COMPETITION REMINDERS

Access Path: EMS > Competition Management

Administrative users at your competition can post reminders that can be viewed on your competition participant page. Reminders can be created for participants (skater, coach, team) or general (those without a role) access.

1 After logging in to Members Only (m.usfigureskating.org), click **Competition Management > Entry Info > Registered Skaters/ Registered Teams.**

2 On the **Reminders** page, there are three tabs:

- View a list of all reminders currently published in the **Active** tab.
- View a list of incomplete reminders in the **Drafts** tab.
- View all past reminders at your competition in the **Inactive** tab.

3 Click **Create Notification.** The message window opens.

4 In the message window, enter the following information:

- Title (for admin knowledge only)
- Roles (who can see the reminder, skaters, coaches, teams, general)
- Start (when the reminder will be visible to users)
- Expiration (when the reminder is no longer viewable)

Note: check the **Never Expires** box to make the reminder always visible.

5 Enter the body of the reminder.

Note: Keep reminders short. Large images are not recommended.

6 Click **Publish.** The reminder appears on the active tab.

7 Click **Save Draft** to save the reminder. The reminder appears on the drafts tab.

8 Once the reminder start date is reached, the reminder is visible to participants, from their competition portal.