

## Club Admin

- Club Registration
  - Go to your PSOs Club Registration form: [www.trackiereg.com/JudoMB-club](http://www.trackiereg.com/JudoMB-club)
  - Complete the information about the club that you are registering.
  - If you are registering a new club, you will be prompted for Trackie login information; an email address and password.
  - Judo Manitoba gets a notification of the club registration
  - Once approved, the club may proceed with registration of it's members
  - Once you register your club and a PSO admin approves it, you will receive an email with instructions how to start registering members.
- Individual Registration
  - Login to: <https://www.trackie.com/JudoCanada/> using the email address and the password you provided when registering your club.
  - After you login, you will be directed to your club's admin page.
  - To renew previous members, change the season year near the top of the page (example: change it from 2020/21 to 2019/20). Then, click on the checkbox on the left of each member's name and click the "Renew Members" link to the right of "Apply to checked", and follow the on-screen instructions.
  - To add new members to your club, you can click on the "Add new member(s)" link near the top of the page.

If you require technical assistance please contact [info@trackie.com](mailto:info@trackie.com). If you have questions regarding Judo Manitoba, please contact [judo@sportmanitoba.ca](mailto:judo@sportmanitoba.ca)