

SCAA Relay Entries

Instructions to Team Managers

*Be aware that there is a restriction in the OpenTrack system,
that it will recognise only one Team Manager per club.
All teams, for a club, must be entered by the same Team Manager.*

For relay events there will be 2 steps in the entry process.

Step 1. Enter and pay for the required number of Teams

Step 2. Declare athletes for the race categories entered

Team entry will close some days before the event date, to allow for final event preparation.
Team declaration will stay open until race day.

Please check the event home page, on OpenTrack, for exact closing dates.

1 To Enter Teams:

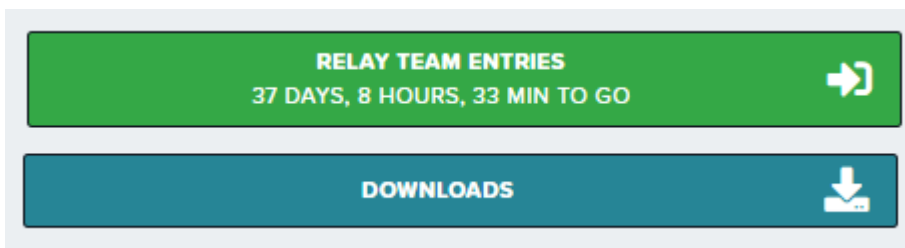
1.1 Go to [Surrey Competitions](#)

1.2 Login

1.3 Find the required event in the list

1.4 Click on the event Name to go to the event home page.

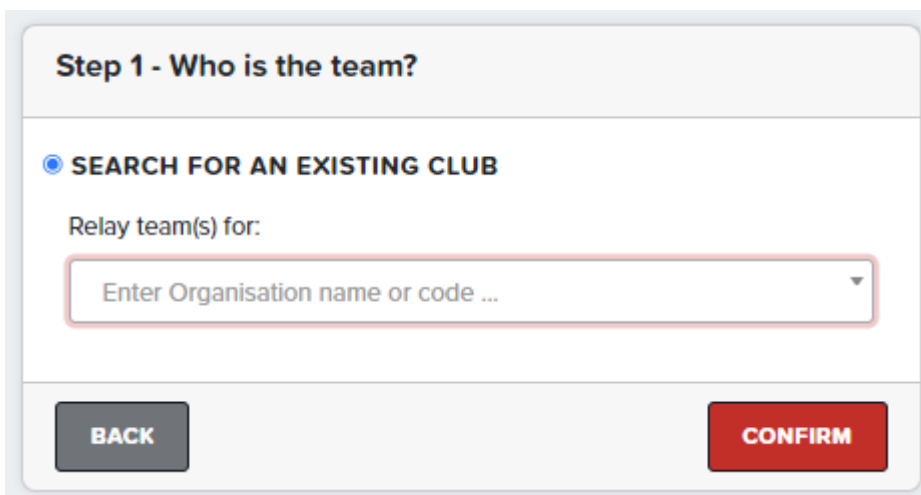
1.5 When you reach the OpenTrack home page for the relay event, click RELAY TEAM ENTRIES.



1.6 Select the **Club** that you are entering teams for

Typing 3 or more letters in “Enter Organisation name or code” will bring up a list of matching organisations.

For SCAA competitions, this must be a Surrey affiliated club.

A screenshot of a web form titled 'Step 1 - Who is the team?'. It features a radio button selected for 'SEARCH FOR AN EXISTING CLUB'. Below this is a label 'Relay team(s) for:' followed by a text input field with the placeholder text 'Enter Organisation name or code ...'. At the bottom of the form are two buttons: a grey 'BACK' button and a red 'CONFIRM' button.

Click CONFIRM

1.7 Supply the number of teams you wish to enter in each race

Step 2 - Select team count.

