

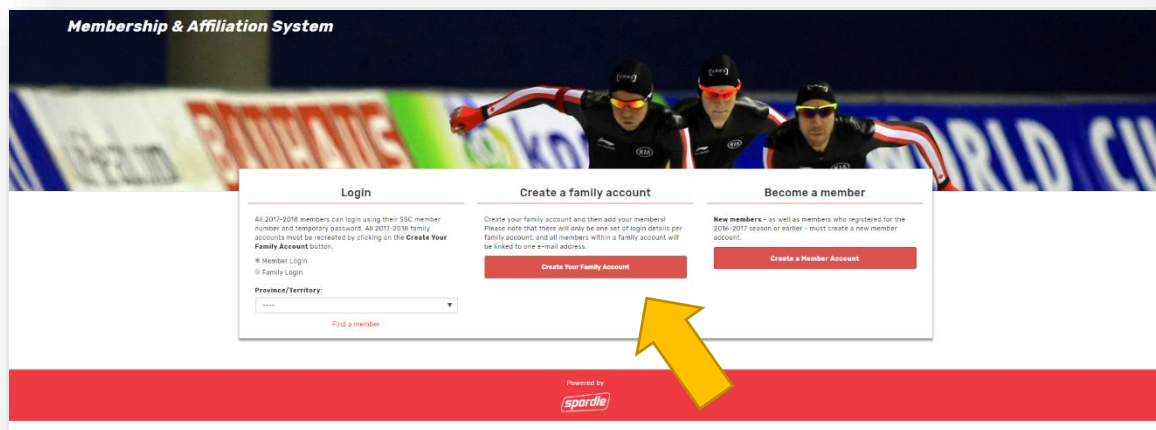
## MEMBERSHIP AND AFFILIATION SYSTEM HOW TO CREATE AND MANAGE A FAMILY ACCOUNT

*Please note that there should only be one set of login details per family account, and all members within a family account should be linked to one e-mail address.*

### **STEP 1: CLICK ON THE LINK BELOW TO ACCESS SPEED SKATING CANADA'S MEMBERSHIP AND AFFILIATION SYSTEM**

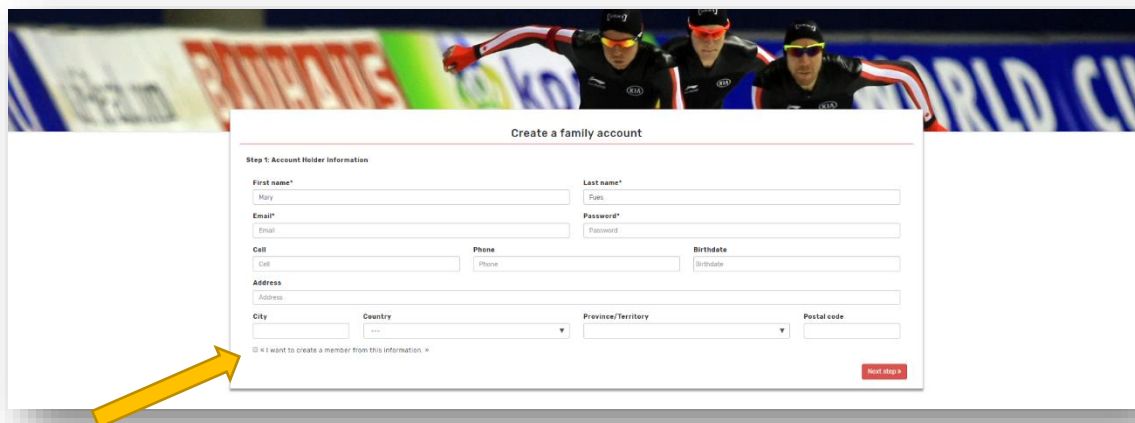
<https://affiliation.speedskating.ca/form#>

### **STEP 2: CLICK ON THE "CREATE YOUR FAMILY ACCOUNT" BUTTON**



### **STEP 3: CREATE THE ADMINISTRATOR**

- Fill in the fields. By filling in the fields you become the administrator of the family account. The administrator is under no obligation to create a membership account. However, if the administrator wishes to create a membership account for themselves, they simply need to check the “I want to create a member from this information” box and fill in the required fields.
- Click “Next Step”.



