

ANI Anti-Doping Disclaimer & Licensing Pathway

This document aims to provide screenshots and an overview of the pathway required for Athletics NI athletes and club administrators to enable licensing renewals.

Claiming Your Athlete Profile

Step 1: Login to your OpenTrack Account

If you already have an OpenTrack account, you can login using the link below:

<https://ani.opentrack.run/accounts/login/>

If you have not yet set up an account, simply use the link above, and click the 'Sign Up' Button, as shown below:

Race Management System

This site, run by **OpenTrack**, handles membership, entries and race administration athletics events. You can use the same account for any site ending in **opentrack.run**.

Please log in

Forgot password?

Email:

Password:

or

Step 2: If you are already connected to your athlete profile, you can find this on the drop down, in the top right-hand corner of the screen.

If you have not connected your athlete profile, then you can search under the 'Athlete' tab

<https://ani.opentrack.run/en-gb/a/> as shown below:

ATHLETICS NORTHERN IRELAND
HTTPS://WWW.ATHLETICSNI.ORG

ATHLETES CLUBS COMPETITIONS SPORT FACILITIES

/ Athletes

SHOW INACTIVE All AgeGroup Search

Search for an athletes first/last name, club or coach.

Once you have found your record and clicked on it, you will see:

The screenshot shows the Athletics Northern Ireland website. At the top left is the logo for Athletics Northern Ireland with the URL [HTTPS://WWW.ATHLETICSNI.ORG](https://www.athleticsni.org). A navigation bar contains links for ATHLETES, CLUBS, COMPETITIONS, and SPORT FACILITIES. Below the navigation bar, the breadcrumb trail reads "/ Athletes / Personal Details". The main heading is "Test 002". There are two tabs: "Athlete Info" (active) and "Roles (2)". The "Athlete Info" tab contains the following details for "Test 002, F":
Coached by: NA
Primary club: ...
Age Group: SEN
Below the details is a link: "Is this you? [Login](#) or [register](#) to claim this account as yourself". To the right of the details is a silhouette icon of a runner.

Most ANI members who have been entering competitions over the past year will already have “claimed” their account.

When they register, they will receive an activation email and, once accepted, their records will be connected:

Activate your Account - Please check your email

Found linking person record

Please check your email

An activation link has been sent to your email. Please click this to activate your account.

If you do not receive the message within a few minutes of signing up, please check your spam folder.

Thanks

Test 005

The screenshot shows the Athletics Northern Ireland website. At the top left is the logo for Athletics Northern Ireland with the URL [HTTPS://WWW.ATHLETICSNI.ORG](https://www.athleticsni.org). A navigation bar contains links for ATHLETES, CLUBS, COMPETITIONS, and SPORT FACILITIES. Below the navigation bar, the breadcrumb trail reads "/ Athletes / Personal Details". The main heading is "Test 005". There are two tabs: "Athlete Info" (active) and "Roles (1)". The "Athlete Info" tab contains the following details for "Test 005, M":
Coached by: NA
Primary club: ...
Age Group: SEN
Below the details is the text: "This person is you.". To the right of the details is a silhouette icon of a runner.

The next time the user logs in, they will see the Anti-Doping disclaimer:

🏠 / Review Disclaimer

YOU HAVE A DISCLAIMER TO REVIEW

You have a document to review: ANI Anti-Doping Disclaimer

ANI ANTI-DOPING DISCLAIMER ON BEHALF OF TEST 005

All members shall be deemed to have made him/herself/themselves familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The UKA Anti-Doping Rules apply to all members participating in Athletics for a minimum of 12 months from the commencement of membership, whether or not the member is a citizen of, or resident in, the UK.

Any athlete wishing to retire from the sport of athletics must put this in writing to the club and Athletics Northern Ireland and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's anti-doping rules.

