

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.

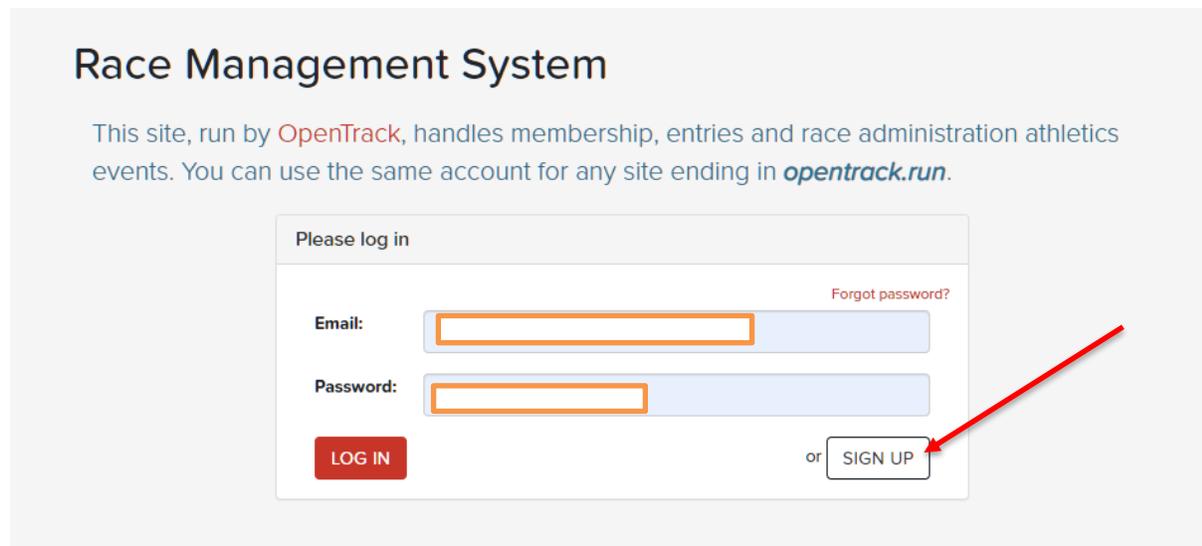
Claiming Your Athlete Profile

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:

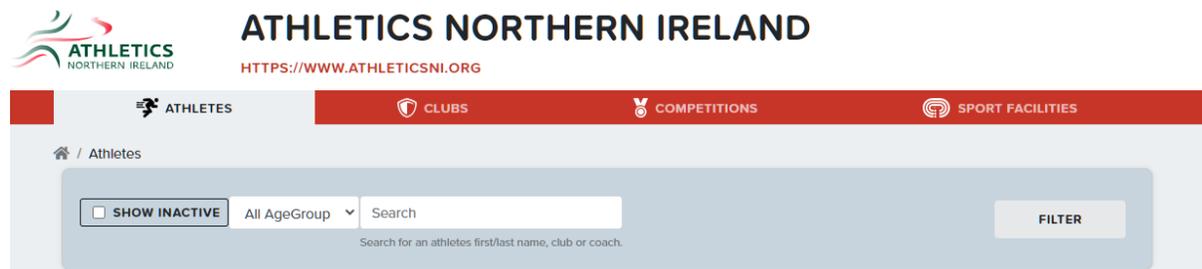


The screenshot shows a login form titled "Please log in" within a "Race Management System" interface. The form includes fields for "Email:" and "Password:", both with orange borders. A "Forgot password?" link is located to the right of the email field. Below the password field, there are two buttons: a red "LOG IN" button and a white "SIGN UP" button with a red border. A red arrow points to the "SIGN UP" button. The text below the form states: "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*."

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:



The screenshot shows the Athletics Northern Ireland website. The header includes the logo and name "ATHLETICS NORTHERN IRELAND" and the URL "HTTPS://WWW.ATHLETICSNI.ORG". A navigation bar contains links for "ATHLETES", "CLUBS", "COMPETITIONS", and "SPORT FACILITIES". Below the navigation bar, the "Athletes" section is active. It features a search bar with a "SHOW INACTIVE" checkbox, a dropdown menu for "All AgeGroup", a search input field, and a "FILTER" button. A small text prompt below the search bar reads: "Search for an athletes first/last name, club or coach."

Once they have found their record and clicked on it, they will see:



ATHLETICS NORTHERN IRELAND

[HTTPS://WWW.ATHLETICSNI.ORG](https://www.athleticsni.org)

ATHLETES CLUBS COMPETITIONS SPORT FACILITIES

Home / Athletes / Personal Details

Test 002

[Athlete Info](#) [Roles \(2\)](#)

Test 002, F

Coached by: NA

Primary club: ...

Age Group: SEN

Is this you? [Login](#) or [register](#) to claim this account as yourself



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

[Athlete Info](#) [Roles \(1\)](#)

Test 005, M

Coached by: NA

Primary club: ...

Age Group: SEN

This person is you.



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

[Home](#) / [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

Once accepted, you can see that they have done so:

Test Club

[General Info](#) [Members \(6\)](#) [Officials](#)

Organisation members listing information

MEMBERS

6

Name	AGE	M/F	LICENCE STATUS	Anti-doping Consent?
Test 001	SEN		OK	✗
Test 002	SEN		OK	✗
Test 003	U11		NONE	✓
Test 004	U15		NONE	✗
Test 005	SEN		NONE	✓
Test 006	SEN		NONE	✗

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. The page displays 'Organisation members listing information'. There are buttons for 'ADD A MEMBER +' and 'BULK ADD MEMBERS'. Below these is a 'BULK ACTIONS' dropdown and a search filter box. The main table has columns for 'Name', 'AGE', 'M/F', 'Licence number', 'LICENCE STATUS', and 'Anti-doping Consent?'. The table is currently empty.

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

Warning: Brianna Mckinless have not accepted the disclaimer.

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

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

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.