

Entering an event via the Automated Club

In addition to the weekly email we send out to enable athletes to enter a distance in an upcoming event, we now have the option for people to log in to our membership portal to do this. In this case, only the member who registered an athlete can enter them in an event – for example, the parent of a child or family member.

Note: Just like the link, you can use this approach to modify your entry any time before results are processed.

Steps:

1. Go to the Automated Club membership portal: <https://theautomatedclub.com/NXC/Account/Login> (There is a link to this on the NXC website)

NEWCASTLE CROSS COUNTRY

HOME LOGIN MEMBERSHIP SEASON PROGRAM GENERAL INFORMATION KOM RESULTS MORE...



*The Hunter's Premier
Cross Country Running Club*

LOGON TO THE MEMBERSHIP PORTAL

PRE RACE EVENT ENTRY INSTRUCTIONS

THE NEXT RUN

2. Log in using the credentials you used to set up your current membership(s)

Events Register Log In

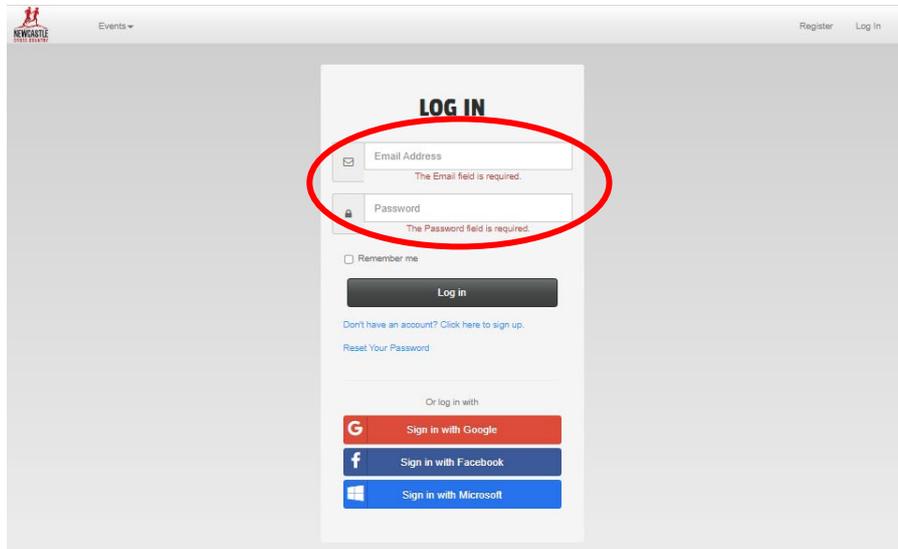
NXC Membership Portal

Join or Renew Membership

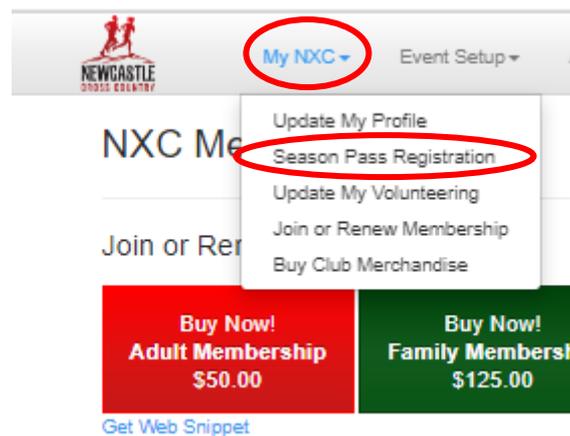
Buy Now! Adult Membership \$50.00	Buy Now! Family Membership \$125.00	Buy Now! Child Membership \$40.00	Buy Now! Concession Membership \$40.00
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King of the Mountain - Register Now!
You may now register for this event online.
[Sign Up](#)

Upcoming Events
1 minute ago
Preview the events below:
• [Awaba 3 : 12/06/2021](#)
• [King of the Mountain : 19/06/2021](#)
[See More](#)



3. Once logged in, go to the **My NXC** menu and select **Season Pass Registration**



If you do not see this option in the menu, then your membership was created by someone else; you'll need to ask them to register for you.

If you select this option you will be presented with a screen listing any events occurring in the next 6 days, along with the athletes you have registered.

4. For each athlete that is entering the event:

- Select the "View/Edit" link to the right of their names
- On the entry screen, select the distance the athlete is going to (or has) run
- Click the Save button to enter the event.
- To return to the athlete list without making any changes, use the hand icon

Season Pass Registration

Event	Event Entry	
Awaba 3 : 12/08/2021	2021 Season Pass - Susan Bryant	
Awaba 3 : 12/08/2021	2021 Season Pass - Glenn Bryant	

Season Pass Registration



Use this form to register a season pass holder into an event as an entrant.

Event	Awaba 3
Athlete	Susan BRYANT (A0031) ▼
Distance / Wave	[Not Entered] ▼
	<input type="button" value="Save"/>



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5. Once you have entered everyone, you can log off from the Automated Club

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