

OnLine Registrations for EXISTING MEMBERS

STEP 1. GO TO www.elac.com.au & click on the registration link

STEP 2. LOGIN WITH YOUR USERNAME AND PASSWORD

Click "LOGIN" on the left hand menu and enter your unique username and password.

STEP 3. UPDATE YOUR PERSONAL INFORMATION AND USERNAME AND PASSWORD

When logged in click on the 2nd line in the left hand menu and update any personal information as applicable. The username and password may be amended here. When finished click the UPDATE button at the bottom of the screen.

STEP 4. REGISTRATION RENEWAL

Once updated, click REGISTRATION RENEWAL in the left menu. Select the relevant age group and click NEXT.

STEP 5. SUBMIT APPLICATION AND/OR PAY ONLINE

The final step in the process is to submit the application and/or pay online. You will be given three options depending on your Centre's system.

- Submit Application Only
- Submit Application & Pay Online
- Previous

Clicking Previous will take you back to the previous page and allow you to make any changes to your application.

By selecting "Submit Application Only", the application will be considered as pending until payment is made. Your children will not be able to compete until payment has been finalised. Print the invoice and take to your Team Table on Registration Day.

To submit and pay for the registration click the "Submit Application and Pay Online" enter your credit card details (Visa, Mastercard and Bankcard are accepted) and submit the payment. Ensure the final submit button is pressed only once. Double clicking will charge your card twice.

The transaction will appear under IMG eCommerce on your credit card statement.

An email will be received indicating the successful payment. Please print this and provide it to your Team Table on Registration Day as proof of your registration.

Registrations will not be considered finalised until

- **The Registration fees are paid**
- **The Track Redevelopment Levy of \$15 per athlete is paid**
- **Parents/Guardian Duty Roster is received**
- **Adult membership form is filled out & 50c paid per adult**

NOTE: CREDIT CARD PAYMENTS ARE ONLY ACCEPTED FOR REGISTRATION FEES. ALL OTHER PAYMENTS MUST BE MADE BY CASH OR CHEQUE.