

TEAM MANAGEMENT



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

Table of Contents

Overview

- i. Key Terms 2
- ii. Before Accessing the Team Portal 3

Compliance

- i. Requirements Overview 4
- ii. Skater Requirements 5
- iii. Team Personnel Requirements 7
- iv. SafeSport Compliance 8

EMS Registration

- i. Registration Access 9
- ii. Competition Registration 9

EMS Team Portal

- i. Team Portal Overview 13
- ii. Access the Team Portal 14
- iii. Competition Roster 15
- iv. Team Personnel 17
- v. Music & Program Content 18
- vi. Practice Ice 20
- vii. Action Items 22

TEAM MANAGEMENT OVERVIEW



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

Overview

The Team Portal in the Event Management System (EMS) has been designed for Team Coaches and Team Managers to organize information for their teams as related to competitions. In this guide, we will address how to utilize the Team Portal to manage the Competition Roster, Team Personnel, and Music & Program Content for competitions utilizing EMS.

Key Terms

The following tables provide an overview of key terminology regarding team management in both Member's Only and the Event Management System (EMS).

Team Profile

Located in Members Only under the "Teams" tab, this contains ALL information about your team(s). Any persons that are associated with the team(s) – Team Personnel and skaters – should be listed here. Anyone not listed on this page cannot be added to a team's competition registration.

Team Portal

Administrative access to a team's competition information in EMS. This includes Competition Roster, Team Personnel, and Music & Planned Program Content. Only the coaches and team managers identified in the respective Team Profile will have access to this competition portal.

Main Roster

Located within the Team Profile in Members Only and should contain all skaters who train with the team. Only skaters listed on the Main Roster can be added to the Competition Roster.

Competition Roster

Located in EMS during registration and within the Team Portal. The Competition Roster submitted during registration will appear in your Team Portal. This should include all skaters attending the competition, including alternates, for credentialing purposes.

Team Coach

Any coach that works with a team should be listed in the Team Profile. All coaches listed here will have administrative access for the team and receive any communication sent out regarding competitions in EMS. Coaches attending a competition should be listed in the Team Portal for that competition in order to receive a credential.

Team Manager

A person who needs administrative access to the Team Profile and Team Portal. All Team Managers will receive any communication sent out regarding competitions in EMS. Team Managers attending a competition should be listed as a Team Service Personnel in the Team Portal for that competition in order to receive a credential.

Team Service Personnel

People who do not have administrative access in EMS, but will attend competitions with a team and receive a credential.

TEAM MANAGEMENT OVERVIEW



Before Accessing the Team Portal or Registration

Before you access the Team Registration or the Team Portal in EMS, you must first ensure that all information about your team is updated in the Team Profile in Members Only.

Update Coaches, Managers & Team Personnel

Any person (Coach, Team Manager or Service Personnel) associated with your team should be listed under Team Personnel. This will allow you to list them in EMS as attending a competition, and will give you access to their compliance information.

1. From the Members Only header, click **Teams**.
2. Click **Manage** from the Team Profile column of the team you wish to update.
3. Click **Edit Team Profile**.
4. Click **Add** next to the Personnel type you would like to add.
5. Use the search tools to locate the person.

U.S. Figure Skating strongly recommends all Team Managers and Service Personnel obtain a Subsequent Membership through the skater or team's home club.

If the person is not a member of U.S. Figure Skating, they will need to create a non-member account.

6. Check the “I verify this information is correct.” box.
7. Click **Save**.

Update Your Main Roster

Any skaters that need to be added to a Competition Roster must be listed on the Main Roster in your team profile. Any skater not listed in the team profile cannot be added to a Competition Roster in EMS. Confirm with each skater that their Membership number is accurate as this will tie the skater to their test history and eligibility information when registering for competitions. Confirm there are no duplicate memberships.

You may add a team member by selecting **Add Team Member** from the bottom of the page. You may remove a team member by selecting **Remove** from the right hand column.

Gather Music Files & Copyright Information

Have the music files for your team's program(s) ready to upload, as well as copyright information that goes along with each cut of music. This will be required to complete your music upload for each competition in EMS.

Prepare Planned Program Content

Teams should be prepared to submit PPC through EMS one to two weeks prior to the competition date.

TEAM MANAGEMENT REQUIREMENTS



Requirements Overview

In order to participate in U.S. Figure Skating sanctioned competitions, all coaches, team managers, team service personnel, and skaters must meet requirements set forth by U.S. Figure Skating and the U.S. Center for SafeSport.

Skater Requirements

All skaters must complete all of the following items to be eligible to compete. Skaters who do not complete these requirements will not receive a credential at the competition. The following outlines the requirements to be met by all skaters.

- » ***U.S. Figure Skating Membership***
 - Must be renewed for the current season
- » ***U.S. Figure Skating Rulebook Requirements***
 - All skaters must meet the minimum requirements for their team's level by October 1 of the current season. No exceptions will be made for skaters who do not meet requirements by October 1.
- » ***Waivers Signed in Skater Profile***
 - Waiver & Release, Medical Consent, Media & Likeness
- » ***Medical Registry Completed in Skater Profile***
 - Insurance Information, Emergency Contact, Medical History
- » ***Age Verification (Juvenile - Senior Only)***
 - Any legal document containing both the skater's name and date of birth must be submitted to Member Services (memberservices@usfigureskating.org). This only needs to be verified once and will remain on record with U.S. Figure Skating.

Team Personnel Requirements

All team personnel are required to complete the following. Coaches are required to meet additional membership and education requirements.

- » ***SafeSport Compliance***
- » ***Background Check via NCSI***
- » ***Additional Requirments (Coaches Only)***
 - U.S. Figure Skating membership, PSA membership (qualifying coaches), proof of insurance and CERs.

TEAM MANAGEMENT SKATER REQUIREMENTS



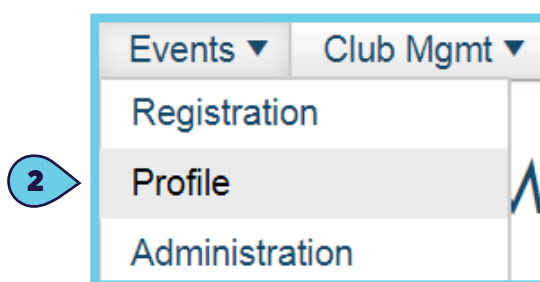
*** For best results, run EMS using [Google Chrome](#). ***

Skater Requirements Overview

All skaters must meet each of the following requirements prior to the registration deadline of their first U.S. Figure Skating sanctioned competition of the season: (1) have a current U.S. Figure Skating membership, (2) meet the minimum test requirements for the team's level per the competition's announcement, (3) complete U.S. Figure Skating waivers and medical registry, and (4), if applicable, provide verification of age to U.S. Figure Skating.

