

Overview

Registering for competitions in the Event Management System (EMS) is a two-step process. This document contains detailed instructions on how to complete registration for foreign athletes/teams in EMS.

Step 1: Non-Member Account Creation

In order to access EMS, you must first have a non-member account which will allow you to log in and maintain your registrations. Any coach or partner associated with your registration will also need to create a non-member account.

Note: Skate Canada members will not need to provide a Federation letter.

Step 2: Skaters Register in EMS

Registration must be completed by each skater through their own non-member account. If a skater lists you as their coach during registration or in their skater portal, you will receive a notification via email and gain access to view only information about each registered skater.

Step 3: Review EMS Coach Portal

After a skater lists you as a part of their registration, you will get access to the EMS Coach Portal for the competition. This will provide you with view only access to information about your skater(s) registration and the competition schedule.

Questions?

If you have any questions about using EMS, contact ProductSupport@usfigureskating.org.



Step 1: Non-Member Account Creation

1 Access *Members Only*.

1 www.usfsaonline.org It is recommended to use Google Chrome.

2 Click **Non-Member? Create Account**.

3 Click **I am a Foreign Athlete, Coach, Official**.

4 Provide your personal information in the required fields. Click **I'm not a robot**.

5 Click **Save & Continue**.

6 You are assigned an account number. Record the number to access your new account. Create a password; save for your records.

7 Click **Save & Continue**.

FOREIGN COACHES



- 8 Check the box to identify if you are a Foreign Coach or Foreign Skater.
- 9 From the dropdown menu, select the Federation you will be representing.
- 10 Upload a letter from your Federation stating you are a member in good standing.

Note: Skate Canada members will not need to provide a Federation letter.

- 11 Click **Save & Continue**.

ISU Member Federation

To participate at a U.S. Figure Skating sanctioned nonqualifying competition, foreign account holders (athletes and coaches) must provide a letter from their federation documenting they are a member in good standing and have permission to participate. If you have questions with regard to this requirement, please email ProductSupport@usfigureskating.org.

8 Foreign Coach

Foreign Skater

9 Federation: Croatia - Croatia Skating Federation

10 File:

11

Step 2: Skaters Register in EMS

Skaters must complete registration through their own account. Coaches will not be able to complete registration for a skater. The following shows the skater registration pathway so you may assist. Coaches will be listed in Step 12 of Competition Registration. See the Foreign Skater Guide for instructions on how to register skaters in EMS.

If you do not receive a confirmation email for a skater's registration, or see their information in your Coach Portal (Step 3), confirm that you are listed in the My Coaches tab of the EMS Skater Portal for the competitor, or contact ProductSupport@usfigureskating.org.

FOREIGN COACHES

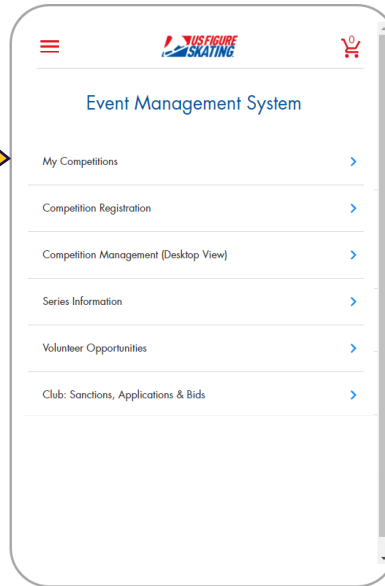


Step 3: Review EMS Coach Portal

The EMS Skater Portal is accessible on both Desktop and Mobile devices. After logging in to *Members Only* (www.usfsaonline.org) and accessing EMS, you will have access to the *My Competitions* page. The page lists the competitions that you have registered for.

