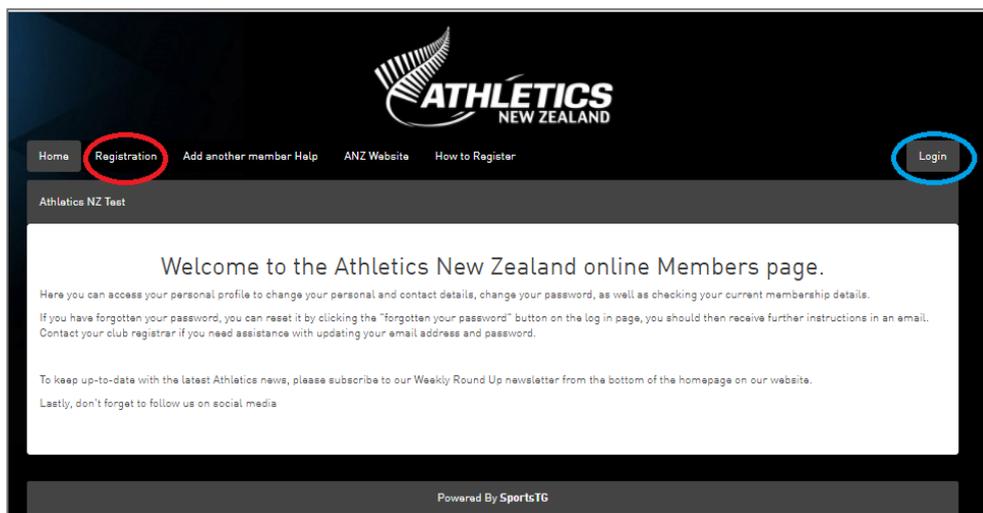


Registration Help

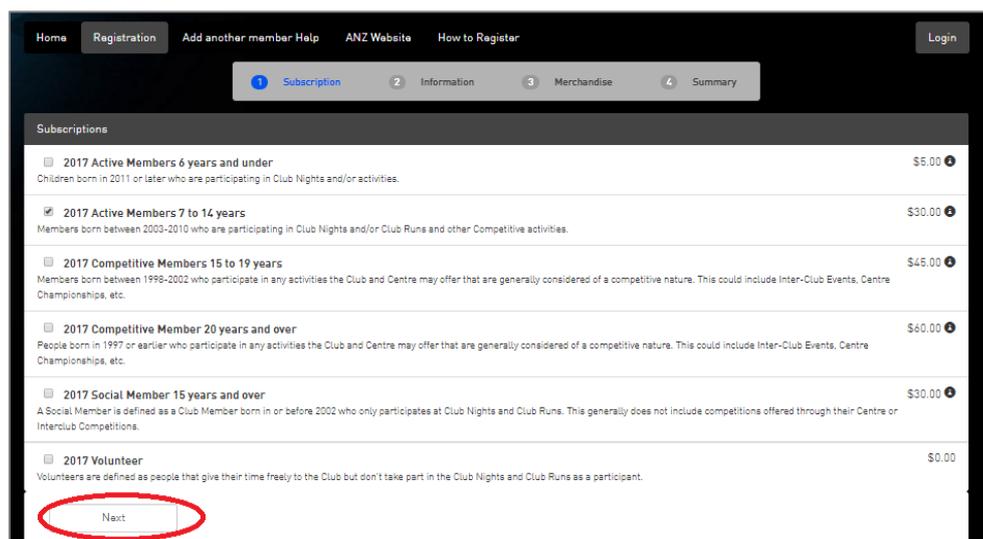
This step by step guide should help you register yourself and your family for the season. Your membership will be valid until **31 March each year**.

To Join your club

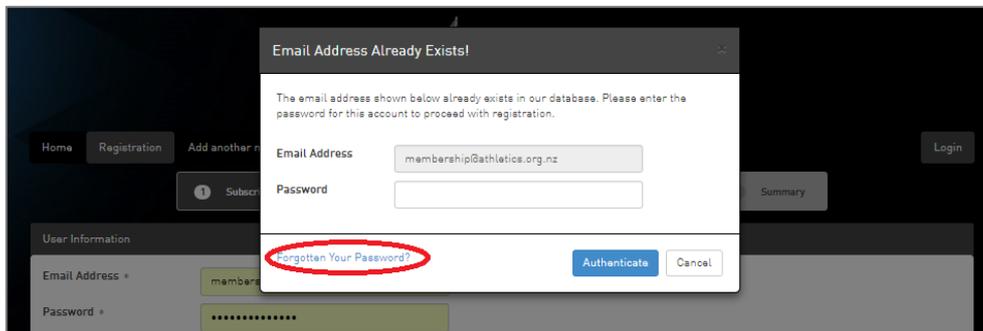
1. **New members**- click Registration (highlighted Red below)
Transferring from another club- please speak to your club committee before using this site.
Returning members- click login to check if you have a current membership, if not, click renew.



