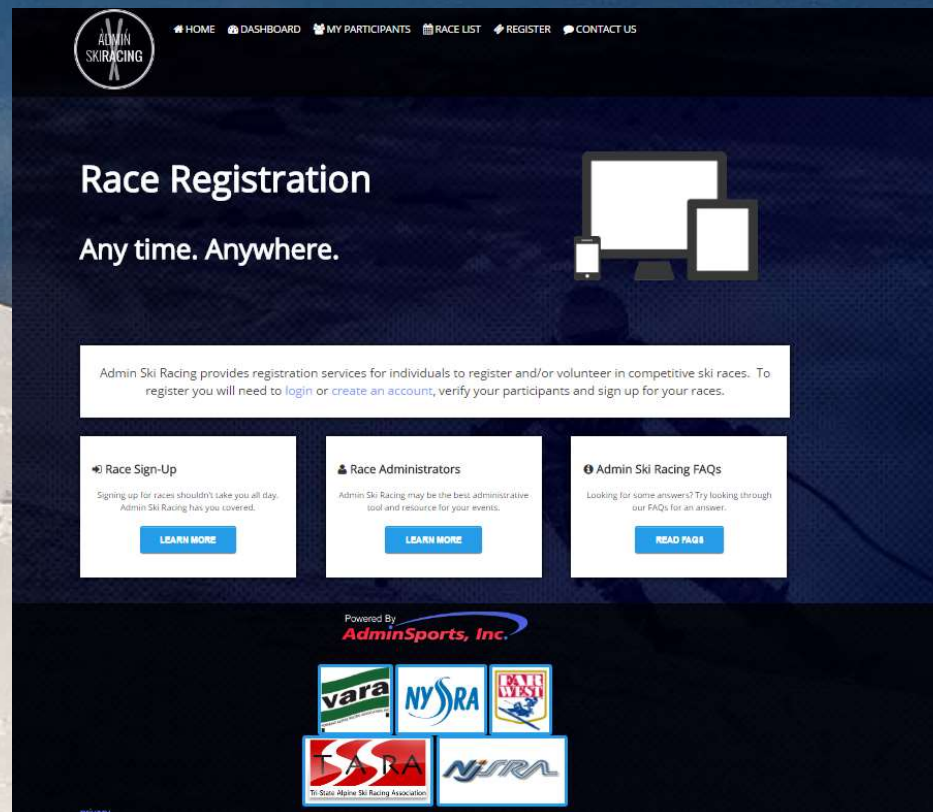


How to register for Races using Admin Ski Racing

1. Navigate to <https://adminskiracing.com>



The screenshot shows the Admin Ski Racing website homepage. At the top, there is a navigation bar with the Admin Ski Racing logo and links for HOME, DASHBOARD, MY PARTICIPANTS, RACE LIST, REGISTER, and CONTACT US. The main heading is "Race Registration" with the tagline "Any time. Anywhere." and an illustration of a person at a computer. A central text box explains that the site provides registration services for individuals to register and/or volunteer in competitive ski races, and that users will need to login or create an account. Below this are three featured sections: "Race Sign-Up" (with a "LEARN MORE" button), "Race Administrators" (with a "LEARN MORE" button), and "Admin Ski Racing FAQs" (with a "READ PAGE" button). The footer includes the text "Powered By AdminSports, Inc." and logos for partner organizations: VARA, NYSRA, BATH LYEST, SSRA (The State Alpha Ski Racing Association), and NJIRA. A "Privacy" link is located in the bottom left corner.

How to register for Races using Admin Ski Racing

2. For all that already have an account with Admin Ski Racing, Skip to slide 3
3. For all that do not have an account please follow these instructions:

Getting Started on Admin Ski Racing

Step 1: Create an Account

Using the website link on the front page, create your account and you will be sent an email. You must verify your account information before you can proceed.

Step 2: Add A Participant

When you verify your account information via the email, you will be redirected to your Participants page. Here you will start by adding your Participants. If you are a USSA member, you can add your USSA and FIS numbers using the USSA Members option. If you are not a USSA member, you will add your FIS number using the FIS Members option.

