



Juvenile Ladies Singles

Online Test Applications

BC Coast Region Skate Canada

The BC Coast Region of Skate Canada has a new online High Test Application system. Now you will be able to apply for High Tests from the comfort of your favorite web browser, on any computer anywhere, at any time. All approvals are done via email. This online system will make the Test application process much easier, eliminating paperwork and improving the communications efficiency of the all volunteers involved in making tests happen.

August 21, 2010

What is an Online Test Application System?

The BC Coast Region Test Committee now provides online access to an automated Test Application software program. It is available to all Skaters, Coaches, and Test Chairpersons in the BC Coast Region who are applying for and taking Centralized Tests (e.g. High Tests).

The program is called "CoastRegistry".

The CoastRegistry program runs from your web browser, and you can access the program from anywhere, on any computer at any time. The following table describes some of the things you can do.

What Can I do with CoastRegistry?	
Apply for a High Test	The Skater can apply for High Tests online, without using any paper. The skater does not have to run around looking for the Coach or the Test Chair
Test Chair Approval	The Test Chair can approve the test without having to arrange to "be there" to sign the papers.
Coach Approval	The Coach can provide the "authority to take test" without having to arrange to "be there" to sign the papers.
Test Payment	<p>The Skater can pay for the test online. The Test Chair is relieved of the labour involved in collecting cheques and then getting the club Treasurer to take those cheques and produce a club cheque.</p> <p>CoastRegistry uses <i>PayPal</i>, one of the most used and most secure online payment systems available.</p>
Notification of Schedule	The Skater, Test Chair and Coach will all receive updates on test day schedules via convenient email.
Check up on Status	The Skater, Test Chair and Coach can access CoastRegistry at anytime, from anywhere, and check on the status of a test day and the tests applied for.

CoastRegistry will make it easier for Skaters to apply for tests, and significantly reduce the workload of club Test Chairpersons without diminishing their importance in the whole "work-flow" of taking tests. It is still vitally important to ensure that a skater is in good standing and has the prerequisites to take a test; CoastRegistry just makes it easier to accomplish those tasks.

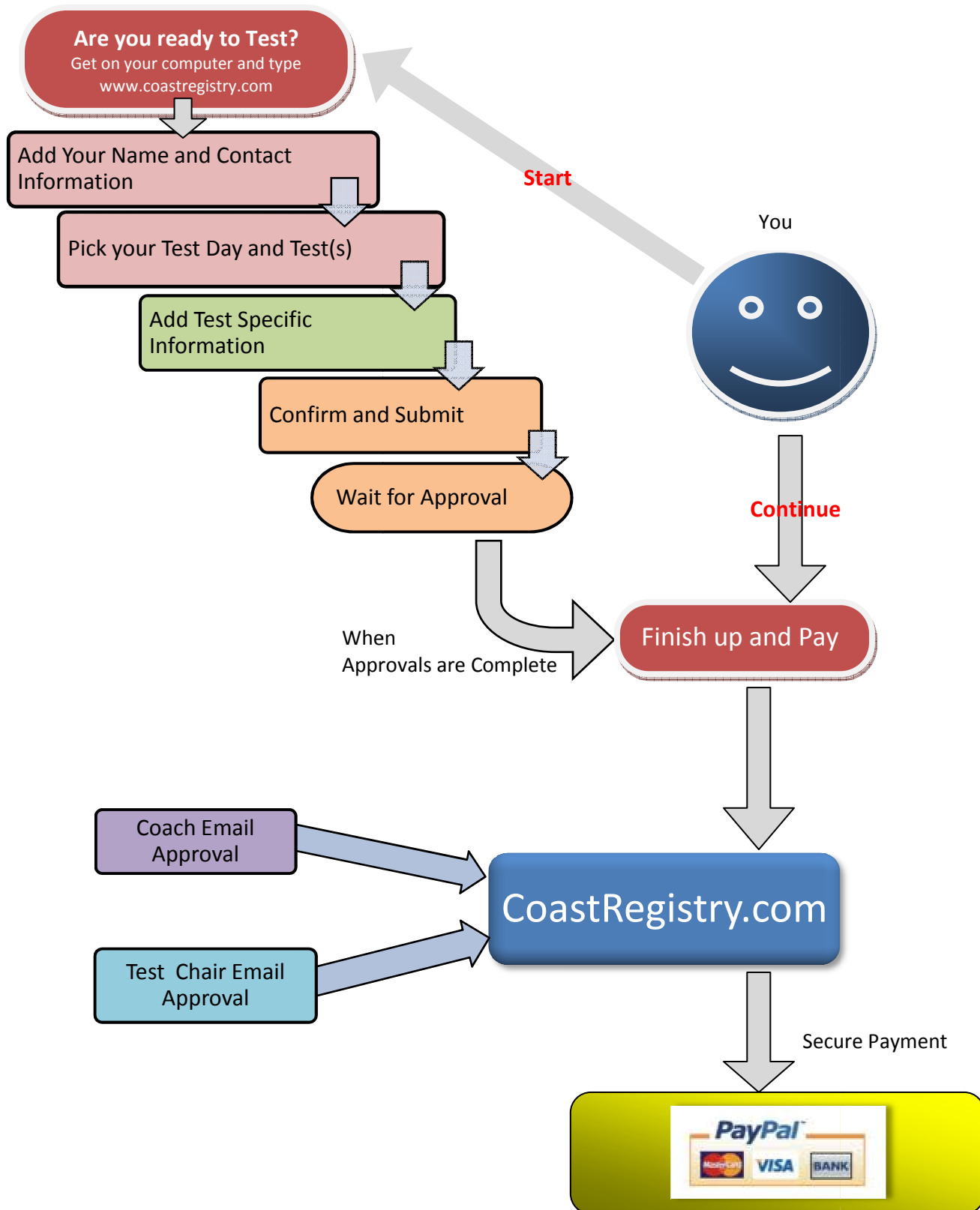
CoastRegistry is not only highly useful for Skaters to apply for their Tests online. CoastRegistry has a whole suite of tools and features that help the BC Coast Test Committee produce the Tests Days; tools like scheduling, timing, and the automatic generation of forms used by the judges when conducting the Tests, as well as summary sheets to send to Skate Canada.

