

PRACTICE ICE MANAGEMENT



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Overview

During the practice ice setup, you will assemble Practice Ice (PI) sessions by completing the following:

- Select and set the dates for each PI window
- Set up PI packages
- Set prices for PI sessions
- Set PI limits per event
- Establish a PI Email
- Configure practice ice for final/championship rounds

Official Practice Ice (OPI) and pre-event Warm Ups (WU) are often assigned by the LOC and or referee while building the competition schedule.

Semi-final and final round sessions are only available for purchase when all qualifying rounds have finished and the competitors have been advanced to the next round. Through the defined timeline, competitors purchase practice ice independently online vs. in-person at the PI desk.

Discuss what is the best option (one that is both fair and efficient) with the Chief Referee.

Note: Once set up, you cannot edit the final round session. You must remove and create a replacement session if appropriate.

Key Terms

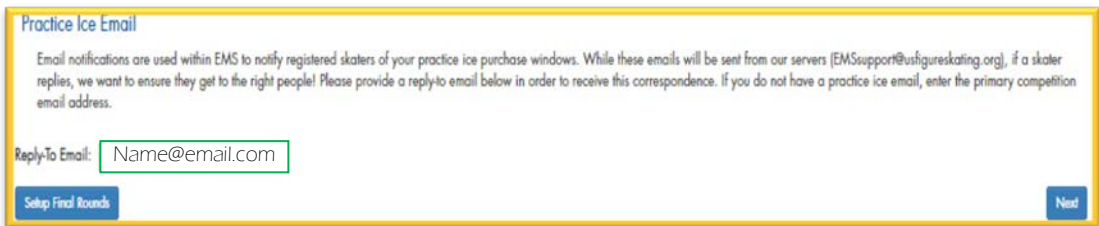
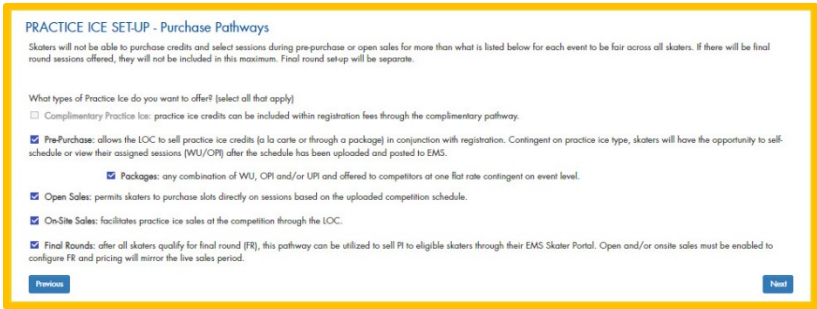
Terms	Definitions
Unofficial Practice Ice (UPI)	Unofficial practice ice sessions are available at the discretion of the LOC. Access to these sessions is frequently restricted by level, discipline, and gender (“Allowed Events”). Competition music is not played.
Official Practice Ice (OPI)	Official Practice Ice (OPI) practice ice sessions are determined by the Chief Referee. Competition Music is played in full for a set number of slots contingent on the event and length of session. OPI sessions can be set up as credits which require assignment by the LOC/Chief Referee through the EMS Schedule or skater select. Skater select allows the competitors to self-schedule their slot on any eligible session.
Pre-Event Warm Up (WU)	Pre-Event Warm Up sessions are determined by the Chief Referee’s competition schedule. WU sessions can be set up as credits which require assignment by the LOC/Chief Referee through the EMS Schedule or skater select. Skater select allows the competitors to self-schedule their slot on any eligible session.

<p>Pre-Purchase & Selection</p>	<p>The pre-purchase sales window allows competitors to buy credits for practice ice sessions before the schedule is released and can be opened in conjunction with registration. The LOC can offer a la carte credits (OPI, UPI and/or WU) or bundle credits in the form of practice ice packages. The Selection window is available after the schedule has posted to EMS for competitors to self-schedule credits and/or access credit assignments (OPI/WU).</p>
<p>Packages</p>	<p>Practice Ice packages permit LOCs to bundle practice ice types (OPI, UPI & WU) for one flat rate to guarantee sales. The LOC can create as many packages as they want, contingent on the events offered. Packages can only be offered during the pre-purchase sales window in the form of credits which are unable to be changed by competitors.</p>
<p>Open Sales</p>	<p>The open sales window can be begin after the schedule is finalized and posted in EMS through the end of the competition. This allows competitors to independently purchase practice ice credits that require scheduling and/or sessions on their desktop or mobile device.</p> <p><i>***Best Practice: If wifi is available at your rink, consider extending Open Sales through the end of the competition. The EMS online ice monitor sheets update in real time and are accessible on mobile devices, freeing up LOC resources from the traditional practice ice desk!***</i></p>
<p>Onsite Sales</p>	<p>Onsite sales are the traditional practice ice sales at the competition. All transactions are completed by the PI Chair/Administrator only. Competitors will not have access to independently purchase ice sessions through EMS.</p> <p><i>Exception:</i> Competitors qualifying for final rounds are able to independently purchase sessions through EMS.</p>
<p>Final Round Sales</p>	<p>If an event is holding final (or championship) rounds, they can offer final round sales online, mimicking Open Sales.</p>
<p>Practice Ice Email</p>	<p>Email notifications are the primary source of communication on the EMS platform. Emails are sent from U.S. Figure Skating servers (productsupport@usfigureskating.org). Provide a reply-to email in order to receive return correspondences. If you do not have a practice ice email, enter the primary competition email address.</p>
<p>Event Limits (Max UPI, Max OPI, Max WU)</p>	<p>Event limits are set by the LOC for each event and practice ice type offered at the competition. These limits determine how many sessions a competitor is able to purchase or receive during available purchase windows. They are cumulative for the entirety of practice ice sales and the competition. Final round practice ice is the only time the event limits do not apply.</p>
<p>Slots</p>	<p>Session slots are set when building the practice ice schedule in EMS and indicate how many competitors are allowed on a specific session.</p>
<p>Allowed Events</p>	<p>Session eligibility is set when building the practice ice schedule in EMS and each allowed event is added individually to the session.</p>
<p>Complimentary Practice Ice</p>	<p>The LOC may include practice ice sessions with a competitor's registration fee through complimentary practice ice. This must be set in advance of the registration window opening and cannot be updated after it opens.</p>

