

LOC CONTACTS



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

Competition volunteers can be given access to areas in EMS that they will need to perform their roles. From the Contacts menu, the chair or co-chairs can search for the member and assign a role, giving that member the access they need.

1 After logging in to Members Only (m.usfigureskating.org), click **Competition Management > Select Competition > Contacts**.

2 Click **LOC Contacts** or **Officials**.

3 Click **Add LOC Contact Or Official**.

4 Select a position and add one of the following:

- Membership number
- First name
- Last name
- State

5 Click **Search**.

6 Once you identify the correct member, click **Add**.

LOC CONTACTS



7 Click the pencil icon (✎) to edit.

8 Select **Yes** to have contact viewable to participants.

Note: Chief referee will be the only official viewable by skaters.

9 Contacts page for members viewing the competition.

[EMS Roles and Access](#)

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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](#).

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Role: First/Last Name
Email@email.com

Role: First/Last Name
Email@email.com