Event Registration How-To Guide for

Singles, Solo Dance & Supplementary Categories

This guide is intended for users who have created their Uplifter 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 Uplifter registration page,

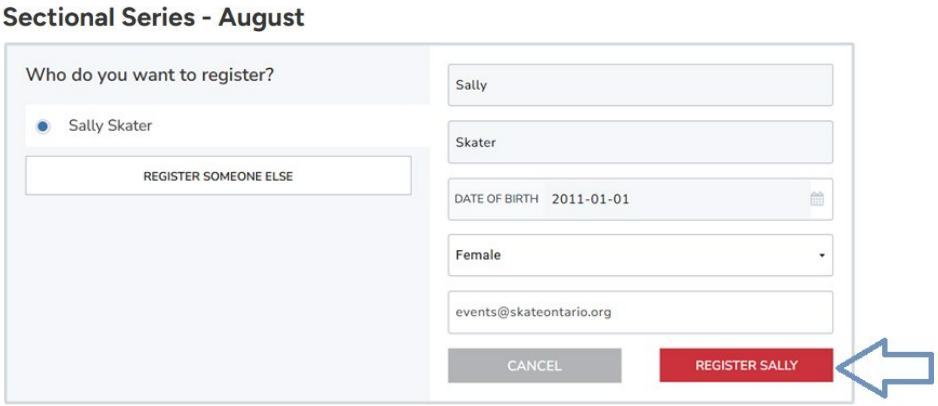
then select "**Singles & Solo Dance**".

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.

