

- Head to [athsvic.org.au](http://athsvic.org.au)
- Click on Members Portal on the top right of your computer screen.
- Or click on event page (XCR).
- Click on the specific event you wish to enter (eg. Wandin Park Cross Country).
- Click the 'enter now' tab.
- If you have a current profile with Athletics Victoria please enter your login details. If you have forgotten your login details, contact Athletics Victoria on (03) 8646 4500. Please do not create a separate account.
- Once in the Athletics Victoria Members Portal, select your age group from the available event(s).
- Once selected, click add to cart.
- Click 'go to cart' to make payment, or click 'continue shopping' if you wish to enter further events.

#### **If you have clicked 'go to cart'...**

- Check the information you have entered is correct.
- If satisfied with all the information, click 'check out'.
- Follow the prompts and click 'next' on the order summary.
- Make sure you tick the terms and conditions box to proceed to the payment screen.
- Click 'next' on payment screen (billing screen).
- Enter your credit card details and click 'continue'.
- Your order will be processed and a confirmation email will be sent to the email address associated with your account.
- If you do not receive an email, please contact Athletics Victoria on (03) 8646 4500.

#### **If you have clicked 'continue shopping'...**

- Click on the 'events tab' situated at the top of your computer screen.

- Select the event you wish to enter by clicking on the register button which is situated on the far-right column.
- Select the event you wish to compete in and select your age group.

Please note: If you have purchased a Max Package and/or XCR Package you are automatically entered into each of the XCR rounds for the 2017 season.

This step-by-step entering guide is for those who haven't purchased a Max Package and/or XCR Package and are completing individual entries.

### **How to purchase a package...**

- Login to the Athletics Victoria Members Portal.
- Click on 'events tab' situated at the top of your computer screen.
- Select the package you wish to purchase.
- Select your specific age group from the drop-down menu.
- Click 'add to cart'.
- If satisfied with all the information, click 'check out'.
- Follow the prompts and click 'next' on the order summary.
- Make sure you tick the terms and conditions box to proceed to the payment screen.
- Click 'next' on payment screen (billing screen).
- Enter your credit card details and click 'continue'.
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### **ENTERING A RELAY EVENT**

Your club is responsible for entering teams. Please ensure you notify Team Managers of your eligibility if you have completed your membership and purchased one of the following packages:

- 2017 Max Package
- XCR'17 Package
- XCR'17 Relay Package

Please note: For athletes to be eligible to compete and score points for their team, they must be registered with Athletics Victoria and approved by their club with one of the above packages purchased no later than 12pm (midday) the Wednesday before the Saturday/Sunday event.

#### **How to purchase a package...**

- Login to the Athletics Victoria Members Portal.
- Click on 'events tab' situated at the top of your computer screen.
- Select the package you wish to purchase.
- Select your specific age group from the drop-down menu.
- Click 'add to cart'.
- If satisfied with all the information, click 'check out'.
- Follow the prompts and click 'next' on the order summary.
- Make sure you tick the terms and conditions box to proceed to the payment screen.
- Click 'next' on payment screen (billing screen).
- Enter your credit card details and click 'continue'.
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