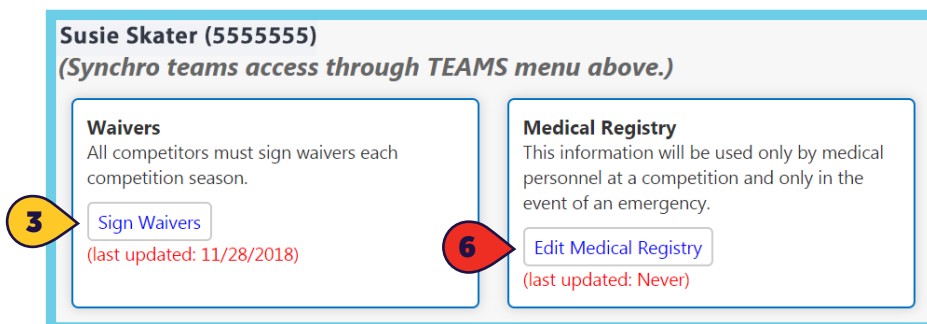
Updating & Completing Waivers

- 1 Log in to Members Only at www.usfsaonline.org.
- 2 From the Events menu, choose **Profile**.

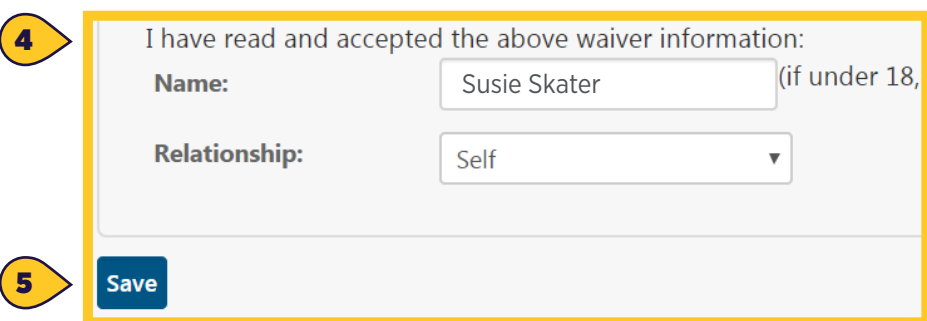


The first two options that appear on this page are Waivers and Medical Registry. BOTH must be completed each season.

- 3 Click Sign Waivers.



- 4 You will be asked to review and sign 3 different waivers:
 1. Waiver & Release
 2. Medical Consent
 3. Media & Likeness



If the skater is under 18, a parent or guardian must sign each.

- 5 Click Save, then repeat Step 2 to return to your profile.

- 6 Click Edit Medical Registry.

Continue to next page....

TEAM MANAGEMENT SKATER REQUIREMENTS



7 You will be asked to either provide or review your insurance information and medical history.

7

Insurance Information	Emergency Contact Information
Insurance: <input type="text" value="Empire"/>	* required field
Name of Insured: <input type="text" value="Susie Skater"/>	* Name: <input type="text" value="Kathy Skater"/>
Policy #: <input type="text"/>	* Relation: <input type="text" value="Mother"/>
Insurance Co Phone #: <input type="text" value="Empire"/>	* Phone: <input type="text" value="555-555-5555"/> <input type="text" value="Ext."/>
Physician's Name: <input type="text" value="Dr. Sloan"/>	
Physician's Phone Number: <input type="text" value="555-555-5555"/>	

In addition to your insurance information, you will be asked to review medical information including:

- Known Allergies
- Immunization History
- Prescriptions
- Over the Counter Medicines
- Known Medical Problems
- Recent Injuries
- Recent Illnesses

8 Once you have reviewed or provided all information, click **Save Medical Info**.

8

Medical Information															
Allergies (drugs, bees, aspirin, etc): <input type="text" value="No known allergies."/>															
Immunizations: <table border="0"> <tr> <td><input checked="" type="checkbox"/> Tetanus</td> <td><input type="text" value="June"/></td> <td><input type="text" value="2005"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Hepatitis A</td> <td><input type="text" value="September"/></td> <td><input type="text" value="1994"/></td> </tr> <tr> <td><input type="checkbox"/> Flu</td> <td><input type="text" value="January"/></td> <td><input type="text" value="2010"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> MMR</td> <td><input type="text" value="May"/></td> <td><input type="text" value="1998"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Hepatitis B</td> <td><input type="text" value="March"/></td> <td><input type="text" value="1994"/></td> </tr> </table>	<input checked="" type="checkbox"/> Tetanus	<input type="text" value="June"/>	<input type="text" value="2005"/>	<input checked="" type="checkbox"/> Hepatitis A	<input type="text" value="September"/>	<input type="text" value="1994"/>	<input type="checkbox"/> Flu	<input type="text" value="January"/>	<input type="text" value="2010"/>	<input checked="" type="checkbox"/> MMR	<input type="text" value="May"/>	<input type="text" value="1998"/>	<input checked="" type="checkbox"/> Hepatitis B	<input type="text" value="March"/>	<input type="text" value="1994"/>
<input checked="" type="checkbox"/> Tetanus	<input type="text" value="June"/>	<input type="text" value="2005"/>													
<input checked="" type="checkbox"/> Hepatitis A	<input type="text" value="September"/>	<input type="text" value="1994"/>													
<input type="checkbox"/> Flu	<input type="text" value="January"/>	<input type="text" value="2010"/>													
<input checked="" type="checkbox"/> MMR	<input type="text" value="May"/>	<input type="text" value="1998"/>													
<input checked="" type="checkbox"/> Hepatitis B	<input type="text" value="March"/>	<input type="text" value="1994"/>													
Prescription Medicines: <p>(Check all that apply) List only medicines for which a prescription was filled:</p> <input type="text" value="Not currently taking any prescription medicines."/>															
If you are on a restricted medicine, have you reported it to USADA?: <input type="checkbox"/> (please check for yes) Note: If you have any questions regarding medications, please call 1-800-233-0393.															
Over-the-Counter Medicines/Supplements: <p>List all over-the-counter drugs including Tylenol, cough syrup, vitamins, herbs, protein powders, etc.</p> <input type="text" value="Not currently taking any over-the-counter medicines or"/>															
Medical Problems: <table border="0"> <tr> <td><input type="checkbox"/> Asthma</td> <td><input type="checkbox"/> Diabetes</td> <td><input type="checkbox"/> Seizures / Fainting Spells</td> </tr> <tr> <td><input type="checkbox"/> Heart Disease</td> <td><input type="checkbox"/> Hypertension</td> <td><input type="checkbox"/> Headaches</td> </tr> <tr> <td><input type="checkbox"/> Menstrual Complications</td> <td><input type="checkbox"/> Disordered Eating</td> <td></td> </tr> </table> <p>(Check all that apply) Other: <input type="text"/></p>	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures / Fainting Spells	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Headaches	<input type="checkbox"/> Menstrual Complications	<input type="checkbox"/> Disordered Eating							
<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizures / Fainting Spells													
<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Headaches													
<input type="checkbox"/> Menstrual Complications	<input type="checkbox"/> Disordered Eating														

Save Medical Info

9 If everything has been done correctly, you should notice the dates under each section have updated to today's date.

9

Susie Skater (5555555) (Synchro teams access through TEAMS menu above.)	
<p>Waivers All competitors must sign waivers each competition season.</p> <p style="text-align: center;">Sign Waivers (last updated: 4/26/2019)</p>	<p>Medical Registry This information will be used only by medical personnel at a competition and only in the event of an emergency.</p> <p style="text-align: center;">Edit Medical Registry (last updated: 4/26/2019)</p>

Waivers must have a date between June 1 and May 31 of the current season.

