

How to add new athletes & How to register athletes

How to add new athletes:

This guide is for the club secretary or anyone that has a role within the club.

Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

Within 'AAI Test Club', click on '**Members**' – then click on '**Create A New Member**'.

For data protection reasons, members' details have been blanked out in the following screenshots.



MEMBERS

My Basket - 1 item | €150.00

EXPORT **CREATE A NEW MEMBER**

Name: Number:

Register Filter: * Unregistered

SEARCH

* A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

REGISTER	NUMBER	SURNAME	FIRST NAME	AGE	ADDRESS	EDIT
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

ADD REGISTRATIONS TO CART

Fill in the member, address and contact details. Ensure you fill in as much detail as possible, such as the email address field – this isn't required, but it helps to have it for future reference.

X

Create a New Member

MEMBER DETAILS

First Name *	AAI Test
Last Name *	Member
Date of Birth:*	10 ▾ July ▾ 1991 ▾
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female *

ADDRESS DETAILS

Address Line 1 *	162 Moira Road
Address Line 2	
City *	Lisburn
County	
Post Code	

CONTACT DETAILS

Email	
Phone	
Mobile	

SAVE

Click **'Save'**.

You are then brought to a summary page of the details you have just entered:

AAI TEST MEMBER

MEMBER DETAILS

First Name *	AAI Test
Last Name *	Member
Date of Birth:*	███ ▾ ███ ▾ ███ ▾
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female *

ADDRESS DETAILS

Address Line 1 *	██████████
Address Line 2	
City *	██████████
County	
Post Code	

CONTACT DETAILS

Email	
Phone	
Mobile	

SAVE

Click on 'Save' at the bottom of the page – a message then appears at the top of the screen indicating that the contact was added/updated successfully.

AAI TEST MEMBER

Contact Was Updated Successfully

MEMBER DETAILS

First Name *	AAI Test
Last Name *	Member
Date of Birth:*	███ * ███ * ███ *
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female *

ADDRESS DETAILS

Address Line 1 *	██████████
Address Line 2	
City *	██████████
County	
Post Code	

CONTACT DETAILS

--

This member you have just added now appears in the 'Members' section:

MEMBERS

My Basket - 1 Item | €150.00

EXPORT

CREATE A NEW MEMBER

Name:		Number:	
Register Filter: *	Unregistered		

SEARCH

	* A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
REGISTER	NUMBER	SURNAME	FIRST NAME	AGE	ADDRESS																						
<input type="checkbox"/>	██████	██████	██████	██	██████████																					EDIT	
<input type="checkbox"/>	██████	██████	██████	██	██████████																						EDIT
<input type="checkbox"/>	██████	██████	██████	██	██████████																						EDIT
<input type="checkbox"/>	██████	██████	██████	██	██████████																						EDIT
<input checked="" type="checkbox"/>	██████	Member	AAI Test	██	██████████																						EDIT
<input type="checkbox"/>	██████	██████	██████	██	██████████																						EDIT
<input type="checkbox"/>	██████	██████	██████	██	██████████																						EDIT

ADD REGISTRATIONS TO CART

How to register athletes:

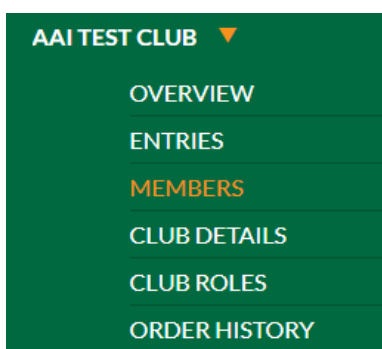
This guide is for the club secretary or anyone that has a role within the club.

Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

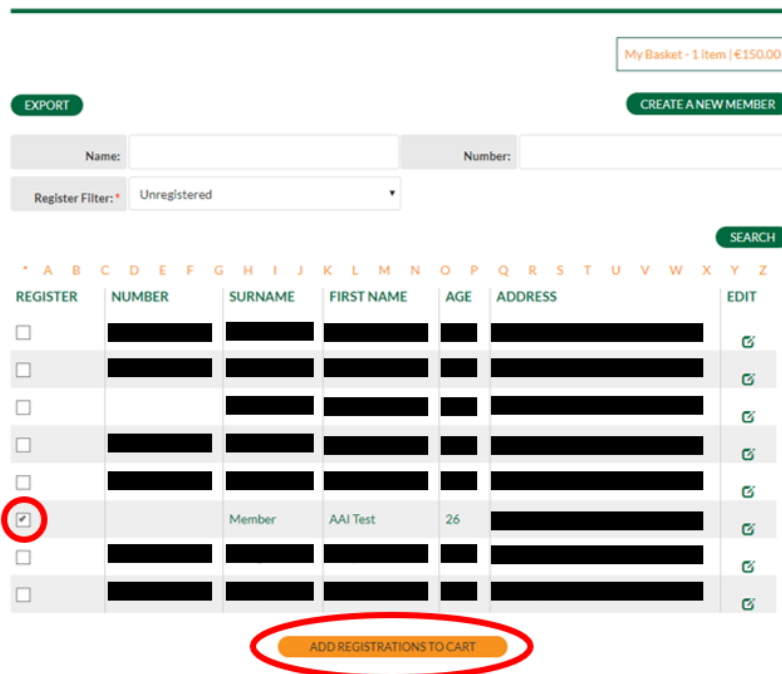
Within 'AAI Test Club', click on '**Members**'.

