## **Athlete Registration Procedures**

Welcome to the Pacesetters Track Club! You are steps away from an enriching track and field experience. There are six easy steps in the registration process. <u>Click here</u> to view tutorial instructions, or read below for details. Review the registration steps below based on your member status – new member or returning member. Ready to register? Use the links below to complete each step as you read through the instructions.



NEW MEMBER	RETURNING MEMBER
Create Username and Password  *Fill out athlete information for each athlete	Login with existing Username and Password*  *Update or add athlete information for each athlete
For group text messages: The club uses Telegram: to opt in copy and paste this URL: https://t.me/+9wwkaDesjKwzODAx.	For group text messages: The club uses Telegram: to opt in copy and paste this URL: https://t.me/+9wwkaDesjKwzODAx.
Obtain USATF Member Number Click Here  USATF Instructions Click Here  Please Select Pacesetters: 17-0056  *Click Age division to determine correct program for registration  For club registration: Click the Register Now button on the Account page  Select an age appropriate program  PTC-Elementary or Middle/High  PTP (Training only)  Answer registration questions	*Click Age division to determine correct program for registration: Click the Register Now button on the Account page  • Select an age appropriate program  • PTC-Elementary or  Middle/High  • PTP (Training only)  • Answer registration questions
<ul> <li>Pay fees</li> <li>*If you create an account and want to come back to register hit three dots to add or edit a participant to continue</li> </ul>	<ul> <li>Pay fees</li> <li>*If you create an account and want to come back to register hit three dots to add or edit a participant to continue</li> </ul>
Complete Payment* (Team or Training Only)  • Pay in Full or  • Select Payment Plan  *Payment options: Credit Card, Check, or Cash. Members must agree to terms of payment plan agreement.	Complete Payment* (Team or Training Only)  • Pay in Full or  • Select Payment Plan  *Payment options: Credit Card, Check, or Cash. Members must agree to terms of payment plan agreement.
Please answer <u>YES</u> to the uniform questions during registration. Funds will be added to your order. Your order must increase by 45.99 to be ordered and placed with time of registration. (Top only).  *Uniform not required for training only	Please answer <u>YES</u> to the uniform questions during registration. Funds will be added to your order. Your order must increase by 45.99 to be ordered and placed with time of registration. (Top only).  *Uniform not required for training only
<ul> <li>Submit Birth Certificate (USATF requirement)</li> <li>New Athletes upload in USATF account under athlete information</li> <li>Athletes cannot participate without submitted birth certificate.</li> </ul>	YOU'RE READY TO GO!
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