

## Event Registration How-To Guide for Singles, Solo Dance & Supplementary Categories

*This guide is intended for users who have 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](#)*

### Step 1: Select “Singles & Solo Dance”

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

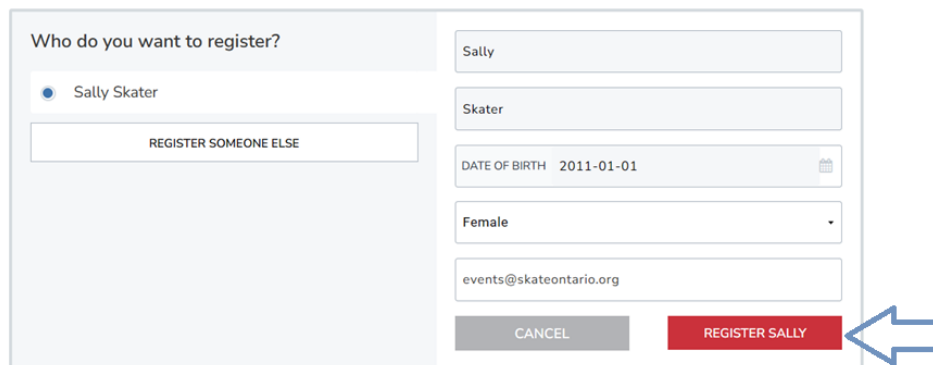
**Note:** The “Register Today” button will only be displayed when registration is open as per the dates and times outlined on the detailed event page and event announcement.



### Step 2: Select Your Participant

You can select an existing participant on your account or add a new skater profile at this time.

#### Sectional Series - August

A screenshot of the registration form titled 'Sectional Series - August'. The form asks 'Who do you want to register?' and has two options: 'Sally Skater' (selected with a radio button) and 'REGISTER SOMEONE ELSE'. To the right, there are input fields for 'Sally', 'Skater', 'DATE OF BIRTH' (2011-01-01), 'Female', and 'events@skateontario.org'. At the bottom, there are two buttons: 'CANCEL' and 'REGISTER SALLY'. A blue arrow points to the 'REGISTER SALLY' button.

### Step 3: Select Your Category

Select the category you wish to register for. You may select more than one category. Only the categories that your skater is eligible for will be available for selection. Once you have selected your desired category(ies), click “Next” at the bottom of your screen.

**NOTE:** Refer to the [detailed event page](#) for the event or event announcement for registration dates.

You Are Registering <a href="#">[edit]</a>	Address <a href="#">[edit]</a>
Sally Skater Female Jan 1, 2011 events@skateontario.org	100-2605 Skymark Avenue Mississauga, L4W 4L5 Ontario , Canada (905) 212-9991

Registration option(s)	
	Price
<input type="checkbox"/> <b>Pre-Juvenile U11 Women</b>	208
<ul style="list-style-type: none"><li>• Must have passed the complete STAR 5 (or equivalent) Freeskate Assessment or higher</li><li>• Must not have reached the age of 11 before July 1, 2024</li></ul>	
<input type="checkbox"/> <b>Pre-Juvenile U13 Women</b>	208
<ul style="list-style-type: none"><li>• Must have passed the complete STAR 5 (or equivalent) Freeskate Assessment or higher</li><li>• Must not have reached the age of 13 before July 1, 2024</li></ul>	
<input checked="" type="checkbox"/> <b>Juvenile U12 Women</b>	208
<ul style="list-style-type: none"><li>• Must have passed the complete STAR 5 (or equivalent) Freeskate Assessment or higher</li><li>• Must not have reached the age of 12 before July 1, 2024</li></ul>	

## Step 4: Add Your Home Club, Skate Canada #, and Attending Coach

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

Before adding your Skate Canada # and Attending Coach(es), please ensure the category(ies) 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**".

### 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.

### Additional Information

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#### Skate Ontario Member Information

Skate Canada # \*

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#### 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

## Step 5: 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.

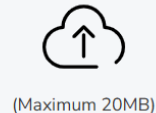
**Music files may not appear on your dashboard immediately after saving. If you refresh your page and do not see your file, please wait 5 minutes and try again.**

### MUSIC REQUIREMENTS for Pre-Novice Women - 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 (Short Program)

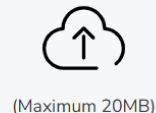


Drag file here

or

browse

Music Upload #2 (Free Program)



