





## TEAM MANAGERS' PORTAL 2026 :: USER GUIDE

### INTRODUCTION

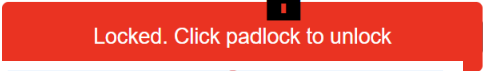

#### Why the new format?

- The primary reason is to allow managers and the public to access the portal on mobile phones, the preferred device of choice. Team Managers making declaration changes on the day but without their laptops should now find it easier and quicker than previously.
- In the old version, the fixed positioned side accordion menu filled the screen on a mobile.
- Although the layouts may have changed, the basic functionality of the portal remains the same.

#### Navigation

- There is a main club menu to replace the old 'accordion' style one.
- From there, you can access the various sub-menus for Squads, Declarations, Officials, Host Club and so on.
- On each of the screens there is an exit icon  which when clicked will return you to the previous page, sub-menu or to the main menu respectively.
- Your phone's browser buttons will also  move you backwards across the range of pages you have accessed.

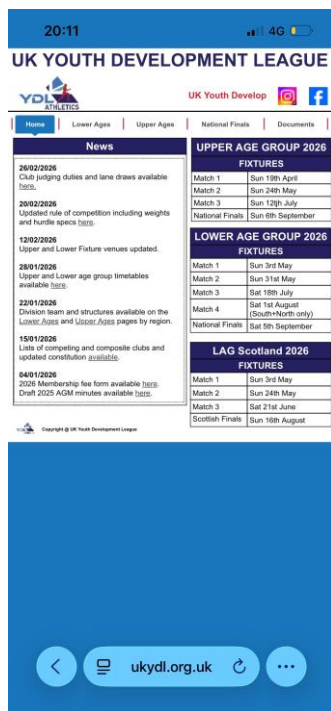
#### Forms

- Where a data form is used the submit button will initially be 'locked' i.e. disabled and coloured red.  Above the submit button will be a small padlock icon, which when clicked will enable the button, turning it green and free to use. 
- Its purpose is twofold. It acts like a CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart). It is a type of challenge response test used in presenting tasks that are computing to determine whether the user is human. It helps to deter bot attacks and spam by being easy for humans to solve but difficult for automated programs. It also stops the form being submitted by mistake before all the necessary fields are completed.

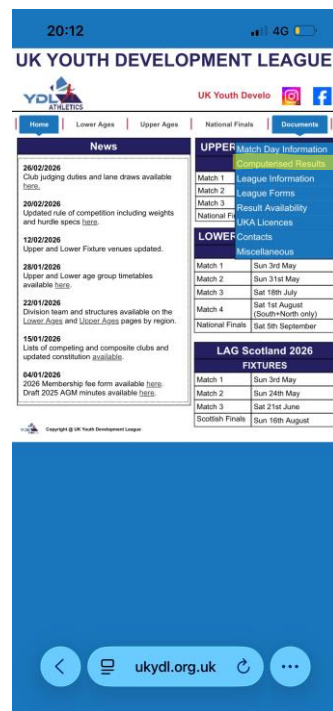


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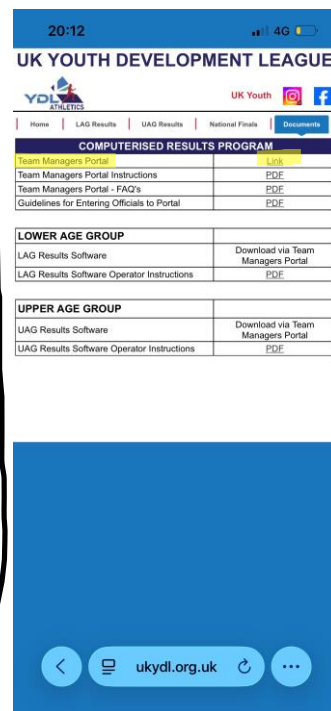
### FIRST STEPS. LANDING PAGE/HOME PAGE



