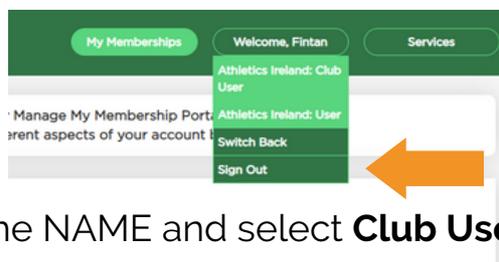


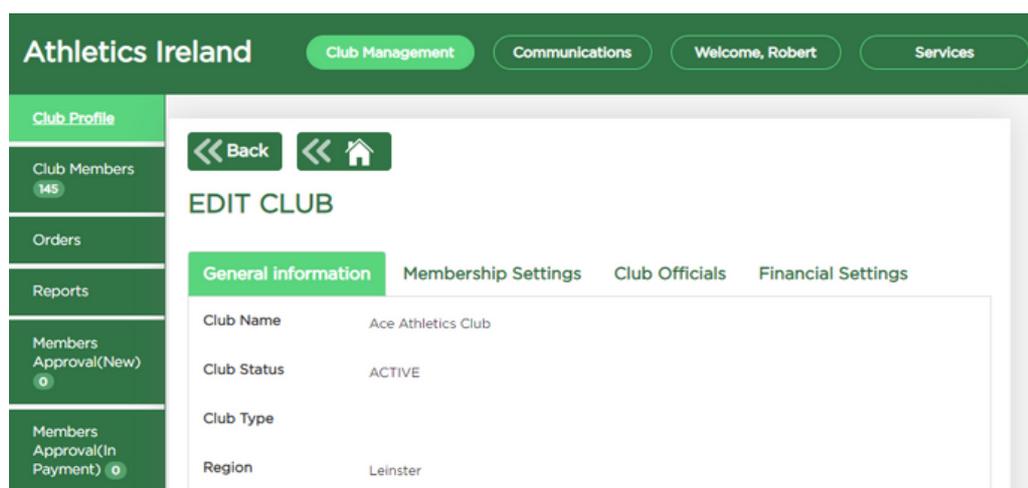
New Member Online Registration

- 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**



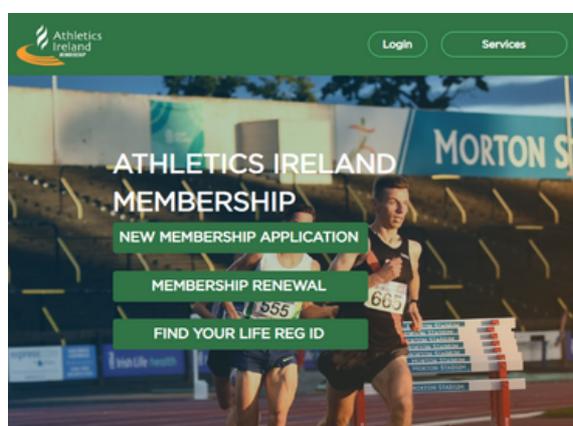
- 4 Scroll down and selected **Club Public Page**. This is the link that you can use on your club website/Facebook etc for people to register or renew their membership online themselves.

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	<input type="checkbox"/>



New Member Online Registration

- 1 To become a member of an Athletics Ireland Club, you can do so by going to the clubs website/social media or by visiting membership.athleticsireland.ie
- 2 From membership.athleticsireland.ie click on New Membership Application



- 3 From here you will be prompted to set up a new Athletics Ireland account. if you already have an account, skip to step number 5.

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.

