



8 Count Registration System

Program Director Setup & Registration Guide
2026-2027 Season

For Open Championship Series Events

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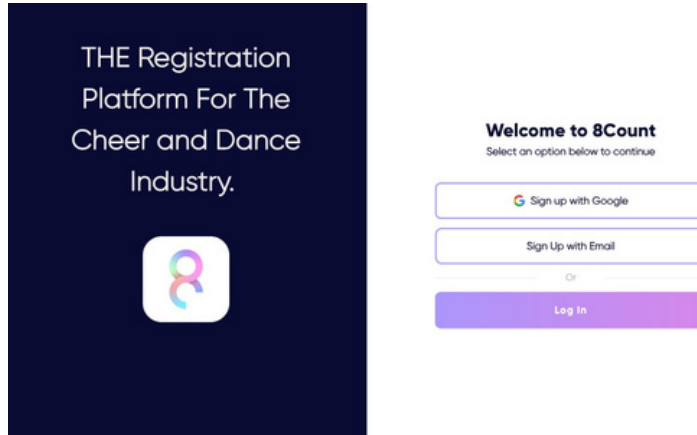
Quick Start Checklist

Follow this quick start checklist to:

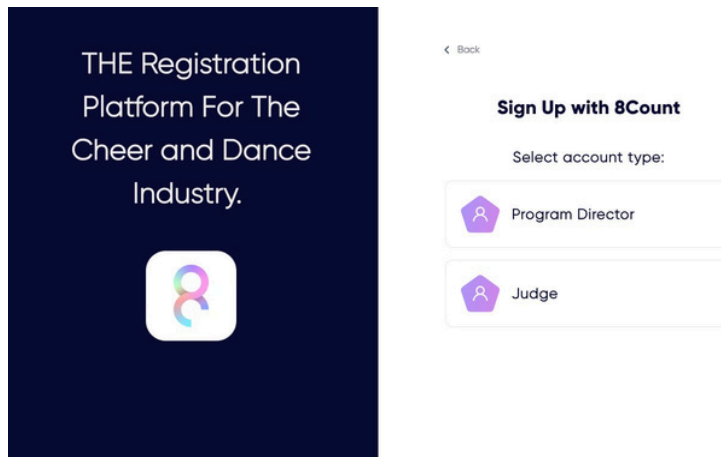
- Create your 8Count account
- Add athletes
- Add coaches
- Create team
- Grant Event Producer access to your account
- Register for events

STEP 1 – Create Your Account

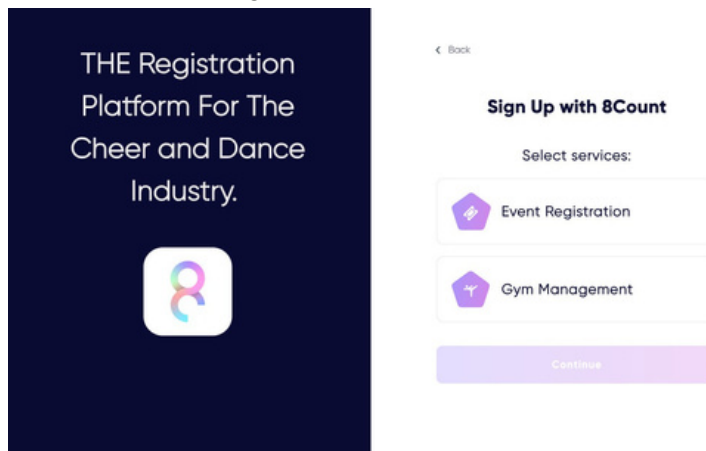
1. Go to 8countlogin.com
2. Click on “Sign Up with Email” or “Sign Up with Google Account”



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.

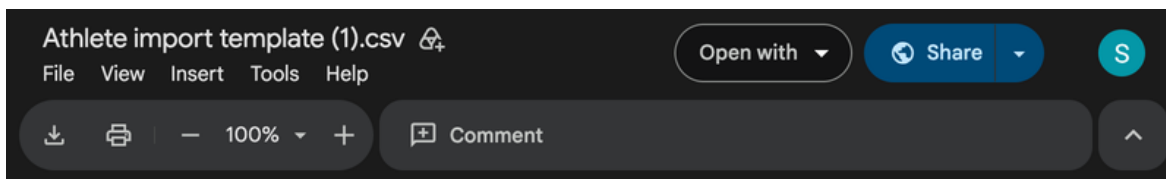
STEP 2 – Add Athletes

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](#)

