How to add new athletes & How to register athletes

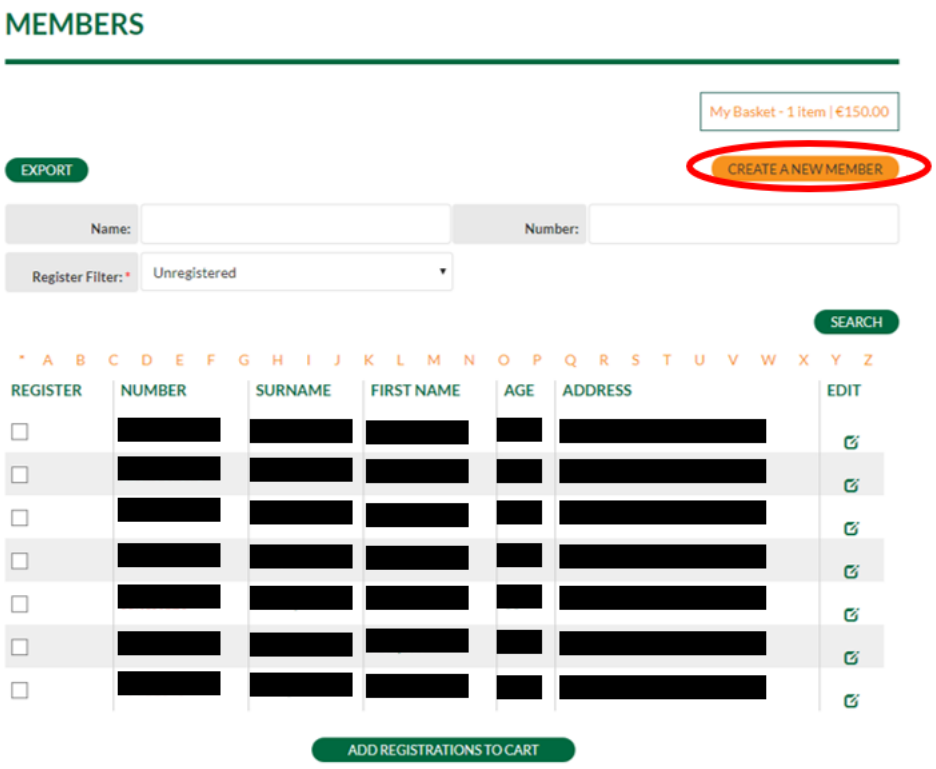
How to add new athletes:

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

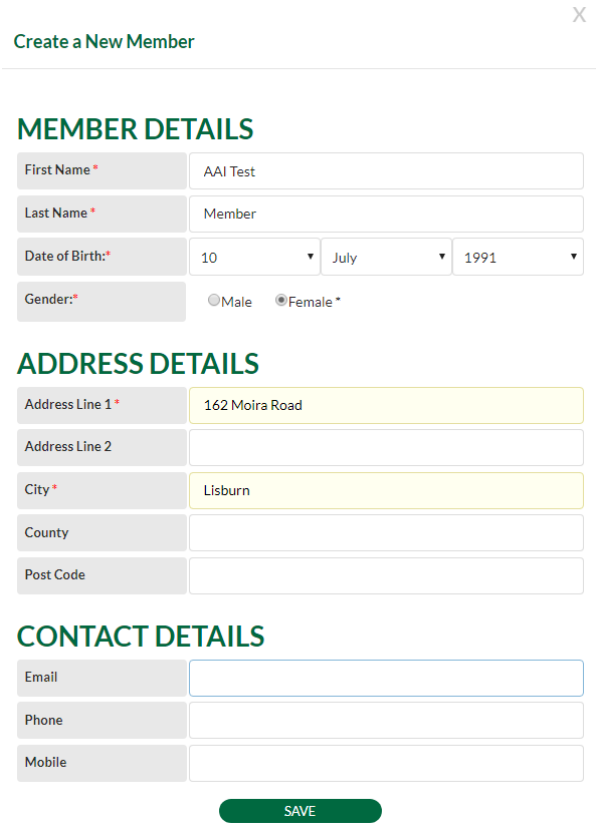
Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

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.