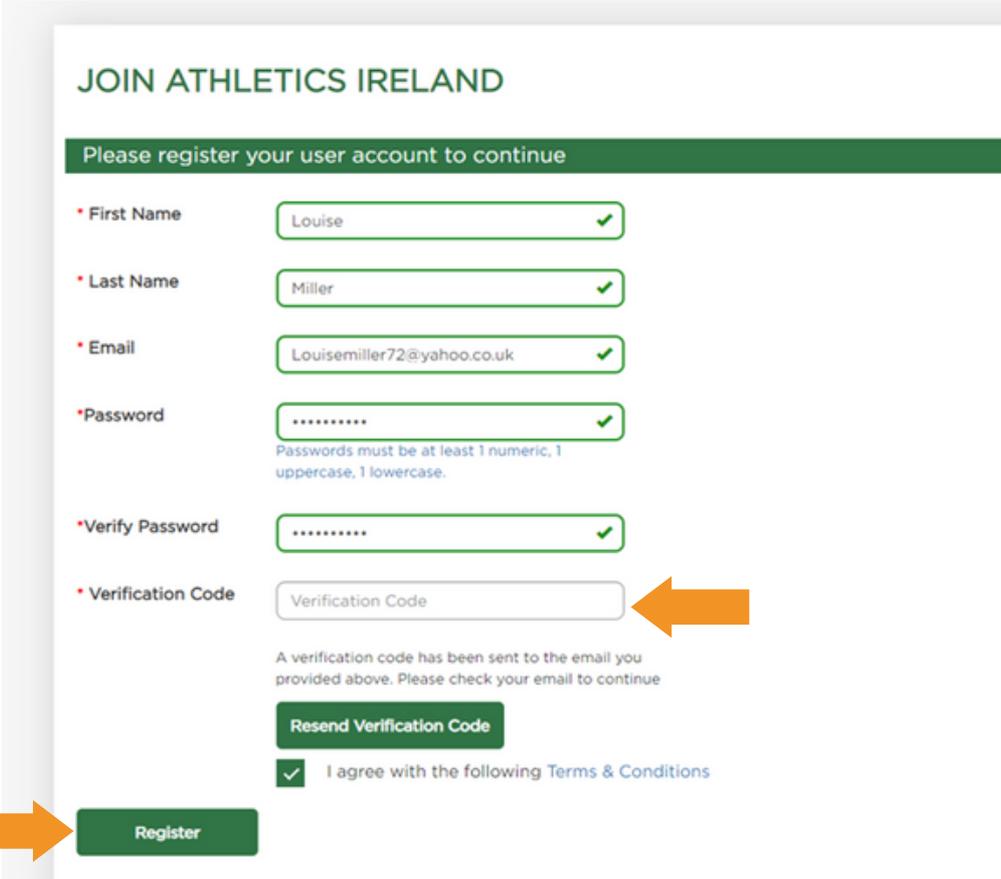
* Verify Password

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

Proceed

New Member Online Registration

- 4** 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: Louise ✓
- Last Name: Miller ✓
- Email: Louismiller72@yahoo.co.uk ✓
- Password: ✓
Passwords must be at least 1 numeric, 1 uppercase, 1 lowercase.
- Verify Password: ✓
- Verification Code: Verification Code ←

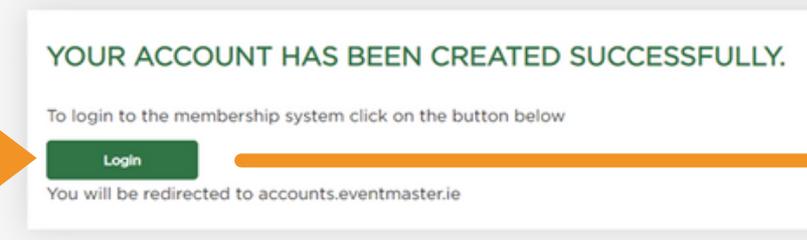
A verification code has been sent to the email you provided above. Please check your email to continue

[Resend Verification Code](#)

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

Register →

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

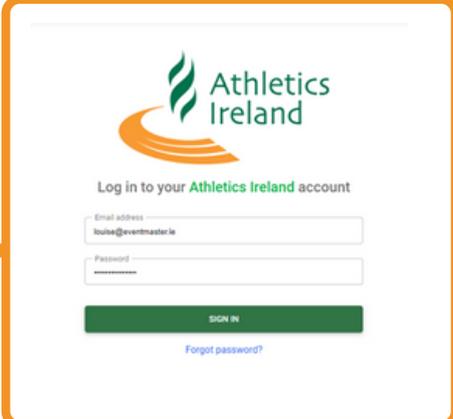


YOUR ACCOUNT HAS BEEN CREATED SUCCESSFULLY.

