# Race Administrator Guide

For AdminSkiRacing

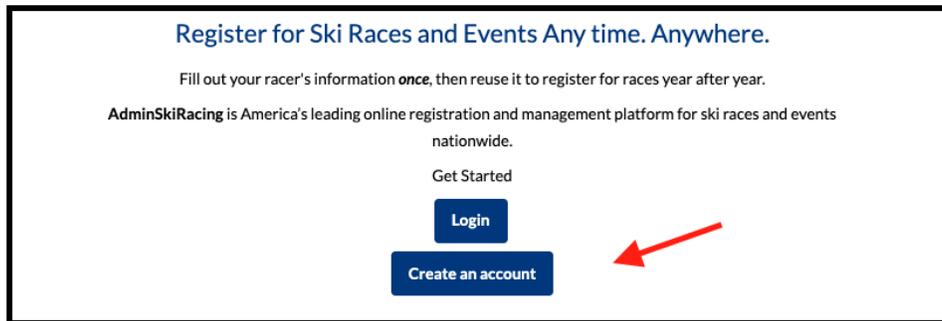# Table of Contents

# How to Create an Account on AdminSkiRacing

- Step 1: On the AdminSkiRacing home page, select the Create an Account blue button. If this is your Race Administrator (RA) account, then you will need to reach out to us directly to add your RA account to your club.



- Step 2: On the next page, fill out each field to build your account and once complete, hit the Create New Account blue button.
  - Please note: add your correct time zone when filling out account information. When creating an event, race times and registration deadlines will be displayed according to your time zone.
- Step 3: Once you create the new account, please refer to your email mailbox and await a verification email from the AdminSkiRacing website.
- Step 4: When your account is verified and if you have racers that you will want to sign up for events, you should complete the "Add a Participant" process.
  - This step is not required if you have a separate account for event registration or if you do not have children and are not a coach in the program.
  - Follow the steps HERE to add a participant profile.

# How to Submit a Host Site Application

If your club is not added to the AdminSkiRacing website yet, you will need to submit a host site application.

- Step 1: One AdminSkiRacing's home page, click on the "Learn More" under For Admins.



- Step 2: Once on this page, scroll down and click on the Host Site Application Form link.



- Step 3: Complete the Host Site Application Form for your club/venue. Once complete, click on the Submit button at the bottom of the page. Please allow 1 business day for us to create the host site with the correct information. Once it is created, you will be able to create events using this host site.

# How to Create an Event

- Step 1: When logging in, you'll notice an icon at the top called "Dashboard". If you're not already on the Dashboard page, please select it to access the desired

content.
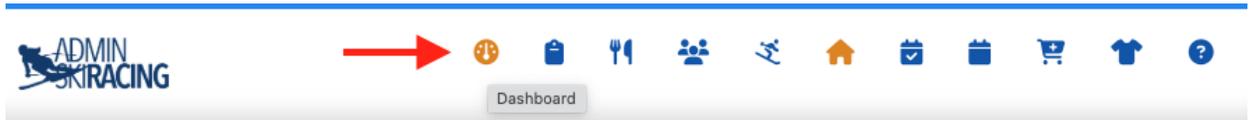


- Step 2: Click the "Add Event" button. This action will seamlessly direct you to the Event Creation page.



- Step 3: When creating an event, there are several important elements to consider. You can either create a non-affiliated event (Option 1) or use the "look up" feature to find an existing U.S Ski & Snowboard sanctioned event (Option 2). If the event you're adding is already sanctioned, Option 2 will automatically populate many of the event details for you, though we still encourage you to carefully review all information to ensure accuracy before finalizing.

- If you choose Option 1, you will need to input all your event information manually. Complete the Event Creation fields that apply to your event, then click Submit.

- If you choose Option 2, you'll also have the option to create a Series. If you would like to create a series, please [Click Here](#).

- Please note: to save your event as a draft, scroll to the bottom of the page and ensure the Status checkbox is unchecked.
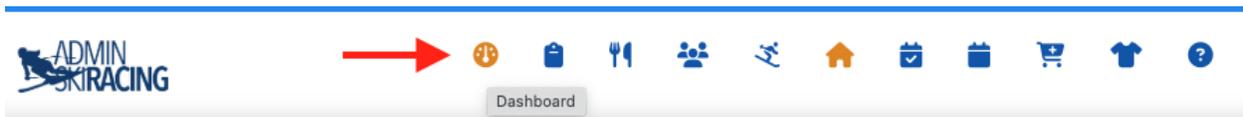


## How to Edit an Event

- Step 1: Once you've successfully created your events and find the need to make edits, you'll find them conveniently listed on the Dashboard page.



- Step 2: Upon reaching the Dashboard page, you are able to search your event by date, or you can scroll down on the page to find the event. You'll want to make two important choices: the Host Site and the Current Year. Once you've made your selections for both the Host Site and Year, simply click "Apply" to proceed.

## RA Dashboard

**+ Add Event(s)**    **U.S. Ski Snowboard Member Lookup**

## Race Administrator Dashboard

ⓘ Showing results without any filter options

| Total Events: 156 | Events in Series: 1 | On This Page: 15 |

**▼ Filter**

### Clubs You Manage

Click on a corresponding club to move directly to the Club's events section below.

