

How to Register

To register for competitions utilizing UpLifter please have the following information ready before proceeding:

- An email address to use for your account. PLEASE NOTE, Skate Canada Manitoba will be using a new competition registration system for the 2018/2019 Competition Season. You will be required to create a new account.
- Skater's Skate Canada ten-digit membership number (If you do not know your membership number please contact your home club or Member Services at info@skatecanada.ca)
- Attending coach's name and email address
- If entering a category with a partner, have the partner's Skate Canada ten-digit membership number, name, date of birth and e-mail address (*Note: Only one partner needs to register for a given category. More details on registering partners below)
- Any competition music (MP3 format only)
- Planned Program information to input
- Credit card information for payment processing

The account email address and password you create for this competition can be used for subsequent Skate Canada Manitoba competition registrations.

If You Do Not Have An Account, Create Your Account:

- Click on "**Login**" in the top right hand corner or go directly to: <http://mbskates.uplifterinc.com/login>
- Create your account with a valid email address and a password. Include the parent's details if registering for a skater under 18 and include all address details. Opt in to any relevant message lists and click "Continue". Please take note of your email address and password to register for subsequent events at Skate Canada Manitoba.
- Add the Skater's details that you will be registering for competitions. Include their
 - First & Last Name
 - Gender
 - Birthdate
 - 10-Digit Skate Canada Number if you are a Skate Canada Member – please ensure this is accurate as it may prevent your registration from certain events in future that requires Skate Canada membership

If you are registering multiple skaters or a team, please ensure to add any skaters that you will be registering. We recommend that the skater of a team that will be registering for multiple disciplines that includes a singles event be the skater that registers on behalf of the team.

If you are a skater that will be skating in both a team discipline (Pair, Ice Dance or Synchro) **as well as a Singles discipline**, you should create your own personal account for your Singles discipline first. Once you've created your account, any team-mates that register on your behalf will be given the opportunity to add you to their account to register you into the team discipline.

Or If You Have An Account, Login:

- If you didn't just create your account, login to your Skate Canada Manitoba account by clicking on "**Login**" in the top right hand corner
- Enter your email address and password in the right hand section under the heading "Have an Account?"

If You Have an Account, But Have Forgotten Your Password:

- Click on this **Forget Password** link. Enter your email address that you used to create your account.
- An email will be sent to you prompting you to reset your password

Pair, Ice Dance and Synchro Registrations

If you are the synchro team manager or the individual responsible for registering the team, for every skater that you would like to add to your team registration, ensure that before you start that you have the following details for all the skaters you will be registering on behalf of:

- First & Last Name (with the same spelling as identified in their personal account if they have one)
- Gender
- Birthdate
- 10-Digit Skate Canada Number if you are a Skate Canada Member – Please ensure this information is accurate to correctly identify skaters that my already have an account.

With each skater you would like to add to your team, repeat the sequence above to add the skater's details to your account. You can do so once logged in by:

- clicking on "My Account" in the top right corner
- clicking on "Competitor" in the sub-menu
- clicking on "Add New Competitor" to add the skaters' details

- Please note that the Skate Canada number required is for the athlete and not the coach. If you do not enter a Skate Canada number for the competitor they will not be able to register for events.
- If you do not see your coach listed on the drop down menu, please contact skate.admin@sportmanitoba.ca to have them added to the list.

For Synchro Teams:

To quickly upload all of your skaters at once, beside the “Add New Participant” link, you can optionally import your participants. You can do so once logged in by:

- clicking on “My Account” in the top right corner
- clicking on “Participants” in the sub-menu
- clicking on “Participant Import”

Member since 2017-06-08

✉ jane@email.com | ☎ (905) 555-5555

📍 123 Elm St, Toronto, ON M1M 1M1

Account

Calendar

Participants

Invoices

Message Lists

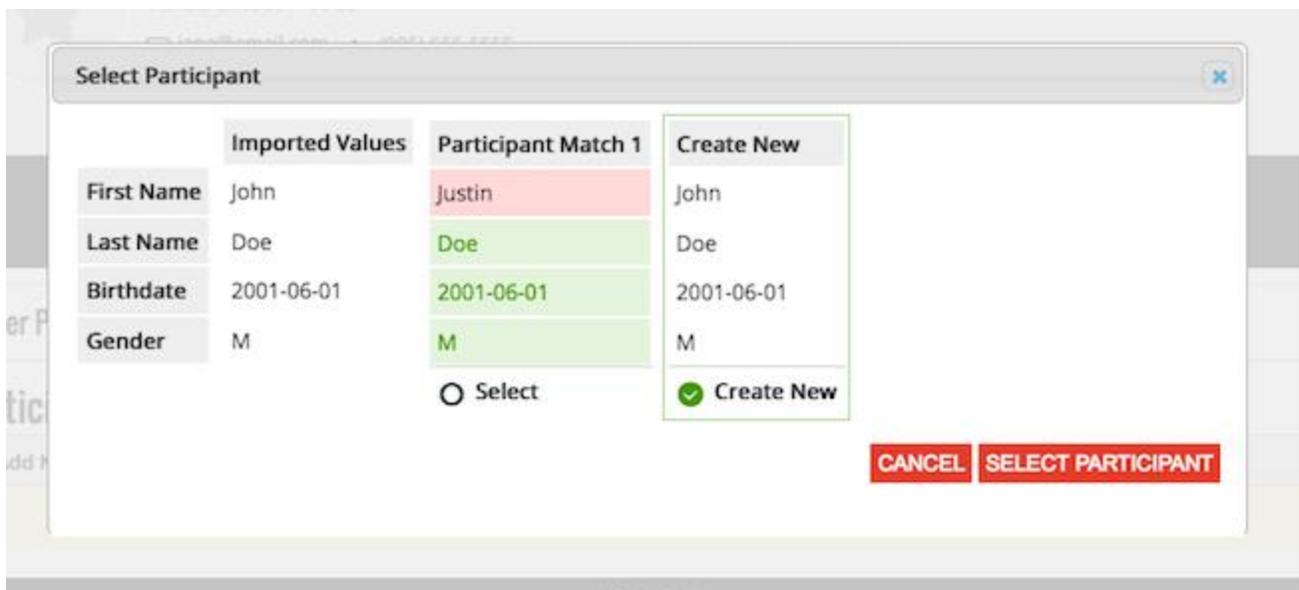
Filter Participants By:

