




## Event Organizer Notes 2018-19

- **Log In:**

Log in to My USSA  using your **Club Login\***

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

Once you have logged in, you will need to choose Event Administration  Event Administration from your dashboard.

**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 Club information. You may need to log out and close 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 J.J. Ehlers at [jeblers@ussa.org](mailto:jeblers@ussa.org).

- **Age Class Confirmation**

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

- **Download Athletes registered for a Competition**

You can pull the CVS file with Event Registration information at anytime by logging into the Events Scheduling System. Once logged in, click on the Event List Icon next to the Event:



On the next page click on the Registered Athletes link next to the desired event:

**Men's 91 meters or more (LH) - Race Code: U0033**

Date: 08/04/2012  
Classes: SR 1,  
Number of Competitors: 0

Entry Fee: \$0.00  
Lift Fee: \$0.00

[Registered Athletes](#)

[Download List](#)

The list of athletes will then be given with a button to Download List .  
The list can now be downloaded and placed in a directory of the users choosing. The CSV file is ready for input into the Vola or Split Second software. Instructions for doing this are in Appendix 1 below.  
If coaches or officials have registered for the race, there will be the option to download a list of officials/coaches and their certifications.

- **Download Master List (this does not easily import to Vola)**

A Master List is provided with all who have registered and the events they registered for. Clicking on the Master List icon will give a list similar to this one:



#### Alpine Start List

##### Western Region Elite Tech Series

|           |                                |
|-----------|--------------------------------|
| Division: | Intermountain                  |
| Location: | Snowbird Ski and Summer Resort |
| Sport:    | Alpine                         |

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#### Start List -

| Ussa Id | FIS Id  | First Name | Last Name | Gender | Club                                 | Club Code | YOB  | Age | Email  | SL- F0704 | SL- F0705 | SL- F0706 | SL- F0707 |
|---------|---------|------------|-----------|--------|--------------------------------------|-----------|------|-----|--|-----------|-----------|-----------|-----------|
| 5826516 | 6530795 | Devin      | Davis     | M      | Steamboat Springs Winter Sports Club | SSWSC     | 1994 | 21  | <a href="mailto:mark@sierraview.com">mark@sierraview.com</a>             | Y         | Y         | N         | N         |
| 5837281 | 6531203 | Ty         | Sprock    | M      | University of Utah Ski Team          |           | 1995 | 20  | <a href="mailto:sprockrocket3@aol.com">sprockrocket3@aol.com</a>         | R         | R         | N         | N         |
| 5845292 | 6531259 | Nicolas    | Veth      | M      | University of New Mexico Ski Team    | UNM       | 1995 | 20  | <a href="mailto:nickveth@gmail.com">nickveth@gmail.com</a>               | Y         | Y         | N         | N         |
| 5902804 | 6530496 | Sean       | McCormick | M      |                                      |           | 1993 | 22  | <a href="mailto:seanmccormick@hotmail.com">seanmccormick@hotmail.com</a> | Y         | Y         | N         | N         |

Using the Download List will download the file to a csv.



- **Email All Registered Athletes**

All athletes registered for an event can be Emailed with information by choosing

button  .



- **Refund Athletes**

At anytime, until the Reconciliation has been accepted, Refunds can be given through the system as follows:

Select the Refund Button and you will be at the following screen:

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Search registered athletes by name or USSA ID

[Search](#)

Select a race below to refund

|                        | Name                  | Race Code | Date       |
|------------------------|-----------------------|-----------|------------|
| <a href="#">Select</a> | Men's Training (TR)   | T0028     | 11/03/2016 |
| <a href="#">Select</a> | Women's Training (TR) | T0029     | 11/03/2016 |

List of Refunds

| Name                        | Race Code | Refund Amount | Date |
|-----------------------------|-----------|---------------|------|
| No refunds have been issued |           |               |      |

From here you can either refund an athlete or refund an entire race.

