

COMPETITION REGISTRATION



Table of Contents

Overview.....	1
Competition Registration	2
Checkout.....	8

Overview







Registrations for U.S. Figure Skating qualifying competitions are done through the Event Management System (EMS). Competitors may also register for non-qualifying competitions using EMS. Competitions using EMS for registrations will display on the EMS *Competition Registration* page.

Competitor's skate test history is available within EMS. Competitors have the ability to self-report tests (and report tests for a partner for partnered events).

Note: When registering for partnered events like Pairs or Dance, only one competitor is required to register within EMS.

Competitors are responsible for understanding the requirements for each event, and should only register for events for which they are eligible. Competitors can contact U.S. Figure Skating Product Support, if they are eligible for offered events but the event(s) is/are not available to the competitor in EMS.

Competition Registration

Step	Actions
1	Sign in to EMS by going to www.usfsaonline.org and logging into <i>Members Only</i> . 
2	From the EMS <i>Main</i> page, click COMPETITION REGISTRATION . 
3	On the <i>Competition Registration</i> page, qualifying competitions accepting registrations are displayed at the top of the page. Non-qualifying competitions are displayed below. <div data-bbox="422 735 1388 1234" style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p>Competition Registration</p> <p>Qualifying Competitions</p> <p>For questions regarding qualifying events, contact events@usfigureskating.org</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  2099 U.S. Figure Skating Championships Registration Deadline: March 21st, 12:00 am </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: small;"> January 1st - January 8th U.S. Figure Skating Colorado Springs, CO </div> <div style="text-align: center;">  </div> <div style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 5px;"> REGISTER NOW </div> </div> <p>Non-Qualifying Competitions</p> <p>Search by: Name, Club, Location, Date</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  Tri-State Memorial Free Skating Championships Registration Deadline: April 1st, 05:00 pm </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: small;"> April 27th - April 28th Arctic FSC Canton, MI </div> <div style="text-align: center;">  </div> <div style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 5px;"> REGISTER NOW </div> </div> </div>

Locate your choice competition and click **Register Now**.

- 4 Review the important competition information on the *Registration Overview* page. Check the box to confirm you have read and understand the overview.

Registration Overview

We recommend the Google Chrome browser when using the EMS.

2099 U.S. Figure Skating Championships
 Colorado Springs, Colorado
 1/1/2099 - 1/8/2099

- Online registration is the **ONLY** method of entry into the 2099 U.S. Figure Skating Championships
- The entry deadline is 3/21/2019
- All competitors are required to review the [competition announcement](#)

To complete your registration, you will need the following:

- Valid credit card
- Valid email address
- Your coach's U.S. Figure Skating membership number
 **This is for the coach that will be accompanying you to the event and will need the credential

Entry Fee

Category	US - 1st Event	US - 2nd Event	US - 3rd , + Event	US - Combined Event
Dance	\$200.00	\$150.00	\$75.00	
Pairs	\$200.00	\$150.00	\$75.00	
Singles	\$200.00	\$150.00	\$75.00	

By clicking the box below and continuing with registration I acknowledge, accept and agree to abide by all bylaws, rules, policies, procedures and guidelines as outlined in the 2018-19 U.S. Figure Skating Rulebook and as listed within the official announcement for the sanctioned competition I am registering for. Compliance with all such provisions as updated or amended is the responsibility of the participants.

I have read and understand the above overview of the U.S. Figure Skating online registration process.

→ Begin Registration

Click **Begin Registration**.

- 5 Your recorded U.S. Figure Skating tests are displayed on the *Skate Test History* page. Click **Add** or **Edit** next to a discipline to self-report tests.

