

Exeter Harriers Membership Instructions

Introduction

Exeter Harriers have set up a new website to manage Membership, and take card payment. These instructions will guide you through the process. If you need assistance, e.g. with access to a PC, please contact Steve Palmer on the Reception Desk, or email membership@exeterharriers.org.uk

1. Set up a login account.

NB A login account may set up more than one Member. This is intended for families, where one person logging in can be responsible for several members.

In a browser, enter <https://exeterharriers.clubtrac.co.uk/login> then click on Join Exeter Harriers. This will ask you for first and last name, email and password.

When you have done this, your home page will open.

2. Add a new member

Scroll down the page to the Add New Member button and click it. The member details form opens.

(You can add other members from your home page using the Add New Member button which is at the bottom of the page after all the members under this login account have been listed)

3. Select the Membership Category

There are three Membership Categories, which have age restrictions:

- **Junior Under-11** – this is for Members who are 8 years old or over on the day of application and 10 or less on 31 August of the current membership year (i.e 31/08/2022 for this year)
- **Junior** – this is for Members who are between 11 and 17 years old on 31 August of the current membership year. (*NOTE if the Member is 17 now and going to be 18 on 31 August, please email membership@exeterharriers.org.uk.*)
- **Adult** – this is for everyone else (18 or over on the current date). Note that this covers athletes, volunteers, coaches, officials (there are options later on).

When you select one of the three Membership Categories, the form asks for the required information. The name of the login account holder is pre-filled in to the name and email fields, but these can be changed as necessary (watch out for browser auto-fill changing details back again!). Please fill in the fields (sorry that this is a bit repetitive for juniors, we need both emergency contacts and parent/carer details).

At the bottom of the form, there a required check-box for agreeing to the terms and conditions and privacy policy. Currently to read these, you need to click on the links below. The Terms and Conditions link opens one of the Exeter Harriers Code of Conduct documents. For Junior Under-11 and Juniors, we ask that a parent/carer reads through the Code of Conduct for Junior Athletes with the athlete, as it contains important information, and also reads the section Code of Conduct for Parents/Carers.

For Adult, the Code of Conduct document which opens from the Terms and conditions link is the one applicable to Senior Athletes. Note that Exeter Harriers also have Code of Conduct documents for Coaches, Officials and Volunteers; when your membership is linked to these roles, you will be sent the appropriate document and asked to assent by email.

For Adults only, there are some check-boxes at the end of the form. Please use these to identify which groups you should be allocated to. Please select all that apply. These groups are:

- **Senior Track & Field**
- **Volunteer**
- **Coach** with valid EA License
- **Official**
- **Senior T&F 2nd Claim** – tick this box if you have a primary registration with another club, and also wish to be an Exeter Harriers member. If you regularly train with Exeter Harriers, 2nd Claim membership is strongly recommended – it will save you money!
- **Competitive Athlete registered with EA** – tick this if you plan to take part in competitions. If you have ticked Senior T&F and leave this blank, you will be registered with England Athletics as a “Social athlete”.

There is an add-on which you can purchase - **England Athletics Competitive Athlete Registration**. This is for £16 (in 2022). If you are a registered Volunteer, Coach, Official and/or Life Member, then Exeter Harriers membership is free, but if you are also a competitive Athlete, then you need to pay Exeter Harriers to set up your England Athletics competitive registration. If this applies to you, select quantity **1** and remember the EHVOLUNTEER code for use at checkout.

If you are NOT a registered Volunteer, Coach, Official and/or Life Member, ensure you select quantity **0** for the **England Athletics Competitive Athlete Registration** add-on, as your registration is already included in the membership fee.

Click on [Submit & Sign Up](#)

4. Payment

When the form has been completed, the next stage is payment. The current cost was displayed under the Membership category. For **Junior Under-11** and **Junior** members there is a single cost. (If you are a Junior 2nd Claim member, please check with Steve Palmer membership@exeterharriers.org.uk)

For **Adult** members, there are some discount codes (you may only use one code):

- If you are a registered Volunteer, Coach and/or Official, then membership of Exeter Harriers is free. Use the discount code **EHVOLUNTEER** to subtract the full £45 fee. If you are also a competitive athlete, you should have added the **EA Competitive Athlete Registration** which means you pay £16.00.
- If you are a student or unemployed, there is a discount of £5.00 – use the code **EHSTUDENT** (*NOTE for people who are in education, the Adult fee with this code is the same cost as Junior membership.*).
- If you are a social athlete only and do not intend to take part in events which require EA competitive athlete registration, use the code **EHSOCIAL**. This subtracts the £16.00 EA fee.
- If you are a 2nd Claim Competitive Athlete, your EA Registration will be paid by your primary club. Use the code **EH2CLAIM** to subtract the £16.00 EA fee.

When you are ready to pay, click Continue to go to the card payment page.

After payment, click Continue to return to your home page. From here you can add another member and see/edit the membership details for all the members under your account. When we have set up further parts of the website, you will be able to book and pay for training sessions and events here. You will also be able to pay for club kit.

Well done and welcome to membership of Exeter Harriers!