How to enter track and field events

(using athlete search bar)

This guide is for the club secretary or anyone that has a role within the club. If you have been assigned a role within your cub, you can use the athlete search bar to assist your entries.

Your club name will appear in the side bar – in this case, it is 'AAI Test Club'.

Within 'AAI Test Club', click on **'Entries'** – select the event you want to enter – in this case, the event is called 'TRACK AND FIELD'.

DATE	EVENT NAME
12/01/2018	Level 1 Coaching Course- Cork
14/01/2018	Spring 5K Series
28/01/2018	Irish Life Health Junior and Under 23
31/01/2018	TRACK AND FIELD
03/02/2018	Endurance Course
10/02/2018	Connacht Junior Endurance Squad Camp Feb 10th-12th 2018
15/02/2018	User Test Event
17/02/2018	Endurance Course
23/02/2018	Level 1 Coaching Course- Cork
25/02/2018	Adare 10k 2018
29/04/2018	RunDublin@Night
29/04/2018	RunDublin@Night
29/04/2018	Night Run 2018
25/08/2018	Tullamore Harriers Quinlan Cup Half Marathon
08/09/2018	Ratoath AC Half Marathon

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This will bring you to the registration page to enter the event:

Choose an entry fee – in this case, the 'Senior Men Public Free Registration':
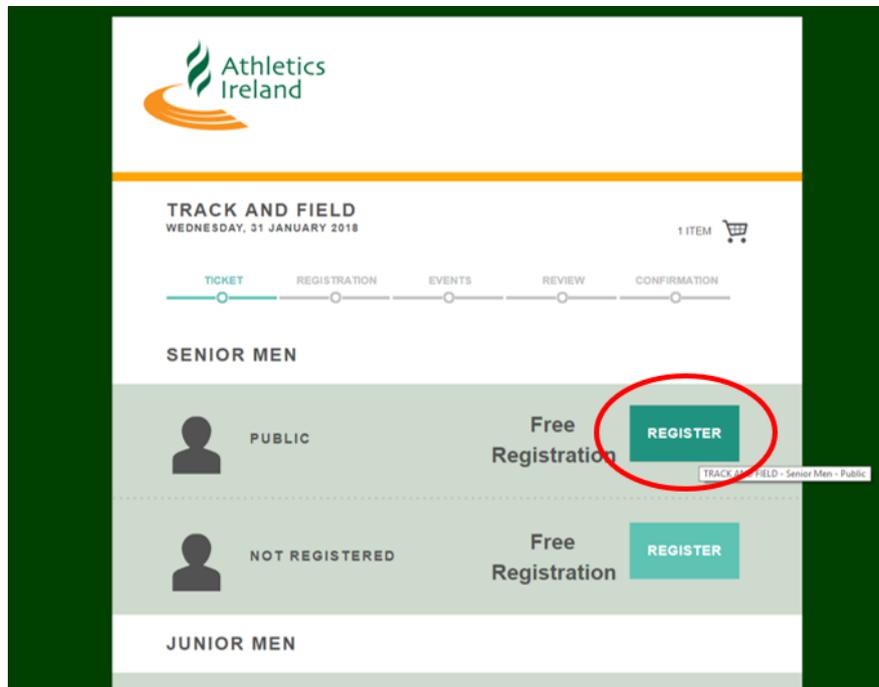
The athlete search bar appears:
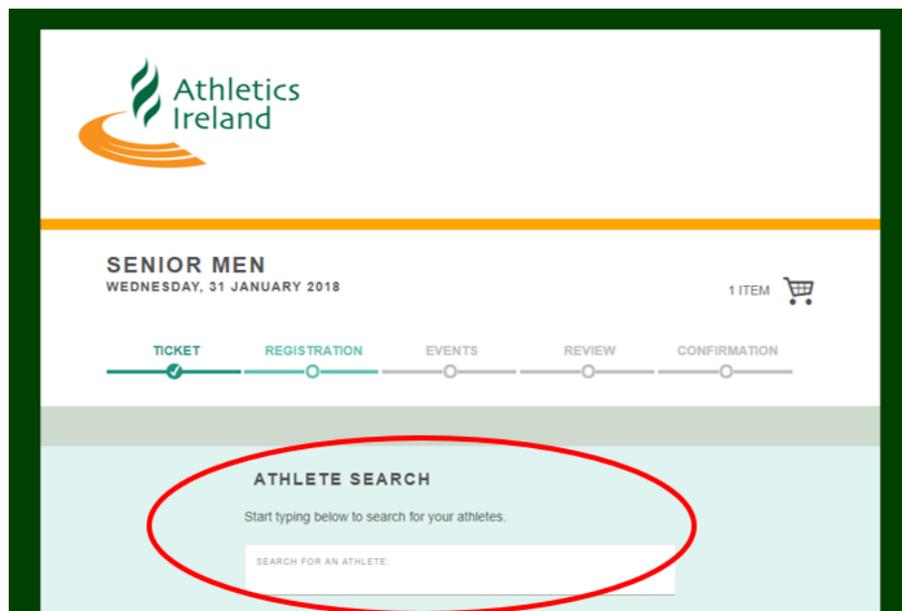
The search bar pulls in details of anyone that matches your search. It looks at people who are registered on the system, people who are the right age to enter the event and the right gender.

