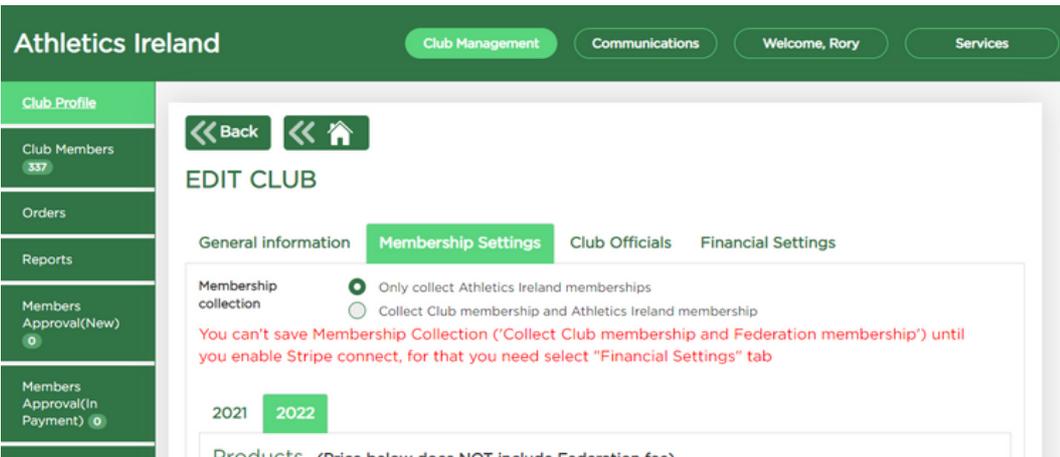


Federation Only Payments

Club Membership fees are automatically enabled for all accounts and need to be manually turned off by clubs that do not wish to use this feature. For your Club to only take only Federation Fees for registrants through the Athletics Ireland Platform, this can be enabled through your Club Profile.

1



Athletics Ireland

Club Management Communications Welcome, Rory Services

Club Profile

Club Members 337

Orders

Reports

Members Approval(New) 0

Members Approval(In Payment) 0

EDIT CLUB

General information Membership Settings Club Officials Financial Settings

Membership collection Only collect Athletics Ireland memberships Collect Club membership and Athletics Ireland membership

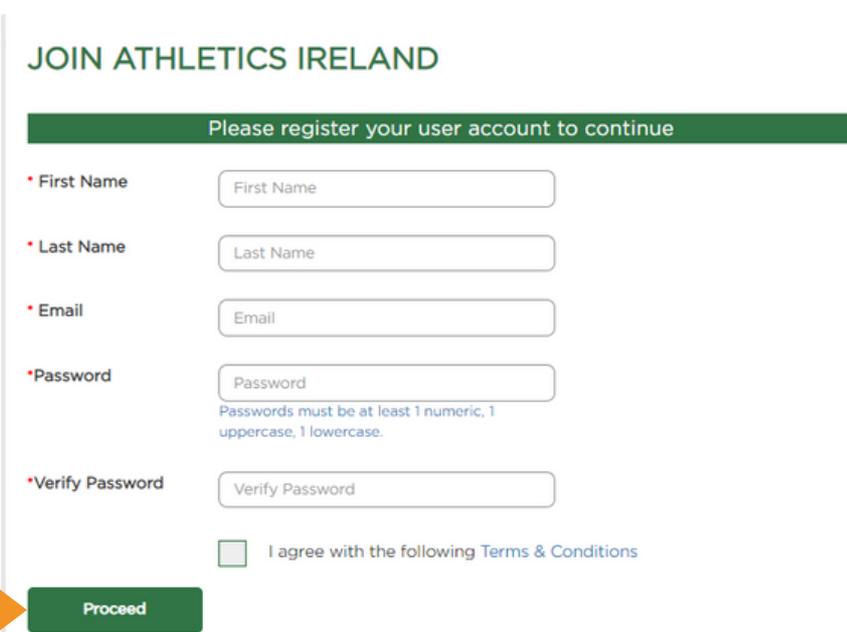
You can't save Membership Collection ('Collect Club membership and Federation membership') until you enable Stripe connect, for that you need select "Financial Settings" tab

2021 2022

Products (Price below does NOT include Federation fee)

To pay Federation Fees, members will need to login/create an Athletics Ireland online account and follow the steps below.

