



EVENT MANAGEMENT SYSTEM

SKATE DETROIT

Online Registration – How To

FIRST STEP – DO YOU HAVE YOUR U.S. FIGURE SKATING?

- No? Email memberservices@usfigureskating.org
 - Provide First Name, Last Name & Date of Birth
 - **please note, in requesting this information you will also receive a temporary password for login
- Foreign Skater and/or Coach? Click [here](#) for account creation instruction.

Log in to www.usfsaonline.org click the tab on the left corner, “EVENTS”

- Select the first drop down option “**Registration/Administration**”
- In **COMPETITION REGISTRATIONS** box – select **Event Registration & Information**
 - Under Non Qual Registration, Skate Detroit

BEGIN REGISTRATION:

*Dance/Pairs – only one member of the team registers for the competition AND has access to the EMS Skater Portal (purchase practice ice, upload music, submit PPC etc.)

1. Registration Overview: Review important details of the competition including location, dates, and the entry fees grid. Do not forget to download the competition announcement!
2. Verify your Member Profile: Accurate contact information is very important for the Local Organizing Committee (LOC). Please review and make necessary changes prior to continuing.
3. Skate Test History: Eligibility for competition registration is based on a skater’s test history within the U.S. Figure Skating database. If a recently passed test is not included, use the EDIT button to provide the information.

FOREIGN SKATERS: Use the EDIT button to provide the skate test that corresponds with the event you would like to compete in. For example, if entering Junior Pairs Short Program AND Senior Ladies Free Skate, you would self-report the corresponding free skate tests from the drop down.

4. Event Selection: Events you are eligible for, per the competition announcement, will auto-populate in the first window. Use the drag and drop function to add events. Missing something? Email EMSupport@usfigureskating.org for assistance.

5. Competition Waivers: All registrants are required to sign the standard U.S. Figure Skating waivers which provide important coverage for all participants.

6. Coach Information: Use the search function to input your coach(es). Similar to contact information, it is important that the LOC has an accurate record of which coach is *attending* the event with each skater in order to verify compliance and manage the credential process. If you need to change your attending coach(es) after registration is complete, you may do so via the EMS Skater Portal.

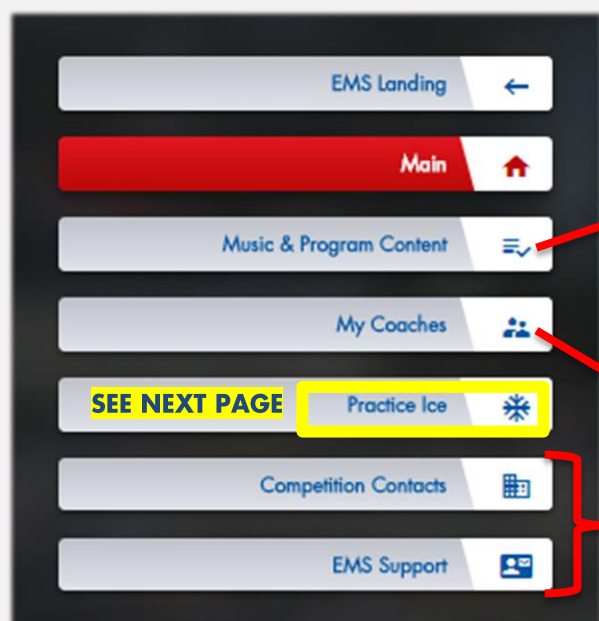
7. Verify your shopping cart and check out!

WHAT'S NEXT?

Registered skaters and declared coaches have access to the Event Management System (EMS). Please review the information below for detailed information.

Google Chrome is the recommended browser for the EMS Skater Portal.

The Safari web browser can be used however some users have reported functionality issues.



All registered competitors are required to upload competition music, and if competing in an IJS event, submit planned program content (PPC) online via the EMS Skater Portal. To begin your upload and/or submission select the **INCOMPLETE** button. Please note this requirement is not complete until the button shows **COMPLETE**. If you need assistance with file conversions, click [here](#).