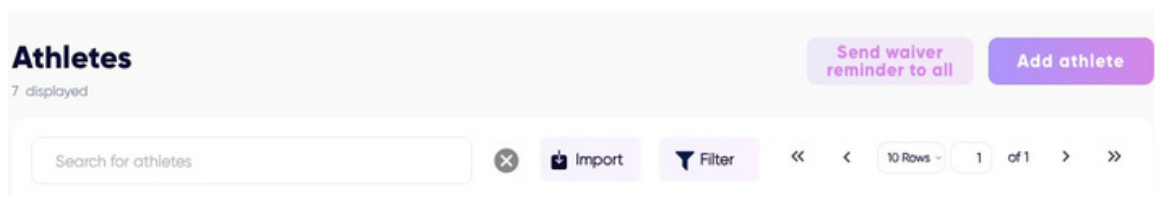
TIP: You can either download the file to your computer, or select “OPEN WITH” and “Google Sheets” to create the downloadable spreadsheet in your browser.

FILE MUST BE IMPORTED AS A .CSV

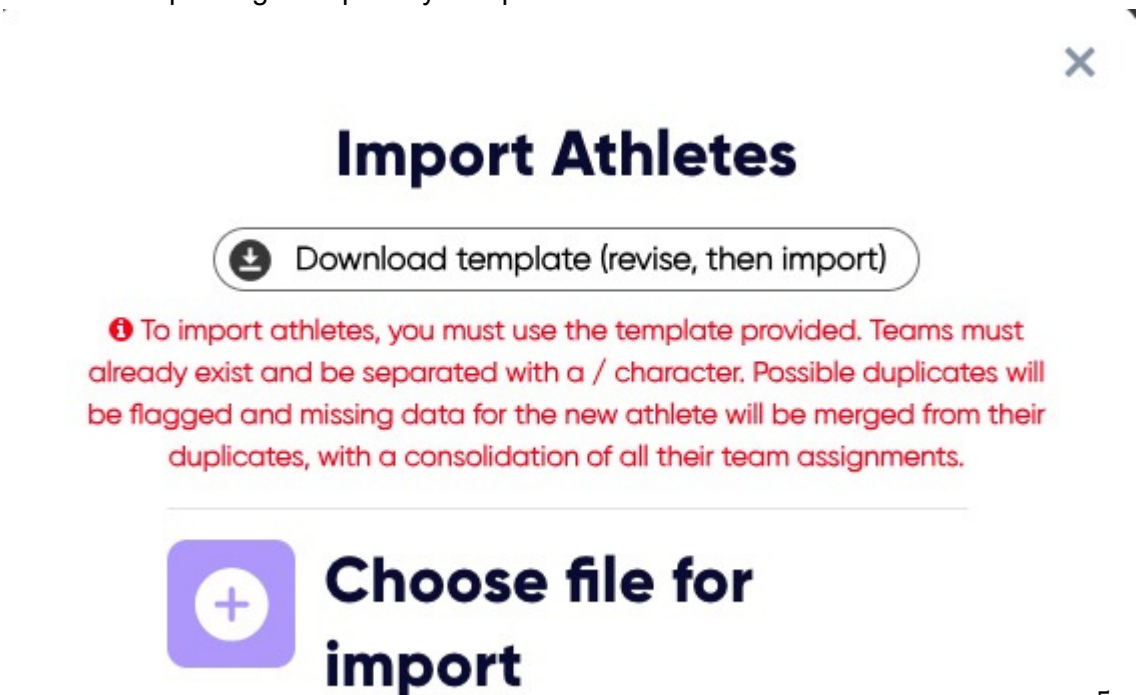


****Athlete emails are not required, but the space is given if you would like to provide one**

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

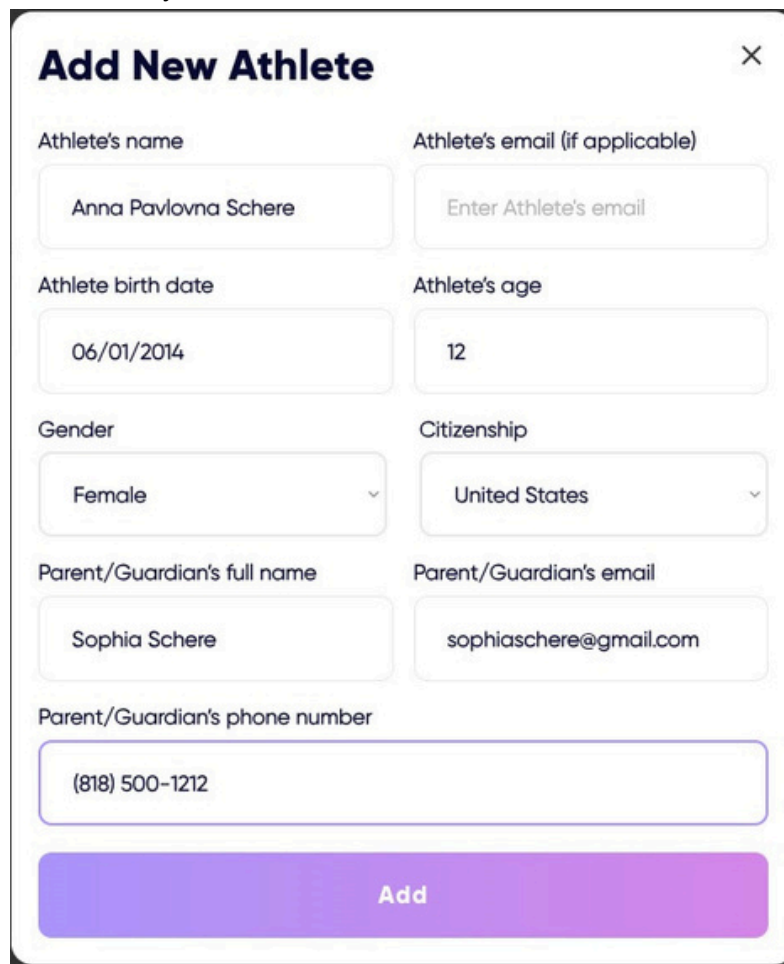
✕

Import

Filter

<< < 10 Rows 1 of 1 > >>

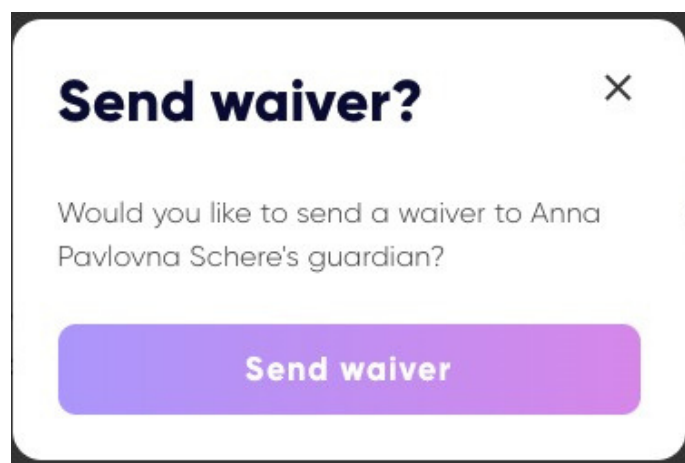
3. Add your athlete information and click on the “Add” button once complete



The form is titled "Add New Athlete" with a close button (X) in the top right corner. It contains several input fields for athlete and guardian information. The athlete's name is "Anna Pavlovna Schere". The athlete's email