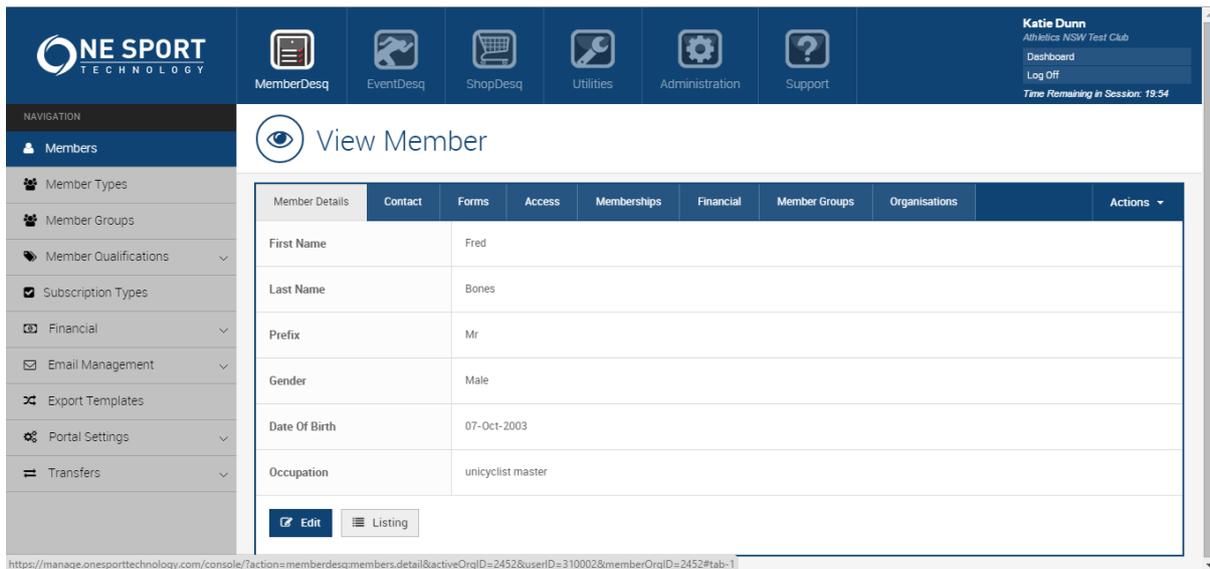


## Adding a competition bib number to a member on One Sport Technology

*Background – current competition bib numbers are a way of both verifying an athlete’s membership and recording all results against the correct person at competition. Athletes should receive two matching numbers from their club and when this number is entered into the OST system, it can also be viewed by Athletics NSW staff and greatly speeds up the administration work for competition.*

