

## Overview

Registering for competitions in the Event Management System (EMS) is a two-step process. This document contains detailed instructions on how to complete registration for foreign athletes/teams in EMS.

### **Step 1: Non-Member Account Creation**

In order to access EMS, you must first have a non-member account which will allow you to log in and maintain your registrations. Any coach or partner associated with your registration will also need to create a non-member account.

### **Step 2: Competition Registration in EMS**

All athletes/teams are required to register online via EMS for each competition. Online payment via credit card is the ONLY accepted form of payment for competitions using EMS.

For foreign athletes/teams, a letter from your Federation stating you are a member in good standing is required to be uploaded and approved by the Local Organizing Committee (LOC). This can be done during registration or from Step 3: Update Your Skater Portal.

**Note:** Skate Canada members will not need to provide a Federation letter.

In order for any coaches or partners to be listed as a part of a registration, they must have a non-member account - see Step 1: Non-Member Account Creation.

### **Step 3: Update Your Skater Portal**

After you complete registration, you will get access to the EMS Skater Portal. From the Skater Portal, you will be able to upload Music & PPC, add and update attending coaches, manage your Federation letter (if required), purchase practice ice, view the competition schedule, and more.

## Questions?

If you have any questions about using EMS, contact [ProductSupport@usfigureskating.org](mailto:ProductSupport@usfigureskating.org).



## Step 1: Non-Member Account Creation

1 Access *Members Only*.

1 [www.usfsaonline.org](http://www.usfsaonline.org) It is recommended to use Google Chrome.

2 Click **Non-Member? Create Account**.

3 Click **I am a Foreign Athlete, Coach, Official**.

4 Provide your personal information in the required fields. Click **I'm not a robot**.

5 Click **Save & Continue**.

6 You are assigned an account number. Record the number to access your new account. Create a password; save for your records.

7 Click **Save & Continue**.

# FOREIGN SKATERS



- 8 Check the box to identify if you are a Foreign Coach or Foreign Skater.
- 9 From the dropdown menu, select the Federation you will be representing.
- 10 Upload a letter from your Federation stating you are a member in good standing.

**Note:** Skate Canada members will not need to provide a Federation letter.

- 11 Click **Save & Continue**.

All skaters will be required to choose a test level equivalency to determine what events they can enter at a competition.

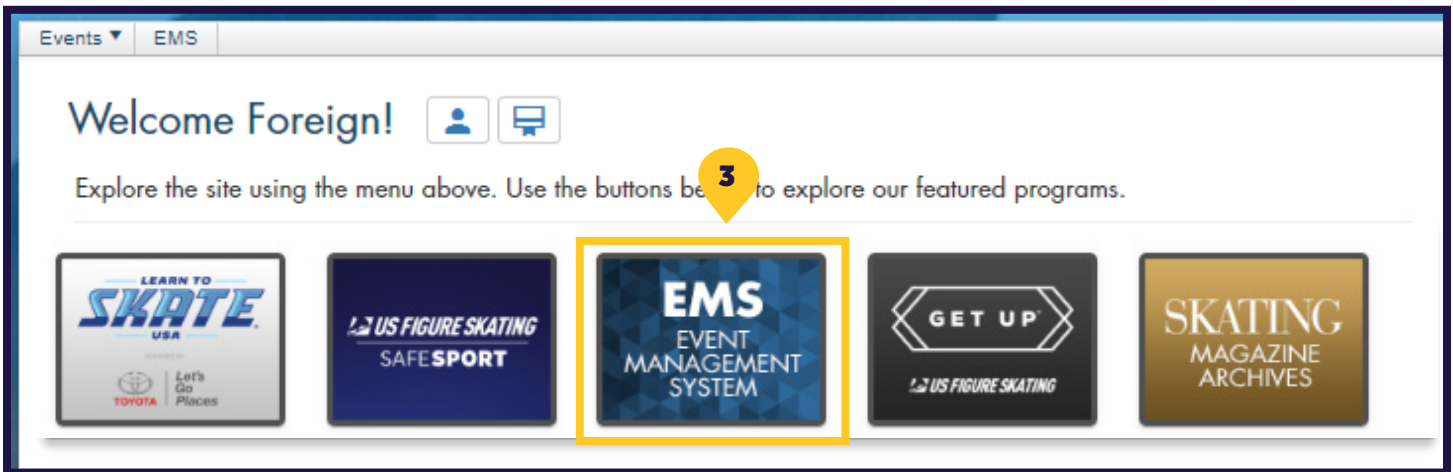
- 12 View the Test Equivalency document to see a full list of tests and requirements.
- 13 Click **Add** to add a test level to your record. Click Edit to change or remove a test level.
- 14 From the Edit [Category] window, choose the date and test level you would like to report. Click **Save**.
- 15 Click **Remove** to eliminate a previously reported test.
- 16 When you are finished, click **Save & Continue**.

# FOREIGN SKATERS



## Step 2: Competition Registration

1. Go to [www.usfsaonline.org](http://www.usfsaonline.org).
2. Use your new member number and password to log in.
3. Click the blue **EMS Event Management System** button from your landing page.



4. From the menu, choose **Competition Registration**.



5. A full list of competitions with open registration will appear. Locate your competition and click **Register Now**.



# FOREIGN SKATERS



6. Registration Overview: Review important details about the selected competition including dates, deadlines, event pricing, as well as download the competition announcement.

**6a** Check the “I have read and understand the above overview of the U.S. Figure Skating online registration process.”

**6b** Click Begin Registration.

### Registration Overview

We recommend the Google Chrome browser when using the EMS.

Skate Milwaukee 2019  
Milwaukee, Wisconsin  
7/10/2019 - 7/14/2019

- Online registration is the ONLY method of entry into the Skate Milwaukee 2019
- The entry deadline is 6/1/2019
- All competitors are required to review the [competition announcement](#) and [competition website](#) prior to registering for the competition

To complete your registration, you will need the following:

- Valid credit card
- Valid email address
- Your coach's U.S. Figure Skating membership number  
\*\*This is for the coach that will be accompanying you to the event and will need the credential

All foreign coaches and skaters are required to have a U.S. Figure Skating account prior to being associated with a competition registration. To create additional accounts (coach, partners) access the main log in page ("Non-Member - Create Account").

Entry Fee	6.0 - 1st Price	6.0 - 2nd Price	6.0 - 3rd Price	4.0 - Combined Price	US - 1st Price	US - 2nd Price	US - 3rd Price	US - Combined Price
Pairs					\$120.00	\$55.00	\$55.00	\$180.00
Singles	\$120.00	\$55.00	\$55.00		\$135.00	\$55.00	\$55.00	\$180.00
Specialty	\$55.00	\$55.00	\$55.00					
Compete USA - Singles	\$120.00	\$55.00	\$55.00					

By clicking the box below and continuing with registration I acknowledge, accept and agree to abide by all bylaws, rules, policies, procedures and guidelines as outlined in the 2018-19 U.S. Figure Skating Rulebook and as listed within the official announcement for the sanctioned competition I am registering for. Compliance with all such provisions as updated or amended is the responsibility of the participants.

I have read and understand the above overview of the U.S. Figure Skating online registration process.

**6b** [Begin Registration](#)

**6a**

**6b**

7. Skater Profile: Review your profile information. If you did not previously upload a federation letter, you may do so again now. Any previously uploaded letters will appear here.

**7a** If any information on this page is incorrect, click **Edit** to make a change.

**7b** Click **Upload New File** to provide a new Federation letter.

Members of Skate Canada will not need to provide a Federation letter.