- 2** Go to: membership.athleticsireland.ie and select login or New Membership Application.



JOIN ATHLETICS IRELAND

Please register your user account to continue

* First Name

* Last Name

* Email

* Password
Passwords must be at least 1 numeric, 1 uppercase, 1 lowercase.

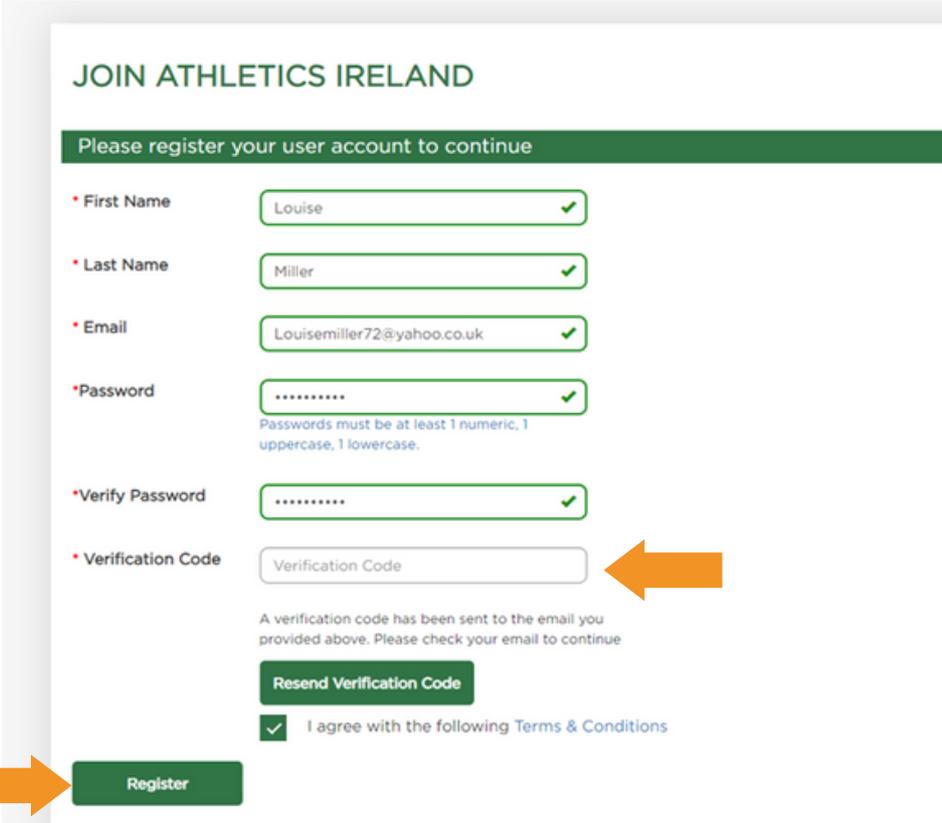
* Verify Password

I agree with the following [Terms & Conditions](#)

Proceed

New Member Online Registration

- 3** Once they have entered in their details, a verification code will be sent to them via email. This code must be entered in order to finalise registration.



JOIN ATHLETICS IRELAND

Please register your user account to continue

* First Name ✓

* Last Name ✓

* Email ✓

* Password ✓
Passwords must be at least 1 numeric, 1 uppercase, 1 lowercase.