field is empty with the placeholder "Enter Athlete's email". The birth date is "06/01/2014" and the age is "12". The gender is set to "Female" and the citizenship is "United States". The parent/guardian's full name is "Sophia Schere" and their email is "sophiaschere@gmail.com". The parent/guardian's phone number is "(818) 500-1212". A large purple "Add" button is at the bottom.

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

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



The dialog is titled "Send waiver?" with a close button (X) in the top right corner. It contains a question: "Would you like to send a waiver to Anna Pavlovna Schere's guardian?". Below the question is a large purple "Send waiver" button.

Send waiver?

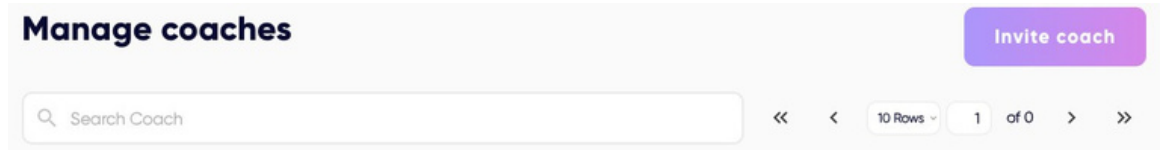
Would you like to send a waiver to Anna Pavlovna Schere's guardian?

