

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

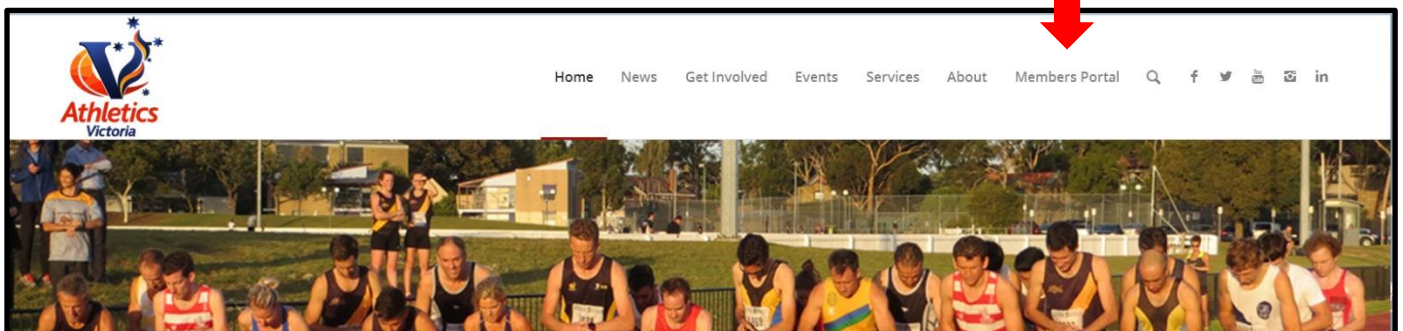
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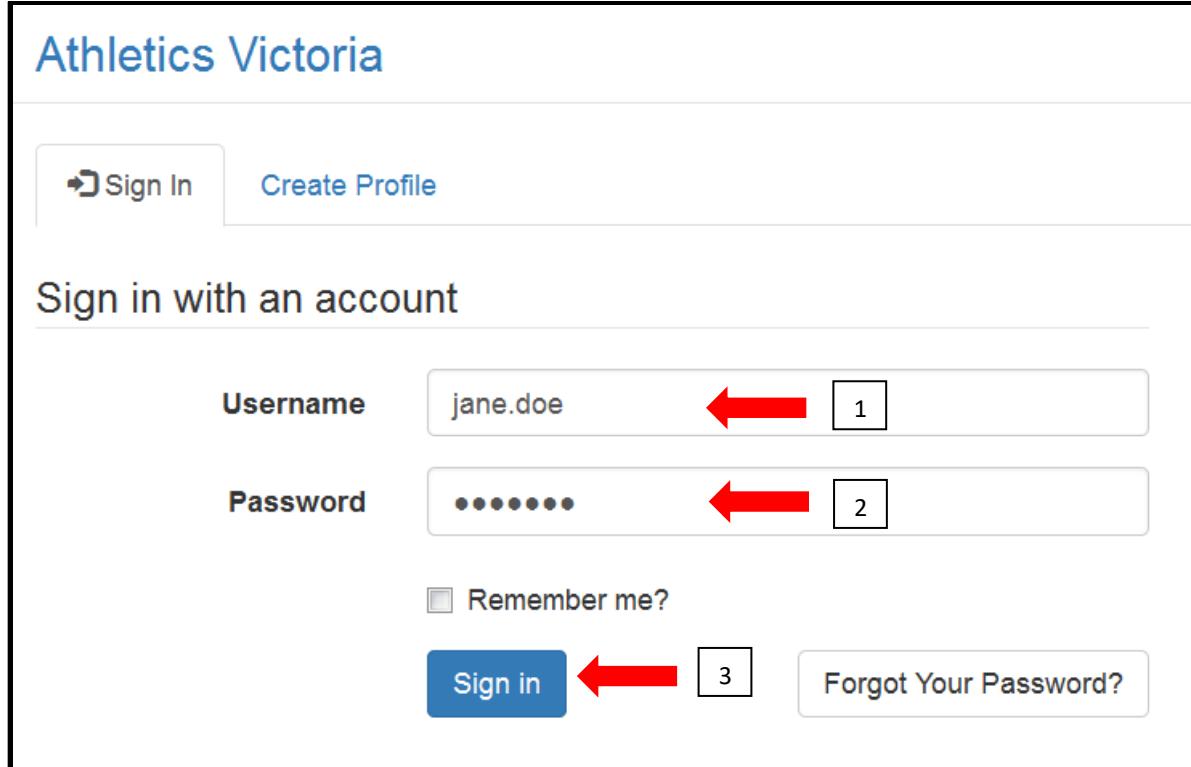
1 Portal Login

- 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.