AdminSkiRacing (1)    Bromley Outing Club (1)    Cochran's Ski Club (2)    Killington Mountain School (1)

Mt Mansfield Academy (6)    Okemo Mountain Ski Club (2)    VARA (1)    Willard Mountain Ski & Snow Sports Club (1)

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● Step 3: To initiate the editing process, navigate to the list of Events for your club/venue and pinpoint the specific event you wish to modify. Then, simply click on the "Manage Event" button.

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### AdminSkiRacing (1 events)

**ASR/Test/Event**

Date: Saturday, January 31, 2026
Venue: Mt. Southington

| Racer Registrations: | 3 |
| Official Registrations: | 0 |
| Coach Registrations: | 2 |
| Total Collected: | $55.00 |

**Payout Details**
No payouts yet

**Manage Event**

- Step 4: Once on the Event Creation Wizard: Event Information page, edit the information you need to update, and then click on the Save button to save your changes.

## How to Create a Series

Before you begin, if your event requires waivers, please make sure to add them on your club information page. Please review this document for further instructions: Click Here

- Step 1: To create a race series, navigate to your RA Dashboard.
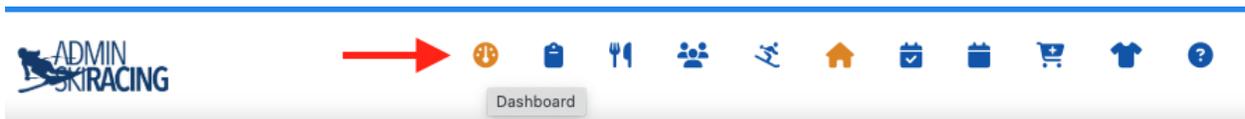


- Step 2: Click the "Add Event" button. This action will seamlessly direct you to the Event Creation page.



- Step 3: Choose Option 2 to use a Series Import from U.S Ski & Snowboard. After selecting your desired race series, click Continue with Selected.

**Create or Import a Race Event/Series Wizard**

You can create a non-affiliated event directly. Or, take advantage of the wizard and search for existing US Ski and Snowboard events to create a new event or series.

Option 1: Create a Non-Affiliated Event

**Create Non-Affiliated Event**

Use this if your event is not listed with US Ski & Snowboard.

Option 2: Import Event(s) from US Ski & Snowboard

Select Your Club     Jackson Hole Ski & Snowboard Club ⌄

Select Season     2026 ⌄

**Find Events**

Found 9 events

**Available Events**

☐ Sean Nurse IMD Open - Snow King Mountain Resort - 12/20/2025 - (8 races)

☐ U14 Tech Qualifier - Snow King Mountain Resort - 01/09/2026 - (6 races)

☐ Wes Barron IMD SG Open - Jackson Hole Mountain Resort - 01/23/2026 - (8 races)

☐ IMD Champs - Jackson Hole Mountain Resort - 03/20/2026 - (6 races)

☐ Wild West FIS Elite - Snow King Mountain Resort - 01/14/2026 - (8 races)

☐ U16 Nationals - Snow King Mountain Resort - 03/28/2026 - (10 races)

☐ Jackson Hole Spring Series - Trail Creek Nordic Center - 04/03/2026 - (8 races)

☐ Jackson Hole Spring Series - Trail Creek Nordic Center - 04/03/2026 - (6 races)

☐ Trail Creek Tangle - Trail Creek Nordic Center - 12/12/2025 - (4 races)

**Continue with Selected**

- Step 4: Once the series information is imported, review the details displayed carefully. Select Create a Series of Events, then click Continue.
  - If any of the imported data needs to be changed, don't worry - you'll have an opportunity to make edits in later steps.

Create or Import a Race Event/Series Wizard

Selected Events

IMD Champs
- Event ID: 38689 *Links to US Ski & Snowboard*
- Club Sponsor: Jackson Hole Ski & Snowboard Club
- Location: Jackson Hole Mountain Resort
- Total Races: 6

| CODEX | DISCIPLINE | GENDER | DATE |
|-------|-----------|--------|------|
| N0014 | giant-slalom | female | 03/19/2026 |
| N0015 | giant-slalom | male | 03/19/2026 |
| N0016 | slalom | female | 03/20/2026 |
| N0017 | slalom | male | 03/20/2026 |
| N0018 | parallel | female | 03/21/2026 |
| N0019 | parallel | male | 03/21/2026 |

**It looks like you might want to build a race series!**
You have selected races with multiple unique dates. You probably want to create a **series** to group these events together, which will result in multiple events that can be registered together and tied together for participants. Alternatively, you can create a single event with the selected races data as a starting point.

**What would you like to do?**
- ● Create a series of events
- ○ Create a single event

[Cancel] [Back] [Continue]

- Step 5: Upload your race information and PDF. You can also add a competition series photo (e.g., your club logo or race series logo) or an event image (e.g., your venue logo). These display to participants when viewing and registering for events.

