

Instructions for using Entryeeze to register for the 2023 Spring Ice Show

1. Join the Fort Collins Figure Skating Club: <https://www.fortcollinsfsc.org/memberships/>
YOU MUST BELONG TO THE FORT COLLINS FIGURE SKATING CLUB IN ORDER TO PARTICIPATE AND TO SIGN UP. IF YOU HAVEN'T ALREADY, JOIN THE CLUB ASAP!
2. Know your US Figure Skating or Learn to Skate USA number you will need this to log into Entryeeze.
3. Go to this link to sign up: <http://comp.entryeeze.com/Home.aspx?cid=841>
4. You will click on "SKATERS & PARENTS"
5. Enter your USFSA number or your LTS USA number here and click "NEXT"
6. It will ask you for a pin number from a previous Entryeeze competition or event or it will ask you to create an account from scratch.
7. If you haven't used Entryeeze before and you create an account from scratch, you will need to enter your skaters information.
 - a. Name, Address, phone number, email address, birthdate and gender
 - b. You will need to enter the name of a coach. If you do not have a coach, use "Sturtevant, Ali" or "Sisemore, Denaysa"
 - c. Your home club name is "Fort Collins FSC"
 - d. Your USFS test levels, select your skater's level from the "freeskate/LTS USA" dropdown menu.
 - e. You can change your PIN number to a 4 digit number you can easily remember
 - f. YOU WILL NEED YOUR USFSA# (OR LTS USA#) AND PIN NUMBER TO LOGIN TO YOUR ACCOUNT!
8. Next you will "Select an event"
 - a. Click on the drop down menu
 - b. If you are a NON-TESTED LEARN TO SKATE SKATER, this means you have not passed your Pre-preliminary freeskate test in front of a panel of US Figure Skating judges" then you select "NOT TESTED LEARN TO SKATE REGISTRATIONS"
 - c. It will ask you to "select a level". There is only one option "OPEN LTS"
 - d. Click "Add to shopping cart"
9. You can select another event if you are eligible (prelim-senior and adult gold/masters) or you can select a team event.
10. To select a team event, click on "Select an event" and click on "Team registration"
 - a. Click on the drop down menu "Select a level" to select your Team event.
 - b. Options are:
 - i. EPIC PRODUCTIONS-only official members of the traveling competitive team may select this option.
 - ii. INTRO TO SHOWCASE- Open to skaters from Basic 4 to tested Pre-Preliminary.
 - iii. SYNCHRONIZED SKATING-Open to all levels of synchronized skating including adult and youth teams. Check with coaches Pam Kurtz and/or Denaysa Sisemore before you sign up for this option. Each member of the team needs to sign up separately.

iv. THEATER ON ICE THEATER ON ICE- Open to tested skaters Pre-Preliminary to Senior. Must be 18 and under.

11. When you have added all the events you want to add, click "Go to Shopping Cart" in the upper right corner.
12. Your Shopping Cart should list all your events. Double check that you have the events that you want. Remember you can always login and add events later.
13. Click "Proceed to Checkout"
14. Read the "SKATER CODE OF CONDUCT" and the "PARENT CODE OF CONDUCT". By signing up, you are agreeing to adhere to these guidelines. You must click "I understand and agree" in order to proceed.
15. Click "Continue to checkout"
16. Enter your credit card information and "Submit payment"
17. Refund Policy. NO REFUNDS WILL BE ISSUED AFTER REGISTRATION CLOSING FEBRUARY 19th. Our budgets will be finalized, and we will not under any circumstances issue any refunds after this date.
18. If you have any questions please contact one of the chairs listed in the announcement or email fcfigureskating@gmail.com
19. THANK YOU! We look forward to a fun Spring Show!!!!