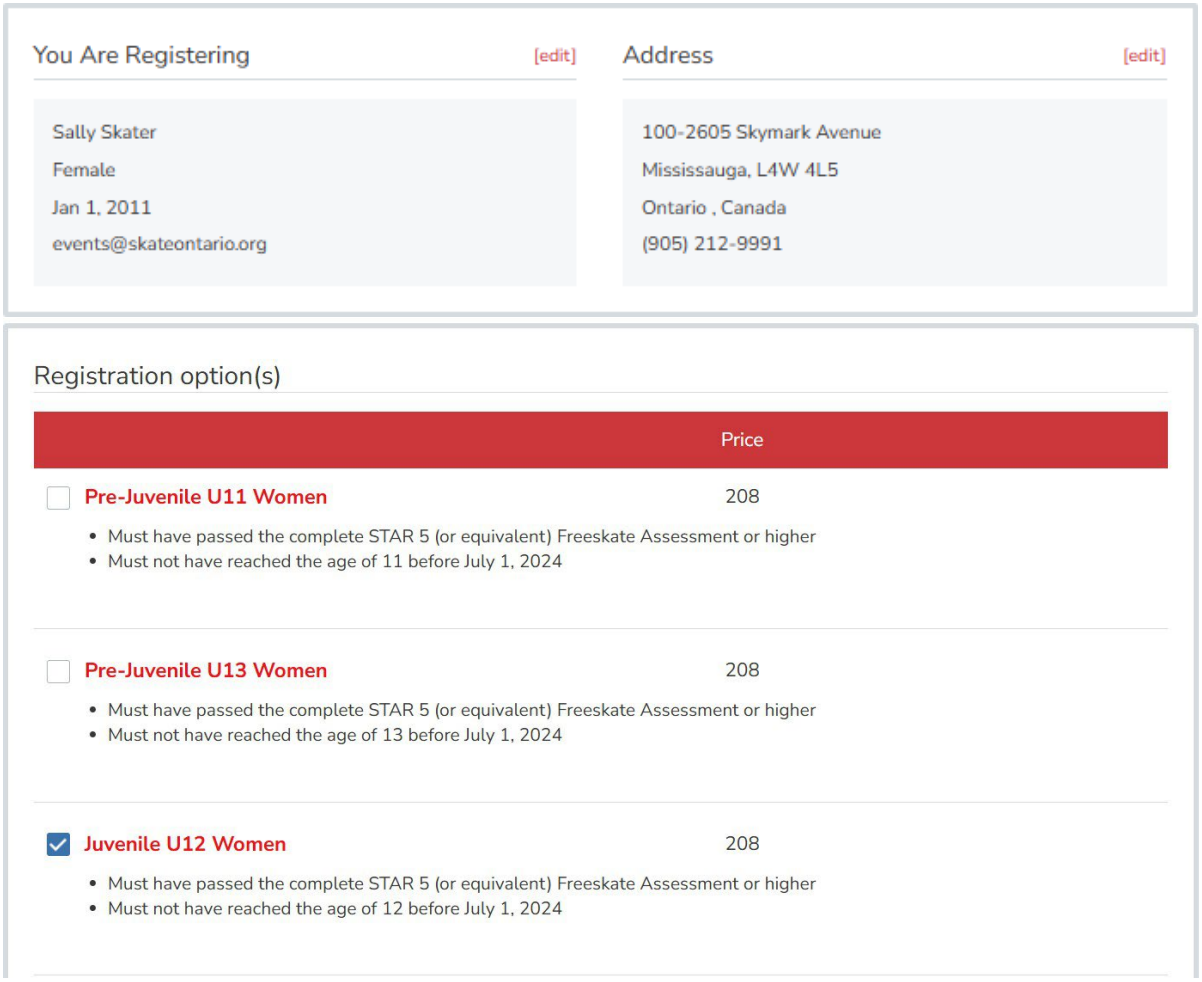


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Step 3: Select Your Category

Select the category you wish to register for. You may select more than one category. Only the age 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.

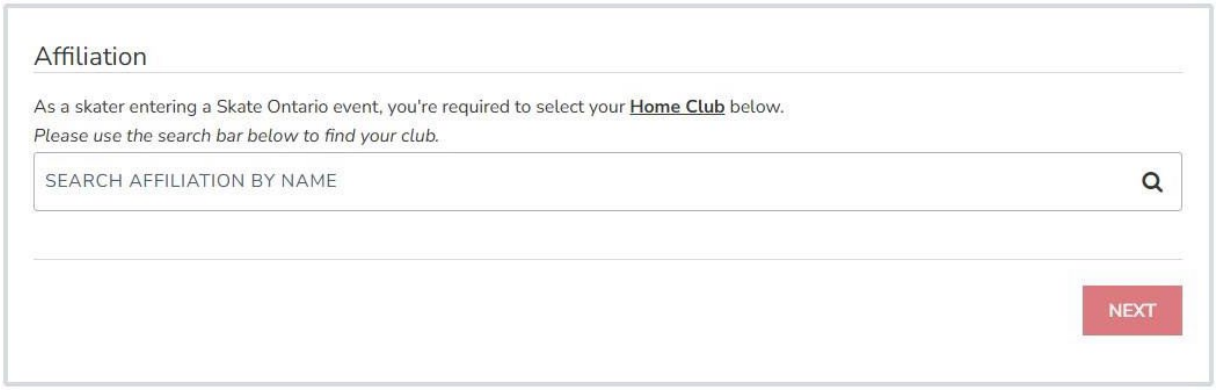


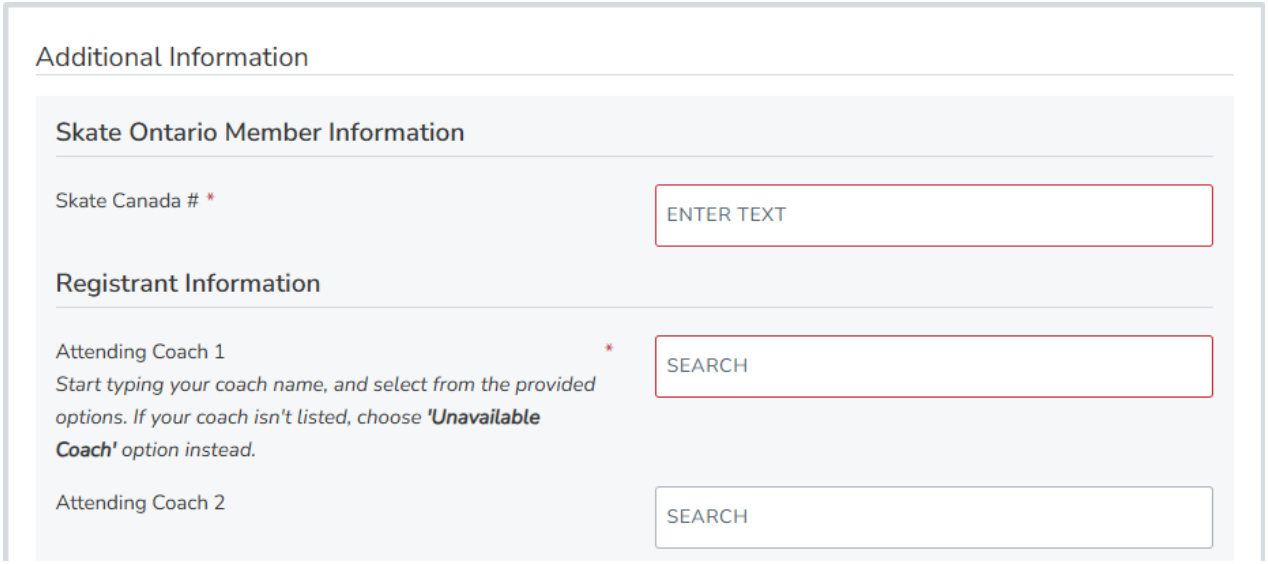
Step 4: Add Your Home Club, Skate Canada #, and Attending Coach

