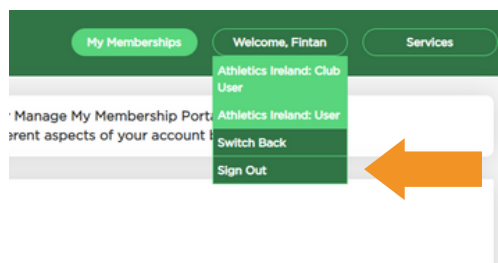


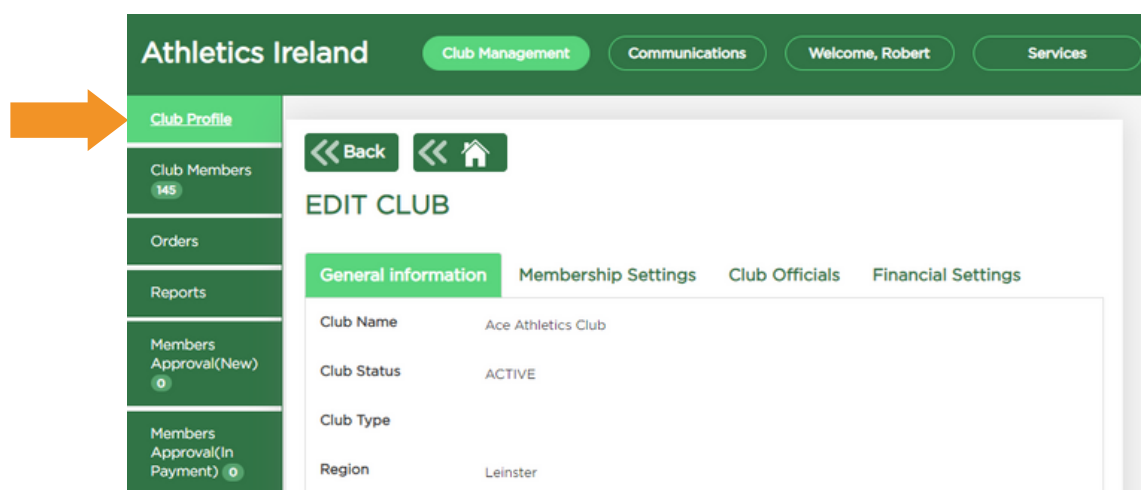
New Member Online Registration

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



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

3 Go to **Club Profile** and Select **General Information**



4 Scroll down and selected **Club Public Page**. This is the link that you can use on your club website/Facebook etc for people to register or renew their membership online themselves.

Link for new members <https://membership.athleticsireland.ie/joinclub.html?club=b3eb921f-1852-4bf1-8335-6e08766f173b>

Club public page <https://membership.athleticsireland.ie/clubpage/Ace Athletics Club>

Hide club public page ☐

New Member Online Registration

- 5** They can join as a new user by clicking the **Join the Club**

Club Name: Ace Athletics Club

Club Information:

Club Location: Louth

Club Website: <https://www.aceathletics.ie>

Club Phone: 086 1933779

Email: info@aceathleticsclub.ie

MEMBERSHIP
RENEWAL

JOIN THE CLUB

- 6** From here they will be prompted to set up a new Athletics Ireland account to register.

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.

