



Online Race Entry System Guide

The Marathon Racing Online Entry System can be found online [here](#).

The aim of this system is to make the process of entering races, and managing race entries simpler. Individuals can enter races with a few clicks, and race organisers get a clean and tidy race management file with those race entries for use on the day.

Individuals can enter themselves or others into races using the system, have British Canoeing membership and ranking status checked, and pay online (or on the day if permitted by the organiser).

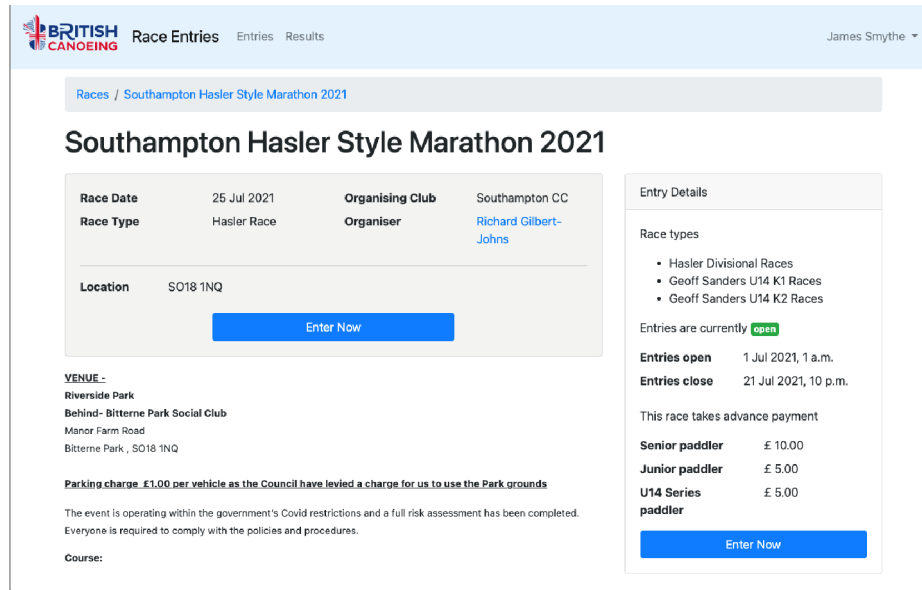
Clubs can register Race Organisers and Team Leaders on the system. Race Organisers can set up races, including all the configurations required; while Team Leaders can see and manage all those entered into races under their own club, whether entered by the Team Leader or having entered individually.

Guide to entering a race

Go to the [entries homepage](#). You will see a list of all upcoming races available to enter. Some may not yet be open for entries but you will be able to view race details; some may be closed to pre-entry.

A screenshot of the British Canoeing Race Entries website. The page has a light blue header with the British Canoeing logo, navigation links for 'Race Entries', 'Entries', and 'Results', and a user profile 'James Smythe'. Below the header is a 'Races' section with the title 'Upcoming Events'. A table lists two events: 'Southampton Hasler Style Marathon 2021' and 'Gloucester Short Course Assessment'. Both events have a green 'Open' button. The footer contains copyright information and links for 'Usage Terms', 'Privacy Policy', and 'Cookies'.

Select a race by clicking on its title. You will see more race details, including the type of race and how much it costs to enter. Make entries by clicking “Enter Now”



The screenshot shows the 'Race Entries' page for the 'Southampton Hasler Style Marathon 2021'. The page includes a navigation bar with the British Canoeing logo and user name 'James Smythe'. The main heading is 'Southampton Hasler Style Marathon 2021'. Below this, there are two columns of information:

