Gwent League Athlete Registration System

Background

This season we are producing results using a different method to try and make the process faster and more accurate.
Each athlete will wear a number with a barcode that they will keep for the whole season. At the finish, we will scan the barcodes of the athletes. We will then combine the list of barcodes and times to produce the results.

To enable this, we need an online registration system, initially containing all the athletes who ran in a fixture last season. Clubs will add any new athletes who are competing for the first time this season. Then they select all the athletes who need a barcoded number and click on a button that will assign a number to each one.

Ideally, we would like clubs to record a date of birth for each athlete so that they are automatically recorded in the correct age category at each fixture. None of the athletes who are in the database from last season have a date of birth set so clubs will have a number of records to process. Having some athletes in the incorrect age category in the first version of the results is something that happens at every fixture presently and we hope to be able to avoid this particular error.

We will issue the barcoded numbers to clubs by post or at a fixture. The registration system allows club managers to receive lists of athletes and numbers via email. Also, it will display the lists in a format suitable for printing. The club managers can then distribute the numbers to the athletes.

We have tried to keep the registration system as simple as possible. You can find usage instructions below. Please read these briefly before using the system. The system should display ok on laptops, desktops, and larger tablets. Support for mobiles may come later if there is time.

Quick start guide

For those who are confident with using IT systems and want a very quick and brief guide

1) Change your password.
2) The system is populated with all the athletes who ran last season and the first fixture of this one.
3) You can select athletes by the race they are registered for and gender.
4) For these athletes, set and save the date of birth and correct any name misspellings.
5) If you don’t want to enter / don’t have a date of birth just set the race and age category. The system will nag you but it will work
6) If you don’t enter a date of birth, you will need to check that the age category is correct for the athlete before each fixture.

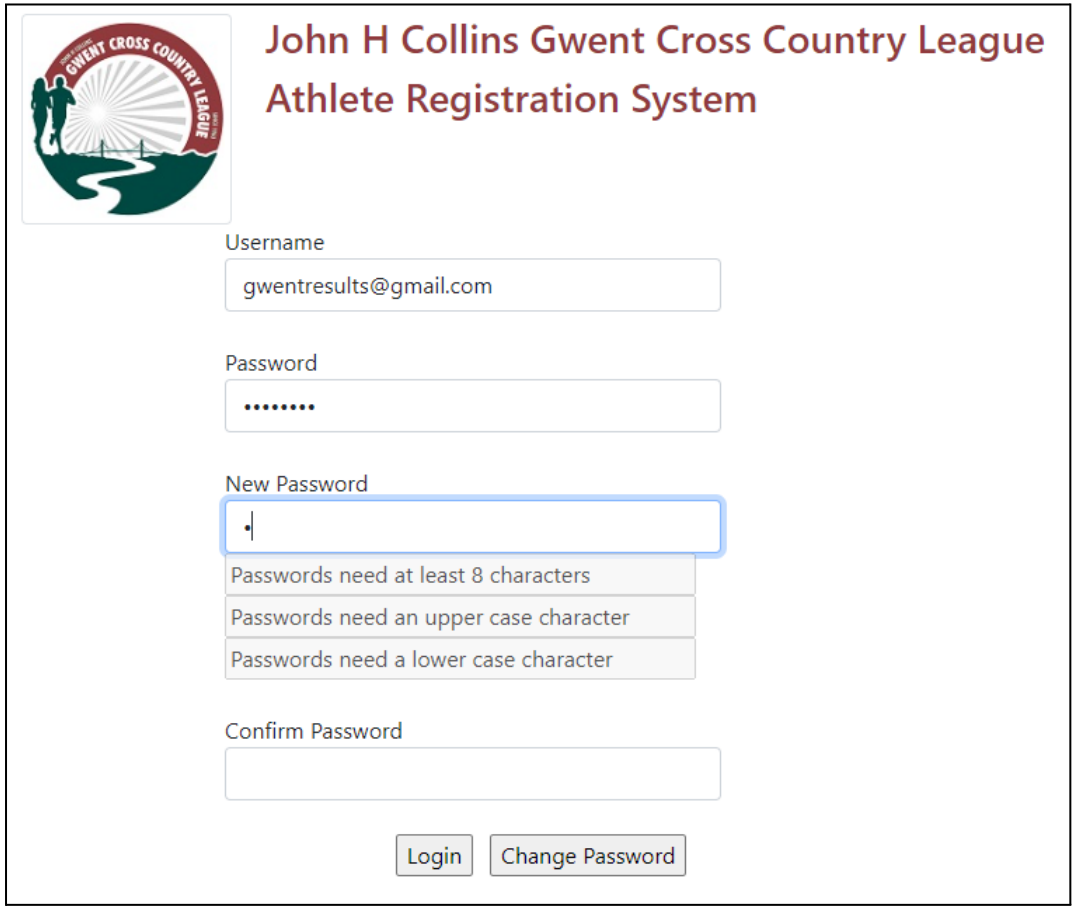
7) For athletes who have expressed an interest in running, click on the ‘Assign Number’ checkbox so that it is ticked.
8) Once you have selected the athletes you need, click on the ‘Assign Numbers’ button
9) The system will then assign a race number to each of these athletes.
10) You can email yourself a list of assignments or display a printable list via the ‘email athlete details’ and ‘show all athlete details’ buttons.
11) Don’t just click on ‘Assign Number’ for everyone as it is likely that some athletes from last year are not going to show up this season.
12) Click on the ‘Add New Athlete’ button to create a new record to fill in and save
13) After you have added a new athlete and saved them, Assign a number to them straight away
14) If you run out of numbers, please email admin@gwent-registration.org.uk and I will give your club some more
15) Also, if you have any issues with the system also email me at admin@gwent-registration.org.uk and I will try and fix the problem.
16) If you forget your password, email admin@gwent-registration.org.uk. I will need to ask some questions to verify that you are a genuine manager
17) Numbers will be ready for collection at registration at the next fixture. Athletes need to keep their number for the whole season.

