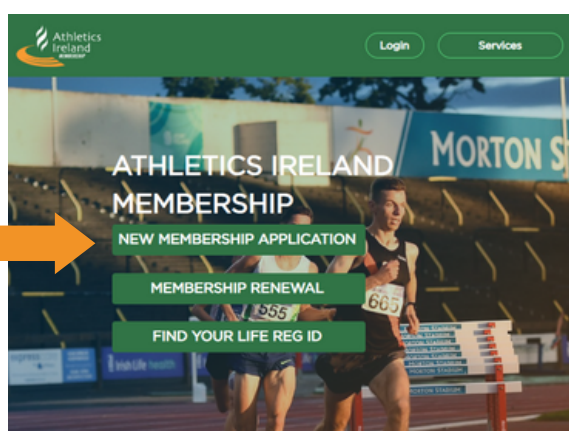


New Member Online Registration

- 1 To become a member of an Athletics Ireland Club, you can do so 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.

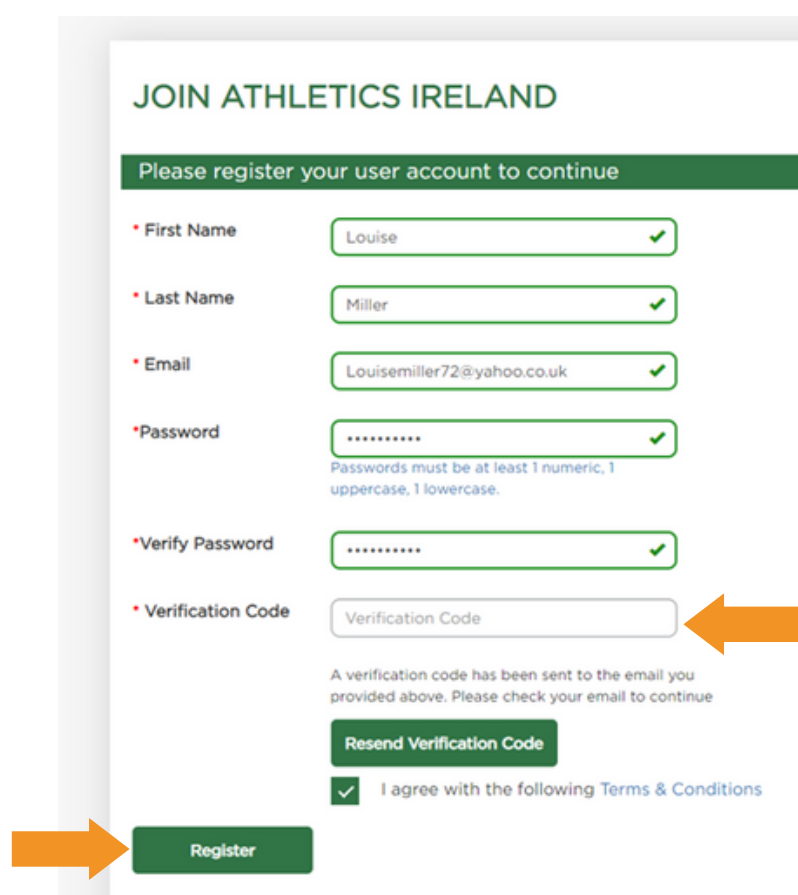
* Verify Password

☐ 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 ✓

* Last Name ✓

* Email ✓

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

* Verify Password ✓

* Verification Code ←

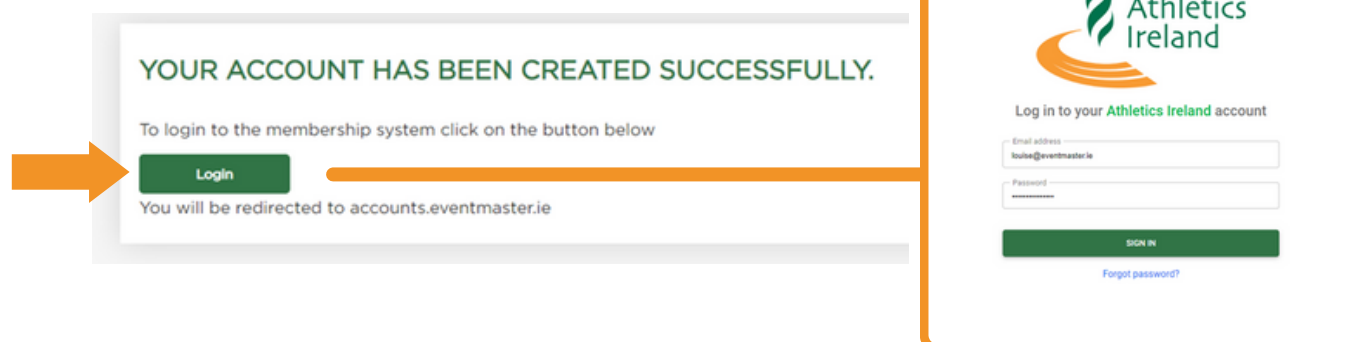
A verification code has been sent to the email you provided above. Please check your email to continue

