

EMS USER GUIDE FOR Skaters



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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, 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 #0056b3; 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; margin-bottom: 10px;"> <div style="font-size: small;"> January 1st - January 8th U.S. Figure Skating Colorado Springs, CO </div> <div style="font-size: 2em; color: red;">➔</div> <div style="background-color: #008000; 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 #0056b3; 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; margin-bottom: 10px;"> <div style="font-size: small;"> April 27th - April 28th Arctic FSC Canton, MI </div> <div style="font-size: 2em; color: red;">➔</div> <div style="background-color: #008000; color: white; padding: 5px 15px; border-radius: 5px;">REGISTER NOW</div> </div> </div> <p>Locate your choice competition 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.

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.

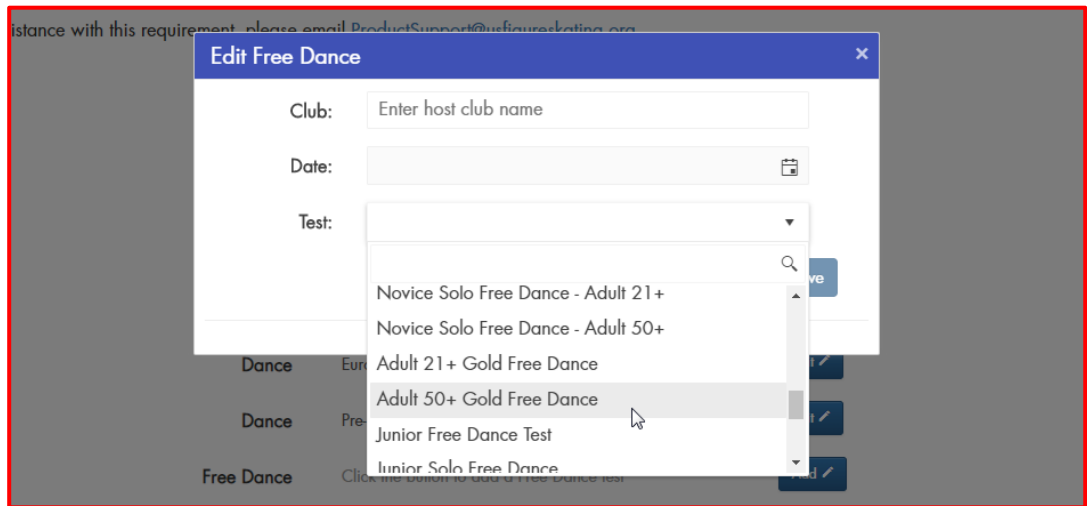
Skate Test History

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

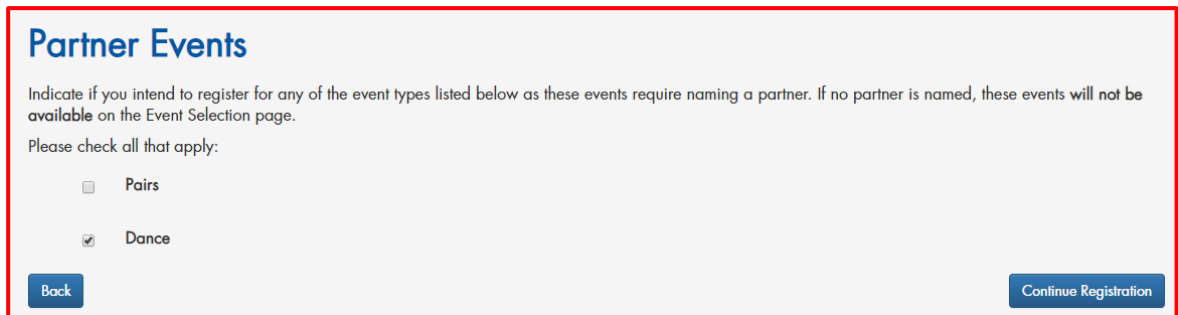
Moves	Senior Moves In The Field	Edit ↗
Free Skating	Senior Free Skate	Edit ↗
Pair	Juvenile Pair	Edit ↗
Dance	Foxtrot	Edit ↗
Dance	Fourteensstep	Edit ↗
Dance	European Waltz	Edit ↗
Dance	Pre-Silver Dance Test	Edit ↗ ←
Free Dance	Click the button to add a Free Dance test	Add ↗ ←
Figure	Second Figure Test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

Back
Continue Registration

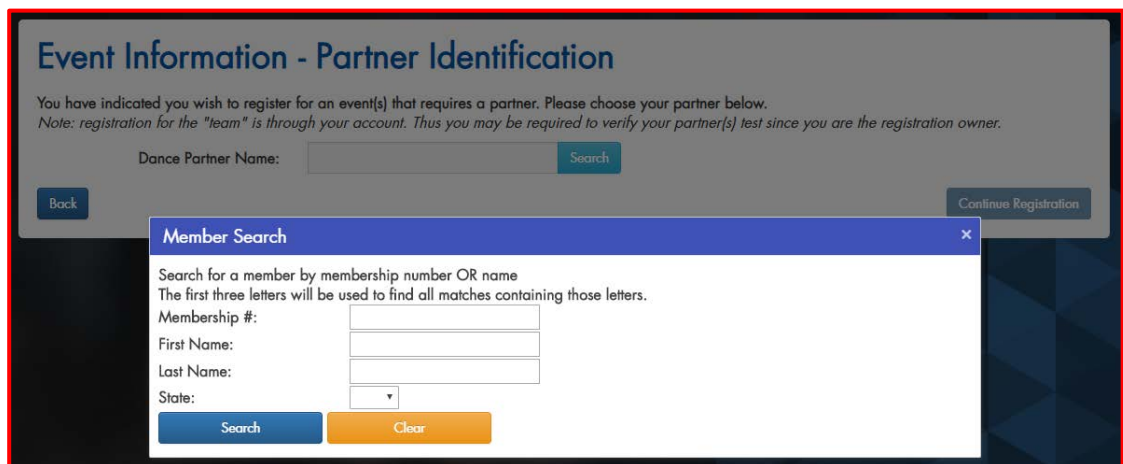
- 6 To self-report a test, enter the host “Club”, the test “Date”, and select the “Test” from the dropdown list.



- 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 table area, 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	Selected Event(s)
Senior Ladies Judging System: US Music: Yes PPC: Yes Partnered Event: No	Adult Silver Dance Judging System: US Music: Yes PPC: Yes Partnered Event: Yes
Championship Masters Junior-Senior Ladies Judging System: US Music: Yes PPC: Yes Partnered Event: No	

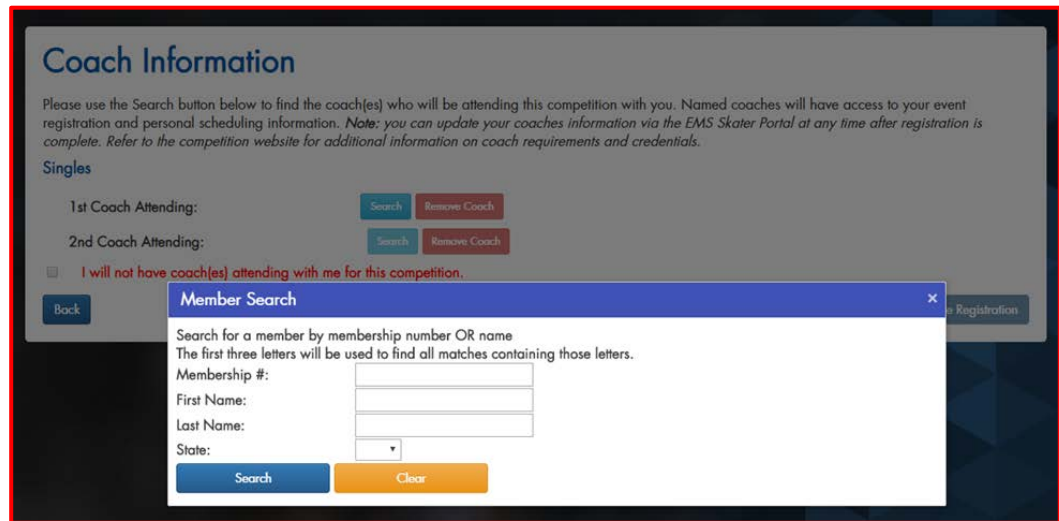
Partner Skate Tests

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


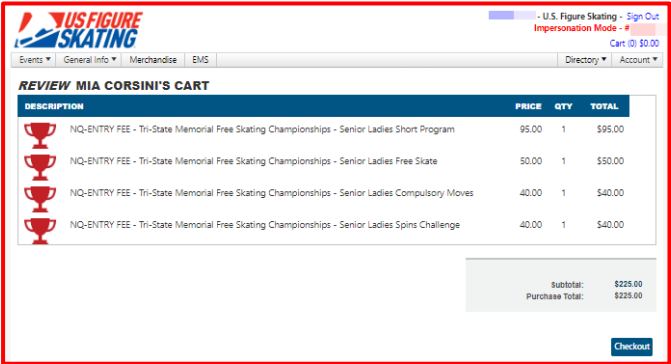
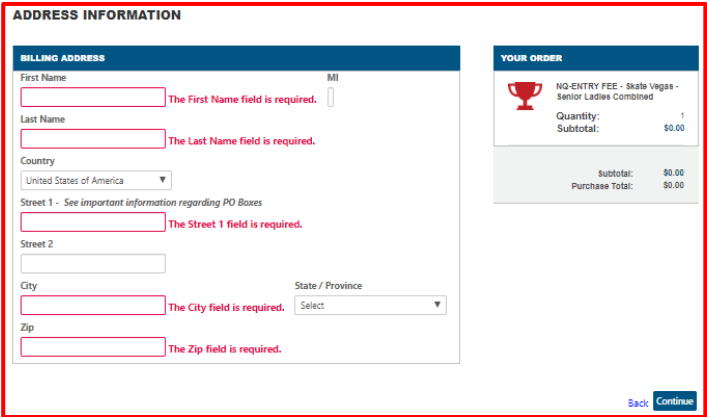
Note: All waivers are available for download.

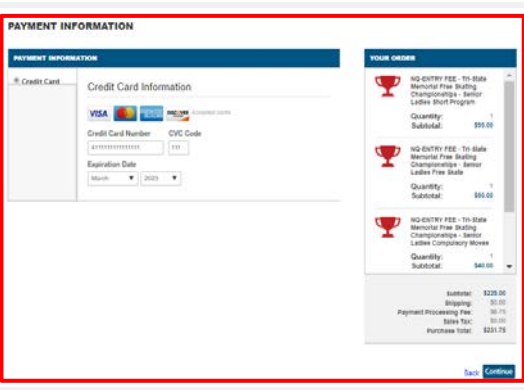
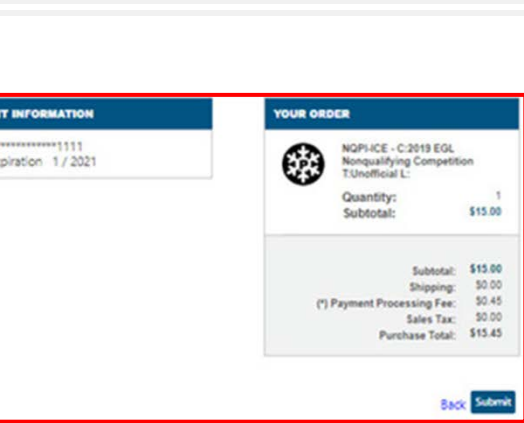
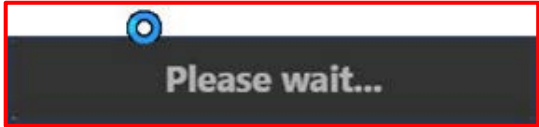
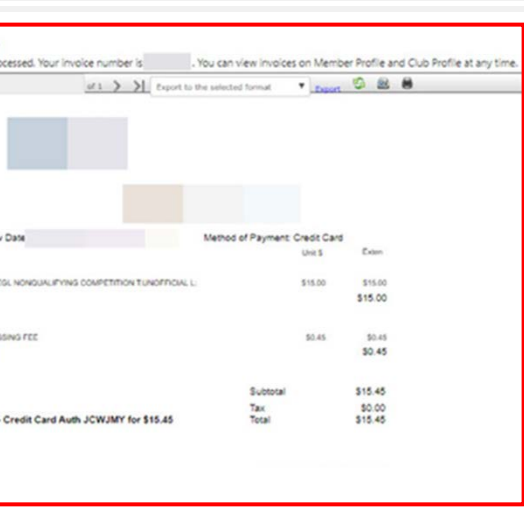
- 15 Click **Proceed to Checkout**.