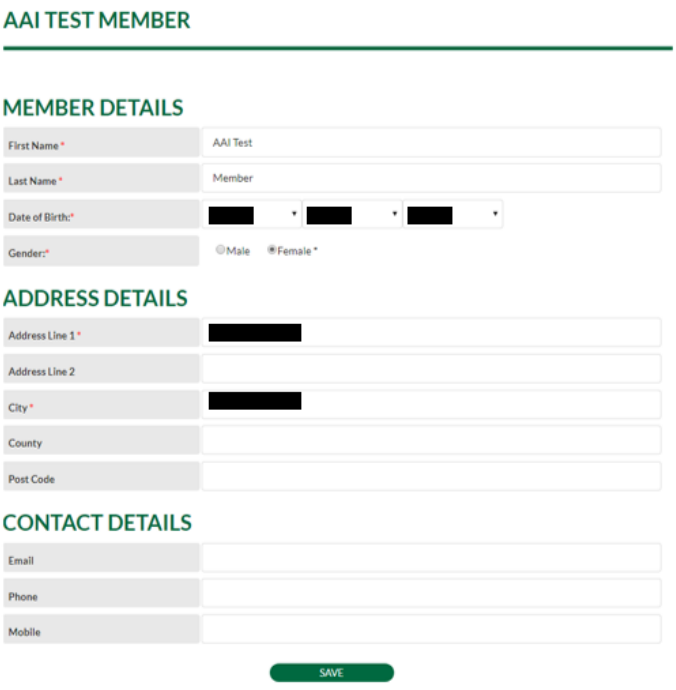


Fill in the member, address and contact details. Ensure you fill in as much detail as possible, such as the email address field – this isn't required, but it helps to have it for future reference.

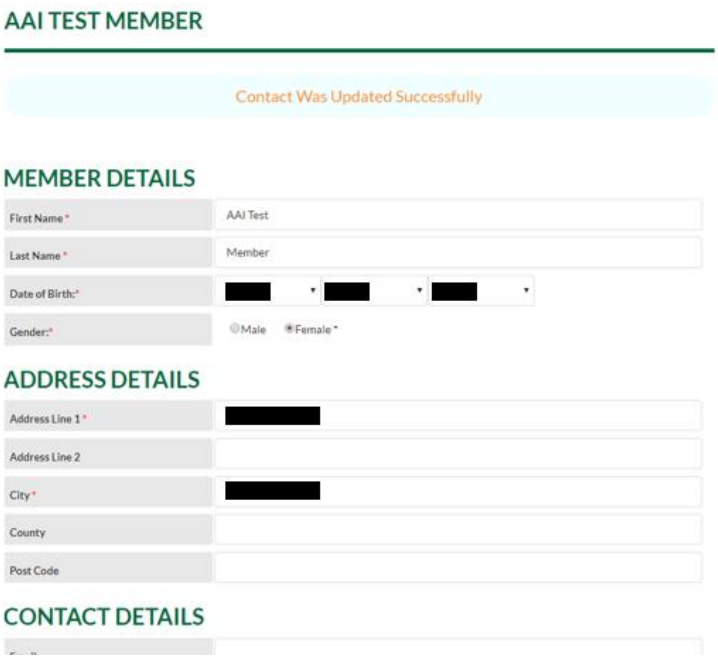


Click **'Save'**.

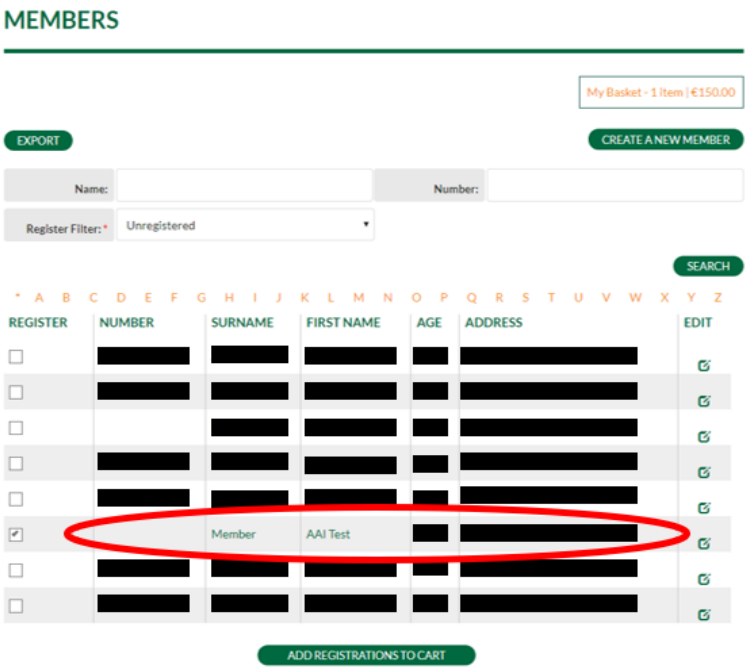
You are then brought to a summary page of the details you have just entered:



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.



