



2025-2026 Provincial Series Assignment Process

Survey Preview & Step-by-Step Completion Guide

The following guide has been developed to assist users with completing their 2025-2026 PSAP survey. Please take your time completing your survey to ensure it is completed accurately and in full.

The 2025-2026 Provincial Series Assignment Process Survey will open at **10:00 AM ET Monday, June 16, 2025**, and must be completed by **11:59 PM ET Monday, July 28, 2025**.

Step 1: Log Into Your SkateReg Account

To log into your account, <u>click here</u>. Don't have an account? <u>Create one here</u>.

Step 2: Access the landing page for the 2025-2026 Provincial Series Assignment Process.

The link to access the survey will be available:

- SkateReg Events & Courses Listings Page
- Linked on the main Skate Ontario information page for the survey

Step 3: Read the landing page for the survey *IN FULL* before entering the survey.

Step 4: Enter the Survey

Click "Enter Survey". This button will be at the top right corner of your screen on most desktop computers & laptops, or at the bottom of your screen on most mobile devices.







Step 5: Enter the Survey & Select Your Participant

Select your participant (the skater that you are completing the survey for).

Option 1: If the skater's profile has already been created under your account, it should be listed under "Select an existing profile". You can also create your skater's profile in this step.

Option 2: If you are a **coach** completing the survey for your skater, enter their information. If the skater's profile already exists, you will be prompted to select the existing profile for that skater. **Administrative fees will apply for fixing duplicate profiles.** If the skater's profile does not exist, DO NOT CREATE ONE. Please have the parent/guardian complete their account set up (Step 1 of this guide), and then you may proceed with completing the survey for this skater.



(do not include multiple participants in one survey submission). At the end of your survey, select **"Complete and Proceed"**. A link to complete a survey for another athlete will be available after submitting

available after submitting. Remember to select "Survey Participant" in your event selection. Who do you want to register? FIRST NAME --- Select an existing Profile ---LAST NAME Others DATE OF BIRTH YYYY-MM-DD Sally Skater GENDER NATIONALITY EMAIL We found an existing record for this person Email Gender Date of birth ull Name February 14 2014 ally Skate *a Please enter the email address associated with this record in order to proce not remember the email address for this record. In order to proceed, I understand th nt to this user's email address **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 Fixing duplicate accounts may incur refund fees or other administrative fees Full Name Email Gender Date of birth events@skateontario.org Female February 14 2014 Sally Skater





Step 5: Select Your Events

Before selecting your events, select "Survey Participant (MANDATORY SELECTION)". If you do not check this box, your survey will not be recorded properly.

After checking the Survey Participant box, **select your top four (4) events**. You will rank your events in a later step. **You must select four different events.** **This screenshot does not show the full list of events*.

Reg	istration ontion(s)
	Survey Participant (MANDATORY SELECTION) All users MUST select this option in addition to their 4 events.
-	This box must be checked for your survey repsonse to be accurately recorded.
	Provincial Series 21 - Brampton October Oct 3-5
	Provincial Series #3 - Keswick Nov 21-23
	Provincial Series #4 - Nickel blades Nov 28-30
	Provincial Series #5 - Nepean Nov 28-30
	Provincial Series #6 - Stratford Dec 18-21
	Provincial Series #7 – Thunder Bay Dec 19-21
	Provincial Series #8 – Sault Ste. Marie Jan 9-11

Step 6: Search & Select your Home Club

In the "Affiliation" search, start typing your home club. Select it from the list and click "Next".

Affiliation		
As a skater entering a Skate O	tario event, you're required to select your <u>Home Club</u> below.	
SEARCH AFEILIATION BY		





Step 7: Complete Skate Canada # and Attending Coach fields

Enter the Skate Canada # of the skater you are completing the survey for. If you do not know it, please contact your skating club office, ask your coach, or email Skate Canada at info@skatecanada.ca.

Search your coach by NAME and select them from the list. If your coach's does not appear, they do not have an account. **Coaches** must <u>create an</u> <u>account here.</u> If you do not identify your coach in this step, they will not receive a copy of your event assignments.

Additional Information			
Skate Ontario Member Information			
Skate Canada # *	ENTER TEXT		
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.	SEARCH		
Attending Coach 2	SEARCH		

Step 8: Select Your Categories

Select the category(ies) your skater wishes to register for. For **Pair & Dance**, please ensure only one partner selects the pair or dance category on their survey. This will avoid inflated pair and dance estimates.

SECTION 1: CATEGORY SELECTION Select your skater's desired category(ies). Skip any ca	tegory that your skater does not plan to register for.
Free Program	Select an option •
Short Program	Select an option •
Artistic Program	Select an option
Pair Free Program Only ONE (1) partner should select Pair Free Program on their survey to avoid duplicate survey entries for partnered categories.	Select an option •
lce Dance Only ONE (1) partner should select Couples/Partnered Dance on their survey to avoid duplicate survey entries for partnered categories.	STAR Couples Dance Pre-Juvenile, Juvenile, Pre-Novice Partnered Dance Solo Dance
Adult Categories	Adult Freeskate Adult Artistic Adult Dance Adult Pair





Step 9: STAR 4 & 5 Freeskate Declaration

Skaters who are unsure whether they wil compete in STAR 4 or 5 freeskate should check this box. All other users may skip this question.

