

Entries System

Enter participants into events

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1. Overview

The entries system has been redeveloped on a modern platform with the same features as the previous system. This system is intended for National Federations.

You can access the entries system here: <https://entries.triathlon.org>

Support and help is available from:

Athlete Entries	entries@triathlon.org
New accounts	entries@triathlon.org
Technical Support	webmaster@triathlon.org

2. Glossary

As this new system changes some of the naming we have previously used, here is a glossary of definitions to help you along. Feel free to refer back to these if anything is unclear:

1. **Member:** formerly known in the previous system as “athlete”, these are people who can be any combination of athlete, coach, technical official, etc.
2. **Program Specification:** a template for creating programs that defines what entry restrictions apply such as age at the event date and gender.
3. **Action:** this allows you to download files amongst other things.
4. **Resources:** these are simply information available on the system.

3. Set your password (first-time logging in)

The new entries system does not use the same login as triathlon.org. We have already imported your account into the system.

To set your password, please click [Forgot Password](#) in the login page to access the lost password page. Enter the **email address you normally use to log in to triathlon.org** and submit.


You will be sent an email to reset your password. Click the link in the email and then set your new password.

If you do not receive an email, then please contact entries@triathlon.org and the entries team will be happy to create an account for you.

4. Forgot password

If you have forgotten your password, please click [Forgot Password](#) in the login page to access the lost password page. Enter your **email address** and submit.

5. How to add individually members to the waitlist for events

- Resources -> Events from the left sidebar.
- Use the event list or search for the event by name or even country.
- Click on the **Event ID** or View 

Events

Search

ID	NAME	COUNTRY	STATUS
<input type="checkbox"/> 156983	2021 World Triathlon Championship Series Abu Dhabi	UAE	SCHEDULED
<input type="checkbox"/> 162511	2021 World Triathlon Para Championships Abu Dhabi	UAE	SCHEDULED
<input type="checkbox"/> 162690	2021 World Triathlon Junior Championships Quarteira	POR	SCHEDULED

Event Details: 2021 World Triathlon Championship S... Select Action ▶

ID	156983
Name	2021 World Triathlon Championship Series Abu Dhabi
Country	UAE
Status	SCHEDULED
Start Date	5 Nov 2021
Finish Date	5 Nov 2021
Event Categories	World Triathlon Championship Series Triathlon Sprint

Programs

Search

Feedback

d. Event Page

- This page encompasses everything event-related.
- At the top right hand corner you can perform actions on the event.
Downloading startlists/waitlists for all programs in the event. Simply select what you want to download and click the play button.

Programs

Search

ID	PROGRAM	STATUS	ENTRIES ALLOWED	WAITLIST TOTAL	STARTLIST TOTAL	
506310	Technical Officials	START LIST PRODUCED	✓	0	0	👁
480000	NF Medicals	START LIST PRODUCED	✓	0	0	👁
479999	Elite Women	START LIST PRODUCED	✓	0	0	👁
479998	Elite Men	START LIST PRODUCED	✓	0	0	👁
479997	Elite Coaches	START LIST PRODUCED	✓	0	0	👁

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Feedback

e. Event Programs

Again click the ID on the far left, the program's name, or the eye icon at the far right.

You can also use the search for the program



A green tick under entries allowed means that entries are still allowed in this program. This means you can still add a member to the waitlist.



If the icon is a red cross, this means entries are closed and you cannot add a member to the waitlist anymore.

f. Clicking through to the program we're now on the program page. You will see on this screen more details about the program:

- **Status**
 - *Start List Not Produced*
 - *Start List Produced*
 - *Finished*
- **Program Specification:**
 - name and which entry restrictions (age, gender, etc.) apply to it.
- **Start List Produced At**
 - the date start lists have been produced.
- **Entries Allowed**
 - *as per example e*

Program Details: Elite Men (2021 World Triathlon Championship Series Abu Dhabi)

Start lists have already been produced.	
ID	479998
Status	START LIST PRODUCED
Program Specification	Elite Men
Event	2021 World Triathlon Championship Series Abu Dhabi
Start Date	2021-11-05
Start Time	
Start List Produced At	—
Entries Allowed	✓

Entries

Feedback

- g. Scrolling down you will see all the entries in this program for your country.

Entries

Search

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ID	MEMBER	PROGRAM	COUNTRY	DOB	TEAM	STATUS	WAITLI POSITI
<input type="checkbox"/> 668836	Test Athlete	Elite Men 2021 World Triathlon Championship Series Abu Dhabi	TRI	—	—	waitlist	—

Previous

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Next

Add to Waitlist

 Search by id, name, date of birth...

