



# EVENT MANAGEMENT SYSTEM

## ONLINE REGISTRATION 'HOW TO' LEARN TO SKATE USA MEMBERS

All skaters registering for the 2018 U.S. Figure Skating Qualifying Season and the associated non-qualifying competitions will follow a streamlined process for registration managed by U.S. Figure Skating through the Event Management System (EMS).

This year, three regional non-qualifying competitions are offering events for Learn to Skate USA members (please refer to announcements for event offerings):

### **NA NON-QUALIFYING COMPETITION**

October 8, 2017 – Hackensack, New Jersey

### **SA NON-QUALIFYING COMPETITION**

October 12-15, 2017 – Aston, Pennsylvania

### **NE NON-QUALIFYING COMPETITION**

October 21, 2017 – Westborough, Massachusetts

### **FIRST STEP – DO YOU HAVE YOUR LTS MEMBERSHIP NUMBER?**

- No? Email [memberservices@learntoskateUSA.com](mailto:memberservices@learntoskateUSA.com).
    - Provide First Name, Last Name & Date of Birth
- \*\*please note, in requesting this information you will also receive a temporary password for login**

### **AFTER logging in to U.S. Figure Skating members only, click the tab on the left corner that reads "EVENTS"**

- Select the first drop down option "**Registration/Administration**"
- In the **COMPETITION REGISTRATIONS** box – select **Event Registration & Information**
  - Select the desired competition link under **Non-Qual Registration**

## BEGIN REGISTRATION:

1. Registration Overview: Review important details of the competition including location, dates, and the entry fees grid. Do not forget to download the competition announcement!
2. Verify your Member Profile:  
If you are associated with multiple LTS programs, you will be prompted to choose which program you wish to represent at this competition. LTS members who are also U.S. Figure Skating members will also choose between representing Learn to Skate USA or U.S. Figure Skating.
3. Competition Waivers: All registrants are required to review and sign each of the three standard U.S. Figure Skating waivers that provide important coverage for athletes.
4. Event Selection: Events you are eligible for, per the competition announcement, will auto-populate in the first window. Select 'add' for all events you intend to enter.
5. Coach Information: Use the search function to input your coach(es). Similar to contact information, it is important that the LOC has an accurate record of which coach is *attending* the event with each skater in order to verify compliance and manage the credential process. If you need to change your attending coach(es) after registration is complete, refer to the EMS Skater Portal for additional information.
6. Verify your shopping cart and check out!

## WHAT'S NEXT?

After registration is complete, all skaters will have access to EMS via [www.usfsaonline.org](http://www.usfsaonline.org) to purchase practice ice, update coach information and upload music. All skaters are encouraged to review LOC timelines and requirements as this varies from competition to competition. Don't be afraid to ask questions, whether that is by way of the competition chair or EMS Support. We look forward to sharing this streamlined registration process and EMS with you – be on the lookout for updates via email from the U.S. Figure Skating team!

If you have additional questions after reviewing the 'How To', please email [EMSupport@usfigureskating.org](mailto:EMSupport@usfigureskating.org).