



EVENT MANAGEMENT SYSTEM

34th ANNUAL ANN ARBOR SPRINGTIME INVITATIONAL Online Registration – How To

FIRST STEP – DO YOU HAVE YOUR U.S. FIGURE SKATING AND/OR LTS MEMBERSHIP NUMBER?

- No? Email memberservices@usfigureskating.org
 - Provide First Name, Last Name & Date of Birth
**please note, in requesting this information you will also receive a temporary password for login
- Canadian Skater? Email emssupport@usfigureskating.org for instruction.

CLICK [HERE](#) FOR DIRECT REGISTRATION LINK OR...

Log in to www.usfsonline.org click the tab on the left corner, “EVENTS”

- Select the first drop down option “**Registration/Administration**”
- In **COMPETITION REGISTRATIONS** box – select **Event Registration & Information**
 - Under Non Qual Registration, click 34th Annual Ann Arbor Springtime....

BEGIN REGISTRATION:

1. Registration Overview: Review important details of the competition including location, dates, and the entry fees grid. Do not forget to download the competition announcement!
2. Verify your Member Profile: Accurate contact information is very important for the Local Organizing Committee (LOC). Please review and make necessary changes prior to continuing.
3. Competition Waivers: All registrants are required to review and sign each of the three standard U.S. Figure Skating waivers that provide important coverage for athletes.
4. Event Selection: Events you are eligible for, per the competition announcement, will auto-populate in the first window. Select ‘add’ for all events you intend to enter.
 - Missing something? Utilize the ‘Manage Skate Tests’ button to provide information on a recent passed test (date and location required).

REGISTRATION DEADLINE IS MARCH 31, 2018 at 11:59 pm ET

5. Coach Information: Use the search function to input your coach(es). Similar to contact information, it is important that the LOC has an accurate record of which coach is *attending* the event with each skater in order to verify compliance and manage the credential process. If you need to change your attending coach(es) after registration is complete, you may do so via the EMS Skater Portal.

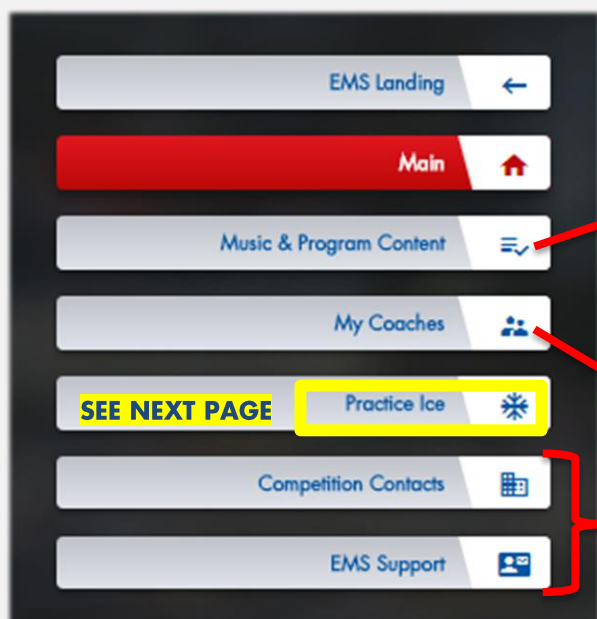
6. Verify your shopping cart and check out!

WHAT'S NEXT?

After registration is complete, all skaters will have access to the EMS Portal through the home page on www.usfsaonline.org. Through the EMS Skater Portal, athletes will have access to pre-purchase practice ice credits, upload competition music, submit PPC (if required), update coaches and more! Please review the information below for access instructions and tips.

Google Chrome is the recommended browser for the EMS Skater Portal.

The Safari web browser can be used however some users have reported functionality issues.



All registered competitors are required to upload competition music, and if competing in an IJS event, submit planned program content (PPC) no later than **MAY 8, 2018**. To begin your upload and/or submission select the **INCOMPLETE** button. Please note this requirement is not complete until the button shows **COMPLETE**. If you need assistance with file conversions, click [here](#).

