## Instructions for Club Administrators

1. Log on to one of the following websites:
   www.athletics.org.za / Info Centre / Online Registration   or
   http://asa.saclubs.co.za
2. There are three levels of Administrators:
   National Administrators
   Provincial Administrators
   Club Administrators
3. Register online as a normal club member.
4. Send a request through to the Provincial Administrator to add you on the system as a Club Administrator.
5. There can be more than one Club Administrators per club.
6. As a Club Administrator you will have access to all the information of the members of your club.
7. As soon as you collect your licence bibs from the provincial office, the Provincial Administrator will add your licence bib allocation to the system.
8. You can change the status of your members from "Pending" to "Accepted" or "New Member".
9. You must update the club information and add committee members (**Clubs/Edit**)
10. At your club e-mail address you will receive applications for membership.
11. Contact the members with your membership fees and method of payments.
12. Once membership fees are paid, or otherwise decided by the club, allocate licence bib numbers to the members and accept them as members. You can also decline an application. Allocation of licence bibs can only be selected.
13. Inform the members that they can collect their licence bibs from you.
14. Assist members without internet access to register them on the system.
15. You can export the data of your members to CSV. This can be manipulated as an Excel-file to suite your requirements.