

# Officials- How To Register

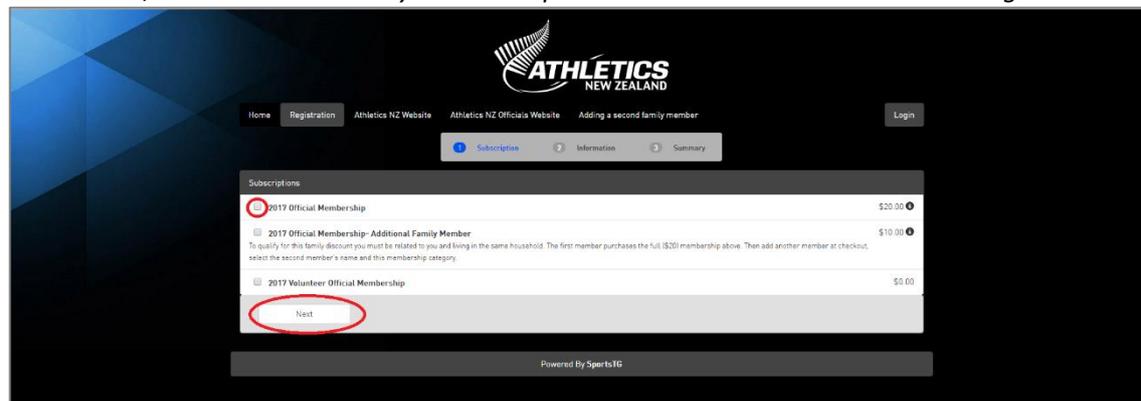
1. Go to the Athletics NZ website [www.athletics.org.nz](http://www.athletics.org.nz) select Sign In > Official as shown below.



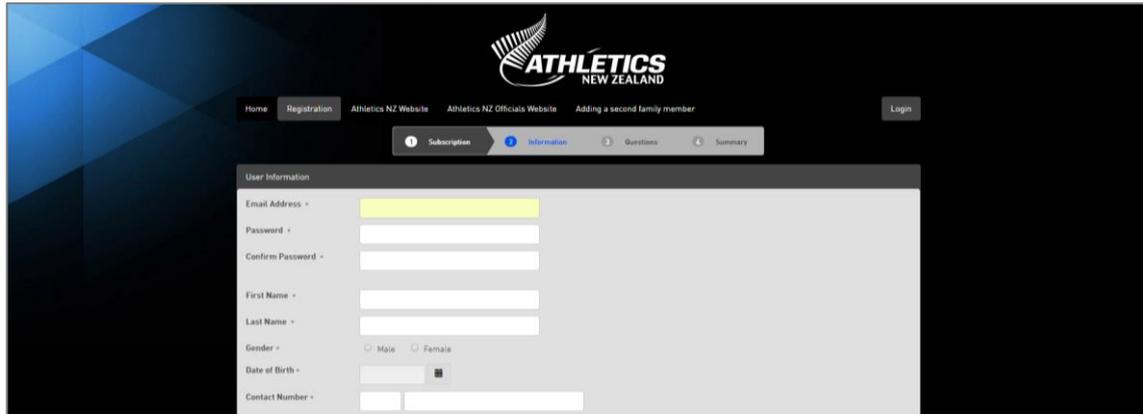
2. On the Officials Registration page, read the information and select Registration- highlighted red. Please note, you can Log in to see if you have a current membership or to update your details at any point during the season.



3. Select your preferred membership subscription and click Next. Please note, the Additional Family Member option should not be selected at this stage.



4. Enter your details and answer the questions.

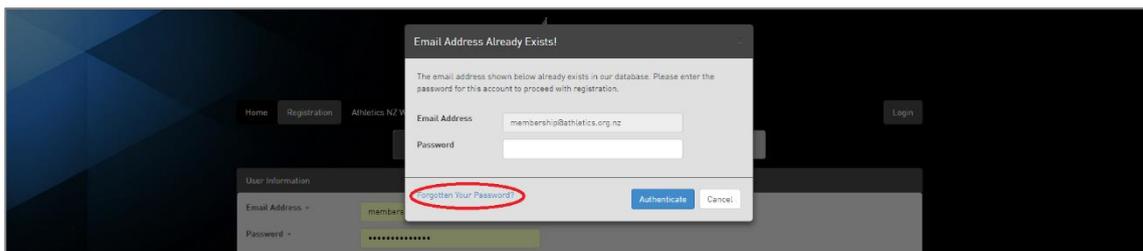


If your email address is already in the system, you will be asked to sign in.

