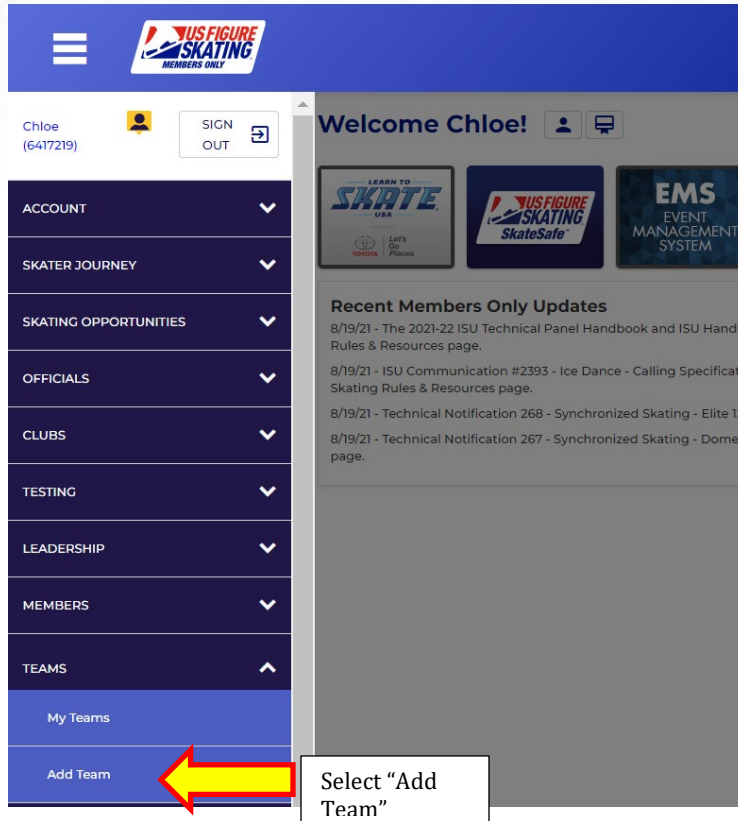


Steps to Register/Renew Your High School Team

1. Log onto Members Only via www.usfsaonline.org then go to Menu (top left) > Teams > Add Team.



2. Select “High School Team” and then “Next”.

Create A New Team

What type of team would you like to create?

* Team Type: Synchronized Skating Team
 Intercollegiate Team
 Theatre on Ice
 High School Team

3. Fill in all relevant fields, verify that the information is correct, and select “Add New Team”.

Create A New Team

* Indicates a required item.

* Team Type: High School Team

* Team Name:

* Team Level: High School Team

* Team Email:

Website:

* Rink:

Select a Rink where the majority of training takes place.


* I verify this information is correct.

- You will be taken to your cart which will include your yearly team dues. Confirm that the dues are \$35 and press “checkout” and input payment information. There is an additional \$3 payment processing fee that will be included once you reach the payment page.

Note: Merchandise items not paid within 30 days of being submitted are cleared from this shopping cart. If that happens, please resubmit the items for payment.

REVIEW CHLOE ROBERTS'S CART

[Continue Shopping](#)

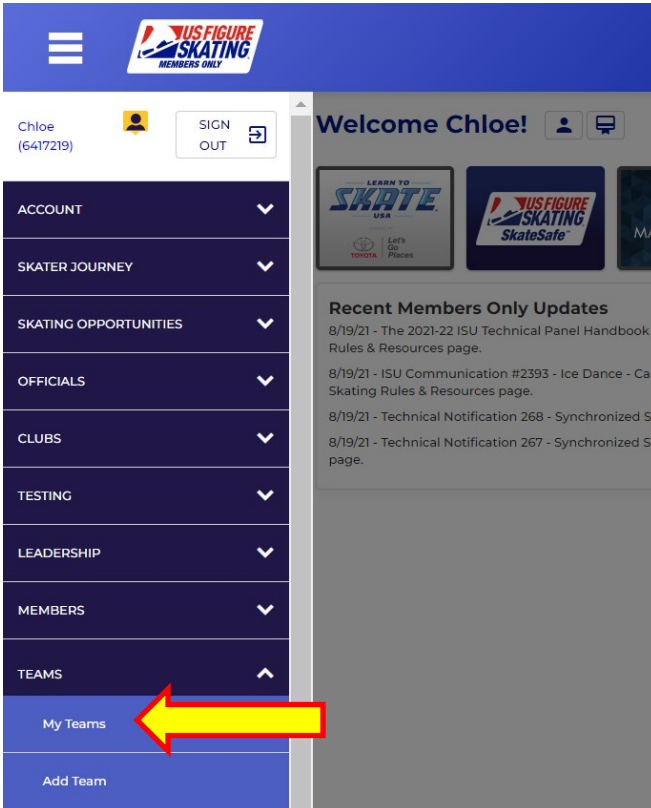
DESCRIPTION	PRICE	QTY	TOTAL
 SCH-TEAM - HIGH SCHOOL TEAM MEMBERSHIP DUES	35.00	1	\$35.00

Subtotal: \$35.00
Purchase Total: **\$35.00**

[Continue Shopping](#)

[Checkout](#)

- Once your payment is submitted, log out and log back in to refresh your profile. Upon logging back in, you will notice “My Teams” will be unlocked. Click “My Teams” to access your new team profile.