Participants

[+ Add New Participant](#) [📄 Participant Import](#)

No Participants

- On the following page, click “Get Import Template” to download a copy of the spreadsheet template that you can use to add your skaters. “Participant Since”, “Instructor 1”, “Instructor 2”, and “SKU” columns are optional.
- Fill the spreadsheet with all the skaters you would like to register as part of your team. Save the spreadsheet on your computer.
- Return back to the Skate Canada Manitoba registration site and on the previous page, click “Browse” to select the spreadsheet file you had completed
- Click “Upload”. This will present a spreadsheet view of all of your skaters’ details. Review for accuracy to ensure that all birthdates and details have been imported correctly. For the most accurate results, ensure that birthdates are entered in the form of “YYYY-MM-DD”. You can live update any details that were inaccurately imported directly within the spreadsheet view
- Click “Import Data”. Any skaters that do not already have a personal skater profile will be imported to your account. Any Skaters that have an existing personal account, will have a “SELECT” button appear beside their name. See below on how to match these skater profiles.



If for some reason the skater has previously been able to create a duplicate skater profile, you may receive the following error when creating their skater profile:

You have encountered the following error(s) on this page:

- Another skater has the value XXXXXX for Skate Canada Number. This value must be unique.

Please proceed with creating the skater profile, leaving the Skate Canada Number blank. You can contact the Skate Canada Manitoba office at skate.admin@sportmanitoba.ca to notify them of the error so that we can reconcile the skater profiles accordingly.

Competition & Event Selection:

- Click on the competition for which you wish to register in the main menu
- Select the Event category you would like to register for and click the “Register”
 - Such as STAR 1-3, CanSkate Element Event, Artistic, etc...
- Click the “Register” button beside the event
 - Such as Stage 1 for CanSkate, STAR 7 for Artistic, Pre-Juvenile U11, etc...
- If you have multiple skaters in your account, select the skater that will be registering for the appropriate event
- If you are registering pair/dance team:
 - Only one partner needs to register for a given category. Select both skaters from the selection box
- Once you’ve added all the events you will be registering for, click on “Shopping Cart” in the top menu

Planned Program Content (PPC) & Music:

- For ALL Free Programs & Short Programs STAR 5 and up, and for ALL Artistic, Synchro and Adult events, completing a PPC is mandatory.
- For all Section managed competitions you will need to upload your music in MP3 format, Regionals does not currently have this option.

The screenshot shows a web browser window with the URL mbskates.uplifterinc.com/registration/Synchro-Championships/PPCs?sort=start_date. The page title is "Planned Program Content Sheet:SynchroChampionship-Intermediate" with a price of "\$0.00". The event date is "January 18, 2020" and the location is "TBA".

The main heading is "Which competitors are to be enrolled in this competition?". Below this is a dropdown menu for competitor selection, currently showing "--". A message states "0 competitors selected. You must select between 1 and 20 competitors." and there is an "Add Competitor" button.

The main content area is a form for entering program details:

- Discipline:** A dropdown menu currently showing "--".
- Upload Program Music:** A file upload button labeled "Choose File" with the text "No file chosen".
- Program Music Duration (M:SS):** A text input field with a trash icon.
- Element 1 through Element 9:** A grid of nine text input fields, each with a trash icon. Elements 1, 2, and 3 are marked with a red asterisk.

At the bottom of the form are three buttons: "ADD NEW COMPETITOR" (in a red box), "CANCEL", and "ADD" (in a red box).

- You will need to complete the following:
 - Select the competitor(s) for whom this PPC is for
 - Select the discipline (Elementary, STAR 5, Juvenile Pairs, etc...)
 - Upload the Program Music
 - Enter the Program Music duration (length of music uploaded)
 - Enter the elements from the program in the order that they appear.
 - You do not have to fill all Element boxes, only those that are in the program
 - Enter the Synchro Team Name, if applicable
- Make sure that the PPC you select corresponds to the event that the competitor is entered in.

Confirmation of Registered Events And Skater Details:

- Confirm the events and skater details in your shopping cart. If the events are correct, click “Confirm & Register”
-

Acceptance of Policies & Waivers:

- Confirm your contact information and billing details. Click on any Policies that require your agreement. You will need to agree to the specific competition regulations and “Skate Canada Manitoba Competition Waivers”. Click on each link, read the policies and click “Accept”.
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Payment Processing:

- Once each policy has been accepted, click “Pay by Credit Card”. Enter your according credit card details and click “Submit”.
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Payment Confirmation:

- Once the payment has been processed a “Registration Invoice” receipt screen will appear. You will also receive a copy of this invoice by email. Please do not send/or reply to this email as it is for outgoing emails only. You must contact the Event Registrar directly if you have payment confirmation questions. Contact details may be found on the Event Announcement
- You may print this page for your records
- A confirmation e-mail has been sent to the e-mail address for the skater