



CANADA

HOW TO REGISTER ONLINE WITH A FAMILY ACCOUNT

*Helpful tips & tricks
are available at the end of this document!*

IMPORTANT

For the 2019-2020 season,
*multiple registrations must
be completed one at a time.*

Example: If three (3) family members
need to be registered, each member
must register and pay separately.

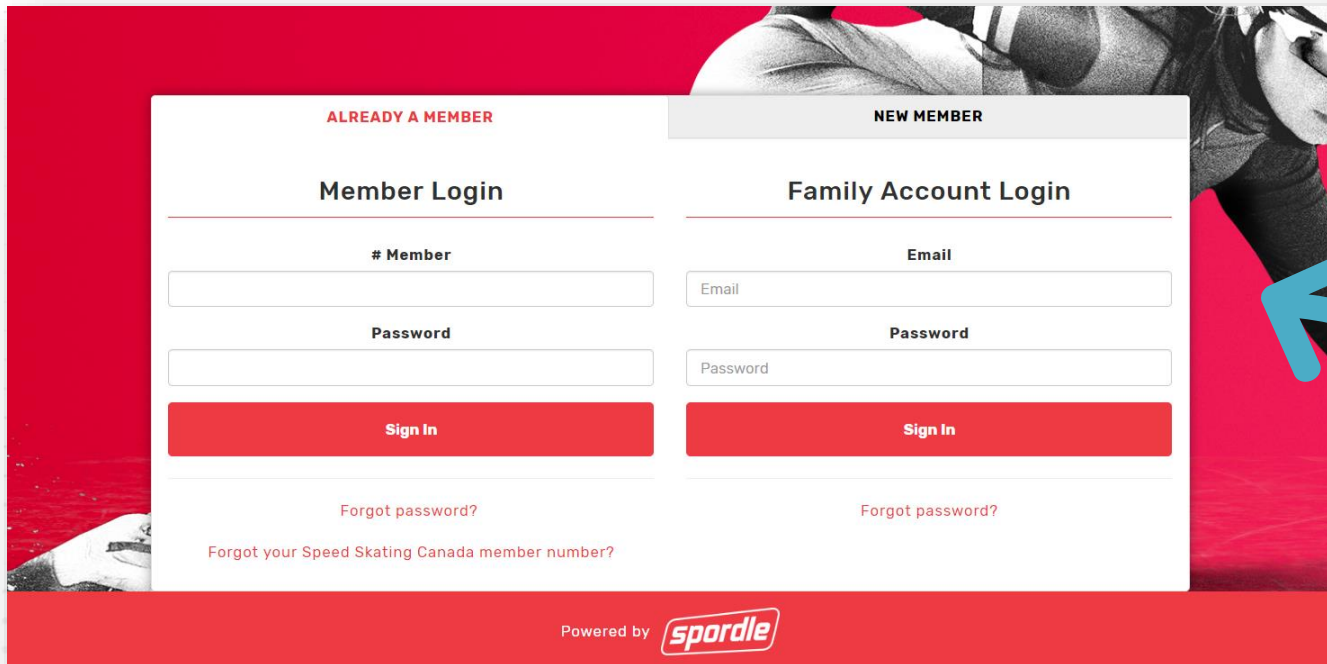
STEP 1

Go to the **Login Page**
by clicking [HERE](#).



STEP 2

Click on **Already a Member** and login using your **email** and **password**.



The screenshot displays a login interface with two main sections: 'ALREADY A MEMBER' and 'NEW MEMBER'. The 'ALREADY A MEMBER' section is titled 'Member Login' and includes input fields for '# Member' and 'Password', a red 'Sign In' button, and a 'Forgot password?' link with the text 'Forgot your Speed Skating Canada member number?'. The 'NEW MEMBER' section is titled 'Family Account Login' and includes input fields for 'Email' and 'Password', a red 'Sign In' button, and a 'Forgot password?' link. A blue arrow points to the 'NEW MEMBER' section.

ALREADY A MEMBER	NEW MEMBER
Member Login	Family Account Login
# Member	Email
<input type="text"/>	<input type="text"/>
Password	Password
<input type="text"/>	<input type="text"/>
Sign In	Sign In
Forgot password?	Forgot password?
Forgot your Speed Skating Canada member number?	

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STEP 3

Click on **My Family Members**.