Example: A "last updated" date of June 30, 2019 is current for the 2019 - 2020 season.

Age Verification (Juvenile - Senior Only)

Any legal document containing both the skater's name and date of birth must be submitted to Member Services (memberservices@usfigureskating.org) to verify the age of the skater. This only needs to be verified once and will remain on record with U.S. Figure Skating.

Questions? Contact ProductSupport@USFigureSkating.org

TEAM MANAGEMENT PERSONNEL REQUIREMENTS



About the Requirements

Non-Member Accounts

In order for U.S. Figure Skating, teams, and competition LOCs to monitor compliance, all non-members are required to create an account with U.S. Figure Skating. This will provide you with an account number and password. This member number will be used to connect your SafeSport and Background Check completion and will be used for credentialing purposes at competitions.

SafeSport Training

This is a FREE online training to all members and non-members of U.S. Figure Skating. You will be required to create a SafeSport account and connect it to U.S. Figure Skating with your member number.

NCSI Background Checks

The National Center for Safety Initiatives (NCSI) is the authorized search organization that performs the background searches for U.S. Figure Skating. No other types of background checks may be accepted. After you initiate your background check, additional information may be requested via email. A complete background check may take 7-10 business days to complete. You will need a valid Social Security number, current and past mailing address(es) for at least five years, date of birth, and current U.S. Figure Skating member number.

You will receive an application number once you complete the initial form. Save this information for your records (you will also receive this via email). You can verify your status through www.ncsisafe.com and clicking "Check Your Background Screening Status".

Before You Attend An Event

Confirm in your Member Profile that you have completed each of the required items. Completed items will be indicated with a green checkmark. If an item is missing and you believe it should be completed, contact memberservices@usfigureskating.org.

2018 - 2019 General Compliance

-  SafeSport Online Training (Valid Thru 6/30/2020)
-  Background Check (Valid Thru 6/30/2019)

It is also strongly recommended that all team personnel keep a copy of their compliance card with them at events to show at registration. You can download a copy of your compliance card from the icon next to your name on the Members Only landing page or in your Member Profile.

Welcome Megan!



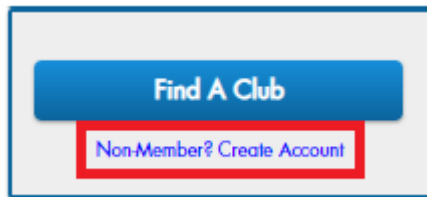
TEAM MANAGEMENT SAFESPORT COMPLIANCE



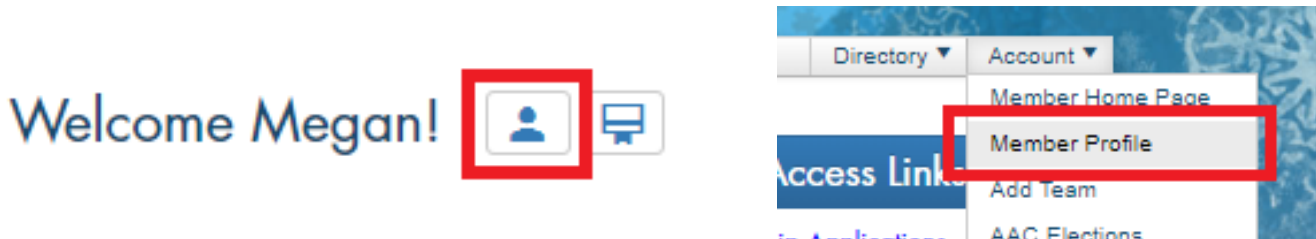
SafeSport Compliance

As a U.S. Figure Skating Coach, Team Manager, or Team Service Personnel, you are required to complete a background check and SafeSport training each season.

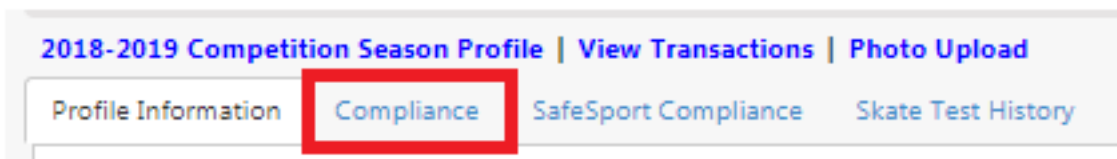
1. Log in to Members Only using your U.S. Figure Skating Member Number and password. If you are not a member of U.S. Figure Skating, you will be required to create a non-member account.



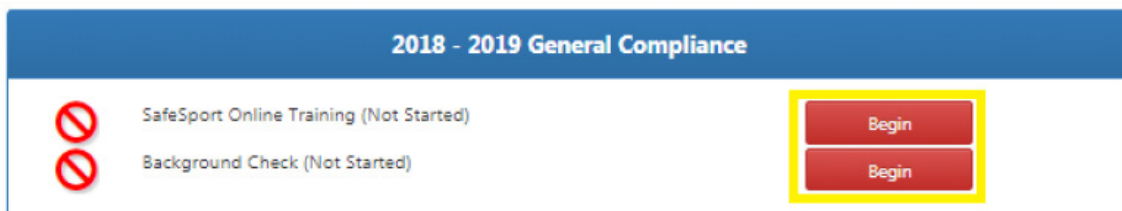
2. Click the Profile icon or select "Member Profile" from the Account drop down at the top right of the page.



3. Choose the Compliance tab.



4. A "Begin" button will appear next to the incomplete items. Click to start.



5. Return to the compliance tab to confirm items have been completed.

Note: SafeSport status update can take up to 48 hours to appear here. Background check status update can take up to 7-10 business days for final resolution.

