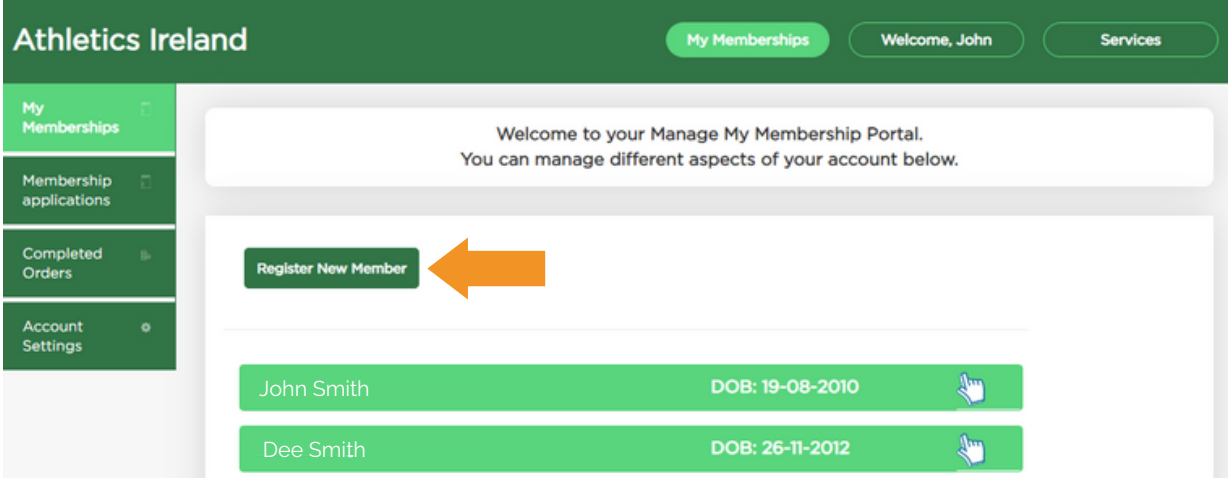


## Add a New Membership to your account

- 1 Log into Athletics Ireland membership system [HERE](#)
- 2 On the left hand side on the top of the screen you will see **My Memberships**. Click on **Register New Member**



Athletics Ireland

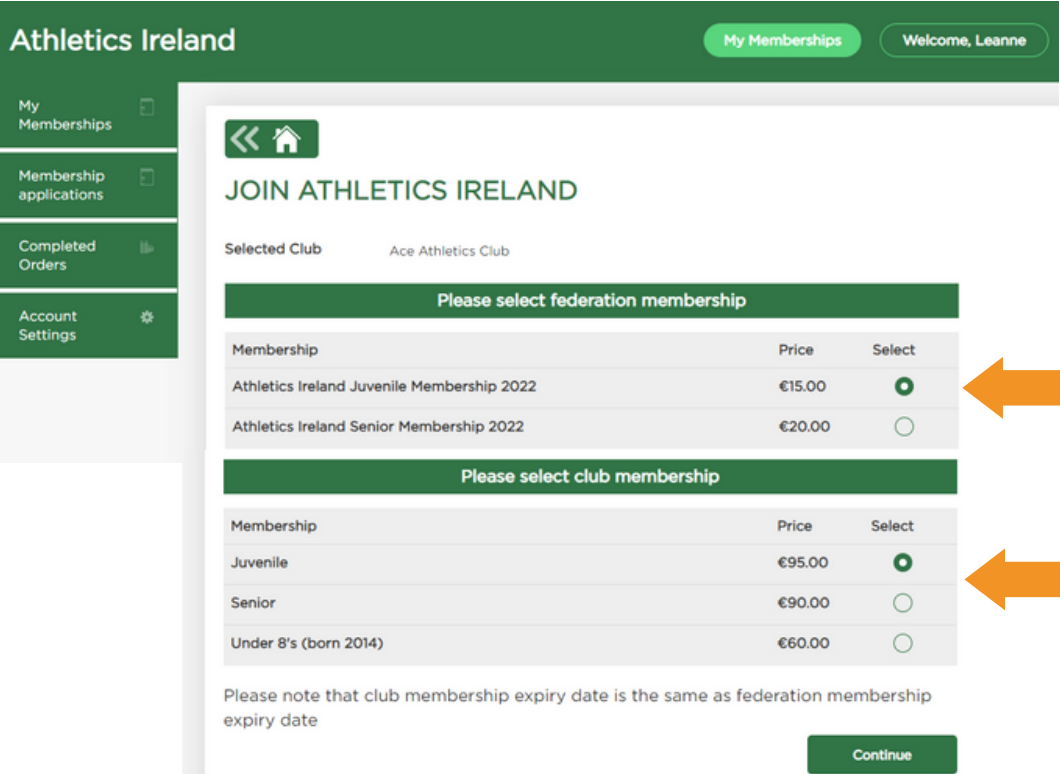
My Memberships Welcome, John Services

Welcome to your Manage My Membership Portal.  
You can manage different aspects of your account below.

