

1. Use the hyperlink below which will take you to the Team Managers' Portal.

<http://ydl.athletics-uk.org>

The screenshot shows the YDL Athletics website. On the left is a 'ydl stats' table. On the right is a large photo of a female athlete splashing water. The text 'TEAM MANAGERS' PORTAL' is overlaid on the photo.

TEAMS	
Competing Teams	305
Incl. Composite Teams	50
Clubs in Composite Teams	162
LOWER AGE GROUP	
U13 Boys	1,018
U13 Girls	1,130
U15 Boys	2,485
U15 Girls	2,839
TOTAL LAG	7,473
UPPER AGE GROUP	
U17 Men	2,324
U17 Women	2,527
U20 Men	2,003
U20 Women	2,010
TOTAL UAG	8,863

2. Click on **Team Managers** at the top

The screenshot shows the website's navigation bar with 'TEAM MANAGERS' highlighted. Below it are logos for British Athletics, England Athletics, Midland Athletics, Scottish Athletics, and Athletics Northern Ireland. A login form is overlaid on a photo of a male athlete, with fields for 'Select League', 'Password', and a 'Log On' button.

3. Select League **LAG** or **UAG**
4. Select region – **Midland/North/South/Scotland -LAG Only**
5. Select team – This is the name of your team. Click on the drop down menu arrow. Scroll down and select your team.
6. Enter your password this is the **five-digit number** that was sent to your named contact for the YDL.

If you have forgotten your password, please contact your Area Coordinator.

Midland- joyce@ukydl.org.uk

North - alan@ukydl.org.uk

South - lorraine@ukydl.org.uk

Scotland LAG – leslie@ukydl.org.uk

7. Click log on

8. Click on **Club Team** you'll see that you need to appoint the **Primary Contact** and **Team Manager** for your team.
 - a. N.B. The name of the Primary Contact **can only be changed by your YDL Regional Coordinator or the League Administrator**. If the person shown as the Primary Contact below no longer fulfils that role you may alert the League by ticking the box

9. Once you've registered the team manager click on the **age group** they are responsible for. Continue to add team managers and the age groups they are responsible for. {NB if you only have one team manager you just click on all the age groups}.
10. **If your club is hosting a match you will also need to appoint the Match Scorer.**

11. Click on **Squads** for each age group it shows the athletes that are already in the portal, you may need to add others just click on **add athlete** and complete the box that comes up. You need their **URN, Full name and DOB** to do this.

Then open the declarations – click on the age group you want to work on.

UPPER

- Club/Team
- Squads
- Declarations
- Prints

TEAM DECLARATIONS 2017 COPY OF NAMES DECLARED ONLINE		PLEASE PRINT 2 COPIES. ONE FOR THE HOST CLUB SCORER AND ANOTHER FOR YOURSELF. TO KEEP
CLUB:	[REDACTED]	
AGE:	U17 WOMEN	
ABBREVIATION:	[REDACTED]	
TEAM MANAGER:	[REDACTED] 07588357875	
BIBS:	D	DD
100M:	WALTERS JAY	-
200M:	-	-
300M:	WALTERS JAY	-

- Click on the athletes for the events. Jay Walters has been put in as an example on the U17 declarations.
- Now click **Update at the TOP of the page** if you don't do this the names aren't saved.
- When you click the update button at the top of the page the message **recorded in table appears**.
- To delete an athlete from the list, click on the red bar next to their name

UPPER

- Club/Team
- Squads
- U20 Men
- U20 Women
- U17 Men
- U17 Women
- Add Athlete

WALTERS Jay Cwmbran Harriers

a. Click **DELETE ALTOGETHER**

on List

hide athlete from declaration lists:

is athlete 2nd Claim?

If YES 2nd Claim, 1st claim club

Made any changes? Then please click UPDATE below

Update

OR DELETE ALTOGETHER

b. Click on **Delete this Record**. Record Deleted From File message appears

ABOUT TO DELETE THIS RECORD?

URN:

first name: Jay

family name: WALTERS

age group: U17 Women

date of birth:

Delete this Record

Record Deleted From File

c. The record will not appear next time you click onto the age group squad.

16. Click on prints button.

The screenshot shows a sidebar on the left with a 'Prints' button highlighted. The main content area displays a form titled 'TEAM DECLARATIONS 2017 COPY OF NAMES DECLARED ONLINE'. The form includes fields for Club, Age (U17 WOMEN), Abbreviation, Team Manager, and Bibs. A 'Print Page' button is located in the top right corner of the form. Arrows point from the 'Prints' button in the sidebar to the 'Print Page' button on the form.

