



8 Count Registration System

Program Director Setup & Registration Guide
2026-2027 Season

For Open Championship Series Events

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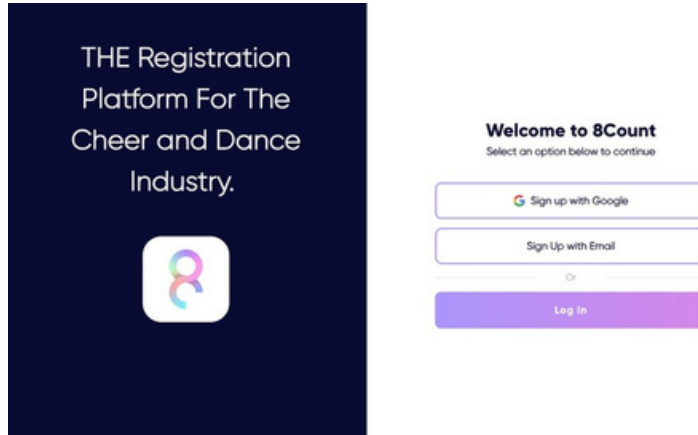
Quick Start Checklist

Follow this quick start checklist to:

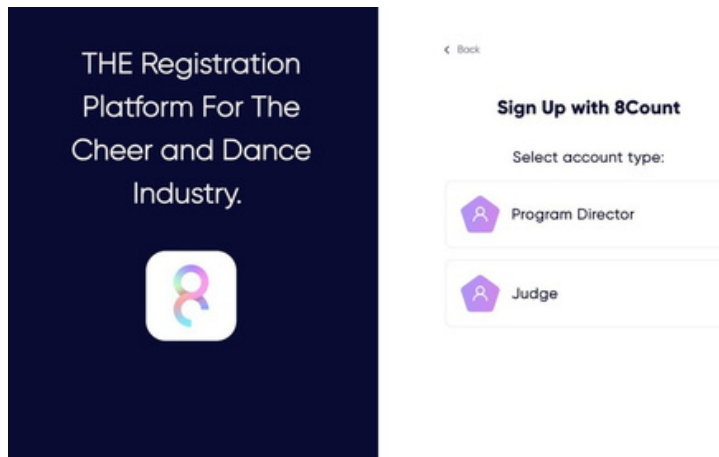
- Create your 8Count account
- Add athletes
- Add coaches
- Create team
- Grant Event Producer access to your account
- Register for events

STEP 1 – Create Your Account

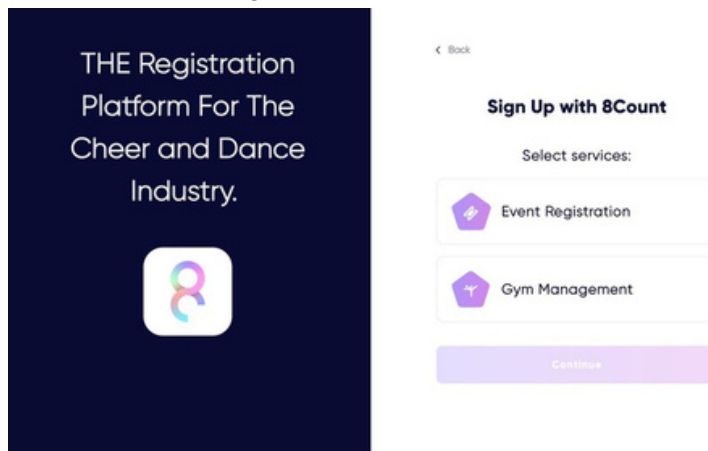
1. Go to 8countlogin.com
2. Click on “Sign Up with Email” or “Sign Up with Google Account”



3. Click on “Program Director” button.



4. Click on “Event Registration”, Click Continue.



5. Create your Program Director Account and click the “Sign Up” button.

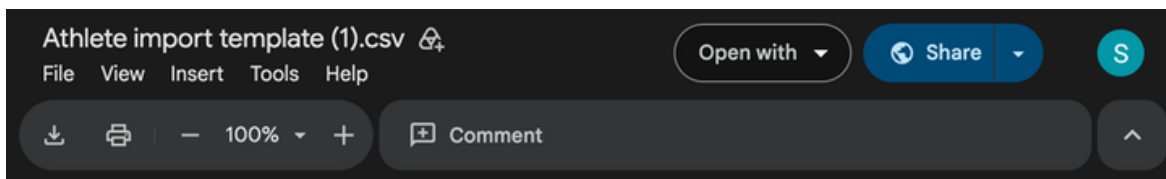
STEP 2 – Add Athletes

There are two ways to add your athletes. You can add your athlete manually or you can upload your athletes.