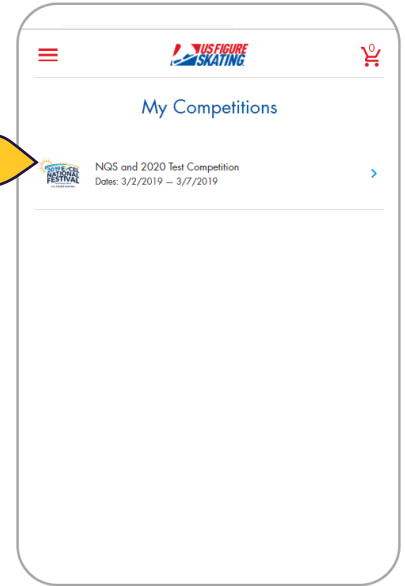
1 Select **My Competitions**.

1



2 Select a competition to open.

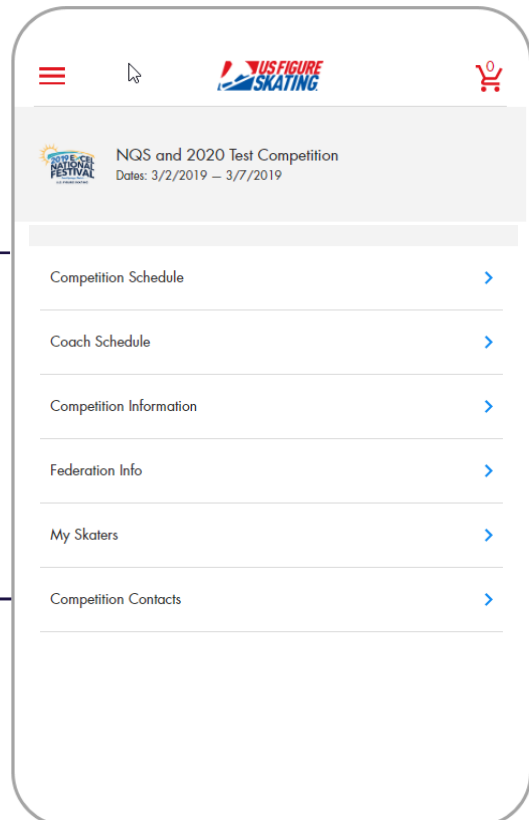
2



3 To view your competition details, **tap** the following:

- Competition Schedule
- Coach Schedule
- Competition Information
- Federation Info
- My Skaters
- Competition Contacts