**Note:** This can still be done at a later time from your Skater Portal.

**7c** Check “I have verified my information is accurate.”

**7d** Click **Continue Registration**.

### Skater Profile

Please review your profile below in full. Your name and contact information will be provided to the local organizing committee at the conclusion of registration. To make changes, click the Edit button. If your home club is listed incorrectly, please contact Member Services at 719.635.5200

Foreign Test Skater - #1944635

**First Name:**  
Foreign

**Last Name:**  
Test Skater

**Gender:**  
Female

**Ethnicity:**  
Not Specified

**Birth Date:**  
5/26/1993

**Primary Email:**  
test@me.com

**Primary Phone:** 555-555-1212

[Edit](#)

ISU Member Federation

**Federation:** Croatia - Croatia Skating Federation

**File:** [Upload New File](#)

I have verified my information is accurate.

**7d** [Continue Registration](#)

[Back](#)

**7a**

**7b**

**7c**

**7d**

# FOREIGN SKATERS



8. Skate Test Equivalency: All skaters will be required to choose a test level equivalency to determine what events they can enter at a competition.

**8a** View the **Test Equivalency** document to see a full list of tests and requirements.

**8b** Click **Add** to add a test level to your record.

Click **Edit** to change or remove a test level.

**8c** From the Edit [Category] window, choose the **Date** and **Test** level you would like to report. Click **Save**.

**8d** Click **Remove** to eliminate a previously reported test.

**8e** When you are finished, click **Continue Registration**.

U.S. Figure Skating - Test Equivalency	
Free Skating	Click the button to add a Free S
Pair	Click the button to add a Pair te
Dance	Click the button to add a Dance
Free Dance	Click the button to add a Free I
Figure	Click the button to add a Figure

Club: Foreign

Date: [Calendar Icon]

Test: [Dropdown Arrow]

Save

Free Skating: Junior Free Skate Remove

9. Partner Events: Indicate if you will be participating in a partner event at the selected competition.

**9a** Check the box next to each partner event type you will participate in. Skip this step if you will not be participating in a partner event.

**9b** Click **Continue Registration**.

Partners of foreign skaters must be U.S. Figure Skating members or account holders. To create additional accounts (coach, partners) access the main login page ("Non-Member - Create Account").

Please check all that apply:

Pairs

Back Continue Registration

# FOREIGN SKATERS



10. Partner Identification: If you selected a partner event type in Step 9, you will be asked to identify your partner for this competition. If you did not select a partner, you will be brought to Step 11.

10a Click **Search**.

10b Use a person's U.S. Figure Skating Number, First Name, and/or Last Name to search the database.

10c Click **Search**. For Foreign Teams, a partner must already have created their own non-member account in order to be added to the registration.

10d Click **Continue Registration**.

11. Event Selection: Indicate what event you will be registering for at this competition.

A list of all events you are eligible for will appear on the left side of the page.

11a Locate the event you want to register for, then **click and drag** it into the right column. This will add the event to your cart.

11b Below event selection, you will see the partner you identified in Step 10. Manage your partner's test history using the Manage button to the right of their name - see Step 8 for more.

Partner Skate Tests			
Event	Partner	Meets Requirements	Partner Tests
Senior Pairs Combined	Danny O'Shea	Yes	<b>MANAGE</b>

11c Click **Continue Registration**.

# FOREIGN SKATERS



12. Coach Information: You will be able to indicate the coach(es) attending the competition with you during registration or in your skater portal.

Foreign Coaches will also be required to create non-member accounts to be listed in EMS.

**12a** Click **Search**, then use Name and/or Member Number to search the database for your coach.

**12b** Skip this step by checking the “I will not have coach(es) attending with me for this competition.”

**Note**: You may add a coach at a later time through your Skater Portal.

**12b**

**12c** Click **Continue Registration**.

The screenshot shows the 'Coach Information' form. At the top, there is a title 'Coach Information' and a paragraph of instructions: 'Please use the Search button below to find the coach(es) who will be attending this competition with you. Named coaches will have access to your event registration and personal scheduling information. Note: you can update your coaches information via the EMS Skater Portal at any time after registration is complete. Refer to the competition website for additional information on coach requirements and credentials.' Below this is a red box with text: 'Coaches of foreign skaters attending nonqualifying competitions must be U.S. Figure Skating members or account holders. To create additional accounts (coach, partners) access the main log in page ("Non-Member - Create Account").' The main form area is titled 'Pairs' and contains three rows for '1st Coach Attending:', '2nd Coach Attending:', and '3rd Coach Attending:'. Each row has a 'Search' button and a 'Remove Coach' button. A green callout '12a' points to the 'Search' button in the first row. Below these rows is a checkbox with the text 'I will not have coach(es) attending with me for this competition.' A green callout '12b' points to this checkbox. At the bottom left is a 'Back' button and at the bottom right is a 'Continue Registration' button. A green callout '12c' points to the 'Continue Registration' button.

13. Waivers: All skaters are required to sign three waivers during registration: Waivers and Release, Medical Consent, and Media and Likeness Release.

**13a** **Sign** each waiver and indicate the relationship to the skater for each waiver.

**Note**: Skaters under 18 will need a parent or guardian to sign each waiver.

**13b** Click **Proceed to Checkout**.

The screenshot shows the 'Waivers' section. It has a title 'Waivers' and a sub-section 'Waivers and Release'. Below the title is a paragraph: 'All skaters are required to review and sign each of the three standard U.S. Figure Skating waivers below each membership year.' The main content area is a large white box with a dark background at the top and bottom. The top part of the white box has the title 'ASSUMPTION OF RISK, WAIVER AND RELEASE, AND INDEMNIFICATION AGREEMENT'. Below this is a paragraph of legal text: 'In consideration of the opportunity to participate in U.S. Figure Skating sanctioned events and activities during the 2018-19 U.S. Figure Skating Competition Season ("Events and Activities"), the undersigned, individually, and on behalf of his/her heirs, personal representatives, administrators, agents, successors and assigns (collectively referred to herein as "Participant"), AGREES TO ASSUME THE RISK AND RESPONSIBILITY, TO RELEASE AND TO INDEMNIFY U.S. Figure Skating, its directors, officers, members, employees, officials, committees, volunteers, clubs, affiliates, sponsors, representatives, agents, successors and assigns, including the host club, local organizing committee and any other entity'. Below the text is a link 'Download Waiver and Release'. Underneath is a form with the text 'I have read and accepted the above waiver information:'. There are two fields: 'Name:' with a text input box and '(If under 18, name of parent or guardian)' below it, and 'Relationship:' with a dropdown menu showing 'Select'.



# FOREIGN SKATERS




13. Payment: Registrations will not be considered complete until payment is received and an invoice is created.

Review the items in your cart. Go back into registration to make any changes.

Click **Checkout**.

**REVIEW FOREIGN TEST SKATER'S CART**

DESCRIPTION	PRICE	QTY	TOTAL
 NQ-ENTRY FEE - Skate Milwaukee 2019 - Senior Pairs Combined	180.00	1	\$180.00

Subtotal: \$180.00  
Purchase Total: \$180.00

[Checkout](#)

Provide your Billing Address then click **Continue**.

**BILLING ADDRESS**

First Name  MI  Last Name

Country:


Street 1 - *See important information regarding PO Boxes*

Street 2

City  State / Province

Zip

**YOUR ORDER**

 NQ-ENTRY FEE - Skate Milwaukee 2019 - Senior Pairs Combined

Quantity: 1  
Subtotal: \$180.00

Subtotal: \$180.00  
Purchase Total: \$180.00

[Back](#) [Continue](#)

Provide Credit Card Information: Card Number, CVC Code, and Expiration.