This allows you to search for an athlete in your club. **All of their details will populate in the form below, including First name, Last name, date of birth, gender, Club or team, registration number, email address** – so you won't have to enter these details manually, speeding up the process. For data protection reasons, the personal details are blanked out below.

If you have a **discount code** to enter the event, enter it at the bottom of the page before clicking on 'Continue' to proceed:

You are then brought to the **'Events'** page, where you can choose which events you would like to enter. You can enter more than one event at once:

Enter your **PB (personal best)** and **SB (seasonal best)** for each event. If you do not know these, you can leave these blank.

There is also **data validation** present in these PB and SB fields, **only numbers can be entered** – if letters are entered, you will be notified to change this before proceeding:

- Click **'Continue'**.

You are then brought to the **'Review'** page to check over your order:

If you would like to go back and change which events you want to take part in, click on the **'Edit'** symbol beside your entry:
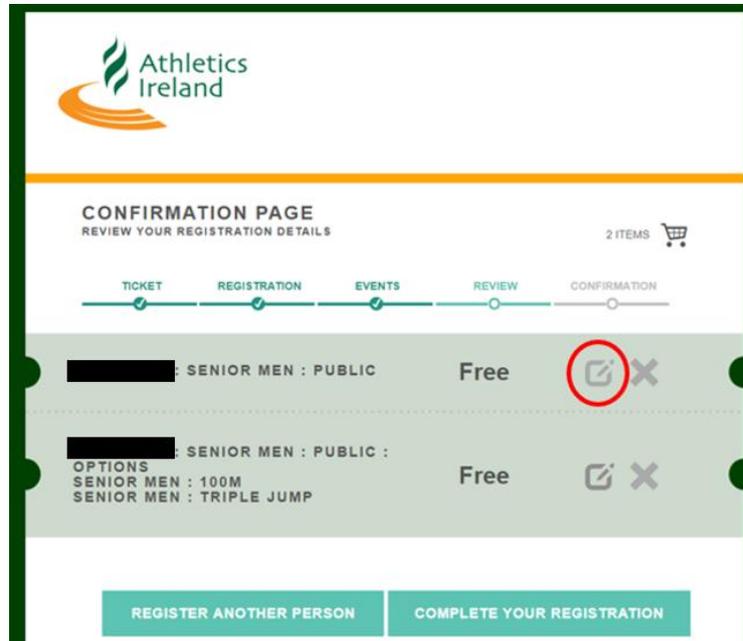
This will bring you back into your order to change your details:
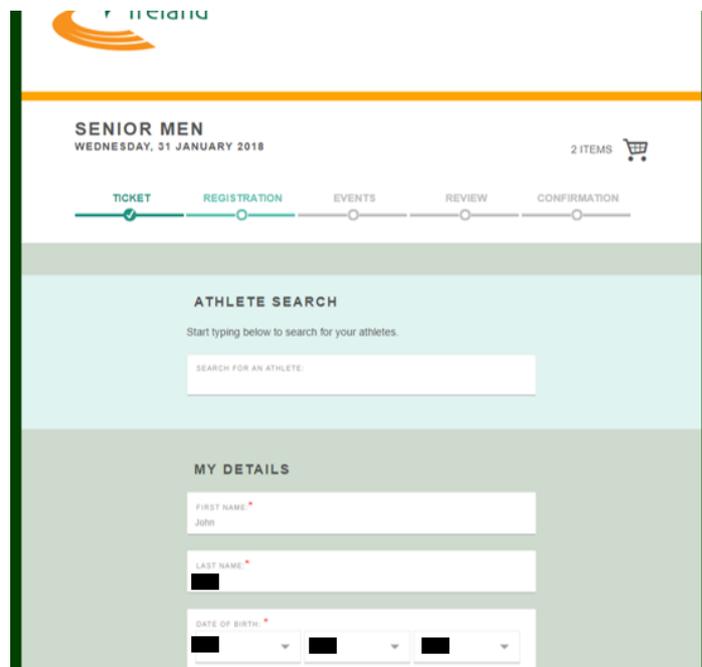
All of your details on the registration page will already have been populated - click on **'Continue'** at the bottom of the page to proceed to the 'Events' page once again:

Here, you can **deselect** a race entry, in this case, I have deselected the 'Senior Men: Triple Jump':