1



- 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 jane.doe 1

Password 2

Remember me?

Sign in 3 Forgot Your Password?

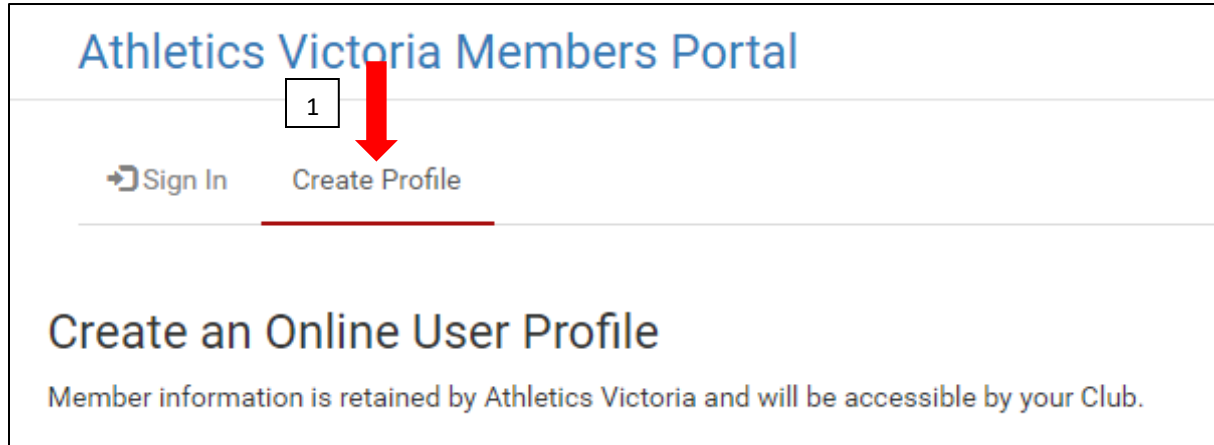
AV TIP: COOKIES must be enabled in your browser to log in.

- v. Once you are logged in you will initially be viewing your individual portal. In the top right-hand corner of the page you will see your name