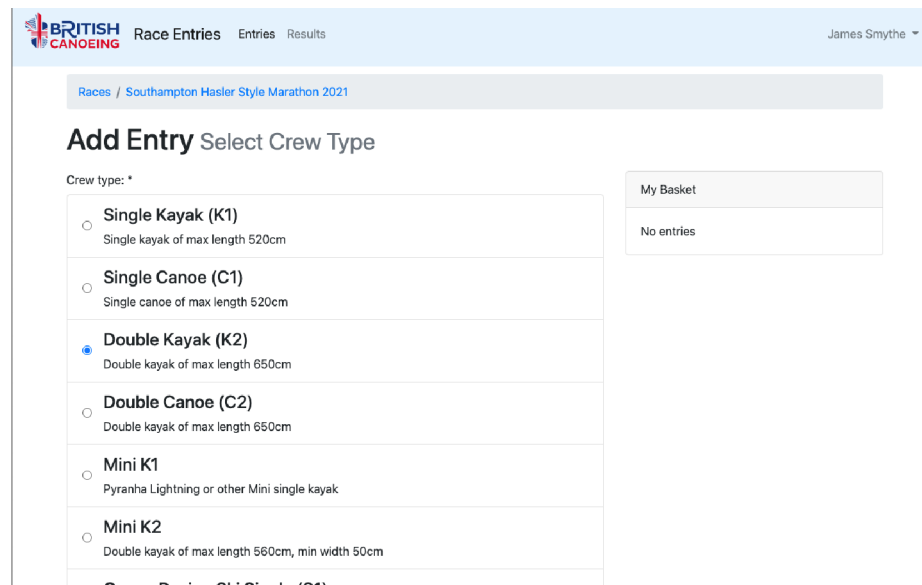
Race Date	25 Jul 2021	Organising Club	Southampton CC
Race Type	Hasler Race	Organiser	Richard Gilbert-Johns
Location	SO18 1NQ		

Below the table is a blue 'Enter Now' button. To the right, under 'Entry Details', it lists 'Race types' (Hasler Divisional Races, Geoff Sanders U14 K1 Races, Geoff Sanders U14 K2 Races) and states 'Entries are currently open'. It also shows 'Entries open' on 1 Jul 2021, 1 a.m. and 'Entries close' on 21 Jul 2021, 10 p.m. A note says 'This race takes advance payment'. A pricing table is shown:

Senior paddler	£ 10.00
Junior paddler	£ 5.00
U14 Series paddler	£ 5.00

At the bottom right of the entry details is another blue 'Enter Now' button. On the left side, there is a 'VENUE' section with the address: 'Riverside Park, Behind - Bitterne Park Social Club, Manor Farm Road, Bitterne Park, SO18 1NQ'. It also includes a 'Parking charge' of £1.00 per vehicle and a note about COVID-19 restrictions.

Multiple entries can be made, one at a time. Starting with the first entry you want to make, choose the type of craft they will be paddling and click “Next”

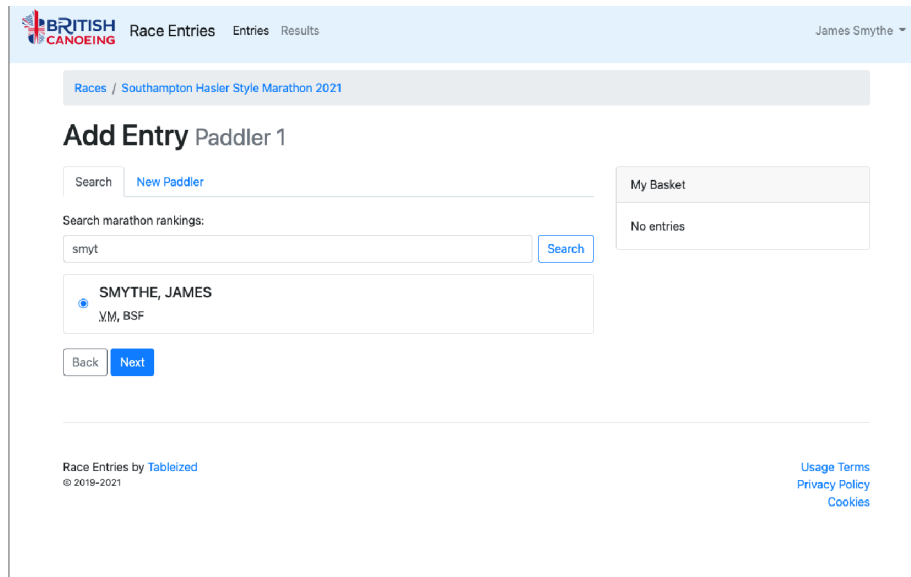


The screenshot shows the 'Add Entry Select Crew Type' form. The page header is the same as the previous screenshot. The main heading is 'Add Entry Select Crew Type'. Below this, there is a 'Crew type: *' label and a list of radio button options:

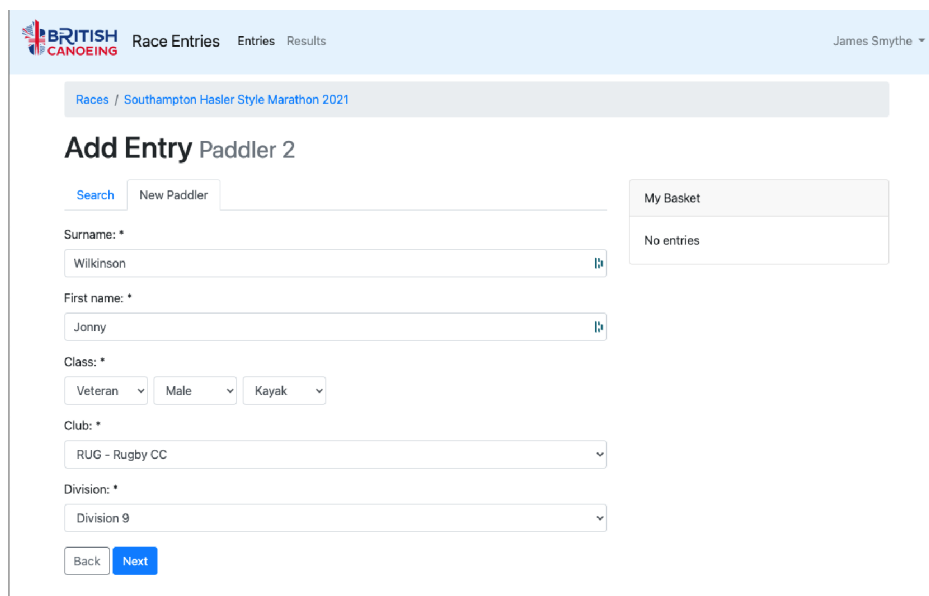
- Single Kayak (K1)
Single kayak of max length 520cm
- Single Canoe (C1)
Single canoe of max length 520cm
- Double Kayak (K2)
Double kayak of max length 650cm
- Double Canoe (C2)
Double kayak of max length 650cm
- Mini K1
Pyranha Lightning or other Mini single kayak
- Mini K2
Double kayak of max length 560cm, min width 50cm
- Ocean Racing Ski Single (S1)

On the right side, there is a 'My Basket' section showing 'No entries'.

Now, select the first paddler in the boat by typing all or part of their name and clicking to search. This will search the Ranking List of roughly 3,000 ranked marathon racers and offer up a list of matches.



If the paddler you are trying to enter has not raced before (or hasn't raced for a couple of seasons), they may not be on the list, so they can be entered using the "New Paddler" tab on this page. If the paddler you are entering had raced before, they are almost certain to be on the list, so please check any name spellings before trying to add them as a new name.



The system will check the rankings of those entered, and suggest the right class to enter them in based on the racing rules. Click "Add to basket" to create this entry.

Once you have added all the entries you want to your "basket", entries will be checked against details from the BC membership database. This is able to check membership status of those registered with all four home nations governing bodies.

BRITISH CANOEING Race Entries Entries Results James Smythe

Races / Southampton Hasler Style Marathon 2021

Add Entry Confirm

SMYTHE, JAMES VMK Division 3 BSF - Bishops Stortford CC	My Basket No entries
WILKINSON, JONNY VMK Division 9 RUG - Rugby CC	

Race: *

- Division 2 Doubles
Two paddlers with an average ranking of 2.0 or greater
- Division 3 Doubles
Two paddlers with an average ranking of 3.0 or greater
- Division 4 Doubles
Two paddlers with an average ranking of 4.0 or greater
- Division 5 Doubles
Two paddlers with an average ranking of 5.0 or greater

If at this stage any paddlers come up as having no membership, or an expired membership, you will see a warning message. If you know they have recently updated their membership, click “update” for a live check to be made against the BC database. The BC database updates very quickly, so it is possible to renew a membership online with them and validate it for an entry immediately.

