

Event Entry Website Manual

1. Introduction

We have created this website to facilitate and manage better the logistics of our events. The athletes have now the opportunity to manage their participation to our events.

The event listing and event entry system appears in the place of the former event listing page and has the following features:

- Athletes are required to register on the Cyprus Triathlon Federation website in order to enter the events.
- After an athlete has registered he or she can log in and register in the individual event(s).
- While logged in you can see events you are registered in (the events list is identified then by the text “*you are registered for this event*”) with the option to cancel the registration.
- While logged in you can edit your personal data.

2. Registration

The registration process is simple and it is performed once. Click on “*Register*” on the events page. You will be presented with the “*Website Registration Form*”. Fill in at least the required fields following the instructions on top and press “*Register*”. You can use your username and password to be used at log in.

Important! A link is send to your email address, which you must click to activate your account. Then you will be able to log in.

3. Log in

After you have activated your account you can log in. Enter your username and password and press “*LogIn*”.

Forgot username? At Log in page click on “*Forgot Username*” and then simply enter the email address of the account. On submitting, your username will appear on the screen.

Forgot Password? At Log in page click on “*Forgot Password*”, enter your username and a new password will be send to your email address automatically. You can change your password next time you edit your personal data.

4. Enter Events

After a successful log in you will be presented again with the event page. On the top of the events frame it is indicated that: *You are logged in as “username” (email address)*

From here you can register to an event by clicking on “*Register for this event*” next to the particular event.

“*Register for this event*” is changed to “*You are registered for this event*”.

You can cancel your registration by clicking on “*You are registered for this event*” and follow the instructions.

5. Edit Personal Data

When logged in and wish to change your personal data, click on “*Personal Details*”; change any field on the form and click “*Update*”.