NOTES FOR COMPLETING ON LINE REGISTRATION

ATHLETES WHO ENTERED PREVIOUS INDOOR CHAMPIONSHIPS OR ESSEX COUNTY CHAMPIONSHIPS

1. Go to LOGIN
2. Use the Username and password that you were sent as part of the receipt for a previous championship.
3. If you have lost your user name and password, you can go to the top of the screen and ask for the details to be sent to you by using your email address
4. You should be sent an email with the Username and Password in order to access the system
5. You can amend the username and password by going to ‘edit account’ and changing the username and password to something that is user friendly.
6. A list of events will then be displayed by ‘click here to register’ . Choose one and confirm acceptance of

the conditions.

1. Your personal details will then appear
2. Essex is the existing county of Essex plus London Boroughs of Newham, Waltham Forest, Redbridge,

Barking & Dagenham and Havering

9. Check the details are correct and press Next

10. You will then be asked for additional information about eligibility, club and best performance. Note

the separate questions for track events.

11. Choose a club from the drop down list.

If your club is not there enter in ‘other’ your club name

12. Enter your best time in the last year for 400m and under as seconds .hundreths Over 400m as

Minutes:seconds.hundredths (NOTHING ELSE IN THIS FIELD, if you do it will be ignored

13. If you want to enter further events press ‘additional events’ and continue from 7 above.

14. If you do not wish to enter any further events press ‘submit now and pay online’.

15. You will notice that you can delete the entry or edit the details at that point.

16. NOTE: if the system closes before payment, then contact [essexaa1@btinternet.com](mailto:essexaa1@btinternet.com) for advice.

17. Once you have paid, you should get an email with confirmation of the payment and details of the event.

Any problems please contact [essexaa1@btinternet.com](mailto:essexaa1@btinternet.com) immediately.

ATHLETES WHO HAVE NOT REGISTERED ON LINE FOR PREVIOUS CHAMPIONSHIPS

18 Click Here To Register (Login is for subsequent use)

19. The events are listed under the relevant day and in age group order. Male and Female are listed separately.

20 Pick the first event you want to enter

21. Read the Terms and Conditions, accept these and press ‘NEXT’

22. Complete the ‘Personal Detail’ page noting points 24 to 33.

23. First Name and Last Name MUST start with a capital letter and the rest in lower case.

24. Enter your England Athletics licence number If you are under 12 and do not have a number, then enter

your date of birth. In all other cases if you are not registered then you can enter a date of birth but please

email [essexaa1@btinternet.com](mailto:essexaa1@btinternet.com) the reason for non registration

25. Address 1, should be your house/flat number followed by the road name or house name. The first character should be in capitals and the remainder in lower case.

26. Address 2 should be any part of the address that is not in address1 and not part of the town address.

27. City should start with a capital letter and remainder in lower case. For areas within Greater London

this should be the area you live like ‘Walthamstow’, Plaistow.

28. The county is in the drop down menu and will be Essex or London.

29. Post code will have all letters in capitals

30. Telephone number is either a landline or mobile, whichever is easiest to contact.

31. Email address is mandatory as the confirmation/receipt will be sent to you by email soon after

completing the entry. If you do not receive a confirmation, then contact championship secretary by email

at essexaaa@btinternet.com.

32. Date of birth is mandatory and the event which you have entered for will be verified against the date of

Birth

• Vets -Between 01 January 1919 and 1983 (date of competition)

• Seniors - Between 01 January 1919 and 31 December 1998

• Under 20 - Between 01 January 1999 and 31 August 2001

• Under 17 - Between 01 September 2001 and 31 August 2003

• Under 15 - Between 01 September 2003 and 31 August 2005

• Under 13 - Between 01 September 2005 and 31 August 2007

33. Press NEXT . You will not be able to continue until all the fields have been completed.

34. Complete details of your entry qualification

35. Choose a club from the drop down list.

If your club is not there enter in ‘other’ your club name

36. Enter your best time in the last year for 400m and under as seconds.hundreths

Over 400m as minutes:seconds.hundreths (NOTHING ELSE IN THIS FIELD)

37. For field events it should be metres.centimetres (NOTHING ELSE IN THIS FIELD)

38. The question about photographs is mandatory as there were problems with this question last year.

39. Save the information

40. If you want to enter another event, then press ‘add entry type’

41. Choose the event, confirm the terms and conditions and you will find that the personal details are filled

in. You will need to enter the additional information.

42. At this point you can alter any personal information.

43. Once all the details have been completed press’ Submit now and pay online’

45. Complete the payment details for the events shown at the bottom of the page and press next.

46. You will then be sent a confirmation email, which will also contain your user name and password..

Retain this email as the user name and password are likely to be used for future championships.

47. If you do not complete the registration, you should contact [essexaa1@btinternet.com](mailto:essexaa1@btinternet.com) for help

NOTE THE CLOSING DATE AS ENTRIES WILL NOT BE RECEIVED AFTER THIS TIME UNDER ANY CIRCUMSTANCES

48. FURTHER ACCESS TO ON LINE SYSTEM

49. Use Login and enter user name and password provided. Take care with (letter) O and (number) 0. It

might be easier to copy and paste this information.

50. Once in the system then the user name and password can be amended to something that is easier to

remember.

51. You can also add additional events

52. QUERIES

53. Either through the club secretary or to [essexaa1@btinternet.com](mailto:essexaa1@btinternet.com) (championship secretary)

54. Do NOT send queries to the Essex County secretary as they will not be answered.