

ON-SITE SALES



Access Path: EMS > [Competition Management](#)

On-Site Sales can be used in conjunction with open sales before or during the competition. If there will be practice ice sales on site at your competition (E.G., Practice Ice Desk), use the **On-Site Sales Function** to process cash or credit card sales in EMS. On-Site Sales is automatically available to administrative users at your competition, during open sales.

- 1 From the left navigation menu, click **On-Site Sales**.
- 2 Search for a skater to sell practice ice, using the bar at the top right of the practice ice On- Site Schedule page.
Note: Only sessions the skater is eligible for will be outlined in **Black**. Skater is not eligible for any **Grayed** out sessions.
- 3 Use the **left/right** arrows or the **calendar** icon to select the date
- 4 Scroll down to the desired practice session. Double- click the session to view.
- 5 If the skater is registered in multiple events, use the **Select Event** dropdown
Note: if the event is not allowed on the session, go to that session on the **Schedule** tab, and add to **Allowed Events**.
- 6 For combined OPI/UPI sessions, Locate the **Type** dropdown and select **OPI or UPI**
- 7 Click **Add Session**. To make changes, select a session and click **Remove Session**.
Note: You will notice in the grid, Confirmed Sessions are **Blue** once accepted. Pending sessions are highlighted in **Red**. Pending sessions remain in the cart for 15 minutes. Removing a session makes the credit available to use.
- 8 Click **Checkout** to check out with a credit card. The skater receives an invoice via email. Click Checkout With Cash to complete the transaction and collect payment outside the system. All paid sessions are available on the Skater and Coach Schedules.

The screenshot shows the 'On-Site Sales' interface. At the top, there is a red 'On-Site Sales' button with a shopping cart icon (1). Below it is a search bar labeled 'Search for people' (2). The main area is titled 'Practice Ice - On-Site Schedule' and includes fields for 'Skater Name & Member Number', 'Unassigned Credits: UPI: 0', 'OPI: 0', and 'WU: 0'. There are 'Checkout' and 'Checkout with Cash' buttons (8) and a 'Cart Total: \$0.00' display. A date selector shows 'Friday, October 29, 2021' (3). A calendar grid shows sessions for 'Fri 10/29' (4). An 'Event' modal is open, showing details for 'Juvenile Girls Practice/ALL LEVELS' and a 'Select Event' dropdown menu with 'Juvenile Boys' selected (5). The modal also has 'CANCEL' and 'ADD SESSION' buttons (7). At the bottom, a summary bar shows 'Cart Total: \$40.00' and 'Checkout' and 'Checkout with Cash' buttons (8).