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

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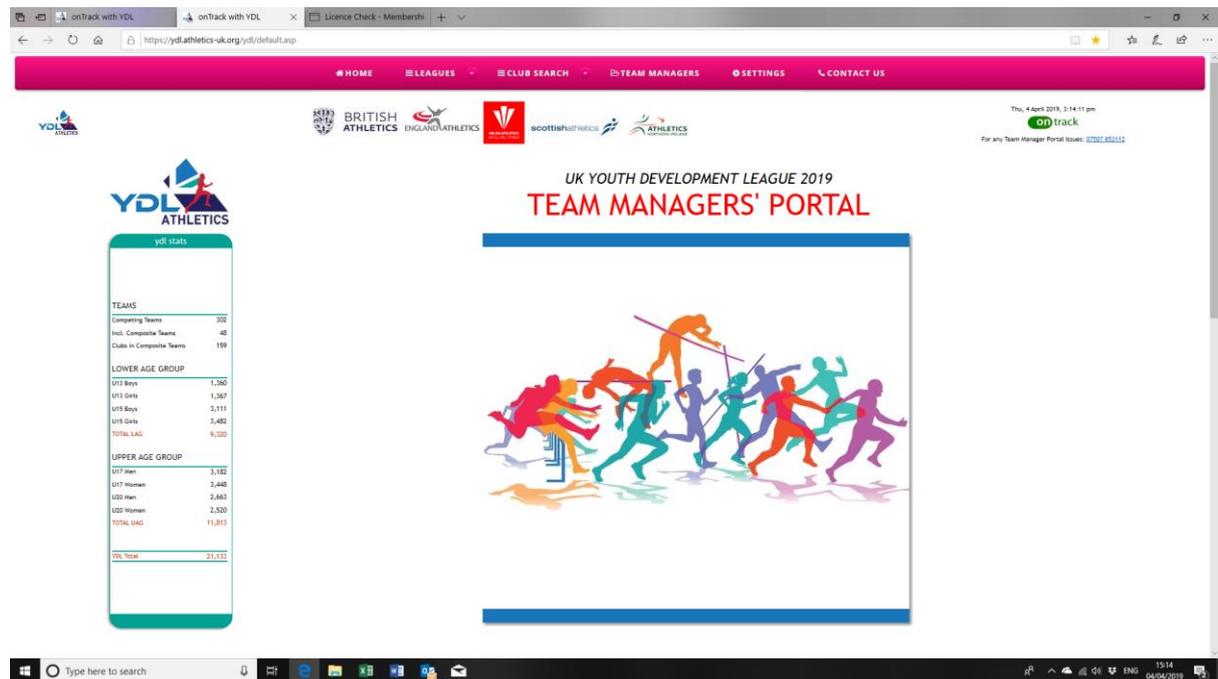
2. Click on **Team Managers** at the top
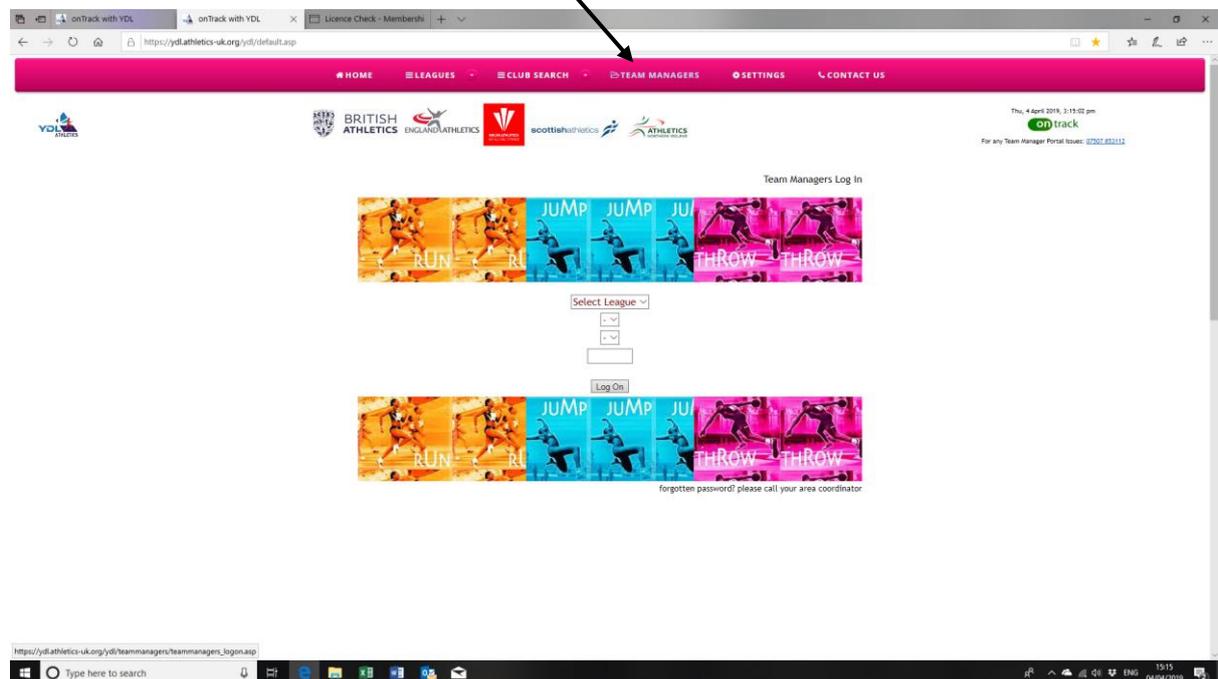
3. Select League **LAG** or **UAG**
4. Select region – **Midland/North/South/Scotland**
5. Select team – This is the name of your team. Click on the drop down menu arrow. Scroll down and select your team.
6. Enter your password this is the **five-digit number** that was sent to your named contact for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

