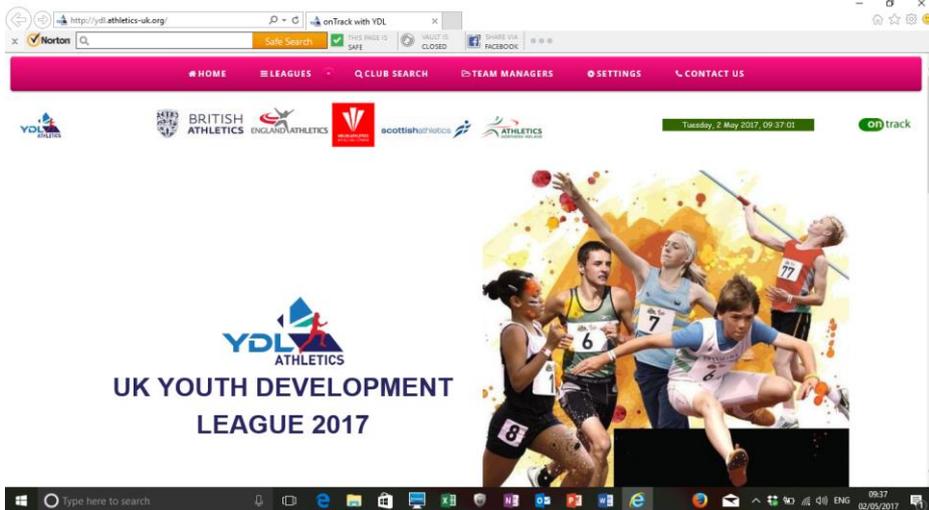
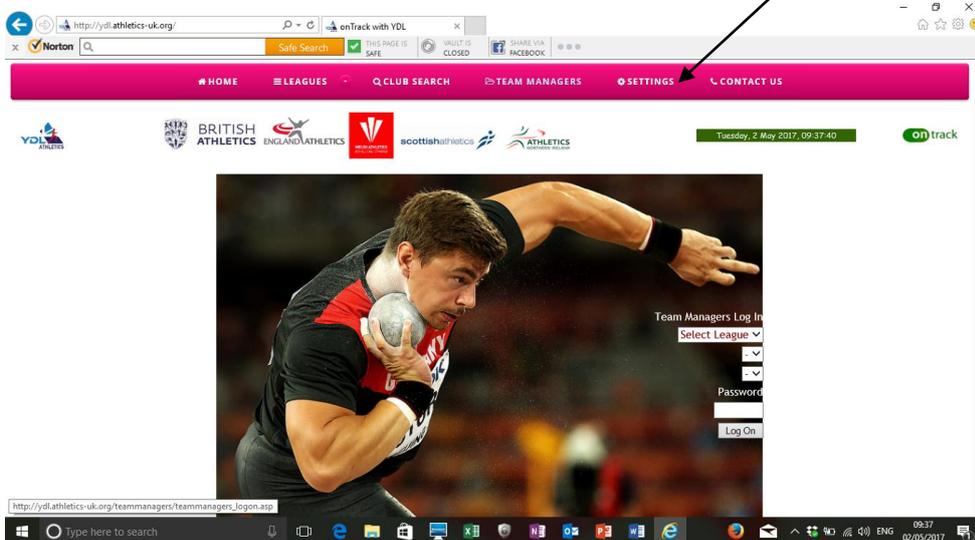


1. Use the hyperlink below which will take you to the Team Managers' Portal.

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



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



3. Select League **LAG** or **UAG**
4. Select region – **Midland/North/South**
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.