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> 
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>

<p>6</p>	<p>Provide your credit card information and click Continue.</p>	
<p>7</p>	<p>Review and confirm the:</p> <ul style="list-style-type: none"> • “Billing Address” • “Payment Information” • “Your Order” details 	
<p>8</p>	<p>Click Submit.</p>	
<p>9</p>	<p>Please wait...</p> 	
<p>10</p>	<p>The receipt opens for your viewing. You will also receive a confirmation email.</p>	



MOBILE: PRACTICE ICE PRE-PURCHASE

The Pre-Purchase Sales window provides you with the opportunity to pre-purchase packages and credits for PI sessions before the schedule is released. “Packages” includes multiple PI credits and are only offered in the Pre-Purchase sales window.

After the pre-purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee while building the competition schedule. If so, you will only be able to self-schedule UPI sessions during the selection window.

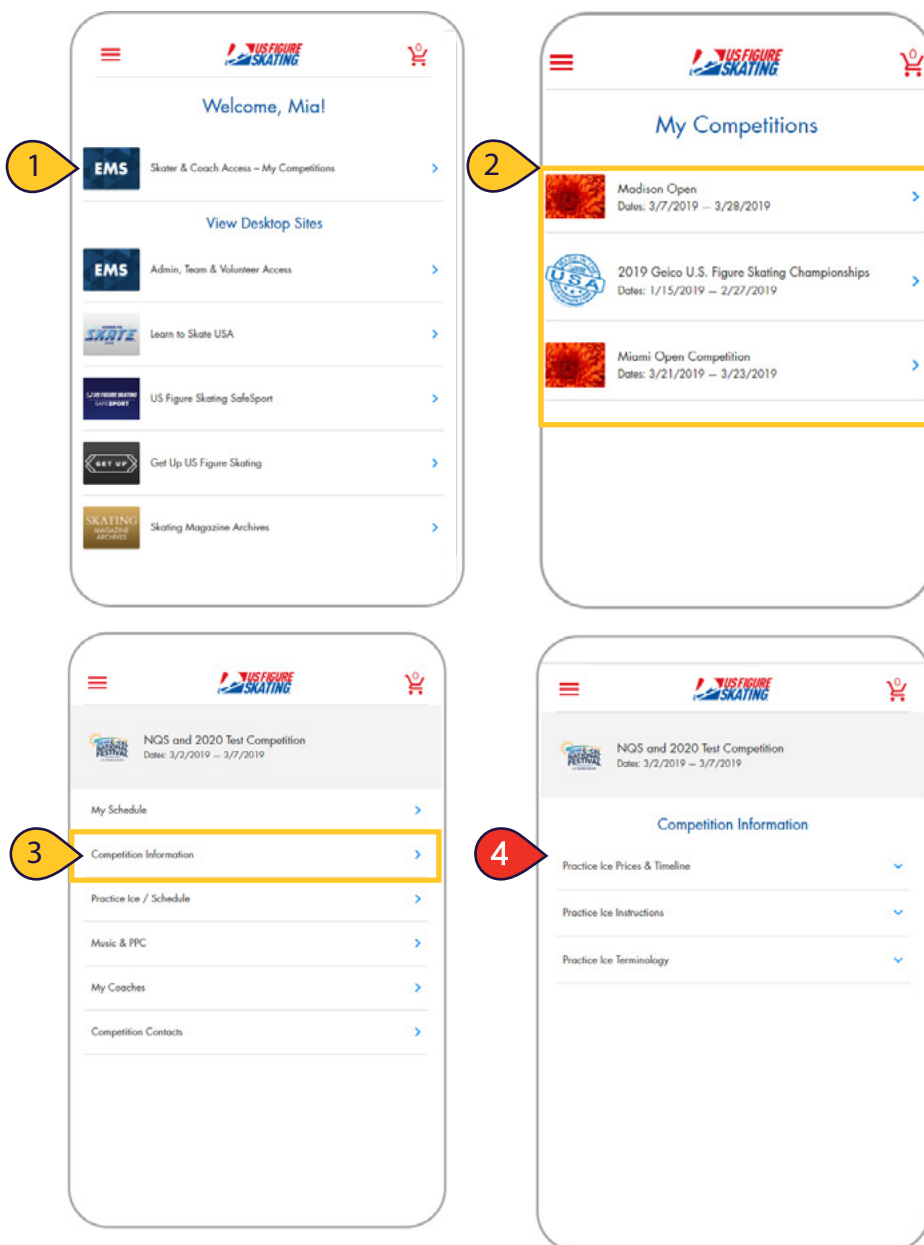
PI session availability, eligibility, and cost are determined by the LOC, based on competition level. Please, review the announcement and website to verify information about PI sales, as this information varies across competitions.

1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.

2 Select your competition.

3 Tap **Competition Information**.

4 Tap **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.





MOBILE: PRACTICE ICE PRE-PURCHASE

- 5 To purchase available PI packages, tap the + button. The subtotal increases.
- 6 To purchase available OPI credits, tap the + button. The subtotal increases.
- 7 To purchase available UPI credits, tap the + button. The subtotal increases.
- 8 To purchase available WU credits, tap the + button. The subtotal increases.
- 9 Tap **ADD TO CART**.
Note: The total updates.
- 10 Tap **PAY**.

Practice Ice
Pre-Purchase Sales

Unscheduled Credits
Intermediate Ladies Excel
UR: 0 OPI: 1 WU: 0

5 Purchase Packages

Package	Price	Qty	
ORL:5/URL:5/WU:\$200		1	+
ORL:5/URL:5/WU:\$100		0	+

Purchase Credits

Intermediate Ladies Excel

Type	Price	Qty	
OPI	\$24	0	+
UPI	\$14	1	+
WU	\$22	0	+

Intermediate Ladies Compulsory Moves

Type	Price	Qty	
OPI	\$0	0	+
UPI	\$14	0	+
WU	\$0	0	+

Intermediate Ladies Jumps Challenge

Type	Price	Qty	
OPI	\$0	0	+
UPI	\$14	0	+
WU	\$0	1	+

Intermediate Ladies Spins Challenge

Type	Price	Qty	
OPI	\$0	0	+
UPI	\$14	0	+
WU	\$0	0	+

SUBTOTAL: \$214

9 ADD TO CART

TOTAL: \$0

10 PAY



MOBILE: PRACTICE ICE PRE-PURCHASE

11 Check your order on the *Review Practice Items* page. Tap **REMOVE** to delete items from your cart or tap **CHECKOUT** to enter the billing information.

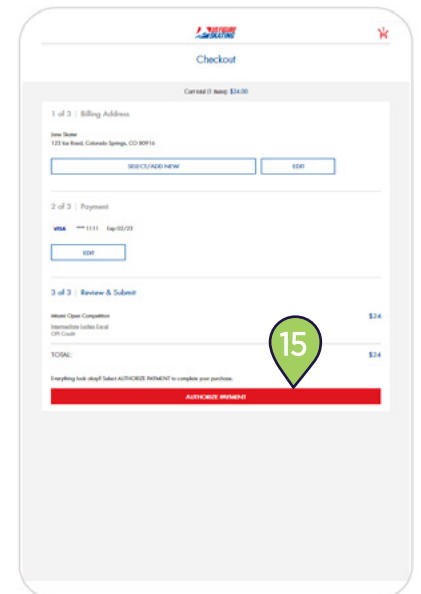
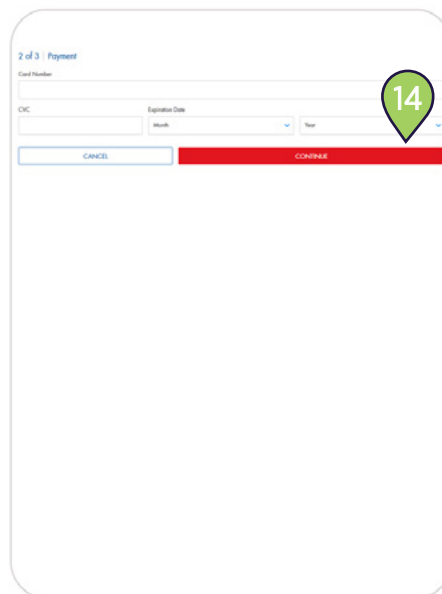
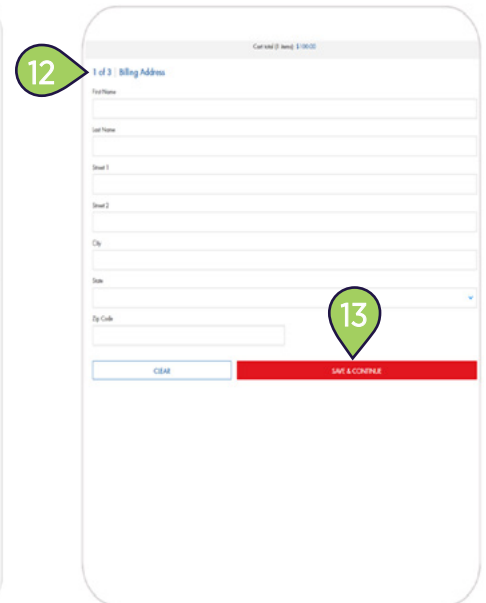
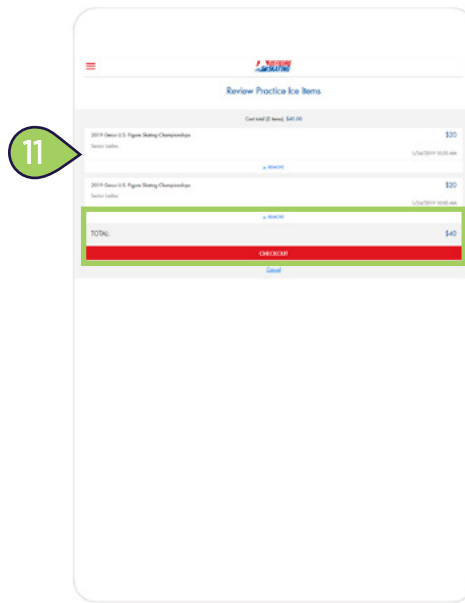
12 The address on your U.S. Figure Skating member profile will display automatically. Enter or verify the billing address information.

13 Tap **SAVE & CONTINUE** to enter payment information.

14 Enter the payment card information. Tap **Continue** to review.

15 Tap **AUTHORIZE PAYMENT** to complete the PI purchase.

You will receive an invoice via email. Your PI credits are added to your profile.





MOBILE: PRACTICE ICE SESSION SELECTION

During the selection window, competitors who have purchased credits or packages during the pre-purchase period can redeem their credits and schedule practice ice sessions.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee. At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are scheduled by the referee on a rolling basis after credits are purchased. If so, you will only be able to self-schedule unofficial practice ice during the selection window.

