

# EMS WEBINARS



Webinar series highlighting features, tips and best practices for individuals using Event Management System. Originally marketed through EMS Insider, other members could register and attend by clicking the notification on Members Only.

- **EMS OVERVIEW – November 30, 2022**

Gain a better understanding of EMS and its key functionalities from the admin/LOC and participant perspectives covering features such as registration management, compliance, check-in, as well as the skater registration process, competition portal as well as series applications and standings.

[Recording](#)

- **EMS COMPETITION SETUP AND FINANCIAL PROCESS – March 15, 2023**

A review of key areas for LOCs as they venture down the path of competition set-up and begin the financial process. We highlight process, best practices and reports available for LOCs as they begin registration management and financial auditing.

[Recording](#)

- **EMS ENTRY MANAGEMENT – March 1, 2023**

Discussion on maximizing the use of EMS to manage your competition entries. We discuss how to track your entries, handling participant event additions or changes before and after your registration deadline and best practices and tips for various topics regarding your competition entries.

[Recording](#)

- **EMS: ALL THINGS PRACTICE ICE – February 1, 2023**

Discussion regarding the various types of PI available for sales, type of sales options, practice ice set up, scheduling your practice ice in EMS.

[Recording](#)

- **EMS: SCHEDULE MANAGEMENT – February 16, 2023**

A tutorial on how to create and manage your competition schedule. Learn how to create a schedule via import and manual functionalities.

[Recording](#)

- **EMS: REPORTS, WHAT IS AT MY FINGERTIPS – Mar 23, 2022**

Our discussion regarding what reports EMS has to offer and how they can benefit your event management.

[Recording](#)

- **EMS REPORTS AND SOLUTIONS TO COMMON PROBLEMS – April 5, 2023**

We highlight frequently used reports that cover common questions/scenarios you may come across. Additionally, we review common questions and issues that arise and how to solve them.

[Recording](#)

- **EMS: FINANCIAL REPORTS and PROCESS – Feb 16, 2022**

Presentation on the various financial reports available to LOCs in EMS, how to read these reports along with the competition financial process from start to finish.

[Recording](#)

- **EMS: COMPLIANCE, CREDENTIALS AND SCHEDULES – June 1, 2022**  
Our discussion of compliance levels, compliance verification, creating credentials, best practices for credentials and using various schedules from the reports/schedules tab.  
[Recording](#)
- **EMS: MEMBERSHIP FOR THE NEW SEASON – June 15, 2022**  
Discussion of upcoming software updates around: new season membership reminder and verification, participant requirements at check-in including validating music, PPC, compliance and completed requirements  
[Recording](#)
- **CHIEF REFEREE/ACCOUNTANT BEST PRACTICES – July 13, 2022**  
Discussion of these roles and how to utilize data out of EMS to complete their tasks for the competition. We introduce you to reports and information pertaining to your roles and discuss both best practices and common problems.  
[Recording](#)
- **EMS TEAM COMPETITION SETUP – August 24, 2022**  
Discussion on setting up EMS for hosting team events. With synchronized skating competitions around the corner, we will go over event selection, pricing, deadlines, and practice ice setup.  
[Recording](#)
- **TEAM MANAGEMENT: Members Only, EMS Competition Portal, Check-In – September 21, 2022**  
For the synchro season, we discuss the aspects of team management in Members Only, how team management operates in the EMS competition portal and the team check-in process using EMS.  
[Recording](#)
- **TEAM REMINDERS – October 5, 2022**  
Highlighting the functionalities relevant to team competitions for synchronized skating and Theatre On Ice. We review roster deadlines, additional roster fees and timing for teams, practice ice and schedule best practices.  
[Recording](#)
- **EMS AND MEMBERS ONLY FOR PARENTS – December 14, 2022**  
Highlighting the basics of Members Only, including your profile, understanding the testing process, U.S. Figure Skating series application process and series standings, EMS competition registration and competition management, along with purchasing and managing your practice ice schedule.  
[Recording](#)
- **EMS PARTICIPANT PROCESS – SKATERS & COACHES – January 18, 2023**  
We demonstrate the participant functionalities for skaters and coaches regarding competition registration, competition management through EMS competition portal and series information including application and standings.  
[Recording](#)