



San Diego Figure Skating Club – Test Application INSTRUCTIONS

General Instructions:

The SDFSC Test Application form must be downloaded (saved locally on your PC) and then opened with Adobe Reader or Adobe Acrobat. The Test Application form must be completed electronically (typed), saved, and printed. Incomplete or handwritten applications will **NOT** be accepted.

The next time you are testing just open the saved copy, enter new test date, uncheck old test and check new tests, save again and print. After printing it must be signed by coach and parent.

Required fields have red highlights around them like:

First Name

When you think you are done, please use button on top of form to check all required fields are completed:

Click [HERE](#) to check form before Printing

Resolve any errors before printing or printout will be marked with “INCOMPLETE FORM”.

Caution:

Internet web browsers and computer software are constantly changing along with their support for the PDF JavaScript that is used by the Test Application form. The tested process is downloading the Test Application file and then opening with Adobe Reader or Adobe Acrobat. Other methods may even appear to work only to fail to produce the correct results.

Adobe Reader is available for free at <https://get.adobe.com/reader/>. Personally, I de-select their “optional offers”.

Help:

For latest information see Test Form Issues at <http://www.sandiegofsc.org/testing/test-form-issues/> .

Issues with using the Adobe PDF form – contact:

Webmaster@SanDiegoFSC.org

Issues with the Test Application Process – contact:

Testing@SanDiegoFSC.org



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Completing Information: (Sections below match page 1 on the Test Application form)

- Test Date/Location:** Provide Test Date in format M/D/YYYY and select correct rink for that Test Date. Available dates and locations are posted online at <http://www.sandiegofsc.org/testing/>
CAUTION: Please double check date. The form does not validate.
- Candidate Information:** All fields required (First Name, Last Name, USFSA Number)
- Membership Information:** Must select one of three options
If not a SDFSC Home Club member then additional required field for Home Club Name will appear.
- Permission to Test:** Once other required fields are completed, follow instructions that appear in this area.
If not a SDFSC Home Club member, then you must obtain permission from your Home Club to test with SDFSC by getting your home club official to sign the test form or provide the SDFSC Test Chair with a “member of good standing” statement attached to application or emailed to the SDFSC Test Chair at Testing@SanDiegoFSC.org. This is also required for SDFSC Associate Club members who must still get permission from their Home Club.
- Instructions / Payment:** Follow steps in this area to complete and submit Test Application form. Checks are payable to San Diego FSC for Total Fees AFTER all tests have been selected. Test Application, check, and Permission to Test (if required) must be **received** by the test chair 3 weeks before test date so appropriate ice time can be scheduled and judges confirmed.
- Approvals:** All fields must be completed electronically (name, email, phone number) except for signatures.
Coach’s signature is required
Parent/Guardian signature required unless candidate is 18 or over in which case they need to sign the form in this location.
Permission to test signature, if required by the form in the “Permission to Test” section.

Test Selection guide on following pages.



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Completing Test Selections: (Page 2 of Test Application form)

New SUMMARY area:

In the middle of the test selection page is a box with a summary of the tests selected and the fees associated once you start selecting tests.

SUMMARY AREA OF SELECTED TESTS, REVIEW BEFORE COMPLETING

If at any time an INVALID combination of selections are made, a popup error message will be displayed and the INVALID combination will also be displayed in the summary box.

For example: Selecting a Test Category of “Adult” and then under Moves in the Field selecting “Pre-Preliminary” is invalid. The form has no price in the Adult column for the Pre-Preliminary row and the USFSA Rulebook does not have a defined test for this combination.

A warning popup window will appear with an audible warning tone.

And the INVALID combination will also be displayed in the summary box.

In this example, correct by either selecting “Standard” as test category or de-selecting “Pre-Preliminary” and select “Novice” as the lowest MITF test level for an “Adult” category.

Warning: JavaScript Window -



The selected combination of "Pre-Preliminary MITF - Adult" is INVALID
Please change Test Category, Solo option or de-select test.

OK

Pre-Preliminary MITF - Adult (INVALID)



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Completing Test Selections (cont):

Summary area example with valid test selections:

Intermediate MITF - Standard	
Intermediate FS - Standard	
Pre-Silver PD - Foxtrot - Standard	Tests = 4
Silver PD - American Waltz - Standard	SubTotal \$153
	Total Fee \$161

If you select a test that requires a partner, then the Dance/Pairs Partner field becomes visible and required.

Dance/Pairs Partner:

In the example above, you could then select the “Solo” box. At that point the summary would change to reflect “Solo” selection and the partner field would no longer be required.

Intermediate MITF - Standard	
Intermediate FS - Standard	
Pre-Silver PD - Foxtrot - Solo	Tests = 4
Silver PD - American Waltz - Solo	SubTotal \$144
	Total Fee \$152

Please review this summary information before submitting form and use the button on top of form to check all required fields are completed.

[Click HERE to check form before Printing](#)



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Printing, Saving, Signing & Submitting Form:

Print the test application. If it shows “INCOMPLETE FORM” then a required field has been missed. Please use the button on top of the form and it will tell you required field missing.

**INCOMPLETE
FORM**

Click [HERE](#) to check form before Printing

Correct and re-print form.

Save the form and you will be able to reuse unless SDFSC has had release a new version of the form. Next time you need to apply for testing, just open saved form, enter new test date/location, un-check old tests and select new ones.

Sign the form including the required Coach’s signature and required Parent/Guardian signature. If candidate is 18 or older then the candidate may sign in line for Parent/Guardian.

If indicated in the “Permission to Test” section, either a non-home club official signature or a “member in good standing” statement attached or emailed to Testing@SanDiegoFSC.org.

Submit the form by mailing **signed form** with **signed check** payable to **San Diego FSC** to **arrive** three weeks before Test Date to:

Bill Hernandez
13235 Bavarian Drive
San Diego, CA 92129

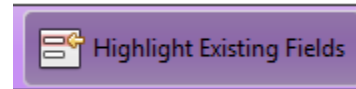


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Hints & Tips:

While there are many PDF readers – the free Adobe Reader is recommended to be installed.

Required fields are more visible if the Highlight Existing Fields button is depressed and looks like:



The first time you select a TEST, there may be a pause while the calculation program loads.

Saving from Browser with Adobe Reader Plug-In: Select Disk Icon and then select name and location to save.



Saving from Adobe Reader: **File** → **Save As** → **PDF...** and then select name and location to save.

