

COMPETITION REGISTRATION THROUGH ENTRYEEZE

Step 1. Go to www.EntryEeze.com and click [Start here...](#) under **Skaters**

The screenshot shows the EntryEeze website homepage. At the top, the logo reads "entryeeze" with the tagline "we make competitions a breeze". Below the logo is a banner image of a figure skater. The main navigation area includes four columns: "Skaters" (with a "Start here..." button circled in red), "Coaches" (with "Login here..." and "I need to sign up for an account" buttons), "Officials" (with "Referee Login", "Accountant Login", and "Global Music Login" buttons), and "Membership / Testing" (with "Find your home club" and "Find a test session" buttons). Below this is a "Home" section with "Active competitions" (featuring USA, Canada, and ISI flags and a "See us on a world map" link) and "Competition Hosting" (with a "Sign up!" link and "How it works" link). A central graphic says "Figure Skating meets the 21st century...." and "Harness the power of the internet". At the bottom, it states "The EntryEeze system modernizes figure skating competitions and membership management..." and "Reliable and affordable".

Step 2. Search for a competition by state. Click on link for desired competition.

The screenshot shows the search results page on EntryEeze. At the top is the logo and tagline. Below it, a message states: "This screen includes upcoming competitions that have registered with EntryEeze, as well as competitions that have completed within the past 45 days." A dropdown menu is set to "Colorado". Three competition listings are shown in separate boxes:

- 2023 Ft. Collins Spring Ice Show**
Fort Collins Figure Skating Club
Sat, May 13
Registration Deadline: Thu, Feb 23 11:59 PM
- 2023 Centennial Spring Classic**
Centennial Skating Club
Sat, May 13 - Sun, May 14
Registration Deadline: Tue, Apr 18 11:59 PM
- 2023 Spring Funtastics and Colorado Showcase**
Alpine Skating Club
Fri, Apr 14 - Sun, Apr 16
Registration Deadline: Sun, Mar 12 11:59 PM

Step 3. Click on **Skaters & Parents**

- This is the competition homepage. Each club customizes their comp page, so it could look different for each comp. The announcement will always be on the left side.

The screenshot shows the competition homepage for the 2023 Spring Funtastics and Colorado Showcase. At the top left, it says "Powered by: entryeeze we make competitions a breeze". In the center, it says "Alpine Skating Club Arvada, CO Presents 2023 Spring Funtastics and Colorado Showcase Friday, April 14 - Sunday, April 16, 2023". On the right, it says "Sanctioned by: US FIGURE SKATING usfigureskating.org" and "Entry deadline: Sun, Mar 12, 2023 11:59 PM (U.S. Mountain)". On the left side, there is a link to download the competition announcement and a link to a map to the rink. In the center, there are four buttons: "Skaters & Parents", "Teams", "Coaches", and "Administrators", each with a brief description of what the user can do.

Step 4: Enter your USFSA or LTS number.

The screenshot shows a registration form with the title "Please enter your USFSA# (or LTS USA#)". There is a text input field labeled "USFSA# (or LTS USA#)" and a "Next..." button below it.

Step 5: Enter the reCAPTCHA.

The screenshot shows a reCAPTCHA form with the title "We do not yet have an account for you in this year's 2023 Spring Funtastics and Colorado Showcase. Complete this form and we will help you create an account." Below the title, it says "Please enter the text shown in the box:". There is a text input field labeled "Enter the text shown in the box below:" and a "Continue" button below it. The text shown in the box is "660686".

Step 6: Fill in all required information.

- Choose a PIN number you'll remember – EntryEeze will save your info so you won't have to fill this in for each comp!
- If you are in the Learn to Skate classes – you only need to choose a level under the **Freestyle / LTS USA** option. All other classifications can be left at None.

Please submit your personal information before proceeding to event selection:

• **Required** This information is needed for eligibility and competition records.

Your personal information

Skater's First Name

Skater's Last Name

Address

City

State / Province

ZIP / Postal Code

Phone

Email Address

Confirm Email

Birth Date

Gender

Primary coach: [HELP](#)
[I can't find my coach in the available list](#)

Coach #2:

Coach #3:

Your home club, skating school, or skating federation:
 [HELP](#)
[I can't find my club or would like to make another selection](#)

[Save skater information](#)

• **Requested** Please assist the announcer in properly pronouncing your name.

Name pronunciation (optional)

[INSTRUCTIONS](#)

Enter phonetic text (pronunciation) here:

• **Needed** If you have tested (even under LTS USA), please tell us your current test levels.

Your USFS test levels

Freestyle / LTS USA

Pairs

Pattern Dance

Solo Free Dance

Partnered Free Dance

Moves in the Field

• **For Login** Your USFSA# and PIN number will be needed to login to your account.

Your 4-digit PIN number

We have assigned you a PIN number, but you may change it if you wish: (it must be 4 digits)

Your PIN number

Step 7: Choose your events and add to shopping cart.

Competition My Account Practice Ice Help & Misc

0 Go to Shopping Cart

1 Select your events

2 Make practice reservations

Select an event:
-Select-

NOTE: If the event you wish to enter is not being offered in the above drop-downs, select "Personal Info" in the top menu and make sure your test levels are selected correctly.
To check your eligibility status for an event, please [click here](#).

No practice sessions are currently available.

Step 8: As you add events, available practice ice options appear.

- It is recommended to pre-purchase at least one practice ice.

Help & Misc

1 Go to Shopping Cart

2 Make practice reservations

Practice-ice sessions

You may reserve up to 2 total practice-ice sessions

Session	Avail	Desired	Price each
Practice	2	0	\$16.00

Add to shopping cart >

Step 9: Complete checkout.