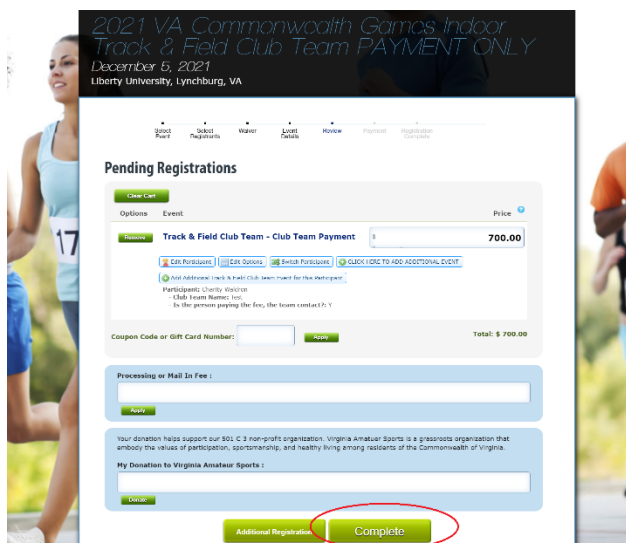
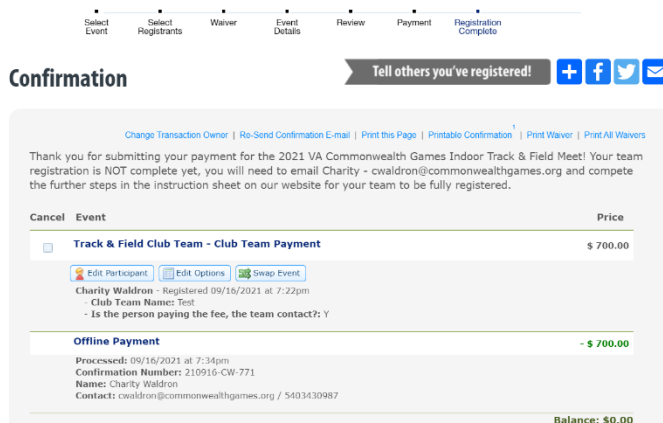


Instructions for 2023 VA Commonwealth Games Indoor Track & Field CLUB TEAM Registration

- Go to <http://events.clearthunder.com/CLUBTRACK23> and follow the prompts on the form to pay the flat fee for your club team.
 - On this form you are required to include your **Team Name, Team Contact, and Number of Athletes** – this information is IMPORTANT as that is how we will make sure to get you the correct amount for your coupon code. We understand that number of athletes may change, if this is the case, you will need to communicate with Charity – cwaldron@commonwealthgames.org in order to get an increase or make any adjustments. She is the only person that can do this for you and email is the way communication will take place – DO NOT call for changes.
- Once you have added the Club Payment “event” to your cart, click COMPLETE (see image below)



- On the next page you will be prompted to put in your payment information (*if you are paying with American Express, you will need to email Charity prior to filling out this form*) & billing address. When you have done all of that, click SUBMIT. Once the payment has successfully gone through you will see this screen:



4. Once you reach the confirmation screen, then you will need to send an email to Charity – cwaldron@commonwealthgames.org with your **team name** and she will send you the code you will use to register *(please allow a minimum of 24 hours for a response before reaching out again)*.
5. When you have received the code from Charity, you will go into the Registration Form here - <http://events.clearthunder.com/VACOMGAMES23> and begin proceeding through the prompts selecting “register another athlete” (if you are registering anyone other than yourself, e.g. the athletes on your team).
 - a. You can check out after each athlete & their events are added to the cart or do the registration in chunks, however you feel comfortable.
 - b. When you are in the CART window, you will need put your TEAM CODE in the box labeled “coupon/team code” and click apply. The balance of the cart should be \$0 and you proceed to payment window and click submit.
 - i. If you see that you have a balance in your cart, send Charity an email ASAP to get the code adjusted!
6. Once you have “PAID” and submitted all your registrations through the registration form, you should be all set! Feel free to reach out to Charity for a list of your athletes/registrations to confirm they are all in – **MAKE SURE that on your athletes registrations that you put their team name in each time the system requests it so that it pulls properly and the athlete stays assigned to your team!**

NOTE: DO NOT share your code with anyone/another team, codes and registrations will be closely monitored and if abused the team will be in jeopardy of registration termination.

- a. Your code will cover up to 4 events for each athlete, so the number of athletes that you are entering is SUPER important, get as close as possible when providing the number on the team payment form. If you will not be entering athletes in 4 events, that isn't an issue it is just the meet allowance per athlete – not a requirement.

For Website/Registration questions contact:

Charity Waldron

(Virginia Amateur Sports Director of Operations & Media)

cwaldron@commonwealthgames.org - Email is the best way to contact due to remote working & travel schedule