

Skating Club of Huntsville

Managing your Club Membership in EntryEeze

Users Guide

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Managing your Club Membership in EntryEeze

This guide covers the topics necessary for club members to successfully use the EntryEeze Membership System. The following is a list of topics available in this user guide:

- Membership Registration
 - Applying for a New Membership
 - Adding a New Family Member
 - Renewing your Membership
- Test Session Registration
 - Registering for a Test Session
- Volunteer Hours and Opportunities
 - Reviewing Total Family Volunteer Hours
 - Reviewing Volunteer Opportunities

****Note****

Your login username is your email address and your password will be the password you setup when you clicked the link in the Welcome email you received from EntryEeze. Please remember this information. We cannot tell you your password you select, as that information is not visible to the club.

Locating Club Membership Site and Logging In

If you wish to navigate to it directly you can type in the following URL in your browser:

<http://comp.entryeeze.com/Membership/Welcome.aspx?cid=240>

You can also follow the steps in this topic so you will always know how to locate the club membership site.

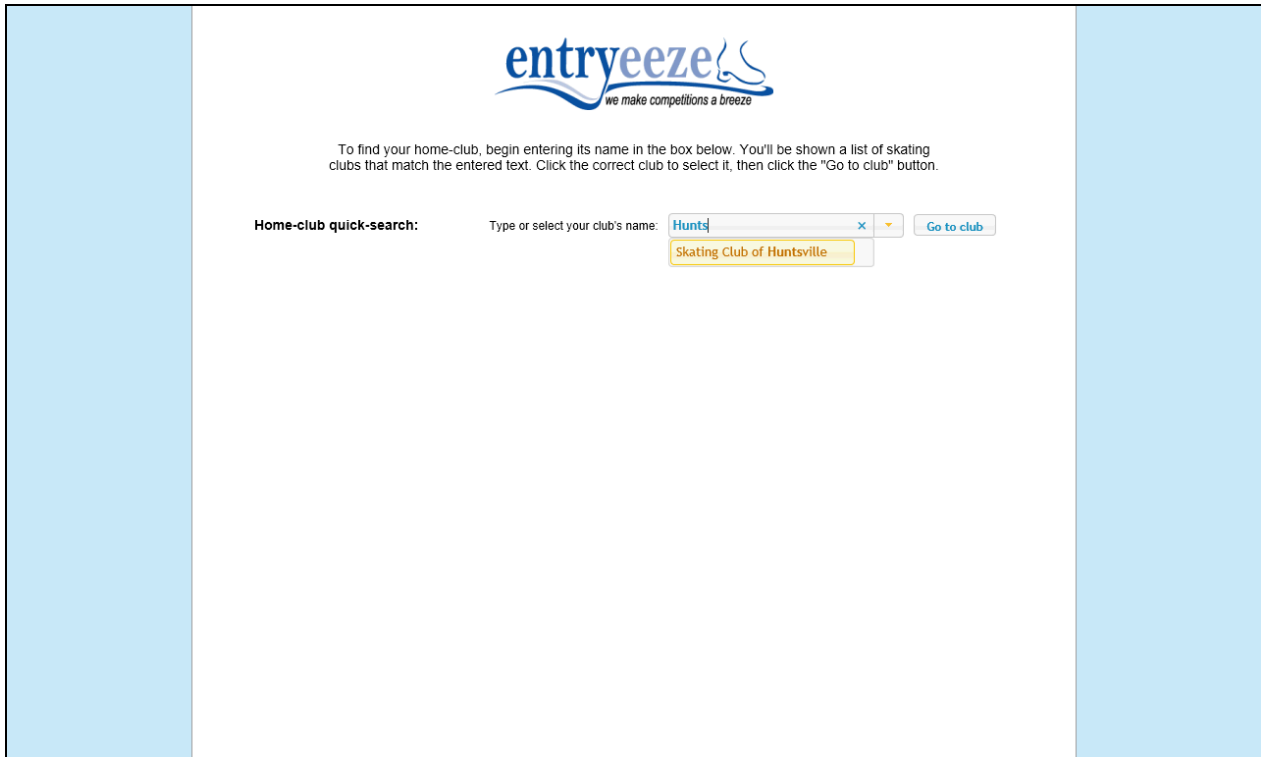
Once you are logged into the membership system, please validate all of your family information, including address, phone, email, and birthdate. Update any fields that are out of date and save the profile.

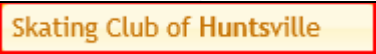

Procedure

Before beginning this topic, navigate to <http://www.entryeeze.com>.



Step	Action
1.	Locate Membership / Testing at the far right of the page. Click the Find your home club link. Find your home club



Step	Action
2.	Begin typing Huntsville in the Club Name field and Skating Club of Huntsville will appear. Click the Skating Club of Huntsville link. 
3.	Click the Go to club object. 



Step	Action
4.	<p>Now you are ready to login to the Membership System.</p> <p>Click the Access my account button.</p> <div data-bbox="310 1167 693 1287" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Existing Members</p> <div style="border: 2px solid red; padding: 2px; text-align: center;"> <p>Access my account</p> </div> </div>



Step	Action
5.	Use the email address linked to your account to login to the Membership System. Enter the desired information into the Your email address: field. Enter "****.*****@gmail.com". Your email address: <input type="text"/>
6.	Enter the desired information into the Password: field. Enter "*****". Password: <input type="password"/>
7.	Click the Login button. <input type="button" value="Login"/>

The Skating Club of Huntsville

Cart / Checkout

Change password Sign out Return to home page I need help

Manage My Family Apply / Renew Volunteer Donations Test Sessions Merchandise Contract Ice Installments

To add a new family member, click the "Manage My Family" tab above

June is membership renewal month. Your current membership with The Skating Club of Huntsville and U.S. Figure Skating Association expires June 30. The USFS calendar year runs from July 1 to June 30. Those skaters competing at summer competitions must renew by July 6. This year's club membership renewals are only being accepted via EntryEeze.

***** Reminder *****

Remember to stop by the skating Office to renew your annual HSSTA membership, which is \$25. This fee covers administrative costs throughout the year. This is required for all members.


Name	Membership Type View membership options	Available Options
BillyBob Hoonanny	Parent/Guardian	Apply Renew Upgrade
BillyJean Hoonanny	Competitive Skater	Apply Renew Upgrade

<http://comp.entryeeze.com/Membership/Members/MemberHome.aspx>

Step	Action
8.	<p>To view your family profiles, locate the Manage My Family menu item.</p> <p>Click the Manage My Family link.</p> <p>Manage My Family</p>

The screenshot shows the 'The Skating Club of Huntsville' membership system. The page is titled 'Family Members (click to view/modify)' and lists two members: BillyBob Hoonanny and BillyJean Hoonanny. A 'Save personal information' button is highlighted in red. The 'Personal Information' tab is active, showing fields for First Name (BillyBob), Last Name (Hoonanny), Date of Birth (January 1, 1970), Gender (Male), USFS # (99988877), Primary Phone # (2567770987), Second Phone # (2569998876), Email (jeff.buehrle@gmail.com), Mailing Address (204 Nowhere Lane SW), City (Huntsville), and State / Province (Alabama).

Step	Action
9.	Review each member to ensure the information is accurate. Click the BillyJean Hoonanny object. BillyJean Hoonanny
10.	In this example we are updating the birth date. Click the Date of Birth: list. Date of Birth: January 1
11.	Click the 10 list item. 10
12.	Click the scrollbar.
13.	Be sure to save the information before moving to another page. Click the Save personal information button. Save personal information



Membership: *Competitive Skater*
Expires: *Apr 30, 2017*

First Name: BillyJean
 Last Name: Hoonanny
 Date of Birth: January 10 2003
 Gender: Female
 USFS # (if applicable): (or enter LTS USA #)

Use prim. phone # from **BillyBob Hoonanny**
 Primary Phone #: 2567770987
 Second Phone #:

Use email from **BillyBob Hoonanny**
 Email: jeff.buehrle@gmail.com
 2nd Email:

Use address info from **BillyBob Hoonanny**
 Mailing Address: 204 Nowhere Lane SW
 Address Line 2:
 City: Huntsville
 State / Province: Alabama
 Postal Code: 35801

[Save personal information](#)

[LEGAL NOTICES](#) | [PRIVACY POLICY](#) | [SPAM POLICY](#) | [CONTACT US](#)
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Step	Action
14.	End of Procedure.

Membership Registration

In this section we will discuss all aspects of membership registration, including the following:

- Applying for a Membership as New Members
- Adding a Family Member
- Renewing a Membership

******* Reminder *******

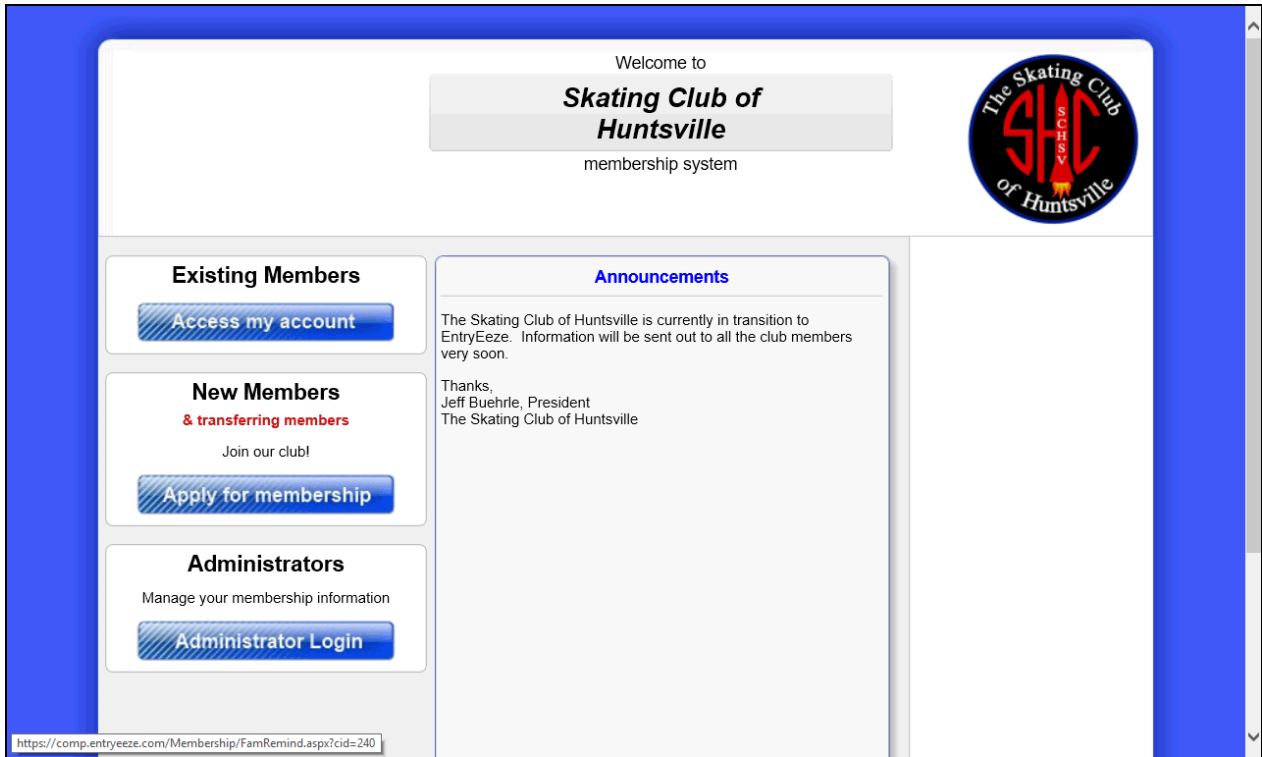
Remember to stop by the Skate School Office to renew your annual HSSTA membership, which is \$25. This fee covers administrative costs throughout the year. **This is required for all members.**