Send waiver

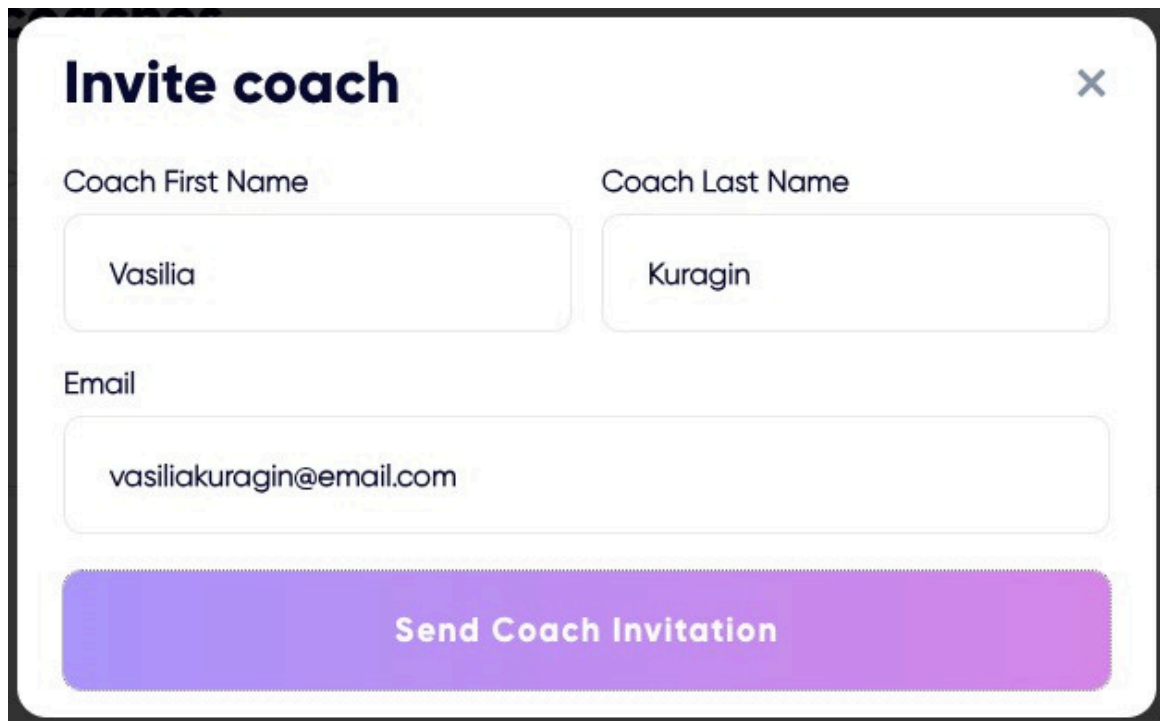
5. Once you have added all athletes, you can now add coaches

STEP 3 – Add Coaches

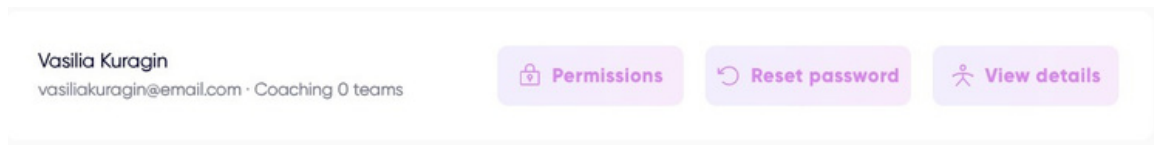
1. Click on “Coaches” on the Left-Hand-Side menu
2. Click on the “Invite Coach” button at the top right-hand corner of your screen



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



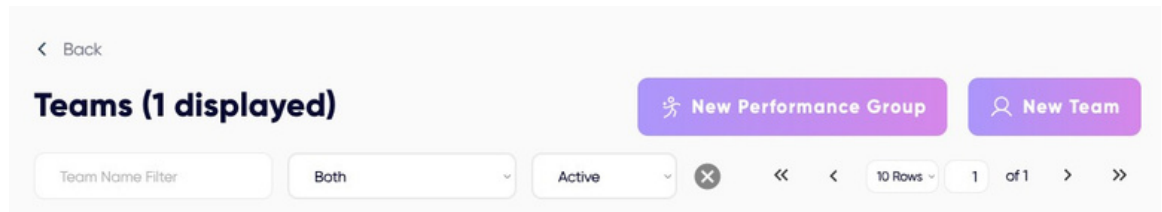
Additional: from the Coaches Menu, you can choose permissions, update their information, and reset passwords from your program manager account