# Create or Import a Race Event/Series Wizard

## Selected Events

IMD Champs

- Event ID: 38689 *Links to US Ski & Snowboard*
- Club Sponsor: Jackson Hole Ski & Snowboard Club
- Location: Jackson Hole Mountain Resort
- Total Races: 6

| CODEX | DISCIPLINE | GENDER | DATE |
|-------|-----------|--------|------|
| N0014 | giant-slalom | female | 03/19/2026 |
| N0015 | giant-slalom | male | 03/19/2026 |
| N0016 | slalom | female | 03/20/2026 |
| N0017 | slalom | male | 03/20/2026 |
| N0018 | parallel | female | 03/21/2026 |
| N0019 | parallel | male | 03/21/2026 |

## Race Information

Information entered here will be displayed on all selected races for the prospective registrants. This most often contains the Race Information Document. You can alternatively upload a PDF document.

**Race Info**

B  *I*  🔗  ≔  ≔ ⌄  66  🖼  Paragraph ⌄  <>  Source

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**Race Info (PDF)**    [ Choose File ] No file chosen

*Upload a PDF document with additional race information (optional).*

### Competition Series Image

**Competition Series Image Configuration**

○ Use an image for the competition series
◉ Use default placeholder

*Choose whether to upload a custom image for the competition series or use the default placeholder.*

**Competition Series Image**    [ Choose File ] No file chosen

*Upload an image for the competition series. Supports PNG, GIF, JPG, JPEG formats. Maximum file size: 5MB, Maximum resolution: 1920x1080.*

**Alternative Text for Comp**  [                              ]

*Alternative text describes the image for screen readers and displays when the image cannot be shown.*

### Event Images

**Event Image Configuration**

○ Use a single image for all events in this series
○ Set individual images for each event
◉ No images (use default placeholders)

*Choose how you want to handle event images for this series.*

**Event Series Image**    [ Choose File ] No file chosen

*Upload an image that will be used for all events in this series. Supports PNG, GIF, JPG, JPEG formats. Maximum file size: 5MB, Maximum resolution: 1920x1080.*

**Alternative Text for Event**  [                              ]

*Alternative text describes the image for screen readers and displays when the image cannot be shown.*

[ Cancel ]  [ Back ]  [ Continue ]

- Step 6: Review the age bands imported from U.S Ski & Snowboard. If any required age bands are missing, click Add More Age Bands to include them. Then, click continue.



- Step 7: Set your race capacity and waitlist options. You can configure a total capacity for each day of the series or a specific capacity by age or gender. If you want to enable a waitlist, check the Waitlist Enabled box before continuing.

## Create or Import a Race Event/Series Wizard

| Event Search | Event Selection | Race Information | Age Class Setup | Age Class Review | 6 Restrictions | 7 Event Name | 8 Event Genders | 9 Host & Scoring | 10 Waiver Settings | 11 Race Dates | 12 Pricing | 13 Additional Products | 14 Lift Tickets | 15 Review | 16 Com |

### Race Capacity and Waitlist Configuration

Configure the capacity and waitlist settings for each age band below. If you are missing an age band, you can add it in the previous step.

| CODEX | AGE BAND | GENDER | CAPACITY | WAITLIST ENABLED |
|-------|----------|--------|----------|------------------|
| Date: 03/20/2026 | Overall Settings | - | Overall Capacity | ☐ |
| N0014 | U12 | female | | ☐ |
| N0015 | U12 | male | | ☐ |
| N0014 | U14 | female | | ☐ |
| N0015 | U14 | male | | ☐ |
| Date: 03/21/2026 | Overall Settings | - | Overall Capacity | ☐ |
| N0016 | U12 | male | | ☐ |
| N0017 | U12 | female | | ☐ |
| N0016 | U14 | male | | ☐ |
| N0017 | U14 | female | | ☐ |
| Date: 03/22/2026 | Overall Settings | - | Overall Capacity | ☐ |
| N0018 | U12 | female | | ☐ |
| N0019 | U12 | female | | ☐ |
| N0018 | U14 | female | | ☐ |
| N0019 | U14 | female | | ☐ |

- Step 8: Define your event license and membership requirements. Here you can:

    - Enable your series as a Qualified Race. Select which U.S Ski & Snowboard licenses are eligible to register.

    - Add a password restriction, if you'd like to limit registration access.

- Step 9: This page allows you to edit the series and event names imported from U.S Ski & Snowboard. The Series Label appears as the overall race series. You can also rename each individual event within the series.

- Step 10: Review and confirm the gender eligibility for each event.



- Step 11: Review the imported host and scoring details. Confirm that the following are correct before continuing: Host Site, Sport Code, Event Type, Scored Race, and USSS Event ID.

- Step 12: Select the appropriate club and host site waivers.

  - Please note: If you haven't added your waivers under your Club

    Information page, you'll need to do so before proceeding. Once added,

    check the boxes next to the appropriate waivers and click Continue.

- Step 13: Review your event dates. Event dates are imported from U.S Ski & Snowboard. The default start time is 9am in your time zone. The registration open date defaults to one month prior to the event. Verify all dates, then add any late fees and your registration close date as needed.



- Step 14: Enter your event fees. If you'd like all participants to register for every event in the series, check Mandatory Participation. If you want to charge one combined fee for all events, select Consolidated Pricing.

- **Step 15:** You can enable coach and official registration on this page. Be sure to set the registration end date, allowing coaches and officials to register up until the event day, if needed.



- **Step 16:** If applicable, add lift ticket pricing. You may also enable add-on purchases for friends and family tickets.