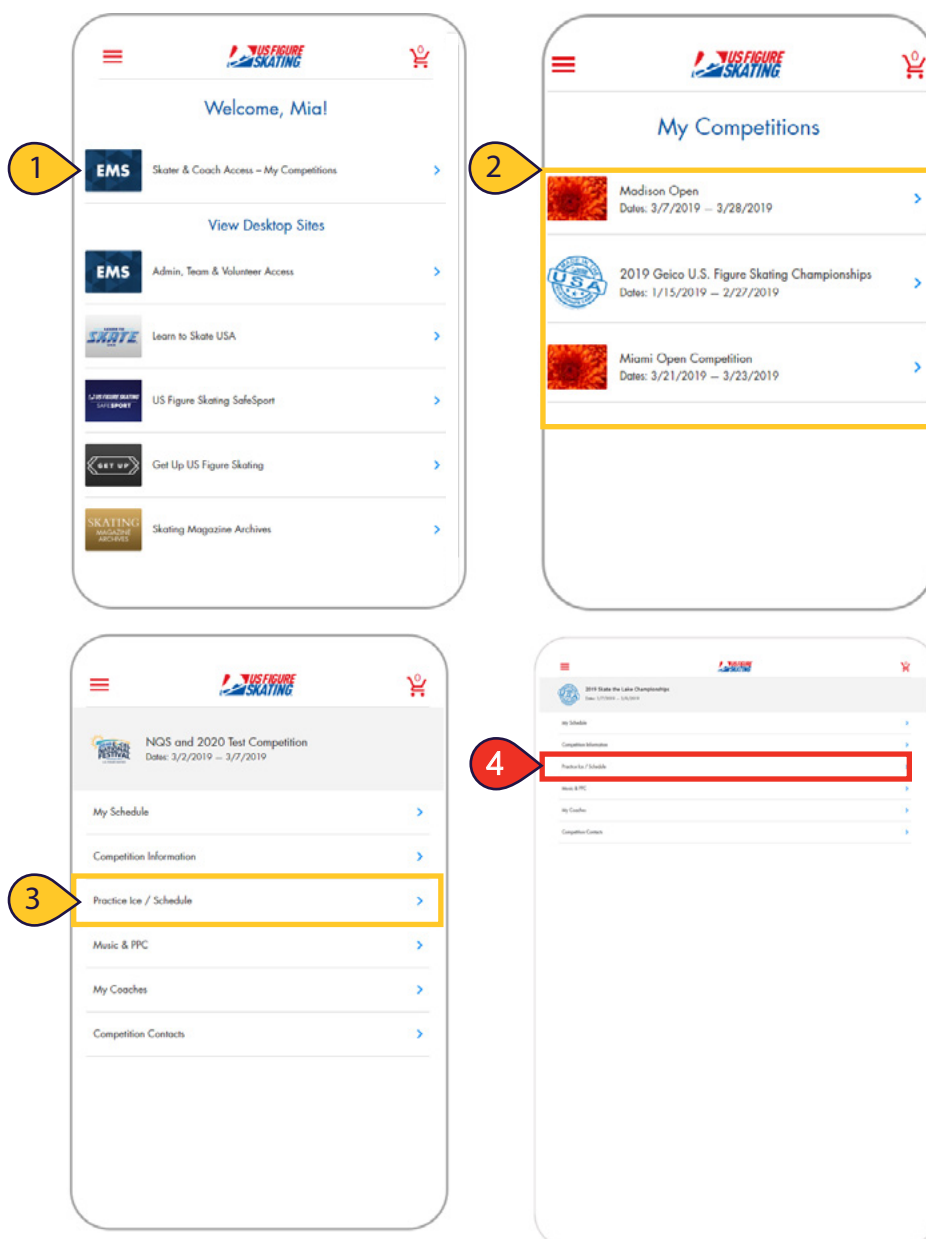
Practice Ice session availability, eligibility, and cost are determined by the LOC, based on competition level. Please review the competition announcement and website to verify information about practice ice sales, as this information varies across competitions.

1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.

2 Select your competition.


3 Tap **Practice Ice / Schedule**.

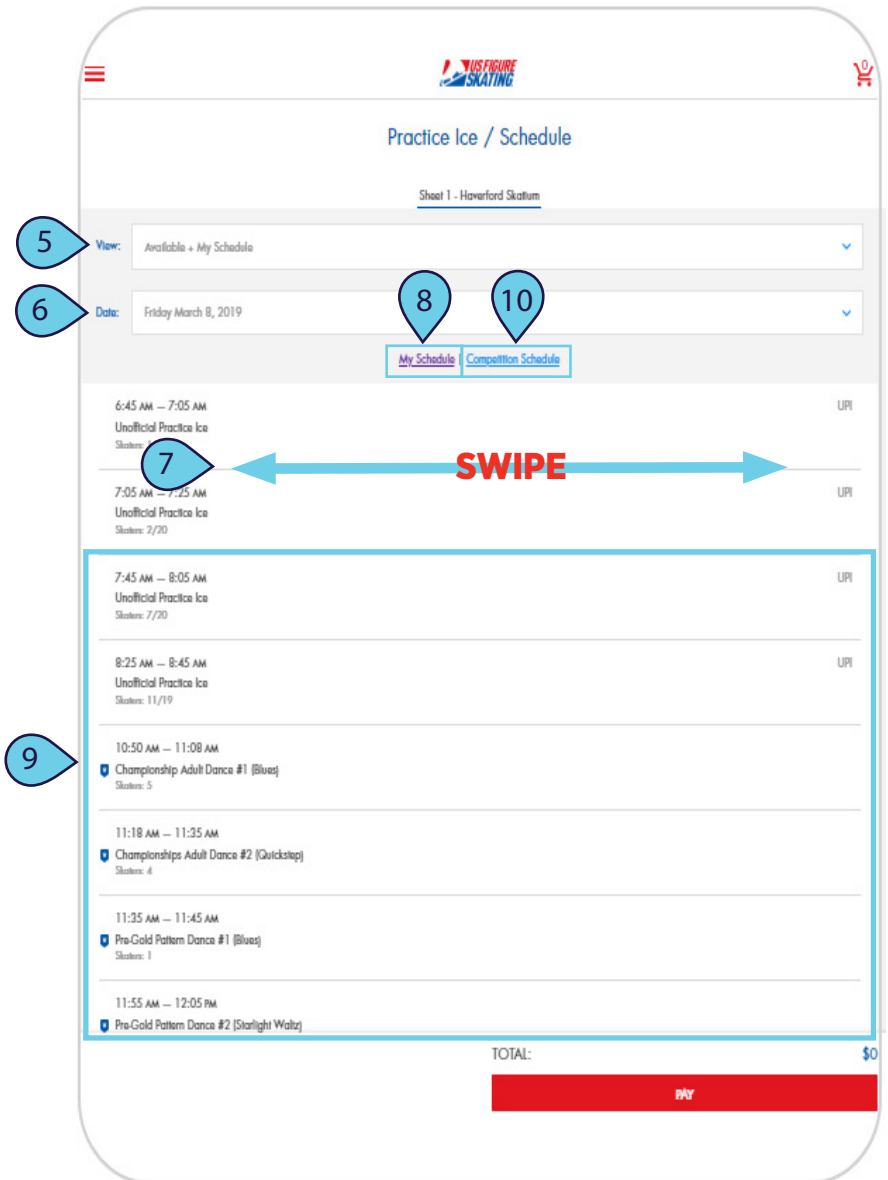
4 Tap **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.





MOBILE: PRACTICE ICE SESSION SELECTION

- 5 To filter the list, tap **View** and check the following boxes appropriately:
 - “Available Practitice Ice”
 - “My Schedule”
 - “Event Schedule”
- 6 To to add sessions to your schedule on the *Practice Ice/ Schedule* page, tap **Date** to select the competition day you would like to view.
- 7 Swipe left or right to switch ice surfaces.
- 8 Download your schedule by tapping **My Schedule**.
- 9 Tap a session to add it to your schedule. Tap it again to remove. Follow the prompt to confirm removal.
Note: Sessions on your schedule are denoted with the following icon: 
- 10 To download the event schedule, tap **Competition Schedule**.





MOBILE: PRACTICE ICE OPEN SALES

During open sales, competitors can view the schedule and purchase available practice ice UPI sessions and/or OPI or WU credits. You can also redeem pre-purchased credits, or switch sessions during open sales.

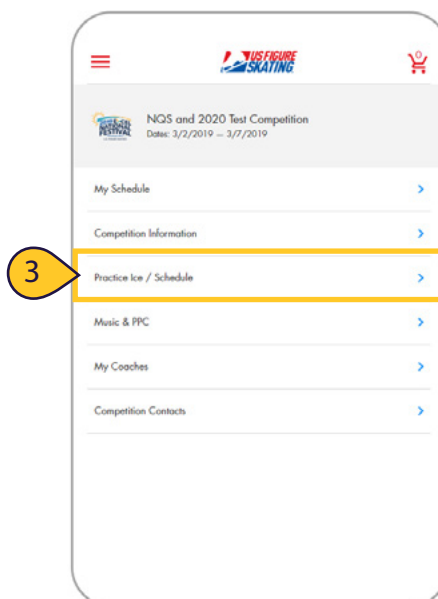
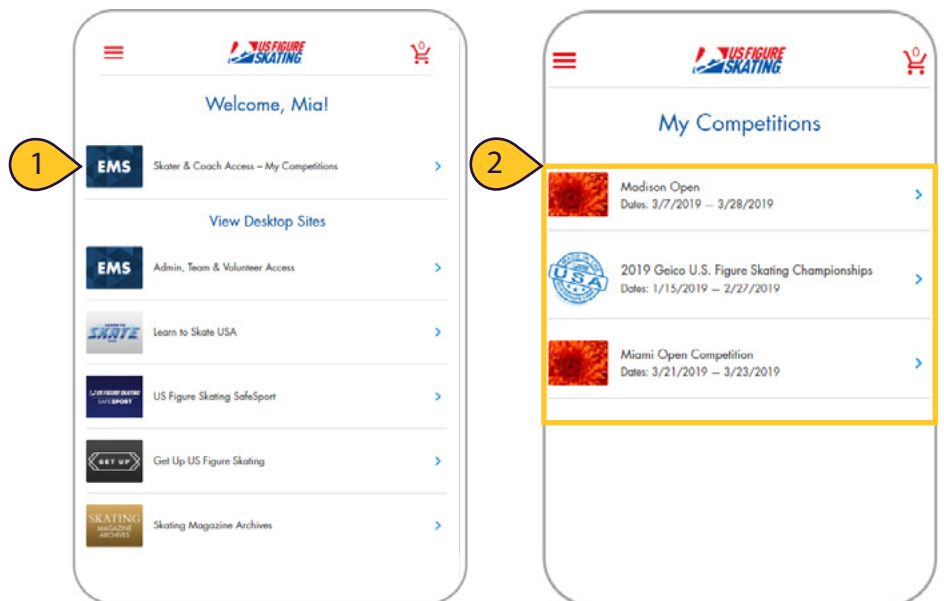
Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee while building the competition schedule. If so, you will only be able to self-schedule UPI sessions during the selection window.

PI session availability, eligibility, and cost are determined by the LOC, based on competition level or discipline. Please, review the announcement and website to verify information about PI sales, as this information varies across competitions.


1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.

