

# 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.

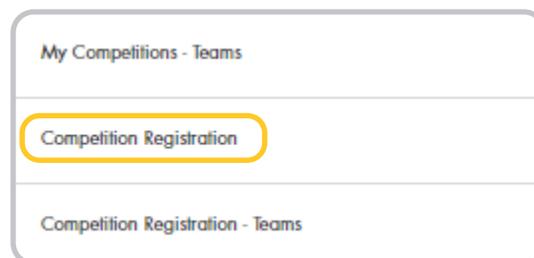
Competitors are responsible for understanding the requirements for each event, and should only register for events for which they are eligible. Competitors can contact U.S. Figure Skating Product Support, if they are eligible for offered events but the event(s) is/are not available to the competitor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

## Competition Registration

**1** Sign in to EMS by going to [www.usfsaonline.org](http://www.usfsaonline.org) and logging into Members Only and Clicking the EMS button



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

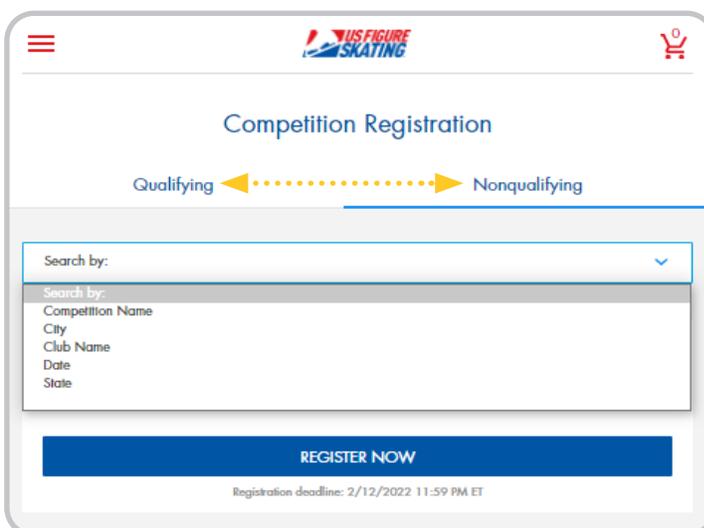


**3** On the **Competition Registration** page, toggle left and right between **Qualifying** and **Non-Qualifying** competitions accepting registrations.

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:

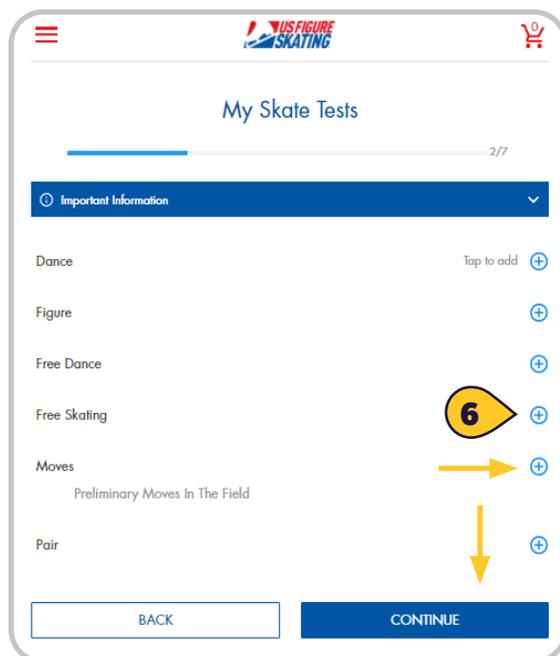
Email and Phone

Primary Email:   
Primary Phone:

I have verified my information is accurate.

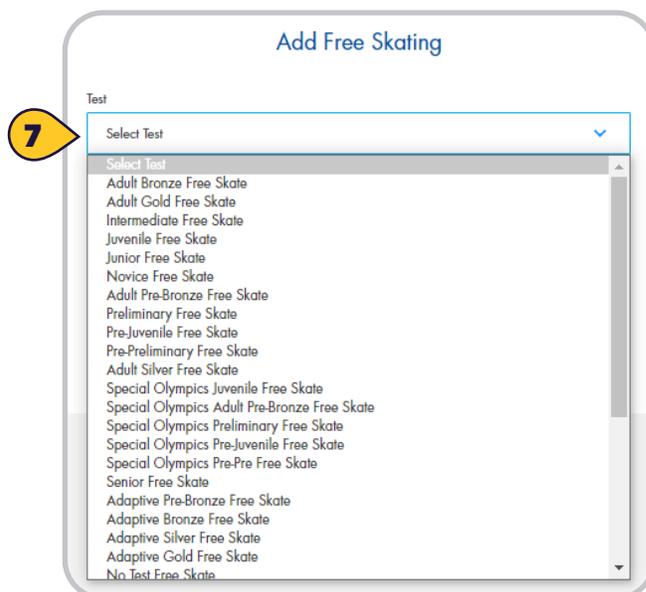
BACK CONTINUE

**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**.

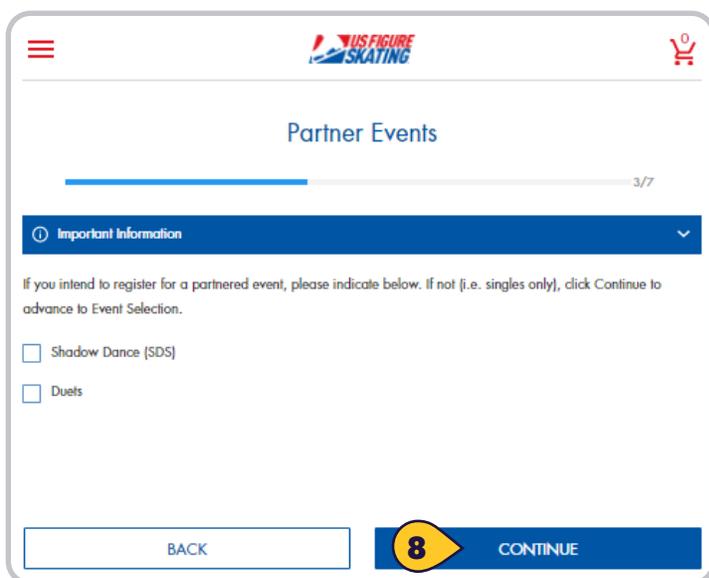


**7** To self-report a test, select the **Test** from the drop-down list, enter the host **Club**, the test **Date**, and Click **Save**.

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

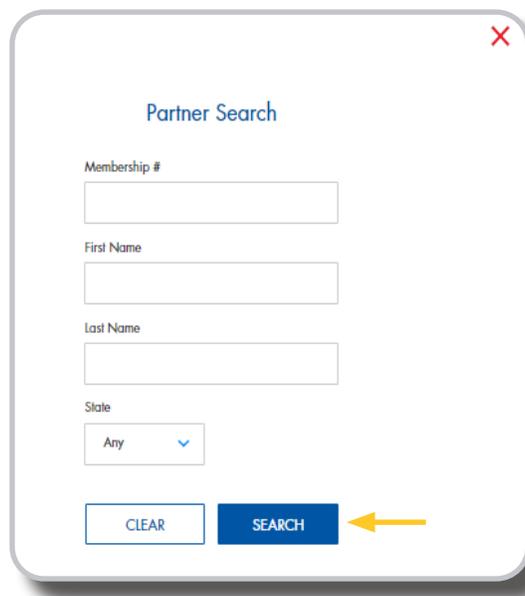
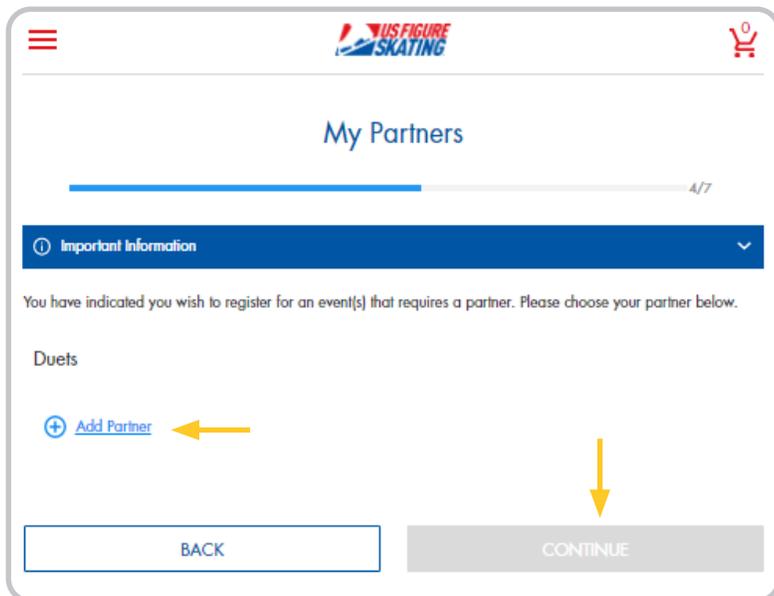


**8** If you compete in a partnered event (Pairs, Dance, Duets, etc.), check the appropriate discipline on the Partner Events page. Click **Continue**.



