



Entry4sports Support Manual

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Introduction

This manual has been developed to support Athletics Ireland members to enter competitions using an effective and efficient entry system. It gives a step-by-step guide on how to enter competitions either by using club access or as an individual user, entering individual athletes and teams, payment and accessing support if necessary.

1. Log-In

1.1 Pathway to Entry4sports webpage

You will be directed to the Entry4sports webpage from the online entry link on the Competition Fixtures page of Athletics Ireland website:

<https://www.athleticsireland.ie/competition/fixtures>

Or go direct to the website:

<https://entry.athleticsireland.ie/#/>

25/01	Irish Life Health National Indoor Junior and U23 Championships	AIT, Athlone	Online Entry	Timetable
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Scroll through the fixtures list until you find the competition you want to enter. Click “online entry” and you will be brought to the Entry4sports landing page.

You must log-in and select the competition you wish to enter.

The screenshot shows the Athletics Ireland website interface. At the top, there is an orange navigation bar with the Athletics Ireland logo on the left and links for Home, Admin, My Account, Help, and a circled 'Login' button on the right. Below the navigation bar, a message states: "Due to ongoing Coronavirus situation, please check with the organisers before entering or attending any competition." Below this is a filter input field with the text "FILTER: Enter filter term here e.g. competition number, organiser, name, location". The main content area displays three competition cards, each with the Athletics Ireland logo, a 'More info...' link, and details about the competition, including the name, date, and number of athletes and entries. The cards are: 100: Indoor Combined 2019 National (19th Jan 2019, 117 Athletes, 117 Entries, Closed 17th Jan 23:59), 106: Indoor League R2 National (26th Jan 2019, 11 Athletes, 12 Entries, Closed 24th Jan 23:59), and 101: Irish Life Health Junior/U23 Champs National (27th Jan 2019, 327 Athletes, 427 Entries, Closed 23rd Jan 09:00).

1.2 Log-In Access

- If you are an authorised club user, you would have been sent an email with login details to access your account.

- If you are a public user, select the 'Register as new user' icon to create an account and proceed to log in.

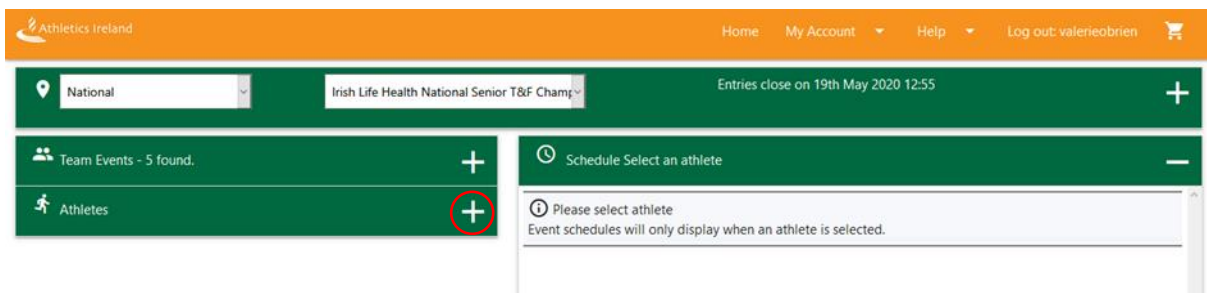


The image shows the Athletics Ireland login page. At the top, there is an orange navigation bar with the Athletics Ireland logo on the left and links for Home, My Account, Help, and Login on the right. The Login link is circled in red. Below the navigation bar, there are two input fields: 'User name' and 'Password'. At the bottom right, there are two buttons: 'CANCEL' and 'LOG IN'. Below these buttons, there are two links: 'Register as new user' and 'Lost your password?'. The 'Register as new user' link is circled in red.