## Create or Import a Race Event/Series Wizard

Event Search · Event Selection · Race Information · Age Class Setup · Age Class Review · Restrictions · Event Name · Event Genders · Host & Scoring · Waiver Settings · Race Dates · Pricing · Additional Products · 14 Lift Tickets · 15 Review · 16 Complete

### Lift Ticket Configuration

**Lift Ticket Configuration:** Configure lift ticket pricing and options for your events. The lift ticket price must always be displayed per US Ski & Snowboard rules. You can choose to bundle it with registration, offer it as an optional add-on, or display it for information only if sold externally.

**Friends & Family Tickets:** This section also allows you to offer Friends & Family lift tickets for purchase during registration. This is an optional feature available only if your club is permitted to sell additional tickets. AdminSkiRacing will handle payment collection, provide a roster of purchased tickets, and offer refund capabilities as needed. *Funds from Friends & Family ticket sales will be disbursed to your club as part of your event settlement.*

| EVENT LABEL | CODEX | LIFT TICKET PRICE | OFFER LIFT TICKET AS OPTIONAL ADD-ON | F&F LI |
|---|---|---|---|---|
| IMD Champs - giant-slalom - (3/19) | N0014, N0015 | | ☐ | ☐ |
| IMD Champs - slalom - (3/20) | N0016, N0017 | | ☐ | ☐ |
| IMD Champs - parallel - (3/21) | N0018, N0019 | | ☐ | ☐ |

Cancel  Back  Continue

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## Create or Import a Race Event/Series Wizard

Event Search · Event Selection · Race Information · Age Class Setup · Age Class Review · Restrictions · Event Name · Event Genders · Host & Scoring · Waiver Settings · Race Dates · Pricing · Additional Products · 14 Lift Tickets · 15 Review · 16 Complete

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| CODEX | LIFT TICKET PRICE | OFFER LIFT TICKET AS OPTIONAL ADD-ON | F&F LIFT TICKET | F&F LIFT TICKET PRICE |
|---|---|---|---|---|
| N0014, N0015 | | ☐ | ☐ | |
| N0016, N0017 | | ☐ | ☐ | |
| N0018, N0019 | | ☐ | ☐ | |

Cancel  Back  Continue

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- Step 17: This final page provides a summary of all series information you've entered. Review all details carefully. If everything looks correct, click Submit Series. To make changes, click on the Edit button next to that particular section or the Back button to return to the page that needs editing.

# How to Manage a Series

When managing a series, you have access to several tools and actions. These include manually adding participants (racers, coaches, or officials), downloading a combined series roster or individual event rosters, sending bulk emails to all registered participants, processing series refunds and withdrawals, generating waivers for all events within the series, and managing overall Series Settings.

- Step 1: Navigate to your RA Dashboard.



- Step 2: Scroll down to the series that you would like to manage. Then, click on the hyperlinked Competition Series name.



- Manually Adding Participants

○ To manually add a participant, navigate to the Competition Series Administrator Management section and select the Participants tab. From there, choose the appropriate option — Add Racer, Add Coach, or Add Official — depending on the type of participant you'd like to include.

○ Please note: when a racer is added manually, the system is unable to collect payment for that entry.

## Competition Series Administrator Management

Manage your series participants, communications, and operations across all events

⠰ Participants   📄 Rosters   ✉ Communications   ▭ Financial   ⚙ Operations

### ⠰ Add Participants

Register new participants across events in your competition series

| Add Racer |
| Add Coach |
| Add Official |
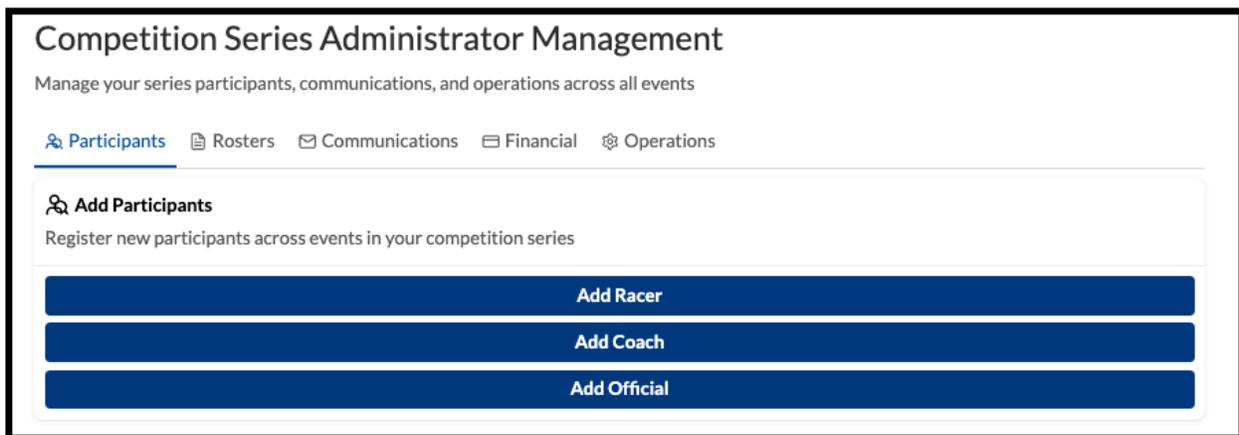
● Rosters

○ To download rosters, go to the Competition Series Administrator Management section and select the Rosters tab. From there, choose either the Combined Series Roster, which includes participants from all events within the series, or download an individual event roster as needed.