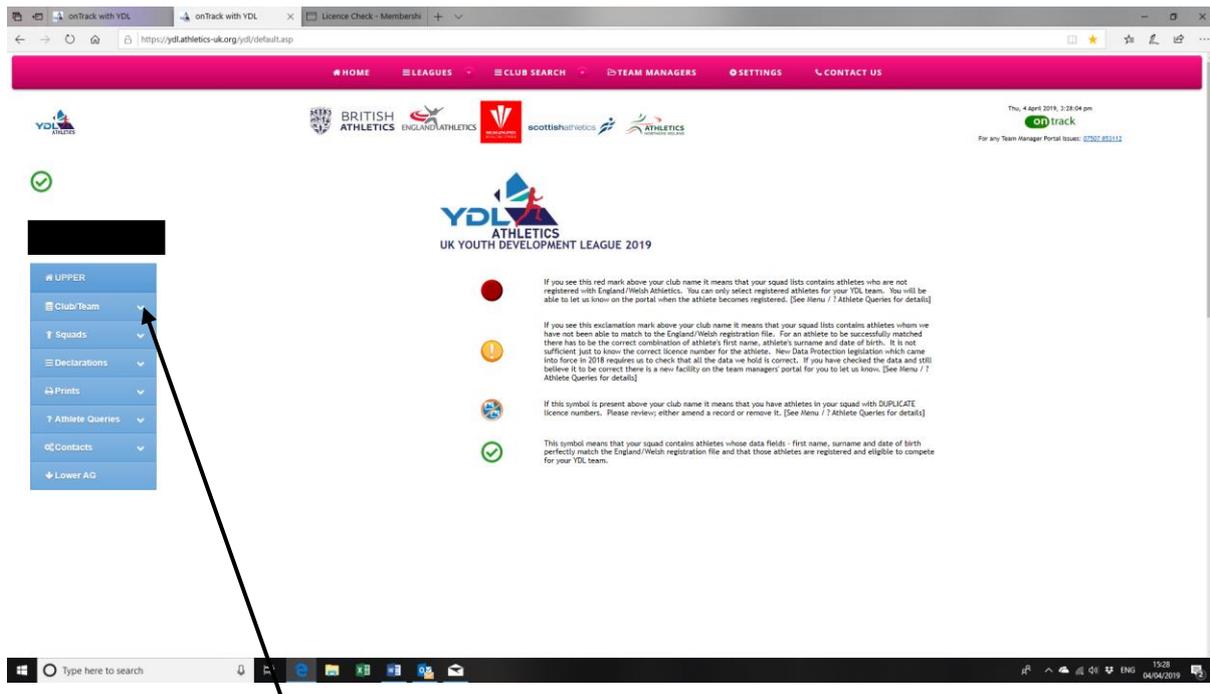If you have forgotten your password, please contact your Area Coordinator.

