

SCHEDULE POSTED

Best Practices



Access Path: EMS > [Competition Management](#)

Communicating to your participants after your schedule is posted is a recommended step as many are waiting to see their schedule and prepare for practice ice selection/purchase as well as being onsite for the competition. Below are a few best practices we want to share with you!

Reminder

Use the **Notification/Reminder** functionality to create, manage and publish on the skater and/or coach's competition portal. As users continue to gain familiarity with EMS, this notification will assist them on how to view the schedule on each of your ice sheets. [Reminders](#)

Example email below:

Note: It is recommended to put a title so users know what the notification is referencing as well as an extra carriage return (enter) after the message so there is a gap between the message and blue dots showing the user which notification reminder they are looking at.

Subject:

Competition Schedule Posted

Reminder Body:

The Schedule has been posted for [Competition name]. When viewing the schedule, there are four ice sheets/ areas - Arrival, Rink 1, Rink 2 and Rink 3. Navigate between ice sheets by using the blue arrows on the right and left-hand sides, or swipe using a touchscreen device. The default view will be your assigned schedule and sessions you are eligible for. To see all events and sessions, select Full Schedule in the Type dropdown. See other items on the schedule by changing the date.

Competition Schedule

Please swipe or tap the arrows to select an ice sheet and view the schedule.

View: Practice Ice Sessions + Event Sessions + Resurface/Other + Special Event

Date: Thursday February 3, 2022

[Download Schedule](#)

Key to abbreviations and color codes

1:25 PM — 1:45 PM	UPI
Singles Freeskate - Low	
Skaters: 20/20	
1:45 PM — 2:05 PM	UPI
Singles Freeskate - Low	
Skaters: 20/20	
2:05 PM — 2:25 PM	UPI
Singles Freeskate - Low	
Skaters: 20/20	

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Quick Guide



Access Path: EMS > [Competition Management](#)

Email

Use the email feature located on **Registered Skaters** or **Registered Teams** page to compose and send to all skaters, including partners and coaches letting them know the schedule is posted. They can see their personal schedule through **My Schedule** and the full schedule through **Practice Ice/ Schedule** which includes filtering.

Example email below:

Note: You can hyperlink your specific competition portal link in the second sentence for quick access! Contact [product support](#) if you need assistance with the link. In addition, images will need to be included as an attachment.

Subject:

Competition Schedule Posted

Email Body:

Skaters and Coaches,

Much work has been put into creating the schedule for another great competition! The information you are waiting for... the schedule has been posted and available through the competition portal for you to view. You can view/download both your personal schedule as well as the full competition schedule. As a reminder, review the practice ice open/close windows under the **Information** menu item. The competition uses multiple ice sheets; use the blue arrows at the top of the schedule to navigate between them.

Skaters:

- My Schedule: personal schedule of events and practice ice that you are scheduled to be on
- Practice Ice / Schedule: default view of your assigned and available sessions, can change filter to see all; use the arrows at the top to scroll through all ice sheets

Coaches:

- Coach Schedule: personal schedule of events and practice ice that one of your skaters are on
- Competition Schedule: default view of your assigned sessions including name(s) of skaters on the session, can change filter to see all; use the arrows as the top to scroll through all ice sheets

Thank you,
Competition LOC