

ENTERING AN XCR EVENT - STEP-BY-STEP PROCESS

- Head to athsvic.org.au
- Click on Members Portal on the top right of your computer screen.
- Login with your username and password.
- Click on the events tab located at the top of your computer screen.
- Click on the specific event through the 'you wish to enter (eg. Wandin Park Cross Country).
- 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'.
- 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.