



 Regchamp Registration Process



SACD *Championship* 2027

REGISTRATION OPEN: 9/30/2026
REGISTRATION CLOSE: 3/14/2027

SACD CHAMPIONSHIP REGISTRATION 2027

Do you want to register your team for the SACD Championship 2027?
Here are the steps to follow:

REGCHAMP LINK : WWW.REGCHAMP.COM

SELECT YOUR EVENT PRODUCER : **SPIRIT ACADEMY CHEER & DANCE**

- IF YOU HAVE PARTICIPED AT THE SACD CHAMPIONSHIP 2024,
YOU WILL RECEIVE YOUR LOGIN DETAILS BY EMAIL.
- IF YOU ARE A NEW PROGRAM,
CREATE YOUR ACCOUNT WITH YOUR EMAIL

ACCEPT THE GENERAL CONDITIONS FOR STARTING YOUR REGISTRATION

REGISTRATION DEADLINE : 3/14/2027

***REQUESTS FOR MODIFICATIONS BY EMAIL ONLY FROM 3/15 TO 5/02**
sacdchampionship@gmail.com

GENERAL INFORMATION:

- **The number of routines is limited to 130 cheerleading teams;** once we reach 130, we will close the registration for organization and safety reasons and to ensure the competition runs smoothly.
- Coaches and program director are responsible for the information entered in Regchamp for their participation in the competition (e.g. choice of division).
- Programs **directors** are no longer allowed in the competition area.
- Please follow the **steps** in the procedure for registering coaches and teams.
- The **format** for entering dates of birth is DD/MM/YYYY.
- When a **coach is an athlete as well:** please register him as an athlete only (he must be listed on the athletes' roster only and will have access to all competition's areas).
- You may register a maximum of **2 coaches per team** for the SACD Championship.
- **Do not modify** the existing 'sample' Excel file when registering your athletes.
- In the 'sample' file, **delete** only lines 2 and 3 before saving.
- If an athlete competes in several teams, enter the athlete on as many lines as there are teams in which he competes, changing their '**TeamID**' on the roster.
- "**TID**" = TeamID
- **Programs lunch packs** must be ordered on PayAsso (see link on page 8).



1 UPDATE YOUR ACCOUNT AND COACHES

STEP 1. UPDATE ACCOUNT INFORMATION

- Log in to your **RegChamp** account.
- Select “**My Account**” on the left side menu bar.
- Then click on “**Update Organization Information**”.

Update your program information: address, email, phone number, social networks, etc.