To login to the membership system click on the button below

Login →

You will be redirected to accounts.eventmaster.ie



Athletics Ireland

Log in to your Athletics Ireland account

Email address: Louise@eventmaster.ie

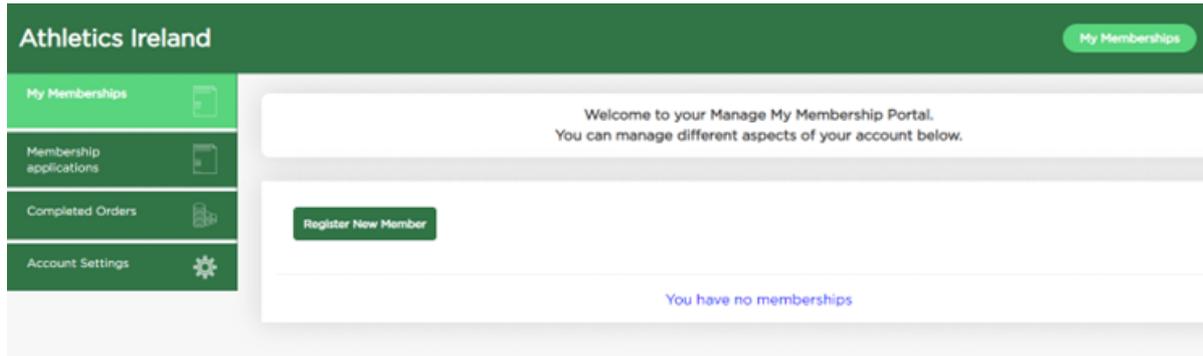
Password:

SIGN IN

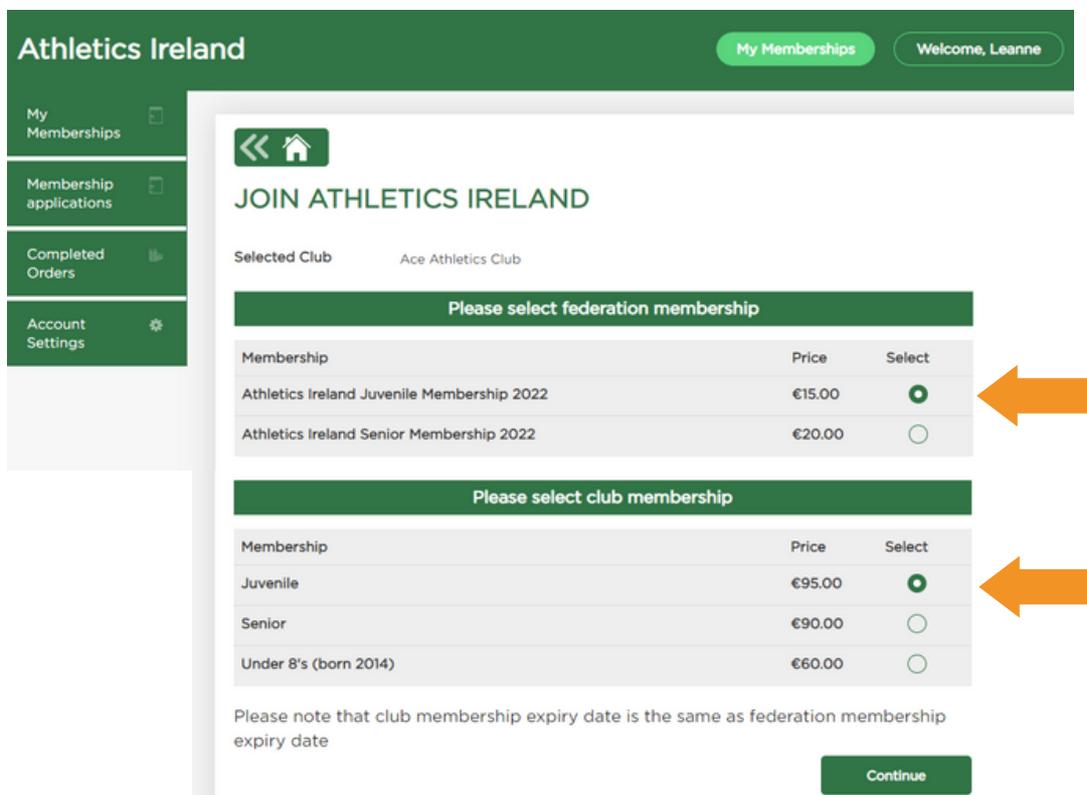
[Forgot password?](#)

