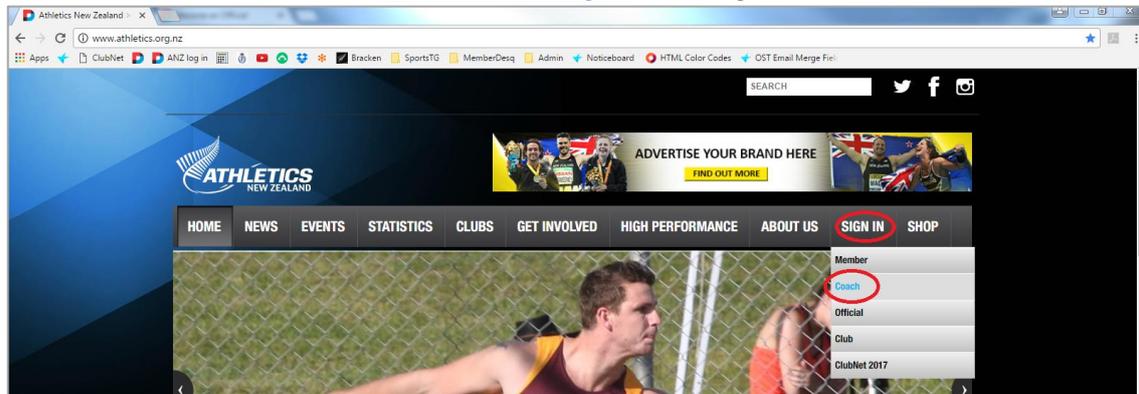


Coaches- How To Register

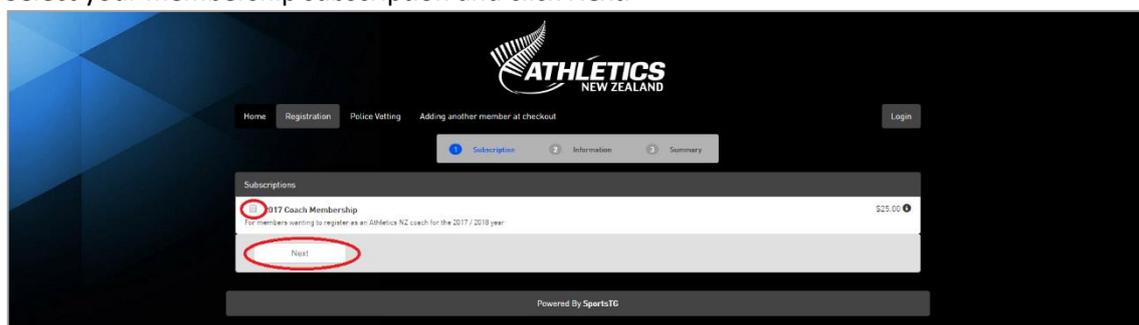
1. Go to the Athletics NZ website www.athletics.org.nz select Sign In > Coach as shown below.



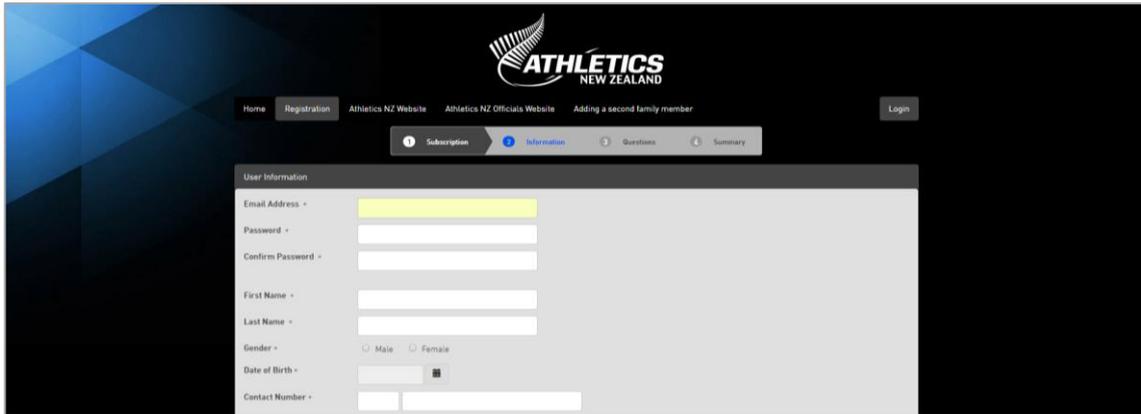
2. On the Coach Registration page, read the information and select Registration- highlighted red. Please note, you can Log in to see if you have a current membership or to update your details at any point during the season.



