

COMPETITION REGISTRATION



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Overview


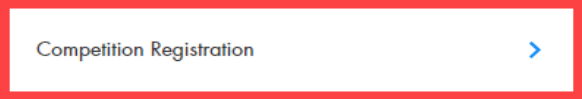
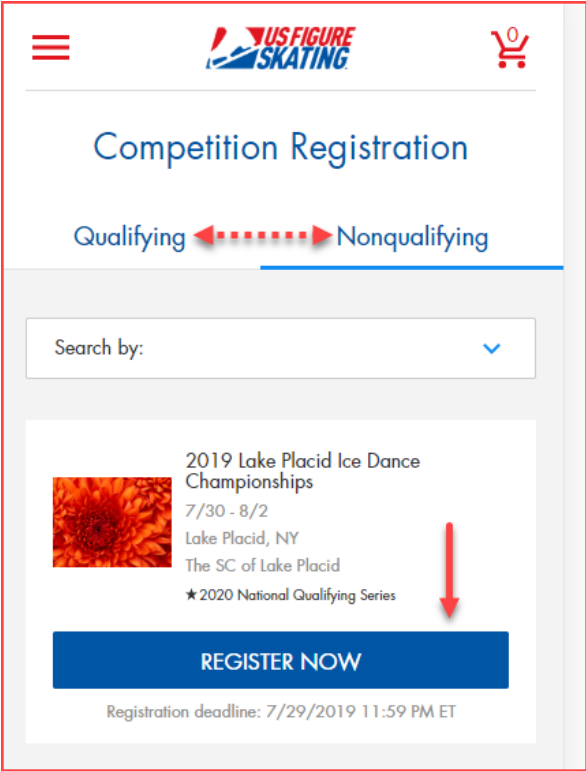
Registrations for U.S. Figure Skating qualifying competitions are done through the Event Management System (EMS). Competitors may also register for non-qualifying competitions using EMS. Competitions using EMS for registrations will display on the EMS *Competition Registration* page.

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, toggle left and right between Qualifying and Non-qualifying competitions accepting registrations.  <p>Use the Search By field to filter the competition list by:</p> <ul style="list-style-type: none"> • Competition name • City • Club Name • Date • State <p>Locate your choice and click Register Now.</p>

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

CATEGORY	1ST	2ND	3RD	COMBINED
Dance	\$260	\$260	\$260	\$260
Solo Dance Series	\$150	\$110	\$110	\$150
International	\$10	\$340	\$340	\$10

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.

BACK CONTINUE

Click **Continue**.

- 5 Review your information on the *My Profile* page. Click the Edit icon to make changes. Click **Save** to continue.
- Note:** You will be unable to make changes to your Main Info. If you need to make changes to this information, contact Member Services.
- Check the box to confirm you have verified your information. You may be directed to the *Select Representation* page to select the organization you will represent. Make your selection and click **Save** to return to the *My Profile* page.

Competition Registration

US FIGURE SKATING

Home Club: U.S. Figure Skating (Valid Through: 6/30/2020)
Region: Southwestern
Section: Midwestern

Main Info

First Name: S
Last Name: S
Gender: Female
Birth Date: 4/17/2003

Email and Phone

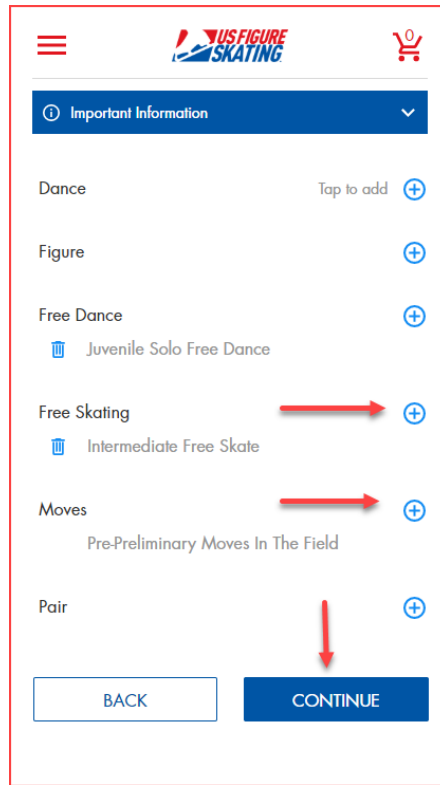
Primary Email: 1@s

I have verified my information is accurate.