Home page view



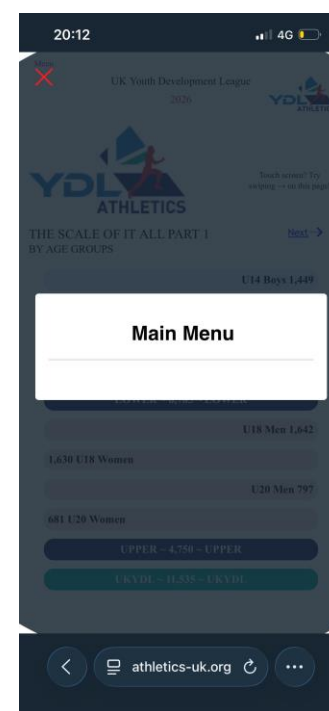
1. Click Documents  
2. When the sub-menu pops up click 'Computerised Results'



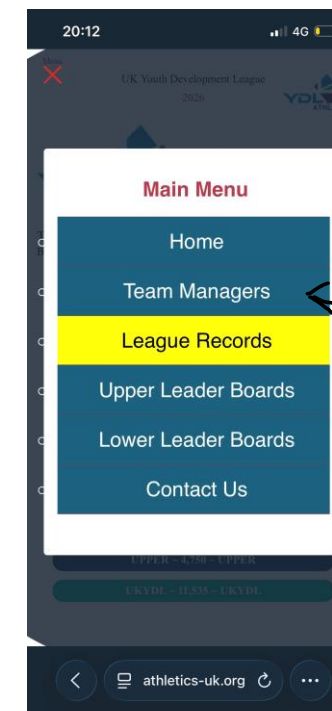
3. Click the link to the portal



4. Once re-directed to the portal, click hamburger menu to access the primary menu



5. Click Main Menu

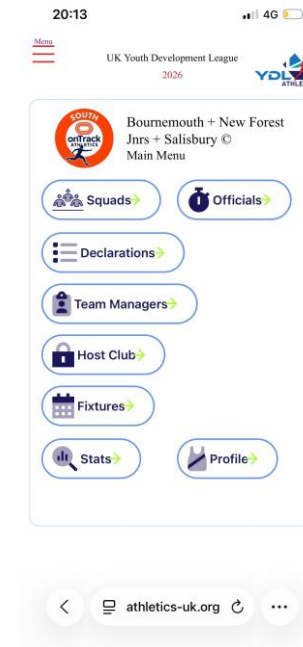
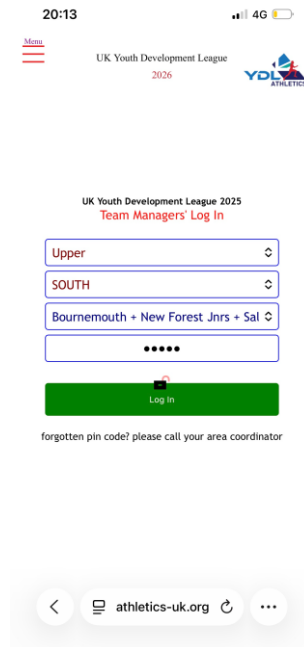
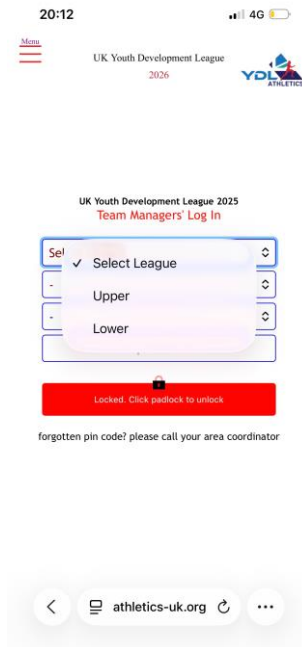
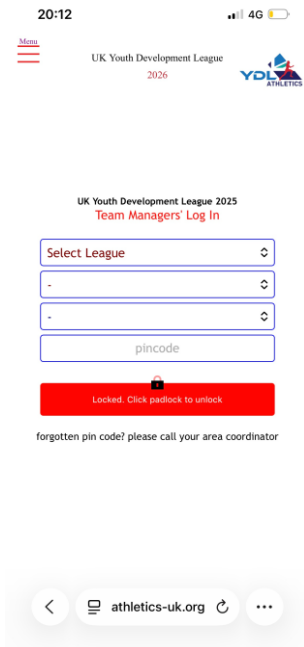