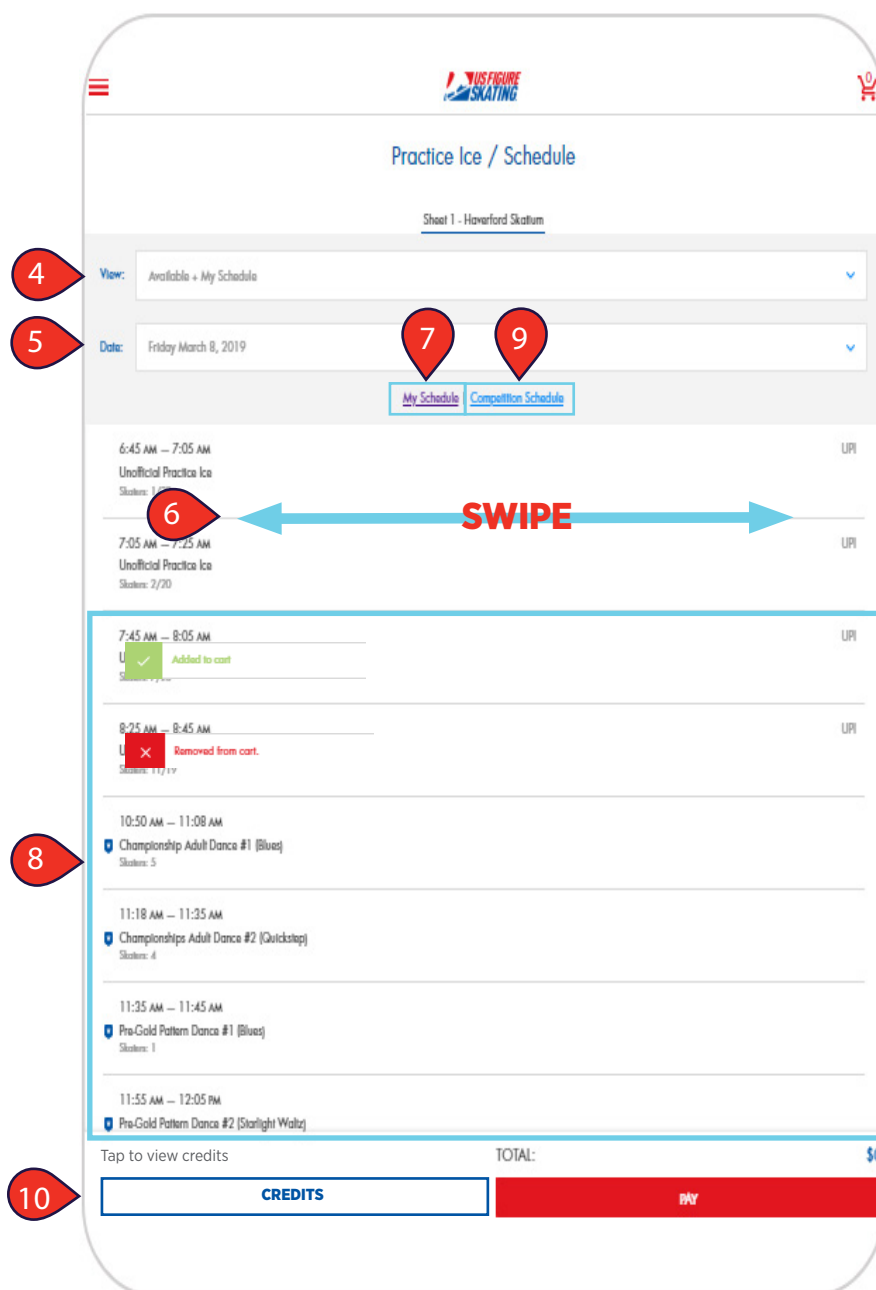
2 Select your competition.

3 Tap **Practice Ice / Schedule**.



MOBILE: PRACTICE ICE SESSION SELECTION

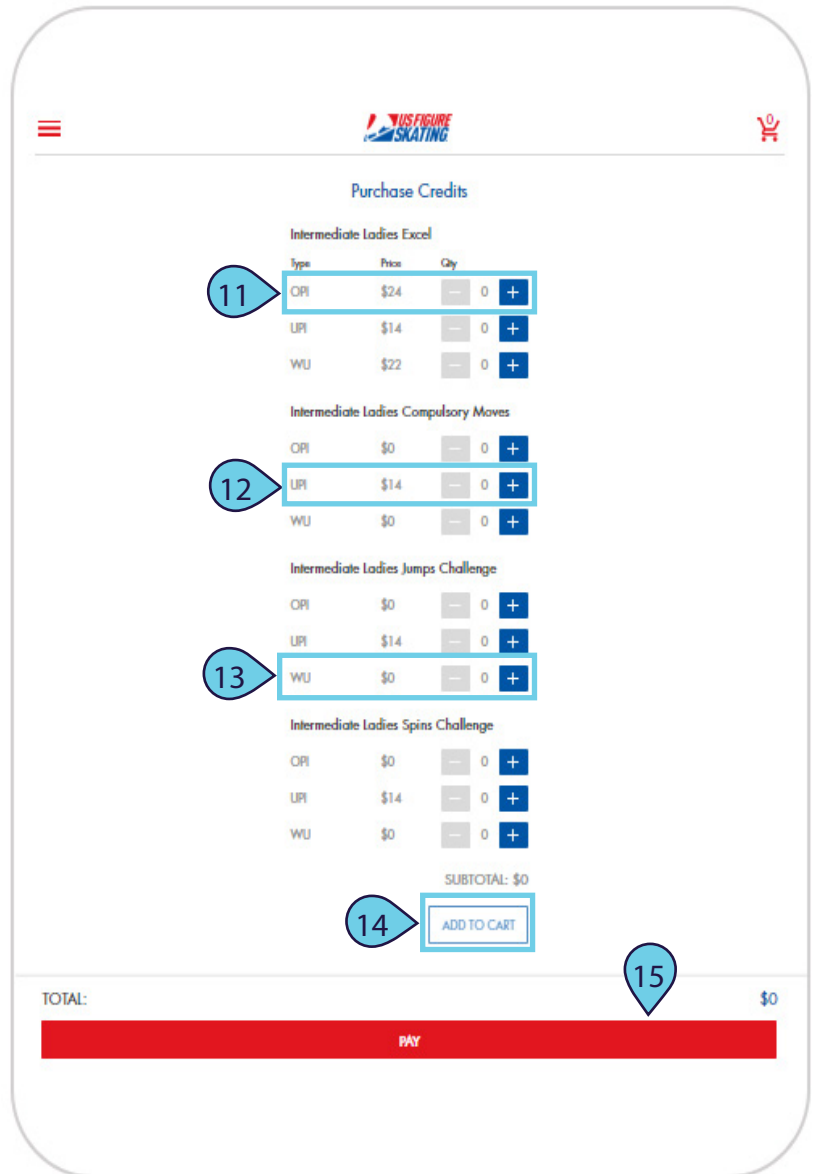
- 4 To filter the list, tap **View** and check the following boxes appropriately:
 - “Available Practitice Ice”
 - “My Schedule”
 - “Event Schedule”
- 5 To to add sessions, tap **Date** on the *Practice Ice/Schedule* page and select the competition day you would like to view.
- 6 Swipe left or right to switch ice surfaces.
- 7 Download your schedule by tapping **My Schedule**.
- 8 Tap a desired session to add it to your cart. Tap it again to remove. Follow the prompt to confirm removal.
Note: Sessions on your schedule are denoted with the following icon: 
- 9 To download the event schedule, tap **Competition Schedule**.
- 10 To purchase available credits, tap **CREDITS**.





MOBILE: PRACTICE ICE OPEN SALES

- 11 To purchase available OPI credits, tap the + button. The subtotal increases.
- 12 To purchase available UPI credits, tap the + button. The subtotal increases.
- 13 To purchase available WU credits, tap the + button. The subtotal increases.
- 14 Tap **ADD TO CART**.
Note: The total updates.
- 15 Tap **PAY** to checkout.



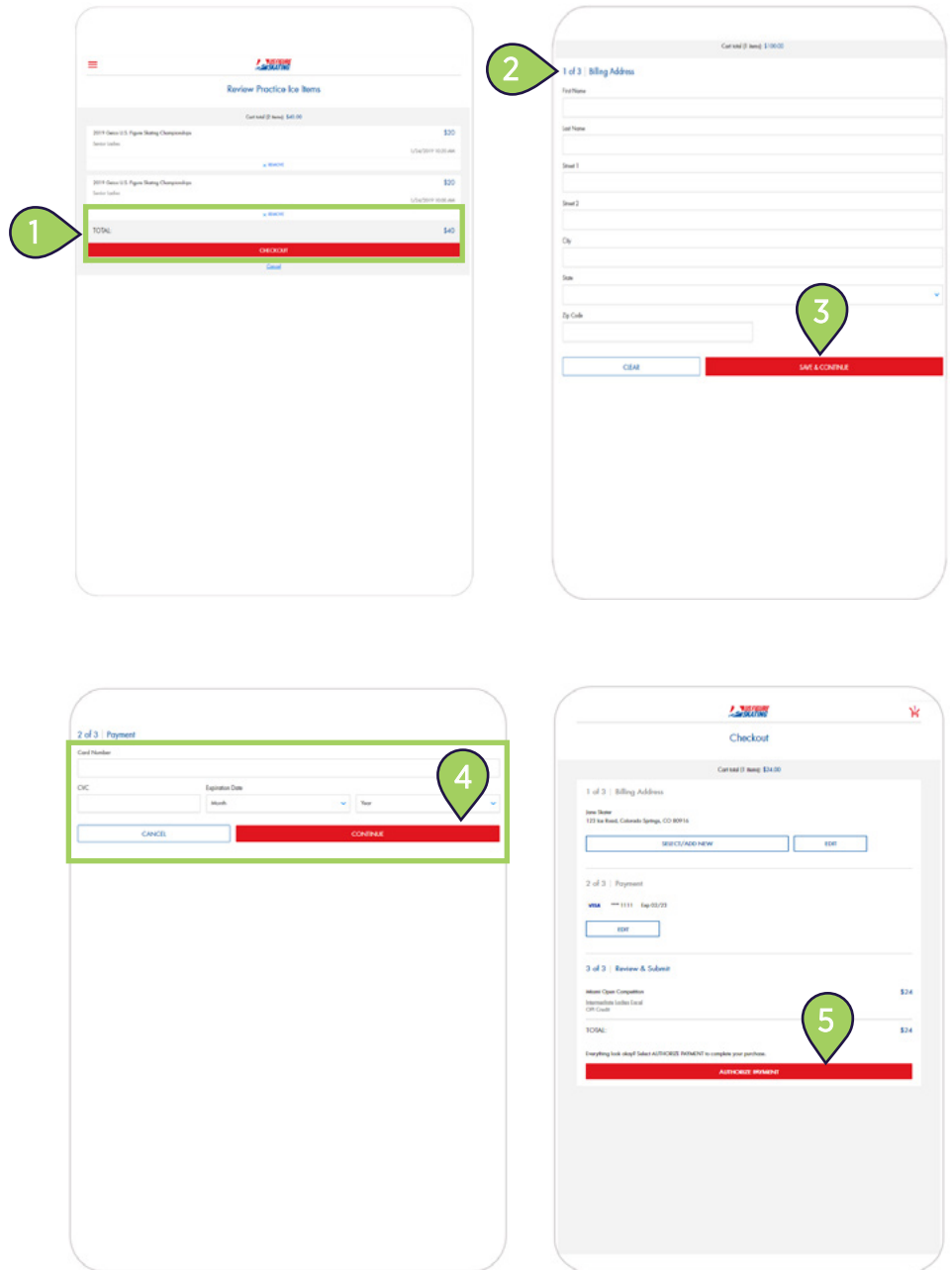


MOBILE: PRACTICE ICE OPEN SALES

Cart Checkout

- 1 Check your order on the *Review Practice Items* page. Tap **REMOVE** to delete items from your cart or tap **CHECKOUT** to enter the billing information.
- 2 The address on your U.S. Figure Skating member profile will display automatically. Enter or verify the billing address information.
- 3 Tap **SAVE & CONTINUE** to enter payment information.
- 4 Enter the payment card information. Tap **Continue** to review.
- 5 Tap **AUTHORIZE PAYMENT** to complete the PI purchase.

You will receive an invoice via email. Your PI credits are added to your profile.



MOBILE: MUSIC & COPYRIGHT INFORMATION



Competitors are required to upload music in EMS for many events. You can upload music from your mobile device. When music is required, you must upload it by the deadline.

*****You will not be able to provide your music or copyright information after the deadline date via EMS. Contact the LOC for additional instructions. Late music submissions may incur a late fee for some non-qualifying competitions.*****

For copyright and publicity purposes, U.S. Figure Skating gathers information on all music that may be used in a television or video on-demand broadcast.

