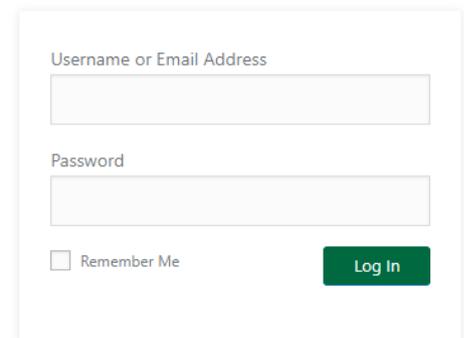# Entry4Sports – Athletics Ireland National Entry System Assistance Guide

1. Log In

When landing on the page, www.athleticsireland.entry4sports.com, you will be presented with the log in screen. If you are a user with club assess authority, you would have been sent an email with log in details to access your account. If you are a public user, please click on the 'Register' icon to create an account and proceed to log in.

Once logged in, you will be presented with the entry form application, which will be shown in the next page.

Athletics Ireland

Username or Email Address

Password

☐ Remember Me   Log In

Register | Lost your password?

← Back to New Entry 4 Sports

2. Entry Form

4. Icon to expand competition bar for further information

2. User log in information bar

3. Countdown until entries close

1. Competition selector

5. Athlete list

6. Athlete schedule information

7. Order Summary

1. Competition Selector.

When you first land on the page these two boxes will be blank. You will need to click on them and select on the first box the competition organisers and on the second box the competition you wish to make entries for.

2. User Log in Bar.

This bar will show you which user you are logged in as and will allow you to log out from the application using the 'Logout' button.

3. Entry Countdown

This is the time remaining before the entries close. Please make sure all entries are paid before this time. Even if you complete entry and send them to the basket, the application will not allow you to proceed to payment from the basket if the entry deadline has passed.

4. Icon to expand competition bar.

Please click on the '+' icon to see further information of the competition you have selected. When you press on this icon, you will be presented with additional tabs below the competition bar.

Here you will be able to browse location, price, current entry levels, schedule and PDF information of the competition.

5. Athlete List.

Here is where you will populate your account with the athletes you wish to enter. If you have a club log in account, you will already be presented with a list of all athletes that have paid their annual membership to AthleticsIreland. If you are a public user, you will see no athletes and will need to click the 'Add' icon to do this.

You will then be shown a further dialogue box where you will need the AthleticsIreland registration number and the date of birth of the athlete to proceed.

Once that information has been filled in, please press the 'Search' icon on the bottom left. If the information is correct, you will be shown the gender, club, first name and surname of the athlete. Please select the 'Confirm' icon to add this athlete to your athlete list.

6. Athlete Schedule Information.

To begin making entries, please select an athlete in your Athlete List by clicking on their row of data. This will bring up the schedule of events that athlete can participant in based on their age and gender in the Athlete Schedule Information.

For this example, we are using a combined events competition, therefore you only see one event that you can enter this athlete into.

To enter this athlete into this competition, please select the box to the left of the data row of that event. You will notice it will become ticked and the event entry would have transferred to the Order Summary.

Please declare personal best information as this will assist organisers in seeding championship/open heats. For combined events, when you click on the PB field it will present to you an additional dialogue box to declare the individual PB's of the disciplines within that combined event.

7. Order Summary.

When you have completed all of the entries for that athlete for that competition, you can see your order by clicking on the '+' icon to the right of the order summary bar.

Date	Time	Event	Price	Name	Club	Delete
19th Jan 19	00:00	Combined Events	€10	Gearoid Yelverton	Limerick AC	✖

You will see information of this event entry and if you wish to delete it, please press the red trash bin icon to the right of the data row.

Our application is designed so you can add multiple athletes, into multiple events, in multiple competitions all within the same browser window. Please continue to add to you order number with various other athletes in multiple competitions.

When you have completed the order you wish to make, please select you accept the terms and conditions and proceed to the basket by pressing the 'ADD AND GO TO BASKET' icon.

✓ I agree that entry fees paid are non transferable and non refundable for this event.

ADD AND GO TO BASKET

I have also read and accept the Data Protection Policy of Entry4Sports

Basket.

The next screen will be the basket which you can overview before making payment. If you wish to delete an entry row from your order, you can do this here by pressing the red cross icon.

My Basket

Back to Entries

Product	Price	Total
27388 : Indoor Combined 2019 19th Jan 2019. - Gearoid Yelverton. Combined Events @ 00:00	€10.00	€10.00

Coupon code   Apply coupon

Empty Basket

Basket totals

Subtotal	€10.00
Total	€10.00

Buy now ▶

— OR —

Proceed to checkout

Have you completed All your entries ?
Remember, you can add multiple entries across multiple competitions to this cart and then pay

Press 'Proceed to checkout' to make payment. Your entries are not confirmed until payment has been made.

Checkout

Please insert your billing information to the right and your card details to the left below the order details.

Order Confirmation

If your order has been successful, you will be shown and order confirmation page like the one below. You will also receive an email.

Order received

Back to Entries

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
19961	**11th January 2019**		**€10.00**	**Credit Card (Stripe)**

Order details

Product	Total
27388 : Indoor Combined 2019 19th Jan 2019. - Gearoid Yelverton. Combined Events @ 00:00 × **1**	€10.00
Subtotal:	**€10.00**
Payment method:	**Credit Card (Stripe)**
Total:	**€10.00**

Billing address

You can see further information of your account by going to athleticsireland.entry4sports.com/my-account, when you are logged in.

For further assistance, please contact entrysupport@athleticsireland.ie