

## Procedures for Using EntryEeze

### Registration Instructions:

1. Go to [www.entryeeze.com](http://www.entryeeze.com), click New Mexcio, and then "2022 Santa Fe SkateFest".
2. Or go directly to <http://comp.entryeeze.com/Home.aspx?cid=10>
3. Select "Skaters & Parents" button
4. Enter your USFS or LTS USA membership number. Click "Next..."
  - When your club membership was processed, you received an email from Member Services with the subject line "Your 2021-22 U.S. Figure Skating Membership" – your membership number is provided in that email
  - Non-U.S. skaters may use their federation membership number in the # field.
5. Either create your account for this competition from scratch or copy your information from a previous competition (you must have your PIN number from that previous competition)
6. Select your events and place them in your shopping cart
7. Select your practice ice and place them in your shopping cart
8. Click "Go to Shopping Cart" and proceed to checkout.
9. Pay for your purchases.
10. Remember to "logout" or "sign out".

### Uploads of music, PPCs and manage Practice Ice:

Once online registration has been completed, skaters can now manage their music and PPC uploads as well as manage their practice ice, view competition schedule and update coach information.

1. Go to [www.entryeeze.com](http://www.entryeeze.com) and go to the "2022 Santa Fe SkateFest" sign-in page.
2. Select "Skaters & Parents" button and enter your USFS or LTS USA membership number and then your PIN number. Click "Next..."
3. Manage music, PPCs and/or practice ice as follows:
  - a) Music: Select "My Music" option under the "Competition" tab.
  - b) PPCs: Select "Planned Program Content" option under the "Competition" tab and select the event/segment for the elements to be uploaded. Select your planned elements from the dropdown menu.
  - c) Practice ice: Select an option under "Practice Ice" tab.
4. Remember to "logout" or "sign out".