

Instructions for Registered Athletics Ontario Race Organizations

After Athletics Ontario notifies you that your Race Organization has been registered in our registration system follow these steps:

Complete your Trackie Profile and Pay Membership Fee

Trackie is your portal where you can manage your profile and membership, pay your invoice and easily renew in the following years

- [Visit Trackie.me](#) CREATE ACCOUNT with email address to which the primary email you indicated on your registration form
- Sign the Athletics Ontario COVID-19 Club Attestation Form (this is an automatic step the first time you sign into Trackie)
- Update/correct any contact information you see fit
- Proceed to [pay your invoice](#) using the left bar navigation bar on your Trackie page

Race Event Sanction Application & Insurance Certificate Requests

- For each individual event name (this can involve multiple distances), please fill out an [Athletics Ontario Sanction application](#) for each race/event
- Access our BFL insurance portal [here](#) , or directly from the Athletics Ontario Sanction application
- Once your Sanction application is approved:
 - Athletics Ontario will provide you with a unique Sanction Logo for you to upload onto your website and/or registration page
 - Athletics Ontario will approve your insurance certificate requests
 - Your race(s) will be listed on our Website on our list of sanctioned races

Race Participant Lists

- Once final participant registration is complete:
 - please submit a full list of participants directly after your race is complete via email to sherylpreston@athleticsontario.ca.
 - Participant Accident, Death and Dismemberment (AD&D) insurance will then be billed at \$0.12 per participant
 - 0-499: <200: FREE >200: (\$25.00 + \$0.12 cents per)
 - 500-999 <700 FREE >700 (\$50.00+ \$0.12 per)
 - 1,000-50,000: <1000 participants FREE >1000: (\$0.12 per)