3



FOREIGN COACHES



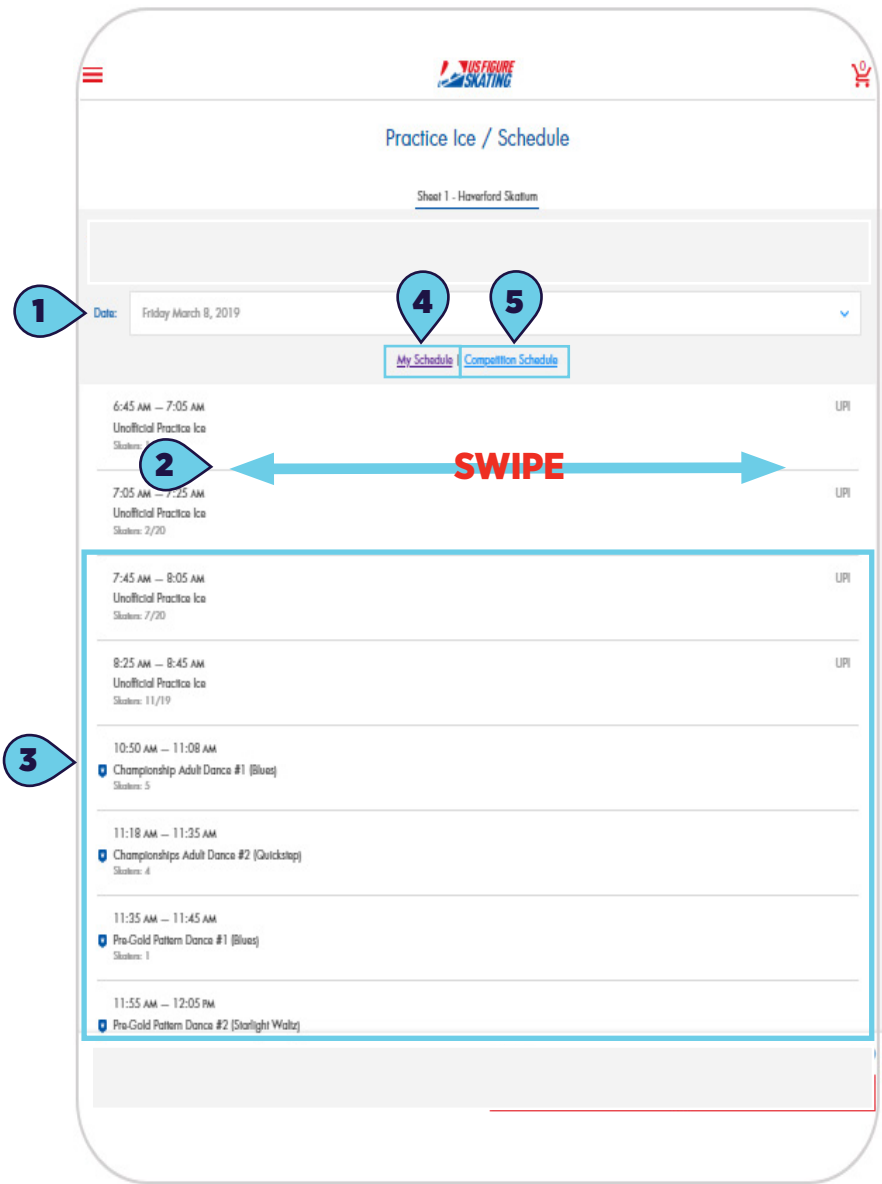
Competition Schedule

This section provides access to the full competition schedule.

- 1 Select a **Date** to view.
- 2 Click/Swipe left of right to switch ice surfaces.
- 3 View the competition schedule. Sessions/events your skaters are assigned to will be indicated with their name and this icon:



- 4 Download your schedule by selecting **My Schedule**.
- 5 Download the full schedule, select **Competition Schedule**.



