



HOW TO REGISTER

If the competition is using the Entryeze software to process competition registrations online, please follow these instructions:

- 1) Navigate to www.entryeze.com and then click on the "Start here" button under the "Skaters" heading just under the logo banner
 - a. Select the state the competition is in
 - b. Click on the logo or link for the competition that you want to register for
- 2) Creating a TEAM (Showcase Duets/Trios, Ensembles, Synchro, TOI) account
 - a. The person registering the team will be the Team Contact
 - b. Click on the "Teams" button in the center panel
 - i. Type in the email address of the team contact
 - ii. The software will tell you that it did not find a current account for you and will give you options to copy information from a previous competition account so that you do not have to type in your information again –
 1. Type in the security text into the box
 2. Enter the information requested
 - a. Give your team a name
 - b. Indicate the team's level
 - c. Indicate the number of skaters on the team including any alternates
 - d. The software will allow you to type in all your personal information as the Team Contact.
 - e. Choose your team's coaches from the dropdown by typing in their last name and then selecting them in the list – be patient as there are A LOT of coaches – if the coach is not shown, click the "I can't find my coach" link under the dropdown box and type in your coach's information – you can enter up to 3
 - f. Choose your team's club from the dropdown by typing in the first word of the name and then selecting the club in the list – if your club is not shown, click on the "I can't find my club" link under the dropdown box and type in your club's name
 - g. Click submit to create your account – the software will also email you your PIN number to access your account later
 - iii. The software will put you on the event selection page
 1. Use the drop down to select the event that you want and put it in your shopping cart
 2. If the competition is offering practice ice reservations, you can select the number of reservations you want to purchase and put them in your shopping cart
 3. Once you have selected all your events and practice ice, then click on your shopping cart if you are ready to pay
 - a. Proceed to checkout
 - b. Select any merchandise that you might want to purchase
 - c. Enter your planned program content if prompted (you can return later and do this)
 - d. Upload your music if prompted (you can return later and do this)
 - e. Acknowledge the waiver
 - f. Review the refund policy
 - g. Enter your credit card information and click submit
 4. You can sign out of your account and return later – make sure you remember your USFS number and your PIN number