- Communication
  - To email participants within a series, navigate to the Competition Series Administrator Management section and select the Communications tab. Then, click the Bulk Email Series Participants button to send a message to all registered participants across the series.



- Bulk Series Refunds and Withdrawals
  - To process refunds or withdrawals for a series, navigate to the Competition Series Administrator Management section and select the Financial tab. From there, click the Bulk Series Refunds and Withdrawals button to review and manage participant refunds or withdrawals across all events within the series.

- For each registered participant, you can choose to withdraw them from events and/or issue refunds:
  - Process refund: Check this box to issue a refund (you can specify the refund amount).
  - Withdraw from event: Check this box to mark the participant as withdrawn (available even when not issuing a refund).
- To withdraw a participant without issuing a refund, leave "Withdraw from event" checked and uncheck "Process refund."
- To issue a refund without withdrawing a participant, leave "Process refund" checked and uncheck "Withdraw from event."



## Competition Series Administrator Management
Manage your series participants, communications, and operations across all events

⚲ Participants    📄 Rosters    ✉ Communications    ▭ Financial    ⚙ Operations

▭ **Withdrawals & Refunds**
Process refunds and manage withdrawals across all events in the series

**Manage Series Refunds**
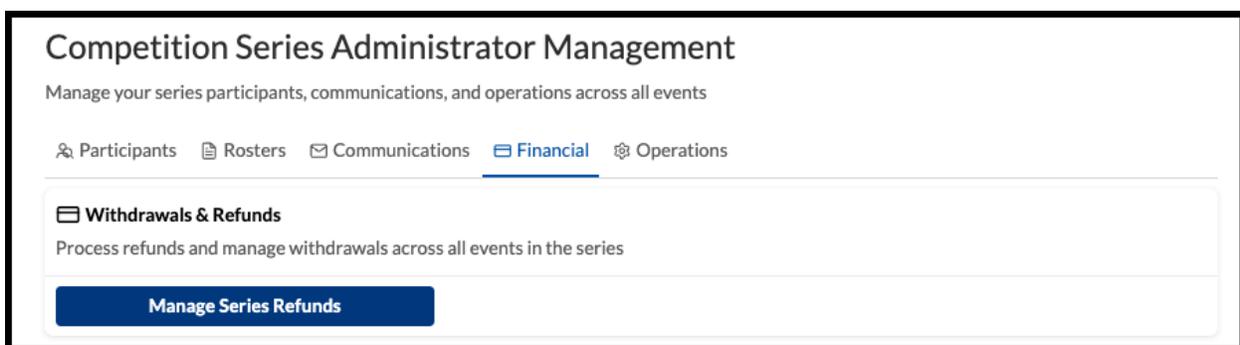
- Manage Series Settings or Generate Waivers
  - To manage overall series settings or generate waivers, navigate to the Competition Series Administrator Management section and select the Operations tab. From here, you can:
    - Manage Series Settings: Update key configuration options for your series, such as registration requirements, event rules, or visibility settings.

■ Generate Waivers: Create or regenerate waivers for all events within the series to ensure participants have the correct, up-to-date documents associated with their registrations.
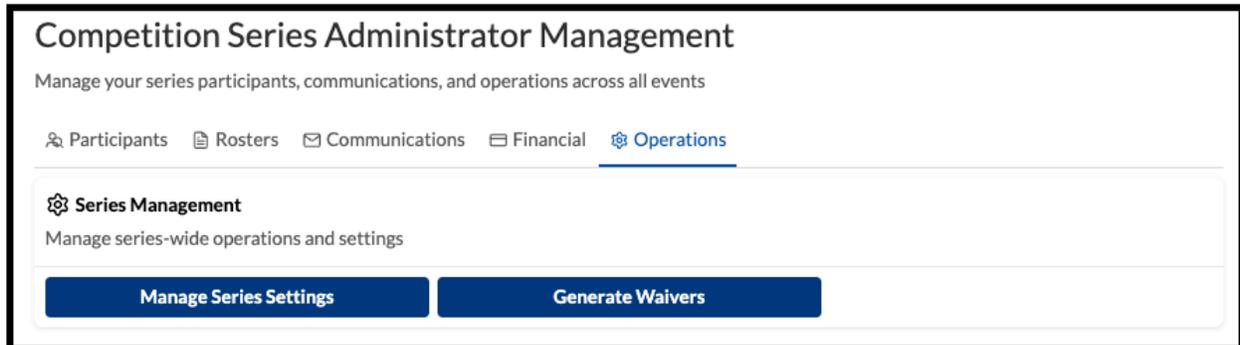


