World Triathlon

Be your extraordinary

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.

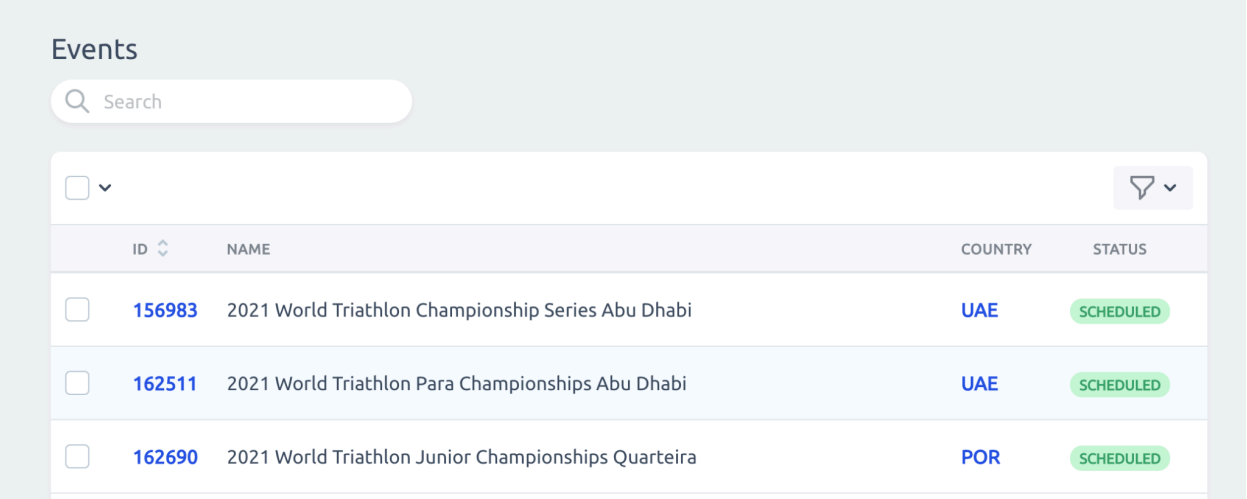
If you do not receive an email, then please contact entries@triathlon.org and the entries team will be happy to create an account for you.

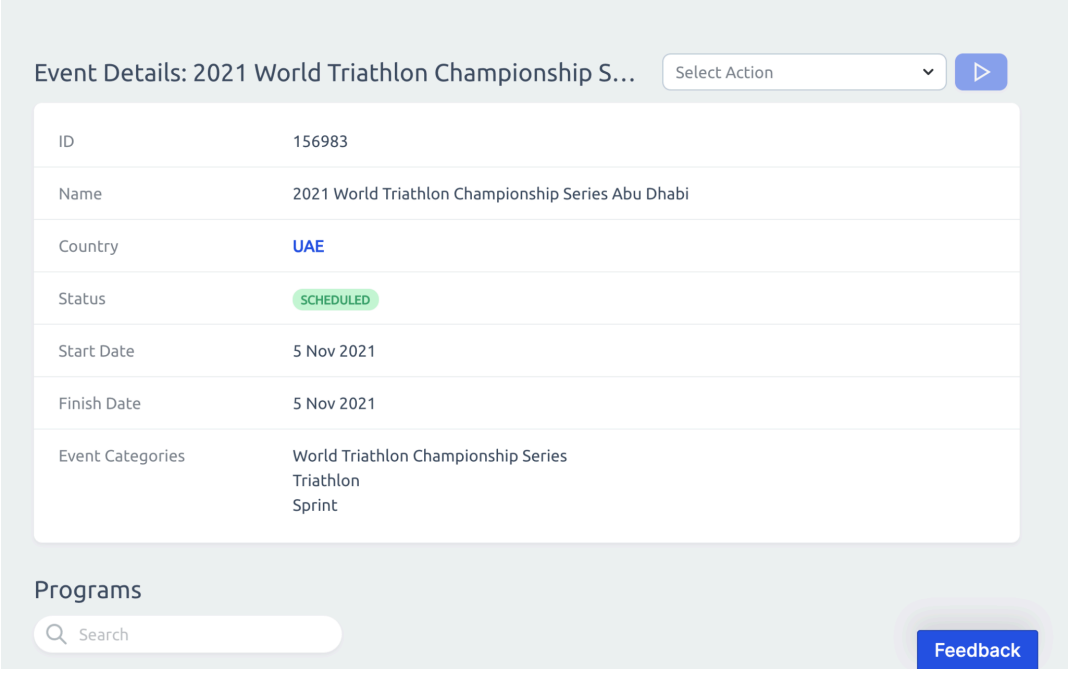
4. Forgot password

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.