3. Select your membership subscription and click Next.



4. Enter your details and answer the questions.

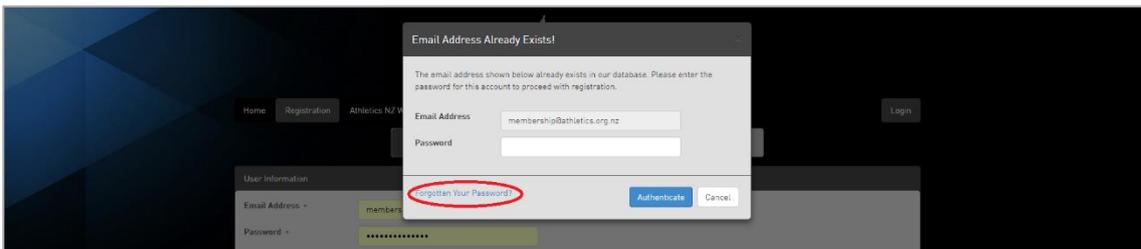


If your email address is already in the system, you will be asked to sign in.

- a. Enter your password (this should be the same as for registering with your club, as an official or entering events).

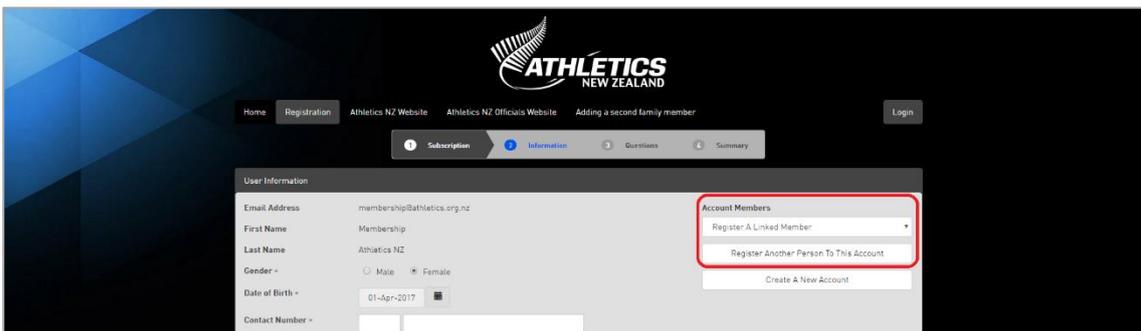
If you do not know your password, select **“Forgotten Your Password”** to be emailed reset instructions.

Once you have reset your password, make sure you **return to the Athletics NZ registration website** before continuing.



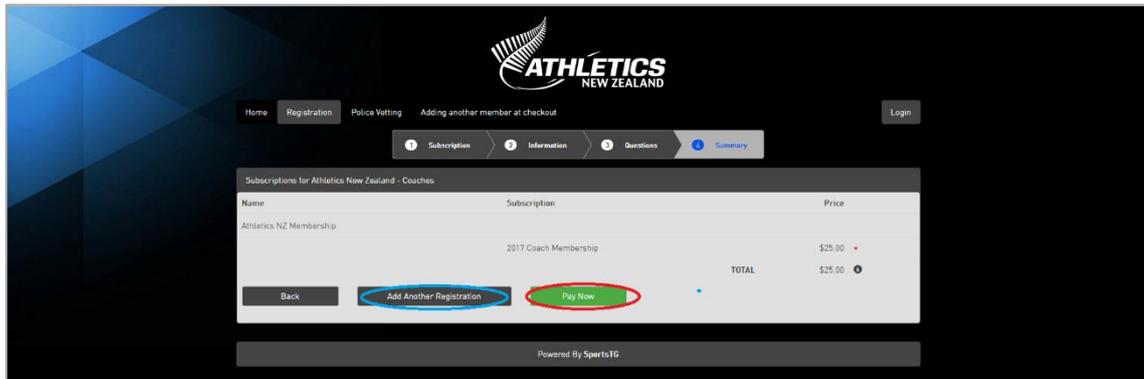
- b. Once signed in, your details should automatically populate in each field. If another family member’s information is entered, you should find yourself under the dropdown menu **“Register A Linked Member”** on the right hand side of the page- circled red below.

If you do not appear on this list, select the **“Register Another Person To This Account”** option to add yourself to the family group.