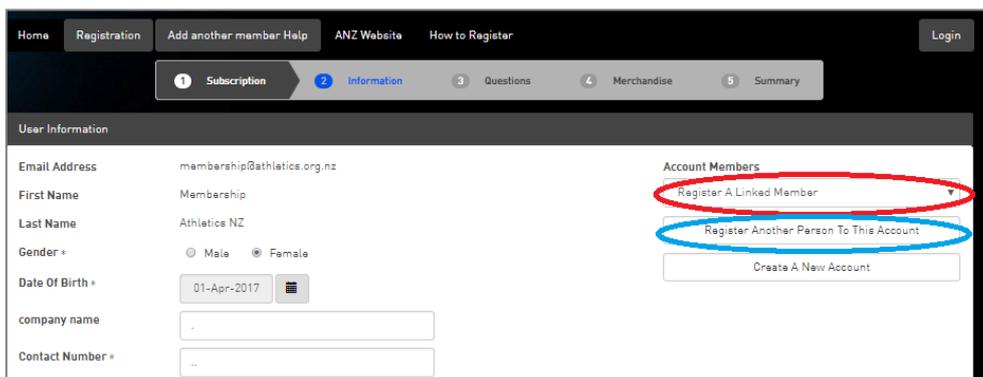
2. Select your membership subscription. Your age is as of 31 December of the current membership year. Click Next.



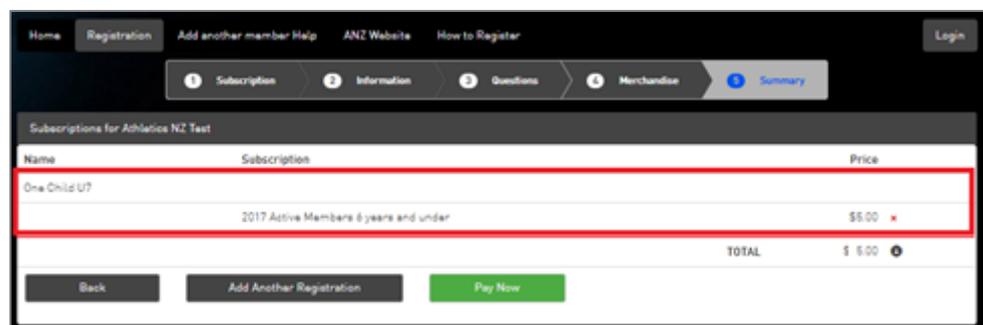
3. Fill out your details.
If you are prompted to enter your password, please do so or click “Forgotten Your Password” to reset it via email. This should populate the form with your details (or that of the main member using your email address*).



- a. Not you?
To change to another family member, click the “Register a linked member*” option highlighted red below, select the member from the drop down list.
Alternatively, select “Register Another Person To This Account” to add another person to your family group (highlighted blue below).



4. Continue through the next pages, until you reach the Summary tab. Double check the information is correct for that member. Then either
 - a. Select the Pay Now option to pay via credit or debit card (see step 10)
 - b. Follow the instructions below to add another family member before you pay.

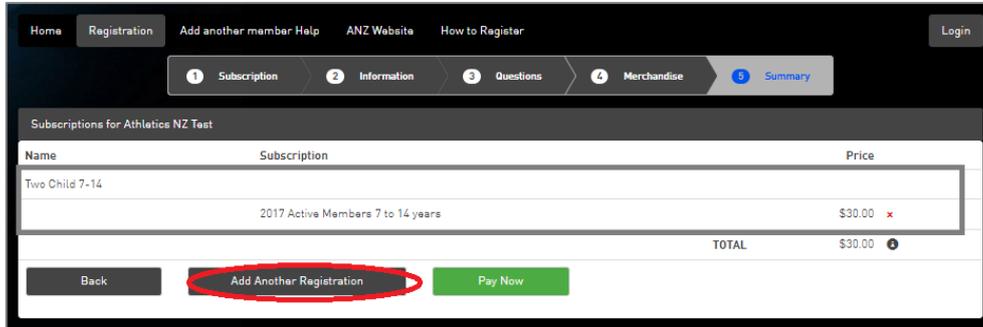


* **Linked Member:** Members in the system who have the same email address will be linked to each other. One person will be the primary member and therefore when the email address and password are entered, their information is the default.

