COMPETITION DOCUMENTS

Access Path: EMS > Competition Management

Administrative users at your competition can upload documents to EMS for viewing by your competition participants. You can add documents for infomational purposes (vendor listing, team flow schedule. etc), or add documents that participants must take action on (merchandice, additional agreements, etc).

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

2 On the **Competition Documents** page, click **Reference Documents** to add an informational document.

3 Click **Action Documents** to add a document that will be tracked as an action item for users.

4 Click **Upload File.**

**5** On the **Upload Document** window, click **Choose File** to browse. Enter the following information:
- Title
- Start Date - date document will be visible to participants
- End Date (optional) - date document will no longer be visible
- Viewed By - roles who can see the document

6 Click **Create.** The document appears on the grid.

7 Click the **Edit** icon to make changes. Click the **Delete** icon to remove the document. Click **Download** to view the document.

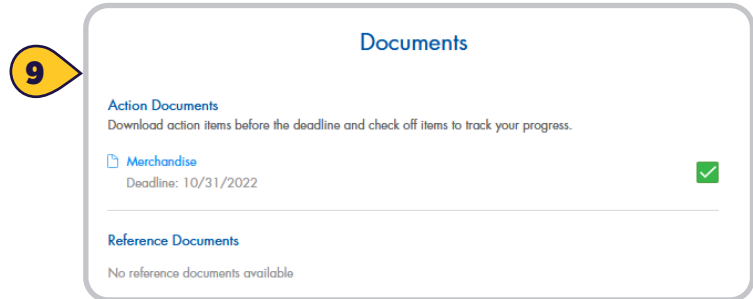**8** Click **Reorder** to change the order that the documents are displayed to competition participants.

Click the **List** icon to view completion info for action documents.
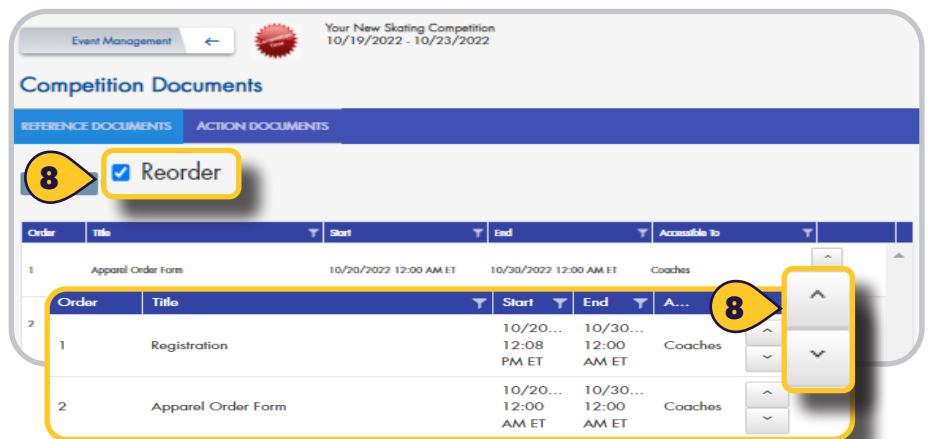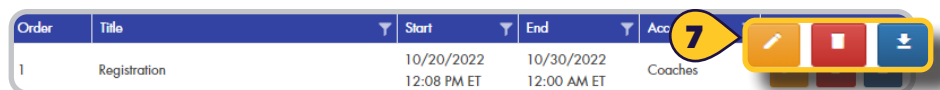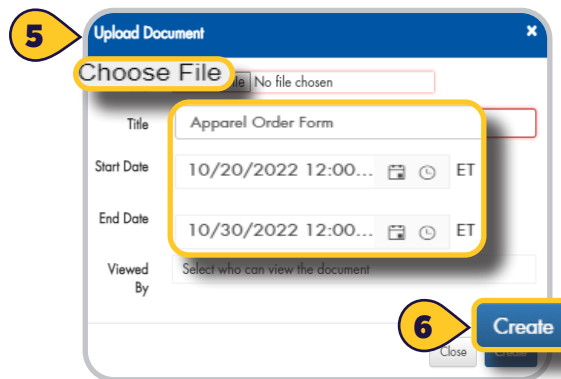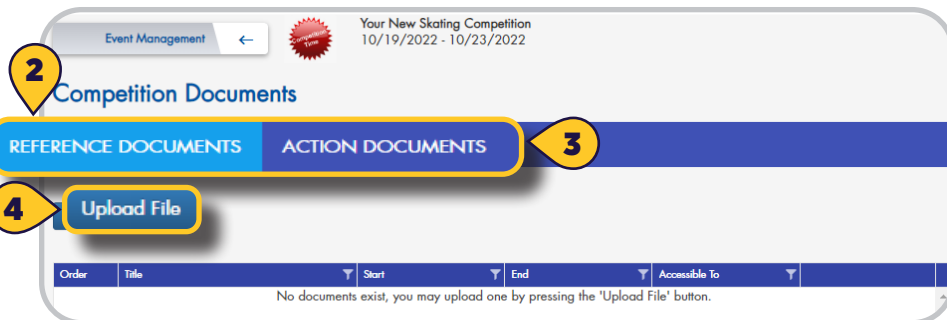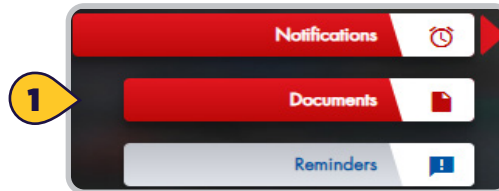
COMPETITION DOCUMENTS