Practice Ice Setup

Initial Setup

During the initial set-up, you will be selecting the sales windows to use for your competition. Your choices during this phase determine your available options. Initial set-up selections may provide additional configuration options.

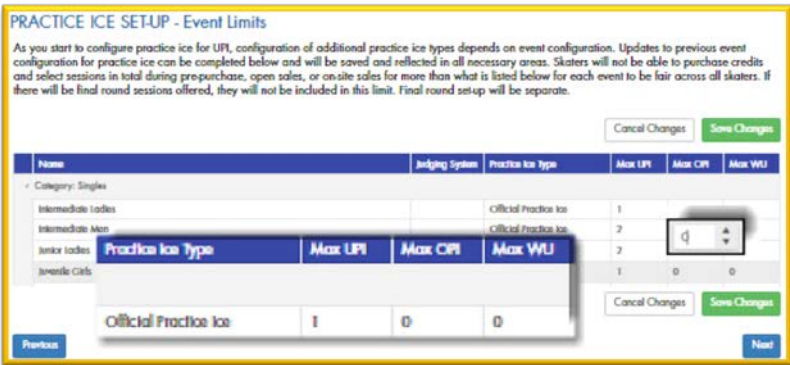
Step	Actions
1	From the <i>Main</i> competition page, click the Practice Ice Setup button.
2	<p>Provide an email address in the “Reply To Email” field to receive replies from Officials. Click Next to go to the <i>Purchase Pathways</i> page.</p> 
3	<p>Review and check each box for the PI sales windows you will offer at the competition.</p>  <p>Click Next to go to the <i>Event Limits</i> page.</p>

Event Limits

You will set the maximum number of individual credits a competitor can purchase during any sales period from the grid at this point. Maximums are based on the events offered at your competition.

Note: Maximums are cumulative between sales windows. Credits purchased in packages will not count toward the maximum set here.

Example: If the maximum UPI was “1” during Pre-Purchase, and a competitor purchased one credit during that window, then the maximum remains at “1” during Open Sales, that competitor will not be able to purchase any additional UPI during Open Sales as the maximum has been reached.

Step	Actions																																																							
1	<p>To set the PI credits that competitors can purchase individually complete the following:</p> <ul style="list-style-type: none"> Go to the “Practice Ice Type” column. From the <i>Practice Ice</i> type dropdown, click the type for each event. Note: Maxes are only set for OPI and WU sessions, if the appropriate selections were chosen in the “PI” column. Select the appropriate option from the dropdown Set the “Max UPI”, “Max OPI”, and “Max WU” sessions accordingly by using the up/down buttons or typing in a value 																																																							
																																																								
2	<p>Click Save Changes and Next to go to the <i>Pricing</i> page.</p> <p>Note: The change is saved when the top left corner of the cell is red.</p>																																																							
	<table border="1"> <thead> <tr> <th>Name</th> <th>Max UPI</th> <th>Practice Ice Type</th> <th>Max OPI</th> <th>Max WU</th> </tr> </thead> <tbody> <tr> <td>Adult High Beginner Ladies Free Skate</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult 1 Ladies Program</td> <td>6.0</td> <td>Official PI & Warm-Up</td> <td>4</td> <td>0</td> </tr> <tr> <td>Adult 2 Ladies Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult 3 Ladies Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult 4 Ladies Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult 5 Ladies Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult 6 Ladies Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult Pre-Bronze Ladies Free Skate</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> <tr> <td>Adult Bronze Ladies Free Skate</td> <td>6.0</td> <td>Official PI & Warm-Up</td> <td>4</td> <td>0</td> </tr> <tr> <td>Basic 1 Boys Program</td> <td>6.0</td> <td>None</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Name	Max UPI	Practice Ice Type	Max OPI	Max WU	Adult High Beginner Ladies Free Skate	6.0	None	0	0	Adult 1 Ladies Program	6.0	Official PI & Warm-Up	4	0	Adult 2 Ladies Program	6.0	None	0	0	Adult 3 Ladies Program	6.0	None	0	0	Adult 4 Ladies Program	6.0	None	0	0	Adult 5 Ladies Program	6.0	None	0	0	Adult 6 Ladies Program	6.0	None	0	0	Adult Pre-Bronze Ladies Free Skate	6.0	None	0	0	Adult Bronze Ladies Free Skate	6.0	Official PI & Warm-Up	4	0	Basic 1 Boys Program	6.0	None	0	0
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Pricing

The pricing grid allows you to set prices based on credit type and sales window.