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**.

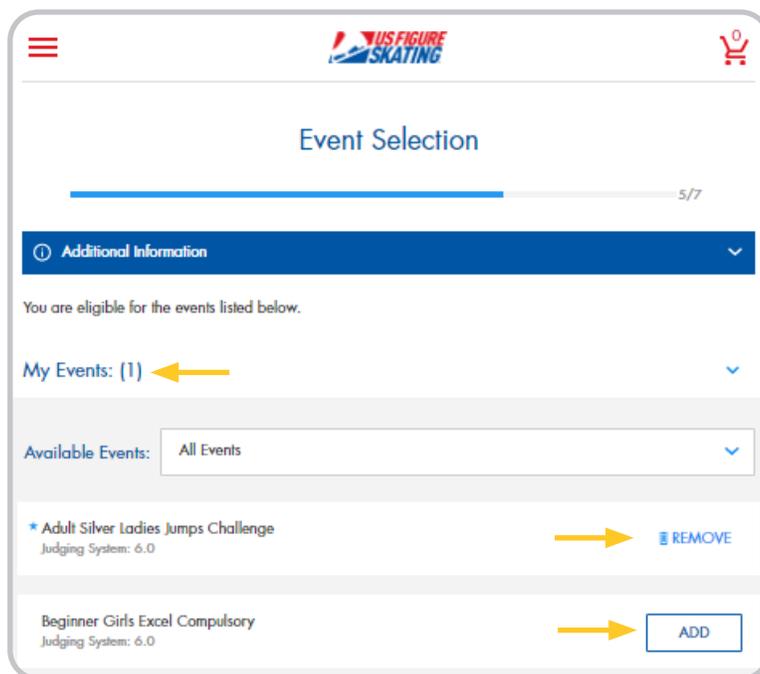
Click **Add**.  
Click **Continue**.



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**.

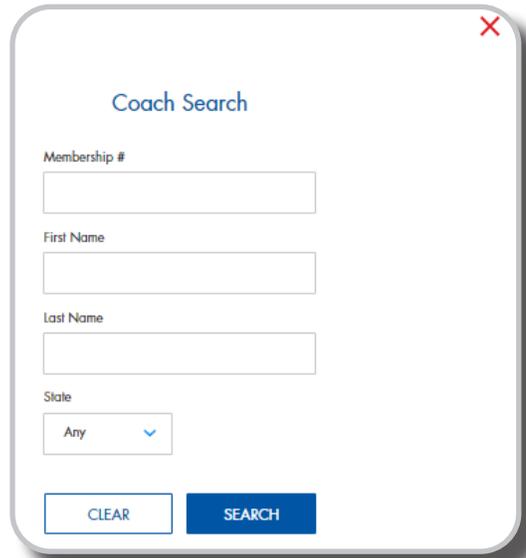
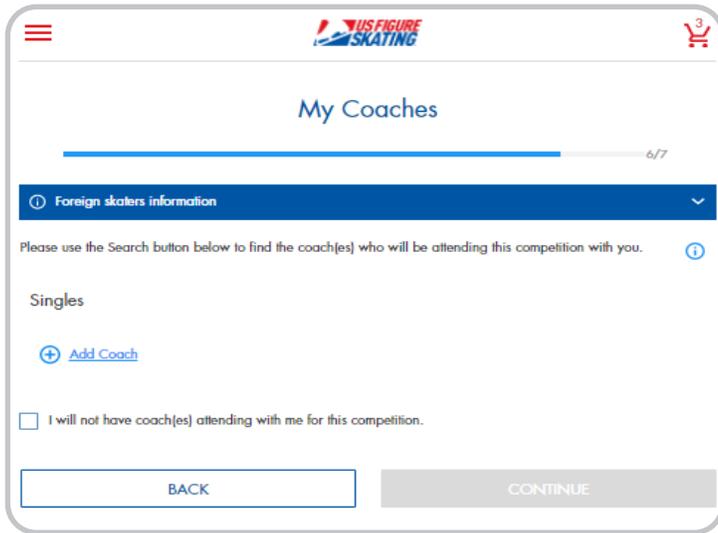
**Note:** Contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org) if you do not see an event that is offered at the competition (according to the announcement), and you believe you meet the requirements.



**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



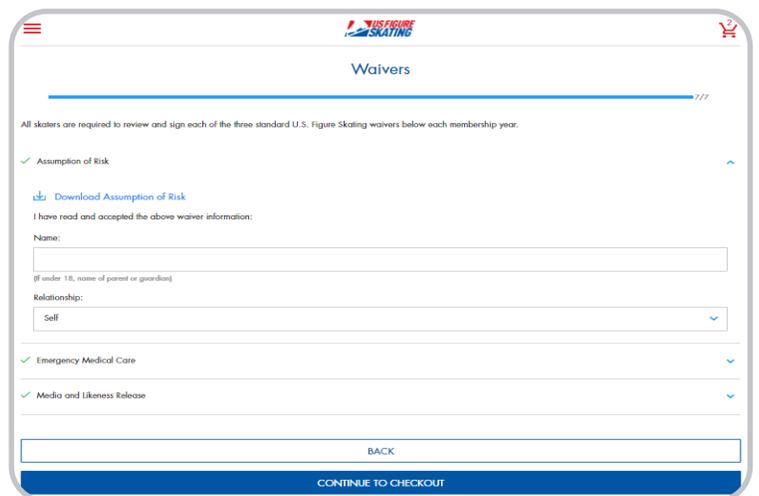
**Note:** If you are not bringing a coach to the competition, check the “I will not have coach(es) attending with me for this competition” box. Click **Continue**.

**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.



# 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**

**US FIGURE SKATING**

### 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.

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**

Click **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 2021 Skate Dallas NO-ENTRY FEE	\$80.00
Adult Bronze Character Performance 2021 Skate Dallas NO-ENTRY FEE	\$0.00
MUSIC Late Fee 2021 Skate Dallas NO-MUSIC LATE	\$35.00
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

SCARLETT STREET  
COLORADO SPRINGS, CO 80906-3624

Payment

\*\*\*\* 1111 Exp 5/22

Order Summary



# MY COACHES

Access Path: EMS > [My Competitions](#)

On the **My Coaches** page, competitors specify who will be attending the competition as their coach. Adding a coach gives them access to view your [schedule](#), [music](#), and [PPC](#).

**Note:** Only fully compliant coaches can accompany competitors to U.S. Figure Skating sanctioned events. Competition specific credential information and coach compliance requirements are available on the competition website.

**1** After logging in to Members Only ([m.usfigureskating.org](https://m.usfigureskating.org)), click **EMS**. Click **My Competitions**.

