U.S. FIGURE SKATING
EVENT MANAGEMENT SYSTEM

TEAM MANAGEMENT

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Overview

The Team Portal in the Event Management System (EMS) has been designed for Team Coaches and Team Managers to organize information for their teams as related to competitions. In this guide, we will address how to utilize the Team Portal to manage the Competition Roster, Team Personnel, and Music & Program Content for competitions utilizing EMS.

KEY TERMS

The following tables provide an overview of key terminology regarding team management in both Member's Only and the Event Management System (EMS).

	Members Only	Event Management System (EMS)
Term	**TEAM PROFILE**	**TEAM PORTAL**
ADMINISTRATION	Located in Members Only under the "Teams" tab, this contains ALL information about a team. Any persons that are associated with the team – coaches, team managers, and team service personnel – should be listed here. Anyone not listed on this page cannot be added to a team's competition registration.	Administrative access to a team's competition information in EMS. This includes Competition Roster, Team Personnel, Music and Program Content. Only the coaches and team managers will have access to this competition portal.
Term	**MAIN ROSTER**	**COMPETITION ROSTER**
ROSTERS	Located within the Team Profile in Members Only and should contain all skaters who train with the team. Any skaters added to this roster should be added as a "member" and <u>not</u> a "substitute". Only skaters listed as a "member" on the Main Roster can be added to the Competition Roster.	Located in EMS during registration and within the Team Portal. The Competition Roster submitted during registration will appear in your Team Portal. This should include all skaters attending the competition, including alternates, for credentialing purposes. Only skaters listed as a "member" in the Main Roster can be added to a Competition Roster in EMS.

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Team Personnel

All non-skaters associated with a team including Coaches, Team Managers, and Team Service Personnel. Anyone listed in the Team Portal as Team Personnel attending the competition must be fully compliant according to U.S. Figure Skating guidelines.

ROLE	DESCRIPTION
TEAM COACH	Any coach that works with a team should be listed in the Team Profile. All coaches listed here will have administrative access for the team and receive any communication sent out regarding competitions in EMS. Coaches attending a competition should be listed in the Team Portal for that competition in order to receive a credential.
TEAM MANAGER	A person who needs administrative access to the Team Profile and Team Portal. All Team Mangers will receive any communication sent out regarding competitions in EMS. Team Managers attending a competition should be listed as a Team Service Personnel in the Team Portal for that competition in order to receive a credential.
TEAM SERVICE PERSONNEL	People who do not have administrative access in EMS, but will attend competitions with a team and receive a credential.

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BEFORE ACCESSING THE TEAM PORTAL

Add Team Service Personnel

Update your Team Profile in Members Only to include any Team Service Personnel.

1. Click **Edit Team Profile**.

2. Click **Add** in the "Team Service Personnel" box (right).

3. Use the search tools to locate the person you wish to add. If the person is not a member of U.S. Figure Skating, they will need to create a non-member* account.

*This can be located on the login page for Member's Only. Under the "Find a Club" button, click on "Non-Member? Create Account".

4. Check the "I verify this information is correct." box then click **Save**.

Update Your Main Roster

Make sure any skaters that need to be added to your Competition Roster are listed on the Main Roster in your Team Profile. Only skaters listed on the Main Roster as "members" can be added to the Competition Roster in EMS.

Gather Music Files and Copyright Information

Have the music files for your team's program(s) ready to upload, as well as copyright information that goes along with each cut of music. This will be required to complete your music upload for each competition in EMS.
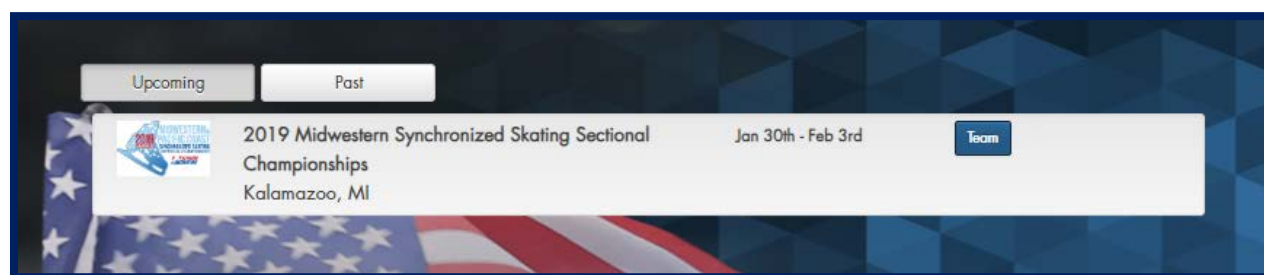

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ACCESS THE TEAM PORTAL

1. Access the Team Portal by logging in to Members Only and clicking the blue "EMS" button.

Note: A list of competitions your team is registered for (that are using EMS) will appear on the landing page.