What information do I need when I apply for a Test?

*In general, it's the same information that was required for the paper system. The following table shows the information you will need in order to fill out test applications with the new online system, **CoastRegistry**.*

Information	
Your Name	Of course we will have to know who you are!
Your Skate Canada Number	You will need to supply your Skate Canada number to the online system.
Your E-mail	<p>Your email address. This is mandatory, as approval and notification is done via email. You do not need to own a computer, but you will need to supply an email address that you can access at a friend's house or a library, school etc.</p> <p>Any web email address from yahoo, hotmail or gmail will work, as will email addresses from utility service providers like shaw, telus, rogers, etc., or from schools, colleges, & universities.</p>
Your Phone Number	In case the BC Coast Test committee cannot reach you via email, it is nice to have a phone number.
Coach Name	The name of the coach who can provide approval for you to take the Test(s).
Coach Email	Your coach's email. This is mandatory , as approval is done via email. The coach does not need to own a computer, but will need to supply an email address that they can access at a friend's house or a library etc. If you have 2 coaches, please supply the name of the coach who will approve your test.
Test Chairperson's Name	The name of your club's Test Chair
Test Chairperson's E-mail	Your Test Chairperson's email. This is mandatory , as approval is done via email. The Test Chair does not need to own a computer, but will need to supply an email address that they can access at a friend's house or a library etc.

The Test Application Procedure



Using the CoastRegistry Software – Step by Step

Step 1 - Launch your Web Browser.

CoastRegistry is supported on PCs and MAC Computers. For PC, you will need, at minimum, Windows XP Home edition. **CoastRegistry** works great on Windows 7! For MAC, you need MAX OS 10.5 or better. CoastRegistry will run on Internet Explorer 6, 7, 8, - on Firefox, and on Chrome. Unfortunately **CoastRegistry** does not yet work on iPOD, iPhone or iPad. Also, **CoastRegistry** does not work on Linux.

Step 2 - Enter the URL Address: <http://www.coastregistry.com> into your browser address bar.

Step 3 - Allow the system to install Microsoft Silverlight, which is a small program that CoastRegistry uses (note Microsoft Silverlight is totally safe, and is used on 100+ millions of computers worldwide). Silverlight takes about 1 minute to install. Also note that once Microsoft Silverlight is installed, you might have to start at **step 1** above over again.

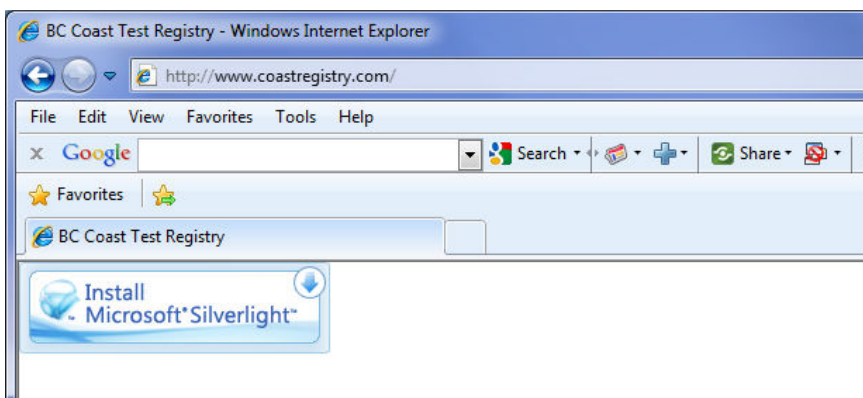


Figure 1 - Install Microsoft Silverlight

Step 4 - At this point the CoastRegistry software will launch, and you will see a screen as shown below:

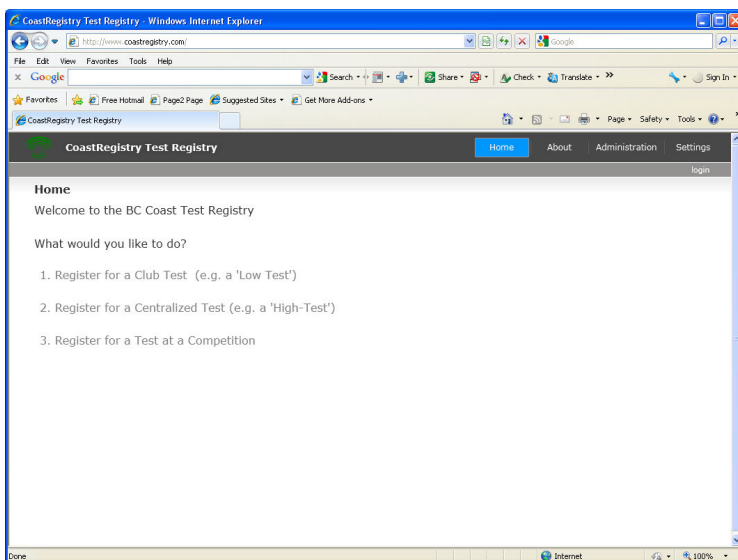


Figure 2 - Launching CoastRegistry.com

A login is not needed to enter a Test Application, so you can continue without any need to log in.

