

MANAGE PLANNED PROGRAM CONTENT



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Overview

This guide describes the process for managing planned program content (PPC) at your competition. Competitors input PPC for each event that requires it. Accountants are able to download PPC from their U.S. Figure Skating Members Only profile in a variety of formats. LOCs and accountants can use the [Music/PPC Incomplete](#) report to monitor competitor compliance with PPC deadlines

Download PPC

In order to download PPC for a competition, you must be listed as one of the competition accountants in the EMS competition profile.

Note: Accountants are assigned in “Competition Contacts”.

Step	Actions																				
1	<p>Sign in to Members Only. From the “Events” menu, select Administration.</p> 																				
2	<p>The competitions you are listed as an accountant are displayed here on the <i>Competition Administration</i> page. Select a competition to view PPC.</p> <div style="border: 1px solid #FFD700; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Competition Administration</p> <p style="text-align: center;">Competition Registration has moved! Go to the new EMS Competition Registration page</p> <p style="text-align: center;">Print Program Content</p> <p style="text-align: center;">2018 Skate the Lake Championships</p> </div>																				
3	<p>On the <i>Print Program Content</i> page, all competitors are listed. To filter the list, click the icon by “Skater/Team”, “Level”, “Discipline”, or “Updated Date”, make your selection, and click FILTER.</p> <div style="border: 1px solid #FFD700; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"> Skater/Team ▾ Level ▾ Discipline ▾ Updated Date ▾ </p> </div>																				
4	<p>To download competitors’ PPC, check the box next to the competitor’s name. You can also click Select All. Use the arrows at the bottom of the grid to move from page to page.</p> <div style="border: 1px solid #FFD700; padding: 5px; margin-top: 10px;"> <p>Print Program Content 2018 Skate the Lake Championships-12/15/2018</p> <p>select all <input type="checkbox"/> eselect all <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Skater/Team</th> <th>Level</th> <th>Discipline</th> <th>Updated Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Amy Axel</td> <td>Senior</td> <td>Dance</td> <td>01/10/2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Sam Salchow</td> <td>Senior</td> <td>Pairs</td> <td>01/11/2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Floyd Flip</td> <td>Senior</td> <td>Pairs</td> <td>11/27/2018</td> </tr> </tbody> </table> <p style="text-align: center;"> ◀ ◀ 1 2 3 4 5 6 7 8 9 ▶ ▶ </p> </div>	Select	Skater/Team	Level	Discipline	Updated Date	<input type="checkbox"/>	Amy Axel	Senior	Dance	01/10/2019	<input type="checkbox"/>	Sam Salchow	Senior	Pairs	01/11/2019	<input type="checkbox"/>	Floyd Flip	Senior	Pairs	11/27/2018
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5	<p>Once all desired competitors are selected, click one of the following options at the bottom of the page:</p> <ul style="list-style-type: none"> Print Forms- SP/SD: Downloads planned content information sheets for the selected competitors’ short programs and rhythm dances Print Forms- FS/FD: Downloads planned content information sheets for the selected competitors’ free skates and free dances Print Forms- (Both): Downloads planned content information sheets for both of the selected competitors’ segments Download Forms By Name: A downloadable .txt file of PPC for the selected competitors, grouped by competitor name Download Forms by Level/Discipline: a downloadable .txt file of PPC for the selected competitors, grouped by Level and Discipline <div style="border: 1px solid #FFD700; padding: 5px; margin-top: 10px; text-align: center;"> Print Forms - SP/SD Print Forms - FS/FD Print Forms (Both) Download Forms By Name Download Forms By Level/Discipline </div>																				


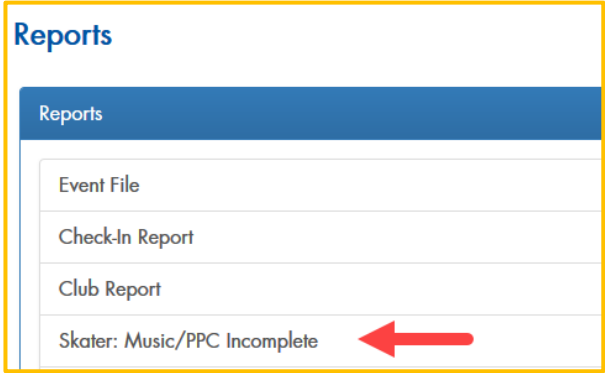
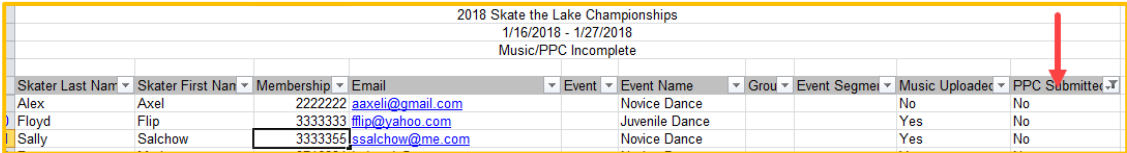
PPC Compliance

In events where planned program content is required, competitors must submit PPC in EMS before the deadline. In some non-qualifying events, competitors may incur a late fee for PPC submitted after the deadline.

