

U.S. Figure Skating is happy to welcome teams from our ISU member counterparts!

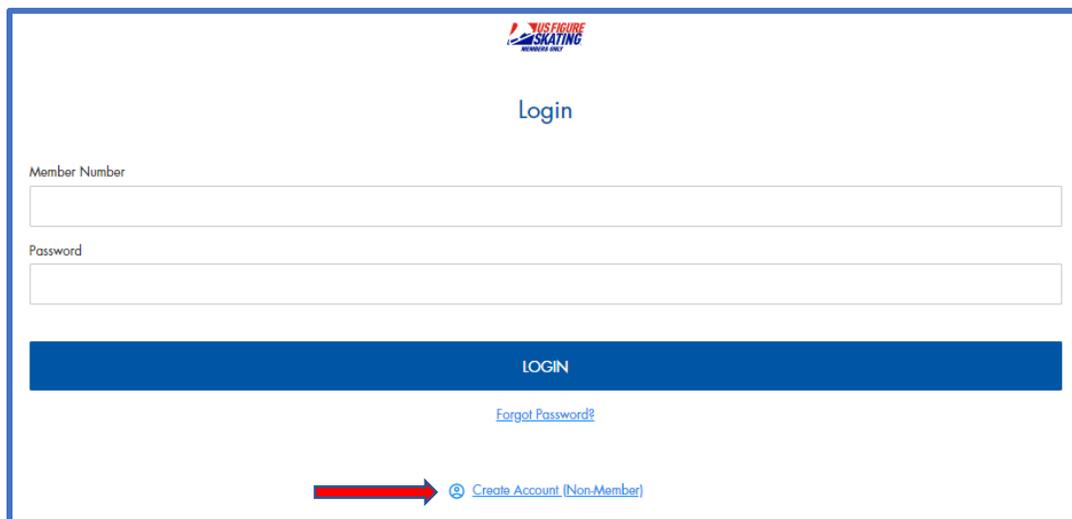
Overview

U.S. Figure Skating nonqualifying competitions are open to members of ISU member federations. For teams to utilize U.S. Figure Skating's registration system, the primary contact must gain access and create a record for the team prior to competition registration. This document will outline the processes to create the required records, in addition to registering the team for competition.

Primary Contact

The primary team contact must create a non-member account to gain access.

1. Go to <https://m.usfigureskating.org> and click on 'Create Account (Non-Member)'.
2. Under 'I am a Foreign Athlete, Coach, or Official', click CREATE ACCOUNT.
3. Complete the required information to create the account.
 - a. Personal Info
 - b. Address
 - c. Emergency Contact
 - d. ISU Member Federation (check Foreign Coach and the Federation your team represents)
 - e. Take note of your Account (Member) Number and create your password
 - f. Log in with your number and password



U.S. FIGURE SKATING

Login

Member Number

Password

LOGIN

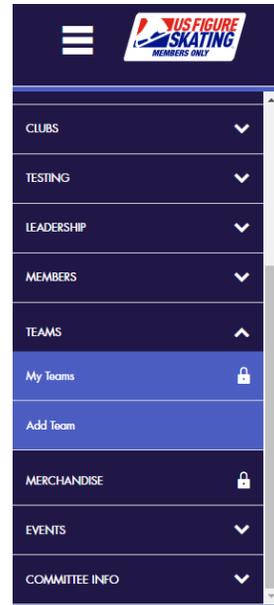
[Forgot Password?](#)

 [Create Account \(Non-Member\)](#)

Team Record Creation

After logging in with your newly created number and password, click on Members Only. ↓

1. Click on the 'hamburger menu' (three lines) in the upper left-hand corner.
2. Access the Teams menu and select Add Team.
3. Add Team
 - a. Choose 'Synchronized Skating Team'
 - b. Choose 'Foreign' from the Team Type dropdown, enter Team Name, Team Level and select the Federation your team represents
 - c. Click 'Add New Team'



4. Manage Roster – After 'Add New Team', you are taken to the My Teams Page
 - a. Click 'Manage' next to Main Roster



5. On the Team Profile page, select 'Import Roster'



6. Select 'Retrieve Excel Upload Template'

Retrieve Excel Upload Template

- The required Excel template can be retrieved by selecting the button above. The template must be used and may not be altered.
- Please sort and review your spreadsheet and remove duplicates prior to uploading.
- In order to avoid creating duplicate records and ensure solid demographic information, a date of birth is required for each person on the upload.
- If you experience technical issues with your upload, please call Member Services at 877-587-1400.

