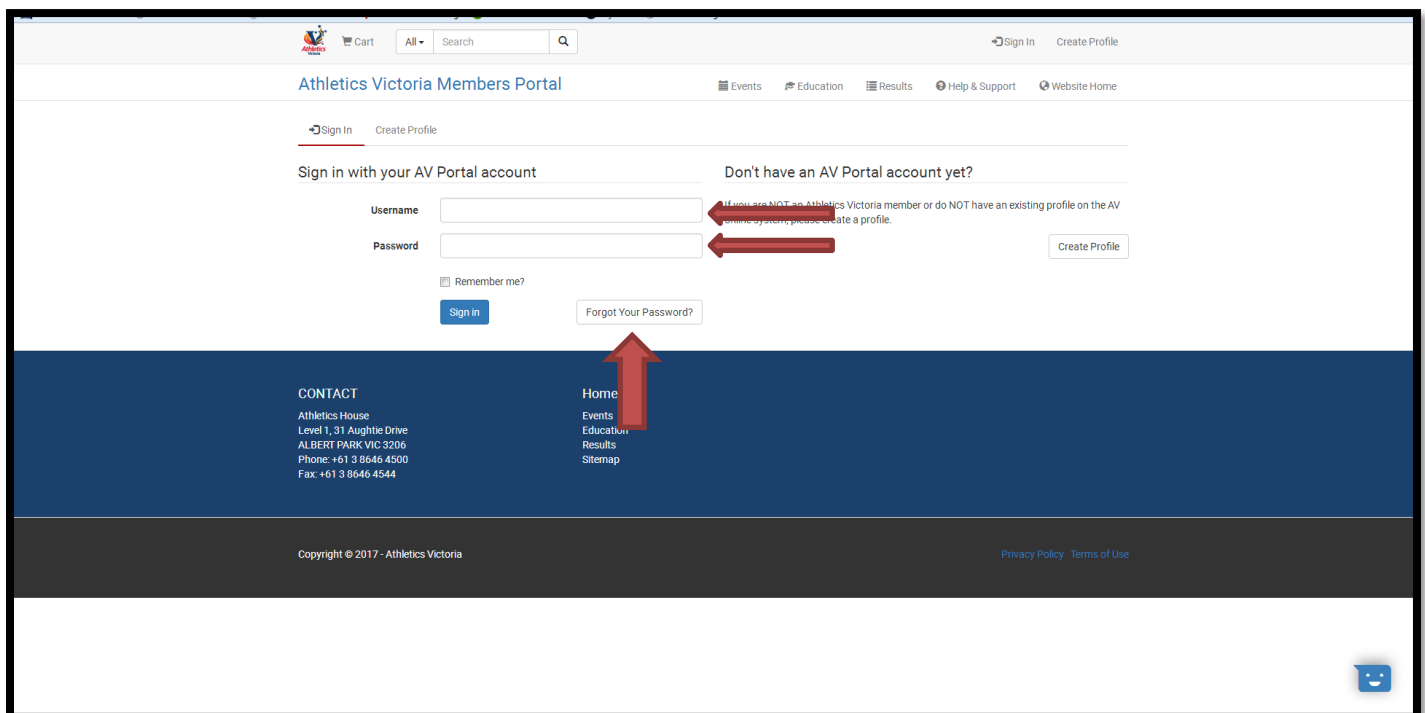




Club Relay Entry Process

Step 1

- Go to the Aths Vic online portal
<https://members.athsvic.org.au/SignIn?ReturnUrl=%2Fprofile%2F>
- Log onto your clubs portal. You will need to be the main administrator to have access to the portal. If you have forgotten your username and password, you can select the 'Forgot Password' button to re-set this.



Athletics Victoria Members Portal

Sign In Create Profile

Sign in with your AV Portal account Don't have an AV Portal account yet?

Username

Password

Remember me?

If you are NOT an Athletics Victoria member or do NOT have an existing profile on the AV online system, please create a profile.

