

Virtual Testing with Triangle Figure Skating Club

General Information

Triangle Figure Skating Club is open to all USFS members and offers all levels of skating skills, singles, pairs, pattern dance, and solo free dance. Virtual test sessions are held on the 15th and 30th of each month. In February, the test dates will be held on the 15th and 28th.

Entryeeze is used to sign up for a test and within 5 days of signing up, the Triangle FSC Test Chair will provide the coach and skater (or skater's parent if they are a minor) a Google Drive Folder to house their test video and required documentation. The tests that are submitted during the test session must be recorded no more than 14 days before they are submitted and will be sent to the judges on the test session date. The judges will be asked to provide results within 1 week of the test session date.

Once the judges have provided their results and feedback, the test chair will place the results in the Google Drive Folder and reach back out to the coach and skater (or skater's parent if they are a minor) to let them know results are available. Refunds for signups for testing in Entryeeze are at the discretion of the Triangle FSC board and not common. The following sections provide more detailed information about the virtual test sessions.

Requirements to Check Ahead of Registering for a Virtual Test Session

Before registering for a test, please ensure that your USFSA membership is valid for the current season. Seasons start in July and run through June. Skaters, coaches, and judges involved in the test session must all have current memberships and be compliant. If you are unsure about your membership or compliance, please reach out to the board for the figure skating club to which you belong.

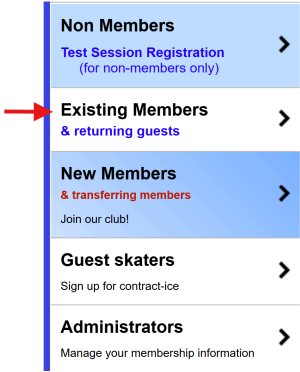
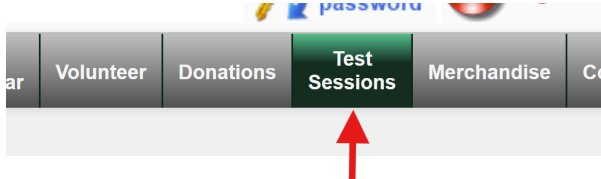
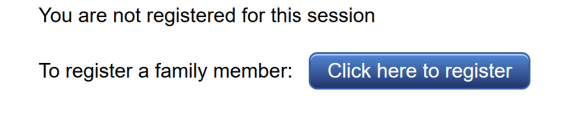
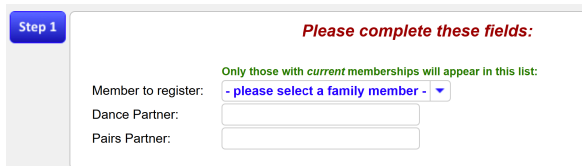
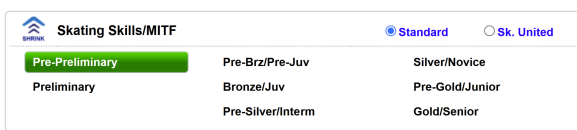
Registering for a Virtual Test Session - Triangle FSC Member

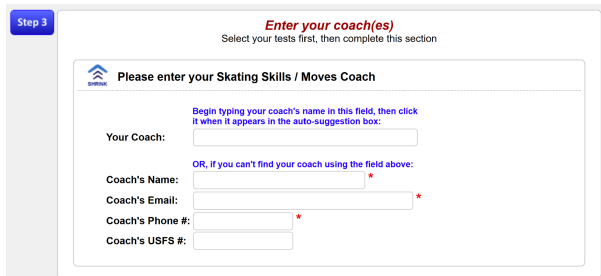
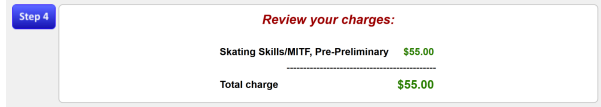
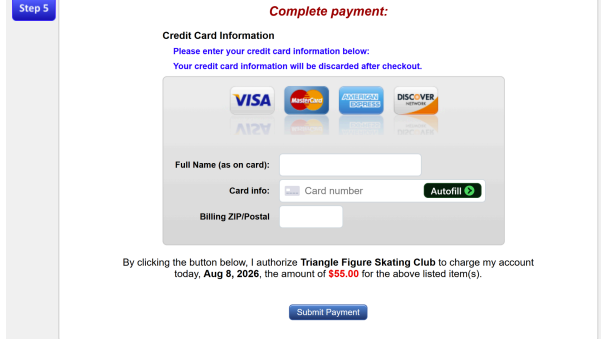
In order to register for a test, please follow these steps.

1. Go to the Entryeeze site for Triangle Figure Skating Club. You can click on the picture to the right to take you there.



