

# How to create a Dual registration – Member

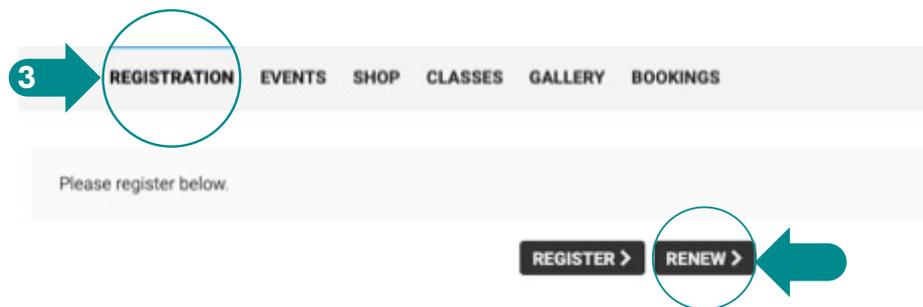
**Step 1:** Ensure that you have successfully registered for your primary club.

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**Step 2:** Obtain your secondary clubs unique registration URL link.

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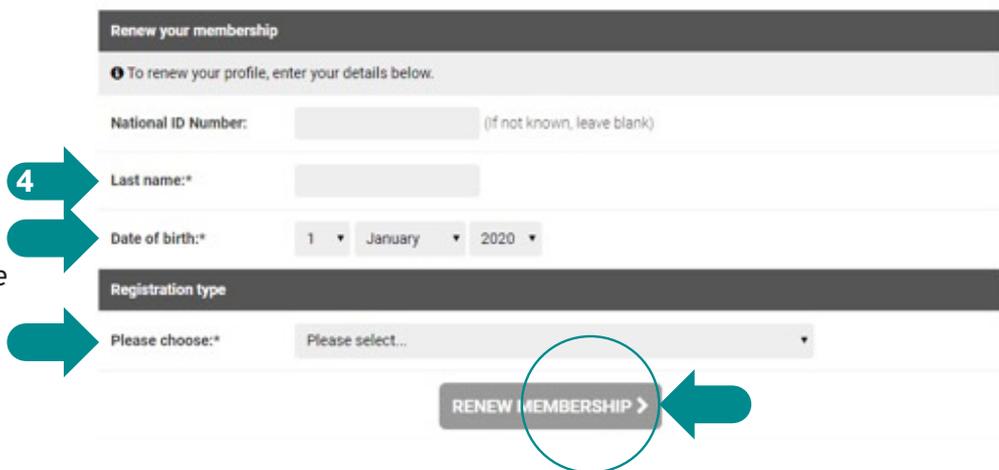
**Step 3:** Click **Registration** and select **Renew**.



**Step 4:** Enter your **last name** and **DOB**. Select the registration type that you require for your dual registration.

*(Please note you will not be charged for this a second time when dual registering).*

Click **renew membership**.



A screenshot of a web form titled 'Renew your membership'. The form has a dark header with the title. Below the header is a light grey box with the text 'To renew your profile, enter your details below.' The form contains several input fields: 'National ID Number:' with a text input and '(if not known, leave blank)' in small text; 'Last name:\*' with a text input; 'Date of birth:\*' with three dropdown menus (day, month, year); and 'Registration type' with a dropdown menu. The dropdown menu is open, showing 'Please choose:\*' and 'Please select...'. At the bottom right of the form is a button labeled 'RENEW MEMBERSHIP >'. The button is circled in teal, with a teal arrow pointing to it from the right. On the left side of the form, there are three teal arrows pointing to the 'Last name:\*', 'Date of birth:\*', and 'Registration type' fields, with the number '4' next to the top arrow.

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**Step 5:** Confirm and fill in the required details. Ensure that all fields with an asterisk \* are completed.

Please note  
Please confirm your details below.

**Administrative details**

National ID Number: 152771

**Basic details**

First name:\* Hayley

Last name:\* McKinnon

Date of birth:\* 19/03/1997

Gender:\*  Male  Female  Other

**Address**

Street:\*

Suburb:\*

Post code:\*

State/province:\* VIC

Country:\* Australia

**Contact information**

Home phone:\*

Mobile phone:\*

**Step 6:** It will appear in 'Registration cost' that the system will charge you the HA and State levy again for the dual registration however this cost will be cancelled out at the checkout.

Registration cost	Amount
Hockey Australia fee	\$43.00
Hockey Victoria fee	\$57.00
Camdenwell Hockey Club fee	\$0.00
<b>Total:</b>	<b>\$100.00</b>

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**Step 16:** Enter billing address and card details and ensure that terms of registration are agreed to.

Click **pay now**.

The screenshot shows a payment form with the following sections:

- Cardholder details**
  - Credit or Debit card number: [input field]
  - Name on card: [input field]
  - Card expiry: 01 / 2020
  - CVC: [input field]
- Terms of Registration**
  - I am over 18, or, if I am under 18, this registration has been filled out by and endorsed by my parent or guardian.\*
- Prove you're human**
  - Add two & three together: [input field]
- Processing time: Processing may take up to 90 seconds. Do not navigate away from this page after clicking the 'Pay now' button.
- PAY NOW >** (button highlighted with a teal arrow and the number 16)

**Step 16:** A confirmation page will appear if your payment was successful. Please remember that you will only be charged for club fees if they are applicable, the HA and state levy will be cancelled out of your payment.