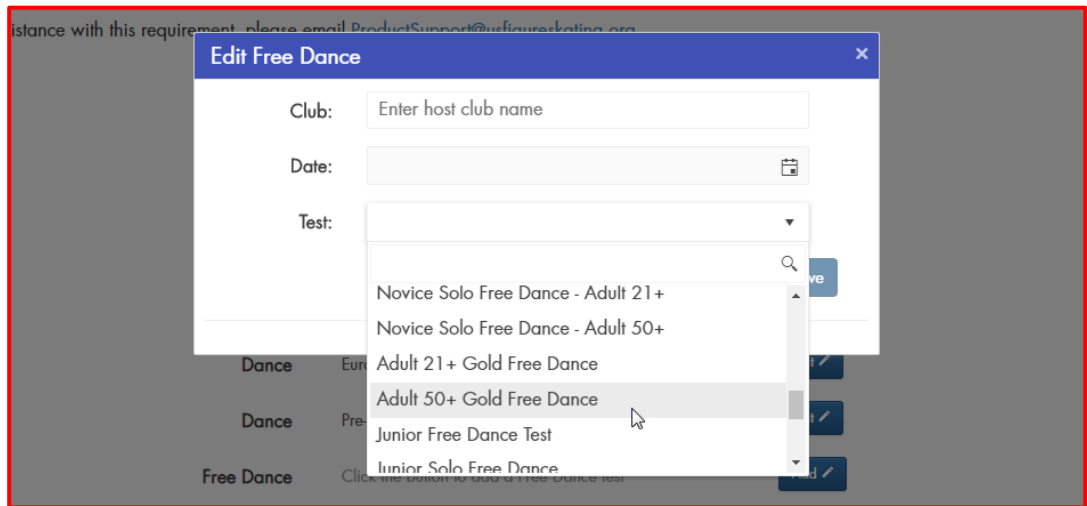
Skate Test History

A skater's test level determines which events they can enter at the competition.
 If you need assistance with this requirement, please email ProductSupport@usfigureskating.org

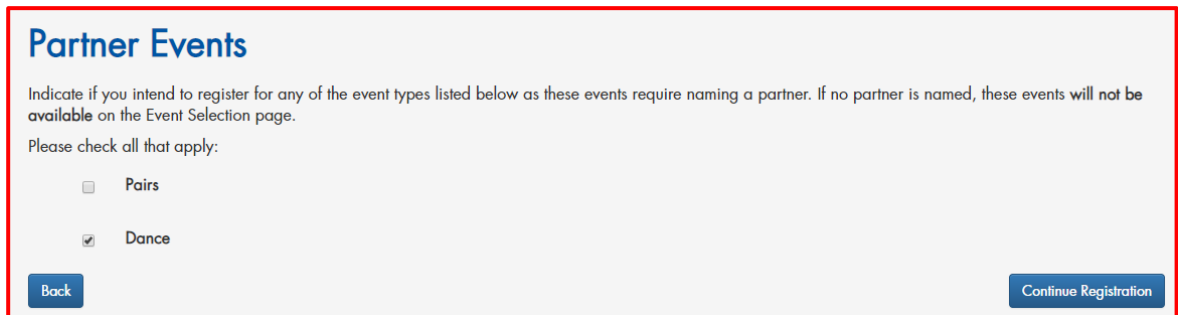
Moves	Senior Moves In The Field	Edit ↗
Free Skating	Senior Free Skate	Edit ↗
Pair	Juvenile Pair	Edit ↗
Dance	Foxtrot	Edit ↗
Dance	Fourteensstep	Edit ↗
Dance	European Waltz	Edit ↗
Dance	Pre-Silver Dance Test	Edit ↗ ←
Free Dance	Click the button to add a Free Dance test	Add ↗ ←
Figure	Second Figure Test	Edit ↗

Back
Continue Registration

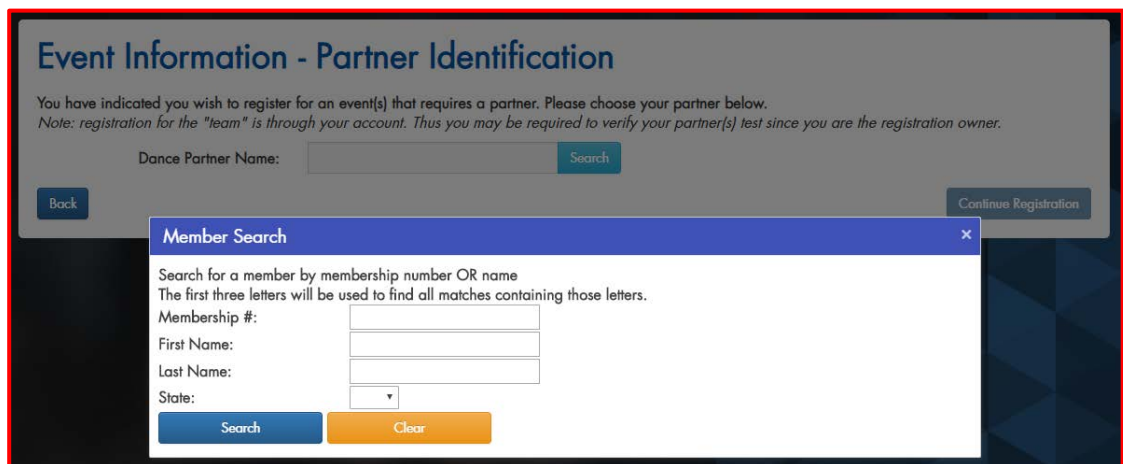
- 6 To self-report a test, enter the host “Club”, the test “Date”, and select the “Test” from the dropdown list.



