

# EMS – Synchronized Skating Qualifying Registration

## Before You Register

### Update Your Team Profile

Any information relevant to your team including all skaters that train with your team, any Team Managers, and Coaches, must be listed in your Members Only Team Profile prior to registering for a competition in EMS. Team Service Personnel will be added on the Team Portal at a later time. All skaters should be added as “Members” under Member Type. Skaters added as a “Substitute” will not show up in EMS on your Main Roster and cannot be added to your competition roster in EMS.

### Prepare for Payment

All teams must register individually, with their own payment transaction. Payment by credit card is the only form of payment accepted for registration. It is recommended that any personnel registering large numbers of teams contact their credit card company and let them know multiple, similar transactions will be going to the same location to prevent credit card fraud systems from being activated.

## Registering with EMS

### Registration Access

Any Coach or Team Manager listed in the Team Profile in Members Only for a team that is registered for the current season will be able to access EMS and register teams for the 2019 Synchronized Skating Qualifying Season.

### Location of Competition Registration – Teams

1. Log in to Members Only using your personal 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 left side menu (third option from the top).



## Registering Your Team

1. **Register Now:** Select the GREEN "Register Now" button next to your sectional competition name under "Qualifying Competitions".
  - a. Only the section for which your team(s) are eligible for will appear.

**Competition Registration - Teams**

**Qualifying Competitions**

For questions regarding qualifying events, contact [events@usfigureskating.org](mailto:events@usfigureskating.org)

**#3 COMPETITION TIME**

**2019 Pacific Coast Synchronized Skating Sectional Championships**  
January 30th - February 3rd  
Greater Kalamazoo Skating Association  
Kalamazoo, MI

Registration Deadline: October 2nd, 12:00 am

**REGISTER NOW**

2. **Team Selection:** If you are associated with more than one team, you will be prompted to select a team from the drop down menu that you wish to register at this time.

**Select the team to register.**

If you do not see the team listed, verify the team's membership has been renewed and you are indicated as either Coach or Team Manager

U.S. Figure Skating Adult Team - Adult (6008050) ▼

**OK** **Cancel**

3. **Team Verification:** Verify the information for the team you are registering is accurate. If anything looks incorrect, return to your Team Profile in Members Only. Then check the box next to "I have verified the team information above."

**Team Verification**

Review the team name and level below. Updating the team level must be done through the Team Profile through Members Only. Continuing past this page into registration will begin a registration request the following team for selected competition.

Member # 6008050

Team U.S. Figure Skating Adult Team **Edit**

Level Adult

Club U.S. Figure Skating

Section Pacific

☐ I have verified the Team information above.

**Next**

4. **Registration Overview:** Provides a brief summary of information related to the competition. A link to the competition website and announcement will be provided here 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."

The screenshot shows the 'Registration Overview' page. At the top, it recommends Google Chrome. Below, it lists event details: 2019 Pacific Coast Synchronized Skating Sectional Championships, Kalamazoo, Michigan, 1/30/2019 - 2/3/2019. It includes a list of requirements for registration, such as having a valid credit card, email address, and coach's membership number. A red box highlights the checkbox 'I have read and understand the above overview of the U.S. Figure Skating online registration process.' Below this is the 'Entry Fee' section, showing a fee of \$600.00 for qualifying teams. At the bottom, there are 'Back' and 'Next' buttons.

5. **Event Selection:** The event will be pre-populated for you based on your team's level. Confirm the event is correct, and then click "Next" to continue registration. (Note: The reason why it says "Yes" next to music and PPC is that this competition requires these must be submitted at a later date for a team entering this event. Directions on how to upload these for Sectionals will be provided after the close of entries.)

The screenshot shows the 'Event Selection' page. It states that the team is eligible for the events below based on the level. It lists 'Selected Events' and shows 'Adult Teams' with 'Judging System: US | Music: Yes | PPC: Yes'. At the bottom, there are 'Back' and 'Next' buttons.

6. **Competition Roster Selection:**
- Click the "Update Roster" button. A pop up window will appear with all skaters listed in your Main Roster from your Team Profile in Members Only.

The screenshot shows the 'Competition Roster Selection' page. It includes instructions to click 'Update Roster' to select skaters from the Main Roster. A red box highlights the 'Update Roster' button. Below the button is a text input field.

- b. The skaters listed in your Main Roster from your Team Profile will appear. Check the box to the left of a skater's name to add them to your Competition Roster.
- Only skaters who are eligible at this time may be added to your roster. Error messages may include current membership, test eligibility, and age of the skater.
    - If a skater's error is preventing your team from meeting the minimum roster requirements for registration, contact Kyleigh Gaff:  
[kgaff@usfigureskating.org](mailto:kgaff@usfigureskating.org).
  - You must select the minimum number of skaters for your level to continue.

**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

**ROSTER REQUIREMENTS**

- 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	Error
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"/> Wehrli McLaughlin, Susi	
<input checked="" type="checkbox"/> Woienski, Karissa	

- c. Once all skaters have been selected, click "Save Competition Roster".

Save Competition Roster

- d. Verify the number of skaters you are adding to your competition roster at this time, then check the box that you have verified your roster is accurate.

**Competition Roster**

Update Roster

Gaff, Kyleigh  
Graham, Leslie  
Lehman, Erika  
McKinnis, Mimi  
Papajohn, Cassy  
Romeo, Megan  
Vogtner, Kelly  
Wang, Devin  
Wehrli McLaughlin, Susi  
Woienski, Karissa

Skaters: 12

☒ I have verified the competition roster is accurate.

Back Next

7. **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 after registration (available October 2018).
  - a. Click "Update".
  - b. Check the box to the left of the names of the coaches attending the competition.
  - c. You will be able to select up to FOUR coaches attending the competition.
  - d. If a coach 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 to attend a competition.
8. **Payment:** a credit card will be required for payment. All registrations are not considered complete until an invoice confirmation is received via email.

## NOTES:

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.

Before registering another team, it is strongly recommended that you refresh your browser before initiating an additional registration.

## Post-Registration

All teams will receive an e-mail after the close of entries with further instructions regarding:

- Updating your Competition Roster until the deadline of December 1
- Updating your Coaches attending the competition
- Upload Music & Program Content
- List Team Service Personnel attending the competition – additional instructions coming soon
- ...and more!

## Questions?

### Technical Support Questions

Product Support: [ProductSupport@USFigureSkating.org](mailto:ProductSupport@USFigureSkating.org)

### Event Related Questions

Coordinator, Competitions – Megan Romeo: [mromeo@usfigureskating.org](mailto:mromeo@usfigureskating.org)

### Team Eligibility Questions

Coordinator, Synchronized Skating – Kyleigh Gaff: [kgaff@usfigureskating.org](mailto:kgaff@usfigureskating.org)