To upload your athletes, download the following spreadsheet: [CLICK HERE](#)

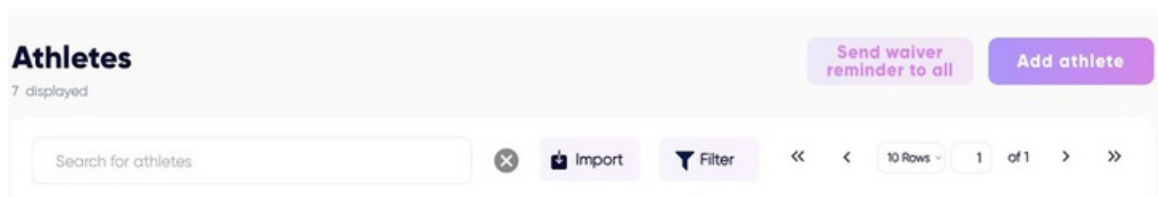
TIP: You can either download the file to your computer, or select “OPEN WITH” and “Google Sheets” to create the downloadable spreadsheet in your browser.

FILE MUST BE IMPORTED AS A .CSV

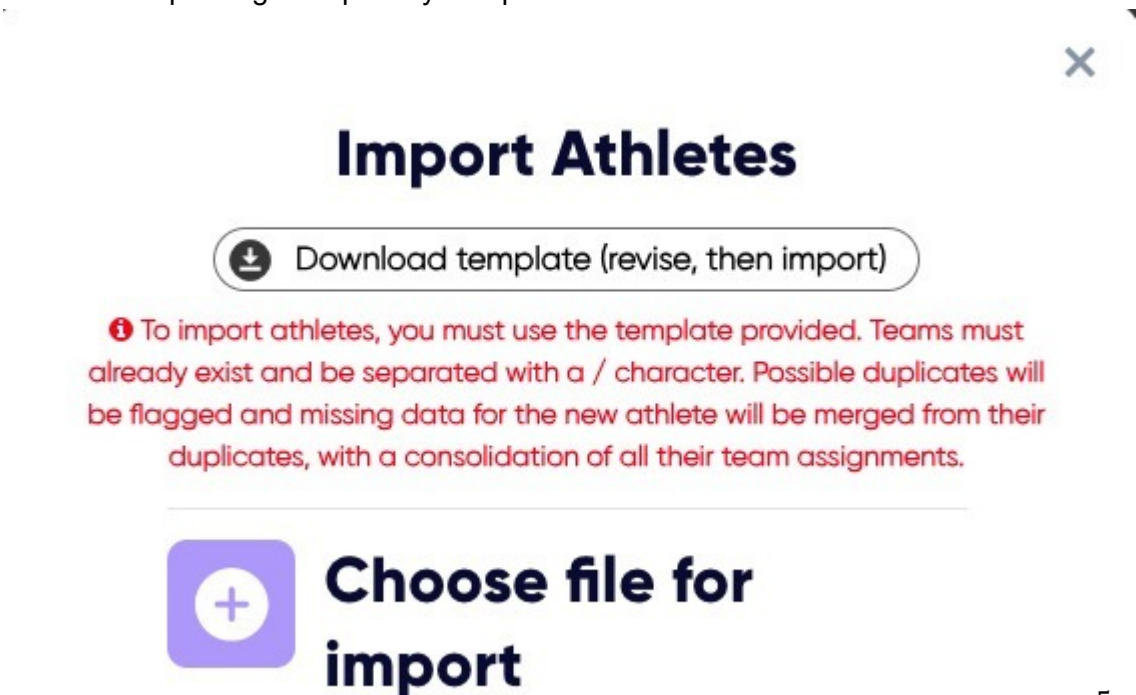


****Athlete emails are not required, but the space is given if you would like to provide one**

1. Once you have filled out the spreadsheet with athlete information, save the file as a .csv, and click on the import button from the athlete screen



2. Click on the plus sign to upload your spreadsheet



3. Map your fields and click the “Upload File” button
4. Then click on the “Import Athletes” button



Import Athletes

 Download template (revise, then import)

ⓘ To import athletes, you must use the template provided. Teams must already exist and be separated with a / character. Possible duplicates will be flagged and missing data for the new athlete will be merged from their duplicates, with a consolidation of all their team assignments.

