



Mountain Bike Australia MTBA Online Services: How to enter a MTB Event

The following procedure provides a step-by-step guide to enter an Event through the MTBA Online Services system.

ENTRY OPTION 1 – Event Calendar

1. Click on the Event Registration link through the MTBA Events Calendar - <http://www.mtba.asn.au/calendar/>
 - Choose filters to narrow your search

- Click on the Event Name to bring up the details.

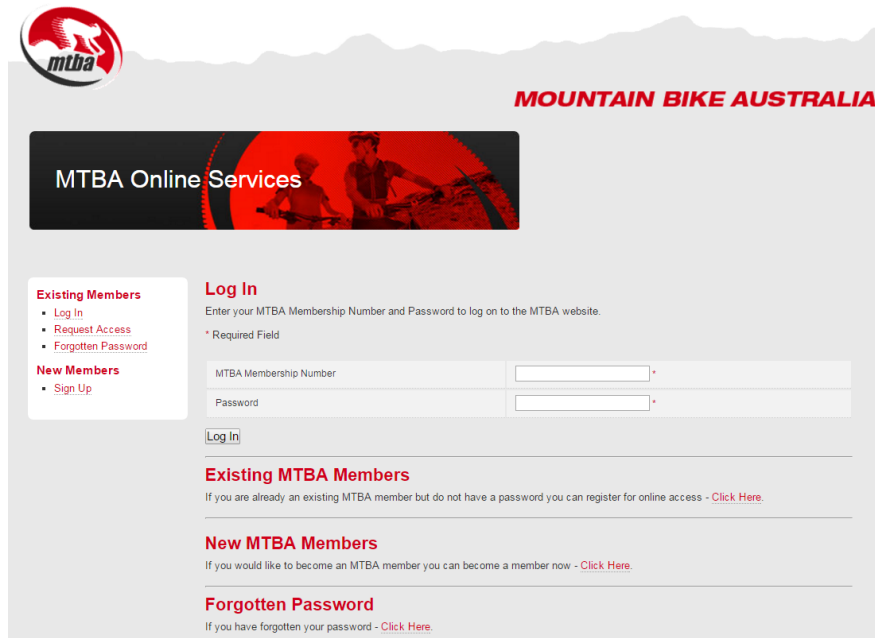
- Select **ENTER NOW** to open up the MTBA Online Services portal. Continue to Page ___.

ENTRY OPTION 2 – Select Entry link from Club site / Facebook, etc...

1. Click the Online Entry link from provided on a club website for example - <https://online.mtba.asn.au/ERegister.aspx?E=3044>

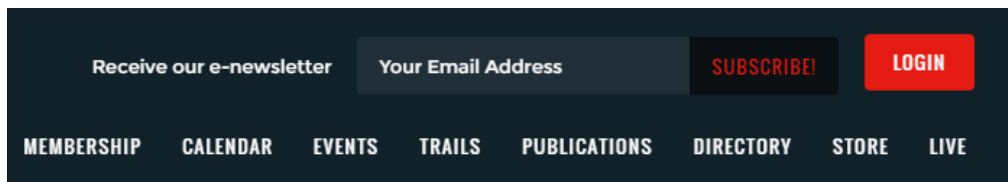
ENTRY OPTION 3 – Login via MTBA Online Services website

1. Open the MTBA Online Services website - <https://online.mtba.asn.au/> (ensure the 's' is entered after http = https://)
2. Existing members can login with their current membership number and password under the **Log In** section. New members, please follow the steps under **New MTBA Members**

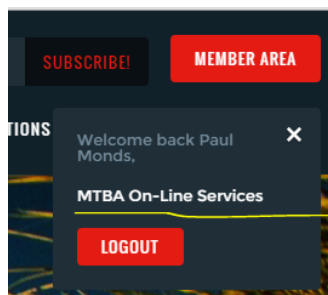
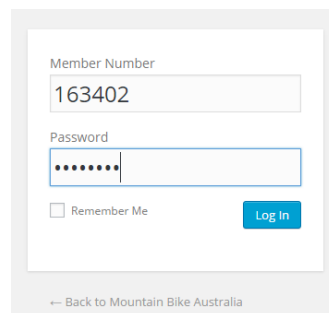


