**Introduction**

Welsh Athletics recently introduced a fresh new website for managing your athletics club online.

New features include online payment options for club members and club officials. This will significantly increase the experience of membership secretary’s and club treasurers.

Once configured, your members can pay club membership fees online with the cash automatically deposited directly to club bank accounts. If configured, a split of the clubs membership fees you collect can be auto redirected to Welsh Athletics as the registration fee to the governing body.

In addition, club officers can complete and pay club affiliation fees online direct to Welsh Athletics.

To view an online webinar of how to use and to get the most out of the updated Secretary’s Portal, please follow the below link:

[Recordings - OneDrive (sharepoint.com)](https://welshathletics-my.sharepoint.com/personal/andrew_thomas_welshathletics_org/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fandrew%5Fthomas%5Fwelshathletics%5Forg%2FDocuments%2FRecordings%2FSecretary%27s%20Portal%20Training%20%2D%20Welsh%20Athletics%2D20220127%5F193918%2DMeeting%20Recording%2Emp4&parent=%2Fpersonal%2Fandrew%5Fthomas%5Fwelshathletics%5Forg%2FDocuments%2FRecordings&wdLOR=cEE790325%2D70CF%2D489E%2DA9C5%2DCD9F04C44B6D&ct=1644848074830&or=Outlook%2DBody&cid=1F2C3F1A%2D92D9%2D4E38%2D9FCB%2D11FF58D99CCC)

**Key Benefits of the Updated Secretary’s Portal**

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| **Benefit** | **What does this mean for me and my club?** |
| Increased ease of managing members (both new and returning) | Less paperwork and time spent on administrative tasks |
| Ability for members to manage their own data via myAthletics portal | Reducing administrative tasks for membership secretary’s, up to date and accurate data on the system |
| Registrations being ‘live’ with trinity | Instantly show Welsh Athletics that you are paid up & a registered member (no more last minute panics before competition entry deadlines!) |
| Reduced time spent chasing members for fees/outstanding payments | Send a payment link direct to groups of members/individuals |
| More ability to interact with members | Send reminders and emails to members |
| Ability to manage payments from members in one place | Online payments all in one place, easier to manage |
| Stripe splits the payment at source, club fee sent to the club and WA registration fee to WA | No need to wait for remittances to clear |

**How to access the updated secretary’s portal**

The new secretary’s portal is live and available to access now via your usual log in details to your secretary’s portal (Trinity). To access the updated version please click [here.](https://myathletics.welshathletics.org/Account/Login?ReturnUrl=%2F) From 1st April 2022, this will be the only way to manage your members, so please allow some time to familiarise yourself with the latest version.

**Welsh Athletics Fees for 2022 Affiliation year**

It was agreed in the 2019 Welsh Athletics AGM that membership fees will increase over the following 3 years (this was paused during Covid 19). The fees for 2022 are outlined below:

Senior Members: £19.50

Junior Members: £12.00

Club Affiliation: £100.00

**How do I set up the Stripe account?**

Please see the separate guidance notes on how to complete set up for the online payments.