 **Athlete import template (1).csv**

Import 3 Athletes

To add your athletes manually:

1. Click on “Athletes” on the Left-Hand-Side Menu
2. Click on the “Add Athlete” button on the top right hand of the screen

Athletes
1 displayed

Send waiver reminder to all

Add athlete

Search for athletes

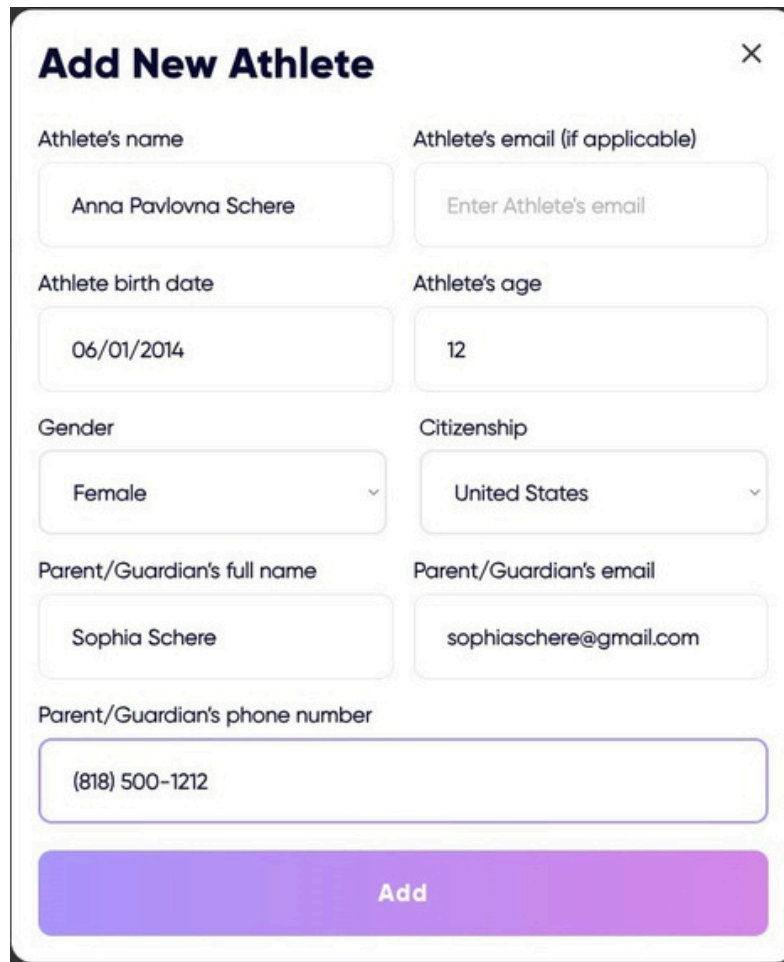
✕

Import

Filter

<< < 10 Rows 1 of 1 > >>

3. Add your athlete information and click on the “Add” button once complete

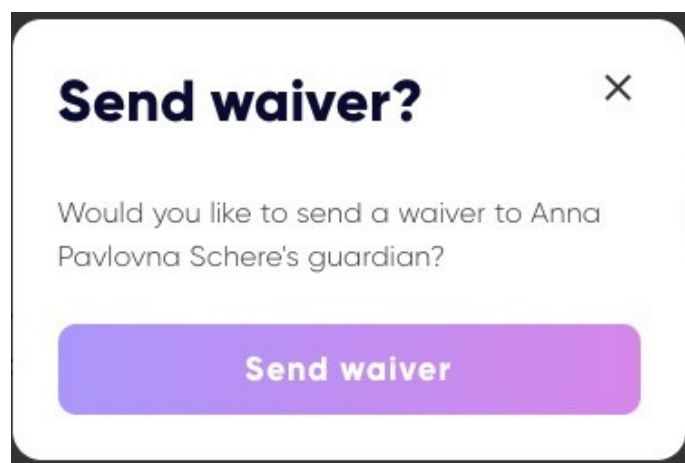


The form is titled "Add New Athlete" and contains the following fields:

- Athlete's name: Anna Pavlovna Schere
- Athlete's email (if applicable): Enter Athlete's email
- Athlete birth date: 06/01/2014
- Athlete's age: 12
- Gender: Female
- Citizenship: United States
- Parent/Guardian's full name: Sophia Schere
- Parent/Guardian's email: sophiaschere@gmail.com
- Parent/Guardian's phone number: (818) 500-1212

A purple "Add" button is located at the bottom of the form.

4. Click on the “Send Waiver” button. This will send a waiver to the parent’s email.



The dialog is titled "Send waiver?" and contains the following text:

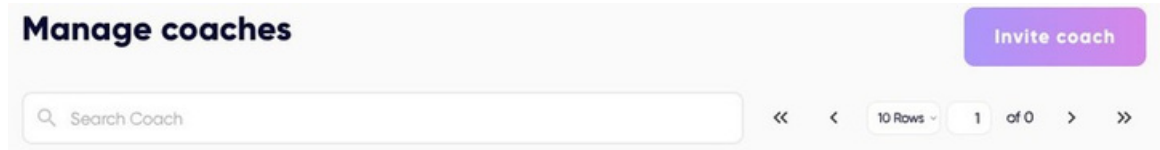
Would you like to send a waiver to Anna Pavlovna Schere's guardian?

