

**ONLINE REGISTRATION INSTRUCTIONS**  
**(PRINT THESE INSTRUCTIONS BEFORE YOU REGISTER ONLINE)**

**Family Registrations** (Use this if you are registering more than one athlete in the same family, regardless of whether they are a New or Re-registration)

1. Click on "Family Membership"
2. Select Centre then Club from the drop-list (both Cherrybrook)
3. Click "Next"
4. **DO NOT SELECT INDIVIDUAL AGE GROUPS AT THIS STAGE**
5. Scroll down past the age groups and select "Family Membership – 2 members" (or "3 members" etc)
6. Click "Next"
7. You can then choose the applicable age group for 1 member at a time as a new registration.
8. Click on Member 1, choose the relevant age group then click Next at bottom of page.
9. Tick the boxes for both the Parent/Guardian Declaration and Information to Parents, type in your name at the bottom then click Next.
10. At this stage you will have a page with empty boxes to fill out. If you are new to the club, fill out all boxes. If you are re-registering, retrieve your existing details by clicking on the blue LOGIN button just above "Title". If you don't know your login details, click on "Username and Password" in the menu on the left hand side of the screen. The Association will send you an email with your username and password.
11. 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.**
12. Click "Update" then choose the next relevant age group from the list and repeat the process until all family members are completed.
13. When all members are done, click Next
14. Submit your application (with or without payment). 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. There is **NO SURCHARGE FOR CREDIT CARD (ONLINE) PAYMENTS**. Both manual and online registrations are the same price.
15. Print your invoice/receipt.
16. Go back to the "How to Register" section of [www.cherrybrookathletics.org.au](http://www.cherrybrookathletics.org.au), scroll down to Step 3 of the Registration Instructions, print the 3 forms to sign and bring them along **with your invoice** to one of the registration days.

**New Registrations** (Use this if you are registering **only 1 athlete** and have not registered with any Little Athletics club at all before)

1. Click on “New Members” and follow the prompts.
2. Choose the relevant age group. Click Next
3. Tick the boxes for both the Parent/Guardian Declaration and Information to Parents, type in your name at the bottom, click Next.
4. Fill out all details, follow the prompts
5. Submit your application (with or without payment). 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. There is **NO SURCHARGE FOR CREDIT CARD (ONLINE) PAYMENTS**. Both manual and online registrations are the same price.
6. Print your invoice/receipt.
7. Go back to the “How to Register” section of [www.cherrybrookathletics.org.au](http://www.cherrybrookathletics.org.au), scroll down to Step 3 of the Registration Instructions, print the 3 forms to sign and bring them along **with your invoice** to one of the registration days.

**Re-registrations** (Use this if you are registering **only 1 athlete** and have registered before. If you were registered with a different club before, please contact the LAANSW on 9633-4511 before registering so they can update your club details.)

1. Click on “Existing Members”. Under LOGIN, type in your username and password.
2. If you don’t know your login details, click on “Forgotten Password”. The Association will send you an email with your username and password.
3. If you want to change you username and password, login, then click on “Members Area” in the menu to change them.
4. Click “Registration Renewal”, choose the relevant age group, and click Next.
5. Tick the boxes for both the Parent/Guardian Declaration and Information to Parents, type in your name at the bottom then click Next.
6. Check all details, especially the parent contact details and email address.
7. Click Next.
8. Submit your application (with or without payment). 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. There is **NO SURCHARGE FOR CREDIT CARD (ONLINE) PAYMENTS**. Both manual and online registrations are the same price.
9. Print your invoice/receipt.
10. Go back to the “How to Register” section of [www.cherrybrookathletics.org.au](http://www.cherrybrookathletics.org.au), scroll down to Step 3 of the Registration Instructions, print the 3 forms to sign and bring them along **with your invoice** to one of the registration days.