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



How to register athletes:

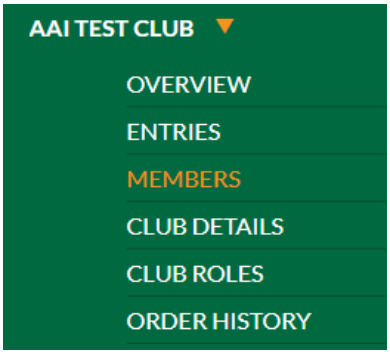
This guide is for the club secretary or anyone that has a role within the club.

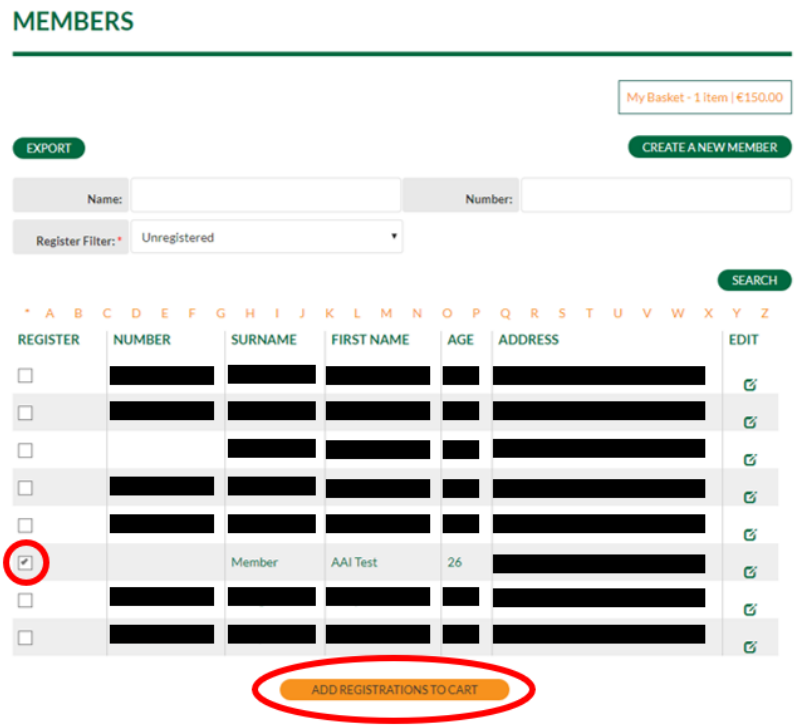
Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

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

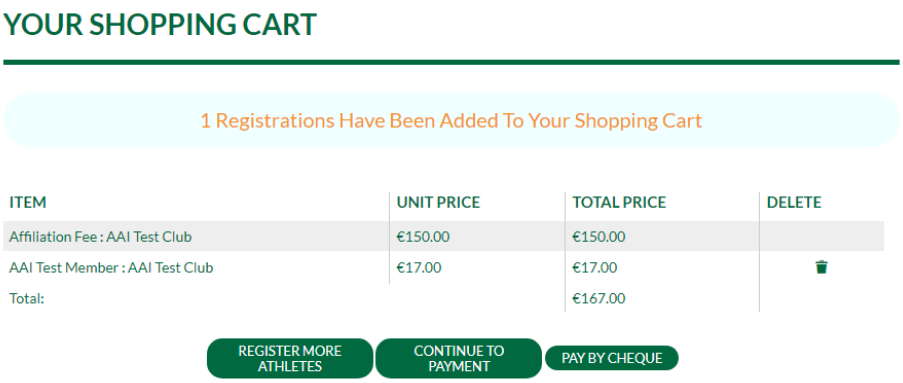
For data protection reasons, members' details have been blanked out in the following screenshots.

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**':





The shopping cart appears:



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.