Login to system

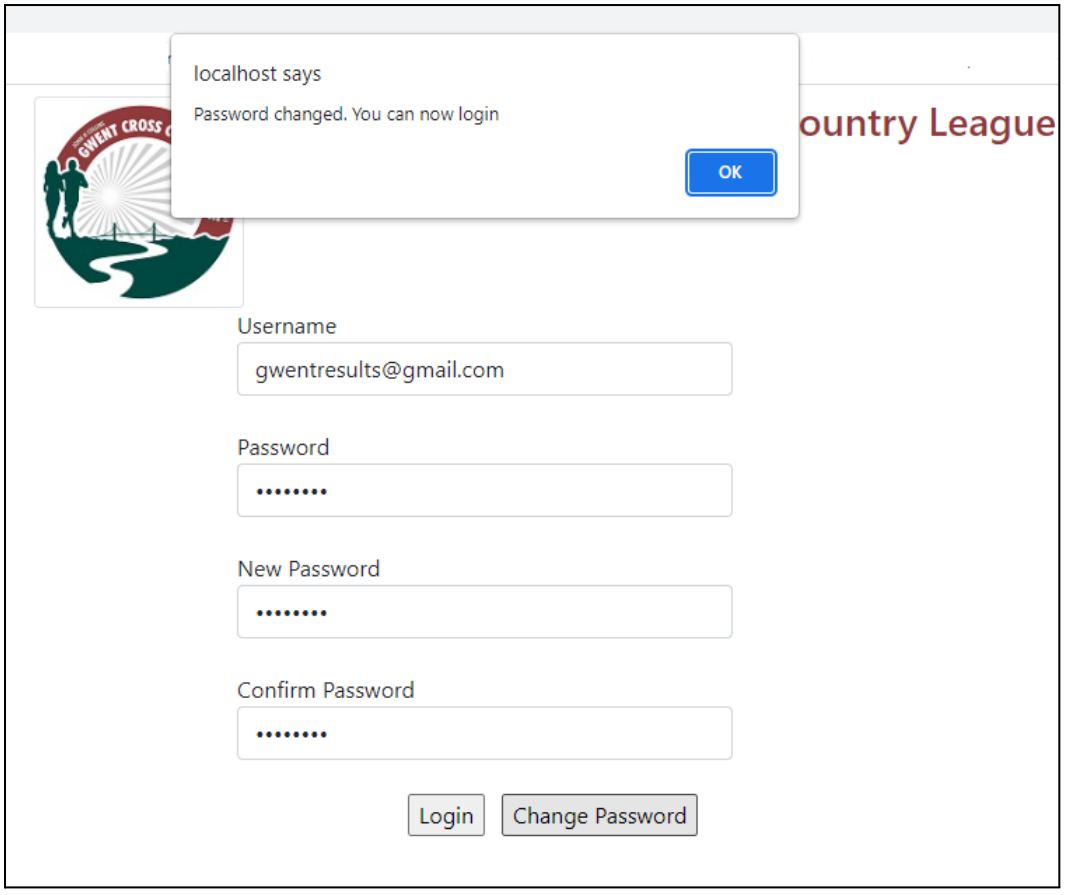
Each club can have one or more team managers. Each of the managers will use their email address as their username. We will issue the managers with an initial password which they will be able to change.

Changing password

To change your password, type in your username and current password. The system shows password hints underneath the new password field as you type. These will disappear as you enter a valid password.

