



NQS APPLICATION

Clubs wishing to host an official National Qualifying Series event must apply via EMS by **February 1, 2020**. Review the instructions below in full for details on the application process.

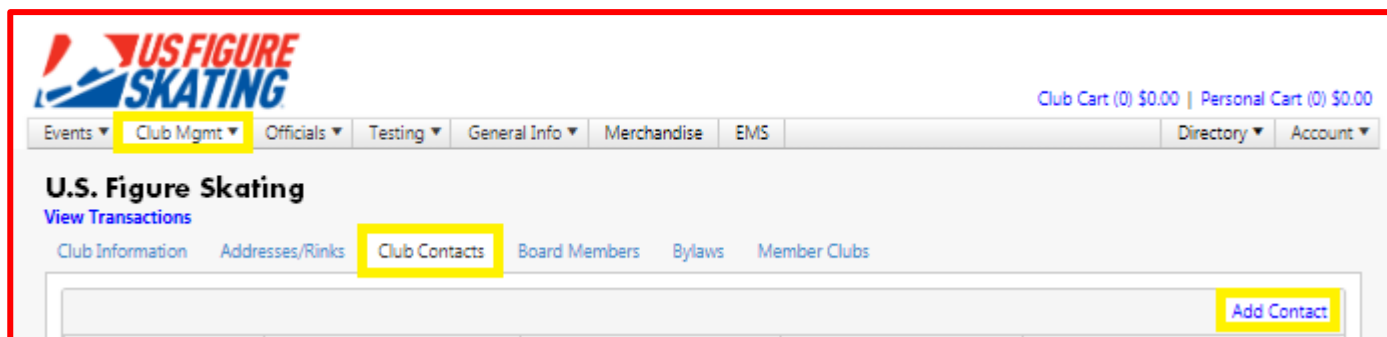
If you have questions regarding NQS or the application requirements, email mcorsini@usfigureskating.org and kvogtner@usfigureskating.org.

For assistance with EMS, email productsupport@usfigureskating.org.

Who can submit a NQS Application?

The club president, vice president, secretary, treasurer, sanction chair OR competition chair can apply for NQS via EMS. Club members who do not hold one of these positions will not have access to the application.

To update or add a U.S. Figure Skating member to a club position, log in to www.usfsaonline.org. From the main menu, click Club Mgmt then Club Profile/ViewTrans from the drop down. From the Club Profile page, click Club Contacts and then the Add Contact button.



Submitting the NQS Application:

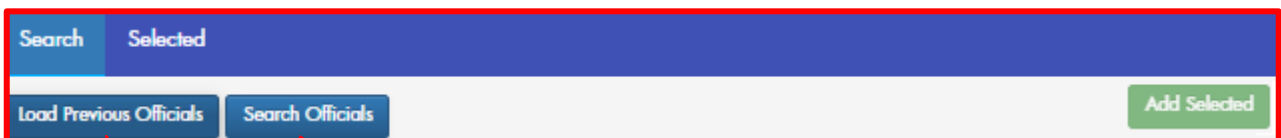
Google chrome is the suggested browser for your application

- Log in to www.usfsaonline.org
- Click the EMS icon
- From the menu, select **Club: Sanctions, Applications & Bids**
 - From the Application page menu, select Series
if you do not see this page, you do not have the proper access to apply
- Select “National Qualifying Series” and click the “New Application button”

NQS APPLICATION

Submitting the NQS Application (cont.):

- The Series Application window will open, and you can begin...
 - Check the box to verify you are applying for the National Qualifying Series
- Have you started a sanction application for the upcoming event?
 - **YES**: select it from the list provided to link the application
 - **NO**: click **START COMPETITION RECORD** to continue
- Review Series Information, Timelines and Requirements – Click Save & Continue
- Submit Competition Information:
 - Name, Dates, Location, Website, Email/Phone
 - Type: Singles, Pairs and/or Dance
 - Past Competition Information
- Contacts:
 - Use the search button to provide Key Contacts from the U.S. Figure Skating directory
- Officials:
 - You must identify officials that have been invited or you plan to invite to your competition. Note: this is a sneak preview of the EMS Official's Management.



If this competition is annual, click this button to pull in past officials.

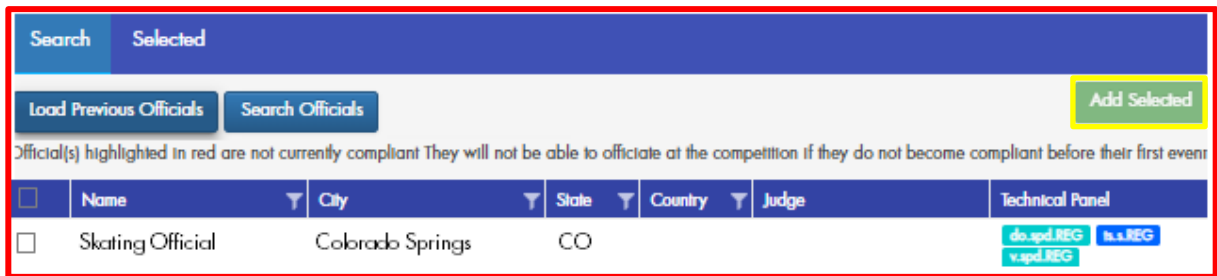
If you need to add officials to your existing list or are a new competition, use this button to pull from the U.S. Figure Skating Official's Directory

NQS APPLICATION



➤ Officials (cont.):

- To select an official, click the check box next to their name in the grid and click Add Selected. You can review your list via the "Selected"



Appointments are abbreviated and color-coded within the official's directory. Refer to the list below for the search key and NQS accepted appointments:

- Referee:
 - Singles/Pairs (sp, green): REG, SEC, NAT, INTL, ISU sp.REG
 - Dance (d, yellow): SEC, NAT, INTL, ISU d.SEC
- Judges:
 - Singles/Pairs (sp, green): REG, SEC, NAT, INTL, ISU sp.REG
 - Dance (d, yellow): NV/S, SEC, NAT, INTL, ISU d.SEC
- Technical Panel:
 - Singles (tc.s/ts.s, blue): REG, SEC, NAT, INTL, ISU ts.s.REG
 - Pairs (tc.p/tc.p, mint green): SEC, NAT, INTL, ISU tc.p.NAT
 - Dance (tc.d/ts.d, yellow): SEC, NAT, INTL, ISU tc.d.NAT
 - Data (do.spd, teal): REG, SEC, NAT do.spd.NAT
- Accountants:
 - Chief (gray): SEC, NAT a..NAT
 - Technical (gray): LVL2, LVL3 ta..LVL3

➤ To complete your application:

- Accept the Terms & Conditions of the NQS
- Review your application information for accuracy, edit as needed through the respective tabs, and **SUBMIT APPLICATION**

APPLICATIONS CAN BE UPDATED THROUGH THE DEADLINE: FEBRUARY 1, 2020.