Register New Member

John Smith	DOB: 19-08-2010	
Dee Smith	DOB: 26-11-2012	

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



Athletics Ireland

My Memberships Welcome, Leanne

JOIN ATHLETICS IRELAND

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

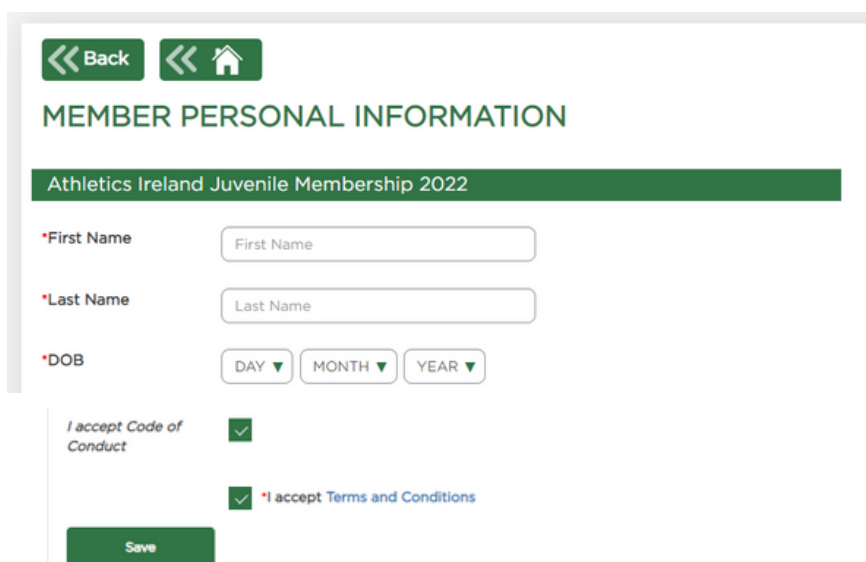
Membership	Price	Select
Juvenile	€95.00	<input checked="" type="radio"/>
Senior	€90.00	<input type="radio"/>
Under 8's (born 2014)	€60.00	<input type="radio"/>

