

## ONLINE REGISTRATION INSTRUCTIONS

(PRINT and READ THESE INSTRUCTIONS BEFORE YOU REGISTER ONLINE)

### ***Renew your registration***

(Use this if you are re-registering with Cherrybrook Athletics centre whether you have one or more athletes in the same family. You can include new family members if you choose the family membership fees.)

1. Click on “Renew your membership”
2. Login using one of the usernames and passwords of the children you wish to renew.
3. Click “Login”
4. You will then be in the member’s home screen, showing their name and any other family members that are linked to them.
5. Click on registration renewal on the top tool bar.
6. **DO NOT SELECT INDIVIDUAL AGE GROUPS AT THIS STAGE IF YOU WANT TO REGISTER AS A FAMILY AND GET THE FAMILY DISCOUNT.**
7. Scroll down and select “Family Membership – 2 members” (or “3 members” etc)
8. If you are only re-registering one athlete then do select the appropriate age group.
9. Click “Next” at the bottom of the page.
10. Click on “Check details” for Member 1, choose the relevant age group then click Next at bottom of page.
11. Tick the four boxes for the Parent/Guardian Declaration, Volunteer/Student declaration, Reminder and Information to Parents, type in your name at the bottom then click Next.
12. At this stage you will have a page with the currently held information on, or a page with empty boxes to complete if the member is new.
13. Make sure ALL fields are filled out and checked, including your email address. **NOTE: if you are re-registering, make sure you change the registration type from “New Registration” to “Re-registration” in the mandatory fields** and also add a year to the number of years that you have done Little Athletics.
14. For those in the U12 – U17 there is a section to select the ANSW (seniors) club that you wish to dual with.
15. Click “Next” then click on the relevant button to enter the next member’s details – either selecting a name from the drop down box of linked members or the enter details button. Once again select the correct age group for the member & work through the steps as per the first member. When you get to the member information page, with all the boxes, you can then login to the member using their username & password - if you were not able to select them from the linked members box - or you can just complete the boxes if they are new.
16. When all members are done, click Next
17. Click the appropriate button for how you wish to continue:  
“Submit Application Only” in order to pay at the registration days  
“Submit Application & pay online” to pay now using credit card.

**Please note** that if you wish to pay by credit card, this will need to be done by an online payment, as there are no credit card facilities available on registration days.

18. Print your invoice/receipt.
19. Go back to the Little Athletics Registration section of [www.cherrybrookathletics.org.au](http://www.cherrybrookathletics.org.au), scroll down the Registration Instructions, print the 3 forms to sign and bring them along **with your invoice/receipt** to one of the registration days. They will also hopefully be on the front page of the website.

## **Join - New members**

(Use this only if you are registering new members only – whether 1 or a whole family, as long as they have never registered with any Little Athletics club at all before)

1. Click on “Join -New Members”.
2. Select Cherrybrook for both centre and club
3. Click Next
4. Choose the relevant membership. Click Next
5. If selecting a family membership then you will need to click on the enter details for member 1 button and then select the appropriate age group for that member.
6. Tick the four boxes for the Parent/Guardian Declaration, Volunteer/Student declaration; Reminder and Information to Parents, type in your name at the bottom then click Next.
7. Complete all the details for the member with the appropriate information.
8. If doing a family membership you will then need to repeat the steps for the remaining members.
9. After entering all the details for the final member click “next”
10. Click the appropriate button for how you wish to continue:  
“Submit Application Only” in order to pay at the registration days.  
“Submit Application & pay online” to pay now using credit card.

Please note that if you wish to pay by credit card, this will need to be done by an online payment, as there are no credit card facilities available on registration days.

11. Print your invoice/receipt.
12. Go back to the Registration section of [www.cherrybrookathletics.org.au](http://www.cherrybrookathletics.org.au), Go into the Little Athletics section & scroll down the Registration Instructions to print the 3 forms to sign and bring them along **with your invoice/receipt** to one of the registration days.  
These forms may also be on the front page of the website.

## **Changing centre?**

(Use this only if you wish to transfer from another club to Cherrybrook .

This will then bring up a contact information page where you can enter your details & request to change from the centre you are currently with - or were previously with if it was a few years ago - to Cherrybrook.

Once you have received confirmation that your membership has been transferred to Cherrybrook you can then use the “Renew your membership” button and follow through the steps for that.