



QUALIFIER SERIES EVENT REGISTRATION GUIDE

IMMEDIATE ACTION ITEM

- Ensure that you have purchased your IFSA membership. Please refer to this step by step [Membership Guide](#).

Qualifier 1* events are filled with open registration. Qualifier 2* are filled 50% open registration and 50% through seeding. Qualifier 3-4* events are filled solely through the seeding list - there is no open registration for these highly competitive events.

SEASON PREPARATIONS

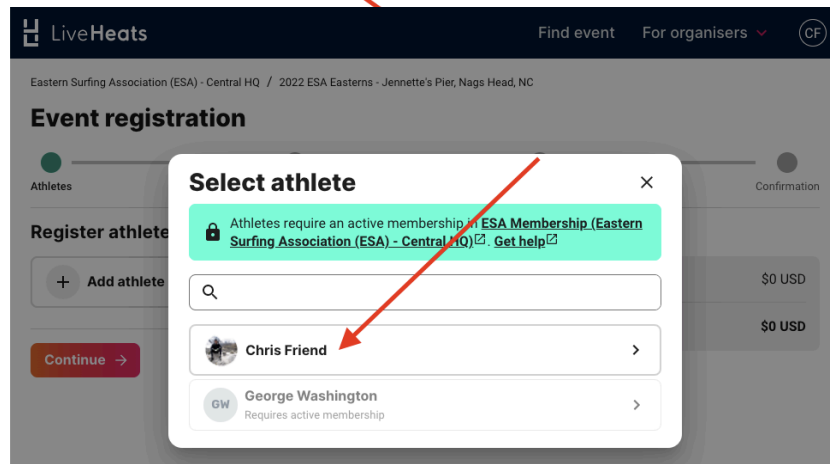
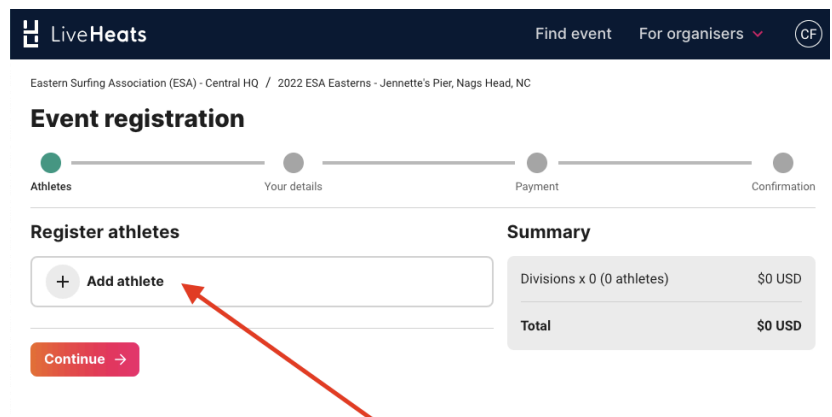
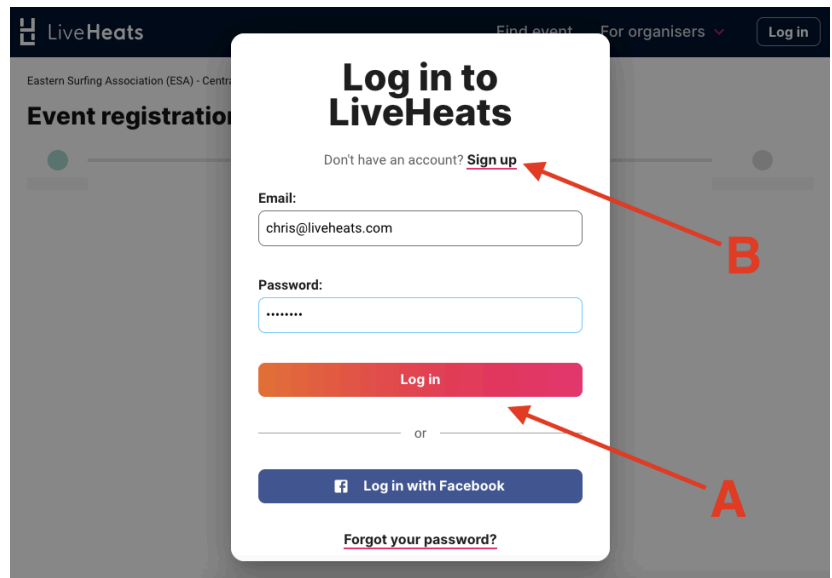
- Please review the IFSA Event Schedule and the individual event webpages on ifsafreeride.org. Each event webpage contains a linked Event Guide, which is a living document maintained by the Event Organizer. This guide is updated regularly, especially as the event date approaches. Although the organizers 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. 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 helpful once registration has begun and you can assess the waiting list against the number of available starts to gauge likelihood of entry. Review your seeding [here](#).
- Test your [LiveHeats](#) account login
- Registration will generally open 6 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.
- 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”



Where will you be staying for the 2022 ESA Easterns?