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

Continue

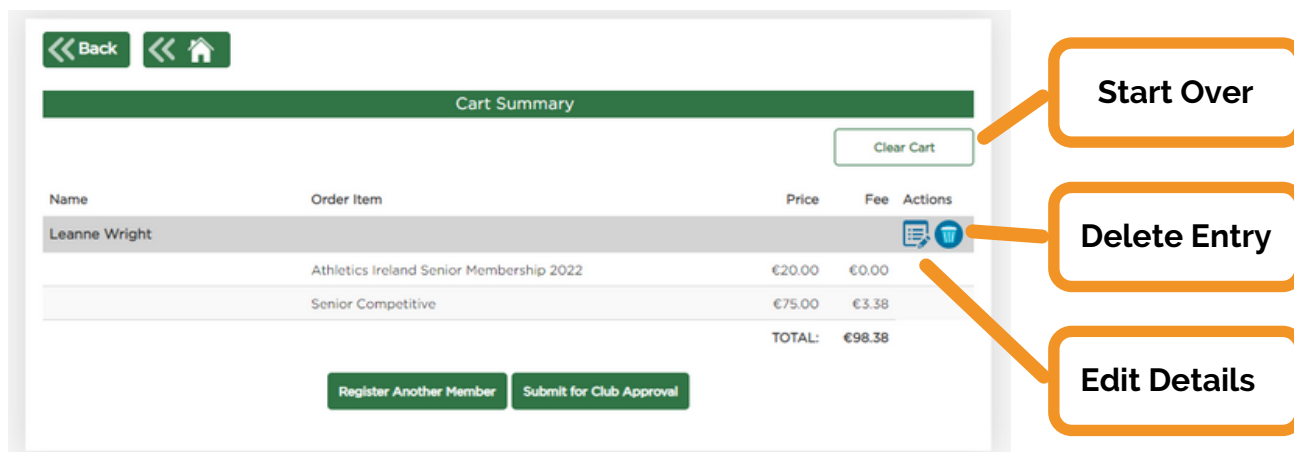
## Add a New Membership to your account

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



The screenshot shows a form titled "MEMBER PERSONAL INFORMATION" for "Athletics Ireland Juvenile Membership 2022". It includes fields for "First Name", "Last Name", and "DOB" (with dropdowns for DAY, MONTH, and YEAR). There are two checkboxes: "I accept Code of Conduct" and "I accept Terms and Conditions", both of which are checked. A green "Save" button is located at the bottom left of the form.

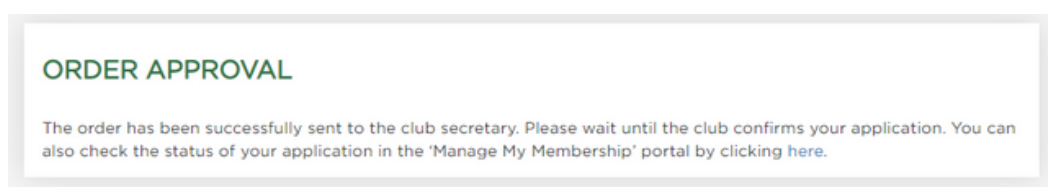
- 5** After all the required information is added for that membership application is added, there is an option to add another member or submit for club approval.



The screenshot shows a "Cart Summary" page with a table of items. A "Clear Cart" button is at the top right. The table lists items for "Leanne Wright", including "Athletics Ireland Senior Membership 2022" and "Senior Competitive". At the bottom, there are buttons for "Register Another Member" and "Submit for Club Approval". Three callout boxes on the right point to the "Clear Cart" button (labeled "Start Over"), the "Actions" column (labeled "Delete Entry"), and the "Senior Competitive" row (labeled "Edit Details").

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	
		<b>TOTAL:</b>	<b>€98.38</b>	

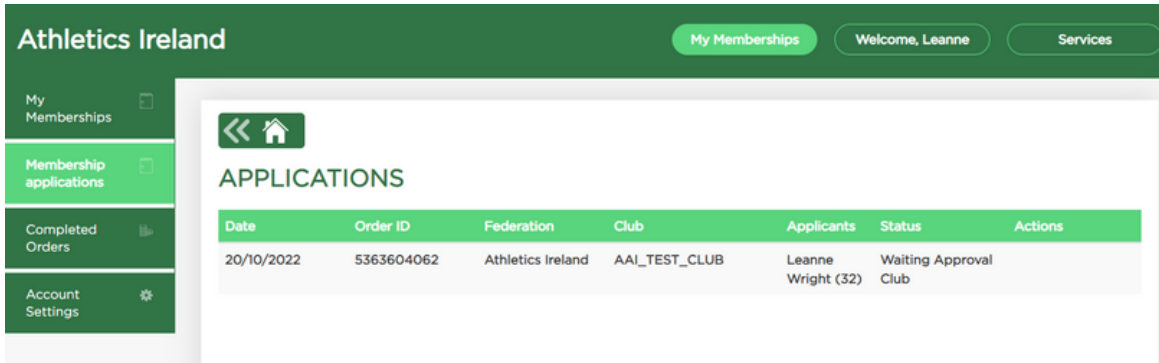
- 6** A message will appear on screen as confirmation that the submission has been sent to the club secretary for review and where to track it's progress.



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](#)."

## Add a New Membership to your account

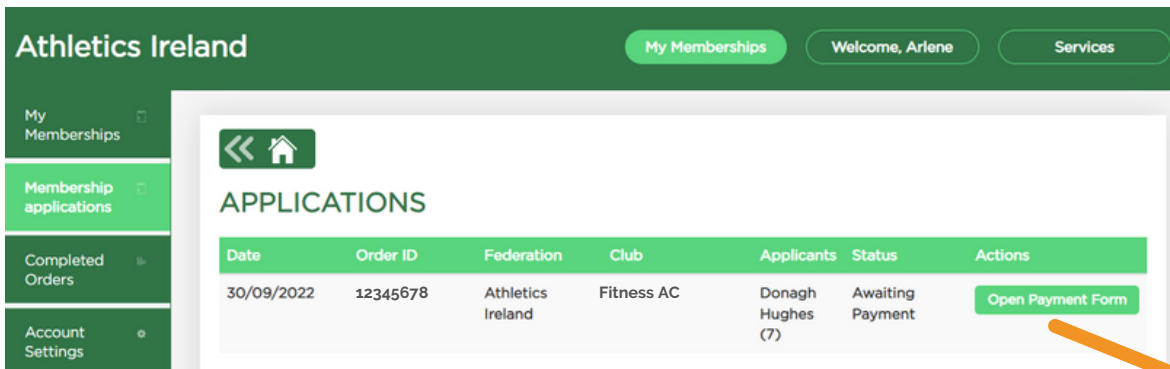
- 7** Membership submissions will appear in the **Membership Applications** section of your account.



