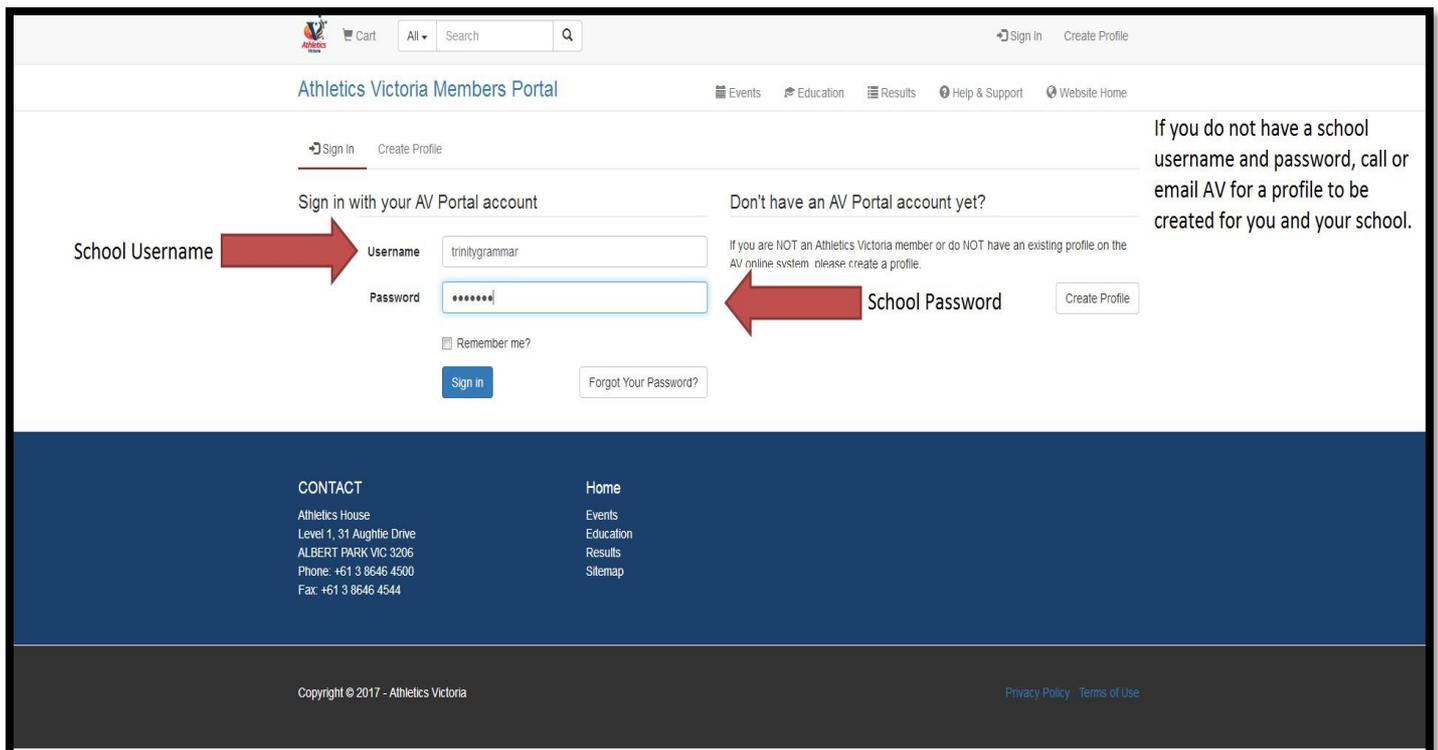


Schools Relays Registration Process

Step 1

- Go to the Aths Vic online portal
<https://members.athsvic.org.au/SignIn?ReturnUrl=%2Fprofile%2F>
- Log onto your school's portal, you will need to be the main administrator to have access to your portal. If you have forgotten your school's username and password or if you would like to register your school to compete within the All School Competitions, please call Athletics Victoria and request the membership team on 03 8646 4500.