Step	Actions
1	<p>Set the price for each PI type according to category/discipline and sales window according to the competition level (UPI, OPI, or WU). Click into the cell to increase or decrease the amount by using the up/down button.</p> <div data-bbox="493 527 1328 928" data-label="Image"> <p>The screenshot shows a window titled "PRICING" with instructions: "Please use the grid below to set the session price for each practice ice type you are offering (UPI, OPI and/or WU) in accordance with the appropriate sales window (Pre-Purchase, Open and/or Onsite). If you are not offering a listed practice ice type or utilizing a sales window, leave the pricing as \$0.00. Please SAVE all changes before proceeding to the next step or leaving the page." Below the text is a table with columns: "Sale Type", "Upl Price", "Opt Price", and "Wlu Price". The table is categorized by "Category: Singles" and lists three rows: "Pre-Purchase" (Upl Price: 25, Opt Price: \$0.00, Wlu Price: \$0.00), "Open Sale" (Upl Price: \$30.00, Opt Price: \$0.00, Wlu Price: \$0.00), and "On Site Sale" (Upl Price: \$35.00, Opt Price: \$0.00, Wlu Price: \$0.00). The "Pre-Purchase" cell is highlighted with a red border. Buttons for "Cancel Changes" and "Save Changes" are visible at the top right and bottom right of the table area. A "Previous" button is at the bottom left and a "Next" button is at the bottom right.</p> </div> <p>Note: Pricing for packages are established separately during “PRACTICE ICE SET-UP – Pre-Purchase”. Unsaved changes are outlined with red.</p>
2	Click Save Changes and Next .

Pre-Purchase Setup

The pre-purchase sales window provides competitors with the opportunity to buy credits for PI sessions before the schedule is released. During session selection, competitors can view the PI sessions schedule and self-select certain PI sessions. Competitors cannot select more than the number of credits configured in the event limit.

You will set the dates and times for pre-purchase and session selection here.

Important: If offering packages, the page is available after the *PrePurchase* page, followed by the *Open Sales*, and *On-Site* pages.

Step	Actions
1	<p>Review the <i>Pre-Purchase</i> page.</p> <p>Important: U.S. Figure Skating servers are on Eastern Time. Consider the time zone when scheduling the competition deadline time.</p> <div data-bbox="435 825 1390 1331" style="border: 2px solid orange; padding: 10px;"> <p>PRACTICE ICE SET-UP - Pre-Purchase</p> <p>You indicated that you wish to offer Practice Ice through a Pre-Purchase window. <small>*Note: we recommend the pre-purchase window opens in conjunction with registration and closes with the close of entries</small></p> <p>Pre-Purchase begins: <input type="text" value="8/1/2018 5:00 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET <small>*Note: Servers are located on the east coast, thus the time will be saved as an action taken in this time zone.</small></p> <p>Pre-Purchase deadline: <input type="text" value="9/13/2018 11:59 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET</p> <p>After the practice ice schedule has been posted, skaters that have pre-purchased practice ice credits will have a chance to select their UPI sessions (and OPI/WU sessions based on setup). They should get first choice prior to the Open Sales window beginning. An email will be sent to all skaters that purchased credits through pre-purchase 48 hours and 1 hour before the selection window opens. Skaters that still have available credits 12 hours prior to the session selection deadline, they will receive a reminder email to login to their account and use their sessions.</p> <p>Session selection begins: <input type="text" value="9/20/2018 5:00 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET</p> <p>Session selection deadline: <input type="text" value="9/27/2018 11:59 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET</p> <p><small>*Note: Selection can extend through open sales window to accommodate all skaters that purchased through the pre-purchase window. However, the deadline should be prior to the open sales window beginning.</small></p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div>
2	<p>Set the date and time for the following:</p> <ul style="list-style-type: none"> Pre-Purchase begins Pre-Purchase deadline Important: There must be at least an hour between deadline and start windows. Session selection begins Session selection deadline Important: There must be at least an hour between deadline and start windows. <div data-bbox="954 1425 1544 1766" style="border: 2px solid orange; padding: 10px;"> </div>
3	Click Next to save.

Practice Ice Packages

When offering PI Packages, you will set the cost of the package, the number of PI credits by type, and the events the package will be available for purchase.

Note: Once a package has been set up, you cannot edit the package. When appropriate, you must remove and create a replacement package.

