



# NQS APPLICATION

Clubs wishing to host an official National Qualifying Series event must apply via EMS by **February 1, 2019**. Review the instructions below in full for details on the application process.

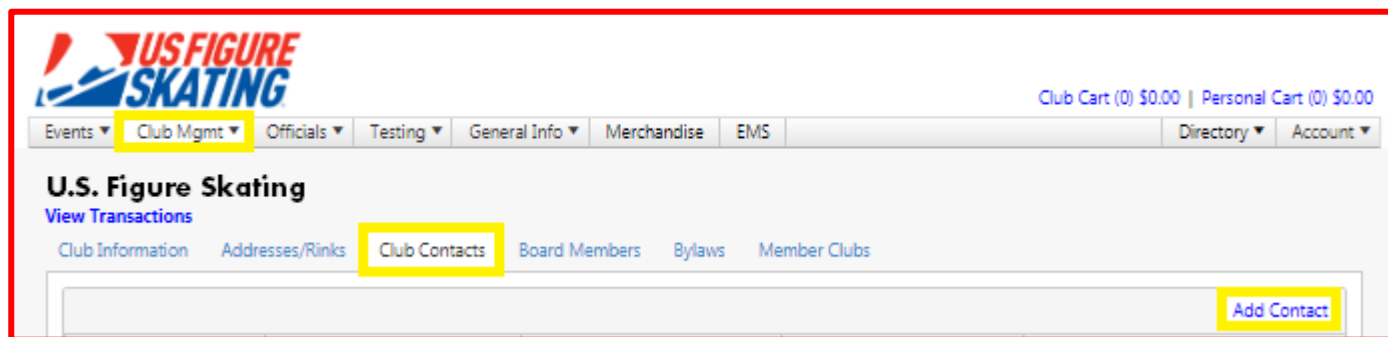
If you have questions regarding NQS or the application requirements, email [kvogtner@usfigureskating.org](mailto:kvogtner@usfigureskating.org) or [mcorsini@usfigureskating.org](mailto:mcorsini@usfigureskating.org).

For assistance with EMS, email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).

## Who can submit a NQS Application?


The club president, vice president, secretary, treasurer, sanction chair OR competition chair can apply for NQS via EMS. Club members who do not hold one of these positions will not have access to the application.

To update or add a U.S. Figure Skating member to a club position, log in to [www.usfsaonline.org](http://www.usfsaonline.org). From the main menu, click Club Mgmt then Club Profile/ViewTrans from the drop down. From the Club Profile page, click Club Contacts and then the Add Contact button.



## Submitting the NQS Application:

*Google chrome is the suggested browser for your application*

- Log in to [www.usfsaonline.org](http://www.usfsaonline.org)
- Click the EMS icon
- On the left-hand menu, click  SANCTIONS, APPLICATIONS & BIDS
  - From the Application page menu, select “Series Applications”  
*if you do not see this page, you do not have the proper access to apply*
- Select “National Qualifying Series” and click the “New Application button”

# NQS APPLICATION

## Submitting the NQS Application (cont.):

- The Series Application window will open, and you can begin...
  - Check the box to verify you are applying for the National Qualifying Series
- Have you started a sanction application for the upcoming event?
  - YES: select it from the list provided to link the application
  - NO: click **START COMPETITION RECORD** to continue
- Review Series Information, Timelines and Requirements – Click Save & Continue
- Submit Competition Information:
  - Name, Dates, Location, Website, Email/Phone
  - Type: Singles, Pairs and/or Dance
  - Past Competition Information
- Contacts:
  - Use the search button to provide Key Contacts from the U.S. Figure Skating directory
    - Note: if approved, these contacts can be updated through EMS
- Officials:
  - You must identify officials that have been invited or you plan to invite to your competition. Note: this is a sneak preview of the EMS Official's Management.




If this competition is annual, click this button to pull in past officials.

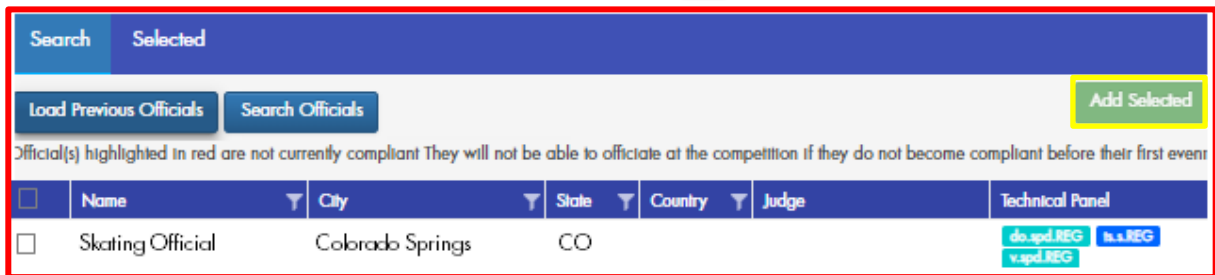
If you need to add officials to your existing list or are a new competition, use this button to pull from the U.S. Figure Skating Official's Directory



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➤ Officials (cont.):

- To select an official, click the check box next to their name in the grid and click Add Selected. You can review your list via the “Selected” Tab.
  - You can also add “positions” (i.e. Judge) once an official has been selected using the green button on the right 



Appointments are abbreviated and color-coded within the official’s directory. Refer to the list below for the search key and NQS accepted appointments:

- Referee:
  - Singles/Pairs (sp, green): REG, SEC, NAT, INTL, ISU 
  - Dance (d, yellow): SEC, NAT, INTL, ISU 
- Judges:
  - Singles/Pairs (sp, green): REG, SEC, NAT, INTL, ISU 
  - Dance (d, yellow): NV/S, SEC, NAT, INTL, ISU 
- Technical Panel:
  - Singles (tc.s/ts.s, blue): REG, SEC, NAT, INTL, ISU 
  - Pairs (tc.p/tc.p, mint green): SEC, NAT, INTL, ISU 
  - Dance (tc.d/ts.d, yellow): SEC, NAT, INTL, ISU 
  - Data (do.spd, teal): REG, SEC, NAT 
- Accountants:
  - Chief (gray): SEC, NAT 
  - Technical (gray): LVL2, LVL3 

➤ To complete your application:

- Accept the Terms & Conditions of the NQS
- Review your application information for accuracy, edit as needed through the respective tabs, and **SUBMIT APPLICATION**



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- You will have access to edit your NQS application through the February 1, 2019 deadline. After the deadline, U.S. Figure Skating will begin the review period and will notify all applicants of their status no later than February 22, 2019.
  - Note, if accepted, mandatory NQS Webinars will be held on Wednesday, February 27<sup>th</sup> and Thursday, February 28<sup>th</sup> beginning at 8:00 pm ET. Key LOC contacts are required to participate in at least one of the sessions which will cover next steps, NQS requirements and EMS training. Each webinar will be approximately two hours.
- REMINDER: if you have questions regarding NQS or the application requirements, email [kvogtner@usfigureskating.org](mailto:kvogtner@usfigureskating.org) or [mcorsini@usfigureskating.org](mailto:mcorsini@usfigureskating.org).
  - For assistance with EMS, email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).
- To review the Standard NQ EMS Announcement Template: [click here](#).