**2** Click your competition.

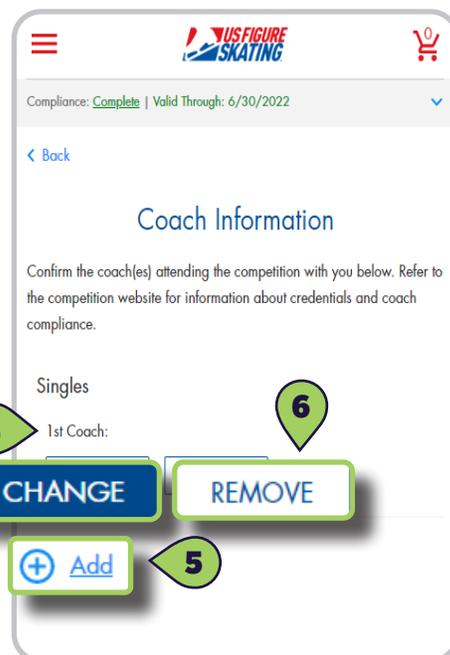
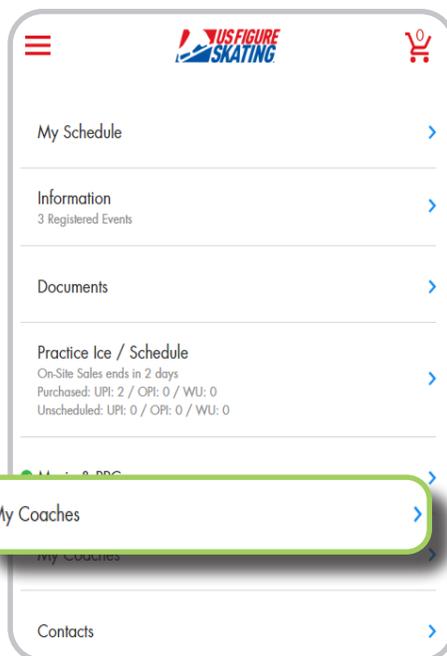
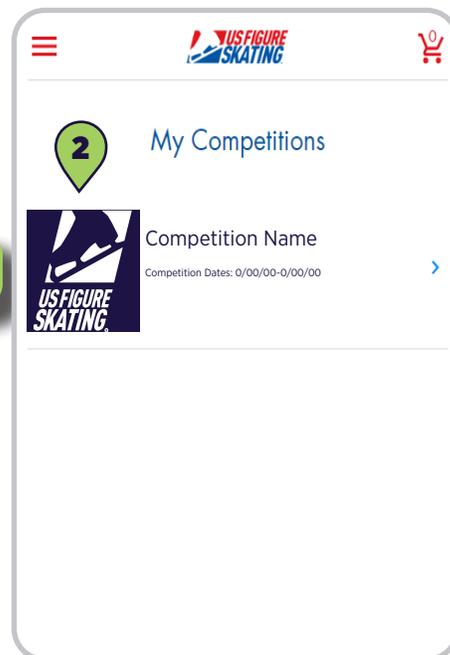
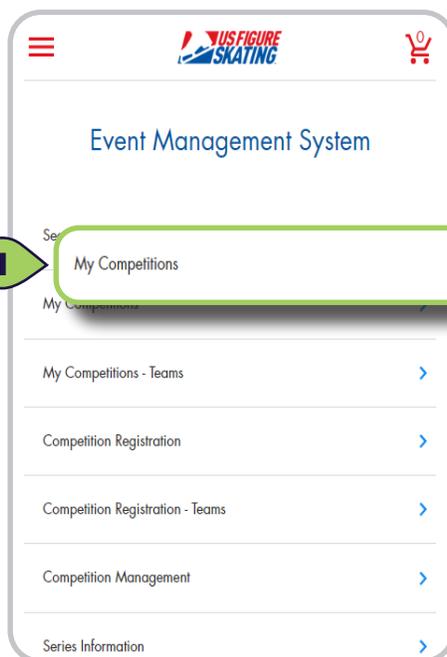
**3** Click **My Coaches**.

**4** Review the coaches listed.

**5** To change or add a coach, click **CHANGE** or **ADD**.

**6** To delete a coach from the list, click **REMOVE** below the coach's name.

**Note:** If you have more than one coach, you must remove the **2nd Coach** before removing the **1st Coach**.





# MY COACHES

- 7** Search for your coach by one of the following:
- Membership number
  - First name/Last name
  - State dropdown

**Best Practice:** Search by using the coach's U.S. Figure Skating member number.

**8** Click **SEARCH** to return results.

**9** Click **ADD** to update My Coaches.

**10** Click the **BACK** arrow to go back to your competition portal.

✕

Search for Coach By:

Membership # #####

First Name

Last Name

State Any ▾

CLEAR
SEARCH

✕

Coach Search Results

Viewing 1-1 of 1 items All ▾

[← Edit Search](#)

##### ADD

Coaches Name | State

☰
🛒

← Back

## Coach Information

Confirm the coach(es) attending the competition with you below. Refer to the competition website for information about credentials and coach compliance.

**Singles**

1st Coach: Coaches Name

CHANGE

---

2nd Coach: Coaches Name

CHANGE

REMOVE

☰
🛒

- My Schedule >
- Information >  
3 Registered Events
- Documents >
- Practice Ice / Schedule >  
On-Site Sales ends in 2 days  
Purchased: UPI: 2 / OPI: 0 / WU: 0  
Unscheduled: UPI: 0 / OPI: 0 / WU: 0
- Music & PPC >
- My Coaches >
- Contacts >

# FEES & UNPAID EVENTS

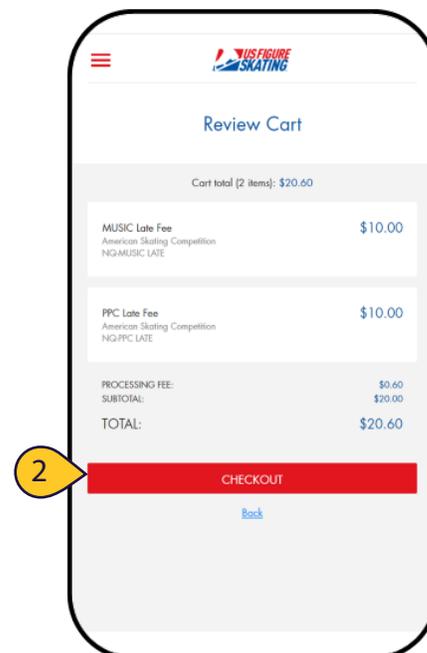
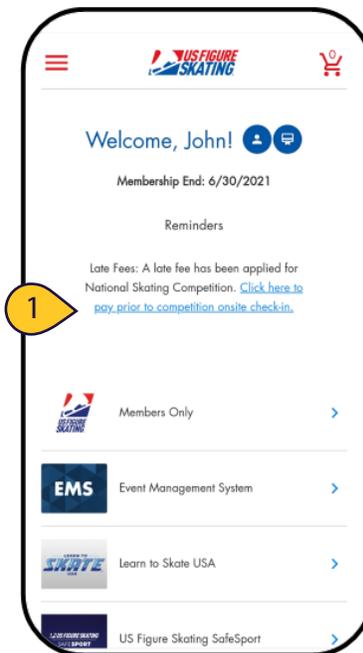


Access Path: [Member's Only](#)

Skaters must log on to Members Only to pay fees for late music/PPC submissions, as well as for unpaid events added after they initially registered. These payments must be made prior to checking in on-site to each competition.

1 Log into Members Only ([m.usfigureskating.org](http://m.usfigureskating.org)). When a fee or unpaid event exists, skaters are notified on their home page. Click the **link in the notification** to pay. Review the items for accuracy.

2 Tap **Checkout** to continue to the Billing Address page.



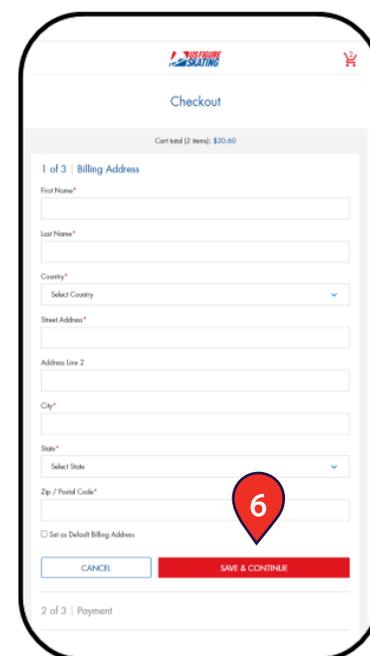
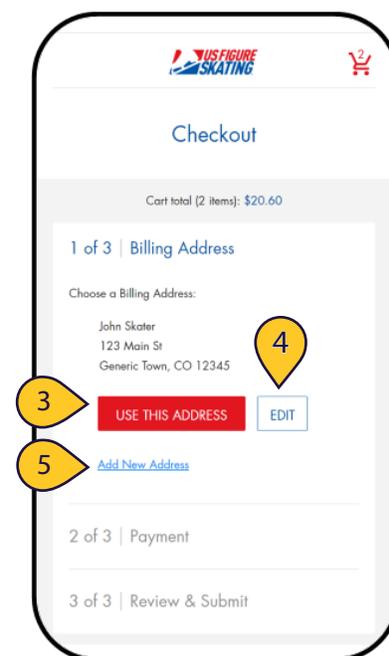
**Note:** The billing address must be the one associated with the card being used.

3 If the address is correct, tap **Use This Address** and go to Payment Info.

4 To correct the existing address, tap **Edit**. Update the address and click **Save & Continue** to go to Payment Info.

5 To enter a different address, tap **Add New Address**. Enter the address, click **Save & Continue** to go to Payment Info.