2. Click the blue **Team** button for the competition you want to select.

3. If you are associated with multiple teams registered for the same competition, you will need to select the team to view in the portal from the drop down menu then click **OK.**
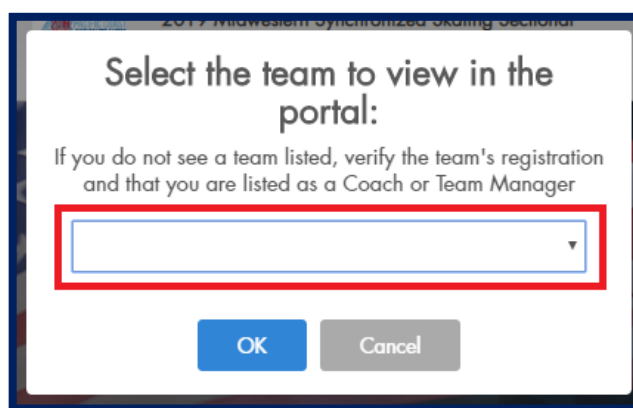
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TEAM PORTAL OVERVIEW

After accessing the Team Portal, you will land on the *Main* page. This page provides an overview of the following competition information:

- ➢ **EMS Landing**
    - ❋ Will bring you back to the list of your competitions. This will allow you to begin editing information for a different team.
- ➢ **Main**
    - ❋ Competition Details
        - ▪ Competition Name
        - ▪ Competition Dates
        - ▪ Rink Addresses
        - ▪ Practice Ice Timelines (if available)
    - ❋ Competition Checklist
      You may click on the headers in this section, or the tabs with the same name from the left side menu to access.
        - ▪ Competition Roster
            1. Shows completion status of all skater requirements (liability waivers, medical registry, and, if applicable, age verification).
        - ▪ Team Personnel
            1. Shows status of coach and team service personnel compliance
        - ▪ Music & Program Content
            1. Shows status of Music & PPC upload

In addition to the sections mentioned above, you will see the following tab options.

- ➢ **Competition Contacts**
    - ❋ Will display a list of key members of the Local Organizing Committee & Officials whom you may contact with questions
- ➢ **EMS Support**
    - ❋ Provides a form to submit any questions regarding the Event Management System (EMS)

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COMPETITION ROSTER

Manage your list of skaters attending the competition with your team.

1. From the *Main* page, access your competition roster by clicking the "Competition Roster" link under the Competition Checklist or by choosing the tab from the left hand menu.

When you first arrive on this page, the roster you submitted during registration will appear. The name, member number, age as of the preceding July 1, and requirements status will be shown for each skater.

Click the ⓘ icon next to the individual skater's name to view more details of the skater's requirements:
   1. Completion of Liability Waivers
   2. Completion of Medical Registry
   3. Age Verification with U.S Figure Skating (if applicable)

Note: If a skater has <u>not</u> completed items 1 or 2, they can be accessed through the "Profile" option of the Event tab in their individual Members Only profile. For levels requiring age verification (Juvenile – Senior), any document containing the skaters name and date of birth must be sent to Member Services (memberservices@usfigureskating.org) to be verified.

2. Click **Download Roster** to download an Excel version of your competition roster. This includes all information for each skater from EMS, along with an email address for the individual.

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UPDATE COMPETITION ROSTER

You may update your competition roster until the deadline listed under your team's name at the top of the page. Only skaters listed on your Main Roster in Members Only can be added to the Competition Roster. If you need to return to Members Only, click on your name at the top right of the screen.
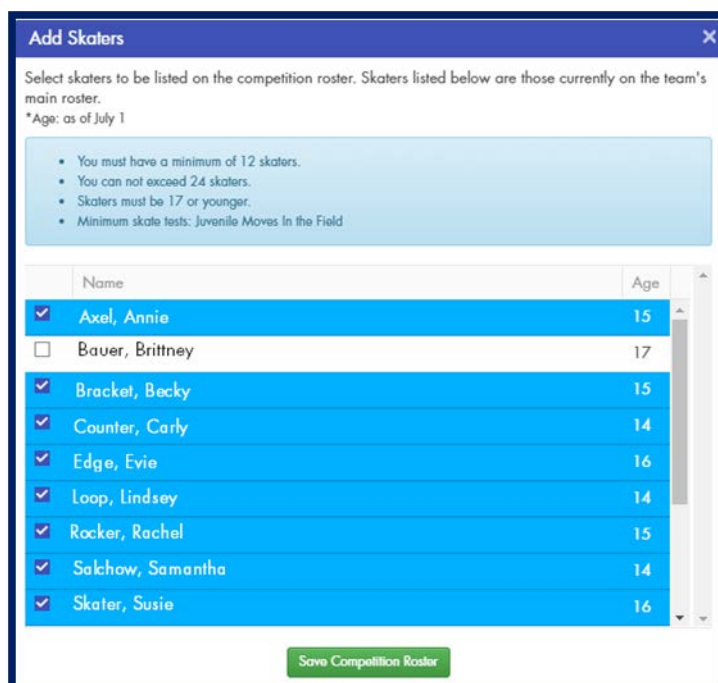
1. Click **Update** located above your existing roster.