Step 5 - The **CoastRegistry** software will wait patiently while you decide what you want to do. To apply for a High Test, you will click option 2 (2 - Register for a Centralized Test).

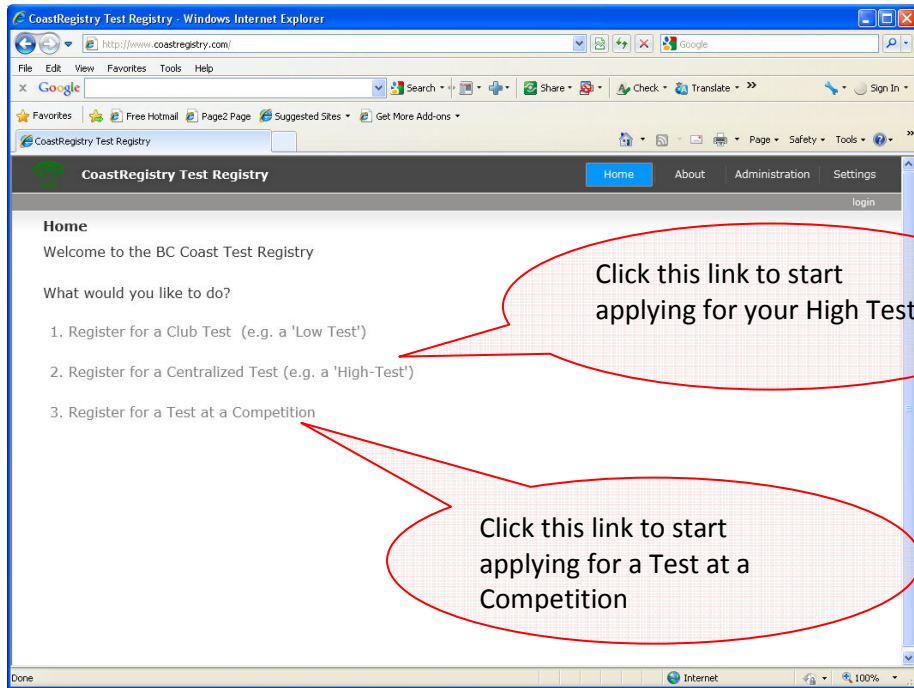


Figure 3 - Select the Test Application Option

Step 6 - **CoastRegistry** will now show the new Test Application electronic form. Fill out **all** the fields completely (name, phone, email, SC number, as well as coach and test chair phone and email). **It is absolutely important to use correct email addresses for Coach and Test Chair.**

The screenshot shows the 'High Test Registration' form on the BC Coast Test Registry website. The form is titled 'High Test Registration' and contains the following fields:

- Skater: First Name, Last Name
- Skate Canada #: [text box]
- Birth Date: <M/d/yyyy> [calendar icon]
- Gender: Male (selected), Female
- Phone: [text box]
- E-Mail: [text box]
- Home Club: [dropdown menu]
- Coach: Firstname Lastname, Phone: [text box], E-Mail: [text box]
- Test Chair: Firstname Lastname, Phone: [text box], E-Mail: [text box]

Below the form is an 'Add Test(s)' button. At the bottom, there is a table with the following headers:

Test Category	Test Name	Fee
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Figure 4 - Main Entry Screen

When you are finished entering your Name, SC Number and the information for your Club, Coach and Test Chair, you can proceed to select the Tests you want to apply for. The following diagram shows a fully filled out form, and where to click to add your selected Tests.

BC Coast Test Registry

Home About Administration login

High Test Registration

Skater: Gina Bauer

Skate Canada #: 3002234344 Birth Date: 12/5/1998 ☐ Male ☒ Female

Phone: 604-555-1212 E-Mail: GinaB@hotmail.com

Home Club: Kerrisdale Figure Skating Club

Coach: Johnny Coach Phone: 604-555-1213 E-Mail: JonbGood@gmail.com

Test Chair: Jenny Chair Phone: 604-555-1214 E-Mail: JenChair@shaw.ca

Add Test(s)

Test Category	Test Name	Fee
---------------	-----------	-----

Click this Button to choose Test(s)

Figure 5 - Selecting/Adding Tests

Step 7 - CoastRegistry will now “pop up” a list of Tests that you can select. Follow the instructions of the pop up box. Make sure you click on the check box beside the Test you want to apply for. You can select as many tests as you want (but your coach might not approve!).

BC Coast Test Registry

Home About Administration login

High Test Registration

Test Day: September 26

Skater: Gina Bauer

Skate Canada #: 3002234344 Birth Date: 12/5/1998 ☐ Male ☒ Female

Phone: 604-555-1212 E-Mail: GinaB@hotmail.com

Home Club: Kerrisdale Figure Skating Club

Coach: Johnny Coach Phone: 604-555-1213 E-Mail: JonbGood@gmail.com

Test Chair: Jenny Chair Phone: 604-555-1214 E-Mail: JenChair@shaw.ca

Select Tests

Select by clicking the checkbox(s) for one or more tests you want to apply for. When you are ready click OK Button

☐ Group by Test Category

Select	Test Category	Test Name	Test Code	Fee
<input type="checkbox"/>	GOLD DANCE TESTS	Viennese Waltz	VIE	\$10
<input checked="" type="checkbox"/>	GOLD DANCE TESTS	Westminster	WES	\$10
<input type="checkbox"/>	GOLD DANCE TESTS	Quickstep	QUI	\$10
<input type="checkbox"/>	GOLD DANCE TESTS	Argentine Tango	ARG	\$10
<input type="checkbox"/>	JUVENILE COMPETITIVE SINGLES TEST	JUVENILE COMPETITIVE SINGLES	JVCS	\$20