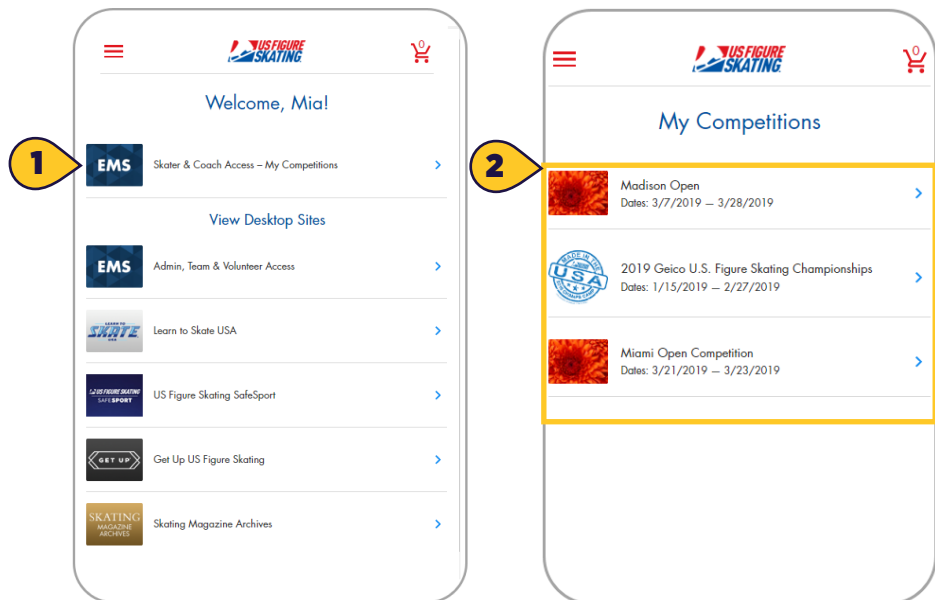
FOREIGN COACHES



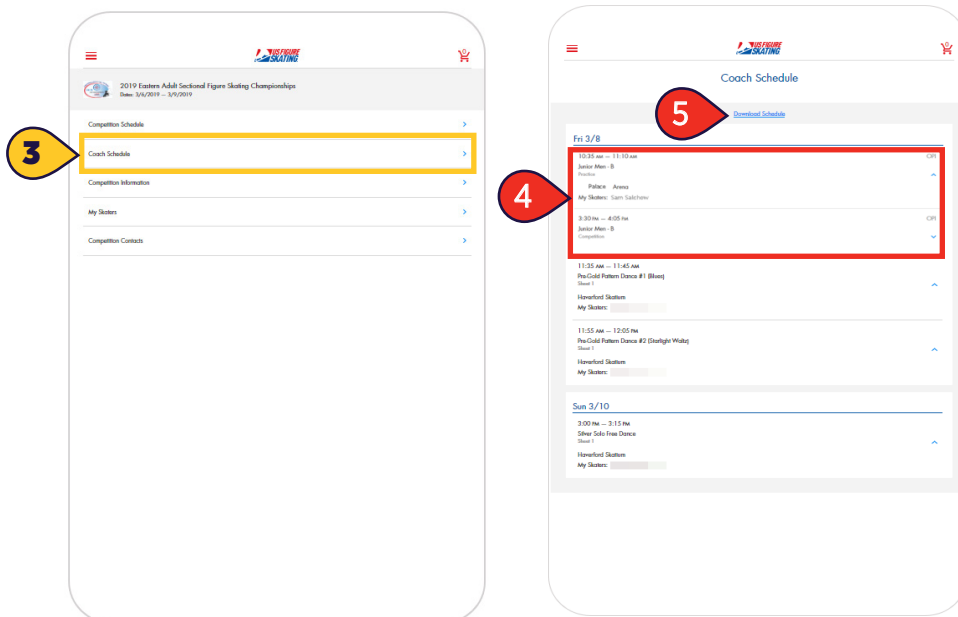
Coach Schedule

The *Coach Schedule* page, provides a summary view of your competitors' events and practice ice sessions.

- 1 After logging in to *Members Only* (www.usfsoonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.
- 2 Select your competition.
- 3 Tap **Coach Schedule**.



- 4 Select a date and time, tap the dropdown to view your competitor's schedule.
- 5 To obtain a PDF of the schedule, tap **DOWNLOAD SCHEDULE**.



FOREIGN COACHES



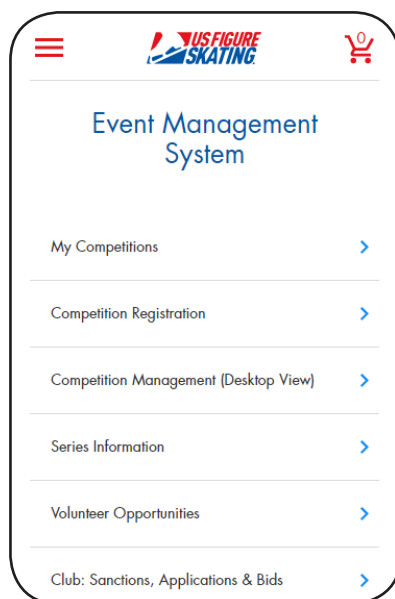
Competition Information

The *Competition Information* page provides an overview of information and competition timelines.