New Member Online Registration

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

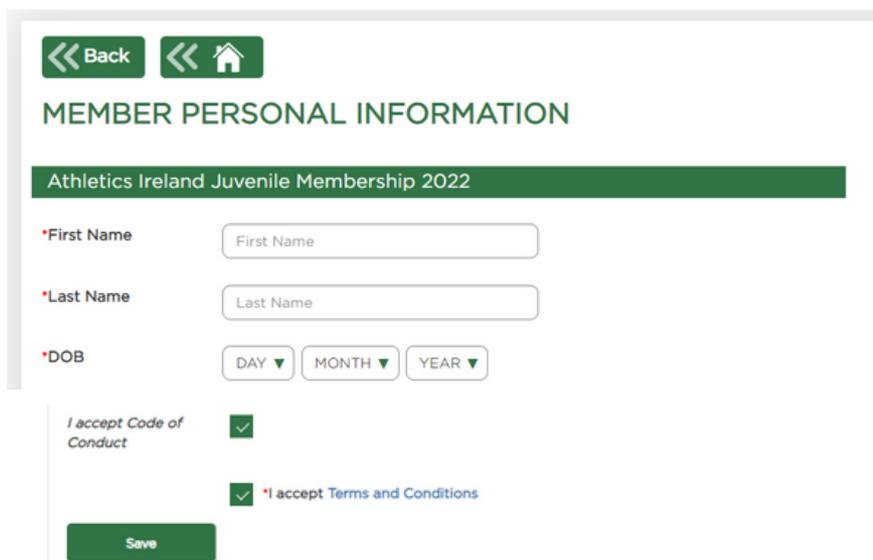


- 7** One item from both Federation Level Membership and Club Membership options should be selected. Then click **Continue**.