- 7 If you compete in a partnered event (Pairs, Dance, Duets, etc.), check the appropriate discipline on the *Partner Events* page. Click **Continue Registration**.



- 8 Click **Search** to identify your partner for each discipline. You can search by U.S. Figure Skating member number, first name, last name, and state.



- 9 On the *Event Selection* page, you will see the events that are offered at the competition

for which you are eligible according to your completed skate tests. Click and drag an “Available Event” to the “Selected Events” side, adding it to your cart.

Event Selection

You are eligible for the events listed below.

- To add an event, drag and drop from Available Events to Selected Event(s)
- To remove an event, use the same function and drop it back into Available Events

If an event you are interested in is not listed below please review the following information:

- It is possible a recently passed test has not yet been recorded. If this is the case you can review your test records and/or add test information in order to proceed with registration by using the back button below to access the Skate Test History.
- You are unable to select partnered events without providing your partner's information first. Use the back button below to access this step in the registration process.

Contact ProductSupport@usfigureskating.org if you have questions.

Events

The screenshot shows two columns under the heading "Events". The left column is titled "Available Events" and contains two items: "Senior Ladies" and "Championship Masters Junior-Senior Ladies". Each item has a line of small text below it: "Judging System: US | Music: Yes | PPC: Yes | Partnered Event: No". The right column is titled "Selected Event(s)" and contains one item: "Adult Silver Dance", also with the same line of small text below it. A red double-headed arrow is positioned between the two columns, indicating that events can be moved from the available list to the selected list.

Partner Skate Tests

The screenshot shows a table titled "Partner Skate Tests". The table has four columns: "Event", "Partner", "Meets Requirements", and "Partner Tests". There is one row of data with "Adult Silver Dance" in the "Event" column and "No" in the "Meets Requirements" column. In the "Partner Tests" column, there is a "MANAGE" button. A red arrow points to this button. At the bottom of the interface, there are two buttons: "Back" on the left and "Continue Registration" on the right.

Note: Contact productsupport@usfigureskating.org if you do not see an event that is offered at the competition (according to the announcement), and you believe you meet the requirements.

10

When you select a partnered event, EMS notifies you if your partner is eligible for the event. Click **Manage** to add or edit your partner's skate tests.

11

Click Continue Registration.

Event Selection

You are eligible for the events listed below.

- To add an event, drag and drop from Available Events to Selected Event(s)
- To remove an event, use the same function and drop it back into Available Events

If an event you are interested in is not listed below please review the following information:

- It is possible a recently passed test has not yet been recorded. If this is the case you can review your test records and/or add test information in order to proceed with registration by using the back button below to access the Skate Test History.
- You are unable to select partnered events without providing your partner's information first. Use the back button below to access this step in the registration process.

Contact ProductSupport@usfigureskating.org if you have questions.

Events


Available Events

Senior Ladies
Judging System: US | Music: Yes | PPC: Yes | Partnered Event: No

Championship Masters Junior-Senior Ladies
Judging System: US | Music: Yes | PPC: Yes | Partnered Event: No

Selected Event(s)

Adult Silver Dance
Judging System: US | Music: Yes | PPC: Yes | Partnered Event: Yes