2. Entering athletes as an authorised club/county/regional user or as a public/independent user

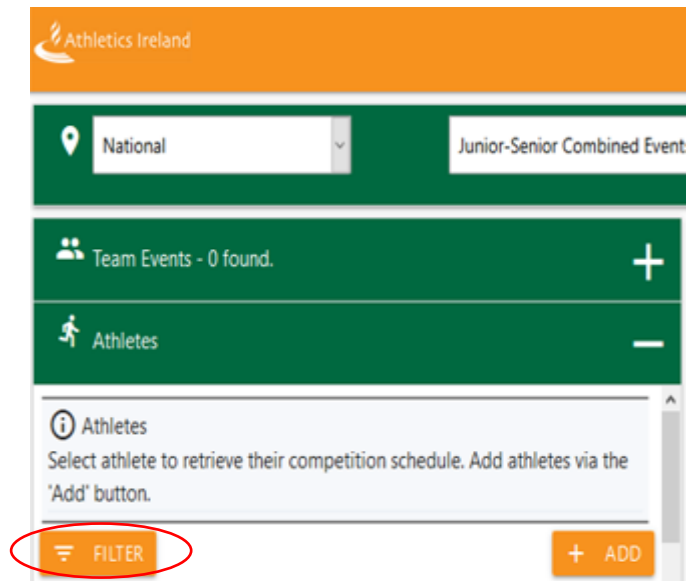
2.1 Authorised club/county/regional user

- If you logged in with a club access account, you will already be presented with a list of registered Athletics Ireland athletes (within your access rights).
- Click on the athletes plus sign (+) to expand the window



The image shows the Athletics Ireland dashboard. At the top, there is an orange navigation bar with the Athletics Ireland logo on the left and links for Home, My Account, Help, and Log out: valerieobrien on the right. Below the navigation bar, there is a green header bar with a location dropdown set to 'National', an event dropdown set to 'Irish Life Health National Senior T&F Champ', and a date 'Entries close on 19th May 2020 12:55'. Below the header bar, there are two main sections. The left section is titled 'Team Events - 5 found.' and has a plus sign (+) next to it. The right section is titled 'Schedule Select an athlete' and has a minus sign (-) next to it. Below the 'Team Events' section, there is a section titled 'Athletes' with a plus sign (+) next to it, which is circled in red. Below the 'Athletes' section, there is a message box that says 'Please select athlete' and 'Event schedules will only display when an athlete is selected.'

- Click on "Filter" to search for the athletes you wish to enter

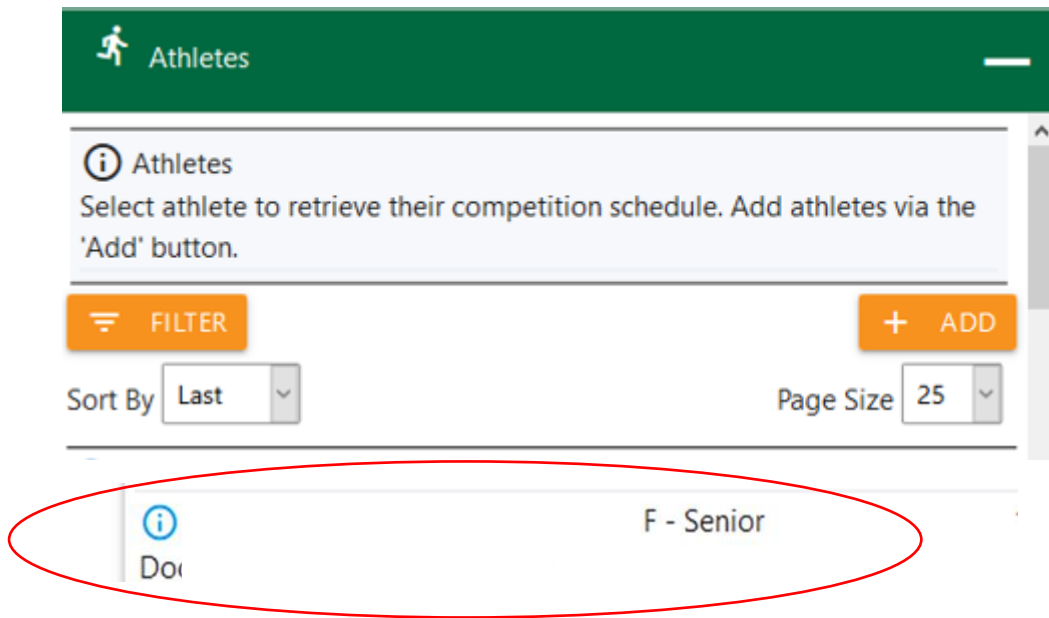


✚ Enter the name, club and gender of the athlete and click “filter”.