*then click “**submit**”.*

STEP 2. ADD AND EDIT YOUR COACHES

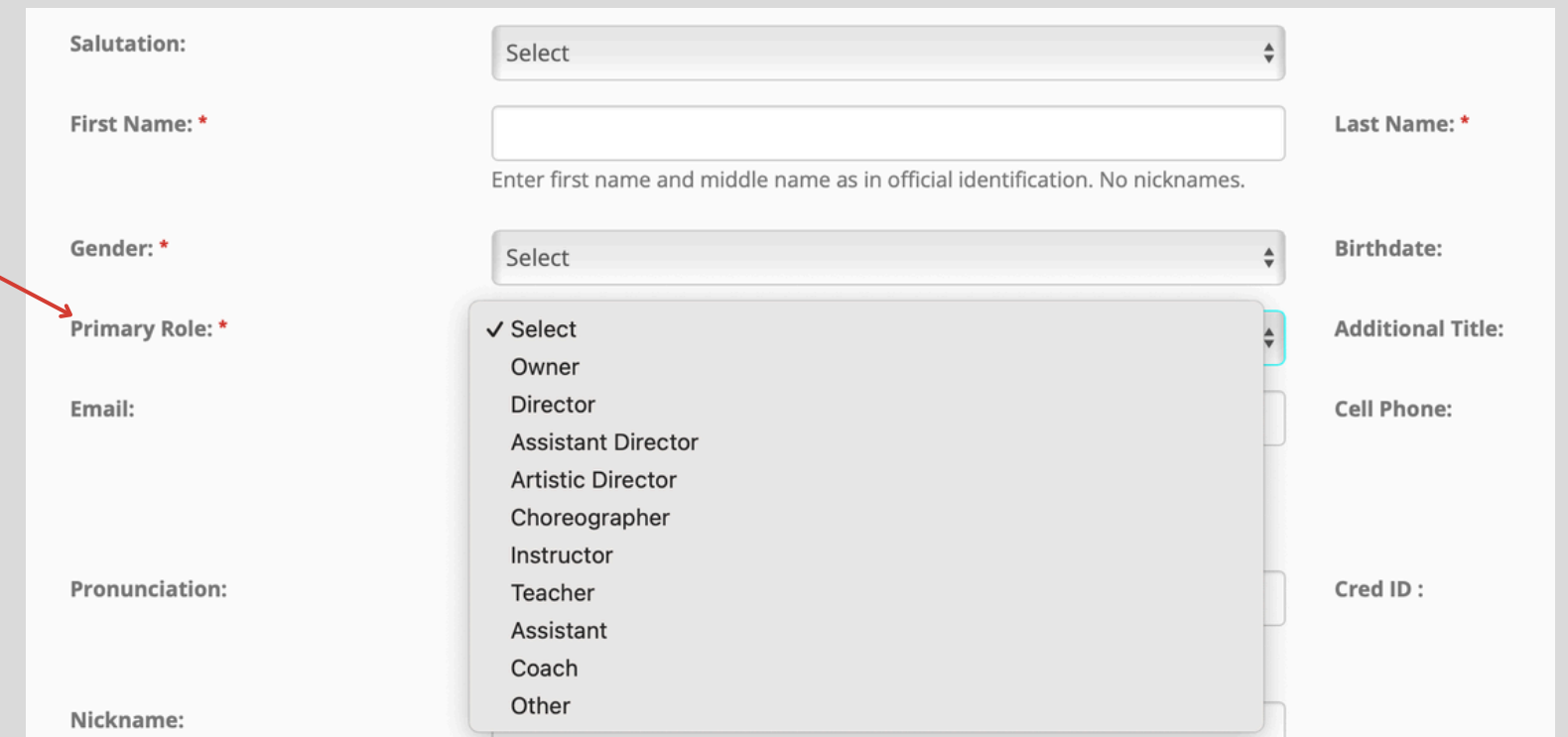
- In the menu bar on the left, click on “**Personal and others**”:
- **If your program was already registered for a previous event: Hide the profiles** of coaches who are no longer with you this season and add **new coaches**, without forgetting to add an email and telephone number.
- **If you are a new program:** click on the “**add a staff member**” button to add coaches.
- **The background check of your coaches must be uploaded directly on your Google Drive through the access link that will be sent to you.**

Your coaches’ background checks are valid for the 2026-2027 season (dated no earlier than September 30, 2026).

Please make sure all information is up to date so that Spirit Academy staff can contact you if necessary.

When registering your coaches:

- Provide information regarding the **identity of the coaches**.
- In the drop-down menu below: select “**coach**”.



Salutation:

First Name: * Last Name: *
Enter first name and middle name as in official identification. No nicknames.

Gender: *

Primary Role: *
✓ Select
Owner
Director
Assistant Director
Artistic Director
Choreographer
Instructor
Teacher
Assistant
Coach
Other

Email:

Pronunciation:

Nickname:

Birthdate:

Additional Title:

Cell Phone:

Cred ID:

You may register a maximum of 2 coaches per team for the SACD Championship. Please note: Only a maximum of 6 people are allowed on the “coaches mat” at the front of the floor (including alternates/substitutes).

- **When a coach is also an athlete:** please register them as an **athlete only** (they must be listed on the athlete roster). Athletes and coaches have access to the same competition’s areas.
- A coach must be **at least 16 years old** to be registered as such for the SACD Championship.
- **Programs Directors are no longer permitted** in the competition’s areas and can no longer be registered on RegChamp.

2 CREATE YOUR TEAMS

Please follow the steps in the procedure for registering coaches and teams.

No roster and/or division changes will be taken into account after the 5/2 and until the day of the competition.

Please ensure you have a sufficient number of substitutes/alternates on your roster.

STEP 1. CREATE YOUR TEAMS

- Select “**Teams and Specialties**” from the menu bar on the left, then close the pop-up that opens.
- Then click on “**+Create a new team**”:
 - Enter the **team name** and **type**
 - Answer all questions as requested
 - Click “**Next**” then “**Select Coaches**”
 - Click on “**Save**”
 - Close the screen

Your team is created and your TID number appears in the first column.

This TID number will be used for your rosters.

Repeat the above steps for ALL your teams

*To register a duo in DANCE:

- Click on “small groups and solos”
- Follow the same steps as above.



WARNING: Your TID changes each time you delete your team. Check your TID before proceeding to the rosters step.

The team type corresponds to the category/division in which you wish to compete.

