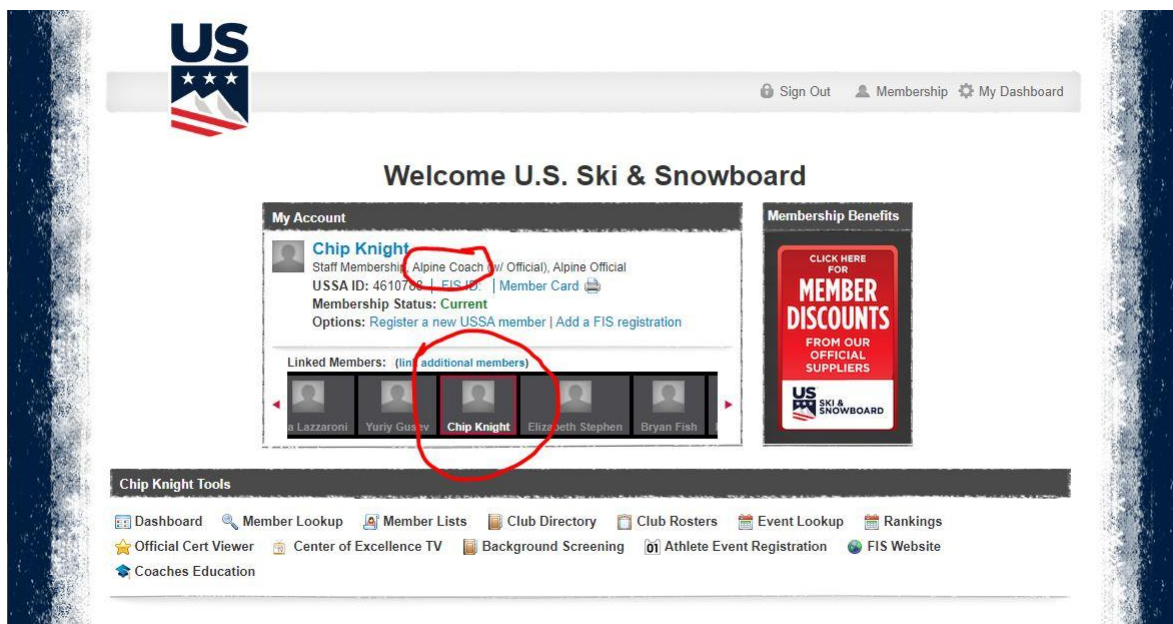





## Online Athlete Event Registration Instructions for Coach Intents

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

1. To login to My USSA Go to <https://my.usскиandsnowboard.org/> and login using your normal My USSA login. If you do not have a My USSA login, you will need to create one.
2. You will want to make sure the coach that is being registered is linked to the account you use to log in.
3. Once logged into My USSA, choose the Coach to be registered. This is done by clicking on an Coach in the Linked Member Box, if the Coach isn't the owner of the account:



4. Now select  **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 coach, any competitions they are currently registered for, and the ability to search for competitions:



## Athlete Event Registration

A screenshot of the Athlete Event Registration web interface. The top left section, titled "Welcome Lindsey", displays the user's name "Lindsey Vonn" and email "jehlers@ussa.org". Below this, it shows the "Membership Types: Alpine Competitor". To the right, the "My Upcoming Competitions" section states "No competitions to display" and includes a blue button labeled "Add Another Competition". On the left side, a "Competitions" sidebar contains four menu items: "Search Competitions", "My Account", "My Upcoming Competitions", and "My Past Competitions", each with a blue play button icon.

6. To add a competition, select [Add Another Competition](#) or on the side bar, [Search Competitions](#). You can limit the search by Start Date, Sport, Division and Resort, and select [Search Competitions](#). As a coach you will need to select the appropriate sport, Division, and Gender of the competition being searched for.

A screenshot of the "Search Competitions" form. It features several dropdown menus: "Start Date" set to "Today", "Sport" set to "Freestyle", "Division" set to "Rocky", and "Gender" set to "Male". There is a checkbox labeled "Online registration available here" which is checked. A blue button labeled "Search Competitions" is positioned at the bottom of the form.

7. Select Search Competitions and the list of competitions using Athlete Event Registration will be shown with an attend button next to each competition. As a coach, just click on the Attend button and you will be added to the list of attending coaches and officials:



**U.S. Revolution Tour (Feb 22, 2021) - Aspen Mountain Ski Area**

Registration closes for this event at 11:59 pm MST on Feb 19, 2021. [Contact the race organizer](#) for refunds, late fees or additional information.

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**Event Type:** FIS Scored Race  
**Notes:**

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<b>Male Slopestyle (SS)</b> Feb 22, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Attend</b>
<b>Male Halfpipe (HP)</b> Feb 23, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Attend</b>
<b>Male Big Air (BA)</b> Feb 24, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Attend</b>

The only confirmation you will get that you are registered is that the Attend button will change to Red and say Unregister. If something happens and you can't attend, you can go in and click the Unregister button as long as registration is still open:

**U.S. Revolution Tour (Feb 22, 2021) - Aspen Mountain Ski Area**

Registration closes for this event at 11:59 pm MST on Feb 19, 2021. [Contact the race organizer](#) for refunds, late fees or additional information.

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**Event Type:** FIS Scored Race  
**Notes:**

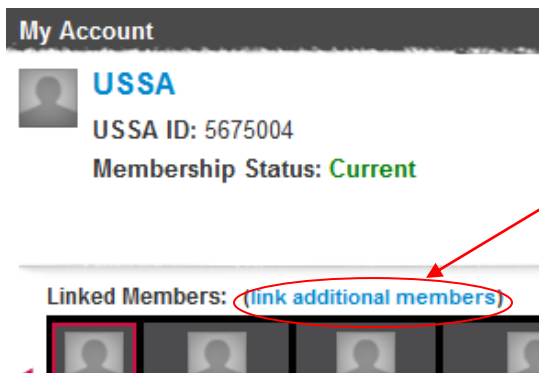
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<b>Male Slopestyle (SS)</b> Feb 22, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Unregister</b>
<b>Male Halfpipe (HP)</b> Feb 23, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Attend</b>
<b>Male Big Air (BA)</b> Feb 24, 2021 VET, SR, U19, U17, U15, U13, <a href="#">List of registered athletes (0)</a>	Entry Fee - \$0.00 <b>Attend</b>



## Linking an Athlete

Once you have logged into My USSA, 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:" with a text box, "Member USSA ID#:" with a text box, and "Member Date of Birth:" with three dropdown menus for "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>