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

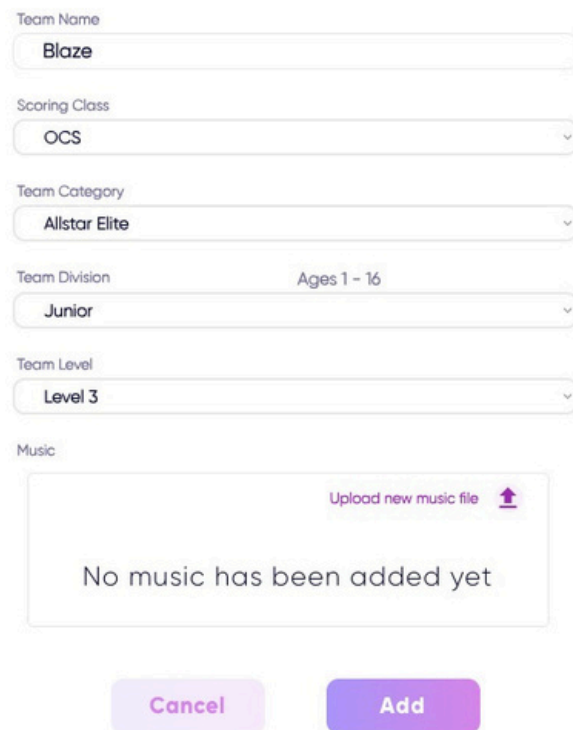


The screenshot shows a web interface for managing teams. At the top left is a '< Back' link. Below it, the heading 'Teams (1 displayed)' is shown. To the right of the heading are two purple buttons: 'New Performance Group' (with a person icon) and 'New Team' (with a magnifying glass icon). Below the heading is a filter bar with a 'Team Name Filter' input field, a 'Both' dropdown menu, an 'Active' dropdown menu, a close button (X), and pagination controls showing '<< < 10 Rows 1 of 1 > >>'. The 'New Team' button is highlighted with a red border.

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

NOTE: Be sure to select “OCS” as the scoring class for all Open Championship Series end-of-season events

Add New Team



The screenshot shows the 'Add New Team' form. It has the following fields and options:

- Team Name:** A text input field containing 'Blaze'.
- Scoring Class:** A dropdown menu with 'OCS' selected.
- Team Category:** A dropdown menu with 'Allstar Elite' selected.
- Team Division:** A dropdown menu with 'Junior' selected. Above this dropdown is the text 'Ages 1 - 16'.
- Team Level:** A dropdown menu with 'Level 3' selected.
- Music:** A section with a box containing the text 'No music has been added yet'. Above the box is a link 'Upload new music file' with an upward arrow icon.

At the bottom of the form are two buttons: 'Cancel' and '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.

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.com	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.

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

Event	Dates	Location
Iconic Events: Oklahoma Icon	11/14/2026 – 11/14/2026	3212 Wichita Walk, Oklahoma City, OK 73107, USA

Bids offered	Producer
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	Revolutionary Events

Pre-Registration
Preregister

Registration
View
Register

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

Registration pricing option
ASWC - Per athlete pricing

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

0 teams selected

Jota's Angels
OCS/Allstar Elite/Senior Large Coed/Level 6
Ages 13 – 19
Active athletes: 6

☐

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:

×

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	Revolutionary Events			
Celebrity: Branson 1x Paid bids				