1 After logging in to *Members Only* (www.usfsaonline.org) tap select **EMS**. Select **My Competitions**.

2 Select your competition.

3 Select **Competition Information**.



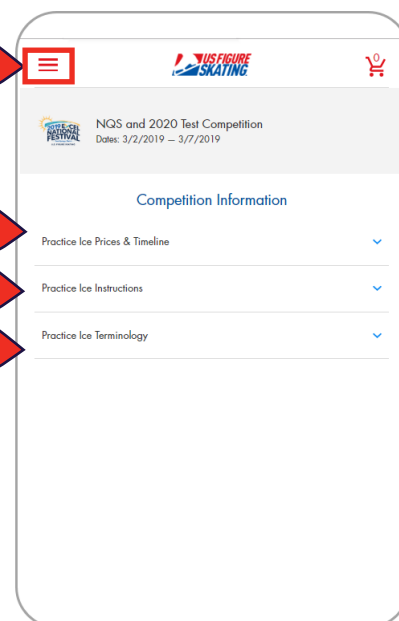
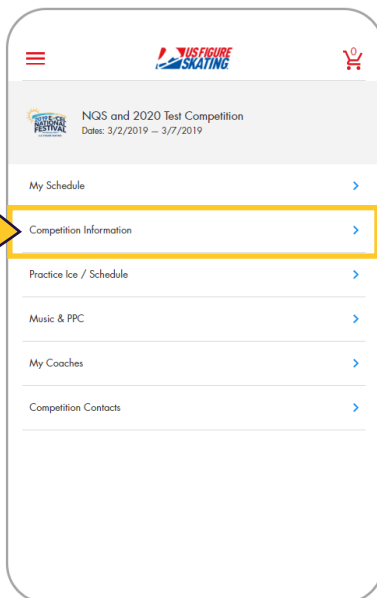
5 Select **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.

6 Select **Practice Ice Instructions** to view instructions on how to purchase sessions and credits.

Note: Only competitors can purchase PI credits and sessions.

7 Tap **Practice Ice Terminology** to view a glossary of PI terms.

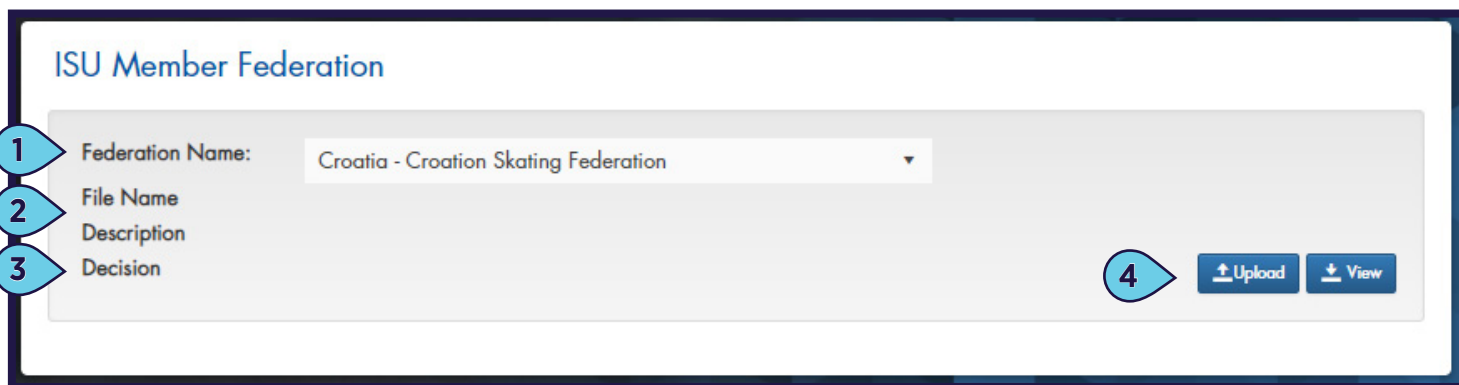
8 Access the *Main Menu*.



Federation Letter

For foreign athletes/teams, a letter from your Federation stating you are a member in good standing is required to be uploaded and approved by the Local Organizing Committee (LOC). This may have been done during registration, but you can view your approval status or update a new letter from this page.

Note: Skate Canada members will not need to provide a Federation letter.



1 You may change your federation by using the dropdown window to select a new federation.

2 Will display the file name and description of any previously uploaded federation letters.

3 Displays the status of your federation letter: **In Review, Accepted, Denied.**

NOTE: If you have any questions about the decision of your Federation letter, contact the Local Organizing Committee for the competition.

