

## Vegas Acro Cup On-Line Registration Process

Registration for the 2020 Vegas Acro Cup will be done on-line. We are excited to use KSIS for the first time. It will make the registration process much easier and more accurate. You will be able to upload music, tariff sheets, passports, transportation information and visa requests directly into the system.

Here are steps to help you get started:

- 1) Use this link to go to the on-line system: <https://www.rgform.eu>
- 2) Use the "Register" at the top right corner to register your club.
- 3) Once your club is registered in the system, use the select discipline to help find our event.
- 4) There are only a few Acro events. And you will see Vegas Acro Cup and the front page of our invitation at the bottom of the Acro Events. Click on "Information".
- 5) Please ignore the flag that comes up on the bottom that says "Off-line".
- 6) Once you go to our event, you will see the Vegas Acro Cup directives and other tabs on the right side on the page.
- 7) Go to preliminary registration.
- 8) Under **Funct.** ( Far left side of window), use the drop down menu and select "**Gymnast**". For the preliminary registration, under Family Name/Group Name, you can either indicate names of athletes in a partnership with the correct nomenclature ( **4680\_Smith Janiffer, Jones Ella**) or just type **Pair 1, Pair 2, Group1, Group 2**, etc. Under category select level of expected competition for this event. In the KSIS system you can also enter names of coaches, judges and other delegation officials for your club.

JO Level 5 WP WoP COMBI				D-Forms	MP3
1.	4680_Janiffer Smith, Ella Jones	AGC Las Vegas	 USA		Menu ▾
2.	Pair 1	AGC Las Vegas	 USA		Menu ▾

  

JO Level 5 WG WoG COMBI				D-Forms	MP3
1.	Group 1	AGC Las Vegas	 USA		Menu ▾
2.	Group 2	AGC Las Vegas	 USA		Menu ▾

- 9) You do not need to enter pair/group IDs or athlete IDs at this time.
- 10) **Please note that the deadline for the provisional entries is December 15.** The system will close on that date. And you will not be able to add provisional entries after that.
- 11) Once you have put in actual entries, you will be able to use the transportation form.
- 12) **VISAS:** If you need visas for your delegation, you will need to use the visa form. The information you enter will be exactly what the Vegas Acro Cup OC uses to create the visa invitation for you delegation. Please make sure that all the information you enter is completely accurate. If corrections need to be made to the invitation, it will slow down the process.

After the provisional entry has closed, we will give you more information about the nominative entry, how to upload tariff sheets etc. It should be very easy for all of you.

This is a learning process for all of us. Please do as much as you can. But if you need help, please let us know by email to [vegasacrocup@yahoo.com](mailto:vegasacrocup@yahoo.com).