

Event Registration How-To Guide for Pair & Partnered Ice Dance Registration

This guide is intended for users who have already created their SkateReg account, added their skater profiles, and are ready to register for an event. If you have not already done so, please follow our [How-To Guide on Creating Your Account](#)

Please ensure both team members have created their accounts before proceeding.

Step 1: Select “Pair & Partnered Dance”

On the [detailed event page](#) for the event, select “**Register Today**” to access the SkateReg registration page, then select “**Pair & Partnered Dance**”.

Note: The “Register Today” button will only be displayed when registration is open as per the dates and times outlined on the detailed event page and event announcement.



Step 2: Create Your Team

To register a Pair or Partnered Ice Dance team, you must create a Team Name. Team names may only be used once per event registration, so please use the following naming format for your team:

Skater A Full Name & Skater B Full Name - Category

Example:

Sally Skater & Tommy Turns – Pre-Novice Dance

Create your team

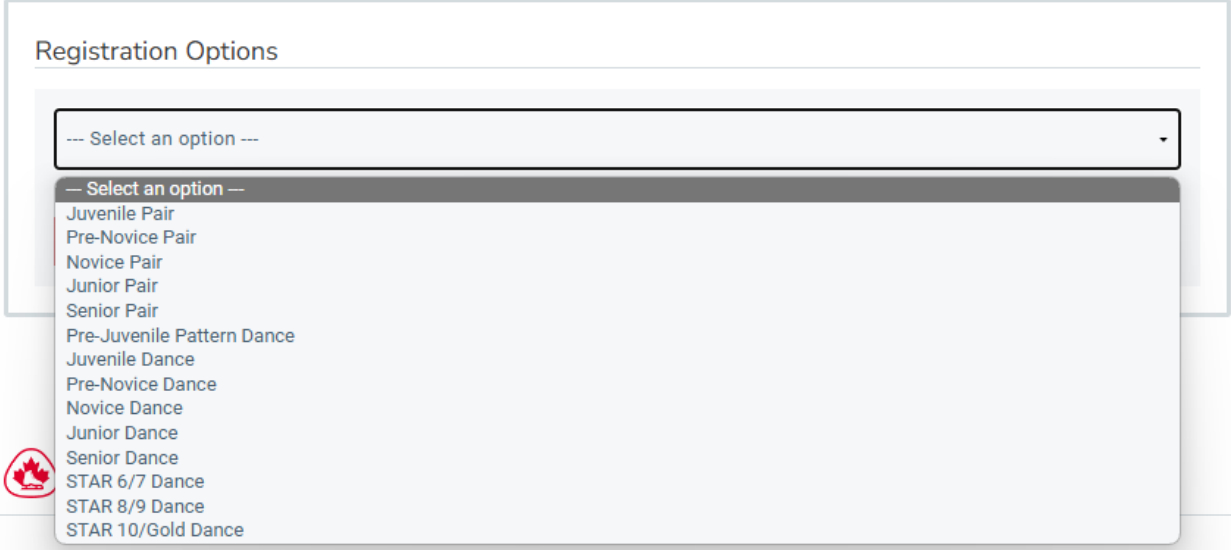
Please enter your Team Name using the following format:

Skater A Full Name & Skater B Full Name - Category

(Example: Sally Skater & Tommy Turns)

Step 3: Select Your Category

Select the category that you wish to register for. Once you have selected your desired category, click “Next” at the bottom of your screen.



The screenshot shows a web form titled "Registration Options". It features a dropdown menu with a placeholder text "-- Select an option --". The dropdown is open, displaying a list of categories: Juvenile Pair, Pre-Novice Pair, Novice Pair, Junior Pair, Senior Pair, Pre-Juvenile Pattern Dance, Juvenile Dance, Pre-Novice Dance, Novice Dance, Junior Dance, Senior Dance, STAR 6/7 Dance, STAR 8/9 Dance, and STAR 10/Gold Dance. A small Skate Ontario logo is visible in the bottom left corner of the form area.