TEAM MANAGEMENT REGISTRATION



EMS Registration for Teams

Registration Access

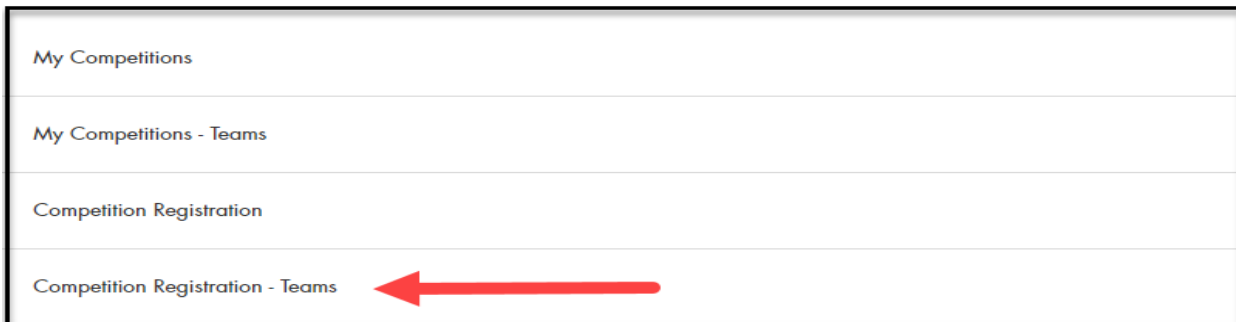
Any Coach or Team Manager listed in the Members Only Team Profile will be able to access and manage registrations in EMS using the following steps.

Competition Registration

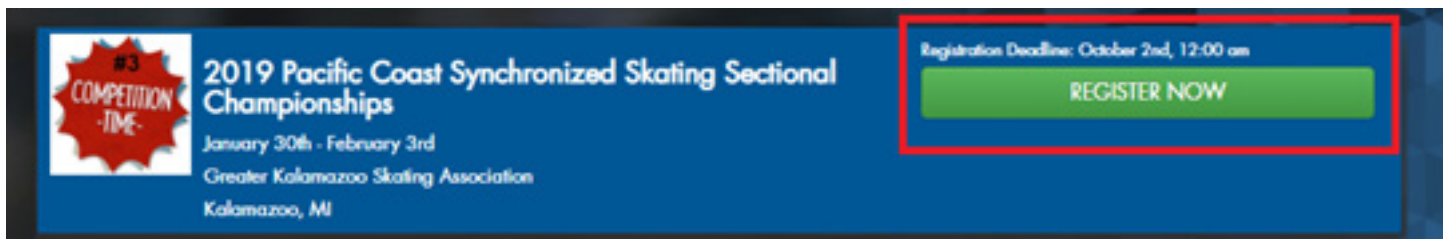
1. Log in to Members Only using your member number and password.
2. Click the blue “EMS Event Management System” button in the middle of the landing page.



3. Choose **Competition Registration - Teams** from the menu, fourth option from the top.



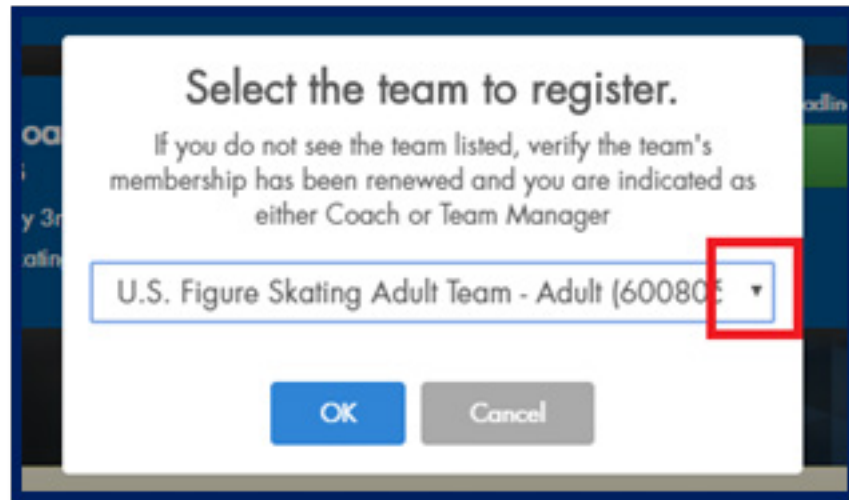
4. A list of all competitions accepting registrations through EMS will appear. Once you have located your competition, click **Register Now**.



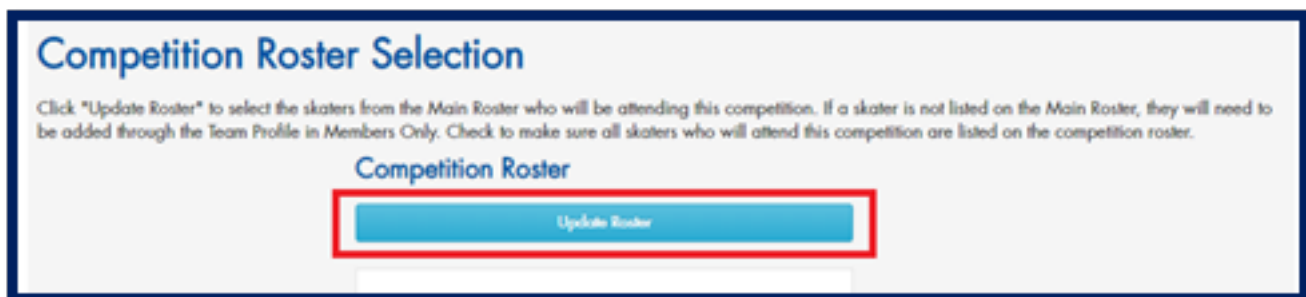
TEAM MANAGEMENT REGISTRATION



5. If you are associated with more than one team, you will be prompted to select the team you wish to register from the drop-down menu that appears.



6. Team Verification: Verify the information (team name, level, etc.) for the team you have selected is accurate. If anything looks incorrect, return to your Team Profile in Members Only to update. Once all information is accurate, check the box next to "I have verified the team information above." and click **Next**.
7. Registration Overview: Review a summary of information about the competition you are registering for. A link to the competition website and announcement will be provided as well as pricing information. Check the box next to "I have read and understand the above overview of the U.S. Figure Skating online registration process." Then click **Next**.
8. Event Selection: Only events your team is eligible for will be populated based on your team's level.
9. Competition Roster Selection: Click the "Update Roster" button.



A pop-up window will appear containing all skaters from your Main Roster. If a skater's name is missing from this list, you must return to your Main Roster in the Team Profile to add them.

Only skaters who are eligible for the team's level at the time of registration may be added to the competition roster. You must select the minimum number of skaters at the time of registration.

TEAM MANAGEMENT REGISTRATION



9. (Continued) Check the box next to each eligible skater's name to add them to your competition roster. This may be updated after registration until the Roster Deadline.

