



# How to Upload your Video/Forms to EntryEeze

## Prerequisites

1. Be signed up for the current test session in EntryEeze
2. Have a computer with access to the internet
3. Have a copy of your video saved to your computer
  - a. If you use iCloud which automatically saves all photos and videos, simply log on to <https://www.icloud.com/> and download the video to a location on your computer
  - b. If you don't use iCloud you can use a USB cord to attach your phone directly to your computer to download the video
4. Have the required attestation forms filled out and scanned into one document. The attestation forms consist of the Names & Likeness and the Performance Affidavit.
5. For non-members, a Permission to Test form is required. This can be obtained from your home club, and can be uploaded at the end of registration. If the form is not uploaded upon registration, then a link to upload will be sent by EntryEeze at a later date.

## Steps for Registration

1. Visit <http://entryeeze.com/>
2. Click on the blue "Find Your Home Club button" on the far, right hand side of the landing screen
3. Enter "Sun Valley Figure Skating Club" (Tip: As soon as you type the word "Sun", our club name appears in the drop-down menu)
4. Select our Club and you will be taken to our EntryEeze landing page
5. **Existing Members** – Select Access My Account and log in
6. **New Members** – Please join the club FIRST and then sign up for your test(s)
7. **Non-Members** – There is a non-member sign up button in the upper left-hand corner of the landing page

## Steps for Uploads

### SVFSC Members

1. At the top of the screen click on Test Sessions
2. Next, click on "Manage My Video" underneath the test you want to upload a video for.
3. Click on Choose File
4. Select the video from the location on your computer where you saved it
5. Click Upload file
6. Repeat steps 5-9 to upload the forms (all forms saved as one file) for the test but in the "Attestation Form" section

### Non-Members


Upon registration and payment, you will receive an email with a link to upload your video/forms. If you don't see an email, please check your spam/junk folder. Please also add [admin@entryeeze.com](mailto:admin@entryeeze.com) to your trusted senders list, whitelist, or contacts list to ensure that the emails from the system do not go to your junk/spam folders. If you still can't find an email with a link for uploading, please contact [virtualtestchair@sunvalleyfsc.org](mailto:virtualtestchair@sunvalleyfsc.org) to have the link re-sent. Please note that the link will be sent to the parent or skater email address that was listed upon registration. You can forward the email/link to a coach if they will be processing the uploads.

\*\* Please note – EntryEeze does not currently send any confirmation of successful video/forms uploads to you or the Test Chair. Feel free to reach out to [virtualtestchair@sunvalleyfsc.org](mailto:virtualtestchair@sunvalleyfsc.org) once you've uploaded to confirm everything looks correct.

# SCREENSHOTS for member uploads:

comp.entryeeze.com/Membership/Welcome.aspx?cid=82

Welcome to  
**First Coast Figure Skating Club of Jacksonville**  
membership system



To register for an upcoming test session:  
[Click here](#)

**Existing Members**  
[Access my account](#)

**New Members & transferring members**  
Join our club!  
[Apply for membership](#)

**Administrators**  
Manage your membership information  
[Administrator Login](#)

**Announcements**

**Membership**  
2020/2021 Membership expired on June 30, 2021. Renewal for 2021/2022 is now open. Please note that 3 volunteer hours or a \$50 volunteer fee are required to renew. A late fee will apply for renewals after July 15, no exceptions.

**October Virtual Test session registration is now open - Click the Testing tab to register!**

**Board of Directors 2021-2022**


**Officers**

**President**  
Robyn Cebulko

**Vice President**  
Tyler Meek

Callout 1 points to the club name. Callout 2 points to the 'Access my account' button.

Welcome to  
**First Coast Figure Skating Club of Jacksonville**  
membership system



**3**

Your email address:

Password:

[Login](#)

Forgot your password? [click here](#)

**Helpful hint:** If you have never established a password for your membership account, we can still help you login. To begin, use the "Forgot password" link above.

**PLEASE NOTE:** To establish your initial password, you **MUST** receive a "welcome" email and click the link within it. You can use the "Lost password" link to generate a welcome email -- please check your Spam / Junk folder for the email if you do not see it in your Inbox.

Callout 3 points to the login form area.



### November 20, 2021 Virtual Test Session

Session Date:

Saturday, Nov 20, 2021 Deadline: Sat, Nov 20, 2021 8:00 AM

Please do all possible to upload forms and video through Entyeeze. Multiple forms will need to be saved to a memory stick and uploaded as 1 file. There is a separate upload for non members permission forms.

Take care to only video the test when less then 8 people on the ice.

Required forms: Consent and Affidavit can be found on our club website under "testing"

Please feel free to email any questions to:

Chrissy Bennett- FCFSC Test Chair fcscjax@yahoo.com

Moves in the Field, Juvenile  
Standard track

Manage My Video

Pairs, Juvenile

Manage My Video

Your test session schedule will appear here when it is available.