Step	Actions												
1	<p>Complete the following:</p> <ul style="list-style-type: none"> Enter the name of the package in the “Package Name” field Set the cost of the package in the “Package Price” field Select how many “Credits” to include by using the up/down buttons <div data-bbox="505 701 1321 982" style="border: 1px solid orange; padding: 5px;"> <p>PRACTICE ICE SET-UP - Packages</p> <p>You indicated that you are offering practice ice packages. Indicate how many practice ice credits, by type, will be purchased with each package. You must also indicate which events are allowed to purchase the package.</p> <p>Package Name: <input type="text" value="Name"/></p> <p>Package Price: <input type="text" value="\$"/></p> <p>Credits: UPI: <input type="text" value="0"/> OPI: <input type="text" value="0"/> WU: <input type="text" value="0"/></p> </div>												
2	<p>From the <i>Event Category</i> and <i>Event Type</i> dropdowns, select a category and type.</p> <div data-bbox="1101 1031 1547 1289" style="border: 1px solid orange; padding: 5px;"> <table border="1"> <thead> <tr> <th>Event Category:</th> <th>Event Type:</th> </tr> </thead> <tbody> <tr> <td>Select category...</td> <td>Free Skate</td> </tr> <tr> <td>Select category...</td> <td>Select Type...</td> </tr> <tr> <td>Pairs</td> <td>Free Skate</td> </tr> <tr> <td>Singles</td> <td>Excel</td> </tr> <tr> <td>Compete USA - Singles</td> <td></td> </tr> </tbody> </table> </div>	Event Category:	Event Type:	Select category...	Free Skate	Select category...	Select Type...	Pairs	Free Skate	Singles	Excel	Compete USA - Singles	
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3	<p>Click Select Event Levels to open the list of offered events. Select all the event levels to include in the package.</p> <p>Best Practice: To select multiple events, hold the Ctrl key and click the desired events.</p> <div data-bbox="1195 1325 1547 1633" style="border: 1px solid orange; padding: 5px;"> <p>Event(s) Offered:</p> <p><input type="checkbox"/></p> <p>Intermediate Ladies Short Program</p> <p>Novice Ladies Short Program</p> <p>Novice Men Short Program</p> <p>Junior Men Short Program</p> <p>Junior Ladies Short Program</p> <p>Senior Men Short Program</p> <p>Senior Ladies Short Program</p> </div>												
4	Click Save .												
5	Click Next to continue or Previous to return to prior screen.												

Open Sales Setup

The open sales window can be available only after the schedule is finalized and posted in EMS. The window allows competitors to independently purchase PI credits and or sessions on their desktop or mobile device.

Best Practice: It is highly recommended to extend open sales through the end of the competition. This allows PI sales to continue without the need for a PI desk.

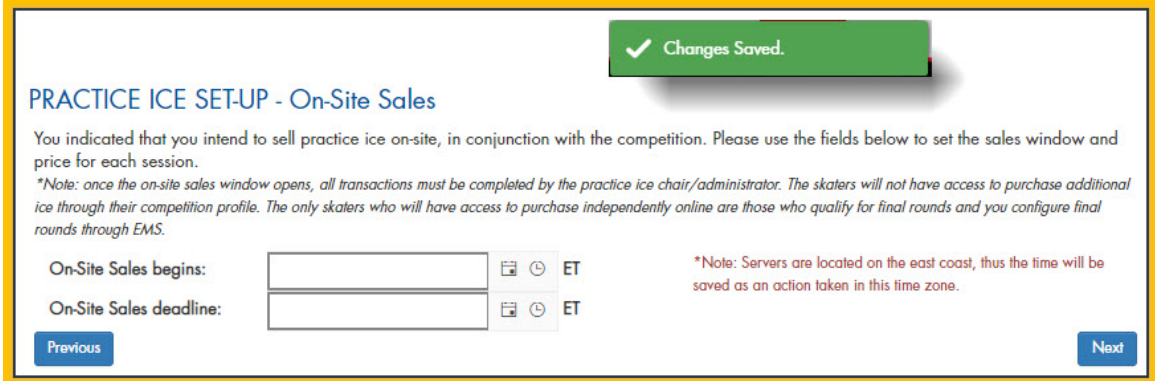
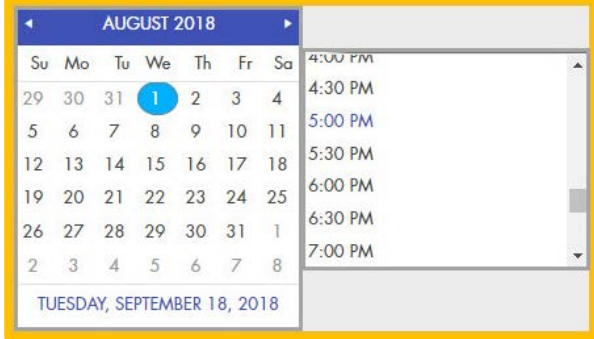
Step	Actions																																																																								
1	<p>Review the <i>Open Sales</i> page.</p> <p>Important: Servers are set to Eastern Time. Consider the time zone when scheduling your deadline time.</p> <div data-bbox="321 695 1503 1087" style="border: 2px solid orange; padding: 10px;"> <div style="text-align: right; background-color: #4CAF50; color: white; padding: 5px; display: inline-block;">✓ Changes Saved.</div> <p>PRACTICE ICE SET-UP - Open Sales</p> <p>You indicated that you wish to offer Practice Ice through an Open Sales window. Indicate the purchase window and price for each type. Skaters will select the UPI sessions they wish to skate during purchase.</p> <p><i>*Note: we recommend the open sales window opens after pre-purchase credits have a chance to schedule their sessions. If you increase your practice ice for on-site sales, the deadline needs to be set at least one day before practice ice or the event begins to give you time to prepare.</i></p> <p>Open Sales begin: <input type="text" value="9/15/2018 5:00 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET <i>*Note: Servers are located on the east coast, thus the time will be saved as an action taken in this time zone.</i></p> <p>Open Sales deadline: <input type="text" value="9/29/2018 11:59 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/> ET</p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div>																																																																								
2	<p>Set the date and time for the following:</p> <ul style="list-style-type: none"> • Open Sales begins • Open Sales deadline <p>Note: “Open Sales begins:” requires the schedule posted in EMS and competitors have been assigned to the event(s). You are able to extend the deadline through the end of the competition.</p> <div data-bbox="948 1157 1539 1497" style="border: 2px solid orange; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUGUST 2018</th> <th></th> </tr> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th></th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>31</td> <td style="background-color: #ADD8E6;">1</td> <td>2</td> <td>3</td> <td>4</td> <td>4:00 PM</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>4:30 PM</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>5:00 PM</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>5:30 PM</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>6:00 PM</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>6:30 PM</td> </tr> <tr> <td colspan="7">TUESDAY, SEPTEMBER 18, 2018</td> <td>7:00 PM</td> </tr> </tbody> </table> </div>	AUGUST 2018								Su	Mo	Tu	We	Th	Fr	Sa		29	30	31	1	2	3	4	4:00 PM	5	6	7	8	9	10	11	4:30 PM	12	13	14	15	16	17	18	5:00 PM	19	20	21	22	23	24	25	5:30 PM	26	27	28	29	30	31	1	6:00 PM	2	3	4	5	6	7	8	6:30 PM	TUESDAY, SEPTEMBER 18, 2018							7:00 PM
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3	<p>Click Next to save.</p>																																																																								

