

COMPETITION REGISTRATION

Access Path: EMS > [Competition Registration](#)

Overview

Registrations for U.S. Figure Skating qualifying competitions are done through the Event Management System (EMS). Competitors may also register for non-qualifying competitions using EMS. Competitions using EMS for registrations will display on the EMS Competition Registration page.

Competitor's skate test history is available within EMS. Competitors have the ability to self-report tests (and report tests for a partner for partnered events).

Note: When registering for partnered events like Pairs or Dance, only one competitor is required to register within EMS.

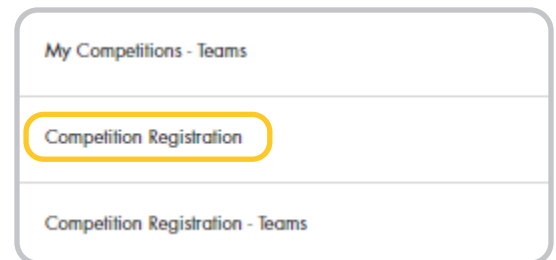
Competitors are responsible for understanding the requirements for each event, and should only register for events for which they are eligible. Competitors can contact U.S. Figure Skating Product Support, if they are eligible for offered events but the event(s) is/are not available to the competitor in EMS.

Competition Registration

1 Sign in to EMS by going to www.usfsaonline.org and logging into Members Only and Clicking the EMS button



2 From the EMS Main page, Click **Competition Registration**

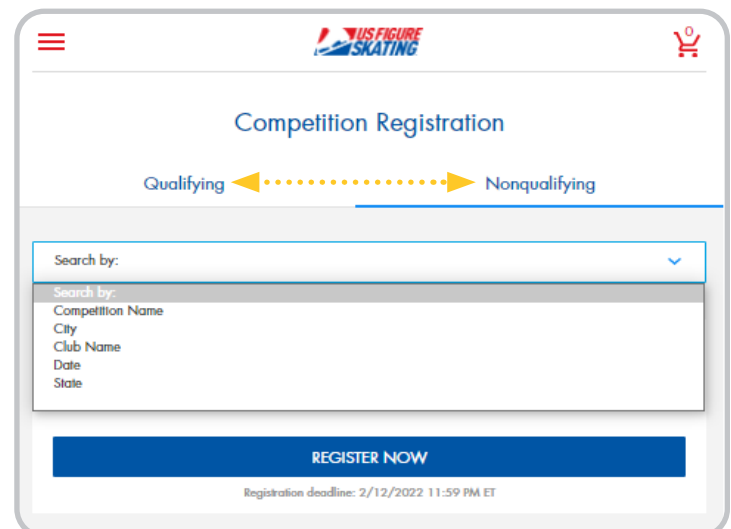


3 On the **Competition Registration** page, toggle left and right between **Qualifying** and **Non-Qualifying** competitions accepting registrations.

Use the **Search By** field to filter the competition list by:

- Competition name
- City
- Club Name
- Date
- State

Locate your choice and click **Register Now**



- 4 Review the important competition information on the Registration Overview page. Check the box to confirm you have read and understand the overview.

Click **Continue**

Competition Category	Fee 1	Fee 2	Fee 3	Fee 4
Solo Dance Series - Solo Combined Dance	\$175	\$175	\$175	\$175
Solo Dance Series - Shadow Dance	\$160	\$160	\$160	
Solo Dance Series - Solo Pattern Dance	\$145	\$145	\$145	
Singles (Prejuvenile - Senior)	\$160	\$110	\$110	
Singles Excel (Prejuvenile - Senior)	\$160	\$110	\$110	
Singles Excel - Introductory (Beg - Prelim)	\$160	\$110	\$110	

By clicking the box below and continuing with registration I acknowledge, accept and agree to abide by all bylaws, rules, policies, procedures and guidelines as outlined in the 2021 - 2022 U.S. Figure Skating Rulebook and as listed within the official announcement for the sanctioned competition I am registering for. Compliance with all such provisions as updated or amended is the responsibility of the participants.

☒ I have read and understand the above overview of the U.S. Figure Skating online registration process.

BACK CONTINUE

- 5 Review your information on the My Profile page. Click the Edit icon to make changes. Click **Save** to continue.