GOOGLE DRIVE ACCESS for PROGRAMS:

Each program will received a link by email to the Spirit Academy drive to upload the following items:

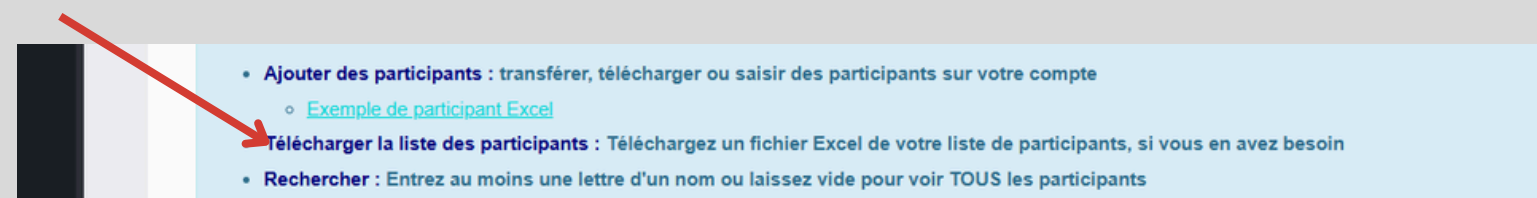
- readable and valid identity document of each athlete, organized by team.
- background checks/criminal report for coaches valid for the 2026-2027 season (dated no earlier than September 30, 2026).
- **Reminder:** we don't need the parents' identification documents.
- **Please rename the existing files using your team names and submit the identification documents named as “first name_last name”.**
- **To facilitate the follow-up of your registration,** please inform the Spirit Academy staff by email of the changes made to your account before the registration deadline.

STEP 2. DOWNLOAD YOUR ROSTERS

1- Create your Excel table to record your athletes:

In the banner on the left, select “**Participants**”.

Scrolling down this page, you will find an Excel file “**Excel Participant Example**”. Use this file to register your athletes.



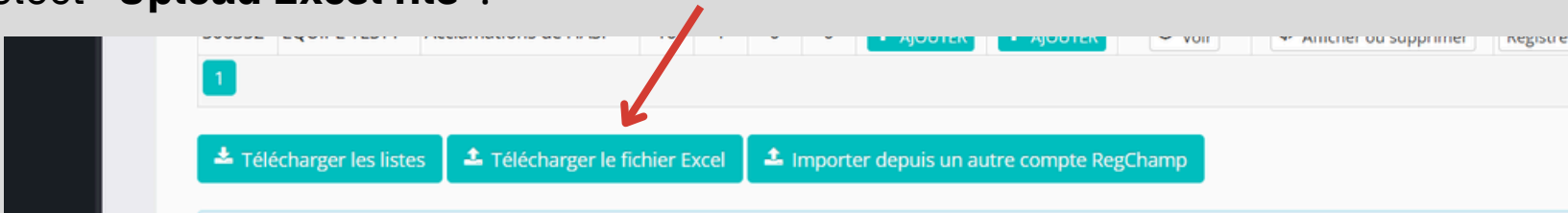
In this Excel file, complete only the following columns: **last names, first names, genders, dates of birth, country and team ID**

*Tip: The ID is located under the **TID** column on your teams' homepage. Use your teams' ID to build your rosters.*

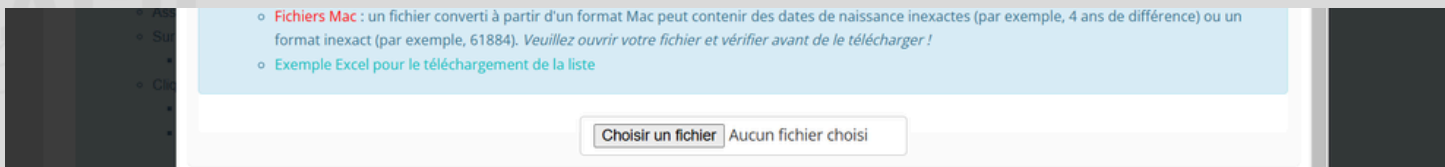
2- Import your athletes into your teams:

In the banner on the left, choose the “**Teams and specialties**” section.

Select “**Upload Excel file**”:



Then click “**Choose File**” to import the Excel file you created earlier.



Then click on “**Continue**”.

Make sure the drop-down options match your Excel document.

Click “**Continue**” and then “**Submit**”.

