

How-To Guide for Synchro Registration - 24/25 Season

Skate Ontario has transitioned to a new registration platform for the 2024-2025 Event Season, [SkateReg](#). This guide is to assist Synchro Team Registrars in registering their Synchro Teams for the 2024-2025 season.

The registration process on SkateReg is different from what you may have been previously familiar with. We encourage Team Registrars to send any feedback you may have to the Events Team (events@skateontario.org) as we are in constant development with this new platform.

The two biggest changes with SkateReg are:

1. Team Registrars do not add their participants to the Team Registration at time of registration
2. Each skater must have their own SkateReg account in order to add themselves to your team roster and to sign electronic participant waivers for each event. This ensures that Team Registrars are not signing waivers on behalf of other skaters or their legal parent/guardian.

Once the Team is registered, the Team Registrar will send an invitation link to each skater inviting them to add themselves onto your team roster. When the skater/parent or guardian adds the skater to the team, they will sign a participant waiver. Each Synchro Skater is required to create and have their own SkateReg account that they will manage themselves.

The Team will be considered registered once payment has been made. Teams will have a 2-week period from the opening of registration to complete their team roster.

This guide is broken into three parts:

Part 1 – Team Registration

Part 2 – Inviting Skaters to join your Team

Part 3 – How to Upload or Update Your Music File and/or PPCs After You Have Registered

A guide had been created to share with your Synchro Parents/Skaters on how to create their account and add themselves to your team once receiving the invitation link. [CLICK HERE](#) to download this guide.

***Questions about event registration should be directed to the Skate Ontario
Events Team at events@skateontario.org***

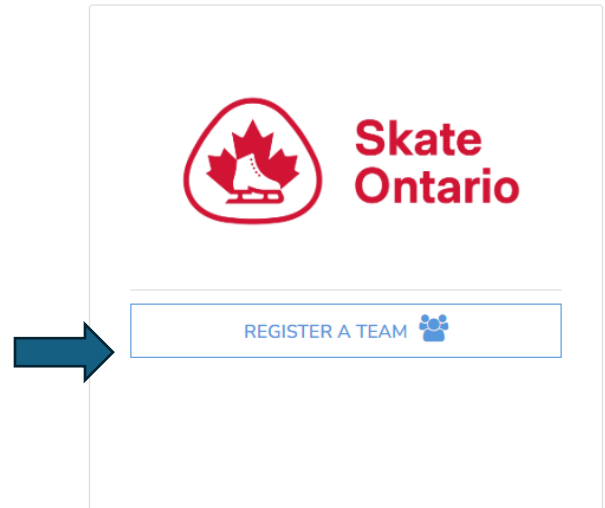
PART 1 – TEAM REGISTRATION

This guide is intended for users who have already created their SkateReg account. If you have not already done so, please follow our [How-To Guide on Creating Your Account](#)

Step 1: Select “Register A Team”

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

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 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:

Team Name - Category

Examples:

Skate Ontario Synchro – Senior Synchro

Create your team

Please enter your Team Name using the following format:

- For PAIR/DANCE: Skater A Full Name & Skater B Full Name - Category Name. (Example: Sally Skater & Tommy Turns - Pre-Novice Dance)
- For SYNCHRO: TEAM NAME - Category Name. (Example: Sunshine Skaters - Senior Synchro)

Step 3: Select Your Category

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

Registration Options

Senior Synchro

Senior Elite 12 Synchro

Junior Synchro

NEXT

Step 4: Add Your Home Club

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

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

NEXT

Step 5: Add Team Registration Information

Additional Information

Team Registration

Team Name *
(This will be announced at the event)

Team Skate Canada number *

Team Manager Name *

Team Manager Email *

Chaperone Name #1 *

Chaperone Name #2

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

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**”.

If your coach’s name is not listed, they have not created their Coach Profile yet. Information on how your coach can create their profile can be found [HERE](#).

Step 6: 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.

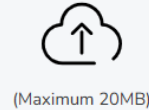
Music files may not appear on your dashboard immediately after saving. If you refresh your page and do not see your file, please wait 5 minutes and try again.

MUSIC REQUIREMENTS for Senior Synchro - Sectional Series November - Synchro

Program music must be submitted through SkateReg 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, October 20, 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

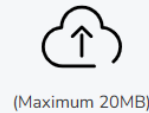
Music Upload #1 (Short Program)



Drag file here
or

browse

Music Upload #2 (Free Program)



Drag file here
or

browse

Step 7: Complete Planned Program Content (PPC) Information

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, October 20, 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. Do NOT include transitions/connections.