A purple "Send waiver" button is located at the bottom of the dialog.

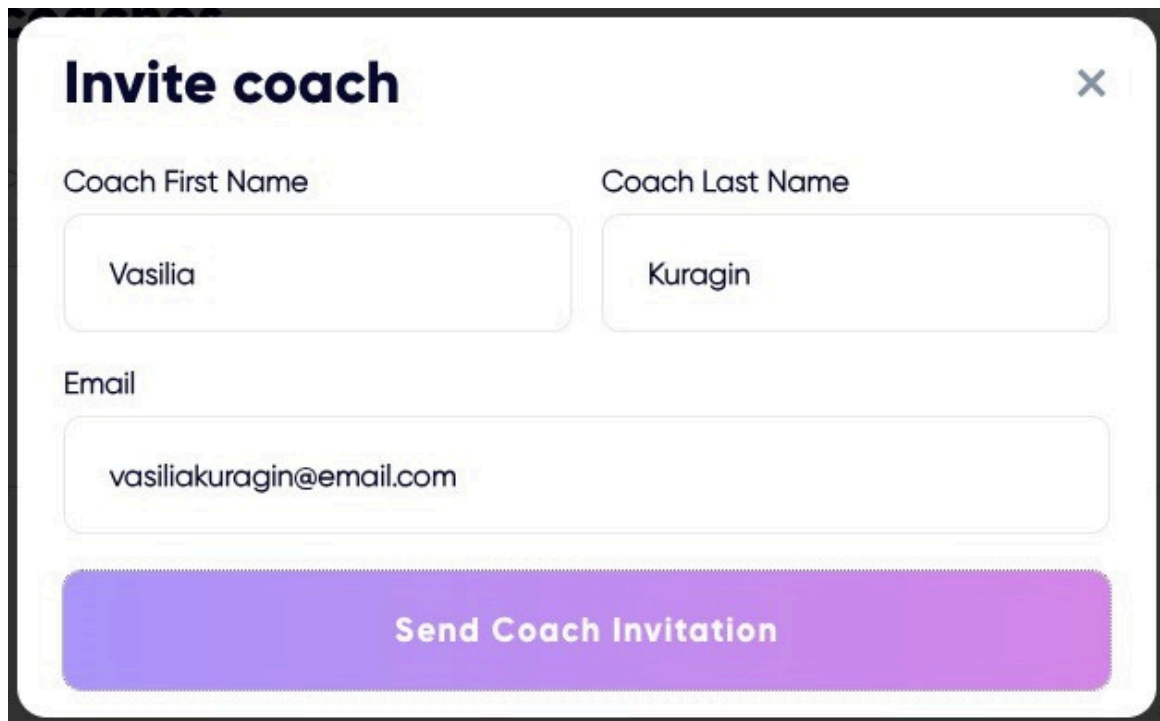
5. Once you have added all athletes, you can now add coaches

STEP 3 – Add Coaches

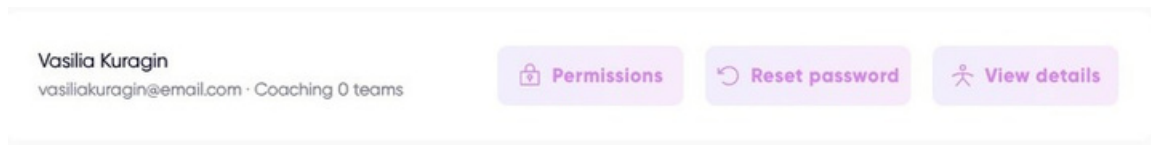
1. Click on “Coaches” on the Left-Hand-Side menu
2. Click on the “Invite Coach” button at the top right-hand corner of your screen



3. Enter the coaches first name, last name, and email, and click on the “Send Coach Invitation” button



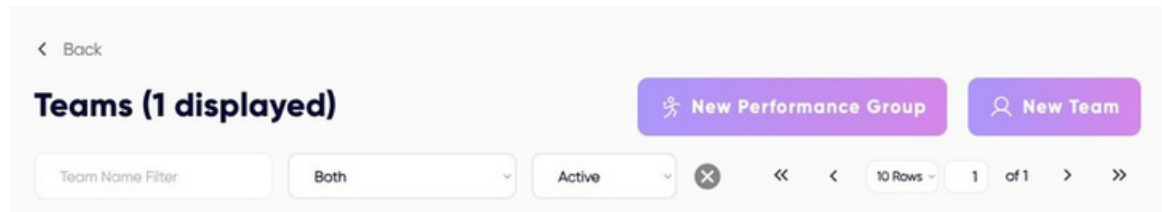
Additional: from the Coaches Menu, you can choose permissions, update their information, and reset passwords from your program manager account



Note: if you want your coach to have access to scoresheets, click the required access from the “Permissions” button.

