

ARCHERY CANADA

# HOW TO REGISTER FOR AN EVENT

 August 2021

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 Interpodia

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**CANADA**

# REGISTERING FOR AN EVENT

This how-to guide will guide individuals on how to register for an event, through a step-by-step process on Interpodia 2M.

# EVENT PAGE- REGISTER NOW

When registering for an event, you will be directed to the event page. The event page will give you a breakdown of what to expect during the event.

At the top of the Page, on the right-hand corner, there will be a button that will say "Register Now"

Click on the button to start the registration process for the event. The page will look something like this

## 2021 Outdoor Mailmatch

📍 Canada

June 01, 2021 - September 30, 2021

Outdoor Mailmatch is a National Competition shot in the comfort of your own club! Due to the vast geography of our country it can be difficult to attend all National competitions, but the desire to see where you stand against other Canadian Archers is still there. Mailmatch allows for this to happen without having to travel further than your local club. Each week an archer can submit one score and the average of your six top scores shot throughout the designated time period will be used to determine your final placing.

This event is sponsored by Vortex Canada



# EVENT REGISTRATION- REGISTERING THE ARCHER

Once you Click Register now, it will then ask whom do you want to register? Type in the archer that you want to register and their date of birth, email, and gender. After the information is all filled out click Register Archer at the bottom. The page will look like this:

Who do you want to register?

Miranda Williams >

First Name \*  
Miranda

Last Name \*  
Williams

Date of birth (YYYY/MM/DD) \*  
YYYY MM DD

Female  Male \*

Email \*  
mwilliams@archerycanada.ca

Register Miranda Register Someone E...

# EVENT REGISTRATION- ARCHER'S INFORMATION

You will be directed to this page :

**You are registering**

Full Name	Sex	Date of birth	Email
Miranda Williams	Female	1998-05-13	mwilliams@archerycanada.ca

[\[ Edit \]](#)

**Address**

Street \*

City \*

Country \*

Province / State / County \*

Postal/ZIP Code \*

Phone Number \*

Fill out the Archer's correct information and then press next at the bottom left- hand corner

# EVENT REGISTRATION- PICK EQUIPMENT CATEGORY

You will then be redirected to pick the equipment category that the Archer will be shooting in the event, pick the correct one. The Interpodia system will only show categories the archer is eligible to register for.

Category

Name

Recurve

Compound

Barebow

Hunter (Senior & Masters Only)  
Open to Senior and Masters age categories only.

Compound Unlimited (Senior & Masters Only)  
Compound Unlimited Division. This division is open to Senior and Master Categories only


Compound Fixed Pins (Senior & Masters Only)  
Compound Unlimited Division. This division is open to Senior and Master Categories only

Next

After picking the equipment category, press next

# EVENT REGISTRATION-IF NOT A MEMBER

If you are not a member this warning should appear:

 In order to register you are required to have a license or membership from:

Archery Ontario - 2021 Membership

[Purchase License or Membership](#)

[Next](#)

You must purchase a membership before proceeding with the rest of the event registration

# EVENT REGISTRATION- IF NOT A MEMBER

Once you have click purchase membership or Licence, you will then be redirected to the following page:

The screenshot shows a registration form for Miranda Williams. The form is divided into several sections:

- Member Information:** Name: Miranda Williams, Gender: Female, Date of Birth: 1998-05-13, Email: mwilliams@archerycanada.ca.
- Member Address:** A table with columns for Street, City, Province / State / County, Postal/ZIP Code, Country, and Phone. The entire row is redacted with a black bar.
- Membership Options:** Archer - Individual (with an [Edit] link).
- Discipline Selection:** A section titled "Within each applicable discipline listed below, please select your preferred equipment division and (if applicable) competition age group". Under "Archer - Individual", there are checkboxes for Target, Field, 3D, Para, and Non-Shooter. The "Target" checkbox is checked, and a dropdown menu is set to "\*\* Senior".
- Next Button:** A red button labeled "Next".

