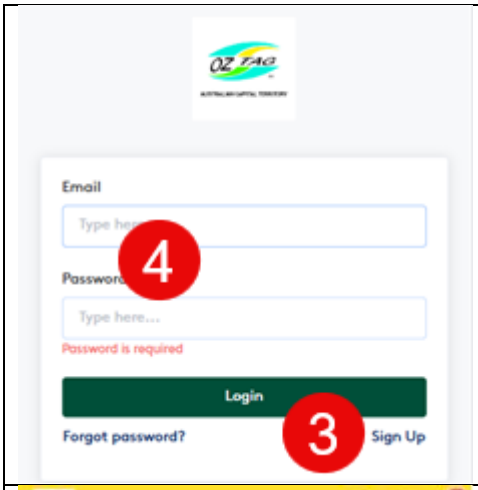
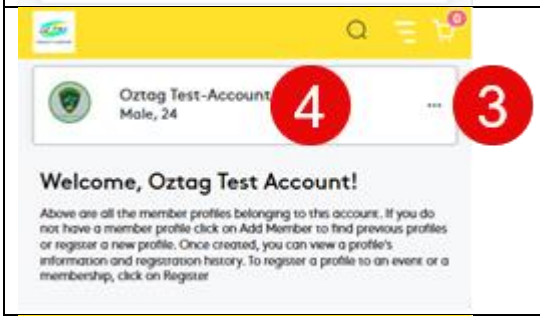
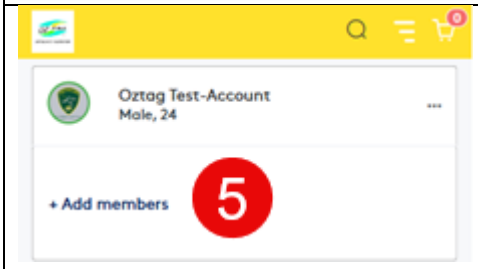
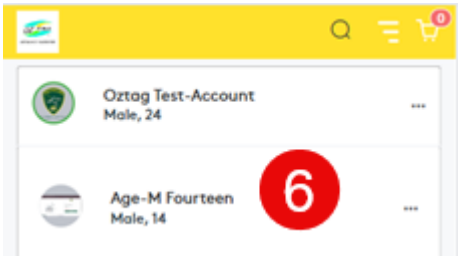
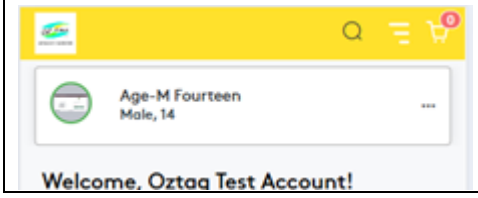
ACT - Joining a Team

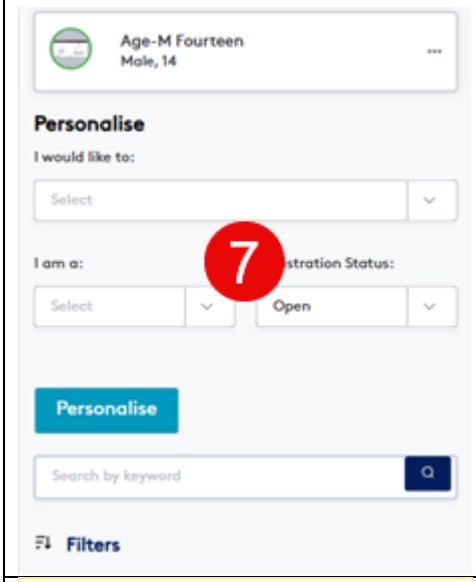
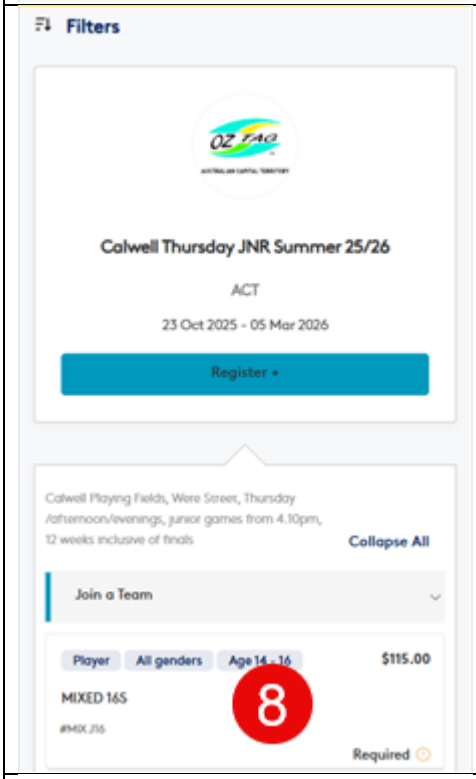
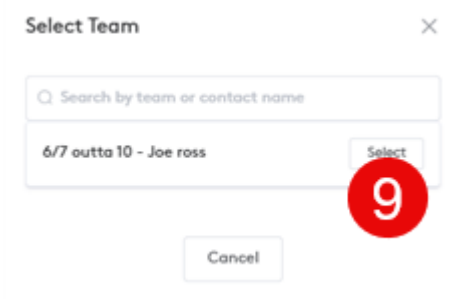
If you are joining a team, use the **TEAM REGISTRATION LINK** that your Team Delegate will have.