BRITISH CANOEING Race Entries Entries Results Sign In

Races / Southampton Hasler Style Marathon 2021

Submit Entries Review crews

Please review the list of crews and ensure the membership details are correct.

We could not verify current British Canoeing or equivalent national body membership required for the race. Please check the memberships highlighted below are current and all details are correct.
[Close this message](#)

Division 2 Singles

One paddler ranked in Division 2 or below

Name	Membership	Club	Class	Division	Fee	Actions
DANNY BEAZLEY	<div style="background-color: #ffe0e0; padding: 5px; border: 1px solid #ccc;"> <p>British Canoeing 39378 </p> <p> Incomplete or invalid membership details</p> <p>Update</p> </div>	BSF	VMK	2	£ -	

Entries Summary

Singles entries 2
 Doubles entries -
Total entries 2

Seniors @ £10.00 2
Total paddlers 2

Total Due £10.00

Payment can be made securely online using a credit or debit card or device payment

Once membership has been accepted, it's on to providing some contact details for your entry.

Races / Southampton Hasler Style Marathon 2021

Submit Entries Your details

Your name: *

Your club: *

Your email: *

Please provide an email address in case of any queries with your entries

Telephone: *

Please provide a telephone number in case of any queries on the day

I will be acting as Team Leader on the day

Please send me details of future races by email

I have read and understood the race information and agree to the terms therein *

I have read and understood the site Privacy Policy and agree to the site Usage Terms *

Entries Summary	
Singles entries	2
Doubles entries	-
Total entries	2
Seniors @ £10.00	2
Total paddlers	2
Total Due	£20.00
<i>Payment can be made securely online using a credit or debit card or device payment</i>	

Finally, payment. Depending on the race organiser's preference, you will be able to pay online using Stripe (an online payments portal), or BACS, or cash on the day. Stripe will allow you to pay securely by bank card.

← southamptoncc.co.uk

Pay southamptoncc.co.uk




£20.00

Entry JAMES SMYTHE Div3	£10.00
Entry DANNY BEAZLEY Div2	£10.00

Powered by stripe | Terms | Privacy

Pay with card

Email

Card Information
   

MM / YY CVC

Name on card

Country or region

Postal code

Save information to pay faster next time

Once this is all done, you should receive an email confirmation of your entry.

Guide to setting up a race

To set up a race, you first need to register an account on the Race Entries system. Follow the "sign in" link on the top right of the page and enter your details.

Register Account

First name: *

Last name: *

Email: *

Phone:

Club: *

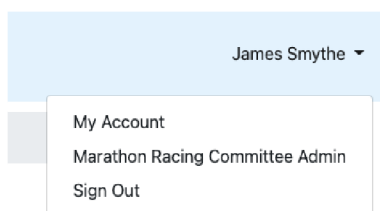
Enter password: *

Confirm password: *

[Register](#)

The next step is to be set up as a nominated Race Organiser for your club. Please email graham.warland@gmail.com or marathon.secretary@vol.britishcanoeing.org.uk to have this set up for you.

Once this is set up, you will be able to access the admin area, found by clicking on your name on the top right of the screen once you are logged in. Here, you can add or edit races you have set up.



Setting up a race involves five steps, and quite a lot of information. If you are still getting details together, it may be worth collating all the information you need before proceeding. You can start setting things up, and set your race as “Hidden” until you are ready to publish to all.

Start by submitting the basic race details, including the type of race, and click “Next”.

BRITISH CANOEING Race Entries Entries Results James Smythe

Club Home / Club Races

Create Race Step 1 of 5

Race name:

Race type:

Location:

Enter the address and post code where the race will start

Region:

For regional series races, select the home region

Code:

Three-letter code to identify the race, usually the same as the club code, e.g. RIC

Hidden
 Hidden races will not appear in the main list of races, but can still be entered using the entry link

[Next](#)

Depending on the race type you have chosen, a predefined set of classes will be available. Select some or all of them as appropriate and click “Next”. Do not select “Division 1 K2” unless specifically asked to by the MRC.