SECTION 2: STAR 4 SKATER DECLARATION	
Check this box if you are unsure whether your skater will compete in STAR 4 or 5 freeskate in the 2025-2026 season.	My skater may compete in STAR 4 or 5 freeskate this season

Step 10: Rank Your Events

Under each of your selected events, use the drop-down menu to rank your events as Event Choice #1 (most desired) through #4 (least desired). You must select a different number (ranking) for each of your events, or your survey will be considered incomplete. If you do not have four (4) different events listed, please return to the event selection step in your survey and update your choices.

SECTION 3a: RANK YOUR EVENT - Provincial Seri	N 3a: RANK YOUR EVENT - Provincial Series #1 Brampton (Oct 3-5)		
Brampton October - Rank from 1 (most desired) to 4 (least * desired). You must ensure each event has a different ranking i.e. do not rank two events #1.	Select an option		
SECTION 3d: RANK YOUR EVENT - Provincial Seri	es Event Choice #1		
Nickel Blades - Rank from 1 (most desired) to 4 (least *	Event Choice #2		
desired). You must ensure each event has a different	Event Choice #3		
ranking i.e. do not rank two events #1.	Event Choice #4		
SECTION 3i: RANK YOUR EVENT - Provincial Serie	es #9 Whitby (Jan 9-11)		
Whitby - Rank from 1 (most desired) to 4 (least desired). * You must ensure each event has a different ranking i.e. do	Select an option		
not rank two events #1.			
SECTION 3m: RANK YOUR EVENT - Provincial Series #13 Brampton Flower City (Feb 6-8)			
Brampton Flower City - Rank from 1 (most desired) to 4 * (least desired). You must ensure each event has a different	Select an option •		
ranking i.e. do not rank two events #1.			





Step 11: Acknowledgements

Carefully read and accept each acknowledgement. You cannot submit your survey without checking each box. Once you've checked each box, click "Next"

SECTION 4: ACKNOWLEDGEMENTS - PLEASE R	EAD CAREFULLY
I confirm that I have completed this survey as accurately as * possible, understanding that inaccurate information may impact the number of events that may be assigned to all athletes who complete this survey.	✓ I understand and confirm.
I confirm that I have selected 4 different events in my survey and understand that if I selected fewer than 4 events OR repeated any event selection that my survey will be considered incomplete and as a result, I may not receive any event assignments, OR I may be assigned to events that I did not select.	✓ I understand and confirm.
I understand that the Skate Ontario Events Team will endeavour to assign athletes who completed this survey to events within their top 4 choices, however this cannot be guaranteed.	✓ I understand and confirm.
I have verified that my information is correct and * understand that if there are any errors in my email address that I may not receive any assignment information.	✓ I understand and confirm.
I confirm and understand that my event assignments will be * emailed to the email address on my SkateReg account and that emails will be sent from eventassignment@skateontario.org.	✓ I confirm and understand.
	NEXT

Step 12: Submit Your Survey

When you are ready to submit your survey, click "Complete and Proceed" and wait for your transaction summary to appear. If you wish to complete a survey for another skater, please submit this survey and start a new submission for your next skater. **Do not click** "Complete and add another participant".

This is the final step. You cannot return to a previous page once you select "Complete and Proceed".

Т	an achieces who complete this survey.				
	Q. I confirm that I have selected 4 different events in m selected fewer than 4 events OR repeated any even considered incomplete and as a result, I may not rec may be assigned to events that I did not select.	ny survey and understand that if I t selection that my survey will be eive any event assignments, OR I	- I understand and confirm.		
	Q. I understand that the Skate Ontario Events Team will completed this survey to events within their top 4 cl guaranteed.	l endeavour to assign athletes who hoices, however this cannot be	- I understand and confirm.		
	Q. I have verified that my information is correct and un errors in my email address that I may not receive any	derstand that if there are any v assignment information.	- I understand and confirm.		
	Q. I confirm and understand that my event assignment address on my SkateReg account and that emails wi eventassignment@skateontario.org.	s will be emailed to the email Il be sent from	- I confirm and understand.		
L					
		COMPLETE AND ADD ANOTHER PARTICIPANT	COMPLETE AND PROCEED	\mathbf{D}	May 2025





CONGRATULATIONS! You have successfully submitted your 2025-2025 Provincial Series Assignment Process Survey.

If you feel you have made an error in your survey, please contact <u>eventassignment@skateontario.org</u>. Changes to survey submissions will not be accepted after the survey closing deadline of 11:59 PM ET Monday, July 28, 2025.

Thank you for completing the 2025-2026 Provincial Series Assignment Process Survey. Your response has been recorded. You should receive an email confirmation shortly.

If you feel you have made an error in your survey, please contact eventassignment@skateontario.org. Changes will NOT be accepted after the survey closing date of 11:59 PM Monday, July 28, 2025.

To submit a survey for another athlete, please click here to return to the main page.

Questions? Contact eventassignment@skateontario.org



 Skate Ontario - Events & Competitions |

 Checkout Date May 15 2025

 Provincial Series #1 - Brampton October: 2025-2026 Provincial Series Assignment Process Survey

 TEST SKATER

 Provincial Series #13 - Brampton Flower City: 2025-2026 Provincial Series Assignment Process Survey

 TEST SKATER

 Provincial Series #1 - Nickel blades: 2025-2026 Provincial Series Assignment Process Survey

 TEST SKATER

 Provincial Series #4 - Nickel blades: 2025-2026 Provincial Series Assignment Process Survey

 TEST SKATER

QUESTIONS?

Please contact eventassignment@skateontario.org

The Skate Ontario office is open Monday – Friday, 8:00 AM – 4:00 PM ET, excluding holidays.

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