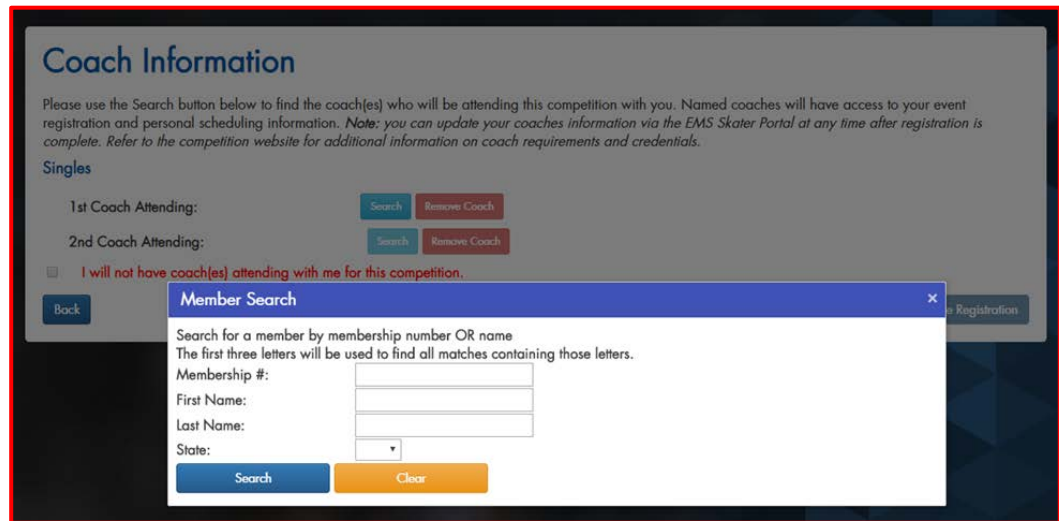
Partner Skate Tests

Event	Partner	Meets Requirements	Partner Tests
Adult Silver Dance		No	 MANAGE

Back

Continue Registration

- 12 On the Coach Information page, you can add coaches to your registration. You can add up to 2 coaches for singles events, and up to 3 coaches for partnered events.



Click **Search** to add coaches. You can search by U.S. Figure Skating member number, first name, last name, and state.

Note: If you are not bringing a coach to the competition, check the “I will not have coach(es) attending with me for this competition” box.

- 13 Click **Continue Registration**.

- 14 All competitors are required to review and sign each of the three Waivers displayed on this page. Enter your “Name” and “Relationship” (Self if over 18; Parent, or Guardian if a registrant is a minor). The waivers are:

- a. Waiver and Release
- b. Medical Consent
- c. Media and Likeness Release


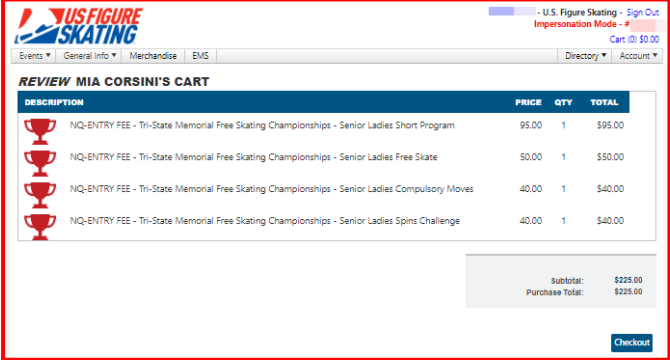
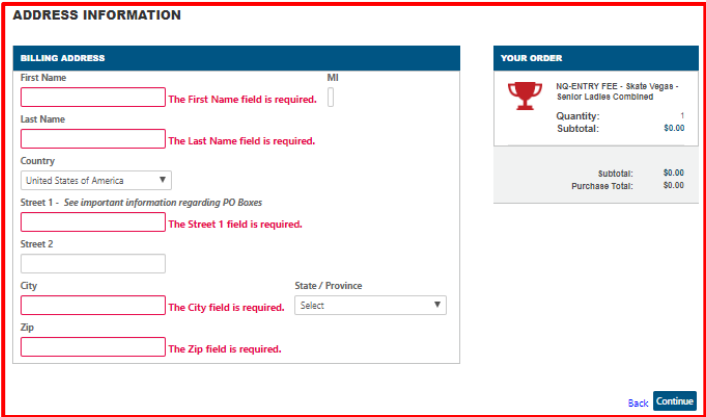
Note: All waivers are available for download.

- 15 Click **Proceed to Checkout**.