[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



Log in to your Athletics Ireland account

Email address

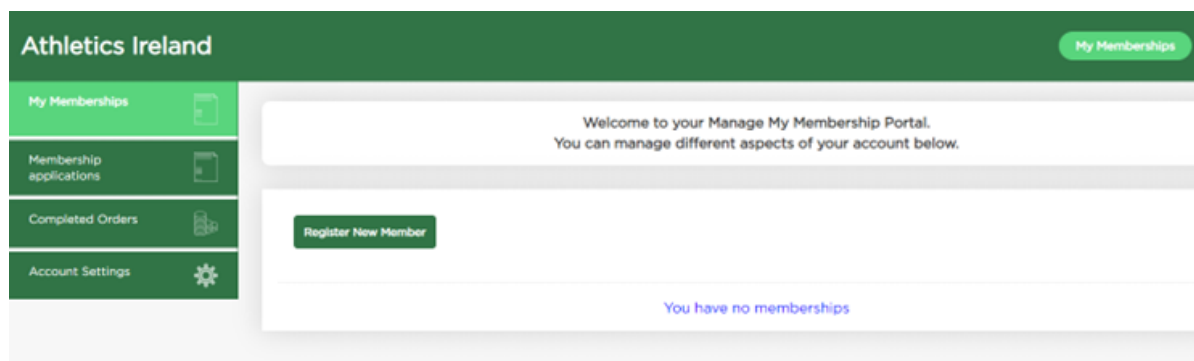
Password

[SIGN IN](#)

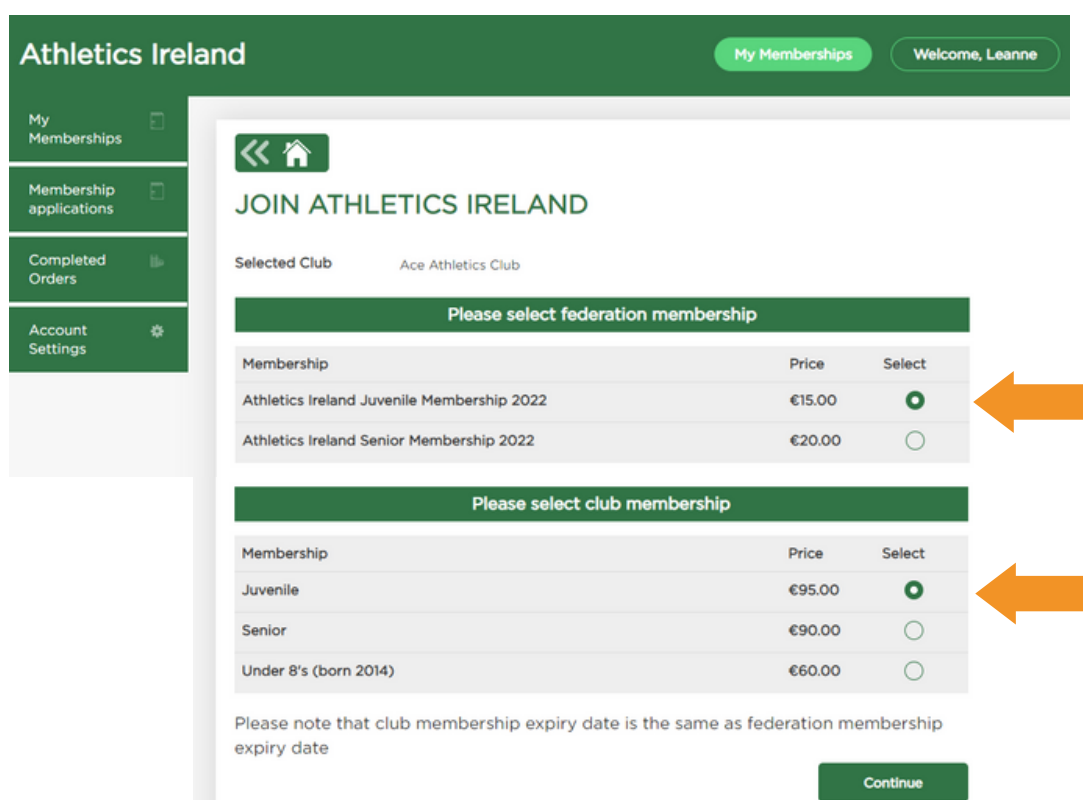
[Forgot password?](#)

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**.