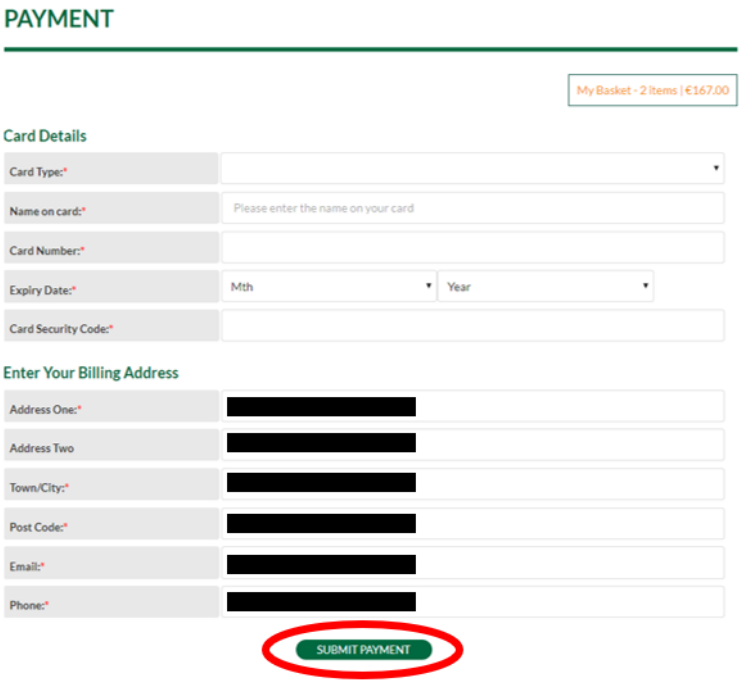
You either have the option to register more athletes, continue to payment (pay by card) or pay by cheque.

Register more athletes:

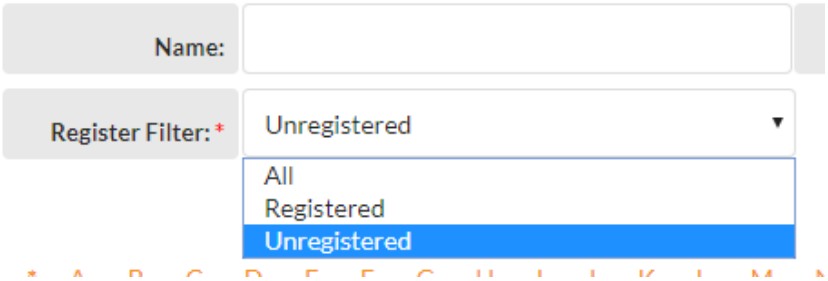
Follow the process above to register another athlete.

Continue to payment (pay by card):

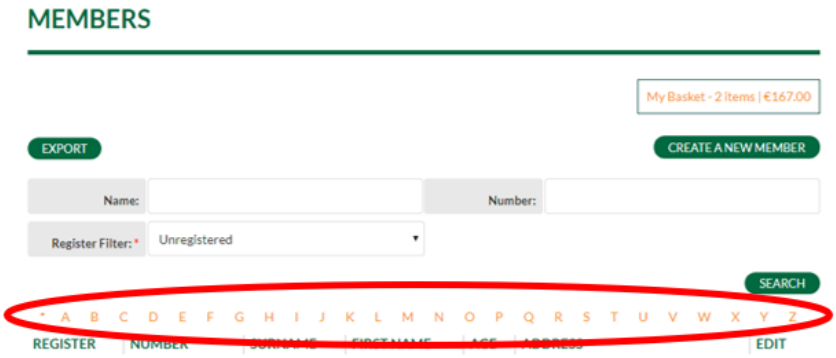
You will be asked to fill out your card details so that you can register the member:



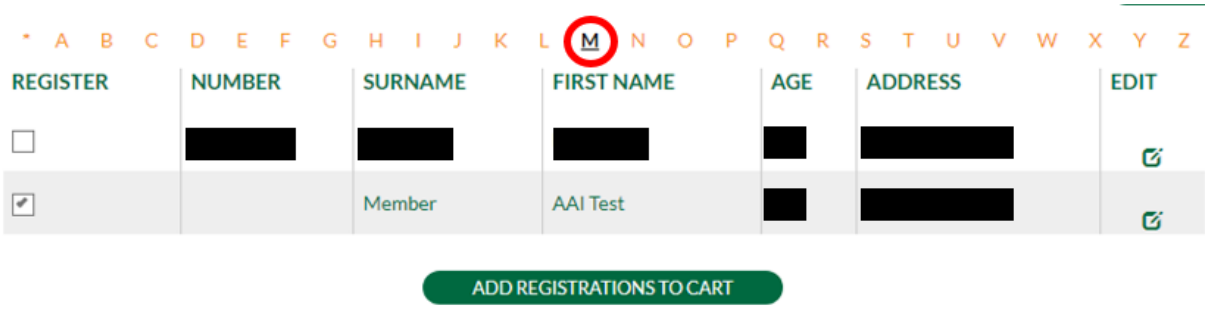
You can also **filter** the members by '**Registered**', '**Unregistered**' or **view them all** at once. When trying to see who **hasn't yet registered** as a member, the '**Unregistered**' drop down is useful to use to filter and distinguish these people:



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



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):



You can then add registrations to cart.