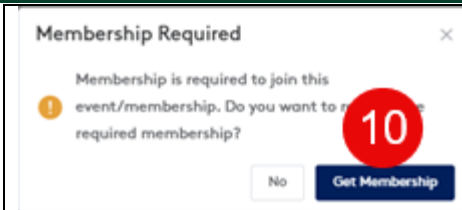
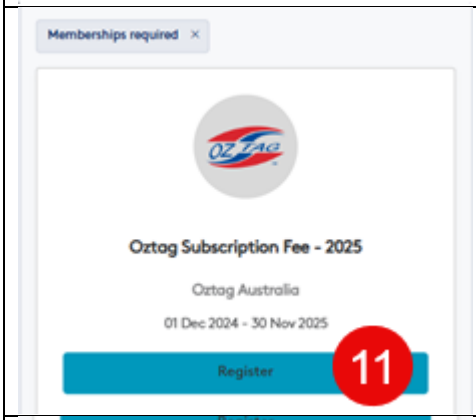
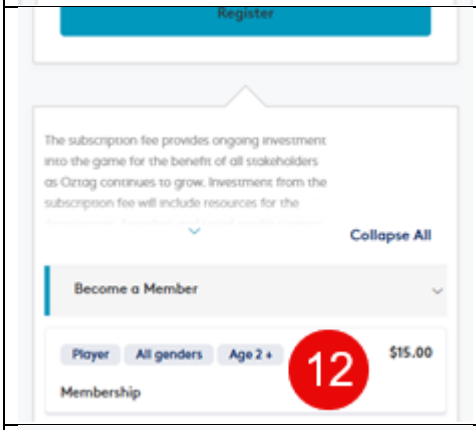
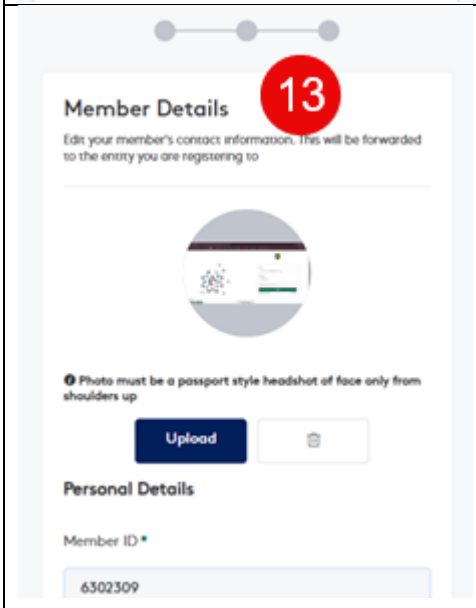
<table>
<tr>
<td> 
</td>
<td>1. Click Sign Up to create an account
OR
2. Login with your existing email address and password</td>
</tr>
<tr>
<td> 
</td>
<td>3. Click the three dots and then View Details to access your Profile and make updates
4. Click on this Area to see profiles linked to your account and to Add new members (children, partners etc) to your account.</td>
</tr>
<tr>
<td> 

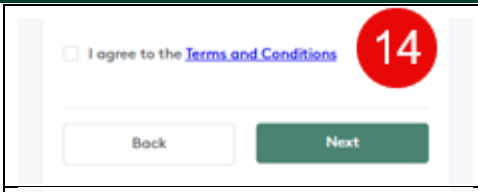
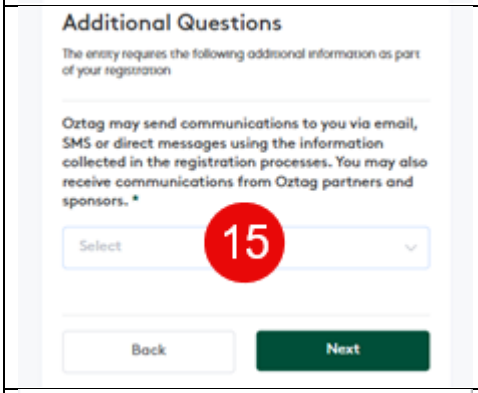
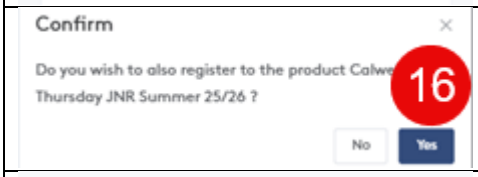
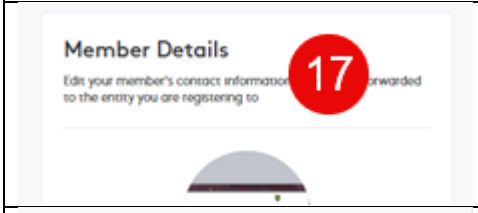
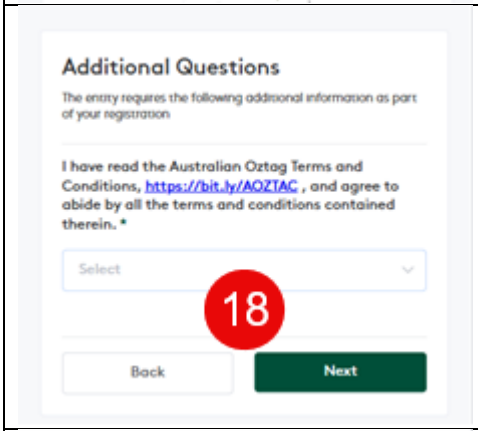
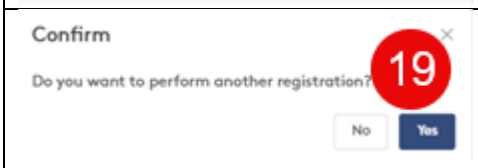
 