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 and** you will see the **Primary Contact** and **Team Manager/s** information for your team.
9. If the primary contact is no longer correct, follow the instructions to inform YDL. If you have already registered team managers, these can be amended, and you can then allocate the **age groups** 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.**
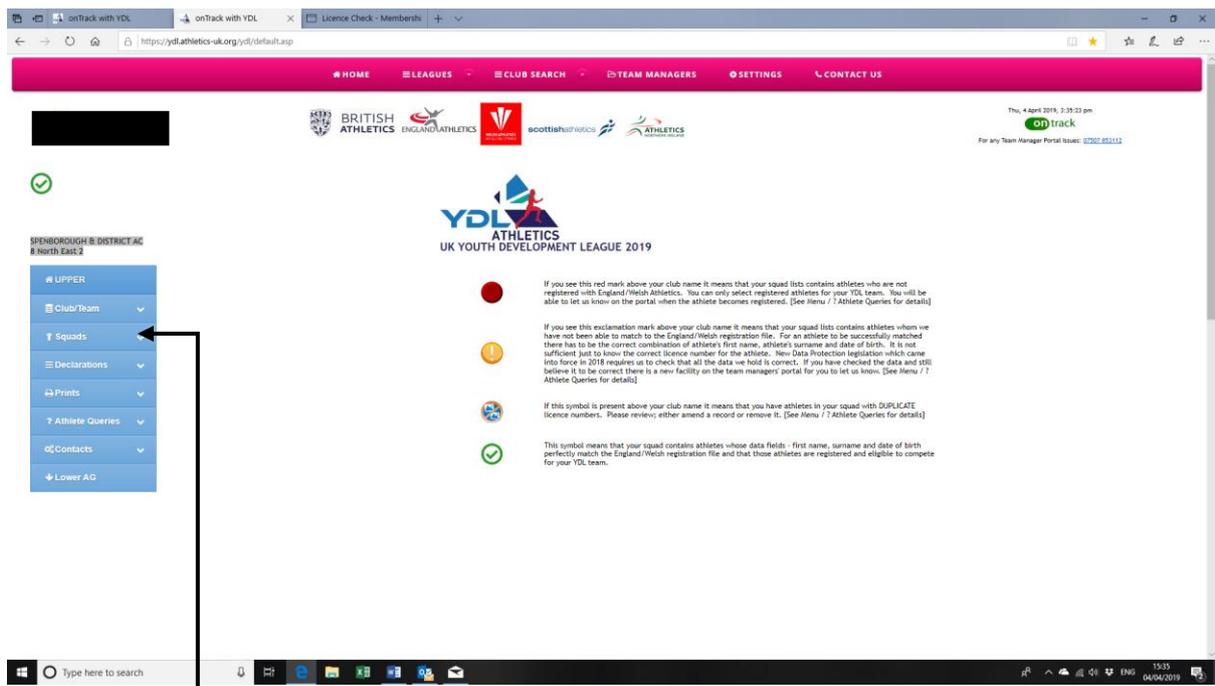
11. Click on **Squads** for each age group it shows the athletes that are already in the portal, you may need to add others just click on **add athlete** and complete the box that comes up. You need their **URN**, **Full name and DOB** to do this. When you add new athletes to your squads, the information is sent to YDL administration for eligibility checking. This usually happens within 24 hours and once YDL have checked the athlete is registered with the relevant Home Country, a tick will appear in the registered column on the athlete information.