On-Site Sales Setup

To facilitate, an LOC is required to have access to internet and a designate desktop or laptop computer.

Once the *On-Site Sales* window opens, all transactions are completed by the PI Chair/Administrator only. Competitors will not have access to independently purchase PI through EMS.

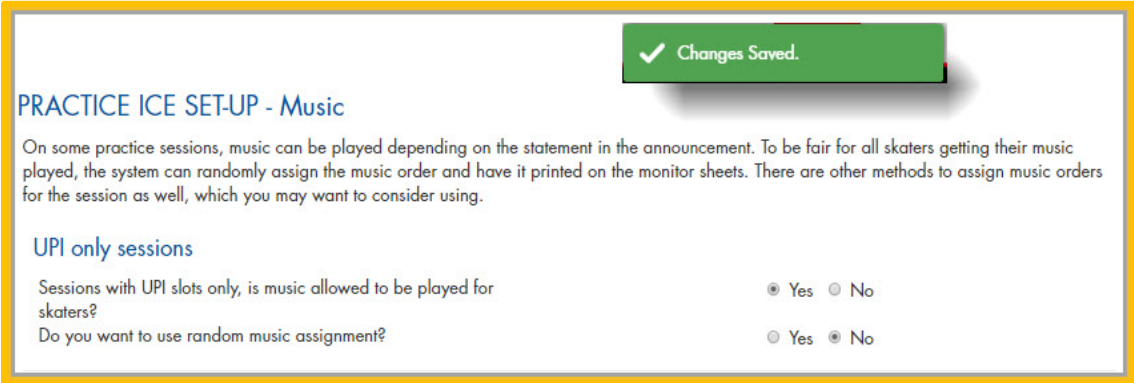
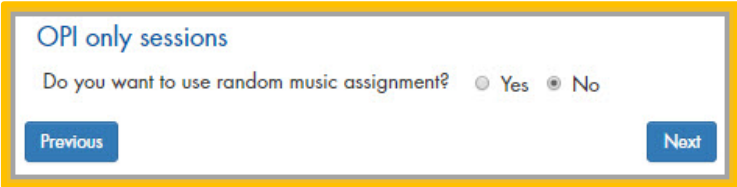
Exception: Competitors qualifying for final rounds are able to independently purchase configured PI designated for final rounds online through EMS.

Step	Actions
1	<p>Review the <i>On-Site Sales</i> page.</p> 
2	<p>Set the date and time for the following:</p> <ul style="list-style-type: none"> On-Site Sales begin On-Site deadline <p>Note: The time is set as Eastern Time in EMS and should be carefully considered as you set the deadlines.</p> 
3	<p>Click Next to save.</p>

