

This guide will show you how to use the AV Portal to register and purchase the required packages to participate in AV Shield. It also explains the event entry process for entering a round of Shield.

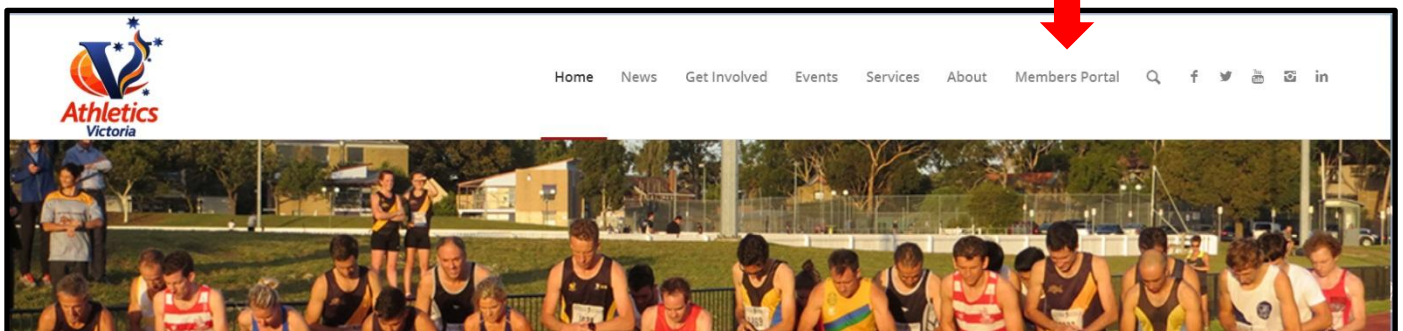
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1 Portal Login

- i. Go to Athletics Victoria website <http://www.athsvic.org.au/>.
- ii. On the **HOME** page of the AV website click on **MEMBERS PORTAL (1)** located in the top right-hand corner of your screen where you will be directed to the **LOGIN** page.

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- iii. Alternatively you can go directly to <http://members.athsvic.org.au>
- iv. On the **LOGIN** page type in your personal **USERNAME (1)** and **PASSWORD (2)** and click on **LOGIN (3)**.

Athletics Victoria


[Sign In](#) [Create Profile](#)

Sign in with an account

Username  1

Password  2

Remember me?

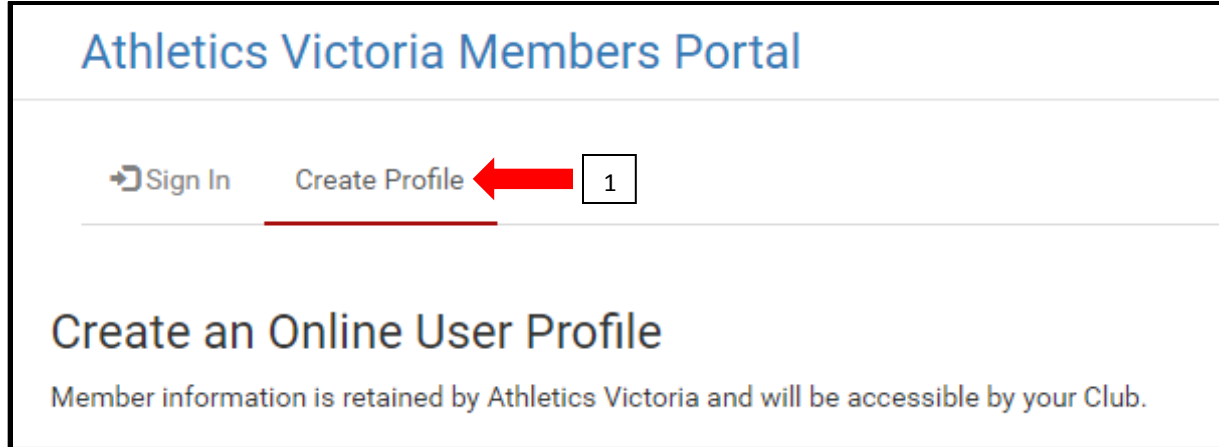
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AV TIP: COOKIES must be enabled in your browser to log in.