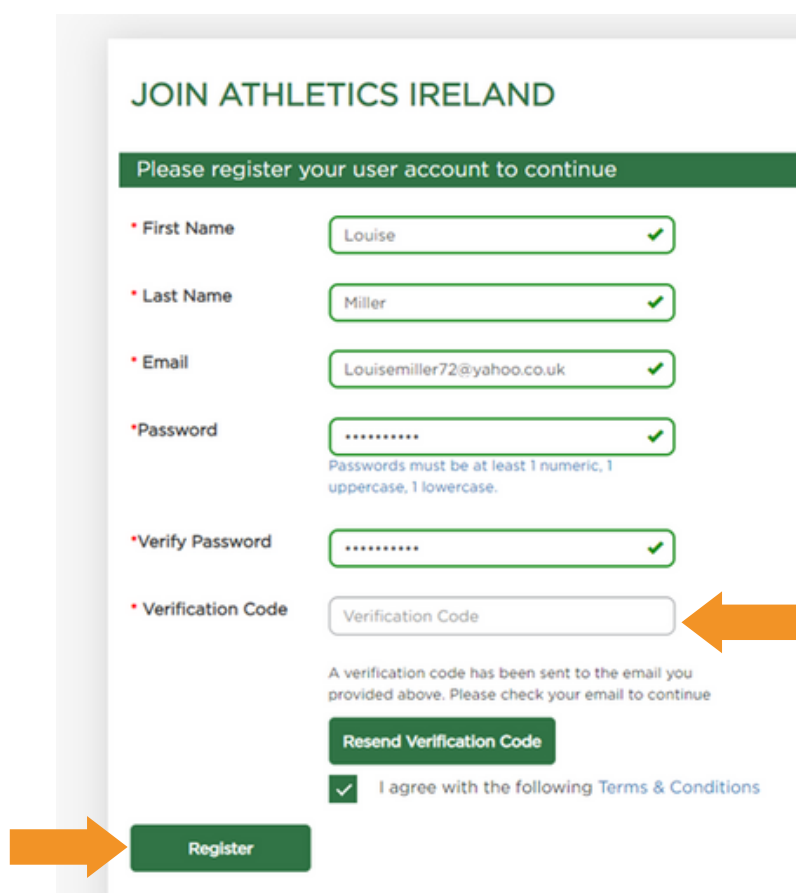
* Verify Password

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

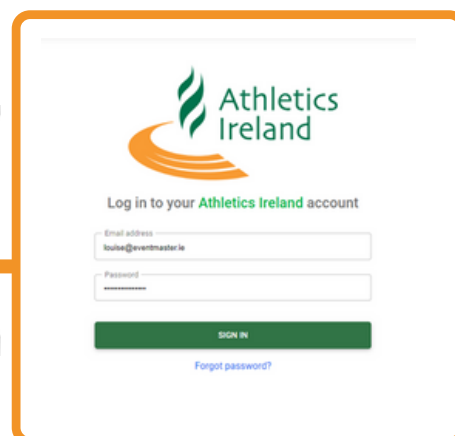
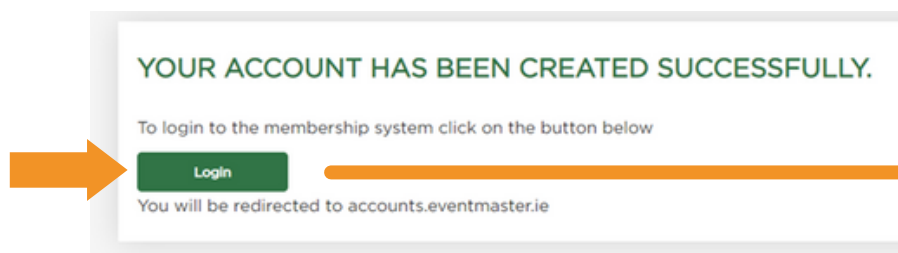
Proceed

New Member Online Registration

- 7** 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.

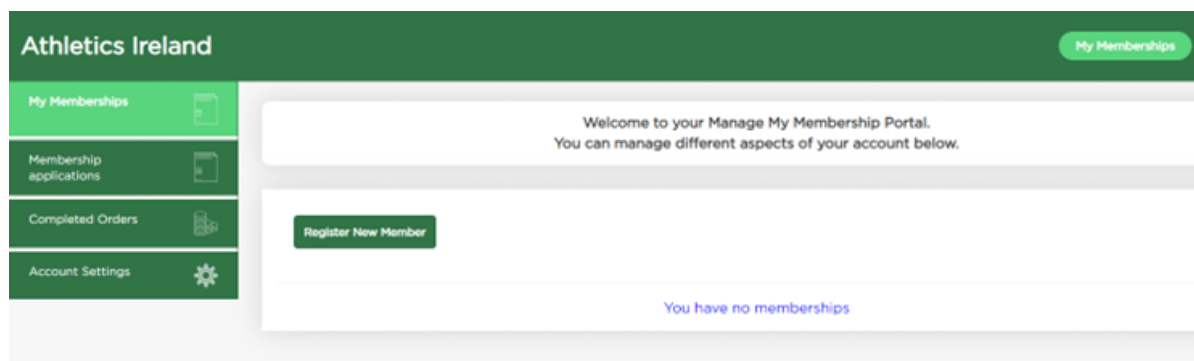


- 8** After they have clicked Register, they will be prompted to login to their account.