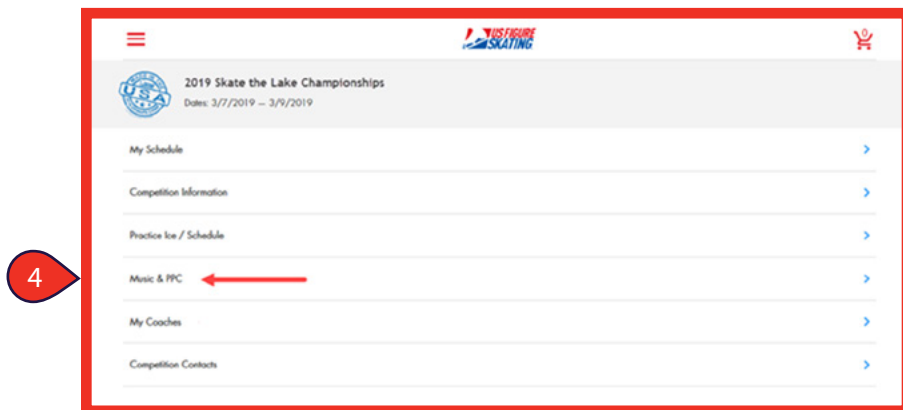
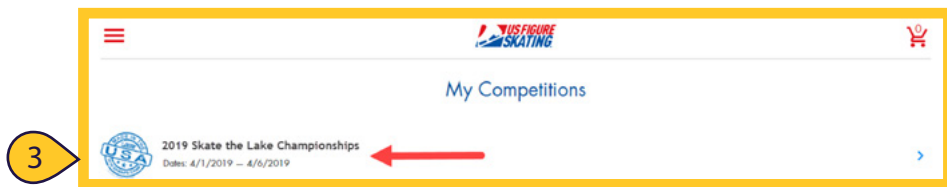
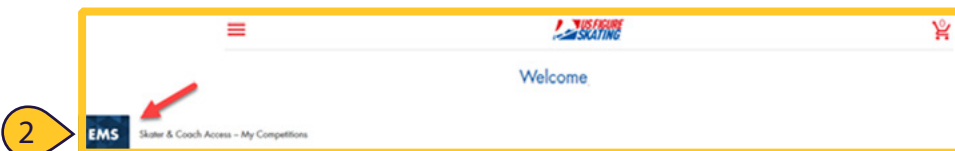
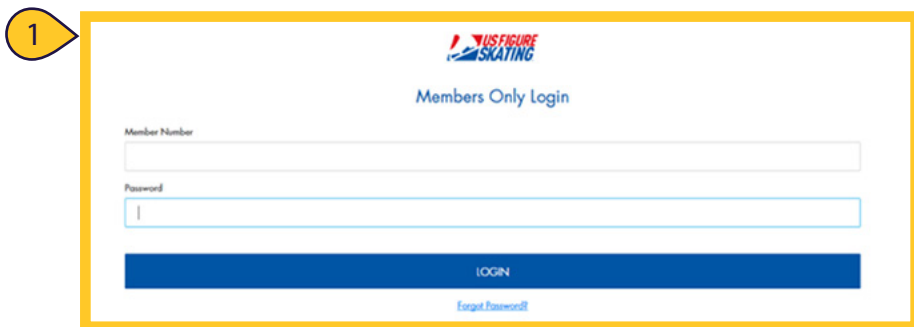
Program music is generally created using multiple pieces of music. You are required to enter copyright information for each piece used in each music upload. For assistance in gathering the copyright information, go to <http://www.mpa.org/copyright-search/>.

1 Log in to *Members Only* (www.usfsaonline.org) from a mobile device.

2 Tap **Skater & Coach Access-My Competitions** to select a competition.

3 On the *My Competitions* page, tap the desired competition.

4 On the main competition page, tap **Music & PPC**.



MUSIC & COPYRIGHT INFORMATION

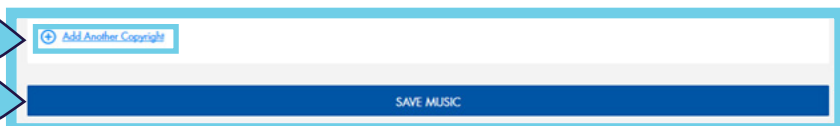
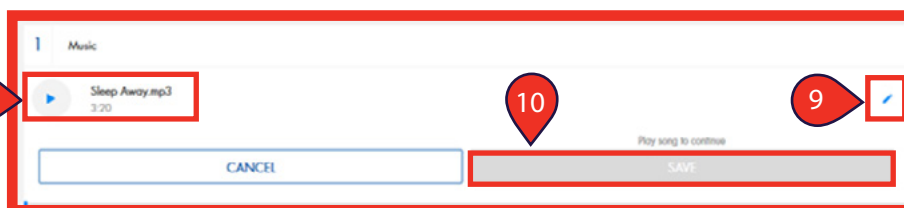
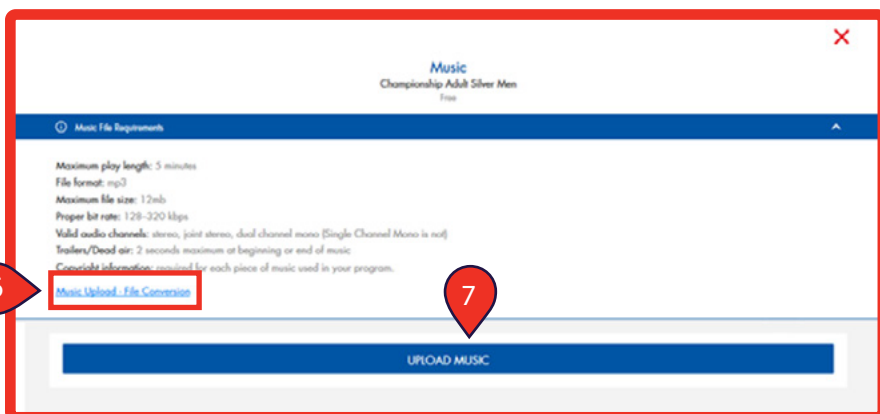
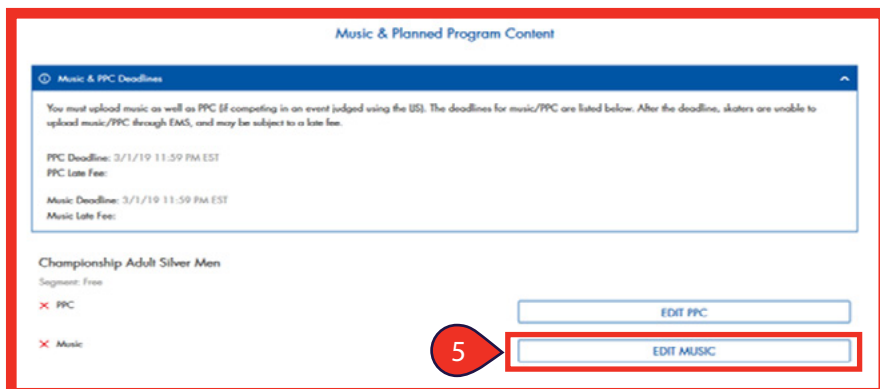


Review the music deadline and add music for all segments on the *Music & Planned Program Content* page.

- 5 Tap **Edit Music** for the desired segment.
- 6 Review the Music File Requirements. Files must be in mp3 format, and no larger than 12 MB. Tap **Music Upload- File Conversion** for instructions.
- 7 Tap Upload Music to locate your music file. You must preview the file before saving.
- 8 Click the play icon to listen to your music selection.
- 9 Use the edit icon to change your music file.
- 10 Tap **Save** to go to the *Copyright* section.
- 11 Provide ALL of the following copyright information:
 - “Title”
 - “Artist”
 - “Arrangement”

Example: Beethoven’s “Moonlight Sonata” performed by New York Philharmonic: the original composer is Beethoven and the New York Philharmonic is the arrangement.

 - “Record Label”
 - “Duration”
 - o “Minutes”
 - o “Seconds”
- 12 Tap **Save**.
- 13 To add multiple pieces, tap **Add Another Copyright** and repeat for each piece of program music.
- 14 Tap **Save Music**. Repeat for all events requiring music.

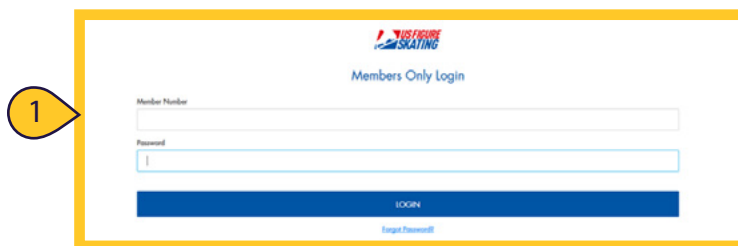




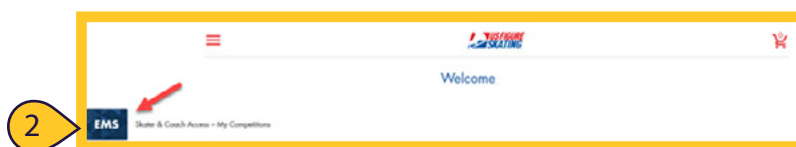
MOBILE: PLANNED PROGRAM CONTENT

Competitors are required to submit planned program content (PPC) in EMS for many events. You can provide PPC from your mobile device. When PPC is required, you must submit it by the deadline. After the deadline, competitors will be unable to provide PPC in EMS. Late PPC submissions may incur a fee for some non-qualifying competitions.

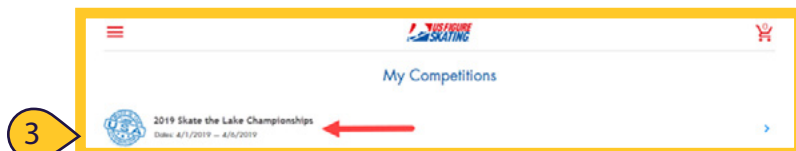
1 Log in to *Members Only* (www.usfsonline.org) from a mobile device.



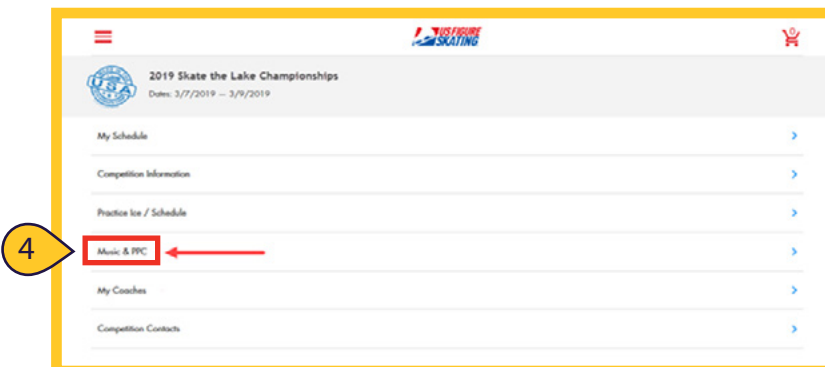
2 Tap **Skater & Coach Access - My Competitions** to select a competition.



3 On the *My Competitions* page, tap the desired competition.



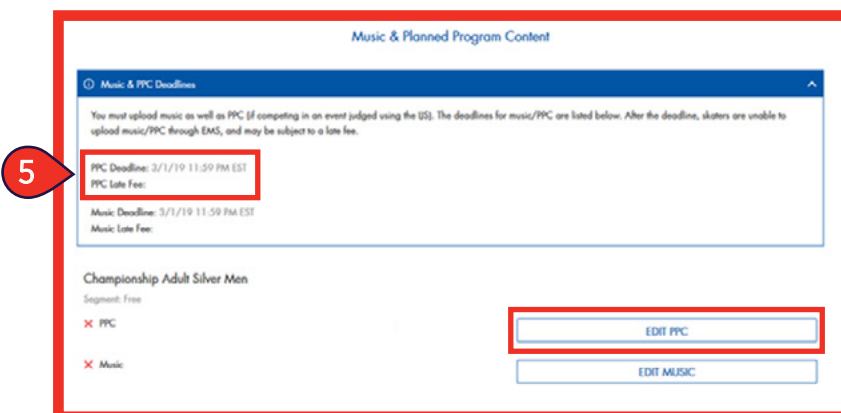
4 Tap **Music & PPC**.



Music & PPC Content

5 Review the deadline and submit PPC for all segments on the *Music & Planned Program Content* page.

Note: Contact the LOC for additional instructions if attempting to provide PPC after the deadline.



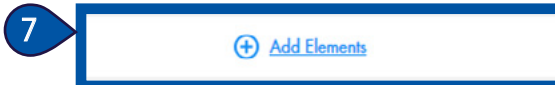
6 Tap **EDIT PPC**.



MOBILE: SKATER - SUBMIT PPC

Contact your coach for assistance in determining elements.