### To Refund an Athlete:

- Search for specific athlete by first or last name, Membership ID, or any number of beginning letters using the top box.
- A list of names that were in the Event in question that meets the search criteria will show up. Select the appropriate athlete:



**Central Copper Project**

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Search registered athletes by name or USSA ID

win [Search](#)

|                        | USSA ID | First Name | Last Name |
|------------------------|---------|------------|-----------|
| <a href="#">Select</a> | 6318034 | Kendra     | Winberg   |
| <a href="#">Select</a> | 6318315 | Ashley     | Winberg   |

Select a race below to refund

|                        | Name                | Race Code | Date       |
|------------------------|---------------------|-----------|------------|
| <a href="#">Select</a> | Men's Training (TR) | T0028     | 11/03/2016 |

A screen will appear in which to input the amount to refund and it will give the total amount to be paid out to the athlete. Partial or full refunds may be entered. Put in the amount per race to refund and check the box next to the races to be refunded, then select Add Refunds and for all races selected.

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Kendra Winberg - 6318034

| Refund Amount<br>(Can be Partial or Full amount) | Race Code | Amount | Date Registered        |
|--|-----------|--------|------------------------|
| <input checked="" type="checkbox"/> 100.00       | T0029     | 700.00 | 10/21/2016 12:05:09 PM |

[Add Refunds](#)

Once all refunds are completed, the Financial Summary will be updated to include refunds. If the summary is acceptable, then you will need to Accept Reconciliation. The first refund screen will also show the list of athletes refunded at the bottom.

On the home page for the event, there is a button where all refunds given to that point can be downloaded.

### To Refund an Entire Race

Email Competition Services, [competitionservices@ussa.org](mailto:competitionservices@ussa.org) and ask to have a full race refund done.



## Central Copper Project

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Search registered athletes by name or USSA ID

[Search](#)

Select a race below to refund

|                        | Name                  | Race Code | Date       |
|------------------------|-----------------------|-----------|------------|
| <a href="#">Select</a> | Men's Training (TR)   | T0028     | 11/03/2016 |
| <a href="#">Select</a> | Women's Training (TR) | T0029     | 11/03/2016 |

List of Refunds

| Name                        | Race Code | Refund Amount | Date |
|-----------------------------|-----------|---------------|------|
| No refunds have been issued |           |               |      |

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| Refund Amount<br>(Can be Partial or Full amount)  | Name  | Amount | Race Date  | Athletes Registered |
|---|-------|--------|------------|---------------------|
| <input type="text" value="0"/>  | T0029 | 700.00 | 11/03/2016 | 10                  |
| <a href="#">Process Refunds</a> (*This will refund all athletes registered for this race) |       |        |            |                     |

Enter the amount to be refunded and all members in the race will receive that refund amount. The list of refunded athletes can be found at the bottom of the refund page under List of Refunds.

- **Event Reconciliation**

Once all refunds are completed and the club is in agreement that the Income and Head Tax amounts are correct, then the user needs to Accept Reconciliation.

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*No money will be transferred to the club until the Accept Reconciliation has been completed. Reconciliation must be completed by end of the day on Thursday for checks to be processed the following week.*

Once you have Accept(ed) Reconciliation, *no refunds will be issued by U.S. Ski & Snowboard.*

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.

Registration Income will be processed on Friday for all results that have been reconciled by midnight the previous Thursday. All head tax for U.S. Ski & Snowboard will be withheld. When applicable, for Alpine Region & Division, head tax will be withheld also. Checks are cut the following Monday and should be mailed by Wednesday. All competitions using Athlete Event Registration must have their results processed to receive Registration Income; this is for both Scored and Non Scored events.

Once an Event has been reconciled, it will have a  next to the event name.

- For questions contact J.J. Ehlers, 435.647.2037, [jeblers@ussa.org](mailto:jeblers@ussa.org), or Jeff Weinman, 435.647.2030, [jweinman@ussa.org](mailto:jweinman@ussa.org).