6. Click 'Team Managers'



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### LOGGING IN



Click onto each section of the Log in page filling out relevant information (League, Area, Club, Pin code)

Click the padlock to unlock the page and then press 'Log in'

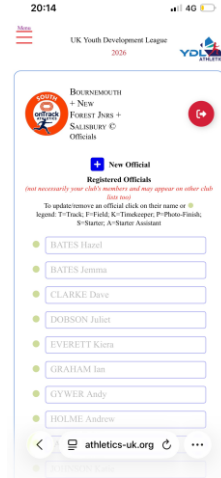
Club Main Menu



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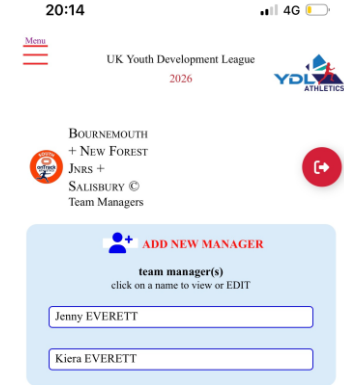
## Squads



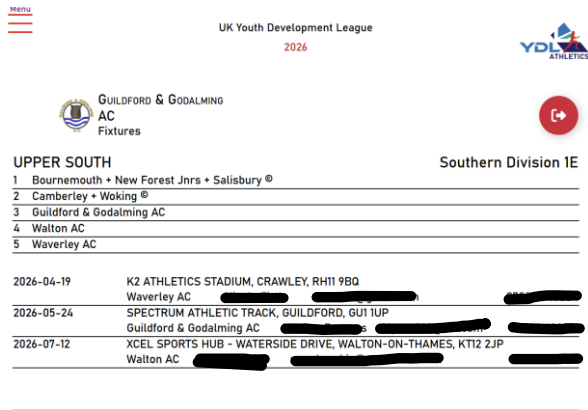
## Officials



## Declarations



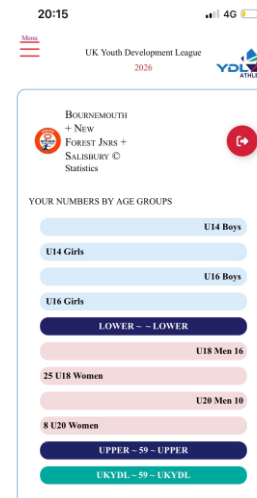
## Team Managers



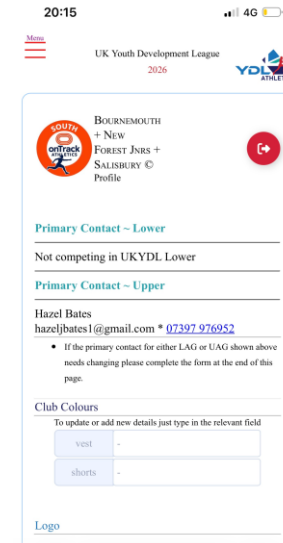
## Fixtures



## Host Club



## Stats



## Profile

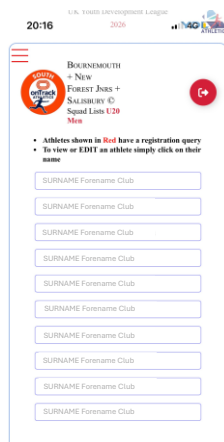


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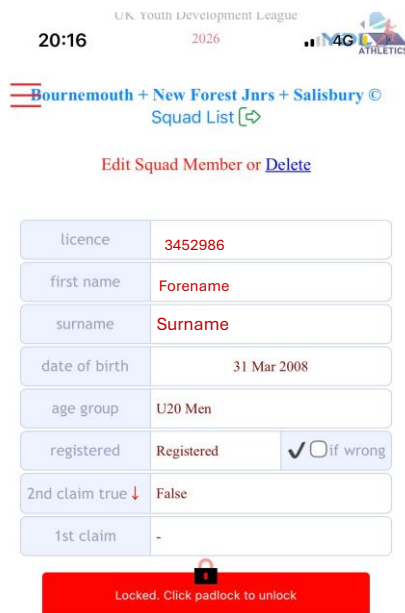
### SQUADS MENU