A window opens, scroll down to the bottom of the page and click on “continue”:

A screenshot of a registration form. It has a header with 'Télécharger le fichier', 'Vos colonnes', 'Téléchargement de l'avis', and 'Réussi'. Below the header is a blue box with the text: 'Pour chacune des catégories ci-dessous, veuillez nous indiquer laquelle de vos colonnes nous devrions utiliser.' The form contains several fields with labels and dropdown menus: 'Prénom' (PersonneFN), 'Nom de famille' (PersonLN), 'Sexe' (Sexe), 'Date de naissance' (Date de naissance), 'ID de l'équipe' (ID de l'équipe), 'Pays' (Pays), and 'Courriel des parents' (Courriel des parents). Each field has a 'Requis' or 'Facultatif' label.

Click “**submit**” on the new page:

Université de technologie de Toronto	UVU	F	01/08/2008			309774			
VWW	WXX	F	01/09/2008			309774			
XXY	YYZ	F	01/10/2008			309774			
VWW	WXX	F	01/09/2008			309775			
DCC	EDD	F	01/01/2006			309775			
FFE	GFF	F	01/02/2006			309775			
HGG	IHH	F	01/03/2006			309775			
JII	KJJ	F	01/04/2006			309775			
LKK	MLL	F	01/05/2006			309775			
NMM	ONN	F	01/06/2006			309775			
RRQ	RQQ	F	01/07/2006			309775			
SRR	TSS	F	01/08/2006			309775			

SOME REMINDERS:

- **Access** to Google Drive is restricted to **COACHES** and **DIRECTOR** who are in charge of the registration.
- In your Google Drive, **RENAME your teams’ folders**. Nothing else should be removed or changed.
-  A **valid** and **readable** identity document is required for each participating athlete (passport / identity card / family record book). The file must be named as follows: the athlete’s “first name_last name”.
-  **Parents ID documents are not required.**
-  Your ID documents, coaches’ background checks should be stored in your **Google Drive**.
- Spirit Academy has created additional (non IASF) divisions for teams with fewer than 16 athletes per team. Please review the age grids available on our website.

3

REGISTER FOR SPIRIT ACADEMY EVENTS

STEP 1. CHOOSE YOUR EVENT

- Select “**Events**” on the left in the menu bar.
- Then click “**Go!**” next to the event you plan to attend.



STEP 2. IMPORT YOUR TEAMS

- Click “**Confirm**” once you have reviewed the cancellation policy.
- Use the “**IMPORT a team**” drop-down bar to select a team that is participating in the event and Click “**IMPORT a team**”.
- Select the division and click “**Save**”.
- Click “**Finish**”.

Repeat steps for ALL teams.

*To import a duo in DANCE:

- Click on “small groups and solos”/“small group”.
- Follow the same steps as above.



Tip: If no division can be selected:

- Click on “**Check division criteria**”.
- Select the **orange triangle icon** next to the desired division to view why your team does not meet the division's criteria.

Registration for the SACD Championship includes your image consent for the duration of the competition. If you do not agree, please send us an email at spiritacademycheerdance@gmail.com



No roster and/or division changes will be taken into account after the 5/2 and until the day of the competition.

Please ensure you have a sufficient number of substitutes/alternates on your roster.

4

EDIT TEAMS

STEP 1. CHANGE YOUR EVENT REGISTRATION

- Select “**Events**” on the left in the menu bar.
- Then click “**Go!**” next to the event for which you need to update your roster.

STEP 2. ADD MEMBERS

- Click “**Add**” in the item column next to the team you want to update.
- Enter the athlete's first and last name in the upper right corner, then click “**Search**”.
- Check the box on the left of the screen “**athlete name**” and click “**Add**”.
- Click “**OK**” and repeat for ALL teams that need to be updated.

Please note: if the athlete you wish to add was not in your initial roster, you must first create them in the “**Participants**” section in the banner on the left before following the steps above.

To designate an athlete as a substitute/alternate:

- Go to the list of participants under the “View/delete members” section.
- Click “**MARK**” next to the athlete who is to be the substitute.
- The substitute athlete’s status changes to “**MARKED**”.
- To turn a substitute athlete into a competing athlete: press “**MARKED**”; the athlete’s status changes to “**MARK**”

*Summary: Athletes in the routine are “**MARK**”; substitutes are “**MARKED**”*

STEP 3. DELETE MEMBERS

- Click “**Show or Remove**” in the Display Members column.
- Click “**Delete**” next to the athlete that needs to be deleted.
- **Close the screen** and repeat for ALL teams that need to be updated.



