Thanks for choosing ICC and we can't wait to see you at competition this year!

The ICC Family