9 Once an action document is uploaded skaters/teams can go into their competition portal to view and check off that it has been viewed.

Documents

Action Documents
Download action items before the deadline and check off items to track your progress.

📄 Merchandise
Deadline: 10/31/2022 ✅

Reference Documents
No reference documents available

Competition Documents

REFERENCE DOCUMENTS | ACTION DOCUMENTS

10 To check if skaters/teams have viewed/ completed your action document, click **Download Report.**
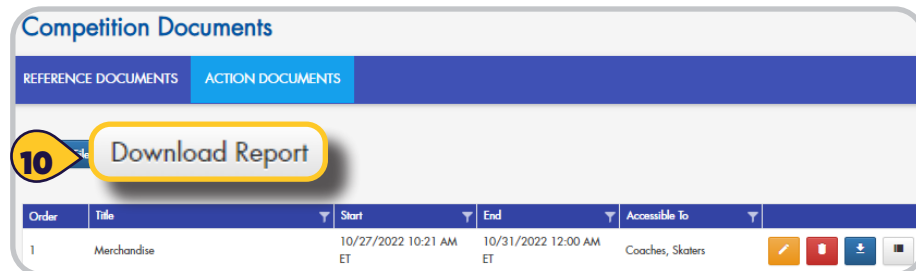
Note: Once the report has been downloaded you can view each skater/team that has viewed/ completed the action document, when it was completed and by whom completed it.

Download Report

Order	Title	Start	End	Accessible To	
1	Merchandise	10/27/2022 10:21 AM ET	10/31/2022 12:00 AM ET	Coaches, Skaters	

	A	B	C	D	E
1	**File**	**Name**	**Complete**	**Completed On**	**Completed By**
2	Merchandise	Skater, Eliana	Yes	10/27/2022 12:34:35 PM	Skater, Eliana
3	Merchandise	Skater, Christine	Yes	10/27/2022 12:34:35 PM	Skater, Christine
4	Merchandise	Skater, Sophie	No		
5	Merchandise	Skater, Audrey	Yes	10/25/2022 11:34:47PM	Skater, Audrey
6	Merchandise	Skater, Lara	No		

Action Documents ⊕