Apply for Membership - New Members

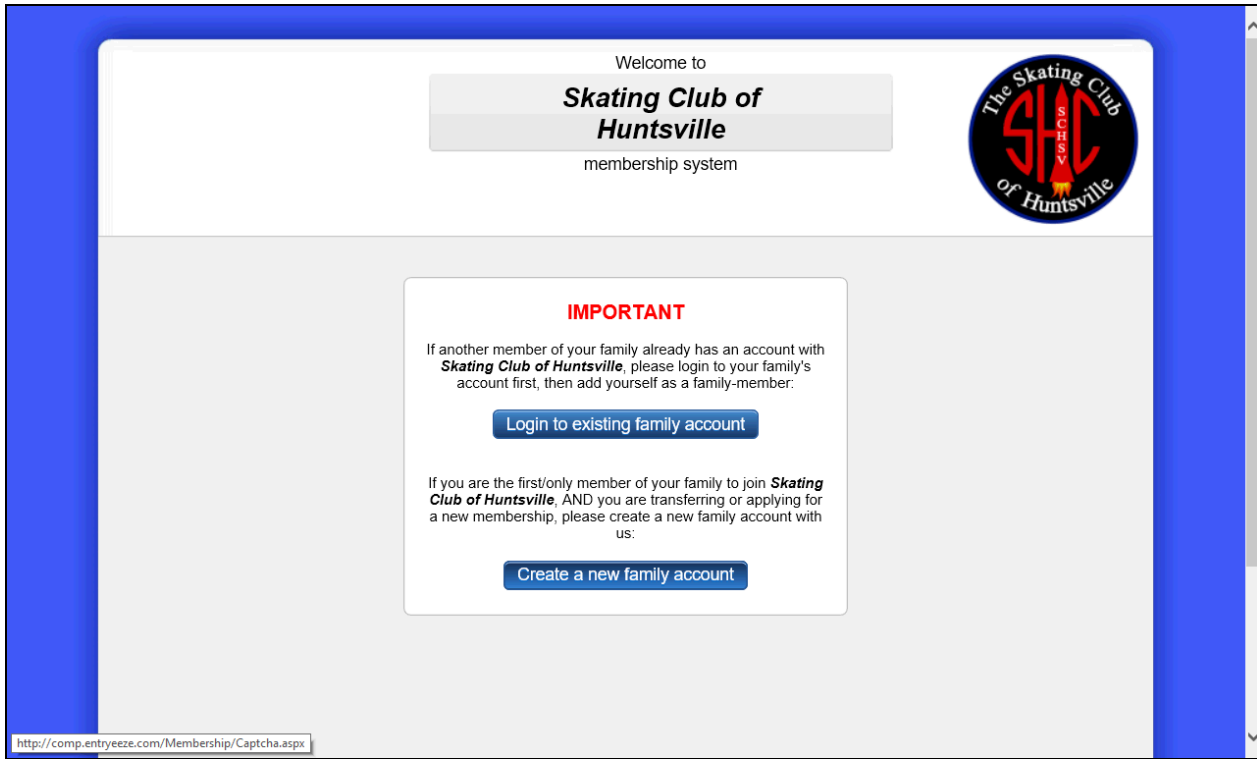
This topic covers how to register as a new family with the club. If you are an existing member or you are transferring your membership to the club, please select from the additional topics covered in this section, as this topic does not apply to you.

Procedure

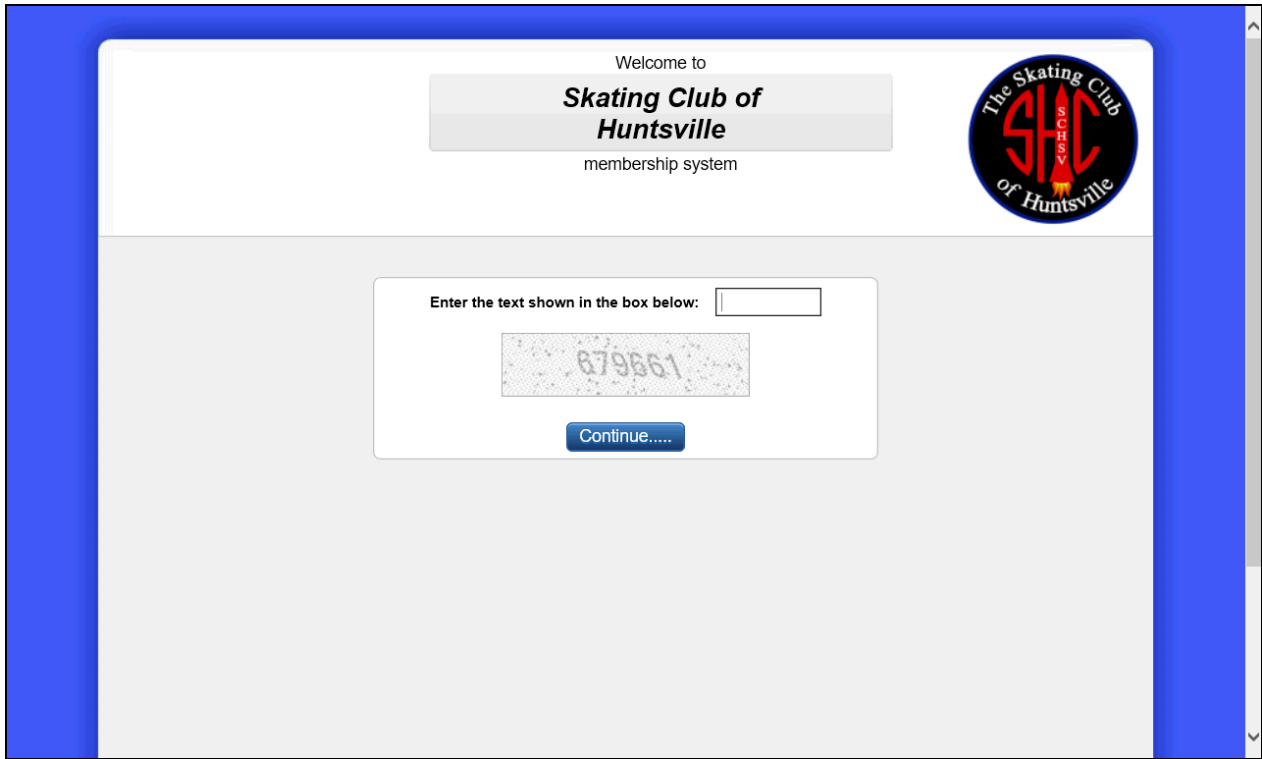
This topic assumes you already know how to locate the club membership site. Before beginning this topic please navigate to the club membership site.



Step	Action
1.	<p>In this topic we will cover Applying for a Membership.</p> <p>Click the Apply for Membership button.</p> <div data-bbox="365 1304 863 1425" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Join our club!</p>  </div>




Step	Action
2.	Click the Create a new family account link. 





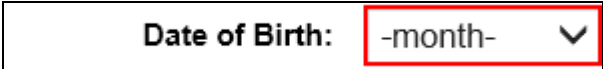
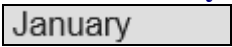



Step	Action
3.	<p>Your entry must match the number on the page. This is done to protect from Spam related entries by automated systems.</p> <p>Enter the desired information into the Enter the text shown in the box below: field. Enter "Matching Number".</p> <p>Enter the text shown in the box below: <input type="text"/></p>
4.	<p>Click the Continue..... button.</p> <p>Continue.....</p>


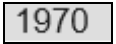
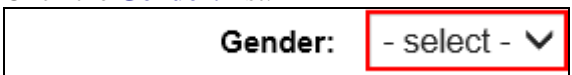
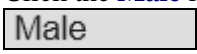

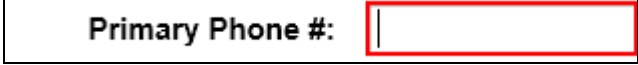
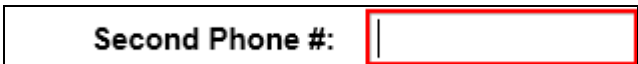


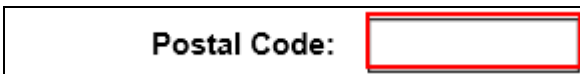
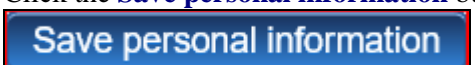
Welcome to
**Skating Club of
 Huntsville**
 membership system



Please enter the new member's information here:

First Name:
 Last Name:
 Date of Birth:
 Gender:
 USFS # (if applicable): (or enter LTS USA #)
 Primary Phone #:
 Second Phone #:
 Email:
 2nd Email:
 Mailing Address:
 Address Line 2:

Step	Action
5.	Enter the desired information into the First Name: field. Enter " BillyBob ". 
6.	Enter the desired information into the Last Name: field. Enter " Hoonanny ". 
7.	Click the Date of Birth: list. 
8.	Click the January list item. 
9.	Click the Date of Birth: list. 
10.	Click the 1 list item. 
11.	Click the Date of Birth: list. 

