

## Synchronized Skating Team Registration & Renewal Instructions

The registration process can begin by logging into the Member's Only website at <https://www.usfsaonline.org/>.

### Renewing a Team

- Once you have logged into your Members Only profile, select the 'Teams' menu at the top of the page.
  - If "Teams" is not showing and you would like to renew a team, please email [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) and they will be able to add you as a Team Manager or Coach and you will then be able to proceed
- Select "Manage Team" for the team which you would like to renew
- Select "Start Renewal Process"
- Edit Team Profile- name, level, website, training rink and add Team Coaches/Managers/Treasurers
- Build your Team's main roster (optional during renewal process)
- Select "Finalize Membership Renewal"
- Select "Synchronized Registration"
- Select "Renew Team Registration"
- Complete billing information and payment information
- Submit
- Print/save invoice for your records

### Adding a New Team

- Once you have logged into your Members Only profile, select "Account" on right side", and then "Add Team"
- Select "Synchronized Skating Team"
- Create your team's profile
- Select "Add New Team"
- If the system has found a team with a similar name, it will appear on the next screen.
  - If the team you were trying to add does exist in our system, and you would like to renew that team, select "Renew Team" next to that team and the renewal process outlined above will apply.
  - If the team you were trying to add is not one of the teams listed on this screen, select "Create New Team Anyway".
- Complete billing information and payment information
- Submit
- Print/save invoice for your records
  - note that your new Team Number is listed as Member # at the top of the invoice

### Planned Program Content Sheets

- Teams competing under the International Judging System will also complete their planned program content sheets, for all nonqualifying and qualifying competitions, through Member's Only.
- Once your team is registered, click on the "Teams" tab on the top of the page
  - Click on "Manage Team"
  - Click on "2014-2015 Competition Season Profile"
  - Click on "Edit Planned Elements and Music Items"
  - Select the competition that your team is entered and complete your PPC form (add new form)

Should you have any questions, please contact Member Services at [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).