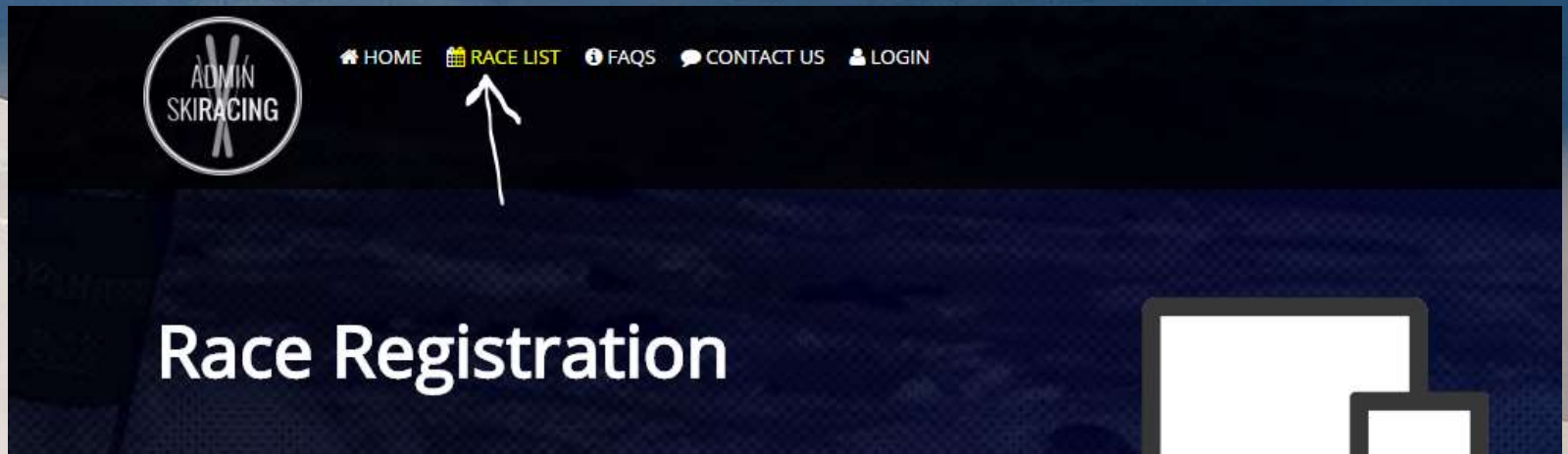
Step 3: Register for Races

Once your Participants have been created, you can follow the link to Race Signup, where you will see the options to register your Participants for races they are eligible for. You will select the race, add to cart, and checkout!

If you have any questions about a specific race or what qualifications your Participant will need to meet in order to qualify for a race, contact the Race Administrator who will be located on the Event Site Information by clicking the name

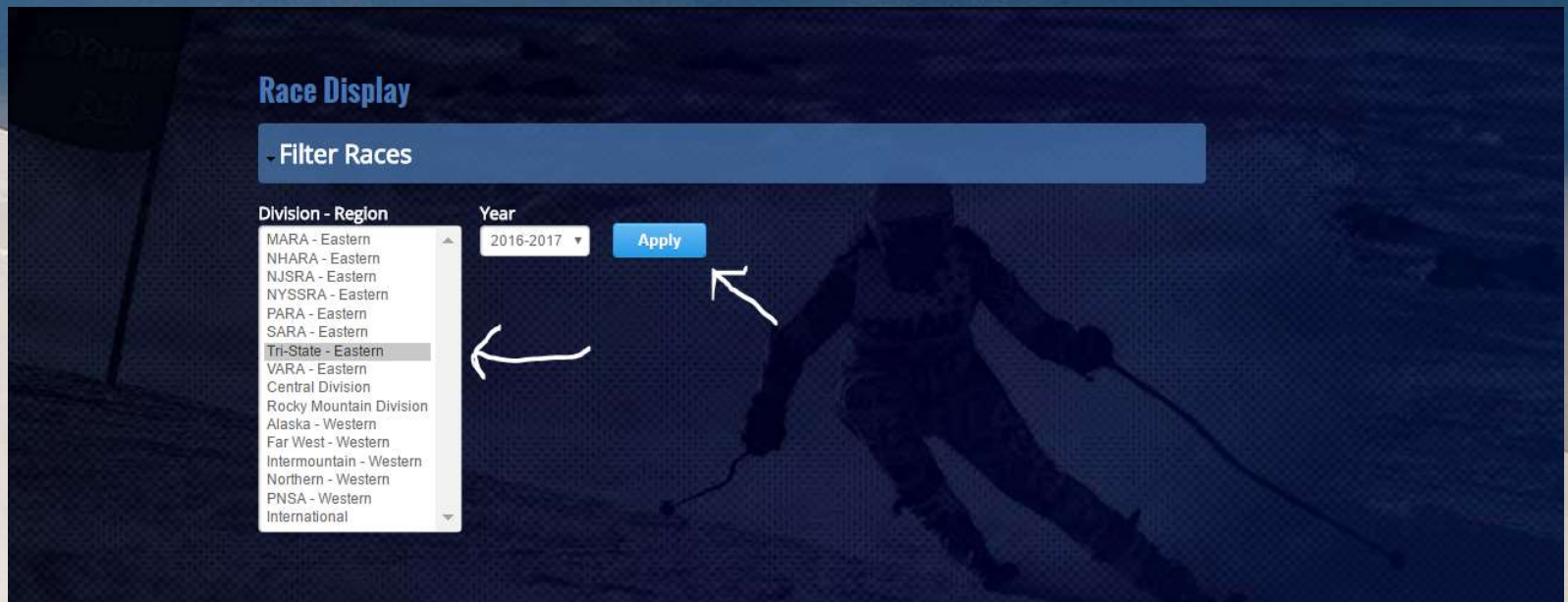
How to register for Races using Admin Ski Racing

