

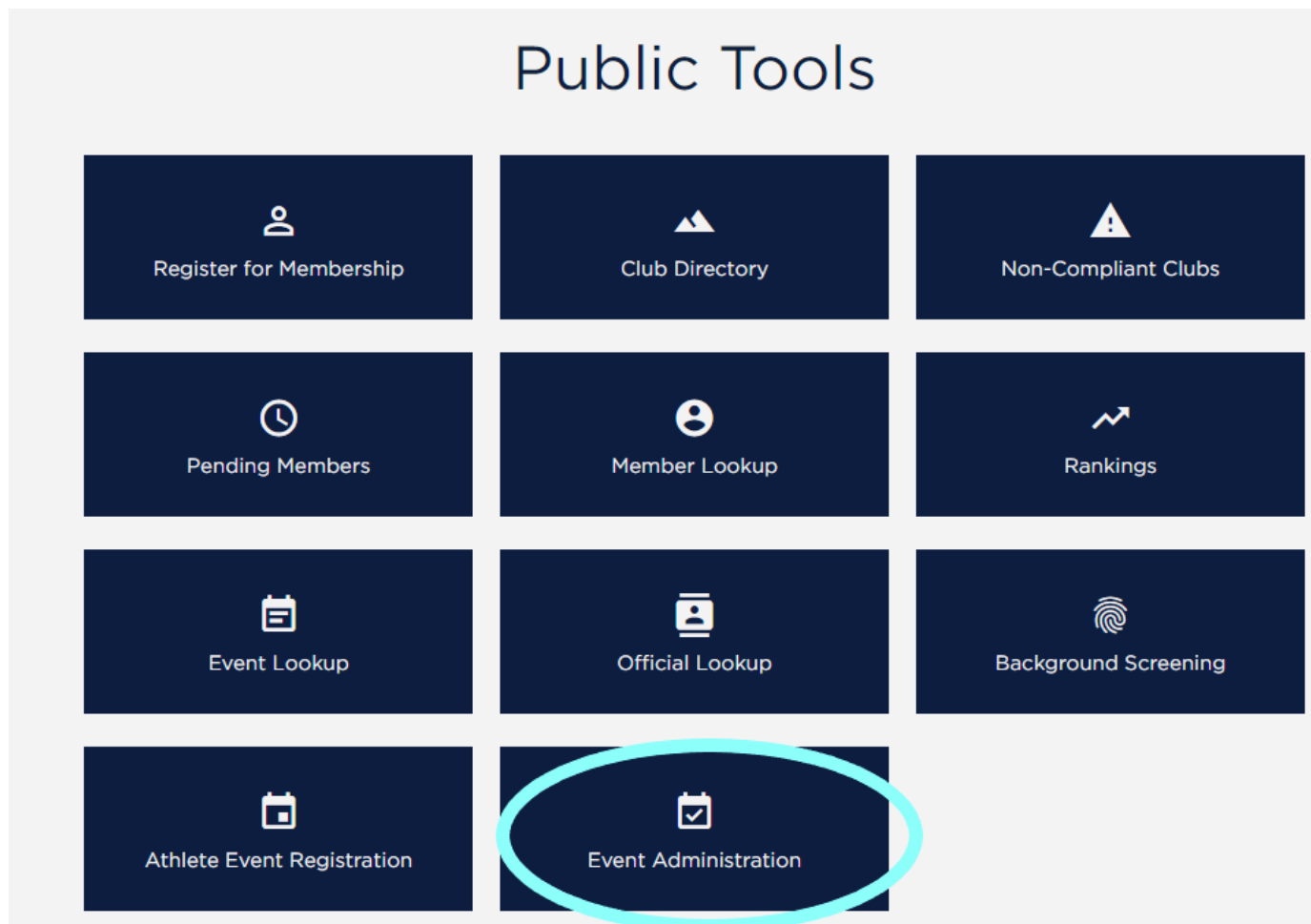
Race Registration Organizer Notes 2023-24

Log In:

Log into Public Tools using your **Club Login***

Enter your Club ID number in the username field, and your club's password.

Once you have logged in, choose 'Event Administration' from Public Tools.



Note: If you are already logged in with your personal credentials, Club login will not work.

You will need to log out from your personal credentials and then login with your Cub information. You may need to log out and refresh your browser.

*You should have received your login information via email. If you did not receive this email, or don't know your username or password, send an email to Competition Services at competitionservices@ussa.org.

- **Age Class Confirmation**

Make sure all age classes for each event are correct. When registering for events, athletes are only shown competitions for which they are eligible. If their age class isn't listed, then they will not see the event.

- **Edit Event Before or After Certification**

Before an Event is certified, everything can be edited. However, no races/competitions can be added to the event. If races/competitions need to be added, contact Competition Services, competitionservices@ussa.org.

After an event has been certified, a subset of items can be edited. Those items include:

- Event Title
- Ref Reports & Gate Judge Cards if Alpine*
- Event Comments*
- Date of Competition (only within the Begin and End Dates of Event Competition)
- FIS Codex
- Competition
- Age Class(es)*
- Max Competitors*
- Entry Fee*
- Lift Fee*
- Cancel an Event

*Because some changes to FIS events affect the FIS website information, only items with a * can be edited for FIS. All other FIS event changes must go through the Competition Services via email at competitionservices@ussa.org

- **Event Reconciliation**

Once the club agrees that the Income and Head Tax amounts are correct, then the user needs to Accept Reconciliation.

If the club owes U.S. Ski & Snowboard, then once Accept Reconciliation has been done, there will be the option of Paying with a credit card or printing an invoice to send to U.S. Ski & Snowboard with a check.

For questions contact Competition Services, competitionservices@ussa.org, or Jeff Weinman, 435.647.2030, jeff.weinman@usskiandsnowboard.org