



Intercollegiate Competition Entry Form Instructions

All athletes must be:

1. Current members of U.S. Figure Skating (any home club)
2. Currently enrolled as a full-time student, as defined by the college they attend (applies to both undergraduate and graduate students).
3. Test eligible for the events they are entered in, per the Intercollegiate Technical Rulebook.

Test levels and membership will be checked by U.S. Figure Skating. Ineligible skaters may be disqualified from the event with no refund or substitution. Please check the membership and test level of all skaters before entering them in a competition.

Solo Dance Events:

Reminder: Passing a dance test means having passed ALL tests in that level.

Verifying Student College ID Numbers:

Please fill in each of your skater's college ID number certifying that they are currently registered students and considered by the above college or university to be **full-time students**. All skaters must be current full time students as of the competition entry deadline to be eligible to compete.

Instructions:


1. Download the competition entry form excel document to your computer.
2. In the first box, type in: university, team contact, phone and email.
3. Enter your team roster (up to 30 skaters may be listed.)
4. Each number and outlined box is designated to one skater. (Do **not** try and type in the grey area.) Type in skater's **First Name, Last Name, Gender, College ID No.** and **USFS No.**



University:						
Team Contact:						
Phone:						
Email:						
Skater First Name	Skater Last Name	Gender	College ID No.	USFS No.	Entries	
1 Sally	S				1	
					2	
					3	
					4	
					5	
					2	
					2	
					3	
					4	
					5	
					3	
					2	
					3	
					4	
					5	



- Assign skater to appropriate events from the **“entries” dropdown menu**. A skater can compete in a maximum of 5 events (1 free skate, 1 short program, 2 dances and 1 team maneuver)

					
University:					
Team Contact:					
Phone:					
Email:					
Skater First Name	Skater Last Name	Gender	College ID No.	USFS No.	Entries
Sally	S				1
					2
					3
					4
					5
					1
					2
					3
					4
					5
					1
					2
					3
					4
					5



- For more than 20 starts, please indicate which order you would like them eliminated in. (ie, in the event of too many starts, #1 will be eliminated first)

NOTE: Not all skaters on the roster need to be assigned to compete. These unassigned skaters could be used as substitutions per Section 3.B. in the [Intercollegiate Technical Rulebook](#).

- Once completed, be sure to **SAVE** your work.
- Upload document to the entry and payment form link [here](#) and follow the instructors on the form to complete payment.