Club Administrator Help Sheet
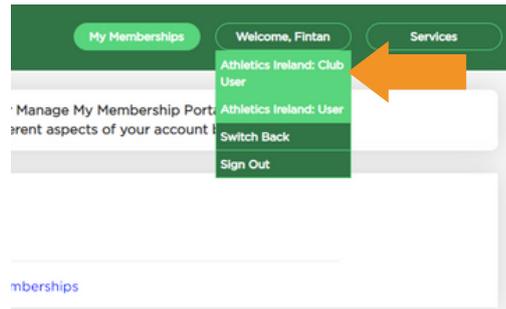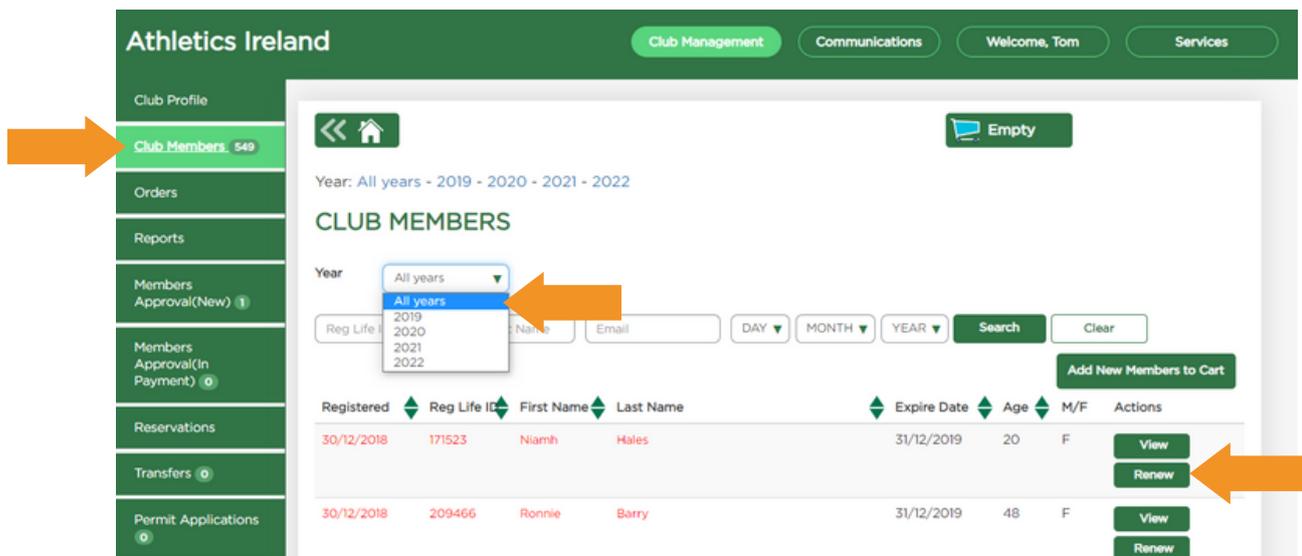
Renewing Memberships

Athletics Ireland

1 Log into Athletics Ireland membership system <u>HERE</u>

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

3 Click on Club Members

4 Select ALL YEARS from the top of the page and the athletes that are highlighted in Red

5 You can renew these athletes by selecting renew.

6 Select the membership and either proceed to check out and pay or send the payment to the athlete.