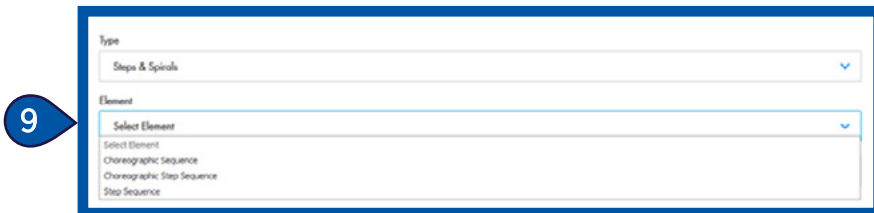
7 Tap **Add Elements**.



8 Use the **Type** dropdown to add an element: **Jumps, Spins, or Steps & Spirals**.

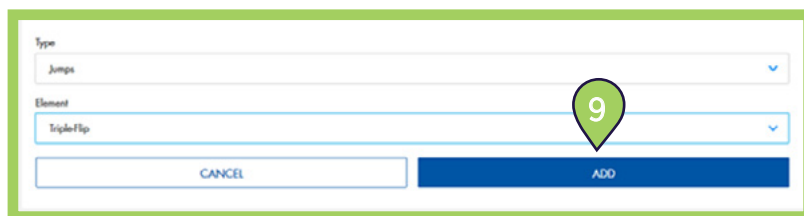


9 Use the **Element** dropdown to define the jump, spin, or sequence.



9 Tap **Add** to save the element.

Repeat the process for all elements in your program. List the elements in the order they occur in your program.



10 Tap **Toggle on to edit elements** to reorder by using the up/down buttons.



11 Tap **Confirm PPC** to save and return to the *Music & Planned Program Content* page.

Best Practice: Submit PPC for all event segments.

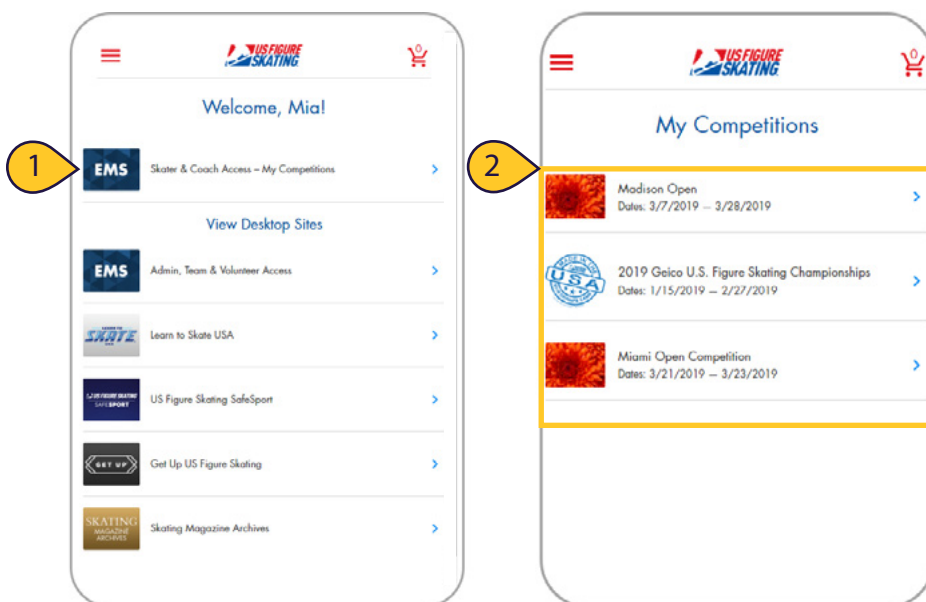


MOBILE: SKATER - COMPETITION INFORMATION

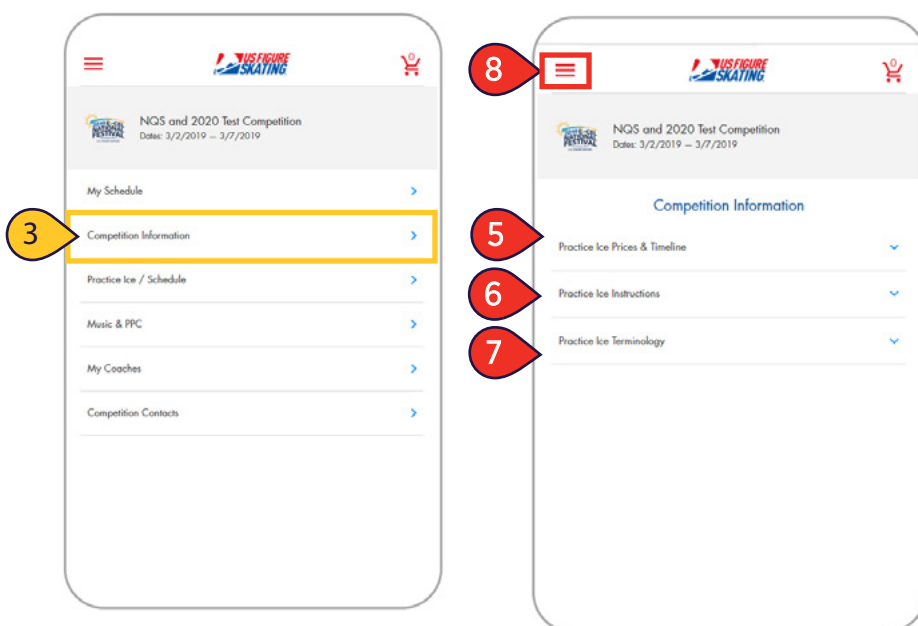


The *Competition Information* page provides an overview of information and competition timelines.

- 1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.
- 2 Select your competition.
- 3 Tap **Competition Information**.



- 5 Tap **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.
- 6 Tap **Practice Ice Instructions** to view instructions on how to purchase sessions and credits.
Note: Only competitors can purchase PI credits and sessions.
- 7 Tap **Practice Ice Terminology** to view a glossary of PI terms.
- 8 Access the *Main Menu*.



MOBILE: SKATER - MY COACHES



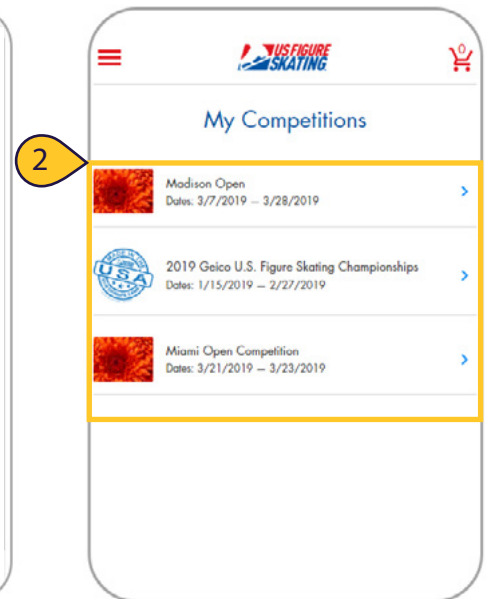
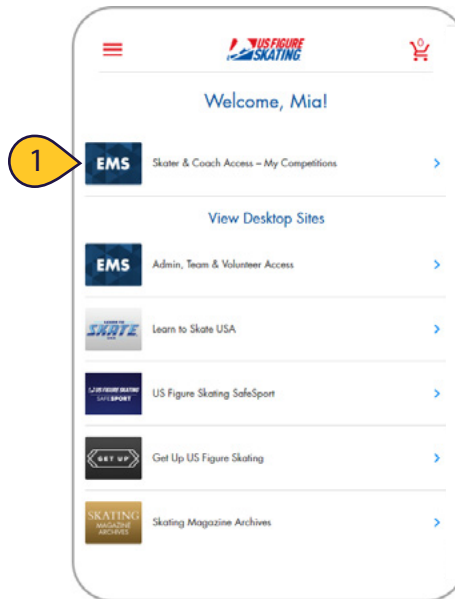
On the *My Coaches* page, competitors specify who will be attending the competition as their coach. Adding a coach gives them access to view your schedule, music, and PPC.

Note: Only fully compliant coaches can accompany competitors to U.S. Figure Skating sanctioned events. Competition specific credential information and coach compliance requirements are available on the competition website.

1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.

2 Select your competition.

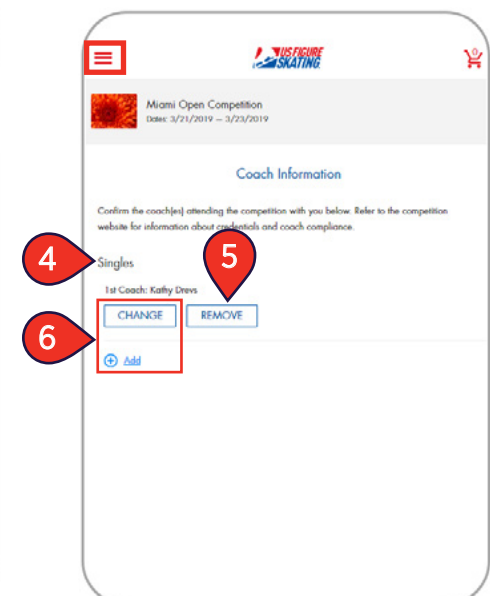
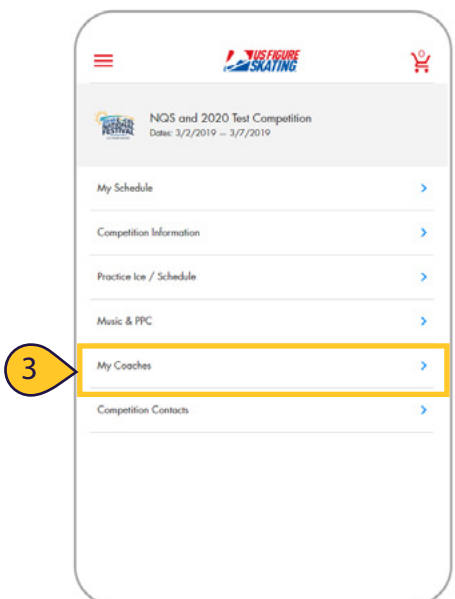
3 Tap **My Coaches**.



4 Review the coaches listed.

5 To delete a coach from the list, tap **REMOVE** below the coach's name. Note: If you have more than one coach, you must remove the "2nd Coach" before removing the "1st Coach".

6 To change or add a coach, tap **CHANGE** or **Add**.



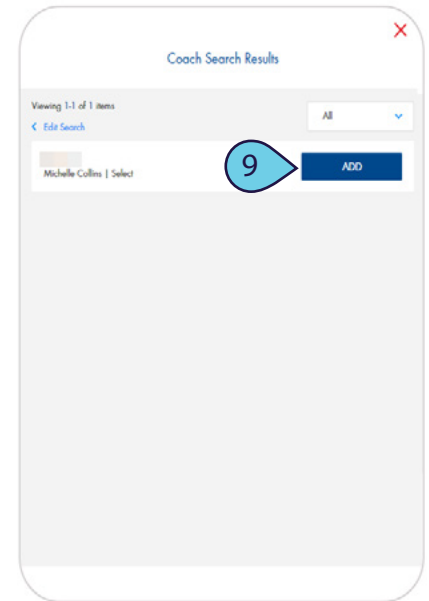
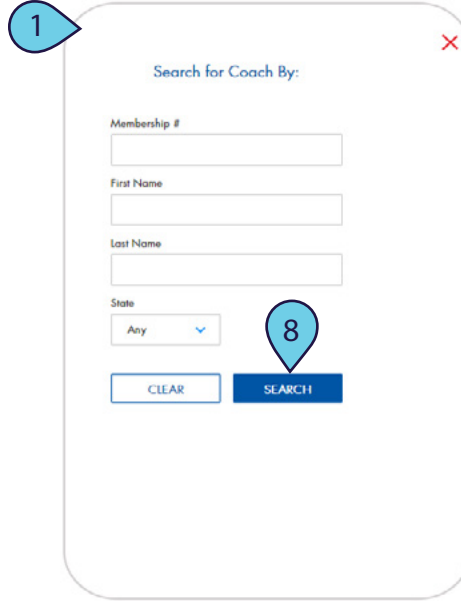


MOBILE: SKATER - MY COACHES

- 7 Search for your coach by one of the following:
- “Membership #”
 - “First Name”
 - “Last Name”
 - the “State” dropdown