Create a family account

Step 1: Account Holder Information

First name\*  Last name\*

First name\*  Last name\*

Email\*  Password\*

Email  Password

Cell  Phone  Birthdate

Cell  Phone  Birthdate

Address

Address

City  Country  Province/Territory  Postal code

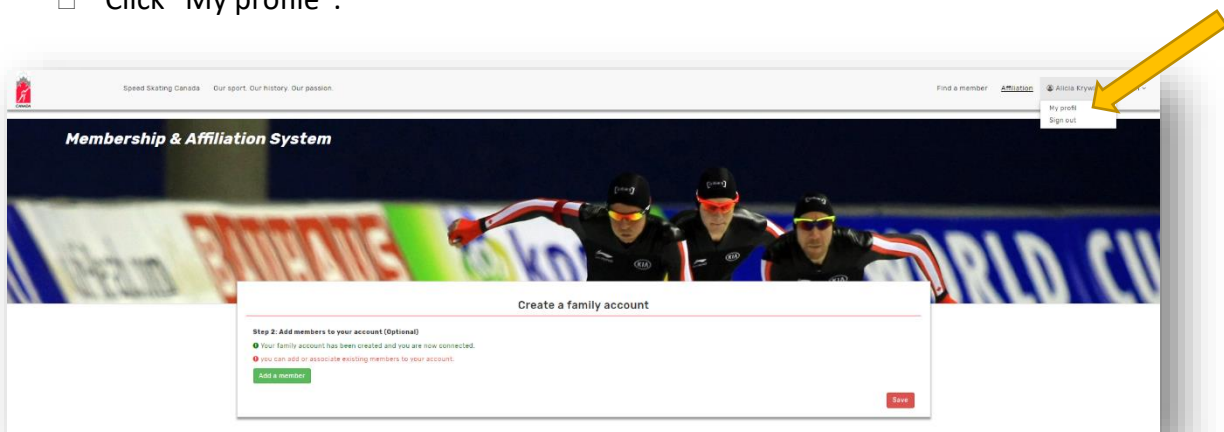
City  Country  Province/Territory  Postal code

I want to create a member from this information. \*

Next Step >

### **STEP 4: ADD MEMBERS TO THE FAMILY ACCOUNT**

- Click on the administrator's name at the top right-hand corner of the screen.
- Click “My profile”.



Speed Skating Canada Our sport. Our history. Our passion. Find a member [Affiliation](#) [Anna Kryukova](#)

My profile

Sign out

Membership & Affiliation System

Create a family account

Step 2: Add members to your account (Optional)

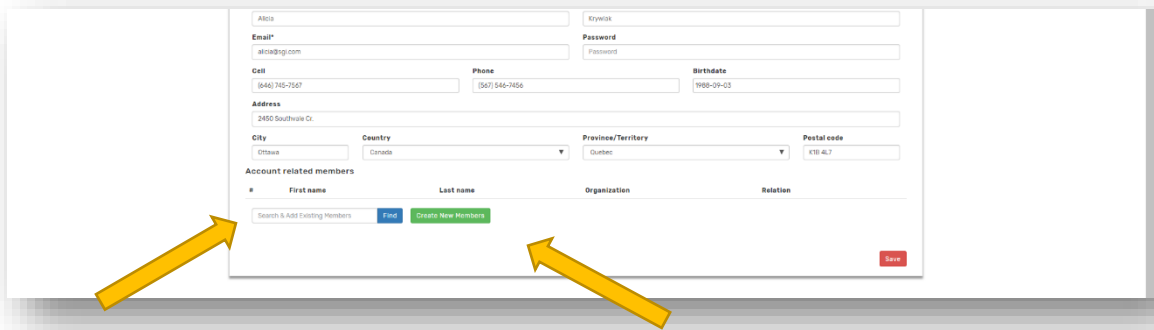
Your family account has been created and you are now connected.