STEP 4 – Create Teams

1. Click on “Teams” on the Left-Hand-Side menu
2. To add a team, click on the “New Team” button on the top right-hand side of the screen

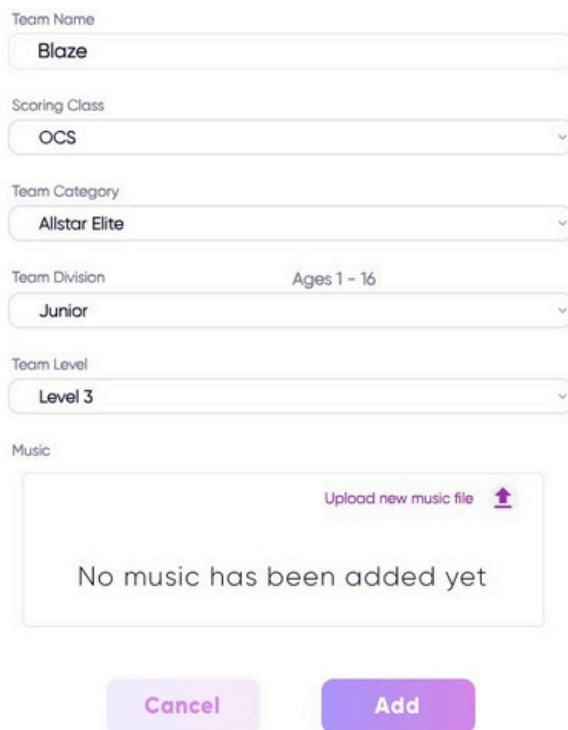


The screenshot shows a web interface for managing teams. At the top left is a '< Back' link. The main heading is 'Teams (1 displayed)'. To the right are two buttons: 'New Performance Group' (with a person icon) and 'New Team' (with a magnifying glass icon). Below these are filters: 'Team Name Filter' (text input), 'Both' (dropdown), and 'Active' (dropdown). To the right of the filters are pagination controls: a close button (X), navigation arrows (double left, single left, double right, single right), '10 Rows' (dropdown), '1 of 1' (text), and a double right arrow.

3. Add your team name and information and then click “Add”

NOTE: Adding a music file is NOT required for the Open Championship end-of-season events. Music is played directly from your device at the stage.

Add New Team



The 'Add New Team' form contains the following fields and controls:

- Team Name:** Text input field with the value 'Blaze'.
- Scoring Class:** Dropdown menu with the value 'OCS'.
- Team Category:** Dropdown menu with the value 'Allstar Elite'.
- Team Division:** Dropdown menu with the value 'Junior'. Above the dropdown is the text 'Ages 1 - 16'.
- Team Level:** Dropdown menu with the value 'Level 3'.
- Music:** A section with a text area containing 'No music has been added yet'. Above the text area is a link 'Upload new music file' with an upward arrow icon.
- Buttons:** 'Cancel' and 'Add' buttons at the bottom.

4. Click on the “View Team” button
5. Add Coaches and Athletes to the team by using the “Add” button

Coach Profiles

+ Add

No coaches added

☐ Team Athletes

+ Add

6. Add coaches or athletes by clicking on the box next to the coach or athlete’s name and then click the “Add” button

Add Athlete

×

Looking for someone?

←

Page 1 of 1

→

ACTIVE STATUS	ATHLETE NAME	WAIVER STATUS	BIRTH DATE	TEAM	GUARDIAN NAME	GUARDIAN PHONE
☐	Anna Pavlovna Schere Test	• Not sent	12 years old 6/01/2014	0 Teams in total	Sophia Schere sophiaschere@gmail.co m	8185001212

Add

STEP 5 – Grant Open Championship Series Events Access

1. Go to “Settings” on the left-hand-side menu
2. Scroll down to “Grant Run-As-Access”
3. Click on the “Manage Access” button
4. Add “The Open Championship Series” option for the events you are attending
5. Click the “Add” button
6. Click on “Yes” to allow access to Open Championship Series your registration

Grant Run-As Access

All event producers will be granted access to login and run-as you, just by using your login email. Additionally, those that you grant access explicitly below will see you listed in their run-as user list.