Element 1

Element 2

Element 9

Element 10

NEXT

Step 8: Registration Information Review

After you click “Next”, review the registration information for your team. Click edit if you need to make any changes.

Step 9: Individual Skater Fee

Select the number of skaters (including alternates) that will be on your team roster. Once you have selected the number of skaters, click “Add to Cart”. Then click, “Next”.

The Skate Ontario Events Team will verify that number of Individual Skater Fees paid, matches the number of skaters added on the team roster. Teams will be billed if there are more skaters on your roster than paid skaters. **Refunds will not be issued if teams pay for more skaters than the number on your roster.**

Individual Skater Fee

Individual Skater Fee
Please select the number of participants that will join your team, and click 'ADD TO CART' to confirm.

Quantity
16

\$ 28.00 CAD

[ADD TO CART](#)

Category Selected at Registration	Minimum Skaters/Team	Maximum Skaters/Team
Senior Synchro	16	20
Senior Elite 12 Synchro	12	16
Junior Synchro	12	20

You must make a selection from the choices above in order to continue

[NEXT](#)

Step 9: Verify Your Information

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

If accurate, click “Create My Team”.

Payment Options [\[edit\]](#)

Create my team and pay for the fees now (\$222.00 CAD) (without adding any participants for now)

[CREATE MY TEAM](#)

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.

Step 10: Waivers

Purchaser waivers must be signed in order to register the team.

Step 11: Registering Another Team (If Applicable)

If you need to register an additional team, click the link at the top of the page below Cart Summary to bring you back to the start of the registration process.

Cart Summary

 **To register another Synchro Team: [click here.](#)**

Your cart will be saved, and you will be returned to the Sectional Series November - Synchro registration home page. You will need to repeat the registration process for any additional categories you wish to add, then will complete your payment once you have finished registering for your desired categories. Your registration is not complete until payment is processed.

Step 12: 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.

PART 2 – INVITING SKATERS TO REGISTER FOR YOUR TEAM

Once you have paid and completed your Team Registration, your team is Registered!

The next part of the registration process is to add your participants. Unlike in previous seasons, the Team Registrar does not add their participants to their team roster. The Team Registrar will send an invitation link to the skaters on their team for them to add themselves onto the team and sign the participant waiver.

Skaters will have **2 weeks** to register and add themselves to your team roster.

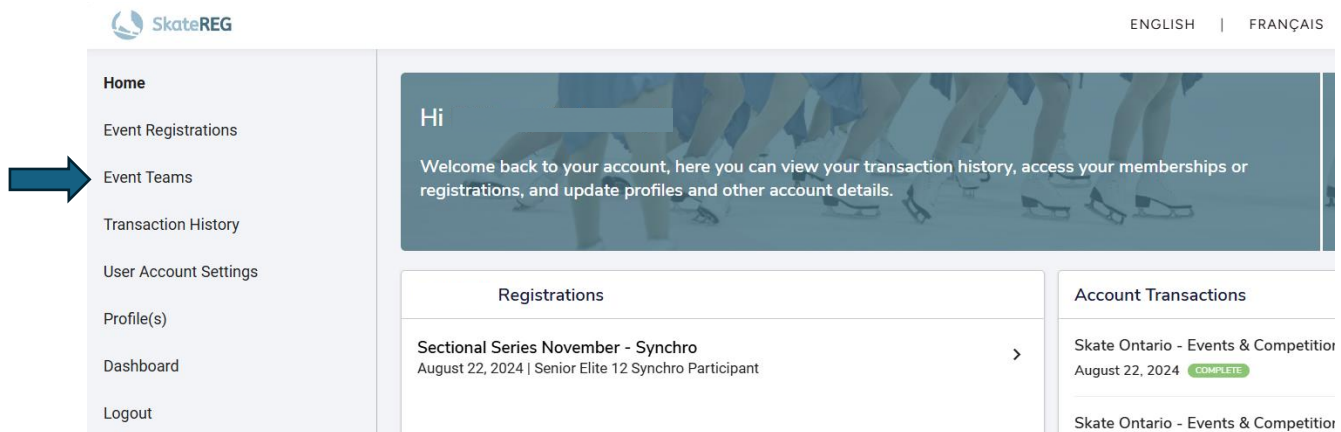
PLEASE NOTE: The registration link needed to invite your skaters to register for your team roster is NOT automatically sent to the Team Registrar. You will need to follow the steps below to send the link to your team.

