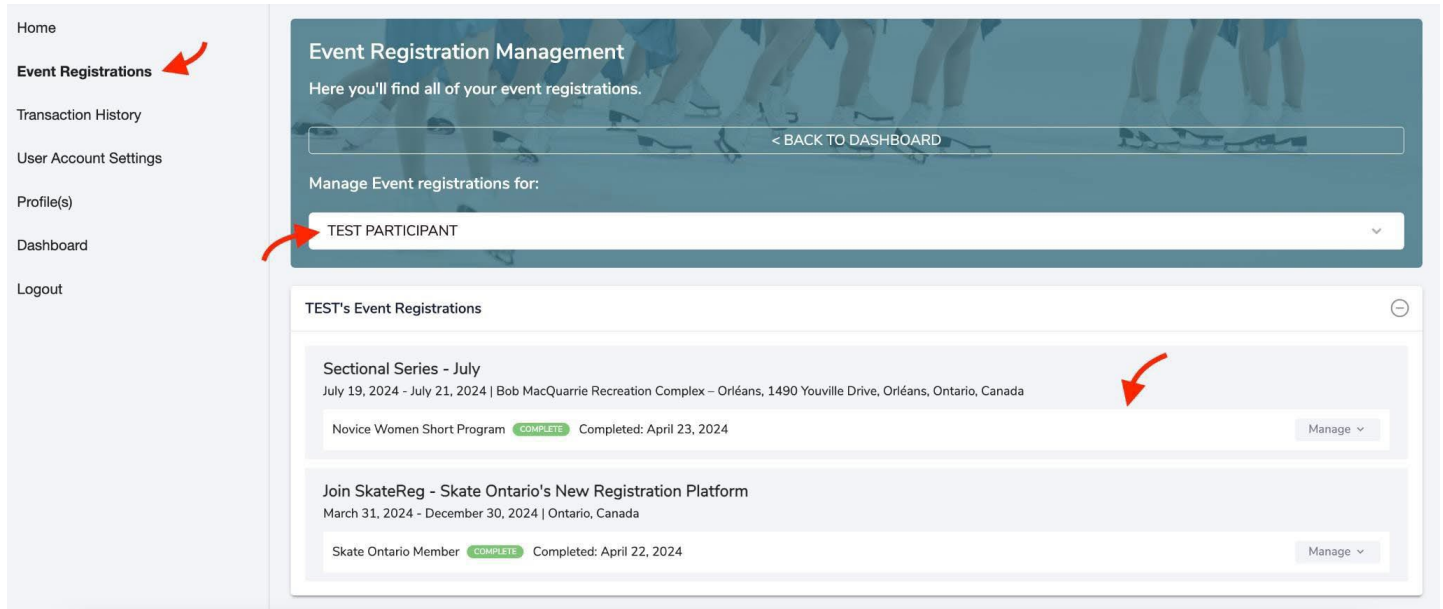# <u>SINGLES</u> - How to upload or update your music file and/or planned program content (PPC) after you've registered
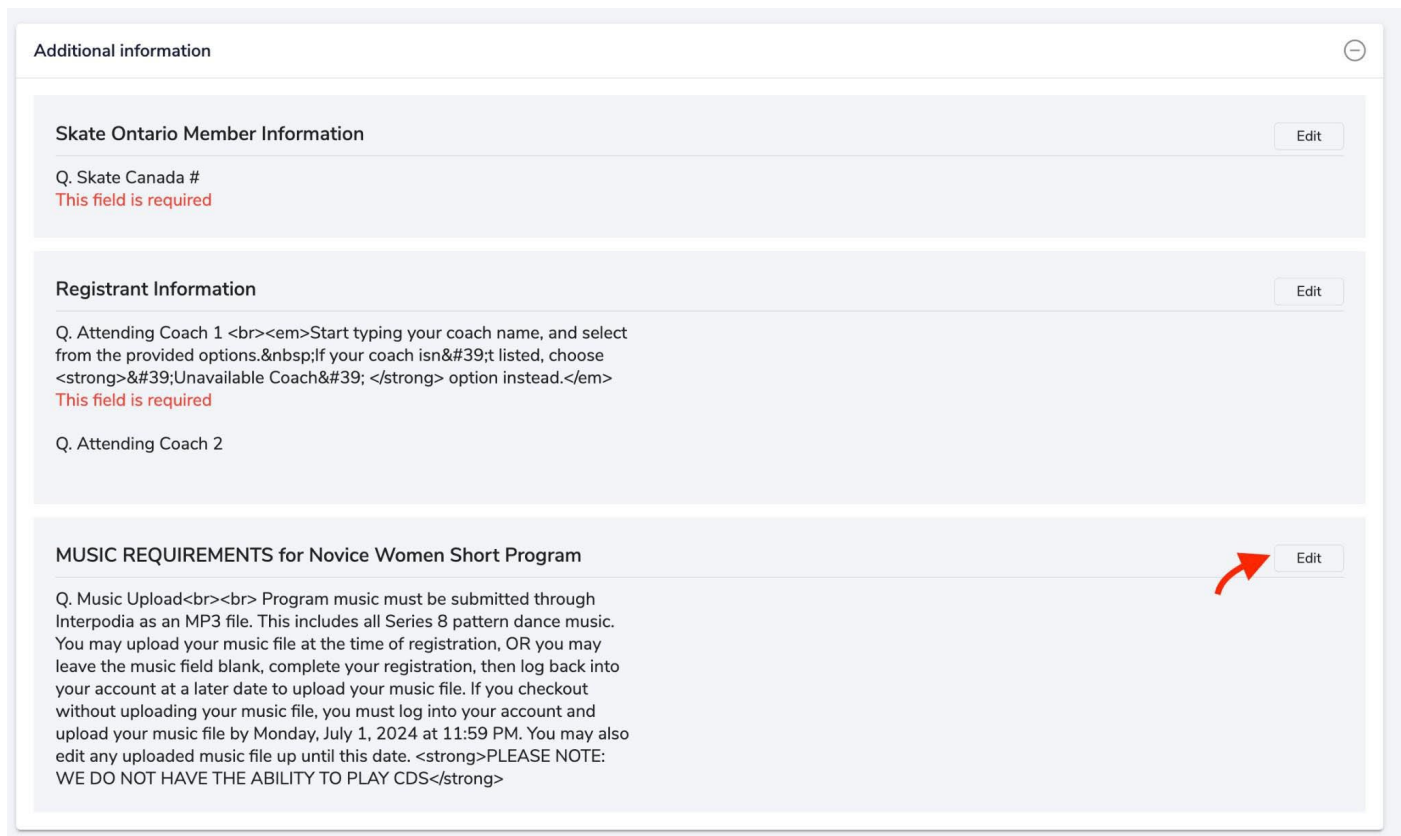
Music Upload/Update
Access your 'Event Registrations' menu here: https://skatereg.ca/my_pages/event-regs

- Filter on the name of the participant you'd like to manage registrations for
- Click on the registration you'd like to upload music for

Scroll down to the 'additional information' section, and click on the 'edit' button in the MUSIC REQUIREMENTS section:

Browse or drop the file you'd like to submit, and click SAVE at the bottom:

IMPORTANT – Music files may not appear on your dashboard immediately after saving. If you refresh your page and do not see your file, please wait 5 minutes and try again.

Planned Program Content (PPC) Upload/Update

Access your 'Event Registrations' menu here: https://skatereg.ca/my_pages/event-regs

- Filter on the name of the participant you'd like to manage registrations for
- Click on the registration you'd like to upload music for
- Click 'Edit' next to the PPC information field

Complete the number of element fields needed for your program. **Element codes (i.e. 1A+2T, CCoSp) are required.** If you do not know the element codes for your program, **please ask your coach.** Remember to click **SAVE** when you're done.