☐

Done

Add

The Open Championship Series – ASWC

The Open Championship Series – PRGN

The Open Championship Series – MEGA

STEP 6 – Register for Events

Option 1: Click the appropriate event link below to register. These links will take you directly to the event registration page.

[Register for the Allstar World Championship](#)

[Register for Prep & Rec Grand Nationals](#)

[Register for Small Program Mega Nationals](#)

Option 2: Register for the event from the 8Count main page

1. Click on Events in the Left-Hand-Side Menu
2. View events and search for your desired event
3. Click on the “Register” button

The screenshot displays the 8Count main page with the following details:

- Event:** Iconic Events: Oklahoma Icon
- Dates:** 11/14/2026 – 11/14/2026
- Location:** 3212 Wichita Walk, Oklahoma City, OK 73107, USA
- Producer:** Revolutionary Events
- Bids offered:**
 - Allstar World Championship - Cheer: 1x Paid bids
 - Allstar World Championship - Cheer: 8x At large bids
 - Allstar World Championship - Dance: 4x At large bids
 - Prep & Rec Grand Nationals - Cheer: 4x Partial bids
 - Prep & Rec Grand Nationals - Dance: 1x Partial bids
 - Small Program Mega Nationals - Cheer: 4x At large bids
 - Small Program Mega Nationals - Dance: 1x Partial bids

On the right, there are two panels:

- Pre-Registration:** Contains a "Preregister" button.
- Registration:** Contains "View" and "Register" buttons.

Select your teams

1. On the Select Teams to Register screen, check the box to the right of the team name, and then click on the “Continue” button

Select Teams To Register

The screenshot shows the "Select Teams To Register" screen with the following elements:

- Registration pricing option:** A dropdown menu set to "ASWC • Per athlete pricing".
- Information:** "To register a team, it must be assigned to one of the following scoring classes offered at this event: OCS. Additional applicable requirements will also be noted for each team below."
- Select all valid teams:** A checkbox that is currently unchecked.
- Teams selected:** A counter showing "0 teams selected".
- Team Card:**
 - Icon:** A purple hexagon with a white person icon.
 - Name:** Jota's Angels
 - Details:** OCS/Allstar Elite/Senior Large Coed/Level 6, Ages 13 – 19, Active athletes: 6.
 - Select:** An unchecked checkbox to the right of the team name.

By creating this registration you agree to the following [Terms and Conditions](#)

Skip

2. Click on the consent terms box and click the “Finish Registration” button

Season Passes

Available Season Passes that you have purchased from The Open Championship Series - ASWC are listed below, and will apply to this registration.

No applicable Season Pass athletes were found.

Promotions/Discounts

Enter a promo code here

Apply code

☐ By proceeding with this registration, I consent and agree to the event producer's terms and conditions, including but not limited to, their refund policies. I understand that if I have any questions, I must contact the event producer prior to proceeding with registration to their events.

Consent before finishing registration

3. Once your team is registered, you will receive a confirmation email

Account Navigation

You can easily navigate through your 8 Count Systems Account from the Menu on the Left-Hand-Side of your screen.

Dashboard

Click on Dashboard from the left-hand menu to view your dashboard.

Your Dashboard displays upcoming events your are registered for and upcoming athlete birthdays.

Once registered for an event, you can view event information, the event schedule, registration information, and revise registration information from this screen.

Program Director Dashboard

Upcoming Registered Events

Registration #RG-6MK2YPA9

Event Info

Event Schedule

Event Scoring

Leader Board

Reg Info

Reg Payment

Reg PDF

Reg Revise

Reg Cancel

The Allstar World Championship 2027
The Open Championship Series - ASWC
4/13/2027 - 4/18/2027
9800 International Dr, Orlando, FL 32819, USA

Athlete birthdays coming up in the next

7

 days:

No athletes with upcoming birthdays were found

Planner

Click on Planner in the Left-Hand-Side Menu to view your Planner.

Your Planner is a consolidated view of your events, pre-registrations, and registrations via a calendar view.

Events

Click on Events in the Left-Hand-Side Menu to view events.

View all events from this screen.