OK Cancel

Select by clicking the check boxes

Figure 6 - Test Selection Dialog Box

When you have selected your Tests (you can select one or more), they will show up below the name and club information in the “Selected Tests Listbox”. Almost immediately, a series of question boxes will pop up on your screen, depending on the type of test(s) you are taking. There are different questions for different tests, as follows;

- **Dance Tests** – who is your Dance Partner, Email, Phone?
- **Dance Tests** – will you go Solo?
- **Dance Tests** – whose steps (male or female) will you be doing?
- **Skills** – Will you do your skills pattern to music or not?
- **Interpretive** – The name of your interpretive Music Composition
- **Competitive Freeskate** – Planned Program¹

BC Coast Test Registry

High Test Registration

Skater: Gina Bauer

Skate Canada #: 3002134344 Birth Date: 12/5/1998 Male Female

Phone: 604-555-1212 E-Mail: CSample2010@hotmail.ca

Home Club:

Coach: Johnny Coach Phone: 604-555-1212 E-Mail: CSample2010@hotmail.ca

Test Chair: Jenny Chair Phone: 604-555-1212 E-Mail: CSample2010@hotmail.ca

Test Category

GOLD DANCE TESTS

GOLD DANCE TESTS

Total Price: \$20

Add/Extra Test Specific Data for this Test

For the following Test: Westminster

Please supply the following additional information:

Dance Partner Name:

Phone:

Email:

OK Cancel

You are ready to Register this Skater for these Tests, click "Register"

Register

Figure 7 - Adding Extra Details about a Dance Test

BC Coast Test Registry

High Test Registration

Skater: Gina Bauer

Skate Canada #: 3002134344 Birth Date: 12/5/1998 Male Female

Phone: 604-555-1212 E-Mail: ccsample2010@hotmail.ca

Home Club: Kerrisdale Figure Skating Club

Coach: Johnny Coach Phone: 604-555-1212 E-Mail: ccsample2010@hotmail.ca

Test Chair: Jenny Chair Phone: 604-555-1212 E-Mail: ccsample2010@hotmail.ca

Test Category

GOLD DANCE TESTS

REGULAR SKATING SKILLS

Total Price: \$20

Add/Extra Test Specific Data for this Test

For the following Test: Junior Silver Skating Skills

Please supply the following additional information:

Use Music (Yes/No):

OK Cancel

When you are ready to Register this Skater for these Tests, click "Register"

Register

Figure 8 - Adding Extra Details about a Skills Test

¹ Planned Program entry is not available in CoastRegistry at this time of writing

When you have selected your Tests (you can select one or more), they will show up below the name and club information in the “Selected Tests List box”. You can add more by clicking on the “Add Tests” Button (again and again). Also, if you made a mistake, you can click “Delete” on the selected Test in the List box.

BC Coast Test Registry

Home About Administration login

High Test Registration Test Day: September 26

Skater: Gina Bauer

Skate Canada #: 3002234344 Birth Date: 12/5/1998 Male Female

Phone: 604-555-1212 E-Mail: GinaB@hotmail.com

Home Club: Kerrisdale Figure Skating Club

Coach: Johnny Coach Phone: 604-555-1213 E-Mail: JonbGood@gmail.com

Test Chair: Jenny Chair Phone: 604-555-1214 E-Mail: JenChair@shaw.ca

Click here to add more Tests Add Test(s)

Test Category	Test Name	Fee	
GOLD DANCE TESTS	Westminster	\$10	Delete
GOLD DANCE TESTS	Quickstep	\$10	Delete

Click here to remove a Test

Total Price: \$20

When you are ready to Register this Skater for these Tests, click "Register" Register

Figure 9 - Adding more Tests & Removing Tests

If you cannot see this part of the screen at the bottom of the page, it may be that your display resolution is below 1024 vertical pixels. You can press F-11 function key, which will put Internet Explorer into full screen mode. This can give you more vertical room. Be sure to press F-11 again to restore Internet Explorer back to normal

Step 8 – When you have selected all the Tests you want to apply for, you can click on the Register button. At this time all the information on the screen will be validated. If a field (e.g. one of the boxes you enter information into) is incorrectly entered, it will be surrounded by a red box, and sometimes a “tip box” will show up telling you what the expected data format for that field is.

If you cannot see the part of the screen at the bottom of the page, it may be that your display resolution is below 1024 vertical pixels. You can press F-11 function key, which will put Internet Explorer into full screen mode. This can give you more vertical room. Be sure to press F-11 again to restore Internet Explorer back to normal. Firefox, Chrome and Safari also have similar full screen modes.

If all data is valid, then you will see the next screen which is a confirmation screen. This is shown on the following page.

BC Coast Test Registry

Home About Administration

Welcome BCCTestAdmin | logout

High Test Registration

Success!
Thank you for successfully submitting your Test Application to the BC Coast Test Registry. There are just a few steps left to process this application.

Step 1. Your Coach will be required to electronically approve this application. He/She will receive an email explaining how to approve this application.
Step 2. Your Club Test Chairperson will be required to electronically approve this application. He/She will receive an email explaining how to approve this application.
Step 3. Once approval from step 1 and step 2 is complete, you will receive an email from this system with instructions on how to proceed with the completion of the registration for the test(s).
Step 4. When you finalize the application, you can also pay the fees for the test(s) via Paypal.

Test Application Details

Skater, Email	Gina Bauer, GinaB@hotmail.com
Coach, Email	Johnny Coach, JonbGood@gmail.com
Test Chair, Email	Jenny Chair, JenChair@shaw.ca

Tests Applied For

Westminster
Quickstep

Tests Fees

Fees per Tests	\$20.00
Test Category Fees	\$7.00
Total Fees	\$27.00

Click "Cancel" if you decide not to continue Click "Finish" to allow the system to get to work on approving your Test.