JOIN ATHLETICS IRELAND

Welcome, Leanne

Selected Club: Ace Athletics Club

Please select federation membership

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

Please select club membership

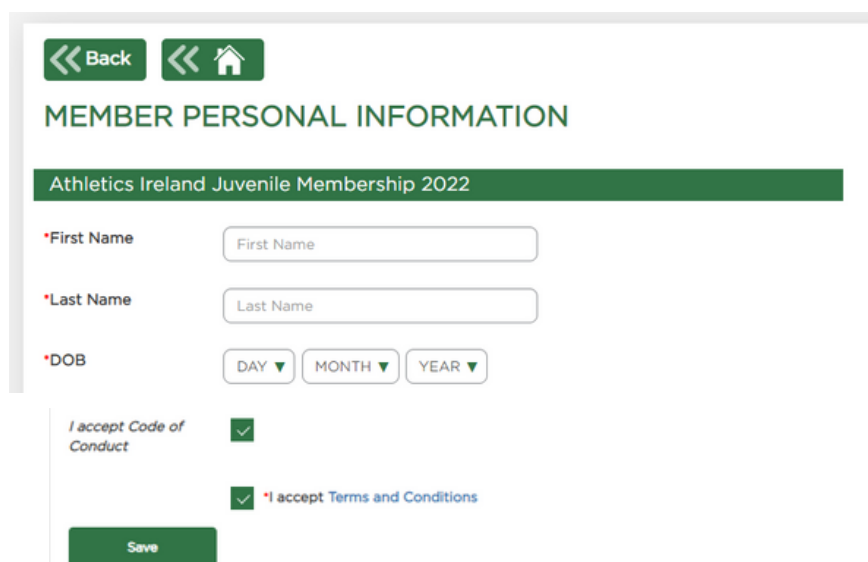
Membership	Price	Select
Juvenile	€95.00	<input checked="" type="radio"/>
Senior	€90.00	<input type="radio"/>
Under 8's (born 2014)	€60.00	<input type="radio"/>

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

Continue

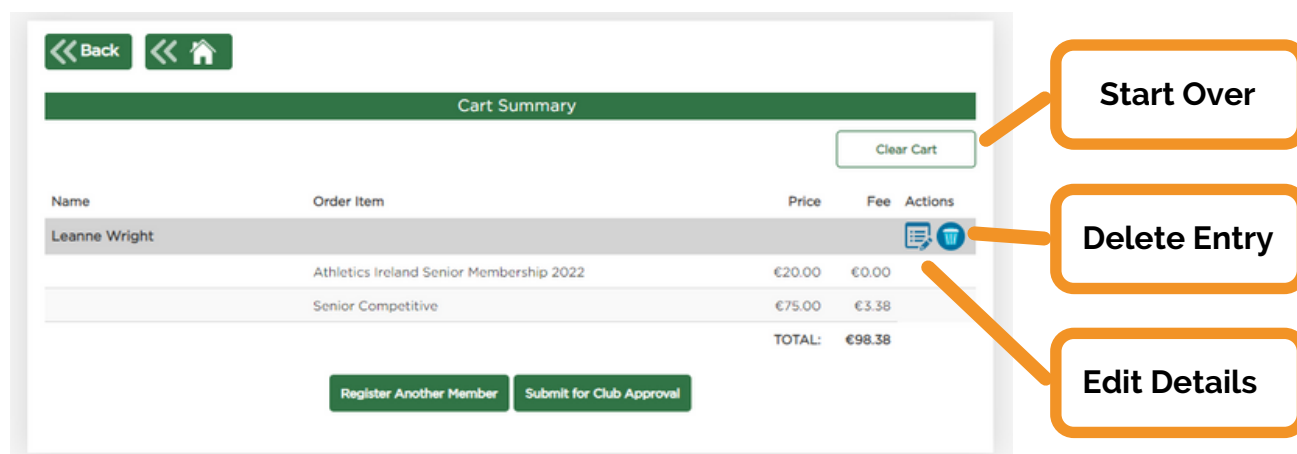
New Member Online Registration

- 8 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 left 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" (checked) and "I accept Terms and Conditions" (checked). A green "Save" button is at the bottom.