17. Print your team sheet.

18. Print **two copies** as indicated on the top left, one to keep and one to hand in on the day to the host club's recorder.

19. If you've clicked the **update button for each age group**, it should automatically go through to the person doing the results.

20. You can make changes on the Team Manager's Portal during the match, on a tablet or your mobile. Remember to click the **update button** each time you make a change.

a. **N.B. Unless the recorder is using a wi-fi link these changes won't show in the results until the recorder can refresh the data.**

21. **Make sure you tell the match recorder that you've made changes.**

22. Check results during the day and inform the match recorder of any errors in athlete's names etc.

23. Declare Non-Scorers:

a. Click on Declarations, then declare Non-Scorers

The screenshot shows the 'Declarations' menu in the sidebar, with 'Declare Non Scorers' selected. The main content area displays a form titled 'NON-SCORERS :: MAX 6 ENTRIES OF WHICH NO MORE THAN 3 FIELD'. The form has an 'UPDATE' button and a table with columns for 'Athlete' and 'Event'. The table contains 6 rows, each with a dropdown menu for the athlete and a dropdown menu for the event (Track & Field or Track). A blue arrow points from the 'Declarations' menu to the 'Non-Scorers' form.

b. Click on Prints, then Non-Scorers

The screenshot shows the 'Prints' menu in the sidebar, with 'Non-Scorers' selected. The main content area displays two forms titled 'TEAM DECLARATIONS 2018 COPY OF NON-SCORERS [MEN] DECLARED ONLINE' and 'TEAM DECLARATIONS 2018 COPY OF NON-SCORERS [WOMEN] DECLARED ONLINE'. Both forms have a 'Print Page' button. A 'PRINTED AT' timestamp and the 'ontrack' logo are visible at the bottom of the forms. A blue arrow points from the 'Prints' menu to the 'Non-Scorers' forms.

24. Official's Declaration

- a. Click on **Declarations**, then click on **declare officials**.

DECLARE OFFICIALS

- Please note that one field judge **MUST** be at least new "Level 2" or above to gain full points
- Any club providing the requisite number of officials, will receive 20 points bonus taking the total to 55 points. There will however be a deduction of 5 points if a club does not provide the Level 2 (formerly 2B) field official, reducing the points to 30 maximum.

To update/change names simply remove existing name and replace with the name of the new official. MO Submit

NAME OF OFFICIAL / LEVEL		
Track Judge	Jay Poppy	1
Timekeeper	Christian Blade	2
Field Judge	Lyn Jakes	4
Field Judge	Becky Gaggan	2
Field Judge	Alan Walters	2
Field Judge	Alan Walters	1
Field Judge	Zoe Gulliford	2

Submit

Remember to include the level of each of your officials.

- b. Click on **Prints**, then click on **Officials**

DUTIES:	NAME	LEVEL	OFFICIALS' SIGN-IN	CHIEF'S INITIALS
TRACK JUDGE:	[REDACTED]	1		
TIMEKEEPER:	[REDACTED]	2		
FIELD JUDGE 1:	[REDACTED]	4		
FIELD JUDGE 2:	[REDACTED]	2		
FIELD JUDGE 3:	[REDACTED]	2		
FIELD JUDGE 4:	[REDACTED]	1		
FIELD JUDGE 5:	[REDACTED]	2		
				POINTS AWARDED

25. Athlete Queries:

- a. Click on **Athlete Queries**, then click on relevant tab to check queries listed.

ATHLETES NOT MATCHED - PLEASE DOUBLE CHECK NAMES & DATES OF BIRTH

7029	[REDACTED]	2003
3700	[REDACTED]	2001

26. Contacts:

- a. Click on **Contacts** then relevant tab- My Club Contacts, Host Club Contacts for your division or YDL Contacts.

UPPER	CHAIRMAN GRACE HALL Email: grace@ukydl.co.uk Phone: 01924 503215	ADMINISTRATOR MARLAN WILLIAMS Email: marlan@ukydl.co.uk Phone: 07973 469180
Squads	AREA COORDINATOR - NORTH ALAN JOHNSON Email: alan@ukydl.co.uk Phone: 07920 056324	AREA COORDINATOR - MIDLANDS JOYCE TOMALA Email: joyce@ukydl.co.uk Phone: 07588 357875
Athlete Queries	AREA COORDINATOR - SOUTH LORRAINE VIDLER Email: lorraine@ukydl.co.uk Phone: 01445 323179	AREA COORDINATOR - SCOTLAND LESLIE ROY IBE Email: leslie@ukydl.co.uk Phone: 0141 942 9421