Step 4: Upload Your Music

A music upload field will be available for each piece of music. To upload your music, click “Browse” next to the appropriate music field. You must upload an MP3 file. Please ensure you upload the correct music file in the appropriate field i.e. short program vs free program.

If you do not have your program music ready to upload at the time of registration, you may upload it at a later date. Refer to the [detailed event page](#) for the event or event announcement for the deadline to submit.




Music files may not appear on your dashboard immediately after saving. If you refresh your page and do not see your file, please wait 5 minutes and try again.

Additional Information

MUSIC REQUIREMENTS for Pre-Novice Dance - Sectional Series - August

Program music must be submitted through Interpodia as an MP3 file. You may upload your music file at the time of registration, OR you may leave the music field blank, complete your registration, then log back into your account at a later date to upload your music file. If you checkout without uploading your music file, you must log into your account and upload your music file by Sunday, July 28, 2024 at 11:59 PM. You may also edit any uploaded music file up until this date.

PLEASE NOTE: WE DO NOT HAVE THE ABILITY TO PLAY CDS

Music Upload #1 (Tango)	 (Maximum 20MB)	Drag file here or <input type="button" value="browse"/>
Music Upload #2 (Starlight Waltz)	 (Maximum 20MB)	Drag file here or <input type="button" value="browse"/>
Music Upload #3 (Free Dance)	 (Maximum 20MB)	Drag file here or <input type="button" value="browse"/>

Step 5: Complete Planned Program Content (PPC) Information

**APPLICABLE ONLY FOR SECTIONAL SERIES & SYNCHRO SERIES EVENTS

A PPC field will be available for each program. Please ensure you fill in the fields for the appropriate program. Element codes should be used when completing the PPC fields.

If you do not have your PPCs ready to complete at the time of registration, you may upload it at a later date. Refer to the [detailed event page](#) for the event or event announcement for the deadline to submit.

PPC Information - FREE PROGRAM

You may complete your PPC at the time of registration, OR you may leave the PPC fields blank, complete your registration, then log back into your account at a later date to complete them. Deadline to complete PCC is Sunday, September 22, 2024 at 11:59 PM. You can login at anytime to edit the PPC fields until this date.

PLEASE NOTE: Element codes should be used when completing the PPC fields

Element 1	<input type="text" value="ENTER TEXT"/>
Element 2	<input type="text" value="ENTER TEXT"/>
Element 3	<input type="text" value="ENTER TEXT"/>
Element 12	<input type="text" value="ENTER TEXT"/>

After you click “Next”, review the registration information for your team. If accurate, click “Create My Team”.

Payment Options [edit]

Create my team, pay the fees (\$ 319.00 CAD) for the whole team and start registering participants

CREATE MY TEAM

Step 6: Select Your First Skater

Select the first skater you wish to add to your team and select “Register ___”.


Who do you want to register?

Tommy Turns

REGISTER SOMEONE ELSE

Tommy

Turns

DATE OF BIRTH 2011-01-01 

Male

events@skateontario.org

Step 7: Add Home Club, Skate Canada #, and Attending Coach

Affiliation

As a skater entering a Skate Ontario event, you're required to select your **Home Club** below.
Please use the search bar below to find your club.

SEARCH AFFILIATION BY NAME

Additional Information

Skate Ontario Member Information

Skate Canada # *

Registrant Information

Attending Coach 1 *
Start typing your coach name, and select from the provided options. If your coach isn't listed, choose 'Unavailable Coach' option instead.

Attending Coach 2

NEXT

To find your home club, simply search the club's name in the search bar and make the appropriate selection.