For data protection reasons, members' details have been blanked out in the following screenshots.

Find the member from the list who has not yet registered as an athlete on the system – click the tick box beside their name and click on '**Add Registrations to cart**':



MEMBERS



The 'MEMBERS' interface includes a top bar with 'My Basket - 1 Item | €150.00', an 'EXPORT' button, and a 'CREATE A NEW MEMBER' button. Below are search filters for 'Name', 'Number', and 'Register Filter' (set to 'Unregistered'). A 'SEARCH' button is also present. The main area is a table with columns: REGISTER, NUMBER, SURNAME, FIRST NAME, AGE, ADDRESS, and EDIT. The table contains several rows of members, with one row highlighted in grey and its 'REGISTER' checkbox checked. Below the table is an 'ADD REGISTRATIONS TO CART' button, which is circled in red.

REGISTER	NUMBER	SURNAME	FIRST NAME	AGE	ADDRESS	EDIT
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]
<input checked="" type="checkbox"/>	[REDACTED]	Member	AAI Test	26	[REDACTED]	[EDIT]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[EDIT]

The shopping cart appears:

YOUR SHOPPING CART

1 Registrations Have Been Added To Your Shopping Cart

ITEM	UNIT PRICE	TOTAL PRICE	DELETE
Affiliation Fee : AAI Test Club	€150.00	€150.00	
AAI Test Member : AAI Test Club	€17.00	€17.00	
Total:		€167.00	

REGISTER MORE
ATHLETES

CONTINUE TO
PAYMENT

PAY BY CHEQUE

The affiliation fee (€150) is automatically added into the shopping cart, as well as the membership fee for the year.

The club will get billed for the registrations.

You either have the option to register more athletes, continue to payment (pay by card) or pay by cheque.

Register more athletes:

Follow the process above to register another athlete.

Continue to payment (pay by card):

You will be asked to fill out your card details so that you can register the member:

PAYMENT

My Basket - 2 Items | €167.00

Card Details

Card Type:*	<input type="text"/>
Name on card:*	<input type="text" value="Please enter the name on your card"/>
Card Number:*	<input type="text"/>
Expiry Date:*	Mth <input type="text"/> Year <input type="text"/>
Card Security Code:*	<input type="text"/>

Enter Your Billing Address

Address One:*	<input type="text"/>
Address Two	<input type="text"/>
Town/City:*	<input type="text"/>
Post Code:*	<input type="text"/>
Email:*	<input type="text"/>
Phone:*	<input type="text"/>

SUBMIT PAYMENT

You can also **filter** the members by 'Registered', 'Unregistered' or **view them all** at once. When trying to see who **hasn't yet registered** as a member, the 'Unregistered' drop down is useful to use to filter and distinguish these people:

A screenshot of a web interface showing a filter dropdown menu. The dropdown is titled 'Register Filter: *' and currently shows 'Unregistered'. The menu is open, displaying three options: 'All', 'Registered', and 'Unregistered'. The 'Unregistered' option is highlighted in blue. Below the dropdown, a row of letters from 'A' to 'Z' is visible, with 'M' circled in red.

You can also **search by alphabetical surname**, using the letters along the top:

A screenshot of a 'MEMBERS' page. At the top, there is a 'MEMBERS' header and a 'My Basket - 2 Items | €167.00' notification. Below the header, there are buttons for 'EXPORT' and 'CREATE A NEW MEMBER'. A search form includes 'Name:' and 'Number:' fields, a 'Register Filter: *' dropdown set to 'Unregistered', and a 'SEARCH' button. Below the search form, a row of letters from 'A' to 'Z' is displayed, with 'M' circled in red. Below the letters, a table header is visible with columns: REGISTER, NUMBER, SURNAME, FIRST NAME, AGE, ADDRESS, and EDIT.

For example, to find and register the 'AAI Test Member' I added above, I would click on 'M' (for member, which was used as the surname in this case):

A screenshot of a table showing member registrations. The table has columns: REGISTER, NUMBER, SURNAME, FIRST NAME, AGE, ADDRESS, and EDIT. The 'M' in the header row is circled in red. The table contains two rows of data. The first row has a checkbox, a blacked-out number, a blacked-out surname, a blacked-out first name, a blacked-out age, a blacked-out address, and an edit icon. The second row has a checked checkbox, a blacked-out number, the surname 'Member', the first name 'AAI Test', a blacked-out age, a blacked-out address, and an edit icon. Below the table is a green button labeled 'ADD REGISTRATIONS TO CART'.

REGISTER	NUMBER	SURNAME	FIRST NAME	AGE	ADDRESS	EDIT
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input checked="" type="checkbox"/>	[REDACTED]	Member	AAI Test	[REDACTED]	[REDACTED]	

You can then add registrations to cart.