✚ The athlete you wish to enter should appear on the page.

2.2 Selecting events for an athlete as an authorised club/county/regional user

- Click on the athlete's details to see the schedule of events they can participate in based on their age and gender.



Schedule **Age Group: Senior 16 to 99**

i Schedule information
The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to [redacted] Please contact the Competition organiser if there is an issue with the available events.

Organiser Contact: competitions@athleticsireland.ie
Standard prices unless specified: Standard events €25.00

<input type="checkbox"/>	27th Jun 20 @ TBC	400m Hurdles: Senior 16 to 99	Entries: 0
		PB [redacted]	
<input type="checkbox"/>	27th Jun 20 @ TBC	3km SC: Senior 16 to 99	Entries: 0
		PB [redacted]	
<input type="checkbox"/>	27th Jun 20 @ TBC	100m Hurdles: Senior 16 to 99	Entries: 0
		PB 13.69 s	
<input type="checkbox"/>	27th Jun 20 @ TBC	Javelin: Senior 16 to 99	Entries: 0
		PB [redacted]	

- Select the relevant event for the athlete by ticking the “box” icon.

Schedule Age Group: Senior 16 to 99

i Schedule information
 The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to . Please contact the Competition organiser if there is an issue with the available events.

Organiser Contact: competitions@athleticsireland.ie
 Standard prices unless specified: Standard events €25.00

<input type="checkbox"/>	27th Jun 20 @ TBC	400m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	3km SC: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	100m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text" value="13.69"/> s	
<input type="checkbox"/>	27th Jun 20 @ TBC	Javelin: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	

2.3 Entering a Personal Best as an authorised club/county/regional user.

Entering personal best information will assist the organisers in the seeding and heats for competitions, to do this simply:

✚ Type in the "PB" in the relevant box.

Schedule Age Group: Senior 16 to 99

i Schedule information
 The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to . Please contact the Competition organiser if there is an issue with the available events.

Organiser Contact: competitions@athleticsireland.ie
 Standard prices unless specified: Standard events €25.00

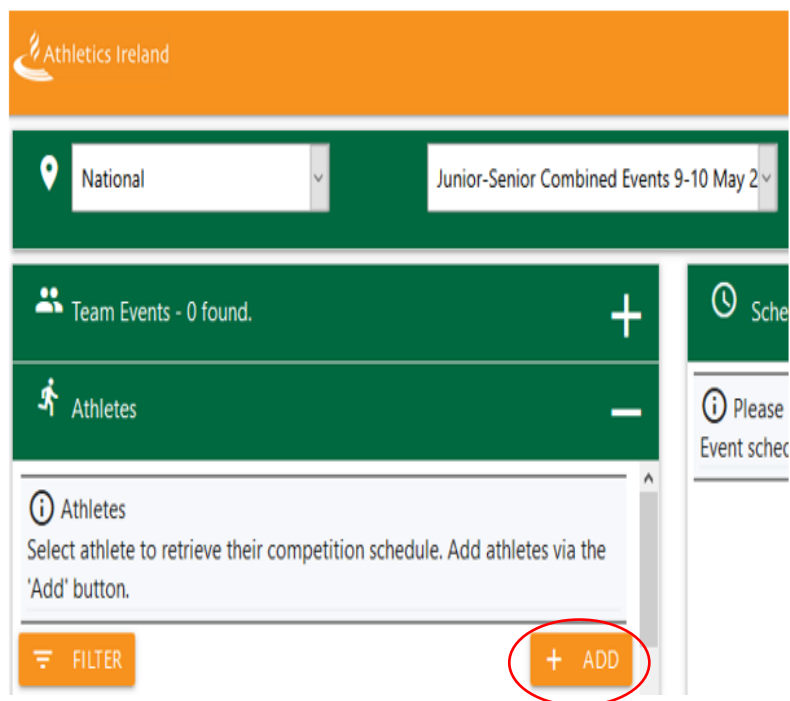
<input checked="" type="checkbox"/>	27th Jun 20 @ TBC	400m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	3km SC: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	100m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text" value="13.69"/> s	
<input type="checkbox"/>	27th Jun 20 @ TBC	Javelin: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	

Order Summary Athlete(s): 1 Event(s): 1

✚ Press enter to save the PB. To cancel or delete PB use the "ESC" key.