### SQUADS LIST



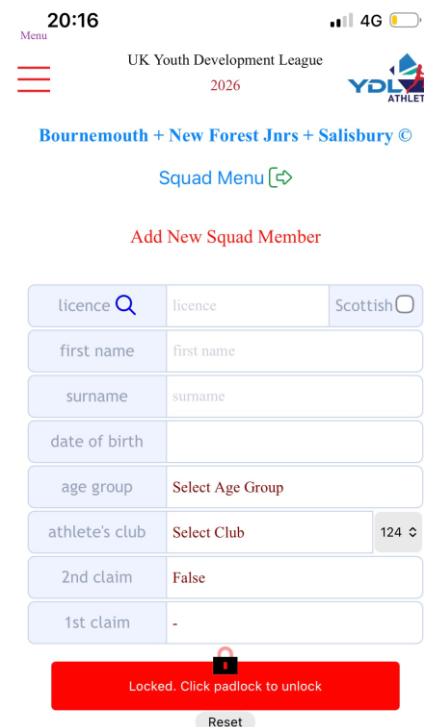
### VIEW/EDIT



### DELETE ATHLETE



### ADD ATHLETE



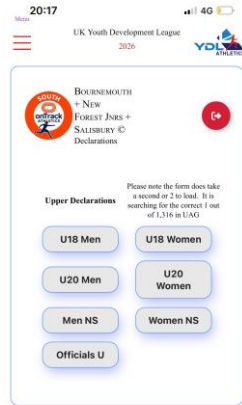
### Add An Athlete

1. Enter athlete's URN number. The system will check if that URN already exists on the athlete database. If it does you will be advised of a duplicate but it will not stop you from proceeding. It is only a double-check for you to see that you have entered the number correctly.
2. If the athlete is registered in Scotland tick the box.
3. Age group and date of birth are checked for consistency. If they do not match the two fields will turn red.
4. For NON-composite clubs you should only see your club's name and club ID number in the club alongside athlete's club, as in this example.
5. For COMPOSITE clubs you will be presented with a list of the clubs that make up your composite. Obviously, the athlete is registered with one of those clubs and not in the name of the composite team. Select the appropriate club from the drop-down list. As a club is selected the club ID should change automatically.
6. If the athlete is 2nd claim to a club, please indicate accordingly. The default is False i.e. not 2nd claim.
7. If the answer to 6 is True, then type in the name of the athlete's 1st claim club. Otherwise, you can leave this field blank.



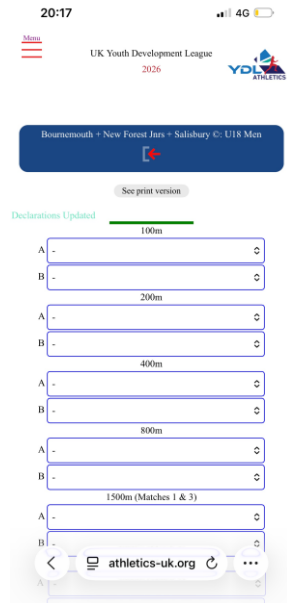
# TEAM MANAGERS' PORTAL 2026 :: USER GUIDE

