**Worcestershire County XC Championships**

**How to Guide for the online entry site**

This guide will walk you through how you enter athletes.

On first use you will be asked to **Register** yourself and create a **Password**, this is so you can return to edit any of your details or to enter more athletes.

To enter an athlete first choose from the drop-down box the **Type of entry** needed, this is either **Senior/Master** or **Junior Age Groups** entry.

Then click the **Enter Now Button**.

If you are entering yourself ensure the **BOOKING FOR ME** box is ticked.

**Untick** this box to enter someone else.

Complete all the boxes on this page.

Especially your **Club,** you may leave the event day team name blank.

The **Affiliation ID** is a **MUST** and needs to be current or you will not be able to continue with this athlete entry.

Complete the **Emergency Information.**

Complete any **Medical information** that you feel the **organisers** should be **aware** of.

Please make sure to answer the **Qualification question**, again it is a drop-down box, click the **relevant line** to record your answer.

Lastly on this page **Tick** the **Terms & Conditions** box.

We ask you to also tick to **OPT in to Future emails from Worcester County**, this will allow us to keep you informed of any Important developments which may arise about the Championships.

Once all is completed you have the option to **SAVE & CHECKOUT** where you can pay for your entry or **SAVE & ADD ANOTHER** to continue to add further athletes.

Once your entry is completed You **Will** be sent an **Email** from the system to confirm your entry and some information about travel, number collection etc.