

🇬🇧 Super Spirit registration process on Regchamp



Super
SPIRIT

REGISTRATIONS OPEN: 9/30/2026
REGISTRATIONS CLOSE: 1/3/2027

SUPER SPIRIT REGISTRATIONS 2027

Would you like to register your team for **SUPER SPIRIT 2027**?
Here are the steps to follow:

VISIT THE REGCHAMP WEBSITE: WWW.REGCHAMP.COM

CHOOSE AN EVENT PRODUCER: [SPIRIT ACADEMY CHEER & DANCE](#)

- **IF YOU HAVE PARTICIPATED TO A SPIRIT ACADEMY COMPETITION SINCE 2024,
YOU WILL RECEIVE YOUR LOGIN DETAILS BY EMAIL
(PLEASE UPDATE YOUR PROGRAM ACCOUNT).**

- **IF YOU ARE A NEW PROGRAM,
CREATE YOUR ACCOUNT WITH YOUR EMAIL ADDRESS**

ACCEPT THE TERMS AND CONDITIONS TO BEGIN YOUR REGISTRATION

[REGISTRATION DEADLINE: 1/3/2027](#)

GENERAL INFORMATION:

- **Please take note of the Super Spirit rules available on our website.**
- Coaches and Directors are responsible for the data entered on regchamp for their program's participation in the competition (e.g., choice of division).
- Coaches, please ensure you have enough substitutes/alternates on your rosters when registering on RegChamp to avoid any problems once registrations close.
- For the **26-27 season, 2 coaches per team** can be registered.
- Program's **Directors** are no longer allowed in the competition area.
- **Super Spirit 2027** is open to Partner Stunt, Group Stunt, cheerleading teams from levels 1 to 7, and ability teams. The competition is also open to dance teams and duos (find more information on our website).
- When a coach is an athlete: please register them as an **athlete only** (they must be entered on the roster of athletes only and will have access to all competition's areas).
- Please follow the order of the **steps** in the procedure for registering coaches and teams.
- The **format** for entering dates of birth is DD/MM/YYYY
- For **new programs: Do not modify** the existing "sample" Excel file for registering your athletes. In the "sample" file, only delete lines 2 and 3 before saving.
- If an athlete competes in multiple teams, enter the athlete on as many lines as there are teams in which they compete by changing their "TeamID" on the roster.
- **For former programs:** update your athlete list in the "participants" tab. You can add, hide, or delete athletes for your new season.

To contact the staff by email: sacdsuperspirit@gmail.com

You can register a maximum of 2 coaches per team for Super Spirit.
WARNING: only a maximum of 6 people are allowed on the “coaches” mast at the front of the floor (substitutes included).

1 UPDATE YOUR ACCOUNT AND COACHES

STEP 1. UPDATE ACCOUNT INFORMATION

- Log in to your **RegChamp** account
- Select "**My Account**" on the left in the sidebar menu bar
- Then click on "**Update organization information**"

Update your program's information: address, email, phone number, social media links, etc.

*then click on “**submit**”*

STEP 2. ADD AND EDIT YOUR COACHES

In the menu bar on the left, click on “**Personal and other**”:

- **If you already have a Regchamp account:** Hide the profiles of coaches who are no longer with you this season and **add new coaches**, remembering to add an email and a phone number.
- **If you are a new program:** click the “**add staff member**” button to add coaches.
- **The criminal record extracts of your coaches will need to be uploaded directly to the Google Drive access link that will be sent to you by email.**

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

When registering your coaches:

- Provide information regarding the **coaches' identities**.
- In the drop-down menu below: select “**coach**” only

Salutation:

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

Gender: *

Birthdate:

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

Additional Title:

Email:

Cell Phone:

Pronunciation:

Cred ID:

Nickname:

We remind you that programs Directors are no longer allowed in the competition area and can no longer be registered on regchamp.

