



Filling Out the Planned Element/Program Content Sheets (Ice Dance/Pairs/Singles)

Skaters who compete under the international judging system are required to complete a planned program content sheet (PPCS) as part of their entry into competitions. Regardless of when you start competing during the qualifying season (i.e. challenge, final, or U.S. Championships), you must file a planned program content sheet. This is one of the most important steps, so it's essential to not only do it, but to do it correctly.

The PPCS serves the following purposes:

1. It helps the technical panel officials and the judges know what element is coming next so that they don't miss anything. This is especially helpful if you have elements close together in your program.
2. It speeds up the event by making the review process faster. Knowing what element is coming next helps the video replay operator capture it from beginning to end. When the program is over, and the technical panel needs to review an element, a good video clip allows them to review it at top speed, without having to fast forward or rewind to find the element.
3. It helps the data operator enter the elements quickly and accurately, which also speeds up the review process and allows the technical panel to focus on your skating, not on the computer screen.

U.S. Figure Skating has set up a system where skaters can fill out their PPCS online. Many nonqualifying competitions are taking advantage of this service. Online program content forms can be found by logging into www.usfsaonline.org with your membership number and password. Once logged in:

1. From the **Events** drop down menu, select **Profile**.
2. Under **Manage Nonqualifying Competition Program Content**, click **Add/Edit Program Content**
3. Scroll down to find the competition for which you need to submit the form and select "**Add New Form**".
4. Select your level and discipline (ice dance, pairs or singles).
5. Add all your elements in the order in which you perform them in your program. The level and any details of how you plan to achieve the level are not necessary.
6. Be sure to save your form by selecting 'Save Program' from the bottom of the page. Do this often! You can always come back and update the form at a later time. You can also delete the form at any time and create another one.

Lists of elements and codes for ice dance, pairs and singles are available online at:

<https://usfigureskating.org/content/Element%20Codes%20-%20Singles%20Pairs%20Dance.pdf>

If you are filling out the form by hand, be sure to make a copy before you send it in; that way, if your program changes, you will know what you have to change on your form.

Whether you complete the form online or by hand, bring a copy with you to the competition as a backup.

Changes

It is common for programs to change during a season, but it is important to have a complete program content form turned in by the deadline for each competition. If your program changes after the deadline, bring an updated PPCS with you to the competition and ask registration where to hand it in.