**Note:** Credit card is the only form of accepted payment for registrations in EMS.

Click **Continue**

**PAYMENT INFORMATION**

Credit Card


Credit Card Information

    Accepted cards

Credit Card Number  CVC Code

Expiration Date:

**YOUR ORDER**

 NQ-ENTRY FEE - Skate Milwaukee 2019 - Senior Pairs Combined

Quantity: 1  
Subtotal: \$180.00

Subtotal: \$180.00  
Shipping: \$0.00  
Payment Processing Fee: \$5.40  
Sales Tax: \$0.00  
Purchase Total: \$185.40

[Back](#) [Continue](#)

Review the information you provided.

To edit information, click **Back**.


To complete payment, click **Submit**.

After you hit submit, you will be provided with an invoice. Save this


**BILLING ADDRESS**

Foreign S Skater  
123 Rd  
City, OH 11111  
United States of America

**PAYMENT INFORMATION**

 \*\*\*\*\*1111  
Expiration: 4 / 2020

**YOUR ORDER**

 NQ-ENTRY FEE - Skate Milwaukee 2019 - Senior Pairs Combined

Quantity: 1  
Subtotal: \$180.00

Subtotal: \$180.00  
Shipping: \$0.00  
Payment Processing Fee: \$5.40  
Sales Tax: \$0.00  
Purchase Total: \$185.40

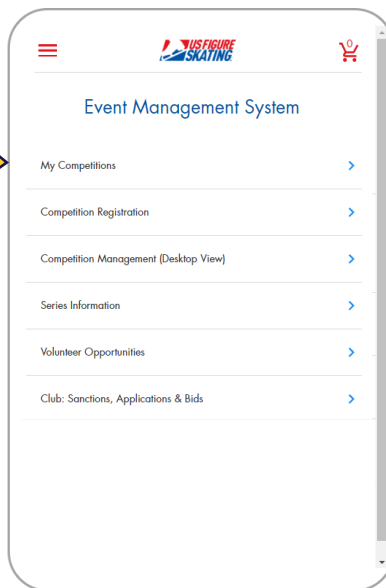
[Back](#) [Submit](#)

## Step 3: Update Your Skater Portal

The EMS Skater Portal is accessible on both Desktop and Mobile devices. After logging in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org)) and accessing EMS, you will have access to the *My Competitions* page. The page lists the competitions that you have registered for.

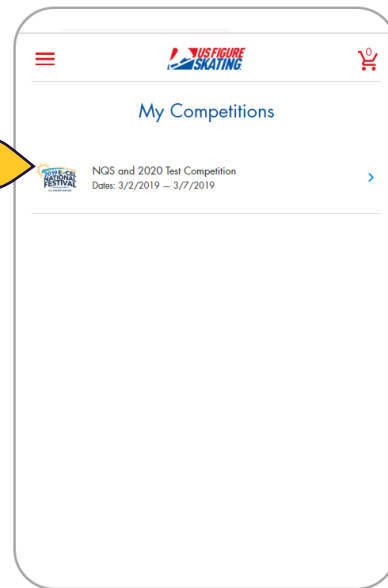
**1** Select **My Competitions**.

**1**



**2** Select a competition to open.

**2**



**3** To view your competition details, **tap** the following:

My Schedule

Competition Information

Practice Ice / Schedule

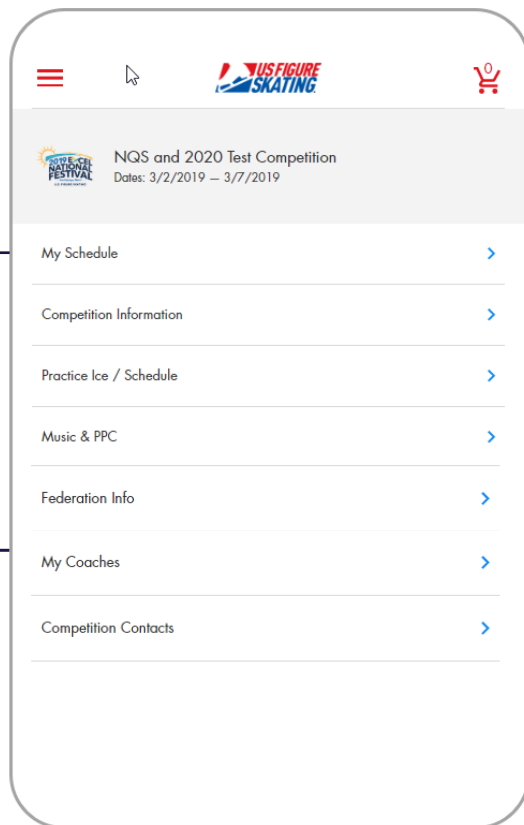
Music & PPC

Federation Info

My Coaches

Competition Contacts

**3**





## **User Guide Resources for Skater Portal**

Below are links to documents that will be helpful when using the Skater Portal to update information for your competition. Click on the link to view each document.

[1. Competition Information](#)

[2. My Schedule](#)

[3. Practice Ice/Schedule](#)

[4. Music & PPC](#)

[5. Federation Info](#)

[6. My Coaches](#)

## **Need help? Contact Product Support!**

If you have any questions while using EMS, email [ProductSupport@usfigureskating.org](mailto:ProductSupport@usfigureskating.org).

# COMPETITION INFORMATION

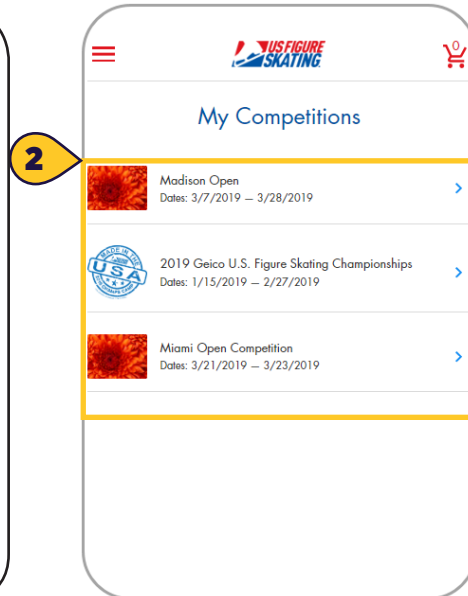
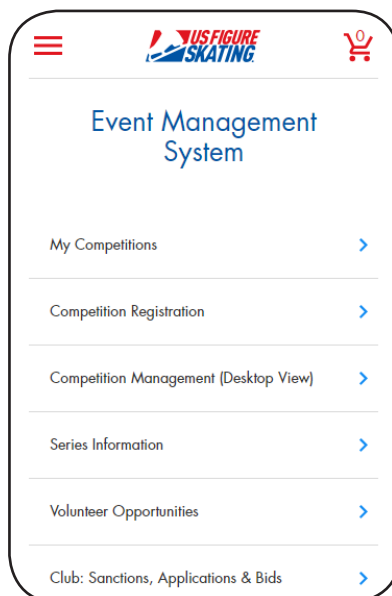


The *Competition Information* page provides an overview of information and competition timelines.

**1** After logging in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org)) tap select **EMS**. Select **My Competitions**.