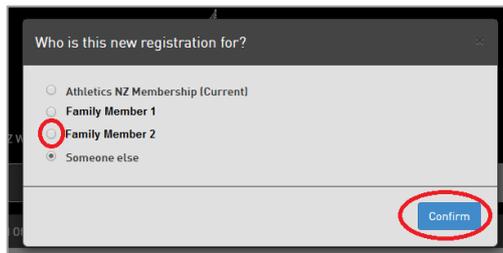


Confirm your details are correct and answer any relevant questions.

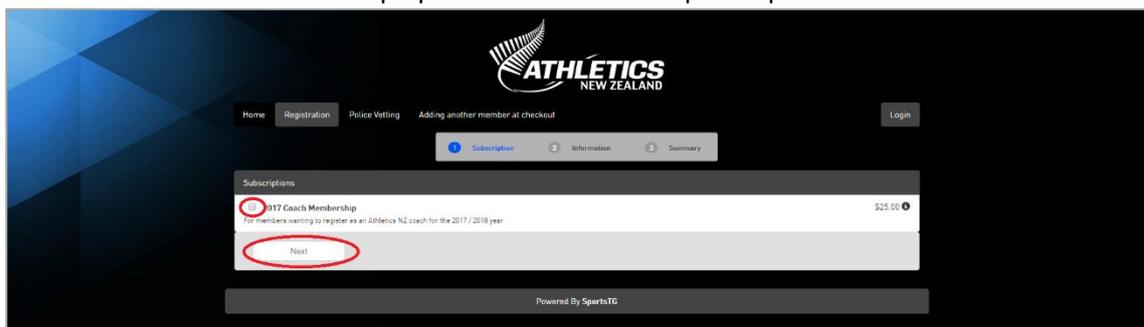
5. On the summary page you can either
 - a. **Pay Now**- highlighted red below- to complete your registration (**go to step 7.**)
 - b. **Add Another Registration**- highlighted blue- to register another coach in the same transaction.



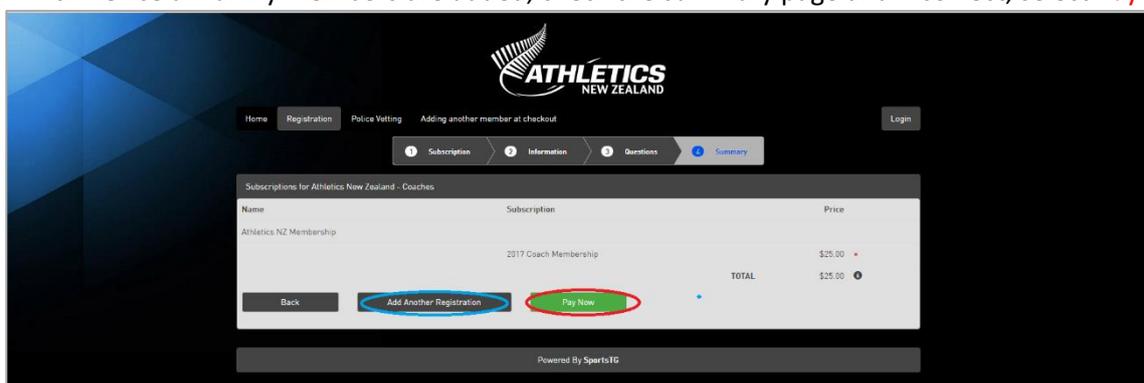
6. Register another person
 - a. Select their name on the list or “Someone else” if they do not appear on the list.



- b. Select their membership option and continue as per step 4 above.



- c. Once all family members are added, check the summary page and if correct, select **Pay Now**.



- At checkout, confirm the total amount owing and if correct, enter your credit or debit card details. Then select whether you want the system to remember your card details or not.

Please Note, for best security practice, we recommend not to store your card details.

The screenshot shows the Athletics New Zealand checkout interface. At the top, there is a navigation bar with 'Home', 'Registration', 'Police Vetting', and 'Adding another member at checkout'. A 'Login' button is also present. The main content area is titled 'Checkout' and displays a 'Total' of '\$22.00'. Below this, there are input fields for 'Card Number', 'Expiration Date', and 'CVV'. A red box highlights a question: 'Would you like to securely save your payment information for future transactions?' with two radio button options: 'Yes please' and 'No thanks'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page reads 'Powered By SportsIG'.

8. Police Vetting

You will need to be Police Vetted this year if you have not been Police Vetted by Athletics New Zealand in the past 2 years. Please read the [Police Vetting guide](#) by selecting the tab on the registration page or from your confirmation email receipt, to ensure you have completed the form correctly.