U.S. FIGURE SKATING EVENT MANAGEMENT SYSTEM

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.



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



From the "Reports" grid, select "Event File (Teams)".

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.



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