



## REGISTRATION INSTRUCTIONS

REGISTRATION WEBSITE: <https://sapphireexpofest.cheercompgenie.com>

### 1. CREATE YOUR CLUB/SCHOOL ACCOUNT

A screenshot of a login and registration form. The form is on a black background with white text. It asks if the user has an account or a CheerComp Genie account. If yes, it asks for login information. There are input fields for Email and Password. Below the Password field is a red error message: "The Password field is required." There is a checkbox for "Remember me?" and a link for "Forgot Password?". At the bottom are two buttons: "Log in" (grey) and "Create an Account" (orange).

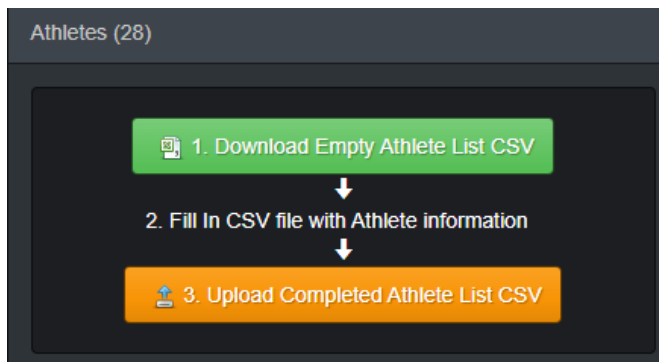
### 2. ADD YOUR COACHES

- Click on "Team and Athlete Roster"
- Click on the Blue "Open" button on Coaches Line
- Click "Add Coach"
- Add each of your coaches.

A screenshot of a user dashboard. At the top is a red header with the text "Sapphire and Expofest Registration". Below the header is a navigation bar with buttons for "Dashboard", "Team and Athlete Roster", "Gym Information", and "Sign Out". Below the navigation bar, it says "Logged in as sapphireproductionsmtl@gmail.com". There are three summary cards: "Coaches (3)" with an "open" button, "Teams (5)" with an "open" button, and "Athletes (40)" with an "open" button.

### 3. ADD YOUR ATHLETES

- a. Click on the Blue “Open” button on Athlete line
- b. Click on “Download Empty Athlete List CSV”
- c. Add each of your coaches
- d. Complete the empty athlete list file following the format indicated in all fields (it is important to follow the format indicated for date of birth MM/DD/YYYY). *Note that Athlete ID and Email are not required fields.*
- e. Save CSV file on your computer.
- f. Upload your completed Athlete CSV file.



### 4. CREATE YOUR TEAMS

- a. Click on the Blue “Open” button on Team line
- b. Click on the drop-down box
- c. Select Add New Team
- d. Enter Team Name
- e. Add coaches → Drag and Drop on the right-hand box.
- f. Selection Your Team Type / Division Type and Division
- g. Add athletes → Drag and Drop on the right-hand box.
- h. One completed click on the SAVE button

### 5. REGISTER FOR COMPETITION

- a. Click on the “Dashboard” button
- b. Select Add New Registration
- c. Select Brand + Event
- d. Enter Team Name in “Enter a New Team Name” box and select the team you wish to register
- e. Confirm the number of coaches and athletes
- f. Continue to add all the teams you are registering, remember to hit save after each team entry.
- g. Once all teams have been entered select “Save and Continue”

## **6. CONFIRM YOUR REGISTRATION**

- a. Click on the “Submit & Confirm Registration” button
- b. Your fees due will be generated based on the date of registration
- c. Select Make a Payment

## **7. MAKING YOUR PAYMENT**

- a. Payment methods are cheque or EFT
- b. Cheques should be made payable to Sapphire Productions Inc. or Expofest Productions Inc. and mailed to: 315 rue Senecal, L’ile Bizard, QC H9C 2C2.
- c. EFT payments can be sent to [info@sapphireproductions.ca](mailto:info@sapphireproductions.ca) or [info@expofest.ca](mailto:info@expofest.ca)
- d. Exceptionally, payment by Credit Card will be accepted for Sapphire Productions events only; email us at [info@sapphireproductions.ca](mailto:info@sapphireproductions.ca) to request this payment option. NOTE: an additional 4% admin fee will be charged.
- e. Registration is confirmed once payment is made.

Please contact us at [info@expofest.ca](mailto:info@expofest.ca) or [info@sapphireproductions.ca](mailto:info@sapphireproductions.ca) for any questions or assistance in completing your registration