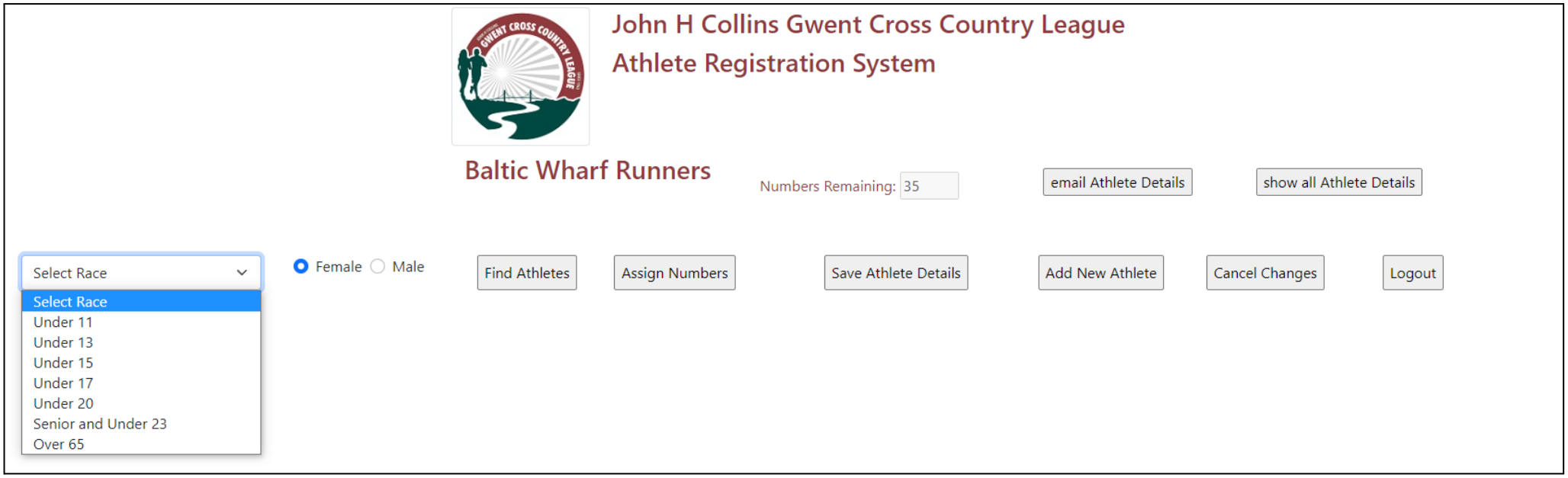


Click on *'Change Password'* and then login with the new password.

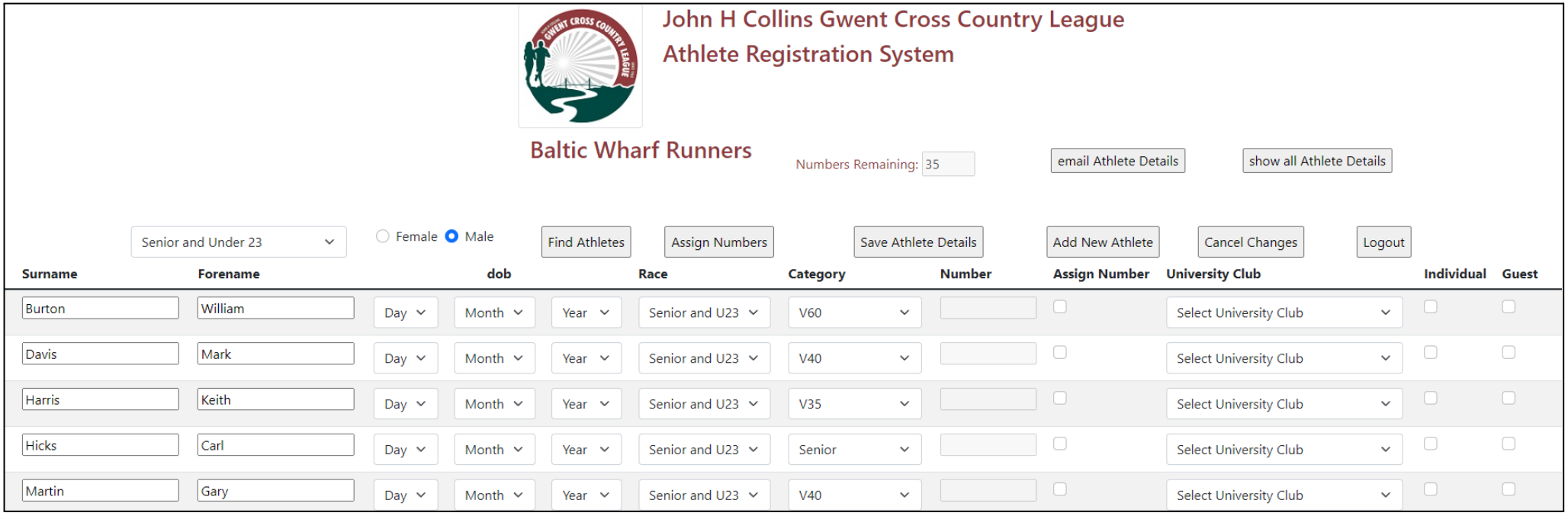


Listing athletes

Select the race you want to register athletes to by selecting gender and then choosing from the race drop-down menu. You can refresh the display at any time by clicking on *'Find Athletes'*.



