




# SCHEDULE CREATION

## Quick Guide



Follow these steps upon registration deadline to create the competition and practice schedule with your competition in EMS.

### Competition Schedule

1. **Download** the Event File – this file includes all entries that are expected to be competed
  2. **Confirm** single-entry events with Chief Referee along with next steps
    - a. Send email, copy coach and partner, if applicable
      - i. confirm they compete as a single entry
      - ii. confirm they will be combined and competing with another group
  3. Chief Referee will **create** the competition schedule (aka. 104)
  4. **Input** schedule into EMS – determine who will do this, LOC or Chief Referee
    - a. Choose one or a combination of the following methods
      - i. Import using the competition specific template
      - ii. Manual entry, comparable to create an appointment on a calendar
    - b. Verify all items in schedule from Chief Referee matches EMS schedule
      - i. Full Schedule by Ice Sheet (under Event Reports / Schedule)
-  Skate at same time (multiple lines on 104, multiple boxes on the schedule) vs combined event (listed once on 104, one box on the schedule)
-  IJS events on the schedule is output for the Chief Accountant – ensure groups, rounds, and allowed events are accurate!
-  Special Events – can be used to “hold” a block of time and communicate; such as final round practice ice, awards, other sessions during the competition
5. **Assign** skaters to all competition events
    - a. Multiple groups (A, B, etc) – you will need the group breakdown from Chief Accountant/Chief Referee
    - b. Verify skaters are assigned using the Event File
      - i. Competitor Schedule tab
      - ii. Filter Event Title for blanks
      - iii. Returned results are skaters that are not assigned
  6. **Create** Practice Ice schedule – determine who will do this, LOC or Chief Referee
  7. **Input** schedule into EMS – determine who will do this, LOC or Chief Referee
    - a. Choose one or a combination of the following methods
      - i. Import using the competition specific template
      - ii. Manual entry, comparable to create an appointment on a calendar
    - b. Verify all items within EMS match the schedule
      - i. Full Schedule by Ice Sheet (under Event Reports / Schedule)
  8. **Post** Schedule
  9. **Notify** participants – competition admin schedule best practices and communication [examples](#)
    - a. Create/publish reminder notification for skaters and coaches
    - b. Send email to participants