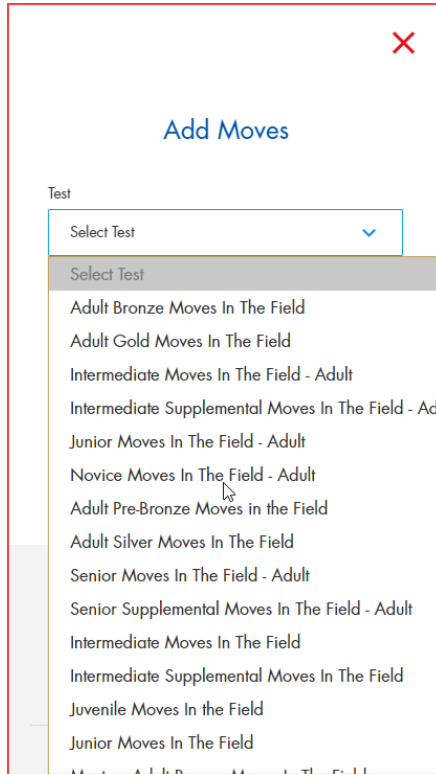
BACK CONTINUE

Click **Continue**.

- 6 Your recorded U.S. Figure Skating tests are displayed on the *My Skate Tests* page. Click the **Add** icon next to a discipline to self-report tests or click **Continue**.

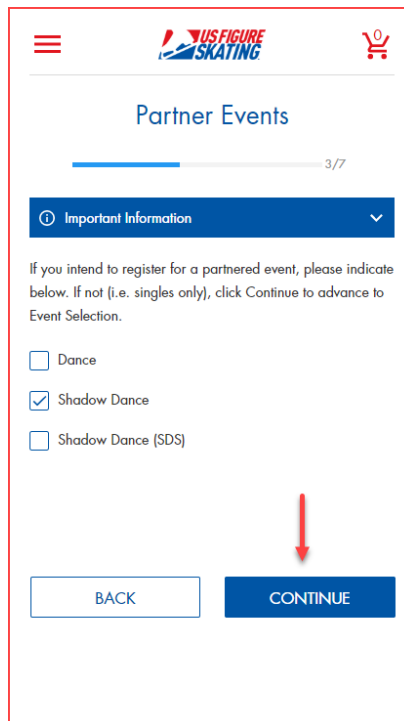


7 To self-report a test, select the “Test” from the dropdown list, enter the host “Club”, the test “Date”, and. Click **Save**.