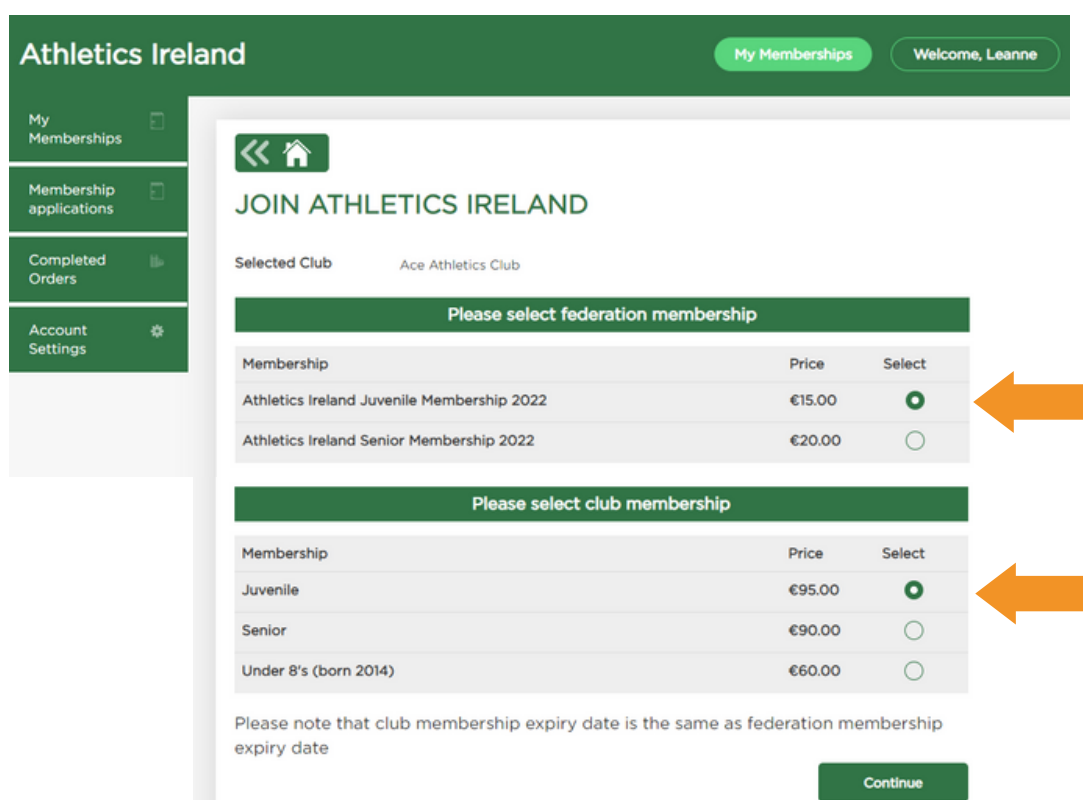


New Member Online Registration

- 9 Once logged in, the applicant should click on **Register New Member** in order to start the membership approval process.



- 10 One item from both Federation Level Membership and Club Membership options should be selected. Then click **Continue**.



