

Wellington Online Entries Information

All entries must be made online on the NZSSAA website on or before **Friday November 22**. The website will be open for entries from October 14 and will close for entries on November 22 at midnight. The person in charge of a schools entries will need the schools login details held either by the Principal or the possibly the Sports Coordinator. If the login details are not available please email oe@nzssaa.org.nz to request them.

NZSSAA Affiliation

The Association collects school affiliation fees with entries. Schools that did not have competitors at the Cross Country Championships in Timaru will have the \$55.00 affiliation fee added to their entries invoice.

Entry fees

The entry fees payable per athlete for track and field and/or road race are as follows:-

- \$22.00 One or two events (including the road race)
- \$30.00 Three or more events
- \$10.00 Relay competitors only

Do not be late with your entries. After November 22 further entries will only be added with the approval of the online entries administrator. Late entries will only be accepted **if there has been a genuine error or accepted reason** and if they do not create an extra heat or round or if field event numbers are low enough to allow the event to be completed in the allocated time. There will be a charge of \$10 per late entry and they need to be emailed to oe@nzssaa.org.nz. **No late entries will be accepted after 12 noon on Thursday December 5.**

Entries for all NZSSAA events are to be submitted online. Please follow the instructions below.

1	Visit http://entries.co.nz/o/nzsstfrr2019/ under Entry Procedures. This can be found on the home page or by selecting Competitions and then the current championships.
2	A login prompt will be presented to your browser.
3	Enter your assigned username and password to proceed into the system.

Please remember to fill in your school information first (including a cell phone number for the manager so that they can be contacted at the championships) and the declaration tick box. The declaration has been updated to reflect the likelihood of livestreaming of many of the events. The person responsible for entries confirms the athletes have been informed that their age, gender and school will be in the results held on the NZSSAA website after the championships and therefore, available on the internet in the future unless the athletes individually request their removal after 3 months. The athletes have also given their permission to NZSSAA to use photographs and video footage taken of them by the championships official photographer and/or livestream providers for appropriate publicity and information eg in newspapers, programmes, livestream sites and on the NZSSAA / Athletics NZ websites and Facebook pages.

Go to the **Athletes** section. There will be a list of athletes that have been entered by your school previously unless this is the first time your school has entered. Select their names or add an athlete if they are a new athlete and complete the details in the entries window that appears including name, birthdate, gender, Athletics NZ registration status (Please complete this section accurately as we are wanting to know the number of registered athletes taking part) and Para Classification if you are entering a Para Athlete (see separate document about Para Athlete Classification).

Each school can enter 1 athlete per event without reference to the standards and up to 3 athletes per event (4 in the 100m and 400 metres if entering teams in the 4x100m and 4x400 relays. Enter the relay first for this option to apply). When entering more than 1 athlete the standards (see separate document), which should be regarded more as guidelines rather than standards, apply and, in order to enter the athletes, performances that equal or better the standards must be entered. If a school wishes to enter 4 athletes in the same event (except in the relays exception above) the request needs to be emailed to oe@nzssaa.org.nz with evidence that all have equalled or bettered the standard.

Once entered and saved the entered athletes and relay teams appear in the **Current Entries** section. By selecting the athlete they can be corrected or scratched from a single event by selecting **clear** beside that event or selecting **remove** beside their name if they are scratching from all their events.

Go to the **Payment** section. **Your entries are complete when you have chosen a payment option, produced an invoice (you can print this off for your accounts department) and paid.** There are two options for payment. The first is by **school or personal credit card**. The second is by direct crediting the **NZSSAA Entries** bank account **12-3150-0174691-00**. Please note that you can add additional entries yourself up until entries close even though you may have already generated an invoice or paid. Enter your additional athletes, generate another invoice and pay for them accordingly.

Please note: Athletes will appear in the confirmed entries list on the website and will be able to compete but will have **unpaid** beside their names until entry fees have been receipted. Entry enquiries are to be by email only to oe@nzssaa.org.nz please

Scratchings

Scratchings for single events must be done on the NZSSAA website by midnight **Tuesday December 3**. After that date any scratchings received will be considered as scratchings from all events.

NB: The Road Race and the Track and Field Championships are separate championships and scratching from one after Tuesday does not stop an athlete taking part in the other. Scratchings are not required for the road race unless the team manager plans to substitute a replacement runner and this can be done right up to the time of the race using the scratchings/replacements form provided to managers.