You can add or associate existing members to your account.

Add a member

Save

- ❑ Search and add existing (2017-2018) members to the family account by using the Speed Skating Canada membership number. You can also create new members. It is strongly recommended to keep the same e-mail address and password for ALL members within the same family account. The administrator can change a member's e-mail address and password should they wish to detach the member from the family account (see page 5).
- ❑ Click "Save" after you add/create a member file.



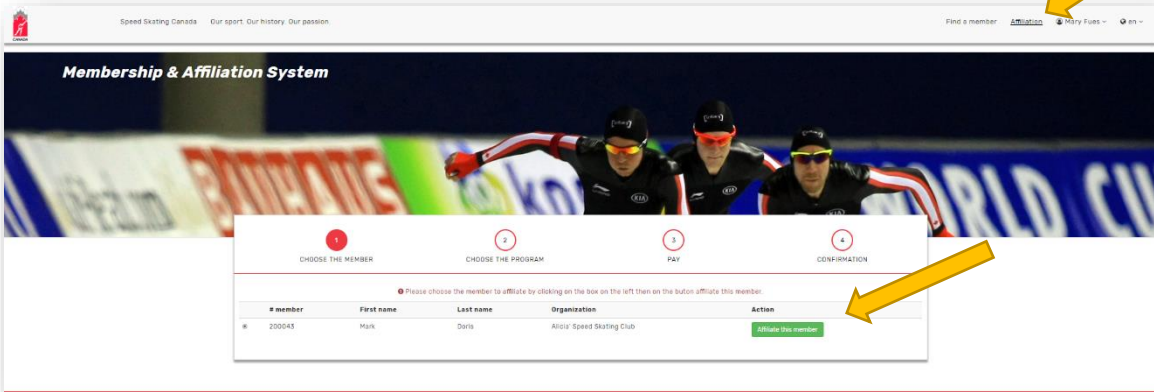
The screenshot shows a membership registration form with the following fields:

- Alias:** [Text input]
- Email:** [Text input, value: alias@spg.com]
- Phone:** [Text input, value: (540) 343-7567]
- Country:** [Dropdown menu, value: Canada]
- City:** [Text input, value: Ottawa]
- Province/Territory:** [Dropdown menu, value: Quebec]
- Postal code:** [Text input, value: K1H 4L7]
- Keywords:** [Text input]
- Password:** [Text input]
- Phone:** [Text input, value: (567) 246-7856]
- Birthdate:** [Text input, value: 1988-09-03]
- Address:** [Text input, value: 2450 Southside Ct.]

Below the form is a table titled "Account related members" with columns: #, First name, Last name, Organization, and Relation. At the bottom of the form are two buttons: "Search & Add Existing Members" (with a "Find" sub-button) and "Create New Members". A red "Save" button is located at the bottom right of the form area. Two yellow arrows point to the "Search & Add Existing Members" and "Create New Members" buttons.

### STEP 5: REGISTER YOUR MEMBERS

- ❑ Click on "Affiliation" at the top right-hand corner of the screen.
- ❑ Click on the "Affiliate this member" button and follow the steps.