* Verify Password ✓

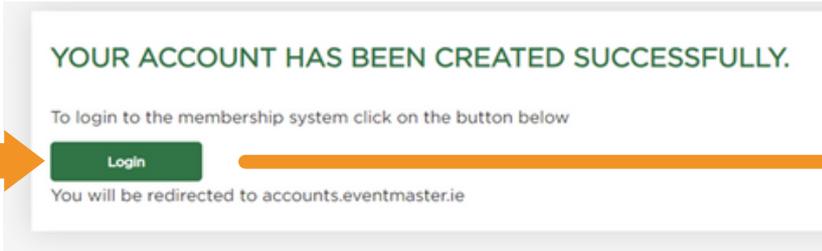
* Verification Code ←

A verification code has been sent to the email you provided above. Please check your email to continue

I agree with the following [Terms & Conditions](#)

→

- 4** After they have clicked Register, they will be prompted to login to their account.

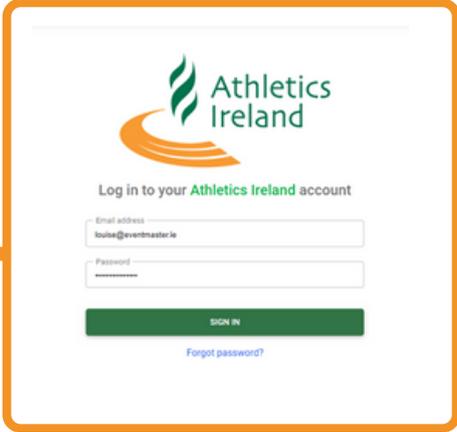


YOUR ACCOUNT HAS BEEN CREATED SUCCESSFULLY.

To login to the membership system click on the button below

→

You will be redirected to accounts.eventmaster.ie



Athletics Ireland

Log in to your **Athletics Ireland** account

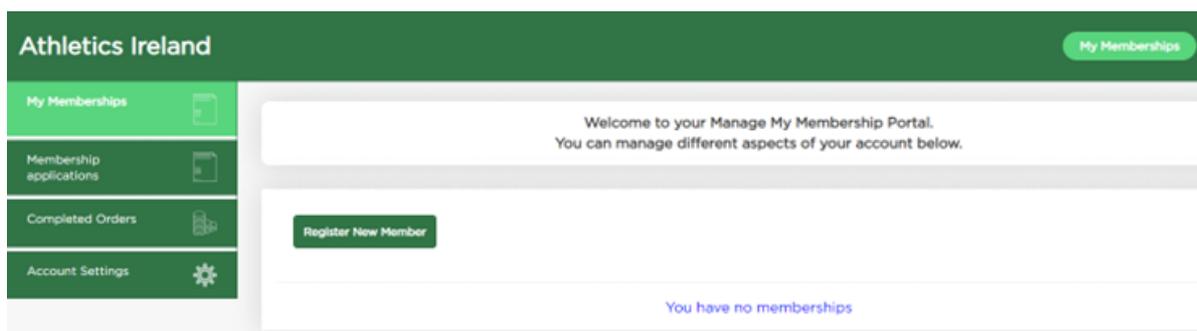
Email address

Password

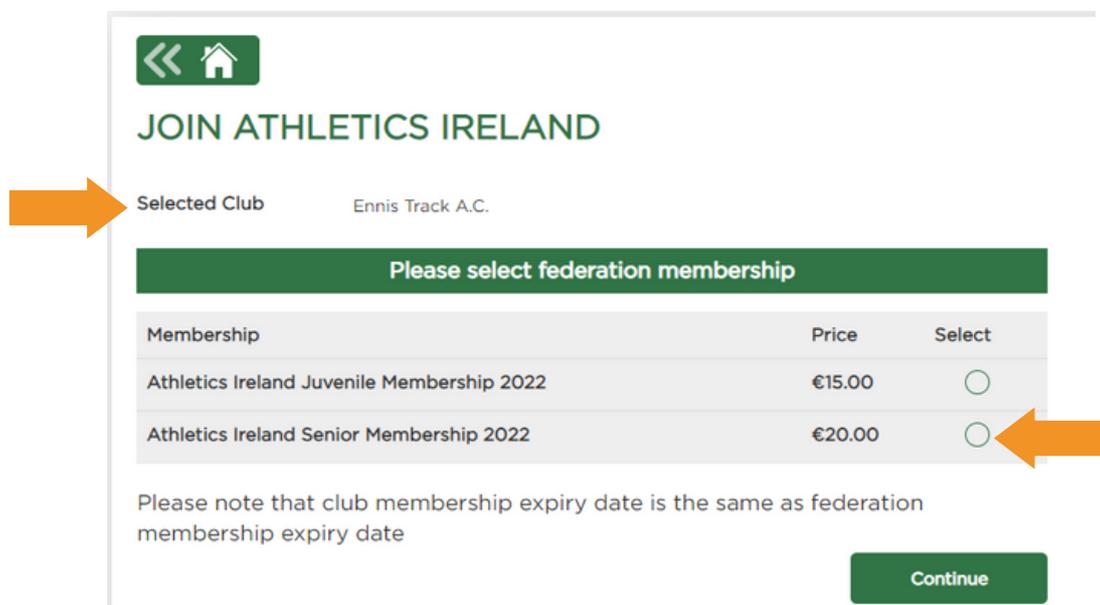
[Forgot password?](#)