Note: You will be unable to make changes to your Main Info. If you need to make changes to this information, contact Member Services. Check the box to confirm you have verified your information. You may be directed to the Select Representation page to select the organization you will represent. Make your selection and click **Save** to return to the My Profile page.

Click **Continue**

Please review your profile below in full. Your name and contact information will be provided to the local organizing committee at the conclusion of registration. To make changes, click the Edit button. If your home club is listed incorrectly, please contact Member Services at 719.635.5200

Home Club:
Region:
Section: Eastern

Main Info

First Name:
Last Name:
Gender:
Birth Date:

Email and Phone

Primary Email:
Primary Phone:

☒ I have verified my information is accurate.

BACK CONTINUE

6 Your recorded U.S. Figure Skating tests are displayed on the My Skate Tests page. Click the **Add** icon next to a discipline to self-report tests or click **Continue**.

My Skate Tests

2/7

Important Information

Dance Tap to add +

Figure +

Free Dance +

Free Skating +

Moves Preliminary Moves In The Field +

Pair +

BACK CONTINUE

7 To self-report a test, select the **Test** from the drop-down list, enter the host **Club**, the test **Date**, and Click **Save**.

To remove a self-reported test, click **Remove** or the **Trash** icon.

Add Free Skating

Test

Select Test

Select Test

- Adult Bronze Free Skate
- Adult Gold Free Skate
- Intermediate Free Skate
- Juvenile Free Skate
- Junior Free Skate
- Novice Free Skate
- Adult Pre-Bronze Free Skate
- Preliminary Free Skate
- Pre-Juvenile Free Skate
- Pre-Preliminary Free Skate
- Adult Silver Free Skate
- Special Olympics Juvenile Free Skate
- Special Olympics Adult Pre-Bronze Free Skate
- Special Olympics Preliminary Free Skate
- Special Olympics Pre-Juvenile Free Skate
- Special Olympics Pre-Pre Free Skate
- Senior Free Skate
- Adaptive Pre-Bronze Free Skate
- Adaptive Bronze Free Skate
- Adaptive Silver Free Skate
- Adaptive Gold Free Skate
- No Test Free Skate

8 If you compete in a partnered event (Pairs, Dance, Duets, etc.), check the appropriate discipline on the Partner Events page. Click **Continue**.

Partner Events

3/7

Important Information

If you intend to register for a partnered event, please indicate below. If not (i.e. singles only), click Continue to advance to Event Selection.

☐ Shadow Dance (SDS)

☐ Duets

BACK CONTINUE

- 9 Click **Add Partner** to identify your partner for each discipline. Click on Important Information for helpful tips. You can search by U.S. Figure Skating member number, first name, last name, and/or state. Click **Search**.

Click **Add**.
Click **Continue**.

The image shows two screenshots from the US Figure Skating website. The left screenshot is the 'My Partners' page, which has a progress bar at 4/7. It features a blue header with 'Important Information' and a message: 'You have indicated you wish to register for an event(s) that requires a partner. Please choose your partner below.' Under the 'Duets' section, there is a blue '+ Add Partner' button with a yellow arrow pointing to it. At the bottom, there are 'BACK' and 'CONTINUE' buttons, with a yellow arrow pointing to 'CONTINUE'. The right screenshot is the 'Partner Search' modal. It contains input fields for 'Membership #', 'First Name', 'Last Name', and 'State' (with a dropdown menu set to 'Any'). At the bottom, there are 'CLEAR' and 'SEARCH' buttons, with a yellow arrow pointing to 'SEARCH'.

- 10 On the Event Selection page, you will see the events that are offered at the competition for which you are eligible according to your completed skate tests. Use the **Available Events** field to filter by discipline. Click **Add** next to your desired event. Expand the **My Events** section to view event selections.

Click **Remove** to remove an event. Click **Additional Information** for helpful tips. Click **Continue**.

Note: Contact productsupport@usfigureskating.org if you do not see an event that is offered at the competition (according to the announcement), and you believe you meet the requirements.

The image shows the 'Event Selection' page on the US Figure Skating website, with a progress bar at 5/7. It has a blue header with 'Additional Information' and a message: 'You are eligible for the events listed below.' Below this, there is a 'My Events: [1]' section with a yellow arrow pointing to it. Under 'Available Events', there is a dropdown menu set to 'All Events'. Two events are listed: 'Adult Silver Ladies Jumps Challenge' and 'Beginner Girls Excel Compulsory'. The first event has a yellow arrow pointing to a 'REMOVE' button. The second event has a yellow arrow pointing to an 'ADD' button.