Upcoming events

Filter events by:

Event Name State Upcoming Events Revolutionary Events Bids offered (Event name) X

<< < 10 Rows 1 of 3 > >>

Event	Dates	Location		
Celebrity Championships: ROCD	11/01/2026 - 11/01/2026	1901 E Albany St, Broken Arrow, OK 74012, USA	Pre-Registration Preregister	Registration View Register
Bids offered	Producer			
Celebrity: Branson 8x Partial bids Celebrity: Branson 1x Paid bids	Revolutionary Events			

Registrations

Click on “Registrations” from the left-hand menu to view all registrations

[< Back](#)

Registrations

1 found

Event

Producer

6/25/2025 to 6/15/2026

X

<<

<

10 Rows

1 of 1

>

>>

Reg Date/ID	Event	Producer	Athletes	XOver	SPs	Teams	PGs	Total Fees	You Owe
6/15/26 3:04 pm RG-187NKMO1	Iconic Events: Oklahoma Icon Oklahoma Icon - On-Time	Revolutionary Events	7	0	0	1	0	\$623.00	\$623.00

Event Info

Event Schedule

Event Scoring

Leader Board

Reg Info

Reg Payment

Reg PDF

Reg Revise

Reg Cancel

Teams

Click on “Teams” from the left-hand menu to view and edit all teams

[< Back](#)

Teams (2 displayed)

New Performance GroupNew Team

Team Name Filter

Both

Active

X

<<

<

10 Rows

1 of 1

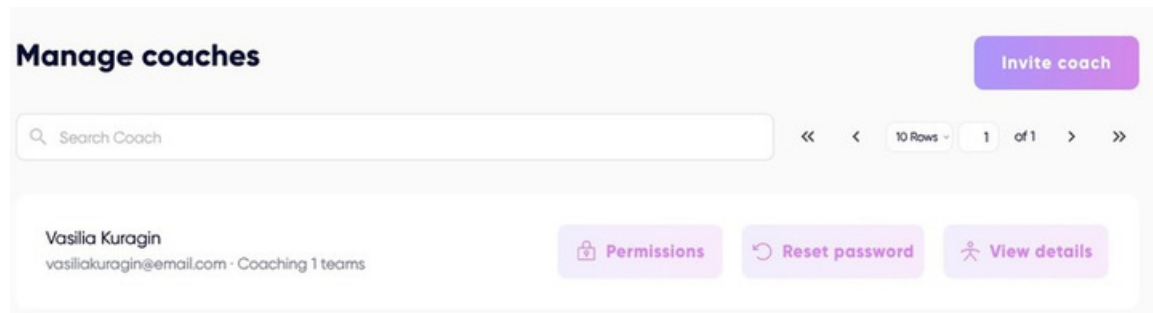
>

>>

Blaze Test 7 of 7 Active Athletes • 1 Coaches OCS • Allstar Elite • Junior • Level 3	View team Active
Spark Test 0 of 0 Active Athletes • 0 Coaches OCS • Allstar Prep • Youth Prep • Level 1.1	View team Active