**2** Select your competition.

**3** Select **Competition Information**.



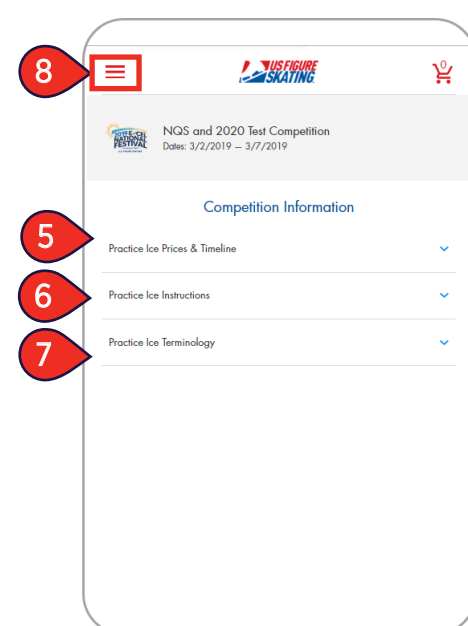
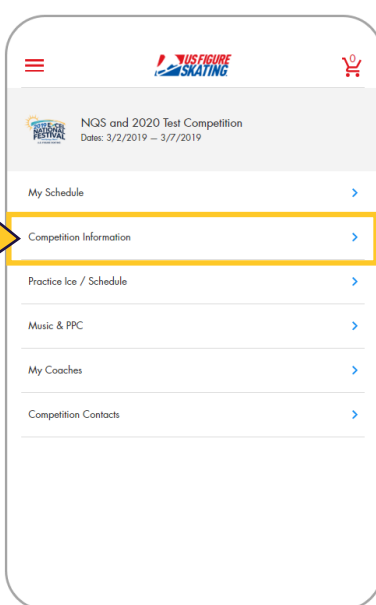
**5** Select **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.

**6** Select **Practice Ice Instructions** to view instructions on how to purchase sessions and credits.

**Note:** Only competitors can purchase PI credits and sessions.

**7** Tap **Practice Ice Terminology** to view a glossary of PI terms.

**8** Access the *Main Menu*.



# SKATER: MY SCHEDULE



The *My Schedule* page, provides details (arena, sheet assignment, date, start and end times, your number and event name) of your schedule for the competition you are registered for.

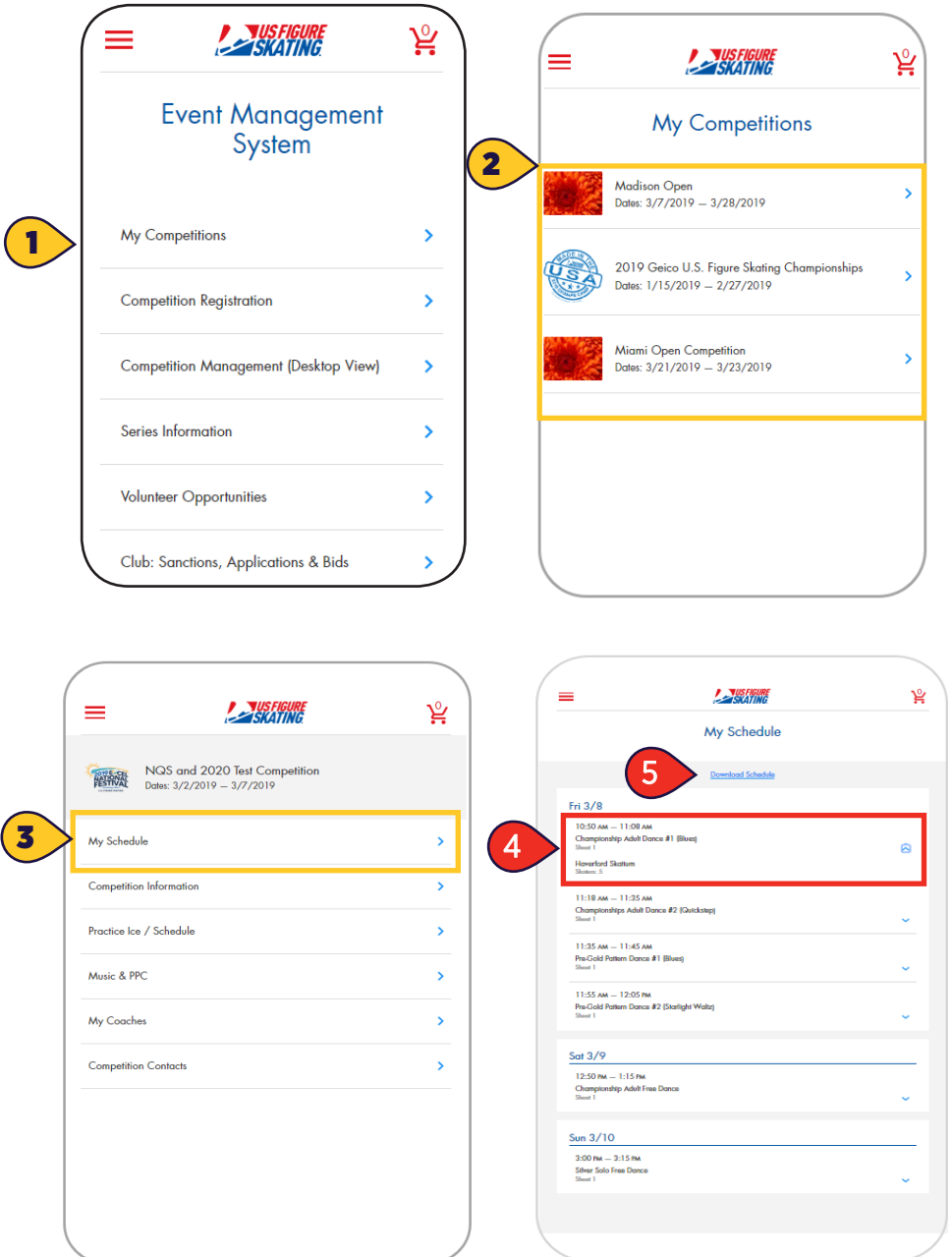
**1** After logging in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org)) tap select **EMS**. Select **My Competitions**.

**2** Select your competition.

**3** Select **My Schedule**.

**4** Select a date and time, tap the dropdown to view your schedule information.

**5** To obtain a PDF of your schedule, tap **DOWNLOAD SCHEDULE**.



## **Practice Ice/Schedule**

Dependent upon what your competition is offering for Practice Ice Sales, you may have the following PI Sales options. PI session availability, eligibility, and cost are determined by the LOC, based on competition level. Please, review the announcement and website to verify information about PI sales, as this information varies across competitions.

### **Pre-Purchase**

The Pre-Purchase Sales window provides you with the opportunity to pre-purchase packages and credits for PI sessions before the schedule is released. “Packages” includes multiple PI credits and are only offered in the PrePurchase sales window.

After the pre-purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

### **Selection**

During the selection window, competitors who have purchased credits or packages during the pre-purchase period can redeem their credits and schedule practice ice sessions.

### **Open Sales**

During open sales, competitors can view the schedule and purchase available practice ice sessions and/or credits. You can also redeem pre-purchased credits, or switch sessions during open sales.

Your competition can offer three types of Practice Ice credits/sessions:

### **Unofficial Practice Ice (UPI)**

Practice sessions determined by LOC and set up outside the competition schedule. Access to these sessions (level, discipline and gender) is determined by the LOC. When held with a qualifying event, music is not played for skaters on this session.

### **Official Practice Ice (OPI)**

Designated sessions determined by the chief referee’s competition schedule. Competition music is played in full for a set number of skaters contingent on event and length of session. OPI sessions are generally 30-40 minutes in length and can accommodate about six skaters. Generally, the practice ice admin. and/or chair(s) assign the skater’s OPI sessions (credits can be sold in pre-purchase, open or onsite sales); however, an LOC may opt for ‘skater select’ permitting athletes to self-schedule on sessions they are eligible for. To maximize revenue on OPI sessions, additional UPI slots (no music) may be sold.

### **Pre-Event Warm Up (WU)**

Similar to official practice ice sessions, pre-event warm ups are built into the competition schedule and available to skaters in designated events - they can also be assigned by the LOC or self-scheduled by the skater. Often, the 15-20 minute WUs are held on the day of the competitive event.

**Note:** At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee while building the competition schedule. If so, you will only be able to self-schedule UPI sessions.



