



ONLINE EVENT REGISTRATION INSTRUCTIONS

2013 REGIONAL SYNCHRONIZED SKATING CHAMPIONSHIPS

Please read through the entire document and ensure that you have completed all sections. Your event registration will not be accepted unless all required information and forms have been received.

STEP #1: COLLECTION OF HARD COPY FORMS AND ENTRY FEE

As communicated in the event announcement, the following items must be signed and forwarded to the event organizers:

1. Entry Confirmation Sheet - one per team (Appendix A)
2. Choreography Waiver - one per team (Appendix B)
3. Skater Waivers - one per skater* (Appendix C)
4. Cheque - one per team

*A fully completed skater registration package must be provided for all attending team members. Any skater missing a signature (or parent/guardian signature if under the age of 19) will not receive accreditation for the event.

STEP #2: ONLINE EVENT REGISTRATION

a) **Access to Registration Page**

Online event registration will be the club, coach or team manager's responsibility. Only the club has access to the team's file online. In order for the team manager and/or coach to have access they must be included on the team's profile page on Members Only:

- From the main menu, follow the menu path:
 - Clubs and Schools
 - Synchro Team Update and Registration

b) **Event Registration**

Log on to the Members Only website:

<http://members.skatecanada.ca/memberreg/logon.cfm>

- From the main menu, follow the menu path:
 - Events & ACGM
 - Event Registration
 - Select the appropriate event listed under *Synchro Events*:
 - 2013 Mountain Regionals
 - 2013 Prairie Regionals
 - 2013 Ontario Regionals
 - 2013 Quebec Regionals
 - 2013 Atlantic Regionals
- Indicate registration status (Entry/Bye)
- Input team's on-site contact information. This is important to include in case the local organizing committee needs to contact your team during the event. A cell phone number is recommended.
- The "Contact Email" field must be completed in order to move forward with the online registration process. Any event related information will be sent to the address provided so it is important that an accurate and active email account is used.

c) **Attending Personnel**

- Enter all attending personnel information including:
 - Team Manager
 - Coach(es)
 - Chaperone(s)
- Note: Skate Canada numbers for all personnel will be required. Any individual requiring accreditation on-site must be registered online.
- Once all required information has been input, select **Save Changes** and **Next**.

d) **Attending Team Members**

The next page will bring you to a list of skaters registered with your team for the 2012-2013 season (if a skater is not currently registered with Skate Canada, their name will not appear on this list).

- Indicate the event team roster by clicking on the box beside each attending member's name (including alternates).
- If your full team is attending the event you may select the icon **Check All** found at the bottom of the list.
- Once all attending skaters have a check mark in the box beside their name select **Next**.

e) **Confirm Attending Team Members**

The subsequent page will display your event team roster. Only the skaters indicated on this list will receive accreditation on-site.

- Confirm the event team member list is accurate and be sure to select **Save Changes**.

Note: Only those skaters whose names are listed on the team registration form for the Regional Championships will be allowed to compete in the Skate Canada Synchronized Skating Championships. No substitution or addition shall be allowed. The team size ranges permitted in each category are listed below:

- Beginner I & II, Elementary, Juvenile, Pre-Novice: 8-16 skaters (+ 4 alternates)
- Novice, Intermediate and Open: 12-16 skaters (+ 4 alternates)
- Adult SYS Class I, II and III: 8-20 skaters (+ 4 alternates)
- Junior and Senior: 16 skaters (+ 4 alternates)

f) **Planned Program**

To input the team's planned program:

- Choose elements from the **Select Element** drop down box and indicate the time the element appears in the program (time = when the element begins).
- Once the element and the time have been indicated, select **Add**.
- As the elements are input they will be added to the display at the top of the screen.
- If the element you wish to add is a transitional element, select **Transition** and then select the type of transition from the **Select Element** drop down box.
- Once all elements have been entered, select **Next**.

g) **Music**

The information collected on the *Team Music* page may be used for media requests so please ensure it is accurate. To update the team's music:

- Enter your team's music information in the available text fields and select **Add**.
- Use the "remove", "change", and "move" buttons on the right hand side to make any necessary revisions. (These buttons will appear once you have entered the music information and selected **Add**.)
- **Junior and Senior teams**: You may navigate between the Short and Free Programs using the drop down menu at the bottom of the screen and selecting **Get**.
- Once completed, select **Next**.

h) **Event Registration Submission**

This is the final page of the online registration process. The individuals receiving accreditation on-site will be displayed:

- Coach(es)
- Team Manager
- Chaperone(s)
- Number of skaters
- If the list of accredited individuals is not correct select **Go Back** to make the necessary revisions.
- Once you have confirmed the information on the *Event Registration Submission* page is correct select **Submit**.
- Upon completion of the online registration process an automatic confirmation email will be sent.

Note: Selecting **Submit** will lock your team's registration page and no further changes will be possible without contacting the Skate Canada Member Services Department.

Member Services

Tel: 613.747.1007 ext 2519

Toll-Free 1.888.747.2372 ext 2519

E-mail: memberservices@skatecanada.ca

IF THERE ARE CHANGES TO THE **PLANNED PROGRAM** OR **MUSIC** INFORMATION AT ANY POINT DURING THE SEASON, IT IS THE TEAM'S RESPONSIBILITY TO UPDATE IT ONLINE.

Any changes to these items (Planned Program and Music) can be made through the general team information page on Members Only. From the main menu follow:

- Clubs and Schools
- Synchro Team Update and Registration
- Select **Edit** on the line corresponding to the team you are updating

The next page will have two icons on the bottom, **Music** and **Planned Program**

Changes to the Planned Program content may be made up until one week prior to the event start date. Hard copy planned program sheets will not be accepted on-site.

PLANNED PROGRAM SUBMISSION DEADLINES:

Mountain Regionals – Thursday January 17, 2013

Atlantic Regionals – Thursday January 17, 2013

Prairie Regionals – Thursday January 24, 2013

Quebec Regionals – Thursday January 24, 2013

Ontario Regionals – Thursday January 31, 2013