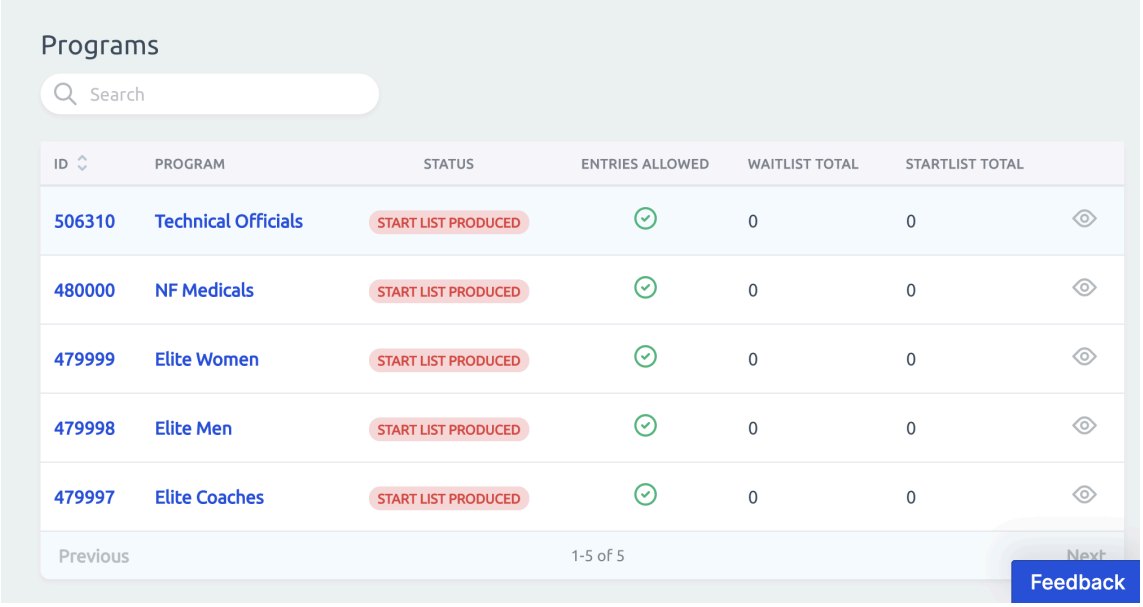
5. How to add individually members to the waitlist for events

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





d. Event Page
   i. This page encompasses everything event-related.
   ii. 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.