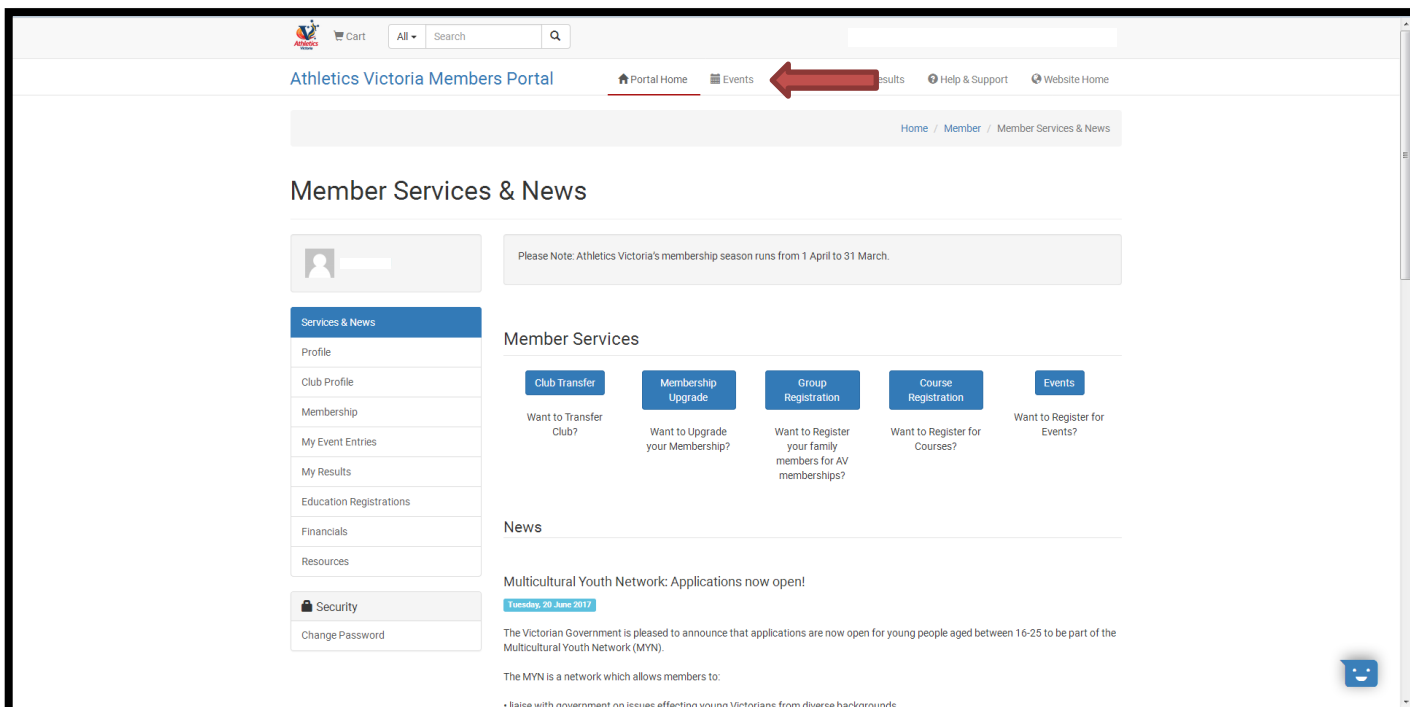
CONTACT
Athletics House
Level 1, 31 Aughtie Drive
ALBERT PARK VIC 3206
Phone: +61 3 8646 4500
Fax: +61 3 8646 4544

Home
Events
Education
Results
Sitemap

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Step 2

- Once you're logged into your portal proceed to the events tab and click into it. This will open up all of the XCR'17 events you can enter.



The screenshot shows the Athletics Victoria Members Portal. At the top, there is a navigation bar with the following items: Athletics Victoria logo, Cart, All, Search, Athletics Victoria Members Portal, Portal Home, Events (highlighted with a red arrow), Results, Help & Support, and Website Home. Below the navigation bar is a breadcrumb trail: Home / Member / Member Services & News. The main content area is titled 'Member Services & News'. On the left, there is a sidebar menu with the following items: Services & News (selected), Profile, Club Profile, Membership, My Event Entries, My Results, Education Registrations, Financials, Resources, Security, and Change Password. The main content area contains a 'Please Note' box stating 'Athletics Victoria's membership season runs from 1 April to 31 March.' Below this is a 'Member Services' section with five buttons: Club Transfer (Want to Transfer Club?), Membership Upgrade (Want to Upgrade your Membership?), Group Registration (Want to Register your family members for AV memberships?), Course Registration (Want to Register for Courses?), and Events (Want to Register for Events?). Below the Member Services section is a 'News' section with a headline 'Multicultural Youth Network: Applications now open!' and a date 'Tuesday, 20 June 2017'. The news text states: 'The Victorian Government is pleased to announce that applications are now open for young people aged between 16-25 to be part of the Multicultural Youth Network (MYN). The MYN is a network which allows members to: * Raise with government on issues affecting young Victorians from diverse backgrounds.'

- Specifically click on the event you want to enter then click on the 'Register As' button when the drop down menu appears click on the "club" button.