### Instructions

1. View the member’s profile for whom you would like to add the number.

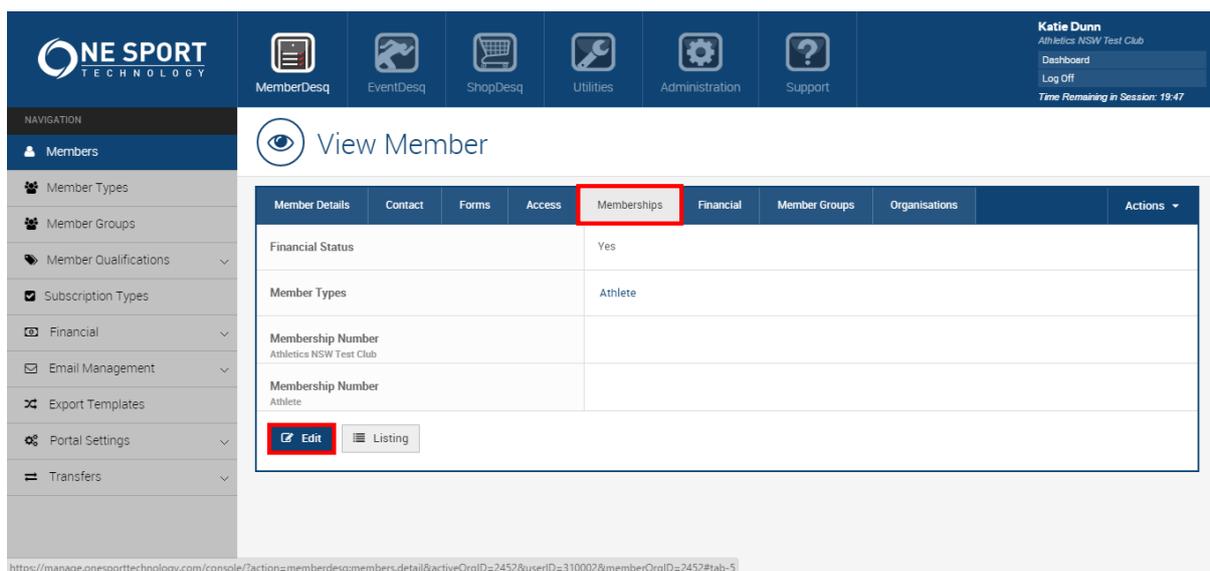


The screenshot shows the 'View Member' page in the One Sport Technology system. The user is logged in as Katie Dunn. The page displays the member's details for Fred Bones, including first name, last name, prefix, gender, date of birth, and occupation. The 'Memberships' tab is selected, showing that the member has a membership with the Athletics NSW Test Club, but no membership number is currently entered.

Member Details	Contact	Forms	Access	Memberships	Financial	Member Groups	Organisations	Actions
First Name	Fred							
Last Name	Bones							
Prefix	Mr							
Gender	Male							
Date Of Birth	07-Oct-2003							
Occupation	unicyclist master							

2. Click the 'memberships' tab in their profile, and you will see what information has already been stored.

You can see here that Fred has member type saved against his name, but no number.



The screenshot shows the 'View Member' page with the 'Memberships' tab selected. The 'Memberships' tab is highlighted with a red box. The page displays the member's financial status, member types, and membership numbers. The 'Memberships' tab is highlighted with a red box.

Member Details	Contact	Forms	Access	Memberships	Financial	Member Groups	Organisations	Actions
Financial Status	Yes							
Member Types	Athlete							
Membership Number Athletics NSW Test Club								
Membership Number Athlete								

3. To add a number, click edit. The fields will become editable and you can type the number in.

If there are multiple fields available, it is best to type the number in all of them – this ensures the best chance of Athletics NSW being able to see the number from their ANSW screen.

ONE SPORT TECHNOLOGY

MemberDesq EventDesq ShopDesq Utilities Administration Support

Katie Dunn  
Athletics NSW Test Club  
Dashboard  
Log Off  
Time Remaining in Session: 19:40

NAVIGATION

Members

Member Types

Member Groups

Member Qualifications

Subscription Types

Financial

Email Management

Export Templates

Portal Settings

Transfers

Edit Member

Member Details \* Contact \* Forms Access \* Memberships Financial Member Groups Organisations Actions

Member Types Athlete

Membership Number Athletics NSW Test Club

Membership Number Athlete

Save Add Linked Member Cancel

ONE SPORT TECHNOLOGY

MemberDesq EventDesq ShopDesq Utilities Administration Support

Katie Dunn  
Athletics NSW Test Club  
Dashboard  
Log Off  
Time Remaining in Session: 18:56

NAVIGATION

Members

Member Types

Member Groups

Member Qualifications

Subscription Types

Financial

Email Management

Export Templates

Portal Settings

Transfers

Edit Member

Member Details \* Contact \* Forms Access \* Memberships Financial Member Groups Organisations Actions

