

ATLANTA TRACK CLUB

Membership Guide



ATLANTA TRACK CLUB MEMBERSHIP TABLE OF CONTENTS



TABLE OF CONTENTS

MANAGING YOUR ACCOUNT & BENEFITS

Accessing Your Account... 2

Account Overview... 2

Viewing Your Membership Details... 3

Canceling Auto-Renew... 3

Changing Your Member Option... 3

Editing Your Information... 3

Adding Members... 3

Redeeming Members Only Discounts on Events... 3

Creating and Sending Event Guest Passes... 3

RENEWALS

Opting out / Canceling your Auto-Renew... 3

Checking Your Credit Card Information on File... 4

Adding or Updating Your Credit Card Information on File ... 4

Re-activating Your Canceled Membership... 5

Have more questions?

Feel free to reach out to **membership@atlantatrackclub.org** for more information on the membership program. If you are having any trouble with your new Atlanta Track Club account, you can contact **support@hakusports.com** or live chat from your account for assistance!

ATLANTA TRACK CLUB MEMBERSHIP HOW TO MANAGE YOUR ACCOUNT & BENEFITS



ACCESSING YOUR ACCOUNT

Your member account will be created as soon as you register for an Atlanta Track Club Membership.

After registering for an Atlanta Track Club Membership, click the 'Go To Your Account'" button on the confirmation page and/or email.

You can also log into your account at https://haku.ly/member



ACCOUNT OVERVIEW

Dashboard

Go here to view important reminders, active events, suggested events to register for, and featured event products available for purchase.

Your Registrations

Go here to view all current and past Atlanta Track Club event registrations. You can manage your registrations through this tab.

Membership

Go here to manage your membership and redeem your member benefits.

Buy Products

Go here to view products you can purchase or have purchased.

Settings

Go here to reset your account password.

ATLANTA TRACK CLUB MEMBERSHIP HOW TO MANAGE YOUR ACCOUNT & BENEFITS



MANAGE YOUR MEMBERSHIP & REDEEM BENEFITS

In the Membership tab of your account, you can do the following:

1. View Membership Details

This includes Membership Type, Membership Number, Billing Type, Expiration status and Payment status.

2. Cancel / Opt out of Auto-Renew

Click 'Edit Membership' at the bottom of the 'Membership Details' section to set your membership to cancel at the end of the current membership period.

3. Change Your Membership Type

Click 'Edit Membership' at the bottom of the 'Membership Details' section to change from your current membership plan to a new one.

4. Edit Your Information

You can edit your email address, home address, phone number, gender, emergency contact information, and other custom data under the 'Members' section.

5. Add Members

If you are on a Dual or Family membership plan, you can fill any remaining spots on your membership under the 'Members' section.

6. Redeem Members Only Discount on Events

In the 'Available Members Only Discounts' section, you can click 'Redeem' to visit the registration form for an event. Because you are a member, your information will pre-populate on the form and your member discount will be automatically applied during payment.

7. Create and Send Guest Passes

Below the 'Available Members Only Discounts' section, you will see a section to create and send Guest Passes to friends and family so they can redeem the member price on select events.

ATLANTA TRACK CLUB MEMBERSHIP PREPARING FOR RENEWAL



CHECKING YOUR CREDIT CARD INFORMATION ON FILE

Log into your account and click the **Membership** tab. In **Membership Details** you can check the credit card that will be charged upon renewal where it says **Next Payment Date**.

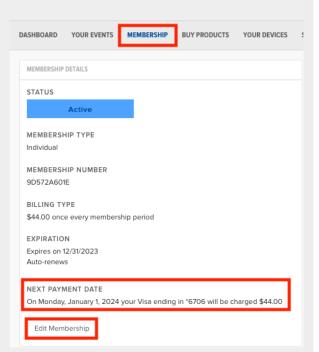
UPDATING YOUR CREDIT CARD INFORMATION ON FILE

If you prefer a different card be charged upon renewal or if it says you have no card on file, click **Edit Membership**.

To add new credit card information click **Add New Card** at the top right-hand side, add the details then click **Save Card**.

If your desired credit card information is already on file click on the card number then click **Update Card**.

After you finish, refresh the browser page and make sure your **Membership Details** includes the correct card to be charged upon renewal.



NEXT PAYMENT DATE

On Monday, January 1, 2024 your Visa ending in *1234 will be charged \$44.00

Please note that if your payment amount depends on the membership plan you have subscribed for.

ATLANTA TRACK CLUB MEMBERSHIP RE-ACTIVATING YOUR CANCELED MEMBERSHIP



If you canceled your auto-renew and do not want to renew your membership, then your membership will be canceled on January 1, 2024.

RE-ACTIVATING YOUR CANCELED MEMBERSHIP

Once your membership is canceled, you will still have the option to re-activate your membership at any point.

You will not need to re-register. Simply log into your account, click the **Membership** tab, then click **Re-activate Your Membership**, and follow the prompts.