2 CREATE YOUR TEAMS

No roster and/or division changes will be taken into account after 1/17/2027 until the day of the competition.

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

STEP 1. CREATE YOUR TEAMS (NEW PROGRAMS)

- Select “**Teams and specialties**” on the left in the menu bar, 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 on “**Next**” then “**Select Coaches**”
 - Click on “**Save**”
 - **Close the screen**

Your team has been created and your TID identifier appears in the first column.

This TID number will be used for your rosters (“lists”).

Repeat the steps above for ALL your teams

STEP 1. CREATE YOUR TEAMS (PROGRAMS WHO ALREADY REGISTERED ON REGCHAMP)

- Select “**Teams and specialties**” on the left in the menu bar.
- Then click on “**Add participants**”: then follow the steps

Repeat the steps above for ALL your teams

***To register a duo in DANCE:**

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

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

• CLARIFICATION

The team type corresponds to the category/division in which you wish to participate. Here are the translated equivalents on RegChamp:

REMINDER: all our age grids and regulations are available on our website.

ACCES GOOGLE DRIVE PROGRAMS :

Each program will receive a link to Spirit Academy's Google Drive via email to upload the following items:

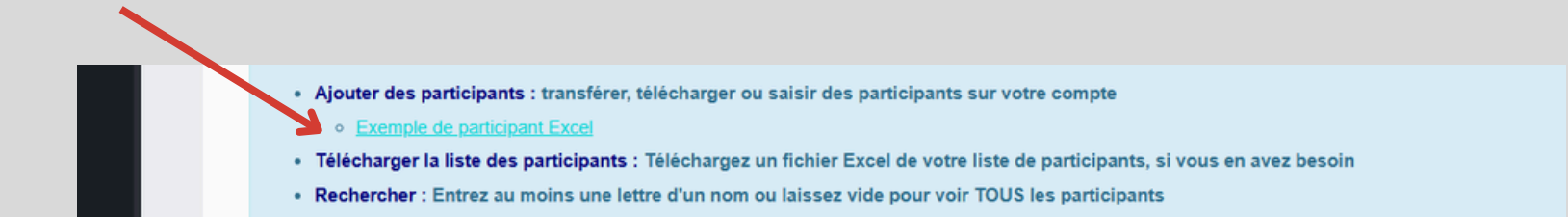
- legible identity documents for each athlete, distributed by team
- extracts from the criminal records of the coaches, valid for the 2026-2027 season (dated at least on September 30, 2026).
- Please rename the existing files with your team names and upload the renamed identity documents: “first name_last name” of the athlete.
- 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 (LISTS) - NEW PROGRAMS

1- Create your Excel spreadsheet to record your athletes:

In the left-hand menu, select “**Participants**”.

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



In this Excel file, only complete the following columns: **names, first names, genders, dates of birth, country and team identifier** (TID).

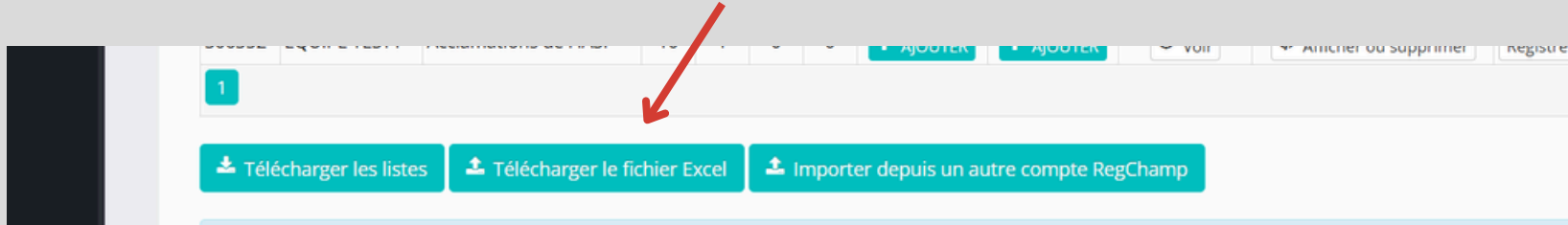
Also include your substitutes (alternates) in the participants table.

