

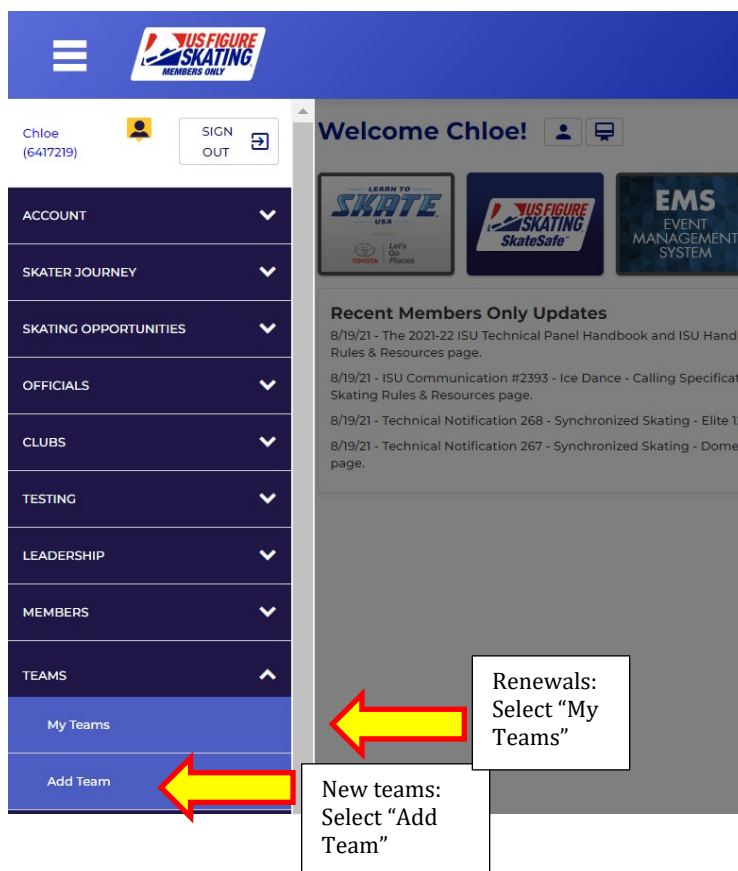
Steps to Register/Renew Your High School Team

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

***IMPORTANT NOTE:** If you are taking over a team that already exists, but you do not have access to the team profile, DO NOT CREATE A NEW TEAM. Please contact Chloe Roberts (croberts@usfigureskating.org) to be added to the team profile, and then go through the steps to renew.

If you are registering as a **NEW team**, continue reading below.

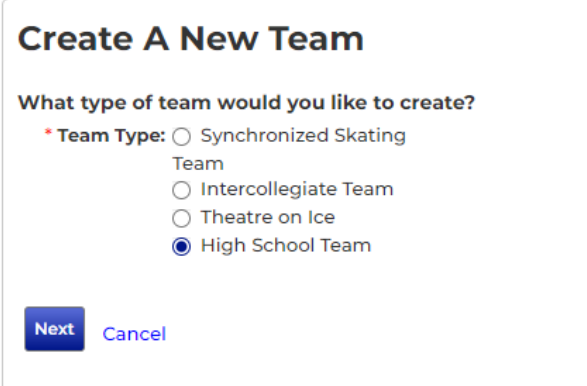
If you are **renewing an ALREADY EXISTING team**, go to page 6.



REGISTERING A NEW TEAM:

Note: All these steps must be completed within ONE attempt. If you try to leave and come back, you will need to go through the whole process again.

1. 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

[Next](#) [Cancel](#)

2. 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 \$50 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.