Federation Only Payments

- 5** Once logged in, the applicant should click on **Register New Member** in order to start the membership approval process and pay the relevant fee.

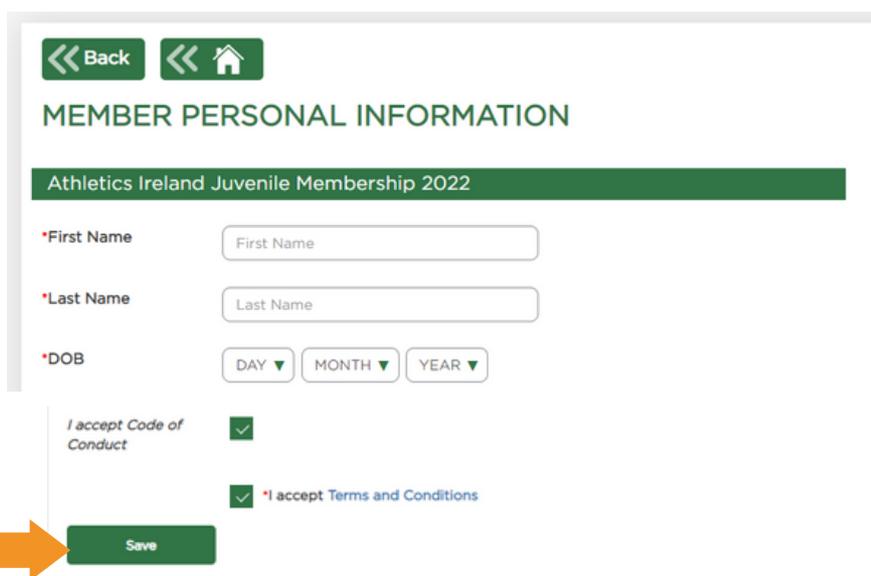


- 6** They can select their club from the dropdown menu and select which federation membership option they would like to pay for.



Federation Only Payments

- 7** Enter in the personal information required for that membership. Select **Save**.



