



CANADA

HOW TO REGISTER ONLINE WITH A MEMBER 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 a member needs to register to two (2) programs, the member must select the 1st program and pay, then select the 2nd program and pay.

STEP 1

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



STEP 2

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

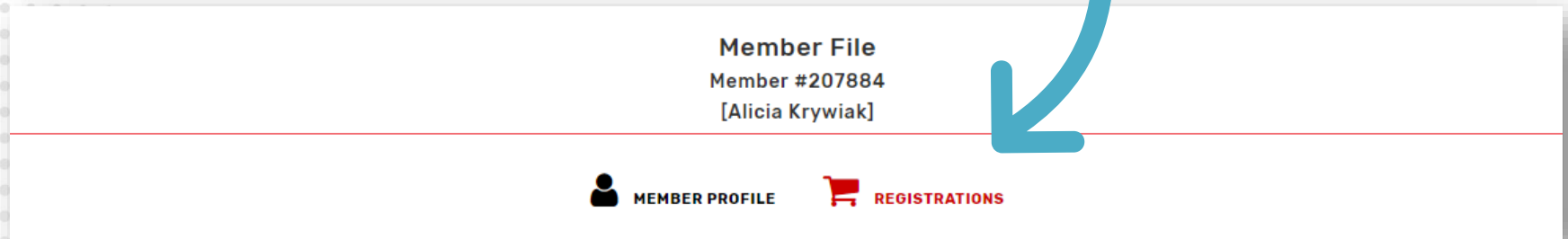


| ALREADY A MEMBER | NEW MEMBER |
|---|---|
| Member Login | Family Account Login |
| # Member <input type="text"/> | Email <input type="text"/> |
| Password <input type="password"/> | Password <input type="password"/> |
| Sign In | Sign In |
| Forgot password? | Forgot password? |
| Forgot your Speed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



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STEP 3

Click on the **Registrations** tab.



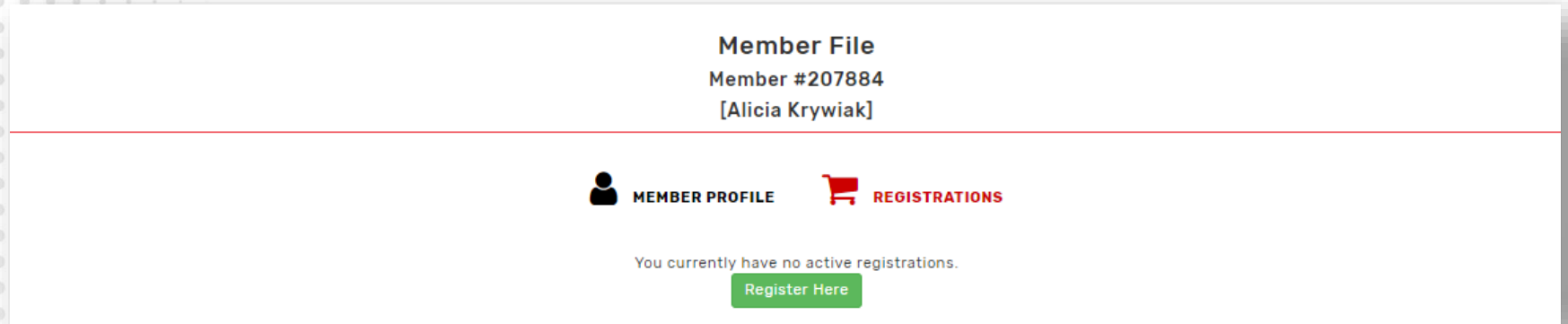
Member File
Member #207884
[Alicia Krywiak]

 MEMBER PROFILE  **REGISTRATIONS**



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

STEP 4

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 5

Select a program
by clicking  .

STEP 6

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



STEP 7

Review 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 member 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.