7. Enter the applicable information for each skater (including email address), coach and team service personnel on your team and save to your computer. **Please note: the birthdate must be in mm/dd/yyyy format.**
 - a. When complete, return to the Import Team Members page
 - b. Select/verify your team's federation
 - c. Click on Select File to find the Excel file of your roster, then click Upload
 - d. The Team Import Report will show you the actions that have been taken for each person on your roster
 - i. Duplicate Accounts
 - ii. New Accounts
 - iii. Existing Accounts

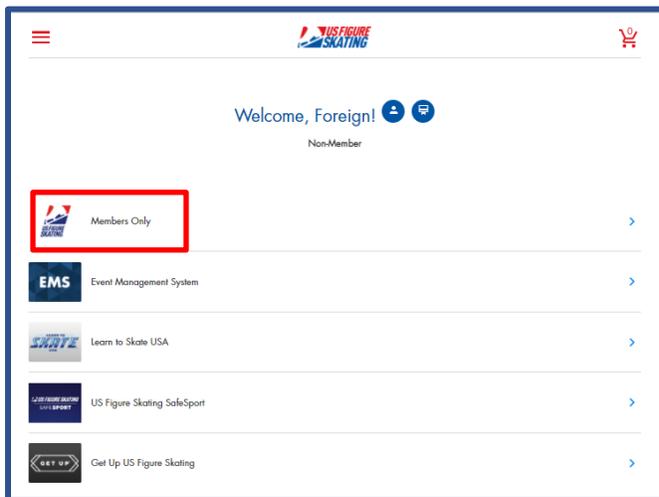
Congratulations! Now that your team has been created, read on to learn how to register for competition!

Competition Registration

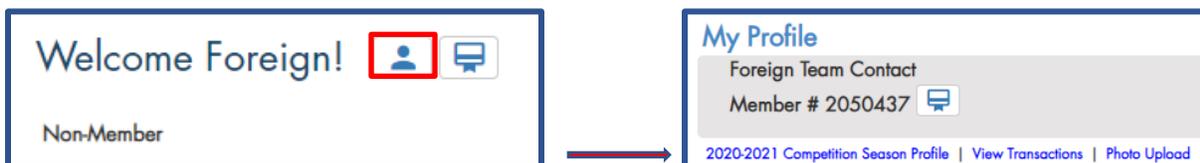
Team Requirements

Prior to registering the team for competition, each skater on the roster must electronically sign three waivers and complete the Emergency Contact information in our Medical Registry. In order to do this, each skater must access the site, as well, with their own number and password.

1. Direct each team member to go to [U.S. Figure Skating's members only](#) site and click the Forgot Password link
2. Select Members Only



3. Select the profile icon, then 2020-2021 Competition Season Profile



U.S. FIGURE SKATING FOREIGN TEAM REGISTRATION



- On the Competition Profile page, skaters are asked to complete the Waivers and the Emergency Contact Information on the Medical Registry.

Foreign Team Contact (2050437)
(Synchro teams access through TEAMS menu above.)

Waivers
All competitors must sign waivers each competition season.

[Sign Waivers](#)
(last updated: Never)

Medical Registry
This information will be used only by medical personnel at a competition and only in the event of an emergency.

[Edit Medical Registry](#)
(last updated: Never)

Medical Registry

*** required field**
* Name:
* Relation:
* Phone:

n, etc):

Tetanus
 Hepatitis A
 Flu
 MMR
 Hepatitis B

(Check all that apply)
List only medicines for which a prescription was filled:

icine, have (please check for yes)
Note: If you have any question regarding medications, please call 1-800-233-0393.