The My Coaches tab allows you to update your coach information for the event. It is important to provide the name(s) of the coach(es) that are *attending* the event with you so the LOC has the correct information for compliance and accreditation.

QUESTIONS?

Competition Contacts will provide you with appropriate LOC information for event-specific questions i.e. "where will the pairs critiques be held?" whereas EMS Support is a form based contact resource which will connect you with our EMS team for questions like "how do I schedule my pre-purchased practice ice credits" or "I need help uploading my music"

PRACTICE ICE

***all practice ice information is subject to change*

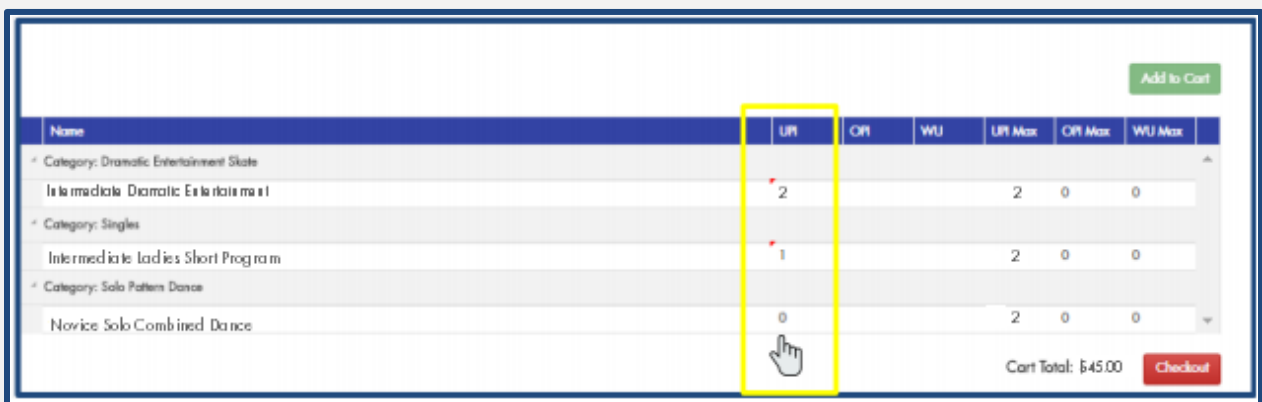
Beginning Thursday, February 1st, unofficial practice ice (UPI) session credits will be available for pre-purchase. The maximum number of credits each athlete can pre-purchase is contingent on the event type for \$15/session credit. The pre-purchase period will close on Sunday, April 15, 2018. Please note, registration for the event must be completed prior to pre-purchasing practice ice!

From Tuesday, May 1st through Sunday, May 6th – athletes can self-schedule their pre-purchased credits after reviewing the published competition schedule. An email with detailed instructions will be sent to all athletes who pre-purchase credits. After the selection window, remaining practice ice will be sold for \$20/session.

PRE-PURCHASE INSTRUCTIONS:

After selecting the PRACTICE ICE tab, session credits can be pre-purchased using the practice ice grid at the bottom of the screen. As a reminder, the maximum number of credits each athlete can pre-purchase is contingent on the event type – there is NO guarantee practice ice is offered for all registered events.

To add a credit, click inside the grid row – arrows will appear, permitting you to indicate how many credits you would like for this event (0, 1 or 2). To update the cart, click **ADD TO CART** and to complete the transaction, click **CHECK OUT**.



Name	UPI	OPI	WU	UPI Max	OPI Max	WU Max
Category: Dramatic Entertainment Skate Is la imediala Dramatic Es la itaie me l	2			2	0	0
Category: Singles Intermediate Ladies Short Program	1			2	0	0
Category: Solo Pattern Dance Novice Solo Combined Dance	0			2	0	0

Cart Total: \$45.00

All UPI sessions will be 20 minutes in duration and no music will be played (with the exception of Pattern Dance). There will be no pre-event warm ups (WU) or official practice ice (OPI) sessions offered at this competition.