6 Tap **Save & Continue** to add your payment information.





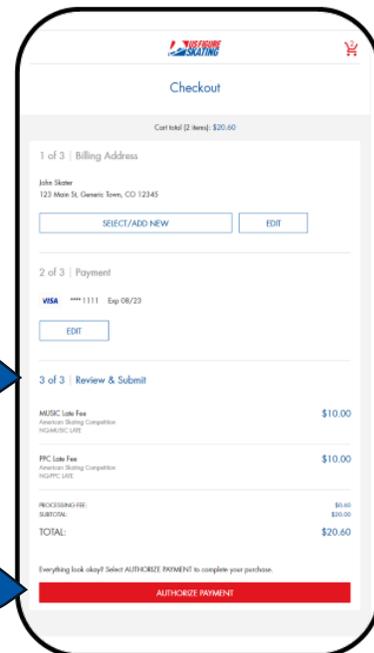
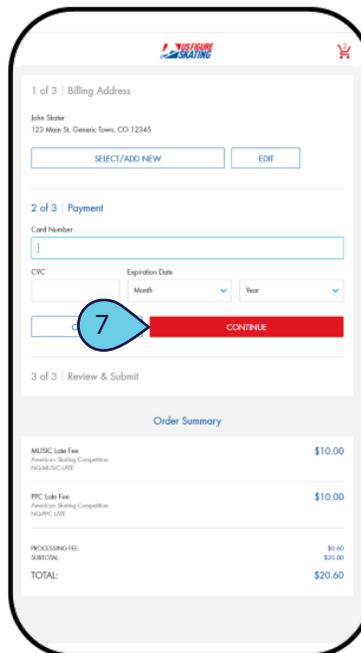
Access Path: [Member's Only](#)

7 Provide your credit card information and tap **Continue**.

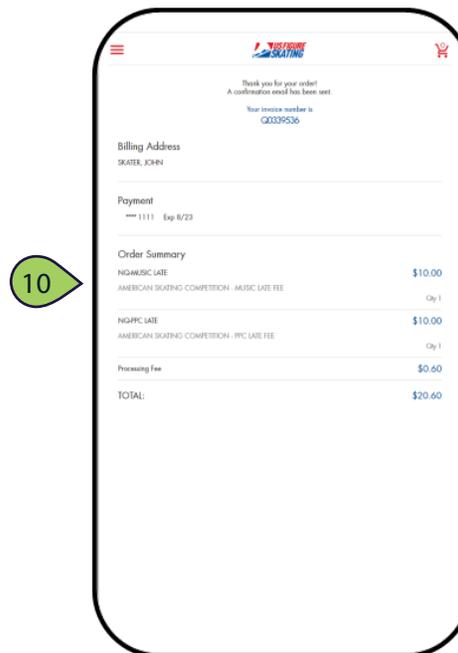
8 Review and confirm the:

- Billing Address
- Payment Information
- Order details

9 Tap **Authorize Payment**.



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



# MUSIC & COPYRIGHT INFO



Access Path: EMS > [My Competitions](#)

Video Resource Available [HERE](#)

Competitors are required to upload music in EMS for many events. Music can be uploaded from your mobile device and must be uploaded by the stated deadline. *Note:* You will not be able to upload your music or copyright information after the deadline and must contact the LOC for instructions on how to submit. Failure to upload by the deadline may result in a late fee.

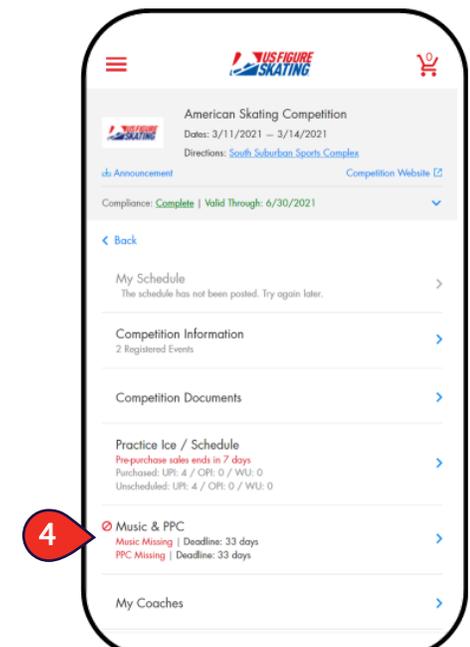
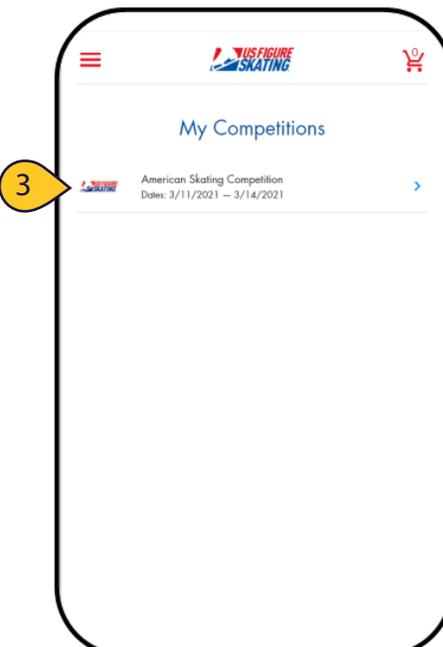
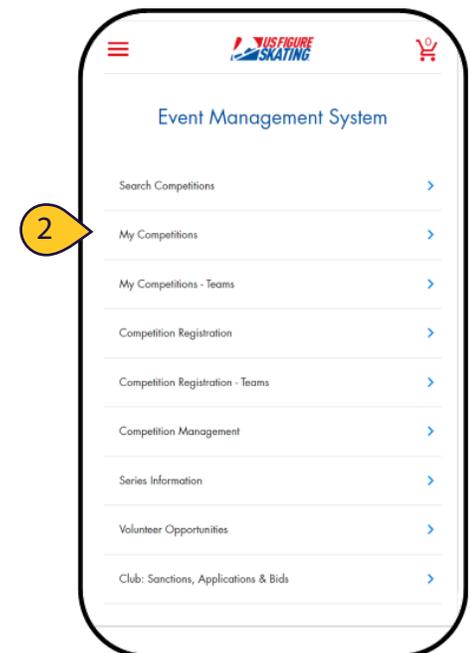
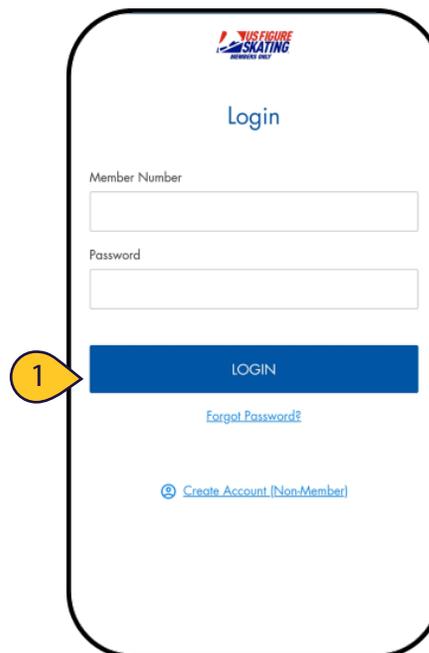
For copyright and publicity purposes, U.S. Figure Skating gathers information on all music that may be used in a television or video on-demand broadcast. Program music is generally created using multiple pieces of music and you must enter copyright information for each piece used in each file. For assistance in gathering the copyright information, go to <http://www.mpa.org/copyright-search/>.

1 Log in to Members Only. ([m.usfigureskating.org](http://m.usfigureskating.org)) then tap **EMS**.

2 Select **My Competitions**.

3 Tap the desired competition.

4 On the main competition page, tap **Music & PPC**.  
*Note:* Review the music deadline; add music for applicable segments/events.



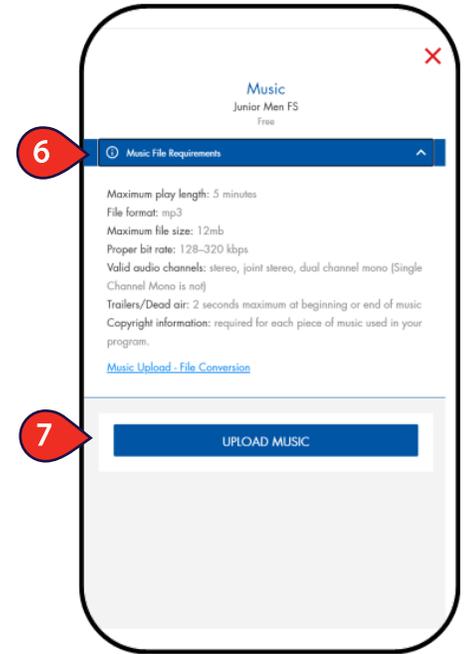
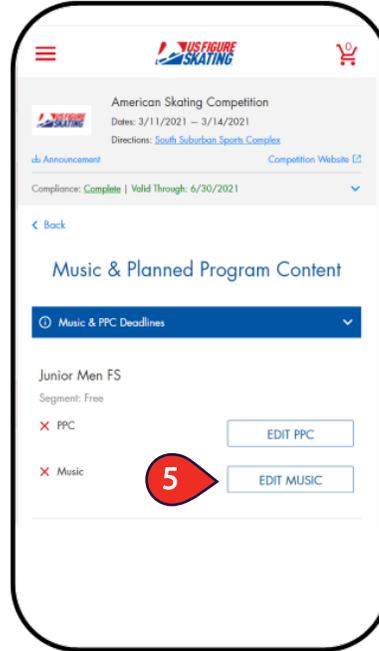


