



EVENT MANAGEMENT SYSTEM

ONLINE REGISTRATION 'HOW TO' 2017 NON-QUALIFYING COMPETITIONS

All skaters registering for the 2018 U.S. Figure Skating Qualifying Season and the associated non-qualifying competitions will follow a streamlined process for registration managed by U.S. Figure Skating through the Event Management System (EMS).

Prior to registering, please review the competition websites and official announcement in full as they provide important information regarding your competition. To access this information, click [here](#).

START by logging in to U.S. Figure Skating “Members’ Only” page located at: www.usfsaonline.org

- Forgot your password?
Click 'Forgot Password/Request Password' under the Login Box.
 - This step requires a valid email address that is currently associated with the skater's member profile. Need help? Email memberservices@usfigureskating.org

AFTER logging in, click the tab on the left corner that reads “EVENTS”

- Select the first drop down option “**Registration/Administration**”
- In **COMPETITION REGISTRATIONS** box – select **Event Registration & Information**
 - Select your desired event under **Non-Qual Registration**

BEGIN REGISTRATION:

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. Competition Waivers: All registrants are required to review and sign each of the three standard U.S. Figure Skating waivers that provide important coverage for athletes.

4. Event Selection: Events you are eligible for, per the competition announcement, will auto-populate in the first window. Select 'add' for all events you intend to enter.

- o Missing a test? Utilize the 'Manage Skate Tests' button to provide information on a recent passed test (date and location required). Please note, providing incorrect information can result in event disqualification.

5. 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, refer to the EMS Skater Portal for additional information.

6. Verify your shopping cart and check out!

WHAT'S NEXT?

We encourage you to review LOC timelines and requirements as this varies from competition to competition. Don't be afraid to ask questions, whether that is by way of the competition chair or EMS Support. We look forward to sharing this streamlined registration process and EMS with you – be on the lookout for updates via email from the U.S. Figure Skating team!

If you have additional questions after reviewing the 'How To', please email EMSupport@usfigureskating.org.