Triangle Figure Skating Club
Membership Renewal and Management System

2. On the left hand side you will click on “Existing Skaters & returning guests”	 The screenshot shows a vertical menu with the following items: 'Non Members' (with a sub-link 'Test Session Registration (for non-members only)'), 'Existing Members & returning guests' (highlighted with a red arrow), 'New Members & transferring members' (with a sub-link 'Join our club!'), 'Guest skaters' (with a sub-link 'Sign up for contract-ice'), and 'Administrators' (with a sub-link 'Manage your membership information').
3. Sign in to your account.	 The screenshot shows a login form with two input fields: 'Your email address:' and 'Password:'. Below the fields is a blue 'Login' button.
4. Once logged in, select “Test Sessions” from the menu bar.	 The screenshot shows a horizontal navigation menu with the following items: 'ar', 'Volunteer', 'Donations', 'Test Sessions' (highlighted in green with a red arrow pointing to it), 'Merchandise', and 'Co'.
5. This will take you to a list of test sessions available from Triangle Figure Skating club. Click the “Click here to register button” under an upcoming test session date for a virtual test that works for you.	 The screenshot shows a registration page with the text 'You are not registered for this session' and a blue button labeled 'Click here to register'.
6. This will take you to the steps for registering. You must first select which person is taking the test and if they have a partner for dance or pairs list the person. Note: If you know the USFS number for your partner, add that with their name. This is not necessary but will help the information get registered correctly.	 The screenshot shows the first step of the registration process. It includes a dropdown menu for 'Member to register:' with the text '- please select a family member -'. Below this are input fields for 'Dance Partner:' and 'Pairs Partner:'. A note above the dropdown states: 'Only those with current memberships will appear in this list:'. A red arrow points to the dropdown menu.
7. Find the correct type of test, make any selections need by the radio buttons, and click the expand arrow. This will expose a list of	 The screenshot shows the 'Skating Skills/MITF' section. It has two radio buttons: 'Standard' (selected) and 'Sk. United'. Below the buttons is a list of test types: 'Pre-Preliminary', 'Preliminary', 'Pre-Brz/Pre-Juv', 'Bronze/Juv', 'Pre-Silver/Interm', 'Silver/Novice', 'Pre-Gold/Junior', and 'Gold/Senior'.

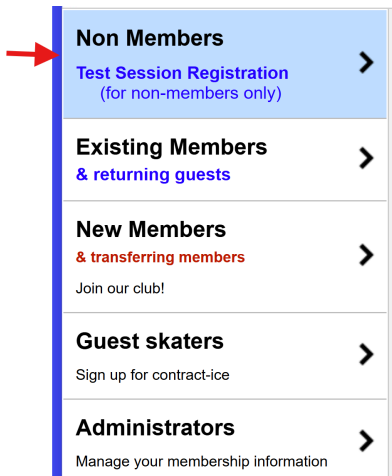
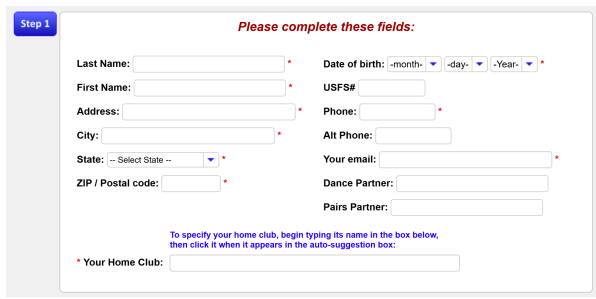
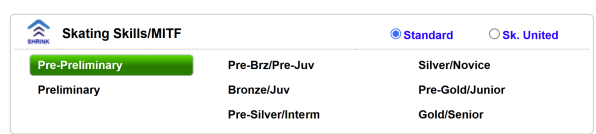
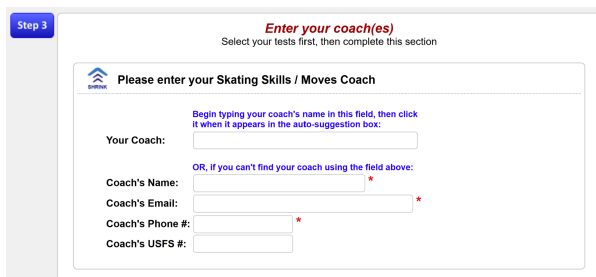
tests. Select the test you wish to register for.	
8. Enter your coaches information in Step 3.	
9. Review your charges in Step 4 and Submit payment in Step 5. Each test is \$55 for members.	 

After you complete these steps, you should receive an email with your receipt and the test chair will receive an email that you have signed up for a test. This will prompt the test chair to create a Google Drive Folder for you and send you further instructions.