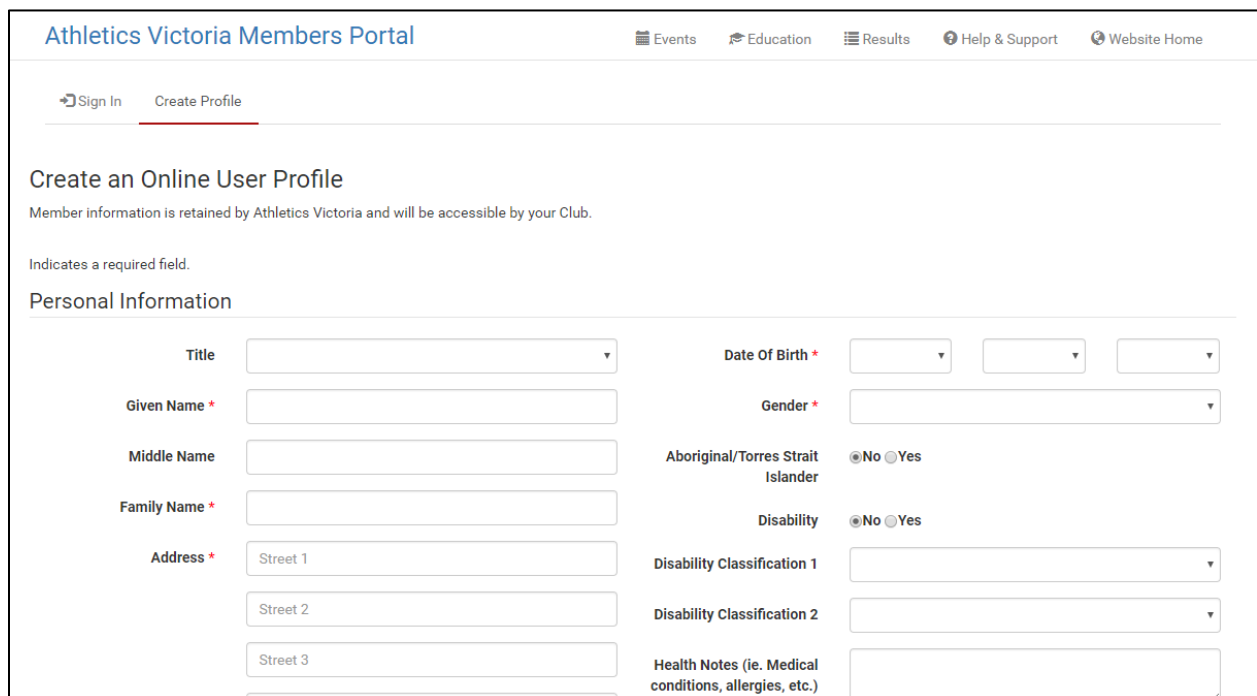
2 Creating a Profile

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

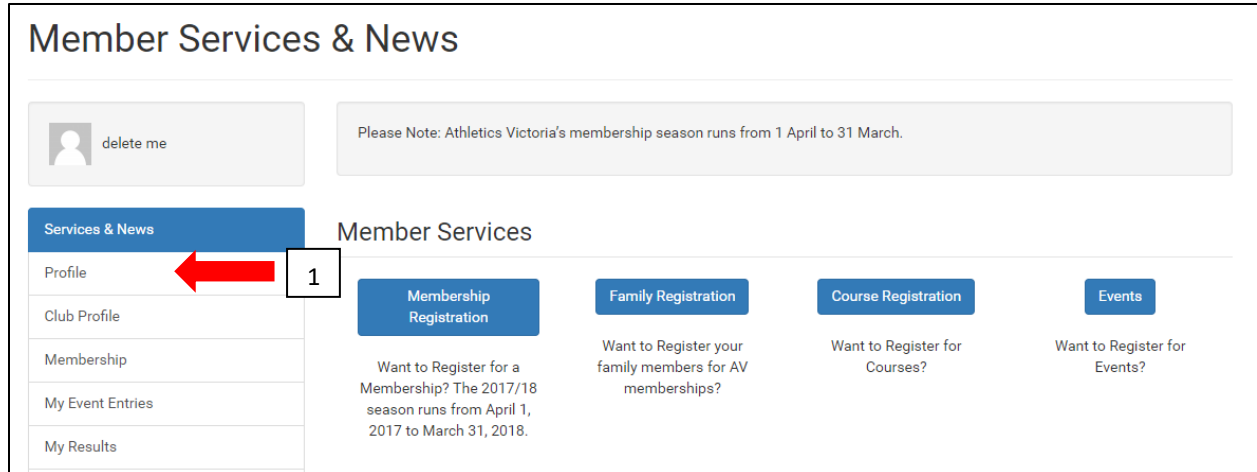
Member information is retained by Athletics Victoria and will be accessible by your Club.

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.

