

REGISTERING YOUR BASIC SKILLS MEMBERS

The primary step to running a successful Basic Skills Program is to register your members. Registering your skaters and staff members entitles them to:

- Sports accident insurance coverage
- Participate in Basic Skills lessons, competitions and performances
- Receive membership cards and current membership materials (i.e. record books, instructor manuals, member/year patches)

Also, in order for a registered Basic Skills Program to remain active, a program must maintain a current roster of members each membership season.

The Basic Skills membership season runs from July 1 – June 30 of the following year (i.e. July 1, 2009 thru June 30, 2010). Memberships processed any time during a season are good through the end of the season. We do not pro-rate fees.

HOW TO REGISTER YOUR MEMBERS: To register your members, use one of the methods below. Faxed registrations or spreadsheets are not acceptable forms of registration. Only use the registration forms we issue you or register your members online. We only accept registrations sent to us from the program director. Registrations received from individual members or instructors must be verified by the director prior to processing.

Option 1: ONLINE:

By registering your members online, you will receive materials faster. Also, once you have processed your payment, those members are current. The other benefit of using the online system is to access current and past rosters and to order supplies. A user name and password is issued to the designated program contact/skating director only using his/her membership ID number. If you do not yet have this information, contact Cindy Pacheco @ 719.635.5200 ext. 452 or cpacheco@usfigureskating.org. When you are using this option, it is not necessary to send anything to U.S. Figure Skating.

Option 2: MAIL:

When mailing your registrations, you need to make sure to include the following:

- **TRANSMITTAL FORM:** Each time you mail us your registrations, please include the transmittal form. Registrations mailed without this form can cause delays and may not be processed. Please make sure you are using the current season's transmittal form.
- **REGISTRATIONS:** Complete a registration for each student and/or instructor using the half-sheet forms or the alternative registration form. For students returning from the past season, you can use a "Renewal Roster." These rosters are available at any time upon your request.
- **PAYMENT:** See payment options below.

PAYMENT OPTIONS:

Membership fee per season = \$10.00 per skater and instructor.

A shipping and handling charge is applied to each order of registrations received. (See the current season's Transmittal Form for current shipping rates).

We accept the following forms of payment:

- **CHECKS:** please make payable to U.S. Figure Skating. To ensure expedient processing, please send just one check.
- **CREDIT CARDS:** We accept Master Card, Visa, American Express, Discover
- **PURCHASE ORDERS:** If your program must be invoiced before a check can be made for registration fees, a purchase order number must accompany your registration forms.

MEMBERSHIP CARDS, RECORD BOOKS, INSTRUCTOR MANUALS & PATCHES:

Record books and instructor manuals are NOT available for purchase. They are included in the membership packet. As soon as registrations are processed, membership packets and cards are mailed out to your program along with a list of members registered for that batch. It is the program's responsibility to pass out the materials. The turn around time for mailed registrations is at least two weeks from the date we receive them.