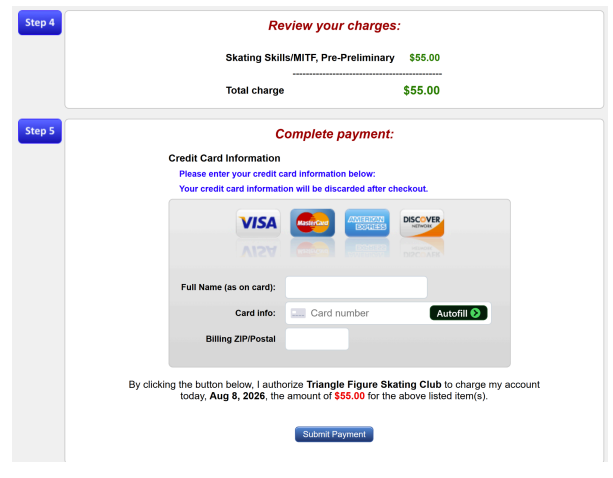
Registering for a Virtual Test Session - Non Member

If you are not a member of Triangle Figure Skating Club, follow these steps to register for a virtual test with Triangle FSC.

1. Go to the Entryeeze site for Triangle Figure Skating Club. You can click on the picture to the right to take you there.	 Triangle Figure Skating Club Membership Renewal and Management System
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2. On the left hand side you will click on “Non Members”	
3. This will take you to a list of test session available. Select one that is titled as a virtual test with a test date that works for you. If you have trouble seeing this page, please contact the Triangle FSC Test Chair.	
4. Fill in your information in Step 1 as shown to the right.	
5. Find the correct type of test, make any selections needed with the radio buttons, and click the expand arrow. This will expose a list of tests. Select the test you wish to register for.	
6. Enter your coaches information in Step 3.	

7. Review your charges in Step 4 and Submit payment in Step 5. Each test is \$65 for nonmembers.



The screenshot displays a two-step payment process. Step 4, titled "Review your charges:", shows a table with one item: "Skating Skills/MITF, Pre-Preliminary" for \$55.00, resulting in a "Total charge" of \$55.00. Step 5, titled "Complete payment:", is for "Credit Card Information". It prompts the user to enter their credit card details, showing logos for VISA, Mastercard, American Express, and Discover. Fields include "Full Name (as on card):", "Card info:" (with a sub-field for "Card number" and an "Autofill" button), and "Billing ZIP/Postal:". A confirmation statement at the bottom reads: "By clicking the button below, I authorize Triangle Figure Skating Club to charge my account today, Aug 8, 2026, the amount of \$55.00 for the above listed item(s).". A "Submit Payment" button is at the bottom.

After you complete these steps, you should receive an email with your receipt and the test chair will receive an email that you have signed up for a test. This will prompt the test chair to create a Google Drive Folder for you and send you further instructions.

Documentation Required for a Virtual Test Session

The documentation required for virtual testing includes the following:

1. Permission Form
2. Name and Likeness Release
3. Affidavit
4. Virtual Test Placard

Templates for all of these documents will be provided in your Google Drive Folder along with instructions for your test.

If you are not a member of Triangle FSC, you will need to get a Permission Form filled out by your club stating that you are in good standing as a member and have permission to test with Triangle FSC. If you are a member of Triangle FSC, the Permission Form is not required unless you choose to test outside of Triangle.

The Name and Likeness Release needs to be signed once each season that you participate in virtual tests for all participants.

The Affidavit must be filled out for each test that you submit. This documents when the test occurred, who is skating, what coach was present, and who recorded the test session. This information is helpful to the test chair for registering your test and results

with USFSA and for contacting the people involved in case there are questions in regards to your test.

The virtual test placard will be shown at the beginning of your test. It does not need to be placed in your Google Drive Folder. The placard template provided in your Google Drive Folder is an editable PDF so that it can be printed ahead and brought with you to the test session. The placard should look like the following picture.

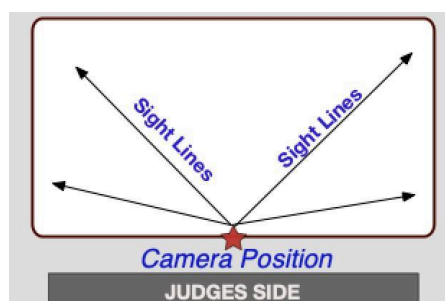
Skater Virtual Test Placard		US FIGURE SKATING
SKATER NAME:		
TEST TAKEN:		
HOST CLUB:		
DATE OF TEST:		
(date of test session, not of recording)		2

Please note, the test session date should be used for the Date of Test entry instead, NOT the date that the test is recorded. For example, if the Entryeeze sign up says “April 15, 2026”, and you recorded on April 10, 2026, you would fill in “April 15, 2026” on your placard.