Athletics Victoria Members Portal

Sign In Create Profile

Sign in with your AV Portal account

Don't have an AV Portal account yet?

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

Sign in

Forgot Your Password?

Create Profile

If you do not have a school username and password, call or email AV for a profile to be created for you and your school.

CONTACT

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

Home

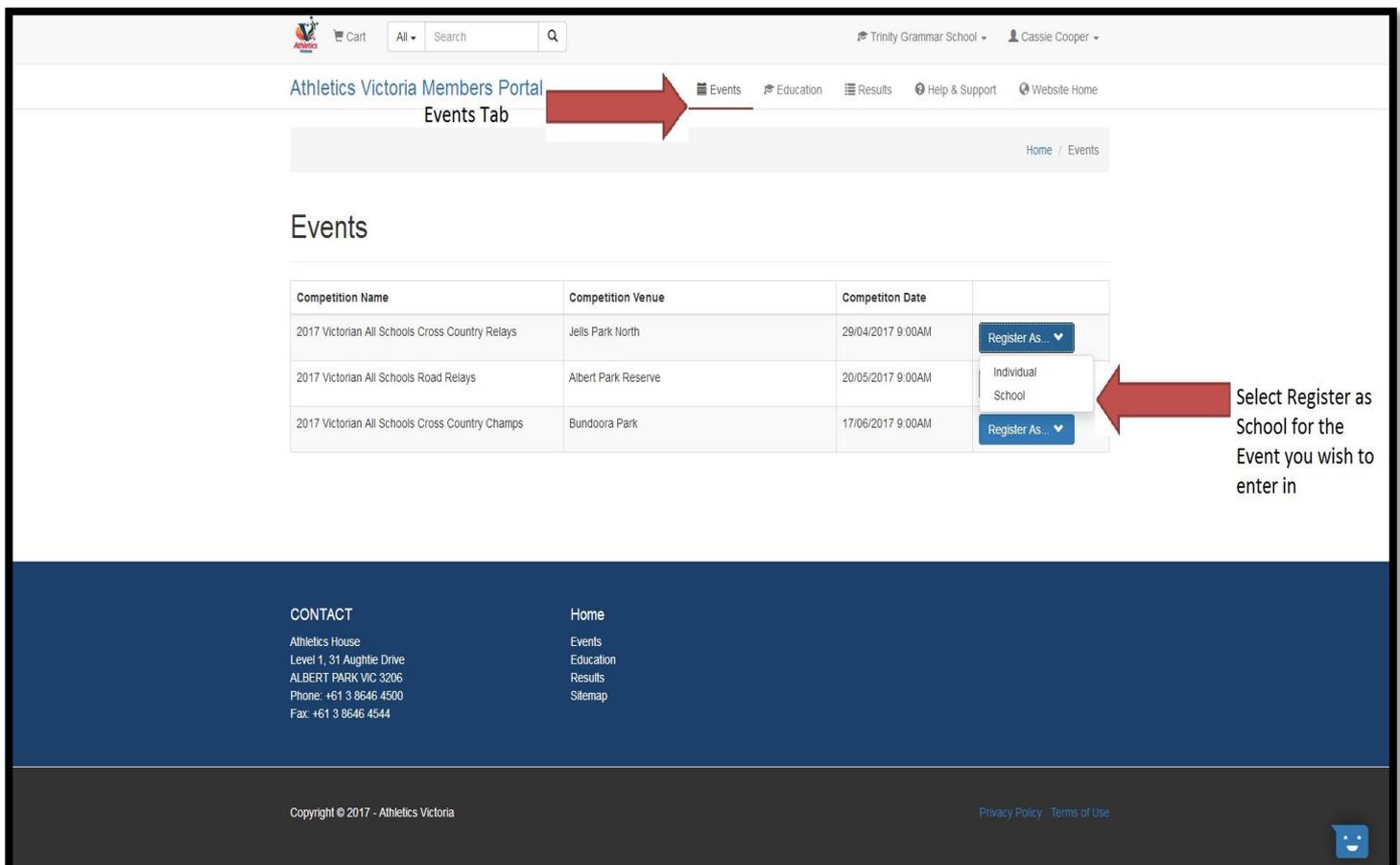
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Step 2

- Once you're logged into your school's portal proceed to the events tab and click into it. This will open up all of the All Schools events your school can enter. Specifically click on the event you want to enter, then click on the register button when the drop menu appears click on the "**register as school**" button.



