

## Athlete Event Registration for Foreign FIS Athletes

### without a U.S. Ski & Snowboard Active Competitor or Short-Term Membership

To be able to access the functionality for Foreign FIS athletes, a new my.usскиandsnowboard.org account must be created. Follow the steps below to do this:

1. Go to my.usскиandsnowboard.org and click on Create Account

The screenshot shows the homepage of my.usскиandsnowboard.org. At the top, there are navigation links for Member Lookup, Event Scheduling, Sign In, USA Mail, Login ADP, List Export, FIS Calendar, and Smith's. Below the navigation is a banner for 'YOUR MEMBERSHIP TOOLS' featuring a photo of a skier. The tools listed include Athletes Points & Race History, Athlete Rankings, Club Directory, Club Rosters, Event lookup, Member History & Results, Member List, and Member Lookup. There are three main sections: 'Create an Account', 'Become a Member', and 'Sign In'. The 'Create an Account' button is circled in red.

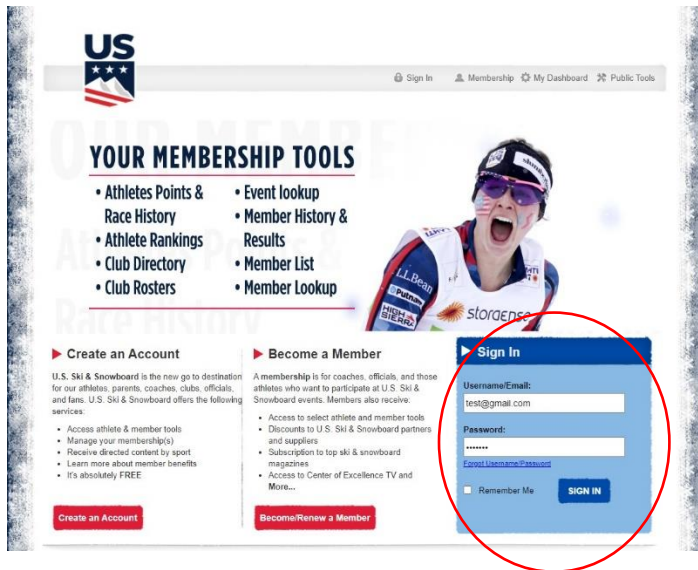
2. Create Account:

The 'Create an Account' form is divided into several sections. The first section, 'Account Login Info', requires an email address (test@gmail.com) and a password (test1234567) with a confirmation. The second section, 'Tell us about yourself', includes fields for First Name (Thomas), Last Name (Dressen), Phone (4351234567), State (Select a State), Date of Birth (1993/10/22), Gender (Male), and Country (United States). The third section, 'Tell us what you're interested in', has checkboxes for various sports like Alpine, Freestyle, Freeskiing, Cross Country, Jumping, Nordic Combined, Masters, and Snowboarding. The fourth section, 'How are you affiliated with the USA?', has checkboxes for Athlete, Coach, Parent, Official, Fan, Alumni, and Donor. A security question 'What is the number before twelve?' is set to '11'. A checkbox at the bottom indicates the user wants to receive official news and promotions.

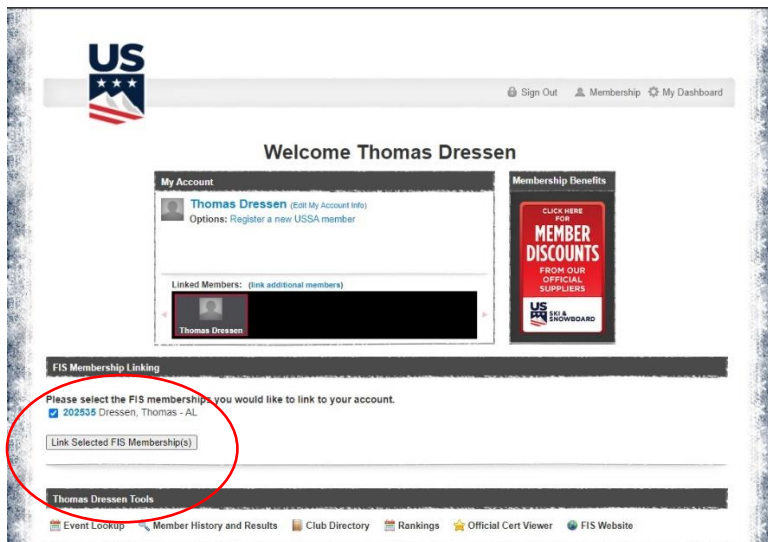
If the athlete has a pending, inactive, coach, official, volunteer or any kind of U.S. Ski & Snowboard membership, do not have it attached to the account. See note at the bottom if the athlete has a Pending U.S. Ski & Snowboard membership.