Figure 10 - Test Confirmation Page

Step 8 (cont...) – In this confirmation screen, you will see a summary of information you have entered with respect to Skater name, email, Coach name and email, Test Chair name and email, etc. It also summarizes what Tests have been applied for, and what the fees will be. Fees include both the Skate Canada Fees for individual tests, as well as administration fees charged by the BC Coast Region Test Committee. Please note that the numbers shown in this document are examples only and the BC Coast Region will send a notice to all Test Chairs about fees, if and when they change. This page is your last chance to “bail” on the Test application. If you click “Cancel” the application will be aborted, and all data entered will be discarded, and nothing will be stored in the database.

You also can now commit this Test to [CoastRegistry](#), which essentially means you are officially applying for the Test. Click on the “Finish” button. You will see a message box saying thank you and that this phase of the application process is done.

Success!
Thank you for successfully submitting your Test Application to the BC Coast Test Registry. There are just a few steps left to process this application.

Step 1. Your Coach will be required to electronically approve this application. He/She will receive an email explaining how to approve this application.
Step 2. Your Club Test Chairperson will be required to electronically approve this application. He/She will receive an email explaining how to approve this application.
Step 3. Once approval from step 1 and step 2 is complete, you will receive an email from this system with instructions on how to proceed with the completion of the registration for the test(s).
Step 4. When you finalize the application, you can also pay the fees for the test(s) via Paypal.

Test Application Details

Skater, Email	Gina Bauer, GinaB@hotmail.com
Coach, Email	Johnny Coach, JonbGood@gmail.com
Test Chair, Email	Jenny Chair, JenChair@shaw.ca

Tests Applied For

Westminster
Quickstep

Tests Fees

Fees per Tests	\$20.00
Test Category Fees	\$7.00
Total Fees	\$27.00

Click "Cancel" if you decide not to continue Click "Finish" to allow the system to get to work on approving your Test.

Centralized Test Application

Thank you. Your Application has been processed. you will receive an email when your approvals are completed. You will now be redirected back to the home page

By clicking finish you start the online application

If you cannot see this part of the screen at the bottom of the page, it may be that your display resolution is below 1024 vertical pixels. You can press F-11 function key, which will put Internet Explorer into full screen mode. This can give you more vertical room. Be sure to press F-11 again to restore Internet Explorer back to normal.

Figure 11 - Test Application Phase 1 Completed

Step 8 (cont...) – At this point your Test Application has been sent to **CoastRegistry** for processing. The Screen will revert back to the main screen (shown in step 5), awaiting new input. You can now close the browser if you like and you can even leave (go skating) as the next steps are in the hands of the Coach and Test Chair.

Step 9 - The Coach and Test Chair will receive e-mails from **CoastRegistry**. These emails will be sent almost immediately subsequent to the tasks carried out in Step 8. In these emails, the Coach and Test Chair are provided the details of the Test application and are expected to “Approve” or Not Approve” the Test application. The system does not proceed until the Coach and Test Chair act (e.g. Approve) on the emails they receive². **It is absolutely important to use correct email addresses for Coach and Test Chair.**

However, nobody can predict when the Coach and Test Chair will access their email system, or in what order. It is important to note that during test day application period(s), the Coach and (especially) Test Chair should be checking their emails.

When the Coach and/or Test Chair do access their email, they will find they have mail from the following sender:

BCCTestRegistry@CoastRegistry.com

The following screens show the look and feel of the emails sent to the Coach and Test Chair, respectively;

