

Member Registration and Account Creation

This document details the preferred mechanism for members to register and create their account. There are two parts to this process, part 1 performed by Administrators and part 2 by the member.

Part 1: Performed by Administrators

Step 1: Obtain the link to your programs

Note: This step assumes you have created programs for your organization

- Select “Join” from the main menu and then select “Join Programs”
- Select your location and then the organization

Province / State: British Columbia

Organization: Vancouver Speed Skating Club

Program	Description	Fee	Start Date	End Date	
Elite Skater	A skater who competes in International and/or domestic competitions (SSC National Championships - Age Class, Junior, Senior), Qualifiers, Canada Cups, North Americans, Canada Winter Games and selection events in Canada.	150.00	9/1/2015 12:00:00 AM	8/31/2016 12:00:00 AM	Join

- Your programs will be displayed and you can obtain the direct link to your programs by copying it from the address bar.

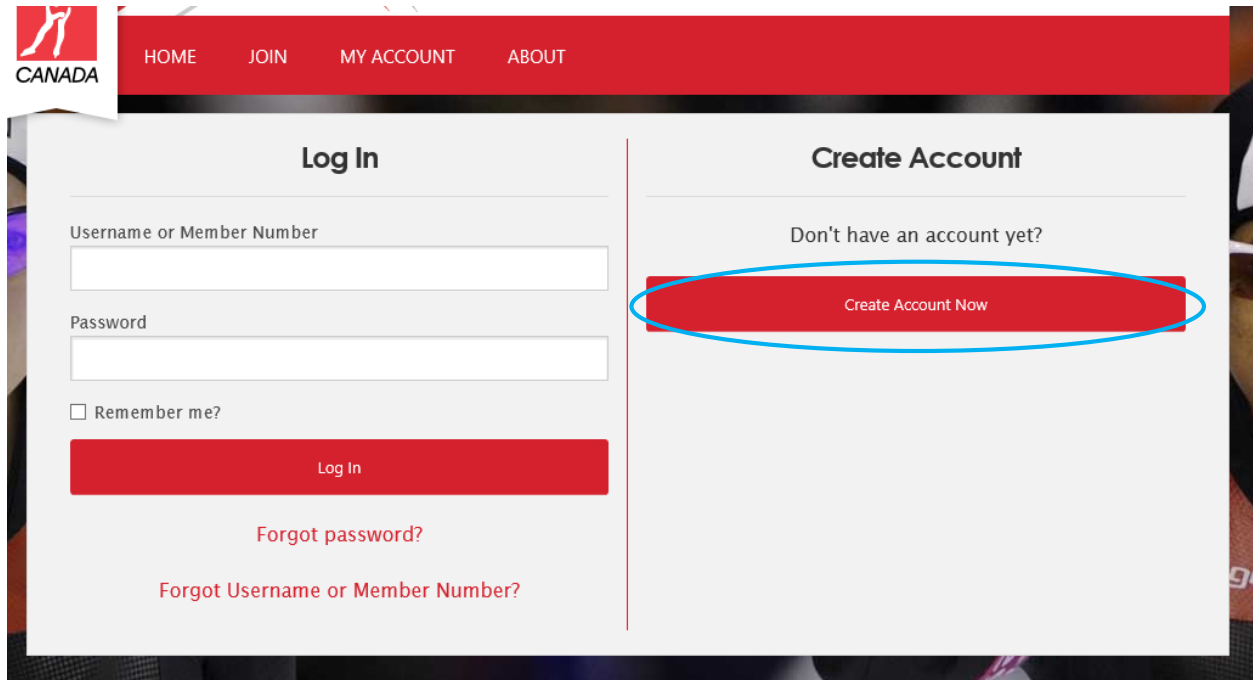
Step 2: Notify your Members

- Send your members an email, text message etc. containing the link requesting that they join programs!
- You can perform this task independent of the system.

