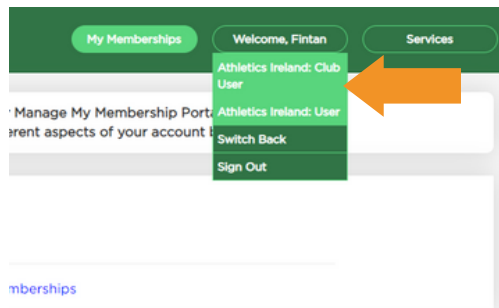


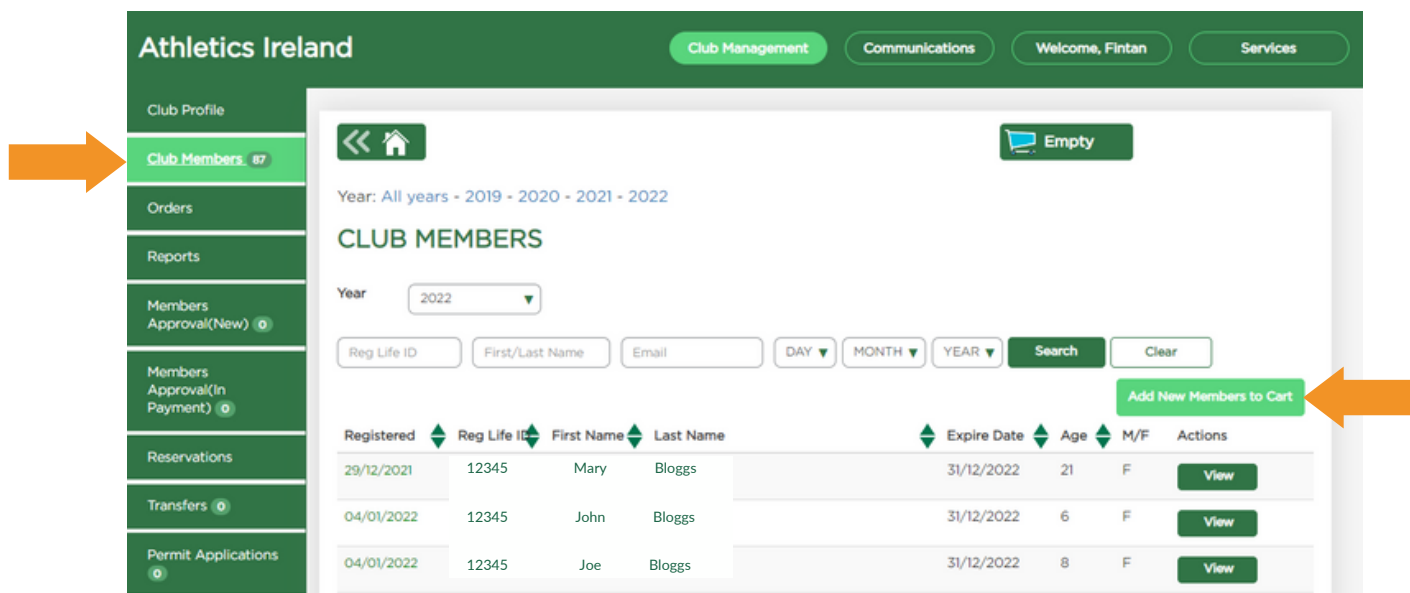
How to Register a New Member

1 Log in to Athletics Ireland membership system [HERE](#)



2 Scroll over where it says Welcome NAME and select **Club User**

3 Click on **Club Members** and **Add New Member to Cart** on the right hand side.



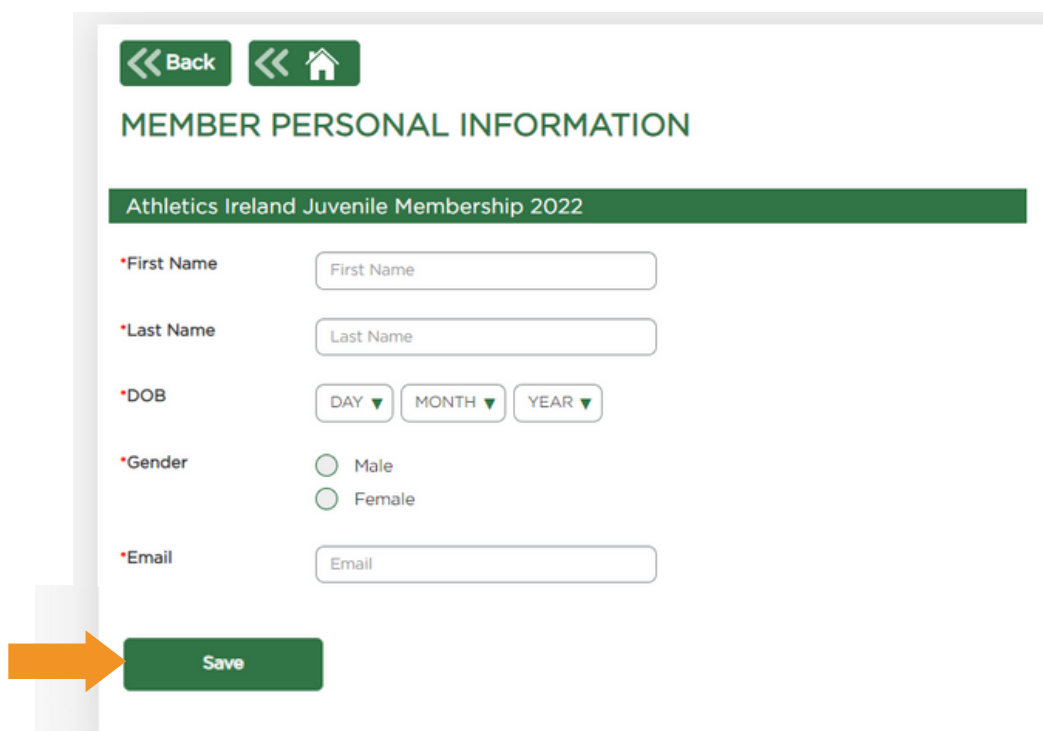
A screenshot of the Athletics Ireland Club Management interface. The top navigation bar includes 'Club Management', 'Communications', 'Welcome, Fintan', and 'Services'. On the left, a sidebar menu has 'Club Members 87' highlighted with an orange arrow. The main content area shows 'CLUB MEMBERS' for the year 2022. There are search filters for 'Reg Life ID', 'First/Last Name', and 'Email', along with dropdowns for 'DAY', 'MONTH', and 'YEAR'. A table lists members with columns for 'Registered', 'Reg Life ID', 'First Name', 'Last Name', 'Expire Date', 'Age', 'M/F', and 'Actions'. An orange arrow points to the 'Add New Members to Cart' button on the right side of the table.

