



**SKI &  
SNOWBOARD**

# **Event Administration**


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# Login to Event Administration



home new event club information instructions log out

Welcome to **Event Administration**

 **New Event**

Soldier Hollow  
Club #5809652  
jklautt@uolf.org  
4356542002 Phone  
4356549166 Fax  
2002 Soldier Hollow Lane  
Midway UT 84049

***Important information about your U.S. Ski & Snowboard club dues:***  
*Your member club dues for this season need to be paid. Any events you schedule will be "Pending" until your club's dues are processed. U.S. Ski & Snowboard Club Dues must be paid via Member Services, [membership@usskiandsnowboard.org](mailto:membership@usskiandsnowboard.org) or 435.647.2666.*

Select Season   Filter by Sport

***No Upcoming Events for 2022***

You can still put in the schedule agreement even if your membership dues have not been paid. However, dues must be paid for the Schedule Agreement to be certified. To pay your dues, contact membership, not me.

# Event VS Competition



- Event

- An event is a sequence of competitions, i.e., races, that are all under the same organizing committee and officials team.
- An event can cover multiple days with multiple competitions, but must all be the same scoring level and same sport.
- National Championships are 1 event with multiple competitions over multiple days.
- You should not create multiple schedule agreements for each separate competition.

- Competition

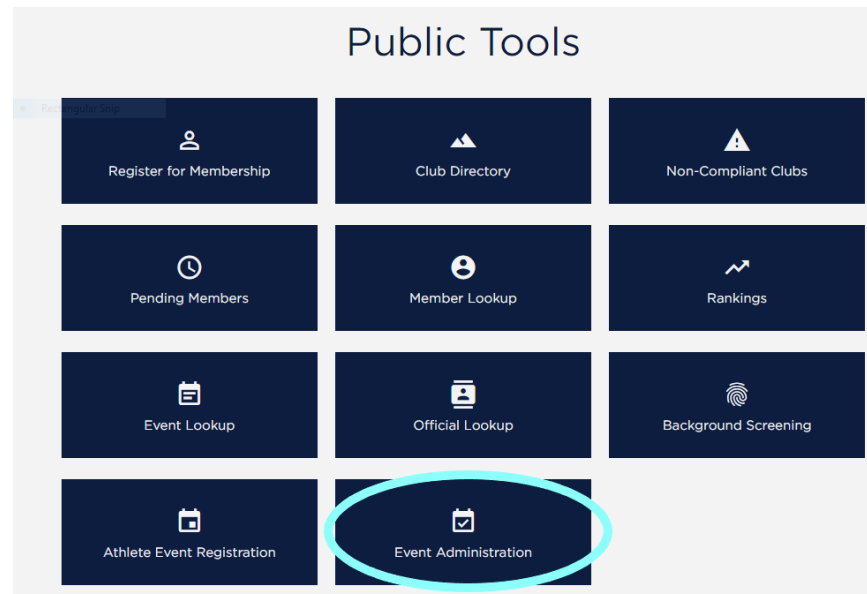
- A competition is a single scoring race, run or jump per gender and date.
- Example: Alpine: 2 Competitions, Men GS on Saturday and Women GS on Saturday.
- Example: XC: Men Mass Start for U18 and older.
- Example: FRE: Women Aerials on Saturday
- Example: BRD: Men Half Pipe

# To Start



- Go to [my.usskiandsnowboard.org](https://my.usskiandsnowboard.org) and login with Club credentials
  - If you have been logged in with your personal credentials, then you must logout and login with the club credentials
  - Make sure you login says "Welcome <Club Name>"

Choose "Event Administration" Box



# Before you start

## Add or Update Event Contact



home new event club information instructions log out

Welcome to **Event Administration**

*Important info*

Select "Club Information" from the top bar.

### Event Contacts

\* Name:  [Edit](#)

\* Street Address:

\* City:

\* State:

\* Zip:

\* Phone:

Fax:

\* Email:

Save Contact Changes

Cancel

Select Edit to update an Event Contact  
Select Add New to add a new contact. If a contact is no longer with the organization you can edit over their name and contact information.



# Previous Season Events



Welcome to **Event Administration**

Select Season

2021 ▼

Set

Filter by Sport







All Sports ▼

Filter

Current Season is **2024**

*No Upcoming Events for 2021*

**Past Events for 2021**

	<b>10/21/2020</b> (Freestyle)	Freestyle World Cup (33191) <i>Saas-Fee(SUI)</i>	Certified		
	<b>11/07/2020</b> (Snowboarding)	Grand Prix (32568) <i>Park City</i>	Canceled		
	<b>11/13/2020</b> (Alpine)	Copper U.S. Alpine Championships Covid Tests (32608) <i>Copper Mountain Resort</i>	Certified		
	<b>11/16/2020</b> (Alpine)	2020 U.S. Alpine Championships and FIS	Certified		

Select Season and Set to see current or previous events. This is useful if you want to check athlete registration payments from previous season or how events were entered. Click on the paper icon to see more information.

