

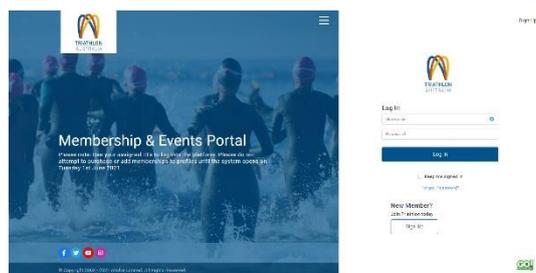
JustGo Guide to Renewing: Coaches and Technical Officials

When renewing 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 you can't remember your details, 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.

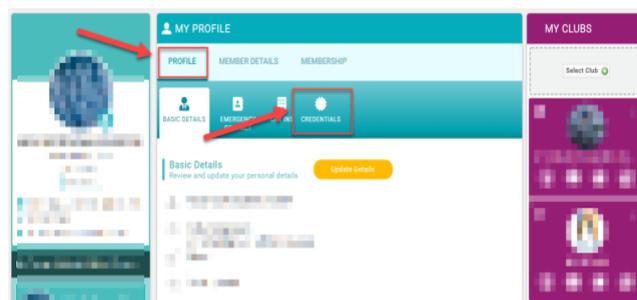
ADDING / UPDATING CREDENTIALS

You may need to update your credentials on your profile to purchase a Coaching or Technical Official package.

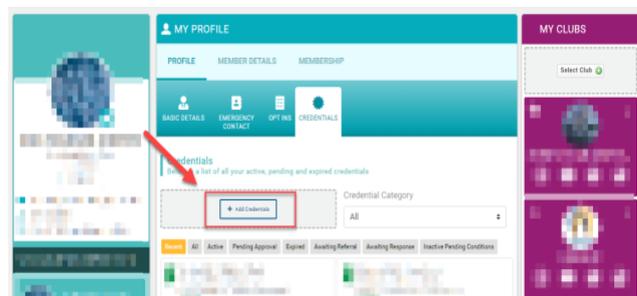
If you are a Coach, you may need to upload your First Aid Certificate, CPR Certificate, and your Working with Children (or equivalent) Certificate/Card.

If you are a Technical Official, 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.



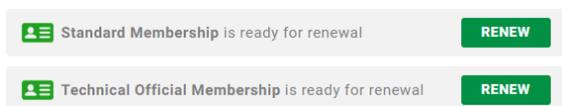
From there, click on **Add Credentials** and select the credentials you need to upload from the list that will appear. You'll need to enter an expiry date, the certificate/card number, and upload a photo of the certificate/card or supply a PDF version.



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.

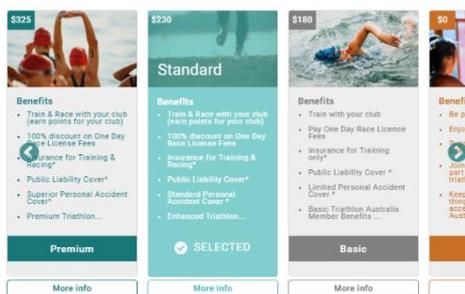
RENEWING YOUR MEMBERSHIP

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



The order of renewal is important as you will need to add to cart your core membership before you add your Coaching or Technical Official membership.

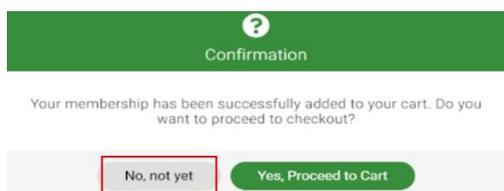
When renewing your core membership, it will give you the option to confirm your existing choice or selecting another tier. If you are switching clubs or changing from club to non-club or otherwise, please refer to the relevant help guides.



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 now click on **Renew** against your Technical or Coaching membership.

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 reviewing any further questions, 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	GST	TOTAL
Standard	1			
Standard Adult	1			
Standard Adult Triathlon Australia	1			

If there are any discounts applied, you can select the (i) in the order summary box to see the description. You will be presented with two options;

Select **Pay with Card**. This will activate or update your automatic renewal. By default these are turned on, however you can amend this after completing your purchase/renewal.

Select **Complete Order**. If your cart has memberships that will come to no cost. You won't be required to enter card information to confirm.

*Please note, if you are taking out a membership journey that comes at no cost and no payment details are taken to complete the order, this membership **will not** automatically renew.*

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