- h. Add to Waitlist. Search by name, id, dob, email, gender, etc.
Do note that a member already in this program - either on the waitlist or startlist will be excluded from appearing in the search.

The search also automatically restricts what category of member can be added:
 eg. gender, age

Add to Waitlist

 Search by id, name, date of birth...

- i. Verify member's details, especially any medical information.
 Click Update and Add to Waitlist to add the member to the waitlist.

Cancel

Update and Add Member to Waitlist

- j. Cannot find your member?
 Create a new member and add them to the program.
Please provide their Date of Birth.

Create New Member and Add to Program

6. How to see your entries

Resources and then Entries: View all entries across all events and programs.

Entries

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ID	MEMBER	PROGRAM	COUNTRY	DOB	TEAM	STATUS	WAITLIST POSITIVE
<input type="checkbox"/>	668837	Test Athlete Elite Men 2021 World Triathlon Duathlon Championships Aviles	TRI	—	—	waitlist	—

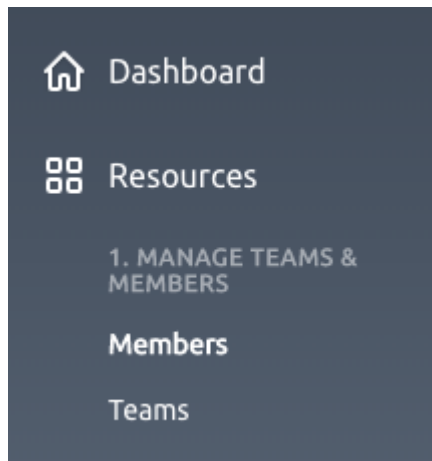
Previous

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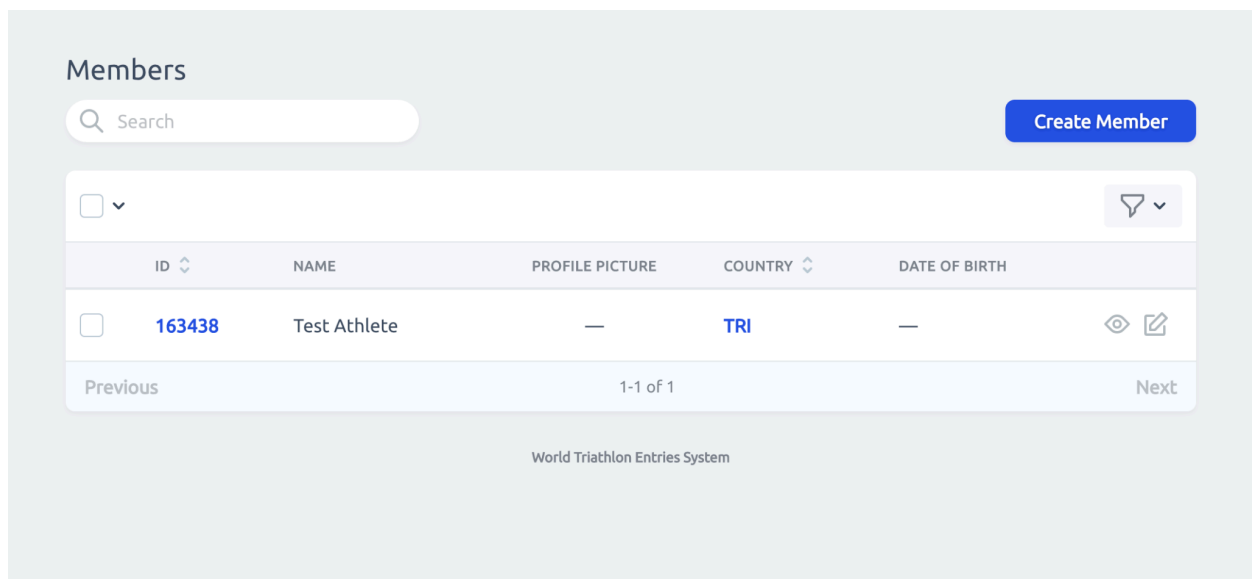
Next

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7. Members: How to create a new member



Resources -> Members ->.
“Create Member”



8. How to update a member



You can update a member by clicking the Pen icon, or into the Member and Pen icon .
Certain fields are restricted. Request changes to entries@triathlon.org.

9. How to filter members

Filter members via the funnel icon.

Narrow specific member types like coaches, TO's etc.

The screenshot shows the 'Members' management interface. At the top, there is a search bar and a 'Create Member' button. Below the search bar is a table with columns: ID, NAME, PROFILE PICTURE, and COUNTRY. A single member is listed with ID 163438, name 'Test Athlete', and country 'TRI'. A 'Previous' button and '1-1 of 1' indicator are at the bottom of the table. A filter dropdown menu is open on the right, showing 'MEMBER CATEGORY' with options: Athlete, Coach, Para Triathlete, Medical, and Technical Official. Below the categories is a 'PER PAGE' dropdown set to 25. A funnel icon in the top right of the table area indicates the filter menu is active.

