

# How the Online Entries site works

When you use your user name and password you are able to login to the entry area for your school. The toolbar has seven parts.

- **Home** page. The Home page provides access to the messages distributed to the Online Entries users.
- The **Team Information** page is where you must provide the name of the Teacher in Charge at the school, the Team Manager's name for the competition and contact details including an email address and your city/town. These are indicated as required fields and the website will not allow you to generate an invoice or pay by credit card until they are completed. It would be helpful, if you were providing a cell-phone number, that it was the one the Team Manager would be carrying at the Championships.
- The **Add Entries** page has a form allowing for up to five competitor's details to be entered at a time. If there are more to enter you go back into the Add Entries page again and repeat the process after saving your first five. We strongly recommend that on your first visit to Online Entries, you complete just one athlete's entry and save it, to follow the process outlined below and make sure it works for you.

For each athlete there are two fields where the competitor's Family Name and Given Name must be typed. Capitals for first letters only please. There are radio buttons for their gender. All of the other information such as Birth Date, and Events is selected from dropdown menus. The event options do not become active until you have completed age and gender details. The athlete is automatically placed in their grade by birth date and only the events for which they are eligible are offered. There are "Save" buttons to click when you wish to save the information you have entered to that point.

If there are omissions or errors in the information you have put in, you will be presented with the information for the competitors you tried to save. You must scroll through the entries to check for the red error messages, which indicate that the information in that field is incomplete.

- **Relay Entries** Entries for the track relays will be accepted online from schools but confirmation of team membership or running order is not required until Friday 5 December at the Managers Meeting. The forms for confirmation of relay teams are provided in the Team Manager packs.

If an athlete is only competing in relay(s) use the **Relay(s) Only** checkbox. We need their information in order that they are placed in the correct grade and assigned a competitor number.

- **Browse Entries.** When you save your entries you are transferred to the Browse Entries page. On this page you can **Edit** or **Delete** information about your competitors. You can log off at this stage and provided you have successfully completed one entry cycle without errors or corrected any errors and saved the corrections, all the information is saved to our database. By using the **Print** button a page with all the competitor events, details and check boxes for your own record keeping is displayed for printing. This is different to the format you are viewing on the Browse Entries page and should be more useful than Print Page or Print screen from the web-browser. All the data saved can be accessed and added to or modified at any subsequent visit until you finally decide that all the information is correct and you wish to pay for entries.

- **Merchandise.** This is the page where you order t-shirts and social function tickets. For each t-shirt size and style or for the social function you enter the number you require in the appropriate box. Your merchandise page remains active after you have invoiced for entries. You may generate separate invoices for merchandise, or do it at a later stage. If you select merchandise on the payment page along with entries the information is gathered into one invoice with each category itemized.
- **Payment Page.** Make sure that all your athlete details are correct before you begin the entry payment process. Here you must first nominate what you wish to pay for by selecting the checkboxes provided. You are only allowed to invoice entries once. It is not a good idea to generate your invoice too early, as changes are common. There are schools in which it is not easy to organise payment at short notice. In these cases it is important to make arrangements well in advance. Print your own copy of the invoice. We do not send them to you. Your entries are then locked for payment purposes. We do not offer refunds. You are unable to add new athletes or change events.

Once you select pay you are transferred to the Checkout page where you nominate your method of payment. Please read all the information on the screen at this stage.

If you pay by Credit Card your entries are loaded immediately to the website and a receipt is generated.

The other options are to pay by making an Internet deposit directly to our Bank Account using your own Online Banking Provider or to post a cheque to the address specified in the invoice. In both these cases an invoice is generated for your school, which you should print. Your invoice has our Bank Account number and the other instructions you will need. We generate receipts when we have confirmed payment and your entry details are uploaded automatically to the public website when this occurs.

The Payment page allows you to come back at a later stage and view or print your invoice(s) and your receipt(s).

- **Information** page. The information page provides contact details to help you with your entries and other information you may require in the process of entering athletes into the competition.