ENTRY OPTION 4 – Login via MTBA website

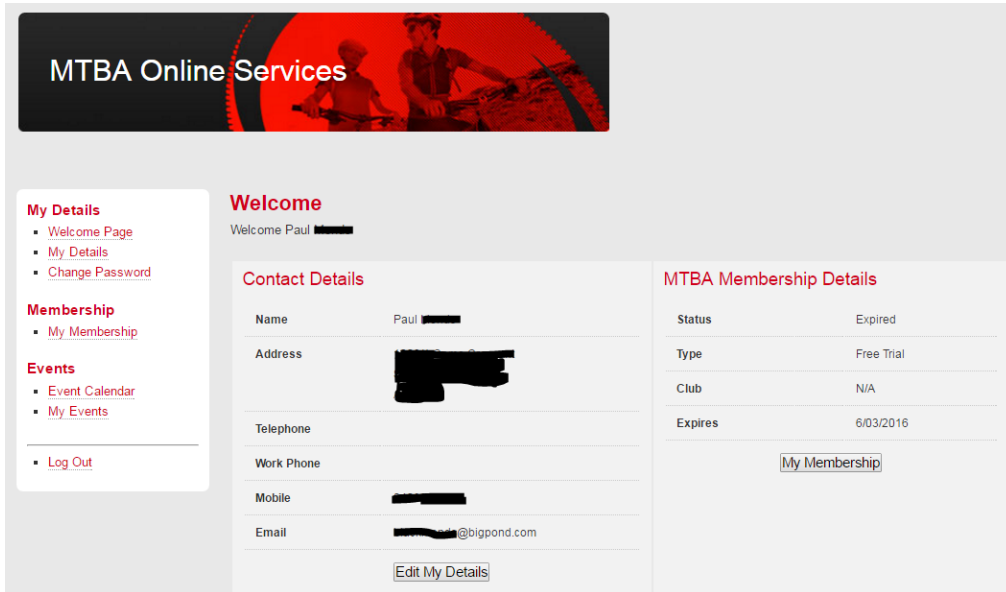
1. Open Mountain Bike Australia website – www.mtba.asn.au



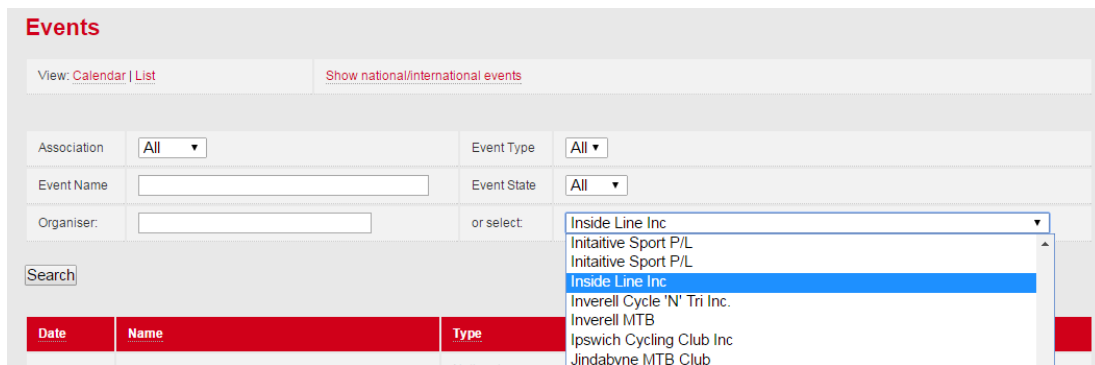
2. Select LOGIN in the top right hand corner
3. Enter your membership number and password and select **Login In**
4. Clcik on **MTBA On-Line Services** link



