

EMS INSIDER

Administrative Newsletters



Newsletter highlighting features, tips and best practices for individuals using Event Management System. These were originally sent to LOCs that have used or are using EMS as well as current U.S. Figure Skating Board of Directors.

2024 Calendar Year

- **March 2024** ([click here to view](#))
 - Selecting Events in Competition Setup
 - Registration for Multiple Partnered Events
 - Practice Ice Session Changes
- **April 2024** ([click here to view](#))
 - Changing a Registered Event
 - Adding an Event to an Existing Registration
 - Using Practice Ice Groups
- **May 2024** ([click here to view](#))
 - Using the Merchandise Category
 - Verifying All Skaters are Assigned to Events
 - Processing Additional Charges
- **August 2024** ([click here to view](#))
 - Roles and Access to EMS
 - Financial Reports
 - Adding Events to Completed Registrations
- **September 2024** ([click here to view](#))
 - Creating your competition announcement
 - Practice ice purchase pathways
 - Getting started with EMS
- **October 2024** ([click here to view](#))
 - Checking in Participants with EMS
 - EMS Troubleshooting - Skater Cannot Select Practice Ice Session
 - Announcing Your Competition to Past Participants
- **November 2024** ([click here to view](#))
 - NEW! Specialty Events
 - EMS Troubleshooting - Change Events
 - Handling Team vs Singles, Pairs and Dance Registrations

2023 Calendar Year

- **February 2023** ([click here to view](#))
 - Notification: Reminders - How to Use and Best Practices
 - Notification: Documents - How to Use and Best Practices
 - Product Documentation
 - NEW! Enhancements to the Schedule for Team Competitions
- **March 2023** ([click here to view](#))
 - Practice Ice: Groups - How to Use
 - Event Selection: Merchandise - How to Use and Best Practices

- **April 2023** ([click here to view](#))
 - Managing Entries and Officials
 - All Things Practice Ice
 - Schedule Management
 - Reports, What is at My Fingertips
- **May 2023** ([click here to view](#))
 - Manual Schedule Creation
 - Template Schedule Creation
 - Assigning Competitors to Events
 - Practice Ice Sales Windows
- **July 2023** ([click here to view](#))
 - Skater Requirements: Membership in the New Season
 - Medical Registry Requirement
 - Waiver Requirement
 - Coach Compliance for the New Season
- **August 2023** ([click here to view](#))
 - Skating Partners and the Competition Portal
 - Competition Financial Management
 - Onboarding with Success
- **October 2023** ([click here to view](#))
 - Updates to Stripe Accounts for Competitions
 - National Excel Series and National Solo Dance Series Applications
- **November 2023** ([click here to view](#))
 - NEW: Aspire Levels
 - Updating Your Competition Announcement
 - Help and Resources

2022 Calendar Year

- **January 2022** ([click here to view](#))
 - Official's Management
 - Schedule – creating your competition schedule
 - Team Schedules – document upload
 - Competition Setup / Discipline updates
- **February 2022** ([click here to view](#))
 - Competition Sanction – creating an announcement
 - Competition Sanction – how to apply
- **March 2022** ([click here to view](#))
 - Reminders for series hosts
 - Contacts and how to access EMS
 - Add/Change Event
- **April 2022** ([click here to view](#))
 - Practice Ice Groups
 - Practice Ice options
- **May 2022** ([click here to view](#))
 - New Feature: Add Skater or Team Registration
 - Problem Solving: Removing an Event from Event Selections
 - Notifications/Reminders
- **June 2022** ([click here to view](#))
 - Coach Compliance: Compete USA and Introductory Levels
 - Skater Requirements: Membership in the New Season
- **July 2022** ([click here to view](#))

- Check-in Updates: Medical Registry and Emergency Contact
- Music and PPC Deadlines Have Passed, Now What?
- **August 2022** ([click here to view](#))
 - Financial Reports
 - Best Practices: Practice Ice
 - *EMS Webinar Series: August & September Sessions*
- **September 2022** ([click here to view](#))
 - New Event Options
 - Practice Ice Packages
- **October 2022** ([click here to view](#))
 - Onsite Documentation: Check-In Steps, Outstanding Items, QR Codes
 - Added Event: Participant Add vs. LOC Admin Add
 - Series Applications Available for LOCs
- **November 2022** ([click here to view](#))
 - Event Pricing
 - Available tool for Ice Monitors
- **December 2022** ([click here to view](#))
 - Scheduling Events: Manual and Import Methods
 - Adding Skaters to Events

2021 Calendar Year

- **July 2021** ([click here to view](#))
 - Skater Membership – new season
 - Notifications/Reminders
 - Competition Portal – quick access items
 - Onsite Check-In – outstanding fees
- **September 2021** ([click here to view](#))
 - Search Competitions & Competition Portal view
 - Competition Contacts – how to manage
 - Music & PPC – who has access?
 - Competition Schedule – results & combined events