



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

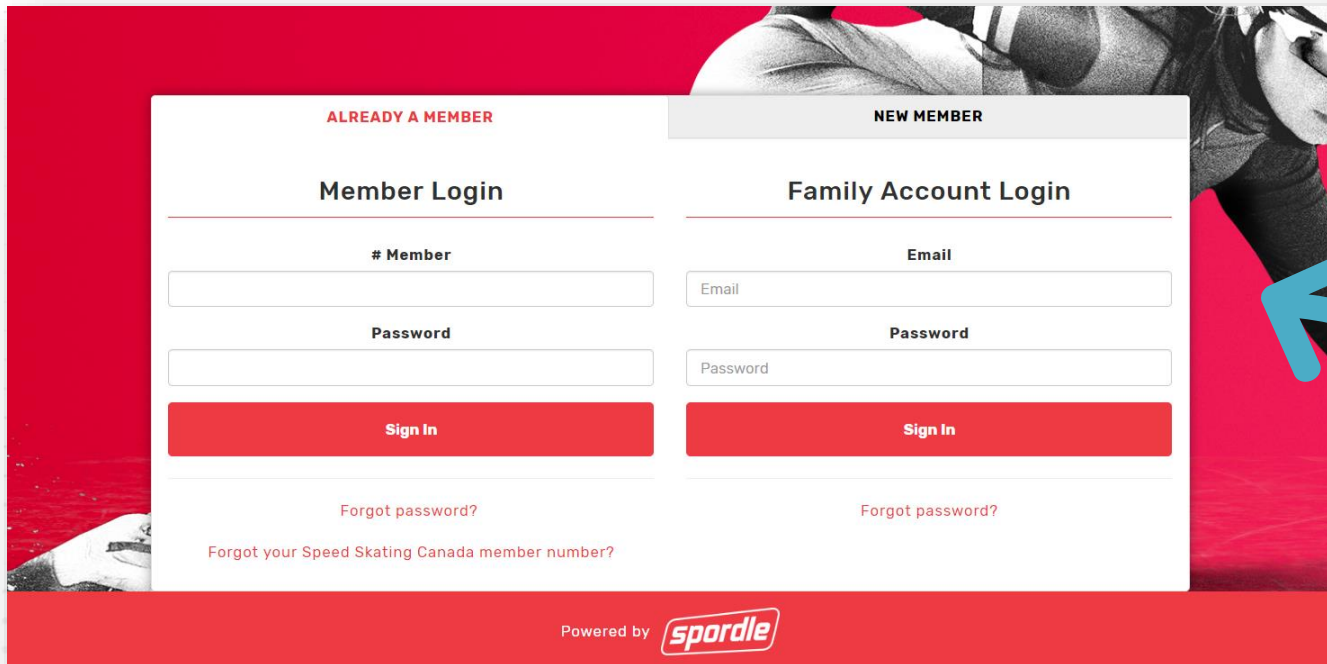
Go to the **Login Page**
by clicking [HERE](https://affiliation.speedskating.ca/form).

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



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**:
 - Member Login**
 - Input field: # Member
 - Input field: Password
 - Button: Sign In
 - Link: Forgot password?
 - Text: Forgot your Speed Skating Canada member number?
- NEW MEMBER**:
 - Family Account Login**
 - Input field: Email
 - Input field: Password
 - Button: Sign In
 - Link: Forgot password?

A blue arrow points to the 'NEW MEMBER' section.

Powered by 

STEP 3

Click on **My Family Members**.

My Family Account



ACCOUNT HOLDER'S INFORMATION



MY FAMILY MEMBERS

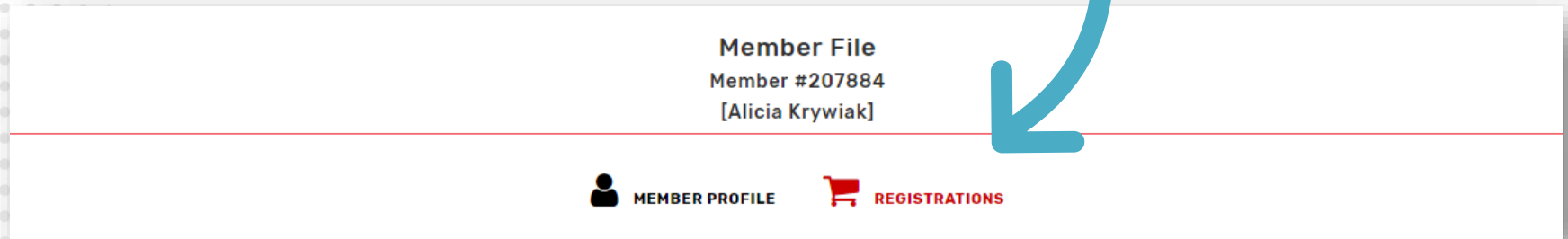


STEP 4



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

STEP 5

Click on the **Registrations** tab.



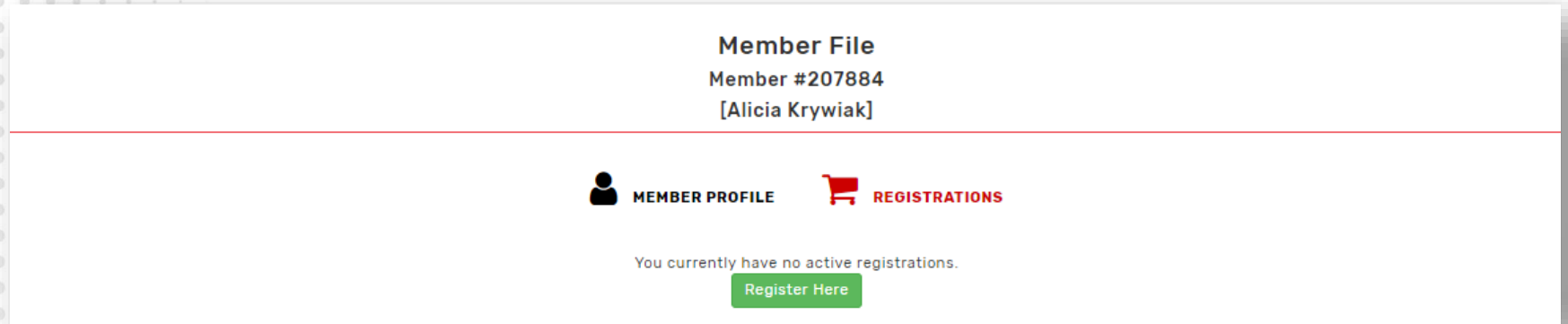
Member File
Member #207884
[Alicia Krywiak]

 MEMBER PROFILE  **REGISTRATIONS**



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

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.