

Claiming your Peloton Account for use with MMS

Step 1: Obtain you sign up link

Note: You must be a System Administrator for your Organization to complete this step.

- Log into MMS and navigate to your organizations dashboard.
- Click on the Sign Up button to retrieve your link

Peloton Technologies

Province of Craigs
Administer Organization

ORGANIZATION INFORMATION

Member Number: 500170
Organization Type: Provincial/Territorial Speed Skating Association
Organization Name: Province of Craigs
Organization Abbreviation: PACS
Annual membership expiry date: March 31
Collects National Fees: True
Language Preference: English

Edit

SIGN UP FOR ONLINE PAYMENTS

Sign Up Peloton Technologies has integrated online credit card payments into the WRS. Sign Up for an account with Peloton today and begin taking online payments for your programs tomorrow.

- You will also be sent the link via email.

SIGN UP FOR ONLINE PAYMENTS

Link to Application: <https://testadmin.peloton-technologies.com/SignUp/Account?token=46254f44100646c9811ef6f86f0aaa4a>

Step 2: Submit the online application

- Copy the link returned and paste it into your browser address bar.

← → <https://testadmin.peloton-technologies.com/SignUp/Account?token=46254f44100646c9811ef6f86f0aaa4a> 🔍 ↵

- Select the Account Type (there should be only one available option) and click continue

Please select the description that is aligned with your organization

Speed Skating Canada Provincial/Territorial Association or Club 2015

Continue

- Complete the application form. Most of the information should be pre-filled using data from MMS.
- If you don't know your business number just enter in "TBA".

Apply for an account with Peloton

| | |
|---|---|
| Registered Legal Name | |
| <input type="text" value="Province of Craigs"/> | |
| Business Number | Currency |
| <input type="text" value="TBA"/> | <input type="text" value="CAD"/> |
| Country | Province / State |
| <input type="text" value="Canada"/> | <input type="text" value="British Columbia"/> |

- You may want to enter you President's or Treasurer's information for Primary Contact

| |
|---|
| Primary Contact First Name |
| <input type="text" value="Bill"/> |
| Primary Contact Last Name |
| <input type="text" value="Treasurer"/> |
| Primary Contact Email Address |
| <input type="text" value="treasurer@peloton-technologies.com"/> |

- Provide the name and email address for a member of your organization that can agree to the terms and conditions on behalf of the organization and click Submit.

| | |
|--|--------------------------------------|
| Authorizing Party First Name | Authorizing Party Last Name |
| <input type="text" value="Craig"/> | <input type="text" value="Attwill"/> |
| Authorizing Party Email Address | |
| <input type="text" value="cattwill@peloton-technologies.com"/> | |

- You will receive a confirmation email.
- The authorizing party will receive an email containing a link to complete the application.

Step 3: Complete the online application

Note: You must be able to provide Authorization on behalf for your Organization to complete this step.

- Click on the link sent to you in the Authorization email.
- Review and correct any details, review the Fee Schedule and the Terms & conditions. Expand the panels by clicking on them.

Provide Authorization for a Peloton Account Application

Registered Legal Name

Province of Craigs

Business Number

TBA

Currency

CAD

1. Review Application Details

2. Review Fee Schedule

3. Review Terms & Conditions

- Complete the application by confirming your name and email address then clicking Submit.

I

am the owner of the email address

and consent to the terms and conditions displayed on this page and acknowledge that I have authority to agree to the terms and conditions on behalf of the organization with the Registered Legal Name listed above.

Submit

Step 4: Wait for your confirmation notification

- Peloton will create a Peloton Account for you and configure it to work with MMS.
- The Primary Contact listed on the application will be notified via the provided email address.

Step 5: Access your Peloton Account & Configure additional access

- The Primary contact should familiarize themselves with the My Account application.
- It is recommended for the Primary Contact to create an additional Administrator Account for your organization.
- View only accounts can also be create for support and accounting staff.