Step	Action
12.	<p>If necessary, scroll down the page to see additional values</p> <p>Click the scrollbar.</p> 
13.	<p>Click the 1970 list item.</p> 
14.	<p>Click the Gender: list.</p> 
15.	<p>Click the Male list item.</p> 
16.	<p>If you do not have a USFS # yet you may leave this blank and we will populate it once one is issued to you.</p> <p>Enter the desired information into the (or enter LTS USA #) field. Enter "99988877".</p> 
17.	<p>Enter the desired information into the Primary Phone #: field. Enter "2567770987".</p> 
18.	<p>Enter the desired information into the Second Phone #: field. Enter "2569998876".</p> 
19.	<p>Enter the desired information into the Email field. Enter "****.*****@gmail.com".</p>
20.	<p>Enter the desired information into the Mailing Address: field. Enter "204 Nowhere Lane, SW".</p> 
21.	<p>If necessary, scroll down the page to see additional fields.</p> <p>Click the scrollbar.</p>
22.	<p>Enter the desired information into the City: field. Enter "Huntsville".</p> 
23.	<p>Enter the desired information into the Postal Code: field. Enter "35801".</p> 
24.	<p>Click the Save personal information button.</p> 


Step	Action
25.	<p>Once your information is saved and email will be generated and sent to the email address entered in the previous page.</p> <p>To continue the process, check your email and click the link in the email to validate your account and setup a password.</p> <p>Once you have set a password and you are logged into the membership system, continue to the next step.</p>



The screenshot shows the 'The Skating Club of Huntsville' website. The user is logged in as 'BillyBob Hoonanny'. The 'Family Members' section shows 'BillyBob Hoonanny' and an 'Add new family member...' button. The 'Personal Information' section is active, showing the following details:



- Membership: *(not a member)*
- Expires: *N/A*
- First Name: BillyBob
- Last Name: Hoonanny
- Date of Birth: January 1, 1970
- Gender: Male
- USFS # (if applicable): 9998877 (or enter LTS USA #)
- Primary Phone #: 2567770987
- Second Phone #: 2569998876
- Email: jeff.buehrle@gmail.com
- 2nd Email: (empty)
- Mailing Address: 204 Nowhere Lane SW
- Address Line 2: (empty)
- City: Huntsville
- State / Province: Alabama
- Postal Code: 35801

The URL at the bottom of the browser window is <https://comp.entryeeze.com/Membership/Members/Renew.aspx>.

Step	Action
26.	<p>Now we will begin the process of Applying for a Membership as a Parent.</p> <p>Click the Apply / Renew link.</p> 



The screenshot shows the EntryEeze website interface. At the top left is the logo for 'The Skating Club of Huntsville'. To the right is a shopping cart icon with '0' items and a 'Cart / Checkout' button. Below these are links for 'Change password', 'Sign out', 'Return to home page', and 'I need help'. A navigation bar contains tabs for 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions', 'Merchandise', 'Contract Ice', and 'Installments'. A red message states: 'To add a new family member, click the "Manage My Family" tab above'. Below this is a notice about membership renewal: 'June is membership renewal month. Your current membership with The Skating Club of Huntsville and U.S. Figure Skating Association expires June 30. The USFS calendar year runs from July 1 to June 30. Those skaters competing at summer competitions must renew by July 6. This year's club membership renewals are only being accepted via EntryEeze. Also remember to stop by the skating Office to renew your annual School Registration; this is \$25.' The main content area has a table with columns: 'Name', 'Membership Type', and 'Available Options'. The first row shows the name 'BillyBob Hoonanny'. The 'Membership Type' dropdown menu is open, showing options: '- select a membership -', 'Competitive Skater', 'Parent/Guardian', 'Collegiate', 'Associate Member', 'Coach', 'Judges/Officials', 'Introductory', 'Friends of Figure Skating', 'Learn to Skate', and 'Parent/Guardian LTS'. The 'Parent/Guardian' option is highlighted. To the right of the dropdown are three buttons: 'Apply', 'Renew', and 'Upgrade'.

Step	Action
27.	<p>From the Membership Type dropdown, choose the appropriate value.</p> <p>Click the Parent/Guardian list item.</p> 
28.	<p>Now we start the application process.</p> <p>Click the Apply link.</p> 

The Skating Club of Huntsville logo is in the top left corner. Below it, a status bar reads: "You are *applying* for *Parent/Guardian* for *BillyBob Hoonanny*".

The main question is: "We need the name of your previous club:"

There are two radio button options:

- I was previously a member of: [text input field]
- I am not a member of any club

At the bottom are two buttons: "Save" (blue) and "Cancel application" (red).

Step	Action
29.	Please make your selection correctly. Click the I am not a member of any club option. <input type="radio"/> I am not a member of any club
30.	Click the Save button. <input type="button" value="Save"/>



The Skating Club of Huntsville logo is at the top left. Below it, a box says "You are **applying** for **Parent/Guardian** for **BillyBob Hoonanny**".

We need some additional information from you. Please help us by completing this form (required fields are marked with **)

Please note: Fields on this form cannot accept commas, apostrophes, ampersands, or carriage returns

**** Is this member a US Citizen?**

Yes No

**** Membership Fees are Non-Refundable:**


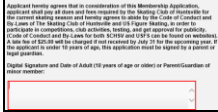
Applicant hereby agrees that in consideration of this Membership Application, applicant shall pay all dues and fees required by the Skating Club of Huntsville for the current skating season and hereby agrees to abide by the Code of Conduct and By-Laws of The Skating Club of Huntsville and US Figure Skating, in order to participate in competitions, club activities, testing, and get approval for publicity. (Code of Conduct and By-Laws for both SCHSV and USFS can be found on websites). A late fee of \$25.00 will be charged if not received by July 31 for the upcoming year. If the applicant is under 18 years of age, this application must be signed by a parent or legal guardian.

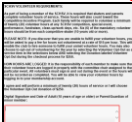
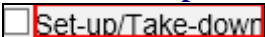

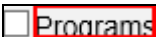

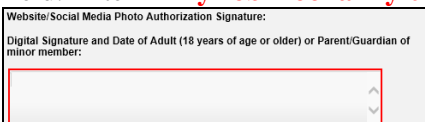
Digital Signature and Date of Adult (18 years of age or older) or Parent/Guardian of minor member:

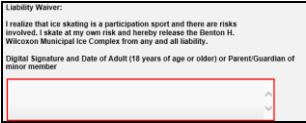

[Scrollable input field]

**** SCHSV VOLUNTEER REQUIREMENTS:**

As part of being a member of the SCHSV, it is required that skaters and parents complete volunteer hours of service. These hours will also count toward the Competitive Incentive Program. Each family will be required to volunteer a minimum

Step	Action
31.	<p>You are now asked a series of questions. Please answer them completely.</p> <p>The first question is regarding your US Citizenship status. Select the appropriate Yes/No value.</p> <p>Click the Yes option.</p> 
32.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Membership Fees Agreement Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
33.	<p>If needed, scroll down the page.</p> <p>Click the scrollbar.</p>

Step	Action
34.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the SCHSV Volunteer Requirements Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
35.	<p>Volunteer Areas Select as many values in this section as desired. The selections are for the persons name on the application. If you are the parent, these selections are for you. When you apply/renew for your skater, there will be additional choices for them.</p> <p>Click the Set-up/Take-down option.</p> 
36.	<p>Click the Consignment Sales option.</p> 
37.	<p>Click the Programs option.</p> 
38.	<p>If necessary, scroll the page for additional information.</p> <p>Click the scrollbar.</p>
39.	<p>The Website/Social Media Photo Authorization section allows us to know which parents do not wish to have their childs picture posted on social media. We will do our very best to adhere to your wishes. Choose your response between Yes/No.</p> <p>Click the Yes option.</p> 
40.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Website/Social Media Photo Authorization Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 

Step	Action
41.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Liability Waiver Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
42.	<p>Click the Save button.</p> 
43.	<p>That is the end of this topic. To continue, see additional topics like Adding Another Family Member to add your skater to the account.</p>
44.	<p>End of Procedure.</p>

Adding a Family Member

In this topic we will cover Adding a New Family Member to your existing account. You would use this to add a skater to the account after you have initially setup your Parent/Guardian account, or you have a new skater in the family that you need to add.

Procedure

Before beginning this topic you must be logged into your account.

The Skating Club of Huntsville

Cart / Checkout

Change password Sign out Return to home page I need help

Manage My Family Apply / Renew Volunteer Donations Test Sessions Merchandise Contract Ice Installments

Family Members (click to view/modify)

BillyBob Hoonanny

Add new family member...

Personal Information Additional Information

Membership: *(not a member)*
Expires: *N/A*

First Name: BillyBob
Last Name: Hoonanny
Date of Birth: January 1 1970
Gender: Male
USFS # (if applicable): 99988877 (or enter LTS USA #)
Primary Phone #: 2567770987
Second Phone #: 2569998876
Email: jeff.buehrle@gmail.com
2nd Email:
Mailing Address: 204 Nowhere Lane SW
Address Line 2:
City: Huntsville
State / Province: Alabama
Postal Code: 35801

Save personal information

<https://comp.entryeeze.com/Membership/NewMember.aspx>

Step	Action
1.	Click the Add new family member... link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">Add new family member...</div>

Welcome to
**Skating Club of
Huntsville**
membership system



Please enter the new member's information here:

First Name:

Last Name:

Date of Birth: -month- -day- -year-

Gender: -select-

USFS # (if applicable): (or enter LTS USA #)

Use prim. phone # from **BillyBob Hoonanny**

Primary Phone #:

Second Phone #:

Use email from **BillyBob Hoonanny**

Email:

2nd Email:

Use address info from **BillyBob Hoonanny**

Mailing Address:

Address Line 2:

City:

State / Province: Alabama

Postal Code:

[Save personal information](#)

Step	Action
2.	Enter the desired information into the First Name: field. Enter " BillyJean ". First Name: <input type="text"/>
3.	Enter the desired information into the Last Name: field. Enter " Hoonanny ". Last Name: <input type="text"/>
4.	Click the Date of Birth: list. Date of Birth: -month- <input type="text"/>
5.	Click the January list item. <input type="text"/>
6.	Click the Date of Birth: list. Date of Birth: <input type="text"/> -day- <input type="text"/>
7.	Click the 1 list item. <input type="text"/>
8.	Click the Date of Birth: list. Date of Birth: <input type="text"/> <input type="text"/> -year- <input type="text"/>
9.	Click the 2003 list item. <input type="text"/>

Step	Action
10.	<p>Click the Gender: list.</p> <p>Gender: <input type="text" value="- select -"/></p>
11.	<p>Click the Female list item.</p> <p><input type="text" value="Female"/></p>
12.	<p>This option allows you to copy in the Parent/Guardian information if your skater does not have their own or you do not wish to enter that information.</p> <p>Click the Use prim. phone # from option.</p> <p><input type="checkbox"/> Use prim. phone # from BillyBob Hoonanny</p>
13.	<p>This option allows you to copy in the Parent/Guardian information if your skater does not have their own or you do not wish to enter that information.</p> <p>Click the Use email from option.</p> <p><input type="checkbox"/> Use email from BillyBob Hoonanny</p>
14.	<p>This option allows you to copy in the Parent/Guardian information if your skater does not have their own or you do not wish to enter that information.</p> <p>Click the Use address info from option.</p> <p><input type="checkbox"/> Use address info from BillyBob Hoonanny</p>
15.	<p>If necessary, scroll the page to see additional fields.</p> <p>Click the scrollbar.</p>
16.	<p>Click the Save personal information button.</p> <p><input type="button" value="Save personal information"/></p>

