

## 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:

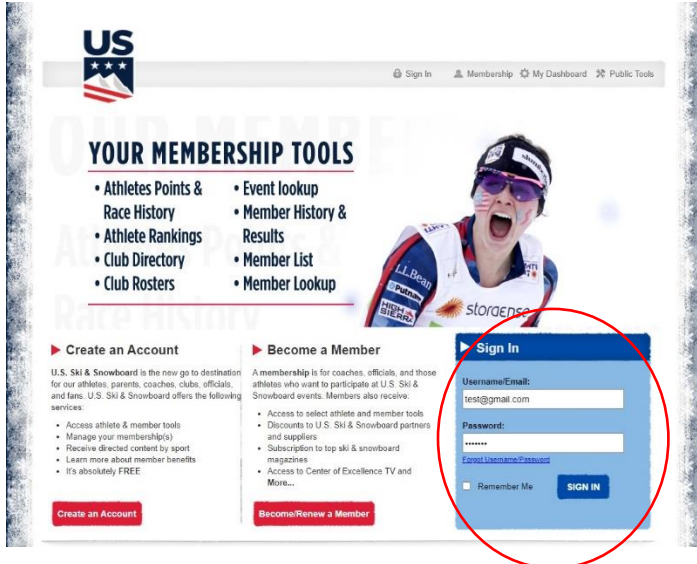
The 'Create an Account' form is divided into several sections:

- Account Login Info:** Includes fields for Email Username (test@gmail.com) and Password (test). A note states: 'Your email address will be your username when signing into your account. The username is available.'
- Tell us about yourself:** Includes fields for First Name (Thomas), Last Name (Dressen), Phone (4351234567), State (Select a State), Date of Birth (1993 / Nov / 22), Postal Code, Gender (Male), and Country (United States).
- Tell us what you're interested in:** Includes checkboxes for 'Which sport(s) are you interested in?' (Alpine, Freestyle, Freeskiing, Cross Country, Jumping, Nordic Combined, Masters, Snowboarding) and 'How are you affiliated with the USA?' (Athlete, Coach, Parent, Official, Fan, Alumni, Donor).
- Security Question:** 'What is the number before twelve?' with the answer '11'.
- Final Step:** A checkbox for 'Yes, I would like to receive official news and promotions from U.S. Ski & Snowboard.' and a 'Create an Account' button.

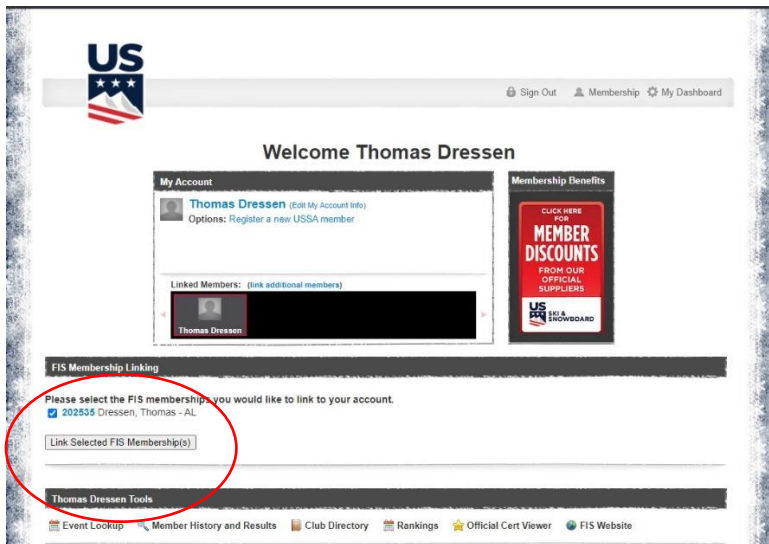
If the athlete has a pending or inactive U.S. Ski & Snowboard membership, do not have it attached to the account. See note at the bottom if the athlete has a Pending U.S. Ski & Snowboard membership.

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

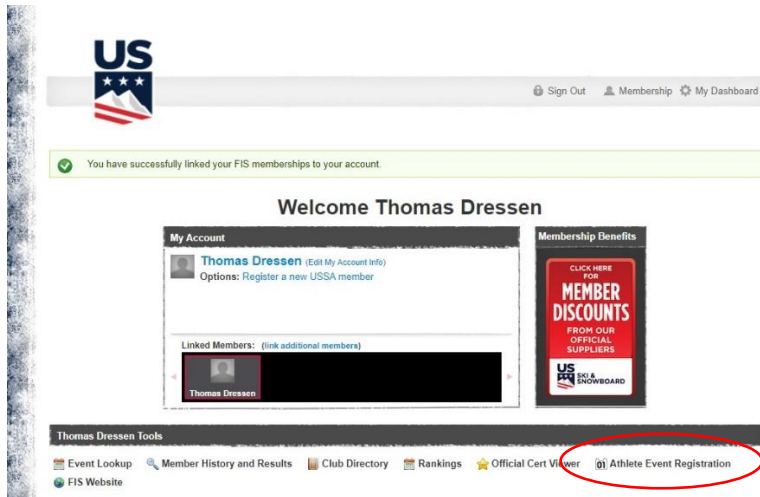
3. Once Account is created you will be redirected to the login page