Welcome to **Event Administration**

*Important information*

Click on Instructions tab for Step by Step instructions.

Start by clicking New Event

Make sure Season is set to the current season before starting, 2024

Welcome to **Event Administration**

 **New Event**

Olympic Regional Development  
Authority  
Club #5808530  
jgoff@orda.org  
5185231655 Phone  
5185239275 Fax  
218 Main St  
Lake Placid NY 12946

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Select Season

**Set**

Filter by Sport


**Filter**

***No Upcoming Events for 2022***

# What is the for?



(CLICK  FOR MORE INFORMATION IF YOU HAVE QUESTIONS!!!)

If you have questions about how to do something, look for the  and click on it. An information box will pop up with more information to hopefully help you. PLEASE use it instead of just taking a wild guess at what you should do. We are trying to do our best to help you with the resources that we have.



## Event Information

Start Date – Beginning of Competitions

End Date – End of Competitions


- The event would normally cover a single weekend or contiguous days of competitions with 1 or 2 days off for training in the middle.


Event Contact – Additions must be made in Club Information before starting SA. See earlier slide.

Scoring Code –



- FIS – FIS Calendar Races, F1234
- USSS Scored – Races only scored at the domestic level, U1234
- Non-Scored – Races that don't get included in the points list, N1234
- Training – Training or Camp events. No results are submitted for training events. Training Events must be approved by sport regional or national staff.

(CLICK ? FOR MORE INFORMATION IF YOU HAVE QUESTIONS!!!)

\* Start Date:  

\* End Date:  

\* Sport:

\* Event Contact:     
 (If contact is not on the list click ? to learn how to add)

\* Event Title:

\* Division:

\* State:

\* Location:   
 (If your location is not on the list, choose "Location not Found" and contact U.S. Ski & Snowboard, compservices@ussa.org to get the location added)


\* Scoring:

# Add Races




## Add Competition

Add one or more competitions for the event you created.  
(CLICK ? FOR MORE INFORMATION IF YOU HAVE QUESTIONS!!!)

\* Date of Competition:  

\* Gender: ☐ Male ☐ Female

\* Competition:

\* Class(es):    
U21  
U18  
U16

(Click ? for info on how to include multiple classes)

\* Max # Competitors:  (For unlimited, use 0)

\* Entry Fee:

Lift Fee:  (if included, use 0)

Select the trail your competition will use:

Trail:

Add Competition

Cancel

Competition – Discipline as defined per sport

Classes – Classes are available based on scoring type. To select more than 1 class, click the top and then <Ctrl><Click> the bottom class

Lift Fee – this is just general information and is not displayed to the public.

Trail – Valid Homologation will be displayed if needed by sport.

Once first competition is entered, click Add Competition

## XC Test - 07/31/2021 thru 08/01/2021

Click No most of the time regardless. If you are not using U.S. Ski & Snowboard Online Athlete Registration, always click NO

### Competition

*Do you have multiple competitions included in a single entry fee?*

(When all competitions are entered select "Done Sub Competitions" Button)

- Yes – Select Yes if you want to combine competitions for a single price, examples include:
- Alpine - Training run and DH Competition, both are \$100 and you can't do the DH without the Training
  - Free – Single MO run as the Qualifier for the DM
  - XC – Sprint Qualifiers and Finals
  - If you are charging one entry fee for an entire series regardless of how many individual competitions the athlete is participating in



### Competitions

Classes: MS,SR,U16,U18,U20


Number of Competitors: 0

Entry Fee: 0

Lift Fee: 0


## Add Sub Competition

*Add a sub competition*

\* Date of Competition:  

FIS Codex:

FIS Category:

\* Gender: ☒ Male ☐ Female 

\* Competition:

Distance:  km

Technique:

Race Type:

\* Class(es):

\* Max # Competitors:  (For unlimited, use 0)

\* Lift Fee:  (if included, use 0)

Select the trail your competition will use:

Trail:

Add Competition

## U.S. Ski & Snowboard (Cross Country)

Competitions

Done Sub Competitions

### 07/31/2021 - Men's Distance (DI)

Classes: MS,SR,U16,U18,U20

Competitors: 0

Entry Fee: 0


Lift Fee: 0

If you clicked Yes, add all the Sub Competitions. When the series of competitions have been added, click Done Sub Competitions.

You can not change Gender until you click Done Sub Competitions


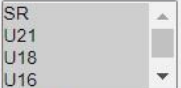
## Add Competition

Add one or more competitions for the event you created.  
(CLICK ? FOR MORE INFORMATION IF YOU HAVE QUESTIONS!!!)