Now, I am only entered for the 'Senior Men: 100m'.
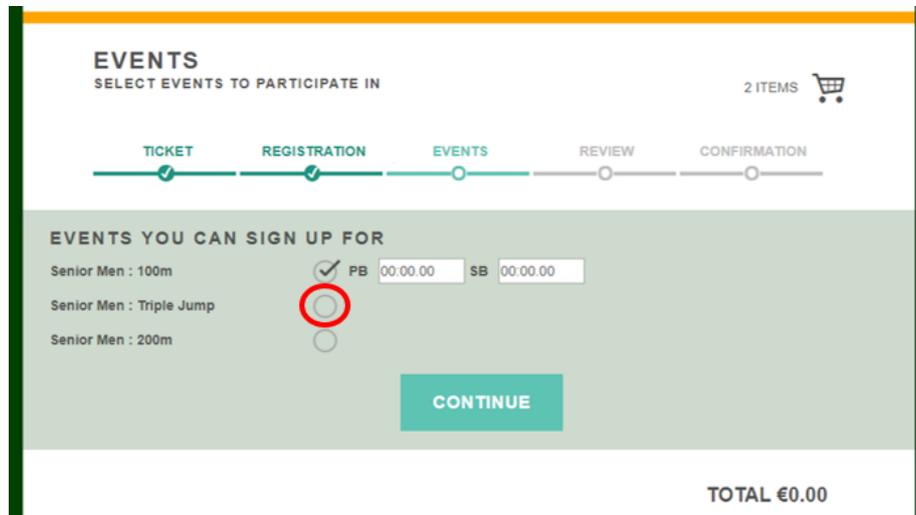
If you are happy to proceed, click **'Continue'** to bring you back to the 'Review' page.

On the 'Review' page, you also have the option to **register another person** or **complete your registration**:
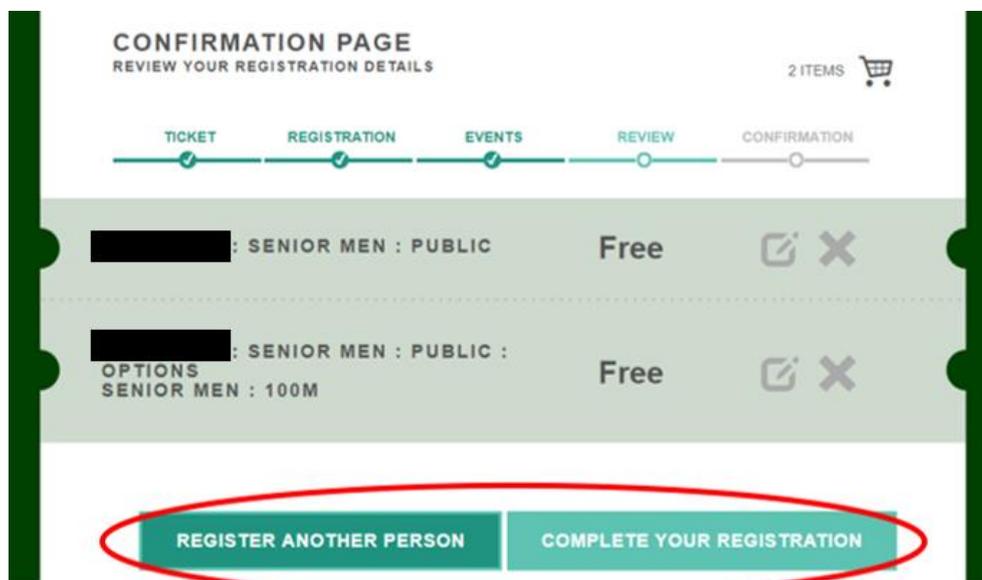
If you are entering **multiple** athletes, you can click on the **'Register another person'** button, which will allow you to repeat the process again using the athlete search bar. If you are just entering the **one person**, click on **'Complete Your Registration'** to pay.

In this case, the registration is free, and no payment is required:
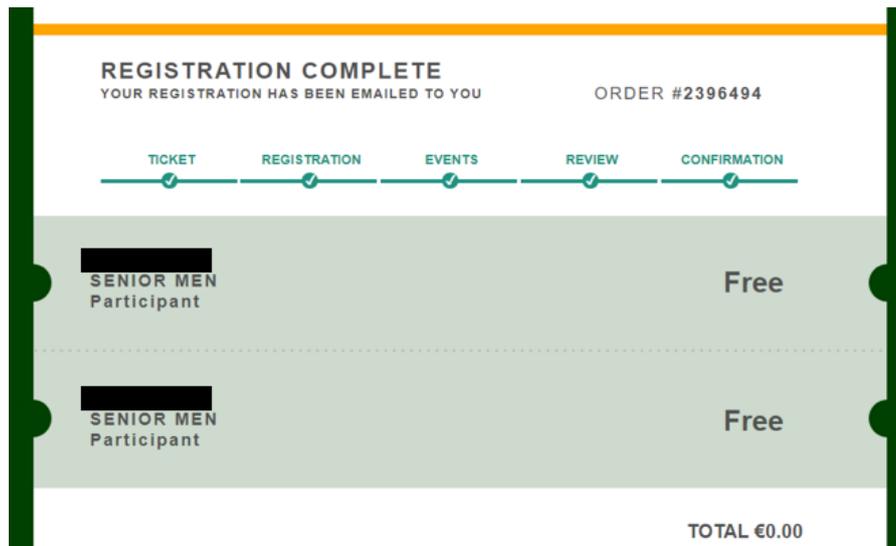
Where payment is required, on the 'Review' page, click on **'Purchase'** and enter your card details, then click on **'Submit Payment'**: