



**SKI &
SNOWBOARD**


Event Administration

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 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 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>”

Welcome U.S. Ski & Snowboard



- Click on Event Administration Tool

 Event Administration

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:

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.

Save Contact Changes

Cancel

Previous Season Events



Welcome to **Event Administration**

Select Season

2021 ▼

Set

Filter by Sport







All Sports ▼

Filter

Current Season is **2022**

No Upcoming Events for 2021

Past Events for 2021

	10/21/2020 (Freestyle)	Freestyle World Cup (33191) <i>Saas-Fee(SUI)</i>	Certified		
	11/07/2020 (Snowboarding)	Grand Prix (32568) <i>Park City</i>	Canceled		
	11/13/2020 (Alpine)	Copper U.S. Alpine Championships Covid Tests (32608) <i>Copper Mountain Resort</i>	Certified		
	11/16/2020 (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, 2022

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 2022

Set


Filter by Sport All Sports


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:

* Scoring:

Options: ☐ This is closed event.

☐ Enable U.S. Ski & Snowboard's online athlete registration for this event.

Online Reg Open Date: (click ? for more information on open and close dates)

Online Reg Closed Date: (Close date for registration is that last date anyone can register online, with or without a late fee. Registration always closes at midnight of the day selected. Must be after the Late Fee date if using a late fee)

Late Fee Start Date: (Late Fee begins at 12:01 AM of this date)

Late Fee:

Event Comments: Event specific information can be listed here.
This could include: Explain if event is part of a series, by qualification or invitation or otherwise limited. Describe your event if other than standard format (e.g. team scoring), and any special instructions about the event. Include web links to resort liability releases or online registration system other than U.S. Ski & Snowboard's. Notices that registration for a FIS race requires an official entry form and rules for foreign athletes apply.

Closed event – all this does is show a message with Online Registration that the event is closed

Enable U.S. Ski & Snowboard ... - Check this box ONLY if you are using the U.S. Ski & Snowboard Online Registration System. DO NOT check this box If you are using Ski Reg, Admin Reg, or another registration system.


If you are using the U.S. Ski & Snowboard System, go to the Online Athlete Registration for more information on how to fill this out.


When finished filling in information, click Continue. Cancel will NOT save your work so far.


SA when using U.S. Ski & Snowboard Online Athlete Registration



☒ Enable U.S. Ski & Snowboard's online athlete registration for this event.

Online Reg Open Date: 
(click ? for more information on open and close dates)

Online Reg Closed Date: 
(Close date for registration is that last date anyone can register online, with or without a late fee. Registration always closes at midnight of the day selected. Must be after the Late Fee date if using a late fee)

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Click this box ONLY if using the U.S. Ski & Snowboard online athlete registration. If it is checked, then the remaining information must be entered.

Open Date – First day athletes can register. Opens at midnight.

Close Date – Last date registration is open with or without late fee. Registration closes at midnight at the end of the date entered. If you are using a late fee, this date must be after the late fee starts.

Late Fee Start Date – Late Fee starts at midnight of the beginning of the date entered.


Late Fee – Amount added to each Competition Fee. If you have linked competitions, it is only added to the overall fee.

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


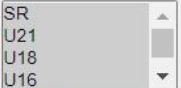
Add Competition

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](#)

09/11/2021 - Men's Giant Slalom (GS) Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
09/11/2021 - Women's Giant Slalom (GS) Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
09/12/2021 - Men's Slalom (SL) Classes: SR,U21,U18,U16,U14 Competitors: 0 Entry Fee: 25.00 Lift Fee: 0
09/12/2021 - Women's Slalom (SL) 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 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
J.J. Ehlers
jj.Ehlers@usskiandsnowboard.org