# MUSIC & COPYRIGHT INFO

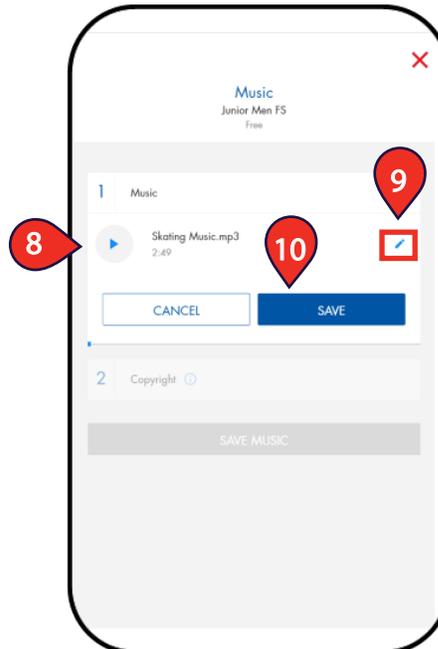
Access Path: EMS > [My Competitions](#)

Video Resource Available [HERE](#)

- 5 Tap **Edit Music** for the desired segment.
- 6 Review the Music File Requirements. Files must be in mp3 format, and no larger than 12 MB. Tap Music Upload-File Conversion for instructions.
- 7 Tap **Upload Music** to locate your music file.



- 8 You must preview the file before saving.
- 9 Tap **Save** to go to the Copyright section.
- 10 *Note:* Use the edit icon to change your music file.



# MUSIC & COPYRIGHT INFO



Access Path: EMS > [My Competitions](#)

Video Resource Available [HERE](#)

- 11 Provide ALL of the following copyright information:
- Title
  - Arrangement
  - Artist
  - Record Label
  - Duration (Minutes/Seconds)

12 Tap **Save**.

Music  
Novice Ladies FS  
Free

1 Music

Skating Music.mp3  
2:49

2 Copyright ⓘ

Title  
Moonlight Sonata

Artist  
Ludwig van Beethoven

Arrangement ⓘ  
New York Philharmonic

Record Label  
Classical Music Company

Duration  
Minutes 2 Seconds 49

SAVE

SAVE MUSIC

13 To add multiple pieces, tap **Add Another Copyright** and repeat for each piece of program music.

14 Tap **Save Music**. Repeat for all segments/events requiring music.

Music  
Junior Men FS  
Free

1 Music

Skating Music.mp3  
2:49

2 Copyright ⓘ

Title: The Figure Skater  
Artist: John Doe  
Arrangement: Jane Doe  
Record Label: The Skating Record Label  
Duration: 2:49

⊕ Add Another Copyright

SAVE MUSIC

# COMPETITION INFORMATION



Access Path: EMS > My Competitions

Video Resource Available [Here](#)

**1** After logging in to Members Only ([m.usfigureskating.org](http://m.usfigureskating.org)) select EMS. Select My Competitions.

**2** Select your competition.  
Select Competition Information.

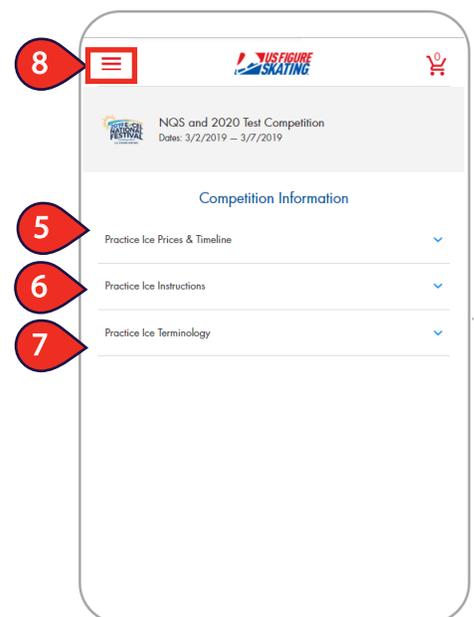
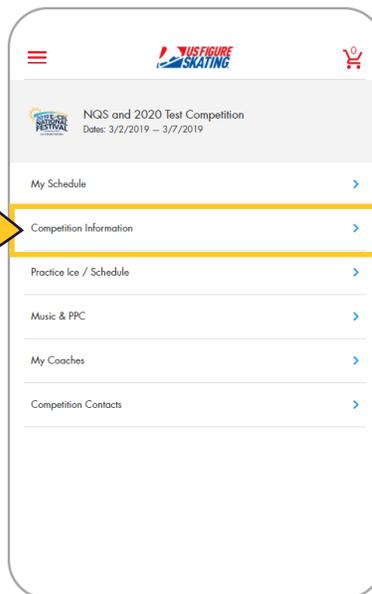
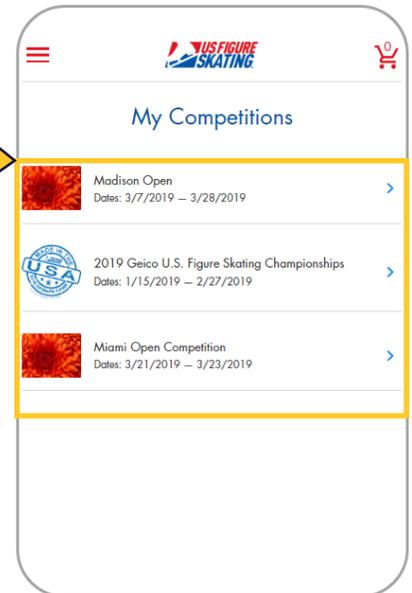
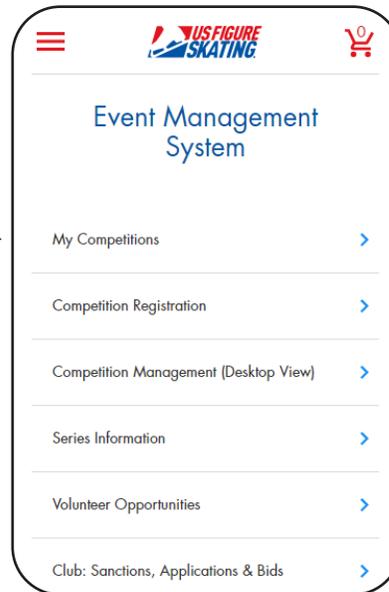
**3** Select Competition Information.

**5** Select Practice Ice Prices & Timeline to view the dates for practice ice (PI) sales windows and offerings.

**6** Select Practice Ice Instructions to view instructions on how to purchase sessions and credits.  
Note: Only competitors can purchase PI credits and sessions.

**7** Tap Practice Ice Terminology to view a glossary of PI terms.

**8** Access the Main Menu, Home, EMS Home, and Resources.



# PLANNED PROGRAM CONTENT (PPC)



Access Path: EMS > [My Competitions](#)

Submitting **Planned Program Content (PPC)** in EMS for an event. You can provide PPC from your personal computer or mobile device.

When you are registered for an event that requires PPC, you must submit it by the deadline. After the deadline, competitors will be unable to provide PPC through EMS. Late PPC submissions may incur a fee for some non-qualifying competitions and you will need to reach out to our Product Support Team for assistance at

[Productsupport@usfigureskating.org](mailto:Productsupport@usfigureskating.org)

**1** Log in to *Members Only*. ([m.usfigureskating.org](https://m.usfigureskating.org)) Select **EMS**. Select **My Competitions**.

**2** On the *My Competitions* page, tap the desired competition.

**3** Tap **Music & PPC**.

**4** Review music and PPC deadlines.

**Note:** Contact the LOC for additional instructions if attempting to provide PPC after the deadline.

**5** To enter PPC, tap **EDIT PPC** for the event/segment.

The screenshots show the following steps:

- Step 1:** The 'Members Only' login screen with the 'EMS' button highlighted.
- Step 2:** The 'Event Management System' menu with 'My Competitions' highlighted.
- Step 3:** A specific competition page with 'Music & PPC' highlighted.
- Step 4:** The 'Music & Planned Program Content' screen showing 'Music & PPC Deadlines' and a list of items with 'EDIT PPC' and 'EDIT MUSIC' buttons.
- Step 5:** A close-up of the 'EDIT PPC' button.

# PLANNED PROGRAM CONTENT (PPC)



Access Path: EMS > [My Competitions](#)

Contact your coach for assistance in determining elements.