3. Entering athletes as a public/independent user

- ✚ If you are a public/independent user, you must select the 'Add' icon to enter an athlete (see below).



- ✚ Once the "Add" icon has been selected (depending on the competition) you may see an option for registered and unregistered athletes.



3.1 To enter a Registered Athlete

- ✚ Enter the details seen below to proceed and then select "Search".

3.2 Enter an Unregistered Athlete

If you are entering as an unregistered athlete, the below screen will appear. Enter athlete's information and select the "Save Athlete" icon.

Athlete Profile

First Name

Surname

Gender

Date of Birth

Day Month Year

Club

SELECT

Secondary Claim Club

SELECT

School

SELECT

Classification

0

RESET

SELECT

Country Code SELECT

Association ID

CLOSE SAVE ATHLETE

3.3 Selecting events for an athlete as a public/independent user

- Select an athlete in your athlete list by clicking on their row of data.



- This will show the schedule of events that the athlete can participate in based on their age and gender.

A screenshot of a web page showing the event schedule for 'F - Senior'. The page has a green header with a clock icon, the word 'Schedule', a search bar containing 'Doc', and 'Age Group: Senior 16 to 99'. Below the header is a section titled 'Schedule information' with an information icon (i). The text in this section states: 'The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to [redacted]. Please contact the Competition organiser if there is an issue with the available events.' Below this, it says 'Organiser Contact: competitions@athleticsireland.ie' and 'Standard prices unless specified: Standard events €25.00'. The main content is a table of events with checkboxes, dates, event names, and PB (Personal Best) times. The events listed are: 400m Hurdles: Senior 16 to 99, 3km SC: Senior 16 to 99, 100m Hurdles: Senior 16 to 99, and Javelin: Senior 16 to 99. The 100m Hurdles event has a PB of 13.69 s. All events have 'Entries: 0'.

✚ Select the relevant event for the athlete by ticking the “box” icon (see image below)

Schedule Age Group: Senior 16 to 99

i Schedule information
The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to Please contact the Competition organiser if there is an issue with the available events.

Organiser Contact: competitions@athleticsireland.ie
Standard prices unless specified: Standard events €25.00

<input type="checkbox"/>	27th Jun 20 @ TBC	400m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	3km SC: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input checked="" type="checkbox"/>	27th Jun 20 @ TBC	100m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text" value="13.69"/> s	
<input type="checkbox"/>	27th Jun 20 @ TBC	Javelin: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	

3.4 Entering a Personal Best as a Public/Independent User

Entering personal best information will assist the organisers in the seeding and heats for competitions.

✚ Type in the “PB” in the relevant box.

Schedule Age Group: Senior 16 to 99

i Schedule information
The Timetable is PROVISIONAL and subject to change. This schedule is bespoke to Please contact the Competition organiser if there is an issue with the available events.

Organiser Contact: competitions@athleticsireland.ie
Standard prices unless specified: Standard events €25.00

<input checked="" type="checkbox"/>	27th Jun 20 @ TBC	400m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	3km SC: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	
<input type="checkbox"/>	27th Jun 20 @ TBC	100m Hurdles: Senior 16 to 99	Entries: 0
		PB <input type="text" value="13.69"/> s	
<input type="checkbox"/>	27th Jun 20 @ TBC	Javelin: Senior 16 to 99	Entries: 0
		PB <input type="text"/>	

