

BEFORE YOU REGISTER:

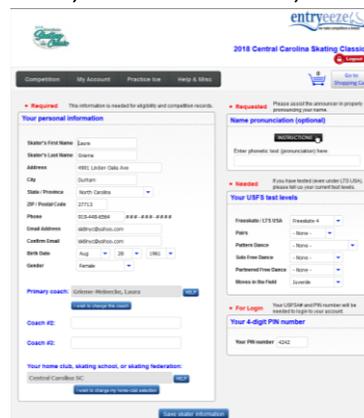
Be sure to have the skater's correct ID number and make sure that their membership is current. Membership years end on June 30th. Events after that date require you to renew your membership in advance of attempting to register for the event.

TO START REGISTRATION FOR AN EVENT:

Go to the Competition/Event website and click on "Skaters & Parents"



- For the **FIRST** login only
 - Use the right-hand column ("Are you new to THIS YEAR'S competition?")
 - The database is cleared before new entries are accepted, so EVERYONE is new this year.
 - Fill in the USFSA ID Number and the grey number text.
 - Click "Create my Account"
 - If the USFSA ID number has been used at another competition or event, Entryeze will list all of the most-recent events.
 - Enter the PIN from a recent event in the box next to the name to retrieve your contact information
 - If you've changed contact information, select "No thanks, I'll create my account from scratch"



- The left box displays contact information – review / revise as needed
 - Our Home Club is "Central Carolina SC"
 - Be sure to spell the coach's name correctly so the system can lookup.
- The right box displays Name Pronunciation (for the announcer,) Test Levels and lets you set the PIN for THIS site.
 - Complete the pronunciation if you want – it's optional
 - Make sure the Test Level is accurate – for LTS USA levels, it's the same as the event level.
 - Moves in the Field levels are completely different from Freeskate levels, so don't mix them up.
 - Most skaters are in the LTS USA Freeskate levels, some have taken Moves in the Field.
 - Those who've completed formal Freeskate tests know what test they've passed.
 - Enter the PIN that you want to use going forward on this particular competition/event site.
- Click "Save Skater Information" to save (Don't leave the page without saving or you'll lose your work.)
- For **subsequent** logins, use the left-hand login box to enter the USFSA ID number and PIN that you created.

To Select Events:

- Choose “Competition” from the top-menu bar and select “Register for Events”
- For Basic 1-6: the event is “Basic Program (w/ music) plus the level
- For Pre-Freeskate, Freeskate 1-6: the event is “Free Skate Program” plus the level
- For Adult 1-6: the event is “Free Skate – Basic Adult” plus the level
- For No Test, Beginner, High Beginner (or Adult equivalents): the event is “Free Skate – Introductory Levels” plus the level
- For Jump or Spin events
 - No Test or higher: select “Jumps Challenge” or “Spins Challenge”
 - Basic / Freeskate / Beginner: select “Introductory Jumps” or “Introductory Spins”
 - Ask your coach which level to choose; the required jumps are listed in the competition announcement.
- For Compulsory events
 - Basic: select “Basic Elements (no music)”
 - Freeskate: select “Free Skate Compulsory”
 - No Test, Beginner or higher: select “Compulsory Moves”
 - Adult 1-6: select “Compulsory - Basic Adult”
 - Adult Beginner or higher: “Compulsory Moves”
 - Check with your coach regarding the level.
- For Showcase events, select the appropriate category and age group:
 - Showcase – Dramatic Entertainment (moody, spiritual or serious acting)
 - Showcase – Light Entertainment (becoming a character or acting out a scene, comedic)
 - Showcase – Duets (anything goes, usually a friendly, fun routine that is upbeat)
- Dance – select the category and test level:
 - Partnered Pattern Dance
 - Solo Pattern Dance
 - Partnered Free Dance

Practice Ice:

- This is optional, but you might want to add at least one practice ice session to your cart before checking out. This guarantees you will be in the first group to select one 20-minute session for the skater. (You can select more than one in advance, but I wouldn't recommend more than two.)
- If you don't choose it now, you'll be able to select spots later, after the pre-orders have had a few days to sign up.
- You can register for one in advance and then select a second (if needed) after the selection opens to the public.
- Sessions have levels assigned so that a Senior Mens competitor is not on the same session as a Snowplow Sam skater.
- Walk-ons are available on site for a higher price –IF- there are open slots on an appropriate-level session.

To Complete Registration:

- Click on the “Go to Shopping Cart”
- Verify that the listed Events and Practice Ice amounts are correct.
- Click “Proceed to Checkout”
- Read the consent statements and Choose “Yes” for both if you agree.
- Click “Submit Answers”
- Read the statement and then Click the box to indicate understanding/agreement with the liability statement.
- Click “Continue Checkout”
- Review the entries/practice charges, review the refund policy and click “Continue checkout.”
 - There are no Coupon / Promo codes, so don’t bother searching.
- Enter your credit card information and click “Submit Payment.”
- You will receive an email receipt.
- Your coach will receive an email confirmation, which they need to confirm or challenge.
 - Sometimes, people choose the wrong event, like Compulsories instead of Program.
 - A coach can notify the Local Organizing Committee (LOC) that the entry event should be changed.

ENTRYEEZE MEMBERSHIP INFORMATION:

- Entryeeze has two different types of websites:
 - Membership/Testing – this is the site where you register for/renew your membership and also register for test sessions.
 - Your Home Club’s Membership site (CCSC) links your email to the skater’s USFSA ID number.
 - Use the same email on all registrations; don’t mix and match.
 - Each email has a unique PIN on the Home Club’s Membership Site.
 - If you are registering for a test at a club other than your Home Club, you will use the “Non-Members: Register for a Test Session” button at the top of the screen. (Only appears if registrations are being accepted.)
 - Competitions and Events:
 - These sites for various competitions and other events (like clinics and seminars) are “reset” for each event.
 - The competition/event sites do NOT retain your information from year to year within that site.
 - Once you enter the USFSA number
- Tip: use the same USFSA ID number, email and PIN on all Entryeeze sites to prevent confusion.
- Tip: If you can’t find the event, check the skater’s test levels
 - Click on “My Account” on the top menu bar
 - Choose “Personal Info”
 - Check/Correct all the test levels.
 - Click “Save Skater Information”