My Family Account



ACCOUNT HOLDER'S INFORMATION



MY FAMILY MEMBERS

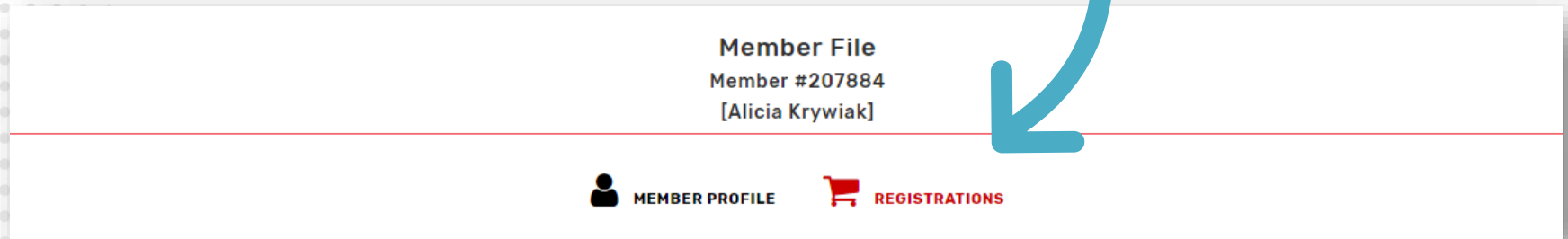


STEP 4



Select the member you wish to register by clicking  [Manage this member.](#)

STEP 5

Click on the **Registrations** tab.



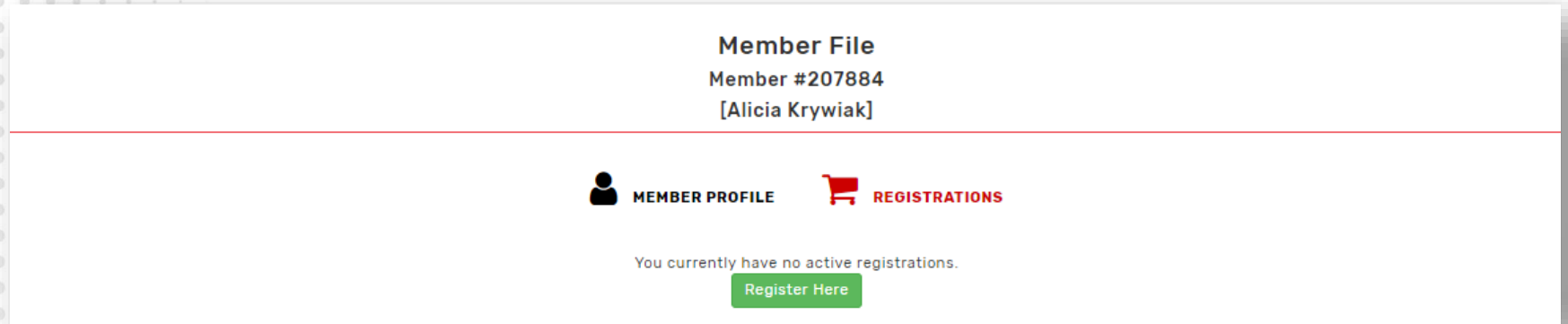
Member File
Member #207884
[Alicia Krywiak]

 MEMBER PROFILE  **REGISTRATIONS**



A blue arrow points from the top right towards the 'REGISTRATIONS' tab.

STEP 6

Click on **Register Here** to access the registration platform.



Member File
Member #207884
[Alicia Krywiak]


 **MEMBER PROFILE**  **REGISTRATIONS**

You currently have no active registrations.

[Register Here](#)



STEP 7

Select a program
by clicking  .

STEP 8

Review your **Shopping Cart** and
then **Proceed to Checkout.**



STEP 9

Accept the **Terms and Conditions**.

- Read the terms and conditions.
Please note that you must scroll to the bottom of the textbox.
- Check the “I have read and accept the terms and conditions” box.

FINAL STEP

Submit payment information.

- Payment fields will appear once the **Terms and Conditions** have been accepted.
- Fill the payment fields accordingly.
Only Visa and Mastercard are accepted.
- Click **PAY**.

Where can I view my invoice(s)?

Members can login to their family account to view their invoice(s).

Administrators can view invoices by following the steps below:

- Click on the **My member account** sub-tab.
- Click on the **member's number** in blue.
- Click on the **invoice number** in blue.