Inviting Skaters to Register for your Team

Step 1: Access your Team's Registration

Access your 'Event Teams' menu from the left side **OR** from this direct link:

https://skatereg.ca/my_pages/event-teams

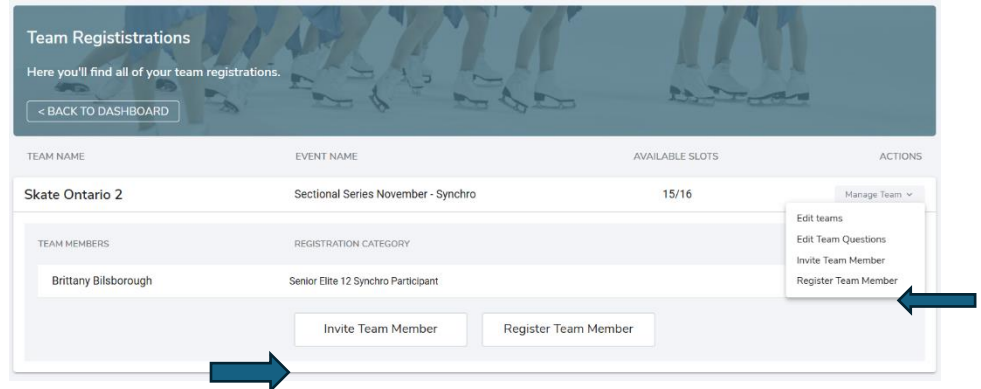


The screenshot shows the SkateREG user interface. On the left, a navigation menu includes 'Home', 'Event Registrations', 'Event Teams' (highlighted with a blue arrow), 'Transaction History', 'User Account Settings', 'Profile(s)', 'Dashboard', and 'Logout'. The main content area features a header with the SkateREG logo and language options (ENGLISH | FRANÇAIS). Below the header is a welcome message: 'Hi. Welcome back to your account, here you can view your transaction history, access your memberships or registrations, and update profiles and other account details.' The main content is divided into two columns. The left column, titled 'Registrations', shows a list item: 'Sectional Series November - Synchro' with a date of 'August 22, 2024' and a role of 'Senior Elite 12 Synchro Participant'. The right column, titled 'Account Transactions', shows a list item: 'Skate Ontario - Events & Competitor' with a date of 'August 22, 2024' and a status of 'COMPLETE'.

Step 2: Send the Invitation to Yourself (Team Registrar)

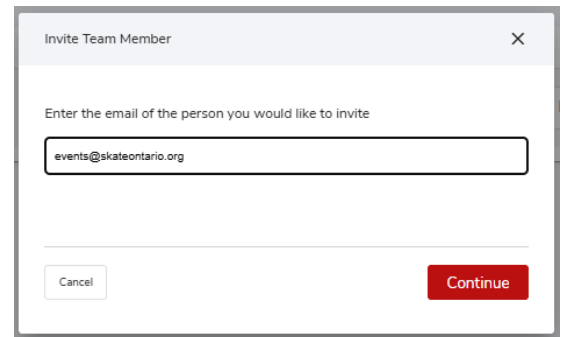
All your registered teams will be listed here. Select the team you wish to send the invitation link for.

Click the Invite Team Member button at the bottom or under the 'Manage Team' dropdown.



A window will pop-up asking you to enter the email address of the person you wish to invite to your team.

Team Managers enter their own email and send the invitation email to themselves.



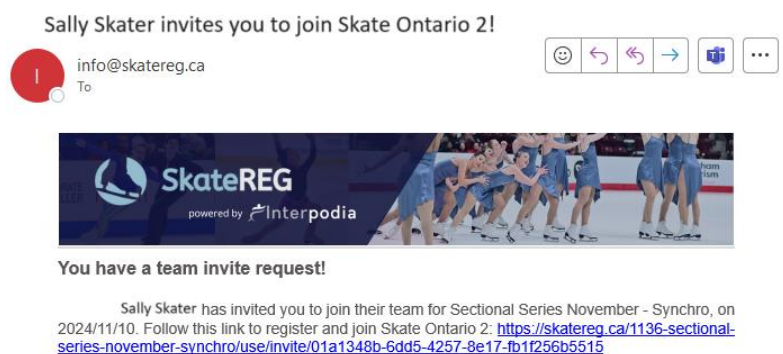
IMPORTANT – PLEASE READ: The invitation link is not unique to each skater. As most teams already have a mailing list setup in their emails, we recommend that you send the invitation link to yourself. This will allow you to forward the invitation link to your skaters from your own email. As well, give you the opportunity to include any additional information you wish to share with your skaters.