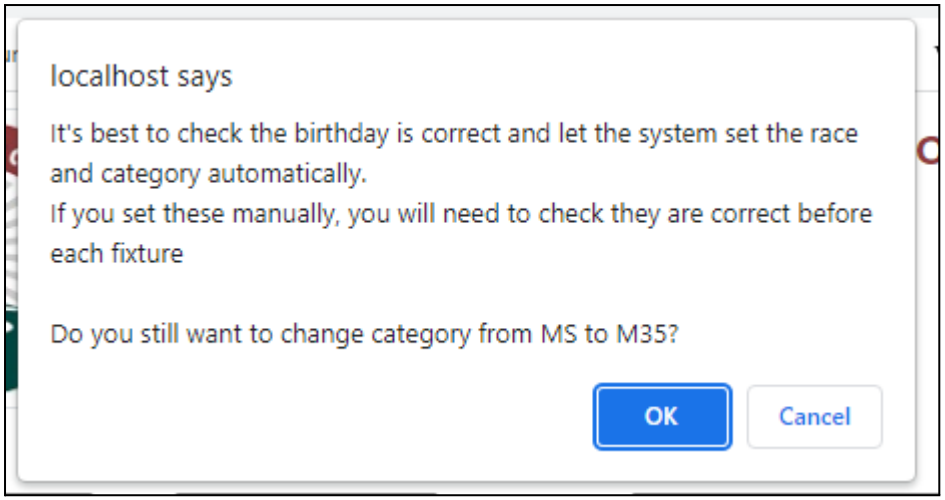
You will then see a table of athletes who ran in the chosen race last season with the age category of their latest result. They are ordered alphabetically by *Surname*. These are athletes who I have created to demonstrate the system and are not real people.



Use date of birth to set age category and race

Ideally, we want managers to record the date of birth (dob) so that the system can calculate age categories and place the athletes in the correct race automatically. For example, changing the dob to 7th June 1977 for the second athlete in the table above automatically changes the age category to V45.

However, you can set the age category and race without entering the date of birth. You will need to check that the age category and race are correct before each fixture if you do this.



Junior athletes changing age group and race

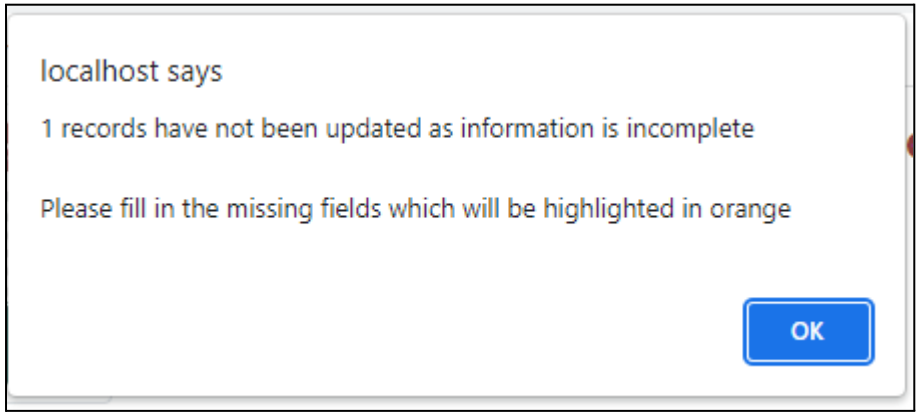
The system has been populated with athletes who ran last season. When you set the date of birth for Junior athletes who are moving up an age category, the system will update the *Race* and *Category* fields to reflect this. However, they will still appear in the original list of athletes until you click on *'Find Athletes'.* After that you will find them listed in the new age category.

Adding new athletes

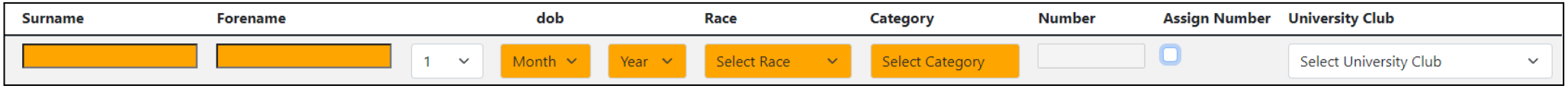
Some athletes will have joined clubs between seasons and will not yet be in the database.To create a new athlete, click on '*Add New Athlete*'. An empty row will appear at the top of the table.

Surname	Forename	dob			Race	Category	Number	Assign Number	University Club	Individual	Guest
		Day	Month	Year	Select Race	Select Category			Select University Club		
Burton	William	Day	Month	Year	Senior and U23	V60			Select University Club		

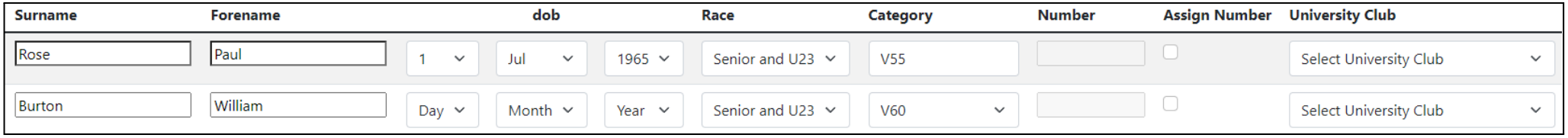
Fill in the details and click on *'Save Athlete Details'*. If there are fields with missing information, they will turn orange and you will see this message.