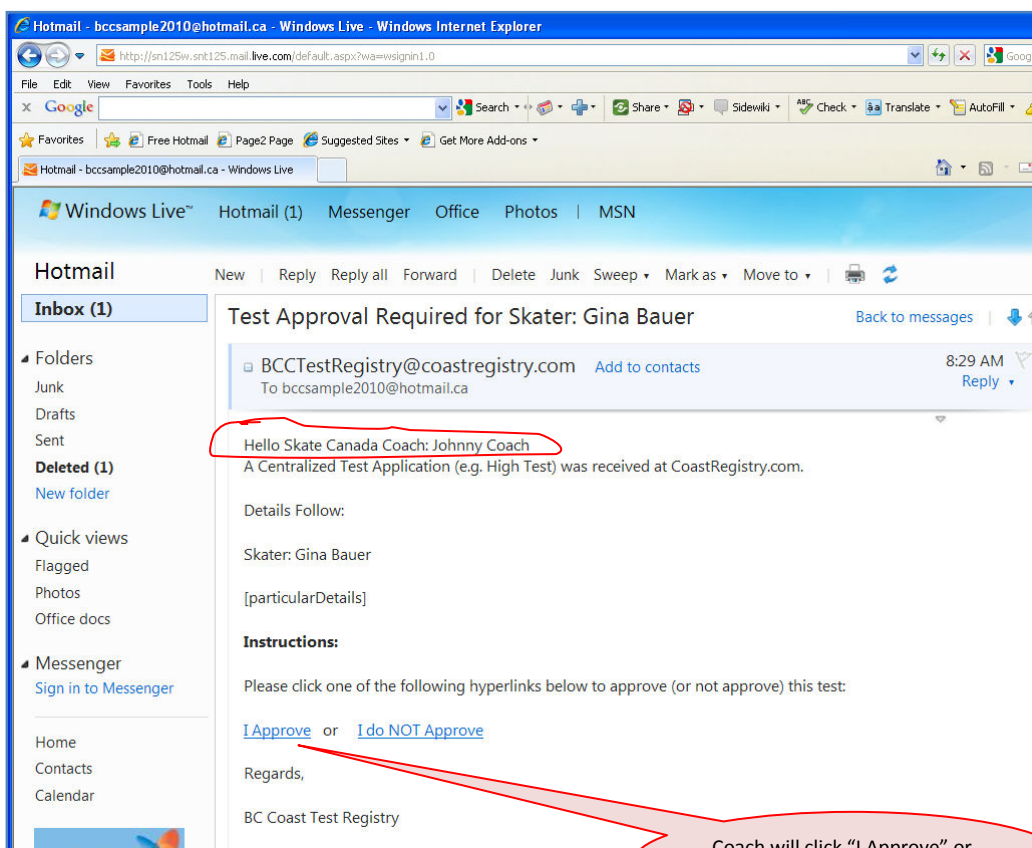


Figure 12 - Coach Approval Email

² This is not entirely true, as the CoastRegistry Administrator has the ability to “auto-approve” tests, if for instance the Coach and/or Test Chair cannot (for whatever reason) approve by email.

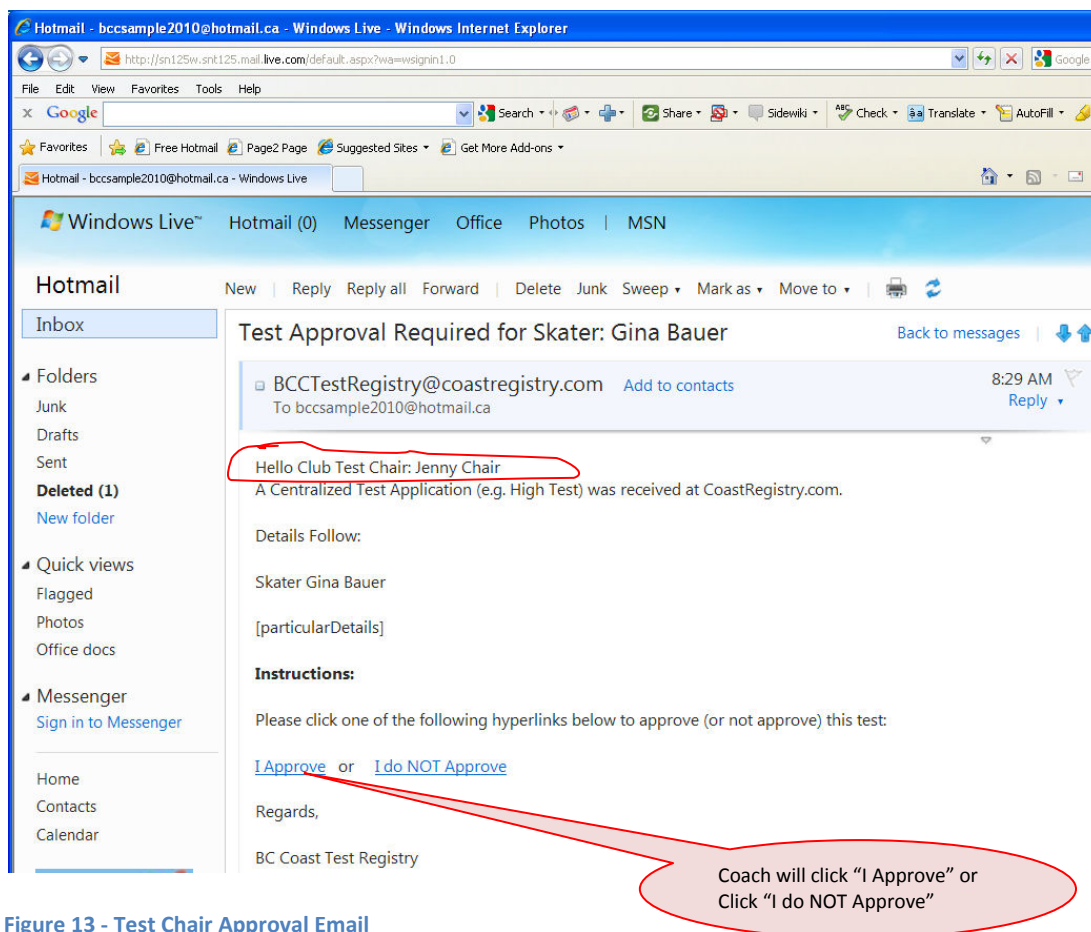


Figure 13 - Test Chair Approval Email

Step 9 (cont...) – When the Coach and Test Chair approve your Test (let’s assume this is the case, we’ll talk about the “I do NOT approve” case later), they are actually clicking on a link that communicates with the [CoastRegistry](#) system on the Internet. Upon clicking, the Coach and Test Chair will see small messages in their internet browser stating *“Thank you for approving”*, or *“Thank you, both approvals have now been received”*. If either the Coach or Test Chair clicks on these links more than once, then there will be a message saying *“Thank you, but approval is already complete”*. Also, if the “I do NOT approve” link is clicked after the “I approve link” is clicked, nothing will happen – the Test was already approved from CoastRegistry’s perspective.

These approvals tell [CoastRegistry](#) to proceed with the Test application. In particular, the next steps are;

- The Skater (e.g. you) needs to be notified that the Test Application is Approved
- The Skater needs to pay for the approved Test(s).

Step 10 – The Skater (you) will now receive an email from [CoastRegistry](#). This email will be sent almost immediately subsequent to the tasks carried out in Step 9. The Skater’s email explains that the test was approved and provides a link that the Skater can click to re-enter the CoastRegistry software and complete payment.