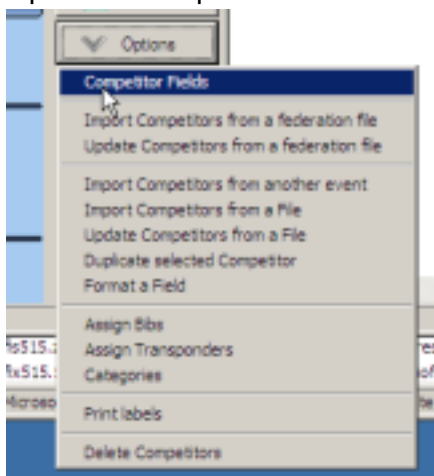
## Appendix 1: Importing CSV File into Vola or Split Second

To Import a CSV file into Vola:

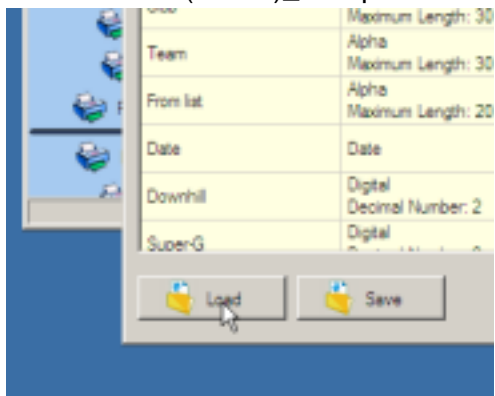
Create a new Event:

Manage Competitors

Options->Competitor Fields:

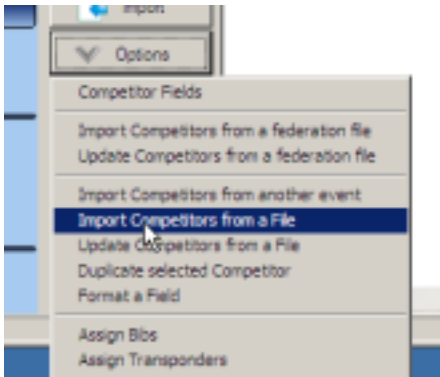


Select USSA (or FIS)\_Competitor File

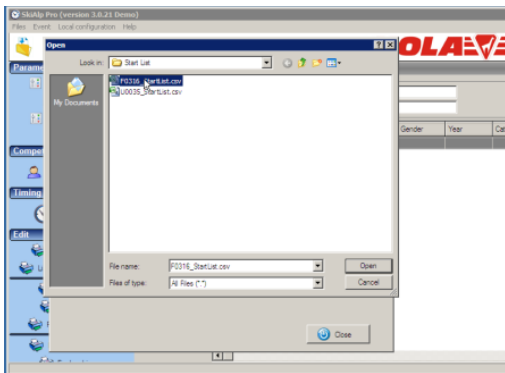


Options->Import Competitors from a File





Select File downloaded from Online Registration



Map the Fields:

Field 1 -> USSA ID

Field 2 -> FIS ID

Field 3 -> Last Name

Field 4 -> First Name

Field 5 -> Division

Field 6 -> Team Name

Field 7 -> Club Abbreviation

Field 8 -> Year

(Only Fields 1 & 2 need to be mapped for FIS, and Field 1 for USSA, Non-Scored or Masters races)



**Import Competitors from a File**

File: \\vmware-host\Shared Folders\Documents\Google Drive\Office Docs\20

Format: File format: ANSI Header Lines: 1

Field Separator: <>

Field Delimiter: ☒

Data Agreement: Fields: USSA ID

| USSA ID  | FIS ID  | Last Name | First Name | Division |
|----------|---------|-----------|------------|----------|
| R6012272 | 6531851 | Freeman   | Adam       | R        |
| R6013189 | 6532123 | Negomir   | Kyle       | R        |
| R6054910 | 6532129 | Kilgore   | Riley      | R        |
| R6056188 | 6532347 | Dilling   | Jacob      | R        |
| R6066690 | 6532316 | Keane     | Brendan    | R        |
| R6067250 | 6532385 | Cames     | Peer       | R        |
| R6073373 | 6532089 | Lane      | Tristan    | R        |