\* Date of Competition:  

\* Gender: ☐ Male ☒ Female

\* Competition:

\* Class(es):    
 (Click ? for info on how to include multiple classes)

\* Max # Competitors:  (For unlimited, use 0)

\* Entry Fee:

Lift Fee:  (if included, use 0)

Select the trail your competition will use:

Trail:

Add Competition

Cancel

## U.S. Ski & Snowboard

### Competitions

Done w/ Entry

Cancel

#### 09/11/2021 - Men's Giant Slalom (GS)

Classes: SR,U21,U18,U16,U14  
Competitors: 0  
Entry Fee: 25.00  
Lift Fee: 0

Add Sub Comp

Delete

#### 09/11/2021 - Women's Giant Slalom (GS)

Classes: SR,U21,U18,U16,U14  
Competitors: 0  
Entry Fee: 25.00  
Lift Fee: 0

Add Sub Comp

Delete

#### 09/12/2021 - Men's Slalom (SL)

Classes: SR,U21,U18,U16,U14  
Competitors: 0  
Entry Fee: 25.00  
Lift Fee: 0

Add Sub Comp

Delete

#### 09/12/2021 - Women's Slalom (SL)

Classes: SR,U21,U18,U16,U14  
Competitors: 0  
Entry Fee: 25.00  
Lift Fee: 0

Add Sub Comp

Delete

Once all Competitions are entered, click On Done w/ Entry





Review your event information and proceed to Checkout.

**Test (Alpine)** [Edit](#)

Start Date:	09/11/2021
End Date:	09/12/2021
Event Contact:	J.J. Ehlers
Division:	Intermountain
Location:	Park City
Sport:	Alpine
Scoring:	Scored
Closed Event:	No
Online Registration:	No
Limitations on Entries:	None

**Competitions** [Remove/Add Competition](#)

<b>09/11/2021 - Men's Giant Slalom (GS)</b> Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
<b>09/11/2021 - Women's Giant Slalom (GS)</b> Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
<b>09/12/2021 - Men's Slalom (SL)</b> Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
<b>09/12/2021 - Women's Slalom (SL)</b> Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0

Review the results. Edit anything that needs to be changed.

## Check Out

*Upon choosing a payment option, you will be given the opportunity to print your application. You must print, sign and send your completed application to the U.S. Ski & Snowboard for certification. Calendar fees are non-refundable.*

Your U.S. Ski & Snowboard Calendar Fees are:  
**\$160.00**

Do you want to order Referee Reports?

Do you want to order Gate Judge Cards?

### **Referee Report and Gate Judge Cards Information:**

*Race Packets will be sent to the Event Contact. To check the address, click on the Club Information tab after finishing the Schedule Agreement. The Club Contact information is on the right. Packets will be mailed around Dec 1. If the Event is entered after Nov 30, please email [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org) if you want Race Packets.*

Confirm

Cancel

Once everything is correct, click on Confirm

Alpine Only: Set Yes or No for Referee Reports and Gate Judge Cards. These will be sent at no charge. The number sent are based on an algorithm using the type and number of races entered. The packet will be sent to the address used for Club Contact. When you exit here, confirm the Club Contact information is correct. See earlier slide for details on how to edit Club Contact.

## Thank You

### Your Receipt

#### Test

Your payment amount is: **\$160.00**

**Important!** To complete your event administration:  
[Print](#), sign and fax or mail your completed application to the  
U.S. Ski & Snowboard address below. You can pay with a  
credit card or by sending your payment to the address below.  
You can also wait and pay all fees with Credit Card by using  
the Pay All button on the home screen. Calendar fees are non-  
refundable.

Pay Credit Card

Done

#### Mail to:

U.S. Ski & Snowboard  
Attn: Competition Services  
1 Victory Lane  
Park City, UT 84060-0100  
435.940.2777(Fax)











Choose to pay now with a credit card, or click  
Done to pay later.

# Paying for the Event



Select Season   Filter by Sport

**Current Events for 2022**

 11/16/2021 (Alpine)	NorAm Cup 1 (33813) <i>Vail Mountain</i>	Pending				
 11/18/2021 (Alpine)	NorAm Cup 2 (33814) <i>Copper Mountain Resort</i>	Pending				

Pay All - Pay for all events at once.

Click on \$ to pay individual Event

# Editing Events



Click on the Pencil icon next to the event

- Pending
  - Pretty much everything but you can't add a competition
- Certified
  - Only items that don't affect the FIS calendar.
- For items that can't be edited, email me with changes until Nov 1, then use Google Change Form:  
<https://forms.gle/hgQdssaeQkctw4rt6>



## Current Events for 2022

[Pay All](#)

**07/31/2021** (Cross Country) XC Test Event (33587)  
*Soldier Hollow*

Pending



**08/07/2021** (Cross Country) XC Test Event 2 (33588)  
*Soldier Hollow*

Certified



Click on the pencil icon to edit information in the schedule agreement. If you can edit it, then it is OK to edit it. If you can't edit it, put a request into the Google Doc.



**SKI &  
SNOWBOARD**

**Questions/Comments/Suggestions  
Competition Services  
[competitionservices@ussa.org](mailto:competitionservices@ussa.org)**