

## **Assemble Sports Membership Renewal**

1. Go to Assemble Sports Archery login ( <u>https://account.archery.assemblesports.io/login</u> ) and login or create a new account if you haven't logged in to Assemble before.

ARCHERY AUSTRALIA	Once logged in you will be taken to the "Dashboard" page. (see below)	
Email	Dashboard	
Type here	Below are all the member profiles belonging to this account. If you do not have one yet, click on Add Member to find previous profile or	
Email is required Password	register a new profile. Once created, you can view a profile's information and registration history by clicking on View. To register a profile to an event or a membership, click on Register	
Type here	Primary Profile 🕖	
Login	Support Archery	
Forgotten password?	Gender: Male Mobile: +6145: Email: Fivi sarchery99@gmail.com	
Create New Account	View Register 🔟	

2. On your "Dashboard" click the 3 lines on the top right of the screen and then click "search".





3. Once Search is opened, type the name of your club in the search bar; For example, "Adelaide Archery Club". This will show all events and "products" available for that specific club. Scroll down the list until you see the required MEMBERSHIP available in the top right.





Proceed by clicking "Register" on the required membership. This will then ask you to choose a member to register (if you have more than 1 account).



4. Once the member has been selected you will see your member ID, which will be different form your archery member number.
Confirm or enter any missing or out-of-date information.
Depending on the club you may have multiple pages to detail, for example "Additional Questions" for people applying for Adelaide Archery Club.



5. Once completed scroll to the bottom and press **next**, from there it will add the registration to your cart and open a "Summary & Payment" screen, confirm all information is correct on this page and proceed to payment information.

Summary & Payment Please verify all the information displayed below is correct before proceeding. A receipt will be sent to the member's email address upon completion.  Registration Summary Casey Isles Name: Senior Registration Type: Membership Product Type: Individual Member Type: Participant  Product Registration Fee Price: \$299.00 OTV:	• 1999.	Try Beta Mode
Please verify all the information displayed below is correct before proceeding. A receipt will be sent to the member's email address upon completion.          Registration Summary         Casey Isles         Name: Senior         Registration Type: Membership         Product Type: Individual         Member Type: Participant         Product         Product         Product         Casey Support         Name: Senior         Registration Type: Membership         Product Type: Participant         Output         Product         Product         Verse         Name: Senior         Product         Product         Product         Product         Product         Proce:         S299.00         OTX:	Summary & Payment	
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Casey Isles Name: Senior Registration Type: Membership Product Type: Individual Member Type: Participant Product Registration Fee Price: \$299.00	Regis	tration Summary
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Product Type: Individual Member Type: Participant Product Registration Fee Price: \$299.00	Name: Registi	: Senior ration Type: Membership
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OTY	Reg	jistration Fee se: \$299.00
GIT:	QTY	1
Subtotal: \$299.00	Sub	total: \$299.00

Once payment is made the membership will be added and renewed to your assemble account. Use this log in to access ongoing event information.

If you have any further questions, please contact the below contact:

## Casey Isles

Database / LMS Administrator Archery Australia

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