

FOREIGN SKATERS



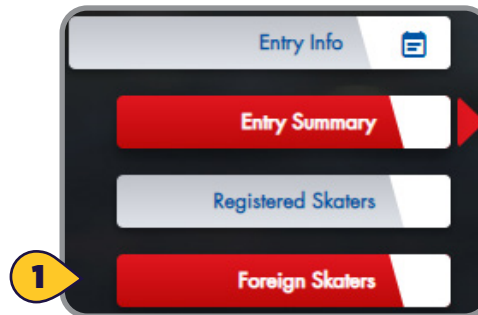
Access Path: EMS > [Competition Management](#)

Competitors representing other federations are displayed on the Foreign Skaters page. In order to participate in U.S. Figure Skating sanctioned competitions, foreign skaters must submit a letter issued by their federation stating that they are in good standing. From the Foreign Skaters page, you will be able to review and approve submitted federation letters.

Exception: Competitors from Canada are not required to submit federation letters.

- After logging in to Members Only (m.usfigureskating.org), click **Competition Management > Entry Info > Entry Summary > Foreign Skaters**.

Note: The status key defines the possible statuses of a federation letter. The status icon for each competitor is displayed in the Status column.



- To filter the list, click the funnel icon of the Name, Country or Status column, and click **Filter**.

- To view/approve/add a federation letter, click on the appropriate icon in the Status column.

- To access the Skater Information page, click the **Profile icon**.

Note: You are also able to access and review the federation letter from the Skater Information page.

FOREIGN SKATERS

Status Key: ✓ Federation Letter Approved 📄 Federation Letter In Review ✗ Federation Letter Invalid ⚠ Missing Federation Letter

	Name	Country	Status	
<input type="checkbox"/>	Jane Skater	Mexico	✓	📄
<input type="checkbox"/>	Axel Skater	Australia	✓	📄
<input type="checkbox"/>	Ava Skater	Canada	N/A	📄
<input type="checkbox"/>	Jack Skater		⚠	📄
<input type="checkbox"/>	Sophia Skater	Canada	N/A	📄
<input type="checkbox"/>	Tom Skater	Australia	📄	📄

FOREIGN SKATERS



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

5 Review the **ISU Member Federation** details for the letter status. Click In Review to access the Federation Letter Decision pop-up window.

6 To add a federation letter received via email, click Upload.

7 Click View to open the letter.

8 Click **Save** to update the competitor's federation letter status.

9 Mark the letter appropriately:

- **Approved** - The letter authorizes the competitor to participate during the time period of the competition.
- **Invalid** - The letter does not meet the requirements. A new letter must be provided prior to check in, practice ice and competing.

10 To compose and send a message, click the email icon. Refer to the communication quick reference for instructions.

Note: You are able to send an email when the icon is available.

The screenshot displays the 'SKATER INFORMATION' page for a skater named Dayan, Sophia. It includes fields for Name, Address, Phone, Age, DOB, Emergency Contact, Contact Email, and Singles 1st Coach. A 'Download Schedule' button is in the top right. Below this is the 'EVENTS ENTERED' section with a table listing events like 'Junior Women Combined' and their completion status. The 'ISU MEMBER FEDERATION' section shows the skater's details and a 'Federation Letter Decision' pop-up window. This window has a 'File Name' field, a 'Description' field, and a 'Decision' dropdown set to 'Approved'. It also features 'Upload' and 'View' buttons. Below the decision options are 'Save' and 'Cancel' buttons. A 'Send Email' window is shown at the bottom, with fields for 'To', 'CC', and 'Subject', and a 'Send Email' button.