4 **Upload** a new federation letter or **View** your submitted letter.

Competition Contacts

To find contact information for members of the Local Organizing Committee, or to submit a question to Product Support, visit the Competition Contacts section.

Competition Contacts

As you have questions regarding the competition, below are the positions, names and emails of the individuals to contact. For questions regarding rules of the competition or questions not answered by the above persons first, you may contact the Chief Referee. Refer to the contacts below for competition related questions. For assistance with using EMS, refer to the EMS Support Form or email [Product Support](#).

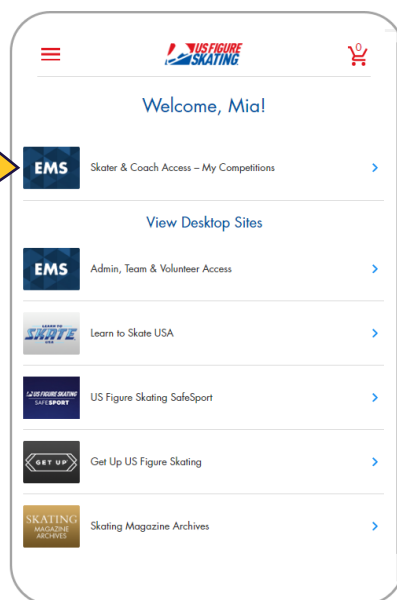
FOREIGN COACHES



My Skaters

The *My Skaters* page, names the competitors attending this competition who have you listed as their coach. If a competitor is missing from the list, contact your competitor to ensure they have added you as their coach for the competition.

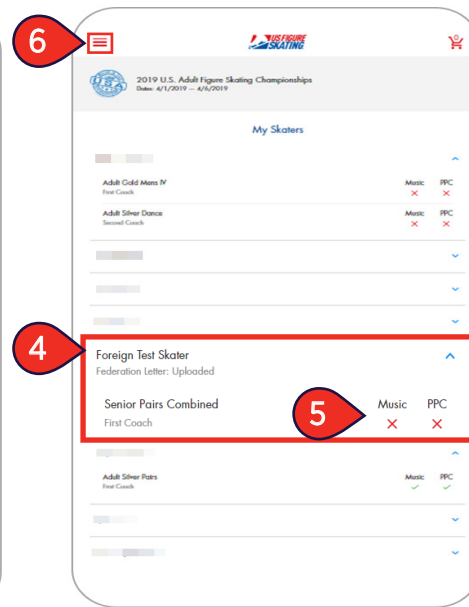
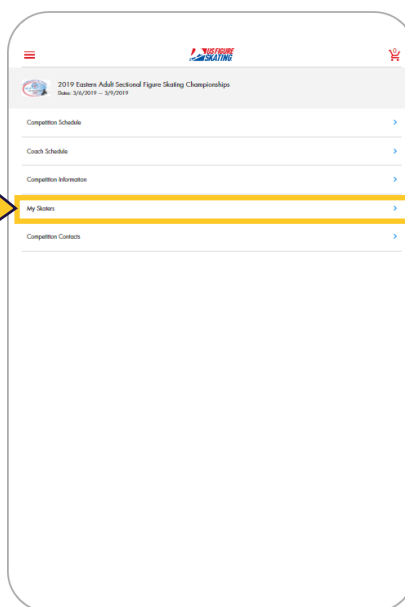
- 1 After logging in to *Members Only* (www.usfsaonline.org) from a mobile device, tap **Skater & Coach Access - My Competitions** to select a competition.
- 2 Select your competition.
- 3 Tap **My Skaters** to view information about your competitors for this competition.



- 4 Tap your competitor's name to expand or collapse their row. Expand to view information.

View the status of their Federation Letter.

- 5 Review the registered events, music, and PPC statuses for your competitor(s).
Note: "X" denotes a missing requirement. Only competitors can upload music and PPC. Contact your competitor to ensure the requirements are complete.



- 6 Tap the **Menu** icon to return to the *Main Menu* or *Competitions* page.