12. If no tick appears in registered, check if they are showing a tick anywhere else. Not matched invariably means that the DOB you have entered does not match the DOB that your club membership secretary has registered them with on the Home Country data base, you will need to check. Not registered is obvious, ask your club to pay the registration fee to the home country, unregistered athletes are **NOT** eligible to compete.

13. Athlete Query menu. This lists any athlete who is duplicated, not matched, not registered etc. please check in this menu item on a regular basis. PLUS, if an athlete has resigned, changed 1st claim club, or just no longer with you, please delete them from your squad lists.

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

14. Click on the athletes for the events. I've put Jay Walters in as an example on the U17 declarations.

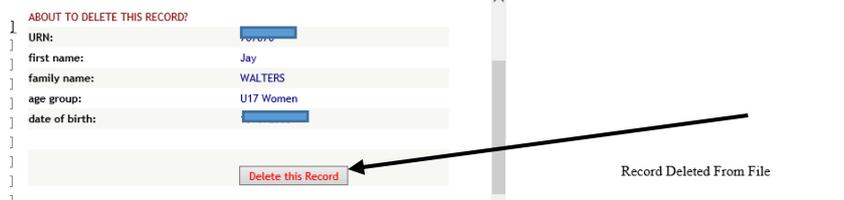15. Now click **Update at the TOP of the page** if you don't do this the names aren't saved.

16. When you click the update button at the top of the page the message **Recorded in table appears**.

17. To delete an athlete from the list, click on the red bar next to their name
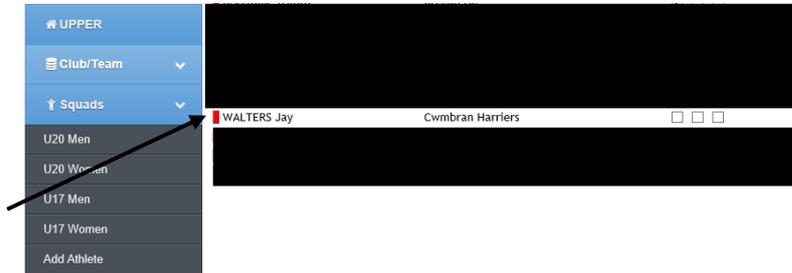
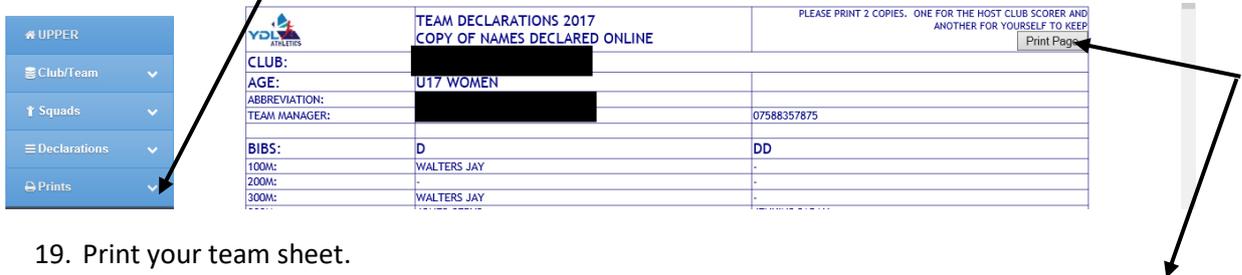   a. Click **DELETE ALTOGETHER**

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

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

18. Click on **prints button**.

19. Print your team sheet.

20. 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.

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

22. 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.

23. **Make sure you tell the match recorder that you've made changes.**
24. Check results during the day and inform the match recorder of any errors in athlete's names etc.
25. Declare Non-Scorers:
    a. Click on Declarations, then declare Non-Scorers

    b. Click on Prints, then Non-Scorers

26. Official's Declaration
27. Click on **Declarations,** then click on **declare officials**.

Remember to include the level of each of your officials.

a. Click on **Prints,** then click on **Officials**

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

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