Drag file here

or

browse

**NEXT**

## Step 6: 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 4	<input type="text" value="ENTER TEXT"/>
Element 5	<input type="text" value="ENTER TEXT"/>
Element 6	<input type="text" value="ENTER TEXT"/>
Element 7	<input type="text" value="ENTER TEXT"/>
Element 8	<input type="text" value="ENTER TEXT"/>
Element 9	<input type="text" value="ENTER TEXT"/>
Element 10	<input type="text" value="ENTER TEXT"/>
Element 11	<input type="text" value="ENTER TEXT"/>
Element 12	<input type="text" value="ENTER TEXT"/>

**NEXT**

## Step 7: Verify Your Information

Please review the registration information for your skater. If you would like to register another skater, please click “Complete and Add Another Participant”. If you do not wish to register another skater, please click “Complete and Proceed to Cart”.

**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
<i>Start typing your coach name, and select from the provided options. If your coach isn't listed, choose 'Unavailable Coach' option instead.</i>	
Q. Attending Coach 2	

COMPLETE AND ADD ANOTHER PARTICIPANT

COMPLETE AND PROCEED TO CART

## Step 8: Waivers

You must identify whether you are the parent or guardian of the 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

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

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

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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

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What is your first name? *required*

What is your last name? *required*

What is your relationship with Sally? *required*

--Select an option--

What is your email address? *required*

**CONTINUE**

## **Step 9: 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. I entered my skater's information, but their profile already exists.**

If the skater you are registering already has a profile that is linked to another account, please follow the steps on your screen to register the existing profile. This helps minimize the number of duplicate skater profiles and will ensure that the skater's account holder/parent/guardian receives important information about their skater's registration. If you do not believe your skater should have an existing profile, please contact the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you further.

### **2. My desired category is not listed.**

The categories available for registration are filtered based on your skater's age and gender – only categories your skater is eligible for will be listed. If a category your skater is eligible for is missing from the available options, please verify the following:

1. The category you wish to register for is offered at the event.
2. Registration is open for that category.
3. You have entered the correct date of birth for your skater.
4. The category name and age division (if applicable) you are looking for is correct.

If you are still having trouble registering for your desired category, please contact the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you further.

### **3. I don't see my coach listed.**

The list of available coaches is directly linked to the Coach Profiles that have been set up with SkateReg. If your coach has not yet created a SkateReg Coach Profile, their name will not be available for selection. Coaches can contact Jarret Melanson via



email at [jmelanson@skateontario.org](mailto:jmelanson@skateontario.org) for assistance with setting up their coach profile.

If you are an out-of-section skater and your coach has not set up a coach profile, you may search and select “Unavailable Coach” from the drop-down menu. Skaters who select this option will be contacted to confirm their coach’s information. Out-of-Section coaches may also create a Coach Profile to be used when registering for Skate Ontario events.

#### **4. I entered the wrong information.**

If during the registration process you realize that you have entered incorrect information including skater name, address, home club, Skate Canada number, or attending coach but have not yet proceeded to the waiver page, simply click the red “**edit**” button in the top right corner of the information box you wish to edit.

If you have reached the waiver page, you must proceed with the checkout process. Once you have completed your registration, please contact the events team at [events@skateontario.org](mailto:events@skateontario.org) to assist you with updating your registration information.

If you have already completed your registration, including waivers and payment, please contact the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you with updating your registration information.

#### **5. I registered for the wrong category.**

If during the registration process you realize that you have selected the wrong category but have not yet proceeded to the waiver page, simply click the red “**edit**” button in the top right corner of the **Category** box and update your category selection. If you have reached the waiver page, please **stop** and **contact** the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you with updating your category.

If you have already completed your registration, including waivers and payment, please contact the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you with updating your category.

**6. I did not receive my e-mail receipt.**

If you have completed your registration and have not yet received your e-mail receipt and confirmation of registration, please check your junk mail. If the e-mail cannot be found in your junk mail, please ensure that the e-mail address on your SkateReg account is correct and free of spelling errors. If the information is correct, please contact the Events Team at [events@skateontario.org](mailto:events@skateontario.org) to assist you.

**7. My coach did not receive e-mail confirmation of my skater's registration.**

With the new SkateReg Coach Profiles, coaches will no longer receive an e-mail confirmation when a skater registers for an event.

Coaches who are having trouble accessing their coach dashboard should contact Jarret Melanson via email at [jmelanson@skateontario.org](mailto:jmelanson@skateontario.org).

***Questions about event registration should be directed to the Skate Ontario***

***Events Team at [events@skateontario.org](mailto:events@skateontario.org)***