Step 3: Sending the Invitation to your Team

You should receive the invitation email from info@skaterereg.ca.

NOTE: If you do not receive the email, check your Junk Mail.

Forward this email to your team for your skaters to add themselves to your team roster.



Step 4: Managing Your Team Roster

You will receive a confirmation email every time a skater joins your team.

You can monitor your team rosters from the Team Registration dashboard (found under Event Teams, the same location where you sent yourself the registration link).

From the Team Registration Dashboard, it would show you the number of available spots on your team.

PLEASE NOTE: The number of available spots is **NOT** linked to the total number of skaters you paid for. The available spots noted on SkateReg is the maximum skaters that can be on your team based on their category level.



Team Registrations

Here you'll find all of your team registrations.

[< BACK TO DASHBOARD](#)

TEAM NAME	EVENT NAME	AVAILABLE SLOTS	ACTIONS
Skate Ontario 2	Sectional Series November - Synchro	15/16	Manage Team Edit team

F.A.Q.

How do I delete someone from my team roster?

If you need help deleting someone from your roster, you will need to contact the SOSPOC for the event. Team Registrars do not have the ability to delete skaters from their roster. Only the Skate Ontario Events Team can assist with that. SOSPOC contact information can be found on the detailed event page for the event.

I added more skaters to my roster. How do I pay for them?

You will need to contact the SOSPOC for the event to bill you for the additional skaters added to your roster.

The Skate Ontario Events Team will be verifying that the number of Individual Skater Fees paid, matches the number of skaters added on your team roster. Teams will be billed if there are more skaters on their roster. **Refunds will not be issued if teams pay for more skaters than the number registered on your roster.**



**Skate
Ontario**



I need to add a skater to my roster after the 2 week deadline to add skaters. How can I add them?

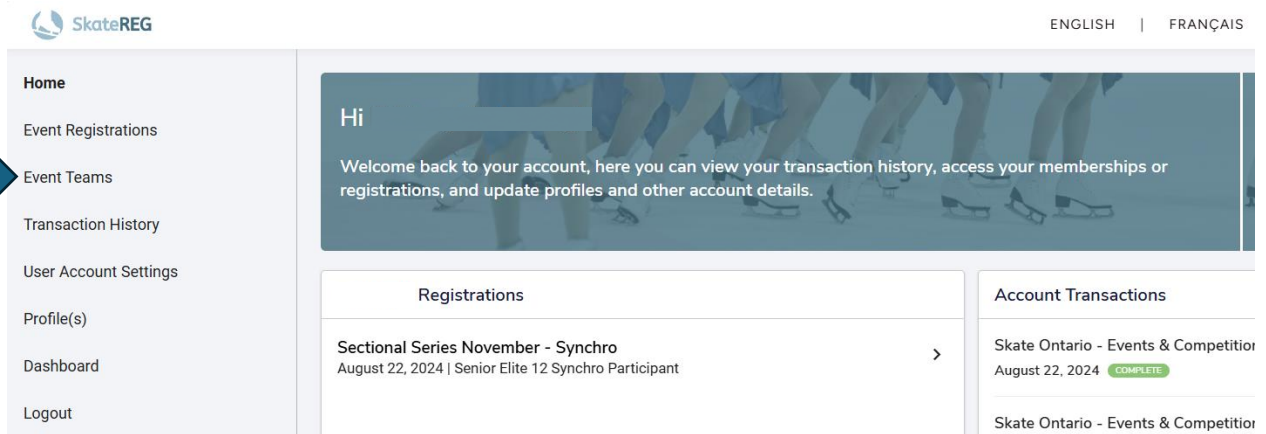
You will need to contact the SOSPOC for the event to assist you with registering any additional skaters on your team roster.