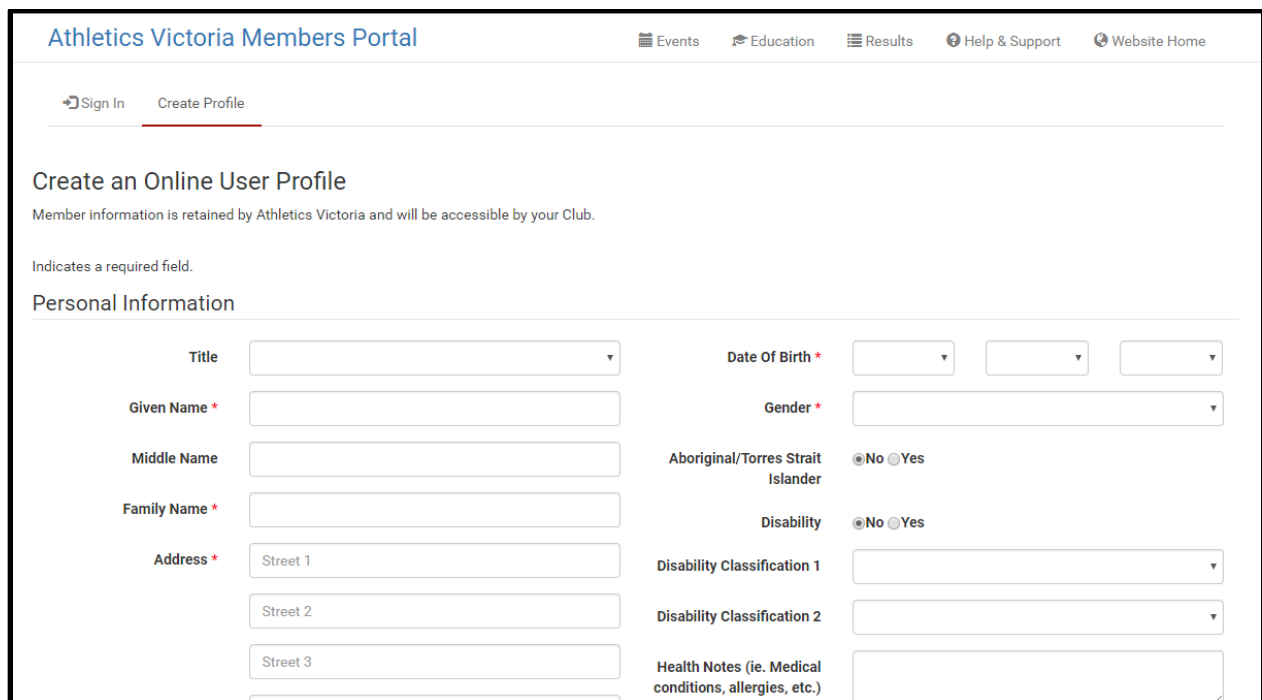
2 Creating a Profile

If you do not already have an AV Portal profile, you will need to create one. The AV Portal is how you will pay for your membership, enter events, update your personal information and access results and entry information.

- i. Click the **CREATE PROFILE (1)** button located next to the Sign In button.



- ii. Fill in all information marked with a * as well as any other relevant information.



Athletics Victoria Members Portal

Events Education Results Help & Support Website Home

→ Sign In **Create Profile**

Create an Online User Profile

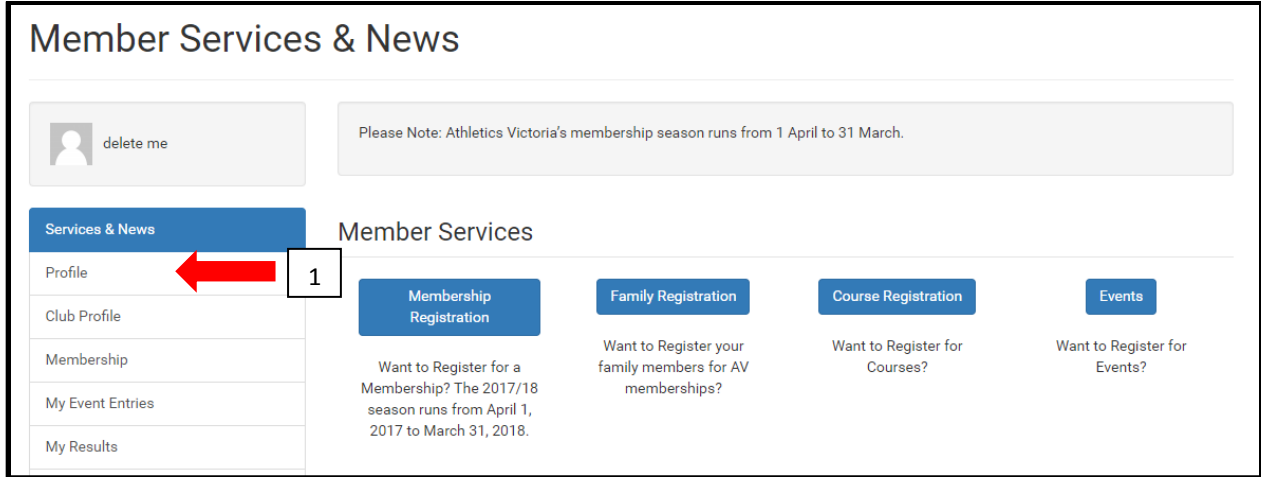
Member information is retained by Athletics Victoria and will be accessible by your Club.

Indicates a required field.

