

NON-MEMBER ACCOUNT CREATION



If you are an individual that is not a member of U.S. Figure Skating, you will create a non-member account. This account will provide access to the Event Management System (EMS). During account creation, you will identify yourself as a volunteer, foreign athlete, coach, or an official.

1 Access *Members Only*.

1 www.usfsaonline.org It is recommended to use Google Chrome.

2 Click **Non-Member? Create Account**.

3 From the *Account Creation* page, click **I am a Volunteer** or **I am a Foreign Athlete, Coach, Official**.

4 Provide your personal information in the required fields. Click **I'm not a robot**.

5 Click **Save & Continue**.

6 You are assigned an account number. Record the number to access your new account. Create a password; save for your records.

7 Click **Save & Continue** to return to *Members Only*.