Membership	Price	Select
Athletics Ireland Juvenile Membership 2022	€15.00	<input checked="" type="radio"/>
Athletics Ireland Senior Membership 2022	€20.00	<input type="radio"/>

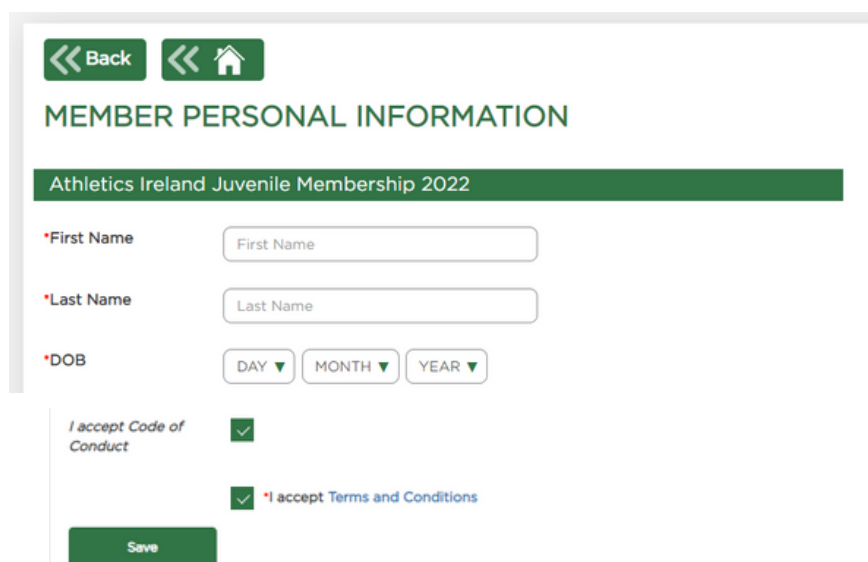
Membership	Price	Select
Juvenile	€95.00	<input checked="" type="radio"/>
Senior	€90.00	<input type="radio"/>
Under 8's (born 2014)	€60.00	<input type="radio"/>

Please note that club membership expiry date is the same as federation membership expiry date

Continue

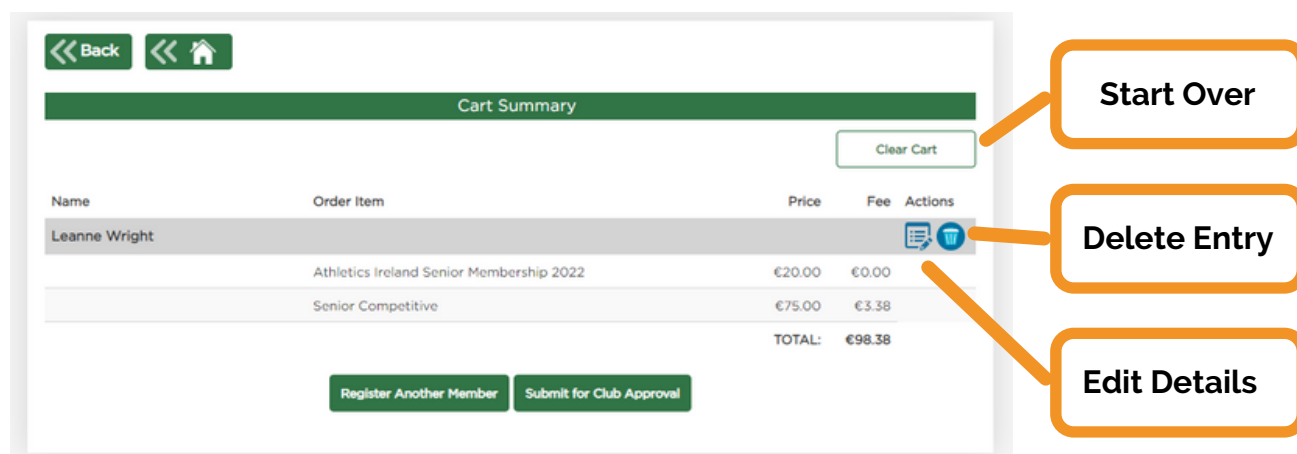
New Member Online Registration

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



The screenshot shows a web form titled "MEMBER PERSONAL INFORMATION" for "Athletics Ireland Juvenile Membership 2022". At the top are "Back" and "Home" buttons. The form includes fields for "First Name", "Last Name", and "DOB" (with dropdowns for Day, Month, and Year). Below these are two checkboxes: "I accept Code of Conduct" and "I accept Terms and Conditions", both of which are checked. A green "Save" button is at the bottom.