Add Skaters

Team: U.S. Figure Skating Adult Team - Adult

Select skaters to be listed on the competition roster. Skaters listed below are those currently on the team's main roster.
*Age: as of July 1

- You must have a minimum of 12 skaters.
- You can not exceed 24 skaters.
- Skaters must be 21 or older.
- You are allowed up to 4 skaters between ages 18 and 20.
- Minimum skate tests: Preliminary Moves In The Field, Adult Bronze Moves In The Field, Preliminary Dance Test, Preliminary Moves In The Field

You must select at least 12 skaters for the competition roster [Selected = 9]

Name	
Allen, Jared	Error: Test Level
Arnold, Sarah	Error: Membership
<input type="checkbox"/> Benson, Ingrid	
<input type="checkbox"/> Corsini, Mia	
<input type="checkbox"/> Gaff, Kyleigh	
<input checked="" type="checkbox"/> Graham, Leslie	
<input checked="" type="checkbox"/> Lehman, Erika	
<input checked="" type="checkbox"/> McKinnis, Mimi	
<input checked="" type="checkbox"/> Papajohn, Cassy	
<input checked="" type="checkbox"/> Romeo, Megan	
<input checked="" type="checkbox"/> Vogtner, Kelly	
<input checked="" type="checkbox"/> Wang, Devin	
<input checked="" type="checkbox"/> Weheli McLaughlin, Susi	
<input checked="" type="checkbox"/> Wlonski, Karissa	

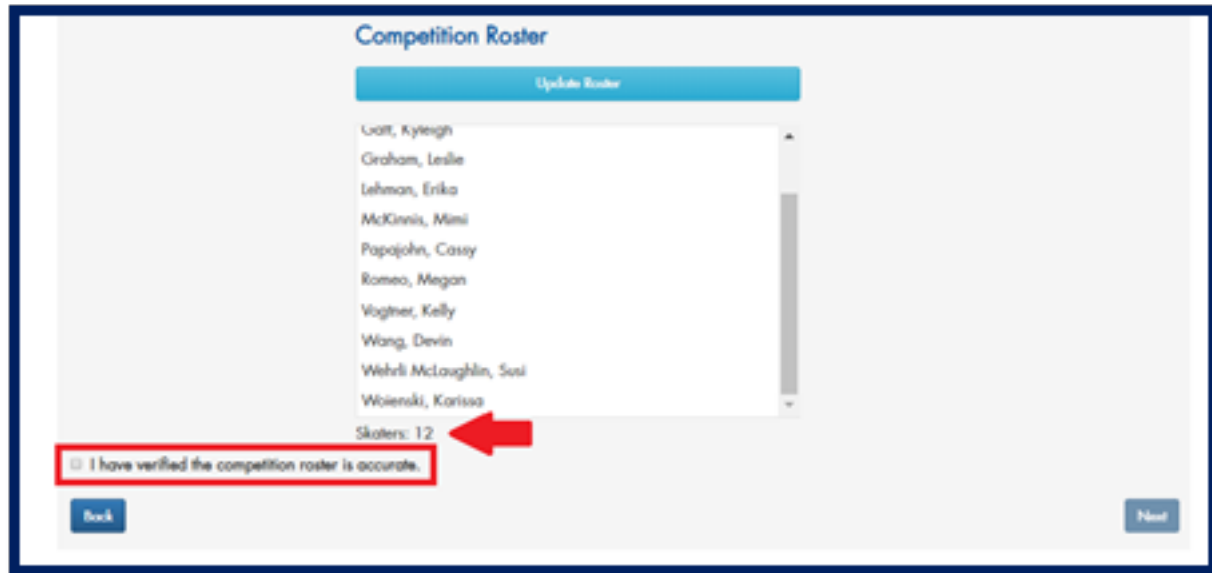
Once all skaters have been selected, click **Save Competition Roster**.

Save Competition Roster

TEAM MANAGEMENT REGISTRATION



9. (Continued) Verify the number of skaters you are adding to your competition roster at this time. Check the box stating “I have verified the competition roster is accurate” and click **Next**.



10. Coach Information: This process is the same as adding skaters to your competition roster. Only coaches who will be attending this competition should be listed. This information can also be updated after registration from your EMS Team Portal.

- Click **Update** then check the box to the left of the names of up to four (4) Coaches. *No exceptions will be given for additional credentials.*
- If a person is suspended or listed as a member not in good standing with U.S. Figure Skating, they will be noted as ineligible and may not be selected.
- If a person is listed on at least one registered team and meets all compliance requirements, they will receive a credential for the competition.

Note: Team Service Personnel - which may include your Team Manager - can be selected after registration is complete in your EMS Team Portal for the competition. Up to two (2) Team Service Personnel can be listed. If you wish to have your Team Manager receive a credential at the competition, they must be identified as one of your Team Service Personnel.

11. Payment: A credit card will be required for payment and no other forms of payment will be accepted. All registrations are considered incomplete until an invoice confirmation is received.

Note: If at any point you need to return to an earlier page, use the **Back** button at the bottom left of the screen rather than your browser’s back arrow.

It is strongly recommended that you refresh your browser before initiating additional registrations.

TEAM MANAGEMENT THE TEAM PORTAL



Team Portal Overview

The EMS Team Portal is used for managing all information about a team as it pertains to a specific competition. The Team Portal will contain the following:

» **Main**

- Competition Details
 - Competition Name
 - Competition Dates
 - Rink Addresses
 - Practice Ice Timelines (if available)
 - Documents (if available for download)
- Competition Checklist:
 - Competition Roster: Shows status of all skater requirements
 - Team Personnel: Shows status of coach and team service personnel compliance
 - Music & Program Content: Shows status of Music & PPC upload
 - Practice Ice: How many segments the team has purchased
 - Action Items: Additional forms to be submitted for the competition

» **Competition Roster**

- Manage the list of skaters attending the competition with the team
- View skater compliance information

» **Team Personnel**

- Manage the list of Coaches attending the competition with the team
- Manage the list of Team Service Personnel attending the competition with the team
- View skater compliance information

» **Music & Program Content**

- Upload music files and copyright information for each segment
- Submit PPC for each segment, if applicable

» **Competition Contacts**

- Will display a list of key members of the Local Organizing Committee & Officials