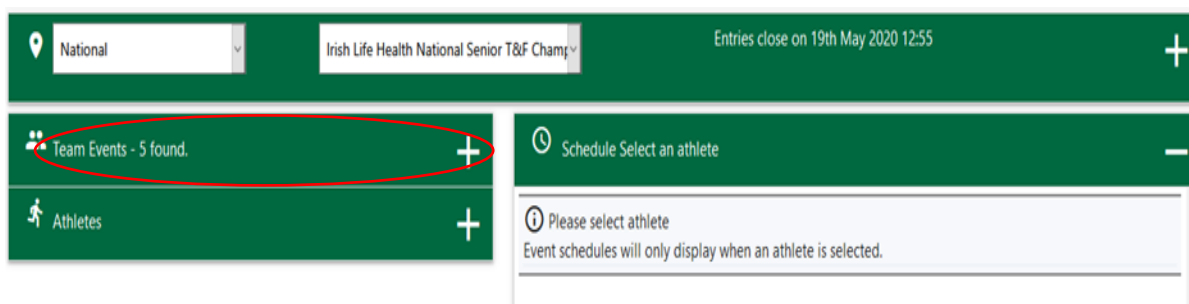
Order Summary Athlete(s): 1 Event(s): 1

✚ Press enter to save the PB. To cancel or delete PB use the “ESC” key.

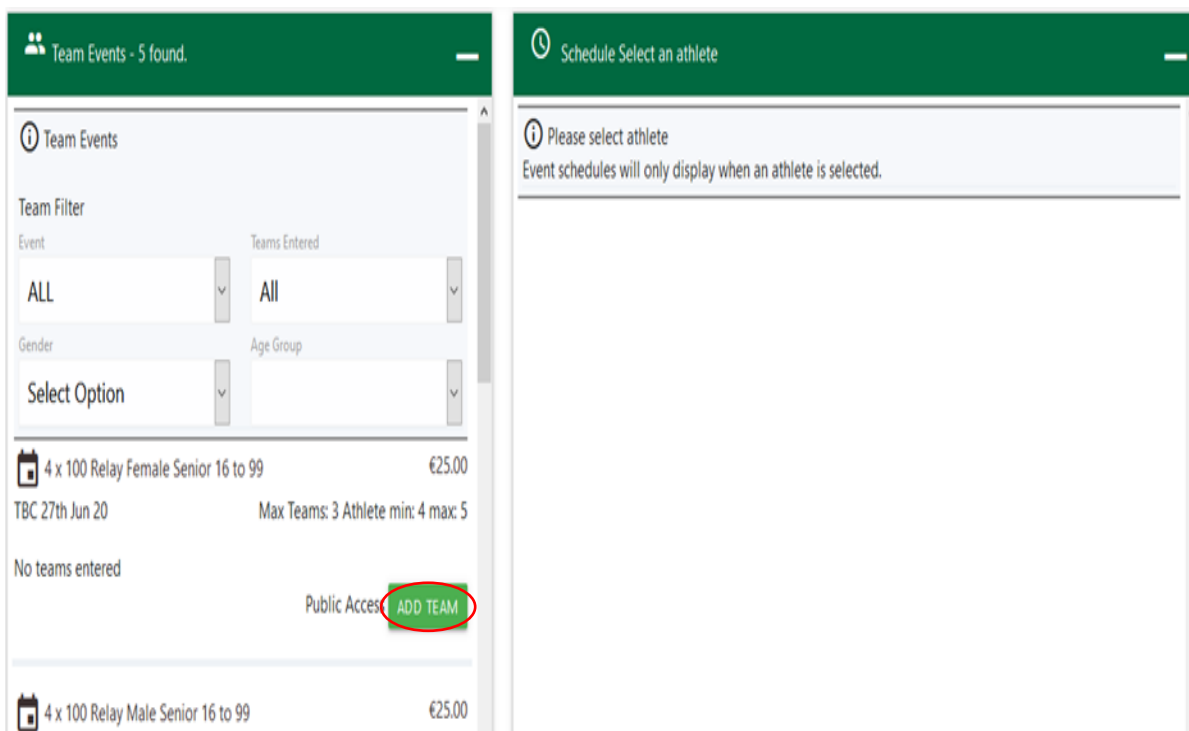
4. Team Entries (Including Relay Teams)