Personal Information

Title	<input type="text"/>	Date Of Birth *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given Name *	<input type="text"/>	Gender *	<input type="text"/>		
Middle Name	<input type="text"/>	Aboriginal/Torres Strait Islander	<input type="radio"/> No <input type="radio"/> Yes		
Family Name *	<input type="text"/>	Disability	<input type="radio"/> No <input type="radio"/> Yes		
Address *	Street 1	Disability Classification 1	<input type="text"/>		
	Street 2	Disability Classification 2	<input type="text"/>		
	Street 3	Health Notes (ie. Medical conditions, allergies, etc.)	<input type="text"/>		

- iii. Click the **REGISTER** button to complete registration. You will be automatically logged in and taken to the **SERVICES & NEWS** page. Please click the **PROFILE (1)** button on the left sidebar menu to review the information you submitted and make any changes if necessary.



Member Services & News

delete me

Please Note: Athletics Victoria's membership season runs from 1 April to 31 March.

Services & News

- Profile **1**
- Club Profile
- Membership
- My Event Entries
- My Results

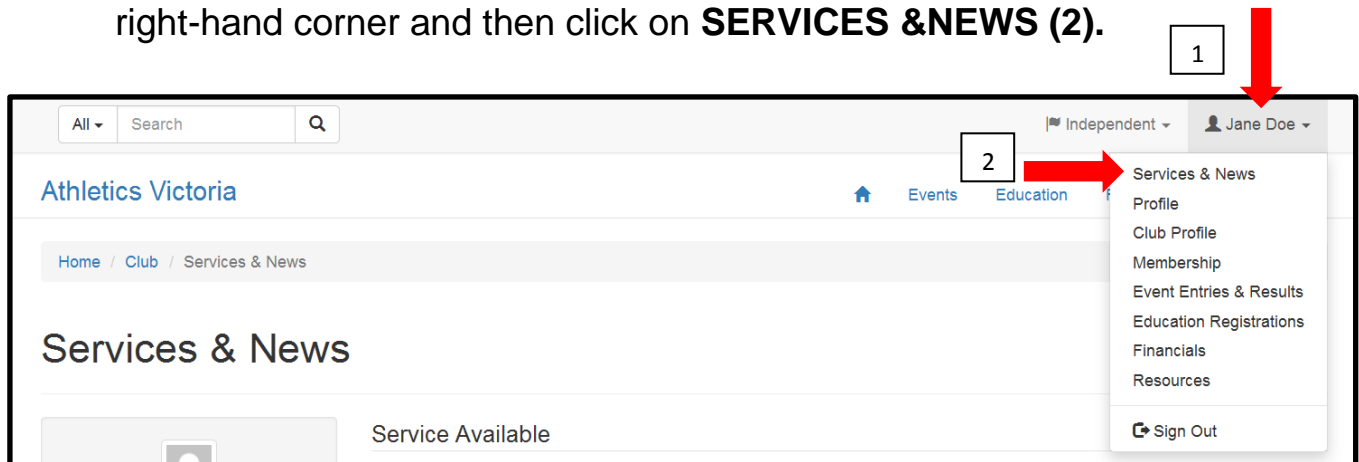
Member Services

- Membership Registration**
Want to Register for a Membership? The 2017/18 season runs from April 1, 2017 to March 31, 2018.
- Family Registration**
Want to Register your family members for AV memberships?
- Course Registration**
Want to Register for Courses?
- Events**
Want to Register for Events?

3 Change Password

You can change your password at any time and there are no restrictions on the number of times you change your password.

- To change the password click on **YOUR NAME (1)** located in the top right-hand corner and then click on **SERVICES & NEWS (2)**.