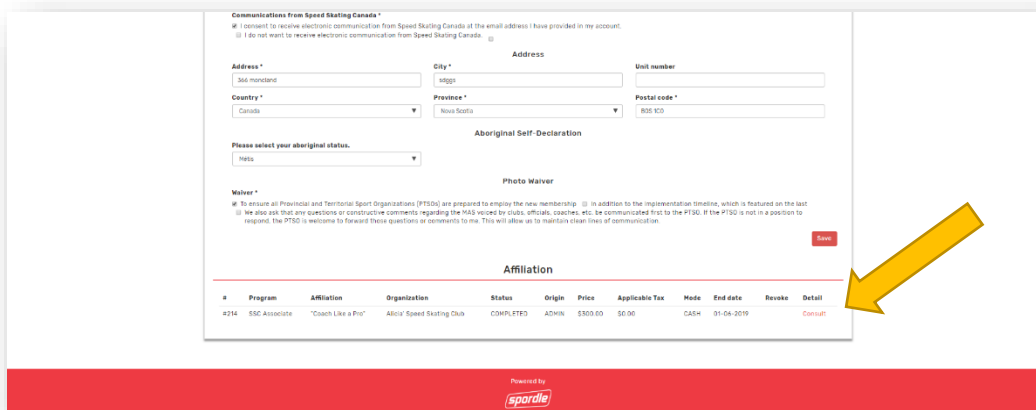
The screenshot shows the "Membership & Affiliation System" interface. At the top right, there is a navigation bar with "Find a member", "Affiliation", and "My Fees" links. A yellow arrow points to the "Affiliation" link. Below the navigation bar is a banner image of speed skaters. Underneath the banner is a four-step process flow: 1. CHOOSE THE MEMBER, 2. CHOOSE THE PROGRAM, 3. PAY, and 4. CONFIRMATION. Below the flow is a table with the following data:

# member	First name	Last name	Organization	Action
# 200045	Mark	Doris	Alou's Speed Skating Club	<a href="#">Affiliate this member</a>

A yellow arrow points to the "Affiliate this member" button in the table. The "Affiliation" link in the top right navigation bar is also highlighted with a yellow arrow.

For the time being, please note that you cannot pay a 'global' bill if you have registered 3 family members within a family account. The administrator must pay for each registration separately.

The administrator can view receipts when they enter each member file and click on "Consult".



**Communications from Speed Skating Canada \***  
 I consent to receive electronic communication from Speed Skating Canada at the email address I have provided in my account.  
 I do not want to receive electronic communication from Speed Skating Canada.

**Address**  
 Address \*  City \*  Unit number   
 (See standard) (e.g.) (e.g.)  
 Country \*  Province \*  Postal code \*   
 Canada New South 808 808

**Aboriginal Self-Declaration**  
 Please select your aboriginal status.

**Photo Waiver**  
 I agree to ensure all Provincial and Territorial Sport Organizations (PTSOs) are prepared to employ the new membership.  In addition to the implementation timeline, which is featured on the last page, we also ask that any questions or constructive comments regarding the M&B received by clubs, officials, coaches, etc. be communicated first to the PTSO. If the PTSO is not in a position to respond, the PTSO is welcome to forward these questions or comments to me. This will allow us to maintain clean lines of communication.

