

Registering an athlete on Club Manager



1. [Click the registration link on the club website.](#)
2. A new window will open that looks like the below.

Returning Athlete

First Name

Last Name

Day of Birth

Month of Birth

Next

New Family

Family Name

Parent 1

First Name

Last Name

Phone

Email

Parent 2

First Name

Last Name

Phone

Email

Street

Suburb

State

Next

3. If you have previously registered in 2024 or 2025 for either Track & Field or Cross Country, select the first option “**Returning Athlete**”.

If you are new to Woody Aths or haven't been since before 2024, select the second option “**New Family**”.

4. Complete the fields and click **next**.
5. For **new families** – on the next screen, click **+New Registration**.

Woody Yaloak Athletics Family Information

Please review your family information and edit where changes are required. Then review and edit your athletes.

Please click 'Register For New Season' if the athlete will be returning.

Click '+ New Registration' to add each new athlete that is being registered for the first time.

test

Parent 1

Phone

Email

test test

test

test

Parent 2

Phone

Email

Address

test

test

VIC

Club

Edit Parents

Edit Address

Family ID: 224

New Registration

Registration Fees

Fee Type

Total Fees

No fees set for number of athletes!

\$0

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6. Then complete the fields for your child's details.

For the **date of birth** it is important that the format is entered as **dd.m.yyyy** with the **dots** entered in between the numbers.

Noting that there is a box to tick “**Web Ok**” if you do or do not want the child's name and photo used on the website and social media.

7. Once completed this form, click “**Save**”
8. To add another child, click **+New Registration** and repeat these steps again for each child.
9. For returning athletes, locate your child and click “**Register for New Season**” Their profile will turn green.
10. Repeat this for each of the children you are registering. If you need to register a new child, follow steps 5 – 7.

11. Once all children are entered, click the paypal pay now button.

Registration Fees

Fee Type	Total Fees
Registration fee for 1 athlete	\$30
Total Fees	\$30

Pay Registration Fees

We use PayPal for registration fee payments.

Please note that your athletes are not registered until you have paid your fees.

Invoice: VIC-3139-Registrations-9-1-2023-04-05_19-55-45



12. You will be redirected to the paypal screen to process the payment which finalises the registration.
13. Your registration is now complete.