The name and birthdate must match what is listed on the FIS website.

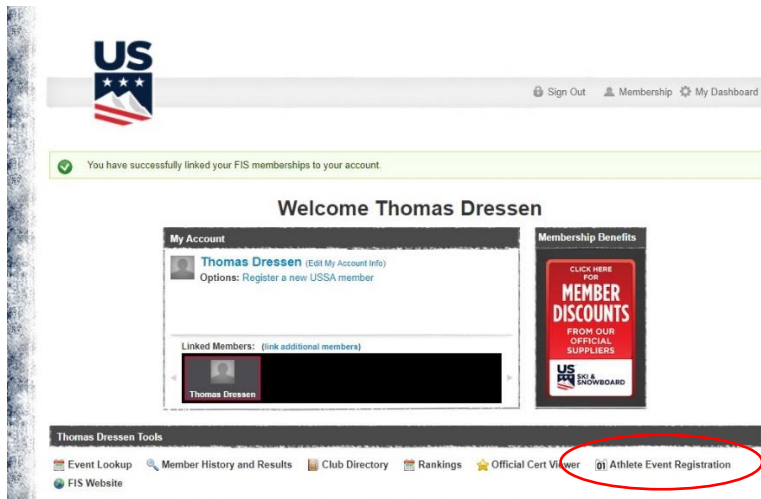
3. Once Account is created you will be redirected to the login page



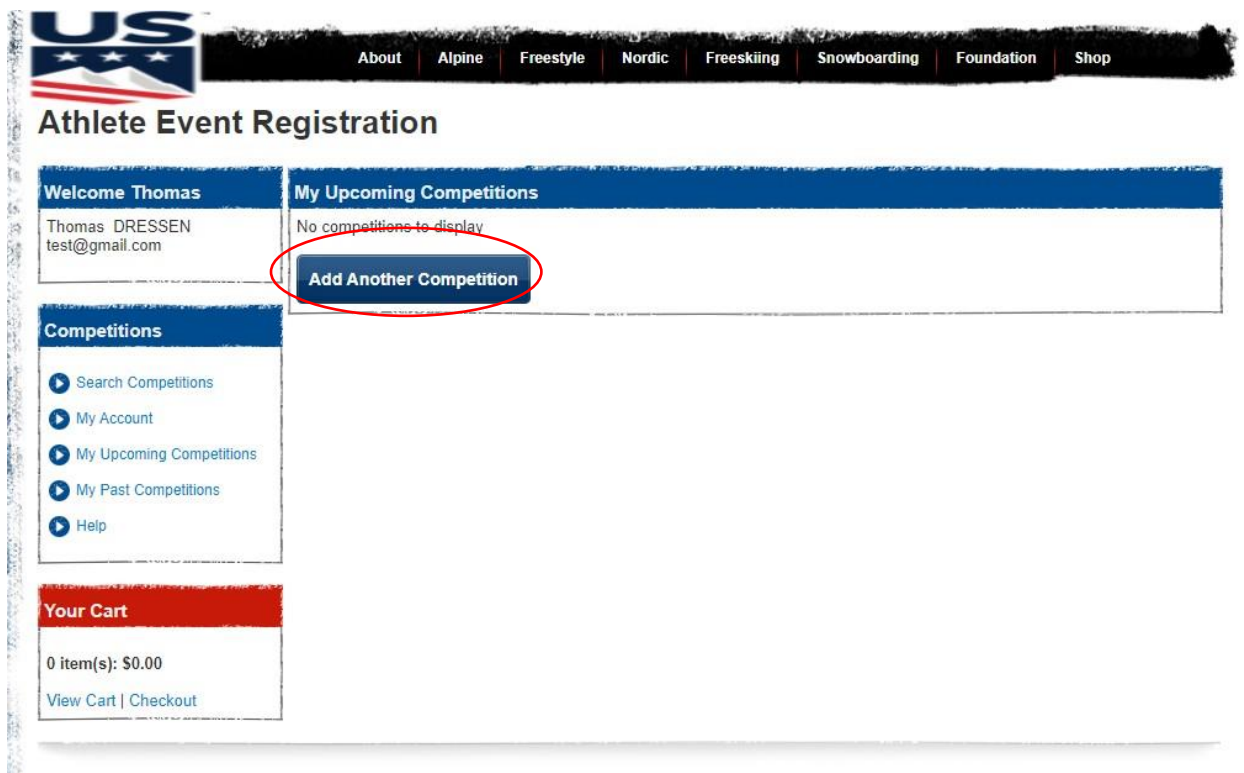
4. Once logged in, if the First Name, Last Name, and Birthdate match the FIS database, you will be asked to link the FIS ID to the account. If the information is correct, click the box.



