

INSTRUCTIONS FOR COMPLETING THE REGISTRATION in ATHLETICS & SWIMMING CHAMPIONSHIPS

- A. Complete the registration form for **SWIMMING** or **ATHLETICS** that can be found at the [SPORT DISCIPLINES](#) web page.
- B. On the registration application select **TABLES** and then **ATTACHMENTS**



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UNION REGISTRATIONS TABLES EXIT

ATTACHMENTS
PLACES
USERS

- C. On the new window select **ADD +**



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UNION REGISTRATIONS TABLES EXIT

ATTACHMENTS

Name contains

ADD +

FILTER

DATE	NAME	NOTES

- D. On the new window complete the needed information.
 - i. Make sure on the **NAME** field to include the name of your organization – club.
 - ii. On the **TYPE** field select “FILE”
 - iii. Upload the registration form for swimming and athletics by selecting the file from the **FILE** field.
 - iv. Select **CONFIRM** to upload the file.



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UNION REGISTRATIONS TABLES EXIT

ATTACHMENT > INSERT

Name

Swimming - Name of your union

Description

Type

File

File

SEARCH FILE

CONFIRM

CANCEL