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

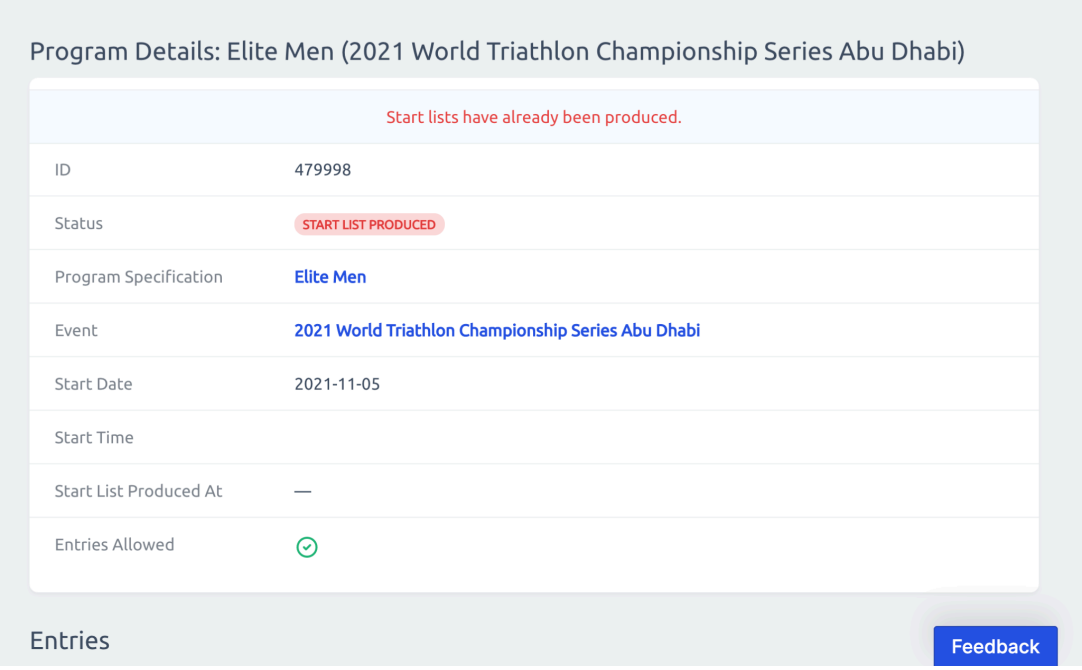


A green tick under entries allowed means that entries are still allowed in this program. This means you can still add a member to the waitlist.

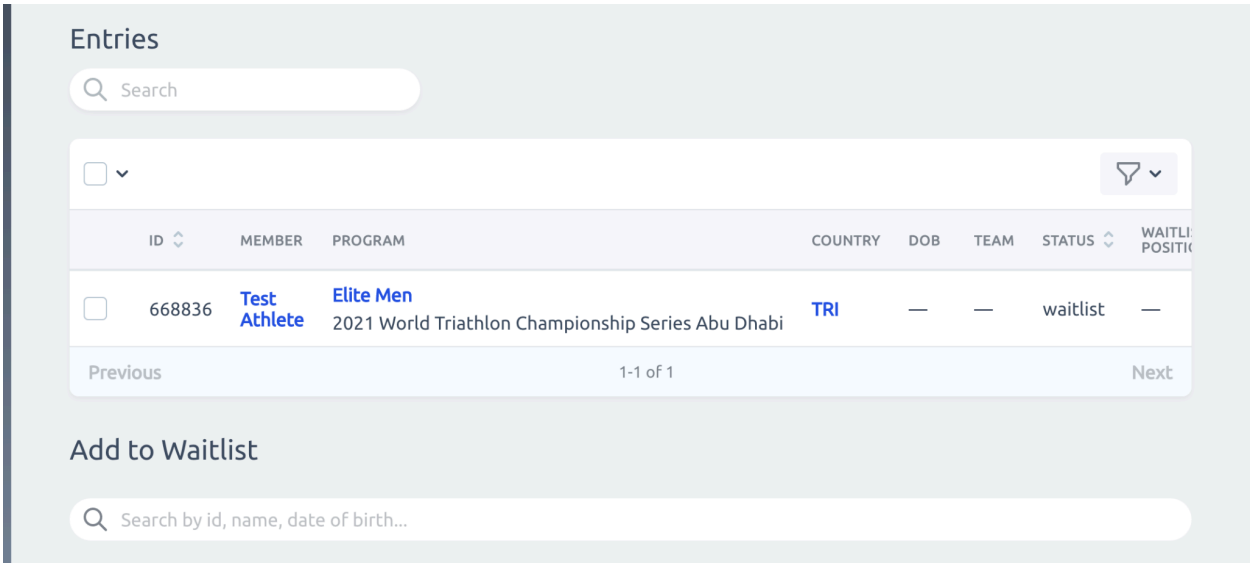


If the icon is a red cross, this means entries are closed and you cannot add a member to the waitlist anymore.

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*

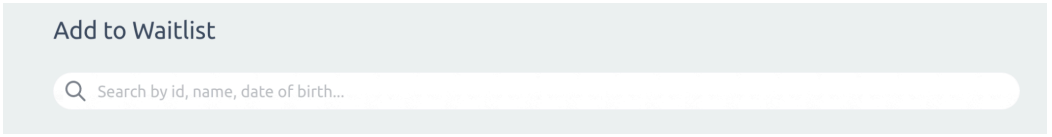


g. Scrolling down you will see all the entries in this program for your country.

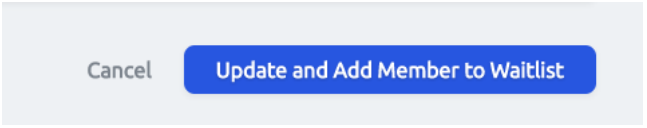


h. Add to Waitlist. Search by name, id, dob, email, gender, etc.
Do note that a member already in this program - either on the waitlist or startlist will be excluded from appearing in the search.