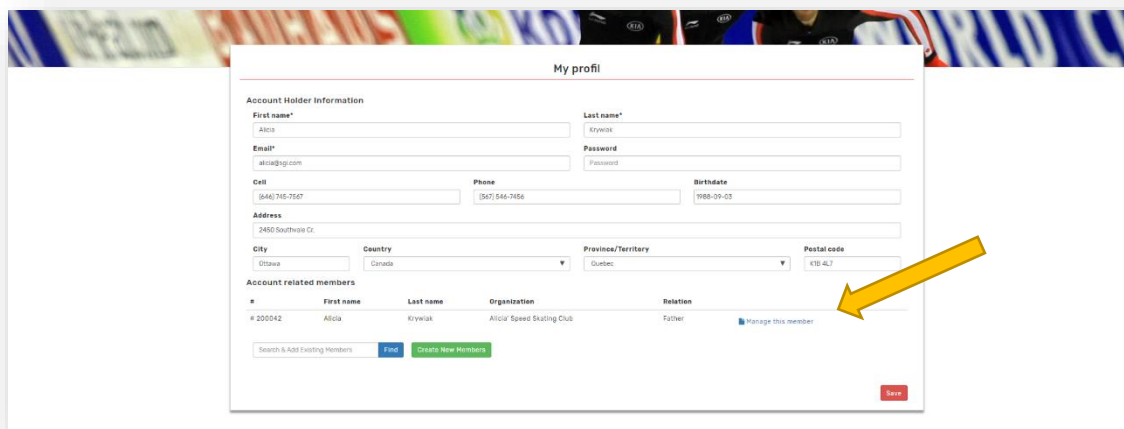
**Affiliation**

#	Program	Affiliation	Organization	Status	Origin	Price	Applicable Tax	Mode	End date	Revoke	Detail
#214	SSC Associate	"Coach Like a Pro"	Alicia Speed Skating Club	COMPLETED	ADMIN	\$300.00	\$0.00	CASH	01-04-2019		Consult

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## HOW DO I MANAGE EACH MEMBER'S FILE?

Click "Manage this member". Update the file as needed.



**My profile**

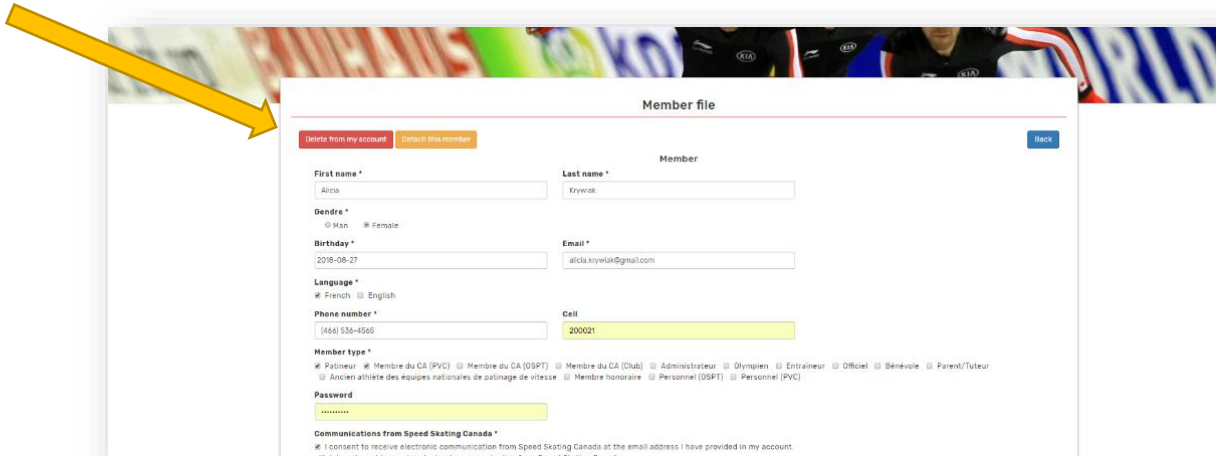
**Account Holder Information**  
 First name\*  Last name\*   
 Alice Krywiak  
 Email\*  Password   
 alioa@spg.com Password  
 Cell  Phone  Birthdate   
 (546) 740-7507 (547) 546-7456 1988-09-03  
 Address   
 2450 Southside Ct.  
 City  Country  Province/Territory  Postal code   
 Ottawa Canada Quebec K1B 4L7