The My Coaches tab allows you to update your coach information for the event. It is important to provide the name(s) of the coach(es) that are *attending* the event with you so the LOC has the correct information for compliance and accreditation.

Competition Contacts will provide you with appropriate LOC information for event-specific questions i.e. "where will the pairs critiques be held?" whereas EMS Support is a form based contact resource which will connect you with our EMS team for questions like "how do I schedule my pre-purchased practice ice credits" or "I need help uploading my music"

PRACTICE ICE

***all practice ice information is subject to change*

Beginning Monday, April 2nd, unofficial practice ice (UPI) session credits will be available for pre-purchase via the EMS Skater Portal. Preliminary through Pre-Juvenile can pre-purchase ONE (1) UPI credit, Juvenile and above can pre-purchase up to TWO (2) UPI credits for \$15/session (singles) and \$30/session (pairs/dance).

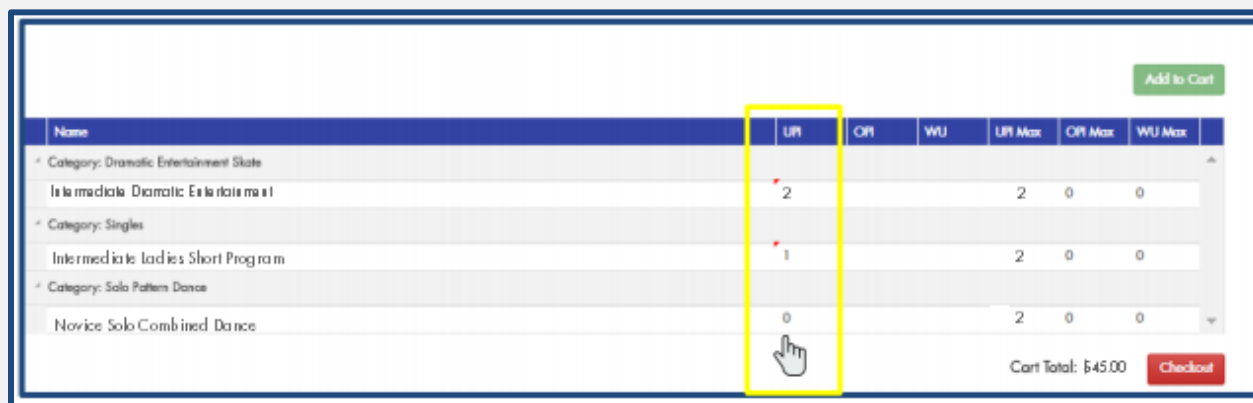
****PAIRS/DANCE TEAMS NEED ONE SESSION CREDIT FOR BOTH TEAM MEMBERS****

After the competition schedule has been published, athletes can self-schedule their pre-purchased credit. An email with detailed instructions will be sent to all athletes who pre-purchase credits. After the selection window, remaining practice ice will be sold as availability permits.

PRE-PURCHASE INSTRUCTIONS:

After selecting the PRACTICE ICE tab, session credits can be pre-purchased using the practice ice grid at the bottom of the screen.

To add a credit, click inside the grid row – arrows will appear, permitting you to indicate how many credits you would like for this event (0, 1 or 2). To update the cart, click **ADD TO CART** and to complete the transaction, click **CHECK OUT**.



Name	UPI	OPI	WU	UPI Max	OPI Max	WU Max
Category: Dramatic Entertainment Skate Intermediate Dramatic Entertainment Skate	2			2	0	0
Category: Singles Intermediate Ladies Short Program	1			2	0	0
Category: Solo Pattern Dance Novice Solo Combined Dance	0			2	0	0

Cart Total: \$45.00

All event registrations include ONE (1) pre-event warm up (WU) per segment. Each WU is 30 minutes in length (no music) and scheduled by the referee. NO additional WU sessions will be available for purchase and there will be no changes/ transfers of these sessions, under any circumstances!