



Online Skater Profile Update Instructions

Please read through the entire document and ensure that you have completed all sections.

DEADLINE REMINDERS:

IF YOU ARE REGISTERING FOR CHALLENGE EVENTS AND ABOVE YOU MUST COMPLETE YOUR SKATER ONLINE UPDATE WITHIN 48 HOURS OF QUALIFYING THROUGH THE 2010 BMO SKATE CANADA SECTIONALS.

All updates must be completed before the dates listed below. After this point, updates will not be possible and subsequent updates must be made by phone or e-mail through the Member Services Department. The only exception is the Planned Programs which may be updated up to one week before the event practice start date.

Eastern and Western Challenge	November 17, 2009
Junior Nationals	December 8, 2009
Canadians	December 8, 2009

Planned Programs may be updated up to one week before the event practice start date.

Eastern and Western Challenge	November 24, 2009
Junior Nationals	January 4, 2010
Canadians	January 4, 2010

Athletes must update their online **Personal Profile** to register for a Skate Canada qualifying event. If updating a pair or dance team profile, the Skate Canada numbers for both partners must be provided.

When completing the online **Personal Profile** update, please answer all questions as best you can and if you have any questions please contact the Skate Canada Member Services Department.

Member Services

Tel: 613.747.1007 ext. 2519

Toll-Free 1.888.747.2372 ext. 2519

E-mail: memberservices@skatecanada.ca

If sending an e-mail, please include *Qualifying Event Registration* as text in the subject field.

When you are ready to start updating your **Personal Profile**, log onto the Members Only website using your 10-digit Skate Canada registration number as your "User ID". Your



password has been defaulted to your family name (unless you have changed your password).

<http://members.skatecanada.ca/memberreg/logon.cfm>

From the Main Menu select the **Personal Profile** menu item from the main menu. You are required to update the following menu items on the **Personal Profile** area:

- A - General Information
- B - Alternate Address
- C – Emergency Contact Information
- D - Athlete Information
- E - Mandatory Entry Forms
- F - Skating Profile

Please update all information included under each menu item and be sure to select the “Save Changes” button once you have confirmed that all information on that page is correct. Some information is mandatory so you must update information prior to moving on to the next section. To update the next section, select the next menu item on the right hand side of the page.

A - GENERAL INFORMATION

You can upload a photo that will be used for accreditation for events that use a photo ID. This will speed up the on-site registration/accreditation process. Select “Upload New Picture” from the bottom of the screen.

B - ALTERNATE ADDRESS

Enter if you have an alternate address (i.e. you may train in one location and represent another). If you do not have an alternate address that you would like on file, you can move on to the next step.

C – EMERGENCY CONTACT INFORMATION

Please include emergency contact information should this information be needed.

D - ATHLETE INFORMATION

The information requested here is used to update personal information about you. It may be used for media biography information sheets or general event articles. Please ensure that it is accurate. Spelling and information should be confirmed prior to selecting “Save Changes”.

E - MANDATORY ENTRY FORMS

All athletes must print, complete, sign and submit the attached athlete Waivers form and Medical History form to their Section before registration will be accepted for the 2010 BMO Skate Canada Western and Eastern Challenge, 2010 BMO Skate Canada Junior Nationals and 2010 BMO Canadian Championships.



F. SKATING PROFILE

This is the section where you select the category(ies) you are competing in this season. If you do not have any profiles listed, please add the appropriate categories by selecting from the drop down box and select "Add". If you have categories listed here that you will not be competing in this season, please click on the category and on the next page select "Inactive".

If you are updating a pair or dance skating profile you must have your partner's registration number to complete the update. Only one of the partners needs to update this section.

On the left side of the screen you will notice that there are two additional menu items: **Music** and **Planned Program**.

MUSIC

To update your program music, select the **Music** menu item. Then select the program you wish to update and complete the required information. When you have added information it will be able to be seen at the top of the screen.

Once you have updated the music for all programs, return to the **Skating Profile** page by selecting **Skating Profile** on the left side of the screen. If you are competing in other categories, please complete the music information at this time.

PLANNED PROGRAM

Once all **Skating Profiles** have been updated, select **Planned Program** from the menu. Be sure to select the appropriate category and program first. Select elements from the drop down box in order and indicate the time they will appear in the program. As they are updated they will be added on the top of the screen.

Once you have completed all of these steps, your part of the registration process is complete.

Planned Programs may be updated up to one week before the event practice start date.

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Junior Nationals	January 4, 2010
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A new feature has been added to the Planned Program section. You can update your Planned Program Sheet throughout the season and print it for submission at events as required. You may select **Print PPS** and it will print in the required format.



IF AT ANY POINT IN THE SEASON YOUR PLANNED PROGRAM OR MUSIC INFORMATION CHANGES, IT IS YOUR RESPONSIBILITY TO UPDATE IT ONLINE.

All updates should be made by the below deadlines. After this point, updates will not be possible and subsequent updates must be made by phone or e-mail through the Member Services Department. Contact information is on page one of this document. The only exception is that Planned Programs which may be updated up to one week before the event practice start date.

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