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

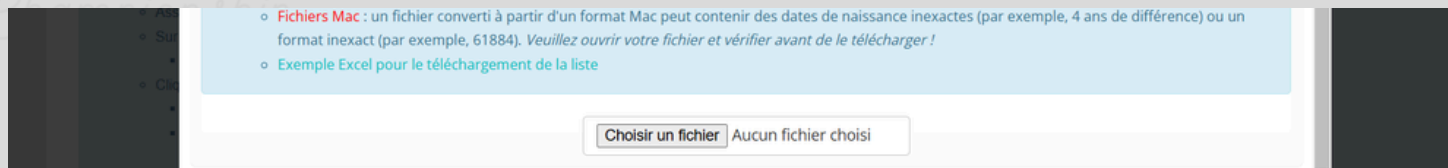
2- Importing athletes into teams:

In the left-hand menu, select the **"Teams and specialties"** section.

Select **“Download Excel file”**:



Next, click on **“Choose a file”** to import the Excel file you created earlier.



Then click on **“Continue”**

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

Click on "**Continue**" and then on "**Submit**".

A window will open; scroll to the bottom of the page and click on “continue”:

Télécharger le fichier	Vos colonnes	Téléchargement de l'avis	Réussi
Pour chacune des catégories ci-dessous, veuillez nous indiquer laquelle de vos colonnes nous devrions utiliser.			
Prénom	PersonneFN	Requis	
Nom de famille	PersonLN	Requis	
Sexe	Sexe	Requis	
Date de naissance	Date de naissance	Requis	
ID de l'équipe	ID de l'équipe	Facultatif	
Pays	Pays	Requis	
Courriel des parents	Courriel des parents	Facultatif	

Click on “**submit**” on the new page:

Univ	UVU	F	01/08/2008			309774		
VWV	WXX	F	01/09/2008			309774		
XYX	YYZ	F	01/10/2008			309774		
VWV	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	NNN	F	01/06/2006			309775		
RRQ	RQQ	F	01/07/2006			309775		
SRR	TSS	F	01/08/2006			309775		

3 REGISTER FOR SPIRIT ACADEMY EVENTS

STEP 1. CHOOSE YOUR EVENT

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

STEP 2. IMPORT THE TEAMS

- Click on “**Confirm**” once you have read the cancellation policy.
- Use the “**IMPORT a team**” dropdown menu to select a team participating in the event and click “**IMPORT a team**”.
- Select the division and click “**Save**”.
- Click on “**Finish**”.

Repeat the steps for ALL teams

***To import a Partner Stunt, a Group Stunt and/or a Dance Duo:**

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

IMPORTER un petit groupe/individu :

Sélectionnez Petit groupe/indiv

Importer un petit groupe/individu

ID d'escouade	Équipe	Taper	#UN	#S	#Exp	#Div	Membres	Divisions	Voir les membres	Télécharge
---------------	--------	-------	-----	----	------	------	---------	-----------	------------------	------------

Tip: If no division can be selected:

- Click on "**Check division criteria**"
- Select the **orange triangle** icon next to the desired division to see why your team does not meet the division criteria.
- The divisions are detailed on our age grid documents available on our website **www.spiritacademycheerdance.com**

No roster and/or division changes will be taken into account after 1/17/2027 until the day of the competition.

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

4 CHANGE YOUR TEAMS

STEP 1. MODIFY YOUR INFO FOR THE EVENT

- 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 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 labeled "**athlete name**" and click "**Add**".
- Click "**OK**" and repeat for ALL teams that need to be updated.

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 left-hand banner before following the steps above.

OR

STEP 3. REMOVE MEMBERS

- Click on "**Show or remove**" in the members column of the display.
- Click on "**Delete**" next to the athlete who needs to be removed.
- **Close the screen** and repeat for ALL teams that need to be updated.