» **EMS Support**

- Provides a form to submit any questions to ProductSupport@USFigureSkating.org

TEAM MANAGEMENT EMS TEAM PORTAL

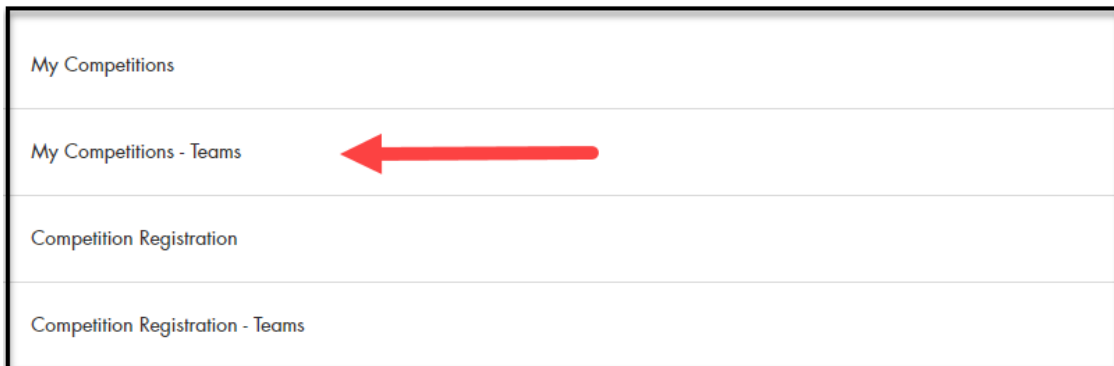


Access the Team Portal

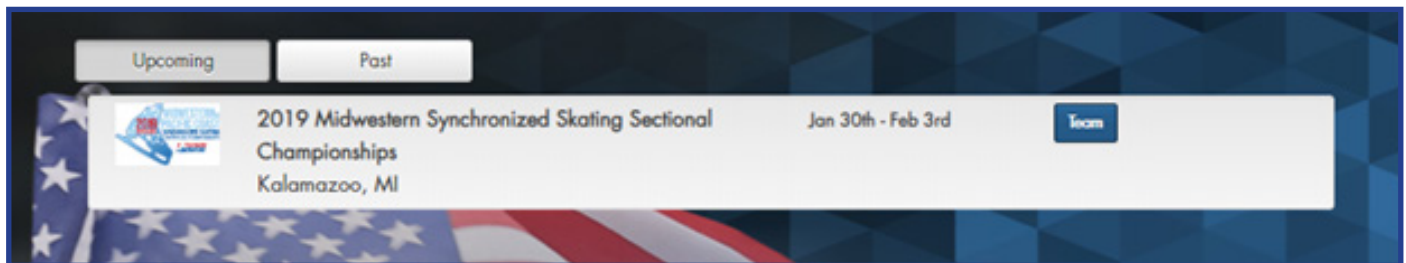
1. Log in to Members Only and click the blue “EMS” button.

NOTE: A list of competitions your team is registered for (that are using EMS) will appear on the landing page.

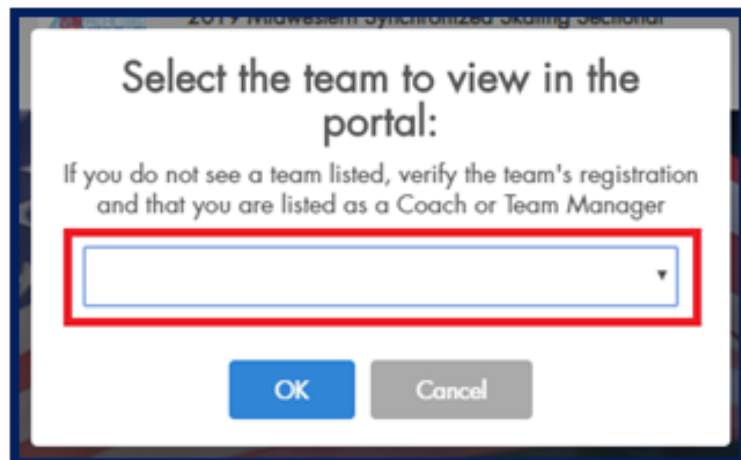
2. Choose **My Competitions - Teams** from the menu, second option from the top.



3. Click the blue **Team** button for the competition you want to select.



4. If you are associated with multiple teams registered for the same competition, you will need to select the team to view from the drop down menu, then click **OK**.



TEAM MANAGEMENT EMS TEAM PORTAL

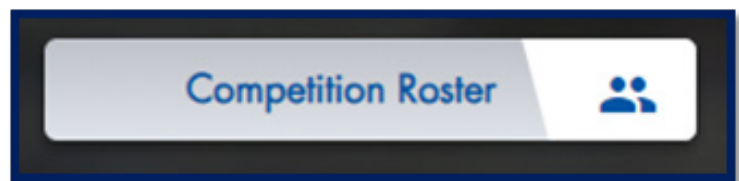


Competition Roster

Manage your list of skaters attending the competition with your team. Only skaters listed on the competition roster will receive a credential at the competition.

View Your Competition Roster

1. From the Main page, click **Competition Roster** under the “Competition Checklist” or choose the tab from the left hand menu.



Note: When you first arrive on this page, the roster you submitted during registration will appear. The name, member number, age as of the preceding July 1, and requirements status will be shown for each skater.

2. Click the “i” icon next to a skater’s name to view more details of his/her requirements:
 - Completion of Liability Waivers and Medical Registry
 - Waivers and Medical Registry can be accessed through each skater’s Members Only profile. See the Requirements section of this document for more details.
 - Age Verification with U.S. Figure Skating (if applicable)
 - Age verification is required for Juvenile, Intermediate, Novice, Junior, and Senior levels. Any document containing the skaters name and date of birth must be sent to Member Services (memberservices@usfigureskating.org) to be verified. This only needs to be verified once and will remain on record with U.S. Figure Skating.
3. Click **Download Roster** for an Excel version of your competition roster. This includes all information for each skater from EMS as well as an email address.

Continue to next page....

TEAM MANAGEMENT EMS TEAM PORTAL



Update Competition Roster

You may update your Competition Roster until the deadline listed for the competition under your team's name at the top of the page.

Note for the Qualifying Season - after the registration deadline of October 1, teams have until December 1 to modify their roster.

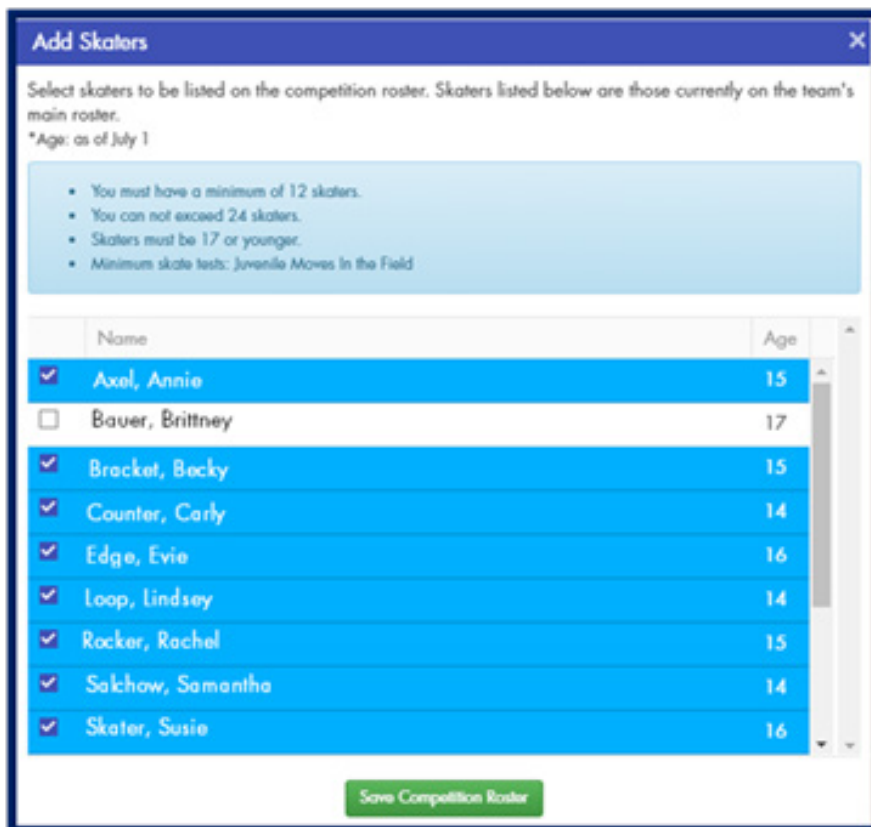
1. Click **Update** located above your existing roster.