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

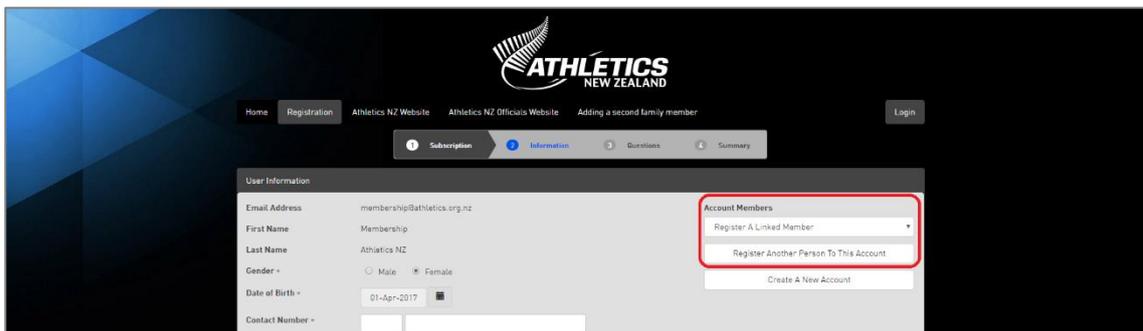
If you do not know your password, select **"Forgotten Your Password"** to be emailed reset instructions.

Once you have reset your password, make sure you **come back to the Athletics NZ site** before continuing.



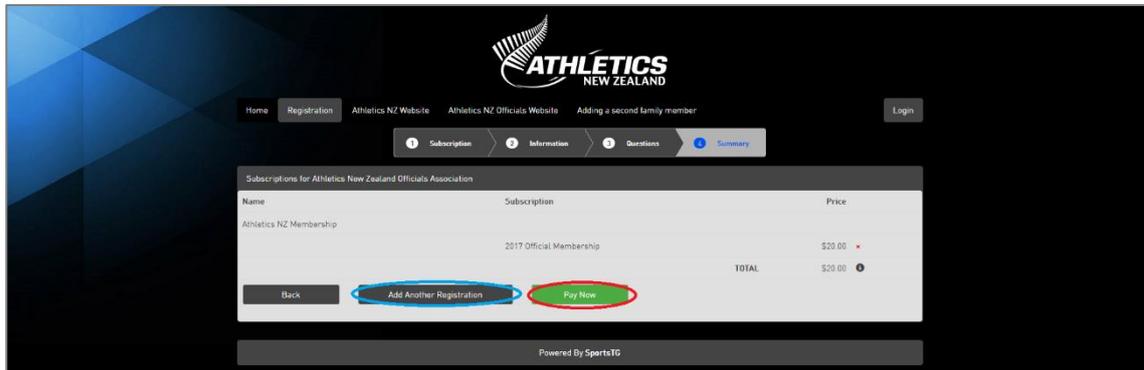
- b. Once signed in, your details should automatically populate in each field. If another family member's show up, you should find yourself under the dropdown menu **"Register a linked member"** on the right hand side of the page- circled red below.

If you do not appear on this list, select the **"Register another person to this account"** option to add yourself to the family group.

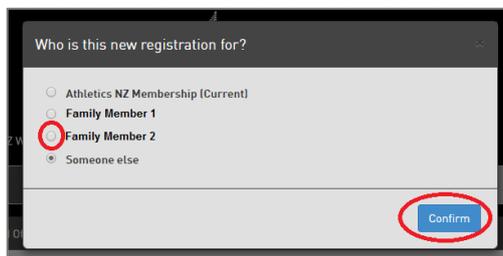


Confirm your details are correct and answer any relevant questions.

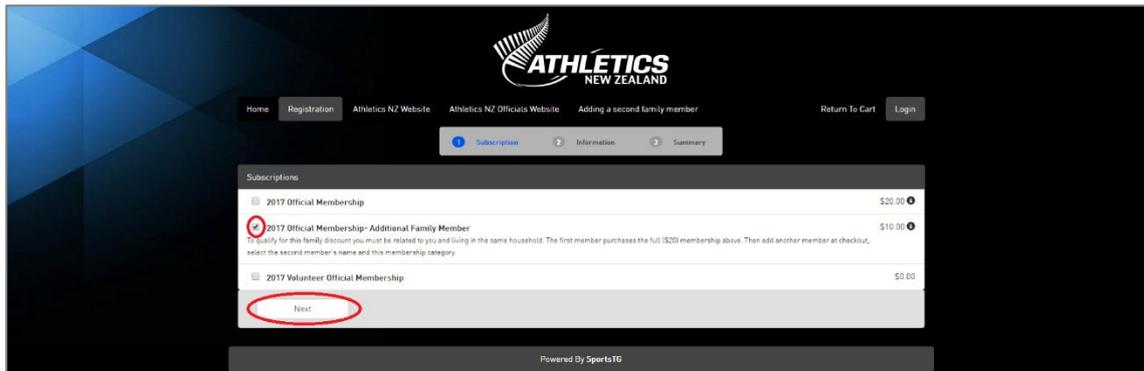
5. On the summary page you can either
  - a. **Pay Now**- highlighted red below- to complete your single registration (**go to step 7.**)
  - b. **Add Another Registration**- highlighted blue- to add another official's registration.