MEMBER PERSONAL INFORMATION

Athletics Ireland Juvenile Membership 2022

*First Name

*Last Name

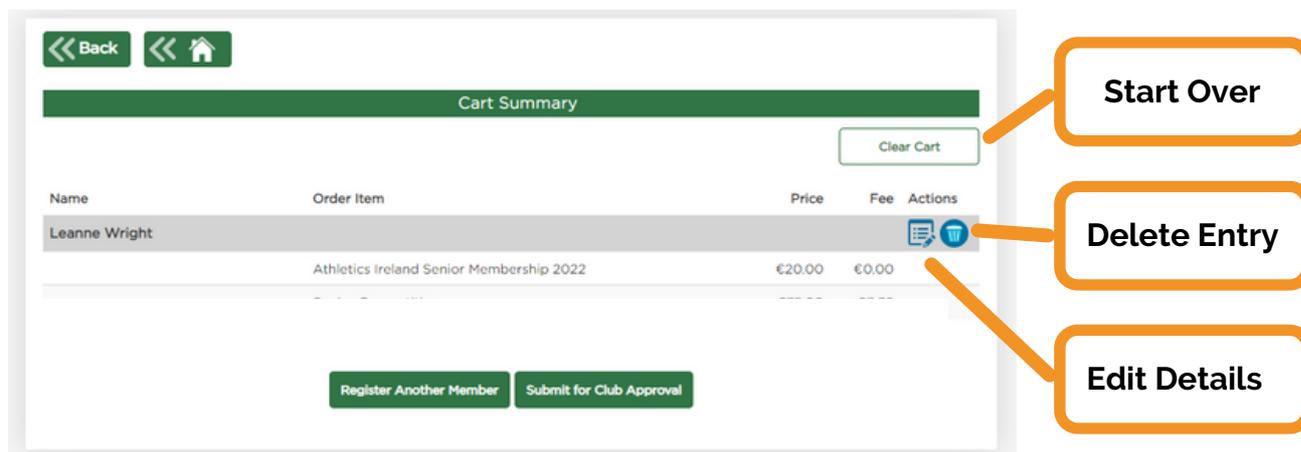
*DOB

I accept Code of Conduct

*I accept Terms and Conditions

Save

- 8** After all the required information is added for that membership application is added, there is an option to add another member or submit for club approval.



Cart Summary

Clear Cart

Name	Order Item	Price	Fee	Actions
Leanne Wright	Athletics Ireland Senior Membership 2022	€20.00	€0.00	 

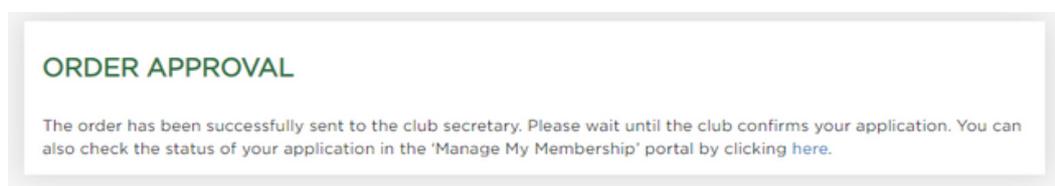
Register Another Member Submit for Club Approval

Start Over

Delete Entry

Edit Details

- 9** A message will appear on screen as confirmation that the submission has been sent to the club secretary for review and where to track it's progress.

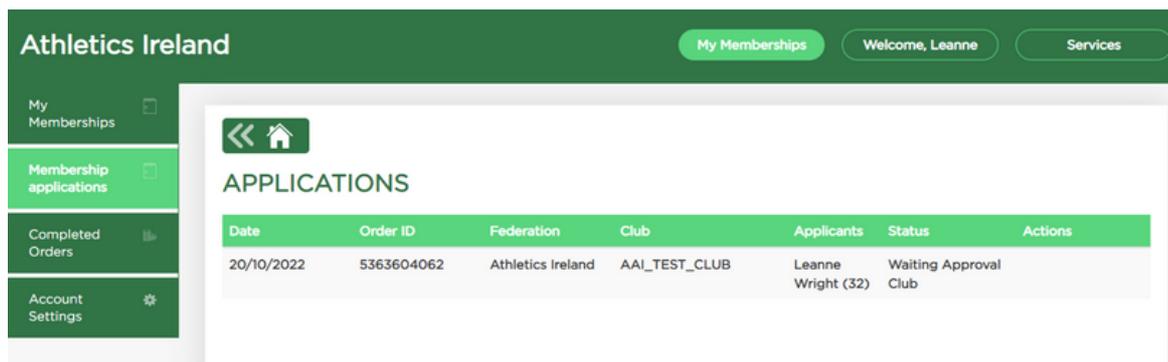


ORDER APPROVAL

The order has been successfully sent to the club secretary. Please wait until the club confirms your application. You can also check the status of your application in the 'Manage My Membership' portal by clicking [here](#).

