



# MUSIC: FILE DOWNLOAD

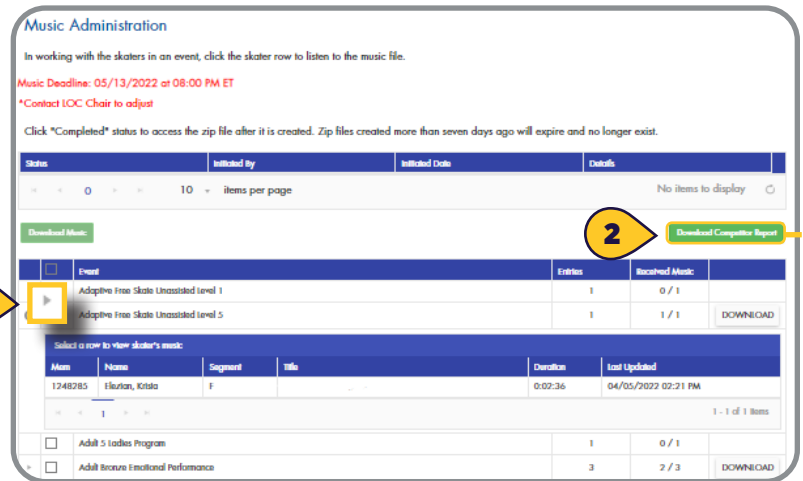
Access Path: EMS > [Competition Management](#)

The **Music Administration** page provides the event types, the number of competitor entries, and music details for each.

**1** From the **Main** competition page, click **Reports > Music**.

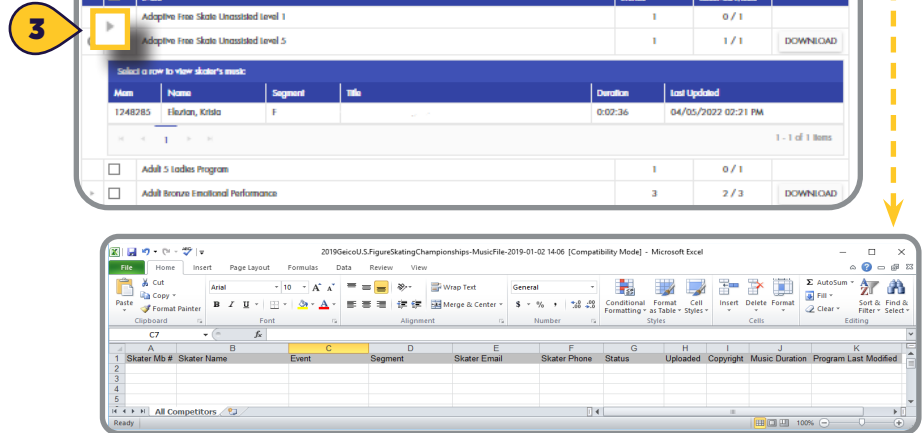


**2** Click **Download Competitor Report** to obtain the full printable report for your records.



**3** From the “Event” column, choose the event to review and click the expand arrow icon (▶).

**Note:** Rows that have information available in the “Title”, “Duration”, and “Last Updated” columns indicate the competitor has provided music for the event.



**4** If you would like to download individual music you can click the download button to the right of the Event name



**Note:** after clicking Download you will need to select a segment.

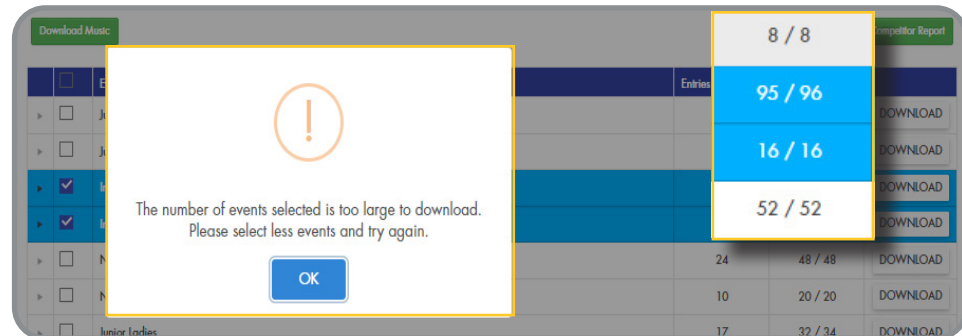
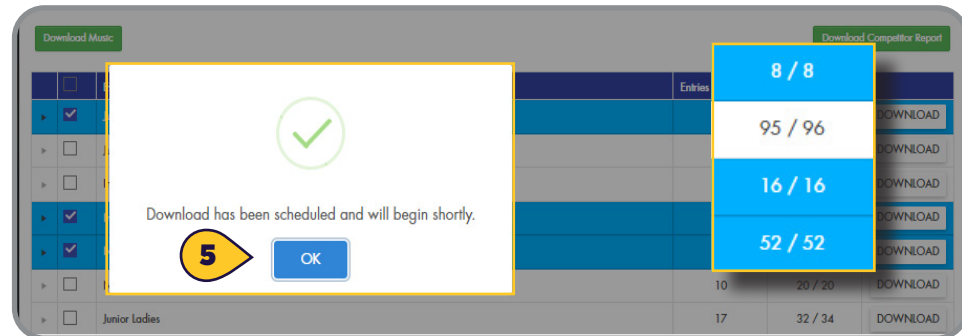


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**5** You can also download multiple files at one time as long as the download is **less than 100**.