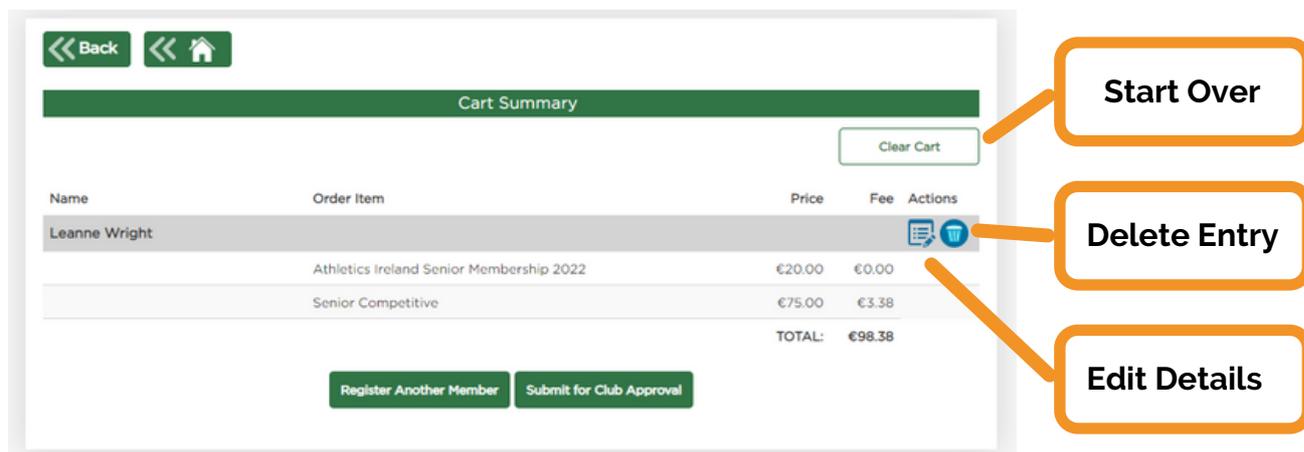


New Member Online Registration

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

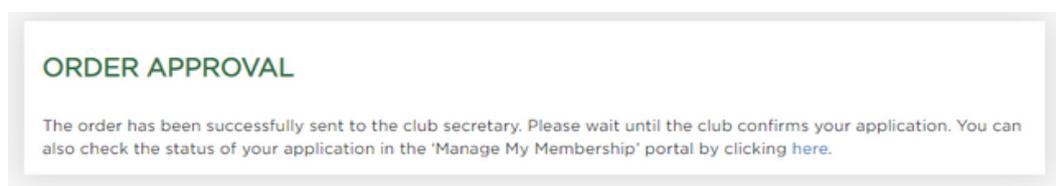


9 After all the required information is added for that membership application is added, there is an option to add another member or submit for club approval.



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		

10 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.

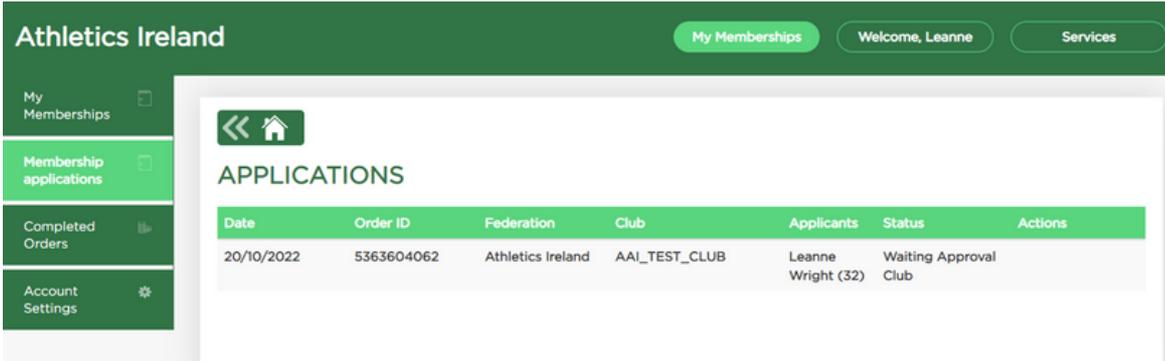


ORDER APPROVAL

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](#).

New Member Online Registration

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



Athletics Ireland

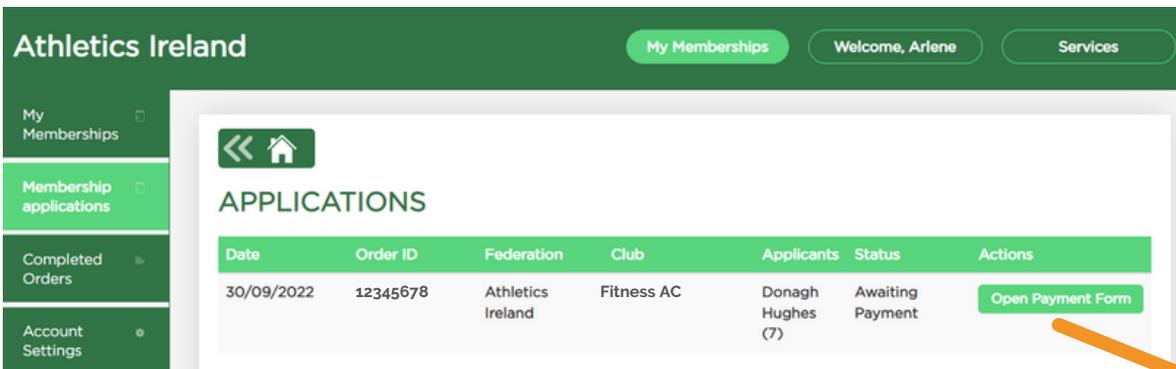
My Memberships | Welcome, Leanne | Services

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	

- 12** 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**.