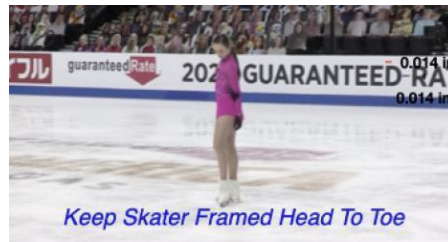
Recording a Virtual Test Video

Shooting Location/Style

1. Videographer should stand at center ice, higher up than the boards to capture all corners of the rink. Stand in a location to reduce obstructions as much as possible.



2. Zoom in enough to have the skater fill a good amount of the screen but remain in focus. **IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them during their performance.**



Camera/Phone Specs/Setup

1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in landscape mode (turn the phone horizontally for a wide view).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. Videos less than 720p will not be accepted for review.
 - a. To adjust video settings on an iPhone, go to Settings/Camera/Record Video
 - b. To adjust video settings on an Android Phone, go to Camera Apps/Settings Options Icon (Gear Icon)/Video Size
3. Switch to Airplane Mode
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording

Recording Instructions

1. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete as smoothly as possible.
2. Include a time stamp at the beginning of the final video. Hold up a phone in front of the camera that shows the date and time.
3. The skater must introduce themselves and show the USFS virtual test placard with their name, test session date, club and test being performed. The test session date should match the date in Entryeeze for the session the skater signed up for.
4. Record a test video, preferably a full run through of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks and make adjustments accordingly for the final video.
5. For free skates and dances, do your best to make sure the music is loud enough for the officials to hear when they replay the videos during the judging process. We recommend you turn up the music when you record the program being skated on the ice.
6. **IMPORTANT:** Make sure there is no other loud background noise (Ex. other coaches speaking loudly to students at boards). Background music on low volume is permitted for SS tests.
7. Keep frame focused on the testing skater. Skater must be in frame from head to blade the whole time. There must not be more than 8 other skaters on the ice (including coaches) when filming.

Video Upload Instructions

Deadline: We encourage you to complete your video and upload as soon as possible after you register.

REMINDER: Videos may only be uploaded one time and must be uploaded no later than *14 days after filming*.

File Name: All files **MUST** be renamed to reflect the skater/team name, level and discipline. Each video should be titled with Skater First and Last Name, Level Event.

Verification: The final submission by the athlete MUST be verified using the affidavit to be one continuous video and not edited to any extent. Video submissions will not contain any editing, splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked and refunds will not be issued.

Confirmation: After you upload your video per the links below, please send a confirmation email to the Test Chair.

Behind the Scenes of a Virtual Test Session

There are a few steps that are not visible in the process that account for some of the time between steps of the virtual test sessions. Below are the more detailed steps that are not fully described above.

1. Test Chair creates a test session in Entryeze
2. Test Chair invites judges to participate in the test session
3. Judges let the Test Chair know if they are willing to participate
4. Test Chair ensures that there are judges to cover the types and levels of tests that are anticipated in the test session.
5. Skaters sign up for a test session in Entryeze
6. Test Chair receives emails letting them know and creates Google Drive Folders for the skaters. These are sent to the coach and skater (or parent of the skater if a minor).
7. Skaters, parents, or coaches provide the test documentation and video for their virtual tests
8. Test Chair checks that the skaters, coaches and judges that will be involved in the test session are current USFSA members and compliant.
9. For those that are current USFSA members and compliant, the Test Chair pre-registers the skaters for their tests and assigns judges based on their appointments to evaluate the tests.
10. For those that are not current or not compliant, the Test Chair will email the related skaters or coaches to let them know, so that it can be addressed, if possible, ahead of the test session date.
Note: If test results for a skater or with a coach/judge that is not compliant or not a current member, a hold will be placed by USFSA for the related test until this is resolved.
11. The Test Chair reviews the videos to check that they meet the standards described above for recordings and lets skaters, parents, and coaches know if there are any issues where a new recording is required.
12. When the test session date arrives, the Test Chair finalizes the schedule of tests which lists the assignments for each judge and any trial judges involved in the test session, making sure the judges selected have the required appointments.
13. The Test Chair creates folders for the judges with access to the tests they are to evaluate and editable judge forms for the appropriate tests.
14. The Test Chair sends an email with the schedule and the judge folders to all the judges involved in the test session including any trial judges.
15. The judges have 1 week to evaluate the tests. Most tests are evaluated with 3 judges on a panel.
16. Once all judges assigned to a test have provided their results, the Test Chair or someone on the test committee registers the results for USFSA.

17. The Test Chair then adds the results to the Google Drive Folder and lets the coach and skater (or skater's parent) know the results are ready.
18. If the judges reject any of the videos, the Test Chair will also let the relevant coaches, skaters or parents know.