Events

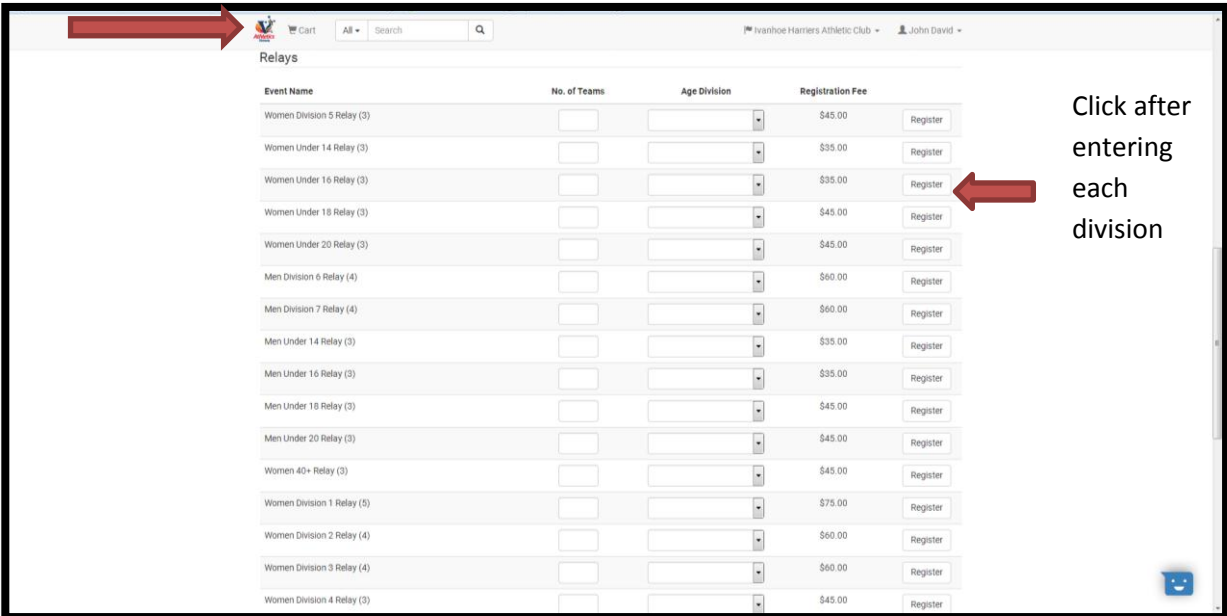
Competition Name	Competition Venue	Competition Date	
2017/18 Max Package	Various	16/05/2017 8:00AM	Register As... ▼
XCR17 Package	Various	16/05/2017 8:00AM	Register As... ▼
XCR17 Relay Package	Various	16/05/2017 8:00AM	Register As... ▼
2017/18 T&F Package	Various	20/05/2017 8:00AM	Register As... ▼
Shot Pre-Departure Meet	Bill Sewart Aths Track	30/06/2017 3:00PM	Register As... ▼
XCR17 Round 5 - Sandown Racecourse Relays	Sandown Racecourse	08/07/2017 12:00PM	Register As... ▼
Winter Discus Challenge 1	John Landy Athletic Field	15/07/2017 3:00PM	Individual Club Family
XCR17 Round 6 - Albert Park	Albert Park Reserve	16/07/2017 8:00AM	Register As... ▼
Winter Discus Challenge 2	John Landy Athletic Field	16/07/2017 3:00PM	Register As... ▼
Winter Discus Challenge 3	John Landy Athletic Field	22/07/2017 3:00PM	Register As... ▼
Winter Discus Challenge 4	John Landy Athletic Field	23/07/2017 3:00PM	Register As... ▼
XCR17 Round 7 - Lake Wendouree	Lake Wendouree	29/07/2017 1:00PM	Register As... ▼
XCR17 Round 8 - Anglesea Ekiden Relay	Anglesea	12/08/2017 12:00PM	Register As... ▼
XCR17 Round 9 - Burnley Half Marathon	Kevin Bartlett Reserve - Yarra Boulevard	10/09/2017 7:00AM	Register As... ▼

<https://members.athsvic.org.au/events/group-event-details/?cid=637f85-4413-e711-80d7-0015544b8387>

