

## Members Registration Guide to CI Membership

Dear CI Member,

Going forward for the foreseeable future, CI hopes to continue to give new and current members the ability to join and renew their licences online. We have been working very hard to facilitate a step by step process that is quick for you to use and though we have encountered a few little problems on the way we feel that we are making great progress on this option.

Outlined below is a step by step guide to help you go through the process and understand what needs to be processed by you in the completion of your renewal or first time membership.

### **New Members:**

1 – on the top right hand side of the CI home page click the ‘Register now’ link then proceed to click the ‘members registration’ link

2 – enter in all of your personal details required and click next

3 – enter all of your personal address details and click next

4 – if you wish to JOIN a club, tick the box, this will then give you a list of the affiliated clubs in CI

**\*4b – if you wish to remain UNATTACHED please untick this box and select your province of residence**

**\*please note that some unattached licences carry an extra cost. See XXX for 2010 licence fees.**

5 – Select form the drop down menu the licence you wish to request

- Introductory Licence: for new members to CI for the year 2010.
  - o NOTE: this is a leisure licence only and does not entitle you to race in any club or national race/event
- Club Competition Member: for racing in intra-club events/leagues
- Restricted Competition: for all off road events
- Full Competition: for all national events either on the road or off road
- If you require overseas authorization for International Competition, you will need to email a passport quality headshot photo to [info@cyclingireland.ie](mailto:info@cyclingireland.ie)

6 – when you submit this information, CI will then review your application. When your application has been approved you will receive a confirmation email.

7 – if you have opted for the online payment option, you will need to log back in and provide payment details by clicking on the pay link in the licence section of your profile.