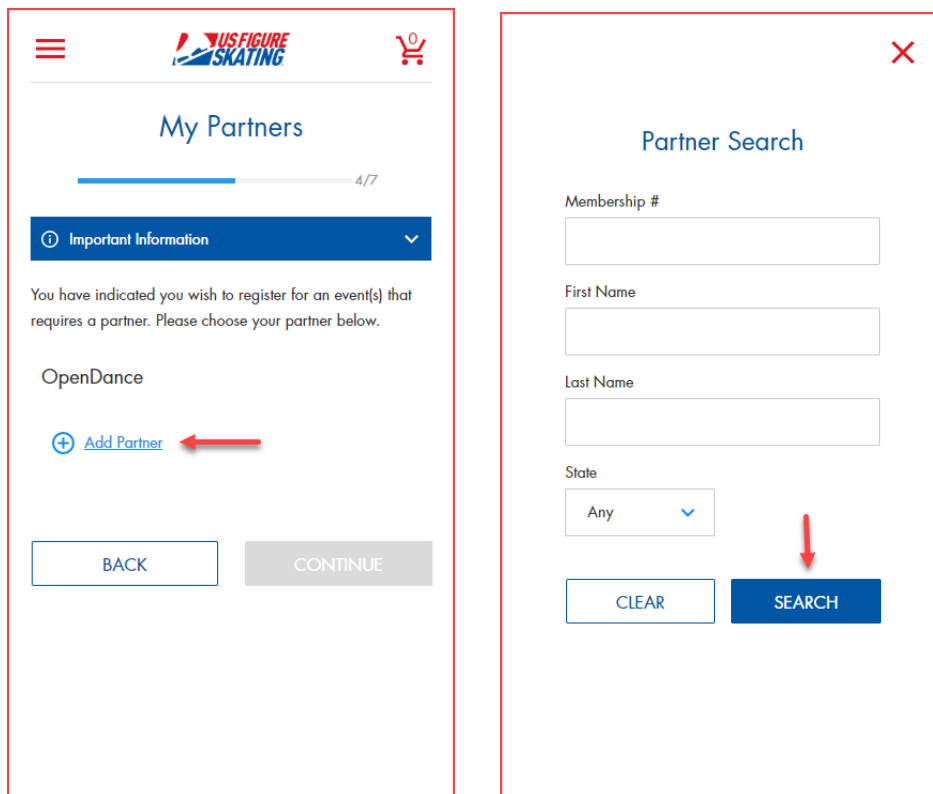
To remove a self-reported test, click **Remove** or the **Trash** icon.

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



9

Click **Add Partner** to identify your partner for each discipline. Click on Important Information for helpful tips. You can search by U.S. Figure Skating member number, first name, last name, and/or state. Click **Search**.

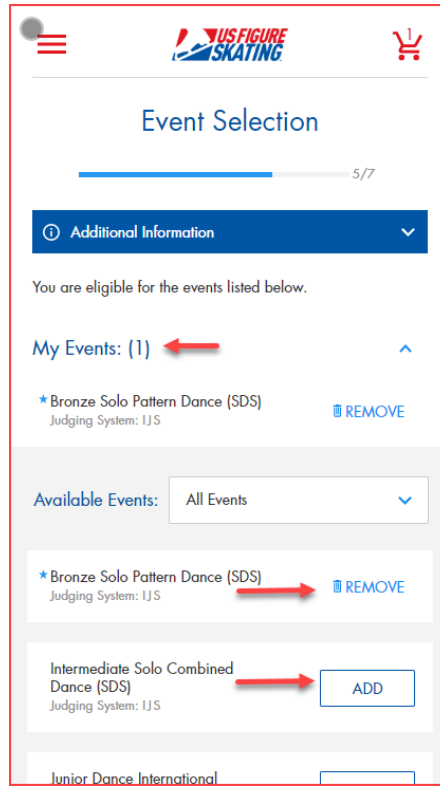


Click **Add**.

Click **Continue**.

10

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. Use the **Available Events** field to filter by discipline. Click **Add** next to your desired event. Expand the **My Events** section to view event selections.

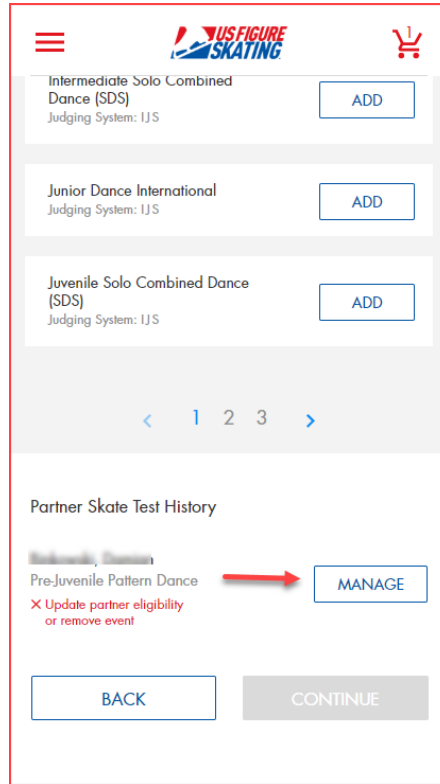


Click **Remove** to remove an event. Click **Additional Information** for helpful tips. Click **Continue**.