** If a club is entering multiple teams in the same event & category each team name must be unique, for example, Leevale A.C. may wish to enter 2 teams in the 4x100 Senior Men event. They would name their first team: Leevale A.C. **A** and their second team as Leevale A.C. **B****

✚ Click on the team events plus sign (+) to expand the window



✚ Click on the relevant team you want to enter, for example, club or county team, male or female and select "Add Team"



🚦 Enter the athletes and submit to basket

**Please note that each team must be given a unique name and entered in the same format as the example below. This is particularly important when a club is entering more than one team in the same event. **

Example

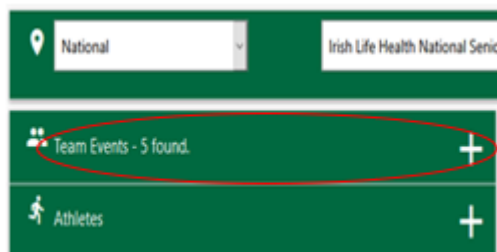
Leevale A.C. A or Leevale A.C. 1

Leevale A.C. B or Leevale A.C. 2

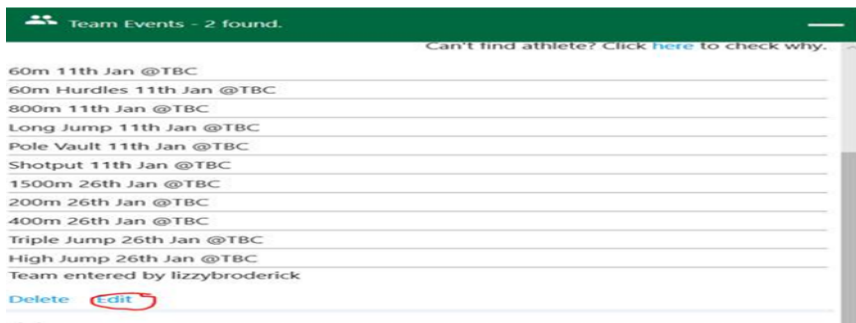
Leevale A.C. C or Leevale A.C. 3

4.1 Edit a Team Entry

🚦 Log in to your account and expand the teams event tab



🚦 Click on “edit” for the team you wish to amend



- ✚ Add the AAI Registration number (also known as URN number) or name for the athlete you wish to enter.

A screenshot of the "Team Events" form. The header is "Team Events - 2 found." Below it, the "Team Name" is "Ireland Indoor League Female 16 to". There is a "Car" label on the right. The form contains several input fields for events: "60m 11th Jan @TBC", "60m Hurdles 11th Jan @TBC", "800m 11th Jan @TBC", "Long Jump 11th Jan @TBC", "Pole Vault 11th Jan @TBC", and "Shotput 11th Jan @TBC". Each input field has the placeholder text "Enter URN, name...". The first input field is circled in red.

- ✚ Select the Submit button

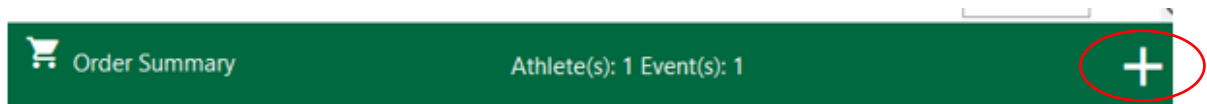
A screenshot of the bottom section of the form. It shows the last event input field: "High Jump 26th Jan @TBC" with the placeholder "Enter URN, name...". Below the input field are "Delete" and "Cancel" links. To the right, there is a green "SUBMIT" button, which is circled in red.

- ✚ Repeat the process if other amendments are required.