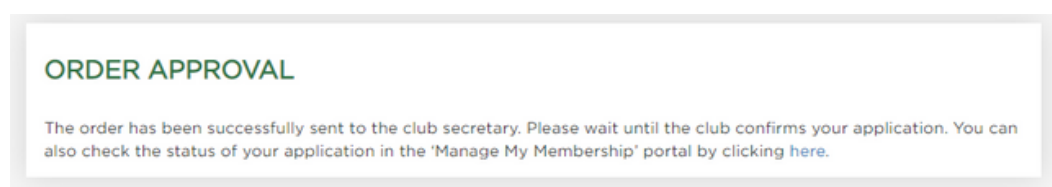
- 9 After all the required information is added for that membership application is added, there is an option to add another member or submit for club approval.



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. Callouts point to the "Clear Cart" button (labeled "Start Over"), the "Actions" column (labeled "Delete Entry"), and the "Actions" column (labeled "Edit Details"). At the bottom are "Register Another Member" and "Submit for Club Approval" buttons.

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		

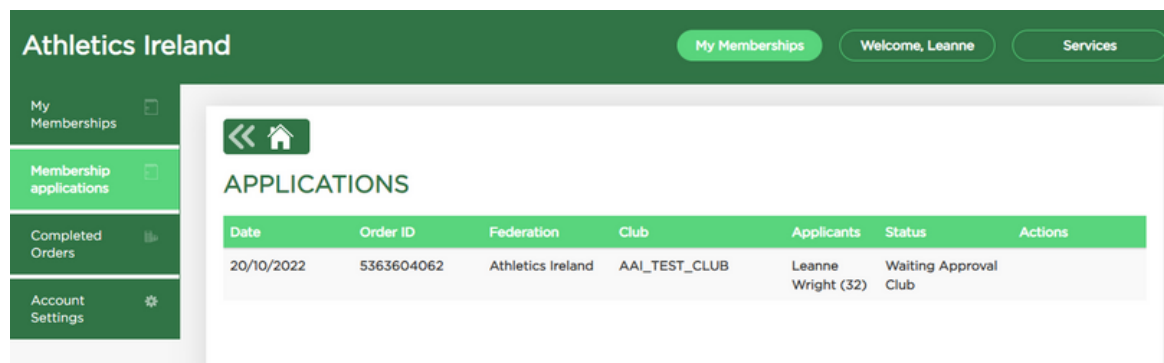
- 10 A message will appear on screen as confirmation that the submission has been sent to the club secretary for review and where to track it's progress.



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

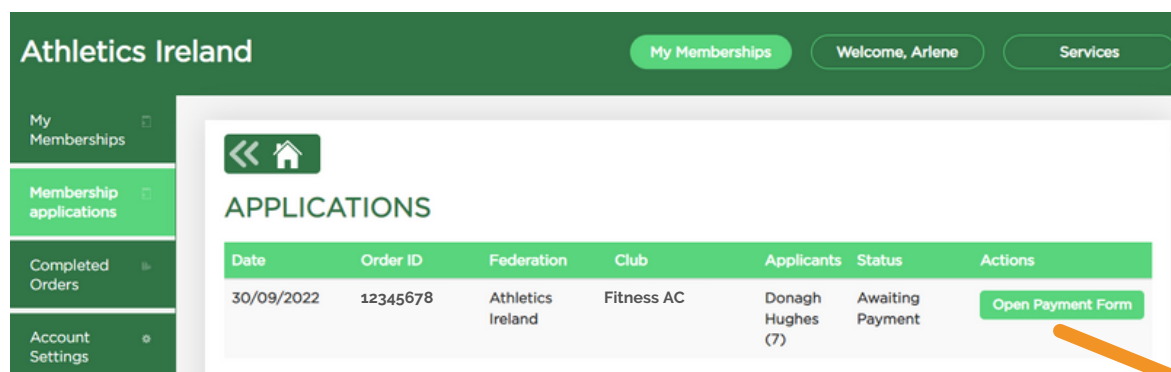
- 11** Membership submissions will appear in the **Membership Applications** section of your account.