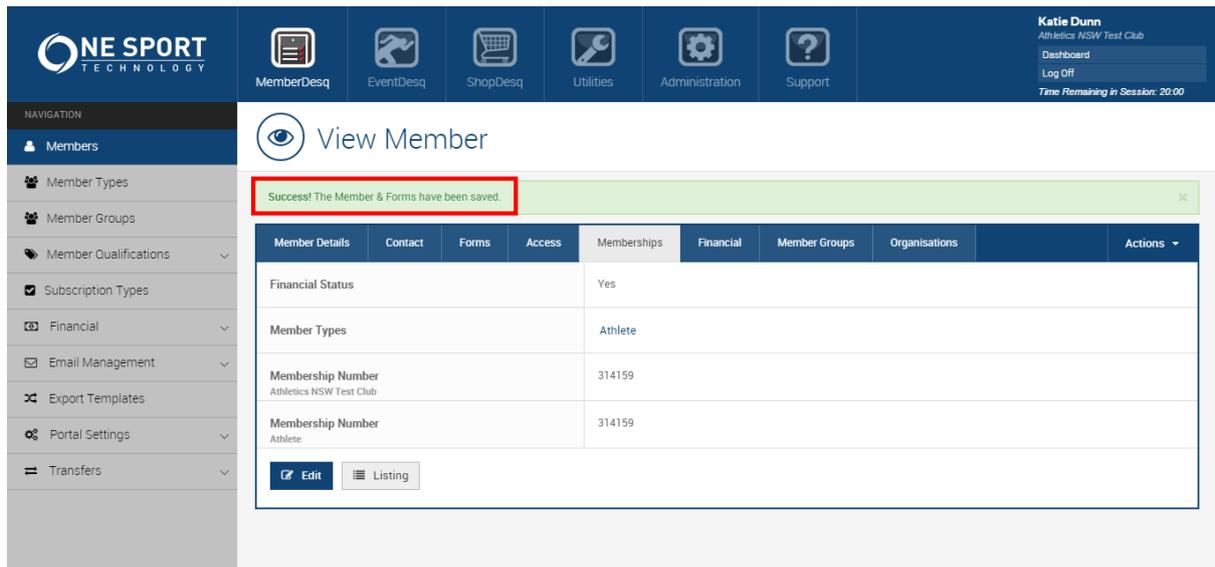
Member Types Athlete

Membership Number Athletics NSW Test Club 314159

Membership Number Athlete 314159

Save Add Linked Member Cancel

4. Click save, and the screen will refresh.

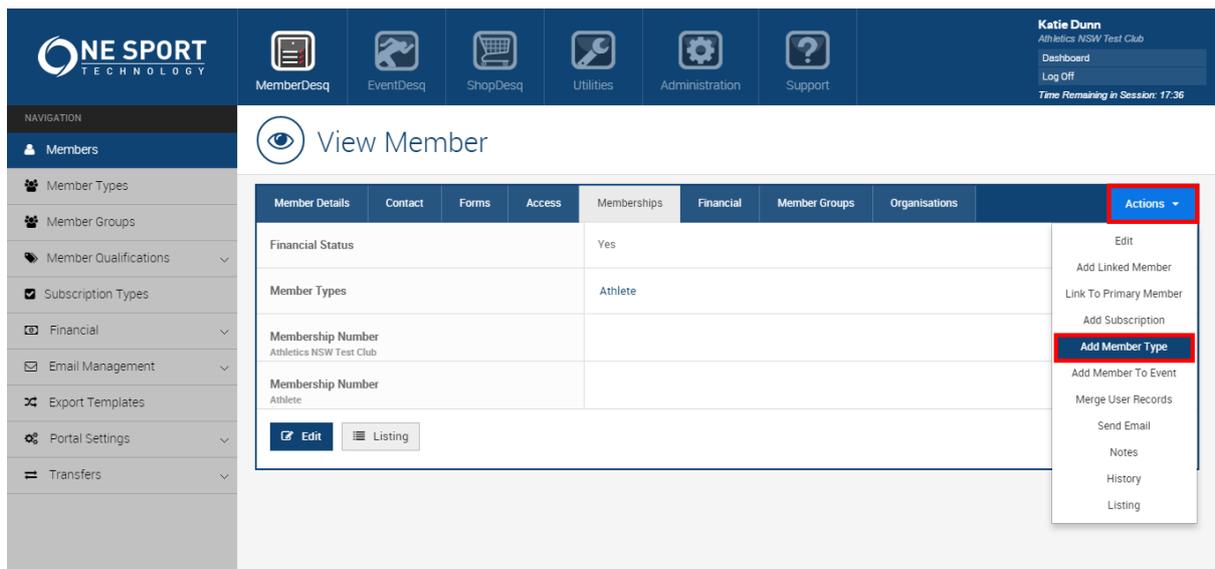


The screenshot shows the NE SPORT TECHNOLOGY interface. The top navigation bar includes the logo and several utility icons: MemberDesq, EventDesq, ShopDesq, Utilities, Administration, and Support. The user profile 'Katie Dunn' is visible in the top right corner, along with options for Dashboard, Log Off, and a session timer showing 20:00 remaining.

