

Guide to Using the Online Entry System

- 1 Click/Type this address in to your browser <https://online.athleticsni.org>

You should see this page, type in your username and password and click Login:

The screenshot shows a web browser window with the URL <https://online.athleticsni.org/ps/index.htm>. The page features the Athletics Northern Ireland logo and navigation menus. A 'Login' section is highlighted with a red border, containing a 'Please supply your username and password' instruction, two input fields for 'Username' and 'Password', and a red 'Login' button. A red arrow points from the text above to the Username input field.

- 2 Your personal portal will come up – click on the round you wish to enter

Riverdale Primary School

My Basket - 2 items | £16.00

Road & XC Races

Test School Reg

ANI Primary School Cross Country League 2014 - Round 1

ANI Primary School Cross Country League 2014 - Round 2

ANI Primary School Cross Country League 2014 - Round 3

3 – Scroll to your region, then select what type of entry you want (girls team, boys team, individual)

EVENTS ORDERS LOGOUT

Events

Select the appropriate entry option and fee. You will then be presented with an entry form to register your athletes.

ANI Primary School Cross Cour

Tuesday 14 October 2014

Note: This is the date of the start of the whole NI round – your region's dates and start times should always be checked on the website

CAREFUL!
Make sure you scroll down to the correct region

Co Down Start 11:00 Distance 0.0 km



Boys Team
Up to 8 Runners
Price £8.00

Register



Individual
Individuals are not eligible to score for the school team
Price £1.50

Register



Girls Team
Price £8.00

Register

Southern Start 11:00 Distance 0.0 km



Girls Team



Boys Team

4 – Add new athletes, and then/or double click on the names of existing athletes to enter them.

Team Entries

Double click on an athlete below to add them to the team. If an athlete is not listed, you may

Add an Athlete

Team Details

Team Name: * Your school name will auto-fill

Filter Athletes:

Start Typing The Athletes Name

Team Members

	First Name	Surname	Gender	Date of Birth		
1	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
4	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
5	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
6	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
7	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>
8	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>	Day <input type="button" value="v"/>	Month <input type="button" value="v"/>	Year <input type="button" value="v"/>

Your athletes' names will list here. If you are looking for one in particular, type it in the filter box, above.

Double click on a name here to auto-fill it in on the form to the right.

5 Continue down to tick acknowledgement of the statements. This is necessary to progress your entry. If you have a child who has had refusal of permission to have their photo taken (i.e. because they are in foster care), please see the rules on the website about how to notify us and ensure their image is not used in promo.

Click "Add Team to Cart".

You will be returned to the Round's entry page, where you can continue to add another team/individuals in the same way.

If you want to enter round 2 or 3 while you're at it (if you know the same teams will be participating in all), click on Events (top left of page) and select your event, then proceed as before.

6 Check Out

Click on "My Basket"

ANI Primary School Cross Country League 2014 My Basket - 4 items | £32.00

An entry for Riverdale Primary School has been added to your shopping cart

Tuesday 13 January 2015

Co Down Start 11:00 Distance 0.0 km



Boys Team

Price £8.00

Register



Girls Team

Price £8.00

Register

Check your entries are correct – **in particular, check you have entered the right region!**

If your bursar/school office will raise a cheque for payment, select Pay by Cheque. If you wish to pay by card, select "Continue to Payment".

Your Cart Contents

Item	Quantity	Unit Price	Total Price
Riverdale Primary School : ANI Primary School Cross Country League 2014 - Round 1 : Co Antrim	1	£8.00	£8.00 remove
Riverdale Primary School : ANI Primary School Cross Country League 2014 - Round 1 : Co Antrim	1	£8.00	£8.00 remove
Riverdale Primary School : ANI Primary School Cross Country League 2014 - Round 1 : Co Antrim	1	£8.00	£8.00 remove
Riverdale Primary School : ANI Primary School Cross Country League 2014 - Round 3 : Southern Area	1	£8.00	£8.00 remove
Total:	4		£32.00

Pay By Cheque

Continue to Payment

7 Payment by Cheque/Card

Cheque example is shown. Fill in your details, the Place Order.

Card payment – fill in your information and card details as instructed.

That's you all done!

The screenshot shows a web browser window with the URL <https://online.athleticsni.org/ps/team/cart/payment?set=CHEQUE>. The page title is "Payment" and it features a "My Basket - 4 items | £32.00" indicator. On the left, a "Payment" sidebar contains instructions: "Fill in your credit card information and submit to pay for your registrations. If payment is successful, we will email your receipt to you." The main content area is divided into two sections. The "Billing Address" section includes fields for "Name: *", "Email: *", and "Phone: *", with a callout box stating: "Please enter your up to date contact info. We will only use contacts held on the online system to inform you of updates." The "Place Your Order" section contains instructions: "Click on the 'Place Order' button below to complete your order you will need to send **Athletics NI a cheque for £32.00** along with the order reference number found on the next page" and a red "Place Order" button. The Primo Solutions logo is visible in the bottom right corner of the page.

8 Confirmation and Billing

You should get 2 emails – a receipt/invoice, and confirmation email for each round.

You can also download an order receipt/invoice by clicking on "Orders" in your portal. Single payment for multiple orders is absolutely fine. Please note all order numbers on the reverse of your cheque.

Cheque payments please print your invoice and pass to the bursar/school office. If you require another format for payment please email info@athleticsni.org