BC/YK INSTRUCTIONS FOR ENTERING PLANNED PROGRAM INFORMATION

All skaters entering BC/YK Super Series competitions will no longer enter their Planned Program when they register on Karelo. A program is now in operation on Coast Registry for each skater to submit their planned program information. This information will be saved and used for each competition. The program allows the skater to edit their program elements if there are changes as the season progresses. Please follow these step by step instructions to set up your account. Don't forget to edit the element information if your program changes.

If you have any questions or require assistance, please email support@coastregistry.com

1. Go to http://www.coastregistry.com/CRCompetition.aspx?HostID=2&op=PlannedProgram

2. Click on Submit your Planned Program

3. Click Login or Create an Account box

4. Click on Register now

5. Create a user name and complete the registration information

6. Click on Identify the Skater box

7. Enter information as requested on screen. Please make sure you are using standard name rules (***capitalize first letter of each name only! Please do not use CAP Lock***). Click OK - The base skater profile is setup!

8. Click on Submit Planned Program box using the drop down box to choose the event that the skater has been entered in. If the skater is entered in an event that only has one portion, only a Free Program entry box will be available; if the skater is entered in an event that has both a short and a free skate program, both boxes will be available.

9. Using the drop down options choose the elements that the skater is planning to execute. Do not click okay until both programs have been entered if your skater has both a short and a free skate program (but don't worry… if you did you were brought back to the original screen… just start the process again choosing your skater from the pop menu and choose Edit to bring the entry screen back up).

10. Once everything is entered click OK - You're done!

   The following document may also be of assistance:
http://www.coastregistry.com/help/CoastRegistry%20Submitting%20Planned%20Programs.pdf