BRITISH CANOEING Race Entries Entries Results James Smythe

Club Home / Club Races

Create Race Step 2 of 5

Race classes:

Hasler Divisional Races
 Geoff Sanders U14 K1 Races
 Geoff Sanders U14 K2 Races

Hold down "Control", or "Command" on a Mac, to select more than one

[Back](#) [Next](#)

Race Entries by [Tableized](#) © 2019-2021

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[Cookies](#)

You are now given lots of date options. This will allow you to set an entry opening and closing date, as well as the event date itself. You can also set an “Entries open” date in the future, unless you want users to be able to enter the race immediately.

BRITISH CANOEING Race Entries Entries Results James Smythe

Club Home / Club Races

Create Race Step 3 of 5

Race date:

End date:

Season:

For multi-day events If this race is a qualifying Hasler race, enter the end year of the Hasler season

Entries open:

No entries can be made until after this time

Entries close:

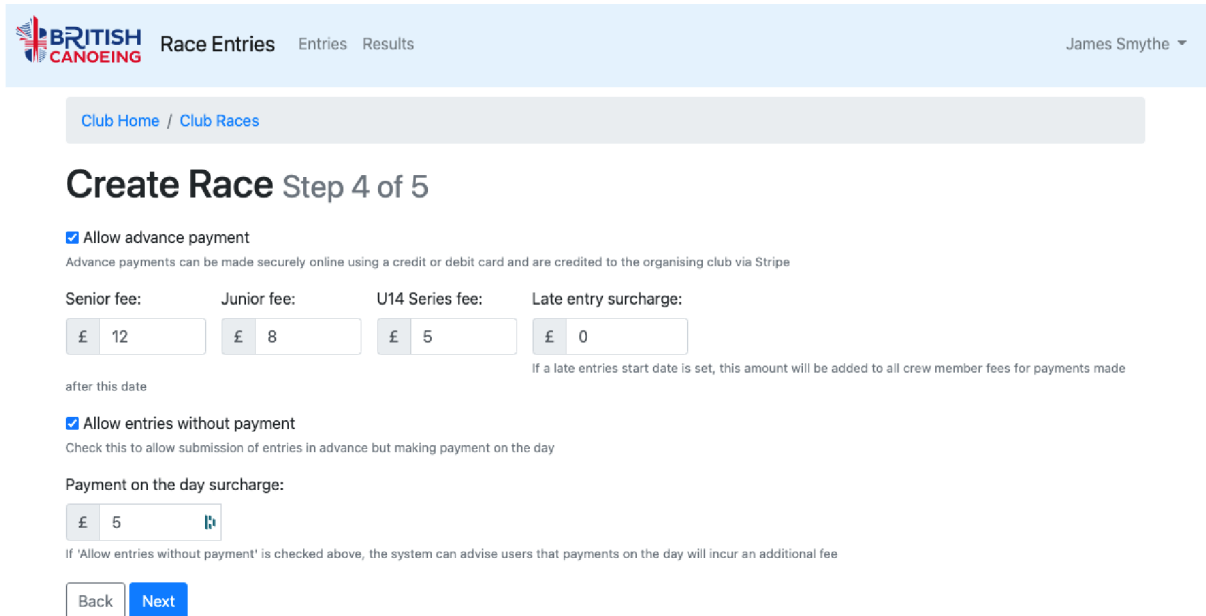
No entries will be accepted after this time

Late entries begin (optional):

Optionally allow the system to accept late entries with a surcharge after a certain time