UPI/OPI Music Setup

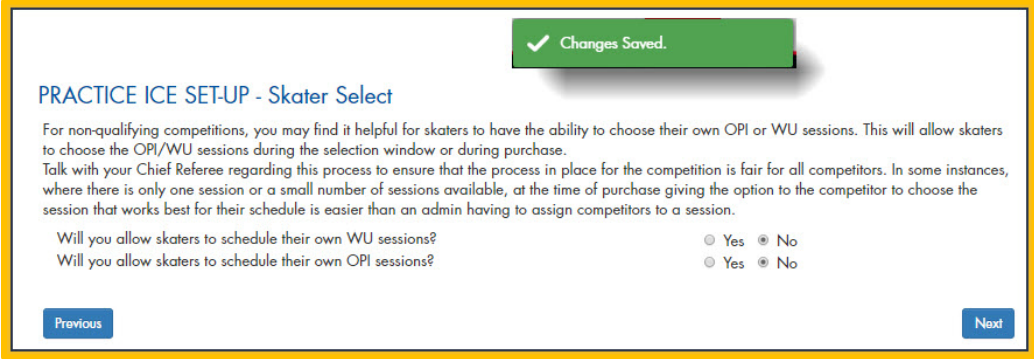
Here you will:

- Select music is played for unofficial practice ice (UPI)
- Select you want to use random music assignment on unofficial practice ice or official (OPI). The music order will appear on printed or online ice monitor sheets.

Step	Actions
1	<p>From the <i>UPI only sessions</i> section, select “Yes” or “No” for the following:</p> <ul style="list-style-type: none"> • Sessions with UPI slots only, is music allowed to be played for competitors? • Do you want to use random music assignment? <div data-bbox="349 680 1476 1060" style="border: 2px solid orange; padding: 10px;">  </div>
2	<p>For <i>OPI only sessions</i> section, do you want to use random music assignment?</p> <p>Select “Yes” or “No”.</p> <div data-bbox="781 1182 1513 1367" style="border: 2px solid orange; padding: 10px;">  </div>
3	<p>Click Next to save.</p>

Skater Select Setup

When skater select is configured, competitors are able to self-schedule OPI and WU. This allows the Chief Referee and LOC to be hands-off with assignments.

Step	Actions
1	<p>From the <i>Skater Select</i> page, select “Yes” or “No” for the following:</p> <ul style="list-style-type: none">• Will you allow competitors to schedule their own WU sessions?• Will you allow competitors to schedule their own OPI sessions? <div data-bbox="399 596 1427 951"><p>The screenshot shows a green notification box at the top right that says "Changes Saved." Below it is the heading "PRACTICE ICE SET-UP - Skater Select". The main text explains that for non-qualifying competitions, skaters can choose their own OPI or WU sessions. It advises talking with the Chief Referee to ensure fairness. At the bottom, there are two questions with radio button options: "Will you allow skaters to schedule their own WU sessions?" and "Will you allow skaters to schedule their own OPI sessions?". Each question has "Yes" and "No" options. "Previous" and "Next" buttons are located at the bottom left and right of the form area, respectively.</p></div>
2	Click Next to save.

Semi-Final / Final Rounds

To ensure fairness for all competitors, sessions are not available for purchase until ALL qualifying rounds are complete and competitors have advanced to the next round through the *Schedule* page. Through the defined timeline, competitors are able to purchase PI that has been designated through the schedule build (the round is higher than “1”).

Important: If you do not see this page, return to the *Purchase Pathways* page and check off “Final Rounds” box. The final round PI cannot be configured until the schedule has been finalized and posted within EMS.

Best Practice: If a Round 2 session takes place on the same day that sales opened for it (i.e. shortly after the conclusion of qualifying round events), it is recommended to utilize the online ice monitor sheets (through a mobile device) to ensure you have up-to-date sales data.

Step	Actions
1	<p>Select appropriately from the following dropdowns:</p> <ul style="list-style-type: none"> Event Category Event Type Event Round <p>Example: Singles – Qualifying Events – Juvenile Girls – Round 2</p> <p>Note: The round must match the established schedule.</p>
2	<p>Set the date and time for the “Event open” and “Event deadline”</p> <p>Note: Start the timeline after the last qualifying round event completes. The time is set as Eastern Time in EMS and should be carefully considered.</p>
3	<p>Update the maximum session that a competitor can purchase for the following:</p> <ul style="list-style-type: none"> UPI OPI WU <p>Note: Pricing remains the same as the current sales window.</p>
4	<p>Click Save to apply changes. A summary of what is available will appear in the grid at the bottom of the page.</p> <p>Note: The Delete, Skaters, and Notify buttons on the right. You will use these during the competition.</p>
5	<p>Click Next. Click Complete Setup to save all changes. The <i>Main</i> competition page opens.</p>

PRACTICE ICE SETUP - Semi-Final/Final Rounds

To ensure fairness for all skaters, no session(s) will be available for purchase until ALL qualifying rounds have finished and the skaters have been advanced to the next round. Through the defined timeline, skaters are able to purchase practice ice independently online vs. in-person at the practice ice desk.

Event Category: Compete USA - Singles | Event Type: Exam | Event: Select Event | Round: Select Round

Event open: [] [] ET | Event deadline: [] [] ET

Maximum sessions that can be purchased for round:
UPI: [] | OPI: [] | WU: []

*Note: The pricing for subsequent round sessions is the same as on-site sales, however, if not using on-site sales the open sales pricing is used.

Below are the practice ice groups you have created for subsequent rounds. After you have assigned these skaters to the next round through the Schedule Tab (please verify using SKATERS button), please click NOTIFY to email all skaters of the process and timeline.

