Procedures for Cross Country Championships
Website Entries

How entries will be made

All schools will be receiving a letter addressed to the Principal in the next few days, which announces the facility and which includes the Access Code and Password for each school.

When the teacher with the access code and password for their school logs on to the site and clicks on the entries field they type their Code and Password into the appropriate places. This will open the entry form for their school.

For the Cross Country Championships they will need to type in a Family Name, Given Name, tick the appropriate Gender box and select the athlete's Date of Birth.

If the age of the athlete is under 15 years the box for entries in the Year 9 race will become active. If this box is not ticked, the athlete will be placed in the Junior race along with all the other under 16 athletes. Otherwise athletes will be placed in the appropriate race for age and gender.

If an individual wishes to purchase a tee shirt, the box for the appropriate size needs to be ticked. The same obviously applies for disco tickets.

How will they know what to expect in the Entry Form?

In an area with unrestricted access on the website the form will be displayed with dialogue boxes describing the function and action required in each field. This can be downloaded. In addition to this, the Help function will be active for those actually inputting entries and by leaving the cursor on the label for a field without clicking for a time, a dropdown dialogue box will appear describing the action required in that position.

Time Out

The person making the entries may log off without submitting the entries and the data entered to that point is saved to the database for later retrieval at their next session. When they log on again the data may be edited, added to, or deleted, until they make the decision to SUBMIT the entries.

When Entries are submitted

At this point entries are fixed. We do not offer refunds for athletes who are subsequently unable to attend. We do allow schools to substitute previously unentered athletes in the same grade, to make up teams at no extra cost.

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The form will complete all the necessary calculations. The totals for Entry Fees, Tee Shirts and Disco Tickets will be collated and presented on an Invoice.

The list of entrants for that school will be downloaded to the computer being used for saving and printing.

At this stage two options for payment will be offered.

By paying immediately on-line by credit card the entries will be confirmed immediately and loaded to the web-site and subsequently to Meet Manager. A receipt will be downloaded to the computer being used. This can be saved to file and printed later in the name of the school, with the details of the card, which was used to make the payment. This will allow individuals using a personal card to claim reimbursement from the school.

By paying to Invoice a numbered invoice will be generated and downloaded to the computer being used. The invoice will encourage the school to pay by e-cheque and the NZSSAA Entries Bank Account number will be included there along with instructions about ensuring that the school's name and the Invoice number appear in the comments lines available in that procedure. Many school administrators and certainly third party providers are already using these facilities. A copy of this invoice will be saved to our files and I will be printing hard copies of them at regular intervals.

Otherwise cheques will need to be posted with a copy of the invoice to NZSSAA Entries PO Box 33-034 Christchurch.

Entries will neither be confirmed nor loaded to the web-site until payment has been confirmed. Under this system it will need to be made clear that the closing date for entries is also the closing date for payment and that late payment may incur the late entry fee.

Schools Requiring Printed Entry Forms

We are keen to discourage schools from resorting to written entries. If they write to us at PO Box 33-034 Christchurch, we will post them entry forms. This will be slow.

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