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Athletics Victoria

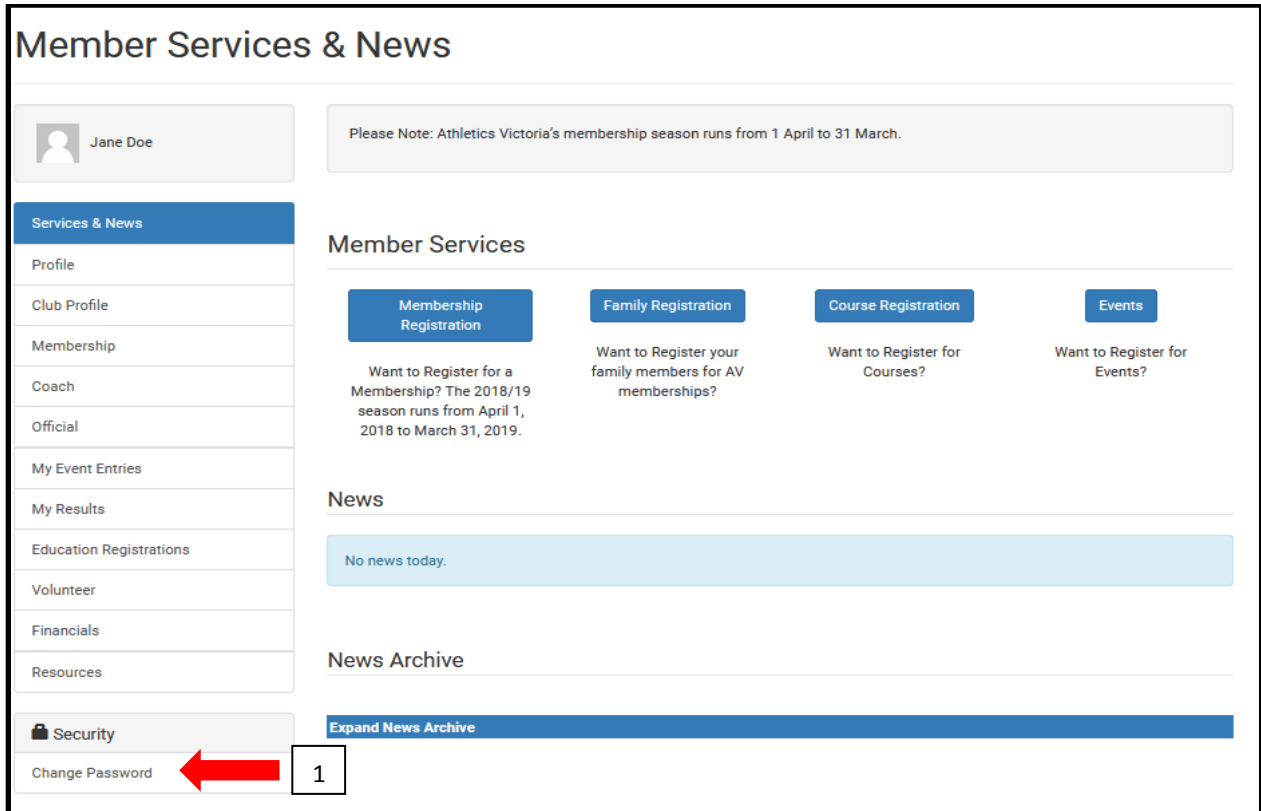
Home / Club / Services & News

Services & News

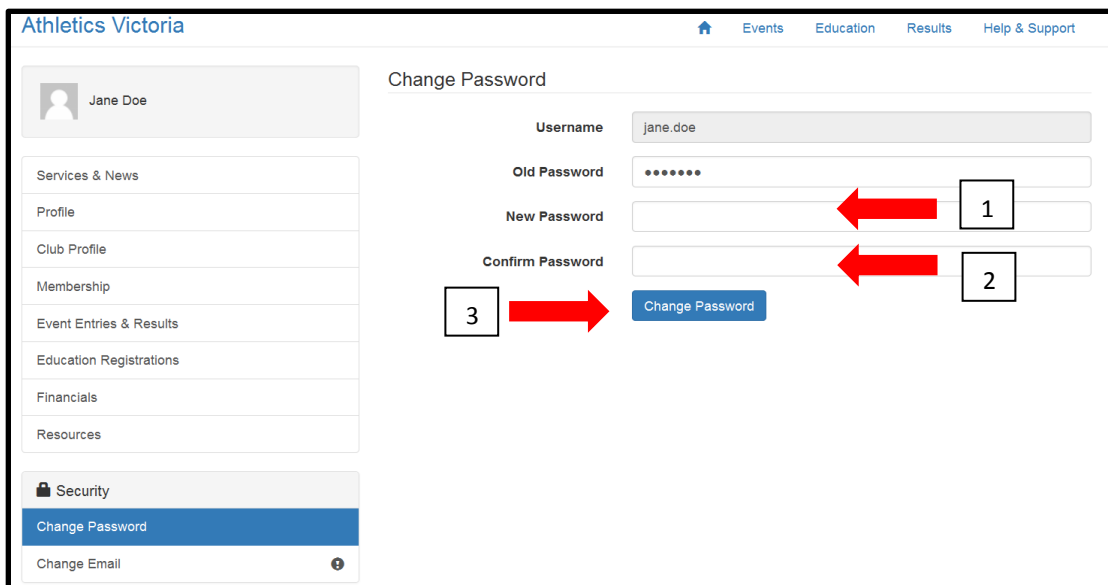
Service Available

- Services & News
- Profile
- Club Profile
- Membership
- Event Entries & Results
- Education Registrations
- Financials
- Resources
- Sign Out

- ii. On the left-hand side of the page, navigate to the **SECURITY MENU** and select **CHANGE PASSWORD (1)**.