Event Id	Number of Teams	Paid?
R01. 4x100m Senior Men	<input type="text" value="0"/>	<input type="checkbox"/>
R02. 4x100m Senior Women	<input type="text" value="0"/>	<input type="checkbox"/>
R03. 4x100m Under 13 Boys	<input type="text" value="0"/>	<input type="checkbox"/>
R04. 4x100m Under 13 Girls	<input type="text" value="0"/>	<input type="checkbox"/>
R05. 4x100m Under 15 Boys	<input type="text" value="0"/>	<input type="checkbox"/>
R06. 4x100m Under 15 Girls	<input type="text" value="0"/>	<input type="checkbox"/>
R07. 4x100m Under 17 Men	<input type="text" value="0"/>	<input type="checkbox"/>
R15. 4x300m Under 17 Women	<input type="text" value="0"/>	<input type="checkbox"/>
R16. 4x400m Senior Men	<input type="text" value="0"/>	<input type="checkbox"/>
R17. 4x400m Senior Women	<input type="text" value="0"/>	<input type="checkbox"/>
R18. 4x400m Under 17 Men	<input type="text" value="0"/>	<input type="checkbox"/>
R19. 4x400m Under 20 Men	<input type="text" value="0"/>	<input type="checkbox"/>
R20. 4x400m Under 20 Women	<input type="text" value="0"/>	<input type="checkbox"/>

Click CONFIRM

- 1.8 If you are happy with the summary of your entries, click PAY to proceed to the payment screen

Step 4 - Summary of entry.

Paid so far: 64.00. Basket value: 80.00. Amount due: 16.00.

Event	Team Count	Paid?
R01. 4x100m Senior Men	2	Paid
R02. 4x100m Senior Women	2	Paid
R07. 4x100m Under 17 Men	2	Paid
R08. 4x100m Under 17 Women	2	Paid
R15. 4x300m Under 17 Women	1	Due
R18. 4x400m Under 17 Men	1	Due

All prices are in GBP

BACK EXIT PAY £16.00

- 1.9 You will need to enter details for a valid credit card, your postcode, tick the “at own risk” checkbox and click the PAY button

Payment Confirmation

Amount: **£40.00**

/en-gb/x/2021/GBR/trsurrey/: 1 entry in 5 events by nico@notmaths.co.uk

Cardholder name

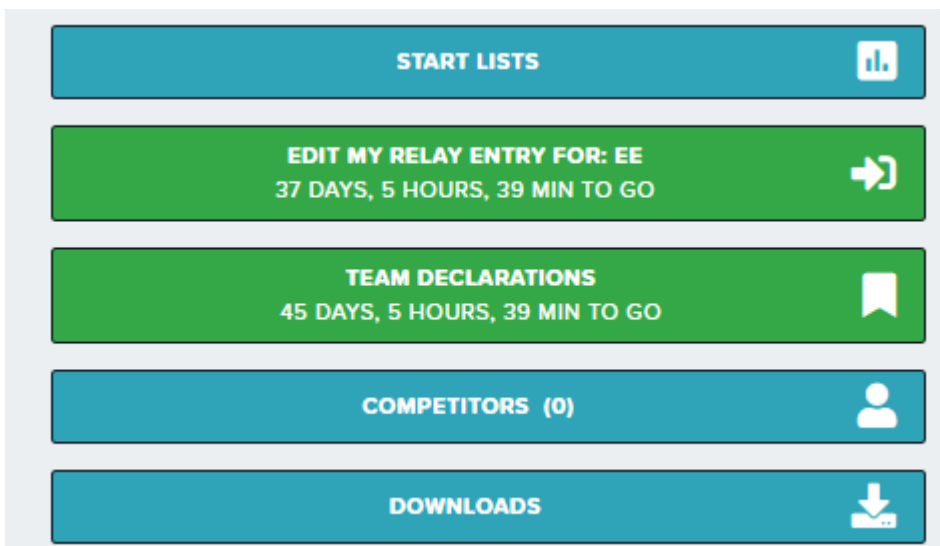
Payment information

I undertake that all members of these relay teams will take part at their own risk, they will agree to abide by the rules, and I understand there will be no refunds.