The Skating Club of Huntsville logo is in the top left. A shopping cart icon with '1' and a 'Cart / Checkout' button are in the top right. Navigation links include 'Change password', 'Sign out', 'Return to home page', and 'I need help'. A menu bar contains 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions', 'Merchandise', 'Contract Ice', and 'Installments'. The main content area has two tabs: 'Personal Information' and 'Additional Information'. Under 'Family Members', there are buttons for 'BillyBob Hoonanny', 'BillyJean Hoonanny', and 'Add new family member...'. The 'Additional Information' section shows:


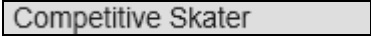

- Membership: (not a member)
- Expires: N/A
- First Name: BillyJean
- Last Name: Hoonanny
- Date of Birth: January 1, 2003
- Gender: Female
- USFS # (if applicable): (or enter LTS USA #)
- Use prim. phone # from BillyBob Hoonanny
- Primary Phone #: 2567770987
- Second Phone #:
- Use email from BillyBob Hoonanny
- Email: jeff.buehrle@gmail.com
- 2nd Email:
- Use address info from BillyBob Hoonanny
- Mailing Address: 204 Nowhere Lane SW
- Address Line 2:
- City: Huntsville
- State / Province: Alabama

Step	Action
17.	Now you are ready to Apply for a membership for your skater. Click the Apply / Renew link. <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Apply / Renew</div>



The screenshot shows the EntryEeze website interface. At the top left is the logo for The Skating Club of Huntsville. To the right is a 'Cart / Checkout' button. Below these are navigation links: 'Change password', 'Sign out', 'Return to home page', and 'I need help'. A main navigation bar contains tabs for 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions', 'Merchandise', 'Contract Ice', and 'Installments'. The 'Apply / Renew' tab is active. The main content area features a message about membership renewal for June, followed by a table of membership options.

Name	Membership Type View membership options	Available Options
BillyBob Hoonanny	Parent/Guardian	Renew another member, or go to the Shopping Cart to complete checkout
BillyJean Hoonanny	- select a membership -	Apply Renew Upgrade

Step	Action
18.	Click the Select a membership list. 
19.	All skaters, regardless of age, should select Competitive Skater membership type. Click the Competitive Skater list item. 
20.	Click the Apply link. 

The Skating Club of Huntsville logo is in the top left corner. Below it, a status bar reads: "You are *applying* for *Competitive Skater* for *BillyJean Hoonanny*".

The main heading is: "We need the name of your previous club:"

There are two radio button options:

- I was previously a member of: [text input field]
- I am not a member of any club

At the bottom, there are two buttons: "Save" (blue) and "Cancel application" (red).

Step	Action
21.	Click the I am not a member of any club option. <input checked="" type="checkbox"/> I am not a member of any club
22.	Click the Save button. <input type="button" value="Save"/>

The Skating Club of Huntsville logo is at the top left. Below it, a status bar reads: "You are **applying** for **Competitive Skater** for **BillyJean Hoonanny**".

Text: "We need some additional information from you. Please help us by completing this form (required fields are marked with **)".


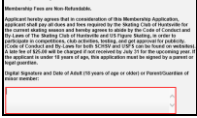
Note: "Please note: Fields on this form cannot accept commas, apostrophes, ampersands, or carriage returns".

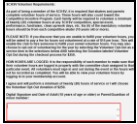


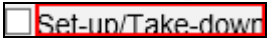

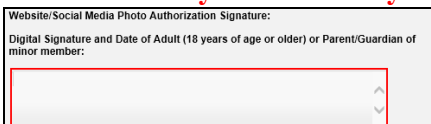
Question: "Is this member a US Citizen?" with radio buttons for "Yes" (selected) and "No".

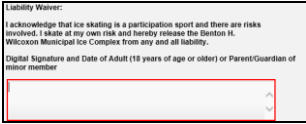
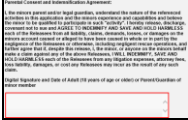
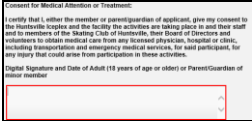

Section: "Membership Fees Agreement: Membership Fees are Non-Refundable." followed by a paragraph of terms and conditions.

Field: "Digital Signature and Date of Adult (18 years of age or older) or Parent/Guardian of minor member:" with a text input field.

Section: "SCHSV Volunteer Requirements:" followed by a paragraph stating that skaters and parents must complete volunteer hours.

Step	Action
23.	<p>You are now asked a series of questions. Please answer them completely.</p> <p>The first question is regarding your US Citizenship status. Select the appropriate Yes/No value.</p> <p>Click the Yes option.</p> 
24.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Membership Fees Agreement Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
25.	<p>If necessary, scroll the page to see additional fields.</p> <p>Click the scrollbar.</p>

Step	Action
26.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the SCHSV Volunteer Requirements Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
27.	<p>Volunteer Areas Select as many values in this section as desired. The selections are for the persons name on the application. If you are the parent, these selections are for you. When you apply/renew for your skater, there will be additional choices for them.</p> <p>Click the Runners option.</p> 
28.	<p>Click the Ice Monitor option.</p> 
29.	<p>Click the Set-up/Take-down option.</p> 
30.	<p>If necessary, scroll the page for additional information.</p> <p>Click the scrollbar.</p>
31.	<p>The Website/Social Media Photo Authorization section allows us to know which parents do not wish to have their childs picture posted on social media. We will do our very best to adhere to your wishes. Choose your response between Yes/No.</p> <p>Click the Yes option.</p> 
32.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Website/Social Media Photo Authorization Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 

Step	Action
33.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Liability Waiver Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
34.	<p>If necessary, scroll the page to see additional fields.</p> <p>Click the scrollbar.</p>
35.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Parental Consent and Indemnification Agreement Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
36.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Consent for Medical Attention or Treatment Signature field. Enter "BillyBob Hoonanny 05/12/2017".</p> 
37.	<p>Click the Save button.</p> 
38.	<p>That is the end of this topic. To continue, see additional topics like Shopping Cart and Check Out, and Adding Another Family Member.</p>
39.	<p>End of Procedure.</p>

Renew your Membership

In this topic we will cover how to renew your membership. We will use an example of a Parent/Guardian and a skater.

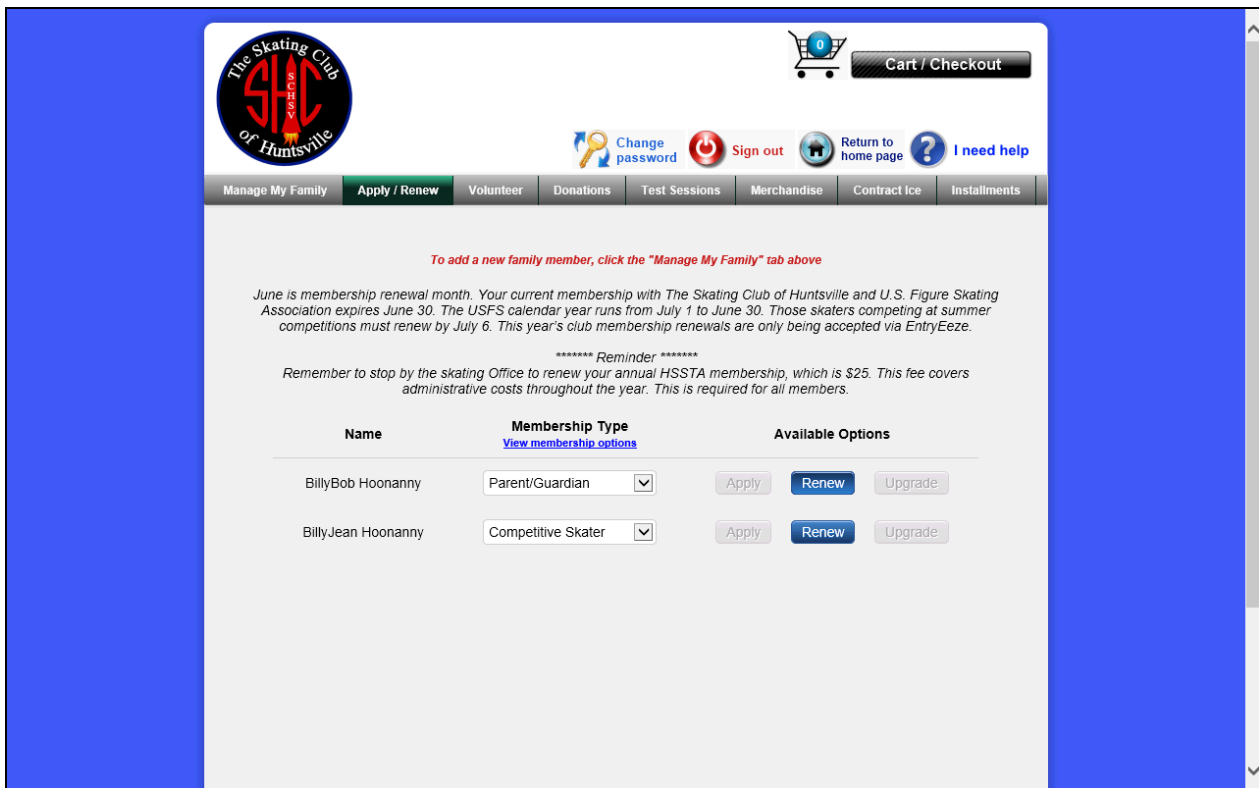
June is membership renewal month. Your current membership with the club and U.S. Figure Skating Association expires June 30. The USFS calendar year runs from July 1 to June 30. Those skaters competing at summer competitions must renew by July 6. This year's club membership renewals are only being accepted via EntryEeze.


******* Reminder *******

Remember to stop by the Skate School Office to renew your annual HSSTA membership, which is \$25. This fee covers administrative costs throughout the year. **This is required for all members.**

Procedure

Before beginning this topic you must be logged into your account.