**6** Tap **Add Elements**.

**7** Use the Type dropdown to add an element i.e. Jumps, Spins, Twizzles, etc.

**8** Use the Element dropdown to define the Element Type i.e. Double-Axel, Sit Spin, Choreographic Sequence, etc.

**9** Click **Add** to continue

**10** Once you are finished adding all of your elements click **Confirm PPC**.

The screenshots illustrate the following steps:

- Step 6:** A 'Planned Program Content' screen with a red close button (X) and a yellow-bordered button labeled '+ Add Elements'.
- Step 7:** The 'Add Elements' dropdown is open, showing a 'Type' dropdown menu with options: 'Select Type', 'Jumps', 'Spins', and 'Steps & Spirals'.
- Step 8:** The 'Type' dropdown is set to 'Steps & Spirals'. The 'Element' dropdown is open, showing options: 'Select Element', 'Choreographic Sequence', 'Choreographic Step Sequence', and 'Step Sequence'.
- Step 9:** The 'Type' dropdown is 'Steps & Spirals' and the 'Element' dropdown is 'Step Sequence'. There are 'CANCEL' and 'ADD' buttons at the bottom.
- Step 10:** A summary bar with a '+ Add Elements' button and a large blue 'CONFIRM PPC' button.

# PRACTICE ICE: PRE-PURCHASE

Access Path: EMS > [My Competitions](#)

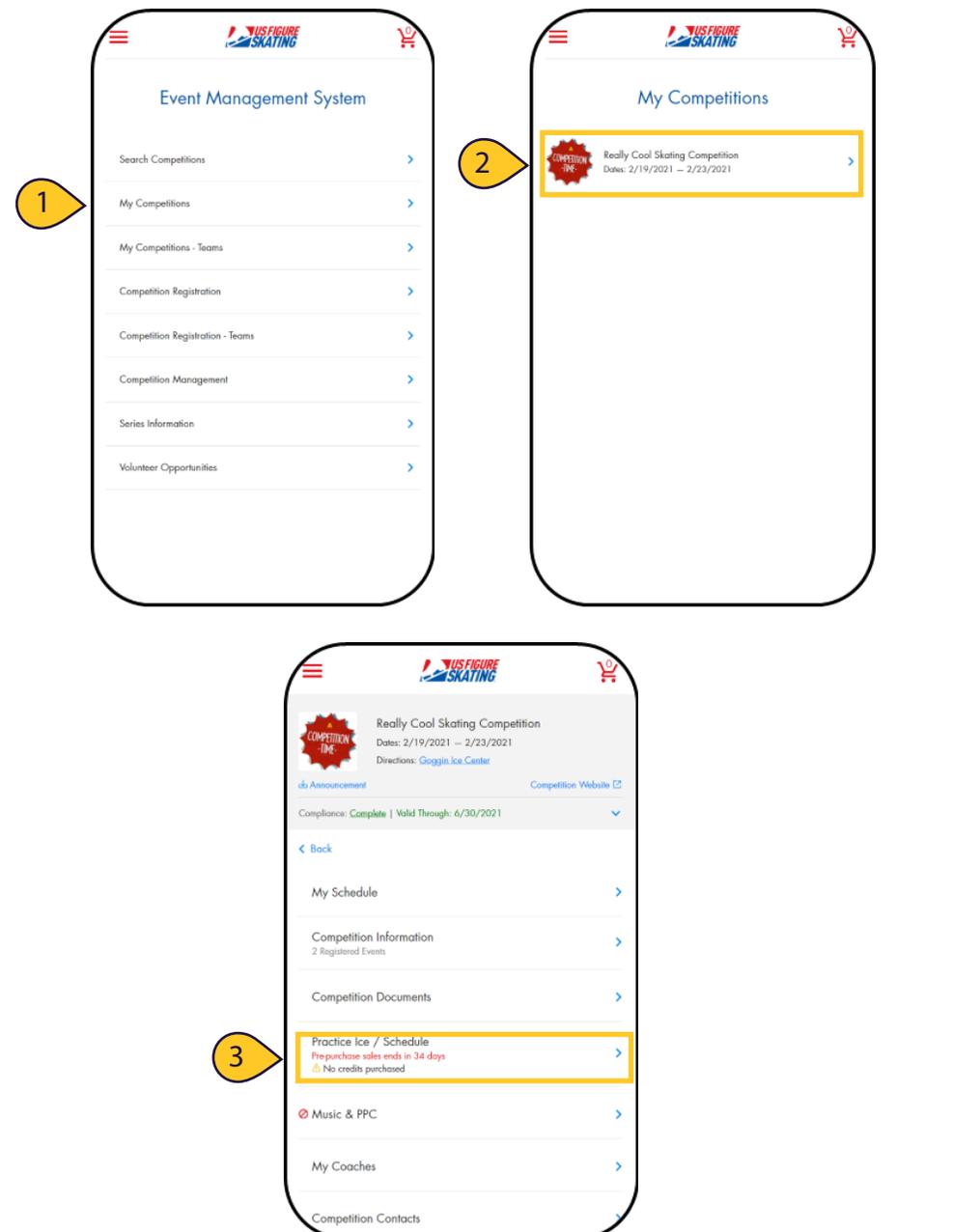
The Pre-Purchase Sales window provides you with the opportunity to pre-purchase packages and credits for PI sessions before the schedule is released. "Packages", if offered, include multiple PI credits and are only available during the Pre-Purchase sales window.

After the pre-purchase window has closed and the competition schedule has been finalized, you can redeem your credits and self-schedule PI sessions during the session selection window.

Note: At many competitions, official practice ice (OPI) and pre-event warm-ups (WU) are assigned by the LOC and/or referee while building the competition schedule. If so, you will only be able to self-schedule UPI sessions during the selection window.

PI session availability, eligibility, and cost are determined by the LOC, based on competition level. Please, review the announcement and website to verify information about PI sales, as this information varies across competitions.

- 1 After logging in to Members Only ([m.usfigureskating.org](https://m.usfigureskating.org)) tap select EMS. Select My Competitions.
- 2 Select your competition.
- 3 Tap Practice Ice / Schedule.



The first screenshot shows the 'Event Management System' menu with 'My Competitions' highlighted. The second screenshot shows the 'My Competitions' list with 'Really Cool Skating Competition' highlighted. The third screenshot shows the details for 'Really Cool Skating Competition' with 'Practice Ice / Schedule' highlighted.



# PRACTICE ICE: PRE-PURCHASE

Access Path: EMS > [My Competitions](#)

\* Note: A skater can only add OPI/ UPI/WU credits up to the limits the LOC has set.

4 To purchase available PI packages, tap the + button. The subtotal increases.

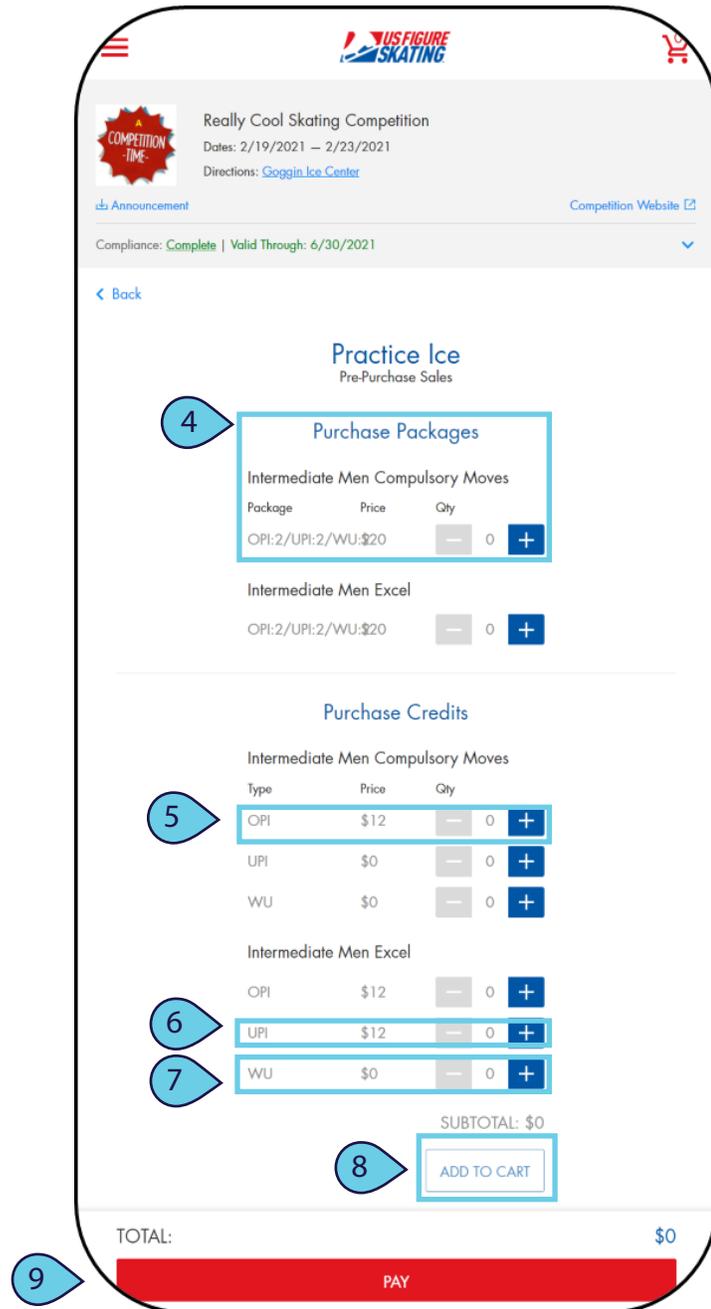
5 To purchase available OPI credits, tap the + button. The subtotal increases.

