

ARCHERY CANADA

MEMBERSHIP SYSTEM HOW TO REGISTER IN 2M

ADMIN TRANSACTION

 JAN 2021



HOW TO REGISTER IN 2M

TO START, THE ARCHER, OR THE MEMBERSHIP CHAIR, SHOULD ACCESS THEIR PTSO'S MEMBERSHIP LANDING PAGE. LINKS TO ALL THE PAGES CAN BE FOUND ON THE ARCHERY CANADA WEBSITE AT:

INSERT LINK

A decorative graphic consisting of several overlapping diagonal stripes in various shades of red and white, located in the bottom right corner of the slide.

HOW TO REGISTER IN 2M



Welcome to Archery Canada!

JOIN OUR COMMUNITY, WE SHARE YOUR PASSION

Membership Type	Fee
Individual	\$25
Family*	\$68
Club Affiliation	\$75

Available to parent(s) and their minor children (17 years and under as of December 31st) – three (3) or more family members required and must include at least one parent or legal guardian, all of whom reside in the same residence. Children over the age of 18 require an adult individual membership.

Note: This landing page is for registrants residing in Newfoundland & Labrador. If you reside in another Province or Territory, please contact your local PTSO to register.

[Join/Renew - Individual Membership](#)

[Join/Renew - Family Membership](#)

[Club Affiliation Application](#)

HOW TO REGISTER IN 2M

SIMILAR TO THE ARCHER REGISTERING THEMSELVES, THE ADMINS SHOULD SELECT MEMBERSHIP TYPE THAT IS BEING REGISTERED/RENEWED - INDIVIUDAL, FAMILY OR CLUB. FOR THIS TUTORIAL, WE WILL BE WALKING THROUGH FAMILY.THE PROCESS IS SIMILAR FOR INDIVIDUAL MEMBERSHIPS.

Join/Renew - Individual Membership

Join/Renew - Family Membership

Club Affiliation Application

HOW TO REGISTER IN 2M

AT THE TOP OF THE PAGE THE ADMIN SHOULD SEE THE FOLLOWING, AND SELECT START ADMIN TRANSACTION



Process an admin transaction

START ADMIN TRANSACTION

HOW TO REGISTER IN 2M

A SEARCH BAR WILL APPEAR. TYPE IN THE ARCHERS NAME AND SELECT THE RIGHT ACCOUNT

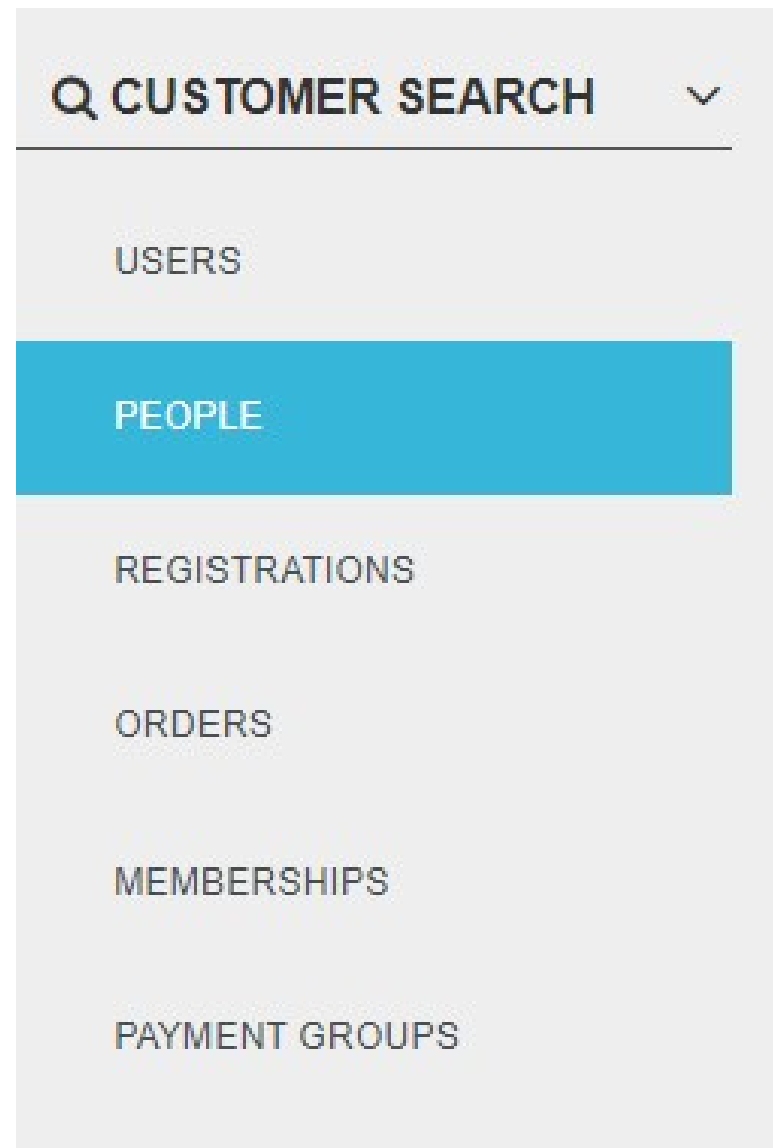
Who do you want to register?