4. To Register for Tri-State races click RACE LIST



How to register for Races using Admin Ski Racing

4.1 Select Tri-State Eastern under Division-Region then click Apply



How to register for Races using Admin Ski Racing

4.2 Tri-State Races or Events will appear. Select the event that you would like to register for.

The screenshot shows a web interface for ski racing registration. At the top right, there is a 'Log out' button. A dropdown menu is open, listing various regional divisions, with 'Tri-State - Eastern' selected. Below the menu, there are two sections of event listings, each with a blue header bar.

CT Youth Ski League's Events

Mountain	Event Title	Event Type	Event Date	Price	Details
CT Youth Ski League	CYSL Annual Membership Registration	#1	12/15/16	\$35.00	Details

Wachusett Mountain Race Team's Events

Mountain	Event Title	Event Type	Event Date	Price	Details
Wachusett Mountain Race Team	WMRT 2016 SkillsQuest U10, U12, U14	#1	12/17/16	\$85.00	Details
Wachusett Mountain Race Team	WMRT's 2016 SkillsQuest Buffett Child (U14 and Under)	BQT	12/17/16	\$15.00	Details
Wachusett Mountain Race Team	WMRT's 2016 SkillsQuest Buffett Adult (14 and older)	BQT	12/17/16	\$20.00	Details

How to register for Races using Admin Ski Racing

4.3 The event will appear and the page will show all which athletes within your adminskiracing membership that are eligible for the event. Click Add to Cart

WMRT 2016 SkillsQuest U10, U12, U14

Host Site: Wachusett Mountain Race Team
Event Type: #1
Date of Event: Saturday, December 17, 2016 - 7:30am
Event Registration Date: Wednesday, November 23, 2016 - 10:31am to Thursday, December 15, 2016 - 11:59pm
Registration Conditions: All U10, U12, U14 with a valid USSA Membership eligible. Short term memberships available at USSA.org.
Click here for more details about this event.
Volunteers needed. Please contact wmrtinfo@gmail.com for details.
Click here for USSA's SkillsQuest Skiing Assessment Presentation
Visit www.skiwmrt.com for more info (navigate to General Info, Race Info, FAQ), or click [here](#)

Price: \$85.00
Late Fee: \$0.00
Club Discount: \$50.00

Shopping cart
0 Items Total: \$0.00

Tom Bateman
• My account
• Log out

Register your Participants

Participant	Event Gender	Event Age	Slots Left	Price	Sign Up
Katie Bateman	Female	U14	∞	\$85.00	Add to Cart
Tom Bateman	Not an eligible age for this event.				

How to register for Races using Admin Ski Racing

Note that the price of the event in this example is \$85 however the shopping cart only shows \$35. This is because the athlete already has passes to the host mountain. The system automatically knows (via USSA membership number) that this athlete already has a lift pass and does not charge that element of the event fee.

4.4 Now you can click Checkout and follow the instructions or click Race List at the top of the page to sign up for other races or events.

The screenshot shows the Admin Ski Racing website interface. At the top, there is a navigation bar with the logo and menu items: HOME, MY PARTICIPANTS, RACE LIST, REGISTER, and CONTACT US. Below the navigation bar, the breadcrumb trail reads "Home » Race Display".

The main content area is titled "Race Display" and features a "Filter Races" section. This section includes a dropdown menu for "Division - Region" with the following options: MARA - Eastern, NHARA - Eastern, NJSRA - Eastern, NYSSRA - Eastern, PARA - Eastern, SARA - Eastern, Illi-State - Eastern (highlighted), VARA - Eastern, Central Division, Rocky Mountain Division, Alaska - Western, Far West - Western, Intermountain - Western, Northern - Western, PNSA - Western, and International. To the right of the dropdown is a "Year" dropdown set to "2016-2017" and an "Apply" button.

On the right side of the page, there is a "Shopping cart" widget showing "1 Item" and a "Total: \$35.00". It includes a "View cart" link and a green "Checkout" button. Below the shopping cart is a user profile widget for "Tom Bateman" with links for "My account" and "Log out".