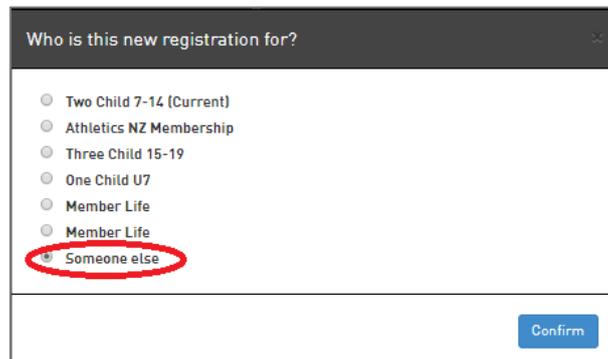
Adding a Second Person

You can easily add another person to the registration, much like adding a second item to your shopping basket.

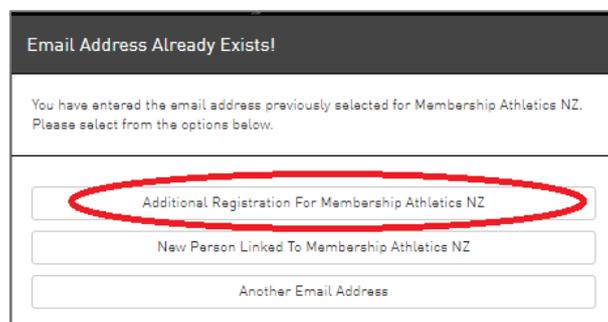
- From the payment summary page with first athlete's details, select **Add another Registration**



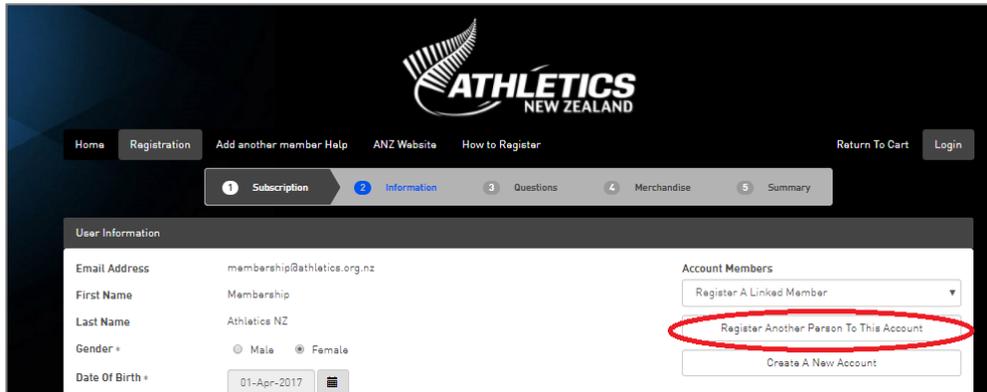
- Choose a member from the dropdown list or select "Someone else" to register a new member.



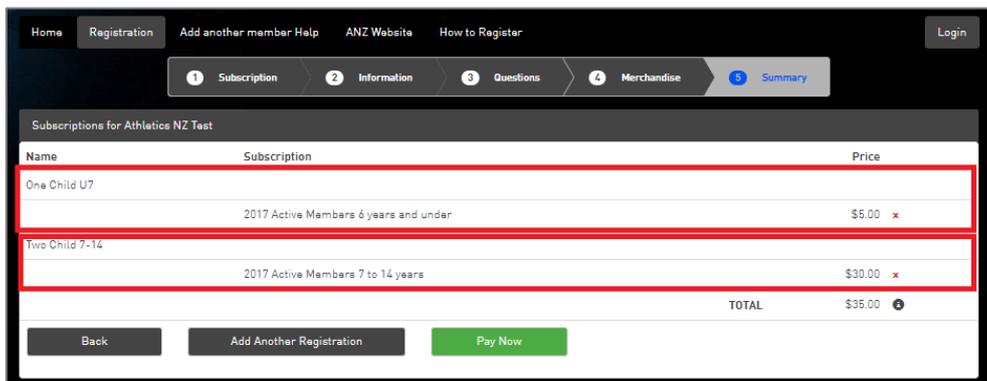
- Select the subscription options as before and check or enter their details. If you have to confirm the email address and password, this will load the registration form again with the primary member's details.
 - If the "Email Address Already Exists" message shows, as shown below, select "Additional Registration For MEMBERS NAME". This will take you to step 8 below.



8. Select “Register another person to this account” on the right of the screen to add a new family member to your family group.



9. Enter the new athlete’s details, they will be linked to the primary member with both registrations appearing on the payment summary.



10. Check the summary page to ensure each member has the correct subscription and payment below their name. Once correct, continue through to the payment screen.
- 11.

Once complete, you should see the confirmation page on screen and receive an invoice and/or receipt into your email account.

Still Need Help?

Should you still require help, please contact your club registrar or committee.