**Note:** If you exceed 100 downloads you will receive an error message



## MUSIC COMPLIANCE

In events where music upload is required, competitors must submit music in EMS before the deadline. In some non-qualifying events, competitors may incur a late fee if the deadline is not met.

**\*\*Skaters cannot submit music after the deadline and late fee is incurred without LOC's adjusting the dates after the late fee applies to the cart.\*\***

EMS allows LOC's to monitor compliance and communicate with competitors who have not completed the music requirements. The Music/PPC Incomplete report is a great tool to review who has not submitted music, and displays their contact information. LOC's can also use the *Registered Skaters* page or the **Registered Teams** page to quickly locate competitors missing music, and compose an email to those selected competitors.+



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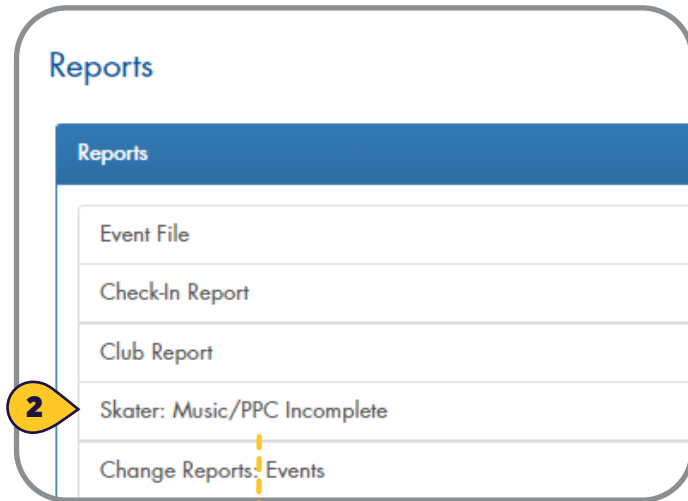
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## MUSIC INCOMPLETE REPORT

**1** From the **Main** competition page, click **Reports**.



**2** From the Reports page, click **Skater: Music/PPC Incomplete**.



**3** The Music/PPC Incomplete report opens in MS Excel. To display the spreadsheet by **Music Uploaded**, filter the column to view only competitors without music.

**3**

Competition Name									
Competition Date									
Music/PPC Incomplete									
Skater Last Name	Skater First Name	Membership	Email	Event	Event Name	Group	Event Segment	Music Uploaded	
Name	Name	2222222			Novice Dance			No	
Name	Name	3333333			Juvenile Dance			Yes	
Name	Name	3333355			Novice Dance			Yes	

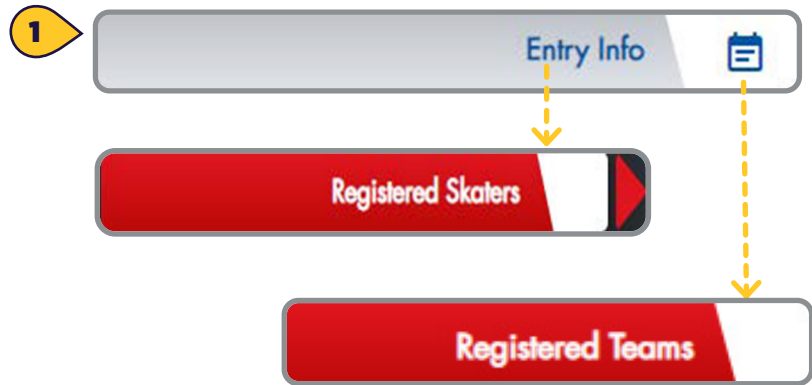


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## Registered Skaters Page / Registered Teams Page

**1** From the left navigation pane, click **Entry info** > **Registered Skaters** or **Registered Teams**.



**2** From the **Registered** competitors page, filter the list and view only competitors without music by clicking the funnel icon from the **Music Complete** column. Select **No**, and click **Filter**.

**REGISTERED SKATERS**

Below are the skaters registered for the competition. Click on the skater's name to view the skater's personal and competition profile. The email icon will allow you to compose your own email to all skaters listed and their partners (if applicable) within the current view.

**2** **Music Complete** [Funnel Icon]

<input type="checkbox"/>	First Name	Last Name	Partner First Name	Partner Last Name	Events	Music Complete	PPC Complete	Checked-In?	Profile
		kizono			Intermediate Ladies	Yes	Yes		
	ia	sr			Intermediate Ladies	Yes	Yes		
<input type="checkbox"/>	Katerina	Murphy			Intermediate Ladies	Yes	Yes	Yes	

Show items with value that:  Yes  No

CLEAR FILTER

**3** To email skaters, select competitors to contact by checking next to their name.

**4** Click the email icon. Refer to the **Communication** quick reference for further instructions.

**Note:** You can include coaches, partners, competition referees, and music personnel on emails to registered competitors.

**REGISTERED SKATERS**

Below are the skaters registered for the competition. Click on the skater's name to view the skater's personal and competition profile. The email icon will allow you to compose your own email to all skaters listed and their partners (if applicable) within the current view.

**3**

<input type="checkbox"/>	First Name	Last Name	Partner First Name	Partner Last Name	Events	Music Complete	PPC Complete	Checked-In?	Profile
<input type="checkbox"/>	Name	Name			Intermediate Ladies	Yes	Yes	Yes	
<input type="checkbox"/>	Name	Name			Intermediate Ladies	Yes	Yes	Yes	
<input type="checkbox"/>	Name	Name			Intermediate Ladies	Yes	Yes	Yes	

**4**