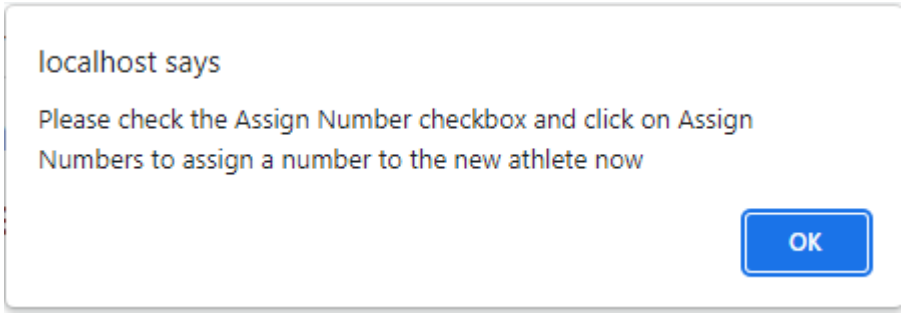
Don't check the *'Assign Number'* checkbox at this stage. We do that after the new athlete record has been saved

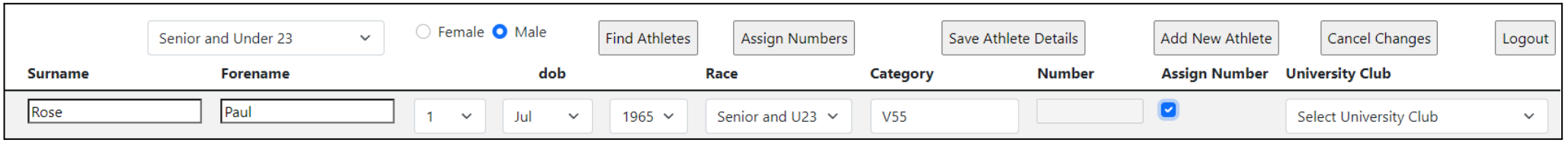


Enter data into all the required fields and then click on *'Save Athlete Details'.* The new athlete record will stay at the top of the athlete list



You can now Assign a number to the new athlete record. Check the 'Assign Number' checkbox and then click on the *'Assign Numbers'* button. **Do this before you attempt to add another new athlete.** An alert window will remind you to do this.

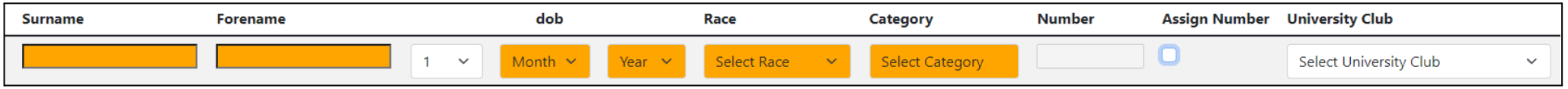




A number will be assigned to the new athlete which will appear in the *Number* field. The list of athletes is then refreshed and sorted alphabetically by *Surname* so the new athlete will shuffle down the list to its correct place. **This is not ideal system behavior but I need to always have the new athlete record at the top of the athlete list. This might change in future versions**

Editing athletes

You can edit any of the athlete details other than the number. If you click on *'Save Athlete Details'* when some information is missing, these fields will turn orange, as shown below. You can edit more than one athlete record at a time and when you click on *'Save Athlete Details'* changes to all the records will be saved.



Cancel Changes

You can undo any changes you have made to athlete records by clicking on the *Cancel Changes* button.

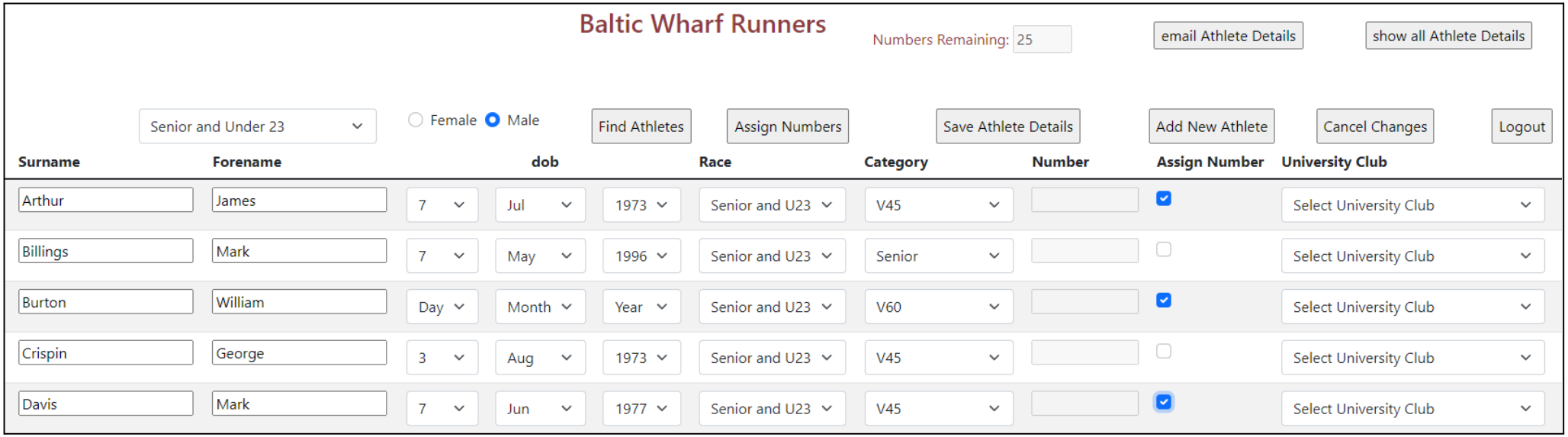
Assign numbers

Each club will have a list of athletes who ran last season. None of these have a number assigned or a date of birth set. For this set of athletes you can assign numbers to many athletes at once so the process is straightforward and quick.