Coaches

Click on “Coaches” from the left-hand menu to view, edit, and invite coaches

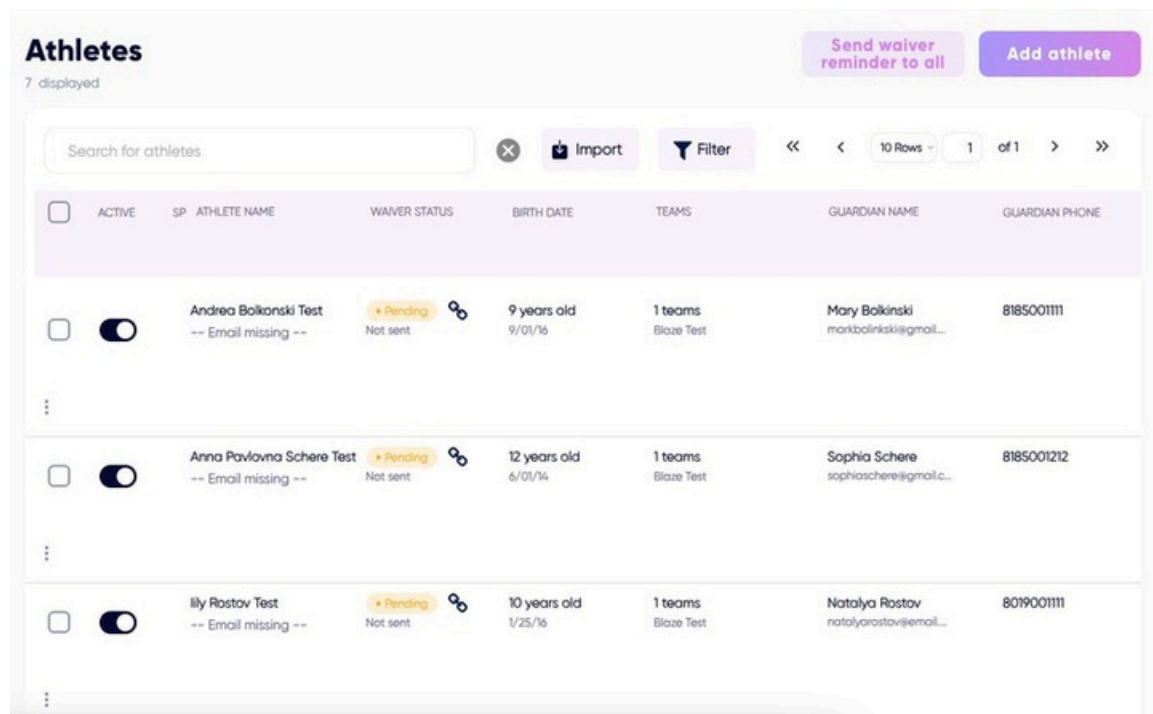


The "Manage coaches" interface features a header with the title "Manage coaches" and an "Invite coach" button. Below the header is a search bar labeled "Search Coach". A pagination bar shows "10 Rows", "1 of 1", and navigation arrows. The main content area displays a coach profile for "Vasilia Kuragin" with email "vasiliakuragin@email.com" and "Coaching 1 teams". To the right of the profile are three buttons: "Permissions", "Reset password", and "View details".

From this screen, you can also update coach permissions, reset passwords, and view coach details

Athletes

Click on “Athletes” from the left-hand menu to view, edit, and add athletes



The "Athletes" interface shows a header with the title "Athletes" and a "Send waiver reminder to all" button. Below the header is a search bar labeled "Search for athletes". A pagination bar shows "10 Rows", "1 of 1", and navigation arrows. The main content area displays a table of athletes with columns: ACTIVE, SP, ATHLETE NAME, WAIVER STATUS, BIRTH DATE, TEAMS, GUARDIAN NAME, and GUARDIAN PHONE. The table lists three athletes: Andrea Bolkonski Test, Anna Pavlovna Schere Test, and Ily Rostov Test. Each athlete row includes a checkbox, a toggle switch, a status indicator (e.g., "Pending", "Not sent"), a birth date, a team name, a guardian name, and a guardian phone number.

ACTIVE	SP	ATHLETE NAME	WAIVER STATUS	BIRTH DATE	TEAMS	GUARDIAN NAME	GUARDIAN PHONE
☐	☒	Andrea Bolkonski Test -- Email missing --	Pending Not sent	9 years old 9/01/16	1 teams Blaze Test	Mary Bolkonski markbolinski@gmail...	8185001111
☐	☒	Anna Pavlovna Schere Test -- Email missing --	Pending Not sent	12 years old 6/01/14	1 teams Blaze Test	Sophia Schere sophiaschere@gmail.c...	8185001212
☐	☒	Ily Rostov Test -- Email missing --	Pending Not sent	10 years old 1/25/16	1 teams Blaze Test	Natalya Rostov natalyarostovij@mail...	8019001111

From this screen, you can also send waiver reminders to all athletes with outstanding waivers

Billing

Select “Billing” from the left-hand menu to view all registered events and make a payment

To make a payment from the billing screen, select the event producer from the drop down menu and then click on the “Make A Payment” button. You will be directed to enter your financial information.

< Back

Billing

Transactions (All)		Transactions (Filter)		Payments & Credits (All)		Payments & Credits (Filter)	
Count	2	Count	1	Count	0	Count	0
Total	\$623.00	Total	\$623.00	Total	\$0.00	Total	\$0.00
Open	\$623.00	Open	\$623.00	Open	\$0.00	Open	\$0.00

[Auto Allocate](#) [\\$ Make a Payment](#)

6/15/2026 to 6/15/2026 Open Only Charges & Credits Type Event ☐ No event Season Pass

Revolutionary Events

<< < 10 Rows 1 of 1 > >>

Date & Ref#	Reg/SP Ref#	Type	Method	Producer	Event/SP	Due Date	Amount	Open
6/15/26 03:04 pm AC-SFY6WDB31	Reg Ref# RG-I87NKM01	Registration Remaining		Revolutionary Ev...	➤ Iconic Events: Okl...	11/14/26	\$623.00	\$623.00

Settings

Select “Settings” from the left-hand menu to make changes to program information, billing information, or to change Event Producer Access

Support & FAQs

- Forgot password? Use the Reset Password Function from the main screen
- Missing waiver? Resend from the Athletes screen
- Need help? Contact The Open Championship Series Registration Team at registration@openchampionshipseries.com

STEP-BY-STEP VIDEOS:

[Getting Started as A Program Director](#)

[Adding Coaches and Athletes](#)

[Create and Manage Teams](#)

[Register for Events as a Program Director](#)