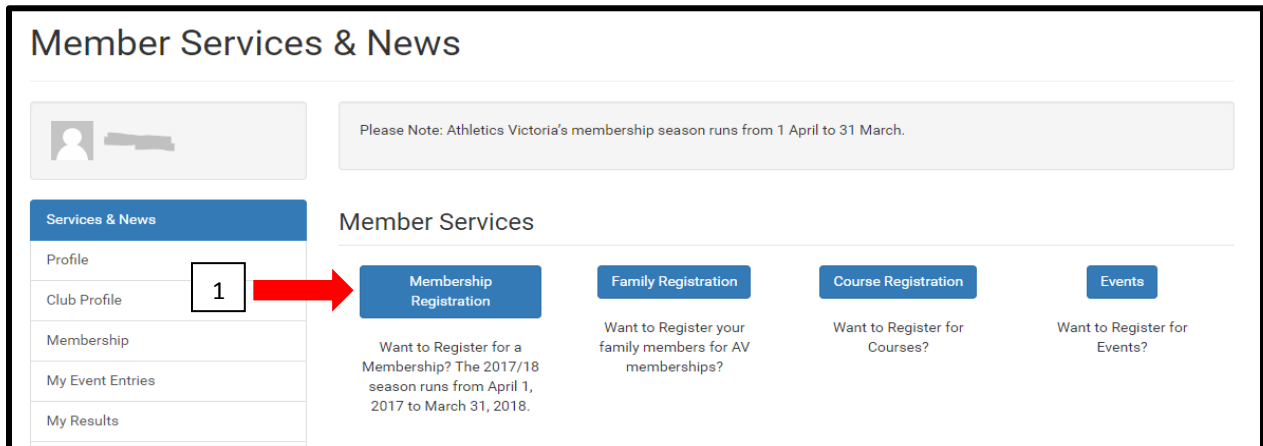
- iii. Once the **CHANGE PASSWORD** details appear on the right-hand side, populate the fields with **NEW PASSWORD (1)**, **CONFIRM NEW PASSWORD (2)** and select **CHANGE PASSWORD (3)**.



4 Purchasing Membership / Renewing Membership

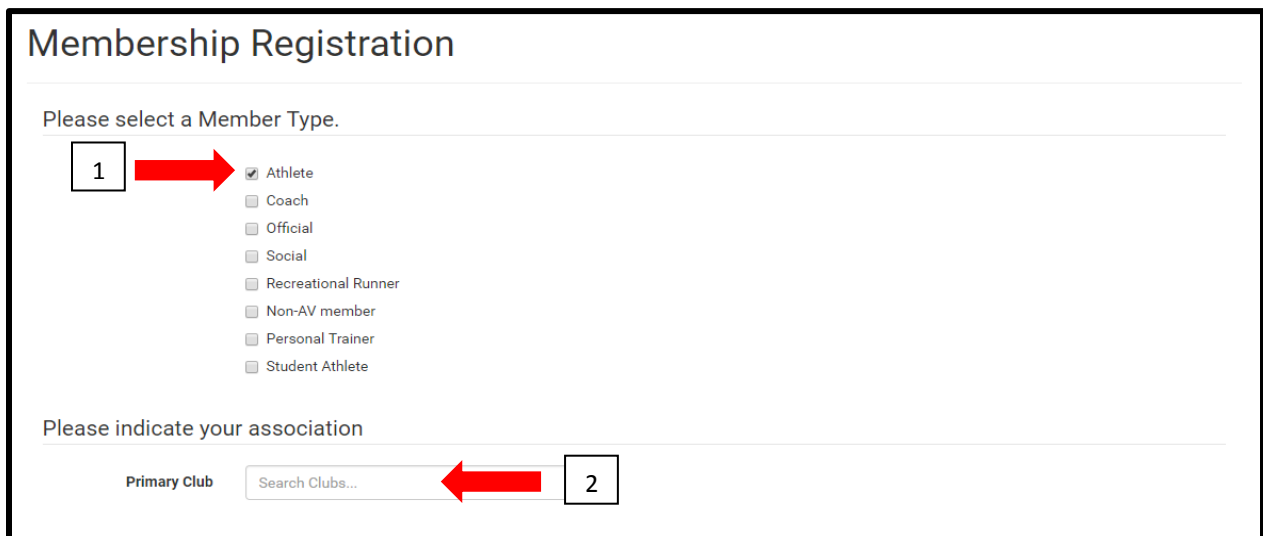
Once you have logged in, depending on whether you have purchased a membership previously or are a newly registered user, you will see a range of options in the **MEMBER SERVICES** section.

- i. To compete at AV Shield you must be a registered member of Athletics Victoria and an affiliated club. Click on the **MEMBERSHIP REGISTRATION** or **RENEW MEMBERSHIP** button to begin the registration process or renew your membership for another season.



The screenshot shows the 'Member Services & News' page. On the left is a navigation menu with 'Services & News' selected. A red box with the number '1' highlights the 'Membership' link in the menu, with a red arrow pointing to the 'Membership Registration' button in the main content area. The main content area has a header 'Member Services' and four buttons: 'Membership Registration', 'Family Registration', 'Course Registration', and 'Events'. Below the 'Membership Registration' button is a note: 'Want to Register for a Membership? The 2017/18 season runs from April 1, 2017 to March 31, 2018.' At the top right, there is a note: 'Please Note: Athletics Victoria's membership season runs from 1 April to 31 March.'