2. Review the *Add Skaters* pop-up window displaying your main roster. Skaters on your Competition Roster will have a checkmark to the left of their name (highlighted in blue).

3. Add or remove skaters by clicking the box next to the skater's name.

   Important: Your roster must meet the minimum requirements for the team level. Requirements are located at the top of the *Add Skaters* window.

4. Click **Save Competition Roster**.

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TEAM PERSONNEL

You will list all Coaches and Team Service Personnel attending the competition with your team to the Team Personnel list. You can only add Team Managers and Team Service Personnel who are listed in your Team Profile of Members Only. If you need to return to Members Only, click on your name at the top right of the screen.
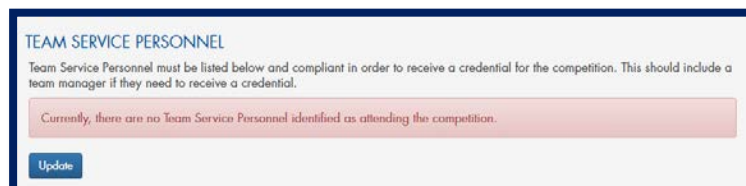
1. Click the **Team Personnel** tab from the left hand menu or the "Team Personnel" link from the "Competition Checklist" of the *Main* page.

2. Click **Update** to add or remove a coach.

Note: Coaches named during Competition Registration are automatically listed in the "Coaches" grid.

3. Click **Update** to add or remove Team Service Personnel.

4. Add an individual by adding the checkmark to the box to the left of the name. This should include a Team Manager if they want to receive a credential.
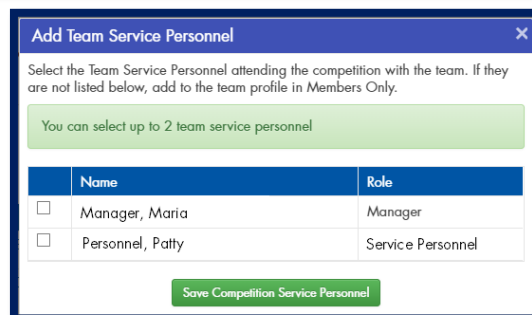
5. Click **Save Competition Service Personnel**.

6. Compliance information will be available for each individual listed on this. Click the ⓘ icon next to the individual name for a detailed view of their compliance.
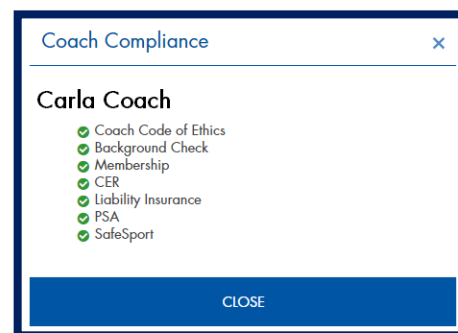
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MUSIC & PROGRAM CONTENT

The Music & Program Content page provides music and PPC submission deadlines, a list of events, and their specific requirements. When the *MUSIC & PROGRAM CONTENT* page opens, the **INCOMPLETE** button will appear next to each required item.

Music Upload

1. Click **INCOMPLETE** to access the *MUSIC UPLOAD* page.
2. Click the blue **Upload New Music** button under Music File Requirements.
3. Click **Select File** and locate the music file you wish to upload from your computer.
4. Select the file, click **Upload**.
5. You will be required to confirm "Title", "Artist", and" Album" information. Listen to your piece of music to confirm it is correct. If the file is correct, click **Confirm & Save**.
6. Copyright Information for each <u>cut</u> of music used in your file must be submitted.
7. Enter the copyright information for the first cut, then click "Submit Copyright Info".
8. Repeat for each cut of music in your program.
9. Once all copyright information has been entered, click **Close**.
10. To return to the *Music & Program Content* page, click **Go Back**.

Note: You will be required to enter copyright information for each competition. Please be sure to save.

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Planned Program Content (PPC) – IJS Events ONLY

PPCs are only required for the juvenile, intermediate, novice, junior, senior, collegiate, adult and masters levels.

1. Click the **INCOMPLETE** button to access the *PLANNED PROGRAM CONTENT (PPC)* page.

2. Click **Add Element**.

Note: The "Type" will automatically be selected based on your level and event.

3. From the "Element" dropdown, select the element you are adding to your PPC (i.e. Move Element, Wheel-Traveling, etc.).

4. If selecting "Transition", provide a brief description of the transition.

5. Once an element is added to the PPC, the section status is "Complete". Make sure that ALL elements are listed correctly before the submission deadline.

6. To modify an element, click Edit.

7. To remove an element, click Delete.