SEARCH FOR PERSON

IF THEY DO NOT APPEAR PLEASE SEE THE NEXT PAGE

HOW TO REGISTER IN 2M

IF AN ADMIN IS REGISTERING AN ARCHER WHO IS NOT IN THE SYSTEM, SUCH AS A NEW MEMBER, A RECORD WILL NEED TO BE CREATED FIRST. GO TO PEOPLE IN YOUR DASHBOARD MEMO



HOW TO REGISTER IN 2M

SEARCH THE NAME, TO ENSURE NO RECORD EXISTS. THEN CLICK "CAN'T FIND THE PERSON...." BUTTON

brynna

×

Search

show filter

Name	Date of Birth	E-Mail	Username/ Account
No Record(s) found			

Can't find the person you were looking for? [Click here to create a new person](#)

HOW TO REGISTER IN 2M

FILL OUT THE FOLLOWING INFORMATION, THEN SELECT CREATE/USE PERSON.
HEAD BACK TO THE ADMIN TRANSACTION, AND CONTINUE THROUGH THE
REGISTRRTION PROCESS AS OUTLINED

Create Person

First Name required field

Last Name required field

Email required field

Sex required field

Date Of Birth required field

YYYY-MM-DD

Cancel

Create/Use Person

HOW TO REGISTER IN 2M

THE SYSTEM WILL PROGRESS TO PROMPTS TO COLLECT THE ARCHERS INFORMATION. IF REGISTERING A FAMILY IT WILL PROMPT YOU TO GO THROUGH EACH MEMBER

ANYTHING WITH A RED * IS A REQUIRED FIELD

Adult Member #1

Test Test Test In Progress

Adult Member #12

Kylah Address Test

Youth Member

Peewee test cat

You Are Registering

Test Test Test
Female
1989-06-07
kcawley@archerycanada.ca

Address [\[edit\]](#)

133 Woodgate Way
Nepean, K2J 4E5
Ontario, Canada
613-809-8672

Options for Test Test Test

Archer Registration

☒ Archer - Family - Adult #1

HOW TO REGISTER IN 2M

SELECT THE CLUB IN WHICH YOU ARE A MEMBER. IF THE CLUB IS NOT LISTED, PLEASE SELECT NO AFFILIATION, AND CONTACT AC OR YOUR PTSO IF YOUR CLUB IS MISSING.

Membership Affiliation (Clubs/Teams)

Archery Newfoundland - 2021 Membership *

☒ No Affiliation

Archery Canada - Club Affiliation

HOW TO REGISTER IN 2M

ONCE ALL ARCHERS
INFORMATION IS ENTERED,
CLICK PROCEED TO CART.
IF THE PTSO OR ARCHERY
CANADA IS COLLECTING
WAIVERS, IT WILL THEN
DIRECT YOU TO COMPLETE
THOSE WAIVERS

IF YOU ARE REGISTERING ON BEHALF OF SOMEONE, CLICK
NO, ENTER THEIR EMAIL, AND IT WILL SEND THEM THE
WAIVER TO COMPLETE. DO NOT SIGN ON THEIR BEHALF!

Archery Canada - RELEASE OF LIABILITY, WAIVER OF
CLAIMS AND INDEMNITY AGREEMENT for Test Test Test

Are you [Test Test Test](#)?

YES

NO

HOW TO REGISTER IN 2M

ONCE WAIVERS ARE SIGNED,
PAYMENT CAN BE COMPLETED
ONLINE VIA CREDIT CARD, SEEING
A SUMMARY OF THE MEMBERSHIP
BEING PURCHASED.

IF THE ARCHERS HAVE A COUPON,
THEY CAN APPLY IT HERE,AND IT
WILL DEDUCT THE VALUE

Your order is **NEARLY** complete. Please review and submit the information below to complete your transaction.

Hi **Kylah Cawley!**

ADMIN TRANSACTION CHECK OUT

If you're currently completing a transaction on behalf of one of your members / registrants, please select which account you would like to record this transaction against.

- If you're not sure about your choice, you can consult our [REFERENCE GUIDE](#) for more detailed information.

A User must be selected to proceed.

USER	EMAIL
<input type="checkbox"/> Kylah Cawley (Admin)	kcawley@archerycanada.ca

Archery Newfoundland

Archery Newfoundland - 2021 Membership

- Test Test Test - Archer - Family - Adult #1	\$68.00	
- Kylah Address Test - Archer - Family - Adult #2		
- Peewee test cat - Archer - Family - Youth		

Order Summary

Archery Newfoundland

\$71.89

Archery Canada

\$0.00

Promotion / Coupon Code

ENTER CODE HERE

APPLY

TOTAL CAD

\$71.89

Your credit card receipt will display charges from Interpodia.

SUBMIT & COMPLETE

HOW TO REGISTER IN 2M

ONCE PAYMENT IS PROCESSED, THE MEMBERS WILL AUTOMATICALLY BE EMAILED A COPY OF THEIR MEMBERSHIP CARDS AND THE SYSTEM WILL SHOW THEY ARE REGISTERED.

ARCHERS SHOULD RECORD THEIR LOGIN INFORMATION, AS THEY CAN USE THIS ACCOUNT TO REGISTER IN FUTURE YEARS AND FOR EVENTS