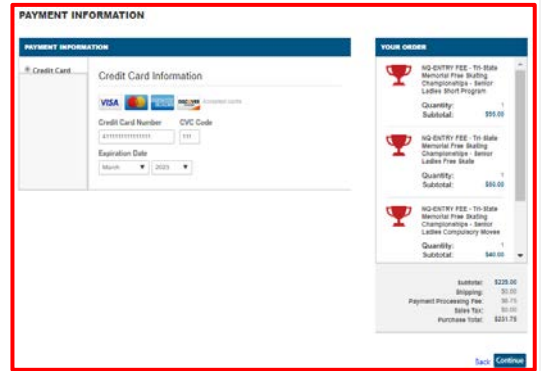
Checkout

The cart total increases after items are added. Items are removed from the cart if the checkout transaction is not complete in 15 minutes.

Contact ProductSupport@usfigureskating.org for questions about using EMS.

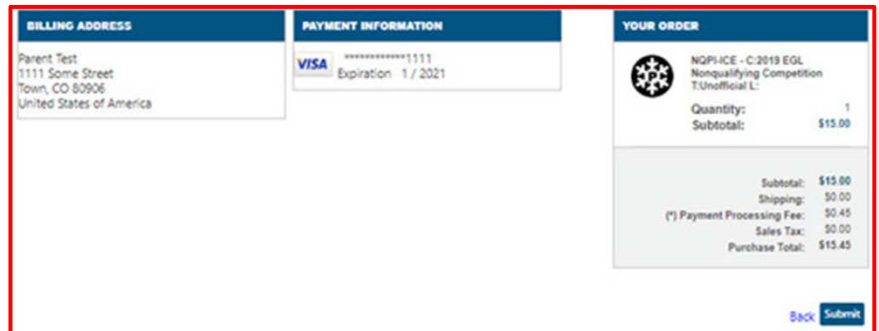
Step	Actions																				
1	<p>Click Checkout.</p> 																				
2	<p>Review the Items page for cart accuracy.</p> <p><i>Note:</i> To make adjustments to your cart, return to the previous page.</p>  <table border="1"> <caption>REVIEW MIA CORSINI'S CART</caption> <thead> <tr> <th>DESCRIPTION</th> <th>PRICE</th> <th>QTY</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td> NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Short Program</td> <td>95.00</td> <td>1</td> <td>\$95.00</td> </tr> <tr> <td> NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Free Skate</td> <td>50.00</td> <td>1</td> <td>\$50.00</td> </tr> <tr> <td> NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Compulsory Moves</td> <td>40.00</td> <td>1</td> <td>\$40.00</td> </tr> <tr> <td> NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Spins Challenge</td> <td>40.00</td> <td>1</td> <td>\$40.00</td> </tr> </tbody> </table> <p>Subtotal: \$225.00 Purchase Total: \$225.00</p>	DESCRIPTION	PRICE	QTY	TOTAL	NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Short Program	95.00	1	\$95.00	NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Free Skate	50.00	1	\$50.00	NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Compulsory Moves	40.00	1	\$40.00	NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Spins Challenge	40.00	1	\$40.00
DESCRIPTION	PRICE	QTY	TOTAL																		
NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Short Program	95.00	1	\$95.00																		
NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Free Skate	50.00	1	\$50.00																		
NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Compulsory Moves	40.00	1	\$40.00																		
NQ-ENTRY FEE - Tri-State Memorial Free Skating Championships - Senior Ladies Spins Challenge	40.00	1	\$40.00																		
3	<p>Click Checkout.</p> <p><i>Note:</i> The Address Information page opens.</p>																				
4	<p>Add the following billing address details:</p> <ul style="list-style-type: none"> • First Name • Last Name • Country • Street 1 • Street 2 • City • Zip • State 																				
5	<p>Click Continue to add your payment information.</p>																				

6 Provide your credit card information and click **Continue**.



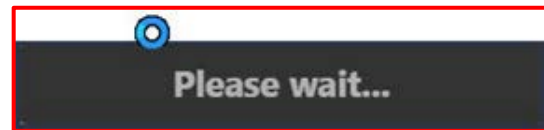
7 Review and confirm the:

- “Billing Address”
- “Payment Information”
- “Your Order” details



8 Click **Submit**.

9 Please wait...



10 The receipt opens for your viewing. You will also receive a confirmation email.

