

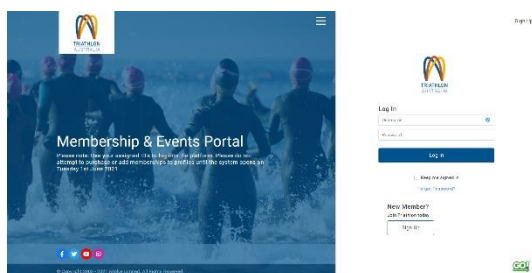
JustGo Guide to Renewing: Coaches and Technical Officials

When purchasing a Coaching or Technical Official membership, complete the steps below to become a TA member, and purchase your membership add-on.

LOGIN TO JUSTGO

Please login to the membership portal via the link below. If it's your first time logging in, enter in your TA number or email address (linked to your previous membership) in the username field and select '**Forgot password**' in order to create a new password.

<https://triathlonaustralia.justgo.com/>



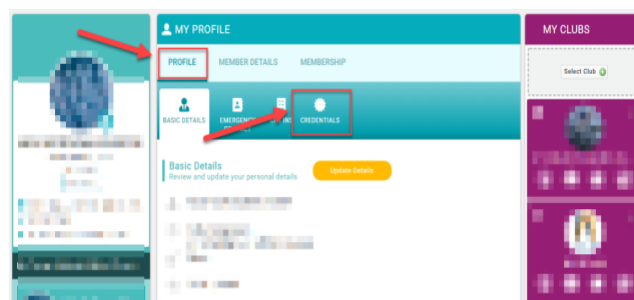
Read through and agree to the Triathlon Australia waivers that will appear the first time you log in.

ADDING CREDENTIALS

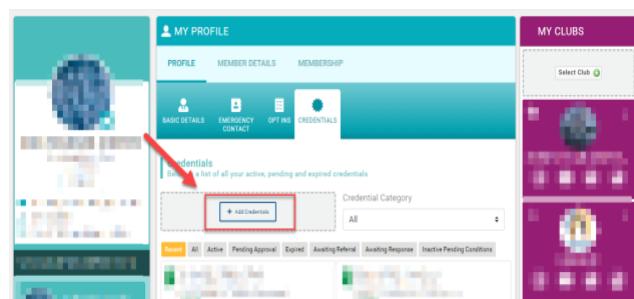
You'll need to add your credentials to your profile in order to purchase a Coaching or Technical Official package. If you are a Development Coach or above, you'll need to upload your First Aid Certificate, CPR Certificate, and your Working with Children (or equivalent) Certificate/Card.

If you are a Technical Official or Foundation Coach, you'll need to upload your Working with Children (or equivalent) Certificate/Card.

To add your credentials, select **Profile** and then select the **Credentials** tab.



From there, click on **Add Credentials** and select the credentials you need to upload from the list that will appear. You'll need to enter an expiry date, the certificate/card number, and upload a photo of the certificate/card or supply a PDF version.



You may be required to wait 24hrs for the credentials to be processed before the Coaching and Technical Official package becomes visible in your profile. Notifying your STTA branch that you have completed the upload can reduce this wait time.

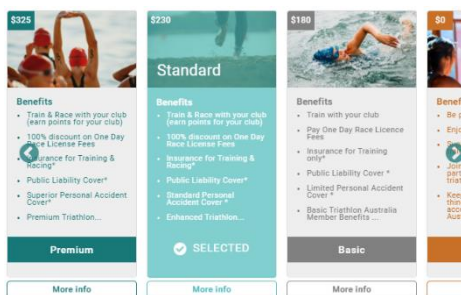


RENEWING YOUR MEMBERSHIP

You will need to take out a core TA membership before adding on the Coaching/Technical Official package.

To renew your membership, click on the membership button in the top header. You will see a **Renew** button.

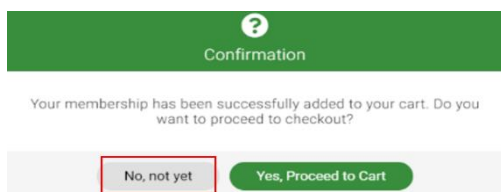
The available membership categories will be displayed.



Once you have made your selection, complete any information required, including Emergency Contact details. Click Finish once you are done. For information about each membership category, visit the [TA website](#).

Please note, if you are a TA member for Technical Official purposes only, please select the Social membership type. The \$10 fee will be waived when you add on the Technical Official package during the same transaction. You'll see this deduction at the checkout. The Technical Official add-on is also free of charge.

You'll then receive a pop-up asking if you want to proceed to the checkout. As you are a Technical Official or Coach, please add on your specific membership now by selecting **No not yet** on this pop-up.



This will return you to the membership category page where you can add your Coach or Technical Official package. Select **+ADD** on the

Coach & Officials category to see the membership selection and add the required membership to your cart.

If this option does not appear for you, there may be an issue with your accreditation with Triathlon Australia. Please contact your STTA representative.

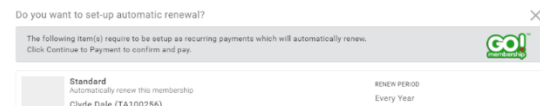
Click finish when you are done, then **'Yes proceed to cart.'**

Your state/territory (STTA) and Triathlon Australia memberships will be automatically linked to the memberships you are renewing.

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
Standard Add Package: Essential for the regular member and provides access to essential member benefits. Includes all the benefits for the Social membership type.	1			
Standard Add-on Essential for the regular member and provides access to essential member benefits.	1			
Standard Add-on Triathlon Australia Essential for the regular member and provides access to essential member benefits.	1			

If there are any discounts applied, you can select the (i) in the order summary box to see the description.

Click on Pay with Card. A subscriptions pop-up will appear. This is your automatic renewal confirmation. By default these are turned on, however you can amend this after completing your purchase/renewal.



[Continue to Payment](#)

Select **Continue Payment** and complete your card details (or select **Complete Order** if you've selected a free membership type.)

You'll receive a payment receipt via email and an automatic membership email.

MEMBER SUPPORT

Questions about Triathlon Australia membership or having trouble renewing? Get in touch with our membership team:

info@triathlon.org.au

02 8488 6200