CANCEL PAY £40.00

If payment is accepted, the PAY button will show SUCCESS and you will receive a confirmation email.

1.10 If you wish to add any teams at a later stage, go to the meeting home page and click EDIT MY RELAY ENTRY FOR:xxx, and proceed as before



You will only be asked to pay for new teams

2 To Declare Team Members

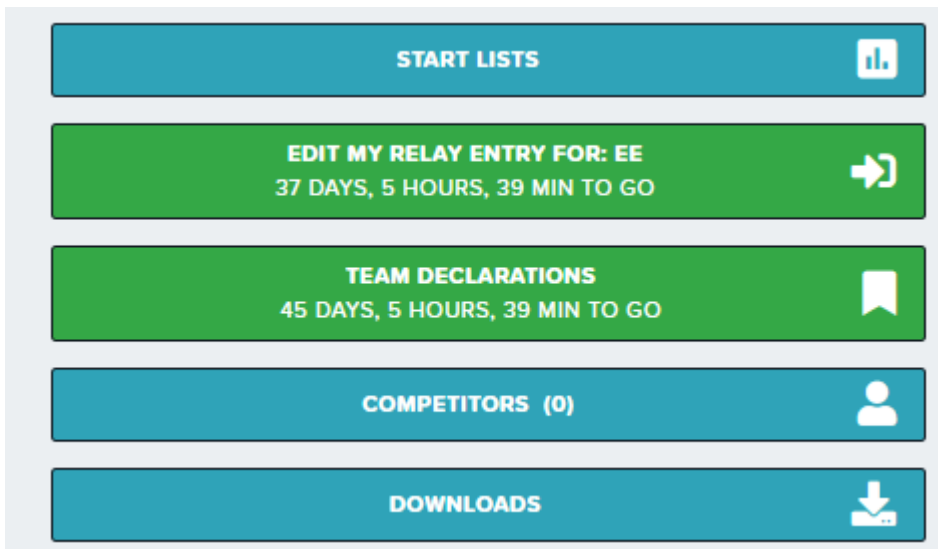
2.1 Go to [Surrey Competitions](#)