Registered	Reg Life ID	First Name	Last Name	Expire Date	Age	M/F	Actions
29/12/2021	12345	Mary	Bloggs	31/12/2022	21	F	View
04/01/2022	12345	John	Bloggs	31/12/2022	6	F	View
04/01/2022	12345	Joe	Bloggs	31/12/2022	8	F	View

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How to Register a New Member

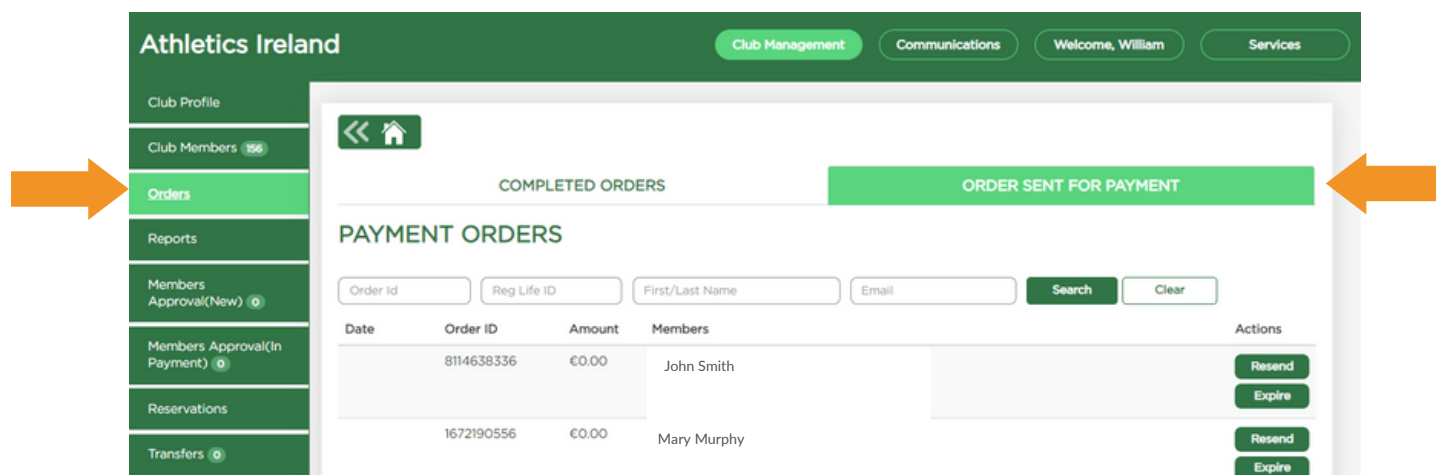
- 4 Fill in the data form, scroll down to the bottom of the page and click save



The screenshot shows a web form titled "MEMBER PERSONAL INFORMATION" for "Athletics Ireland Juvenile Membership 2022". The form includes fields for First Name, Last Name, DOB (Day, Month, Year), Gender (Male/Female), and Email. A green "Save" button is located at the bottom left, with an orange arrow pointing to it from the left.

- 5 This will bypass Member Approval and send the person a payment link.

- 6 The order will appear in the **Orders Sent for Payment** section.



The screenshot shows the Athletics Ireland dashboard. On the left is a navigation menu with "Orders" highlighted. The main content area shows "COMPLETED ORDERS" and "ORDER SENT FOR PAYMENT" tabs. The "ORDER SENT FOR PAYMENT" tab is active, showing a table of payment orders. An orange arrow points to the "Orders" menu item, and another orange arrow points to the "ORDER SENT FOR PAYMENT" tab.

Date	Order ID	Amount	Members	Actions
	8114638336	€0.00	John Smith	Resend Expire
	1672190556	€0.00	Mary Murphy	Resend Expire