# PRACTICE ICE PRE-PURCHASE

The Pre-Purchase Sales window provides you with the opportunity to pre-purchase packages and credits for PI sessions before the schedule is released. “Packages” includes multiple PI credits and are only offered in the Pre-Purchase sales window.

After the pre-purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

**Note:** At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and or referee while building the competition schedule. If so, you will only be able to self-schedule UPI sessions during the selection window.

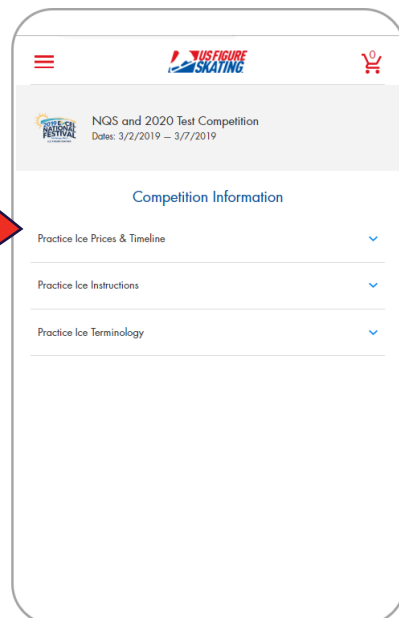
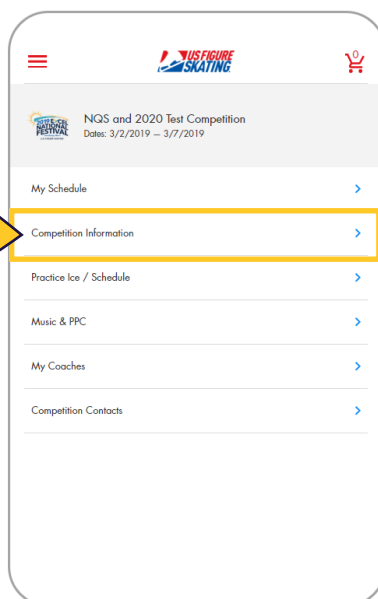
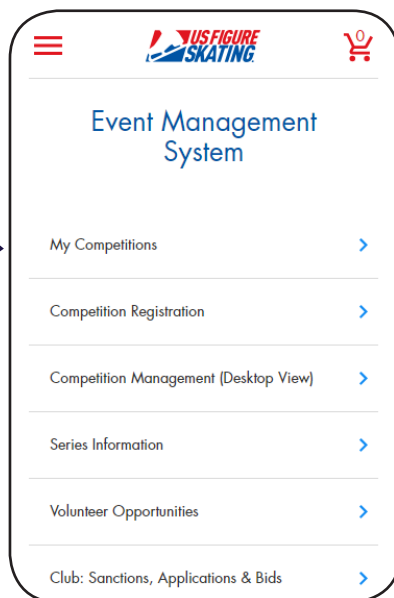
PI session availability, eligibility, and cost are determined by the LOC, based on competition level. Please, review the announcement and website to verify information about PI sales, as this information varies across competitions.

**1** After logging in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org)) tap select **EMS**. Select **My Competitions**.

**2** Select your competition.

**3** Tap **Competition Information**.

**4** Tap **Practice Ice Prices & Timeline** to view the dates for practice ice (PI) sales windows and offerings.



# PRACTICE ICE PRE-PURCHASE



**5** To purchase available PI packages, tap the **+** button. The subtotal increases.

**6** To purchase available OPI credits, tap the **+** button. The subtotal increases.

**7** To purchase available UPI credits, tap the **+** button. The subtotal increases.

**8** To purchase available WU credits, tap the **+** button. The subtotal increases.

**9** Tap **ADD TO CART**.  
**Note:** The total updates.

**10** Tap **PAY**.

The screenshot shows the 'Practice Ice Pre-Purchase Sales' app interface. At the top, it displays 'Practice Ice Pre-Purchase Sales' and 'Unscheduled Credits' for 'Intermediate Ladies Excel' with counts for UR: 0, OPI: 1, and WU: 0. Below this is a 'Purchase Packages' section with a table:

Package	Price	Qty	+	-
ORL:5/URL:5/WU:\$200		1	+	-
ORL:5/URL:5/WU:\$100		0	+	-

Below the packages is a 'Purchase Credits' section with multiple tables for different credit types:

Type	Price	Qty	+	-
OPI	\$24	0	+	-
UPI	\$14	1	+	-
WU	\$22	0	+	-

Intermediate Ladies Compulsory Moves:

OPI	\$0	0	+	-
UPI	\$14	0	+	-
WU	\$0	0	+	-

Intermediate Ladies Jumps Challenge:

OPI	\$0	0	+	-
UPI	\$14	0	+	-
WU	\$0	1	+	-

Intermediate Ladies Spins Challenge:

OPI	\$0	0	+	-
UPI	\$14	0	+	-
WU	\$0	0	+	-

At the bottom right, it shows 'SUBTOTAL: \$214' and an 'ADD TO CART' button. At the very bottom, there is a 'TOTAL: \$0' and a red 'PAY' button.



# PRACTICE ICE PRE-PURCHASE



11 Check your order on the *Review Practice Items* page. Tap **REMOVE** to delete items from your cart or tap **CHECKOUT** to enter the billing information.

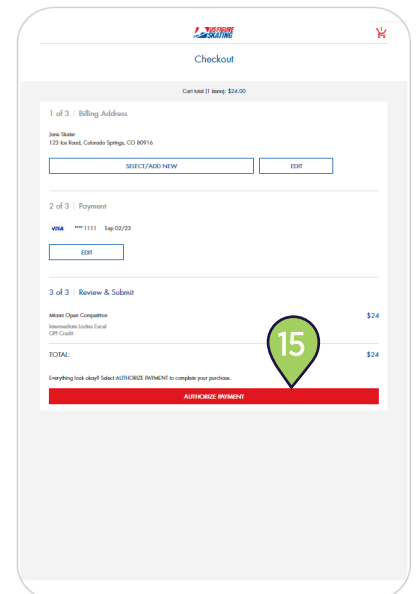
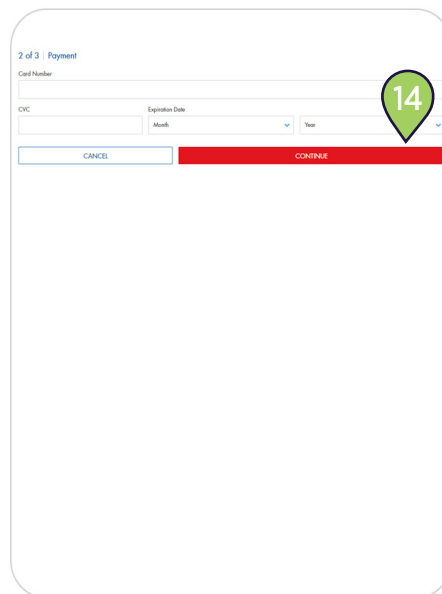
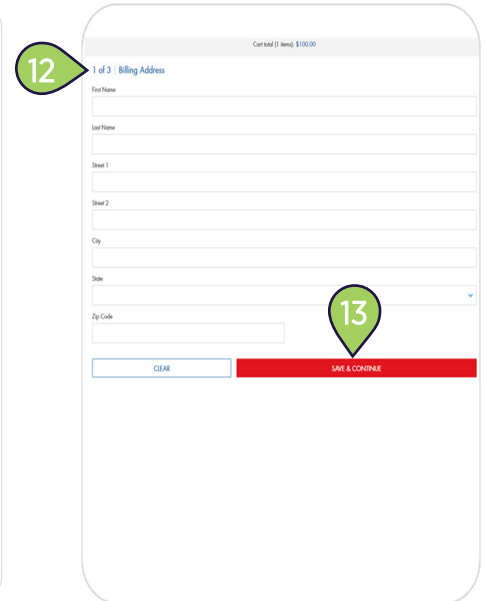
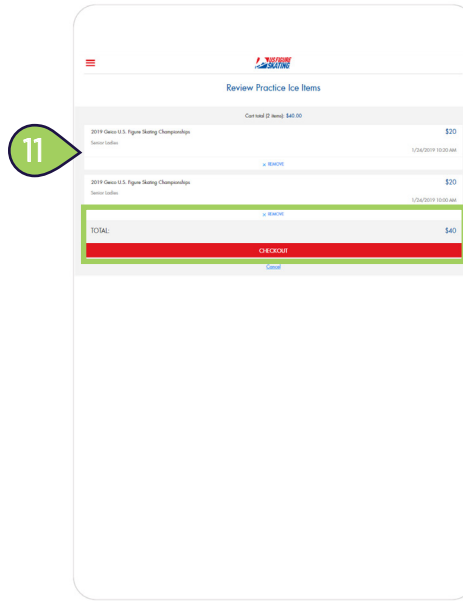
12 The address on your U.S. Figure Skating member profile will display automatically. Enter or verify the billing address information.

