



Season 2008/2009 Registration Instructions

Registering a Family of Existing members

Start from the Collingwood Little Athletics Registration Page..

Go to the link to the **clubsonline** registration portal shown on the page:

https://www.clubsonline.com.au/registrationclubportal/index.cfm?fuseaction=display_main&orgid=1370

Click on the “Family Membership” button

You use this button for both new and existing members.
Unfortunately many of the screens will display the words “New Registration”, however you can ignore this and continue on!



You will follow the New Registration Steps.

The first step is to Select the Centre – Collingwood Little Athletics Club

You will also have to select the club which is of the same name.

Your screen should appear as below.

Home	New Registration
Login	
Username & Password	
New Registration	
VLAA Home	
Contact Us	
<hr/>	
Centre: ▾	Collingwood Little Athletics Club ▾
Club: ▾	Collingwood Little Athletics Club ▾
Next >>	

Click the **Next >>** button

Scroll down the page until you can see the Family Registration with the number of children you want to register.

Click the **Next >>** button

You will then be able to see a Member button for each family member (up to the number you selected.)

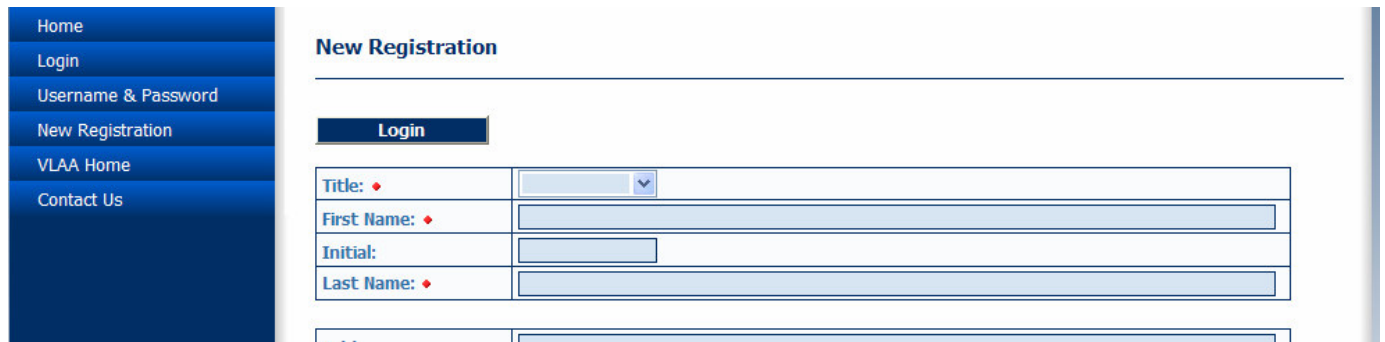
New Registration
<hr/>
Each member must be completed.
Member 1
Member 1:
Member 2
Member 2:

Click the **Member 1** button

Decide which age group your child will be in for the Summer competition.
Click on the correct age group and then choose **Next >>**.

Read the Privacy statement and waiver carefully, and tick the boxes indicating that you have read and agree to abide by them. Enter the name of the parent/guardian who is authorizing the registration.
Then click **Next >>**.

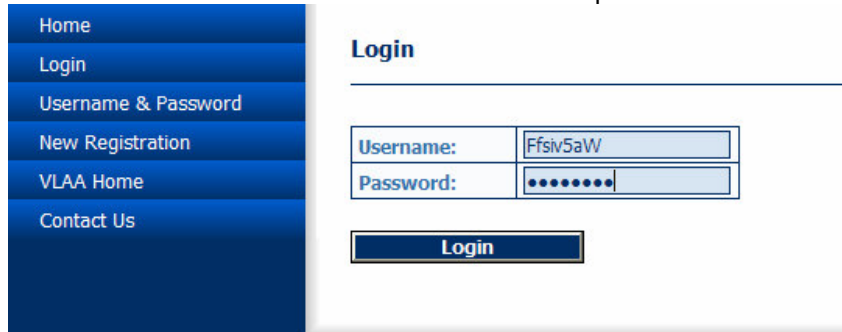
Even though the heading of the page displays New Registration Member 1 continue but do not complete the details of the child being registered, as they are already in the database. You only need to load them in.



Click the **Login** button.

You will need to know the login and password for each of your children, these can be retrieved from the username and password button at the left of the screen.

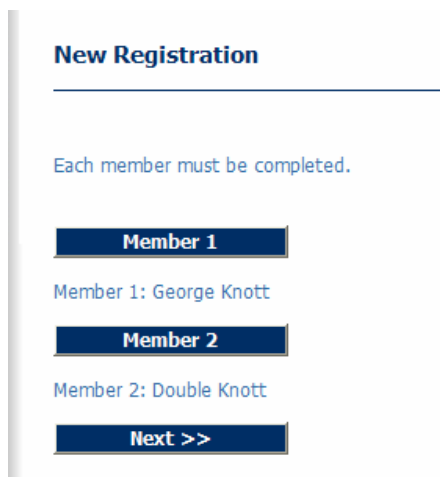
Enter the Username and Password in the boxes provided.



