



Online Event Reconciliation Steps

1. Sign in with your club account (Club # is login)
2. Go to the club event management page
3. Process any refunds – this will update the amounts paid and entries immediately
4. Submit any outstanding race files – this immediately updates the starts and head tax to pay
5. Get “50 Head Tax Accounting Sheet” in Master Packet of Forms
6. Add totals for number of entries by day/gender and match to starts
7. Total amounts paid taking into account entry date/late fees
8. Remove head tax from total
9. Amount due should match expected payment
10. Click on Accept Reconciliation button
11. Complete by midnight on Thursday for payment the following week.
12. If an event is using U.S. Ski & Snowboard Online Registration or owes head tax, it will have a  next to the total once it has been reconciled or head tax has been paid.

Online Event Reconciliation

Once results from an event have been processed, using the Event Administration tool you can do the following:

Give Refunds
Reconcile final numbers
Print Invoice

Below you will find descriptions of the features:

Log In:

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

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

Once you have logged in, you will need to choose 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 Competition Services at competitionservices@ussa.org.



Refunds

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

- Select the Refund Button.
- Search for specific athlete by first or last name, USSA ID, or any number of beginning letters.
- Note: If you search on USSA ID, do not putting in the leading letter, just the numbers.
- A list of names that were in the Event in question that meets the search criteria will show up:

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Search registered athletes by name or USSA ID

[Search](#)

	USSA ID	First Name	Last Name
Select	5929856	Katie	Talbot
Select	5984679	Bryan	Bailey
Select	6003990	Patrick	Gruber
Select	6080790	Colbey	Derwin
Select	6111405	Brannen	Haderle
Select	6124986	Keilan	O'Brien

A screen will appear in which to input the amount to refund and the total amount to be paid out to the athlete.

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Katie Talbot - 5929856

	Refund Amount	Race Code	Amount	Date Registered
Add Refund	<input type="text"/>	F0706	250.00	01/02/2015 10:33:25 AM

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.



Once a refund has been given, a Refunds button has been added to the home screen for the event, where a list of refunds given so far can be found.

Accept 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. *No money will be transferred to the club until the Accept Reconciliation has been completed.*

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

Race Reconciliation done before midnight on Friday will have checks or electronic transfers issued the following week.

If the club owes U.S. Ski & Snowboard, then once Accept Reconciliation has been done, they will have the option of Paying with a credit card or printing an invoice to send with the check.

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