13 Tap **SAVE & CONTINUE** to enter payment information.

14 Enter the payment card information. Tap **Continue** to review.

15 Tap **AUTHORIZE PAYMENT** to complete the PI purchase.

You will receive an invoice via email. Your PI credits are added to your profile.



# MUSIC & COPYRIGHT INFORMATION



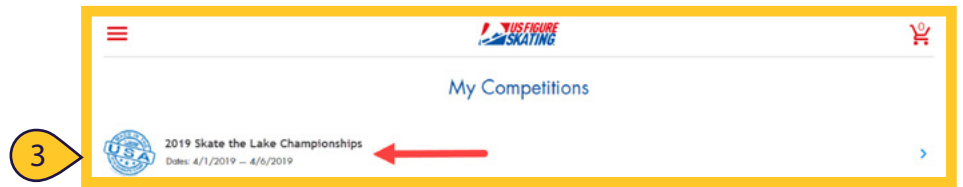
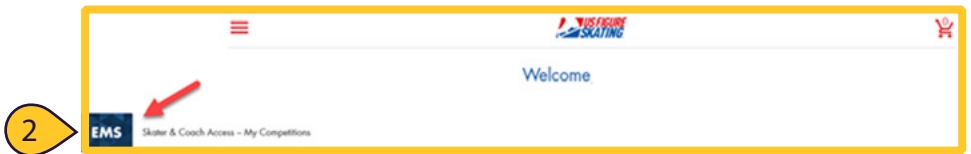
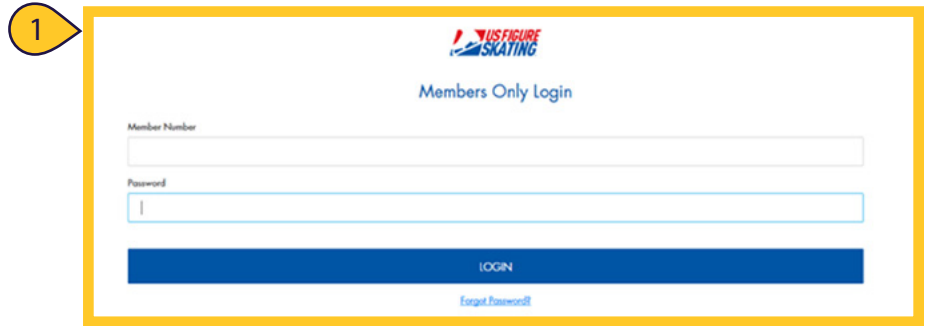
Competitors are required to upload music in EMS for many events. You can upload music from your mobile device. When music is required, you must upload it by the deadline.

**\*\*\*You will not be able to provide your music or copyright information after the deadline date via EMS. Contact the LOC for additional instructions. Late music submissions may incur a late fee for some non-qualifying competitions.\*\*\***

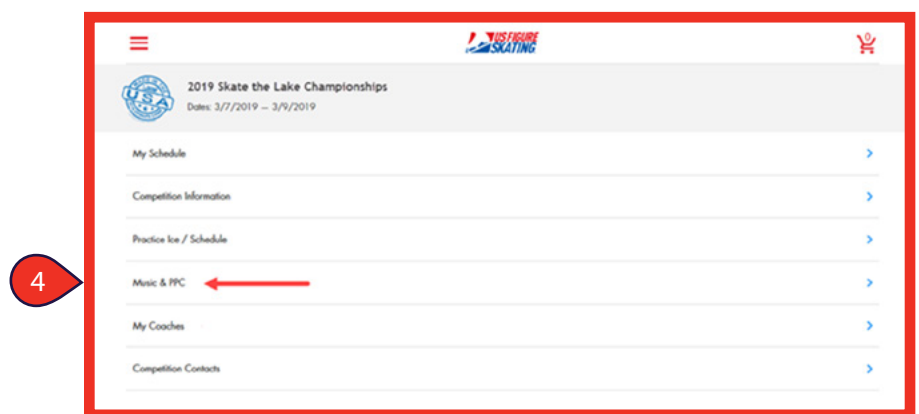
For copyright and publicity purposes, U.S. Figure Skating gathers information on all music that may be used in a television or video on-demand broadcast.

Program music is generally created using multiple pieces of music. You are required to enter copyright information for each piece used in each music upload. For assistance in gathering the copyright information, go to <http://www.mpa.org/copyright-search/>.

- 1 Log in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org))
- 2 Select **My Competitions**.
- 3 On the *My Competitions* page, tap the desired competition.



- 4 On the main competition page, tap **Music & PPC**.



# MUSIC & COPYRIGHT INFORMATION

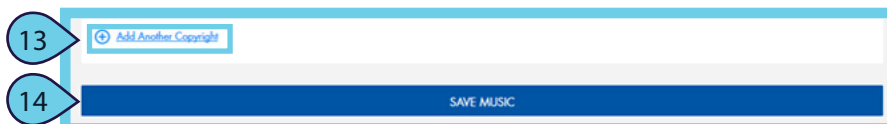
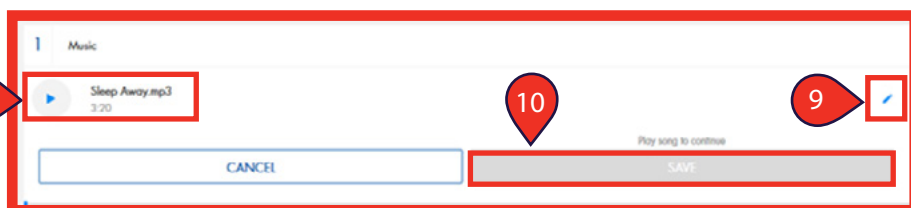
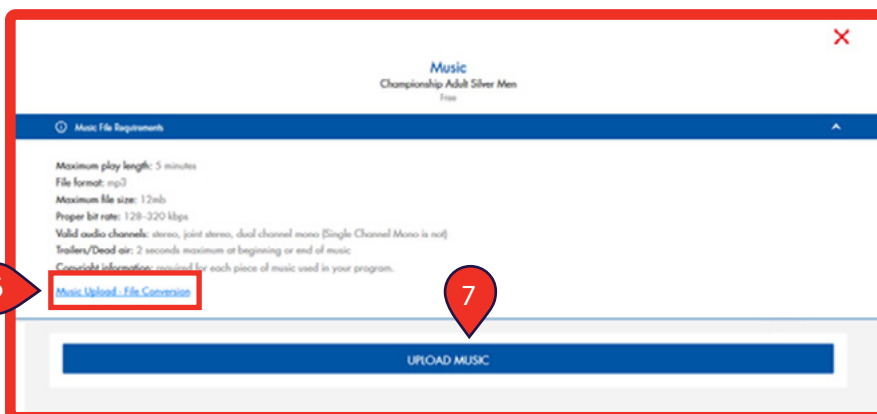
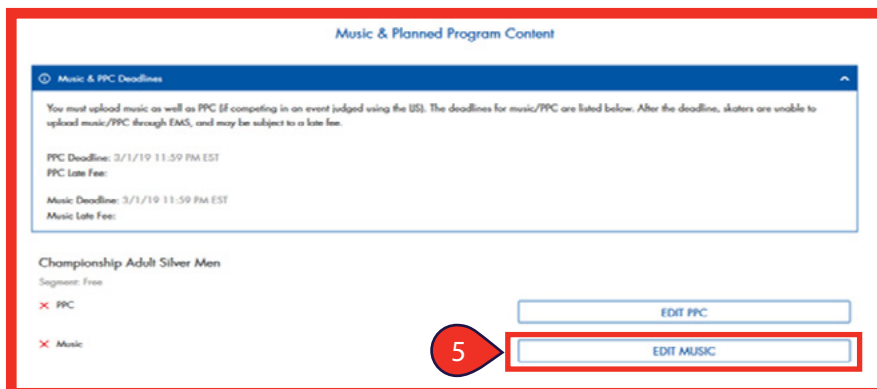


