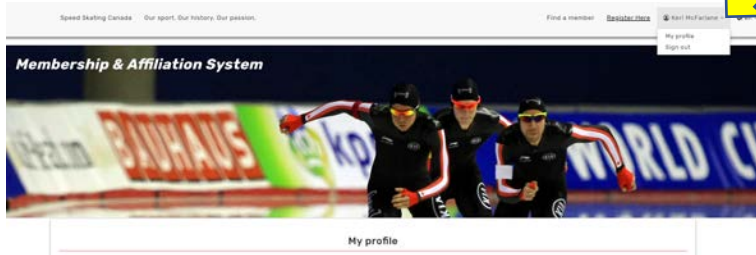


STEP 2: HOW TO ADD MEMBERS TO THE FAMILY ACCOUNT

- Click on the *administrator's* name at the top right-hand corner of the screen.
- Click "My profile".

Note: It is strongly recommended to keep the same e-mail address and password for ALL members within the same family account. The administrator can change a member's e-mail address and password should they wish to detach the member from the family account.



TO ADD FAMILY MEMBERS WHO WERE **ESSA MEMBERS LAST YEAR (2017-2018)**:

- Search and Add members to the family account by using the Speed Skating Canada membership number (if you do not know this, email the ESSA Registrar).
- If they do not have an SSC Number, you can Create a New Member (see below). Do not do this until you check with ESSA's Registrar or you will create a duplicate account. All family members should be associated with your Family Account.
- Click "Save" after you add/create a member file.

A screenshot of the 'Account related members' form. The form includes fields for 'Address', 'City', 'Country', 'Province/Territory', and 'Postal code'. Below these fields is a table with columns for '#', 'First name', 'Last name', 'Organization', and 'Relation'. A green button labeled 'Create New Members' is positioned above the table. Below the table is a search bar with the text 'Search & Add Existing Members' and a blue 'Find' button. A yellow arrow points to the 'Find' button. A red 'Save' button is located at the bottom right of the form.

TO ADD FAMILY MEMBERS WHO WERE **NOT ESSA MEMBERS, YOU WILL NEED TO CREATE NEW MEMBERS.**

- Do not do this until you check with ESSA's Registrar or you will create a duplicate account. All family members should be associated with your Family Account.
- Click on the "Create a Member Account" button

A screenshot of the 'Account related members' form, identical to the one above. A yellow arrow points to the green 'Create New Members' button.