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.

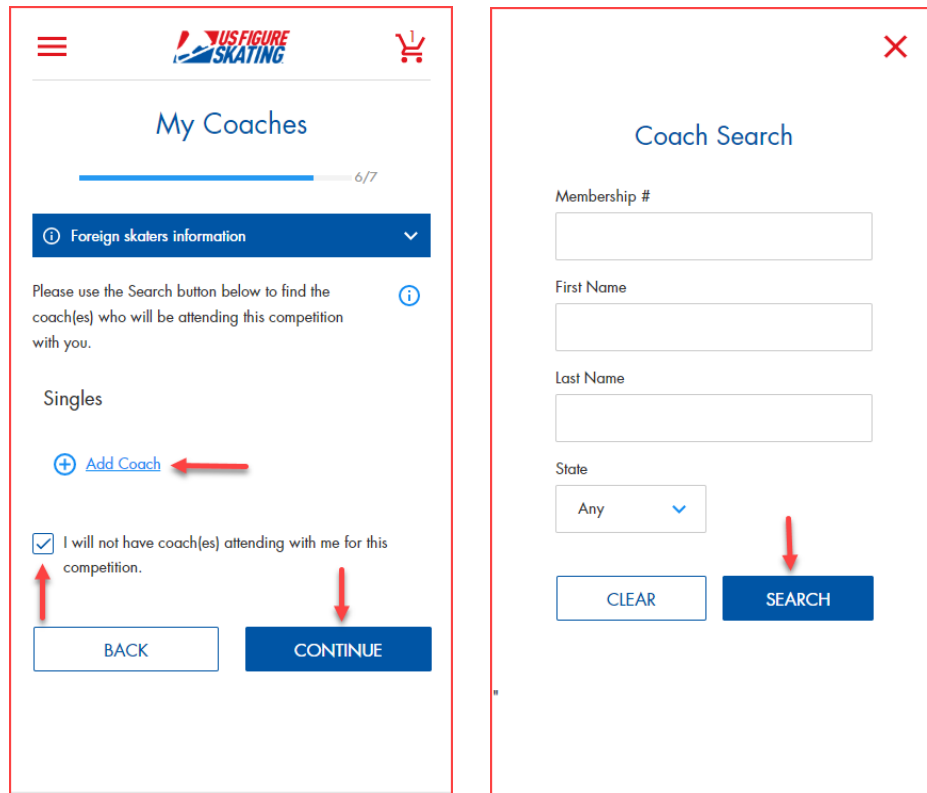
11

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.



Click **Continue**.

- 12 On the *My Coaches* 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 **Add Coach**. 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. Click **Continue**.

- 13 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

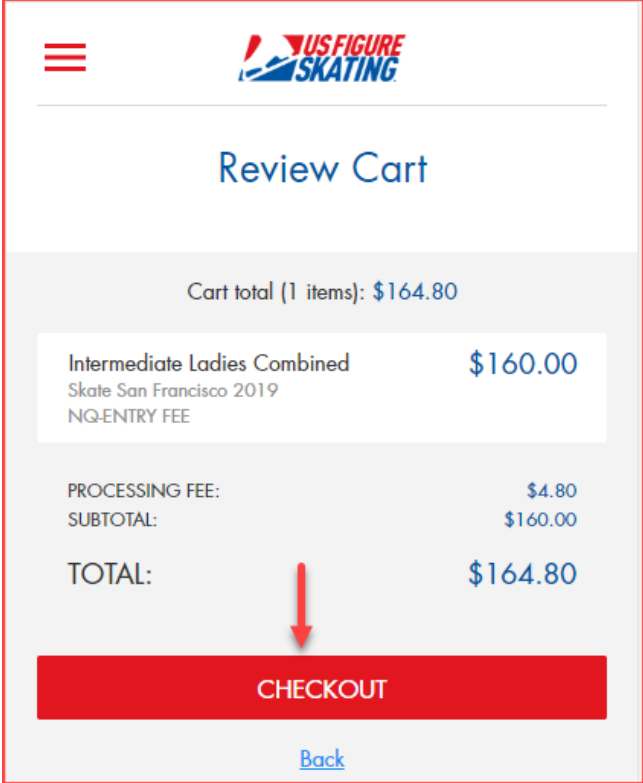
Note: All waivers are available for download.

