

# FAMILY REGISTRATIONS

## **STEP 1. GO TO [www.elac.com.au](http://www.elac.com.au) & click on the registration link**

Also available at [www.lavic.com.au](http://www.lavic.com.au)

## **STEP 2. SELECT NEW REGISTRATION & SELECT CLUB**

**Click on 'NEW REGISTRATION' in the left menu and select the Club you belong to.**

Having selected your Club, you will be taken to the membership selection screen.

## **STEP 3. SELECT FAMILY NUMBERS**

From the selection screen, select the Family registration type that applies to the number of children you wish to register.

Click Next.

## **STEP 4. ENTER DETAILS FOR MEMBER 1**

Having selected the family registration type that applies to you and clicking Next, you will be taken to a screen that displays a button for each member relevant to the family registration selected.

Click the Member 1 button.

Select the relevant age group, specific to your first child (ie. Under 8), select NEXT at the bottom of the page. Please ensure your child is within the correct date of birth range.

Declarations will be displayed. These should be read and when understood the confirmation field should be ticked. You must enter a Parent/Guardian name before clicking NEXT.

The Personal Details screen will then be displayed. If the individual is a pre-existing member, click on the **LOGIN** button and enter the username & password details. The personal details of this child will be pre-filled. **Please check and make any necessary changes.**

If the individual is a new member, without a username and password, complete the form.

When satisfied with the information entered, either via logging in or by entering the information manually, click UPDATE.

Please note, age validation applies to the age group selection. The member's date of birth will be checked against the date range set for the age group. If the date of birth does not fall between the date range, the application cannot be accepted using that age group.

## **STEP 5. ENTER DETAILS FOR SUBSEQUENT MEMBERS**

Having followed the steps in Step 4 and clicking Update, you will be taken back to the Member Selection screen. You will notice that Member 1's name will now be displayed under the Member 1 button. You should then click on Member 2 and follow the same steps as above, this should be repeated for all members of the family.

When all this data is entered, click NEXT.

## **STEP 6. 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:

- 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 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 Sports Technology 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**
- **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.**