



# EVENT MANAGEMENT SYSTEM

## SKATER PORTAL

All registered skaters for the 2018 U.S. Figure Skating Qualifying Season and the associated non-qualifying competitions have access to the Event Management System via the Skater Portal. Please review the information below for access instructions and tips!

### ACCESS

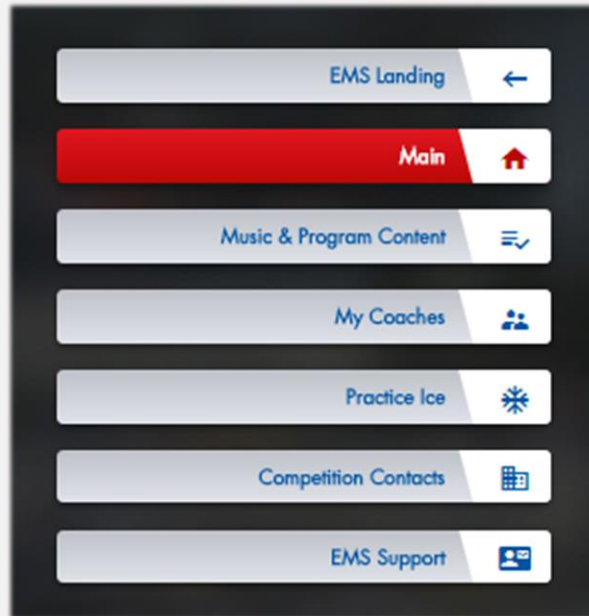
Log in to [www.usfsaonline.org](http://www.usfsaonline.org)

Click the blue 'EMS' Button



Select the appropriate competition under **SKATER PORTAL**

The screenshot shows the 'EVENT MANAGEMENT SYSTEM' interface. At the top left is the US Figure Skating logo. Below it is a warning box: 'If you are using Safari, please ensure you are using version 10.2 or above. For more info, [click here](#) for instructions from Apple.' The main heading is 'Welcome to the Event Management System Home Page!'. Below this is a paragraph: 'From here, you can navigate your way through the necessities of the main event, all in one place - registration, volunteer, apply for a sanction, bid on a qualifying competition and manage your club's competition.' Another paragraph follows: 'When managing the clubs competition - the modules available are: budget management, entry management, on-site registration and volunteer sign-up/registration.' On the right side, there are three buttons: 'COMPETITION REGISTRATION' (with a calendar icon), 'COMPETITION PROFILE' (with a person icon), and 'VOLUNTEER OPPORTUNITIES' (with a group of people icon). At the bottom, there is a 'SKATER PORTAL' section with the text: 'Completed registrations are listed below. To manage your event profile (music, PPC, practice ice) for a competition, click on the competition name.'



## MAIN

The main dashboard provides a snapshot of your entry and competition details/timelines.

## MUSIC & PROGRAM CONTENT

All registered competitors are required to upload competition music, and if competing in an IJS event, submit planned program content (PPC). 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](#).

Additional questions? Email [EMSsupport@usfigureskating.org](mailto:EMSsupport@usfigureskating.org).

## MY COACHES

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. The first coach credential is complimentary; refer to the competition [website](#) for information on purchasing additional coach credentials.

**\*All coaches connected to a skater's registration will have access to their competition and practice ice schedule via EMS' Coaches Portal.**



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## PRACTICE ICE

Practice ice for each competition is very different; please refer to the competition [website](#) for practice ice specifics. Please note all practice ice periods (pre-purchase, selection, onsite and final round sales) will be processed through this tab on **SKATER PORTAL**.

## COMPETITION CONTACTS

This tab provides the skater with access to names and emails of key competition contacts, in addition to the Chief Referee.

## EMS SUPPORT

In addition to emailing [EMSupport@usfigureskating.org](mailto:EMSupport@usfigureskating.org), skaters can refer to the EMS Support tab for video tutorials and resources.