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".** Your coach should contact mswan@skateontario.org for directions on creating their account and paying their Skate Ontario coach accreditation for the season.



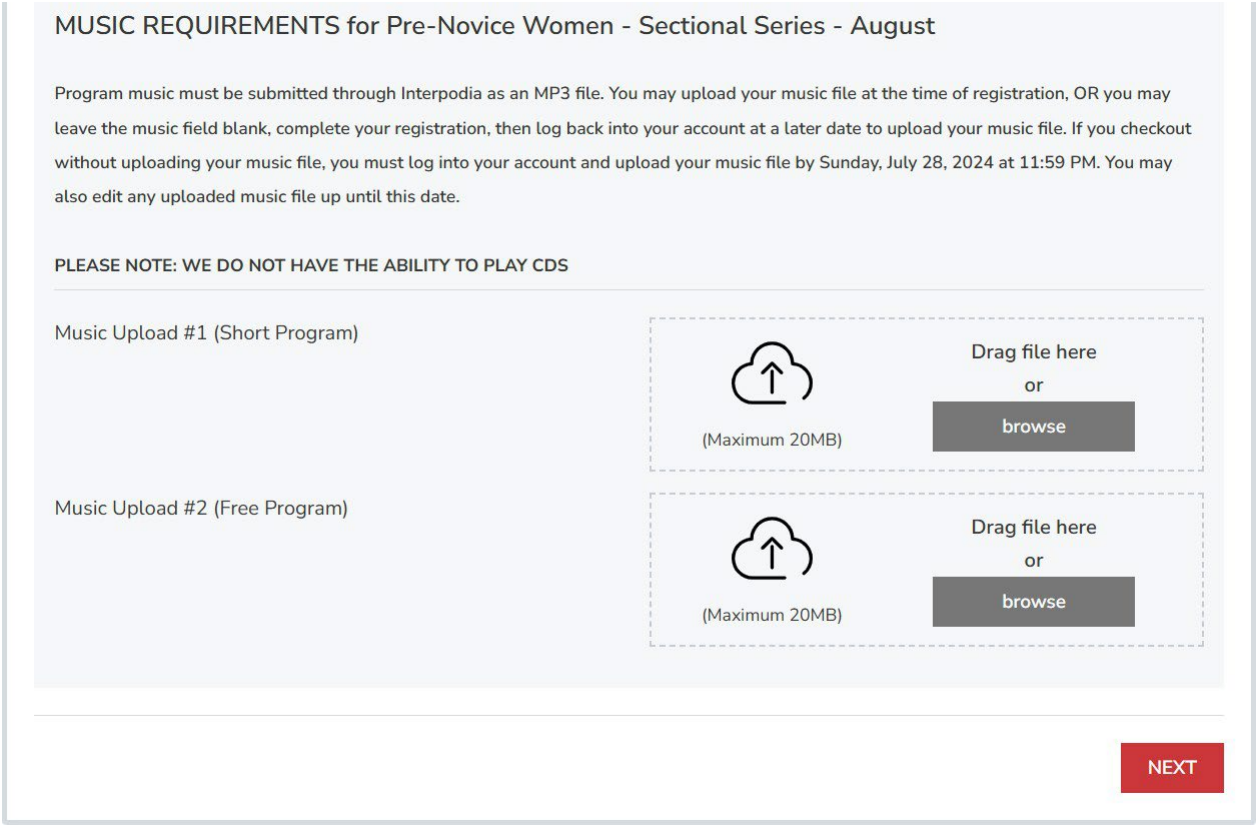


Step 5: Upload Your Music

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.