The main content area is titled 'View Member' and features a green success message at the top: 'Success! The Member & Forms have been saved.' Below this is a tabbed interface with tabs for Member Details, Contact, Forms, Access, Memberships, Financial, Member Groups, and Organisations. The 'Memberships' tab is active, displaying a table with the following data:

Membership Number	Membership Number
Athletics NSW Test Club	314159
Athlete	314159

At the bottom of the table, there are 'Edit' and 'Listing' buttons.

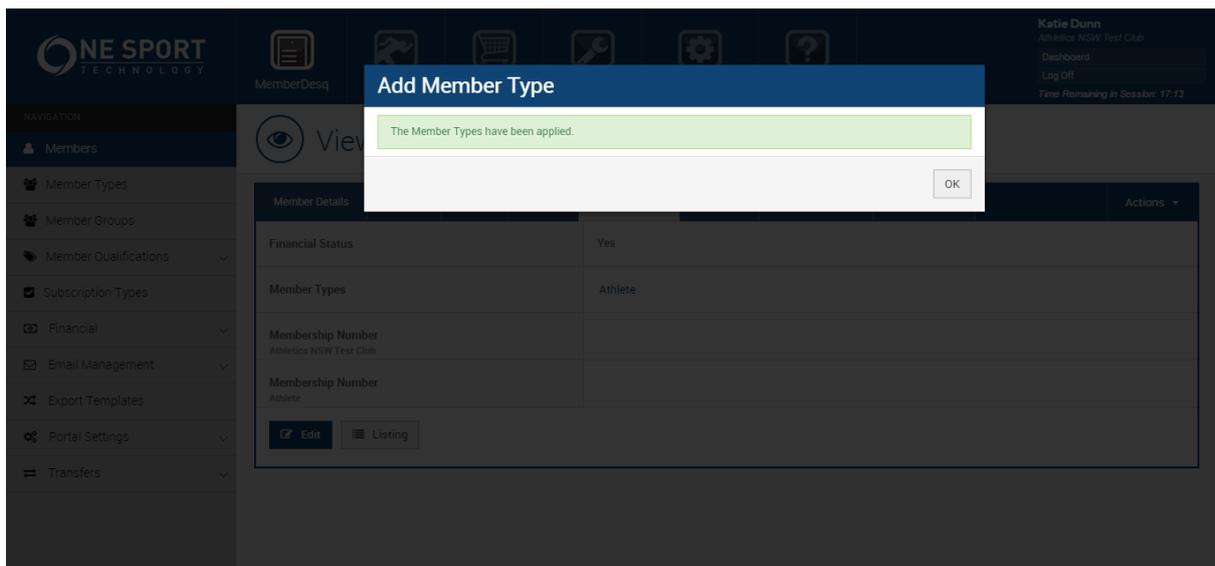
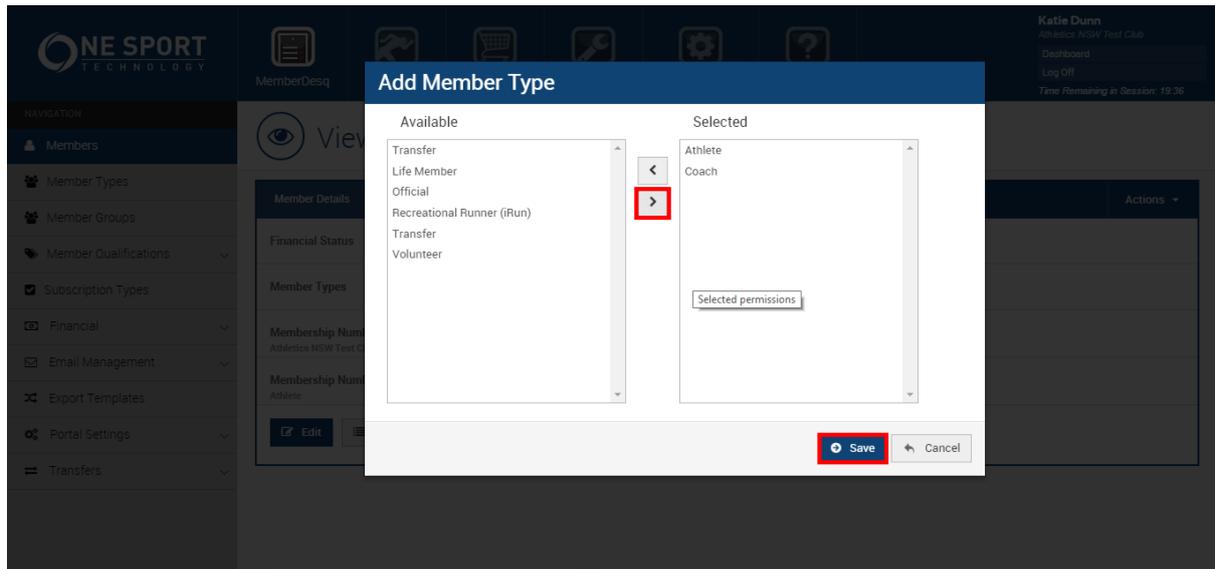