5. Once this is done, the Athlete Event Registration Tool will show up on the Tool Bar



6. This will open a tab for Athlete Event Registration. Click on Add Another Competition to search for competitions.



7. Select the correct region for the competition, then click Search Competitions to get see the list of FIS competitions in the region. Find the competition, add it to the cart and then once all competitions are added, go to the cart to pay.

The screenshot shows a user interface for searching and adding competitions. On the left, a navigation menu includes 'Search Competitions', 'My Account', 'My Upcoming Competitions', 'My Past Competitions', and 'Help'. The main content area is titled 'Search Competitions' and contains search filters: 'Start Date' (Today), 'Sport' (Alpine), and 'Division' (Rocky). A checkbox for 'Online registration available here' is checked. A red circle highlights the 'Search Competitions' button. Below the search filters, the 'Results' section features an 'Important Note' and a list of events. The first event is 'Colorado Ski Cup Devo Series (Jan 04, 2021) - Vail Mountain'. A green checkmark indicates that registration closes on Jan 01, 2021. The event details include 'Event Type: FIS Scored Race', 'Notes', and 'Male Giant Slalom (GS) Jan 05, 2021 SR, U21, U19, List of registered athletes (4)'. An 'Entry Fee - \$95.00 (includes \$25.00 late fee)' is listed. A red circle highlights the 'Add to Cart' button. On the left side of the page, a 'Your Cart' section shows '0 item(s): \$0.00' and 'View Cart | Checkout'.

If you need a refund or have questions about race dates, times, etc. contact the race organizer listed on the registration page and included on your receipt.

If you have technical issues only, contact [competitionservices@ussa.org](mailto:competitionservices@ussa.org).

**Pending U.S. Ski & Snowboard Memberships** – As a foreign athlete you are eligible to participate in FIS events even if your U.S. Ski & Snowboard membership is inactive or pending. However, once the athlete has an active U.S. Ski & Snowboard membership, it is imperative that the athlete uses that membership to register for races to make sure that their race points get applied to the U.S. Ski & Snowboard membership. If you already have a [my.us skiandsnowboard.org](http://my.us skiandsnowboard.org) account, then go back to using that one. Or once the U.S. Ski & Snowboard membership becomes active, link that user to the account and always use that one for Athlete Event Registration.

Since the account set up requires an email address, and you can't use the same email address twice, here are some ways around that:

- If you are using a Gmail account it is very easy – gmail sees [jeff.weinman@gmail.com](mailto:jeff.weinman@gmail.com) the same as [jeffweinman@gmail.com](mailto:jeffweinman@gmail.com), the same as [j.effweinman@gmail.com](mailto:j.effweinman@gmail.com), the same as [jeffweinma.n@gmail.com](mailto:jeffweinma.n@gmail.com). So just add, remove, or move a period in the name.
- If you are using Outlook.com email, it is easy to set up an aliases.
- Otherwise, it is quick and easy to set up a new email account on any number of services.