- 11** On the My Coaches page, you can add coaches to your registration. You can add up to 2 coaches for singles events, and up to 3 coaches for partnered events.

Click **Add Coach**. You can search by U.S. Figure Skating member number, first name, last name, and state.

Note: You can only search coaches who have self Identified as a USFS Coach or LTS Instructor

The image displays two screenshots of the US Figure Skating app interface. The left screenshot shows the 'My Coaches' page, which includes a progress bar indicating 6/7 steps, a 'Foreign skaters information' dropdown menu, a search instruction, a 'Singles' section with an 'Add Coach' button, and a checkbox for 'I will not have coach(es) attending with me for this competition.' The right screenshot shows the 'Coach Search' modal, which features input fields for 'Membership #', 'First Name', 'Last Name', and 'State' (set to 'Any'), along with 'CLEAR' and 'SEARCH' buttons.

Note: If you are not bringing a coach to the competition, check the “I will not have coach(es) attending with me for this competition” box. Click **Continue**.

- 12** All competitors are required to review and sign each of the three Waivers displayed on this page. Enter your “Name” and “Relationship” (Self if over 18; Parent, or Guardian if a registrant is a minor). The waivers are:

- a. Waiver and Release
- b. Medical Consent
- c. Media and Likeness Release

Note: All waivers are available for download.

Click **Continue** to Checkout.

The image shows a screenshot of the 'Waivers' page in the US Figure Skating app. It features a progress bar at 1/3, a list of three waivers (Assumption of Risk, Emergency Medical Care, Media and Likeness Release) with download links, and a section for signing the Assumption of Risk waiver with fields for Name and Relationship (set to 'Self'). The page has 'BACK' and 'CONTINUE TO CHECKOUT' buttons at the bottom.

Checkout

1 The cart total increases after items are added. Items are removed from the cart if the checkout transaction is not complete in 15 minutes.

Contact **ProductSupport@usfigureskating.org** for questions about using EMS.

Review the cart for accuracy. Click **Checkout**

Review Cart

Cart total (3 items): \$118.45

Adult 1 Ladies Compulsory Moves 2021 Skate Dallas NQ-ENTRY FEE	\$80.00
Adult Bronze Character Performance 2021 Skate Dallas NQ-ENTRY FEE	\$0.00
MUSIC Late Fee 2021 Skate Dallas NQ-MUSIC LATE	\$35.00
PROCESSING FEE:	\$3.45
SUBTOTAL:	\$115.00
TOTAL:	\$118.45

CHECKOUT

[Back](#)

2 On the Checkout page 1 of 3: Billing Address, the Billing Name and Address defaults to the registrant's name and address. Make changes where necessary.

Click **Save & Continue**.

1 of 3 | Billing Address

First Name*

Last Name*

Country*

United States of America

Street Address*

Address Line 2

City*

State*

Zip / Postal Code*

CANCEL **SAVE & CONTINUE**

3 On the Checkout page 2 of 3: Payment, provide your credit card information and click **Continue**.

Note: EMS does not store credit card information you will have to enter it each time you go to check out.

2 of 3 | Payment

Card Number

CVC

Expiration Date

Month

Year

CANCEL

CONTINUE

3 of 3 | Review & Submit

4 On the Checkout page 3 of 3: Review & Submit, review your purchase and click **Authorize Payment**.

2 of 3 | Payment

EDIT

3 of 3 | Review & Submit

Adult 1 Ladies Compulsory Moves	\$80.00
2021 Skate Dallas	
NO ENTRY FEE	
Adult Bronze Character Performance	\$0.00
2021 Skate Dallas	
NO ENTRY FEE	
MUSIC Late Fee	\$35.00
2021 Skate Dallas	
NO MUSIC LATE	
PROCESSING FEE:	\$3.45
SUBTOTAL:	\$115.00
TOTAL:	\$118.45

AUTHORIZE PAYMENT

5 The receipt opens for your viewing. You will also receive a confirmation email.

US FIGURE SKATING

Thank you for your order!
A confirmation email has been sent.

Your invoice number is
Q02506

Billing Address

COLORADO SPRINGS, CO 80906-3624

Payment

**** 1111 Exp 5/22

Order Summary