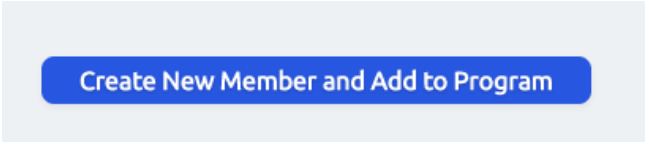
The search also automatically restricts what category of member can be added: eg. gender, age



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

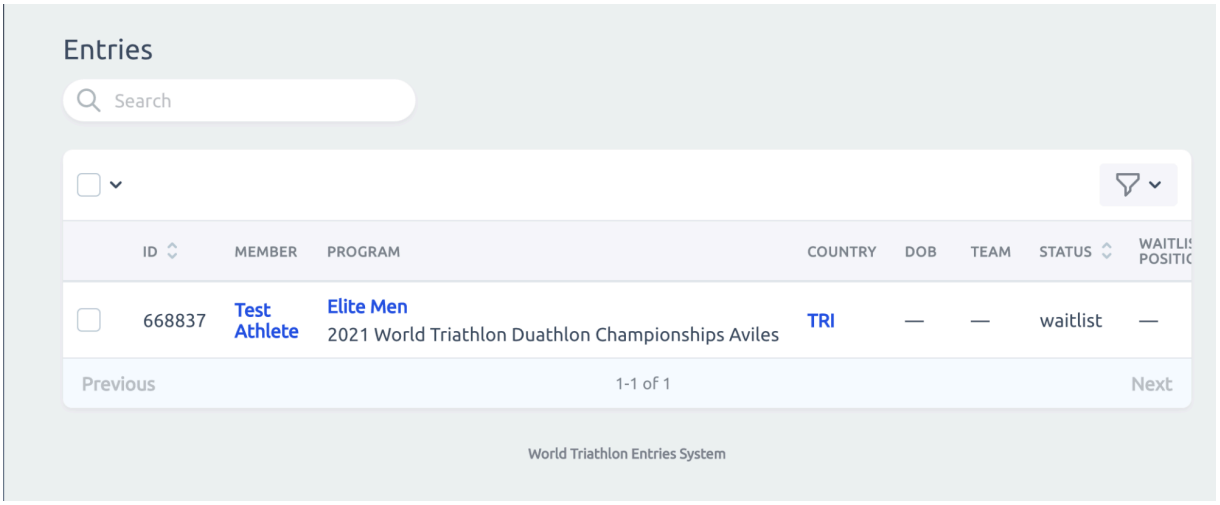


j. Cannot find your member?
Create a new member and add them to the program.
Please provide their Date of Birth.

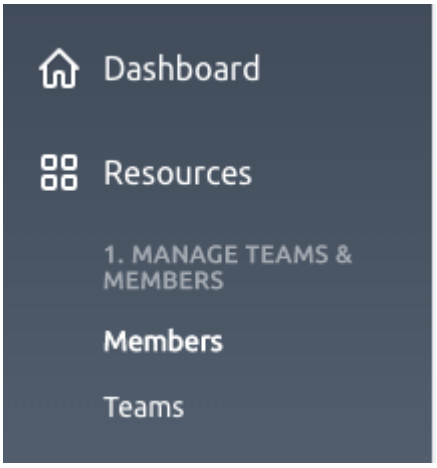


6. How to see your entries

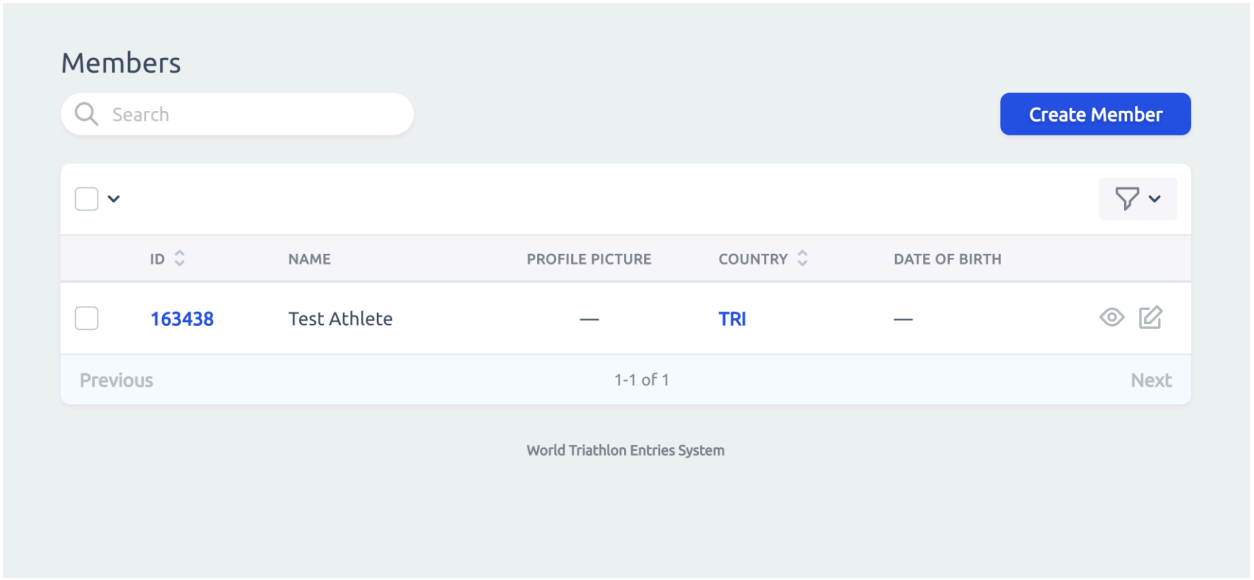
Resources and then Entries: View all entries across all events and programs.



