

COMPETITION SETUP



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

Competition Setup Overview

Once the competition is approved for EMS use and the sancation application has been submitted, EMS can be enabled for LOC access. Contact Member Services for EMS approval once the sanction has been submitted.

There are five main areas to complete when setting up a competition:

Registration

- Competition Dates
- Registration Opening and Closing
- Skateup Eligibility
- Discount Pricing
- Upload Competition Logo
- Competition reply to Email
- Waiver Aggreement

Facilities

- Rinks and Surfaces Used for the Competition

Event Selection

- Events Offered
- Music and Planned Program Content (PPC) Requirments

Pricing & Deadine

- Event Pricing
- Multiple Event Discounts
- Financial Setup
- Music, PPC, Rosters (for team competitons), Deadlines and Fees

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Registration

To begin, all event start and end dates that were provided in the sanction application will auto-populate in the corresponding fields.

Important: EMS is configured to Eastern Time and should be carefully considered as you set the deadlines.

1 Registration Open Date: Enter or select the date competition registration begins.

2 Registration Deadline: Enter or select a date to close registrations.
Note: These dates should reflect the same as those in the competition announcement.

3 Select **Yes** or **No** to indicate if competitors are or are not allowed to ("Skate-up.")

4 Select **Yes** or **No** to offer an early-bird discount to early registrants..

4a If Yes, enter or select a date to close early-bird registrations.

4b Enter early-bird discount.

5 Select **Yes** or **No** to allow late registrations.

5a If yes, enter or select a date to close late registrations.

5b Enter late registration fee.
Note: The amount can be \$0.00

6 Click **Next** to continue.

Messaging

1 **Competition Portal Link**, add this link to your announcement to direct skaters to the EMS competition portal after logging in.

Note: If updating a prior announcement, all portal links need to be updated with this new link.

2 Click **Choose File** to upload the competition logo.

3 Enter the competition email that participants can **Reply-To** when they receive emails about the competition.

4 Click **Next** to continue
Or
Click **Previous** to go back a page.

5 Check the box to acknowledge that all registrants will be presented the U.S. Figure Skating approved waivers:

- [Assumption of Risk](#)
- [Medical Consent](#)
- [Media and Likeness Release](#)

6 Click **Complete Section** to continue
Or
Click **Previous** to go back a page.

Competition Portal Link:

Copy and paste the URL below for your competition announcement and website. This link will direct the users to your EMS competition after logging into Members Only allowing them to access event information, register, volunteer (if configured), and once "posted" access the competition schedule.

1

Messaging

Messaging regarding your competition is important! Your logo will be used on the skater's Main page as well as various emails sent to the skater and volunteers on your behalf.



Upload your competition logo. Accepted file types are JPG or PNG. Files must be no larger than 2 MB.
For best results, file dimensions should be: width - 200px, height - 200px.

2

When emails are sent on your behalf, the EMS email address is used to ensure the email is received by the incoming mail server. However, you should receive the response should someone reply to the email. Enter the email address you want to receive emails at. It will be listed as the Reply-To email on emails going to skaters and volunteers.

3 Enter the "Reply-to" email address:

4

4

Waivers

During registration, skaters will be presented standard U.S. Figure Skating waivers. These waivers, listed below, are constructed in the interest of all parties — U.S. Figure Skating, the local organizing committee (LOC) and the participants. All participants must sign each waiver annually.

- [Assumption of Risk - Waiver and Release](#)
- [Medical Consent](#)
- [Media and Likeness Release](#)

5 **By checking this box, I understand that the three waivers above will be presented to all of the registrants of my competition. ***

6

6

Facilities

The rink and surface information will be used within the schedule, practice ice and volunteer assignments to communicate where items occur. Select rinks and ice surfaces that you will use for both practice and competition.

1 Click **+ Facility** to search for a rink.

2 Search by rink name and/or State.

3 Click **Search**.

4 Select the appropriate rink to add as the facility.

Note: Ice sheets and rooms associated with the facility will automatically populate.

5 Click **Add/Edit Sheets/Rooms** to edit the list or add sheets/rooms.

5a Click **+Sheet/Rooms** to add an additional sheet or room.

Note: Click in the field to edit the name which will appear on the schedule.

5b To remove a sheet or room uncheck the box to the left of the name. To remove an entire facility uncheck all boxes.

6 Click **Complete Section** to continue.

Note: If the rink you search for does not appear, Contact [Member Services](mailto:MemberServices@usfigureskating.org).

Facilities

Enter all the facilities and practice ice sheets/rooms for this facility.