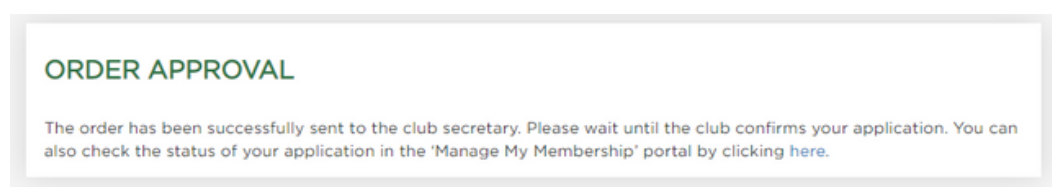
- 12** After all the required information is added for that membership application is added, there is an option to add another member or submit for club approval.



The screenshot shows a "Cart Summary" page. It has a table with columns: Name, Order Item, Price, Fee, and Actions. The table lists two items: "Athletics Ireland Senior Membership 2022" and "Senior Competitive". The total is €98.38. Below the table are buttons for "Register Another Member" and "Submit for Club Approval". To the right of the table, three orange callout boxes point to specific elements: "Start Over" points to the "Clear Cart" button; "Delete Entry" points to the trash icon in the Actions column; and "Edit Details" points to the edit icon in the Actions column.

Name	Order Item	Price	Fee	Actions
Leanne Wright	Athletics Ireland Senior Membership 2022	€20.00	€0.00	[Edit] [Delete]
	Senior Competitive	€75.00	€3.38	
TOTAL:		€98.38		

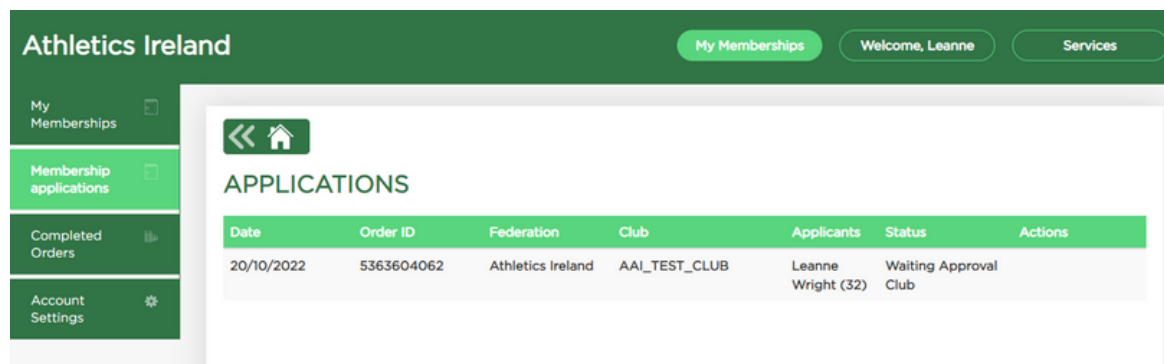
- 13** A message will appear on screen as confirmation that the submission has been sent to the club secretary for review and where to track it's progress.



The screenshot shows a confirmation message titled "ORDER APPROVAL". The text reads: "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](#)."

New Member Online Registration

- 14** Membership submissions will appear in the **Membership Applications** section of your account.