Condo Rental

I understand that I am only eligible for divisions I competed in at the 2022 ESA Regionals

Select divisions

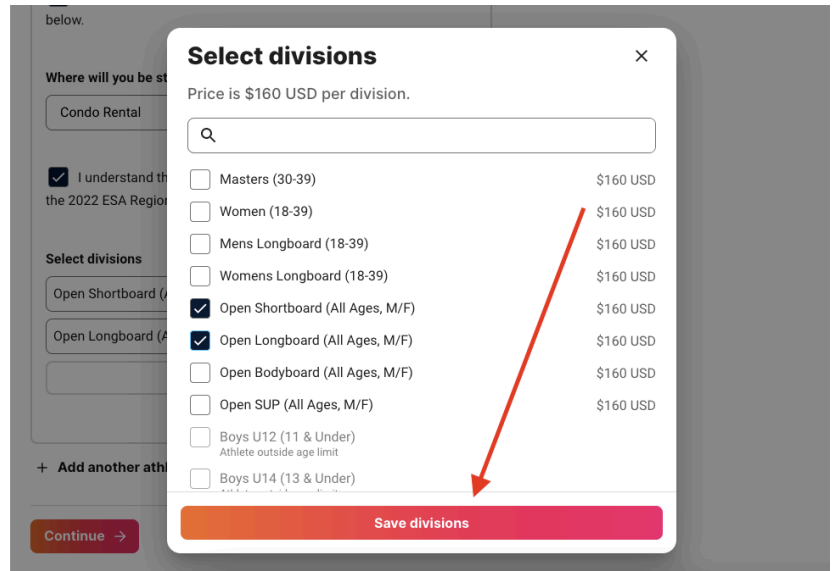
Add divisions

+ Add another athlete

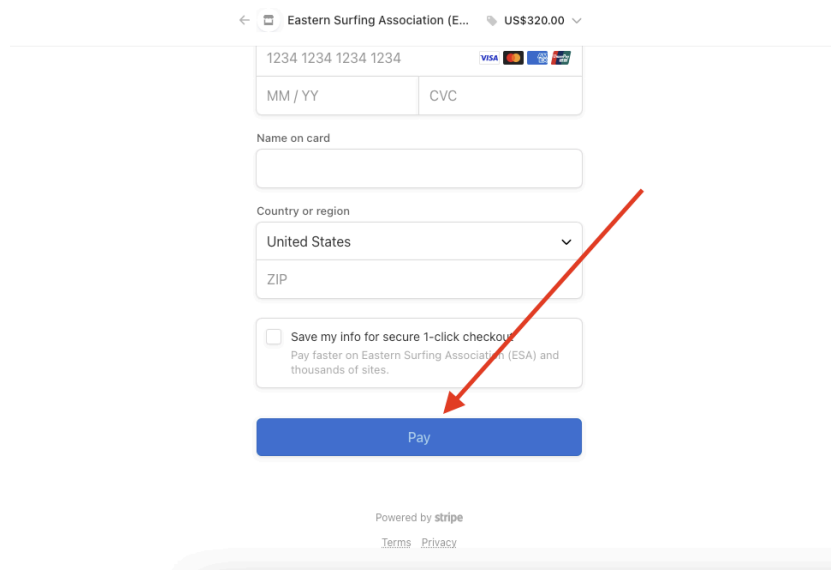
Continue →

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- 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 you are on the waiting list and your payment method 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.

REGISTRATION CLOSES

Registration will close 3 weeks prior to the event, and at that point:

- Qualifier 1* Events: The waitlist will be arranged according to the registration timestamp and the athletes will be awarded starts moving in order of the earliest timestamp. Payment methods are charged at the time of athlete confirmation for an event, along with non-refundable LiveHeats and IFSA fees.
- Qualifier 2* Events: The waitlist will be arranged according to the registration timestamp and 50% of the starts will be awarded moving in order of the earliest timestamp. The

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other 50% will be awarded based on current seeding. Payment methods are charged at the time of athlete confirmation for an event, along with non-refundable LiveHeats and IFSA fees.

- Qualifier 3-4* Events: The waitlist will be arranged according to the current seeding list. The top-seeded athletes will be confirmed into the event's starts. Payment methods are charged at the time of athlete confirmation for an event, along with non-refundable LiveHeats and IFSA fees.

CANCELLATION

IMPORTANT: If you choose a different event, be sure to remove yourself from this waitlist. Otherwise, if you are moved off the waitlist at anytime, 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.