Category	Event	Round	Open	Deadline	#PI	#OPI	#WU

Buttons: Previous | Complete Setup

AUGUST 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

TUESDAY, SEPTEMBER 18, 2018

- 4:00 PM
- 4:30 PM
- 5:00 PM
- 5:30 PM
- 6:00 PM
- 6:30 PM
- 7:00 PM

Semi-final / Final Round Preparation

The following section must occur onsite to allow competitors to make final round purchase.

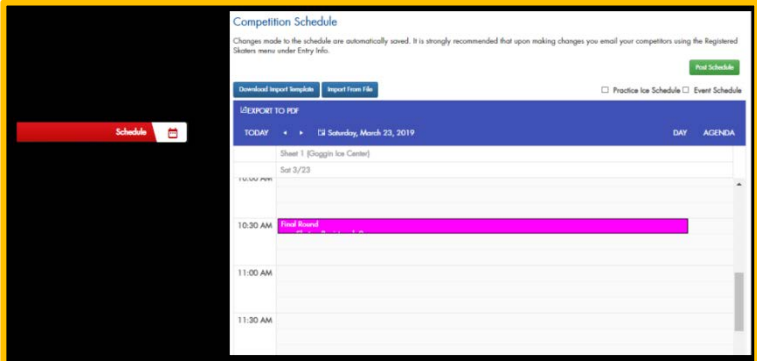
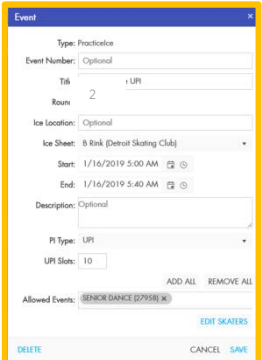
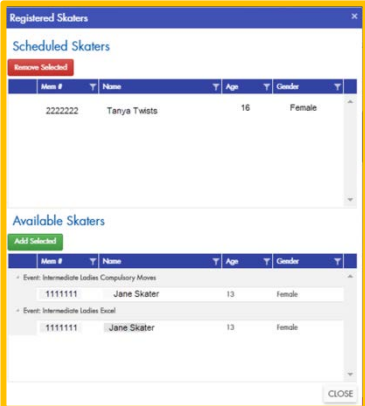
Step	Actions
1	<p>Review the schedule and take note of when the last qualifying group will finish for each level. At this period, contact the accountants for the list of competitors advancing to secondary and final round events.</p> <p>Note: Accountants are often able to generate a report of qualifying competitors without waiting for start orders. You may request that accountants provide this list with the results of the last group to be brought to the practice ice desk by a volunteer runner.</p>
2	<p>To decide how final round OPI and WU sessions will be assigned, communicate with the Chief Referee to answer the following questions:</p> <ul style="list-style-type: none">• Does the Referee have a formula they would like you to use?• Can you divide the list of qualified competitors equally among sessions?• Can competitors self-select OPI & WU sessions?

During the Event

Semi-final and final round sessions are only available for purchase when competitors have advanced to the next round.

Competitors can purchase credits after advancing to the final round event and their final round sales window has opened. After the last qualifying event concludes, obtain a list of qualified competitors from your accountants. This can be the final round event start order or list of competitors who qualified by points.

Assign Skaters to the Final Round Event

Step	Actions
1	<p>Locate the <i>Schedule</i> tab and locate the final round event(s).</p> <p>Note: For final rounds consisting of multiple events, if the competitors are assigned to two or more event, the competitor must be assigned to each separately.</p> 
2	<p>Double click on the final round event to open the <i>Event</i> window.</p>
3	<p>Click the EDIT SKATERS button.</p> <p>Note: The <i>Registered Skaters</i> window populates.</p> 
4	<p>From the <i>Available Skaters</i> section, click a qualifier's name, and then click Add Selected.</p> <p>For Events: "Available Skaters" includes skaters with current registrations.</p> <p>Note: Skaters may be deleted from the "Scheduled Skaters" section by selecting the skater and clicking the Remove Selected.</p> 
5	<p>Confirm that all qualifiers appear in the top portion of the screen. This means they have been assigned to the event. Click CLOSE.</p> <p>Note: The number of competitors can be confirmed in an event from the schedule block window.</p>
6	<p>Click SAVE to update the <i>Event</i> window.</p>

Notify Qualifiers

Step	Actions
1	Go to the Practice Ice tab and click through steps until you reach the final round page.
2	Click Skaters . Confirm that all competitors who qualified for the final round event have been added. Exit window.
3	Click Notify . Review the generated email ensuring the timeline and offerings are accurate.
4	Click Send . <i>Note:</i> An email is sent to all competitors with final round details.

