

PLANNED PROGRAM CONTENT (PPC)



Access Path: EMS > [My Competitions](#)

Submitting **Planned Program Content (PPC)** in EMS for an event. You can provide PPC from your personal computer or mobile device.

When you are registered for an event that requires PPC, you must submit it by the deadline. After the deadline, competitors will be unable to provide PPC through EMS. Late PPC submissions may incur a fee for some non-qualifying competitions and you will need to reach out to our Product Support Team for assistance at

Productsupport@usfigureskating.org

1 Log in to *Members Only*. (m.usfigureskating.org) Select **EMS**. Select **My Competitions**.

2 On the *My Competitions* page, tap the desired competition.

3 Tap **Music & PPC**.

4 Review music and PPC deadlines.

Note: Contact the LOC for additional instructions if attempting to provide PPC after the deadline.

5 To enter PPC, tap **EDIT PPC** for the event/segment.

The screenshots show the following steps:

- Step 1:** The 'Members Only' login screen with the 'EMS' button highlighted.
- Step 2:** The 'Event Management System' menu with 'My Competitions' highlighted.
- Step 3:** The 'My Competitions' list with a specific competition card highlighted.
- Step 4:** The 'Music & Planned Program Content' screen with the 'Music & PPC' section highlighted.
- Step 5:** A detailed view of the 'Music & PPC' section with 'EDIT PPC' and 'EDIT MUSIC' buttons highlighted.

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Contact your coach for assistance in determining elements.

6 Tap **Add Elements**.

7 Use the Type dropdown to add an element i.e. Jumps, Spins, Twizzles, etc.

8 Use the Element dropdown to define the Element Type i.e. Double-Axel, Sit Spin, Choreographic Sequence, etc.

9 Click **Add** to continue

10 Once you are finished adding all of your elements click **Confirm PPC**.

The screenshots illustrate the following steps:

- Step 6:** A 'Planned Program Content' screen with a red close button (X) and a green-bordered button labeled '+ Add Elements'.
- Step 7:** The 'Add Elements' button is tapped, opening a 'Type' dropdown menu. The menu is open, showing 'Select Type' at the top and a list of options: 'Jumps', 'Spins', and 'Steps & Spirals'.
- Step 8:** The 'Type' dropdown is closed, and the 'Element' dropdown is opened. The 'Type' dropdown now shows 'Steps & Spirals' selected. The 'Element' dropdown shows 'Select Element' at the top and a list of options: 'Choreographic Sequence', 'Choreographic Step Sequence', and 'Step Sequence'.
- Step 9:** The 'Element' dropdown is closed, and the 'ADD' button is highlighted in green. A 'CANCEL' button is also visible.
- Step 10:** The 'ADD' button is no longer visible. The screen shows a green-bordered button labeled '+ Add Elements' and a large blue button labeled 'CONFIRM PPC' at the bottom.