

You can begin the renewal/registration process by logging into your personal Member's Only website at <https://www.usfsaonline.org/> .

### **Renewing a Team**

- Once you have logged into your Members Only profile, select the "Teams" menu at the top of the page.
  - If "Teams" is not showing and you would like to renew a team, please email [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org) and they will be able to add you as a Team Manager or Coach and you will then be able to proceed
- Select "Manage Team" for the team which you would like to renew
- Select "Start Renewal Process"
- Edit Team Profile- name, level, website, training rink and add Team Coaches and Team Managers
  - It is not necessary to indicate a Treasurer, at this time, as this role is being removed this season. Any questions regarding payments will be directed to the team managers moving forward.
  - There will be a new role option titled "Team Service Personnel". These will be adults who might be traveling with the team and in the locker rooms at competitions. Once this role is added, we will send an email out for all those that have already registered to update/ add members accordingly.
- Build your Team's main roster (recommended during renewal process)
- Select "Finalize Membership Renewal"
- Select "Synchronized Registration"
- Select "Renew Team Registration"
- Complete billing information and payment information
- Submit
- Print/save invoice for your records

### **Adding a New Team**

- Once you have logged into your Members Only profile, select "Account" on right side, and then "Add Team"
  - if "Add Team" is not an option, it is most likely because your personal US Figure Skating membership needs to be renewed
- Select "Synchronized Skating Team"
- Create your team's profile
- Select "Add New Team name, level, website, training rink and add Team Coaches and Team Managers"
  - It is not necessary to indicate a Treasurer, at this time, as this role is being removed this season. Any questions regarding payments will be directed to the team managers moving forward.
  - There will be a new role option titled "Team Service Personnel". These will be adults who might be traveling with the team and in the locker rooms at competitions. Once this role is added, we will send an email out for all those that have already registered to update/ add members accordingly.
- If the system has found a team with a similar name, it will appear on the next screen.
  - If the team you were trying to add does exist in our system, and you would like to renew that team, select "Renew Team" next to that team and the renewal process outlined above will apply.
  - If the team you were trying to add is not one of the teams listed on this screen, select "Create New Team Anyway".
- Complete billing information and payment information
- Submit
- Print/save invoice for your records
  - note that your new Team Number is listed as Member # at the top of the invoice