

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 A: Already have an account

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.

Step 2 B: Need to Sign Up for an Account

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

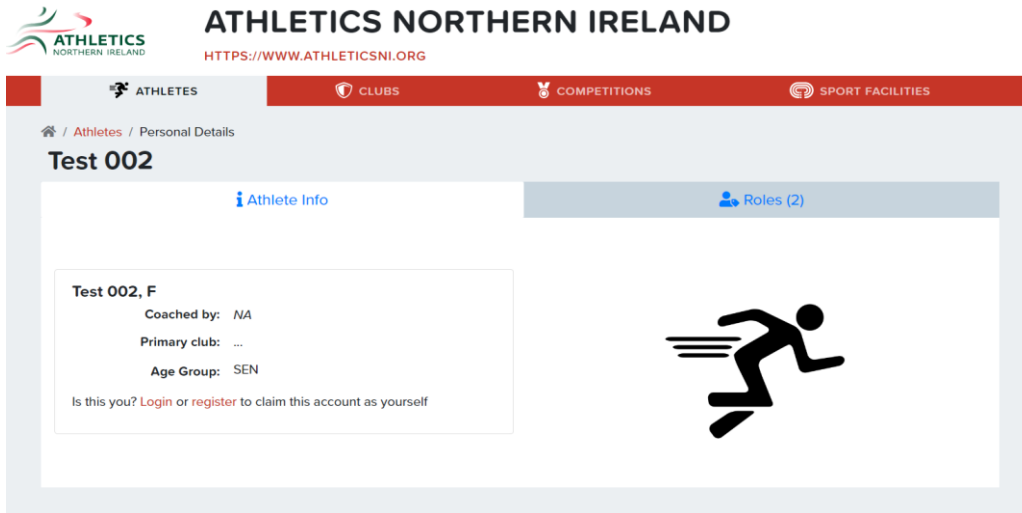
ATHLETES CLUBS COMPETITIONS SPORT FACILITIES

/ 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. The header includes the logo and the text 'ATHLETICS NORTHERN IRELAND' with the URL 'HTTPS://WWW.ATHLETICSNI.ORG'. A navigation bar contains 'ATHLETES', 'CLUBS', 'COMPETITIONS', and 'SPORT FACILITIES'. The main content area is titled 'Test 002' and has a breadcrumb trail 'Athletes / Personal Details'. Below the title are two tabs: 'Athlete Info' (active) and 'Roles (2)'. The 'Athlete Info' tab displays 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 black silhouette icon of a runner.

Most ANI members who have been entering competitions over the past year will already have “claimed” their athlete profile. Your athlete profile will say one of two options:

- OPTION 1: It will say “No user associated with this account. If this is you, please contact support@opentrack.run”, 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.

When you register, you will receive an activation email and, once accepted, your 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

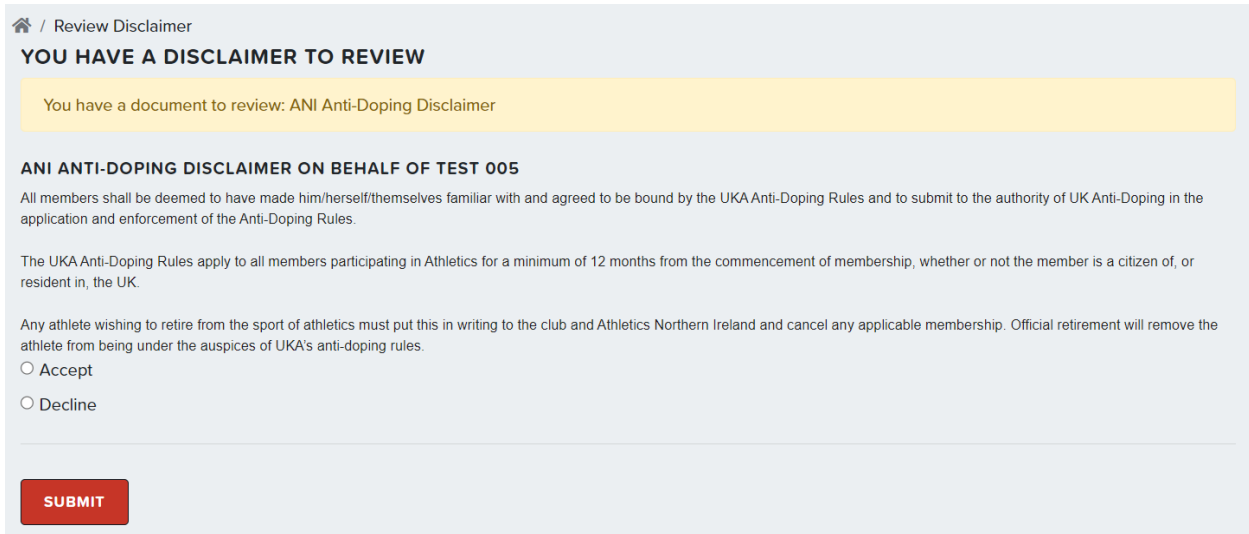
Test 005



The screenshot shows the Athletics Northern Ireland website. The header is identical to the previous screenshot. The main content area is titled 'Test 005' and has a breadcrumb trail 'Athletes / Personal Details'. Below the title are two tabs: 'Athlete Info' (active) and 'Roles (1)'. The 'Athlete Info' tab displays 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 black silhouette icon of a runner.