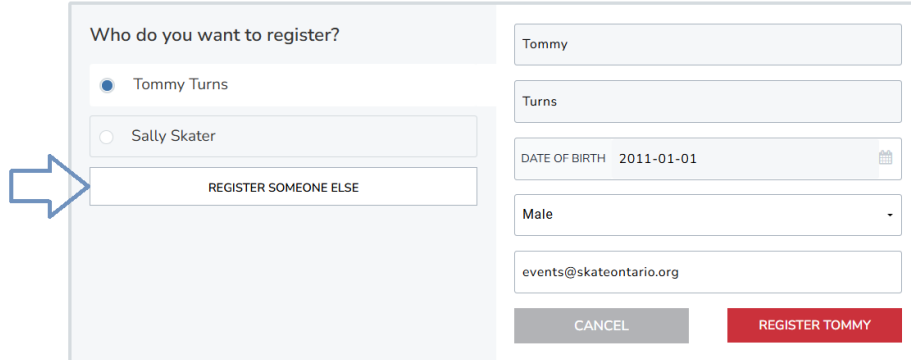
Before adding your Skate Canada # and Attending Coach(es), please ensure the category you have selected are correct. If your Skate Canada # was entered when your skater's profile was set up, the information will pre-populate during registration. You can verify the information is correct or enter the information if the field is empty.

To find your coach, you must search by **name**. Please select the correct coach & e-mail address combination for your Attending Coach(es). If you do not see your coach listed, please select "**Unavailable Coach**".

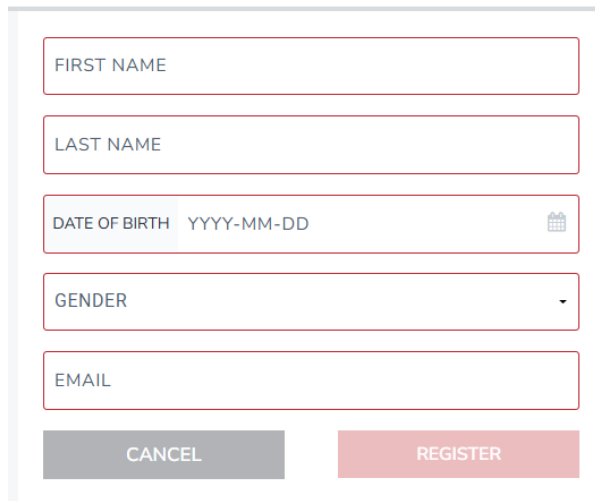
Once you have entered the required information, click "Next". Review the skater's information and click "**Complete and Add Another Participant**" when you are ready to add your next team member.

Step 8: Select Your Second Skater

To add the next skater to your team, select from available profiles on your account, OR select “Register Someone Else”.



If you select “**Register Someone else**”, you must enter the skater’s First Name, Last Name, Date of Birth, Gender, and your e-mail address.



The skater’s profile should exist if their parent/guardian has already created an account. You will be prompted to select from existing profiles by matching the correct name, gender, and DOB.

If the skater you wish to add does not have an existing profile and you are **not** the legal parent/guardian of the skater you wish to add, we encourage you to have their parent/guardian create an account and skater profile first to prevent duplicate accounts from being created. Please be aware that administrative fees may apply if duplicate accounts must be merged or deleted.

We found 2 existing records for this person

Full Name	Email	Gender	Date of birth
<input checked="" type="radio"/> Sally Skater	b*****h@s***** *g	Female	February 14 2014

Please enter the email address associated with this record in order to proceed:

I do not remember the email address for this record. In order to proceed, I understand that a notification email will be sent to this user's email address

Full Name	Email	Gender	Date of birth
<input type="radio"/> Sally Skater	s*****r@s*****g	Female	February 14 2014

****IF THE PERSON YOU'RE TRYING TO REGISTER IS SHOWN ABOVE, PLEASE SELECT THEIR EXISTING PROFILE TO CONTINUE****

You can create a new profile if you want by selecting the option below, but **Please Note:**
By creating a brand new person you may lose results history and person attributes, and be issued new membership numbers, etc.
Fixing duplicate accounts may incur refund fees or other administrative fees

Full Name	Email	Gender	Date of birth
<input type="radio"/> Sally Skater	events@skateontario.org	Female	February 14 2014

Once you have identified the correct skater's profile, enter **the e-mail address associated with the parent/guardian/account holder of the skater you wish to add**. This will enable the skater's parent/guardian to view their skater's registration information on their own account.

