



# ICEtrax Upload Instructions

ICEtrax is a system that will manage all of your music, so you can concentrate on your performances. It has been built by current and former figure skaters, families within the figure skating community, and folks with a genuine interest in the sport. ICEtrax provides a service that will help you, or your children to be more focused, and less worried about their music. In order to become a member of the ICEtrax family, please follow the steps outlined below, which will detail how to register, and upload music.

## 1 Registration

**NOTE**  
In order to upload music to ICEtrax, you must be a registered user of the system. Each member must have their own account, with the exception of Pairs. If you upload a song for someone else, ICEtrax cannot guarantee the music will be handled properly.

ICEtrax is a member-based application. In order to use the system, you must be registered on the site before proceeding. Please following the following steps for registering with ICEtrax.

- 1) Using a browser, the participant will go to [www.icetrax.net](http://www.icetrax.net). They will select the option "Sign Up" located on the front of the website.
- 2) After entering all required information, the user will now be able to logon to ICEtrax.

## 2 Logon

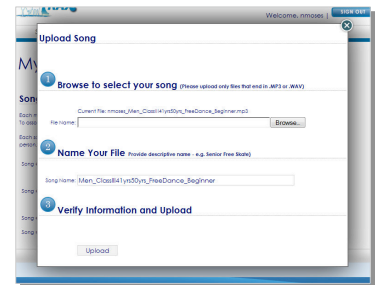
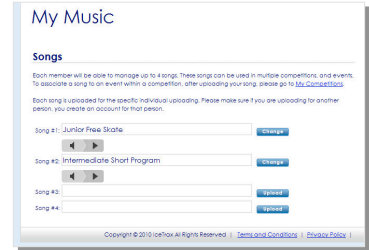
Music management for the performers is the key to ICEtrax. As part of this effort, participants will need to upload their music, and associate it with a competition.

- 1) Using a browser, the participant will go to [www.icetrax.net](http://www.icetrax.net). Select Log In from the header of the page.
- 2) The user will enter their User name and password, as created during the Registration process.
- 3) Once they have successfully logged on, they will be redirected to the application where a summary page will be displayed.

### 3 Music Management

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- 1) The participant will select the My Music tab. They will have an option, to either "**Upload**" (no song has been uploaded yet), or "**Change**", which means you have uploaded a song, however you want to change the song uploaded.
- 2) If no song has been selected, the participant will see "**Upload**" to the right of the Song. Click "**Upload**".
- 3) The participant will receive a pop-up window allowing them to (1) browse on their PC for the song they would like to upload, and (2) name their song. The song needs to be in .mp3 or .wav format. These are industry standard formats.
- 4) Once you have named your song, and selected the song, verify the information is correct and click "**Upload**". The pop-up will disappear, and you will see your song name listed on the My Music tab. You can click on the "**play**" button directly under the song to preview your song.



Your song is now uploaded!