



2020 Skate Canada Synchronized Skating Championships Registration Instructions

Introduction

Dear skaters,

For domestic events, 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, and Emergency Contact Information. 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 Synchronized Skating Championships; this 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>

Online Registration Steps – (For Team Managers & Skaters)

Each Participant must have their own Account in order to submit required competitor details for the 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

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.

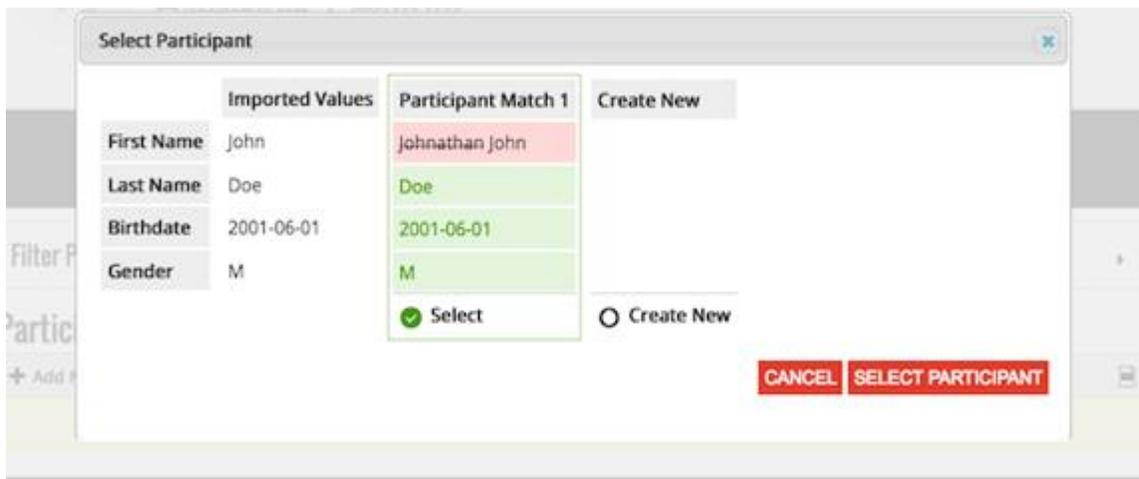
- ◆ Create your account with a valid email address and a password
- ◆ Include the address details when creating your account

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:

- ◆ Click *"Your Name"* in the top right corner (next to the shopping cart)
- ◆ 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	
Last Name	Doe	Doe	
Birthdate	2001-06-01	2001-06-01	
Gender	M	M	
		<input checked="" type="radio"/> Select	<input type="radio"/> Create New

CANCEL **SELECT PARTICIPANT**

Team Managers will need to add themselves as a participant to their account as well as each team member.

For each athlete to complete their portion of the online registration, they only need to add themselves as a participant associated with their account.

Note: Once the correct participant is associated with their account, please proceed to Step 3.

Step 3 – Complete your required Competitor Details

Team Managers –

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

Be sure you have added yourself as well as each skater as a participant associated with your account.

Team Managers must add each skater to the team registration form. Team managers should add themselves as the participant to the Planned Program Form(s).

- ◆ [Team Registration Form](#)
- ◆ [Short Program Planned Program Sheet \(Junior and Senior only\)](#)
- ◆ [Free Program Planned Program Sheet](#)
 - Select “Register” on the right-hand side (Red Button)
 - Add the participant(s) you choose to register

Skaters

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

- ◆ Select “Athlete Waivers” (each skater)
- ◆ Select “Register” on the right-hand side (Red Button)
- ◆ Add the participant you choose to register

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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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