

# Test Session Registration Procedure

**Step 1:** Go to the Cascade Valley Figure Skating Club Entryeze Membership Site by clicking the link below and login to your account.

<http://comp.entryeeze.com/Membership/Welcome.aspx?cid=192>

For non-members, please click on the non-member button on the top left corner of the page.

**Step 2:** Click "Test Sessions" on the menu bar.

The screenshot shows the Cascade Valley Figure Skating Club website. At the top left is the logo. At the top right is a shopping cart icon with '0' and a 'Cart / Checkout' button. Below these are links for 'Change password', 'Sign out', 'Return to home page', and 'I need help'. A navigation bar contains 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Test Sessions' (highlighted with a red box), 'Merchandise', 'Contract Ice', and 'Installments'. Below the navigation bar, the 'Family Members' section shows 'Testing Member' and 'Testing 1 Member' with an 'Add new family member...' button. The 'Personal Information' section shows 'Membership: (not a member)' and 'Expires: N/A'. The 'First Name' field contains 'Testing'.

**Step 3:** Read the test session information/instruction carefully. Click "Click here to register" at the bottom. If no "Click here to register" button shown on your screen, you will need to apply/renew your membership first before you can register the test session.

The screenshot shows the 'July 14, 2016 Test Session' registration page. The navigation bar is the same as in the previous screenshot, but 'Test Sessions' is now highlighted in green. The main content area contains the following text:

**July 14, 2016 Test Session**  
Session Date: *Thursday, Jul 14, 2016* Deadline: *Thu, Jun 30, 2016 1:00 AM*

*Please arrive at least ONE hour prior to scheduled warm-up time.  
Upon arrival, parent should check in at the registration table to inform us your skaters' arrival and receive volunteer assignment.*

*Please be respectful of judges, test chairs and volunteers as all of their time is generously donated!*

*Any cancellation of a test by a skater after application deadline (2 weeks before test date) is not refundable, but the skater can use credit towards the next available test session. If the skater does not test at the next available test session, then such fee is forfeited and the test application will need to be resubmitted. The only exception to this rule is an injury or illness verified by a physician's note. (This is to prevent a skater from indefinitely holding a spot as we need to plan for accurate ice time and judging).*

You are not registered for this session

To register a family member: [Click here to register](#)

If you register for this test session, your schedule will appear here when it becomes available

**Step 4:** Follow the steps in Entryeze to complete the registration.

*Note:* Make sure you select “Standard”, “Adult” or “Masters” for Pre-Pre through Senior tests. Adult skaters who qualify to test under Masters, please check “Masters” when selecting Adult Pre-Bronze through Adult Gold tests.

The screenshot displays a registration form with several sections. The top section, titled "Moves in the Field" with a "SHRINK" icon, contains a grid of test levels and a selection menu. The selection menu has three radio buttons: "Standard" (selected), "Adult", and "Masters". Below this are three columns of test levels: "Pre-Preliminary", "Intermediate", and "Adult Pre-Bronze"; "Preliminary", "Novice", and "Adult Bronze"; and "Pre-Juvenile" (highlighted in green), "Junior", and "Adult Silver". The bottom row shows "Juvenile", "Senior", and "Adult Gold". Below the "Moves in the Field" section are three expandable sections: "Pairs", "Solo Free Dance", and "Partnered Pattern Dance". The "Partnered Pattern Dance" and "Partnered Free Dance" sections each have a selection menu with "Standard", "Adult", and "Masters" radio buttons.

Moves in the Field			<input checked="" type="radio"/> Standard	<input type="radio"/> Adult	<input type="radio"/> Masters
Pre-Preliminary	Intermediate	Adult Pre-Bronze			
Preliminary	Novice	Adult Bronze			
Pre-Juvenile	Junior	Adult Silver			
Juvenile	Senior	Adult Gold			

EXPAND Pairs

EXPAND Solo Free Dance

EXPAND Partnered Pattern Dance  Standard  Adult  Masters

EXPAND Partnered Free Dance  Standard  Adult  Masters

**Step 5:** Enter your credit card information and submit payments.

**Step 6:** You will be notified via email when test session schedule is posted on Entryeze. You will be able to see your skater’s schedule and sign up for volunteer hours by logging back your Entryeze account.