Step 3

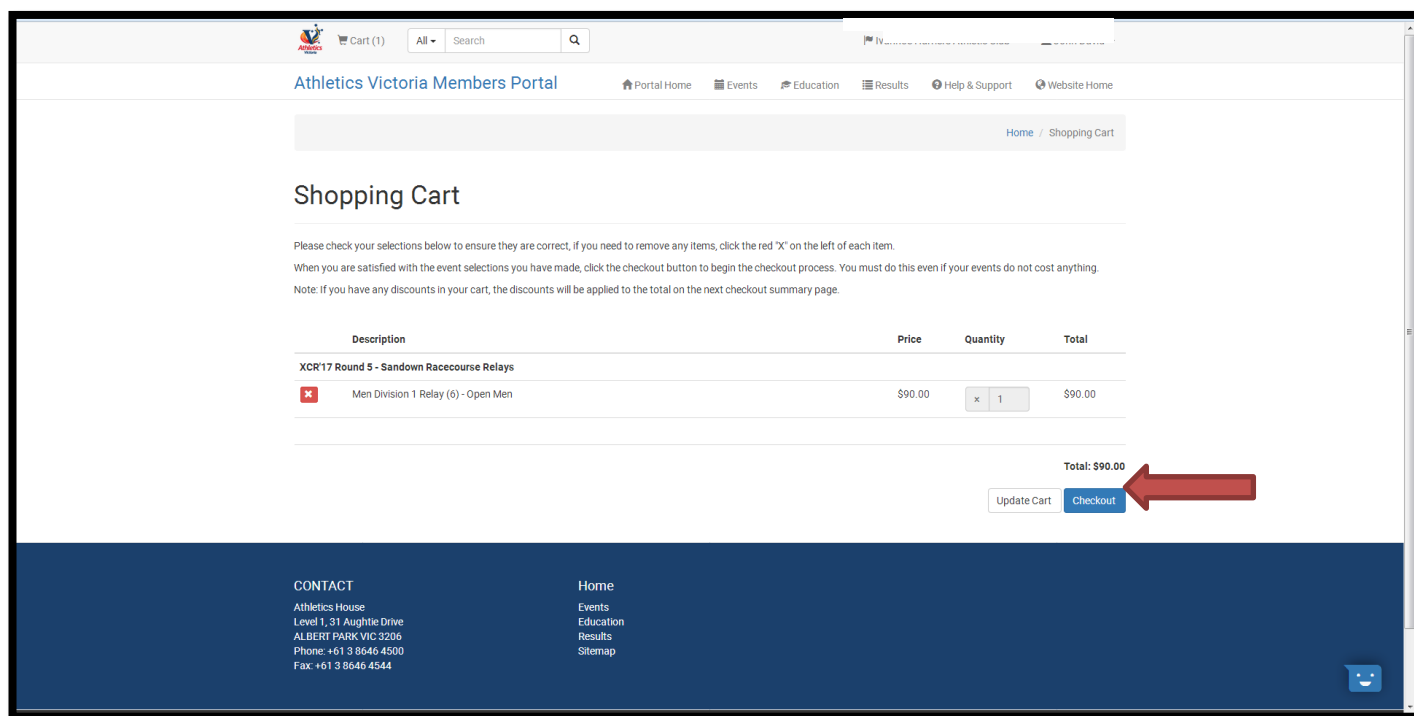
This will direct you to a new page which shows all of the relays you can enter your club into. Enter in the number of teams you would like to enter within a specific division/age group and click register after every event. You will notice a pop up saying that your order has been successfully added to your cart. Your cart is in the top left of your portal.

Shopping Cart



Event Name	No. of Teams	Age Division	Registration Fee	Register
Women Division 5 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Women Under 14 Relay (3)	<input type="text"/>	<input type="text"/>	\$35.00	Register
Women Under 16 Relay (3)	<input type="text"/>	<input type="text"/>	\$35.00	Register
Women Under 18 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Women Under 20 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Men Division 6 Relay (4)	<input type="text"/>	<input type="text"/>	\$60.00	Register
Men Division 7 Relay (4)	<input type="text"/>	<input type="text"/>	\$60.00	Register
Men Under 14 Relay (3)	<input type="text"/>	<input type="text"/>	\$35.00	Register
Men Under 16 Relay (3)	<input type="text"/>	<input type="text"/>	\$35.00	Register
Men Under 18 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Men Under 20 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Women 40+ Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register
Women Division 1 Relay (5)	<input type="text"/>	<input type="text"/>	\$75.00	Register
Women Division 2 Relay (4)	<input type="text"/>	<input type="text"/>	\$60.00	Register
Women Division 3 Relay (4)	<input type="text"/>	<input type="text"/>	\$60.00	Register
Women Division 4 Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	Register

Once you have entered all the teams and events, click on the cart and it will show you all the orders you have created. If you are satisfied with your entries, proceed to check out and follow the payment options.




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

Home / Shopping Cart

Shopping Cart

Please check your selections below to ensure they are correct, if you need to remove any items, click the red 'X' on the left of each item.
When you are satisfied with the event selections you have made, click the checkout button to begin the checkout process. You must do this even if your events do not cost anything.
Note: If you have any discounts in your cart, the discounts will be applied to the total on the next checkout summary page.

Description	Price	Quantity	Total
XCR17 Round 5 - Sandown Racecourse Relays			
 Men Division 1 Relay (6) - Open Men	\$90.00	x 1	\$90.00

Total: \$90.00

[Update Cart](#) [Checkout](#)

If you have any further queries, please call Athletics Victoria on 03 8646 4500.