Supplements: List all over-the-counter drugs including Tylenol, cough syrup, vitamins, herbs, protein powders, etc.:

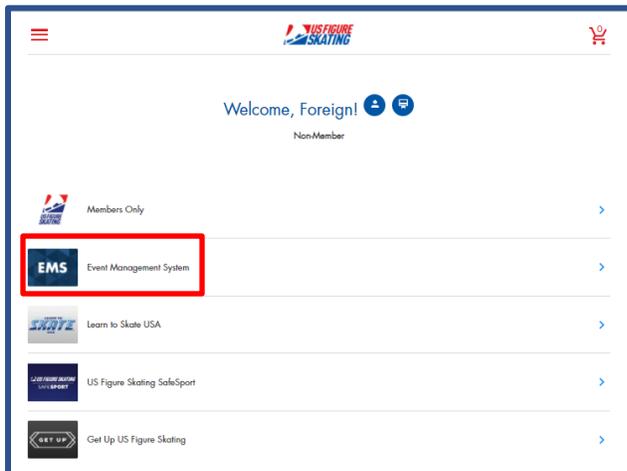
Asthma Diabetes Seizures / F
 Heart Disease Hypertension Headaches
 Menstrual Complications Disordered Eating
(Check all that apply)
Other:

U.S. FIGURE SKATING FOREIGN TEAM REGISTRATION

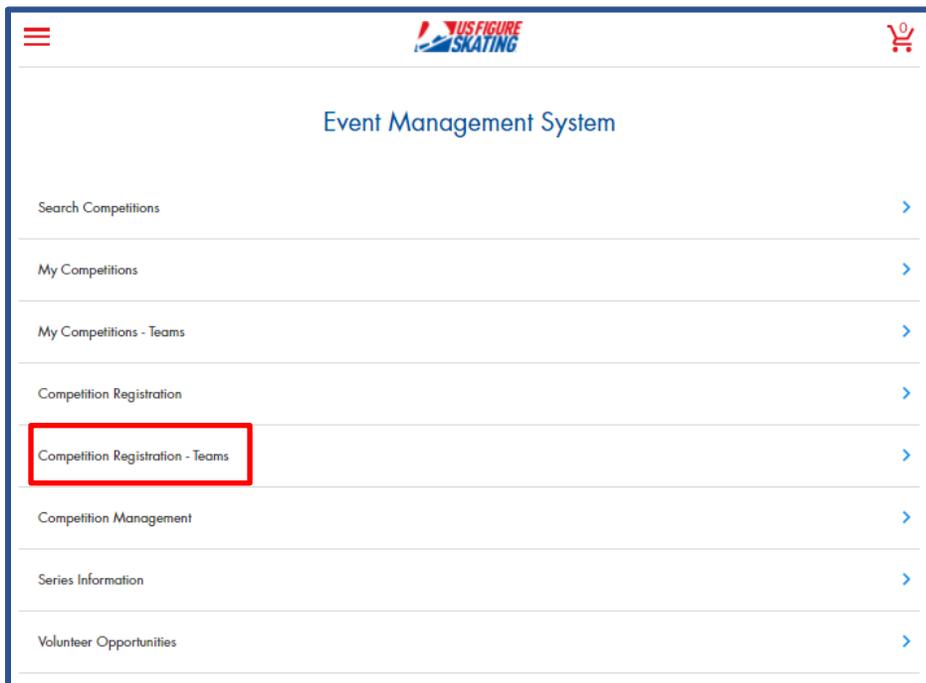


After each team member has signed the Waivers and submitted their Emergency Contact information, you can register the team for competition.

5. Log into [U.S. Figure Skating members only](#) with your number and password.
6. Click on Event Management System



7. Choose Competition Registration – Teams



8. From the list of your teams, SELECT the team you are registering for competition, then click REGISTER NOW for the applicable competition.
9. Verify your team's profile, read and accept the overview, then select your event(s).

10. On the Competition Roster page, click + Add Skaters
 - a. Your main roster of skaters will display, and you will select those to be on the competition roster.
 - b. Skaters with incomplete requirements cannot be selected for your competition roster.
11. Confirm your Coaches and Team Service Personnel
12. Checkout!

Competition Portal

After registering for the competition, you will manage your registration via the Competition Portal. To access:

1. Log into members only with your number and password
2. Access EMS
3. Select My Competitions – Teams
4. Choose the competition
5. Choose the registered team you would like to manage
 - a. Competition Information – Registered Events and Practice Ice Information
 - b. Competition Documents – Action and Reference Documents
 - c. Practice Ice / Schedule – See the posted schedule and purchase practice ice
 - d. Competition Roster – View/Edit Roster and Skater Requirements/Compliance
 - e. Competition Team Personnel – View/Edit Coaches and Team Service Personnel
 - f. Music & PPC – Enter PPC and upload music
 - g. Competition Contacts – Competition chair and Chief Referee

If you have any questions, please reach us at ProductSupport@usfigureskating.org or 719-228-3457.

Best of luck to you and your team!