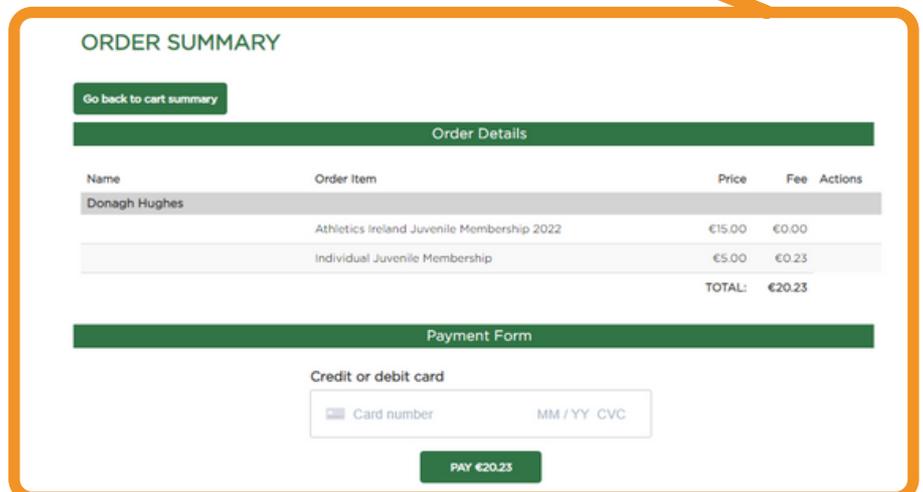
Athletics Ireland

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

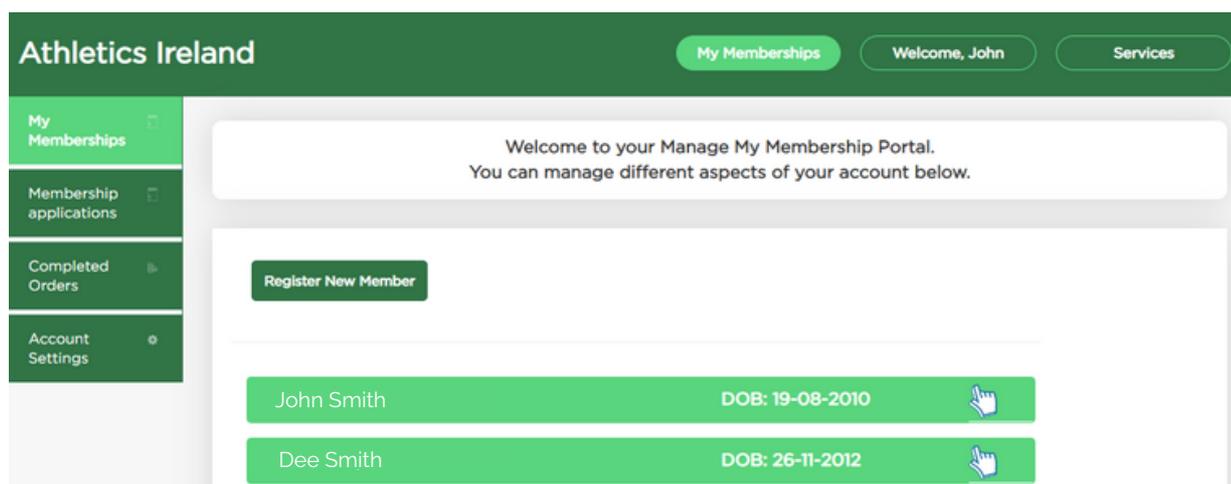
Credit or debit card

Card number MM / YY CVC

[PAY €20.23](#)