Once the e-mail address has been entered, click "Register___". Complete the skater's Skate Canada #, Attending Coach, and Home Club if the information is not pre-populated.

Step 9: Verify Your Information

Please review the registration information for your team. If you need to make any changes, click the red "edit" button next to the relevant field you wish to update.

Note: Once you select "Complete and Proceed to Cart", you will be prompted to complete your waivers and will not be able to return to the previous page. Please ensure your information is correct before proceeding to your cart.

Skate Ontario Member Information

Q. Home Club: CLUB A

Q. Skate Canada # 1234567890

Registrant Information

Q. Attending Coach 1 Unavailable Coach
Start typing your coach name, and select from the provided options. If your coach isn't listed, choose 'Unavailable Coach' option instead.

Q. Attending Coach 2

COMPLETE AND ADD ANOTHER PARTICIPANT

COMPLETE AND PROCEED TO CART

Step 10: Waivers

You must identify whether you are the parent or guardian of each skater you have selected. If you are not the parent or guardian of the skater you are registering, please select “**No**”.

Acknowledgement of one or more waivers or agreements is required for
Sally Skater

Are you the parent or guardian of [Sally Skater](#)?

YES

NO

You will be asked to enter the skater’s legal Parent or Guardian information including first & last name, relationship to the skater (Parent or Legal Guardian), and their e-mail address. The skater’s parent/guardian will be e-mailed waivers to complete.

Acknowledgement of one or more waivers or agreements is required for
Sally Skater

An email notification for each waiver / agreement will be sent to the parent or guardian of [Sally Skater](#) for them to acknowledge their waiver(s) / agreement(s). Please note that [Sally Skater](#)'s registration may be put into a pending status until the agreement(s) are completed.

What is the parent / guardian's first name? *required*

What is the parent / guardian's last name? *required*

What is this person's relationship with Sally? *required*

--Select an option--

What is the parent / guardian's email address? *required*

CONTINUE

Technical Support

If you **ARE** the parent or guardian of the skater you are registering, please select “**Yes**” and complete the required information.

Acknowledgement of one or more waivers or agreements is required for
Sally Skater

What is your first name? *required*

What is your last name? *required*

What is your relationship with Sally? *required*

What is your email address? *required*

CONTINUE

Step 11: Complete Payment

To finalize your registration, you must complete your payment at this time. Accepted methods of payment include Visa, and MasterCard. Your spot is not guaranteed until payment is complete. Once you have successfully completed your payment, check your e-mail for a receipt.

FAQ'S and Support

1. My Team Name isn't working. How do I register my team?

Team names may only be used once per event. If your team name isn't working, it has likely already been used to register a team for this event. If you have not already registered your team for the event, confirm that no one else has registered the team, such as another parent or coach. In any case, please ensure you follow the naming format provided on the "Create Your Team". If you are still having trouble, please contact events@skateontario.org.

2. My partner's profile does not exist yet. Should I create one?

If after you enter your partner's information you are not given the option to select from existing profiles, it means your partner has not created an account yet. Please do not create one. Instead, contact your partner or the skater's parent/guardian if they are a minor, and have them create their SkateReg account. Once they have created their skater's profile, you should be able to find them when their information is entered. Please note, administrative fees may apply if duplicate accounts must be merged or deleted.

3. Can I add my partner to my account?

No, you cannot add your partner to your account. If the skater is a minor, their profile should be linked to their legal parent/guardian's account. If the skater is an adult, their profile should be linked to their own account. To prevent duplicate skater profiles, we ask that you please not duplicate a skater profile that belongs to another parent/guardian/account holder.

Questions about event registration should be directed to the Skate Ontario

Events Team at events@skateontario.org