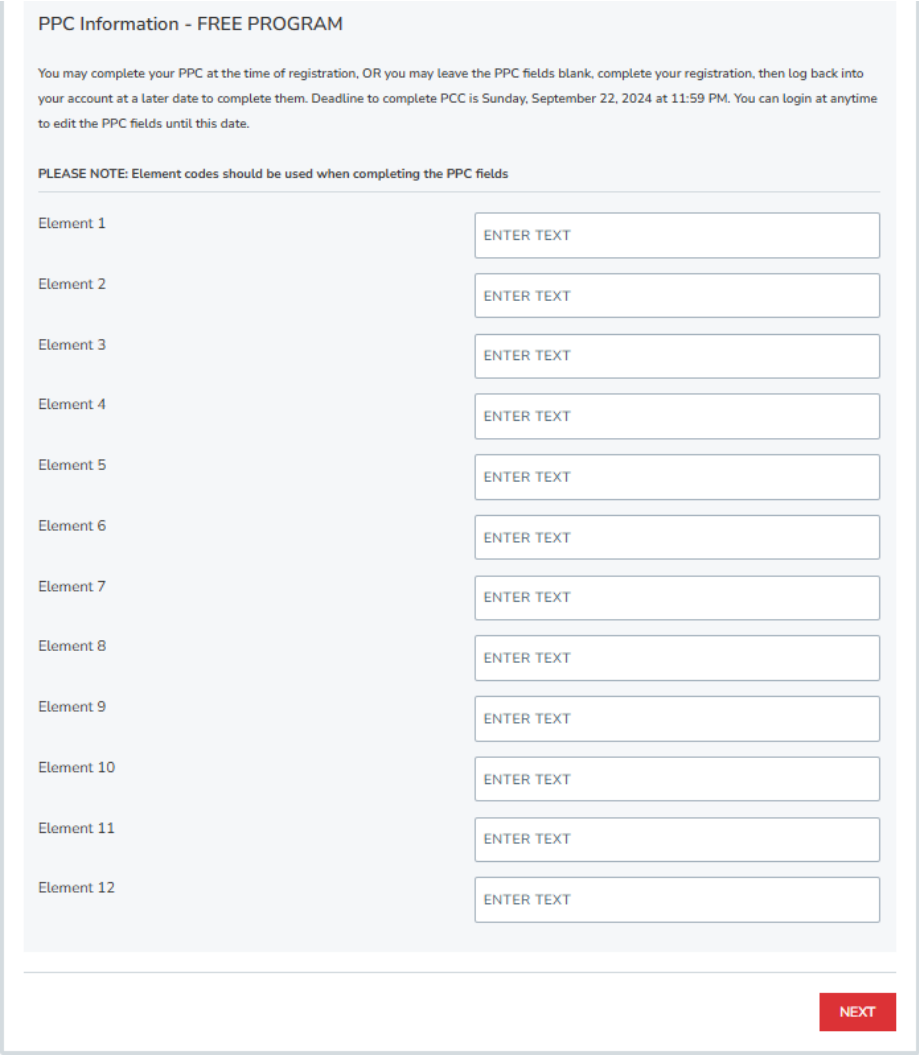


Step 6: Complete Planned Program Content (PPC) Information

Applicable only for Sectional Series, Synchro Series, and Championship Events.

A PPC field will be available for each program if this information is being collected for your event. Please ensure you fill in the fields for the appropriate program. Element codes should be used when completing the PPC fields.

