



2020 Skate Canada Challenge Registration Instructions

Introduction

Dear skaters,

Since last season, Skate Canada's Competition Registration Software is powered by Uplifter Inc.:

<https://registration.skatecanada.ca/>

Like previous seasons, your Section will officially register you in the event; but we require a few more details to complete the process. Before beginning your registration, you should ensure that you have your Skate Canada Number, Emergency Contact Information, Competition Music Information and Planned Program details. If the athlete is under the age of 18 a parent or guardian must be present to complete the waivers.

Please take your time when completing the registration and ensure all information is accurate and complete (**THIS IS VERY IMPORTANT**). The information that you submit will be used for 2020 Skate Canada Challenge as well as 2020 Canadian Tire National Skating Championships (should you qualify) in starting lists and skater biographies so the information will only be as accurate as your submission. For events that have a score board some information will be included on the display.

All participants are required to have an Account in Skate Canada's new Event Registration System. If you have already registered as a participant through Skate Canada's new Event Registration System, you do not need to make a new account for each competition – simply log in.

Please Note: Minimum web browser requirements are detailed here:

<https://learn.uplifterinc.com/hc/en-us/articles/213222907#requirements>


Challenge Registration Steps

Each Challenge Participant must have their own Account in order to submit required competitor details for the Challenge event through the online registration system. **If your Challenge Participant is under the age of 18, please ensure that a parent or guardian creates this account and agrees to the waivers on their behalf.** If this is the first time you will be using the Event Registration System, the following three steps will apply:

1. Create your account
2. Add yourself (or your skater if they are under the age of 18) as a Participant in your Account
3. Complete your required competitor details for each Challenge event

There are several parts to the registration process:

Step 1 – Create your account


When you are ready to complete your registration go to <https://registration.skatecanada.ca/login/> or click on  in the top right-hand corner of the Skate Canada Event Registration site or click on the invitation link in the email sent by your Section.

- ◆ Create your account with a valid email address and a password
- ◆ Include the address details for creating your account

As you progress through the registration all items indicated with an asterisk are required and you will not be able to progress through the registration until all required fields are complete.

Step 2 – Add yourself as a Participant in your Account

Once you've created your account and are logged in, you can add yourself (or your skater if they are under the age of 18) as a participant:

- ◆ Select “My Account” in the top right corner 
- ◆ Select “Participants” in the sub-menu
- ◆ Click “Add New Participant”
- ◆ In the popup dialogue, add your participants’ details including first name, last name, birthdate, gender and Skate Canada Number. Please ensure these details are accurate and the same what your section used to register you for the event
- ◆ Click “Add Participant”
- ◆ If your first name, last name, birthdate, gender and Skate Canada Number do not exactly what is in the Skate Canada Member Database, you may be asked to match your profile to an existing Skater profile. If so, you'll encounter a screen similar to the following:



	Imported Values	Participant Match 1	Create New
First Name	John	Johnathan John	<input type="checkbox"/>
Last Name	Doe	Doe	<input type="checkbox"/>
Birthdate	2001-06-01	2001-06-01	<input type="checkbox"/>
Gender	M	M	<input type="checkbox"/>
		<input checked="" type="checkbox"/> Select	<input type="radio"/> Create New

CANCEL **SELECT PARTICIPANT**

Note: If you are registering on behalf of the Dance or Pair team, you will need to add your partner as a separate participant within your account.



Step 3 – Complete your required Competitor Details

For most Challenge events, you will need to submit Planned Program Content details for three (3) separate elements. Please ensure you have the correct PPC details, the element codes, before beginning the submission process:

- ◆ Go to the Participant registration page for the Challenge event:
<https://registration.skatecanada.ca/pages/participants/Skate-Canada-Challenge/>

Select the following items:

- ◆ Planned Program Content Sheet: Free – select “Single” or “Pair / Ice Dance”
- ◆ Planned Program Content Sheet: Short – select “Single” or “Pair / Ice Dance”
- ◆ The registration for your discipline – select “Single”, “Pair” or “Ice Dance”. If registering for Pair or Dance, please add both partners to the registration.

NOTE: You will be required to add all three programs before proceeding with the completion of your registration

Once selected, click on the Shopping Cart icon at the top of the webpage 

- ◆ Complete any additional requested details.
 - Click “Confirm & Register”
 - Review the policies and waivers by clicking on each link. You will need to open and click “ACCEPT” for each policy to proceed.
 - Review your details and click “Complete Free Order”

If you have any further questions or concerns, please do not hesitate to contact me.

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Best of luck in the upcoming competition season!