

## How To Register for a Test

1. Go to [entryeeze.com](http://entryeeze.com) – a link can be found on the Testing page of our website.
2. Under “Membership/Testing” (all the way to the right), click the “Find a test session” button.
3. On the next screen, enter your zip code and the maximum search distance. If you are looking for an in-person test, enter the maximum distance you’re willing to drive for the test. If you’re looking for a virtual test, distance isn’t a factor since everything will be submitted electronically. Bear in mind that entering a larger distance will provide a longer list of upcoming tests.
4. Click the “Search” button and a list of upcoming tests will be displayed in order of the test date.
5. Note that the registration deadline can be up to a week or more prior to the test date so be sure to select a test whose registration deadline has not yet passed.
6. Virtual tests are almost always indicated as such in the name of the test, which is bolded. Make sure you are registering for the type of test that you want (in-person vs virtual).
7. In order to register for a test session (or get more information about it), click the Expand icon and then click the “Register for this session” button.
8. The entryeeze page for the host club will display. The upper left corner displays a Non Member box. Click the “click here” button in this box.

9. The next screen displays a list of upcoming tests sessions being hosted by this club. If there is more than one session listed, be sure to select the session you wish to register for.
10. The registration page usually includes instructions for the test session, especially for virtual tests. Be sure to read these as they will tell you how to submit the test video and required paperwork. The two most common ways to submit these are via a link through entryeze (which the host club will send you in an email) or putting the video and required documents in a Google drive and sharing it with the host club.
11. Complete all the required fields and click the "Submit payment" button at the bottom.

**Information for Step 4:**

- Be sure to select the correct test attribute: Standard, Adult 21+, Adult 50+, or Skate United (some clubs list Standard and Adult tests as completely separate options)
- For Dance tests, Lead refers to the steps traditionally performed by the male and Follow to the steps traditionally performed by the female

**NOTE:** Tests vary greatly in price so if you want to "shop around" you can do so by going straight to Step 2 of the registration form, entering the desired test(s) and scrolling down to Step 4 to see the cost.

12. When the confirmation page appears, you will have an opportunity to submit the Permission to Test form. It's best to go ahead and do that now so that it's not forgotten.
13. You should get a receipt via email shortly after completing your registration and will often get a second email providing details on how to submit the test for a virtual test.