Review the music deadline and add music for all segments on the *Music & Planned Program Content* page.

- 5 Tap **Edit Music** for the desired segment.
- 6 Review the Music File Requirements. Files must be in mp3 format, and no larger than 12 MB. Tap **Music Upload- File Conversion** for instructions.
- 7 Tap Upload Music to locate your music file. You must preview the file before saving.
- 8 Click the play icon to listen to your music selection.
- 9 Use the edit icon to change your music file.
- 10 Tap **Save** to go to the *Copyright* section.
- 11 Provide ALL of the following copyright information:
  - “Title”
  - “Artist”
  - “Arrangement”

**Example:** Beethoven’s “Moonlight Sonata” performed by New York Philharmonic: the original composer is Beethoven and the New York Philharmonic is the arrangement.

  - “Record Label”
  - “Duration”
    - o “Minutes”
    - o “Seconds”
- 12 Tap **Save**.
- 13 To add multiple pieces, tap **Add Another Copyright** and repeat for each piece of program music.
- 14 Tap **Save Music**. Repeat for all events requiring music.

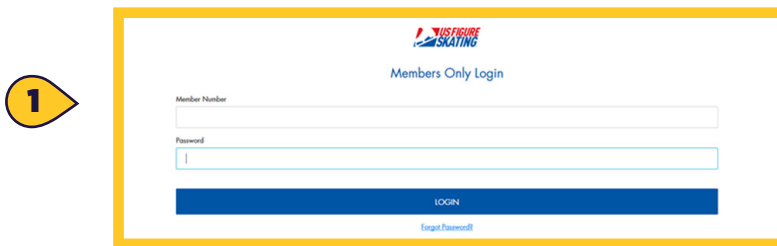




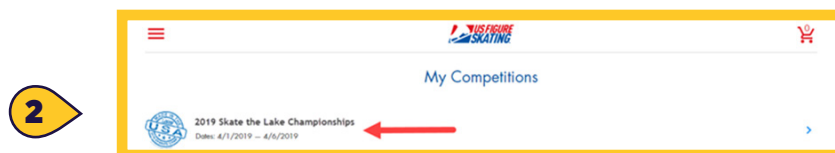
# PLANNED PROGRAM CONTENT

Competitors are required to submit planned program content (PPC) in EMS for many events. You can provide PPC from your personal computer or mobile device. When PPC is required, you must submit it by the deadline. After the deadline, competitors will be unable to provide PPC in EMS. Late PPC submissions may incur a fee for some non-qualifying competitions.

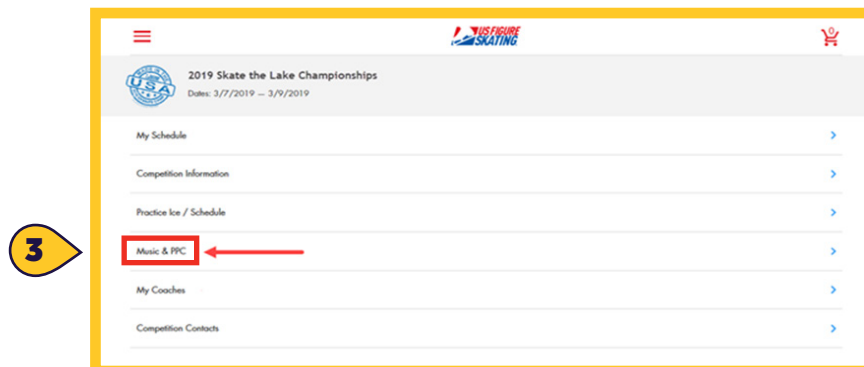
**1** Log in to *Members Only*. ([www.usfsaonline.org](http://www.usfsaonline.org)) Select **EMS**. Select **My Competitions**.



**2** On the *My Competitions* page, tap the desired competition.



**3** Tap **Music & PPC**.

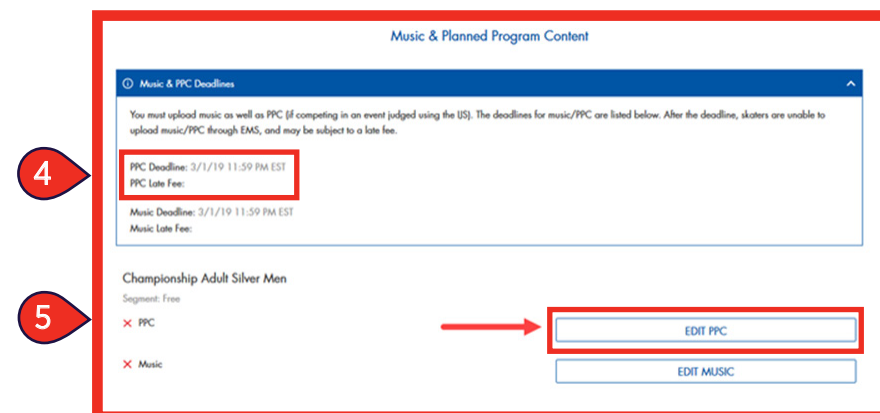


## Music & PPC Content

**4** Review the deadline and submit PPC for all segments on the *Music & Planned Program Content* page.

**Note:** Contact the LOC for additional instructions if attempting to provide PPC after the deadline.

**5** Tap **EDIT PPC**.

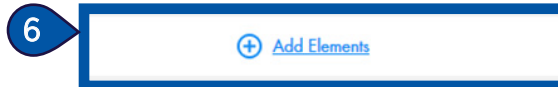




# PLANNED PROGRAM CONTENT

Contact your coach for assistance in determining elements.

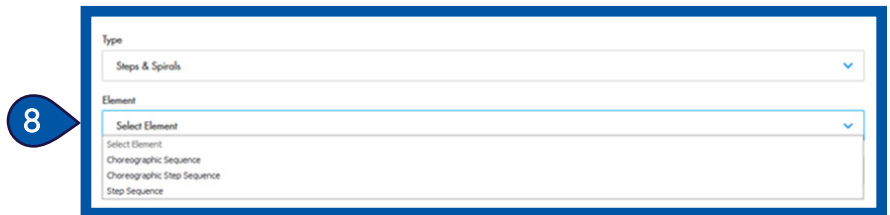
6 Tap **Add Elements**.



