



Club Relays Registration Process

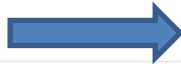
Step 1

- Go to the Aths Vic online portal
<https://members.athsvic.org.au/SignIn?ReturnUrl=%2Fprofile%2F>
- Log onto your clubs portal via your personal portal (only those who have club admin rights will be able to do this).

Step 2

- Click on 'Events'

Athletics Victoria Members Portal



Events

Education

Results

Help & Support

Website Home

Home / Club / Services & News

Step 3

Select the competition you want to enter teams into by clicking on 'Register As...' and choose 'Club' from the drop down menu.

Events

Competition Name	Competition Venue	Competition Date	
2018/19 Max Package	Various	01/04/2018 8:00AM	Register As... ▾
XCR'18 Package	Various	01/04/2018 8:00AM	Register As... ▾
2018/19 T&F Package	Various	01/04/2018 8:00AM	Register As... ▾
XCR'18 Round 1 - Jells Park Relay	Jells Park North	21/04/2018 8:00AM	Register As... ▾
2018 Victorian All Schools Cross Country Relays	Jells Park North	28/04/2018 9:00AM	Individual Club Family
XCR'18 Round 2 - St Anne's Winery	St Anne's Winery	05/05/2018 12:00PM	



***Please Note:** If you do not have club administration rights you will not see this option. Only those that have admin rights will be able to enter teams into relay events.

Step 4

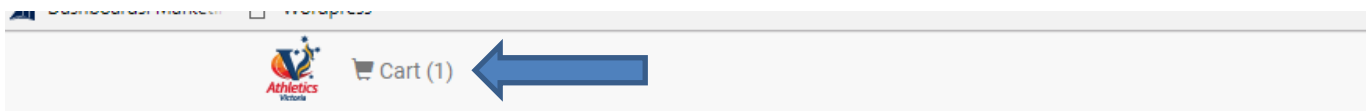
- Add in the number of teams competing in each division for your club.
- Select the age division from the drop down menu. Click 'Register'. Item will be added to shopping cart.

Relays

Event Name	No. of Teams	Age Division	Registration Fee	
Men Division 4 Relay (5)	<input type="text"/>	<input type="text"/>	\$75.00	<input type="button" value="Register"/>
Men 40+ Relay (3)	<input type="text"/>	<input type="text"/>	\$45.00	<input type="button" value="Register"/>
Men 50+ Relay (3)	<input type="text"/>	<input type="text"/>		<input type="button" value="Register"/>
Men Division 1 Relay (6)	<input type="text"/>	<input type="text" value="Open Men"/>	\$90.00	<input type="button" value="Register"/>
Men Division 2 Relay (6)	<input type="text"/>	<input type="text"/>	\$90.00	<input type="button" value="Register"/>
Men Division 3 Relay (5)	<input type="text"/>	<input type="text"/>	\$75.00	<input type="button" value="Register"/>

Step 5

- Click on 'Shopping Cart'.



Step 6

- Proceed to check out and make payment.
- Clubs can select to download an invoice once payment is made.

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
XCR'18 Round 1 - Jells Park Relay			
 Men Division 4 Relay (5) - Open Men	\$75.00	<input type="text" value="x"/> <input type="text" value="1"/>	\$75.00

Total: \$75.00

