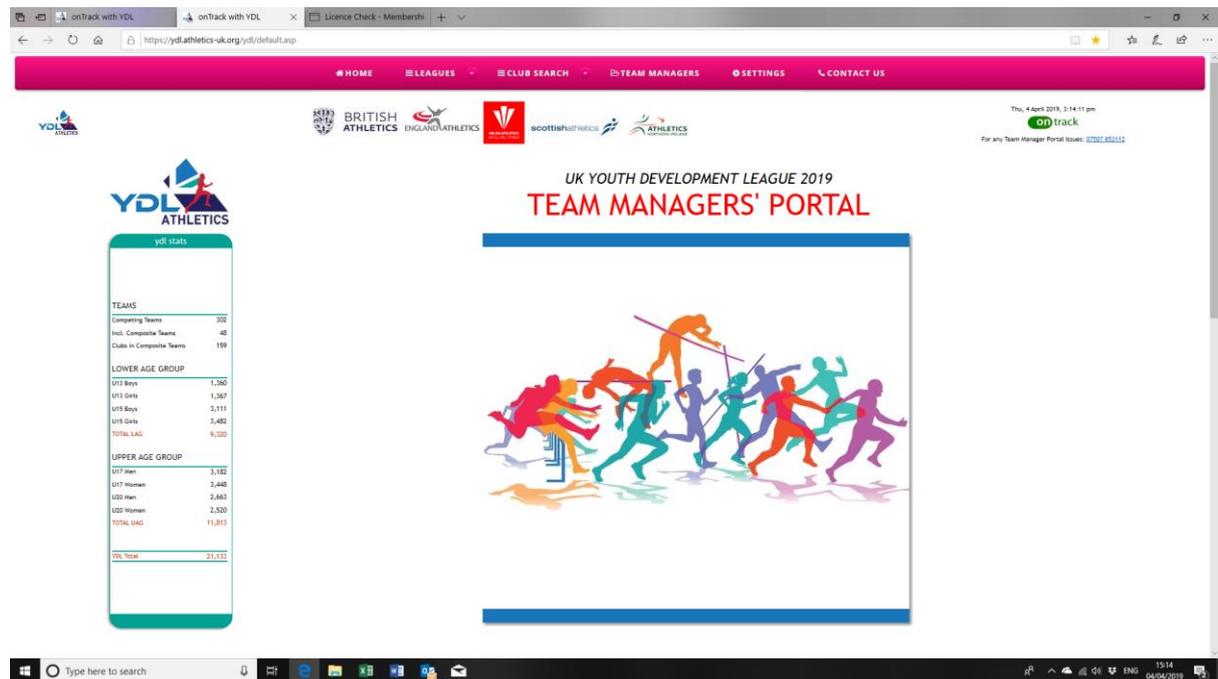
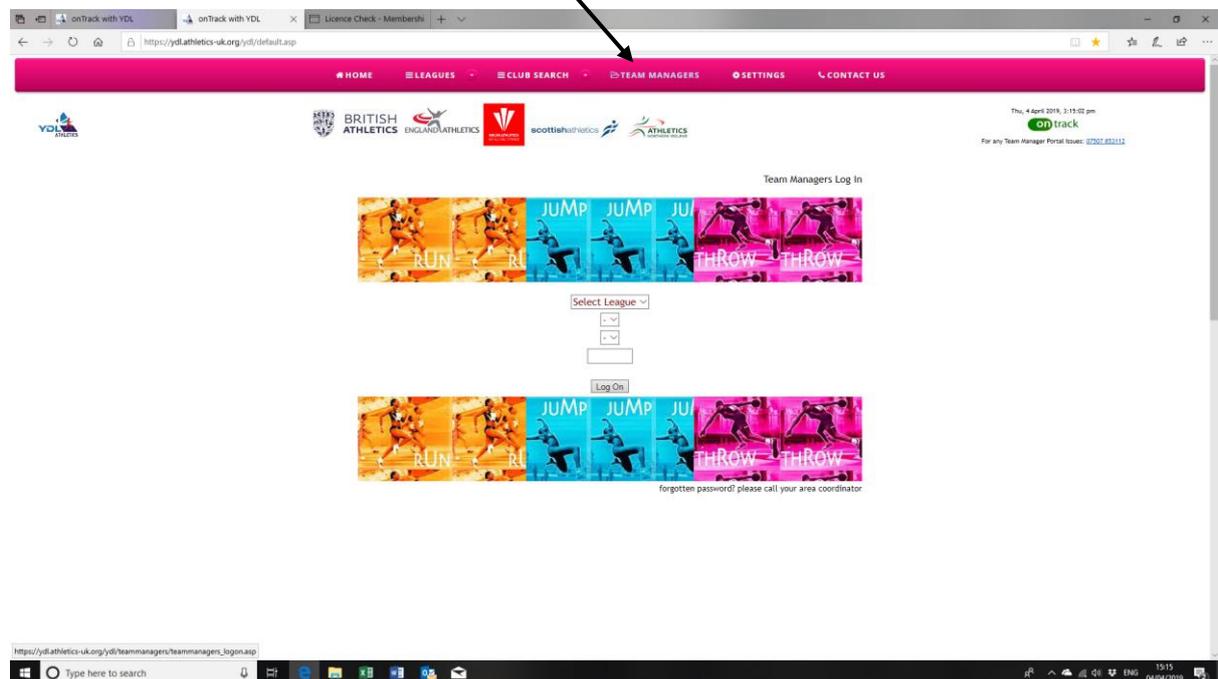