## How to Sell an Add On Product

- An Add-On Product is an optional item that can be linked to your event or banquet. It's a great way to offer items like shirts, sweatshirts, hats, raffle tickets, or collect donations. If there's something you'd like to sell that isn't listed, please contact us at Support@adminskiracing.com, and we'll be happy to add it for you.
- Step 1: After creating your race or event, go to the Merchandise tab (T-shirt icon). Once there, click the blue Add New Merchandise button.
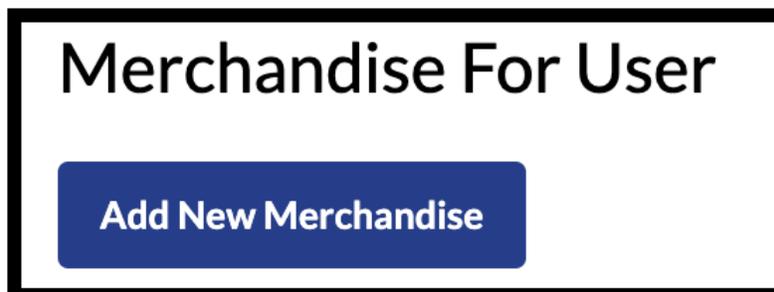


- Step 2: From this page, you can enter the item name, select the item type, link it to the appropriate event or banquet by typing the event name, set the price, and

add a description. You can also upload a photo and, if applicable, include available sizes for the item.

- Payout

    - Since Add-On Products are separate from events, they are not included in race payout requests. You'll need to request payment for Add-Ons separately.

    - On the Merchandise tab, you'll see each item listed along with its total sales and cash-out balance. To edit an item, request a payout, or export a CSV file, click the dropdown arrow next to Edit.

## How to Refund Participants

First, make sure your event is still open and not closed. Once an event is closed, the payment request is already in process, and any refunds will need to be handled separately.

- Step 1: Go to your RA Dashboard and click on the Event Name

- Step 2: At the top of the page, locate the Race Administrator Event Management section.

- Step 3: Click the Financial tab.

- Step 4: Select the appropriate refund or withdrawal category — Racer, Coach, Official, or Lift Ticket.

## Race Administrator Event Management

Manage your event participants, communications, and operations

👥 Participants  📄 Rosters  ✉ Communications  🖪 **Financial**  ⚙ Operations

🖃 **Withdrawals & Refunds**
Process refunds and manage withdrawals by participant type

| **Racer Withdrawals** | **Coach Withdrawals** | **Official Withdrawals** |

🎫 **Lift Ticket Refunds**
Manage lift ticket withdrawals and refunds

| **Lift Ticket Withdrawals** | **Friends & Family Tickets** |

- Step 5: On the next page, you'll see a list of registrations. For a racer, you can issue either a full or partial refund:
  - Enter the amount you wish to refund.
  - Click the Process refund button to complete the transaction.
  - If you also need to withdraw the racer, click the Withdraw button after processing the refund.
  - **Note:** If you need a bulk refund, for a canceled event, please reach out to us directly. We will be able to do this for you.

## How to Email Participants

- Step 1: Go to your RA Dashboard and click the Event link for your race.
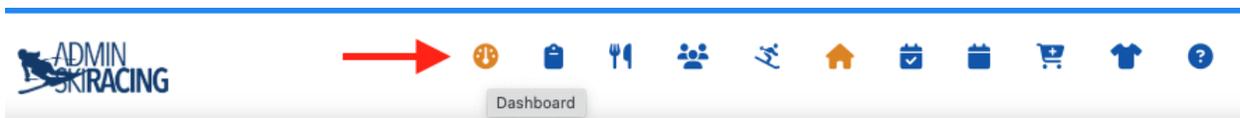
- Step 2: Open the Race Administrator Event Management tab and select the Communications tab.
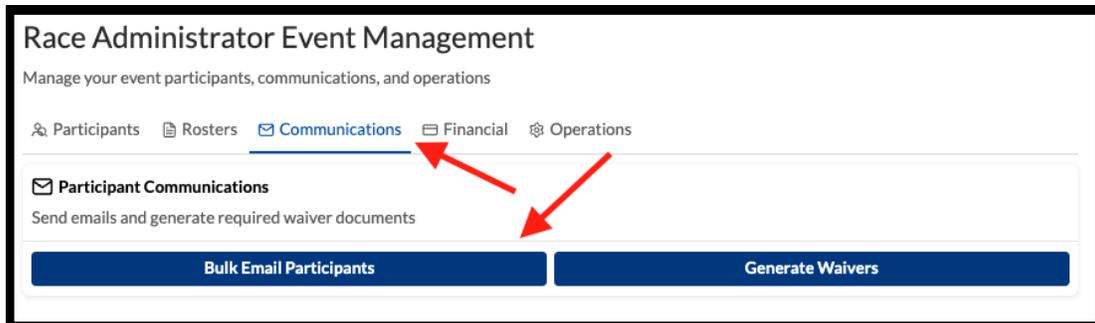


- Step 3: To email participants, click the blue Bulk Email Participants button. On the next page, you'll see options to email Registered Racers, Registered Coaches, and Registered Officials. If you're sending a bulk email to all, make sure each group is checked off in the box to the left. Then, enter your email's subject and message body.
  - Tip: It's best to compose your message directly in the website's editor, rather than copying and pasting from another program (like Microsoft Word), to avoid formatting issues.
  - If you'd like to email specific participants instead of everyone, simply check their names in the left-hand column, create your message, and click the blue Email Participants button.
  - At the bottom of the page, you'll find any waitlisted participants — you can also email them separately if needed.
  - Please note: Emails are sent from do-not-reply@adminskiracing.com, which is an automated address. Recipients will not be able to reply directly, so be sure to include your contact information in the message if you expect responses.