ID	NAME	PROFILE PICTURE	COUNTRY
163438	Test Athlete	—	TRI

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MEMBER CATEGORY

- ☐ Athlete
- ☐ Coach
- ☐ Para Triathlete
- ☐ Medical
- ☐ Technical Official

PER PAGE

25

10. How to update your NF notification details

The entries system sends out notifications to your NF based on the details we have in our system. To change these you will need to do so in your triathlon.org account.

Please login [here](#) and pick your NF from the list.

Then scroll down to the Federation email section and update the email addresses here. You can enter multiple email addresses in each cell by separating them with a comma.

Federation Email
Email notifications will be sent about different subjects based on the emails given for the different areas of responsibility. In case two or more emails are given for the same area of responsibility, the addresses need to be split with a comma (.). It is the responsibility of the National Federation to keep these contact emails up-to-date in case there are changes within structure of the National Federation.

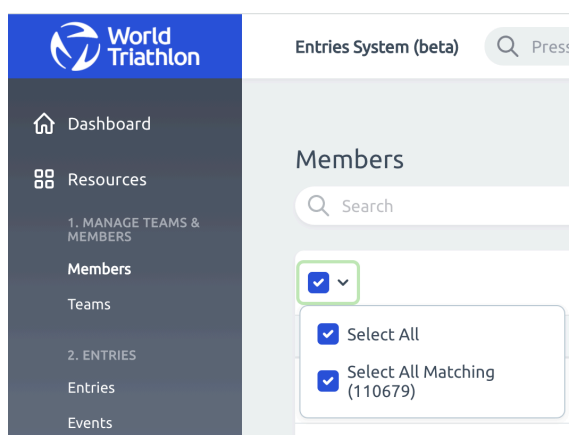
Federation Generic Email	President Email	Secretary General Email	CEO Email	High Performance Manager Email	Age Group Manager Email	Paratriathlon Manager Email	Media and Communication Manager Email	Medical Director Email	Technical Officials' Coordinator Email

The entries system will send notifications to the relevant email addresses at your NF as shown by the table below:

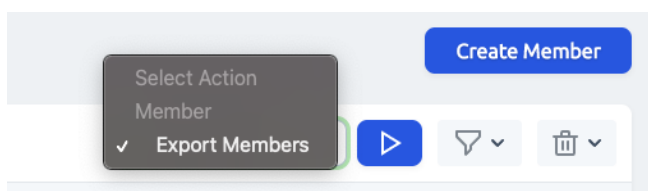
Program Type	Sent to
Age Group	Age Group Manager Email
Paratriathlon	Paratriathlon Manager Email
Elites	High Performance Manager Email
Technical Officials	Technical Officials Coordinator Email
Everything else	Federation Generic Email

11. How to bulk upload members to the waitlist

a. Download a list of all your members



Resource->Members
Select all matching



“Select Action”,
“Export Members”
click the Play icon.

b. Bulk upload your files

Within each Event Details page and scroll to the bottom.

Download the import sheet for Microsoft Excel. This is a .xlsx file. *We recommend using Microsoft Excel for this.*

Note:

1. The id field is optional and helps us match your member to our database in the fastest and most precise way possible. You can find this id by going to Resources>Members and searching for your member.
2. Alternatively, please provide us with as much detail as possible about your member - first name, last name, DOB, gender, etc. to find the correct match in our database.
3. The following fields are updated should you choose to include information in those fields in the excel file:
 - a. Email
 - b. T shirt size
 - c. Athlete Phone Number
 - d. Emergency Contact Name
 - e. Emergency Contact Number
 - f. Illness
 - g. Medication
 - h. Allergies

Leave those fields blank in the excel file if you don't want to make any changes.

Bulk Add Athlete Entries

How to use the bulk upload:

1. Download the import template spreadsheet below to use the bulk add tool.
2. Add up to 1000 members (athletes, coaches, etc.) at a time to the spreadsheet.
3. Send to entries@triathlon.org
4. Please note the following:
 1. The id field is optional - you can choose to include this if you have it for more precise matching
 2. These fields are optional and will be updated for existing athletes if you include this information:
 - Email
 - T Shirt Size
 - Athlete Phone Number
 - Emergency Contact Name
 - Emergency Contact Number
 - Illness
 - Medication
 - Allergies

 Download Import Sheet (.xlsx)

Then, please email the Excel file to entries@triathlon.org.