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 Group

New Team

Team Name Filter

Both

Active

X

<<

<

10 Rows

1

of 1

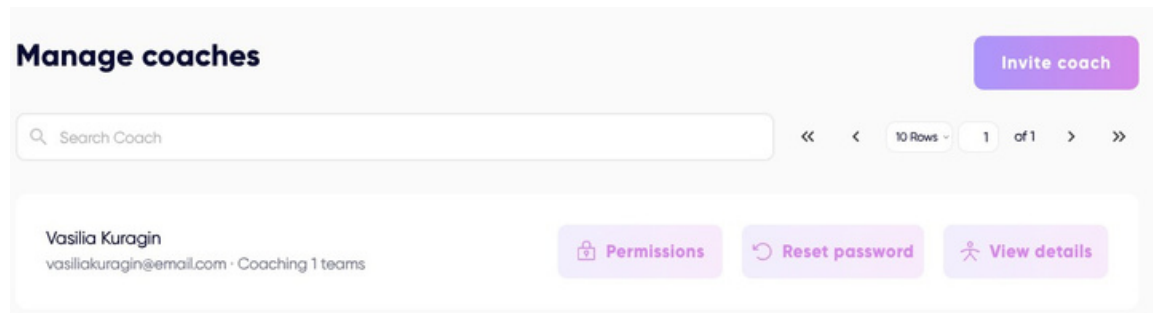
>

>>

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

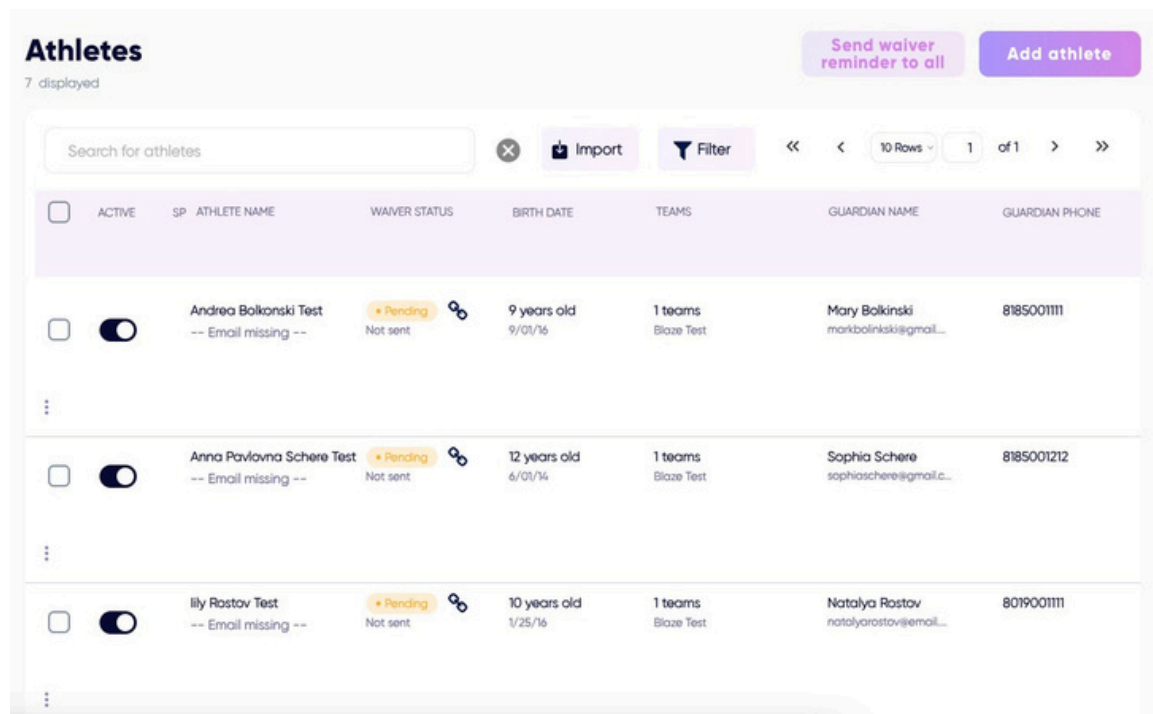


The "Manage coaches" interface features a header with the title "Manage coaches" and an "Invite coach" button. Below the header is a search bar labeled "Search Coach". A pagination bar shows "10 Rows", "1 of 1", and navigation arrows. The main content area displays a coach profile for "Vasilia Kuragin" 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 has a header with the title "Athletes", a "Send waiver reminder to all" button, and an "Add athlete" button. Below the header is a search bar labeled "Search for athletes", an "Import" button, a "Filter" button, and a pagination bar showing "10 Rows", "1 of 1", and navigation arrows. The main content area is a table with 8 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 "Iily 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
☐	☒	Iily Rostov Test -- Email missing --	Pending Not sent	10 years old 1/25/16	1 teams Blaze Test	Natalya Rostov natalyarostov@email...	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)

Count	2
Total	\$623.00
Open	\$623.00

Transactions (Filter)

Count	1
Total	\$623.00
Open	\$623.00

Payments & Credits (All)

Count	0
Total	\$0.00
Open	\$0.00

Payments & Credits (Filter)

Count	0
Total	\$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

Search...

<< < 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-187NKM01	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](#)