6 To purchase available UPI credits, tap the + button. The subtotal increases.

7 To purchase available WU credits, tap the + button. The subtotal increases.

8 Tap ADD TO CART.  
Note: The total updates.

9 Tap **PAY**.





# PRACTICE ICE: PRE-PURCHASE

Access Path: EMS > [My Competitions](#)

**10** Check your order on Review Cart page. Tap **REMOVE** to delete items from your cart or tap **CHECKOUT** to enter the billing information.

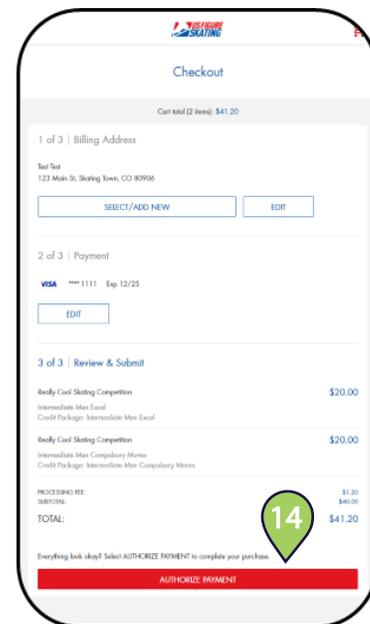
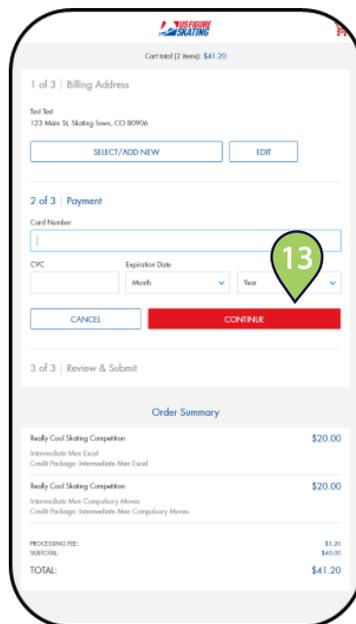
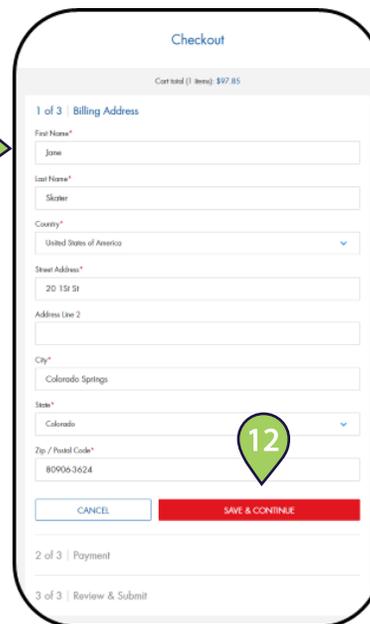
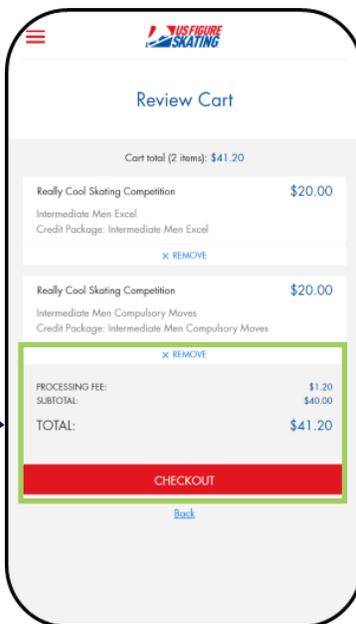
**11** The address on your U.S. Figure Skating member profile will display automatically. Enter or verify the billing address information.

**12** Tap **SAVE & CONTINUE** to enter payment information.

**13** Enter the payment card information. Tap **Continue** to review.

**14** Tap **AUTHORIZE PAYMENT** to complete the PI purchase.

You will receive an invoice via email. Your PI credits are added to your profile.





# PRACTICE ICE: SESSION SELECTION

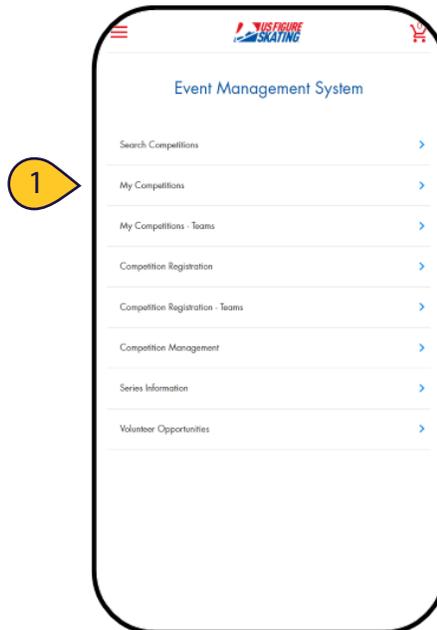
Access Path: EMS > [My Competitions](#)

During the Selection Window, competitors who have purchased credits or packages during the pre-purchase period can redeem their credits and schedule practice ice sessions.

Note: At many competitions, official practice Ice (OPI) and pre-event warm-ups (WU) are scheduled by the referee on a rolling basis after credits are purchased. If so, you will only be able to self-schedule unofficial practice ice during the selection window.

Practice Ice session availability, eligibility, and cost are determined by the LOC, based on competition level. Please review the competition announcement and website to verify information about practice ice sales, as this information varies across competitions.

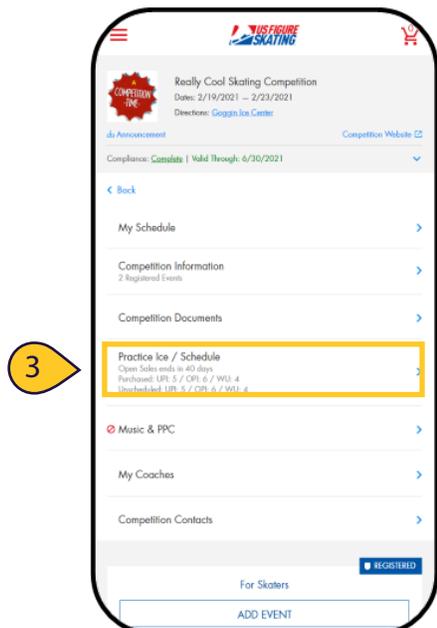
1 After logging in to Members Only ([m.usfigureskating.org](http://m.usfigureskating.org)), select EMS. Select My Competitions.



2 Select your competition.



3 Select Practice Ice / Schedule.



# PRACTICE ICE: SESSION SELECTION



Access Path: EMS > [My Competitions](#)

- 4 Click/Swipe left or right to switch ice surfaces.
- 5 To filter the list, select **View** and check the following boxes appropriately:
  - "Available Practice Ice"
  - "My Schedule"
  - "Event Schedule"

6 Select a **Date** to view.

7 Select a session to add it to your schedule. Tap or click it again to remove. Follow the prompt to confirm removal.  
 Note: Sessions on your schedule are denoted with the following icon: 

8 To download a PDF of your Schedule click **My Schedule**. To download a PDF of the full schedule, click **Competition Schedule**.

The screenshot shows the 'Practice Ice' selection screen for the 'Really Cool Skating Competition' (Dates: 2/19/2021 - 2/23/2021, Location: Goggin Ice Center). The interface includes a 'View' dropdown menu (set to 'Available + My Schedule'), a 'Date' dropdown menu (set to 'Friday February 19, 2021'), and a list of ice sessions. Each session entry includes a time slot, session name, and location. Some sessions have a star icon, indicating they are on the user's schedule. At the bottom, there are buttons for 'CREDITS' and 'PAY', and a 'TOTAL: \$0' indicator.

