

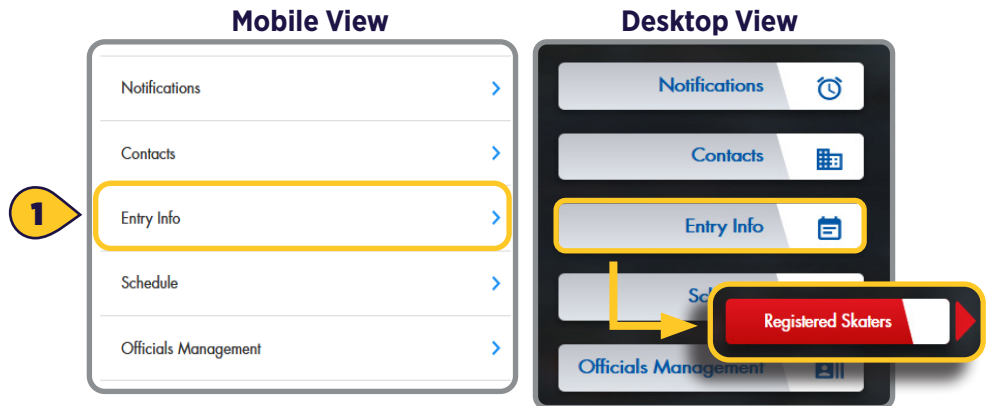
SKATER INFORMATION



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

The **Skater Information** page allows you to review and manage an individual competitor's information.

1 After logging in to Members Only (usfigureskating.org), click **EMS**. Click **Competition Management > Entry Info > Registered Skaters**.



2 Find the skater and click the **View Profile** icon.

3 Review the **Skater Information** page. The skater's biography details include:

- Name, contact and age
- Club
- Member number
- Valid through date
- Emergency contact
- Coach(es)
- Partner's details as it applies

4 Download a PDF of the skater's personal schedule by clicking **Download Schedule**.

5 Click the **email** icon to draft and send a message to the skater with an option to include the coach and/or partner when applicable. Refer to the [Communication](#) quick reference for further instructions.

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.

	First Name	Last Name	Partner First Name	Partner Last Name	Events	Music Complete	PPC Complete	Checked-In?	
<input type="checkbox"/>	Joe	Skater			Senior Men	Yes	Yes	No	
<input type="checkbox"/>	Jane	Skater			Senior Ladies	Yes	Yes		

View Profile

Download Schedule

3 SKATER INFORMATION

4 Download Schedule

5

Name: Jane Skater **Club:** .

Address: **Member #:** 7777777

Phone: **Valid Through:**

Age: 9 **DOB:** 01/01/0000 **Contact Phone:** 719-000-0000

Emergency Contact: Parent/Guardian **Contact Relationship:** Mom

Contact Email: **Singles 1st Coach:** **Singles 2nd Coach:**

See Page 2 to continue.



SKATER INFORMATION

6 Click **Add Event** to add another event to the skater's registration. The skater will be prompted to pay upon logging in to Members Only. **Remember: the skater must also be added to their respective events on the schedule.**

7 Withdraw the skater from an event by clicking the **Withdraw** button or click **Change** to edit a registered event.

Note: An email is sent to the competitor to notify them of the withdraw or change. Refer to the [Removed Events](#) quick reference for instructions.

8 Click to view or manage skater's music and/or PPC

LINK

LINK

9 Review the skater's federation information if applicable.

[Foreign Skaters](#)

9 Review the **Practice Ice Credits** section for:

- **Type** - UPI, OPI and WU
- **Max** - Total amount available
- **Purchased** - sessions/credits purchased
- "Unscheduled" - sessions/unassigned credits

Refer to the [User Guide: Practice Ice](#) for instructions when transferring credits.

10 Review the **Payments** section for the skater's payment history for this competition.

6 EVENTS ENTERED Add Event

7 EVENTS ENTERED Add Event

Events Entered	Music Complete	Withdraw	Change	Music	PPC
Pre-Juvenile Girls FS	Yes				

Withdraw Skater

Skater: Jane Skater
Event: Novice Ladies Short Program

This skater is currently registered for 1 other events.

Withdraw from All events?

Reason to display in the change log

Withdraw Cancel

Change Event

Skater: Jane Skater
Event: Senior Ladies Free Skate - US
Discipline: Singles
Type: Free Skate
New Event: Select Event
Reason: This will be shown in the change log

Change Cancel

9 ISU Member Federation

Skater, Jane
Country: N/A
Federation: No Federation
Letter: Letter Not Required
Status: N/A

9 PRACTICE ICE CREDITS

Event	Status																				
Senior Ladies Free Skate	Registered																				
<table border="1"> <thead> <tr> <th>Type</th> <th>Max</th> <th>Purchased</th> <th>Unscheduled</th> <th>Transfer Credits</th> </tr> </thead> <tbody> <tr> <td>UPI</td> <td>0</td> <td>2</td> <td>2</td> <td>Transfer Credits</td> </tr> <tr> <td>OPI</td> <td>0</td> <td>2</td> <td>2</td> <td>Transfer Credits</td> </tr> <tr> <td>WU</td> <td>0</td> <td>2</td> <td>2</td> <td>Transfer Credits</td> </tr> </tbody> </table>	Type	Max	Purchased	Unscheduled	Transfer Credits	UPI	0	2	2	Transfer Credits	OPI	0	2	2	Transfer Credits	WU	0	2	2	Transfer Credits	
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10 PAYMENTS

Invoice Number	Payment Name	Amount	Fee	Discount	Total	Payment Type	Payment Date
	Practice Ice	\$180.00	\$5.40	\$0.00	\$185.40	Credit Card	11/29/2018
	Registration	\$50.00	\$1.50	\$0.00	\$51.50	Credit Card	11/29/2018

Previous

Skaters and coaches will receive a notification confirming the changes made and the withdraws from an event. Key officials also receive the notification after the close of entries. Access the **Change Report to review details.**