1. Use the hyperlink below which will take you to the Team Managers' Portal.

<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.

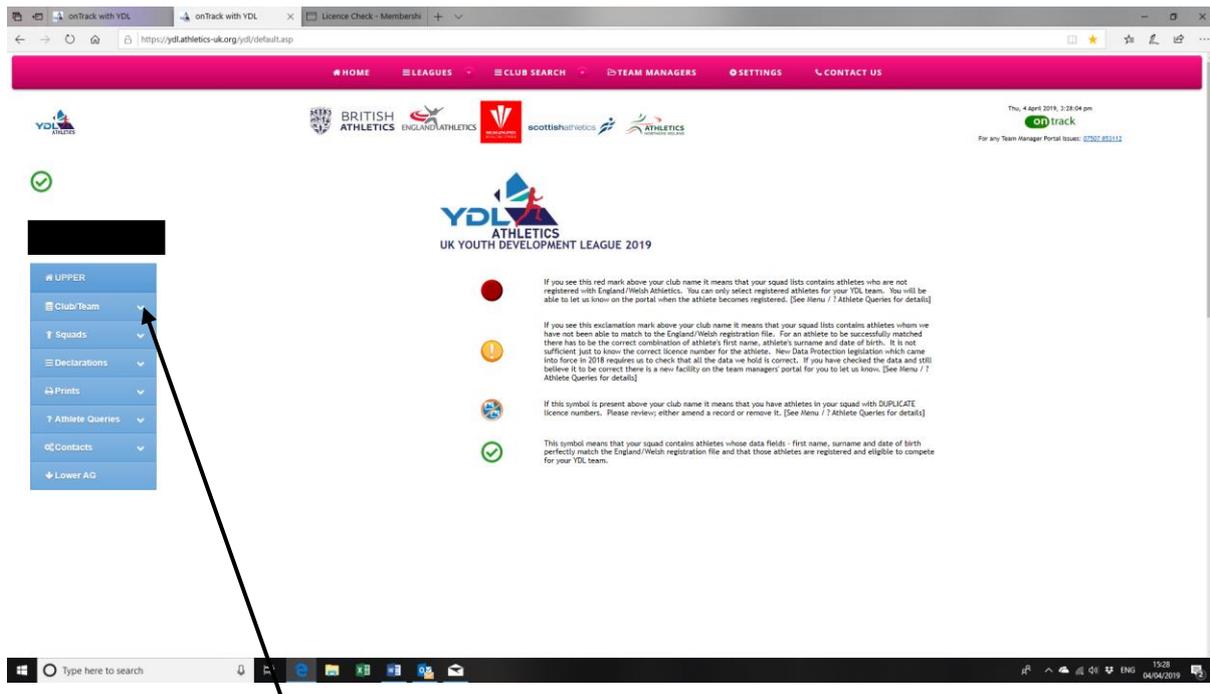
Midland- joyce@ukydl.org.uk

North - alan@ukydl.org.uk

South - lorraine@ukydl.org.uk

Scotland LAG – leslie@ukydl.org.uk

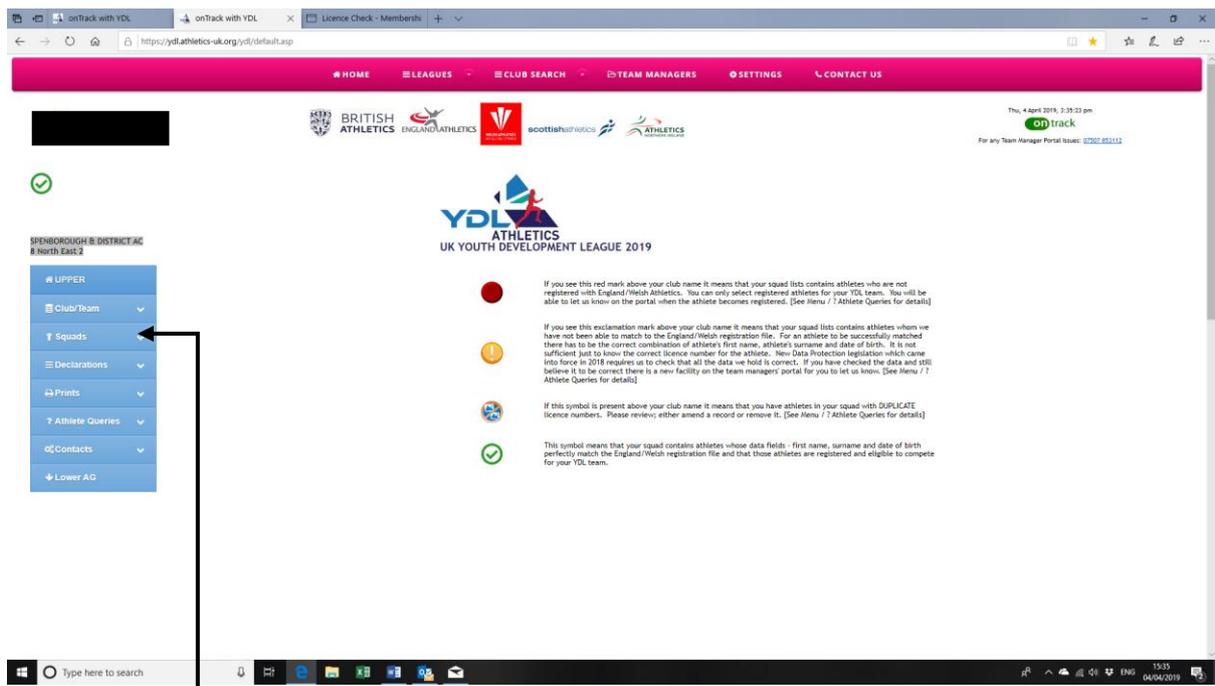
7. Click log on



The screenshot shows the YDL Athletics website interface. On the left, a navigation menu is open, with 'Club Team' selected and highlighted in blue. An arrow points from this menu item towards the main content area. The main content area features the YDL Athletics logo and a list of clubs. Each club entry includes a status icon and a corresponding explanation:

- Red dot:** If you see this red mark above your club name it means that your squad lists contains athletes who are not registered with England/Welsh Athletics. You can only select registered athletes for your YDL team. You will be able to let us know on the portal when the athlete becomes registered. [See Menu / Athlete Queries for details]
- Exclamation mark:** If you see this exclamation mark above your club name it means that your squad lists contains athletes whom we have not been able to match to the England/Welsh registration file. For an athlete to be successfully matched there has to be the correct combination of athlete's first name, athlete's