- ii. Select **ATHLETE (1)** member type and search for the club you wish to join in the **PRIMARY CLUB (2)** field. Please note that there may be additional club fees depending on which club is selected.



The screenshot shows the 'Membership Registration' page. It starts with the instruction 'Please select a Member Type.' Below this is a list of member types with checkboxes: Athlete (checked), Coach, Official, Social, Recreational Runner, Non-AV member, Personal Trainer, and Student Athlete. A red box with the number '1' highlights the 'Athlete' checkbox, with a red arrow pointing to it. Below the list is the instruction 'Please indicate your association'. At the bottom, there is a 'Primary Club' label and a search box with the text 'Search Clubs...'. A red box with the number '2' highlights the search box, with a red arrow pointing to it.

In order to compete in AV Shield rounds and be eligible to score points for your club, you must have purchased one of the following; 2018/19 Max Package, 2018/19 T&F Package or an Individual Shield Round.

- iii. You can purchase the package during your membership registration by ticking the box next to the **T & F Package (1)**.

Would you like to include a series package?

Name	Description	Price	Competing on behalf of
<input type="checkbox"/> 2018/19 T&F Package Various	You must be a current athlete member of Athletics Victoria and have your membership approved by your chosen club before you can purchase this package. Alternatively you can purchase the package at the same time as you purchase your membership. This package allows eligibility to all rounds of the T&F summer Shield season. You do not need this package if you are only competing in Championship events.	\$145.00	

- iv. Submit and follow the prompts to complete payment of your registration.

The T & F Package can also be purchased after your membership has been approved by your club.

- v. Select the **EVENTS (1)** menu button and then click **REGISTER (2)** next to the T & F Package option in the event list.

Athletics Victoria Members Portal

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[Events](#)
[Education](#)
[Results](#)
[Help & Support](#)
[Website Home](#)

Home / Events

Events

Competition	Competition Venue	Competition Date	Entries Close	
2018/19 T&F Package	Various	01/04/2018 8:00AM	31/03/2019 8:00AM	2 Register
2018 Victorian All Schools Track & Field Championships	Lakeside Stadium	02/11/2018 4:30PM	22/10/2018 11:59AM	Register

5 Entering Shield Rounds

Pre-entry to Shield rounds ensures that you can compete in the events you like. It also allows AV to seed heats so that you are more evenly matched in competition which promotes fun and exciting competition.

- i. To enter, click the **REGISTER** button next to the Shield round that you wish to compete in. Pre-Entry for each round of Shield is open for one week and closes at 11.59am the Wednesday prior to the round.

Competition	Competition Venue	Competition Date	Entries Close	
2018/19 Max Package	Various	01/04/2018 8:00AM	31/03/2019 8:00AM	Register
XCR'18	Various	01/04/2018 8:00AM	31/03/2019 8:00AM	Register
2018/19 T&F Package	Various	01/04/2018 8:00AM	31/03/2019 8:00AM	Register
2018/19 AV Shield Round 1	Various	06/10/2018 1:00PM	03/10/2018 11:59AM	Register

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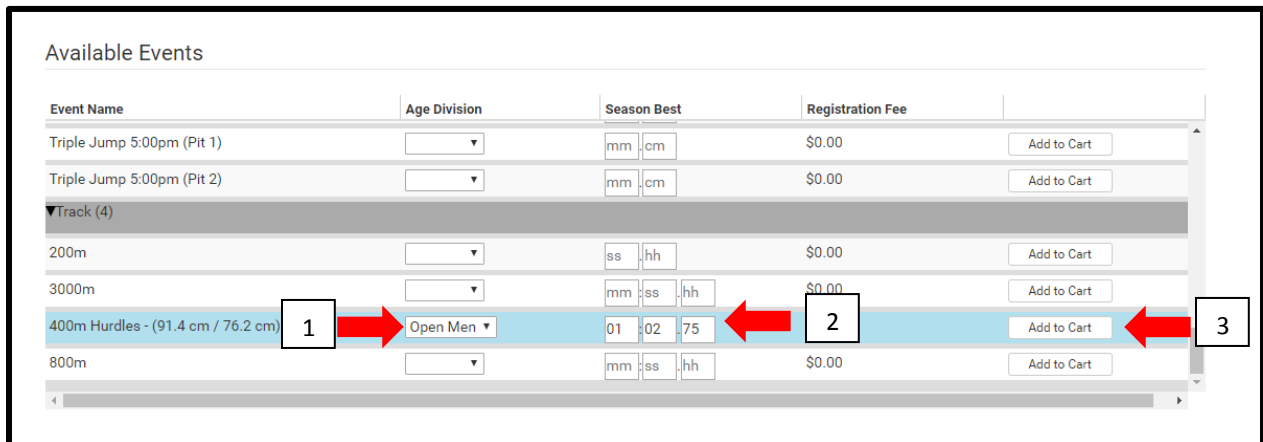
- ii. Each Shield round has multiple venues to choose from. Click the **ARROW** at the end of the row of the venue you wish to register for and then click the **REGISTER (1)** button.