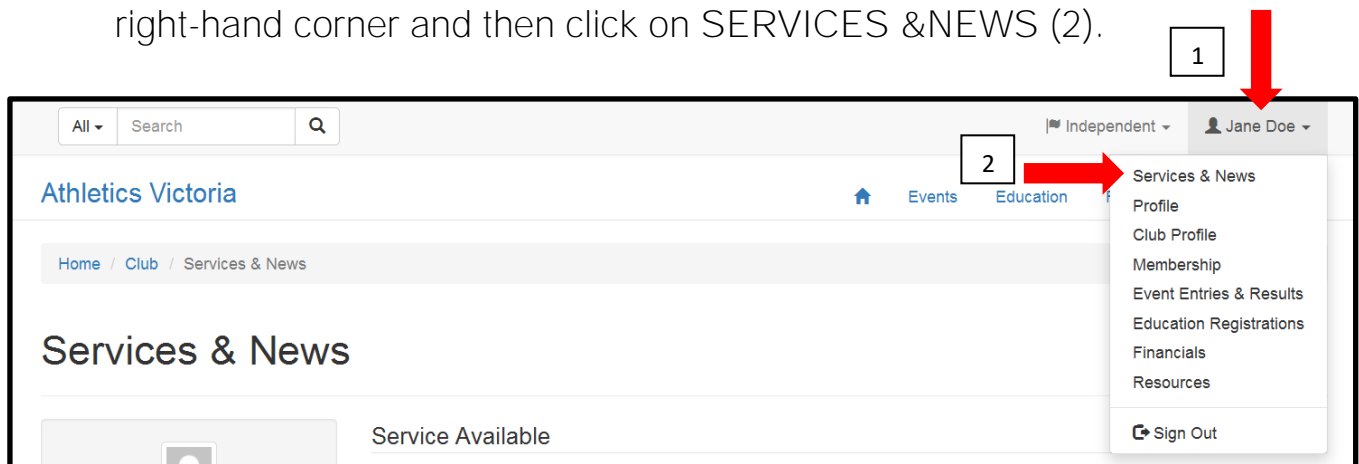


The screenshot shows the 'Member Services & News' page. At the top left, there is a user profile icon with the text 'delete me'. To the right, a grey box contains the text: 'Please Note: Athletics Victoria's membership season runs from 1 April to 31 March.' Below this, a blue navigation bar contains 'Services & News' and 'Member Services'. Under 'Services & News', a list of links includes 'Profile', 'Club Profile', 'Membership', 'My Event Entries', and 'My Results'. A red arrow points to the 'Profile' link, which is enclosed in a box with the number '1'. To the right of this list are four blue buttons: 'Membership Registration', 'Family Registration', 'Course Registration', and 'Events'. Each button has a corresponding text prompt below it, such as 'Want to Register for a Membership? The 2017/18 season runs from April 1, 2017 to March 31, 2018.'

3 Change Password

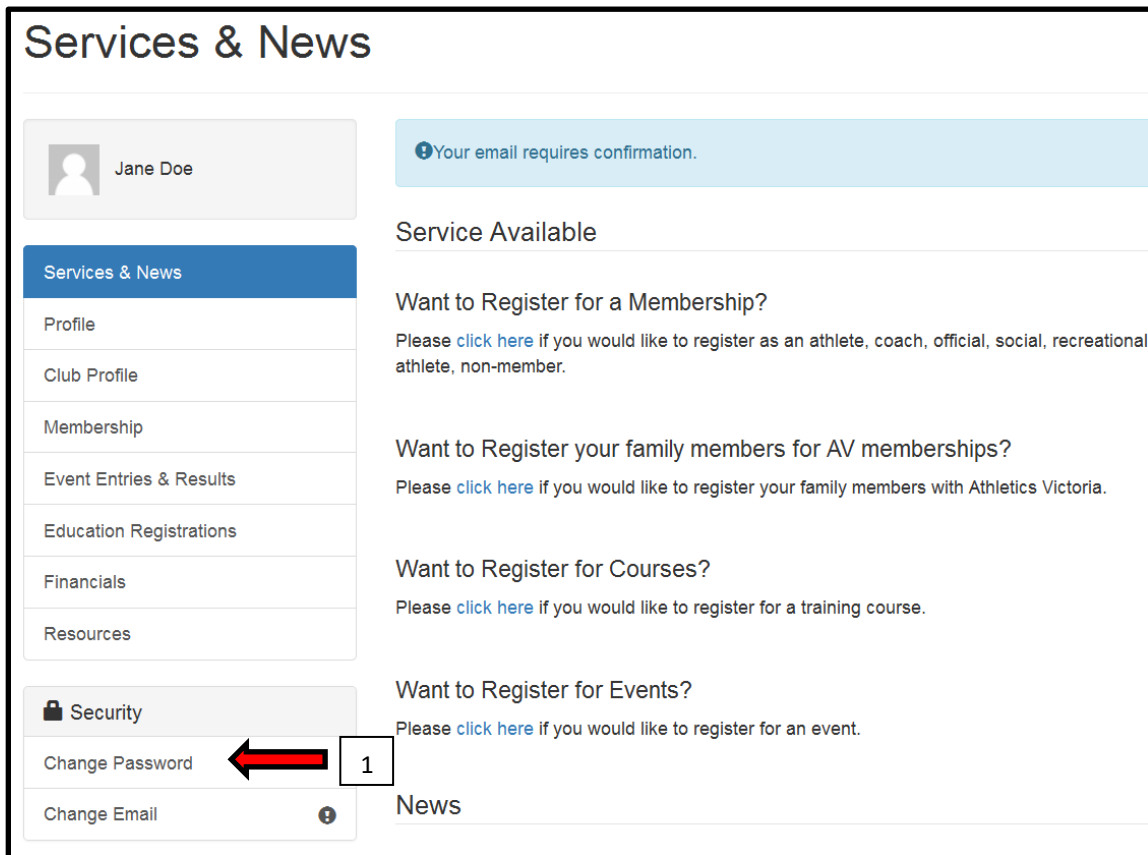
You can change your password at any time and there are no restrictions on the number of times you change the password.