surname and date of birth. It is not sufficient just to know the correct licence number for the athlete. New Data Protection legislation which came into force in 2018 requires us to check that all the data we hold is correct. If you have checked the data and still believe it to be correct there is a new facility on the team managers' portal for you to let us know. [See Menu / Athlete Queries for details]
- Warning triangle:** If this symbol is present above your club name it means that you have athletes in your squad with DUPLICATE licence numbers. Please review, either amend a record or remove it. [See Menu / Athlete Queries for details]
- Duplicate symbol:** If this symbol is present above your club name it means that you have athletes in your squad with DUPLICATE licence numbers. Please review, either amend a record or remove it. [See Menu / Athlete Queries for details]
- Green checkmark:** This symbol means that your squad contains athletes whose data fields - first name, surname and date of birth perfectly match the England/Welsh registration file and that those athletes are registered and eligible to compete for your YDL team.

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 squad 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.

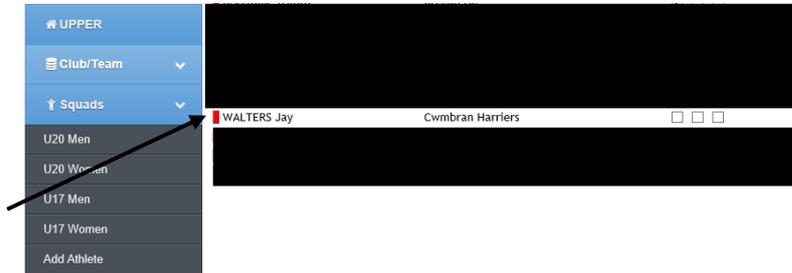
Then open the declarations – click on the age group you want to work on.