Name ↑	Competition Series	Venue	Start Date	Registration Close Date	Status Reason
2017/18 AV Shield Round 1 - Doncaster (Program 1)	2017/18 Shield	Tom Kelly Reserve	7/10/2017 1:00 PM	4/10/2017 12:00 PM	Registration Open
2017/18 AV Shield Round 1 - Nunawading (Program 2)	2017/18 Shield	Bill Sewart Aths Track	7/10/2017 1:00 PM	4/10/2017 12:00 PM	Registration Open

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If you have purchased either the 2018/19 Max Package or the 2018/19 T&F Package;

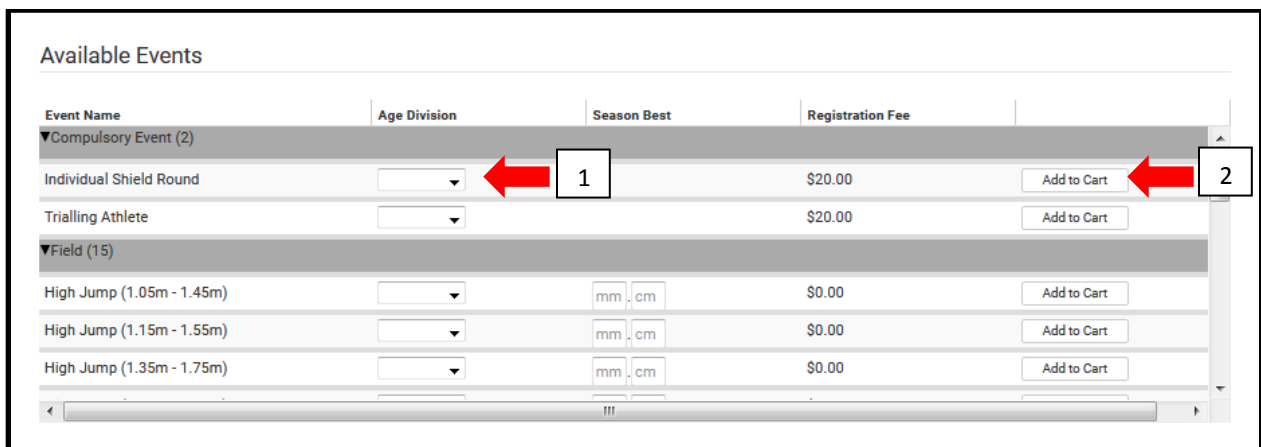
- iii. Find the event(s) you wish to enter in the list and select your **AGE DIVISION (1)** from the drop-down box. Enter your **SEASON BEST (2)** following the format guides in the boxes, then click **ADD TO CART (3)**



Event Name	Age Division	Season Best	Registration Fee	
Triple Jump 5:00pm (Pit 1)		mm .cm	\$0.00	Add to Cart
Triple Jump 5:00pm (Pit 2)		mm .cm	\$0.00	Add to Cart
▼Track (4)				
200m		ss .hh	\$0.00	Add to Cart
3000m		mm .ss .hh	\$0.00	Add to Cart
400m Hurdles - (91.4 cm / 76.2 cm)	Open Men	01 .02 75	\$0.00	Add to Cart
800m		mm .ss .hh	\$0.00	Add to Cart

If you are a brand-new *tripling athlete* or are opting for the 'Pay As You Go' method;

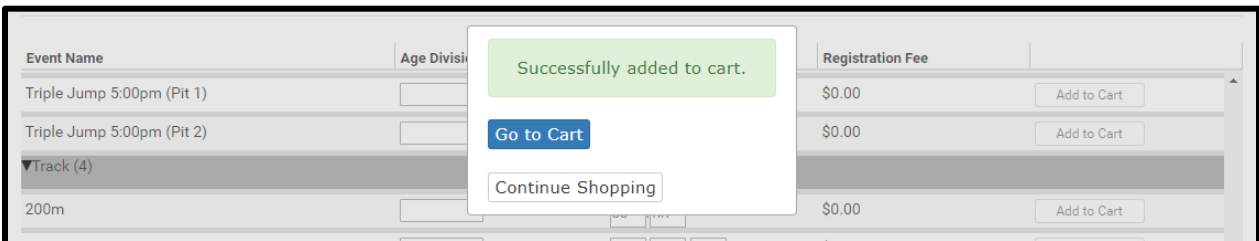
- iv. You will need to choose from one of the compulsory items, **TRIALLING ATHLETE** or **INDIVIDUAL SHIELD ROUND**. Complete the **AGE DIVISION (1)** field, then click **ADD TO CART (2)**. Once the compulsory item has been added to the cart, continue shopping for the event(s) – see step iii above.