2026-2027 RATES:

- Rates applicable in **CHEERLEADING** and **DANCE (duos included)**
- Rate applicable per **athlete**
- **Coaches** rate is 40€.

EARLY	ON TIME	LATE
until 11/30/26	from 12/1/26 to 02/14/27	from 02/15/27 to 03/14/27
38€	40€	45€

REMINDER:

- **Program Directors are no longer permitted in the competition area and can no longer be registered on RegChamp.**
- **You may register a maximum of 2 coaches per team for the SACD Championship.**
- **Please note: Only a maximum of 6 people are allowed on the “coaches mat” at the front of the floor (including alternates/substitutes).**

- Once registration has closed, please review the process for making **changes**, as explained on page 9.
- The Spirit Academy staff verifies all forms of identification for each athlete and coach participating in the Spirit Academy Cheer&Dance competitions.

5 PAYMENT OF THE REGISTRATION

STEP 1. SEE YOUR INVOICE

On your account homepage, select “**Pay online**” next to the event under “**Your registrations this season**”.

Vos inscriptions cette saison (Voir facture pour les instructions de paiement) [Mettre à jour les soldes](#)

ID d'événement	Événement	#P	#S	HACHE	Alertes	Solde dû	Facture
7525	Championnat SACD CHEERLEADING	10	1	0	✓	418,00 €	Payer en ligne

• **Comment m'inscrire aux concours ?**

- Tout d'abord, inscrivez tous les nouveaux participants [ICI](#)
- Cliquez sur « Ajouter des participants » et sélectionnez la méthode de votre choix :

STEP 2. ENTER A PAYMENT

- Check fees and team information to ensure it is correct.
- Enter the amount you wish to pay under “**Make a payment**”.
- Select **Continue to online payment**.

570,00 € (EUR)

EFFECTUER UN PAIEMENT

Montant dû aujourd'hui : €570.00 [Continuer le paiement en ligne...](#)

INSCRIPTIONS

Nom	IDENTIFIANT	Catégorie	Taper	Compétence	Division	Code	Remarques	#P	Maison	Croix	Autre	Frais de	Frais de	Taux
-----	-------------	-----------	-------	------------	----------	------	-----------	----	--------	-------	-------	----------	----------	------

Clarification:

The “Crossovers” mentioned on your invoice correspond to athletes who compete on several teams.

REMINDER:

Please be sure to follow the crossover policy outlined in our age grids 26-27.

STEP 3. MAKE PAYMENT

- Fill out the payment form + credit card details.
- Payments are made by **credit card only**.
- One payment per program - **no individual payments** accepted.
- Check the bank card **amount limit** and ensure that there are **sufficient funds**.
- Accept the terms of the policy by checking the box.
- Click on “Continue”.

Tip: Wait for the payment to be confirmed.
Do not press “Submit” multiple times.

- Once your payment has been processed, we don't issue any refunds, even if you entered incorrect information during registration. Please carefully review the information you entered before submitting your payment.

PS: Payment of your registration fees doesn't guarantee a valid registration until the Spirit Academy staff has verified and reviewed all aspects of your registration.

6 TEE-SHIRT ATHLETES & COACHES

An email via Regchamp will be sent to each registered program to find out your needs for t-shirts by athletes and coaches.

Please respect the deadline notified for your response.

REMINDER:

- The T-shirts are unisex sizes and are gifted with your registration.
- Children sizes are not available.
- Please use the sizes provided by Spirit Academy in your answer.

7

MUSIC

You are no longer required to send us your music before the competition. Please save your music (in MP3 format) directly to your Phone AND **bring your adapter.**

We don't require a music licence for your music mix.

8

PACKED LUNCHES

Programs have the option of ordering lunch packs for their athletes.

The deadline for your orders is 5/20/2027 included



PROGRAMS Packed Lunches

9

REGISTRATION MODIFICATIONS

Once registration has closed, please contact us via email to submit a change request to sacdchampionship@gmail.com.

All change requests must be submitted via email.

The Spirit Academy staff will handle the changes to your registration on Regchamp (we'll ask you to review and then confirm the changes once they've been made).

The fee for making a change is €100 if no coach or athlete is added.

If you add a coach or an athlete, you will be charged €100 + €40 for a coach / €100 + €45 for an athlete.

Changes can be made from March 15, 2027, through May 2, 2027, included.



SACD
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*THANK YOU AND
SEE YOU SOON*



sacdchampionship@gmail.com



www.spiritacademycheerdance.com



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