



# JUNIOR SERIES 1-2\* EVENT REGISTRATION GUIDE

## IMMEDIATE ACTION ITEM

- Ensure that you have purchased your IFSA and Regional memberships. LiveHeats won't allow anyone to register unless they have **both** IFSA and their regional memberships. Please refer to this step by step [Membership Guide](#).

## DECEMBER

- Consult with your coach to identify the 1-2\* Events your team is supporting this season.
- Please review the IFSA Event Schedule and the individual event webpages on ifsafreeride.org. Each event webpage contains a linked Event Guide, which is a living document maintained by the Event Organizer. This guide is updated regularly, especially as the event date approaches. Although the organizers aim to provide advance notice, sometimes information may only be available a few weeks to a few days before the event. Be sure to check back often.

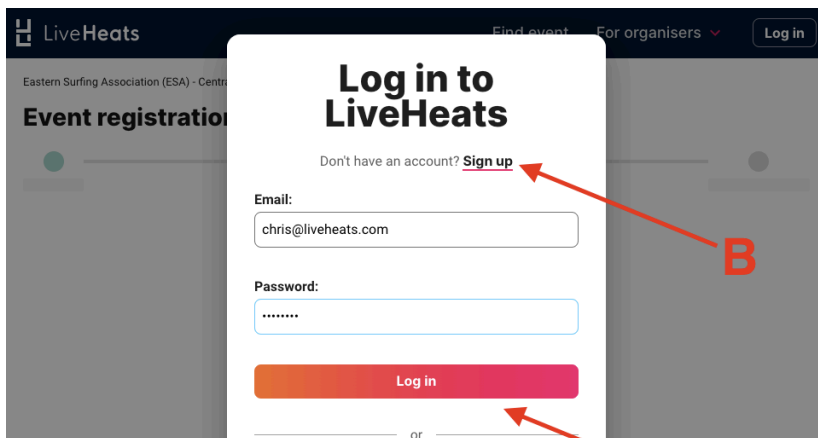
## DAYS PRECEDING REGISTRATION

- The seed list is based on an athlete's best three results over the past 52 weeks. This follows the Qualifier Series and Region 1 models. The seed list is categorized by discipline and gender without breaking out age divisions or regions. New or lower-ranked athletes may need to start at lower-level events to earn points and move up the seeding list. Before registration, the seeding list offers guidance but is not a definitive measure for event entry. Some events may attract more highly seeded athletes, while others may not. The list becomes most useful once registration begins, as you can then compare the waiting list against the 50% of starts to gauge your likelihood of entry. Review your seeding [here](#).
- Test your [LiveHeats](#) account login
- Registration will generally open 4-8 weeks before the event. Please refer to the Registration Opening Dates listed on the IFSA Event Pages when available. Import event dates from the [IFSA Calendar](#) and set reminders. Please scroll to the bottom of the Events Page on the IFSA website to subscribe to our calendar and import.

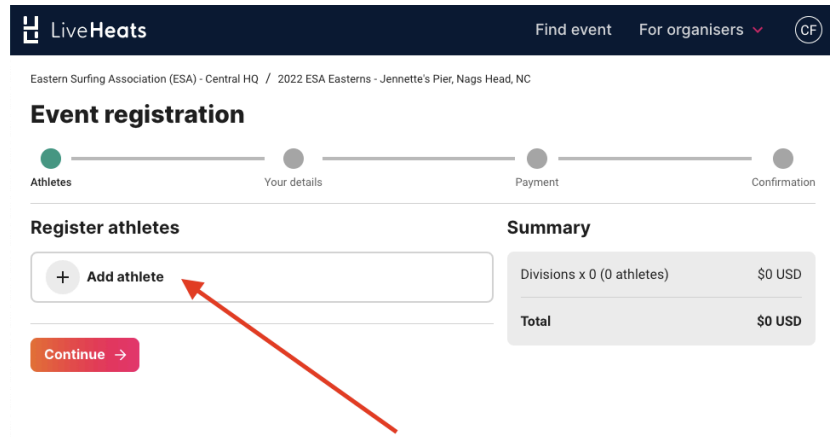
## REGISTRATION OPEN

- Access the registration link from the IFSA event webpage.