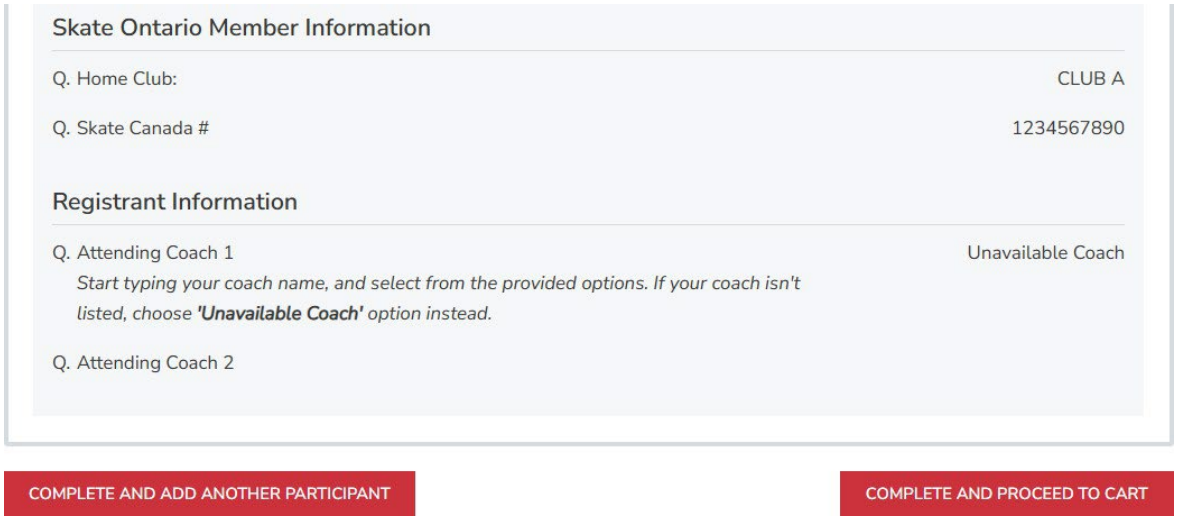
If you do not have your PPCs ready to complete at the time of registration, you may upload it at a later date. Refer to the detailed event page for the event or event announcement for the deadline to submit.



Step 7: Verify Your Information

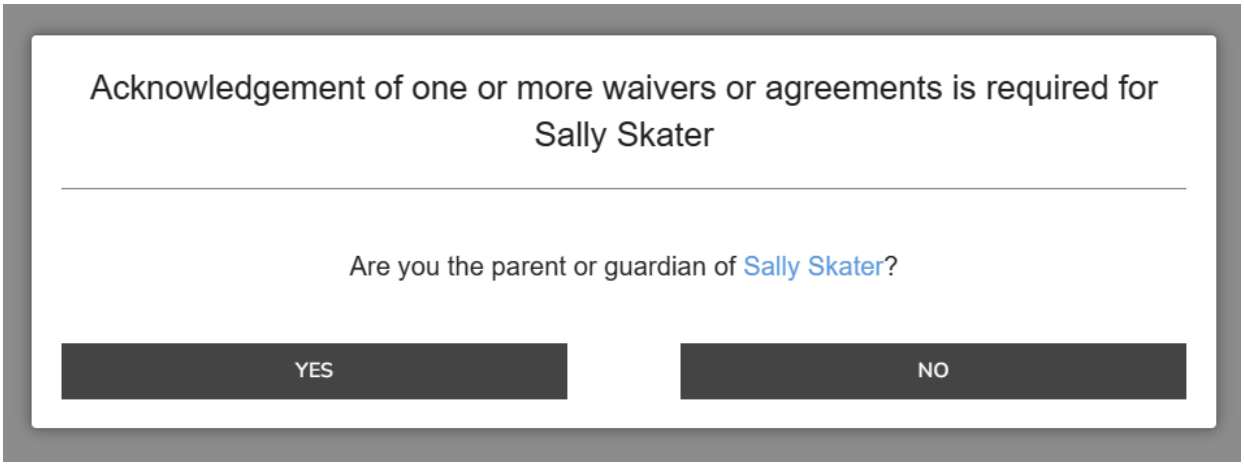
Please review the registration information for your skater. If you would like to register another skater, please click “Complete and Add Another Participant”. If you do not wish to register another skater, please click “Complete and Proceed to Cart”.

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.