Step	Action
1.	<p>Begin by renewing the Parent/Guardian membership, if you have one, first.</p> <p>Click the Renew button.</p> 



You are **renewing** for **Parent/Guardian** for **BillyBob Hoonanny**

Please help us keep our records current. Review and update your information:

Date of birth: January 1 1970

Second phone: 2569998876

Primary phone: 2567770987

Email: jeff.buehrle@gmail.com

Address 1: 204 Nowhere Lane SW



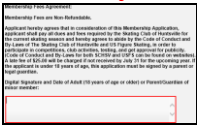
Address 2:

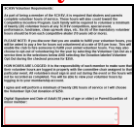


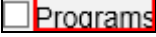

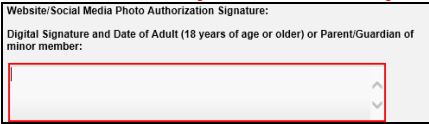
City: Huntsville

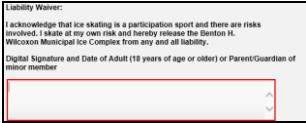

State / Province: Alabama

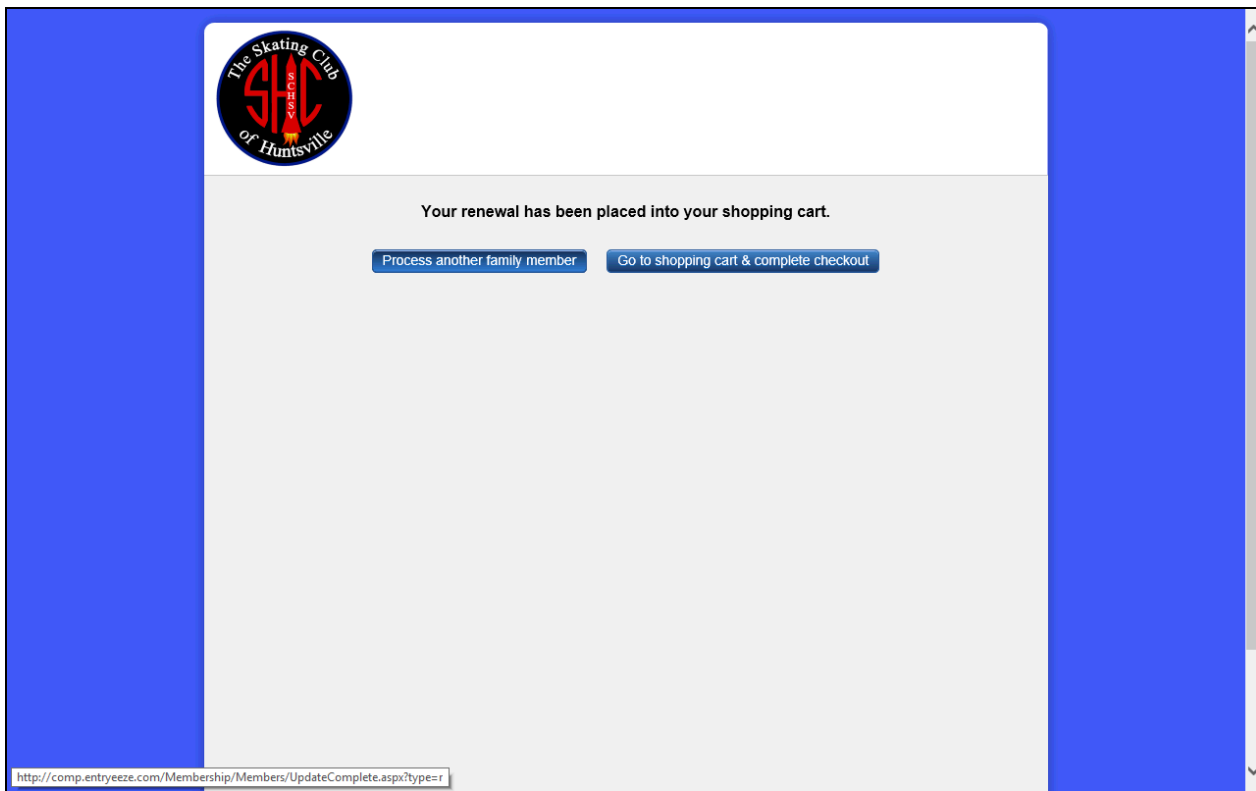
Postal Code: 35801


<http://comp.entryeeze.com/Membership/Members/UpdatePersonalInfo.aspx>

Step	Action
2.	<p>Review the information and correct any missing or out of date information.</p> <p>Click the Save button.</p> 
3.	<p>You are now asked a series of questions. Please answer them completely.</p> <p>The first question is regarding your US Citizenship status. Select the appropriate Yes/No value.</p> <p>Click the Yes option.</p> 
4.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Membership Fees Agreement field. Enter "BillyBob Hoonanny 05/17/2017".</p> 


Step	Action
5.	<p>If needed, scroll down the page.</p> <p>Click the scrollbar.</p>
6.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the SCHSV Volunteer Requirements field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
7.	<p>Volunteer Areas</p> <p>Select as many values in this section as desired. The selections are for the persons name on the application. If you are the parent, these selections are for you. When you apply/renew for your skater, there will be additional choices for them.</p> <p>Click the Registration option.</p> 
8.	<p>Click the Donations option.</p> 
9.	<p>Click the Programs option.</p> 
10.	<p>If needed, scroll down the page.</p> <p>Click the scrollbar.</p>
11.	<p>The Website/Social Media Photo Authorization section allows us to know which parents do not wish to have their childs picture posted on social media. We will do our very best to adhere to your wishes. Choose your response between Yes/No.</p> <p>Click the Yes option.</p> 
12.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Website/Social Media Photo Authorization Signature field. Enter "BillyBob Hoonanny 05/17/2017".</p> 

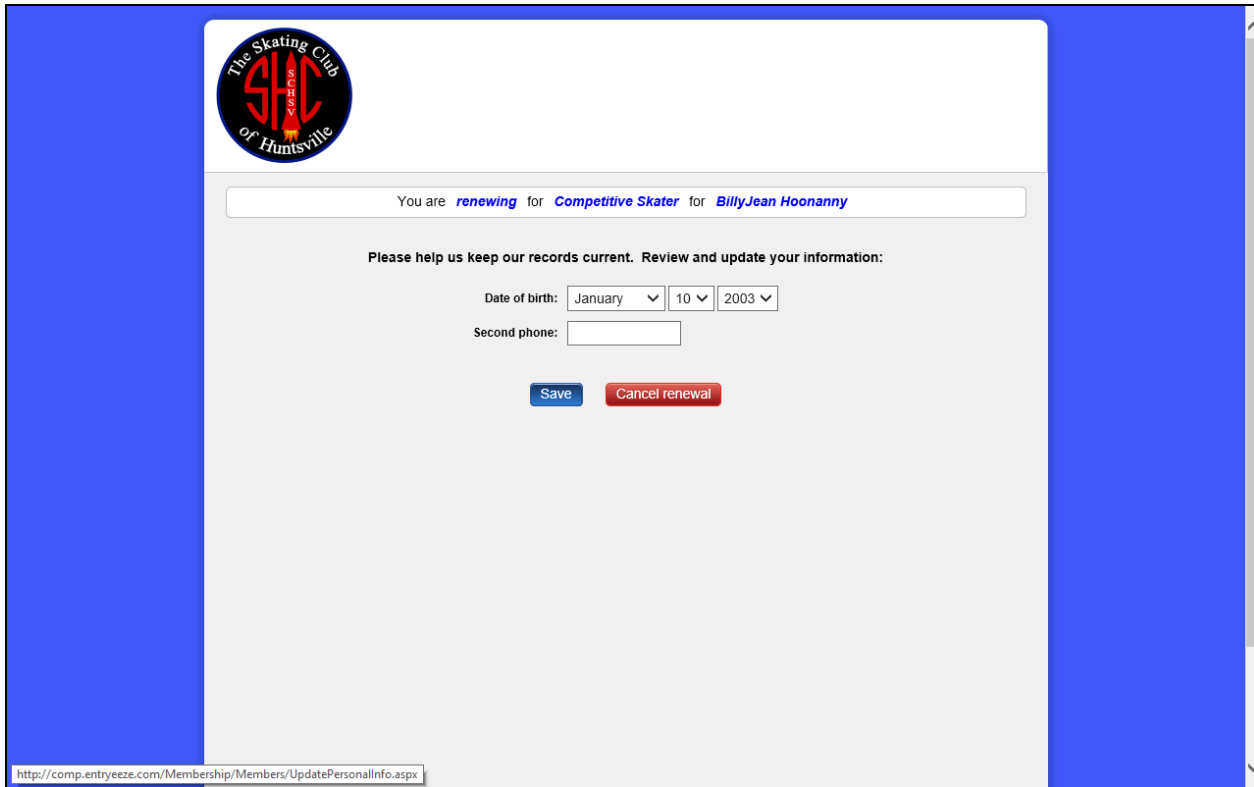
Step	Action
13.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Liability Waiver field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
14.	<p>Click the Save button.</p> 



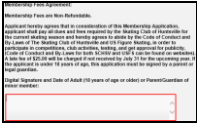


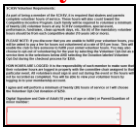




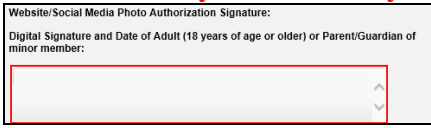
Step	Action
15.	<p>Now you are ready to renew additional family members.</p> <p>Click the Process another family member button.</p> 

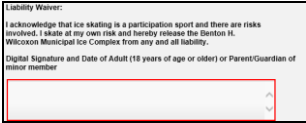
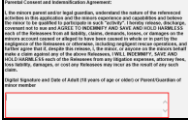
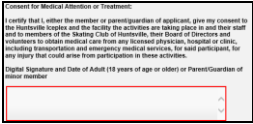

The Skating Club of Huntsville logo is in the top left. A shopping cart icon with '1' is in the top right, next to a 'Cart / Checkout' button. Navigation links include 'Change password', 'Sign out', 'Return to home page', and 'I need help'. The main menu has 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions', 'Merchandise', 'Contract Ice', and 'Installments'. A red message says: 'To add a new family member, click the "Manage My Family" tab above'. A paragraph explains: 'June is membership renewal month. Your current membership with The Skating Club of Huntsville and U.S. Figure Skating Association expires June 30. The USFS calendar year runs from July 1 to June 30. Those skaters competing at summer competitions must renew by July 6. This year's club membership renewals are only being accepted via EntryEeze.' A reminder states: 'Remember to stop by the skating Office to renew your annual HSSTA membership, which is \$25. This fee covers administrative costs throughout the year. This is required for all members.' A table with columns 'Name', 'Membership Type', and 'Available Options' lists 'BillyBob Hoonanny' (Parent/Guardian) and 'BillyJean Hoonanny' (Competitive Skater). For BillyJean, 'Renew' and 'Upgrade' buttons are visible, with 'Renew' highlighted in blue.