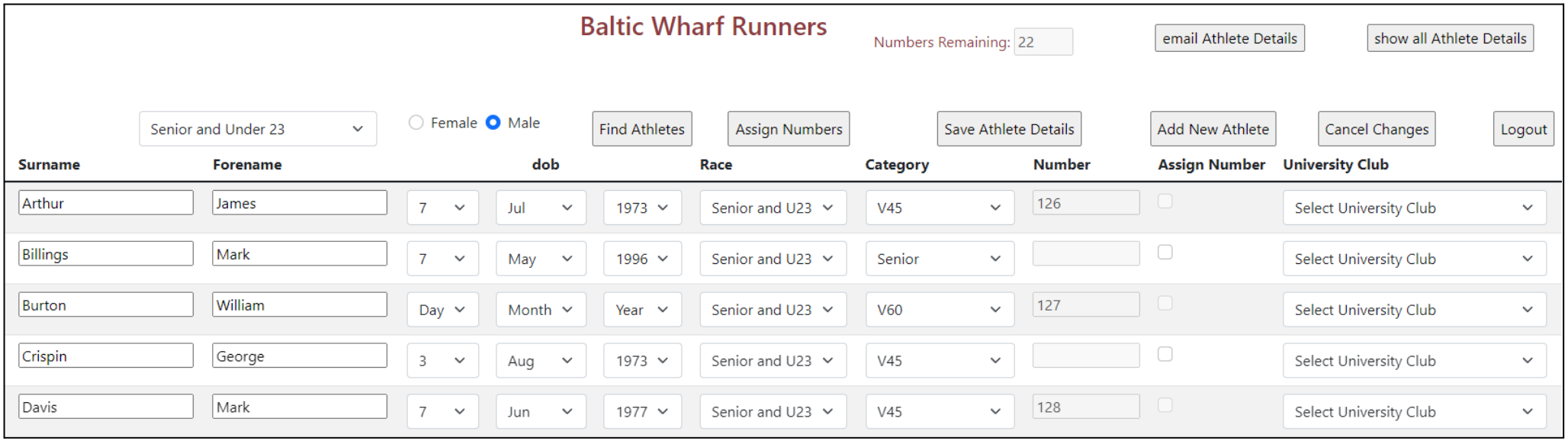
For every athlete you want to assign a number to, click on the Assign Number checkbox so that it is ticked.

You do not have to assign a number to all the athletes but only those who are going to compete this season.

Also, you can assign a number to an athlete at any time during the season. For example, in the image below, if the second athlete in the list missed the first fixture but wanted to compete in fixture two, you can assign a number to them between fixtures one and two.



When you click on Assign Numbers, the system assigns a number to each ticked athlete.

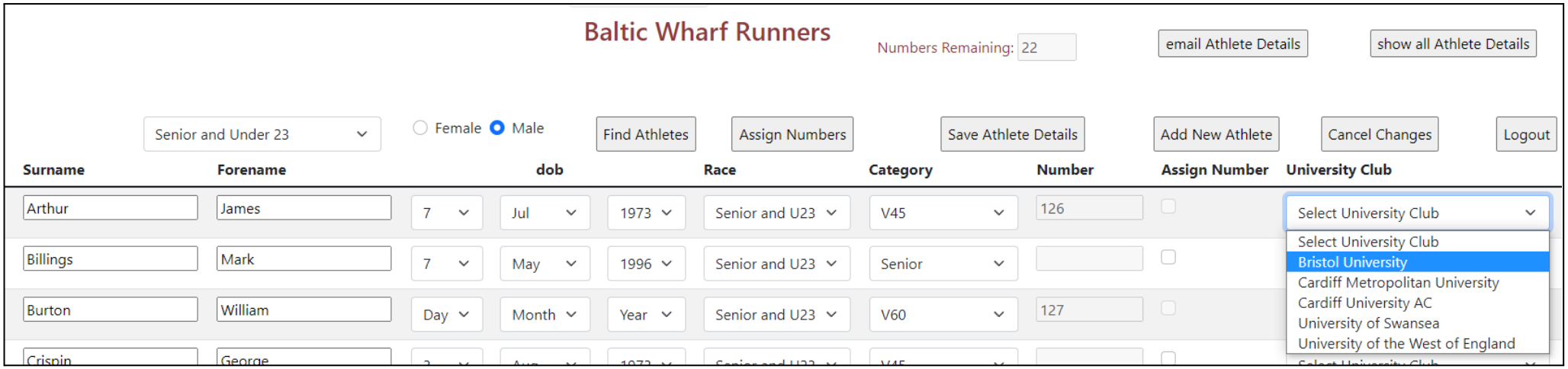


An athlete will keep the number for the whole season and needs to wear the number at each fixture. Each club will have a set of numbers that it can assign to athletes. We will give each club a number equal to the total number of athletes competing for the club last season, plus 10%.