## 1. DECLARATION MENU

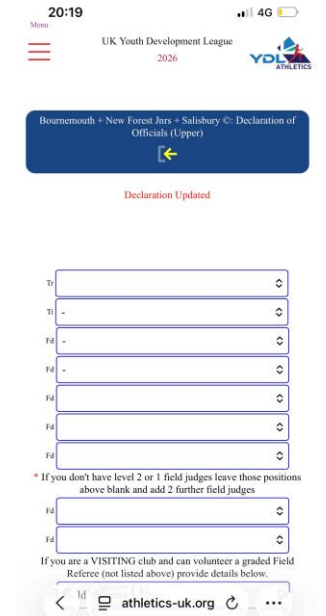
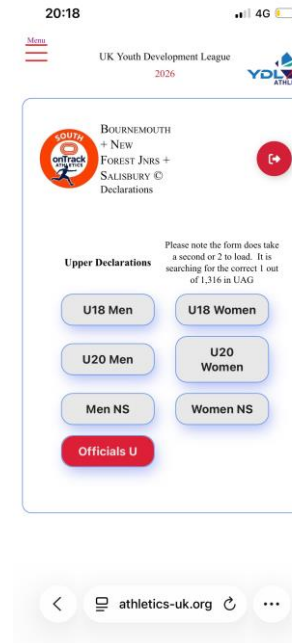
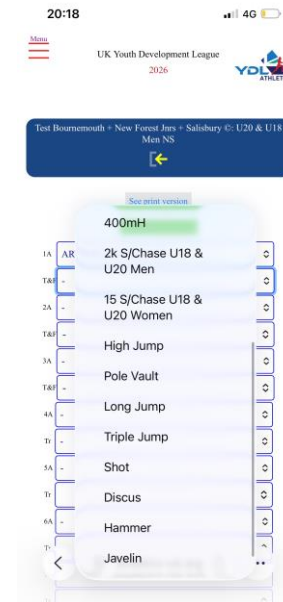
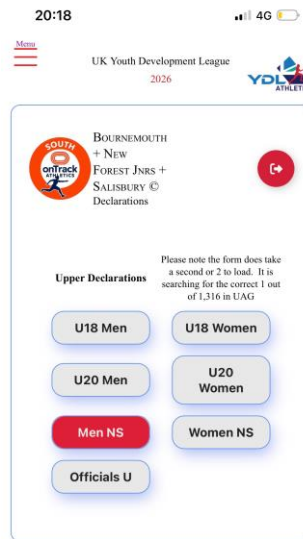


## 2. ATHLETE DECLARATION FORM

Athlete not listed? Use Add Athlete from Squad Menu (see above)



To declare a Non-scoring athlete, press on the NS tab. Once on this page you can select an athlete and then their event below. Note: there are a certain number of NS Field spots available in accordance with the rules and the rest of the NS list only accounts for the NS track events.



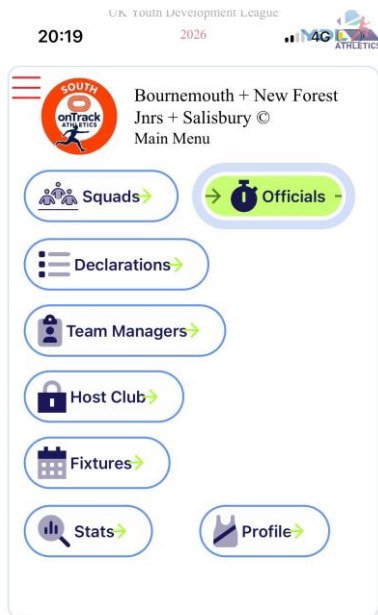
## 2. OFFICIALS DECLARATION FORM

Official not listed? Use Add Official from Officials Menu (see below)



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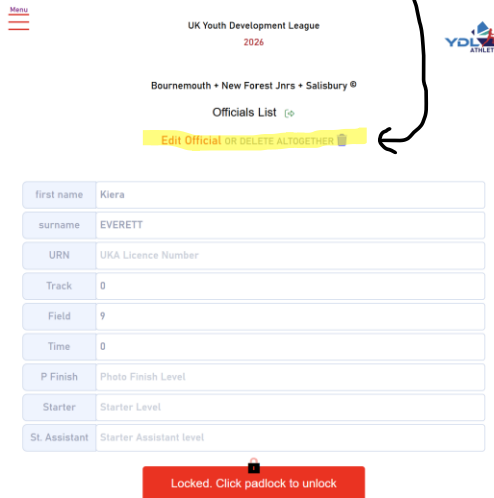
## 1.OFFICIALS MENU



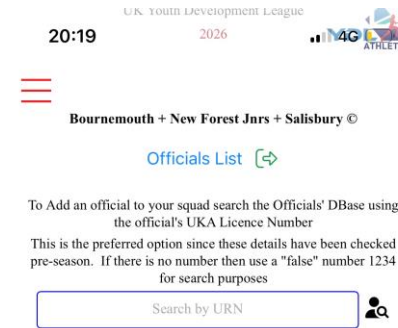
## 2.OFFICIAL LIST



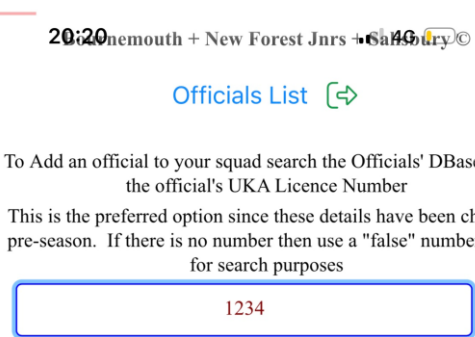
2.Select a name to VIEW/EDIT  
3.DELETE OFFICIAL