EMS allows LOCs to monitor compliance and communicate with competitors who have not complied with PPC requirements. The Music/PPC Incomplete report is a great tool to see who has not submitted PPC, and displays their contact information. LOCs can also use the *Registered Skaters* or *Registered Teams* page to quickly find competitors missing PPC, and compose an email to those selected competitors.























Music/PPC Incomplete Report

The Music/PPC Incomplete report is available from the Reports page in EMS.

Step	Actions																																																																						
1	<p>Access EMS and select your competition. From the <i>Main</i> competition page, click Reports.</p> 																																																																						
2	<p>On the <i>Reports</i> page, click Skater: Music/PPC Incomplete.</p> 																																																																						
3	<p>The Music/PPC Incomplete spreadsheet opens. It displays all competitors who have either not uploaded music or submitted their PPC. Filter the spreadsheet by the PPC Submitted column to view only those competitors with incomplete program content.</p>  <table border="1"> <thead> <tr> <th colspan="10">2018 Skate the Lake Championships</th> </tr> <tr> <th colspan="10">1/16/2018 - 1/27/2018</th> </tr> <tr> <th colspan="10">Music/PPC Incomplete</th> </tr> <tr> <th>Skater Last Name</th> <th>Skater First Name</th> <th>Membership</th> <th>Email</th> <th>Event</th> <th>Event Name</th> <th>Group</th> <th>Event Segment</th> <th>Music Uploader</th> <th>PPC Submitted</th> </tr> </thead> <tbody> <tr> <td>Alex</td> <td>Axel</td> <td>2222222</td> <td>aaxeli@gmail.com</td> <td></td> <td>Novice Dance</td> <td></td> <td></td> <td>No</td> <td>No</td> </tr> <tr> <td>Floyd</td> <td>Flip</td> <td>3333333</td> <td>flip@yahoo.com</td> <td></td> <td>Juvenile Dance</td> <td></td> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Sally</td> <td>Salchow</td> <td>3333355</td> <td>ssalchow@me.com</td> <td></td> <td>Novice Dance</td> <td></td> <td></td> <td>Yes</td> <td>No</td> </tr> </tbody> </table>	2018 Skate the Lake Championships										1/16/2018 - 1/27/2018										Music/PPC Incomplete										Skater Last Name	Skater First Name	Membership	Email	Event	Event Name	Group	Event Segment	Music Uploader	PPC Submitted	Alex	Axel	2222222	aaxeli@gmail.com		Novice Dance			No	No	Floyd	Flip	3333333	flip@yahoo.com		Juvenile Dance			Yes	No	Sally	Salchow	3333355	ssalchow@me.com		Novice Dance			Yes	No
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Registered Skaters Page

The *Registered Skaters* page is a list of the participating competitors. Here you can review PPC status for competitors, and compose an email to those with outstanding PPC.

Step	Actions																																								
1	<p>Click Entry Info > Registered Skaters.</p> 																																								
2	<p>The <i>Registered Skaters</i> page opens.</p> <div style="border: 1px solid orange; padding: 10px; margin: 10px 0;"> <p>REGISTERED SKATERS</p> <p>Below are the skaters registered for the competition. Click on the skater's name to view the skater's personal and competition profile. The email icon will allow you to compose your own email to all skaters listed and their partners (if applicable) within the current view.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>First Name</th> <th>Last Name</th> <th>Partner First Name</th> <th>Partner Last Name</th> <th>Events</th> <th>Music Complete</th> <th>PPC Complete</th> <th>Checked-In?</th> <th>Profile</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Sam</td> <td>Salchow</td> <td></td> <td></td> <td>Beginner Boys Excel</td> <td>Yes</td> <td>N/A</td> <td>Yes</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Luna</td> <td>Lutz</td> <td></td> <td></td> <td>Beginner Girls Excel</td> <td>Yes</td> <td>N/A</td> <td>Yes</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Amy</td> <td>Axel</td> <td></td> <td></td> <td>Beginner Girls Excel</td> <td>Yes</td> <td>N/A</td> <td>Yes</td> <td> </td> </tr> </tbody> </table> </div>	<input type="checkbox"/>	First Name	Last Name	Partner First Name	Partner Last Name	Events	Music Complete	PPC Complete	Checked-In?	Profile	<input type="checkbox"/>	Sam	Salchow			Beginner Boys Excel	Yes	N/A	Yes	 	<input type="checkbox"/>	Luna	Lutz			Beginner Girls Excel	Yes	N/A	Yes	 	<input type="checkbox"/>	Amy	Axel			Beginner Girls Excel	Yes	N/A	Yes	 
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3	<p>To filter the list and view only competitors without PPC, click the funnel icon by “PPC Complete”, select “No”, and click Filter.</p> 																																								
4	<p>To email competitors, select competitors to contact by checking the box next to their name. Click the email icon to compose an email. Refer to the Communication quick reference for instructions.</p>  <p>Note: You can include coaches, partners, and competition referee and music personnel on emails to registered competitors.</p>																																								