Athletics Victoria Members Portal

Events Tab

Home / Events

Events

Competition Name	Competition Venue	Competition Date	
2017 Victorian All Schools Cross Country Relays	Jellis Park North	29/04/2017 9:00AM	Register As... Individual School
2017 Victorian All Schools Road Relays	Albert Park Reserve	20/05/2017 9:00AM	
2017 Victorian All Schools Cross Country Champs	Bundoora Park	17/06/2017 9:00AM	Register As... Individual School

Select Register as School for the Event you wish to enter in

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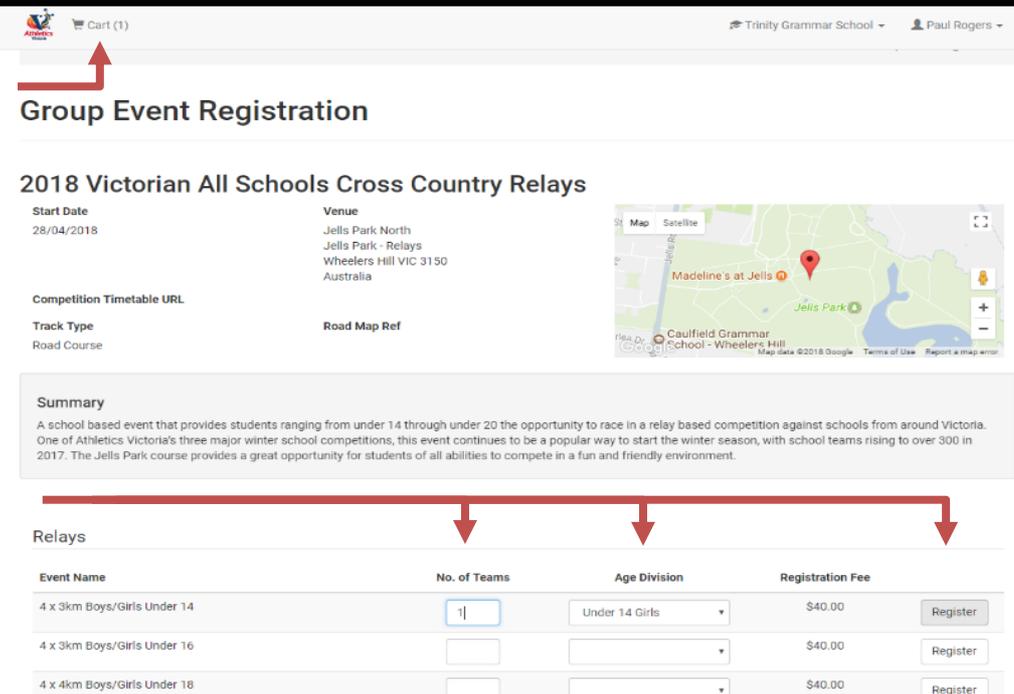
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Step 3

- This will direct you to a new page which shows all of the relays your schools can enter. Enter in the number of teams you would like to enter within a specific age group and event 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. Once you have entered all the teams and events, click on your 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. You may pay by credit card or request an invoice. This will complete your registration process.

All entries will be sent to your shopping cart. Once you have finished selecting the teams go into your cart and finalise the entry process and payment options

Type the no. of teams you are entering for that event, select the gender and press register. This will send your entry directly to the cart



Congratulations your school is now registered for the All Schools Relay Event! Please stay tuned to AV emails as there will be more information sent to you regarding the event, what you need to prepare and do on the day. If you have any further queries, please call Athletics Victoria on 03 8646 4500.