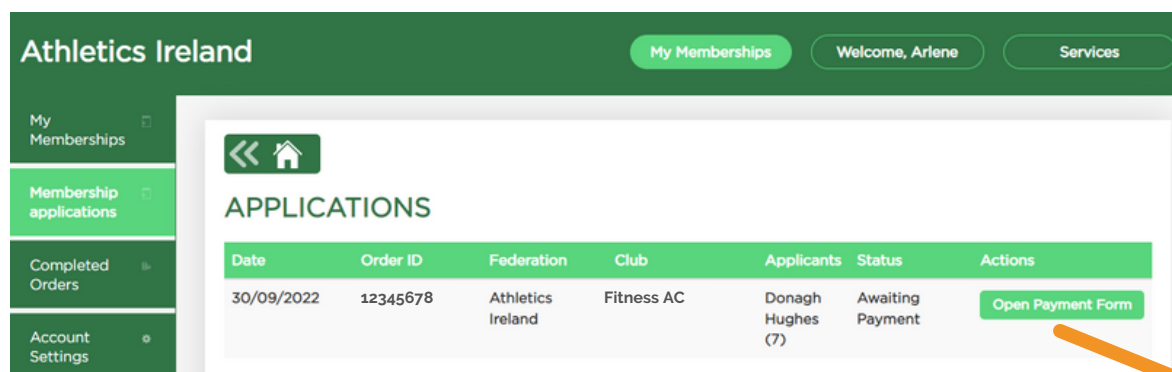
Athletics Ireland My Memberships Welcome, Leanne Services

My Memberships Membership applications Completed Orders Account Settings

APPLICATIONS

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

- 15** Once the membership has been approved, a payment link will be sent automatically via email. This can also be completed through the payment form now visible in **Membership Applications**.



Athletics Ireland My Memberships Welcome, Arlene Services

My Memberships Membership applications Completed Orders Account Settings

APPLICATIONS

Date	Order ID	Federation	Club	Applicants	Status	Actions
30/09/2022	12345678	Athletics Ireland	Fitness AC	Donagh Hughes (7)	Awaiting Payment	Open Payment Form

ORDER SUMMARY

[Go back to cart summary](#)

Order Details				
Name	Order Item	Price	Fee	Actions
Donagh Hughes	Athletics Ireland Juvenile Membership 2022	€15.00	€0.00	
	Individual Juvenile Membership	€5.00	€0.23	
		TOTAL:	€20.23	

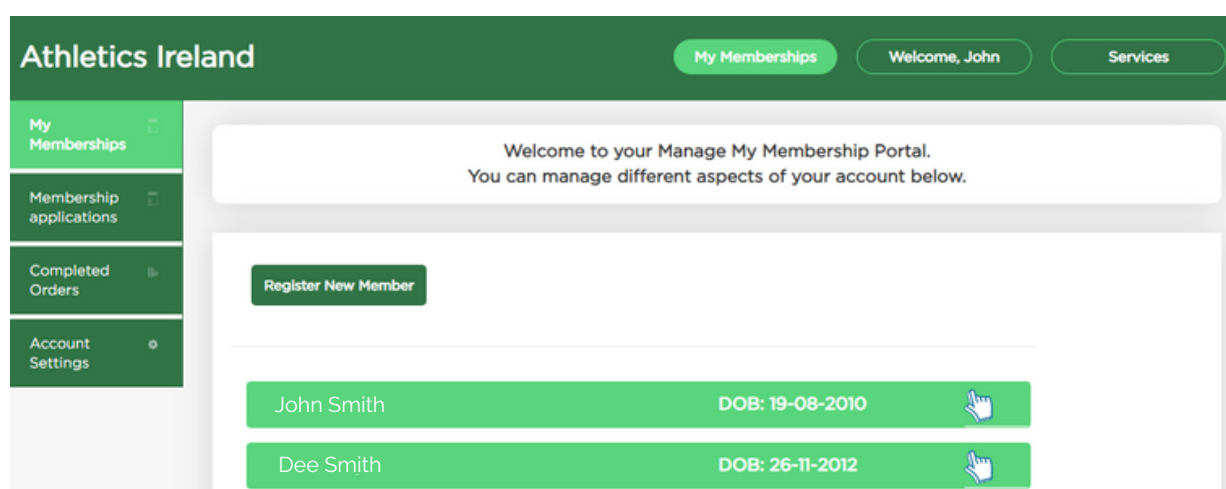
Payment Form

Credit or debit card

PAY €20.23

New Member Online Registration

- 16** Once the payment is complete, the membership will appear in the **My Memberships** section. If there are multiple memberships, these will also appear.



- 17** By clicking into the membership this will pull up your full membership details, as well as your membership profile that is fully editable.