The screenshot shows the Athletics Ireland user interface. The top navigation bar includes 'Athletics Ireland', 'My Memberships', 'Welcome, Leanne', and 'Services'. A sidebar on the left contains 'My Memberships', 'Membership applications', 'Completed Orders', and 'Account Settings'. The main content area is titled 'APPLICATIONS' and features a table with the following data:

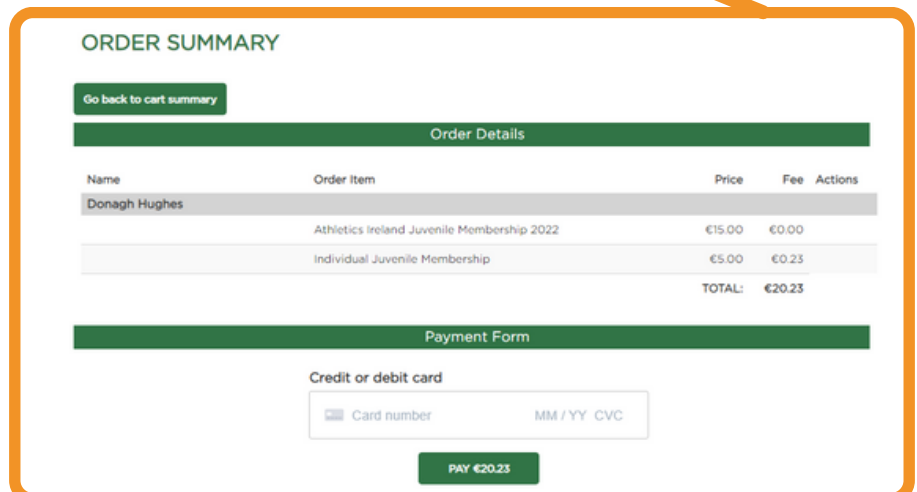
Date	Order ID	Federation	Club	Applicants	Status	Actions
20/10/2022	5363604062	Athletics Ireland	AAI_TEST_CLUB	Leanne Wright (32)	Waiting Approval Club	

- 8** 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 Athletics Ireland user interface. The top navigation bar includes 'Athletics Ireland', 'My Memberships', 'Welcome, Arlene', and 'Services'. A sidebar on the left contains '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
30/09/2022	12345678	Athletics Ireland	Fitness AC	Donagh Hughes (7)	Awaiting Payment	<a href="#">Open Payment Form</a>



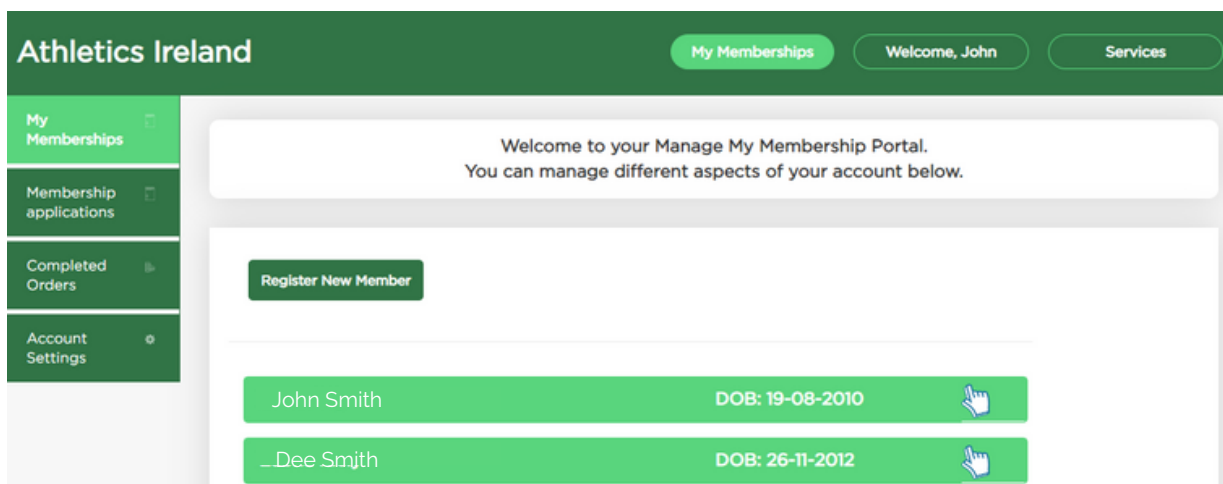
The screenshot shows the 'ORDER SUMMARY' page. It includes a 'Go back to cart summary' link and a table with the following data:

Name	Order Item	Price	Fee	Actions
Donagh Hughes	Athletics Ireland Juvenile Membership 2022	€15.00	€0.00	
	Individual Juvenile Membership	€5.00	€0.23	
		<b>TOTAL:</b>	<b>€20.23</b>	

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

## Add a New Membership to your account

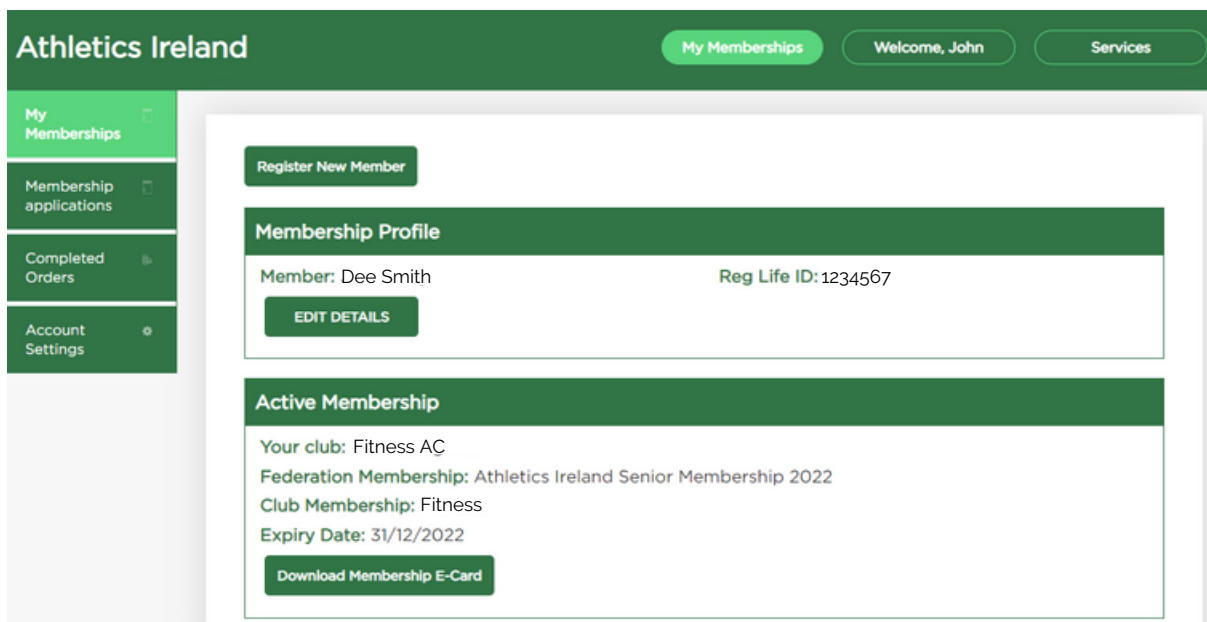
- 9 Once the payment is complete, the membership will appear in the **My Memberships** section. If there are multiple memberships, these will also appear.



The screenshot shows the Athletics Ireland user interface. At the top, there's a navigation bar with 'Athletics Ireland', 'My Memberships', 'Welcome, John', and 'Services'. A left sidebar contains 'My Memberships', '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 and a list of two memberships:

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

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



The screenshot shows the Athletics Ireland user interface with the 'My Memberships' section selected. The main content area displays detailed information for a membership:

**Register New Member**

**Membership Profile**

Member: Dee Smith      Reg Life ID: 1234567

**EDIT DETAILS**

**Active Membership**

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

**Download Membership E-Card**