Accept

Decline

SUBMIT

Scenario 2: You do have an OpenTrack login

- Go to the **ANI Home Page** on Open Track <https://ani.opentrack.run>
- Login
- If you are presented with the UKAD disclaimer then you have already claimed your profile. Please accept the disclaimer.
- If you are not presented with disclaimer:
 - Open the **Athletes** tab
 - Find and Click on your Profile Name (you can search for it using the filter box)
 - OPTION 1: It will say "No user associated with this account. If this is you, please contact support@opentrack.run". Please do, emailing from the same email address you use for OpenTrack, stating your name so OpenTrack know which profile to connect you to.
 - OPTION 2: It will say "This person already has another user". This means that someone has already claimed this profile. This will either be you (using another email) or someone else. Either way, please email support@opentrack.run so it can be rectified.

For Under 16's a parent or guardian should manage the athlete account. Follow the steps above to find the child and then click the red CLICK button to verify you are the parent to manage them. If it says "This person is managed by user" and this isn't you / it isn't someone that it should be, then contact support@opentrack.run.

Club Admin- Registering Your Members

Step 1: Club administrators must now pay for their license renewals through OpenTrack.

Club Administrators can access their clubs by searching for it through the Club listings or by navigating straight to it from the dropdown at the top right:

The screenshot shows the Athletics Northern Ireland website. At the top, there is a navigation bar with the OpenTrack logo, a 'TEST SERVER' badge, a UK flag, and links for 'ABOUT' and 'GUEST1 UPTONTEST1'. Below this is the Athletics Northern Ireland logo and the URL 'HTTPS://WWW.ATHLETICSNI.ORG'. A dropdown menu is open, showing options: 'MANAGE ACORN', 'MY USER PROFILE', 'MY ATHLETE PROFILE', 'CHANGE PASSWORD', and 'LOGOUT'. Below the navigation bar are tabs for 'ATHLETES', 'CLUBS', and 'COMPETITIONS'. The main content area is divided into two sections: 'UPCOMING FIXTURES' and 'PAST COMPETITIONS'. The 'UPCOMING FIXTURES' section lists events such as 'Easter StarTrack' (12-13 Apr 2023), 'MPT Panthers: Term 3 2022/2023' (17 Apr-19 Jun 23), 'NIAS/Run NI Spring 2023 Couch to 5K 8 week program' (17 Apr-10 Jun 23), 'Developing a Supportive Mental Game: Two Worlds, One Performance' - Dr Mark Elliott (18 Apr 2023), and 'Panthers on Tour at Hillsborough (term 3)' (21 Apr-23 Jun 23). The 'PAST COMPETITIONS' section lists events such as 'Titanic 10k and 1k Family Run 2023' (02 Apr 2023), 'AthleticsNI Unattached Membership' (01 Apr 23-31 Mar 2024), 'Annual Club Affiliation 2023-2024' (01 Apr 23-31 Mar 2024), 'Athletics NI Para Session 26th March 2023' (26 Mar 2023), and 'Monkstown Spartans Belfast Zoo 5K' (26 Mar 2023). Each event has a 'VIEW EVENT' button.

Once on the Club page, club administrators need to head to the Members tab:

The screenshot shows the Acorns AC club page. The 'Members (397)' tab is selected. Below the tabs, there is a section for 'MEMBERS' with a sub-heading 'Organisation members listing information'. There are buttons for 'ADD A MEMBER +', 'BULK ADD MEMBERS', and 'BULK ACTIONS'. A filter input field is present. Below this is a table with columns: 'Name', 'AGE', 'M/F', 'Licence number', 'LICENCE STATUS', and 'Anti-doping Consent?'. The table has a checkbox in the first column for each row.

From here, they can filter by Age group, Gender and License Status. To select the athletes they want to relicense, they click on the checkbox on the left of their row and then click the grey

BULK ACTIONS button and choose the “Renew athletes federation membership”

Home / Clubs / ACORN: Acorns AC (GBR)

Acorns AC

General Info | Members (397) | Officials | Payments

MEMBERS *Organisation members listing information*

397 **BULK ACTIONS** filter

<input type="checkbox"/>	Name	AGE	LICENCE STATUS	ANI	Anti-doping Consent?
<input checked="" type="checkbox"/>	Jill Alexander	V50	EXPIRED	x	x
<input type="checkbox"/>	Victoria Arthur	V35	EXPIRED	x	x
<input checked="" type="checkbox"/>	Nicola Badger	V45	EXPIRED	x	x
<input checked="" type="checkbox"/>	Bernard Bateson	V50	EXPIRED	x	x

Note: A dropdown menu for 'BULK ACTIONS' is open, showing options: 'Renew athletes federation membership', 'Renew athletes club membership', and 'Email users'.