# How to Input a Waiver

- Step 1: Navigate to your My Participants page.
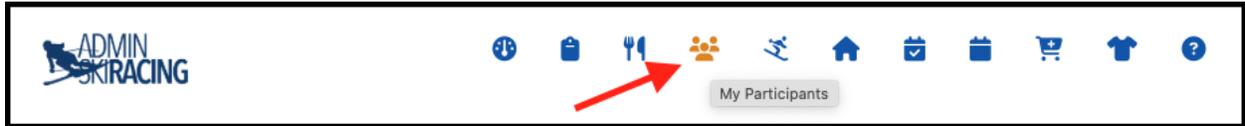


- Step 2: Once there, scroll down to find Your Club Admin Status section. Click on the Edit button



- Step 3: Scroll down to the Add Waiver button.
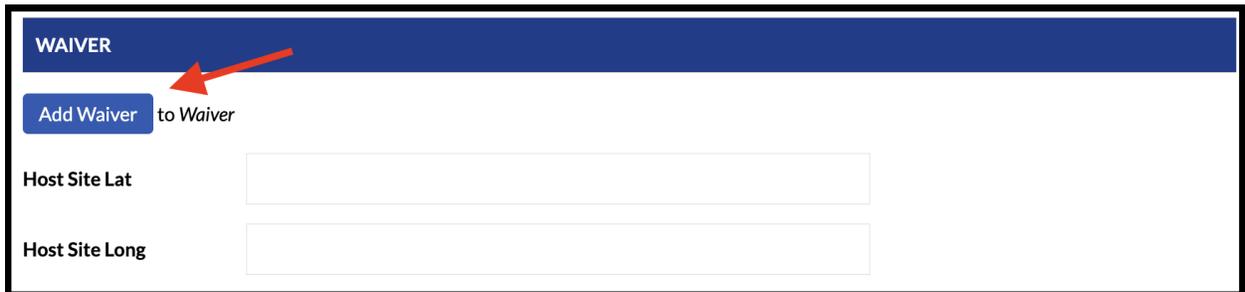


- Step 4: Then, add your waiver name and choose the waiver behavior (electronic signature - pre-populated form, email to registrants, or external waiver).
  - Option 1: Electronic Signature
    - First, upload the waiver PDF file. Once the waiver is added, then select the blue "Setup waiver data points" button.

- The waiver will then appear on the page. To make it easier to read, you may need to zoom in. Click on the waiver at each location where a data point needs to be entered. When you click on the document, a red dot will appear, and a dropdown box will simultaneously display on the left side under "Marked Coordinates." Use the dropdown menu to select the appropriate data point for that section of the document.



- Once all your data points are added, do not forget to select the blue "Insert selections into event form" button to save your data.
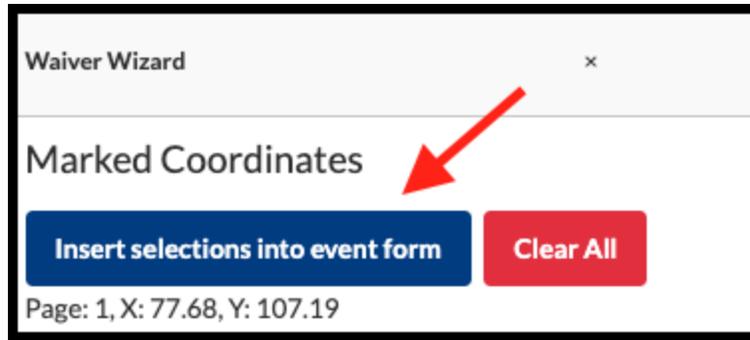
- When the data points are saved, you should see them populate on the page. If you are satisfied with the results, don't forget to hit the "Save" button at the bottom of the page.

- Tip: When setting up data points, you can zoom in if needed to place data points closer together. Always grab points from the farthest left side to drag and drop them around. Once a point is placed, you can set its label on the left, or remove it if needed. Once all your data points are placed, scroll up on the left and click "Insert selections into event form" to finalize your setup.

- If you plan to use this waiver for all your events, be sure to click on the Sign Once per Participant checkbox. This will allow the racer to only have to sign the waiver once, and not every time they register for an event. You will still have the ability to download the waiver for each event for that participant.

- ○ Option 2: Email to Registrants

  - Upload the PDF waiver, and when a participant registers for the event, the waiver will be emailed to the primary email contact on file for that participant.

- 
  - 
    - ■ Please note, we are unable to track the waivers that are emailed on our website.
  - ○ Option 3: External Link
    - ■ Be sure to add the external URL in the Waiver Link text box.
    - ■ Please note, we are unable to track the waivers that are signed via an external link.

## How to Close an Event and Submit a Head Tax Form

**Before the race** (if you are submitting head tax via AdminSkiRacing):

- When setting up a new race, you'll notice the option to add amounts for national, divisional, and regional Head Tax. This means we can automatically calculate and send out your Head Tax payment for this race, so you don't have to do it.
- For this feature to work, you will need to include your race's U.S Ski & Snowboard race codes to your event.
- If you did not do this before your race, no worries! You will have a chance when closing out the race.