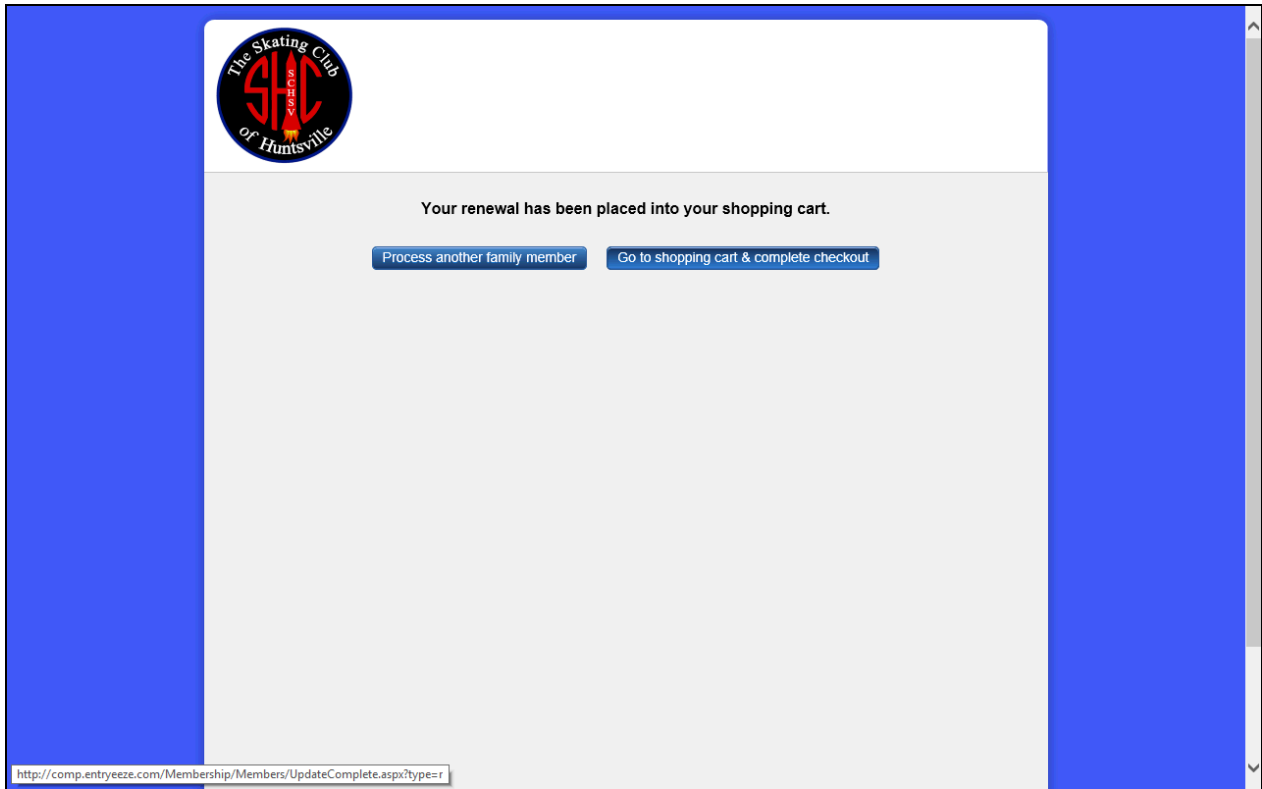
Step	Action
16.	<p>Repeat these steps for each additional family member listed.</p> <p>Click the Renew link.</p> 



Step	Action
17.	<p>Update any additional information as necessary.</p> <p>Click the Save button.</p> 
18.	<p>You are now asked a series of questions. Please answer them completely.</p> <p>The first question is regarding your US Citizenship status. Select the appropriate Yes/No value.</p> <p>Click the Yes option.</p> 
19.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Membership Fees Agreement field. Enter "BillyBob Hoonanny 05/17/2017".</p> 

Step	Action
20.	<p>If necessary, scroll the page.</p> <p>Click the scrollbar.</p>
21.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the SCHSV Volunteer Requirements field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
22.	<p>Volunteer Areas</p> <p>Select as many values in this section as desired. The selections are for the persons name on the application. If you are the parent, these selections are for you. When you apply/renew for your skater, there will be additional choices for them.</p> <p>Click the Ice Monitor option.</p> 
23.	<p>Click the Runners option.</p> 
24.	<p>Click the Awards option.</p> 
25.	<p>If necessary, scroll the page.</p> <p>Click the scrollbar.</p>
26.	<p>The Website/Social Media Photo Authorization section allows us to know which parents do not wish to have their childs picture posted on social media. We will do our very best to adhere to your wishes. Choose your response between Yes/No.</p> <p>Click the Yes option.</p> 
27.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Website/Social Media Photo Authorization Signature field. Enter "BillyBob Hoonanny 05/17/2017".</p> 

Step	Action
28.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Liability Waiver field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
29.	<p>If necessary, scroll the page.</p> <p>Click the scrollbar.</p>
30.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Parental Consent and Indemnification Agreement field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
31.	<p>There are several questions that you will digitally sign by typing your name and the current date. Please read them carefully.</p> <p>Enter the desired information into the Consent for Medical Attention or Treatment field. Enter "BillyBob Hoonanny 05/17/2017".</p> 
32.	<p>Click the Save button.</p> 



Step	Action
33.	<p>You are now ready to checkout and complete the renewal process.</p> <p>Click the object.</p> <div data-bbox="370 1203 927 1255" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>Go to shopping cart & complete checkout</p> </div>

The Skating Club of Huntsville

Change password Sign out Return to home page I need help

Family shopping cart

Renewals / Applications

BillyBob Hoonanny	Renewal (2017-2018): Parent/Guardian	\$70.00	delete
BillyJean Hoonanny	Renewal (2017-2018): Competitive Skater	\$140.00	delete

Please consider making a donation
Donation opportunities can be found [by clicking here](#).

Subtotal: \$210.00

Continue checkout...

<http://comp.entryeeze.com/Membership/Members/ShoppingCart.aspx>

Step	Action
34.	<p>Review the items in your cart and ensure they are correct. If something is not correct, you can Delete it and go back through the renewal process again.</p> <p>Click the Continue checkout... button.</p> <p>Continue checkout...</p>



Step	Action
35.	Click the I understand and agree with the statement above option. <input type="checkbox"/> I understand and agree with the statement above
36.	Click the Continue checkout... button. <input type="button" value="Continue checkout..."/>

The Skating Club of Huntsville


Change password | Sign out | Return to home page | I need help

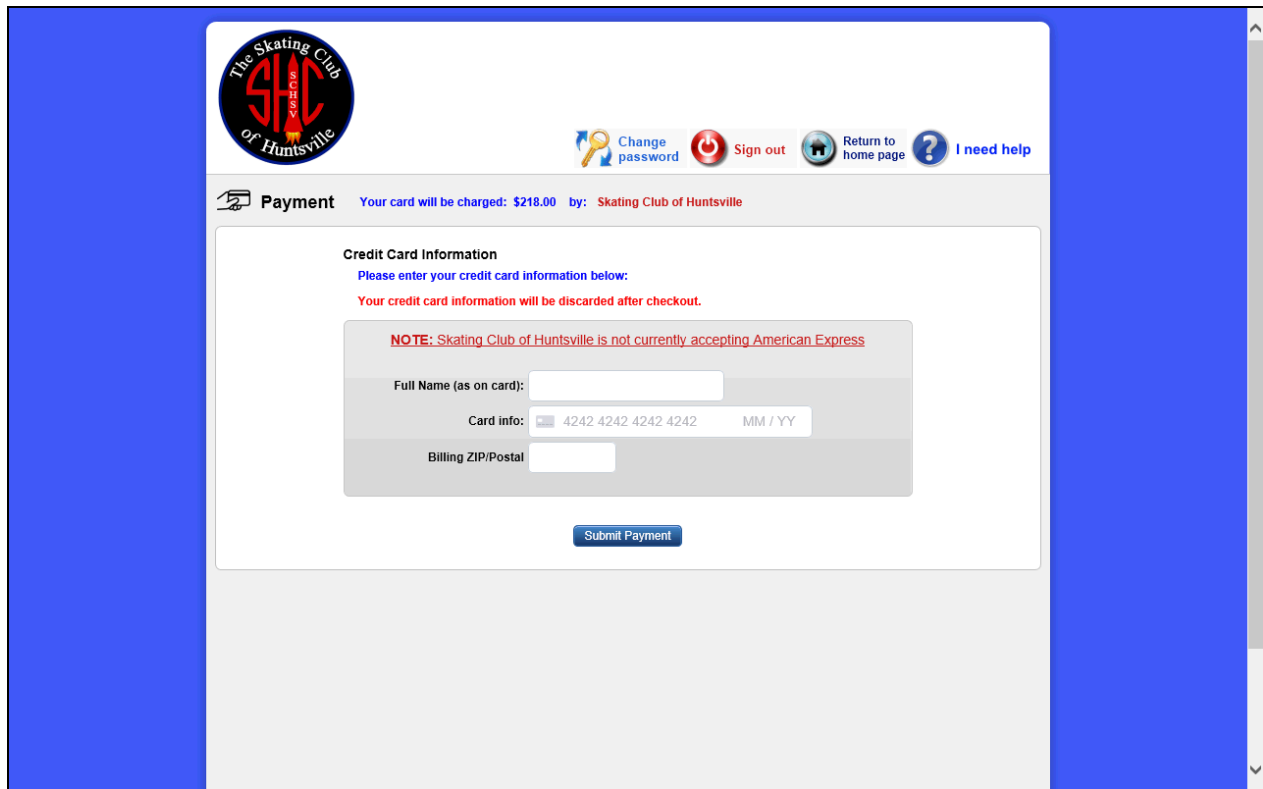
Checkout Please carefully review this page before continuing to payment

BillyBob Hoonanny	Renewal (2017-2018): Parent/Guardian	\$70.00
BillyJean Hoonanny	Renewal (2017-2018): Competitive Skater	\$140.00
Subtotal:		\$210.00
Convenience fee	What's this?	\$8.00
Total amount to be charged:		\$218.00

[Continue checkout...](#)

<http://comp.entryeeze.com/Membership/Members/CreditCard.aspx>

Step	Action
37.	Click the Continue checkout... link. 



The Skating Club of Huntsville logo is in the top left. Navigation links include 'Change password', 'Sign out', 'Return to home page', and 'I need help'. The payment summary shows 'Your card will be charged: \$218.00 by: Skating Club of Huntsville'. The credit card information section includes a note: 'NOTE: Skating Club of Huntsville is not currently accepting American Express'. The form fields are: Full Name (as on card): [input], Card info: 4242 4242 4242 4242 MM / YY, and Billing ZIP/Postal: [input]. A 'Submit Payment' button is located below the form.

Step	Action
38.	Complete the checkout process by entering your credit card information and then click the Submit Payment button.
39.	End of Procedure.

Test Session Registration

In this section we will discuss all aspects of Test Sessions including:

- Registering for a Test Session

Figure skating in the U.S. can be either competitive or recreational, and those learning to skate can choose either route. While competitive skaters are required to participate in the U.S. testing structure to eventually compete in qualifying competitions, recreational skaters can also opt to take tests in order to continually challenge themselves and their abilities.

The official tests of U.S. Figure Skating may be taken by all figure skaters who are members of a member club or collegiate club, individual members who are currently registered with U.S. Figure Skating and are otherwise qualified under these rules, as well as by members of a member association of the ISU.

Tests are marked on a "pass" or "retry" basis. Some tests have numeric marks associated with them that determine if the test is a "pass" or "retry." These are used to establish a "passing" average, and judges use this number as a basis for the quality of the test. Different tests have different standards for "pass" and "retry," along with different procedures for reskating elements in a test. For details, candidates should consult the

rulebook for the particular test to be taken. If a test is marked "retry" a skater may not retake the test prior to the 27th following the date of the original test.