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



The screenshot shows the Athletics Victoria website interface. At the top right, there is a user profile icon with the name 'Jane Doe' and a dropdown arrow. A red arrow points to this icon, which is enclosed in a box with the number '1'. Below the user profile, a navigation bar contains 'Home', 'Events', and 'Education'. A red arrow points to the 'Services & News' link in the navigation bar, which is enclosed in a box with the number '2'. A dropdown menu is open, showing a list of links: 'Services & News', 'Profile', 'Club Profile', 'Membership', 'Event Entries & Results', 'Education Registrations', 'Financials', 'Resources', and 'Sign Out'.

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



Services & News

Jane Doe

Your email requires confirmation.

Service Available

Want to Register for a Membership?
Please [click here](#) if you would like to register as an athlete, coach, official, social, recreational athlete, non-member.

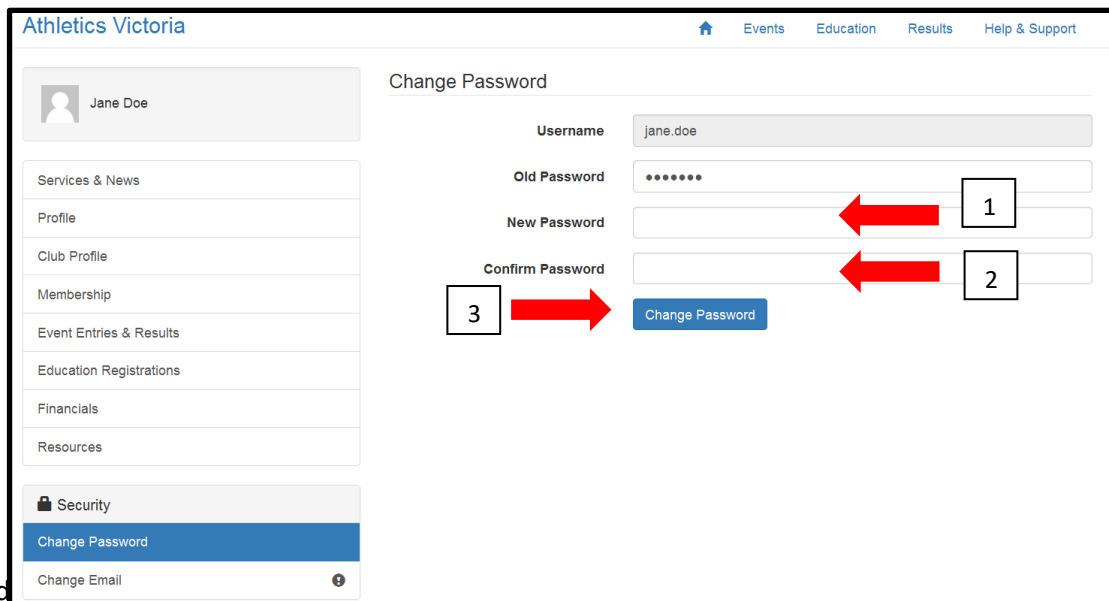
Want to Register your family members for AV memberships?
Please [click here](#) if you would like to register your family members with Athletics Victoria.

Want to Register for Courses?
Please [click here](#) if you would like to register for a training course.

Want to Register for Events?
Please [click here](#) if you would like to register for an event.

News

- 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).