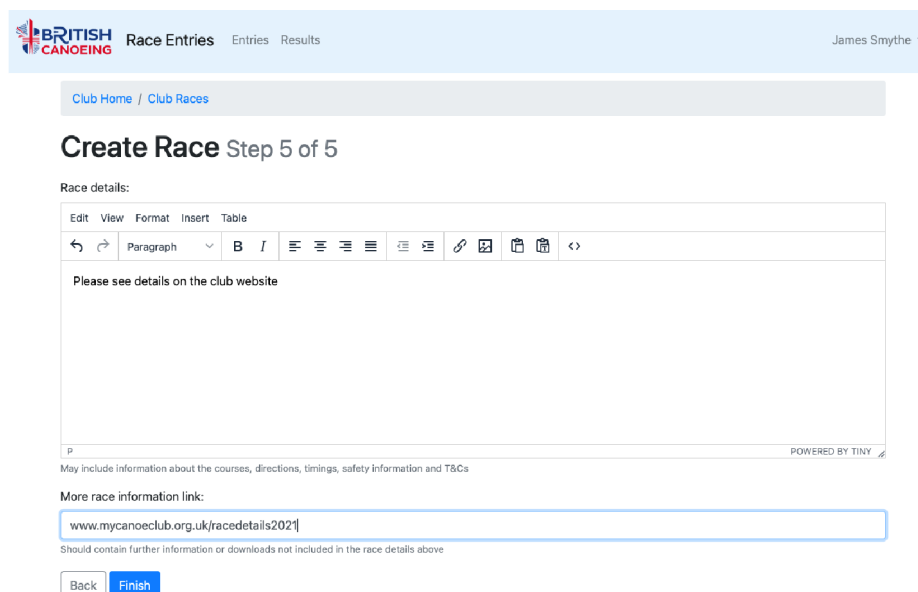
[Back](#) [Next](#)

Next, set your entry fees. You can choose to accept payment on the day, or by BACS – in the case of the latter, you will need to provide details of the bank account to pay into on your race details, because the Race Entry system won't be able to check if payments have been made.



The screenshot shows the 'Create Race Step 4 of 5' form. At the top, there is a navigation bar with the British Canoeing logo, 'Race Entries', 'Entries', 'Results', and a user profile 'James Smythe'. Below this is a breadcrumb trail 'Club Home / Club Races'. The main heading is 'Create Race Step 4 of 5'. There are two checked checkboxes: 'Allow advance payment' and 'Allow entries without payment'. Under 'Allow advance payment', there are four input fields for fees: 'Senior fee' (£ 12), 'Junior fee' (£ 8), 'U14 Series fee' (£ 5), and 'Late entry surcharge' (£ 0). A note states: 'If a late entries start date is set, this amount will be added to all crew member fees for payments made after this date'. Under 'Allow entries without payment', there is a 'Payment on the day surcharge' field set to £ 5. A note says: 'If 'Allow entries without payment' is checked above, the system can advise users that payments on the day will incur an additional fee'. At the bottom are 'Back' and 'Next' buttons.

Finally, there's a screen for you to enter your race details. These will appear on the race details screen. You can just copy and paste Word documents etc into this window, or just provide a link to your club website where race details can be found.



The screenshot shows the 'Create Race Step 5 of 5' form. At the top, there is a navigation bar with the British Canoeing logo, 'Race Entries', 'Entries', 'Results', and a user profile 'James Smythe'. Below this is a breadcrumb trail 'Club Home / Club Races'. The main heading is 'Create Race Step 5 of 5'. The section is titled 'Race details:'. It features a rich text editor with a toolbar containing options for 'Edit', 'View', 'Format', 'Insert', and 'Table'. The editor contains the text 'Please see details on the club website'. Below the editor, there is a note: 'May include information about the courses, directions, timings, safety information and T&Cs'. There is a 'More race information link:' field with the URL 'www.mycanoecub.org.uk/racedetails2021'. A note below the link field says: 'Should contain further information or downloads not included in the race details above'. At the bottom are 'Back' and 'Finish' buttons.

Once you click "Finish" race details will be visible to potential participants. When the "entries open" time has passed, the race will be flagged as open for entries and people will be able to start entering.

For help and support please contact any of the following. Please note that all are working in a voluntary capacity so may not be able to help straight away.

Evan Shephard evan.shephard@gmail.com

Graham Warland graham.warland@gmail.com

Will Abson will.abson@gmail.com