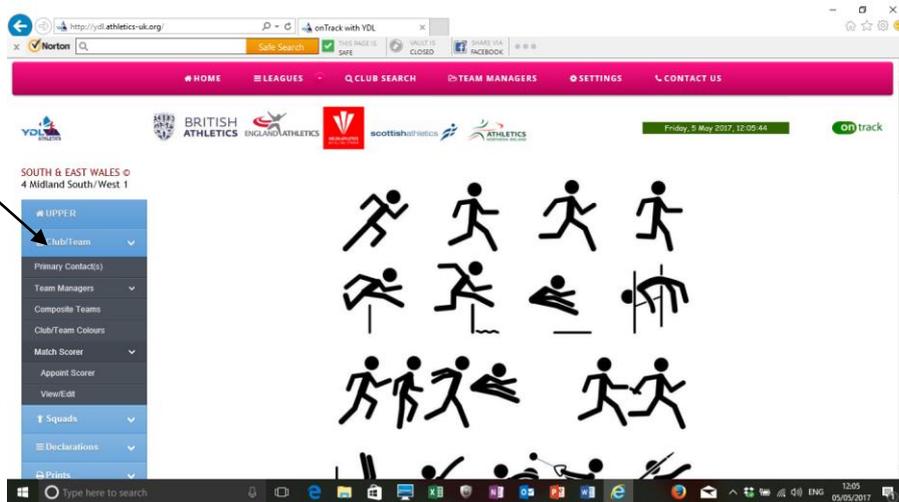
If you have forgotten your password, please contact your Area Coordinator.