Athletics Victoria

Home Events Education Results Help & Support

Jane Doe

Change Password

Username: jane.doe

Old Password:

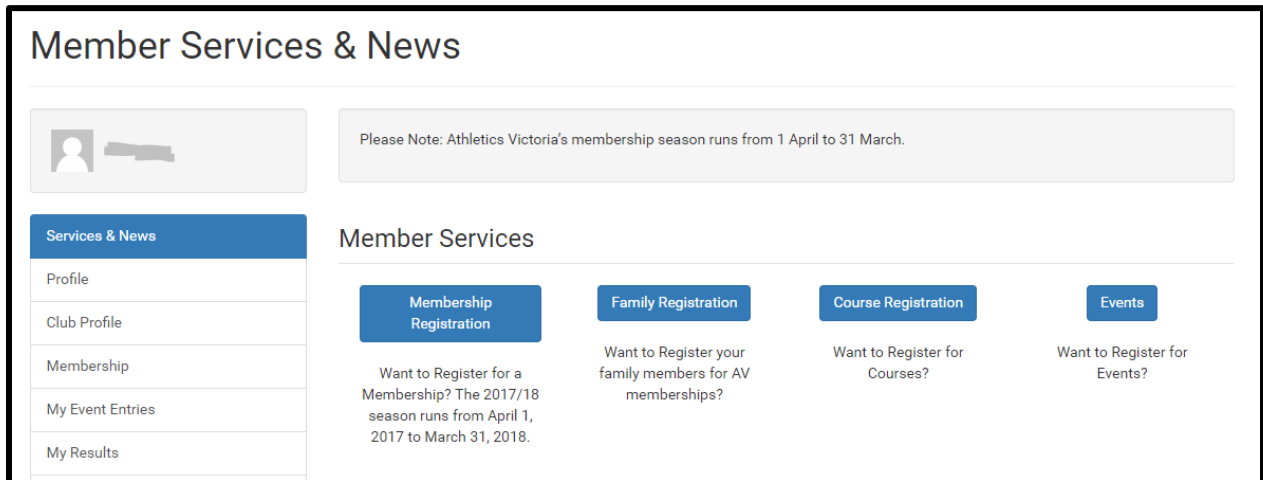
New Password: [1]

Confirm Password: [2]

[3] Change Password

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.



The screenshot shows the 'Member Services & News' page. On the left is a navigation menu with 'Services & News' highlighted, containing links for Profile, Club Profile, Membership, My Event Entries, and My Results. The main content area features a 'Please Note' banner about the membership season (April 1 to March 31). Below this is the 'Member Services' section with four buttons: 'Membership Registration', 'Family Registration', 'Course Registration', and 'Events'. Each button has a corresponding question: 'Want to Register for a Membership? The 2017/18 season runs from April 1, 2017 to March 31, 2018.', 'Want to Register your family members for AV memberships?', 'Want to Register for Courses?', and 'Want to Register for Events?'.

- i. To compete at AV Shield you must be a registered member of Athletics Victoria. Click on the MEMBERSHIP REGISTRATION or RENEW MEMBERSHIP button to begin the registration process or renew your membership for another season. Select ATHLETE (1) member type and search for the club you wish to affiliate with in the PRIMARY CLUB (2) field. Please note that there may be additional club fees depending on which club is selected.

Membership Registration

Please select a member Type.

1 ↓

- Athlete
- Coach
- Official
- Social
- Recreational Runner
- Non-AV member
- Personal Trainer
- Student Athlete

Please indicate your association

2 ↓

Primary Club


- ii. The T & F Package must be purchased in order to compete in AV Shield rounds and be eligible to score points for your club. You can purchase the package during your membership registration by ticking the box next to the T & F Package (1).

1 ↓

Would you like to include a series package?


Name	Description	Price	Competing on behalf of
<input type="checkbox"/> 2017/18 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.	\$125.00	

- iii. The T & F Package can also be purchased after registration by clicking on the EVENTS (1) menu button and then clicking REGISTER (2) next to the T & F Package option in the event list.

Athletics Victoria Members Portal 1  [Events](#) [Education](#) [Results](#) [Help & Support](#) [Website Home](#)

[Home](#) / [Events](#)

Events

Competition Name	Competition Venue	Competition Date	
2017/18 T&F Package	Various	20 2 7 	Register
2017/18 AV Shield Round 1	Shield Round	07/10/2017 1:00PM	Register
2017/18 AV Shield Round 2	Shield Round	14/10/2017 1:00PM	Register

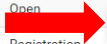
5 Entering Shield Rounds

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.

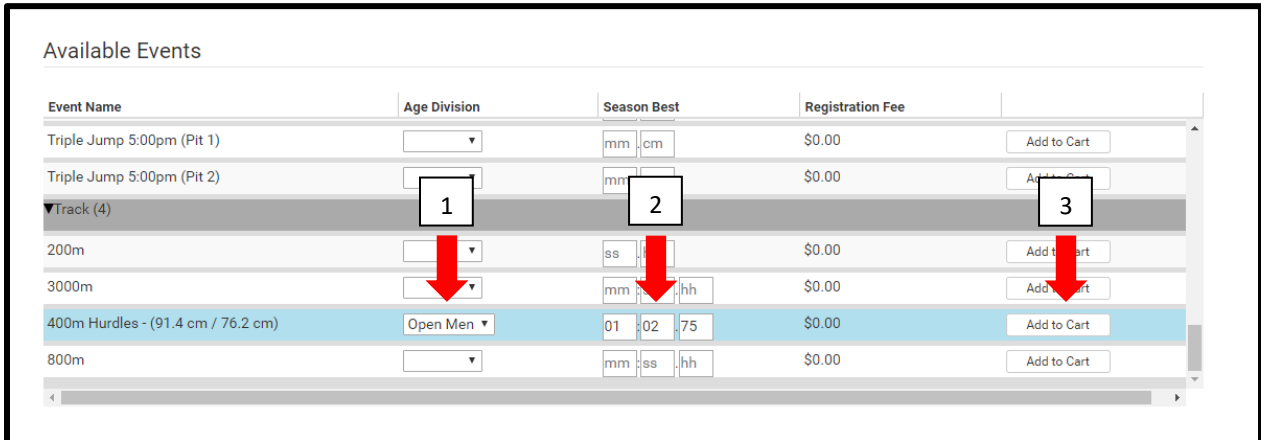
- i. To enter, click the REGISTER button next to the Shield round that you wish to compete in. Pre-Entry opens for one week each round and closes at 12pm (Midday) the Wednesday prior to the round.
- ii. In the Shield round, there are multiple Venues to choose from. Click the ARROW at the end of the row of the venue you wish to register for and then click the REGISTER (1) button. Please note if you cannot select a venue then you must check your registration has been approved and you have purchased the required package.

2017/18 AV Shield Round 1

Competitions

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	1  Register
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	Register

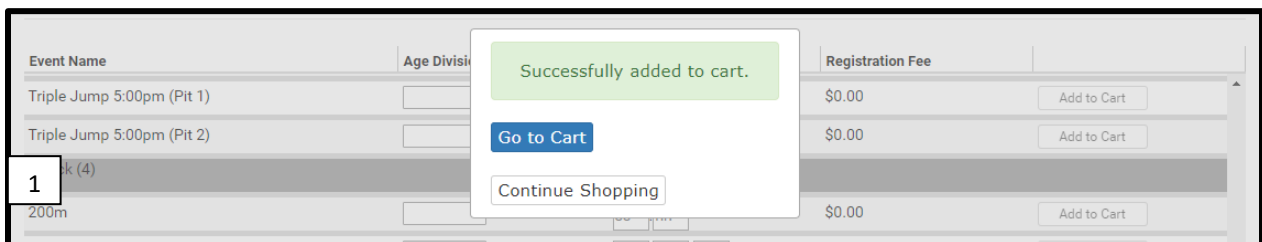
- iii. Find the event(s) you wish to enter in the list and select your AGE DIVISION (1) from the drop-down box. Enter your SEASON BEST (2) following the format guides in the boxes, then click ADD TO CART (3)



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	\$0.00	Add to Cart
3000m		mm :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

Please 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.

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



Event Name	Age Division	Registration Fee	
Triple Jump 5:00pm (Pit 1)		\$0.00	Add to Cart
Triple Jump 5:00pm (Pit 2)		\$0.00	Add to Cart
▼Track (4)			
200m		\$0.00	Add to Cart

Successfully added to cart.

[Go to Cart](#)

[Continue Shopping](#)

- v. 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.



AV SHIELD ENTRY GUIDE

Description	Price	Quantity	Total
2017/18 AV Shield Round 1 - Doncaster (Program 1)			
Hammer 1:00pm (Elite) - All Ages	\$0.00	x 1	\$0.00
[Redacted]			
400m Hurdles - (91.4 cm / 76.2 cm) - Open Men	\$0.00	x 1	\$0.00
[Redacted]	1:02.		2
			Total: \$0.00
		Update Cart	Checkout

- vi. 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 there are other purchases then you will not be charged for the Shield entries, but will be required to enter payment information for the other purchases. 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](#)



AV SHIELD ENTRY GUIDE

- vii. 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
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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