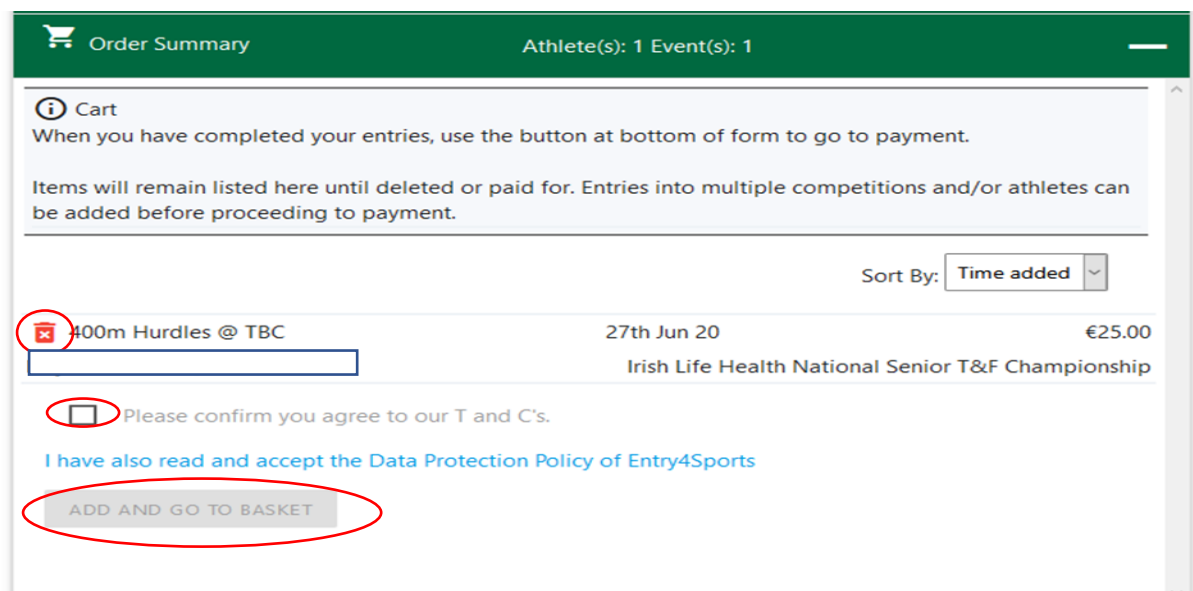
5. Order Summary

5.1 View & approve order

- ✚ View the completed order by clicking on the '+' icon to the right of the order summary bar.



- ✚ To delete an entry, select the "red delete icon" to the left of the data row



- ✚ If the order is satisfactory you must accept the terms and conditions by ticking the box.
- ✚ Proceed to the basket by pressing the 'Add and go to Basket' icon.


5.2 Basket

View all your entries before payment. To delete an entry from your order, select the "red cross" icon.



My Basket

[Back to Entries](#)

Product	Price	Total
 17294 : Irish Life Health National Senior T&F Championship 27th Jun 2020, - (.....), 400m Hurdles	€25.00	€25.00
<input type="text" value="Coupon code"/>	<input type="button" value="Apply coupon"/>	


Basket totals

Subtotal €25.00

Total €25.00

Have you completed All your entries ?


Remember, you can add multiple entries across multiple competitions to this cart and then pay once rather than pay individually.

 Select 'proceed to checkout' to make payment.

****Entries are not confirmed until payment has been made****

6. Checkout (Payment)

6.1 Payment Options

 Payment can be made through a debit/credit card or cheque, the Competition Entry and Entry4Sport system database is updated immediately once payment is received by credit or debit card.

6.2 Debit/Credit card payment

- ✚ Complete the billing information and enter your card details on the bottom, see image below.

Have a coupon? [Click here to enter your code](#)

Billing details

First name * Last name *

Country *

Street address *

Town / City *

County *

Eircode (optional)

Phone *




Email address *

Additional information

Order notes (optional)

Your order

Product	Total
17294 : Irish Life Health National Senior T&F Championship 27th Jun 2020. - . 400m Hurdles × 1	€25.00
Subtotal	€25.00
Total	€25.00

Credit/Debit Card (Stripe)   

Pay with your credit card via Stripe.
Credit or debit card

6.3 Cheque Payment

Cheque Payments

I have read and agree to the website [terms and conditions](#) *

[Place order](#)

- ✚ If the cheque payment option is taken the Competition Entry is deemed ****Pending**** until the cheque is received by the Competition Department in Athletics Ireland. This entry will appear on the Athletics Ireland Competition Entries list as ****Pending****
- ✚ The cheque should be received by the Competition Department on the Wednesday week before competition.
- ✚ For cheques sent by post it would be prudent to allow 5 working days before the entrant status is changed to normal.

