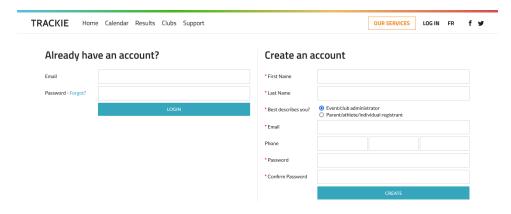
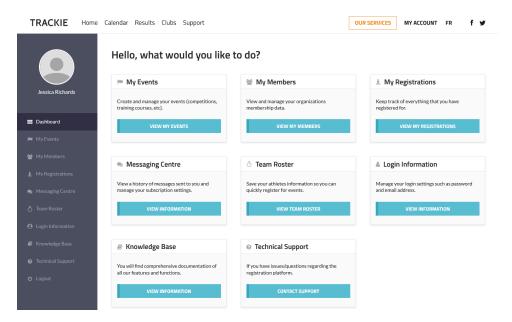
## **Creating an Account & Registering for Meets Through Trackie.com**

Open <u>Trackie.com</u> and follow the prompts to create a new account. Enter your name, contact information and password. Select *parent/athlete/individual registrant* under the *best describes you?* field.

If you have an existing account, enter your email and password to login.

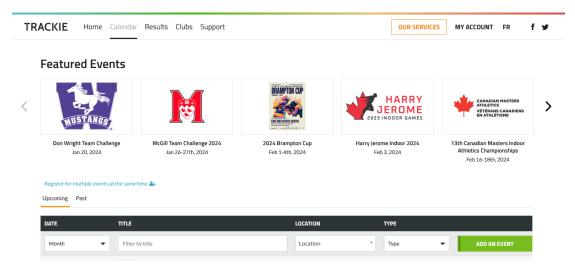


After you have created your account, or logged in with an existing account, you will be directed to your account's dashboard.

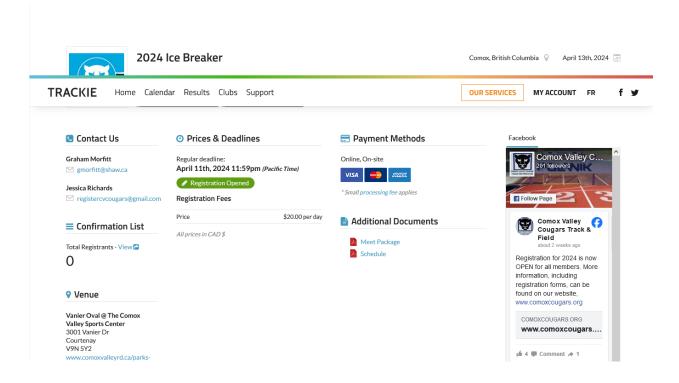


To register for a meet, click on *Calendar* in the top left then use the *filter by title* field to find the event you want to register for.

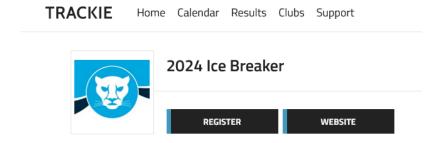
You can also filter by month, location, and type using the respective fields.



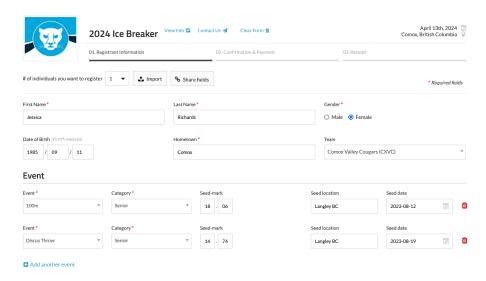
Click on the name of the meet you want to register for to open the meet information page where you will find meet dates, location/venue info, contact information, meet package, schedule, prices, registration deadlines, payment methods and links to register for the meet.



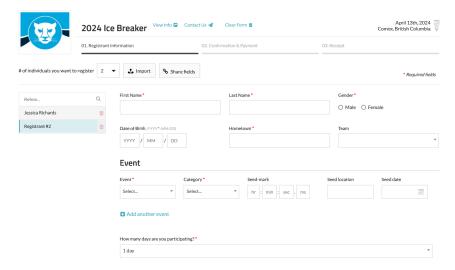
To register for your event(s), click on register at the top of the page



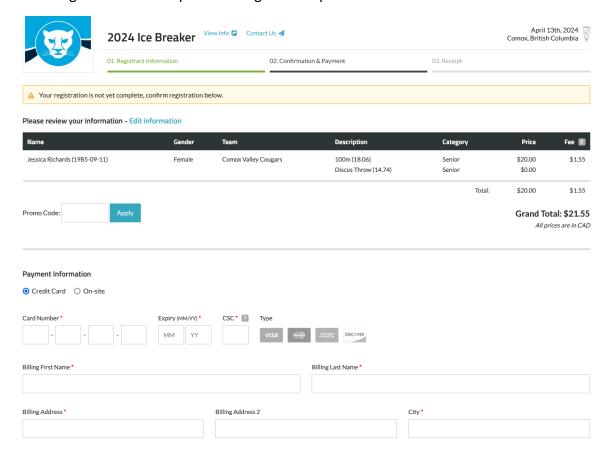
Complete all required fields for the individual you are registering then click *proceed to next step* to continue.



You can register multiple individuals by selecting the # of individuals you want to register. The selected individuals will appear on the left and you can switch between them by clicking on each name. Click proceed to next step to continue



Confirm the registration information is correct, then enter your payment method and click confirm registration to complete the registration process.



After you have completed your registration, you will receive a confirmation displaying the registration information and invoice.

**Please note:** The VIAA Island Series meet fees are included in the Cougars competitive memberships for the Junior Development, Athlete Development and Masters programs. For these meets, please select *on-site* as the payment method. This will allow you to complete the registration without making payment and have the meet entry fees billed directly to the club.

Some VIAA Island Series meets do not offer an on-site payment method and the meet fees will be required at time of registration. For these meets, please pay by credit card when registering then download a copy of your Trackie receipt that shows the invoice number, meet name, meet fees and amount paid and email the receipt to <a href="registercvcougars@qmail.com">registercvcougars@qmail.com</a> and <a href="receive-cvcougarstreasurer@qmail.com">cvcougarstreasurer@qmail.com</a> to receive a reimbursement cheque.