If your rink does not appear in the list, please contact MemberServices@usfigureskating.org

1 + Facility **2** Name **3** Search

Name	City	State	
Acton Indoor Sports Ctr	Acton	MA	Select
AdventHealth Sports Park at BluHawk	Overland Park	KS	Select
AdventHealth Sports Park at BluHawk	Overland Park	KS	Select
A-Game Sportsplex	Franklin	TN	Select
Agri-Sport Complex	Williston	ND	Select
All American Sports Mall	Saint Louis	MO	Select
All Sports Arena	New Port Richey	FL	Select

4 Add/Edit Sheets/Rooms

Previous **5** Add/Edit Sheets/Rooms Complete Section

Add/Edit Ice Sheets/Rooms

Facility: Sout

Ice Sheets/Rooms

Rink 1 X

Rink 2 X **5a**

Rink 3 X

5a + Sheet/Room

Add/Edit Ice Sheets/Rooms

Facility: Sout

Ice Sheets/Rooms

Rink 1

Rink 2

Rink 3

5b + Sheet/Room **5b** Close

Add/Edit Sheets/Rooms

Previous **6** Complete Section

Event Selection

Events are grouped by discipline. Select and add all the events included in your announcement. For each event offered, you must indicate if music and/or PPC upload is required. Events can be found using the search functionality or by scrolling through the page where all categories are displayed.

- 1 Type in the **Search** bar for specific events or scroll through the page to view the event categories.
- Note:** If using the search functionality, the judging system dropdown can be used to filter by judging system.
- 2 Click the arrow to the left of the category to expand and collapse the list of events.
- 3 Click the arrow to the left of the desired judging system to view the list of available events.
- 4 Click the event levels you would like to offer.
- Note:** Click **Select All** to highlight all events. To select multiple events at a time hold down the Ctrl button while selecting the desired events.

Events are grouped by discipline. Select and add all the events included in your announcement. For each event offered, you must indicate if music and/or PPC upload is required. Enter all or part of the event name in the search bar to filter the list (for example: Free Skate). Click Select All to add all events in a category or discipline.

- 5 After selecting events, click **Add/Update**.
- 6 To add the event, click the **On** button for offered, music and PCC if required.
- Note:** If Music and PPC is not required, you can leave them off.
- 7 Click **Save**. Repeat for additional events.

Event	Offered	Music	PPC
Singles (PreJuvenile - Senior) (8)			
6.0 - Free Skate (4 / 16) Add / Update Select All			
Pre-Juvenile Girls FS	✓	✓	✓
Pre-Juvenile Boys FS	✓	✓	✓
Juvenile Girls FS	✗		
Juvenile Boys FS	✗		
Open Juvenile Women FS	✓	✓	✓
Open Juvenile Men FS	✓	✓	✓
Intermediate Women FS	✗		

- 8 Click **Complete Section** once the events are selected.

Best Practice: Click the dropdown next to events to filter for offered to easily review the selected events.

Pricing

Pricing will be determined by event category, judging system and ranking. LOCs can offer discounts to competitors registering for multiple events. Click here for [pricing example](#).

- 1 Each 6.0 and IJS event category will need a price for the 1st, 2nd and 3rd event.

Note: The page will not save if any 1st event price is missing.

- 2 Price the 2nd and 3rd events at reduced rates to offer discounts to skaters who will be participating in more than one event.

Note: discounts are not mandatory; they are offered at the discretion of the LOC. 2nd and 3rd event prices should be entered to ensure no event is priced at \$0.00.

- 3 For combined events set the price in the **6.0 or ISJ combined event column**.

- 4 Use the rank column to prioritize the event categories. When participants select multiple events, the highest-ranked event will be assigned the 1st event price, the next-highest ranked event will be assigned the 2nd event price and so on. [Pricing example](#).

Note: Events will reorganize by updated rankings when the pricing grid is saved.

- 5 Click **Save Changes** to complete pricing.

Pricing

LOCs can offer discounts to competitors registering for multiple events. Use the rank column to indicate what order event categories will be charged. You must specify rank for all categories. Click **Save Changes** to save your pricing.

Rank	Category	6.0 - 1st Event	6.0 - 2nd Event	6.0 - 3rd Event	6.0 - Combined E...	IJS - 1st Event	IJS - 2nd Event	IJS - 3rd Event	IJS - Combined Ev...
6	Singles Aspire 1	\$175.00	\$140.00	\$90.00					
5	Singles Excel (PreJuvenile - Senior)	\$175.00	\$140.00	\$90.00					
1	Singles (PreJuvenile - Senior)	\$190.00	\$175.00	\$140.00					
2	Singles Adult (Bronze Masters)					\$190.00	\$175.00	\$140.00	
3	Singles Adult - Introductory (Beg - PreBronze)					\$190.00	\$175.00	\$140.00	
4	Merchandise					\$190.00	\$175.00	\$140.00	
9	Custom Events					\$190.00	\$175.00	\$140.00	
7	Singles - Introductory (Pre - Prelim)					\$175.00	\$140.00	\$90.00	
8	Singles Excel - Introductory (Pre-Pre - Prelim)	\$175.00	\$140.00	\$90.00					
						\$175.00	\$175.00	\$175.00	
						\$175.00	\$175.00	\$175.00	
						\$175.00	\$25.00	\$25.00	

Stripe Account

A Stripe account must be selected for the competition financial flow. The primary stripe account connected to the U.S. Figure Skating platform via the club profile page in Members Only will appear as the default club Stripe account option. Follow the steps in this [Stripe Connect document](#) to set up the default club stripe account if not already completed.

- 1 Select the Stripe account to use for your competition.

Note: Default club Stripe account should be selected if the primary account connected in the club profile in Members Only is the desired account.

- 2 Additional Stripe accounts can be connected in cases where competition funds are expected to be deposited in a different bank account other than the default club Stripe account.

Stripe Account

The Stripe connected account selected here will be used to collect all transactions for this competition. Once a transaction has been made for this competition, you will not be able to change what account is connected to this competition.

Select existing Stripe Account to be used for this competition by choosing it from the dropdown menu below or connect a new Stripe account by clicking the "Connect New Stripe Account"

1 Stripe Account: Default Club Stripe Account

2 Connect New Stripe Account

Deadlines

Enter the deadline and optional late fee for the items below. This information must align with your competition announcement. Please note, after deadlines pass, skaters will not have access to music and PPC. The late fee is added to a skater's member profile and must be paid prior to onsite check in. EMS is configured for the Eastern Time Zone.

- 1 Enter or select a music upload deadline by using the calendar and clock icons or by double clicking in the field and typing in the data.
- 2 Add a music upload fee that will be assessed after the music deadline passes.
- 3 Add a PPC Form deadline by using the calendar and clock icons or by double clicking in the field and typing in the data.
- 4 Add a PPC Form fee that will be assessed to a skater after the PPC Form deadline passes.

Note: Once the music and/or PPC deadlines pass, participants no longer have access to uploading music or completing the PPC. Deadlines can be pushed forward (wait approximately 15 minutes after the deadline for fees to be assessed) to provide more time. Moving dates forward will not affect assessed fees. The LOC will otherwise need to provide the skaters with details on how to handle music and PPC.

[LOC Music Upload](#)
[LOC PPC upload](#)
[PPC Form](#)

- 5 Click **Complete Section** to finalize the competition set up.

Additional Team Deadlines (For team competitions only)

- 1 Enter a roster deadline by using the calendar and clock icons or by double clicking in the field and typing in the data.
- 2 Select **Yes** or **No** for *Synchro events: Will skaters be required to meet minimum Moves in the Field (MIF) test levels.*
- 3 Select **Yes** or **No** to charge a per-skater fee. If yes, enter the per-skater fee by discipline.
- 4 Click **Complete Section** to finalize the competition set up.

Note: If a skater is added to the roster after registration, all additional roster fees will be assessed after the roster deadline passes.

Deadlines

Enter the deadline and optional late fee for the items below. This information must align with your competition announcement. Please note, after deadline, skaters will not have access to music and PPC. The late fee is added to a skater's member profile and must be paid prior to onsite check in.
*The date(s) below will be published on the skater's main page for this competition.

Music Deadline

You indicated that music will be uploaded to this site by skaters and to be downloaded and used for your event. Enter the deadline that skaters must have their music uploaded by. They will be reminded if they have not completed this step by the deadline for all programs they've entered and require music.

- 1 Music Upload Deadline: * 📅 ⌚ ET
- 2 Music Upload Fee: *

Planned Program Content (PPC) Form Deadline

- 3 PPC Form Deadline: * 📅 ⌚ ET
- 4 PPC Form Fee: *

5 **Complete Section**

[Previous](#)

Best Practice: if a late fee is not being charged keep the dollar amount at \$0.00.

Team Information

- 1 Roster Deadline: * 📅 ⌚ ET
- 2 Synchro events: Will the skaters be required to meet **minimum** Moves in the Field (MIF) test levels? * YES NO
- 3 For team events, would you like to charge a per-skater fee in addition to the team fee per-event identified in the pricing grid above? * YES NO

Discipline	Per Skater Fee
Synchro	<input type="text" value="15"/>
Complete USA - Teams/Other	\$10.00

*This fee will be charged per skater submitted on the competition roster during registration and at the roster deadline for any skater added to a competition roster between registration and the roster deadline.

Additional Competition Set Up Documents

Competition Contacts

Add additional contacts to access various competition management pages in EMS.

- [Contacts](#)

Schedule

Build your schedule in EMS.

- [Schedule Creation](#)
- [Schedule Ceation \(Quick Guide\)](#)
- [Schedule Posted \(Best Practices\)](#)

Officials Management

Add officials to confirm or initiate invitations, communications and verify compliance.

- [Officials Management](#)

Practice Ice

Set up practice ice sales.

- [Practice Ice set up](#)