7 Use the **Type** dropdown to add an element: **Jumps, Spins, or Steps & Spirals**.

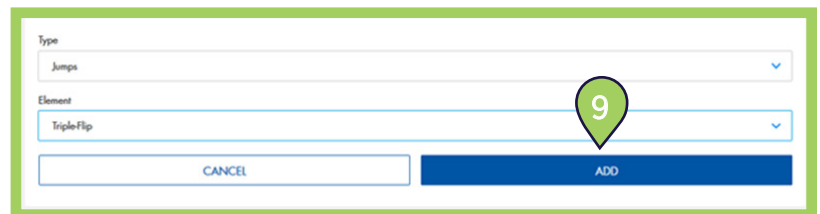


8 Use the **Element** dropdown to define the jump, spin, or sequence.



9 Tap **Add** to save the element.

Repeat the process for all elements in your program. List the elements in the order they occur in your program.



10 Tap **Toggle on to edit elements** to reorder by using the up/down buttons.

11 Tap **Confirm PPC** to save and return to the *Music & Planned Program Content* page.

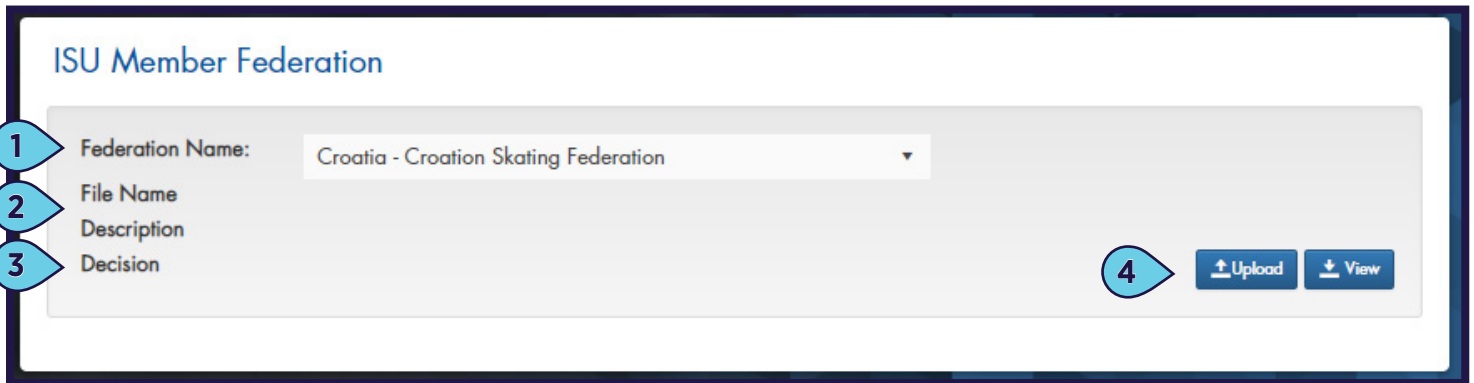
**Best Practice:** Submit PPC for all event segments.



## Federation Letter

For foreign athletes/teams, a letter from your Federation stating you are a member in good standing is required to be uploaded and approved by the Local Organizing Committee (LOC). This may have been done during registration, but you can view your approval status or update a new letter from this page.

**Note:** Skate Canada members will not need to provide a Federation letter.



ISU Member Federation

1 Federation Name: Croatia - Croatia Skating Federation

2 File Name

3 Description

Decision

4 Upload View

1 You may change your federation by using the dropdown window to select a new federation.

2 Will display the file name and description of any previously uploaded federation letters.

3 Displays the status of your federation letter: **In Review, Accepted, Denied.**

**NOTE:** If you have any questions about the decision of your Federation letter, contact the Local Organizing Committee for the competition.

4 **Upload** a new federation letter or **View** your submitted letter.

# MY COACHES



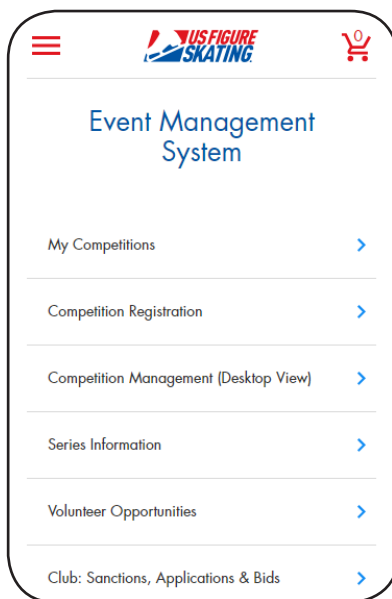
On the *My Coaches* page, competitors specify who will be attending the competition as their coach. Adding a coach gives them access to view your schedule, music, and PPC.

**Note:** Only fully compliant coaches can accompany competitors to U.S. Figure Skating sanctioned events. Competition specific credential information and coach compliance requirements are available on the competition website.

**1** After logging in to *Members Only* ([www.usfsaonline.org](http://www.usfsaonline.org)), select **EMS**. Select **My Competitions**.

**2** Select your competition.

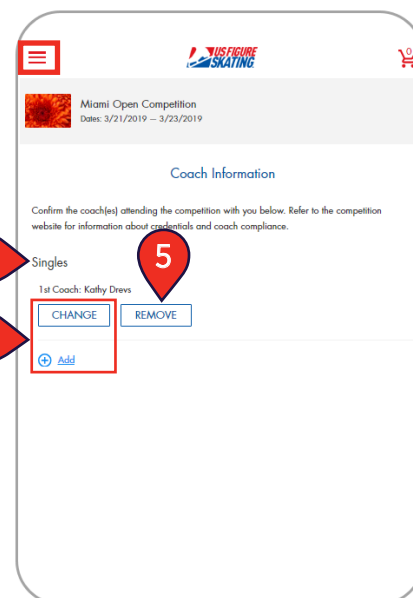
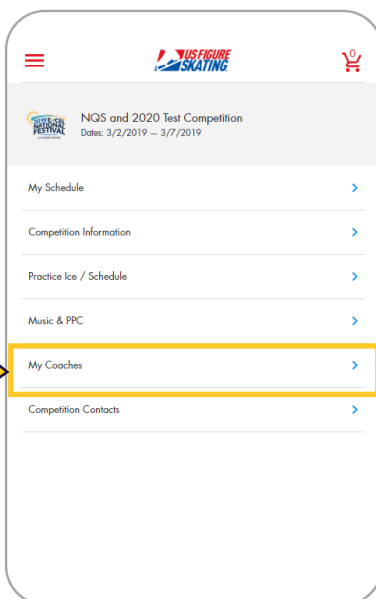
**3** Tap **My Coaches**.



**4** Review the coaches listed.

**5** To delete a coach from the list, tap **REMOVE** below the coach's name. Note: If you have more than one coach, you must remove the "2nd Coach" before removing the "1st Coach".

**6** To change or add a coach, tap **CHANGE** or **Add**.





# MY COACHES

- 7** Search for your coach by one of the following:
- “Membership #”
  - “First Name”
  - “Last Name”
  - the “State” dropdown

**Best Practice:** Search by using the coach’s U.S. Figure Skating member number.

- 8** Tap **SEARCH**.

**1**

Search for Coach By:

Membership #

First Name

Last Name

State  
Any

**8**

Coach Search Results

Viewing 1-1 of 1 items

All

**9**

- 9** Choose your coach and tap **ADD** to update the *Coach Information* page.

- 10** Tap the menu icon to access the *Main Menu*.

**10**

Miami Open Competition  
Dates: 3/21/2019 – 3/23/2019

Coach Information

Confirm the coach(es) attending the competition with you below. Refer to the competition website for information about credentials and coach compliance.

Singles

1st Coach: Kally Drevs

2nd Coach: Michelle Collins

Main Menu

Members Only Home

My Competitions

Support

Impersonate Member

Sign Out

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