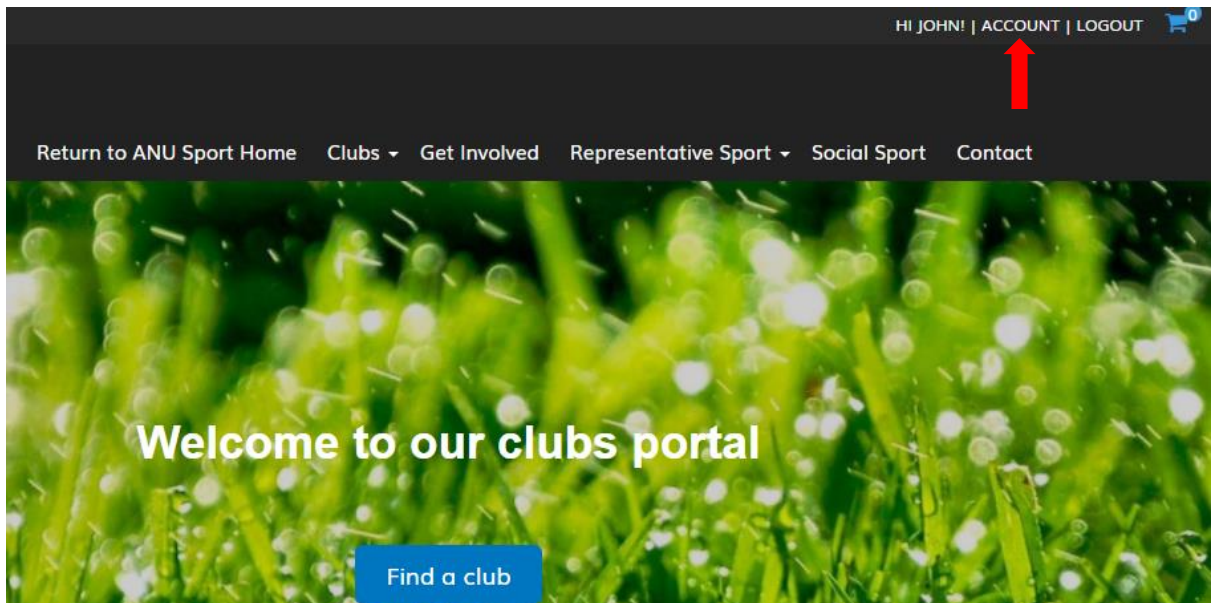


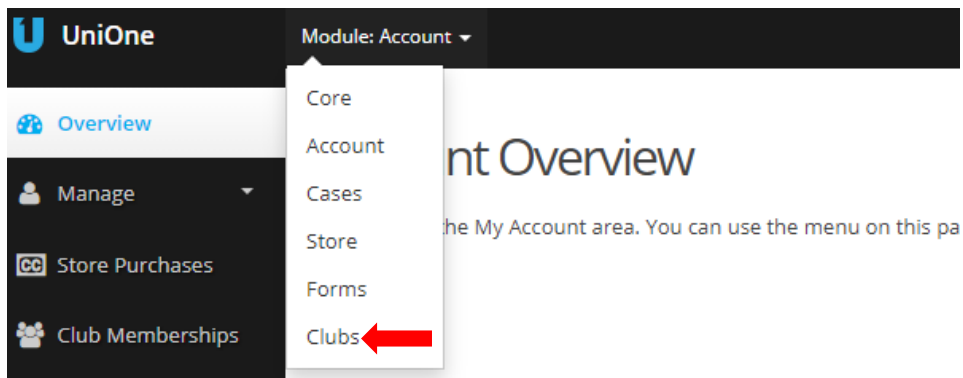
# Manually Add Members

If you have already registered members outside of UniOne you can manually add them into the system. **Only members with a UniOne account can be manually registered.**

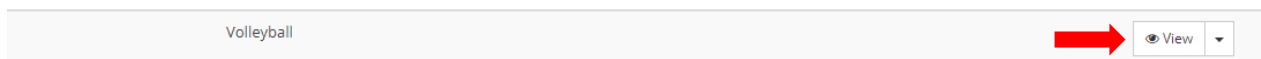
## 1. Got to **Account**



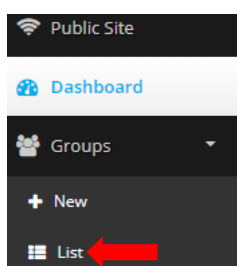
## 2. Click **Module: Account** then select **Clubs** from the drop down menu



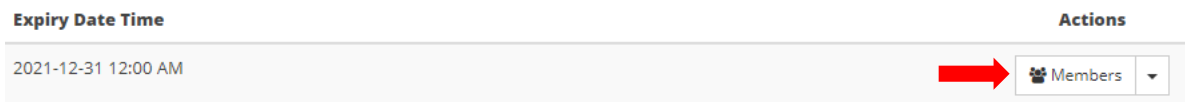
## 3. In the same row as your club name select **View**.



## 4. From the left-hand side menu click **Groups** then select **List** from the drop-down menu

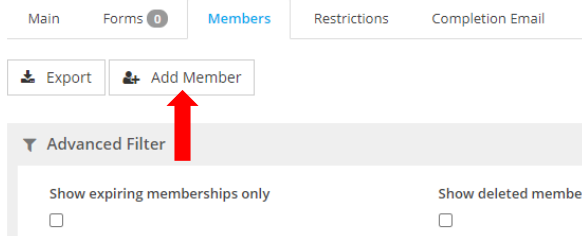


5. In the same row as **2021 All Members** click the **Members** button on the right hand-side



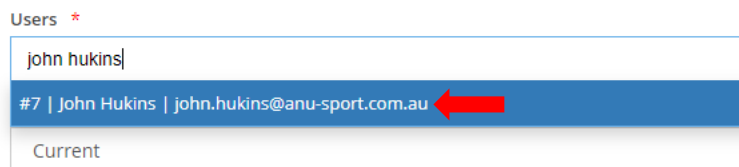
6. Click **Add Member**

## 2021 All Members Members

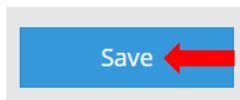


7. In the **Users** textbox type the name of the member you wish to register then and click the name you wish to select from the drop down. Note: if a name does not appear form the drop-down menu then that member has not registered for a UniOne account.

## Add New Member - 2021 All Members



8. On the right-hand side of the screen click save to register the member



For additional support using the UniOne system, please contact [john.hukins@anu-sport.com.au](mailto:john.hukins@anu-sport.com.au)