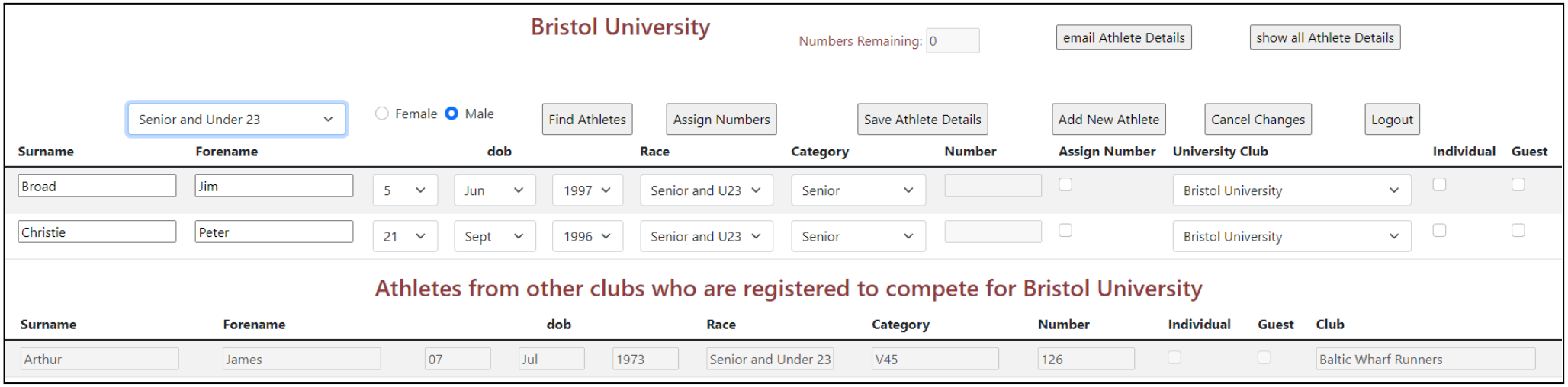
The *'Numbers Remaining'* field shows how close you are to using all your clubs allocated numbers. If this gets to zero the system will prompt you to email admin@gwent-registration.org.uk to request some additional numbers so that you can continue to assign numbers to athletes. You can then receive the physical numbers by post or pick them up at the next fixture.

University club

Athletes can also register to compete for a 2nd claim University club. The manager of the 1st claim club needs to make this registration. Select a University club from the list and click on 'Save Athlete Details'.



The manager of a University club will see their athletes in two sections on the page. At the top are those registered as 1st claim athletes with the University. The bottom section shows athletes from other clubs who are registered to compete for the University.



Note these important points.

1) The University manager cannot change the details of athletes in the bottom section. They will need to liaise with the 1st claim club manager to make changes.

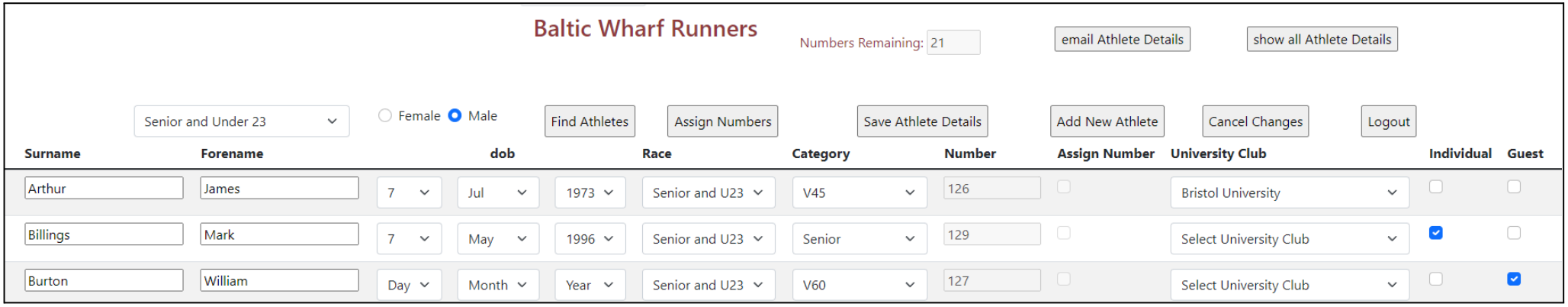
2) When the University manager adds a new athlete, they need to set the University club as the system does not currently do that automatically.

Individuals and Guests

Athletes who are in the process of changing clubs can run for their new club as an Individual. In this case they can score points in the individual competition but not score points for the team.

Athletes can also run as a Guest which means that they do not score individual or team points.

There are checkboxes for both of these options and to use them, check the appropriate checkbox and click on *'Save Athlete Details'.*



Show all Athlete Details

Team managers will want to see which of their athletes have numbers assigned in a clear format that would be suitable for printing. Click on the *'show all Athlete Details'* button to open a new browser tab that shows all athletes who have numbers assigned and the race that they are registered for.

