




Race Registration Organizer Notes 2019-20

- **Log In:**

Log in to My USSA using your **Club Login*** (My USSA can be reached by going to usskiandsnowboard.org and then clicking on the people icon at the top right or going to my.ussa.org).

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

Once you have logged in, choose Event Administration icon  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 restart 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 compservices@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.

- **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, compservices@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
- Enable U.S. Ski & Snowboard online athlete registration
- Online Registration Open Date
- Online Registration Close Date
- Late Fee Start Date
- Late Fee



- 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 (Competitions can be cancelled, to reschedule contact compservices@ussa.org)

Because changes to FIS events may affect the FIS website information, all FIS event changes must go through Competition Services, compservices@ussa.org, for now.

- **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

[Registered Athletes](#)

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

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

[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	mark@sierraview.com	Y	Y	N	N
5837281	6531203	Ty	Sprock	M	University of Utah Ski Team		1995	20	sprocketrocket3@aol.com	R	R	N	N
5845292	6531259	Nicolas	Veth	M	University of New Mexico Ski Team	UNM	1995	20	nickveth@gmail.com	Y	Y	N	N
5902804	6530496	Sean	McCormick	M			1993	22	seanmccormick@hotmail.com	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 [Email Registrants](#)



- **Refund Athletes**

At any time, 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

Select a race below to refund

	Name	Race Code	Date
<input type="button" value="Select"/>	Men's Training (TR)	T0028	11/03/2016
<input type="button" value="Select"/>	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. If Refunds have been given, the list will appear, and you will have the option to download the list of refunds.

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:



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Search registered athletes by name or USSA ID

win [Search](#)

	USSA ID	First Name	Last Name
Select	6318034	Kendra	Winberg
Select	6318315	Ashley	Winberg

Select a race below to refund

	Name	Race Code	Date
Select	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 (Can be Partial or Full amount)	Race Code	Amount	Date Registered
<input checked="" type="checkbox"/> 100.00 <input type="text"/>	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.

You will also have a list of Refunds that have been given and can download the list.

To Refund an Entire Race

Email Competition Services, competitionservices@ussa.org and ask to have a full race refund done.



- **Event Reconciliation**


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

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 8:00 AM Friday morning. All head tax for U.S. Ski & Snowboard will be withheld. When applicable, Region & Division, head tax will be withheld also. Checks are cut the following Monday and should be mailed by Wednesday, although Electronic Fund Transfer is preferred. Contact Competition Services for the EFT Form if you aren't already signed up. 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, jj.ehlers@usskiandsnowboard.org, or Jeff Weinman, 435.647.2030, jeff.weinman@usskiandsnowboard.org.

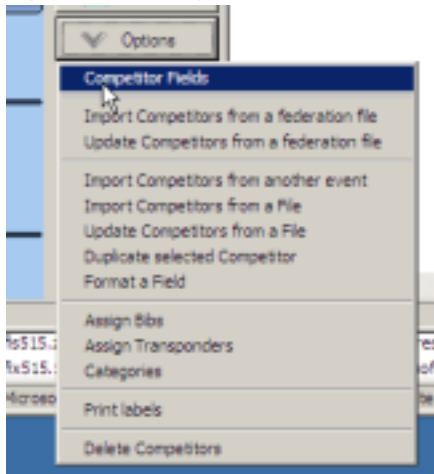
Appendix 1: Importing CSV File into Vola or Split Second

To Import a CSV file into Vola:

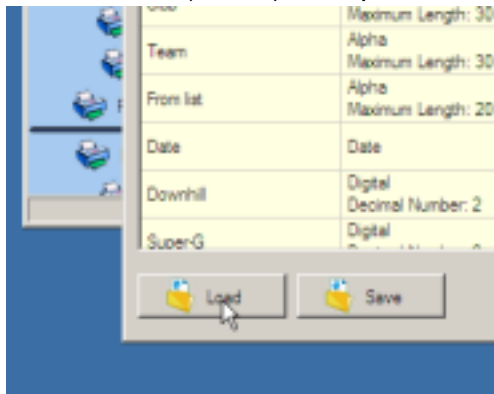
Create a new Event:

Manage Competitors

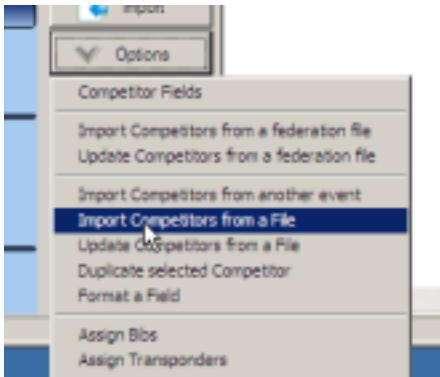
Options->Competitor Fields:



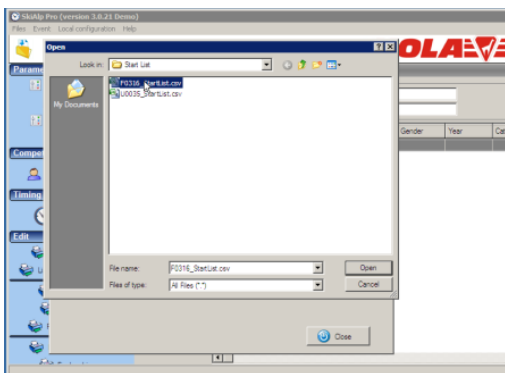
Select USSA (or FIS)_Competitor File



Options->Import Competitors from a File



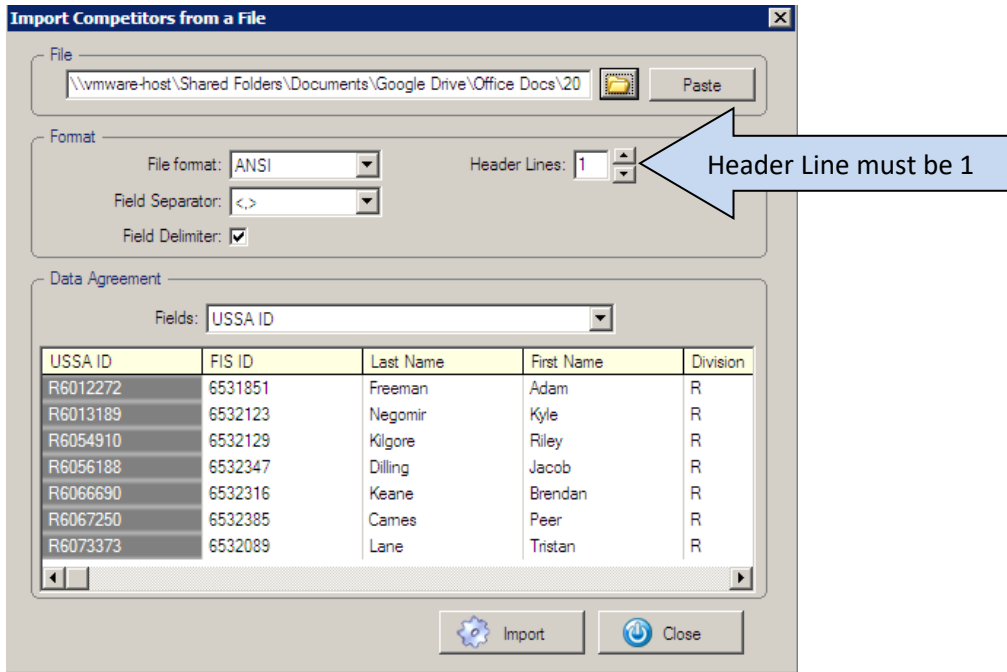
Select File downloaded from Online Registration



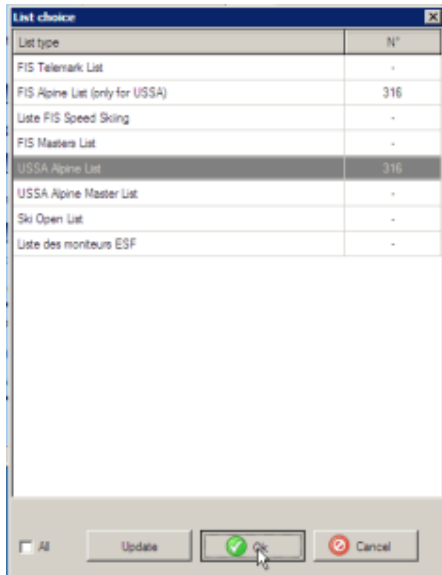
Map the Fields:

- 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)



Options->Update Competitors from a federation file





Select FIS or USSA list & OK

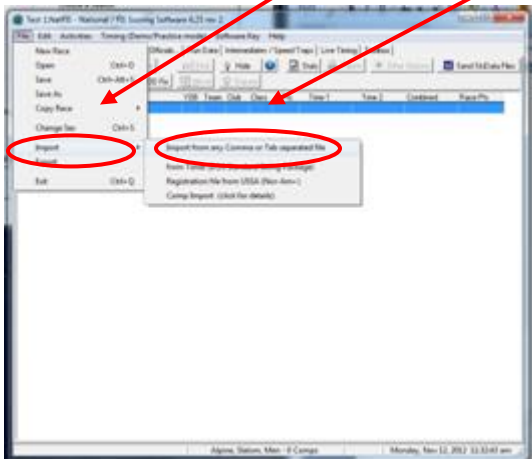
Choose which fields to update and the competitor list will be updated.

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	Michieli	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.