The screenshot shows the 'US FIGURE SKATING MEMBERS ONLY' profile page for a user named Chloe (6417219). The left sidebar menu includes options like ACCOUNT, SKATER JOURNEY, SKATING OPPORTUNITIES, OFFICIALS, CLUBS, TESTING, LEADERSHIP, MEMBERS, TEAMS, My Teams, and Add Team. A red arrow points to the 'My Teams' option. The main content area displays a 'Welcome Chloe!' message and a 'Recent Members Only Updates' section with several technical panel handbook and communication updates.

6. Select “Main Roster: Manage” to begin editing your team profile. First step is to add team managers and team coaches. Select “Edit Team Profile” to do this. Note that team managers should be 18 years or older and are required to complete SafeSport™ Training and a background check. Anyone listed as a coach will be required to complete coach compliance as required by U.S. Figure Skating.

Test High School Team (#6014980)

2023 - 2024 Main Roster
Transactions
2023-2024 Competition Season Profile

Team Profile

Status: Active

Team Type: High School Team

Membership #: 6014980

Team Compliance: N/A

Name: Test High School Team

Team Level: High School Team

Website: None

Rink: Broadmoor World Arena Ice Hall

[Edit Team Profile](#)

Team Personnel

Coaches

Team Managers

Roberts, Chloe

Select “Add” under the Team Managers and/or Coaches windows, and input anyone who will be a manager and/or coach. Note that team coaches are not required.

Once you are finished selecting people, verify the information is correct and select save.

Team Profile

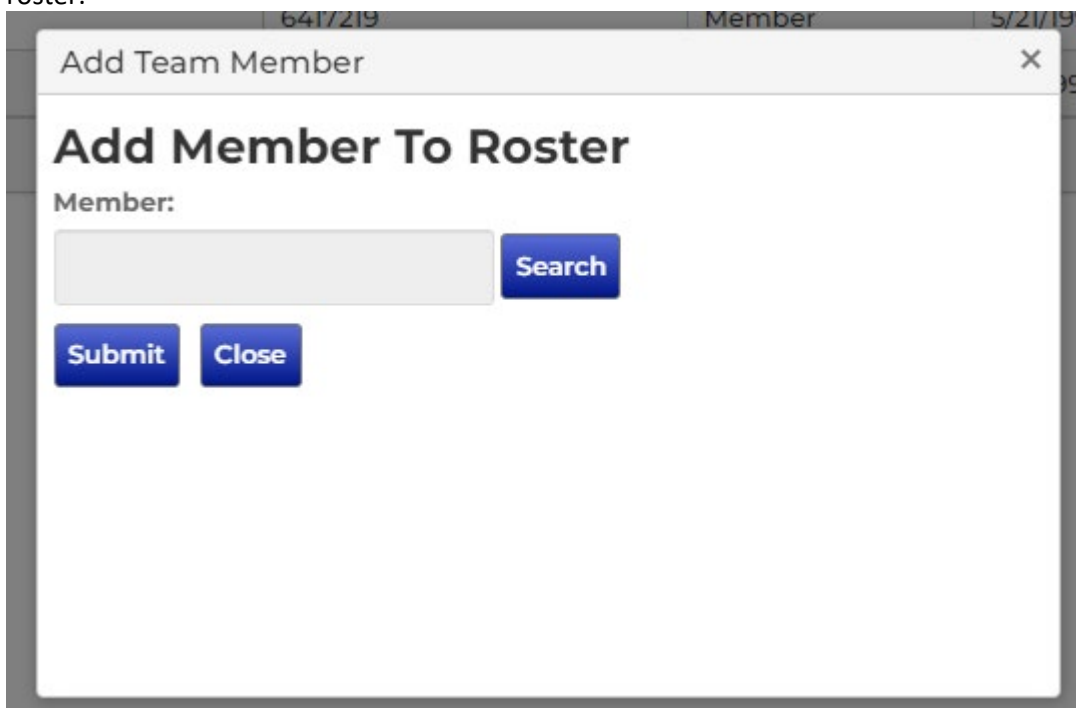
* Indicates a required item.

Success! Changes have been saved.

7. Proceed to 2023-2024 Main Roster. This is where you will begin building your team roster.
Test High School Team (#601498)



Select "Add Team Member" and click the "Search" button. It is preferable to search based on member number rather than first/last name. Once a skater is selected, they will be added to the roster.



- Now take a look at the “Skater Requirements” column. Skater Requirements are the waivers and forms that each skater is required to fill out in order to compete or participate on the team. These should ALL say “Complete”. If listed as “Not Complete”, you can click to see what components the skater is missing. When all skaters on your roster have completed their skater requirements, the “Team Requirements” will be completed.