New Member Online Registration

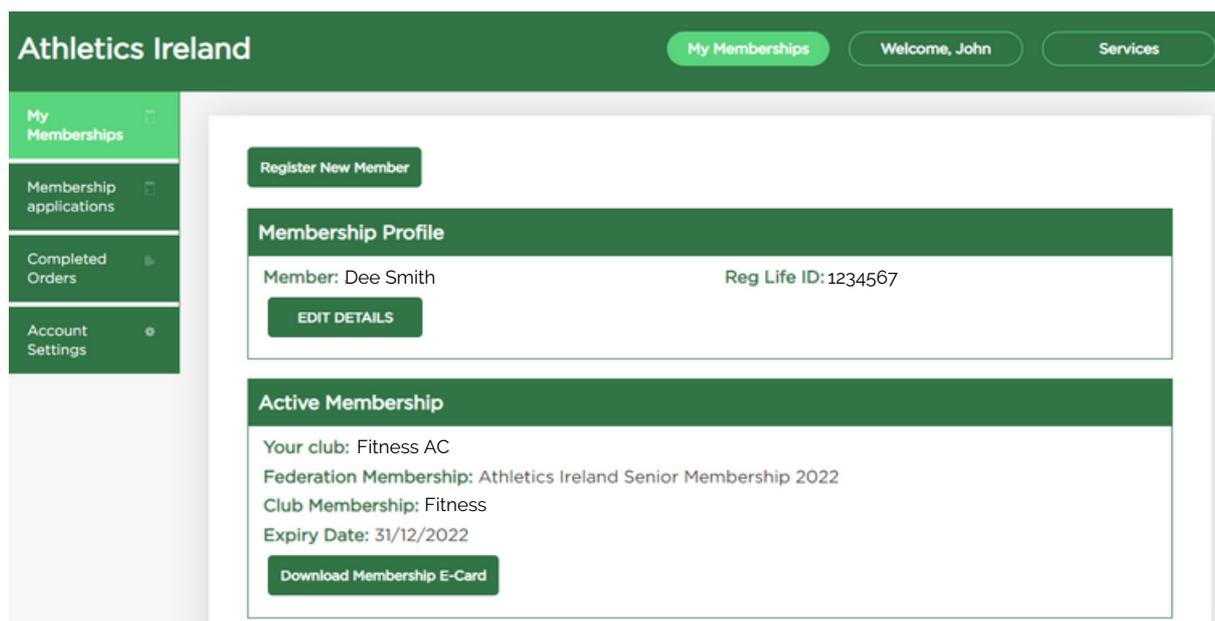
- 13** Once the payment is complete, the membership will appear in the **My Memberships** section. If there are multiple memberships, these will also appear.



The screenshot shows the Athletics Ireland user interface. At the top, there is a navigation bar with 'Athletics Ireland' on the left, 'My Memberships' in the center, and 'Welcome, John' and 'Services' on the right. A left-hand sidebar contains menu items: 'My Memberships' (highlighted), 'Membership applications', 'Completed Orders', and 'Account Settings'. The main content area displays a welcome message: 'Welcome to your Manage My Membership Portal. You can manage different aspects of your account below.' Below this is a 'Register New Member' button. A list of memberships is shown as green horizontal bars with the following details:

Member Name	DOB	Action
John Smith	19-08-2010	[Hand cursor icon]
Dee Smith	26-11-2012	[Hand cursor icon]

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



This screenshot shows the detailed view of a membership. The navigation bar and sidebar are identical to the previous screenshot. The main content area features a 'Register New Member' button at the top. Below it is a 'Membership Profile' section with a dark green header. The profile details are:

- Member: Dee Smith
- Reg Life ID: 1234567

An 'EDIT DETAILS' button is located below the profile information. The next section is 'Active Membership', also with a dark green header. The details are:

- Your club: Fitness AC
- Federation Membership: Athletics Ireland Senior Membership 2022
- Club Membership: Fitness
- Expiry Date: 31/12/2022

A 'Download Membership E-Card' button is positioned at the bottom of the active membership section.