Part 2: Performed by Member

Step 1: Join Program

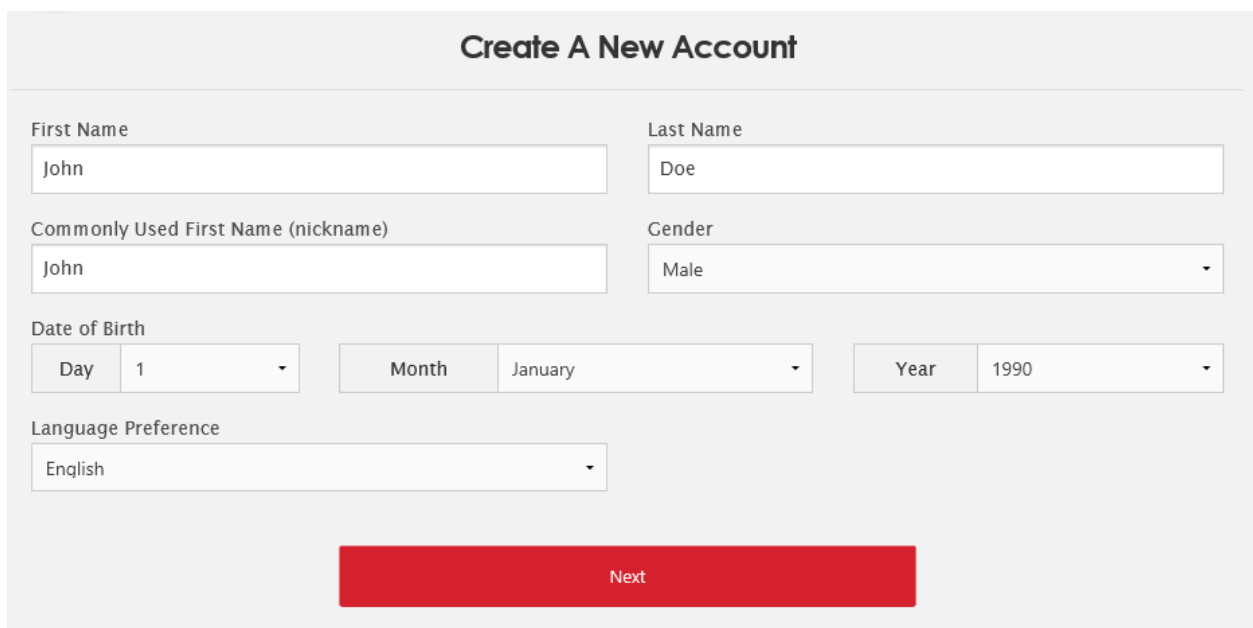
- Your members will click on the program link you provided and select the program they wish to join.
- If they are not logged into the system then they will be redirected to the form requesting they either log in or create an account.



The screenshot shows a website header with a logo and navigation links: HOME, JOIN, MY ACCOUNT, ABOUT. Below the header is a white panel with two columns. The left column is titled 'Log In' and contains input fields for 'Username or Member Number' and 'Password', a 'Remember me?' checkbox, a red 'Log In' button, and links for 'Forgot password?' and 'Forgot Username or Member Number?'. The right column is titled 'Create Account' and contains the text 'Don't have an account yet?' and a red button labeled 'Create Account Now' which is circled in blue.

Step 2: Creating an account

- The system will ask the user input a small amount of information at first. This is so that the system can check to see whether the user already has an account, this is commonly the case when user are returning annually and they forget they have an account.



The screenshot shows a 'Create A New Account' form with the following fields:

- First Name: John
- Last Name: Doe
- Commonly Used First Name (nickname): John
- Gender: Male (dropdown menu)
- Date of Birth: Day 1, Month January, Year 1990 (dropdown menus)
- Language Preference: English (dropdown menu)

A red 'Next' button is located at the bottom of the form.

- If the system detects the same name and birthdate then they will be shown a screen with their username and they can decide to attempt a login or issue a password reset.
- If this is a new account then the rest of the account form is revealed and the users are required to input their email, postal address, emergency contact and select a username and password.
- Once the account is created they will be returned to the program acceptance screen to continue the registration.