



Instructions for Provincial Administrators

1. Log on to one of the following websites:
www.athletics.org.za / Info Centre / Online Registration or
<http://asa.saclubs.co.za>
2. There are three levels of Administrators:
National Administrators
Provincial Administrators
Club Administrators
3. Register online as a normal club member.
4. Send a request through to the National Administrator to add you on the system as a Provincial Administrator.
5. There can be more than one Provincial Administrators per province.
6. As a Provincial Administrator you will have access to all the information of the members of your province (athletes and clubs).
7. You must add the batches of licence bibs allocated to the clubs in your province. The 2013 allocation will be cleared from the system on 15 November 2013 and you can then do the allocation for 2014.
8. Please make sure that the list of the clubs in your province is correct and up to date. You can add new clubs to the list. If you want to remove clubs from the list, send the detail to the National Administrator for removal.
9. You must allocate Club Administrators to the system on application from the clubs.
10. You can export the data of your members to CSV. This can be manipulated as an Excel-file to suite your requirements.