



EASY STEPS TO ON-LINE REGISTRATION

Each club is responsible for maintaining rosters of their members. The ACDirect application has been designed to collect this information via the Internet and store it centrally in a secure environment.

NOTE: THE CLUB MUST ONLY PROCESS REGISTRATIONS FOR MEMBERS WHO HAVE COMPLETELY AND PROPERLY FILLED IN AND SIGNED (OR IF APPLICABLE, HAVE HAD A PARENT/GUARDIAN SIGN) THEIR ATHLETICS ONTARIO FORMS. The Club must keep these forms indefinitely.

Step A – Club Affiliation

1. When you mail, email or fax in your 2010 Club Affiliation form and fee, you will be asked to give us the e-mail address that will be used by your club for online registrations.
2. We will then e-mail you authorization to start using this email address as you log-in ID, along with a temporary password.
3. The first time you log in to www.acdirect.ca/registration/default.asp and enter the password you will be asked to choose a secure password of up to 8 characters in size, known only to the club registrar who will be processing registrations.

Step B – Renew your Members

1. On the Administration Menu screen, click on club roster on the left side under Member Registration. The roster that appears is for 2010. At the top click on '2009' and then click 'go'. This will give you the 2009 roster where you can renew athletes' registrations.
2. Your athlete's name will be on the roster if registered with your club last year.
3. Click on the year 2010 on the right hand side of the athlete's name (you may have to scroll over to see this column).
4. Update the athlete's information, i.e. type, category, coach's name, address, waiver. All fields with a **RED ASTERISK** are **MANDATORY**.
5. At the bottom of the screen, click on register.
6. When you have renewed, click on Return to Admin Menu at the bottom of your screen.

Step C – Add your Athletes

1. On the Administration Menu screen, click on add on the left side under Member Registration.
2. Enter last and first names, then click on search.
3. A blank form will appear. Complete the form - All fields with a **RED ASTERISK** are **MANDATORY**.
4. Click on Back to Add Members Search to add more athletes.
5. When you have entered all your athletes, press Back to Admin Menu.

Step D – Create an Invoice and pay Online

1. On the Administration Menu screen, click on cost Summary/create Invoice on the right side
2. Verify the members and fees due under Invoice Summary
3. Click on Invoice to begin payment. An Online invoice will be created.
4. If you are paying by cheque, print invoice now, and do not continue with online payment..
5. The Online Payment screen will be presented.
6. Click on Click Here to complete online payment.
7. Click on Submit Payment.
8. If processing is successful, the Transaction Approved screen will appear. Print this screen for your records. A confirmation copy will be emailed. If processing is not successful, the Transaction Declined screen will appear.
9. Click on Click Here to return to ACDirect.

Step E – Review Roster

1. On the Administration Menu screen, click on club roster under Member Registration.
2. All members that you have entered should now be shown as "Registered". If they are listed as "Pending", you did not create an invoice. If they are listed as "Invoiced", payment was not done online.
ATHLETES NOT LISTED AS REGISTERED WITH ATHLETICS ONTARIO CANNOT COMPETE.