## **KSIS Registration, Tariff and Music Upload**

## **WEBSITE - WWW.RGFORM.EU**

The KSIS system will be utilized as the scoring system, tariff sheet and music upload and tariff sheet review. KSIS was the system used at the 2021 USA Gym Championships and across regionals for local, state and regional competitions. If you registered your club then, you already have a club login. If not, please register in KSIS by following the instructions below. **Please make sure you upload all tariffs, music, and pair group pictures by the corresponding deadlines.** 

All teams need to register all pair/groups and coaches on BOTH KSIS and USAG website!

## How to register pair/groups on KSIS:

It is required by all clubs to register your pair/groups with KSIS.

Go to the KSIS website: <a href="https://www.rgform.eu">www.rgform.eu</a>. In the upper right-hand corner, click on REGISTER (if you have not done so already) or LOGIN. To register a new club, fill out the form. A registration link will be sent to you via email. Then proceed to login.

Click **Events** - Select **Acrobatic Gymnastics** under Virtual/Online Events, Scroll down and select the appropriate event.

**SKIP** Preliminary Registration. Click directly onto *Online Entry Group*. Register each pair/group. Click on *Group Name*. In the ID, enter their USAG Pair/Group ID#. Next enter the <u>first name</u> <u>followed by the last name of each athlete in the pair/group</u>. Separate each athlete's name with a comma. This information will be used in the schedule and announcer scripts, so please make sure the names are spelled correctly. For the order of the names, please enter the top first, followed by middle(s), where applicable and then the base ie: Minnie Mouse, Mickey Mouse. Enter the athletes' USAG member number under National.lic.nr field. Add the birthdate of each gymnast. Please upload a picture of the pair/group. There is a CAMERA icon on the right of the Pair Group Name. Click on it and upload the Pair Group picture. There are no requirements for the size of the photo etc. This photo will be shown on the screen with scores.

Pair/group music and tariffs can be uploaded once you have created the pair/group entry. Tariffs must be uploaded by the deadline. Please make sure you have uploaded timely to avoid penalty. Any revisions will require a re-upload. To do this, you will delete the existing tariff by clicking on the "X" next to the appropriate document. Then you will be able to upload the revision. You must upload any revisions by the revision deadline. It is the responsibility of the CLUB to make sure that everything is correct. The final download will serve as the official tariff and music for the event.

## **Deadlines**

<b>USA Gymnastics Registration &amp; Payment</b>	5/24/2022
KSIS Registration	5/24/2022
Tariff, Music and Picture Upload	6/3/2022
Final Tariff Revision Upload	6/17/2022









