



## Step 3 – TrakieReg registration process

### Adding your event

- a) Once your account and athlete roster is ready, you can now add your event.
- Make sure you are logged into TrakieReg before you start this process.
  - For Mountain Bike and Cross-Country, you will receive a link that you must open once you are logged in to your account. This will create your event in your account.
- b) Once you open your Ward link, you will now have access to that event

https://www.trakie.com/online-registration/register/ljaa-central-ward-track-field-meet/31297/

trackierreg

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**LSAA** LSAA Central Ward Track & Field Meet  
Bonnyville, Alberta  
May 24th, 2019  
Deadline: May 17th at 16:00 (Eastern Time)

018:17:32:05  
Days left Hours Mins Secs

EVENT INFORMATION >  
EVENT WEBSITE >

01. Registration Information 02. Volunteer / Contribute 03. Confirmation & Payment 04. Receipt

Want to clear the registration form? [Click here](#) to start over.

# of individuals and/or relay teams you want to register: 1 [Import entries](#)

Refine list...

This registration is for an individual  This registration is for a relay team \* Required fields

All Registered Not registered

Abc, Student

First Name \* Student

Last Name \* Abc

Gender \*  Male  Female

- c) Before you start registering your students, I would SAVE AND COMPLETE LATER at the bottom of that page.

Hometown:  Team *(Missing?)\**:  DOB *(YYYY/MM/DD)\**:  /  /

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Event:  [Share events with](#) Category:

[+ Add Event](#)

Before clicking the "PROCEED TO STEP 2" button make sure to input **ALL** registrant data first. To switch between different registrants you can click on their name to the left of the registration form or if a name is not assigned yet click on "(+) BLANK ENTRY" to open a blank form.

d) You will now see in your Ward event in your SAVED REGISTRATIONS. Once this is done. You can now start assigning your students in the appropriate events.

My Account 
[+ Create Event or Club](#)
[Getting Started](#)
[My Profile](#)
[Team Roster](#)
[Logout](#)

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Saved Registrations (Not yet completed)

Event	Location	Last Saved	Registration Deadline
<a href="#">Continue</a> <span style="color: red; font-weight: bold;">(HIDDEN)</span> LSAA Central Ward Track & Field Meet <a href="#">Remove</a> May 24th, 2019	Bonnyville, AB	Apr 5th, 2019	May 17th at 16:00 (Eastern Time) <span style="font-size: 1.2em;">018:17:31:07</span> Days left Hours Mins Secs

My Registrations

FILTER BY My Events Events Attending | Upcoming Past

Event	Location	Type	Registration Deadline
<input type="text" value="-- Filter by event --"/>	<input type="text" value="-- by location --"/>	<input type="text" value="-- by type --"/>	<input type="text" value="-- by registration deadline --"/>

You currently do not own any upcoming events. You can "[Add an Event](#)" here.

e) When you add Athletes, please make sure you select your TEAM and checkmark APPLY TO ALL.

This registration is for an individual     This registration is for a re

First Name \*

Etienne

Last Name \*

Bourgoin

Hometown

Bonnyville

Team *(Missing?)* \*  Apply to all

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