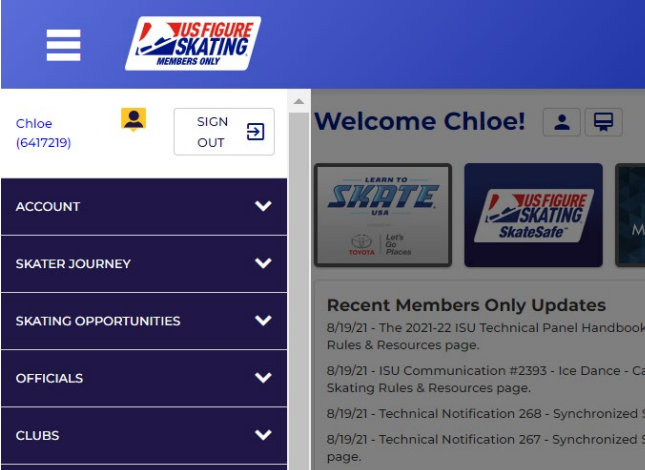
Note: Merchandise items not paid within 30 days of being submitted are cleared from this shopping cart. If that happens, please resubmit the items for payment.

REVIEW CHLOE ROBERTS'S CART

DESCRIPTION	PRICE	QTY	TOTAL
 SCH-TEAM - HIGH SCHOOL TEAM MEMBERSHIP DUES	50.00	1	\$50.00

Subtotal: \$50.00
Purchase Total: **\$50.00**

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.



4. 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.

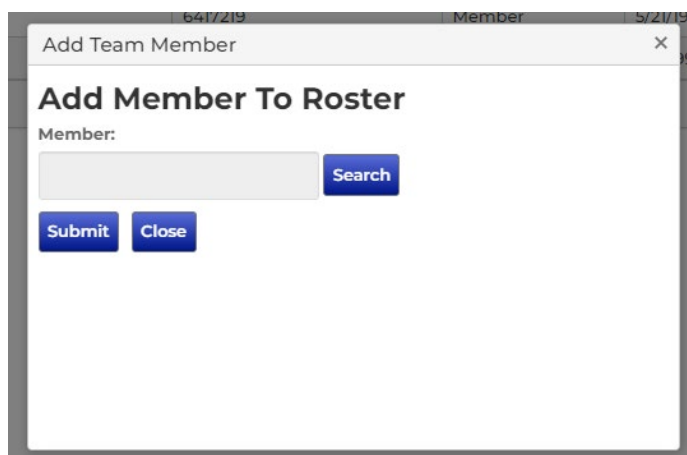
Success! Changes have been saved.

5. Proceed to 2024-2025 Main Roster. This is where you will begin building your team roster.

Test Team (#6019217)



6. 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. **Continue to page 8.**



RENEWING A TEAM:

1. Once you have selected "My Teams" from the main menu, you will be taken to a page that lists all teams that you manage. From there, select "Manage: Main Roster".
2. You will be immediately prompted with the below screen to renew your team. To do this, you must update your team information as needed, add/remove any team managers or team coaches, verify the information, and press "Save".

Team Renewal

Step 1: Verify your Team's Profile.

Click save after you have completed the profile. You may appoint Team Coaches / Managers now or after you have renewed.

[Cancel Renewal](#)

Team Profile

* Indicates a required item.

Status: Active

Team Type: High School Team

Membership #: 6019217

* Name:

* Team Level: High School Team

* Team Email:

Website:

Is Club

Affiliated?:

* Rink:

Select a Rink where the majority of training takes place.

* I verify this information is correct.

Team Personnel

Coaches

Team Managers

Roberts, Chloe	X
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Team Leadership

- Upon saving, you will be brought to your Main Roster. Update your Main Roster by adding new skaters and removing skaters who are no longer on the team. Once your edits to the roster are complete, press "Finalize Team Renewal".

Test Team 2024 - 2025 Main Roster

[Download Team Main Roster](#)

Team Renewal

Step 2: Build your Team's main roster.

Once you are finished, click 'Finalize Team Renewal'. You may skip building the main roster until after you have renewed your team.