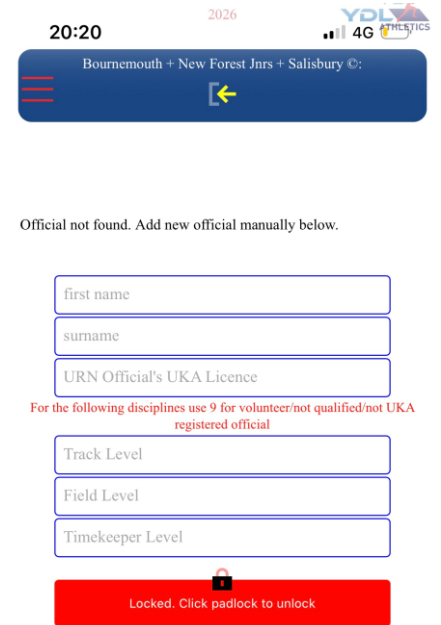
## 4.ADD OFFICIAL (by URN)



5.If URN is not known use 1234 as the search number instead. It will not find a match and the official's details can be added manually



## Add details manually

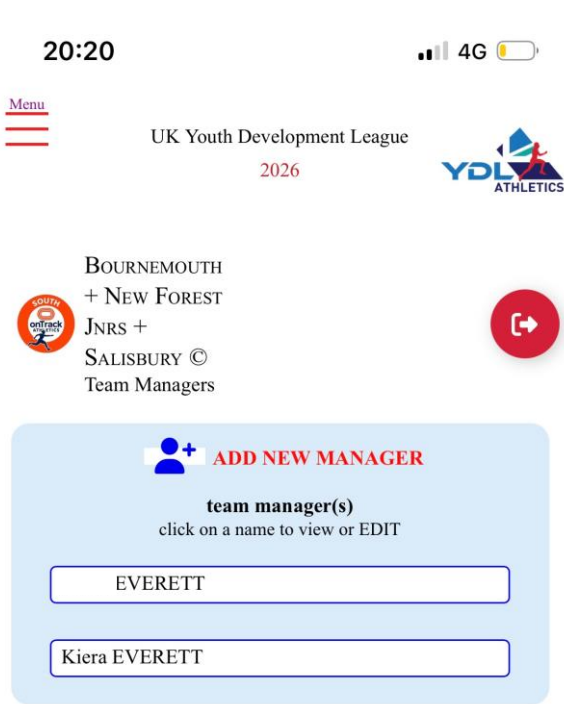




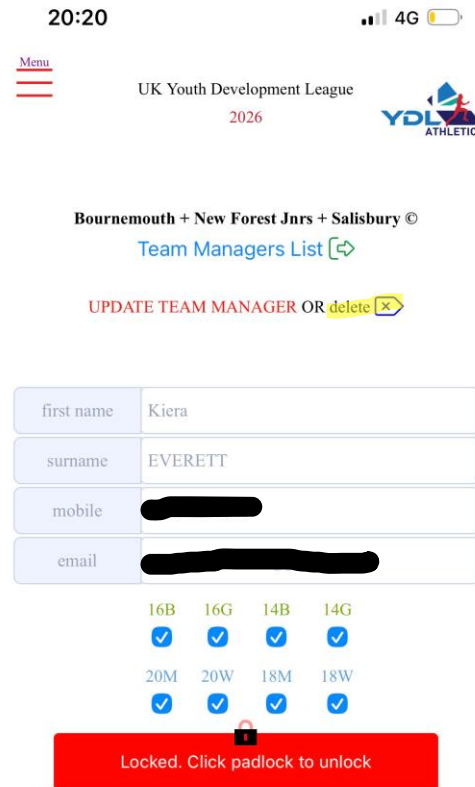
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## 1. TEAM MANAGER'S MENU