Part 3 – How to Upload or Update Your Music File and/or PPCs After You Have Registered

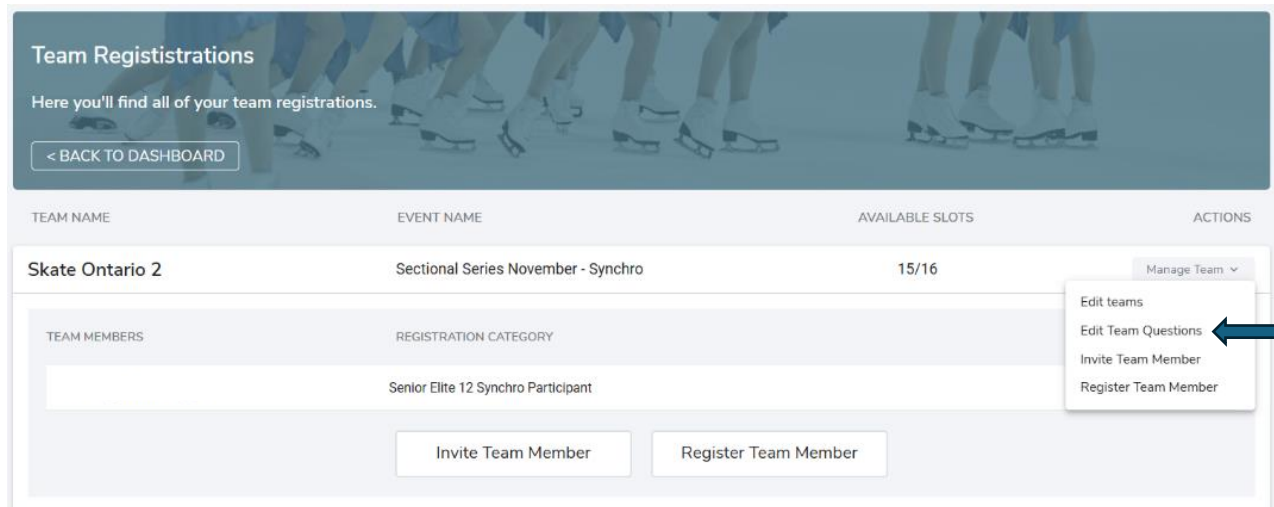
Access your 'Event Teams' menu from the left side **OR** from this direct link:

https://skatereg.ca/my_pages/event-teams

- Click on the team registration you'd like to upload/edit music and/or PPC for
- Click 'Manage Team'
- Then, 'Edit Team Questions'



The screenshot shows the SkateREG user dashboard. On the left is a navigation menu with 'Event Teams' highlighted by a blue arrow. The main content area has a header with 'Hi' and a welcome message. Below are two sections: 'Registrations' and 'Account Transactions'. The 'Registrations' section shows a registration for 'Sectional Series November - Synchro' on August 22, 2024, for a Senior Elite 12 Synchro Participant. The 'Account Transactions' section shows a transaction for 'Skate Ontario - Events & Competitor' on August 22, 2024, marked as 'COMPLETE'.