7. Members: How to create a new member



Resources -> Members ->.
“Create Member”

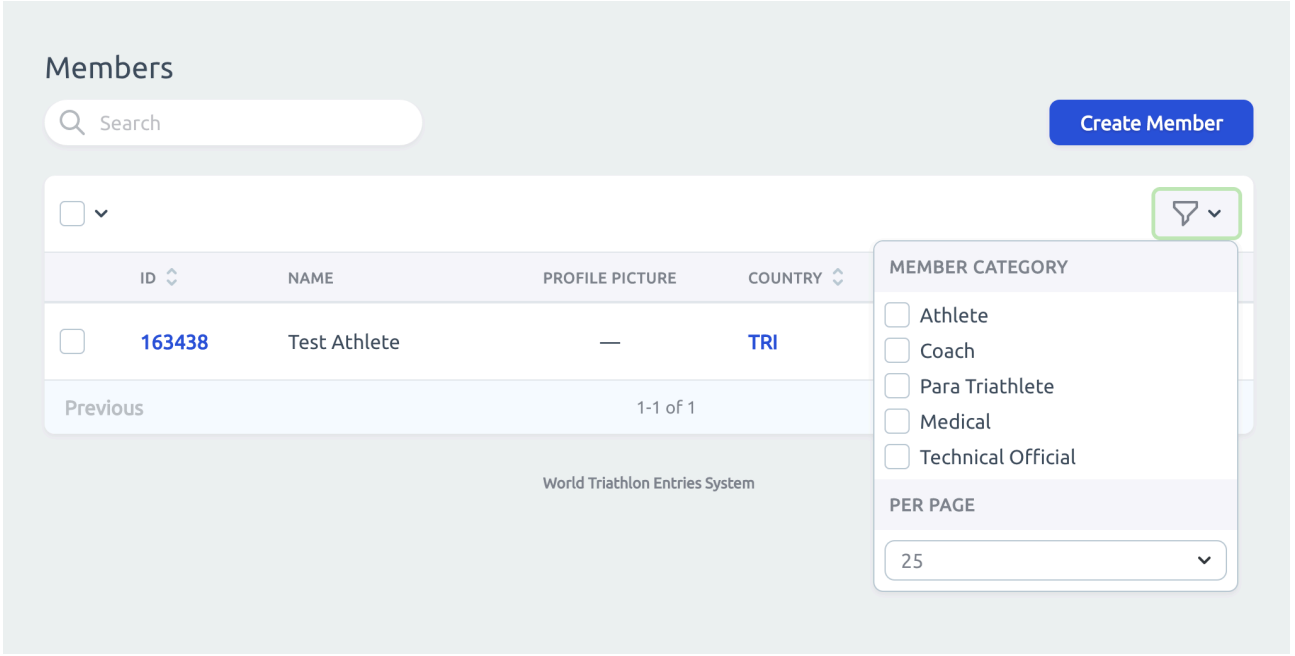


8. How to update a member

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.