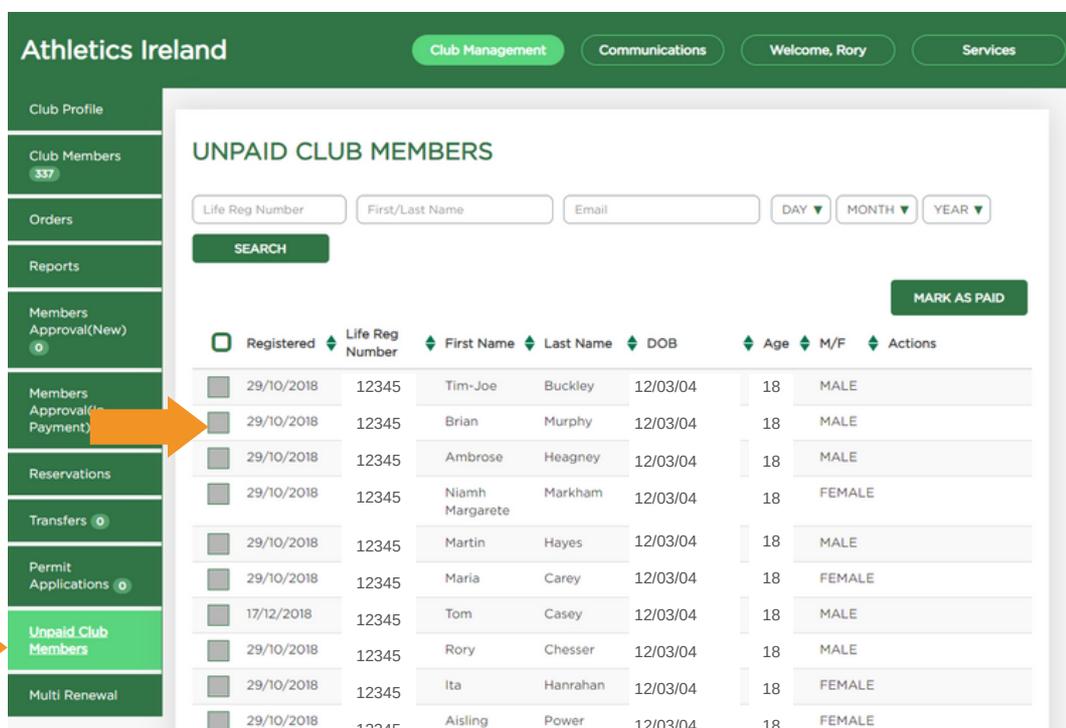
Federation Only Payments

- 10** Membership submissions will appear in the **Membership Applications** section of their account.



Date	Order ID	Federation	Club	Applicants	Status	Actions
20/10/2022	5363604062	Athletics Ireland	AAI_TEST_CLUB	Leanne Wright (32)	Waiting Approval Club	

- 11** As you have opted to take payment via another method, you can manually approve members by ticking the **'Registered'** box in the **'Unpaid Club Members'** of your Club User Account.



<input type="checkbox"/> Registered	Life Reg Number	First Name	Last Name	DOB	Age	M/F	Actions
<input type="checkbox"/>	29/10/2018	12345	Tim-Joe Buckley	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Brian Murphy	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Ambrose Heagney	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Niamh Margarete Markham	12/03/04	18	FEMALE	
<input type="checkbox"/>	29/10/2018	12345	Martin Hayes	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Maria Carey	12/03/04	18	FEMALE	
<input type="checkbox"/>	17/12/2018	12345	Tom Casey	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Rory Chesser	12/03/04	18	MALE	
<input type="checkbox"/>	29/10/2018	12345	Ita Hanrahan	12/03/04	18	FEMALE	
<input type="checkbox"/>	29/10/2018	12345	Aisling Power	12/03/04	18	FEMALE	

- 12** Once you have ticked the **'Registered'** box, that person will then be added to the **Club Members** section of your account.