

Dear <Club/Contact Name>,

Welcome to 2021 and hopefully competitions. However, under the present circumstances of competitions during a pandemic, I know it is going to be a challenging season. With that in mind, I'm sending some instructions to help streamline the process of canceling, postponing, or changing events. Please read this email carefully. I have created a Google Form to help track all of the changes.

All changes, postponements & cancelations MUST be entered in this Google Form I have created. I will not take requests via email or phone. This is so that requests can be tracked and not get lost in the large volume of requests I'm getting daily:

https://docs.google.com/forms/d/e/1FAIpQLSdtqeoJUHmj41yX68FmpN7m9o-_BOnmK3fTDJZNhrKzjH9eoA/viewform?usp=sf_link

You can use the Form for the following things:

- To Cancel or Postpone an Event
- To request a refund for the schedule agreement fee for a canceled event that will not be rescheduled
- To reschedule an event outside of the current Begin and End Event Dates
- To add competitions to an event
- To make any changes to a FIS Event other than Online Registration
- To Change the location
- To request mass refunds to canceled or postponed competitions if you are using the U.S. Ski & Snowboard Athlete Registration System
- To link competitions under 1 registration fee if using the U.S. Ski & Snowboard Athlete Registration System

However, there are some changes you can make on your own and some you can't. Let's start with what you can't do:

- Once an event has been entered, no more competitions can be added. You can request that Competition Services add competitions through the above form. If the event is still pending, you can cancel the event and enter a new one, or use the form to add competitions. If the event is certified, fill out the Google Form with what is needed.
- You can't move the start and/or end date of the event. Moving the dates may need the schedule agreement to be resigned. To move the start and/or end date of the Event, fill out the Google Form.
- You can't change the location. If the dates aren't changing but just the location or if the event is certified, then please use the Google Form. If the event is pending, you can either cancel it by clicking on the trash can icon and starting again, or you can ask for the changes in the Google Form.

For non-FIS Events, what you can Change, by clicking on the pencil icon next to the Event in Event Administration:

- You can change the discipline of the competitions, so if you need to change from a GS to a SL, you can do that without contacting Competition Service. You will also need to edit the homologation to make sure it is correct.
- You can change the dates of the competitions, as long as they stay between the start and end dates of the event
- You can cancel some of the competitions in an event

For all events, including FIS:

- You can change the age classes
- You can change the number of competitors allowed
- You can edit Athlete Event Registration information, including Open and Close dates, Fee and late Fee
- You can edit information in the Comment field.

I have these instructions posted [here](#). Please keep that link handy. I will have my email auto reply set to point you to the Google Form and instructions. If you have a question if you should use the form or email me, use the form. I'll contact you if I need you to do something else.

Thank you & let's look forward to a good season!

J.J. Ehlers