Click the **Login** button.

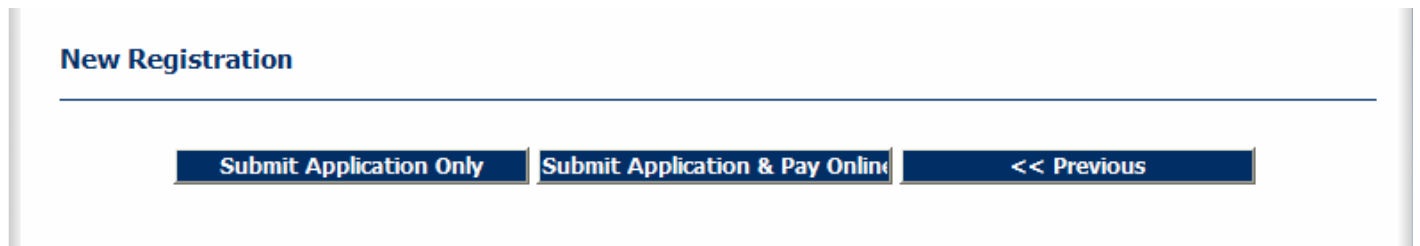
Check the details and then click the **Update** button.

Now repeat for the second child, (and third, etc.) until you have updated all of family members.
If you wish to add a new child instead of logging in, add their details and click update.



Then click **Next** >>.

The final step in the process is to submit the application and/or pay online.



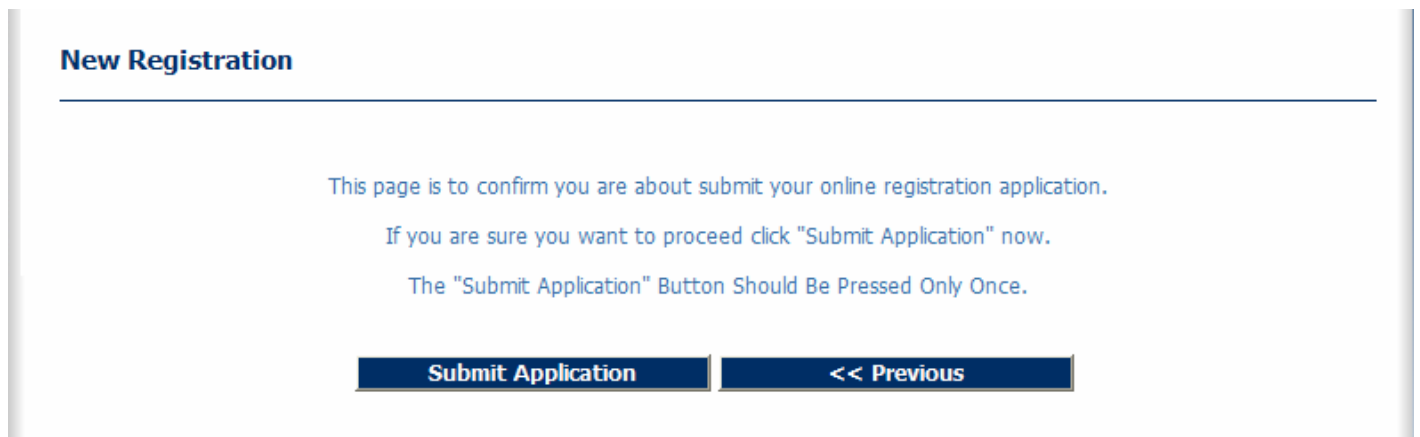
**CURRENTLY COLLINGWOOD IS REQUESTING THAT YOU DO NOT PAY ONLINE
PLEASE SUBMIT APPLICATION ONLY.**

Clicking Previous will take you back to the previous page and allow you to make any changes to your application.

By selecting "**Submit Application Only**" the application will be considered as pending until payment is made. Your children will not be able to compete until payment has been finalized. You can pay by cash or cheque on the first competition day you attend, remember to bring a copy of the invoice from this application.

An email will be received indicating the successful payment. Please print this and provide it to the Centre registrar of your Centre.

You will need to confirm your submission.
Click on the **Submit Application** button



You will then be able to print your invoice to bring to the registrations desk at the club.

To submit and pay by credit card for the registration click the "Submit Application and Pay Online" enter your credit card details (Visa, Mastercard and Bankcard are accepted) and submit the payment. Ensure the final submit button is pressed only once. Double clicking will charge your card twice.
The transaction will appear under IMG eCommerce on your credit card statement.