



Stars & Stripes Championships Registration Instructions

1. You must be signed in as a club administrator to register athletes and professionals for this event.
2. Once you are logged on as a club administrator, go to Member Services and click *Club Administration* on the left toolbar.
3. Click *Meet Registration* on the left toolbar.
4. Click *Search for Meets*, select *All States* and *Search*, then select *Stars & Stripes Championships* under the T&T discipline.
5. Select all athletes, pairs and coaches that need to be registered.
6. Select *Choose Levels*.
 - a. Select the level for each event that each athlete will participate in.
 - b. Click *Submit*.
7. Confirm all athletes, coaches, levels and prices. Once everything is verified, click *Submit* to put into shopping cart.
8. Click *Checkout* to submit payment and complete the registration process.
9. Please note that you will receive a confirmation email once the payment goes through. If you do not receive the confirmation email within 24 hours, please call Member Services at (800) 345-4719.