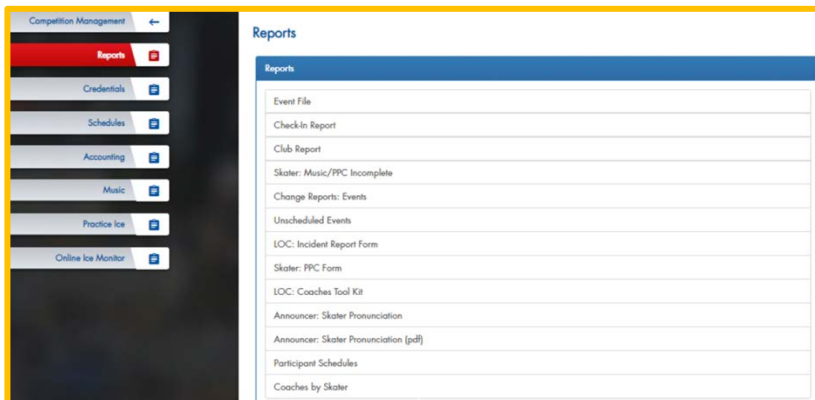
Qualifier Credits

OPI and WU credits can be assigned by the LOC, or if configured, self-scheduled by competitors.

Step	Actions
1	Using the session assignments provided by your chief referee, add competitors to the PI blocks. <i>Note:</i> Session assignments are added in the same manner as adding them to the events.
2	Advise competitors they are able to view assignments from the schedule. <i>Note:</i> Assignments are available for viewing via desktop and mobile device.

Practice Ice Reports

Best Practice: Print shortly before the session begins to reflect the most current updates. Take note that if a competitor's name is not listed on the printed ice monitor sheet, a mobile purchase was made AFTER the report was printed. Request the invoice of the sale. The competitor receives the mobile purchase invoice via mobile device (at the time of purchase) and email.



Step	Actions
1	From the toolbar, click Reports .
2	Select the appropriate report from the following: <ul style="list-style-type: none"> Practice Ice - Contains reports regarding sales and credits purchased Online Ice Monitor - A tool that can be used by any digital device on site for live, updated ice monitor sheets

Practice Ice Reports Breakdown

All Sales Report

Shows all transactions made by competitors. Includes number of credits purchased, package(s) purchased, invoice numbers, etc.

Unassigned Credits

List OPI and WU credits that have not been assigned to sessions on the schedule. If your competition is not using Skater Select, this tool can be useful to the Practice Ice Chair or Chief Referee to make sure all competitors have been assigned to their sessions.

Session Availability

A report of how many slots are available on sessions from your schedule.

Skaters by Session

An overview of all session assignments.

Ice Monitor Sheets

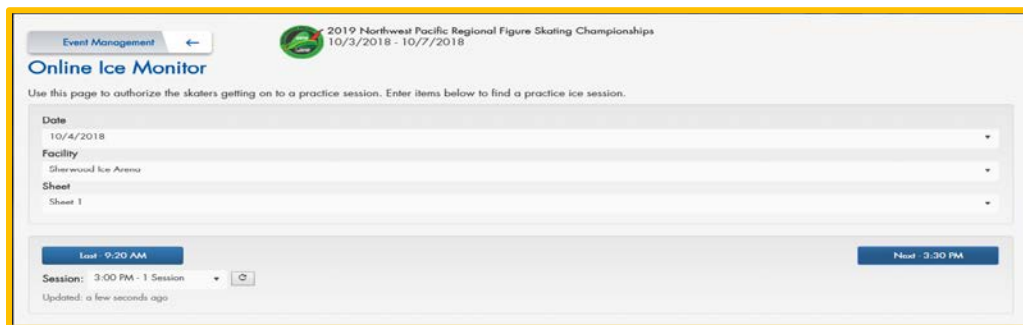
A PDF overview of competitors scheduled on each PI session. The PDF can be printed throughout the competition and provided to volunteer ice monitors. If configured, random music order is displayed. Refer to the [UPI/OPI Music Setup](#) section for details.

Ice Monitor Sheets

Online Ice Monitor

A digital ice monitor sheet that can be opened on any mobile device by a volunteer provided access to the event in EMS.

On Line: EMS Digital Ice Monitor Sheets



Paper Monitor Sheets

If continuing to sell practice ice during the competition, it is advised to wait until the morning of sessions to print ice monitor sheets to ensure the details of sales are up to date throughout the event.

Best Practice 1:

Print shortly before the session begins to reflect the most current updates. Take note that if a competitor's name is not listed on the printed ice monitor sheet, a mobile purchase was made AFTER the report was printed. Request the invoice of the sale. The competitor receives the mobile purchase invoice via mobile device (at the time of purchase) and email.

Best Practice 2:

If a Round 2 session takes place on the same day that sales opened for it (i.e. shortly after the conclusion of qualifying round events), you will need to print out monitor sheets before the session begins to reflect any final round sales made.

2018 Eastern Great Lakes Regional Figure Skating Championships
Unofficial PI - Open
10/18/2017 6:10 AM - 10/18/2017 6:40 AM
Ford Ice Center - Sheet 2
UPI

#	Name	Type	Event	Music Order
1	Skater, Jane	UPI	Juvenile Girls	
2	Senior, Betty	UPI	Senior Ladies	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

10/18/2017 6:10 AM - 10/18/2017 6:40 AM

Competitor Resources

Practice Ice documents to provide to competitors for assistance:

- Pre-Purchase: a la Carte Credits
- Purchasing Sessions During Open Sales
- Session Selection
- Pre-Purchase: Packages