Midland- joyce@ukydl.org.uk

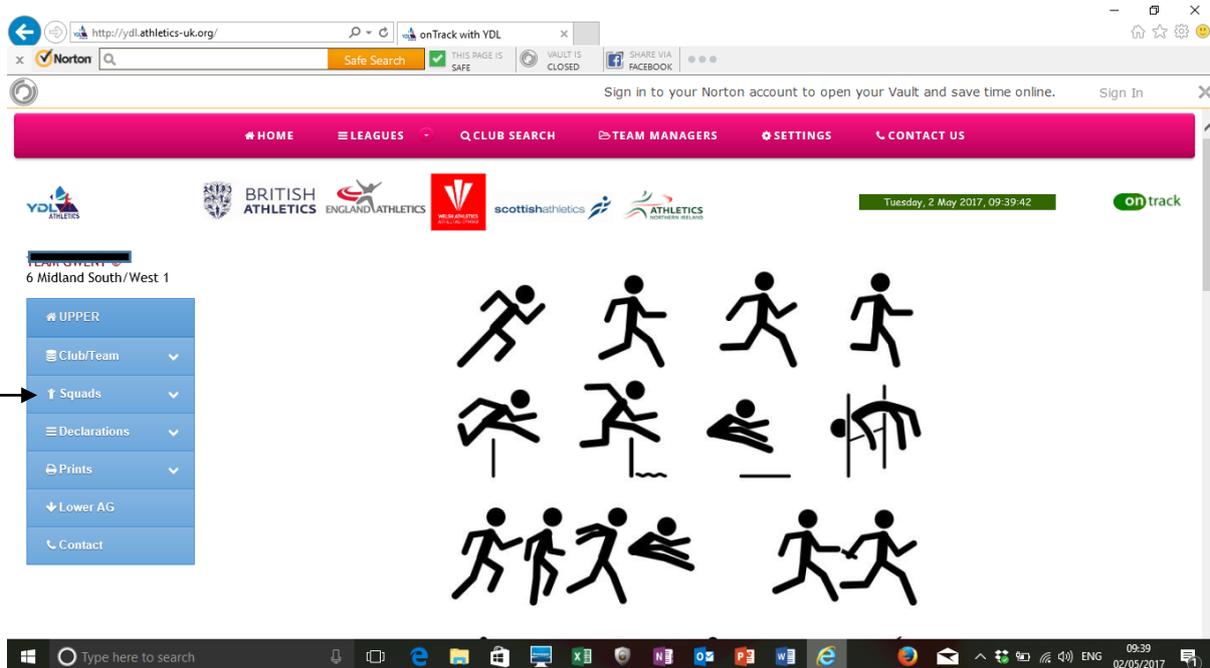
North - alan@ukydl.org.uk

South - lorraine@ukydl.org.uk

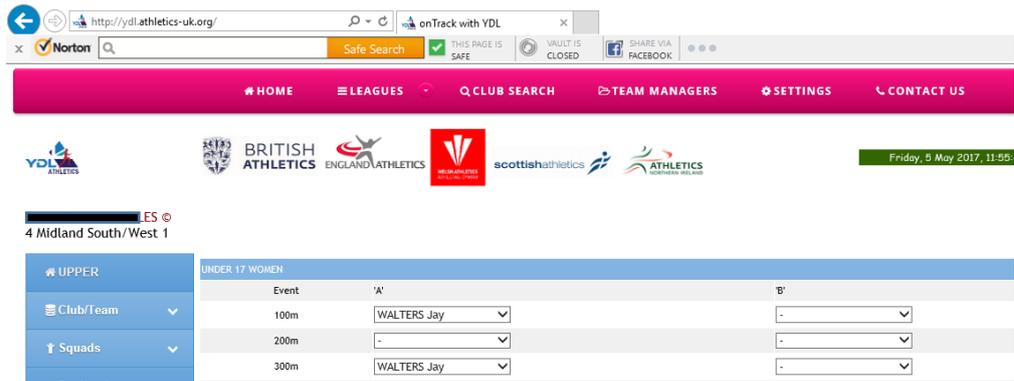
7. Click log on



8. Click on **Club Team** you'll see that you need to appoint the **Primary Contact** and **Team Manager** for your team.
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.**

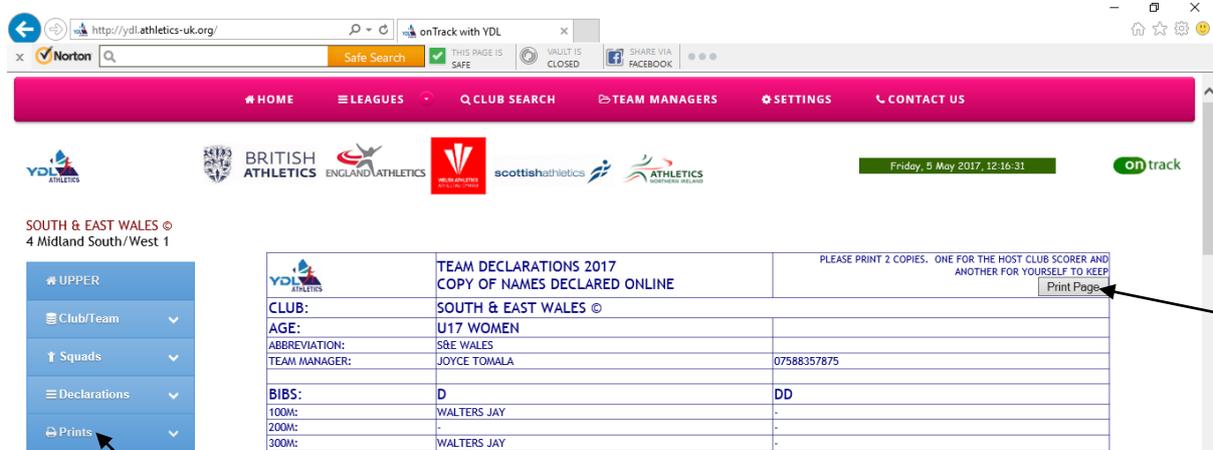


11. Click on **Squads** for each age group it shows the athletes that are already in the portal, you may need to add others just click on **add athlete** and complete the box that comes up you need their **URN** and **DOB** to do this.



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

12. Click on the athletes for the events. I've put Jay Walters in as an example on the U17 declarations.
13. Now click **Update at the bottom of the page** if you don't do this the names aren't saved.
14. When you click the update button at the bottom of the page the message **recorded in table appears**.



15. Click on **prints button**.
16. Print your team sheet.
17. 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.
18. As long as you've clicked the **update button for each age group** it should go through to the person doing the results.

Hope these instructions help?