



How to Upload your Test Session Video 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. **Already have scanned, emailed and downloaded your consent form and performance affidavit into a SINGLE FILE (only 1 file and 1 video can be uploaded)**
 - a. Name and Likeness Release and Consent Agreement (Required for Test Session)
 - b. Performance Affidavit for Virtual Test Submission (Required for Test Session)
 - c. *For Non-Members only* – Permission to test form

Steps

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

SCREENSHOTS:

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 than 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 fcfscjax@yahoo.com



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