Click **Continue 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>Review the cart for accuracy. Click Checkout.</p> <div data-bbox="586 506 1224 1283" style="border: 1px solid red; padding: 10px;"><p>US FIGURE SKATING</p><h3>Review Cart</h3><p>Cart total (1 items): \$164.80</p><table><tr><td>Intermediate Ladies Combined Skate San Francisco 2019 NQ-ENTRY FEE</td><td>\$160.00</td></tr></table><p>PROCESSING FEE: \$4.80 SUBTOTAL: \$160.00 TOTAL: \$164.80</p><p>CHECKOUT</p><p>Back</p></div>	Intermediate Ladies Combined Skate San Francisco 2019 NQ-ENTRY FEE	\$160.00
Intermediate Ladies Combined Skate San Francisco 2019 NQ-ENTRY FEE	\$160.00		
2	<p>On the <i>Checkout</i> page 1 of 3: Billing Address, the Billing Name and Address defaults to the registrant's name and address. Make changes where necessary.</p>		

US FIGURE SKATING

Country
United States of America

Street Address*
20 1st St

Address Line 2

City*
Colorado Springs

State*
Colorado

Zip / Postal Code*
80906-3624

CLEAR SAVE & CONTINUE

2 of 3 | Payment

Click **Save & Continue**.

- 3 On the *Checkout* page 2 of 3: Payment, provide your credit card information and click **Continue**.

US FIGURE SKATING

2 of 3 | Payment

Card Number

CVC Expiration Date
Month Year

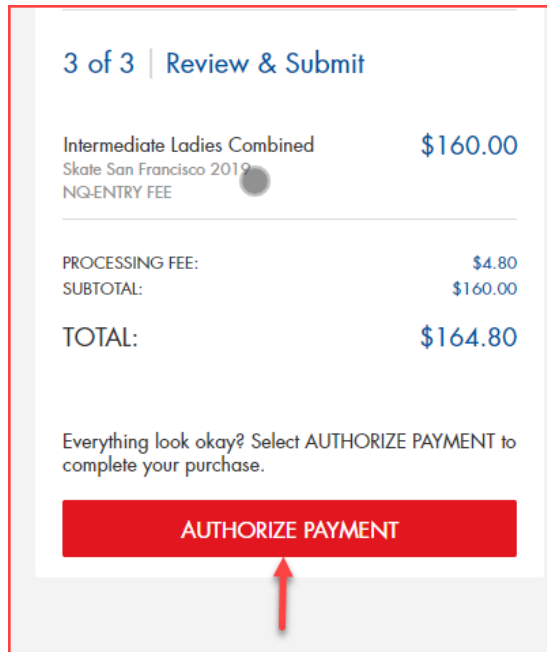
CANCEL CONTINUE

3 of 3 | Review & Submit

Order Summary

Intermediate Ladies Combined Skate San Francisco 2019 NG-ENTRY FEE	\$160.00
PROCESSING FEE:	\$4.80
SUBTOTAL:	\$160.00
TOTAL:	\$164.80

- 4 On the *Checkout* page 3 of 3: Review & Submit, review your purchase and click **Authorize Payment**.



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