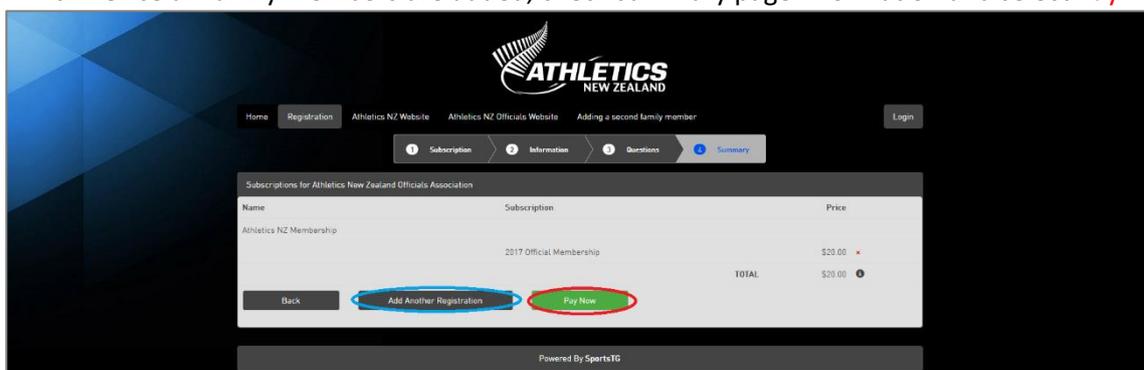
6. Register another person
  - a. Select name on the list or "Someone else" if they are not already on the list.



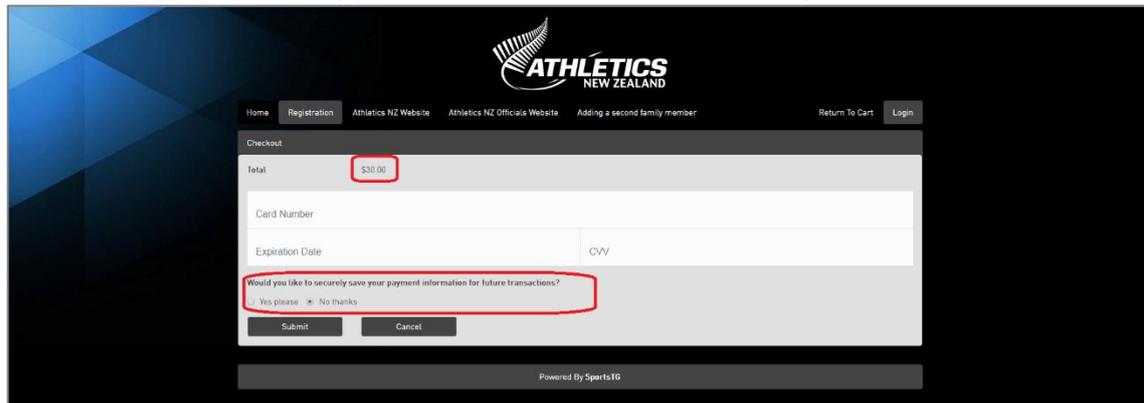
- b. Select the "Additional Family Member" option and continue as per step 4 above.



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



- At checkout, confirm the total amount owing and 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 displays the Athletics NZ checkout interface. At the top, the Athletics NZ logo is visible. The navigation bar includes links for Home, Registration, Athletics NZ Website, Athletics NZ Officials Website, Adding a second family member, Return To Cart, and Login. The checkout form shows a total of \$30.00. Below this, there are input fields for Card Number, Expiration Date, and CVV. A red box highlights the security question: "Would you like to securely save your payment information for future transactions?" with radio button options for "Yes please" and "No thanks". At the bottom of the form are "Submit" and "Cancel" buttons. The footer indicates the site is "Powered By SportsIG".

## Further Help and Assistance

For further assistance with your Athletics NZ Officials registration, please contact the [Membership and Club Coordinator](#)