Baltic Wharf Runners

Senior and U23- Female

Surname	Forename	Age Category	Race Number	University Club	Individual	Guest
Millington	mary	W40	140			Guest
Monash	Jill	W40	141		Individual	
Partridge	Susan da Silva	W45	142	Bristol University		

Under 20- Female

Madison	Phoebe	W20	143			
Milmore	Sarah	W20	144			

Senior and U23- Male

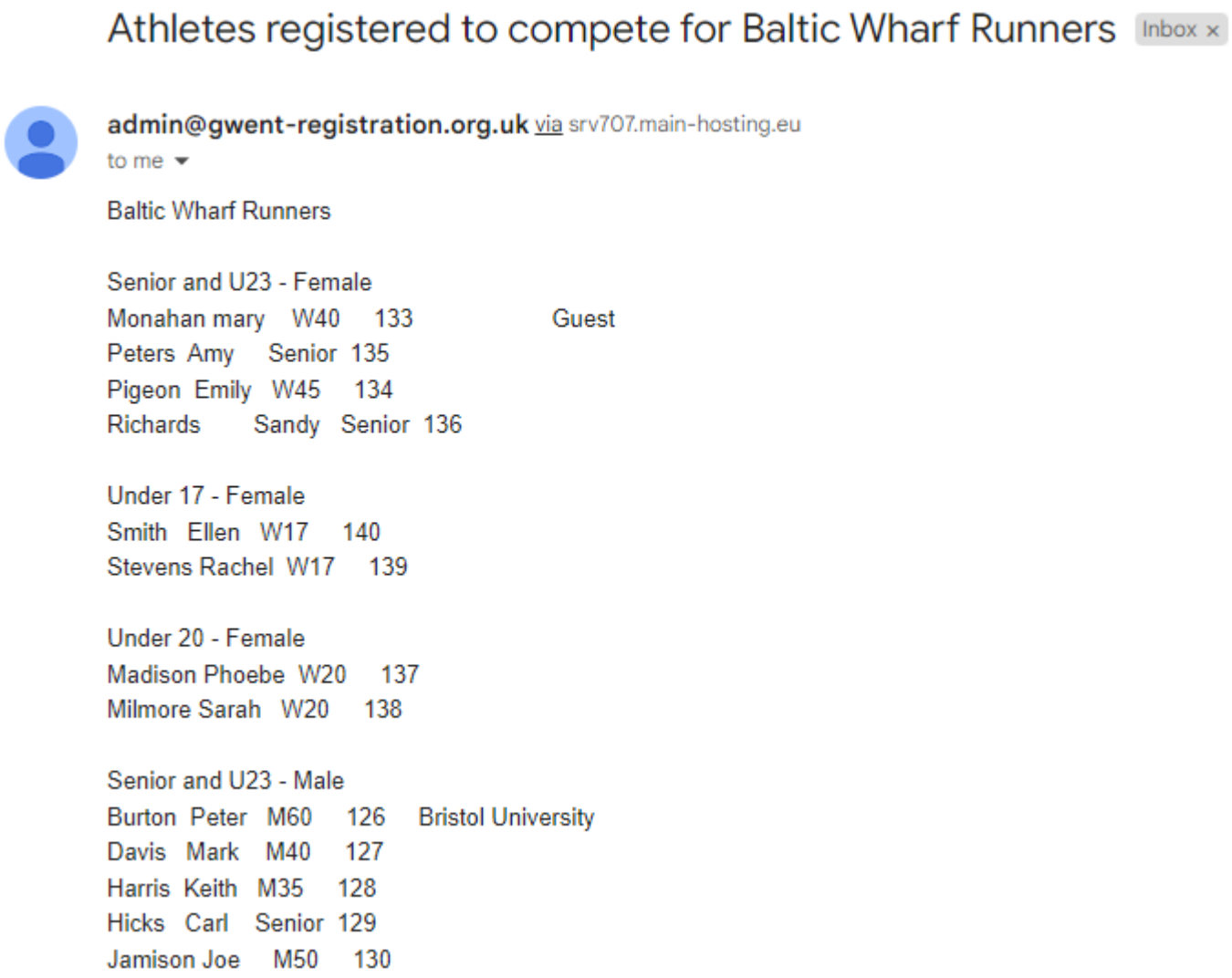
Arthur	James	M45	126	Bristol University		
Billings	Mark	Senior	129		Individual	
Burton	William	M60	127			Guest
Davis	Mark	M45	128			

Under 11- Male

Bulmer	Woody	M11	138			
Magson	Barry	M11	139			

email Athlete Details

Team managers can also email themselves the list of athletes who have numbers assigned. Click on the *'email Athlete Details'* button to do this. An example email is show below



Athletes registered to compete for Baltic Wharf Runners Inbox ×

admin@gwent-registration.org.uk via srv707.main-hosting.eu
to me

Baltic Wharf Runners

Senior and U23 - Female
Monahan mary W40 133 Guest
Peters Amy Senior 135
Pigeon Emily W45 134
Richards Sandy Senior 136

Under 17 - Female
Smith Ellen W17 140
Stevens Rachel W17 139

Under 20 - Female
Madison Phoebe W20 137
Milmore Sarah W20 138

Senior and U23 - Male
Burton Peter M60 126 Bristol University
Davis Mark M40 127
Harris Keith M35 128
Hicks Carl Senior 129
Jamison Joe M50 130