

# HOW TO REGISTER FOR MASTERS NATIONALS

*Guide to a complete and timely registration*

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## 1 REGISTER ATHLETES, COACHES & EVENTS

- Registration should be done through the CAS Registration system, [available online here](#).
- Video tutorials are available from within the help section of the system for those new to the system. The one most common mistake: don't forget to add athletes to your event registrations!
- Once you have completed your registration, you will be able to export a report that will give you your total amount due for event registration.
- ON & QC clubs will need to go through a different, manual process that will involve filling out an Excel spreadsheet. Instructions and spreadsheet are [available on the event page](#).

## 2 FILL OUT THE ONLINE REGISTRATION FORM

- The form is [accessible here](#), and from the QUICK LINKS section of the [event page](#) and the SPORTITY app.
- Use this form to confirm contact details, coaches, number of athletes, athlete fees, and a few other details.
- Please include your registration amount from step #1 in the online form, which will allow you to know your final amount due at the end of the process. You will also get a confirmation email with this amount.

## 3 FILL OUT THE ATHLETES WAIVERS

- Every athlete needs to fill [the online waivers](#), which can be accessed from the [event page](#) or the SPORTITY APP.

## 4 PAY!

- The amount to be paid is the amount from **Step 1 + Step 2** and will be outlined after you complete your online form.
- Payment methods are clearly outlined in the Event Page.
- Note that we have a strong preference for EFTs. Direct deposits are preferred, but Interac payments are also accepted. **Note that in all cases, it is extremely important to include the name of the club in the message field, and to use the correct password.**

## 5 SEND MUSIC FILES IN - LABELED CORRECTLY & ON TIME!

- After Step #2, you will receive a Dropbox File Request email. Use this link to upload all of your music files.
- Make sure files are labeled as per instructions. Doing this right is a quick job for you, but a very long one for us if we have to redo everyone's.
- Please respect deadlines.