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).
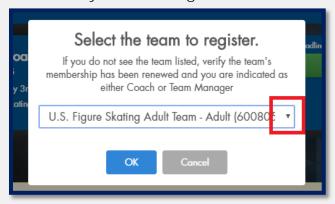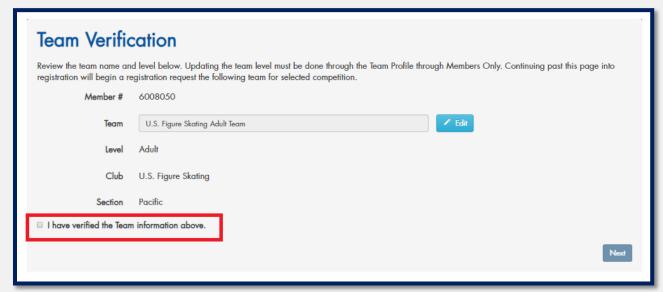
Registering Your Team

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.
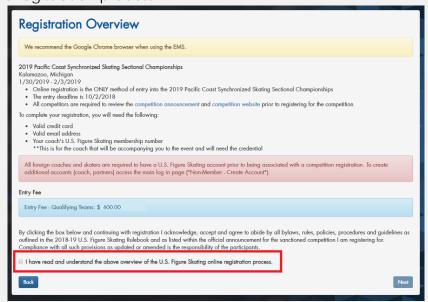

2. **Team Selection**: If you are associated with more than one team, you will be prompted to select a team from the drop down menu that you wish to register at this time.

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."

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."

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.)

6. **Competition Roster Selection**:
   a. 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.

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.
   i. 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.
      1. If a skater's error is preventing your team from meeting the minimum roster requirements for registration, contact Kyleigh Gaff: kgaff@usfigureskating.org.
   ii. You must select the minimum number of skaters for your level to continue.

c. Once all skaters have been selected, click "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.

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

Event Related Questions
Coordinator, Competitions – Megan Romeo: mromeo@usfigureskating.org

Team Eligibility Questions
Coordinator, Synchronized Skating – Kyleigh Gaff: kgaff@usfigureskating.org