

Steps for 2024 Road & Trail Race Directors & Recreational Running Club Registration

1) New Membership Names

Your prior membership which was called Road & Trail Organization is now broken down into **two new categories**:

- **Athletics Ontario Affiliate** (Race Directors requiring event insurance coverage and promotion)
- **Recreational Running Club** (Running Clubs/Groups that do NOT have athletes wishing to compete for their club in sanctioned Athletics events but do wish for Athletics Ontario affiliation, promotion and insurance coverage)

2) Visit our new registration site



<https://athleticsreg.ca/#!/CL-ON/permit/athletics-ontario-club-registrations/>

Create Account (use the same email you have used in the past if renewing)

A screenshot of the AthleticsREG login page. It features an "Email" input field with a user icon, a "Password" input field with a lock icon, and a "Reset password" link. Below these is a "LOGIN" button. At the bottom, there is a "Need an account?" link and a "Create an account" button. A red arrow points from the "Need an account?" link to the "Create an account" button.

3) Select your membership category (All renewing, and new 2024 members, start here)

A screenshot of the AthleticsREG registration selection page. The page title is "Start your application for the Jan 1, 2024 > Dec 31, 2024 season with 'Athletics Ontario - Club & Affiliate Organization Registration'". There are three main sections: "New Application" (Applying for the first time on AthleticsReg?), "Application Renewal" (Renewing an application from a past season? *[not applicable for 2024 applications]*), and "Incomplete Application" (Returning to finalize an incomplete application? You can pick up where you left off.). Each section has a corresponding button: "START NEW APPLICATION", "RENEW HERE", and "CONTINUE HERE". The "START NEW APPLICATION" button is circled in red.

4) Create your Listing

ATHLETICS CLUB/ORGANIZATION NAME

CLUB CODE

ATHLETICS CLUB/ORGANIZATION DESCRIPTION

*“CLUB CODE” is any 4-letter descriptor; for example, Jingle Bell Road Race
JBRR*

ATHLETICS ONTARIO AFFILIATE

- Road & Trail Running Event Organizers
- Recreational running clubs
- Other affiliates

5) Select your membership category

Application for: **Membership Test 4**

Application: **Athletics Ontario Club & Affiliate Organization Membership Application**

General information

Please select the option that best describes your organization: *

How many participants did your organization have in this past year? *

Athletics Ontario email contact: *

Please provide an email address that will be regularly monitored. This email address will be used by Athletics Ontario to forward important information and updates.

Application: **Athletics Ontario Club & Affiliate Organization Membership Application**

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How many participants did your club have in this past year? *

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Please provide an email address that will be regularly monitored. This email address will be used by Athletics Ontario to forward important information and updates.

--select one option--
Athletics Club (Servicing athletes in Track & Field, Cross Country, Road Running and Race Walking)
Recreational Running Club
✓ Athletics Organization (Road & Trail Running Event Organizers and other Affiliates)

Tier 1 (0-199 participants)
Applicable Annual Fee: \$200 + HST

sheryl.preston@gmail.com

--select one option--
Athletics Club (Servicing athletes in Track & Field, Cross Country, Road Running and Race Walking)
✓ Recreational Running Club
Athletics Organization (Road & Trail Running Event Organizers and other Affiliates)

--select one option--

sheryl.preston@gmail.com

6) Complete required fields 1/6

7) Section 6/7

Because the AthleticsREG software handles all our membership (Athletics Clubs, Recreational Running Clubs and Affiliates), this is a required step.

Select "Add New Category"

SECTION 6/7

Initial configuration

As an Athletics Organization (non-club), please follow the instructions below:

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Please create a single registration category called "Annual Registration" with a \$0 price. By doing so, your affiliated members/participants will be able to affiliate themselves with your organization if needed. This ensures that your organization admins have the ability to promptly verify their membership status at any time throughout the season.

> To create your needed categories, click the "Add New Category" blue button (at least one is required). [Learn more on how to fill the "Add New Category" popup.](#)

Individual Registration Categories

Edit	Order	Name	Price before tax	Discounts	Payment Method	Is used for	Action	Gender	Age	Capacity	Delete
No categories created yet											

Add New Category

ANNUAL REGISTRATION - Category Configuration

Copy Existing Registration Category:

Category Name & Description

Name: ANNUAL REGISTRATION

Category Description:
CATEGORY DESCRIPTION

Category Main Setup

Price Setup

Price by tax: 0

Category Price Name: ANNUAL REGISTRATION -