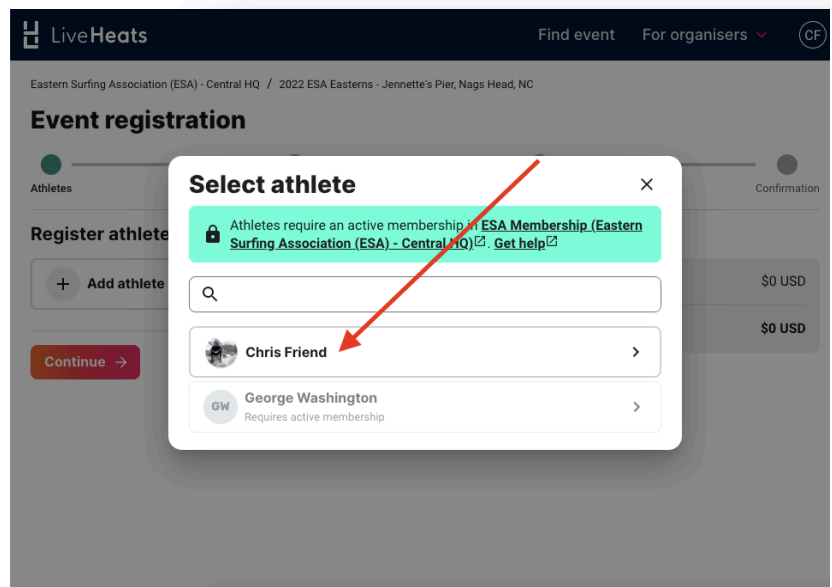
Updated: May 30, 2024



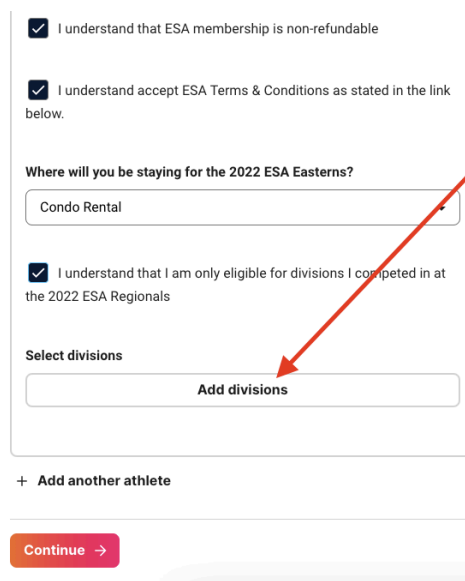
- Once on the event page, click “Register”
- Login to your LiveHeats account
- Click “Add athlete” to view and search the athletes from the account to register. If you only have one athlete on your account, it will pre-populate.



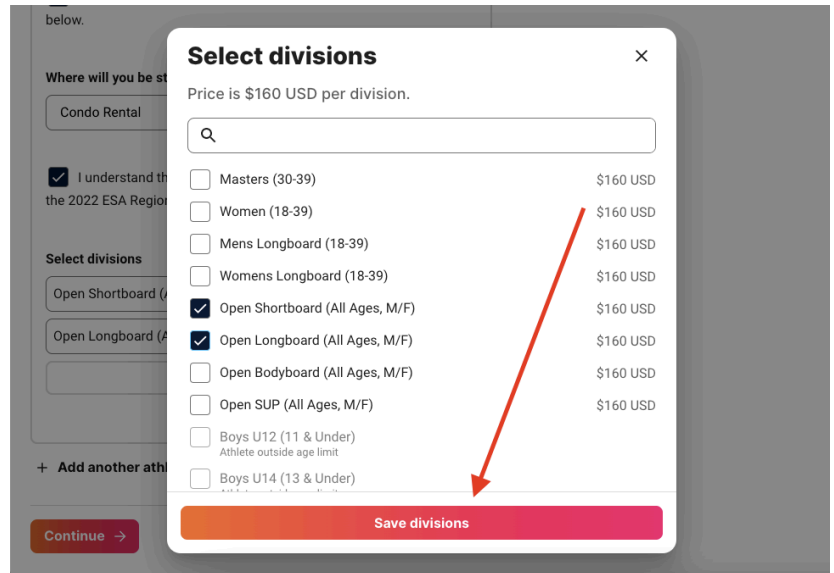
- Complete the form and all questions asked by the Event Organizer, then scroll to the bottom of the form and click “Add division”



- Select the divisions you'd like to register the athlete into, then click “Save”
- If you are registering as a friendly competitor where you will receive no points and the event does not count towards your four regular season events, click “Friendly All Divisions”

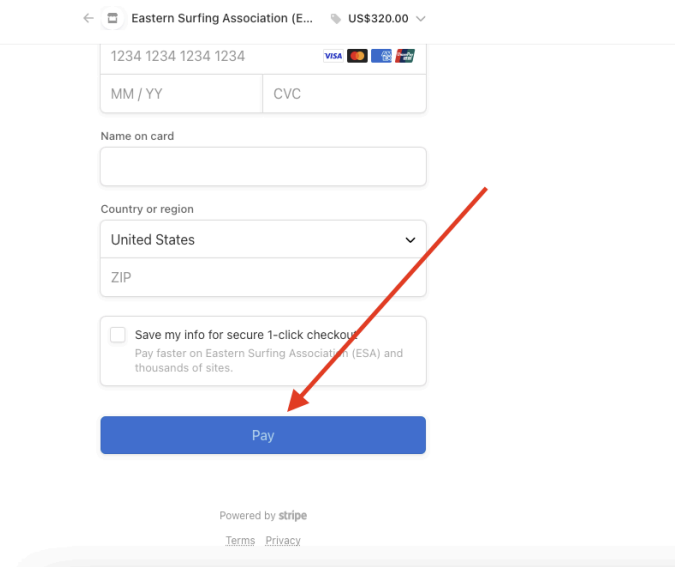


- If you are registering more than one athlete, click “Add another” athlete and repeat steps. Once done, click “Continue” at the bottom of the page.



- Enter your contact details and read and understand the Event Organizer's notes and terms and conditions (if any). Once done, click “Continue”

- Enter your credit card information, or use Google or Apple Pay. Once done, click “Pay”



- If the payment is successful, you will be directed to the confirmation page and receive a confirmation email.

NOTE: If your athlete is on the waiting list and your card is charged upon being moved off the waitlist but the payment is declined, LiveHeats will contact you to provide new payment information. There is no way to update your payment information otherwise.

Immediately after registering, athletes will receive an initial email acknowledging receipt of their registration. It's important to note that this email is solely a confirmation of receipt and does not imply entry confirmation.

## CANCELLATION

In LiveHeats, you can proactively remove yourself from a waitlist before receiving acceptance, ensuring you stay within your allotted event registrations.

**IMPORTANT:** If your athlete chooses a different event, be sure to remove them from this waitlist. Otherwise, if they are moved off the waitlist at any point, your payment method will be charged. Since this transaction can occur within three weeks of the event, refunds will be subject to the [IFSA Cancellation Policy](#) timeline, and you may not receive a full refund.