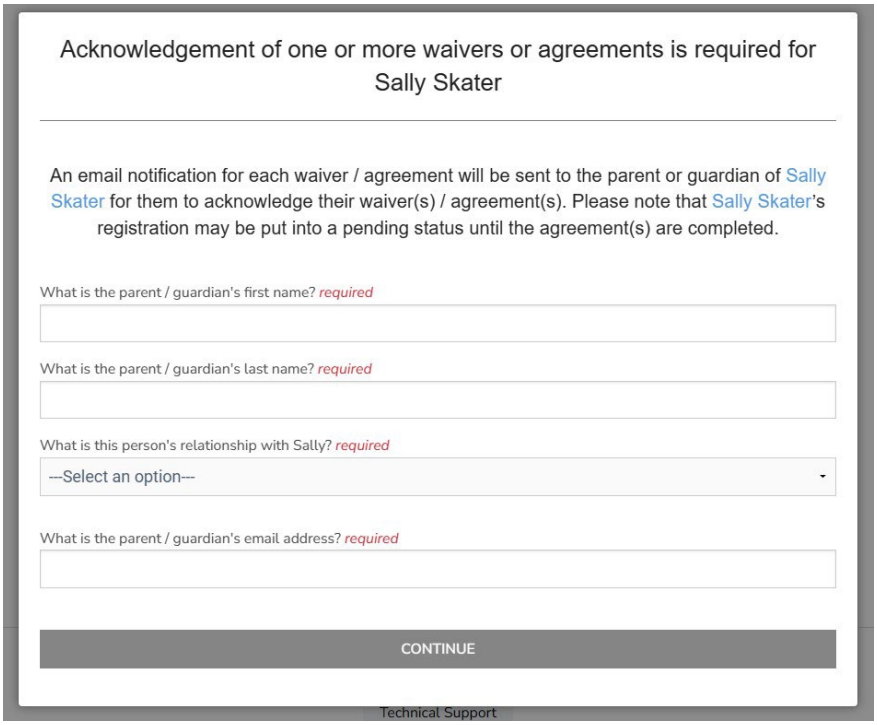


Step 8: Waivers

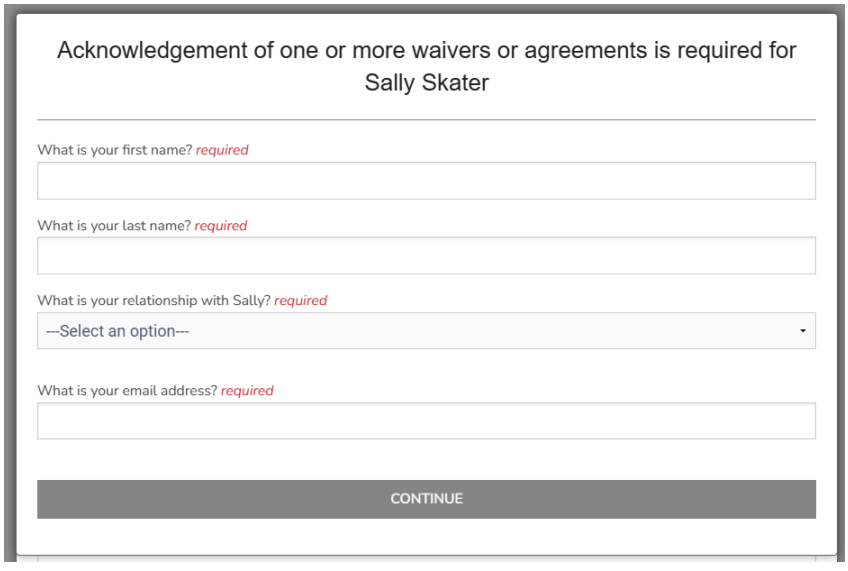
You must identify whether you are the parent or guardian of the skater you have selected. If you are not the parent or guardian of the skater you are registering, please select “**No**”.



You will be asked to enter the skater's legal Parent or Guadian 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.



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



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 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 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 Uplifter. If your coach has not yet created a Uplifter Coach Profile, their name will not be available for selection. Coaches can contact Michelle Swan via

email at mswan@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 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 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 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 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 Uplifter account is correct and free of spelling errors. If the information is correct, please contact the Events Team at events@skateontario.org to assist you.

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

   Coaches no longer receive an e-mail confirmation when a skater registers for an event.

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