Time	Session Name	Location	Skaters	On Schedule
6:00 AM - 6:10 AM	UPI Intermediate Men Excel	UPI	0/2	No
6:30 AM - 6:40 AM	OPI Intermediate Men Excel	OPI	1/2	No
7:00 AM - 7:10 AM	UPI Intermediate Men Compulsory Moves	UPI	1/2	Yes
9:30 AM - 9:40 AM	WU Intermediate Men Excel	WU	0/2	No
10:00 AM - 10:30 AM	Intermediate Men Excel		1	Yes
11:40 AM - 11:50 AM	WU Intermediate Men Compulsory Moves	WU	0/2	No
12:00 PM - 12:10 PM	Intermediate Men Compulsory Moves		1	Yes

# PRACTICE ICE: OPEN SALES



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

During open sales, competitors can view the schedule and purchase available unofficial practice ice (UPI), and official practice ice (OPI) or pre-event warm-up (WU) credits, if offered. You can also redeem unused pre-purchased credits, or switch sessions during open sales.

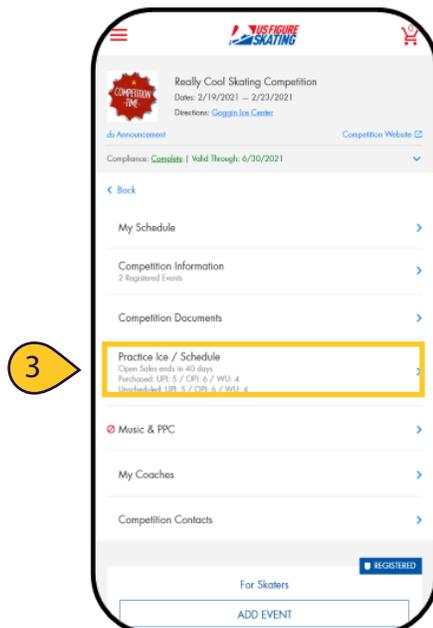
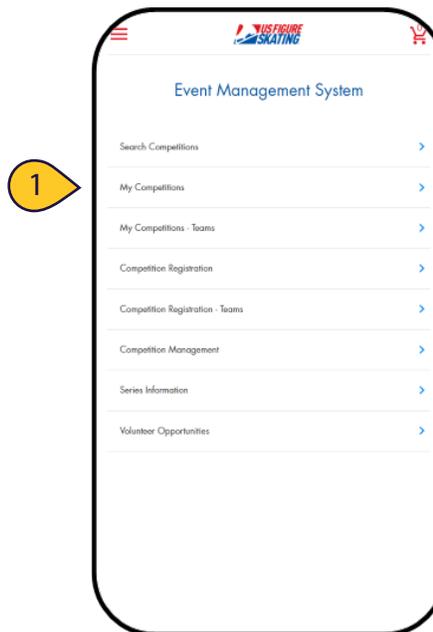
**Note:** If OPI and WU are offered, these sessions are quite often assigned by the LOC or referee while building the competition schedule. If that is the case, you can self-schedule your UPI sessions but can only purchase credits for OPI/WU.

Practice Ice session availability, eligibility, and cost are determined by the LOC, based on competition level or discipline. Please review the announcement and competition website to verify information about practice ice sales, as this information varies across competitions.

1 After logging in to Members Only ([m.usfigureskating.org](https://m.usfigureskating.org)), select **EMS**. Select **My Competitions**.

2 Select your competition.

3 Select **Practice Ice / Schedule**.



# PRACTICE ICE: OPEN SALES



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

4 To filter the list, select **View** and check the following boxes appropriately:

- Available Practice Ice
- My Schedule
- Event Schedule

5 To add a session, tap **Date** and select the competition day you would like to view.

6 **Swipe/Click** left or right to switch ice surfaces.

7 Select a desired session to add it to your cart. Tap it again to remove. Follow the prompt to confirm removal.

*Note:* Sessions and events on your schedule are denoted with the following icon: 

8 Download your schedule by tapping **My Schedule**.

9 To download a full schedule, select **Competition Schedule**.

10 To purchase/view available credits, select **Credits**.

The screenshot shows the 'Practice Ice' screen for the 'Really Cool Skating Competition' (Feb 19-23, 2021) at 'Cady Arena - Goggin Ice Center'. The interface includes a 'View' dropdown set to 'Available + My Schedule', a 'Date' dropdown set to 'Friday February 19, 2021', and a list of sessions. A blue box highlights the session list, and a red box highlights the 'CREDITS' and 'PAY' buttons at the bottom. A 'TOTAL: \$0' is displayed at the bottom right.

Time	Session Name	Skaters	Ice Surface
6:00 AM — 6:10 AM	UPI Intermediate Men Excel	0/2	UPI
6:30 AM — 6:40 AM	OPI Intermediate Men Excel	1/2	OPI
7:00 AM — 7:10 AM	UPI Intermediate Men Compulsory Moves	1/2	UPI
9:30 AM — 9:40 AM	WU Intermediate Men Excel	0/2	WU
10:00 AM — 10:30 AM	Intermediate Men Excel	1	
11:40 AM — 11:50 AM	WU Intermediate Men Compulsory Moves	0/2	WU
12:00 PM — 12:10 PM	Intermediate Men Compulsory Moves	1	

# PRACTICE ICE: OPEN SALES



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

11 To purchase available OPI credits, tap the **+** button. The subtotal increases.

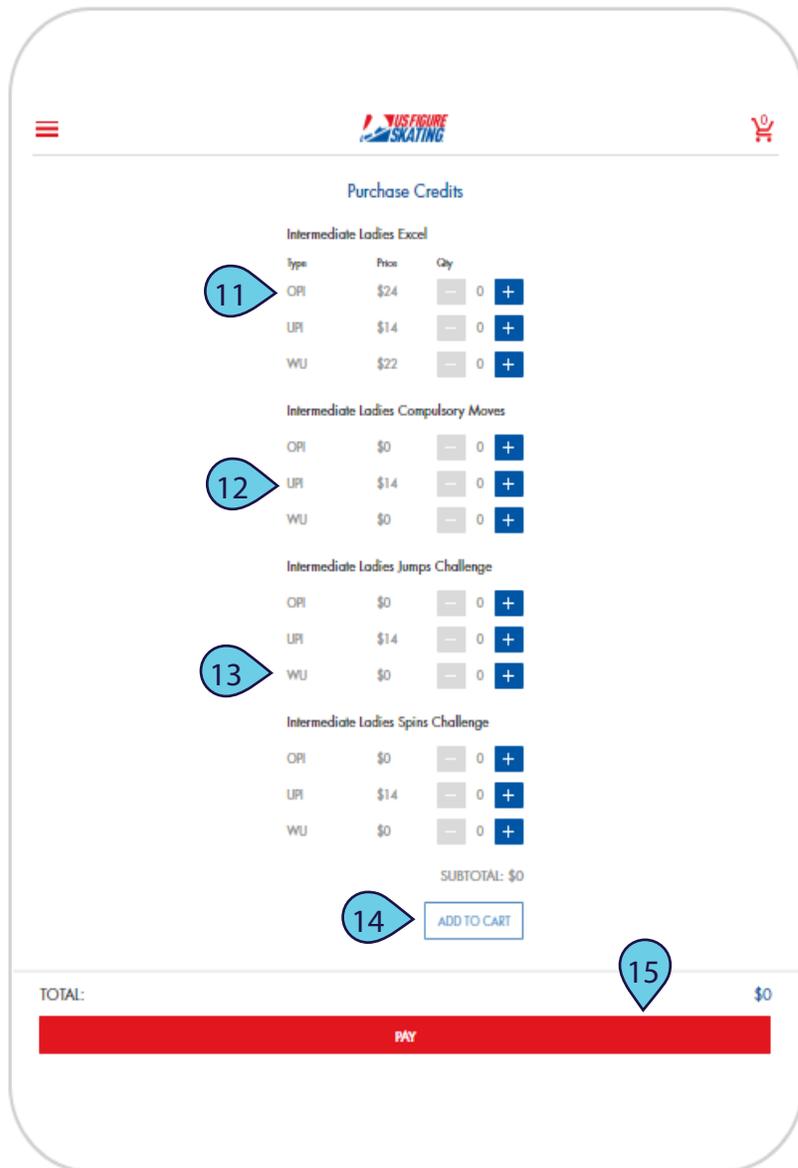
12 To purchase available UPI credits, tap the **+** button. The subtotal increases.

13 To purchase available WU credits, tap the **+** button. The subtotal increases.

14 Tap **Add To Cart**.

*Note:* The total updates.

15 Tap **Pay** to checkout.



# PRACTICE ICE: OPEN SALES



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

## Cart Checkout

1 Check your order on the Review Practice Items page. Tap **Remove** to delete items from your cart or tap **Checkout** to enter the billing information.

2 The address on your U.S. Figure Skating member profile will display automatically. Enter or verify the **billing address information**.

3 Tap **Save & Continue** to enter payment information.

4 Enter the payment card information. Tap **Continue** to review.

5 Tap **Authorize Payment** to complete the PI purchase.

*Note:* You will receive an invoice via email. Your PI credits are added to your profile.

