U.S. FIGURE SKATING
EVENT MANAGEMENT SYSTEM

TEAMS: ENTRY SUMMARY

*** *For best results, run EMS using* **Google Chrome**. ***

1 From the *Main* page of the selected competition, click **Entry Info** > **Entry Summary**.

1 Entry Info 📅

Entry Summary

2 Events are grouped by category and type.
Example: Synchro-Free Skate

The number of teams in each event displays on the right.

3 Click an event to view and edit entries.

ENTRY SUMMARY

See a list below of events offered through the competition. Click an event to see the registered entries.

Event Name	Judging System	# Entries
2 Category: Synchro		
⊿ Type: Combined		
3 Junior Teams	US	4
Senior Teams	US	0
	Combined Total:	4
▷ Type: Free Skate		
	Synchro Total:	130
	Total:	130

4 You can compose an email to all teams registered for this event. Refer to the **Communication** quick reference for instructions.

5 From the *ENTRY SUMMARY* page, you can filter through the registered teams by "Name", "Club". Click the funnel icon in the appropriate column, type the item you are searching for and click **FILTER**.

6 Click **Withdraw** to remove a team from the selected event. Type the withdrawal reason in the text box and click **Withdraw**.

7 Click the "View Profile" icon to review the "Team Information" page. Refer to the **Using the Team Information** page.

ENTRY SUMMARY

Below are teams registered for the chosen event. You can compose your own email by clicking the email icon and send your own email to all skaters on this page. You will have the ability to choose to include coaches and partners (if applicable) from the composition window.
Discipline: Synchro
Event: Junior Teams
Entries: 4

4 📧

	Profile	Name **5**	Club	
☐	📍	Encore	Starlight Ice Dance Club	Withdraw
☐	📍	Teams	Individual Member	Withdraw
☐	📍	Skate Together	Wisconsin FSC, Inc.	Withdraw
	7 📍	Ice Pack	Metro Edge FSC of Missouri	Withdraw **6**

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Previous

Withdraw Team

Name: Ice Pack

Event: Junior Teams

Per the US Figure Skating Rulebook, after a qualifying competitor has withdrawn, re-entry is not permitted. Reinstated entries must only be due to a withdraw error by the administrator.

| reason to display in the change log |

Withdraw   Cancel