Step 3: Accepting the Disclaimer

Once your OpenTrack account and your athlete profile is connected, you will then need to log out and log back in again to see the Anti-Doping disclaimer, as shown below:



The screenshot shows a web interface for reviewing a disclaimer. At the top left, there is a home icon and the text "/ Review Disclaimer". Below this is a bold heading "YOU HAVE A DISCLAIMER TO REVIEW". A yellow banner contains the text "You have a document to review: ANI Anti-Doping Disclaimer". The main content area is titled "ANI ANTI-DOPING DISCLAIMER ON BEHALF OF TEST 005" and contains the following text: "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." followed by "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." and "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." Below the text are two radio button options: "Accept" and "Decline". At the bottom left, there is a red "SUBMIT" button.

For Under 16's a parent or guardian should manage the athlete account. Follow the steps above to set up an OpenTrack Account for the parent/ guardian, and then you can follow our **OpenTrack Guide on How to Claim an Athlete for Parents or Guardians** Youtube video, on the link below:

[OpenTrack Guide on How to Claim an Athlete for Parents or Guardians](#)

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: Finding your club portal.

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 Open Track logo, a 'TEST SERVER' badge, a UK flag, and links for 'ABOUT' and 'GUSTEST1 UPTONTEST1'. Below this is the Athletics Northern Ireland logo and the website URL 'HTTPS://WWW.ATHLETICSNI.ORG'. A red navigation bar contains links for 'ATHLETES', 'CLUBS', and 'COMPETITIONS'. A dropdown menu is open, showing options: 'MANAGE ACORN', 'MY USER PROFILE', 'MY ATHLETE PROFILE', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area is divided into two columns: 'UPCOMING FIXTURES' and 'PAST COMPETITIONS'. The 'UPCOMING FIXTURES' column lists events such as 'Easter StarTrack 2023', 'MPT Panthers: Term 3 2022/2023', 'NIAS/Run NI Spring 2023 Couch to 5K 8 week program', and 'Panthers on Tour at Hillsborough (term 3)'. The 'PAST COMPETITIONS' column lists events like 'Titanic 10k and 1k Family Run 2023', 'AthleticsNI Unattached Membership', 'Annual Club Affiliation 2023-2024', 'Athletics NI Para Session 26th March 2023', and 'Monkstown Spartans Belfast Zoo 5K'. 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 admin interface. At the top, the club name 'Acorns AC' is displayed. Below it is a navigation bar with tabs for 'General Info', 'Members (397)', 'Renewals (0)', 'Officials', and 'Payments'. The 'Members (397)' tab is selected. Below the navigation bar, there is a section titled 'MEMBERS' with the subtitle '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 is currently empty.

From here, they can filter by Age Group, Gender and License Status. To select the athletes they want to re-license/ renew or new members that you want to register, they click on the checkbox on the left of their name 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 XLS 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

BULK ACTIONS dropdown menu:

- Renew athletes federation membership
- Renew athletes club membership
- Email users

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

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

ATHLETES | CLUBS | SPORT FACILITIES

Home / Clubs / ACORN: Acorns AC (GBR)

Acorns AC

General Info | Members (397) | Officials | Payments

MEMBERS Organisation members listing information

6 XLS 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

Warning: Brianna Mckinless have not accepted the disclaimer.

Licenses are ready for payment in renewal tab

- **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.

FAQs

1. As a club, we have paid for athletes, but they are still waiting in the renewals tab, is there something else we need to do?

If your athletes are still sitting in the 'Renewals' tab, then it may mean they have not accepted the anti-doping disclaimer. As this is now a requirement, athletes will not be fully registered until they have accepted the anti-doping disclaimer.

2. What age of athletes need their parent/guardian to sign the anti-doping disclaimer?

All athletes registered on OpenTrack will need to sign the anti-doping disclaimer. Athletes who are considered Junior- so those below 16 years of age in a competition year, will need a parent/guardian to claim their profile and accept the disclaimer on their behalf.

3. Is an athlete registered if they have not accepted the anti-doping disclaimer?

Athletes are not fully registered with Athletics NI until they have accepted the disclaimer, as Athletics NI approve registrations only when this has been completed.

4. Do athletes need to accept the anti-doping disclaimer if they do not plan to compete?

All athletes who wish to be registered need to accept the anti-doping disclaimer, whether or not they wish to compete at events. This ensures athletes are aware of their responsibilities under the UK Anti-doping policy. More information on this can be found here: <https://www.ukad.org.uk/>

5. I have added a new member, but they have not been given a registration number yet? When will this be provided.

All registration numbers for new members are automatically generated by the OpenTrack system. New members will receive their registration number once their club have paid their registration fee, and the athlete has accepted the anti-doping disclaimer and their renewal has been approved.

6. Where can I find my registration number, as I need this to enter a race?

Registered athletes can find their registration number on their OpenTrack account by logging on their account and clicking on their name in the upper right-hand corner, then follow the steps below:

- Click on your name in the upper right-hand corner
- On the drop-down list- click on 'My Athlete Profile'
- On your profile, go to the 'Roles' tab
- On this page you will see listed 'Athletics NI' and your registration number will be visible in the 'ID' column.