Registration for Super Spirit includes your authorization for image rights for the entire duration of the competition. If you object, please email us at spiritacademycheerdance@gmail.com

4 MANAGING SUBSTITUTES/ALTERNATES

To mark an athlete as an alternate:

- Go to the list of participants in the "View/delete members" section
- Click on "**MARK**" next to the athlete who is a substitute.
- The substitute athlete is now marked as "**MARKED**"
- To turn a substitute athlete to a competing athlete: press "MARKED", the athlete will then be marked as "MARK".

Summary: Athletes in the routine are "MARK", substitutes are "MARKED"

ACCES GOOGLE DRIVE PROGRAMS :

Each club will receive a link to Spirit Academy's Google Drive via email to upload the following items:

- legible identity documents for each athlete, distributed by team
- extracts from the criminal records of the coaches, valid for the 2026-2027 season (dated at least on September 30, 2026).

Please rename the existing files with your team names and upload the renamed identity documents: "first name_last name" of the athlete.

The Spirit Academy staff checks all identification documents for each athlete and coach participating in Spirit Academy Cheer&Dance competitions.

5 REGISTRATION FEE PAYMENT

STEP 1. VIEW YOUR BILL

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 SADC 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 :

2026-2027 FEES:

- Prices applicable to **CHEERLEADING** and **DANCE (including duos)**
- Price applicable per **athlete**

ATHLETE	COACH
20€	20€

STEP 2. ENTER A PAYMENT

- Check the fees and team information to ensure they are correct.
- Click on "**Make a payment**"
- Select "**Continue 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 refers to athletes who compete in multiple teams.

STEP 3. MAKE THE PAYMENT

- Fill out the payment form + bank card details.
- Payments are made **exclusively** by credit card.
- **One payment per program** - no individual payments accepted.
- Check the credit card **limit** and ensure sufficient funds are **available**.
- Accept the terms of the policy by ticking the box.
- Click on "Continue".

Tip: Wait for payment confirmation.
Do not press "Submit" multiple times.

- Once your payment has been processed, we do not issue **any refunds**, even if you entered errors during registration. Please carefully check the information you entered before submitting your payment.

PS: Payment of your registration does not guarantee a valid registration until the Spirit Academy staff has verified and checked all the elements of your registration.

6 MUSIC

You are no longer required to send us your music before the competition. Please ensure you have your music (MP3 format) directly on your phone AND **bring your adapter**.

We do not need a music license for your music montages.

7

MODIFICATION INSCRIPTION

If you need to make a change to your Super Spirit registration after registration has closed, here are the steps:

STEP 1. NOTIFY THE STAFF

- Please contact the staff by email at sacdsuperspirit@gmail.com
- Explain the change (Program, team name, person's first and last name...)
- Prepare the necessary documents for the modification request (for example: for adding a new athlete, plan to send the athlete's identity document by email)

STEP 2. WAIT FOR THE STAFF FEEDBACK

- The Spirit Academy staff makes the changes themselves on Regchamp
- Once the modification is made, the staff will send you a screenshot of what has been done on RegChamp.
- Please reply to this email to VALIDATE or CORRECT the change

The modification request costs €50 without adding a coach/athlete.

If you add a coach or an athlete you will have to pay the sum of €50 + €20 for a coach or €50 + €20 for an athlete.

Modifications are possible from 1/04/2027 to 1/17/2027 included.



8

PACKED LUNCH

Programs have the option to order lunch pack for their athletes.

The deadline for your orders is 2/14/2027 included.

 **Program Packed Lunch**



Super
SPIRIT

WELCOME TO THE SUPER SPIRIT!
SEE YOU VERY SOON!



sacdsuperspirit@gmail.com



www.spiritacademycheerdance.com



3 Allée de l'Odyssée
69330 PUSIGNAN - FRANCE