Once this has been selected then a couple of messages will be displayed and the athletes are moved to a Renewals tab. The pending licence renewal can be cancelled by using the dustbin icon shown below for Brianna.

ATHLETICS NORTHERN IRELAND
[HTTPS://WWW.ATHLETICSNI.COM](https://www.athleticsni.com)

ATHLETES | CLUBS | OFFICIALS | SPORT FACILITIES

Home / Clubs / ACORN: Acorns AC (GBR)

Acorns AC

General Info | Members (397) | Officials | Payments

MEMBERS *Organisation members listing information*

6 **BULK ACTIONS** filter

<input type="checkbox"/>	Name	AGE	M/F	Licence number	LICENCE STATUS	ANI	Anti-doping Consent?
<input type="checkbox"/>	Sarah Linton				EXPIRED	x	x
<input type="checkbox"/>	Grainne McGuckin				EXPIRED	x	x
<input type="checkbox"/>	Brianna Mckinless				EXPIRED	pending payment	x

Note: A blue box highlights the 'pending payment' status for Brianna Mckinless, and a red trash icon is visible below her row.

The Club administrators can then access the Renewals tab to pay for these licences:

Acorns AC

General Info Members (397) Renewals (5) Officials Payments

Organisation renewals listing information

PAY LICENCE FEE BALANCE REQUEST ANI INVOICE filter

5

<input type="checkbox"/>	Name	Date of birth	ID	Fee	STATUS	Consent?
<input type="checkbox"/>	Jill Alexander			£18.00	UNPAID	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nicola Badger			£18.00	UNPAID	<input type="checkbox"/>
<input type="checkbox"/>	Bernard Bateson			£18.00	UNPAID	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jacob Kelly			£0.00	UNPAID	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Brianna Mckinless			£6.00	UNPAID	<input checked="" type="checkbox"/>

Selected balance: £0
Total balance: £60

They can see whether the anti-doping disclaimer has been ticked yet or not. However, they can pay for them regardless of their status. To pay for them, they just need to check the box on the left of the row for those they wish to pay for and then choose payment method:

- **PAY LICENCE FEE BALANCE** - Credit card payment
This is just a standard payment stage. The T&Cs displayed will be the code of conduct provided by Shauna

Payment Confirmation

Amount: **£36.00**

Bulk licence by Gustest1 Uptontest1 <gus+1@opentrack.run> for 2 athletes for club ANI: Athletics Northern Ireland (GBR) until 2024-03-31 made at 11/04/2023, 15:04

Cardholder name: Gustest1 Uptontest1

Payment information: VISA 1000 0000 0000 0000 12 / 24 123 BA15 2NJ

I have read the additional terms (click here)
 Some terms and services you need to agree on

CANCEL **PAY £36.00**

- **REQUEST ANI INVOICE** - As it says. If they choose this option then the athletes will be marked as paid on the OpenTrack system, along with a timestamp in the 'invoice' column, and ANI will need to reconcile / chase for payment on their end.

Acorns AC

Invoice requested for 4 athletes

[General Info](#)
[Members \(397\)](#)
[Renewals \(4\)](#)
[Officials](#)
[Payments](#)

Organisation renewals listing information

PAY LICENCE FEE BALANCE REQUEST ANI INVOICE filter x

4

Name	Date of birth	ID	Fee	Invoice	STATUS	Consent?
Jill Alexander			£18.00	2023-04-12 07:13:52	PAID	✗
Bernard Bateson			£18.00	2023-04-12 07:13:52	PAID	✗
Jacob Kelly			£0.00	2023-04-12 07:13:52	PAID	✗
Brianna Mckinless			£6.00	2023-04-12 07:13:52	PAID	✗

Step 3: Athletics NI will then accept all renewals that have agreed to the Anti-Doping disclaimer.