

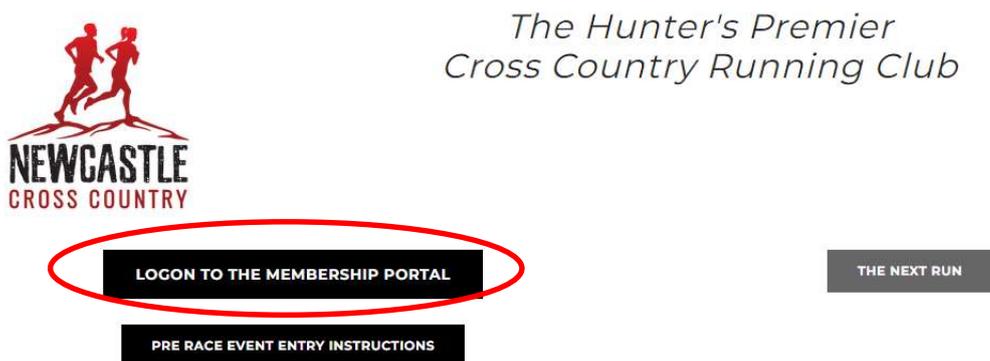
## Entering an event via the Automated Club

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:

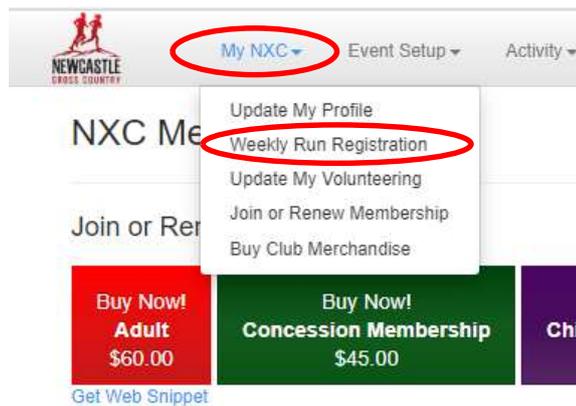
1. Go to the Automated Club membership portal: <https://theautomatedclub.com/NXC/Account/Login> (There is a link to this on the NXC website)



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

The image shows the login page of the Newcastle Cross Country website. The page has a header with 'Events' and 'Register Log in'. The main content is a 'LOG IN' form. The form includes an 'Email Address' field (circled in red) with a red error message 'The Email field is required.', a 'Password' field (circled in red) with a red error message 'The Password field is required.', a 'Remember me' checkbox, a 'Log in' button, and links for 'Don't have an account? Click here to sign up.' and 'Reset Your Password'. Below the form are three social login options: 'Sign in with Google', 'Sign in with Facebook', and 'Sign in with Microsoft'.

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

Event	Event Entry	
Blackbutt - Richley Reserve : 6/04/2024	2023 Season - Event Registration - Jennifer Hynes	
Blackbutt - Richley Reserve : 6/04/2024	2024 Season - Event Registration - Jennifer Hynes	

## 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)**

Other options in dropdown: [Not Entered], Default Wave (Medium distance), Default Wave (Short distance)

## Season Pass Registration



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

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Event	Blackbutt - Richley Reserve
Athlete	Jennifer HYNES (A0865) ▼
Distance / Wave	Default Wave (Long distance) ▼
	<input type="button" value="Save"/>

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