Skater Requirements	Remove
Not Complete	Remove
Not Complete	Remove

1 - 2 of 2 items



- Waivers and Release
- Medical Consent
- Name and Likeness Release
- Medical Registry




- Waivers and Release (Valid Through 6/30/2024)
- Medical Consent (Valid Through 6/30/2024)
- Name and Likeness Release (Valid Through 6/30/2024)
- Medical Registry (Updated 6/14/2023)

Skaters can access their forms by going to Account > Member Profile > 2023-2024 Competition Season Profile. Skaters need to complete all waivers, the medical registry, and the media/school information form.

My Profile

Chloe Roberts

Member # 6417219 

Home Club: Baltimore FSC (Valid Through: 6/30/2023)
Region: South Atlantic
Section: Eastern

✔ 23-24 Compliance (Valid Through 6/7/2024)

[2023-2024 Competition Season Profile](#) [View Transactions](#) [Photo Upload](#)

Profile Information
Compliance
SafeSport™ Training
Skate Test History
Competition History
Committee History
Baltimore FSC

[Edit Profile](#)

Basic Information

First Name: Chloe
 Middle Name: Jane
 Last Name: Roberts
 Gender: Female
 US Citizen: Yes
 If your citizenship is incorrect please contact [Member Services](#)
 Status: Active
 Eligibility: Eligible Member
 Birth Date: 5/21/1996

Demographic Information

Person Roles:
 Ethnicity: White, not of Hispanic Origin
 Veteran Status: I am not serving or have not served in the U.S. Armed Forces
 Disability Declaration: No

- If a Minor Athlete (17 years old and under) is on your team, you are required to list them on your roster and **ALL SKATERS over 18 years old (Adult Participants) are required to complete and have current SafeSport™ training.** If a Minor Athlete will turn 18 in the middle of the season, all Adult Participants on the team are required to complete their Mandatory Athlete compliance requirements. You should be able to track their compliance and training in the “Compliant” column (see below).

[Download Team Main Roster](#)

[Team Profile](#) [2023 - 2024 Main Roster](#) [Transactions](#) [2023-2024 Competition Season Profile](#)

Success

Name	Regular End Date	LTS End Date	Membership Number	Member Type	Birthdate	Compliant	Skater Requirements	Remove
Roberts, Chloe	6/30/2023		6417219	Member	5/21/1996	Yes	Complete	Remove
				Member	12/17/1993	No	Not Complete	Remove
				Member	5/4/2016	N/A	Not Complete	Remove

1 - 3 of 3 items

The Compliant column will display a future end if the Participants compliance will expire mid-season- this date signifies when the Participants SafeSport™ Training will expire. If someone’s SafeSport™ training expires mid-season, they are required to complete the next applicable course in their sequence in order to be compliant for the remainder of the season. The SafeSport courses that meet the Center’s mandatory training requirements are, in sequence, SafeSport Trained, Refresher 1, Refresher 2, and Refresher 3.

- All Team Managers** are required to have current U.S. Figure Skating membership, complete an annual SafeSport™ training course, and have a current NCSI green-light background check. Team Coaches are required to complete all mandatory Coach compliance items, as determined by U.S. Figure Skating. You can track your Team Managers’ and team Coaches’ compliance in the Team Compliance tab

[Visit EMS to register and manage your team for the qualifying season.](#)

My Teams [Team Compliance](#)

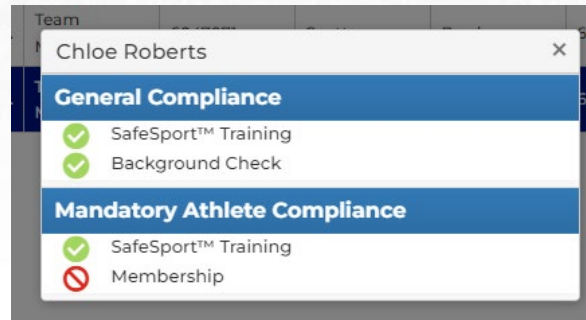
Compliance output for the team simply gives you an overview of all skaters on the team have completed their compliance items, if applicable.

Upcoming - A skater on this roster will be turning 18 during the season while other team members are under 18.
No - At least one skater on this roster is at least 18 and is not compliant while other team members are under 18.
Yes - All skaters on the roster who are at least 18 are compliant while other team members are under 18.
N/A - Throughout the season, all skaters on this roster will either be under 18 OR 18 and over.

Membership #	Name	Level	EndDate	Team Compliance	Team Requirements	Actions
6014980	Test High School Team	High School Team	6/30/2024	N/A	Not Complete	Main Roster: Manage Download Roster Competition Roster: Manage

1 - 1 of 1 items

If a Participant is listed as “No” under the Compliant column, you can click the “No” icon to see what items they are missing.



Questions regarding compliance? Please reach out to our SkateSafe® Department at skatesafe@usfigureskating.org.