Entering an event via the Automated Club

All runners need to enter a distance in an upcoming event, to ensure a result is generated. Only the member who registered an athlete can enter them in an event – for example, the parent of a child or family member.

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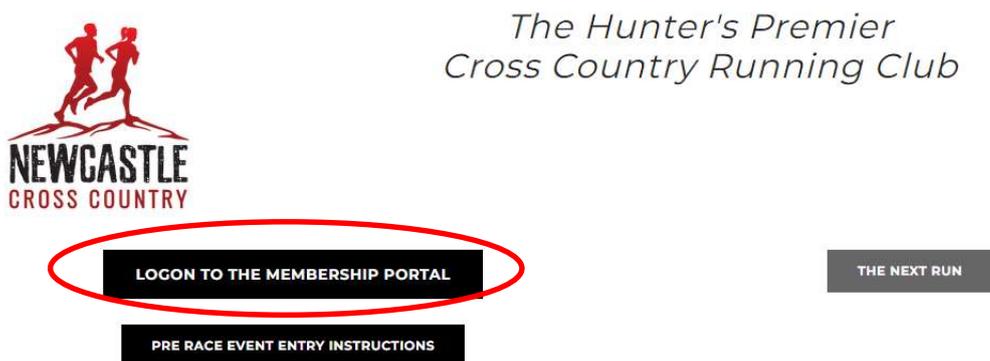
2. Log in using the credentials you used to set up your current membership(s)

3. Once logged in, go to the **My NXC** menu and select **Weekly Run Registration**
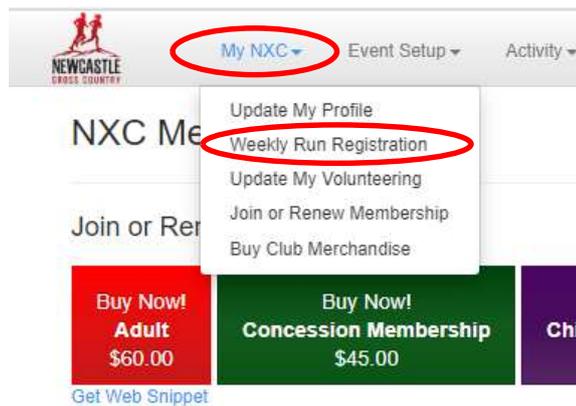
If you do not see this option in the menu, then your membership was created by someone else; you'll need to ask them to register for you.

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

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

Event	Blackbutt - Richley Reserve
Athlete	Jennifer HYNES (A0865)
Distance / Wave	Default Wave (Long distance)

Save

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