- UPPER
- Club/Team
- Squads**
- Declarations
- Prints

YDL ATHLETICS		PLEASE PRINT 2 COPIES. ONE FOR THE HOST CLUB SCORER AND ANOTHER FOR YOURSELF TO KEEP
TEAM DECLARATIONS 2017		<input type="button" value="Print Page"/>
COPY OF NAMES DECLARED ONLINE		
CLUB:	[REDACTED]	
AGE:	U17 WOMEN	
ABBREVIATION:	[REDACTED]	
TEAM MANAGER:	07588357875	
BIBS:	D	DD
100M:	WALTERS JAY	-
200M:	-	-
300M:	WALTERS JAY	-

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.

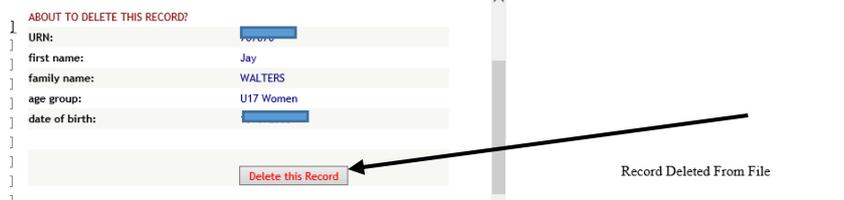
16. When you click the update button at the top of the page the message **Recorded in table appears.**
17. To delete an athlete from the list, click on the red bar next to their name



a. Click **DELETE ALTOGETHER**

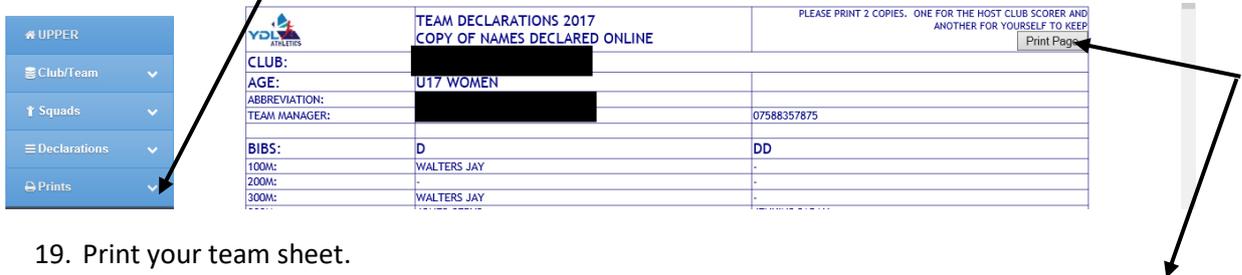


b. Click on **Delete this Record**. Record Deleted From File message appears



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

NON SCORERS :: MAX 6 ENTRIES OF WHICH NO MORE THAN 3 FIELD

UPDATE

	Athlete	Event
1	-	Track & Field
2	-	Track & Field
3	-	Track & Field
4	-	Track
5	-	Track
6	-	Track

b. Click on Prints, then Non-Scorers

SOUTH + EAST WALES
2 Midland South/West 1

UPPER
Club/Team
Squads
Declarations
Prints
U20 Men
U20 Women
U17 Men
U17 Women
Non-Scorers
Officials

TEAM DECLARATIONS 2018 COPY OF NON-SCORERS [MEN] DECLARED ONLINE		Please print 2 copies. One for the host club scorer and another for yourself to keep
clubname:	South + East Wales	<input type="button" value="Print Page"/>
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-

TEAM DECLARATIONS 2018 COPY OF NON-SCORERS [WOMEN] DECLARED ONLINE		
clubname:	South + East Wales	
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-
6	-	-

PRINTED AT 6 Apr 2018 12:16 on track

26. Official's Declaration

27. Click on **Declarations**, then click on **declare officials**.

SOUTH + EAST WALES
2 Midland South/West 1

UPPER
Club/Team
Squads
Declarations
U20 Men
U20 Women
U17 Men
U17 Women
Declare Officials
Declare Non Scorers

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 10 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 AND 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	Arin Walters	1
Field Judge	Zoe Gulliford	2

Remember to include the level of each of your officials.

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

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

28. 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

Name	Date of Birth	Status
[Redacted]	2003	
[Redacted]	2001	

29. Contacts:

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

YDL ATHLETICS

CHAIRMAN
Grace HALL
Email: grace@ukyd.co.uk
Phone: 01924 503215

ADMINISTRATOR
Marian WILLIAMS
Email: marfan@ukyd.co.uk
Phone: 07973 469180

AREA COORDINATOR - NORTH
Alan JOHNSON
Email: alan@ukyd.co.uk
Phone: 07920 056324

AREA COORDINATOR - MIDLANDS
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AREA COORDINATOR - SOUTH
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AREA COORDINATOR - SCOTLAND
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Phone: 0141 942 9421