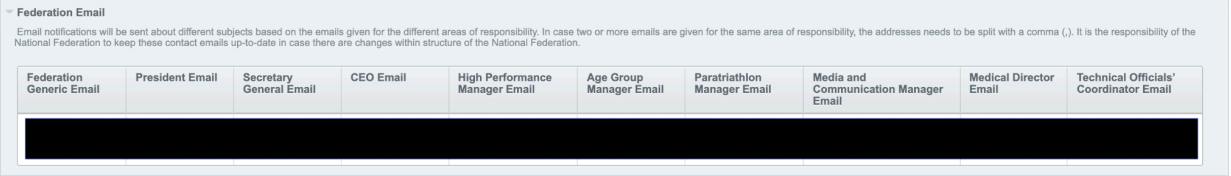


10. How to update your NF notification details

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.

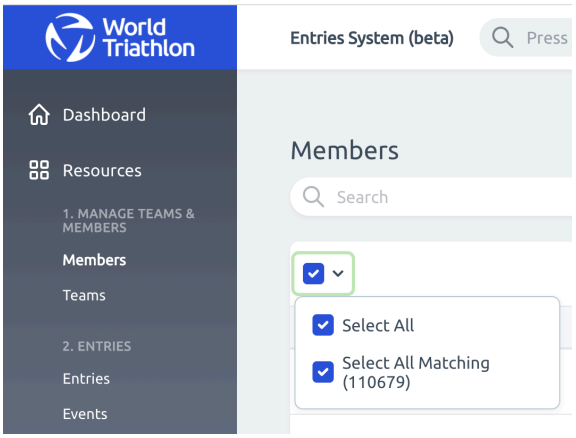


The entries system will send notifications to the relevant email addresses at your NF as shown by the table below:

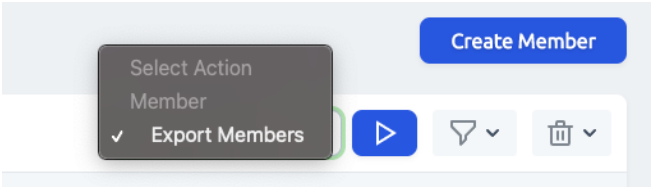
Program Type	**Sent to**
Age Group	Age Group Manager Email
Paratriathlon	Paratriathlon Manager Email
Elites	High Performance Manager Email
Technical Officials	Technical Officials Coordinator Email
Everything else	Federation Generic Email

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.

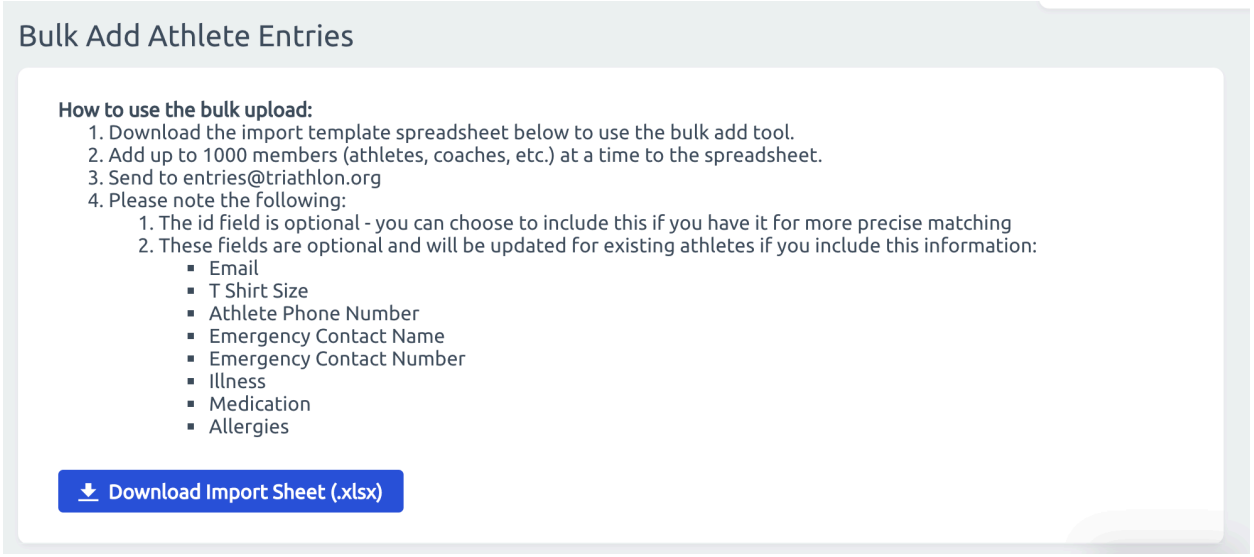
b. Bulk upload your files

Within each Event Details page and scroll to the bottom.
Download the import sheet for Microsoft Excel. This is a .xslx 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.



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