

REPORTS: EVENT FILE (TEAMS)



*** For best results, run EMS using [Google Chrome](#). ***

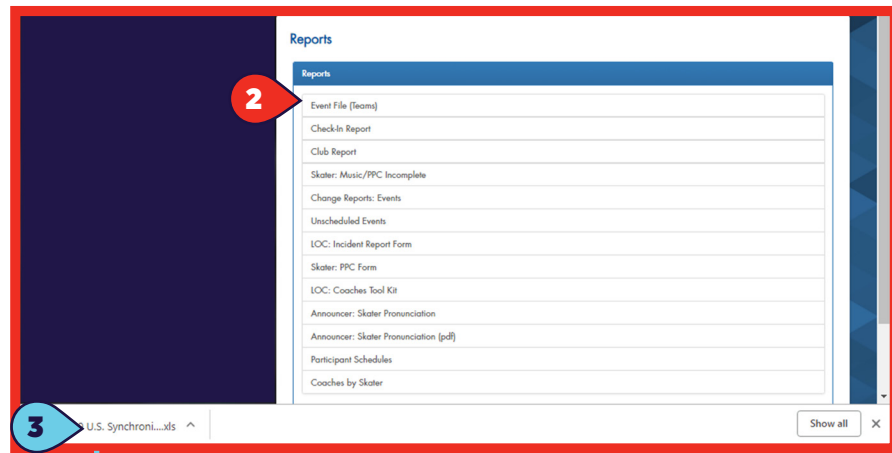
Understanding the Event File (Teams) Report

An offline resource used to start scheduling the competition and verifying coach/skater data. The report includes: an Event Summary, Teams by Event, Team Contacts, Team Roster, Coaches, Service Personnel, and Cross Skaters.

1 From the *Main* page of the selected competition, click **Reports**.



2 From the “Reports” grid, select “Event File (Teams)”.



3 Download to print or save the full report for your records.

Tabs

Event Summary

- This shows all events offered at your competition and how many teams are registered for each event.

Teams by Event

- This provides a detailed breakdown of each team registered for your competition, the event they registered, and the number of people associated with each team.

Team Contacts

- These are all coaches and team managers associated with a team who should receive communications about the competition. This is the list of all persons who will receive any automated or on-demand emails from EMS.

Team Roster

- These are all of the skaters listed on the competition roster for each team attending your competition.

Coaches

- These are all coaches listed as attending your competition that will need a credential. You can verify compliance information from this page.

Service Personnel

- These are all of the Team Service Personnel attending your competition with a team.

Cross Skaters

- This report shows any skater who competes on multiple teams and what teams they compete on.

Category	Event Type	Event Description	Entries
Synchro	Combined	Junior Teams	8
Synchro	Combined	Senior Teams	6
Synchro	Free Skate	Adult Teams	0
Synchro	Free Skate	Collegiate Teams	0
Synchro	Free Skate	Masters Teams	0
Synchro	Free Skate	Juvenile Teams	0
Synchro	Free Skate	Intermediate Teams	0
Synchro	Free Skate	Novice Teams	0