**After the race**:

- Step 1: First, you must close your event. Navigate to your event details page, look for the Operations tab, and click Close Event / Request Payment.
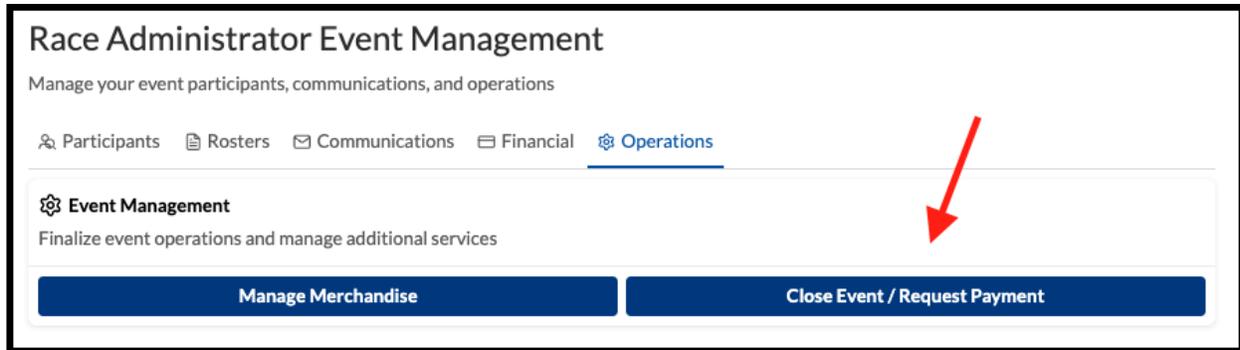
- Step 2: On the next page, you will be asked how you would like head tax to be distributed.
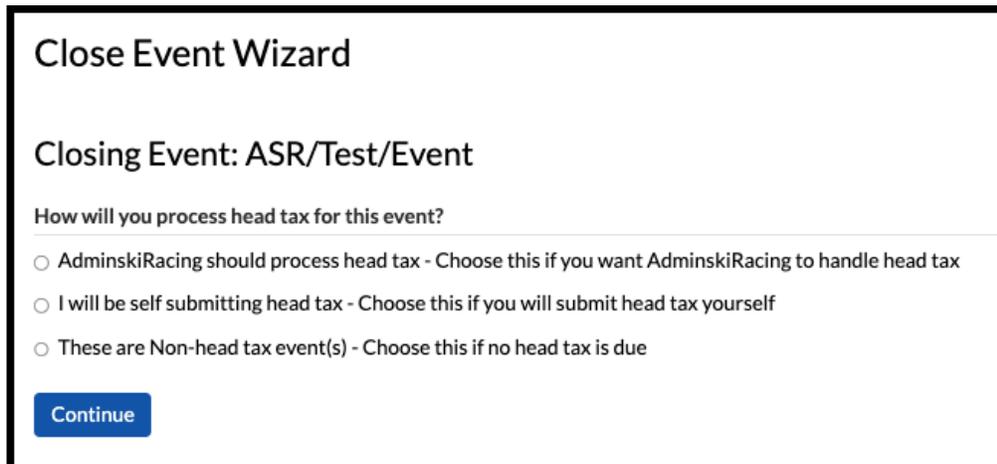


- Option 1: ASR should process head tax
  - On the next page, verify that your head tax amounts are correct.
  - Click Continue to view the Head Tax Financial Summary.
  - If your data appears incorrect:
    - First, click the Refresh Data button.
    - If the issue persists, click Report a Discrepancy to contact U.S Ski & Snowboard for further reconciliation.

○ You may also click Preview Head Tax Form to download an export.

## Close Event Wizard

## Closing Event: ASR/Test/Event

Provide the per-racer head tax amounts for ASR/Test/Event.
Totals will be calculated automatically based on racer counts from US Ski & Snowboard.

| | | |
|---|---|---|
| **Divisional Head Tax** | $ | 6.00 |
| **Regional Head Tax** | $ | 8.00 |
| **USSS Head Tax** | $ | 12.00 |

[Back] [Continue]

### Closing Event: ASR/Test/Event

**U.S. Ski & Snowboard Data**

Confirm these figures match U.S. Ski & Snowboard. If anything looks off, click **Refresh data**. Still off? **Report discrepancy** opens an email form to U.S. Ski & Snowboard race staff with this event's details.

[Refresh data] [Report discrepancy]

| CODEX | U.S. SKI STARTS |
|---|---|
| A123 | 0 |
| B456 | 0 |
| Total | 0 |

[Preview Head Tax Form]

**Financial Summary**

| | |
|---|---|
| Gross Collections | 55.00 |
| Less Refunded | (0.00) |
| **Net Collections** | **55.00** |
| Head Tax | |
| Divisional Head Tax (6.00 / registration) | 0.00 |
| Regional Head Tax (8.00 / registration) | 0.00 |
| National Head Tax (12.00 / registration) | 0.00 |
| **Total Head Tax** | **0.00** |
| Total Chargebacks | 0.00 |
| **Total for Club** | **$55.00** |

Total Registrations: 0 per U.S. Ski & Snowboard

[Back] [Accept Reconciliation & Proceed]

● Option 2: I will be self-submitting my head tax.

- Option 3: This is a non-head tax event.

  - Both Option 2 and 3 follow the same process.

  - After selecting your option, proceed with closing the event and requesting payment.

- Step 3: If all data is correct, click Accept Reconciliation and Proceed to close out your event.