**Account related members**

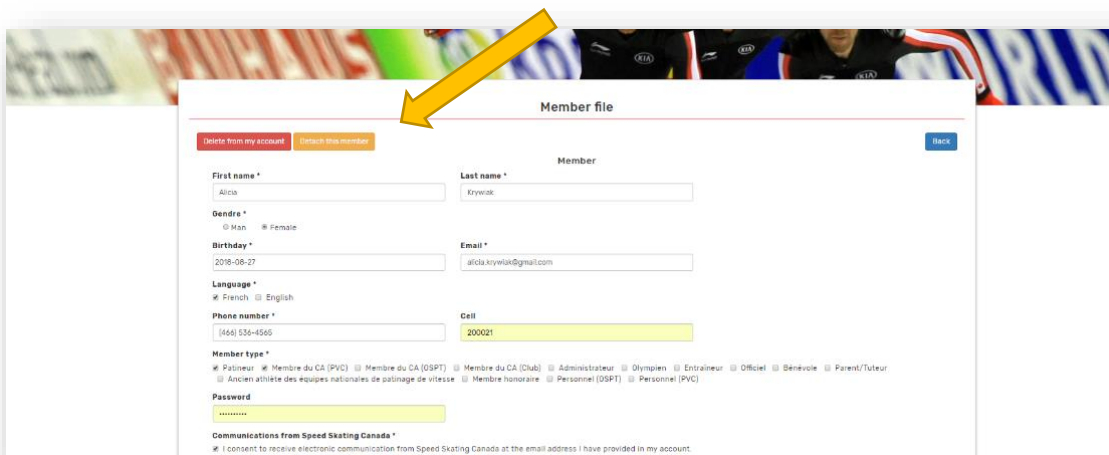
#	First name	Last name	Organization	Relation	
# 200042	Alicia	Krywiak	Alicia Speed Skating Club	Father	<a href="#">Manage this member</a>

Search & Add Existing Members

An administrator can delete a member from the family account by clicking on the “Delete from my account” button.



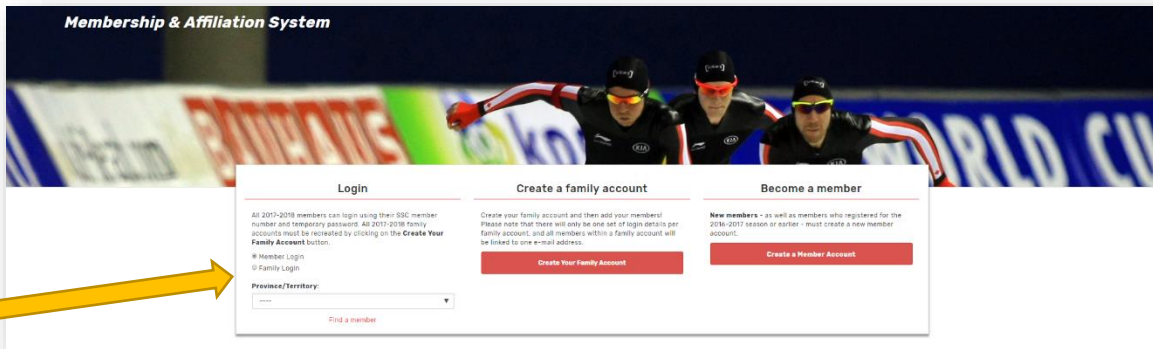
An administrator can detach a member from the family account if the member wishes to manage their own account. The administrator simply needs to input a new e-mail address and password in the file of the member that will be detached and then click the “Detach this member” button. Detaching a member from a family account will have no effect on their membership and will not cancel their affiliation.





## HOW DO I LOGIN TO MY FAMILY ACCOUNT?

After the creation of a family account, the administrator must check the “Family Login” box when they login again.



**Membership & Affiliation System**

Login	Create a family account	Become a member
All 2017-2018 members can login using their SSC member number and temporary password. All 2017-2018 family accounts must be recreated by clicking on the <b>Create Your Family Account</b> button. # Member Login @ Family Login Province/Territory: <input type="text"/> <a href="#">Find a member</a>	Create your family account and then add your members! Please note that there will only be one set of login details per family account, and all members within a family account will be linked to one e-mail address. <a href="#">Create Your Family Account</a>	<b>New members</b> - as well as members who registered for the 2016-2017 season or earlier - must create a new member account. <a href="#">Create a Member Account</a>