The member's address should already be pre-filled. You will just need to select the membership type that you would like and the discipline(s) the archer will shoot

Once you have confirmed the information is correct, press next

# EVENT REGISTRATION- IF NOT A MEMBER

After pressing next, you will then be redirected to the following page :

Within each applicable discipline listed below, please select your **preferred** equipment division and (if applicable) competition age group

**Archer - Individual**  
Target :: Compound :: Senior [ Edit ]

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**No Affiliation** [ Edit ]

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**Emergency Contact Information**  
**Archery Ontario - Additional Member Information**  
Opt out of correspondence from Archery Ontario via email, other than notice of Annual General Meeting or Special Meetings and membership card(s): I do not wish to receive correspondence from Archery Ontario  
Opt out of correspondence from Archery Canada via email: I do not wish to receive correspondence from Archery Canada [ Edit ]

Complete and return to registration

You will then need to fill out what club the archer is affiliated to and emergency contact information. You will then have the option to opt-in for your PTSO's email communication and Archery Canada's email communication

Once you have confirmed the information is correct, press complete and return to registration

# EVENT REGISTRATION- EVENT SPECIFIC QUESTION'S

After pressing next, you will then be redirected to a similar-looking page:



The screenshot shows a web form titled "Mailmatch Registration Questions". It contains a single text input field labeled "Club Name:" with a red asterisk indicating it is a required field. Below the input field is a blue button labeled "Next".

Each event will have specific questions pertaining to it, answer all the questions to the best of your ability, and then press next, which is located at the bottom of the page.

# EVENT REGISTRATION- COMPLETE REGISTRATION OR ADD A PARTICIPANT

After pressing next, you will then be redirected to this page:

Complete and add another Participant

Complete and proceed to Cart

You will be asked to Complete and add another Participant or Complete and proceed to the cart.

If you are registering another participant, click on add another participant, and you will go through the same process as outlined before.

If you are done the registration and are not adding another participant, click complete and proceed to cart

# EVENT REGISTRATION- REVIEW CHECKOUT PAGE

After pressing next, you will then be redirected to the Checkout Page:

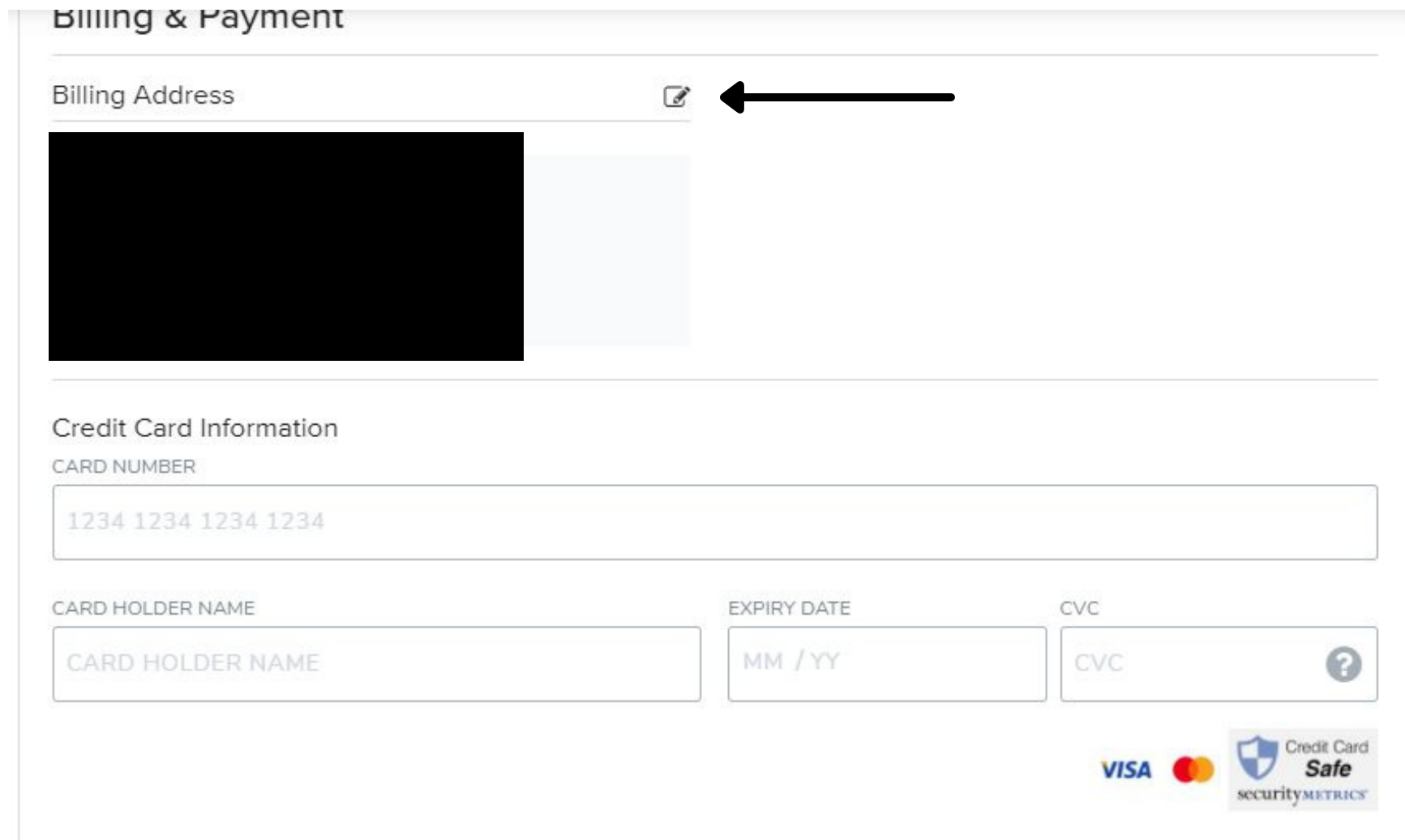
The screenshot displays a checkout page with the following sections:

- User Selection:** A message "Hi Miranda Williams!" and "ADMIN TRANSACTION CHECK OUT" with instructions. A table lists the user "Miranda Williams (Admin)" with email "mwilliams@archerycanada.ca".
- Order Summary:** Lists items: Archery Ontario (\$71.97), Archery Canada Events (\$11.70), and Archery Canada (\$0.00). Total CAD is \$83.67. A "SUBMIT & COMPLETE" button is at the bottom.
- Archery Ontario - 2021 Membership:** Itemized as "Miranda Williams - Archer - Individual" for \$60.00. Subtotal: \$60.00, Processing Fees: \$3.69, 13% HST: \$8.28, Total: \$71.97.
- Archery Canada Events:** Itemized as "Compound: 2021 Outdoor Mailmatch - Miranda Williams" for \$10.00. Subtotal: \$10.00, Processing Fees: \$1.50, 13%: \$0.20, Total: \$11.70.
- Archery Canada - Membership:** Itemized as "Miranda Williams - Individual" for \$0.00.

The checkout Page, will break down the cost, and show your order summary. Double-check that everything you have purchased is there.

# EVENT REGISTRATION- CREDIT CARD INFORMATION

When you scroll down to the bottom of the screen, you will see where to input your credit card information:



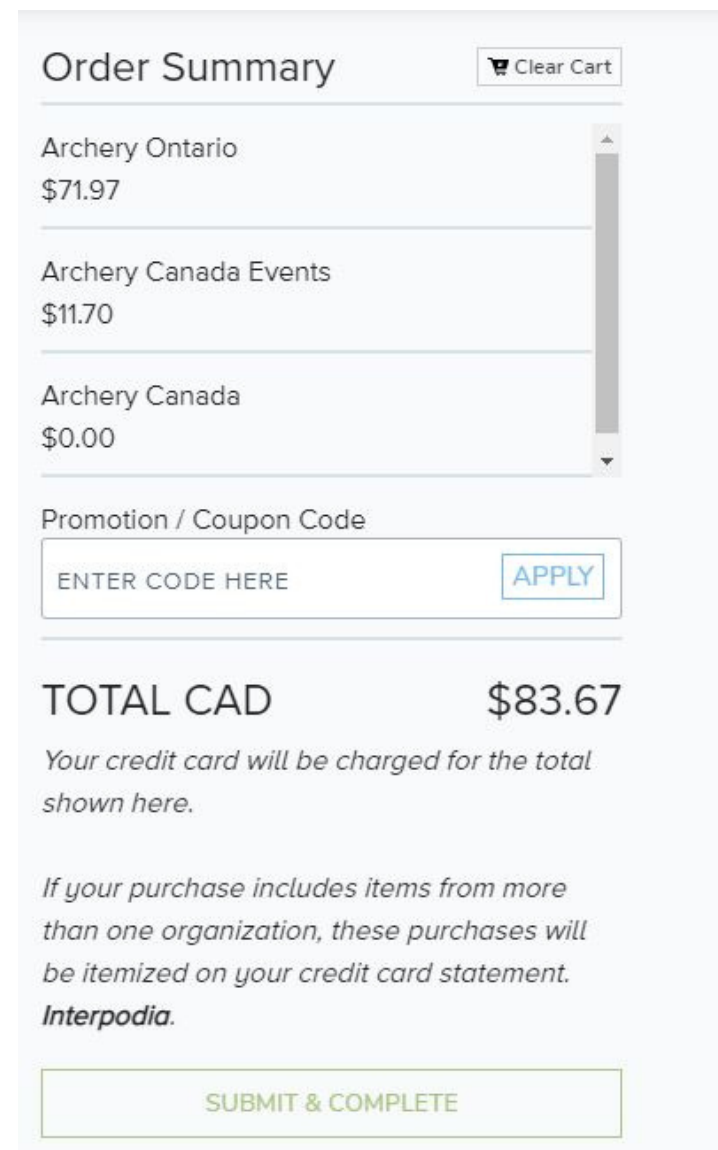
The screenshot shows a 'Billing & Payment' section. At the top, there is a 'Billing Address' field with a blacked-out area and a small edit icon in the top right corner. A black arrow points from this icon to the left. Below this is the 'Credit Card Information' section, which includes a 'CARD NUMBER' field with the placeholder '1234 1234 1234 1234', a 'CARD HOLDER NAME' field with the placeholder 'CARD HOLDER NAME', an 'EXPIRY DATE' field with the placeholder 'MM / YY', and a 'CVC' field with the placeholder 'CVC' and a question mark icon. At the bottom right of the form, there are logos for VISA, Mastercard, and a 'Credit Card Safe securityMETRICS' logo.

The billing address will be pre-filled with the archer's address, if you need to edit it, click the button on the top right corner of the billing address section.

Input the correct Credit Card Information, before proceeding to checkout

# EVENT REGISTRATION- SUBMITTING YOUR REGISTRATION

Once you input your credit card information, double-check the order summary.  
Input any codes if you have them and press apply



The screenshot shows an 'Order Summary' page with a 'Clear Cart' button in the top right. The order items are listed in a scrollable area:

Item	Price
Archery Ontario	\$71.97
Archery Canada Events	\$11.70
Archery Canada	\$0.00

Below the items is a 'Promotion / Coupon Code' section with an input field labeled 'ENTER CODE HERE' and an 'APPLY' button.

**TOTAL CAD \$83.67**

*Your credit card will be charged for the total shown here.*

*If your purchase includes items from more than one organization, these purchases will be itemized on your credit card statement.*

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At the bottom is a large green button labeled 'SUBMIT & COMPLETE'.

Once you have confirmed everything is correct, press Submit and complete.  
You have officially registered for the event!

# EVENT REGISTRATION- EMAIL

Their registration is now complete.

They should receive to their email, a copy of their receipt, membership card, and any waivers that need to be completed.