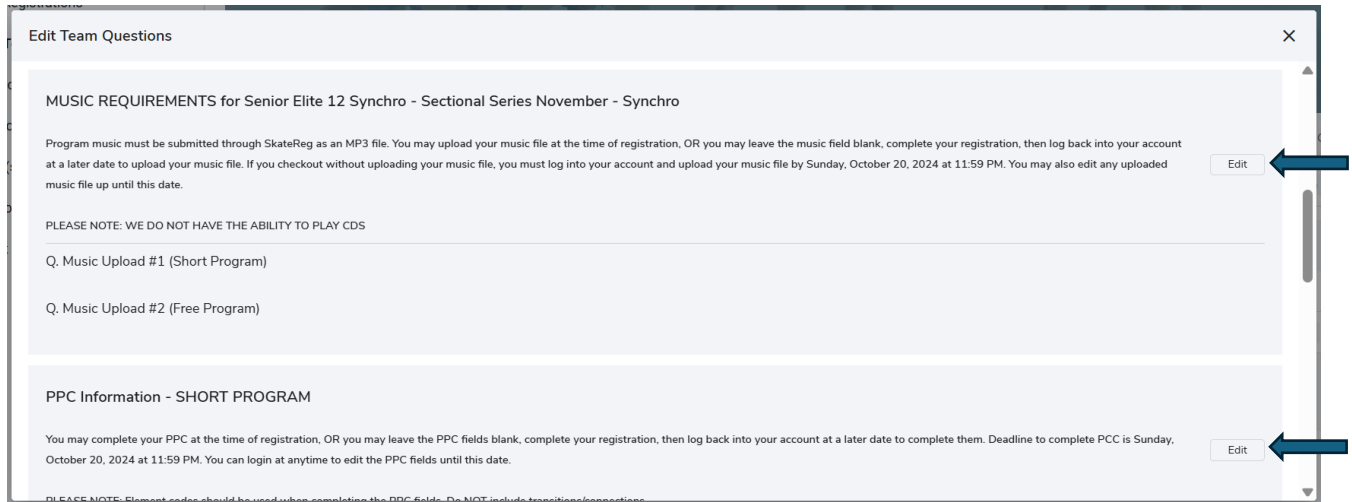


The screenshot shows the 'Team Registrations' page. It features a header with 'Team Registrations' and a sub-header 'Here you'll find all of your team registrations.' Below this is a '< BACK TO DASHBOARD' button. The main content is a table with columns for 'TEAM NAME', 'EVENT NAME', 'AVAILABLE SLOTS', and 'ACTIONS'. The first row shows 'Skate Ontario 2' for the 'Sectional Series November - Synchro' event, with 15/16 available slots. A 'Manage Team' dropdown menu is open, showing options: 'Edit teams', 'Edit Team Questions' (highlighted by a blue arrow), 'Invite Team Member', and 'Register Team Member'. Below the table are two buttons: 'Invite Team Member' and 'Register Team Member'.

From there, click 'Edit' button on the right-hand side for the music or PPC field you want to update.

For PPC fields, you must click 'Save' for the information to be saved.

For Music fields, the 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 check again.



Edit Team Questions

MUSIC REQUIREMENTS for Senior Elite 12 Synchro - Sectional Series November - Synchro

Program music must be submitted through SkateReg 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, October 20, 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

Q. Music Upload #1 (Short Program)

Q. Music Upload #2 (Free Program)

PPC Information - SHORT 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, October 20, 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. Do NOT include transitions/connections.

Q. Element 1

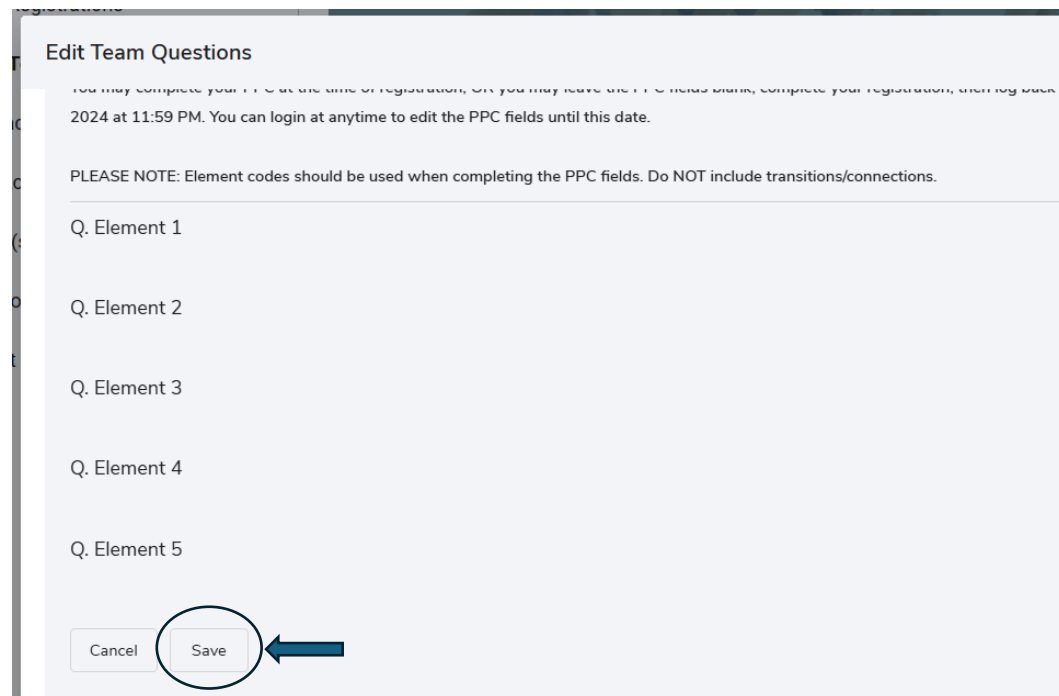
Q. Element 2

Q. Element 3

Q. Element 4

Q. Element 5

Cancel Save



Edit Team Questions

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, October 20, 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. Do NOT include transitions/connections.

Q. Element 1

Q. Element 2

Q. Element 3

Q. Element 4

Q. Element 5

Cancel Save

Questions about event registration should be directed to the Skate Ontario

Events Team at events@skateontario.org