This screenshot shows the same 'View Member' page, but with the 'Actions' dropdown menu open. The 'Actions' tab is highlighted in the top navigation bar. The dropdown menu contains the following options:

- Edit
- Add Linked Member
- Link To Primary Member
- Add Subscription
- Add Member Type**
- Add Member To Event
- Merge User Records
- Send Email
- Notes
- History
- Listing

The 'Add Member Type' option is highlighted with a red box.

2. Choose the applicable member type(s) from the list. Use the right arrow to bring them into the right hand column, and click save.



- The page will refresh and the member types will be saved. You are now able to click 'edit' and apply competition bib numbers.

The screenshot displays the 'View Member' interface in the NE SPORT TECHNOLOGY system. The top navigation bar includes the NE SPORT TECHNOLOGY logo and several utility icons: MemberDesq, EventDesq, ShopDesq, Utilities, Administration, and Support. The user profile for Katie Dunn, Athletics NSW Test Club, is shown in the top right corner, with options for Dashboard, Log Off, and a session timer.

The left sidebar contains a 'NAVIGATION' menu with the following items: Members, Member Types, Member Groups, Member Qualifications, Subscription Types, Financial, Email Management, Export Templates, Portal Settings, and Transfers.

The main content area is titled 'View Member' and features a tabbed interface. The 'Memberships' tab is selected, showing a table with the following data:

Financial Status	Memberships
Yes	
Member Types	Athlete
	Coach
Membership Number	Athletics NSW Test Club
Membership Number	Athlete
Membership Number	Coach

At the bottom of the table, there are two buttons: 'Edit' and 'Listing'.