2. Review the **Add Skaters** pop-up window displaying your Main Roster. Skaters on your Competition Roster will have a checkmark to the left of their name (highlighted in blue).
3. Add or remove skaters by clicking the box next to the skater's name.

Important: Your roster must meet the minimum requirements for the team level. Requirements are located at the top of the Add Skaters window.

4. Click **Save Competition Roster**.



TEAM MANAGEMENT EMS TEAM PORTAL

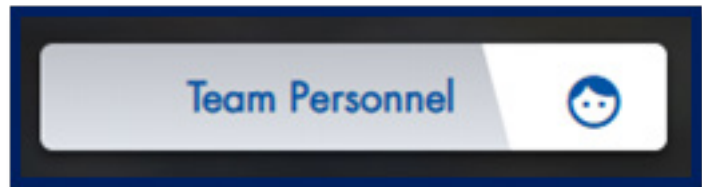


Team Personnel

You will list all Coaches and Team Service Personnel attending the competition with your team to the Team Personnel list. You can only add Team Personnel who are listed in your Team Profile of Members Only as attending the competition in the Team Portal.

View Your Team Personnel

1. From the Main Page, click the **Team Personnel** link from the “Competition Checklist” or choose the tab from the left hand menu.



2. You will see two sections on this page - Coaches & Team Service Personnel. Each Personnel type will display the name, email address, and compliance status for those identified as attending this competition with the team.

Note: Personnel identified during Competition Registration are automatically listed. Only the people listed on this page will receive a credential at the competition. Your Team Manager must be listed as one of your Team Service Personnel in order to receive a credential.

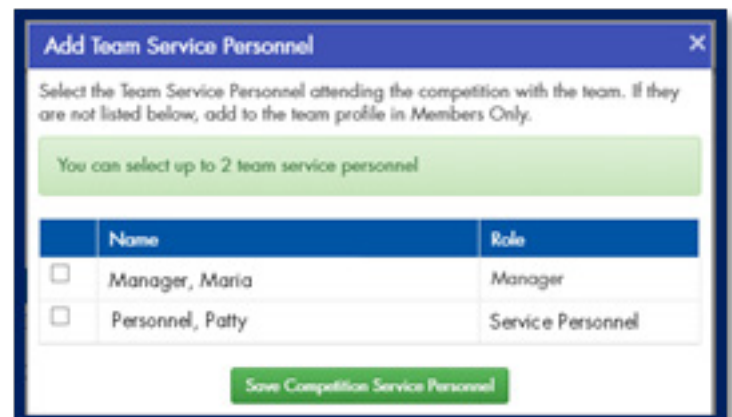
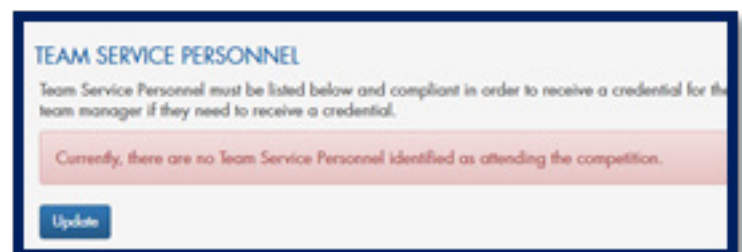
3. Click the “i” icon next to a person’s name for a detailed view of their compliance information.

Update Your Team Personnel

1. Click **Update** under each type to add or remove a person.
2. The Add Coaches/Team Service Personnel Window will appear. This window will display all of the coaches or all of the Team Managers and Team Service Personnel listed in your Team Profile.

Note: If someone you are trying to add is not on the “Add” list, you must first add them to the Team Profile in Members Only.

3. Add a person by checking the box to the left of their name, or uncheck the box to remove them.



TEAM MANAGEMENT EMS TEAM PORTAL



MUSIC & PROGRAM CONTENT

The Music & Planned Program Content page provides music and PPC submission deadlines, a list of events, and their specific requirements. When the Music & Planned Program Content page opens, the **INCOMPLETE** button will appear next to each required item.

Event	Segment	Music	Music Last Modified	PPC	PPC Last Modified
Intermediate Teams	Free	INCOMPLETE	N/A	INCOMPLETE	N/A

Music Upload Instructions

1. Click **INCOMPLETE** to access the MUSIC UPLOAD page.
2. Click the blue **Upload New Music** button under Music File Requirements.
3. Click **Select File** and locate the music file you wish to upload from your computer.
4. Select the file, click **Upload**.
5. You will be required to confirm “Title”, “Artist”, and “Album” information. Listen to your piece of music to confirm it is correct. If the file is correct, click **Confirm & Save**.
6. Copyright Information for each cut of music used in your file must be submitted.
7. Enter the copyright information for the first cut, then click “**Submit Copyright Info**”.
8. Repeat for each cut of music in your program.
9. Once all copyright information has been entered, click **Close**.
10. To return to the Music & Planned Program Content page, click **Go Back**.

Note: You will be required to enter copyright information for each competition. Be sure to save for reference.

TEAM MANAGEMENT EMS TEAM PORTAL



Planned Program Content (PPC) Instructions

***For IJS Events Only!**

1. Click the **INCOMPLETE** button to access the Planned Program Content (PPC) page.
2. Click **Add Element**.

#	Type	Element	Transition
---	------	---------	------------

Note: The “Type” will automatically be selected based on your level and segment.

3. From the “Element” dropdown, select the type of element you are adding to your PPC. (ex. Move Element, Wheel - Traveling)
4. If selecting “Transition”, additionally provide a brief description of the transition element.

Type: Intermediate
Element: Transition
Transition:
Save Cancel

5. Once an element is added to the PPC, the section status is “**COMPLETE**”. Make sure that ALL elements are listed correctly before the submission deadline.
6. You can make changes to your PPC at any time prior to the identified deadline. To modify an element, click **Edit**. To remove an element, click **Delete**.

