




2019 U.S. ADULT FIGURE SKATING CHAMPS

CALLING ALL SKATERS, FANS, FAMILY!

All volunteer requests will be managed through **EMS**. Note, this is a two part approval process (volunteer request and shift request). Both steps will be managed on a rolling basis.

STEP 1 – SUBMIT VOLUNTEER REQUEST (DEADLINE: 3/8/2019)

- Log in to Members Only – www.usfsaonline.org
 - If you are not a member of U.S. Figure Skating and would like to volunteer, click 
- Once logged in, click the EMS button and then 
 - *From the left-hand menu
- Find the competition name and click 

STEP 2 – SHIFT REQUESTS (DATE: TBD)

- Once schedule has been finalized, the LOC will send an email to all approved volunteers with information regarding the shift request timeline.
- To request shifts....
 - Click EMS, VOLUNTEER OPPORTUNITIES then **SELECT SHIFTS**
- On the left-hand side, you will see all available shifts for the competition. Shifts are based on date, time and location and in some cases have multiple positions available for you to request.
 - Click the desired shift and the available positions (roles) will appear in the right-hand window – click on your preference for the shift. Once the block turns blue, the request is stored and you can continue with additional shift requests (*there is no limit to how many shifts you can request).
 - Once complete with requests for all shifts, click **REVIEW** to confirm all.
 - After you confirm your request, you will not be able to add or edit. To update your submission, email events@usfigureskating.org.

The LOC will approve volunteers and shifts on a rolling basis so check back on EMS to confirm your schedule for the competition. If you need assistance with any part of the process, email productsupport@usfigureskating.org.