The Skater’s email is shown below;

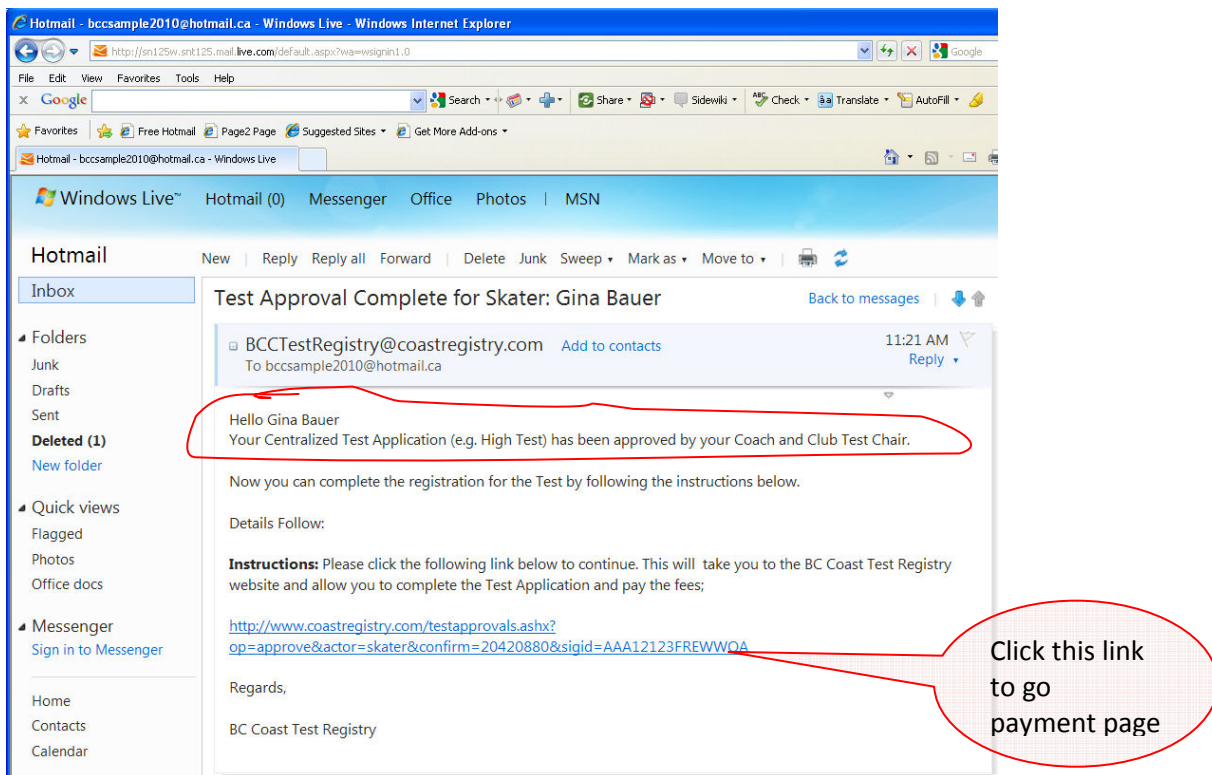


Figure 14 - Skater Email Notifying Approval

Step 10 – Upon clicking the link in the email, you will be navigated back to the CoastRegistry software. Your browser might ask if this is a secure activity as this is like launching a popup – please be assured that it is safe to do.