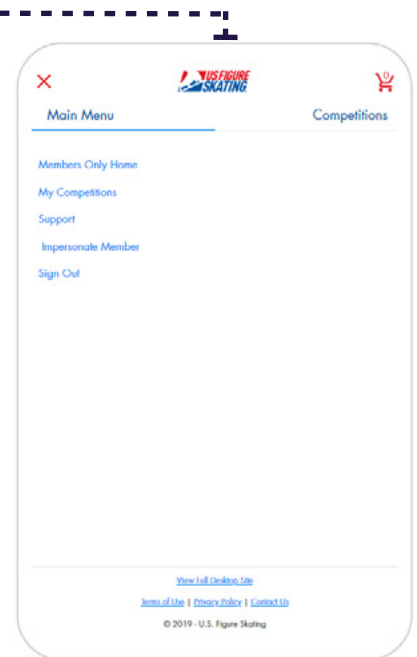
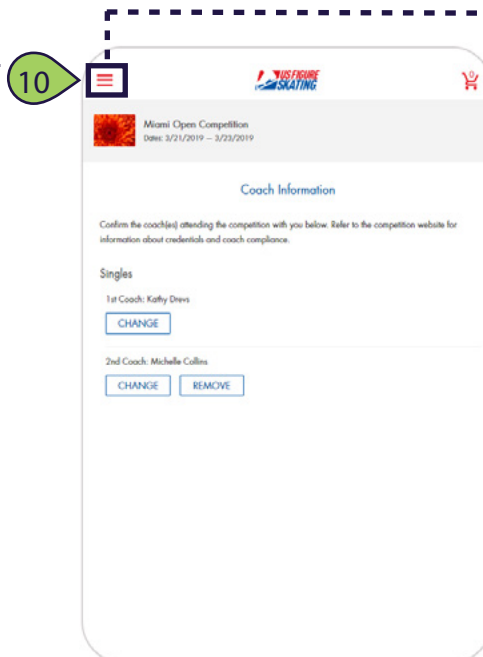
Best Practice: Search by using the coach’s U.S. Figure Skating member number.

- 8 Tap **SEARCH**.



- 9 Choose your coach and tap **ADD** to update the *Coach Information* page.

- 10 Tap the menu icon to access the *Main Menu*.

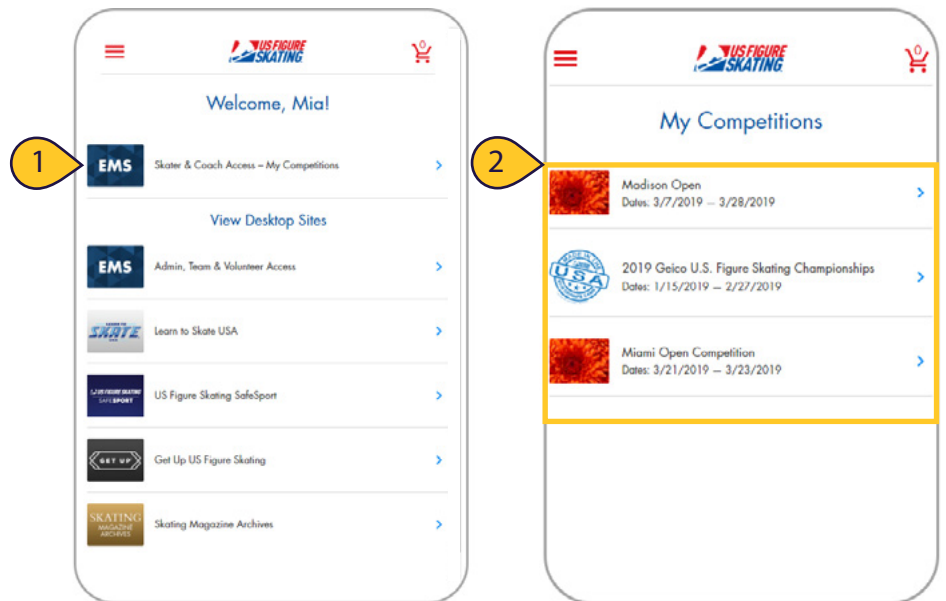




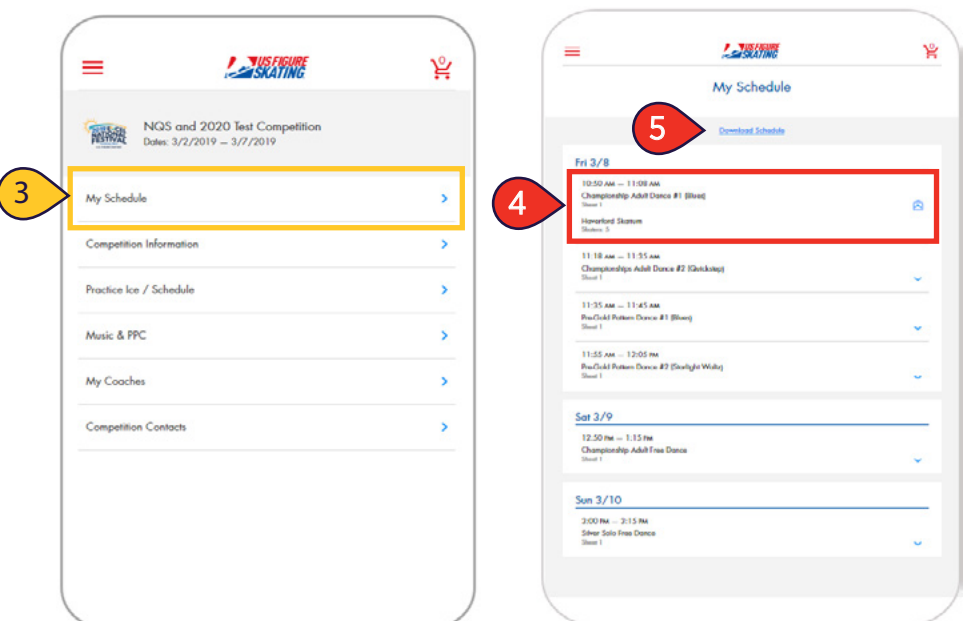
MOBILE: SKATER MY SCHEDULE

The *My Schedule* page, provides details (arena, sheet assignment, date, start and end times, your number and event name) of your schedule for the competition you are registered for.

- 1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.
- 2 Select your competition.
- 3 Tap **My Schedule**.



- 4 Select a date and time, tap the dropdown to view your schedule information.
- 5 To obtain a PDF of your schedule, tap **DOWNLOAD SCHEDULE**.





PRACTICE ICE: PACKAGES PRE-PURCHASE

The *Pre-Purchase Sales* window provides you with the opportunity to pre-purchase packages and credits for PI sessions before the schedule is released. “Packages” includes multiple PI credits and are only offered in the pre-purchase sales window. Refer to “Practice Ice - Open Sales” to learn how to schedule your credits.

After the pre-purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and/or referee while building the competition schedule.

PI session eligibility and cost are determined by the LOC, based on competition level or discipline. Please, review the competition announcement and website to verify information about PI sales, as this information varies across competitions.

Packages

1 From the *Main* competition page, click **Practice Ice**.

2 Review the *Practice Sales* page for “PrePurchase” and “Selection” dates.

3 Locate “Packages” and decide what option you would like to purchase.

Note: When ONLY purchasing individual credits and not a package, click **Continue**. Go to Step 2 of the next page.

4 Click **Add To Cart** from the desired package option.

Note: The “Cart Total:” increases.

5 Click **Continue** to proceed:

- For a competition that is also offering PI credits individually, the option to add credits to your cart is now available. Go to Step 2 of the next page.
- Proceed to checkout if the competition is only offering PI packages at this time. Go to Step 3 of the next page.



Pre-Purchase Begins: 10/08/2018 07:00 AM ET
Pre-Purchase Deadline: 10/09/2018 01:00 PM ET
Selection Begins: 10/09/2018 02:00 PM ET
Selection Deadline: 10/09/2018 03:00 PM ET

Package	UPI	OR	WU	Price	
	1	1	2	\$1	Add To Cart

Cart Total: \$0.00
Clear Cart Continue

Packages in cart:	
Name	Price
Test	\$150.00

PRACTICE ICE: PACKAGES PRE-PURCHASE

The *PRACTICE ICE PRE-PURCHASE* window provides you with the opportunity to pre-purchase credits for PI sessions before the schedule is released. After the Pre-Purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee while building the competition schedule.

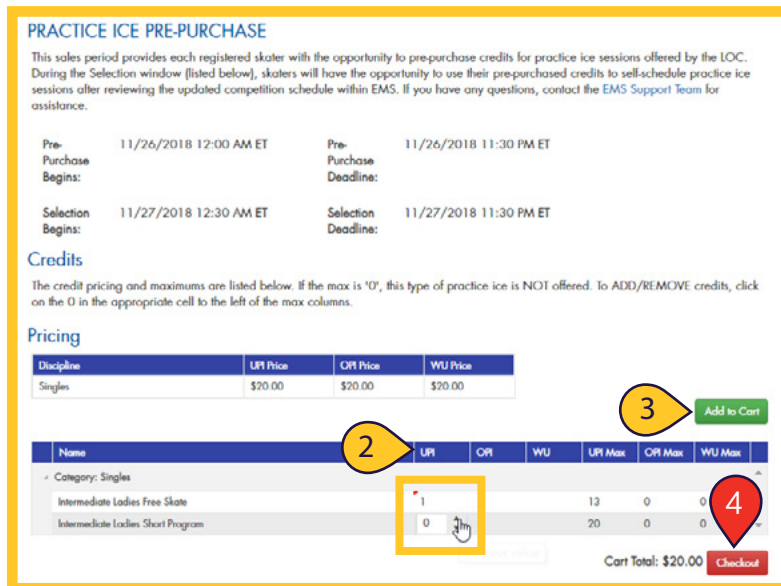
PI session eligibility and cost are determined by the LOC, based on competition level or discipline. Please, review the competition announcement and website to verify information about PI sales, as this information varies across competitions.

Individual Credits

1 From the *Main* competition page, click **Practice Ice**.



2 Your events are listed in the grid located at the bottom of the *PRACTICE ICE PRE-PURCHASE* page. Click on the “0” for the credit type to select the amount of “UPI”, “OPI”, and or “WU” to purchase by clicking the up/down buttons from each column.



PRACTICE ICE PRE-PURCHASE

This sales period provides each registered skater with the opportunity to pre-purchase credits for practice ice sessions offered by the LOC. During the Selection window (listed below), skaters will have the opportunity to use their pre-purchased credits to self-schedule practice ice sessions after reviewing the updated competition schedule within EMS. If you have any questions, contact the EMS Support Team for assistance.

Pre-Purchase Begins:	11/26/2018 12:00 AM ET	Pre-Purchase Deadline:	11/26/2018 11:30 PM ET
Selection Begins:	11/27/2018 12:30 AM ET	Selection Deadline:	11/27/2018 11:30 PM ET

Credits

The credit pricing and maximums are listed below. If the max is '0', this type of practice ice is NOT offered. To ADD/REMOVE credits, click on the 0 in the appropriate cell to the left of the max columns.

Discipline	UPI Price	OPI Price	WU Price
Singles	\$20.00	\$20.00	\$20.00

Name	UPI	OPI	WU	UPI Max	OPI Max	WU Max
Category: Singles						
Intermediate Ladies Free Skate	1			13	0	0
Intermediate Ladies Short Program	0			20	0	0

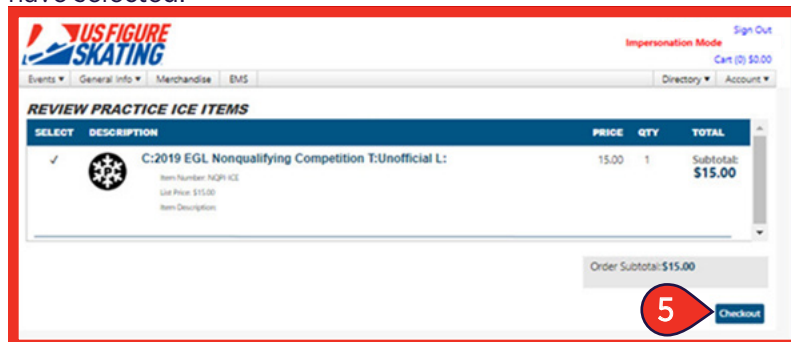
Cart Total: \$20.00

3 Click **Add to Cart**. The “Cart Total:” increases.

4 Click **Checkout** to complete your purchase. EMS will inform you if you attempt to purchase more credits than allowed.