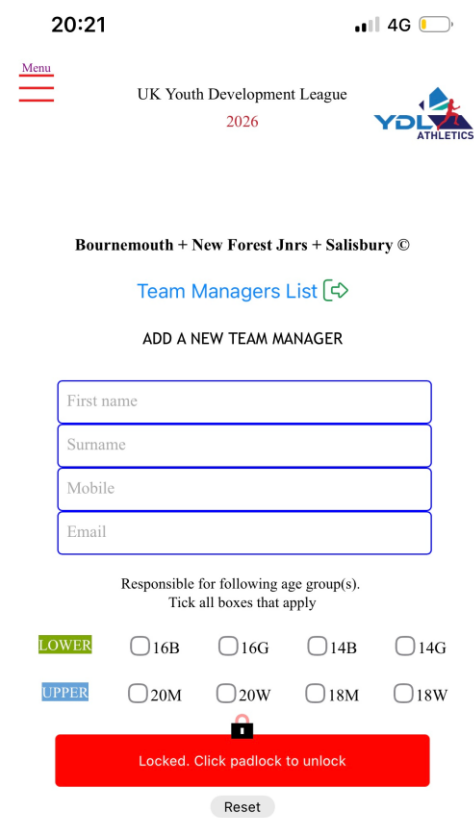
Click on a name to View, Edit, Remove



## 2. VIEW/EDIT/DELETE MANAGER



## 3. ADD NEW TEAM MANAGER





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1. HOST CLUB SUB-MENU  
(not available to non hosts. The icon on the Main Club Menu is locked and disabled)



2. LINKS TO RESULTS SOFTWARE DOWNLOADS



3. HOST OFFICIALS - GRADED



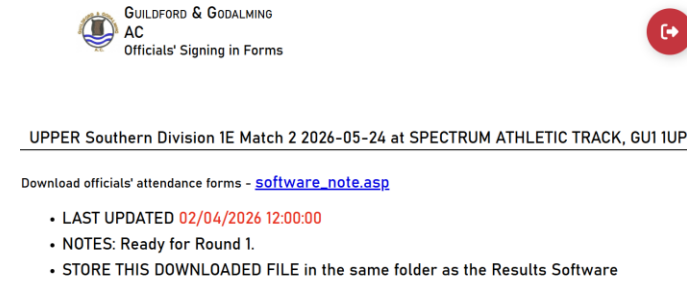
5. OTHER MEETING PERSONNEL

Track Judges	level	urn	Club
<input type="checkbox"/>			BNFJS
<input type="checkbox"/>			Cley & W
<input type="checkbox"/>			G&G
<input type="checkbox"/>			Walt
<input type="checkbox"/>			Wave

6. VISITING OFFICIALS

Bib	Club	Primary Contact
1	Bournemouth + New Forest Jnrs + Salisbury @	Full Name
2	Camberley + Woking @	Full Name
3	Guildford & Godalming AC	Full Name
4	Walton AC	Full Name
5	Waverley AC	Full Name