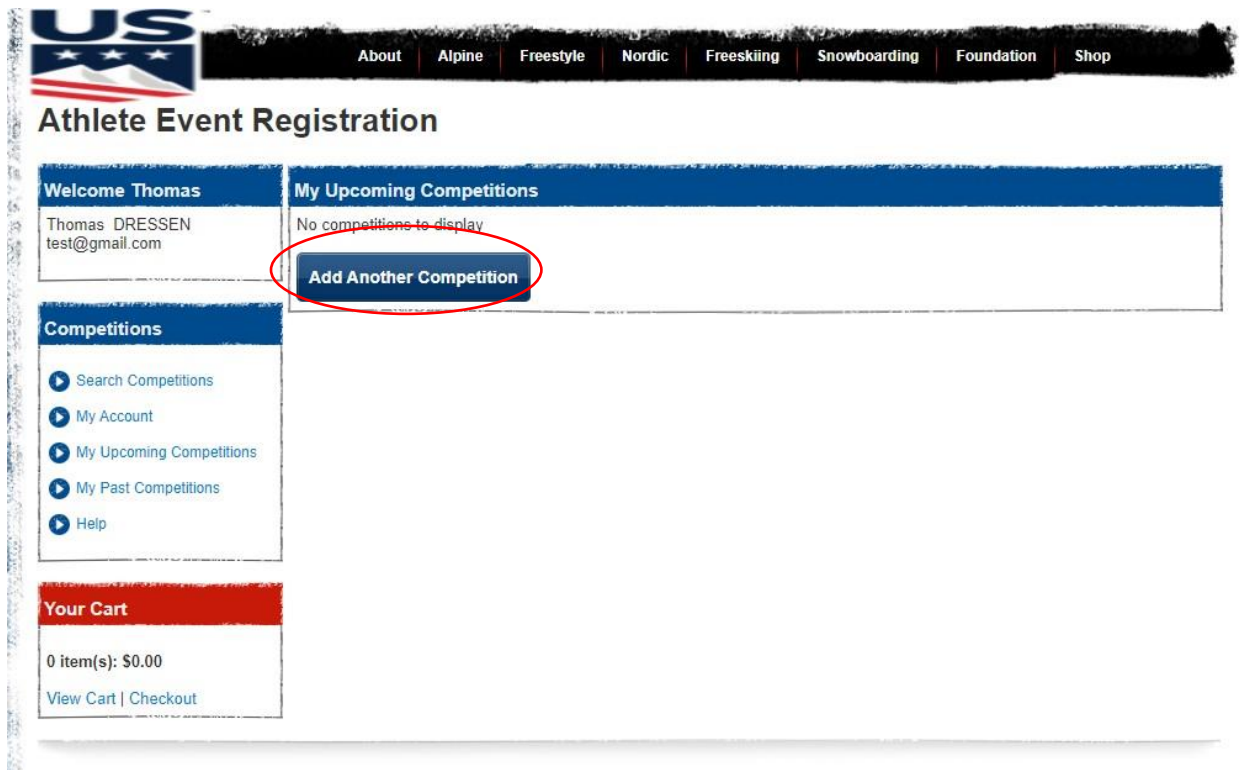
4. Once logged in, if the First Name, Last Name, and Birthdate match the FIS database, you will be asked to link the FIS ID to the account. If the information is correct, click the box.



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 to a cart. On the left, a navigation menu includes 'Welcome Thomas', 'Competitions', and 'Your Cart'. The 'Search Competitions' section has filters for Start Date (Today), Sport (Alpine), and Division (Rocky), with a 'Search Competitions' button circled in red. Below, the 'Results' section for the 'Colorado Ski Cup Devo Series' shows an event type of 'FIS Scored Race' and an entry fee of \$395.00. An 'Add to Cart' button is circled in red. The 'Your Cart' section at the bottom left shows '0 item(s): \$0.00' and is also circled in red.

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 [jj.ehlers@usskiandsnowboard.org](mailto:jj.ehlers@usskiandsnowboard.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.usskiandsnowboard.org](http://my.usskiandsnowboard.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.