Options->Update Competitors from a federation file

**List choice**

| List type                       | N°  |
|---------------------------------|-----|
| FIS Telemark List               | -   |
| FIS Alpine List (only for USSA) | 316 |
| Liste FIS Speed Skiing          | -   |
| FIS Masters List                | -   |
| USSA Alpine List                | 316 |
| USSA Alpine Master List         | -   |
| Ski Open List                   | -   |
| Liste des moniteurs ESF         | -   |

☐ All

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Select FIS or USSA list & OK

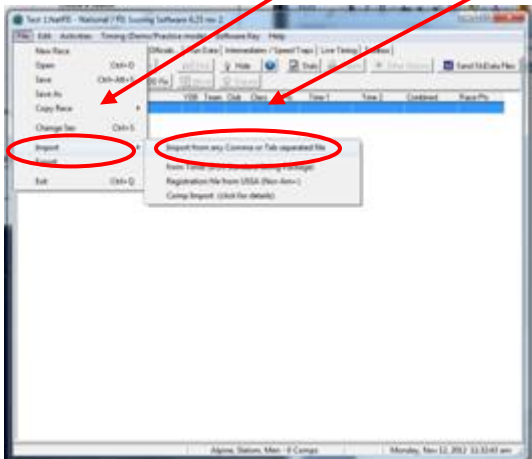
Choose which fields to update and the competitor list will be updated.

Now the file is ready to be processed as any Vola file.



## To Import a CSV file into Split Second:

After creating a New Race, Select File > Import > Import from any Comma or Tab separated file:



Choose the file to import and then set up the Import window as below:



**Step 1** Set the items below to define the format of the file. View the general layout in the preview at the bottom of the screen.

**Step 2** Define what each column in the file is used for by clicking on a cell in the 'Used for' column and selecting from the dropdown. A '-' means the column will be ignored

Define delimiter and columns:

☒ Comma Separated  
☐ Tab Separated

How should duplicates be detected?  
☒ by Bib ☐ by USSA or FIS number

How to handle duplicates:  
☒ Don't overwrite when find a duplicate  
☐ Update (only change imported fields)  
☐ Replace

Lines to ignore:

Often there are lines at the top of a file before the data begins. If so use this to ignore as many lines as needed. Make sure the first line of real data shows up in the preview below

| Column    | Used for:   |
|-----------|-------------|
| Column 1  | USSA Number |
| Column 2  | FIS Number  |
| Column 3  | --          |
| Column 4  | --          |
| Column 5  | --          |
| Column 6  | --          |
| Column 7  | --          |
| Column 8  | --          |
| Column 9  | --          |
| Column 10 | --          |
| Column 11 | --          |

Preview

| Column 1    | Column 2   | Column 3  | Column 4 | Column 5 | Column 6        | Column 7 | Column 8 |
|-------------|------------|-----------|----------|----------|-----------------|----------|----------|
| USSA Number | FIS Number | --        | --       | --       | --              | --       | --       |
| 6039234     |            | Collins   | Ryan     | R        | Ski & Snowboard | 1998     | 14       |
| 6117873     |            | Macedo    | Michel   | X        | Cascade Winter  | 1998     | 14       |
| 5864194     | 6530261    | Micheli   | Zachary  | R        | Quantum Sports  | 1992     | 20       |
| 6118012     | 80072      | Macedo    | Tobias   | X        | Cascade Winter  | 1996     | 16       |
| 6043830     |            | Whitenour | Cole     | P        | Meadows Race    | 1998     | 14       |

Note: Lines to ignore is set to 1 or the header line will be imported as a competitor.

Once everything is correct, click OK.

It is important to make sure that "Lines to ignore" is set to 1, otherwise the header line will come in as a competitor. Once you are satisfied everything is correct, click OK.