

Online Registration Overview

The **Jackson Hole Ski and Snowboard Club** is utilizing the USSA online registration system this year for our races. Feedback about the system from both coaches and parents has been positive.

There are multiple ways to register athletes for their races.

COACH/CLUB Registers the Team

The team coach can link athletes to their USSA account, sign them up for the race and then pay with a club credit card.

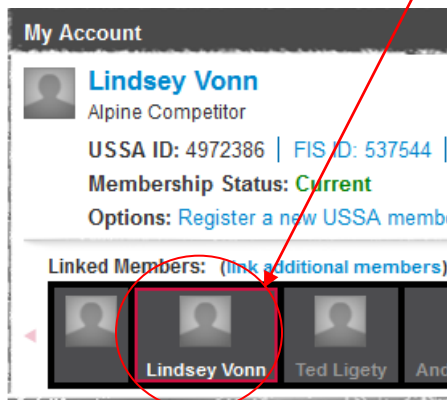
Parent/Guardian Registers the Athlete

The parent/guardian of the athlete will log into the athlete USSA account and register/pay for the event.

Online Athlete Event Registration Instructions

Online Athlete Event Registration is accessed through the My USSA portal.

1. To login to My USSA Go to <http://my.ussa.org/myussa> and login using your normal My USSA login.
2. You will want to make sure the athlete that is being registered is linked to the account you use to log in. If your athlete(s) is not linked to your account, you can use their account, or link them to your account by clicking on ([link additional members](#)) in the top box. For more information on Linking an Athlete, see below.
3. Once logged into My USSA, choose the Athlete to be registered. This is done by clicking on an Athlete in the Linked Member Box:



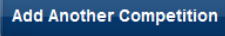



4. Now select **01 Athlete Event Registration** in the toolbar. The Athlete Event Registration icon does not show up until an athlete has been selected. If your athlete is not linked to your

account, or the Athlete Event Registration tool does not show up when you select the athlete, please follow the Linking an Athlete Instructions at the bottom of this sheet.

5. Once in the Athlete Event Registration System you will see information about the competitor, any competitions they are currently registered for, the ability to search for competitions and Your Cart:

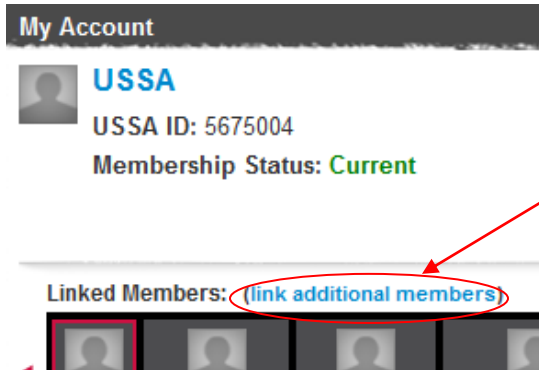
Athlete Event Registration

The screenshot shows the user interface for an athlete's registration. The top navigation bar is blue and contains two sections: 'Welcome Lindsey' on the left, which displays the user's name, email address (jehlers@ussa.org), and membership type (Alpine Competitor); and 'My Upcoming Competitions' on the right, which currently shows 'No competitions to display' and a blue button labeled 'Add Another Competition'. Below this is a sidebar titled 'Competitions' with four menu items, each preceded by a blue play button icon: 'Search Competitions', 'My Account', 'My Upcoming Competitions', and 'My Past Competitions'.

6. To add a competition, select  or on the side bar, . You can limit the search by Start Date, Sport, Division and Resort, and select . All currently sanctioned events that the competitor is eligible for will be displayed. If a competition is using USSA Online Registration, then the Competition will have . To see who is already registered, select [List of registered athletes \(0\)](#). Once all events have been registered for, View the Cart or Checkout. *It is important to note that refunds will not be given if an athlete registers for an event they are not eligible or qualified for. If there is a selection process, the athlete should not register until they have confirmation that they have been selected.*
7. When all competitions have been selected, select Checkout and continue to Checkout.
8. When check out is complete, you can return to My USSA home page. From here you could select another athlete who is linked to you (if you have another) and register that athlete for events if you wish.
9. If a refund is needed, you must contact the race organizer and they will request the refund. All refunds will be processed after the competition has completed. DO NOT call USSA to request your refund.

Linking an Athlete

Once you have logged into MyUSSA, if the athlete you need is not linked to your account, or if the athlete is linked but the Athlete Event Registration icon does not appear when they are selected, then the athlete needs to be linked. To link an athlete, click on "link additional members"



Now just fill out the information and click Link Membership Account. If someone is linked twice, then you Remove Association on the right of the page to unlink the older link of the member.

A screenshot of the 'Link Member Account' form. The form has a blue header with the text 'Link Member Account'. Below the header, there are three input fields: 'Member Last Name:', 'Member USSA ID#:', and 'Member Date of Birth:'. The 'Member Date of Birth:' field consists of three dropdown menus labeled 'Month', 'Day', and 'Year'. At the bottom of the form, there is a red button with the text 'Link Membership Account'.

If you don't have a member linked to your account, you will have a page displayed as below. If you want the member to be the primary member of the account, then make sure the name is selected as below, otherwise use the default and the member will be added to the list of members.

Primary Member Account Linking

Link Member Account To My USSA Account

Based on the information you have submitted, we have determined that the following Member account could be yours. We strongly recommend that you link your Member account with your My USSA account. In doing so the below Member account will be the primary account linked to your My USSA account.

USSA ID	Name	Birthdate
<input checked="" type="radio"/> 6440556	J J Ehlers	Apr 19, 1961
<input type="radio"/>	Link the above Member account as an additional Member account instead of a primary Member account.	

Finish Linking Account

To return to you home page, click on the "[Return to My USSA](#)" Link near the top left of the page. Now you should be ready to use Athlete Event Registration.

<http://my.ussa.org/aip/alpine/ussa-online-athlete-registration>