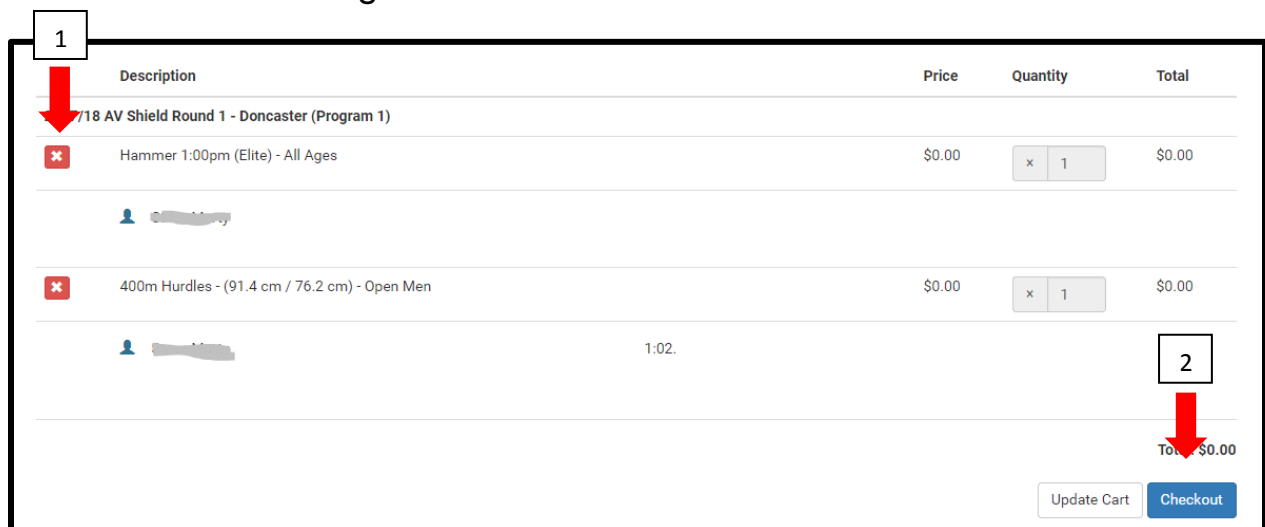
Event Name	Age Division	Season Best	Registration Fee	
▼Compulsory Event (2)				
Individual Shield Round			\$20.00	Add to Cart
Trialling Athlete			\$20.00	Add to Cart
▼Field (15)				
High Jump (1.05m - 1.45m)		mm .cm	\$0.00	Add to Cart
High Jump (1.15m - 1.55m)		mm .cm	\$0.00	Add to Cart
High Jump (1.35m - 1.75m)		mm .cm	\$0.00	Add to Cart

Note: Field events sometimes have participation limits. If the limit is reached the event will not show in the event list. If you add an event to your cart and the event limit is reached before you check-out, you will be notified and can remove that event from your cart and add another sheet of that event if one is available.

- v. A notification will tell you that the event has been successfully added to the cart. You may choose to **CONTINUE SHOPPING** to add more events to your cart or **GO TO CART** to confirm your events and check out.



- vi. In your cart, check the events you wish to enter are listed. If you want to remove an event, click the **RED X (1)** to the left of the event. To confirm your entry, click the **CHECKOUT (2)** button at the bottom right.



- vii. A final summary will show the events you are entering as well as the total cost for the purchases. If these are only Shield events, the total will be \$0 and you will not be required to enter any payment information. If it is an individual round or trialling athlete you will be required to enter payment information on the following pages. Click **NEXT** to confirm.

Checkout

Please Note: Entries with a total dollar value of \$0.00 must still be processed through the checkout (but will not be charged), please click 'Next' to confirm your event selections.

1 Purchase Summary
2 Payment
3 Payment Confirmation

Step 1: Order Summary

Hammer 1:00pm (Elite) - All Ages	\$0.00
400m Hurdles - (91.4 cm / 76.2 cm) - Open Men	\$0.00
Total:	\$0.00

Next

- viii. You will be shown a confirmation screen with an **ORDER NUMBER** to confirm that you have been entered into the events. You will also receive an email confirmation with this same information that will be sent to the email address associated with your AV Portal account. **Until you reach this page, you have not completed entry into any events**

1 Purchase Summary ✓
2 Payment ✓
3 Payment Confirmation

Thank you for your order!

Order ORD-38431-C5W4P2

Hammer 1:00pm (Elite) - All Ages	\$0.00
400m Hurdles - (91.4 cm / 76.2 cm) - Open Men	\$0.00

For any further questions about entry into events or using the AV Portal, please contact the office on (03)8646 4500 or email info@athsvic.org.au