5 Continue the check out process. Refer to the **Cart Checkout** quick reference for instructions. You will receive an invoice via email.

The *REVIEW PRACTICE ICE ITEMS* page details the items you have selected.



REVIEW PRACTICE ICE ITEMS

SELECT	DESCRIPTION	PRICE	QTY	TOTAL
<input checked="" type="checkbox"/>	C:2019 EGL Nonqualifying Competition T:Unofficial L: Item Number: NQPI ICE List Price: \$15.00 Item Description:	15.00	1	Subtotal: \$15.00

Order Subtotal: \$15.00

To redeem your pre-purchased credits and self-schedule PI, refer to **Session Selection** for instructions.



PRACTICE ICE: SESSION SELECTION

During the selection window, if you purchased credits or packages during the pre-purchase period you can redeem your credits and schedule PI sessions.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are scheduled by the referee on a rolling basis after credits have been purchased. For this instance, you will only be able to self-schedule UPI during open sales.

Practice Ice (PI) session availability, eligibility, and cost are determined by the LOC, based on competition level or discipline. Please, review the competition announcement and website to verify information about PI sales, as this information varies across competitions.

1 Review the *Practice Ice - PrePurchase Selection* page.

Note: OPI or WU sessions may be scheduled by the LOC or referees. Visit the competition website for information.

2 From the schedule grid, locate and double-click the desired session to select.

3 For combined OPI/UPI sessions, locate the “Type” dropdown and select “OPI” or “UPI”.

4 If you are in multiple event, use the “Select Event” dropdown to select your event.

5 Click **ADD SESSION**. To reassign a credit, select the incorrect session and click **REMOVE SESSION**. The credit is now available for use.

6 You will be notified if you are not eligible for the selected session. Click **CLOSE**.

7 Check the “Personal Schedule” box to review your schedule.

As sessions are added, the “Unassigned Credits” decreases. Your session is outlined in blue on the schedule.



PRACTICE ICE: OPEN SALES

The Open Sales period allows you to view the schedule and to purchase available practice ice. You can also redeem pre-purchased credits, or switch sessions during open sales.

You are able to:

- preview the dates for the open sales period
- purchase credits for OPI or WU, if offered
- purchase available sessions
- change a session

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are scheduled by the referee on a rolling basis after credits have been purchased. For this instance, you will only be able to self-schedule UPI during open sales. The “Unassigned Credits:” section provides the amount of UPI credits you have available.

1 If OPI and or WU credits are available for purchase, click the appropriate **Add/Remove** button to purchase OPI and or WU (Warm Up) credits.

Note: The *Update...Credits* window opens.

2 Select your event to update from the “Event” dropdown.

3 Click in the “Credits in Cart” field and use the up/down buttons to increase or decrease the amount of credits in your cart.

Note: EMS will inform you if you attempt to exceed the limit.

4 Click **Update Credits** to save changes. To cancel the transaction, click **Cancel**.

The “Cart Total: \$” adjusts.



PRACTICE ICE: OPEN SALES

- 5 From the schedule grid, locate and double-click to select the desired session.
- 6 For combined OPI/UPI sessions, locate the “Type” dropdown and select “OPI” or “UPI”.
- 7 If you are registered in multiple events, use the “Select Event” dropdown.
- 8 Click **ADD SESSION**. To reassign a credit, select the incorrect session and click **REMOVE SESSION**. The credit is now available for use.

Note: You will notice, your selection in the grid, is highlighted in blue once accepted. Pending requests are highlighted in red.
- 9 You will be notified if you are not eligible for the selected session. Click **CLOSE**.
- 10 Click **Checkout** to complete your purchase. EMS will inform you if you attempt to purchase more credits than are available.
- 11 To confirm your selection, double-click the selected session from the calendar to review the *Event* window, or view your personal schedule on the *Main* page.

MUSIC & COPYRIGHT INFORMATION



You will not be able to provide your music or copyright information after the deadline date via EMS. Contact the LOC for additional instructions.

From the *Main EMS* page, click **Music & Program Content**.

- 1 Take note of the “Music Upload Deadline”.
- Review the list of events and the “Music” column.

If “N/A” is showing, you do not need to upload music for this segment.

- 2 If the **COMPLETE** button is available, no further information is necessary. You may change your music by completing the following steps.

- 3 If the **INCOMPLETE** button is available, you must provide your music. This is a requirement. You must upload your music, provide copyright information

Click the **INCOMPLETE** button to open the *Music Upload* window.

- 4 Review the *Music Upload* page.

Important: To go back to the previous *Music Upload* page, use the **Return** button. Using the back arrow button will return you to the EMS home page.

- 5 Review the “Music File Requirements”. To add your music, click **Upload New Music** to open the *Upload Music* page.

Music & Planned Program Content (PPC)

In preparation for the competition, you must upload your music and/or planned program content (PPC) for the events in which you are registered. This registration component must be complete prior to the deadline(s) listed below.

Click '**INCOMPLETE**' to upload the file. Click '**COMPLETE**' to view/edit the submission(s).
N/A is an item not needed for that event segment.

Music Upload Deadline: 8/15/2018 11:00 PM ET
PPC Deadline: 8/15/2018 11:30 PM ET

Event	Segment	Music	Music Last Modified	PPC	PPC Last Modified	Theme/Rhythms
Senior Ladies Free Skate	Free Skate	COMPLETE	7/17/2018 12:43:31 PM	COMPLETE	8/10/2018 5:24:30 PM	N/A
Senior Ladies Short Program	Short Program	INCOMPLETE		INCOMPLETE	8/10/2018 5:25:19 PM	N/A

ALL FILES MUST BE MP3. If you need assistance formatting your music files to MP3, please consider the free applications listed below. Please note, U.S. Figure Skating/LOC does not endorse any conversion software.

File Conversion Information

My Program Music

Title: Auld Lang Syne.mp3 Copyright: **Incomplete**

[Copyright Info](#)

Music File Requirements

- Maximum play length: 5 minutes
- File format: .mp3
- Maximum file size: 12 MB
- 2 seconds maximum, dead air (trailers) at beginning or end of music
- Proper bit rate: 128-320 kbps
- Single Channel Mono MP3's are not valid (valid audio channels: stereo, joint stereo, dual channel mono)

Music File Requirements

- Maximum play length: 5 minutes
- File format: .mp3
- Maximum file size: 12 MB
- 2 seconds maximum, dead air (trailers) at beginning or end of music
- Proper bit rate: 128-320 kbps
- Single Channel Mono MP3's are not valid (valid audio channels: stereo, joint stereo, dual channel mono)

[Upload New Music](#)

See reverse side to continue...

MUSIC & COPYRIGHT INFORMATION



- 6 Click **SELECT FILE** to browse for your music. Select the desired file and click **Open**. The music file will attach to your profile for review.
- 7 Click **UPLOAD** to save. The *Confirm Music* window opens.
- 8 To confirm your music, provide the following:
 - “Title” of the music
 - “Artist” name
 - “Album” title
- 9 Click **Preview** to listen to your music for correctness.
- 10 If your music is correct, click **Confirm & Save**. The *Copyright Information* window opens. If your music is not correct, click **Cancel & Delete** to reattempt the upload.

- 11 Provide the following *Copyright Information*:
 - Title / Name of Song
 - Artist / Composer
 - Orchestra / Arrangement
 - Record Label
 - Minutes
 - Seconds

- 12 Click **Submit Copyright Info**. Repeat Step 11 for each piece of music you will use during your program. Notice that the “Current Information” section updates with your music details.

- 13 Click **Close** when you have provided all of your copyright information.

The competition music staff will download and prepare your music for the event.

6

7

8

9

10

11

12

13

Name	Composer	Orchestra	Record Label	Minutes	Seconds	REMOVE	EDIT
test	test	test	test	3	23	REMOVE	EDIT

PLANNED PROGRAM CONTENT



1 From the *Main* competition page, click **Music & Program Content**. Take note of the “PPC Deadline”.

*****You will not be able to provide your PPC after the deadline date via EMS. Contact the LOC for additional instructions.*****

2 Review the “Event”, “Segment”, and the “PPC” column:

- If “N/A” is showing, you do not need to provide PPC for this segment.
- If the **COMPLETE** button is available, no further information is necessary.

Changing your PPC

3 If the **INCOMPLETE** button is available, you must provide your PPC. Click the **INCOMPLETE** button to open the *Planned Program Content (PPC)* page.

You will list the elements in the order they will occur in your program. Contact your coach if you need assistance determining your elements.

Best Practice: To return to the previous *PPC* page, use the **Return** button. Using the back arrow button will return you to the EMS home page.

4 Click **Add Element**.

5 In the *Add Planned Element* window, select from the following dropdowns:

- “Type”
- “Element”

6 Click **Save** and repeat for all elements. Notice each element appears in onscreen. To change, click **Edit**. To take an element out of your PPC, click **REMOVE**.



Music & Planned Program Content (PPC)

In preparation for the competition, you must upload your music and/or planned program content (PPC) for the events in which you are registered. This registration component must be complete prior to the deadline(s) listed below.

Click **INCOMPLETE** to upload the file. Click **COMPLETE** to view/edit the submission(s).
N/A is an item not needed for that event segment.

Music Upload Deadline: 8/15/2018 11:00 PM ET
PPC Deadline: 8/15/2018 11:30 PM ET

Event	Segment	Music	Music Last Modified	PPC	PPC Last Modified	Theme/Rhythms
Senior Ladies Free Skate	Free Skate/Free Dance	INCOMPLETE	7/17/2018 12:43:31 PM	COMPLETE	8/10/2018 5:24:30 PM	N/A
Senior Ladies Short Program	Short Program/Short Dance	INCOMPLETE		INCOMPLETE	8/10/2018 5:25:19 PM	N/A

Planned Program Content (PPC)

List the elements in your program in the order they occur. This will assist the technical and judging panel to anticipate what is upcoming.

Event: Senior Ladies Short Program PPC Deadline: 10/12/2018
Segment: Short Program/Short Dance PPC Late Fee: \$0.00

[Return](#)

Short Program/Short Dance

#	Type	Element	Move 1	Move 2	Move 3		
1	Jumps	2-Jump Combi...	Triple-Flip	Triple-Toeloop		EDIT	REMOVE
2	Steps & Spirals	Step Sequen...				EDIT	REMOVE
3	Jumps	Triple-Loop				EDIT	REMOVE
4	Spins	Change Foot Sit Spin with Flying Entry				EDIT	REMOVE
5	Spins	Layback Spin				EDIT	REMOVE

Add Planned Element

Type: Jumps

Element: Triple-Axel

6 **Save** **Cancel**



EMS: SUPPORT

If you experience technical issues or have any questions about using EMS, fill out a support form. A member of our Product Support department will contact you as soon as possible.

1 From the *Main* competition page, click **EMS Support**.



Note : The “Email:” auto-populates from your member profile. You can edit the email address in your member profile if necessary.

2 In the “Contact Number:” field, enter your phone number if you prefer a call.

3 From the *Issue Type* dropdown, select one of the following:

- Registration
- Skater Portal
- Coach Portal
- Competition Admin Portal
- Team Portal
- Other

4 If necessary, select a type from the *Sub-issue Type* dropdown.

5 You can provide details of the problem or enter a question in the “Description” box.

6 Click **Submit** to send your support request.

EVENT MANAGEMENT SYSTEM SUPPORT

Below you will find video tutorials and documentation to help you navigate the Event Management System. Additionally, you can always reach EMS support through email or after-hours phone messaging.

DURING BUSINESS HOURS
ProductSupport@usfigureskating.org
719.635.5200

AFTER HOURS
ProductSupport@usfigureskating.org

Member Number:

Email:

Contact Number:

Issue Type:

Sub-Issue Type:

Description:

Video Tutorials and Printed Materials

SKATER INFO COACH INFO LOC MANAGEMENT CLUB INFO DOCUMENTS