[Cancel Renewal](#)

[Finalize Team Renewal](#)

Name	Regular End Date	LTS End Date	Membership Number	Member Type	Birthdate	Skater Requirements	Remove
Roberts, Chloe	6/30/2024		647219	Member	5/21/1996	Not Complete	Remove
Brody, Scott	6/30/2025		6047071	Member	12/17/1993	Not Complete	Remove

1 - 2 of 2 items


[Add Team Member](#)

- Proceed to pay for your renewal. **Continue to page 8.**

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	50.00	1	\$50.00

Subtotal: \$50.00
Purchase Total: \$50.00

[Continue Shopping](#)

[Checkout](#)

ALL TEAMS:

1. Once you have built your roster, 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

<ul style="list-style-type: none"> <input type="checkbox"/> Waivers and Release <input type="checkbox"/> Medical Consent <input type="checkbox"/> Name and Likeness Release <input type="checkbox"/> Medical Registry 		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Waivers and Release (Valid Through 6/30/2025) <input checked="" type="checkbox"/> Medical Consent (Valid Through 6/30/2025) <input checked="" type="checkbox"/> Name and Likeness Release (Valid Through 6/30/2025) <input checked="" type="checkbox"/> Medical Registry (Updated 7/12/2024)
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Skaters can access their forms by going to Account > Member Profile > 2024-2025 Competition Season Profile. Skaters need to complete all waivers and medical registry in order for their Skater Requirements to be “complete” (Medical Registry only requires an emergency contact to read as “complete”).

My Profile

Chloe Roberts

Member # 6417219  2024 - 2025 Compliance (Not Complete)

Home Club: Baltimore FSC (Expired On: 6/30/2024)
Region: South Atlantic
Section: Eastern

[2024-2025 Competition Season Profile](#)
[View Transactions](#)
[Photo Upload](#)

[Profile Information](#)
[Compliance](#)
[SafeSport™ Training](#)
[Skate Test History](#)
[Competition History](#)
[Committee History](#)
[Baltimore FSC](#)
[Coach](#)

[Edit Profile](#)

<p>Basic Information</p> <p>First Name: Chloe Middle Name: Jane Last Name: Roberts</p>	<p>Demographic Information</p> <p>Person Roles: Ethnicity: White, not of Hispanic Origin Veteran Status: I am not serving or have not served in the U.S. Armed Forces</p>
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- 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. **All 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.

You can access the Team Compliance tab by navigating back to the “My Teams” page.

My Teams [\[Red Box\]](#)

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

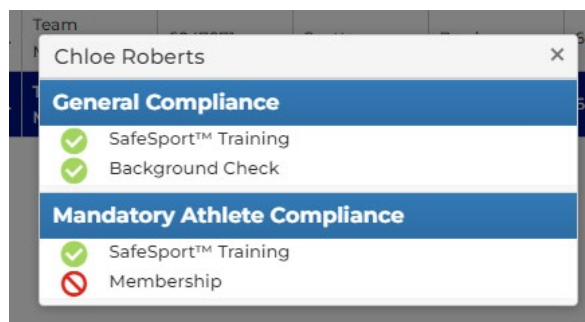
Upcoming - A skater on this roster will be turning 18 during the season while other team members are under 18.
No - At least one skater on this roster is at least 18 and is not compliant while other team members are under 18.
Yes - All skaters on the roster who are at least 18 are compliant while other 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
6019217	Test Team	High School Team	6/30/2025	N/A	Not Complete	Main Roster: Manage Download Roster Competition Roster: Manage

Team managers and coaches should all have a background check labeled “Green Light” and a “Compliant” date in the future.

Team #	Team Ty...	Team Na...	Level	Role	Member #	First Na...	Last Na...	Email	Phone	Backgro...	Compliant
6014980	Other	Test High School Team	High School Team	Team Manager	1252454	Waverly	Huston	1252454@pr...	4068611575	Green Light	6/13/2024
6014980	Other	Test High School Team	High School Team	Team Manager	6417219	Chloe	Roberts	6417219@pr...	443-414-6087	Green Light	6/7/2024

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.