**How will a club know when a registration has been submitted?**

When an athlete selects the club, they are registering with, it will automatically link up to the club’s email or nominated email address this means when a registration is submitted all the details including a copy of the medical form will be sent to this email address. If you wish to change the email address, please contact Zoe on [comms@specialolympics.org.nz](mailto:comms@specialolympics.org.nz)

Each month your local RSC will be sending through a report of any new athletes/volunteers that has registered with your club so you can track this way as well.

**Transfers and dual athletes.**

This process will remain the same, transfer forms to be completed by clubs and sent through to the local Regional Sports Co-Ordinator.

**Can a club complete the online registrations on behalf of someone or does it have to be done by the individual / caregiver registering?**

It is up to a club how the wish the registrations to work, it can either be done by a member of the club or by the individual being registered. Regional Sports Coordinators are not allowed to do the online registration on a Clubs behalf.

**How do I find out what the Athlete/Volunteers Membership ID is?**

1. Each club will receive an excel document with a copy of current registered athletes with their Membership ID from there Regional Sports Coordinator
2. The athlete and volunteer expiry reports that are sent out monthly by your local Regional Sports Co-Ordinator will also now show the Membership ID.
3. You can also contact your local RSC and they will be able to get it for you.