The screenshot shows the 'My Memberships' page with a sidebar on the left containing links for 'My Memberships', 'Membership applications', 'Completed Orders', and 'Account Settings'. The main content area is titled 'APPLICATIONS' and features a table with the following data:

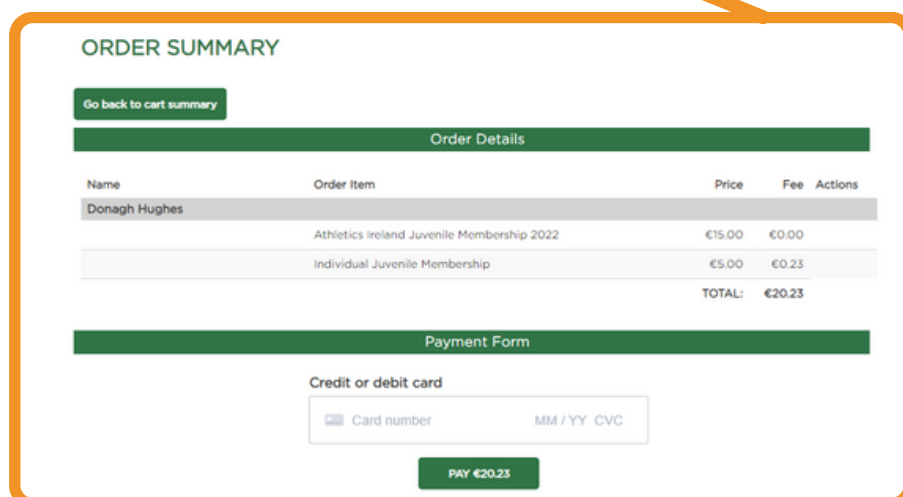
Date	Order ID	Federation	Club	Applicants	Status	Actions
20/10/2022	5363604062	Athletics Ireland	AAI_TEST_CLUB	Leanne Wright (32)	Waiting Approval Club	

- 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**.



The screenshot shows the 'My Memberships' page with a sidebar on the left. The main content area is titled 'APPLICATIONS' and features a table with the following data:

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



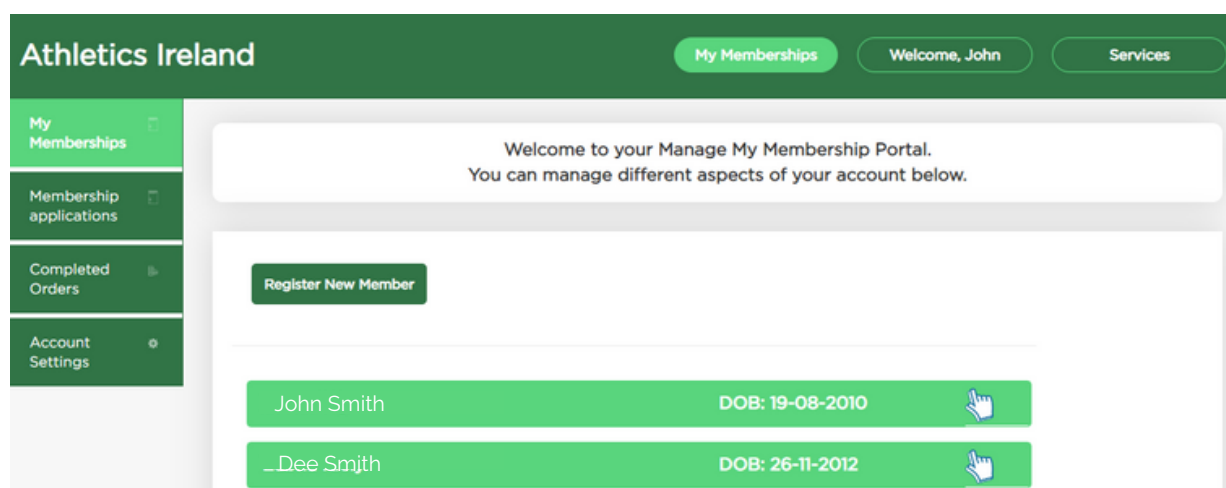
The screenshot shows the 'ORDER SUMMARY' page with a sidebar on the left containing links for 'Go back to cart summary', 'Order Details', 'Payment Form', and 'Credit or debit card'. The main content area is titled 'ORDER SUMMARY' and features a table with the following data:

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	

Below the table is a 'Payment Form' section with a 'Credit or debit card' option. It includes a 'Card number' field, a 'MM / YY CVC' field, and a 'PAY €20.23' button.

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.



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