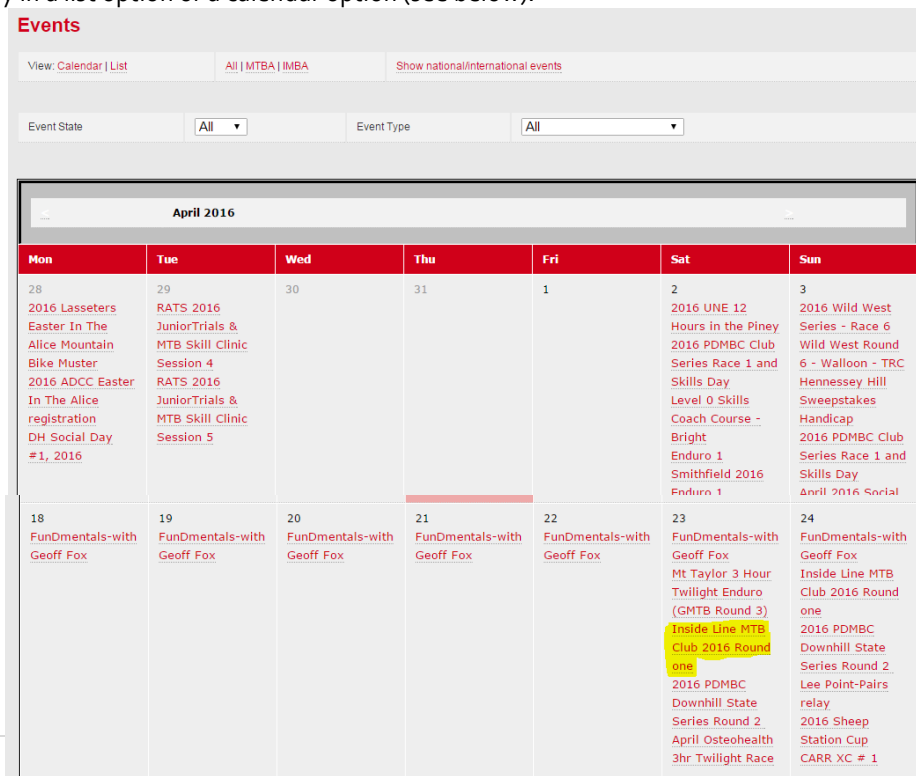
MTBA ONLINE SERVICES



5. Select **Events Calender** from the left hand menu



- 6. Search for the event using one or more of the above filters.
- 7. Events can display in a list option or a calendar option (see below).




EVENT REGISTRATION

1. Read through the event information and click **CONTINUE**.

Event Registration

You are registering for the following event:



Event Name: Inside Line MTB Club 2016 Round one

Event Location: Mt Gambier

Event Date(s): 23/04/2016 - 24/04/2016

Let's be safe, enjoy riding our bikes and have some fun! :-)

[Continue](#) [Cancel](#)

2. Select the first option of **I am an MTBA member** and enter your member number and password.

Participant Type

Please select 1 option below.

I am an MTBA member

Please enter your login details.

MTBA Membership Number

Password

I am registering another MTBA member (not me)

Non MTBA member

[Continue](#)

3. Check over you participant details and select the **Event Category** towards the bottom of the page and click **CONTINUE**

Please Note: Required fields are marked with *

As you are a registered member with MTBA, you can not edit your details here. Click the following button to edit your details in the MTBA Membership system

[Edit your details](#)

Participant Details

At least 1 phone number (home, business or mobile) is required #

Member Number

First Name

Category

Select	Event Name	Event Format	Category	Price
<input type="radio"/>	Inside Line MTB Club 2016 Round one	Downhill (DHI)	Elite Men	60.00
<input checked="" type="radio"/>	Inside Line MTB Club 2016 Round one	Downhill (DHI)	Novice	50.00

4. Read through the Event Waiver, Terms and Conditions of Payment and Privacy Statement. Tick the box and click **CONTINUE**.

Waiver

I acknowledge that this athletic event is an extreme test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, event monitors and/or producers of

Terms and Conditions of Payment

TERMS AND CONDITIONS OF PAYMENT

Welcome to "Register Now", a payment service owned and operated by REGISTER NOW PTY LTD - Australian Company Number 120 251 489 ("Register Now"). Register Now Please review MTBA's [Privacy Statement](#) before completing your registration and/or payment.

I have read, understand, and accept all of the 'Terms and Conditions' including the 'TERMS AND CONDITIONS OF PAYMENT'. I also have read and accept the MTBA 'Privacy Statement'.

[Continue](#) [Cancel](#)

5. Read over the Transaction Summary and click **CONTINUE**.

Transaction Summary

Please review your Transaction Below:

Individual Registration

First Name	Last Name	Category	Quantity	Amount	Total
Paul	Monds	Novice (Downhill (DHI))	1	\$50.00	\$50.00
Paul	Monds	MTBA Day Licence	1	\$25.00	\$25.00
Total:					\$75.00

[Edit](#) [Delete](#)

Transaction Total: \$75.00

[Add New Registration](#) [Continue](#)

* In this example transaction, a Day Licence was charged as the entrant did not have a current MTBA membership.

6. Complete the Payment Transaction details and click **Pay Now**.

Payment Contact Details

Please enter contact details for this payment. This is required in case we need to contact you regarding this transaction.

First Name: *

Last Name: *

Company Name:

Phone Number: *

Email Address: *

Payment Details

Please enter your payment details below. We accept Visa and Mastercard.

Payment Amount: \$75.00 AUD (includes GST)

Credit Card Type: *

Card Holder Name: *

Credit Card Number: *

Expiry Date: / * mm/yy format

Card Security Code: * [What's this?](#)

[Pay Now](#) [Back](#)

7. A confirmation email will be sent almost immediately to your email address. Please present this at registration.
8. Have a great ride!