7. DIVISION'S PRIMARY CONTACTS

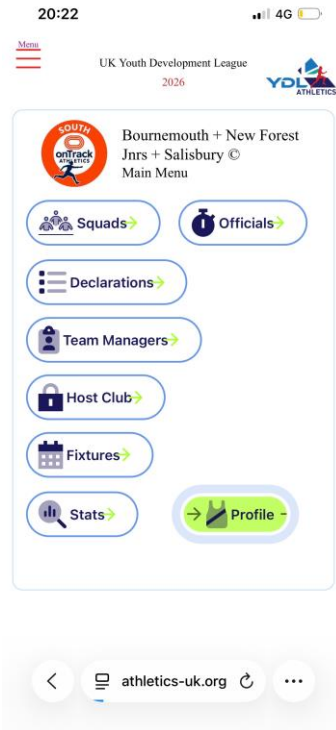


8. PRINT ATTENDANCE SHEET

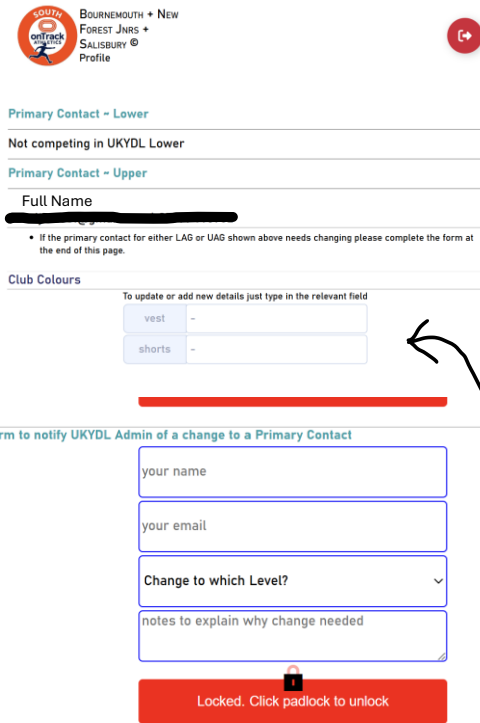


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## 1. CLUB PROFILE

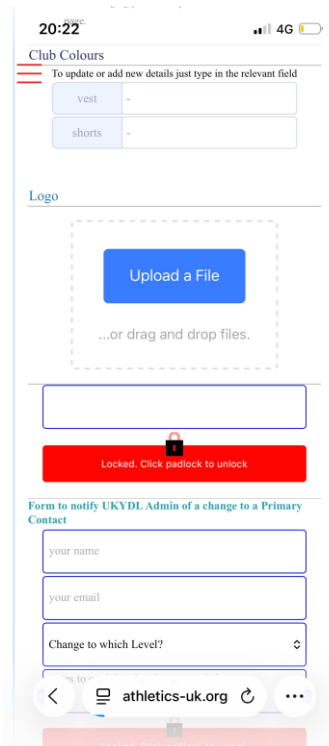


## 2. ALERT UKYDL ADMINISTRATOR of change of PRIMARY CONTACT

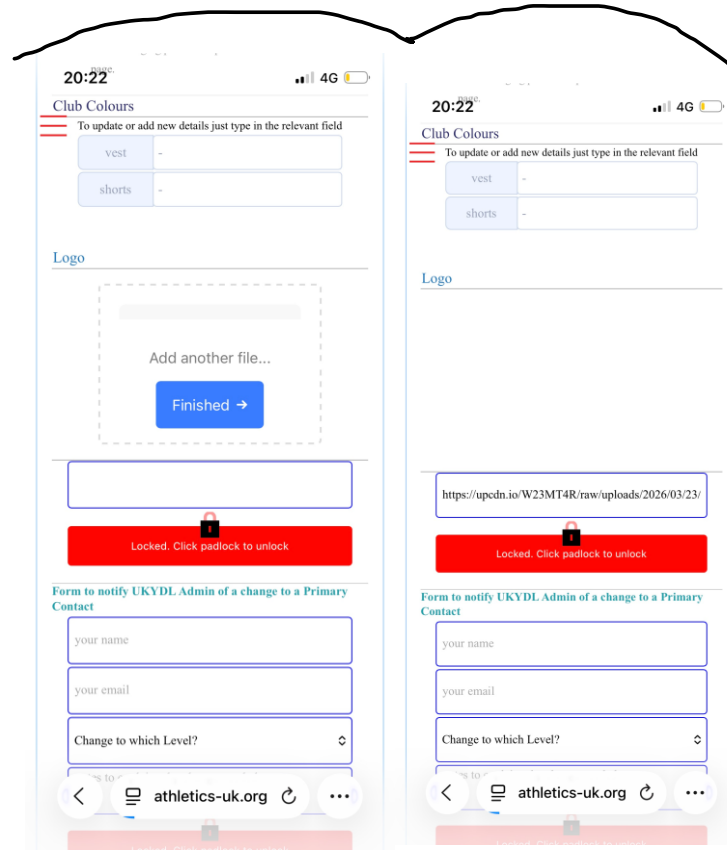


## 3. UPDATE VEST AND SHORTS COLOUR

## 4. UPLOAD LOGO



## 5. UPLOAD CONFIRMATION



## 6. UNLOCK AND SAVE