7. Order Confirmation

7.1 Order Received

- ✚ Once your order has been successful a confirmation page will appear on your screen.



Order received

[Back to Entries](#)

Thank you. Your order has been received.

ORDER NUMBER: 19961	DATE: 11th January 2019	EMAIL: [REDACTED]	TOTAL: €10.00	PAYMENT METHOD: Credit Card (Stripe)
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Order details

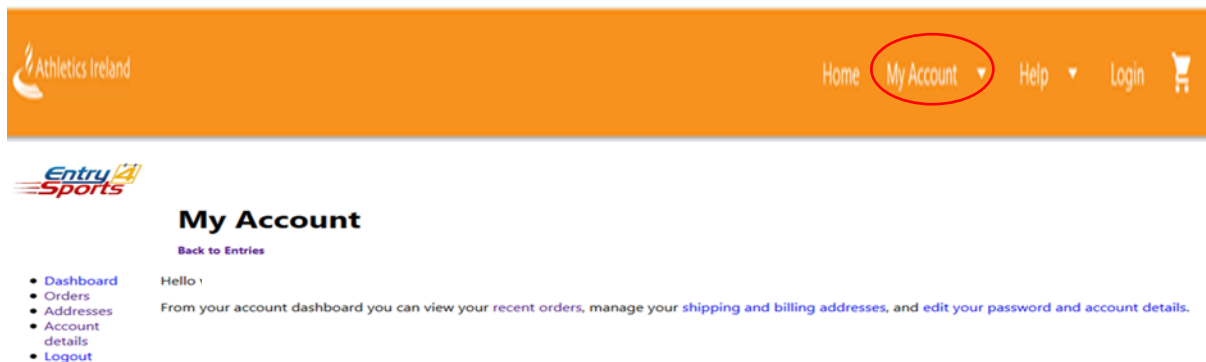
Product	Total
27388 : Indoor Combined 2019 19th Jan 2019. - Gearoid Yelverton. Combined Events @ 00:00 x 1	€10.00
Subtotal:	€10.00
Payment method:	Credit Card (Stripe)
Total:	€10.00

Billing address

- ✚ A confirmation email will also be sent once the payment has been received.

7.2 Account Information

- ✚ For more information on your account simply go to **athleticsireland.entry4sports.com/my-account** (you must be logged in).



Athletics Ireland

Home My Account Help Login

Entry Sports

My Account

Back to Entries

- Dashboard
- Orders
- Addresses
- Account details
- Logout

Hello

From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.

8. View Entries

8.1 Public Page

- ✚ Go to <https://athleticsireland.entry4sports.com/#/> this is a public page, log-in is optional.
- ✚ Select the relevant competition and click on “Entries”.

8.2 View & search entries

- Entries can be viewed on this page and searches can be carried out via name, club or team etc.

No of Athletes : 310 No of Entries : 368 No of Teams : 0 No of Team Athletes : 0
Entries for National Indoor Senior Championships 2019 on the 16th February 2019. Entries are now closed.

Event	Type	Team	Gender	Athlete Name	Club	Event
17 Feb 2019						
11.45						
60m Hurdles (6 entries)						
	Track	Individual	Female			Intu
	Track	Individual	Female			Intu
	Track	Individual	Female			Intu
	Track	Individual	Female			Jur
	Track	Individual	Female			Jur
	Track	Individual	Female			Jur
11.55						
60m Hurdles (9 entries)						
	Track	Individual	Male			Intu
	Track	Individual	Male			Intu
	Track	Individual	Male			Jur
	Track	Individual	Male			Ser

9. Support Ticketing System

- The support ticketing system is a resource available to ensure a quick resolve to technical issues experienced during the entry process.
- Select the 'Help' icon and then "Support" and another window will be opened within your browser to the support website.



- Select "New Ticket" to create a new support ticket which will then be serviced by either an Entry4Sports or Athletics Ireland team member.



support@entry4sports.com

FAQ'S USER GUIDE