2.2 Login

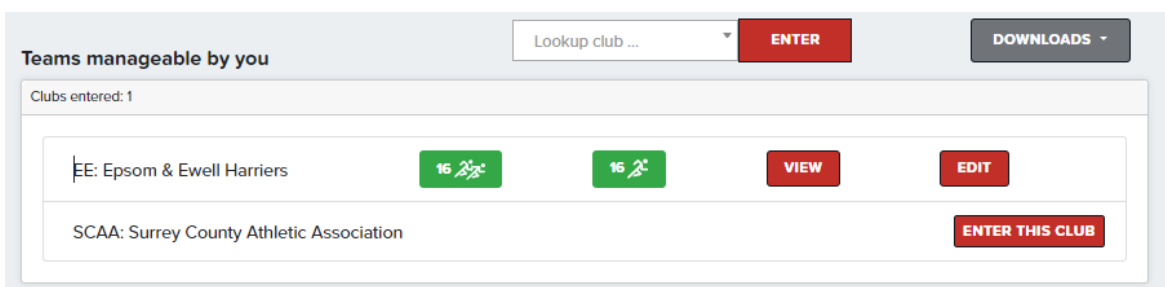
2.3 Find the required event

2.4 Click on the event Name to go to the event home page.

2.5 When you reach the OpenTrack home page for the relay event, click TEAM DECLARATIONS

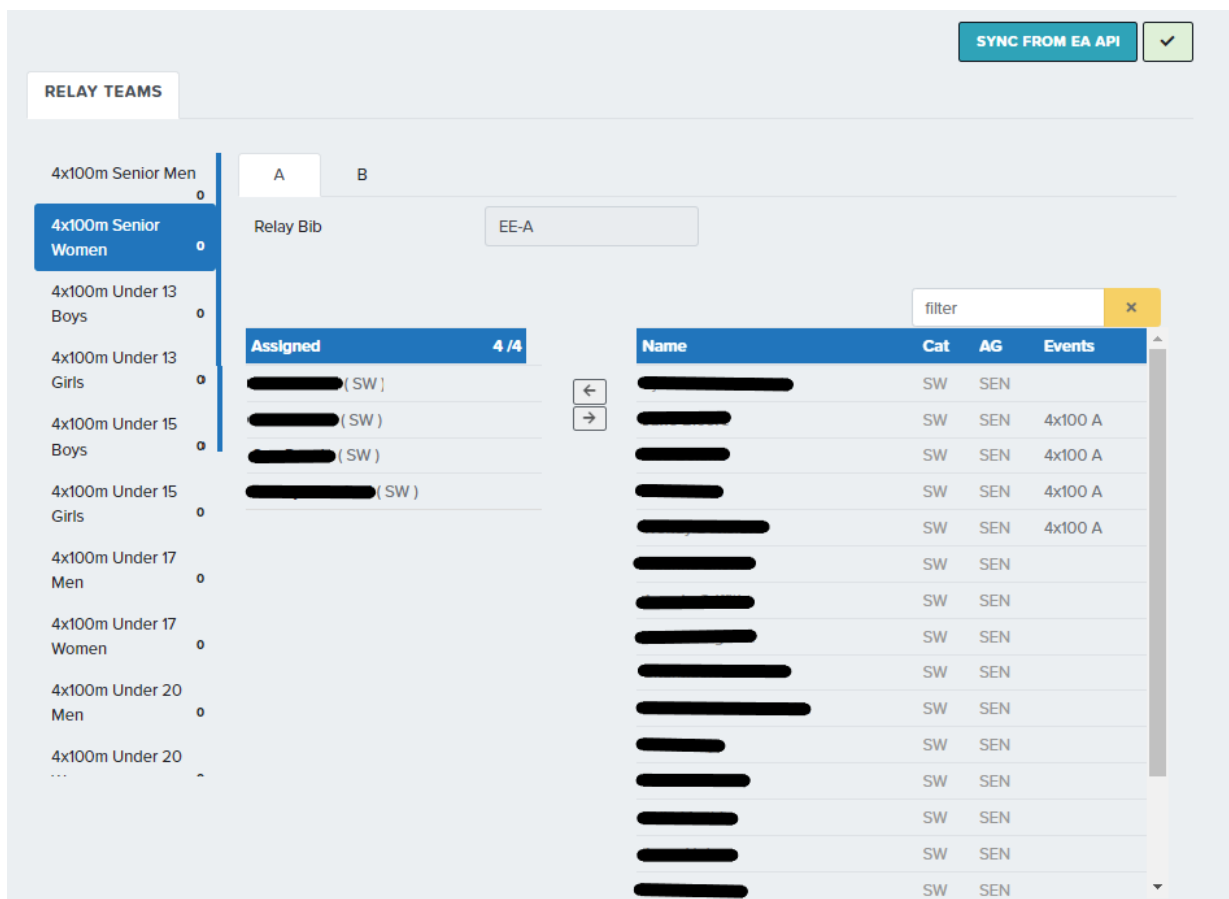


2.6 You will be presented with a list of Clubs that you can manage



Click EDIT on the line for the relevant club

2.7 This will present you with the Relay Team declaration screen



2.8 To assign runners select a race on the left, and tabs will appear in the middle of the screen for each team that you have entered in that race, A, B, C etc

The names presented on the right will be all the eligible athletes from your club, filtered by age group and gender.

To find a particular athlete, type a name or partial name in the “filter” box

Select an athlete on the right and click on the left arrow to add to the team.

Use the right arrow to remove a runner from a team

Click on an assigned runner and use the up or down arrows to amend the order of running.

Once you are happy with the runners and their order, click SAVE