Note: Once the submission deadline has passed, your PPC will become view only.

TEAM MANAGEMENT EMS TEAM PORTAL



Practice Ice (PI)

All teams are required to purchase **Practice Ice (PI)** segments via the Event Management System (EMS). Teams will purchase PI in the form of credits (1 credit =1 segment). The Chief Referee and PI Chair will use credits to create the PI Schedule. Your LOC may request additional information regarding practice ice preferences. See your competition's website and announcement for more information.

Key Practice Ice Terms

Unofficial Practice Ice (UPI)

UPI offerings are at the LOC's discretion.

Official Practice Ice (OPI)

OPI is scheduled per **Rule 2940** of the U.S. Figure Skating Rulebook. The Chief Referee will schedule OPI sessions on the team's competition surface as part of the overall competition schedule.

8 Minute Segment - Preliminary, Pre-Juvenile, Juvenile, Open Juvenile, Adult, Open Adult, Masters, Open Masters, and Open Collegiate

10 Minute Segment - Intermediate, Novice, Junior SP, and Senior SP

12 Minute Segment - Junior FS, Senior FS, and Collegiate

Pre-Purchase Window

The period where teams are allowed to purchase credits for OPI & UPI sessions. Teams can see the number of credits that they purchased on the EMS *Main* page of the Team Portal.

Packages

The LOC may choose to sell PI in a bundle. A package may be based on a special price established for your team's level or to combine multiple types of credits.

Credits

The number of credits purchased equates to the number of sessions/segments your team would like to skate.

View PI Purchases

You can see a snapshot of what practice ice your team has purchased from the **Main** page of your Team Portal under "Competition Checklist". This is NOT the number of segments scheduled. While you will receive an invoice of your purchase via email, this may serve as a quick reference.

Check the **Action Items** section of your main page, the competition announcement, and competition website to make sure no additional information regarding your purchases needs to be collected.

TEAM MANAGEMENT EMS TEAM PORTAL



Purchasing Practice Ice

All PI options offered to your team are based on level. You are only able to view and purchase the appropriate options.

1 From the Team Portal, click **Practice Ice**.
Note: The **Practice Ice** button is available only when the *Practice Ice Pre-Purchase* window is open.

2 From the “PACKAGES” section, review the options for purchase. Click **Add** for the appropriate option.

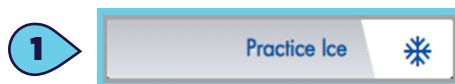
3 Click **Remove** to delete the selection.

4 To purchase credits from the “INDIVIDUAL CREDITS” section, use the plus (+) or minus (-) to select the number of available credits to purchase.

Note: The “TOTAL” increases/decreases in \$ amount as you adjust your selection.

5 Click **Pay** to process your payment. After reviewing your cart items, provide your billing and credit card information.

The *Invoice* window opens confirming the payment processed successfully. EMS also sends an email to the address associated with the member completing the purchase with an attached invoice. Save the invoice for your records.



2019 Eastern Synchronized Skating Sectional Championships

Skyliners - Juvenile
Competition Roster: 24
Roster Deadline: 12/1/2018 11:59 PM ET

PRACTICE ICE

Pre-Purchase
Begin: 11/05/2018 12:00 AM ET
End: 11/16/2018 12:00 AM ET

Key Terms:
UPI - Unofficial practice ice | OPI - Official practice ice

TOTAL \$0.00 Pay

PACKAGES

Packages may combine multiple credit types at a discounted rate. The LOC determines the cost and availability of packages.
Click "Add" to select the package.

8-Minute Official Practice (OPI) - \$90.00
(OPI: 1) **2** Add

→

8-Minute Official Practice (OPI) - \$90.00
(OPI: 1) **3** Remove

INDIVIDUAL CREDITS

Use the + or - buttons below to change the number of credits to purchase. The + button will turn grey when you have reached the maximum number of credits.

Juvenile Teams

UPI \$100.00 - 0 +

Cart (0) \$0.00

Events Teams General Info Merchandise EMS Directory Account

Note: Practice Ice Items Not Paid within 15 minutes of reservation are cleared from this shopping cart. If that happens, please **reselect** the items.

DESCRIPTION	PRICE	QTY	TOTAL
SP-ICE - C:2019 Eastern Synchronized Skating Sectional Championships T:Package L:	90.00	1	\$90.00

[Checkout](#)

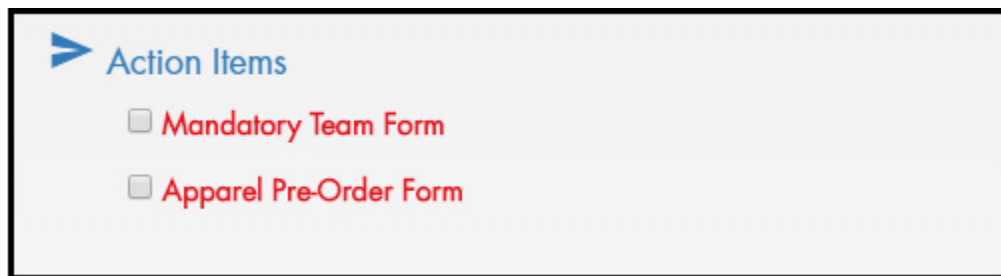
TEAM MANAGEMENT EMS TEAM PORTAL



Action Items

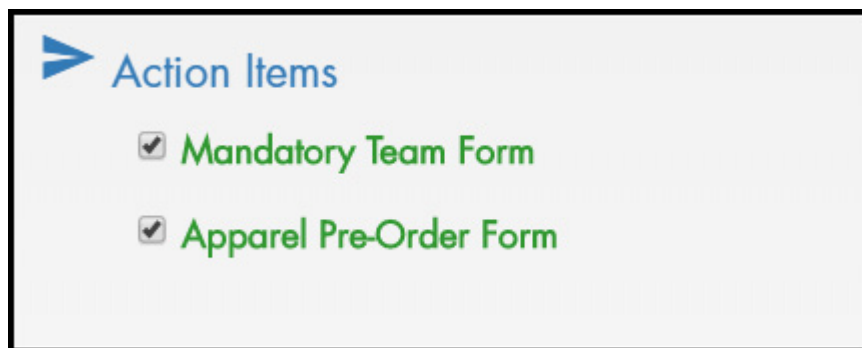
If the competition organizers have provided documents that require an action, they will appear in the “Action Items” section of the checklist.

Note: This section only displays if there are action items to be completed.



Action Items in **red** are incomplete; **green** denotes a completed action item.

1. Click the name of the action item to download the document.
2. Open the document, and complete the task(s) described.
3. Check the box next to the action item to mark it as complete. The Action Item turns **green**.



Note: The organizers of the competition will be able to see who has marked items complete and will use this for tracking along with your submitted items. Any questions regarding action item documents should be directed to the Local Organizing Committee.