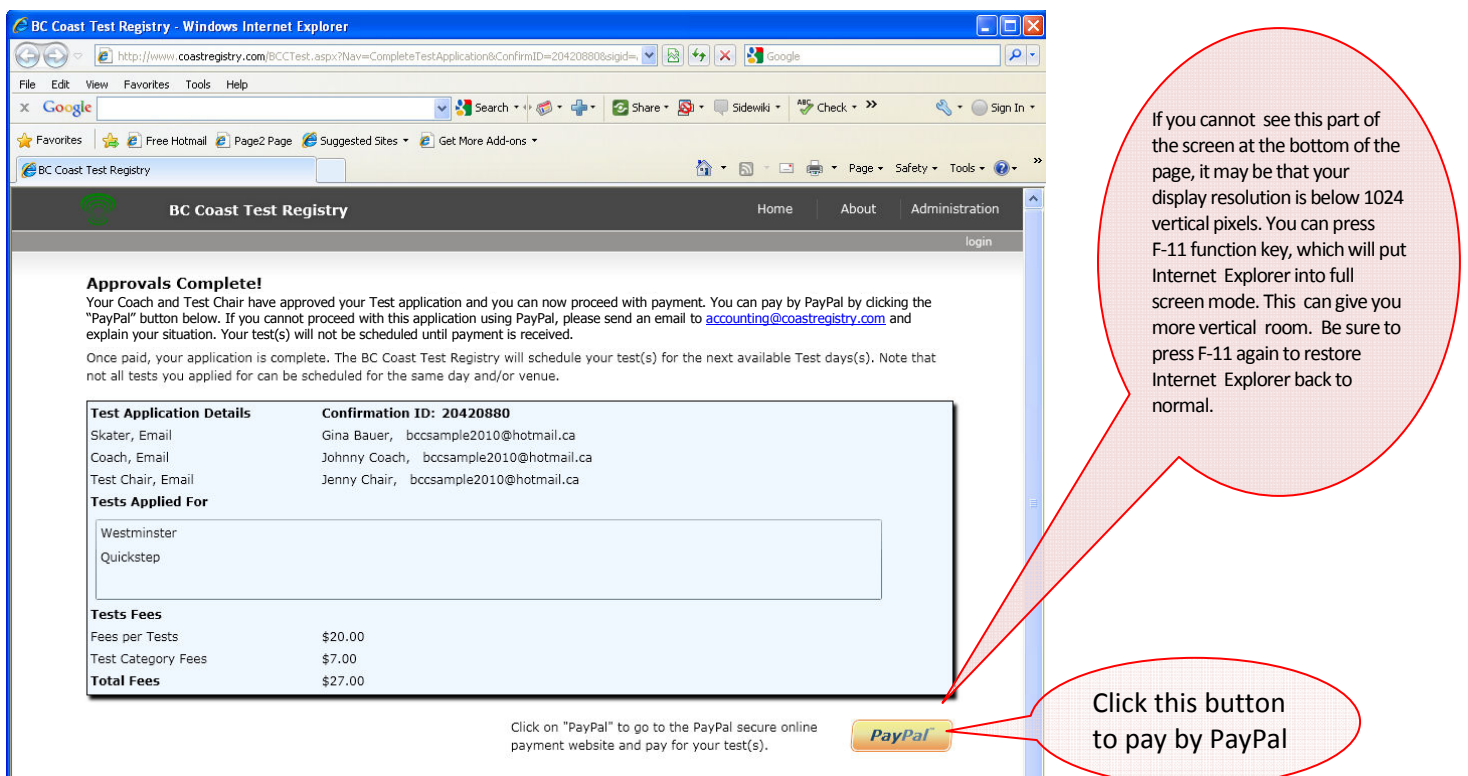


Figure 15 - Approval Complete and Payment Page

Step 10 (cont...) – The page simply lists the final state of your Test Application. An important item now display on the page is your confirmation number; this is used to track the test in the CoastRegistry system, and can be used to view status of the tests, etc. later on.

>> It would be useful to print this page for safe keeping

Payment – it is now time to pay for your Tests. You do so by clicking on the PayPal button. CoastRegistry uses PayPal as its payment engine. The PayPal payment engine accepts existing PayPal account holders, as well as one time purchases with MasterCard and Visa.

Note: if you cannot proceed with payment using PayPal, please email the CoastRegistry accounting department at accounting@CoastRegistry.com and explain your situation. You will get a response within 12 hours of your email³.

Step 11 - When you click on the PayPal button, you will be routed to the PayPal site for payment. You will see a screen as shown below:

Figure 16 - Payment at the PayPal WebSite

Proceed with the method of payment of your choice. Paying by Credit Card (left side option) is really easy, but creating and using a PayPal account is even easier, and for future trips to CoastRegistry, could be helpful.

Step 12 – When you are finished paying with PayPal, there will be an internal communication between PayPal and CoastRegistry, so that CoastRegistry will know you have paid. This could take up to about one hour to occur. Then you will get one final email telling you that payment is complete.

³ This applies to the September 26 Centralized Test. Procedures for payment issues are subject to change, and the BC Coast Region will make every effort to communicate those changes to Test Chairs in a prompt manner.

At this point your fully approved and paid Test application is in the system, and will be processed by the BC Coast Test Committee. Your Test will be scheduled, and you and your Coach and your Test Chair will receive a schedule via email, at some point after the Test Day deadline has closed.

This concludes the Step by Step instructions for online Test Application using [CoastRegistry](#). The instructions in this document have made every attempt to be as complete as possible; however, if you have any questions or issues please feel free to send an email to support@coastregistry.com. Every effort will be made to answer your questions within a 12 hour period of your asking⁴.

Frequently Asked Questions

1. What if I make a mistake?

Answer: everyone makes mistakes, so no big deal. If the mistake was made before the payment phase, just start over. [CoastRegistry](#) will figure out about “orphaned” or in-complete Test applications and will eventually dispose of them.

2. What if I don't know my Test Chair's email?

Answer: Your Test Chair will have to get that information to you – it's critical to the operation of [CoastRegistry](#). So go and find it. Most Test Chairs have emails, so you should be successful.

3. My computer is too old and won't run CoastRegistry. What can I do?

Answer: [CoastRegistry](#) uses fairly modern software technology; it wouldn't be able to do what it does otherwise. So you'll have to find a computer that can run the [CoastRegistry](#). Try a friend, or the library, or a school, or your club Test Chair – most of those facilities/people will have more up to date computers. If your computer is really old, you might want to see about upgrading it.

4. CoastRegistry Screens are too big for my monitor. I cannot see all of the information or buttons?

Answer: This has been difficult to keep track of because everyone has a different computer with different screen resolution. [CoastRegistry](#) is best viewed on a monitor with a minimum of 1280x1024 resolution. Some newer Notebook computers have a Display with 1380 x 768 resolution, often this does not have enough vertical space to view the whole [CoastRegistry](#) screen. In this case the user might find relief by clicking the F-11 function key at the top of the keyboard. This will put the browser in full screen mode and will give quite a bit of vertical space back. This is verified to work well with 1360x768 notebook computers. Note it is very difficult to support Netbook computers running at 1024x600. You may need to use "fit to screen" mode setting which can result in blurry screens.

5. What if I have to withdraw from the Test, will I get a refund?

Answer: The BC Coast Test Committee has a policy about withdrawals and refunds; it will not be reproduced here. If, however, you do qualify for a refund, [CoastRegistry](#) can process your refund through PayPal, which will credit your Credit card.

⁴ This applies to the September 26 Centralized Test. Procedures for support issues are subject to change, but not diminish, and CoastRegistry Solutions will make every effort to communicate those changes to BC Coast Test Committee in a prompt manner

6. What if my Coach or Test Chair clicks "I do NOT Approve" in the approval email that they get?

Answer: If your Coach or Test Chair does not approve, your Test application will be cancelled. You will get an email saying that your test was not approved. You will likely have to contact the person and find out the reason and try to solve the problem. You can re-apply (starting over) at **CoastRegistry** at any time

7. Why doesn't **CoastRegistry allow me to select the Test Day I want to take my Test on?**

Answer: This version of **CoastRegistry** is entirely devoted to the September 26, 2010 Centralized Test Date. After that Test Day is over, the software will be modified to allow the Test Day to be selectable.