For all tests other than adult and masters tests, age is not a factor. To qualify for an adult test, the candidate must be 21 years of age or older. To qualify for masters tests, the candidate must be 50 years of age or older.

There are several classes of tests in the U.S. Figure Skating structure:

1. Moves in the field (standard track and adult)
2. Free skate (or free skating) (standard track and adult)
3. Pairs (standard track and adult)
4. Compulsory Dance (standard track, solo, adult and masters)
5. Free dance (standard track and masters)

The order in which tests are taken is important. According to TR 2.02 in the rulebook: A candidate shall not be eligible to take a higher-level test until all of the preceding tests in the same category have been passed or completed except as otherwise specified in these rules.

Please refer to the U.S. Figure Skating Rulebook (<http://www.usfigureskating.org/story?id=84114>) to gain a better understanding of all the test rules and expectations before testing. Further description of the elements of each test is available in the rulebook.

Register for a Test Session

In this topic we will cover how to register for a Test Session.


Procedure

Before beginning this topic you must be logged into your account.



The screenshot shows the 'Test Sessions' page for a family member. The page has a blue header with the 'The Skating Club of Huntsville' logo and a 'Cart / Checkout' button. Below the header is a navigation bar with links: 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions', 'Merchandise', 'Contract Ice', and 'Installments'. The 'Test Sessions' link is highlighted. The main content area is divided into two sections: 'Family Members' and 'Personal Information'. The 'Family Members' section shows two members: 'BillyBob Hoonanny' and 'BillyJean Hoonanny', with an 'Add new family member...' button. The 'Personal Information' section shows the following details: Membership: Parent/Guardian, Expires: Jun 30, 2017. Fields include: First Name: BillyBob, Last Name: Hoonanny, Date of Birth: January 1, 1970, Gender: Male, USFS #: 99988877 (or enter LTS USA #), Primary Phone #: 2567770987, Second Phone #: 2569998876, Email: jeff.buehrle@gmail.com, 2nd Email: (empty), Mailing Address: 204 Nowhere Lane SW, Address Line 2: (empty), City: Huntsville, State / Province: Alabama, Postal Code: 35801. A 'Save personal information' button is at the bottom right. A URL bar at the bottom left shows: https://comp.entryeeze.com/Membership/Members/TestSessions.aspx

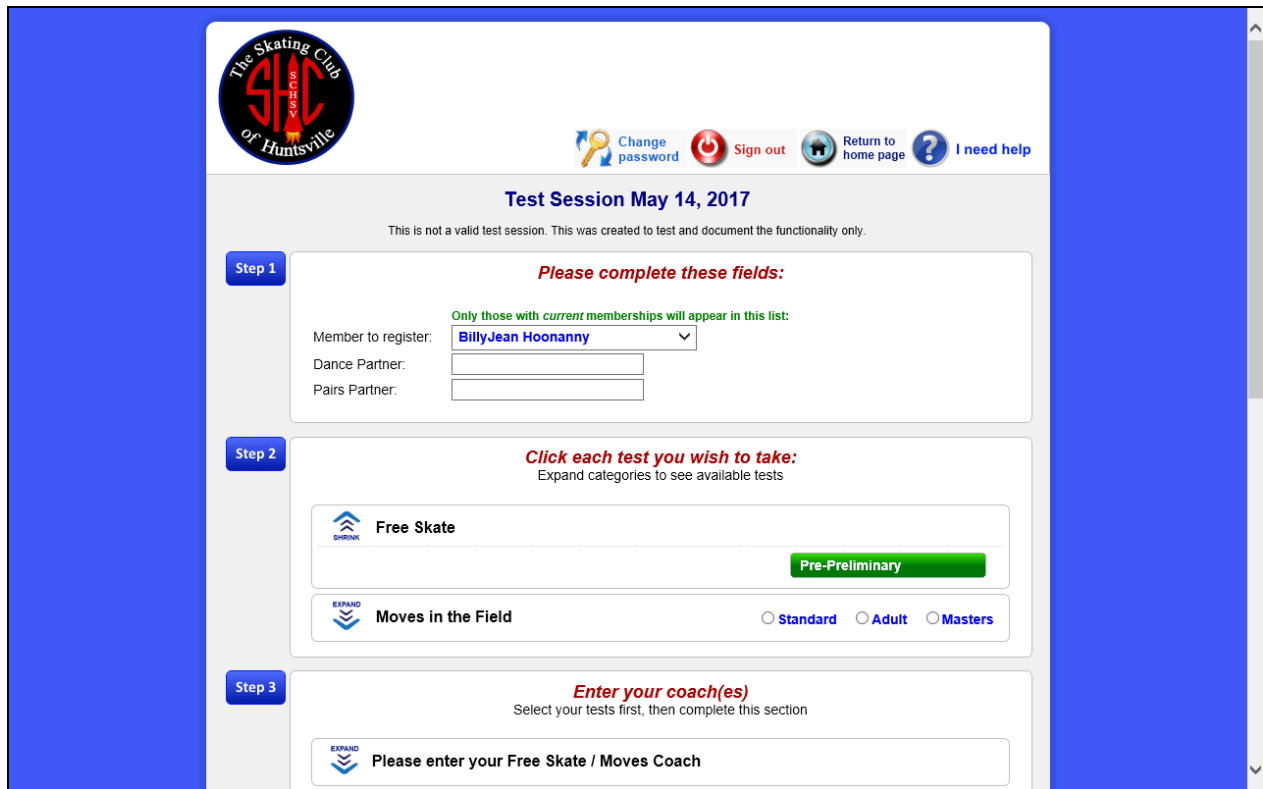
Step	Action
1.	<p>To Begin, locate the Test Session link at the top of the page.</p> <p>Click the Test Sessions link.</p> <p>Test Sessions</p>

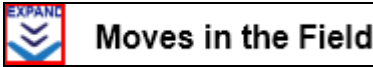



The screenshot shows the Entryeeze Membership System interface. At the top left is the logo for The Skating Club of Huntsville (SHC). To the right is a shopping cart icon with '0' items and a 'Cart / Checkout' button. Below these are links for 'Change password', 'Sign out', 'Return to home page', and 'I need help'. A navigation menu includes 'Manage My Family', 'Apply / Renew', 'Volunteer', 'Donations', 'Test Sessions' (highlighted), 'Merchandise', 'Contract Ice', and 'Installments'. The main content area displays 'Test Session May 14, 2017' with session and deadline dates. A red warning message states: 'This is not a valid test session. This was created to test and document the functionality only.' Below this, it says 'You are not registered for this session' and provides a 'Click here to register' button. A secondary note says 'If you register for this test session, your schedule will appear here when it becomes available'. The browser address bar at the bottom shows the URL: http://comp.entryeeze.com/Membership/Members/MemberTestForm.aspx?id=1875.

Step	Action
2.	Click the Click here to register button. 

Step	Action
3.	Click the Member to register: list. Member to register: - please select a family member -
4.	Select the skater you wish to register for the session. Click the BillyJean Hoonanny list item. BillyJean Hoonanny

Step	Action
5.	Expand the section to see the options available. Click the Free Skate button. 
6.	Select the proper test level. Click the Pre-Preliminary button. 



Step	Action
7.	Expand the section to see the options available. Click the Moves in the Field button. 
8.	Choose the correct option between Standard, Adult, or Masters. Click the Standard option. 
9.	Select the proper test level. Click the Pre-Preliminary link. 
10.	If necessary, scroll the page to see additional fields. Click the scrollbar.
11.	Expand the section to see the options available in Step 3 for Coaches. Click the Expand button. 

Step 3

Enter your coach(es)

Select your tests first, then complete this section

Please enter your Free Skate / Moves Coach

Begin typing your coach's name in this field, then click it when it appears in the auto-suggestion box:

Your Coach:

OR, if you can't find your coach using the field above:

Coach's Name: *

Coach's Email: *

Coach's Phone #: *

Coach's USFS #:

Step 4

Review your charges:

Free Skate, Pre-Preliminary	\$0.00
Moves in the Field, Pre-Preliminary	\$0.00
\$0.00	
Convenience fee	\$1.50
Total charge	
	\$1.50

Step 5

Complete payment:

Credit Card Information

Please enter your credit card information below:
Your credit card information will be discarded after checkout.

NOTE: Skating Club of Huntsville is not currently accepting American Express

Step	Action
12.	<p>Begin typing your coach's name in the field, then click it when it appears in the dropdown.</p> <p>Enter the desired information into the Your Coach: field. Enter "Ginger".</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <p>Your Coach: <input style="width: 150px;" type="text"/></p> </div>
13.	<p>Select your coaches name. The name selected here is just an example. Be sure to select your coaches name.</p> <p>Click the Gober, Ginger object.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <p>Gober, Ginger</p> </div>
14.	<p>If necessary, scroll the page to see additional fields.</p> <p>Click the scrollbar.</p>
15.	<p>This is the end of the topic. It does not include the payment process, as this is a standard process.</p>
16.	<p>End of Procedure.</p>

Volunteer Hours and Opportunities

In this section we will cover all aspects of the Volunteer functionality including:

- Viewing Volunteer Family Hours
- Viewing Volunteer Opportunities

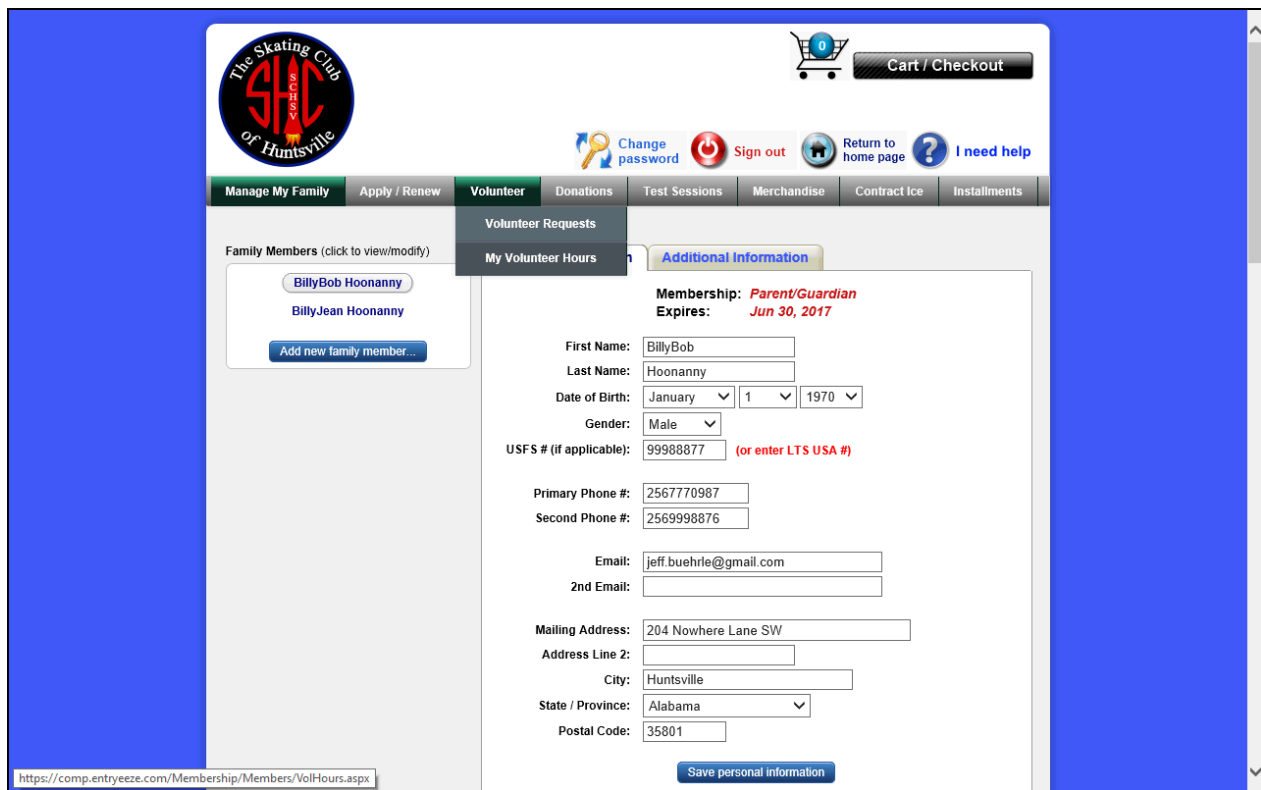
Volunteer Hours

In this topic we will cover how to view your volunteer hours for an individual family member and for the entire family.


Procedure

Before beginning this topic please login to your account.



Step	Action
1.	Locate the Volunteer Menu.



The screenshot shows the website interface for 'The Skating Club of Huntsville'. The 'Volunteer' menu is active, and the 'My Volunteer Hours' sub-menu is selected. The page displays a list of family members: BillyBob Hoonanny and BillyJean Hoonanny. A form for entering member information is visible, including fields for First Name, Last Name, Date of Birth, Gender, USFS #, Primary Phone #, Second Phone #, Email, Mailing Address, Address Line 2, City, State / Province, and Postal Code. The membership status is shown as 'Parent/Guardian' and expires on 'Jun 30, 2017'. A 'Save personal information' button is located at the bottom of the form.

Step	Action
2.	<p>Under the Volunteer menu, select My Volunteer Hours.</p> <p>Click the My Volunteer Hours link.</p> 



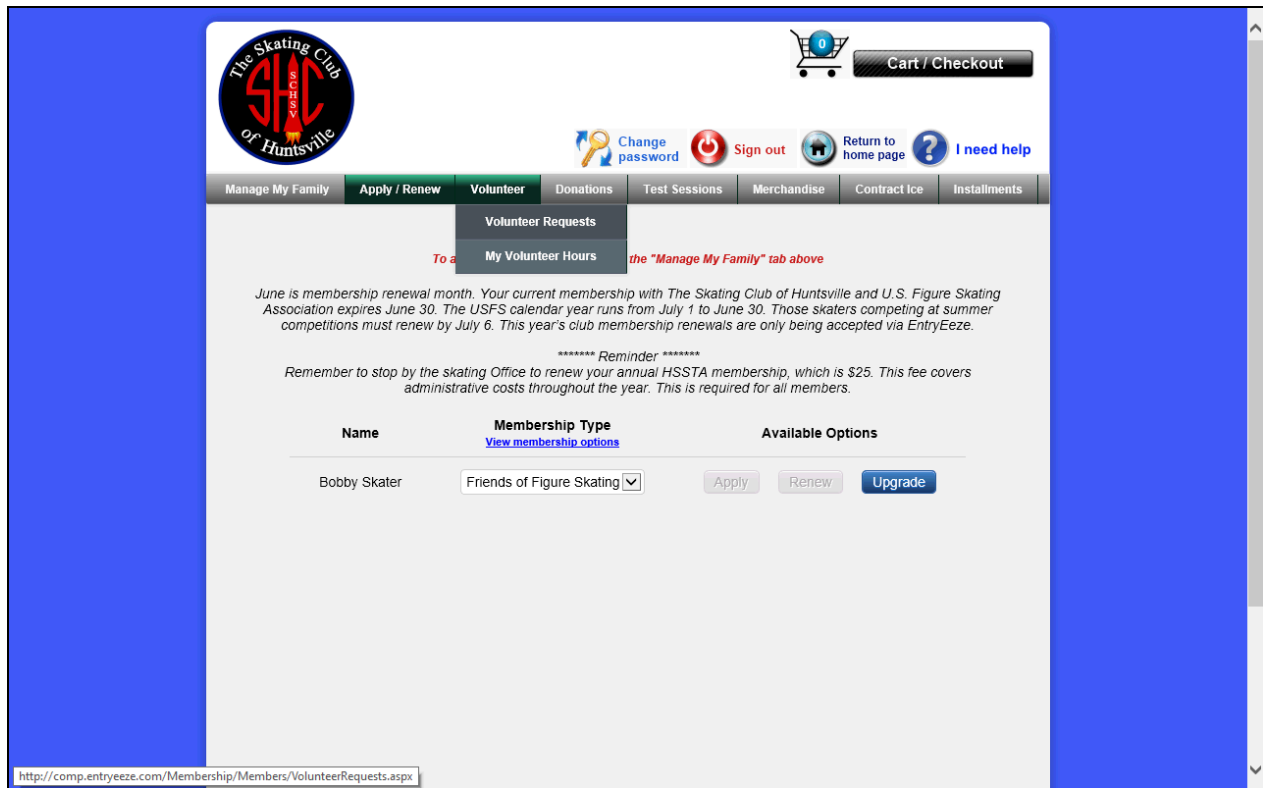
Step	Action
3.	<p>To see volunteer hours recorded for an individual, click on their name.</p> <p>Click the BillyBob Hoonanny object.</p> 
4.	<p>Click on a different name to review their total volunteer hours.</p> <p>Click the BillyJean Hoonanny object.</p> 
5.	<p>End of Procedure.</p>

Review Volunteer Opportunities

In this topic we will cover how to view volunteer opportunities available for club members to earn the required number of volunteer hours.

Procedure

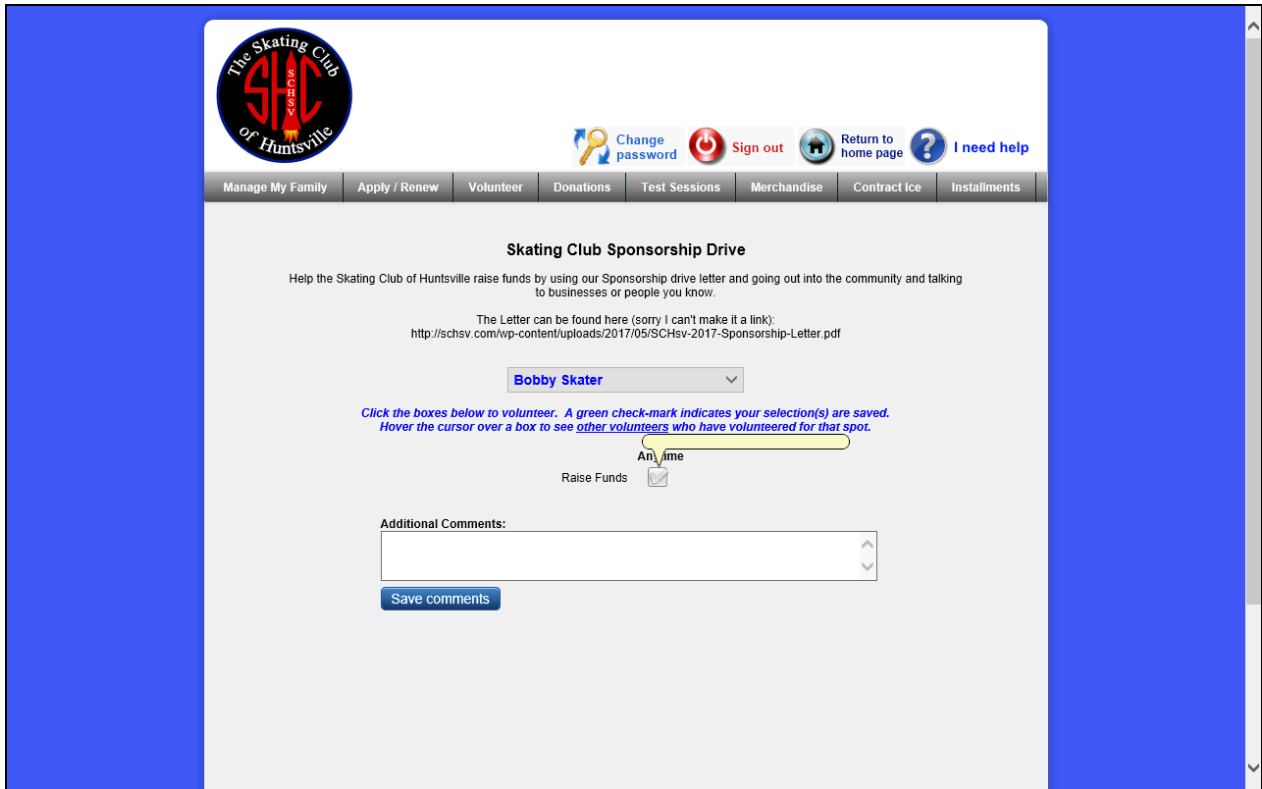
Before beginning this topic you must be logged into your account.

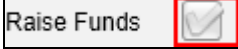

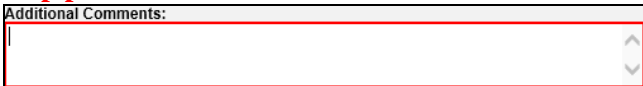



Step	Action
1.	<p>Locate the Volunteer Menu at the top of the page. Hovering over it with the mouse will cause it to drop down, revealing additional options.</p> <p>Click the Volunteer Requests link.</p> <div data-bbox="367 1591 716 1661" style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #333; color: white; text-align: center;"> Volunteer Requests </div>



Step	Action
2.	<p>The available Volunteer opportunities will be listed on this page.</p> <p>Click the Skating Club Sponsorship Drive link.</p> <p><u>Skating Club Sponsorship Drive</u></p>



Step	Action
3.	Check the box next to an activity and time where you can volunteer. Click the Raise Funds link. 
4.	Click the Save All button. 
5.	Add additional comments so we can reach out to you. Enter the desired information into the Additional Comments: field. Enter " I would like to help please send me information ". 
6.	Click the Save comments link. 
7.	End of Procedure.