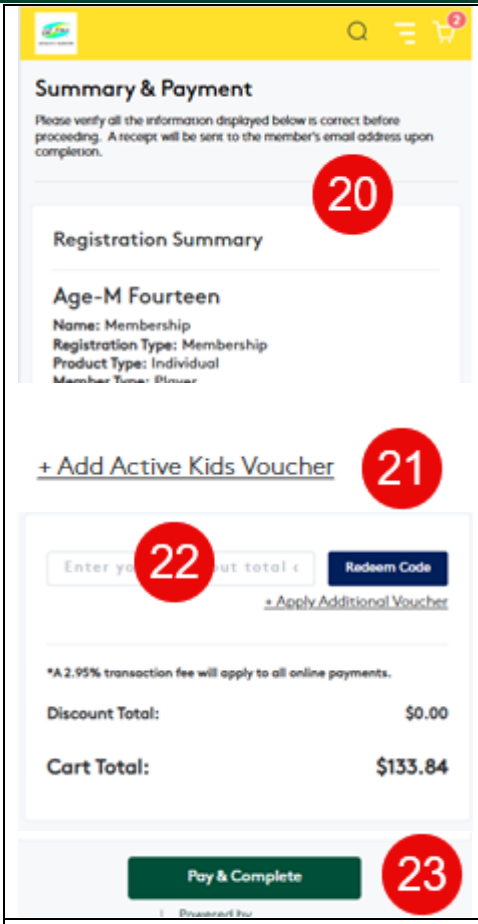
 
</td>
<td>Parents with children
Click on the area as per Step 4 above
5. Click + Add Members and complete the required information

6. Once the child is in the list click on them to make them the member to register. Their name will then appear at top of screen.</td>
</tr>
</table>

	7. As you scroll down the screen **IGNORE** the **Personalise, Search and Filter areas**. **DO NOT** fill in any information here, or select any options,
	As you used the **TEAM REGISTRATION LINK** you will be taken directly to the correct item to register into. 8. Scroll down past Filters and below the Venue details you will see the Age Group of the team you are registering into. **Click in this area** If you see **INELIGIBLE** in the bottom right corner, it means that the Profile you have selected to join this team either is not the correct gender or does meet the age requirements. Check you have selected the correct child in your account (at the top of the screen). If you change the profile the eligibility will update automatically If you accidently click the **Register + button** just click it again to get the Join a Team option back.
	9. Click the **Select button** next to the team name

	10. If you do not yet have your Australian Oztag Membership you will be prompted to get it. Click **Get Mem**bership If you click **No** you cannot register.
	11. Scroll down past the Filters area again until you see Oztag Subscription Fee. Click **Register**
	12. Click in the **Membership** area
	13. Complete all the mandatory Member Details, upload a photo of your child

	14. Click on the **Terms and Conditions** link at bottom of screen Tick the box to accept them click **Next**
	15. You will then be asked to complete some Additional Questions. Complete them and click **Next**
	**IMPORTANT** 16. Click **Yes** at the next question to add your registration. If you click **No** you **WILL NOT** be registered into the club.
	17. You will be asked to confirm you Member Details again (as you did in step 14), if all are OK click **Next** at bottom of the screen.
	18. You will then get asked to complete some more Additional Questions. Complete them and click **Next**
	**19.** If you have additional players to register under your account, you can click **Yes** and follow the above steps. Otherwise click **No** If you do register another player, click Yes and then click the Team Registration Link for the other player. This will star the registration process into the correct team. Ensure you change your profile, at the top of the screen, to the new player.

<table>
<tr>
<td> 
</td>
<td>20. You will then be at the Summary & Payment screen

Listed will be your Membership if it was required and any registrations.

21. If you need to process an Active Kids Voucher for any registrations (they cannot be used on Memberships) click the + Add Active Kids Voucher text. You can add 2 AKV per transaction.

22. If you were provided a Discount Code, enter it here

23. Complete your Payment Details and scroll to bottom. Click Pay & Complete</td>
</tr>
<tr>
<td></td>
<td>At the following screen wait for confirmation that your registration has been processed successfully.

You will also receive a registration receipt email with a receipt.</td>
</tr>
</table>