

# Guidelines for using the YDL Team Managers' Portal

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These are generic guidelines for either age group, UAG currently has a blue menu, while the LAG is in Green.

We are working on updating the portal to create a version that is more user-friendly for those using mobile phones to update. The version will look a little different, but all the functions will remain.

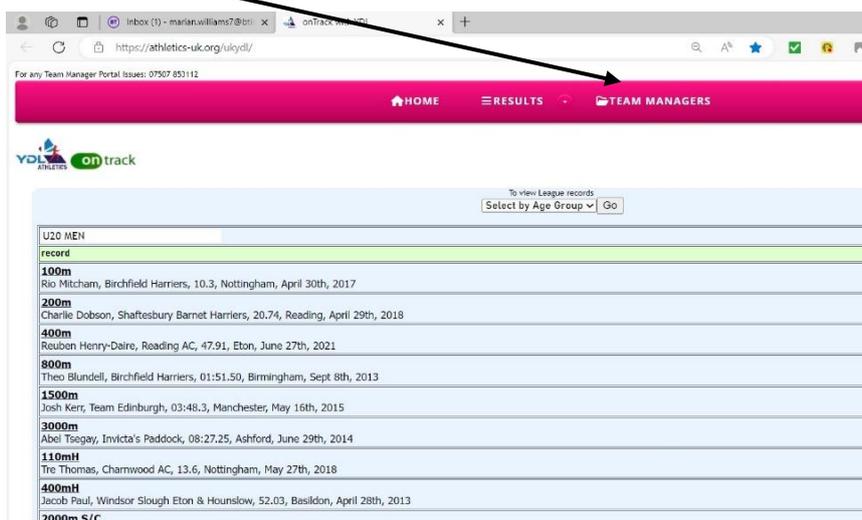
## Getting Started:

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

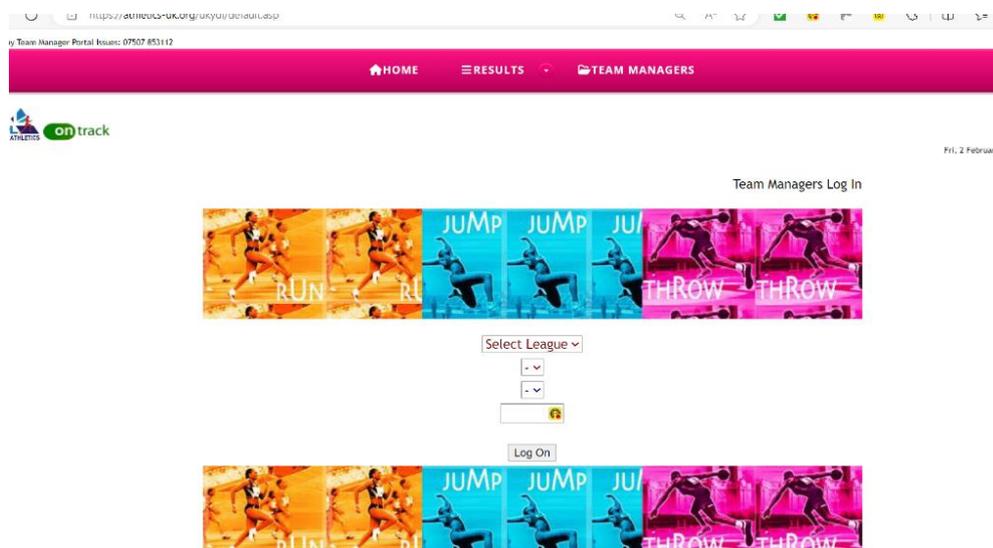
[onTrack with YDL \(athletics-uk.org\)](https://athletics-uk.org)

The home page shows all the league records for each age group (you can select these from the drop-down menu).

2) Click on **Team Managers** at the top of the page



3) This will take you to this page:



- i) Select League **LAG** or **UAG**
- ii) Select region – **Midland/North/South or Scotland (LAG only)**
- iii) Select team – This is the name of your team. Click on the drop-down menu arrow. Scroll down and select your team.
- iv) Enter your password this is the **five-digit number** that was sent to your named Primary contact for the YDL.

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

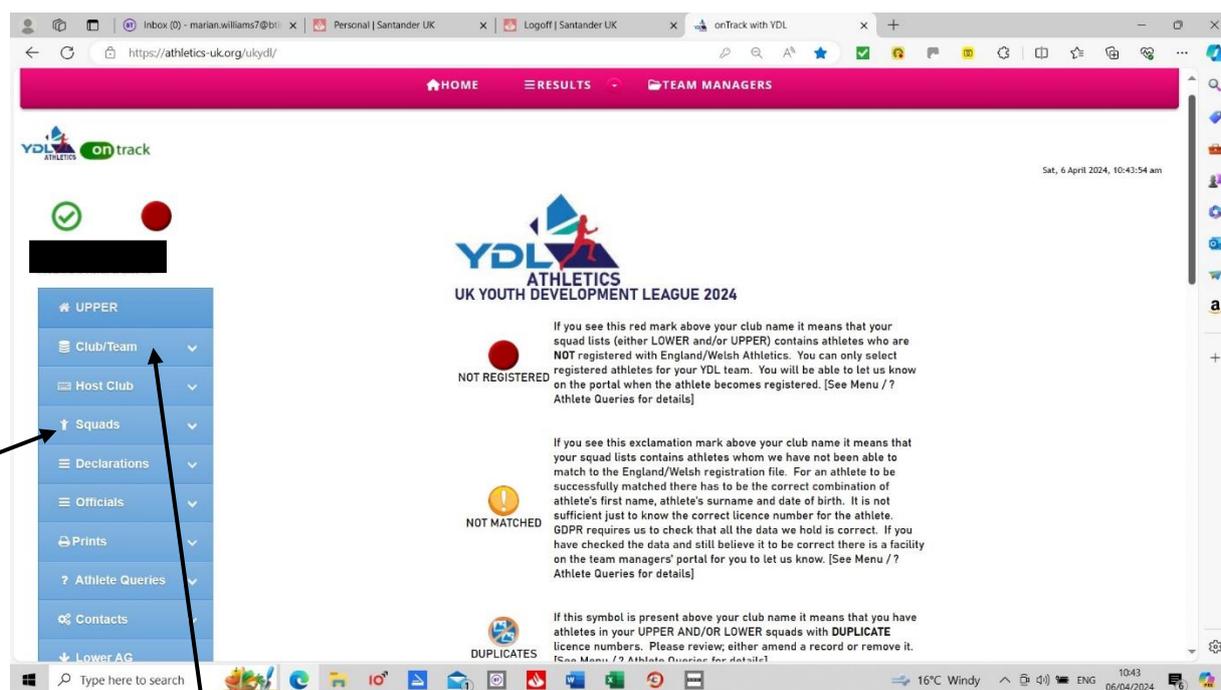
Midland- [vacant \(contact marian@ukydl.org\)](mailto:vacant@ukydl.org)

North – [nicola@ukydl.org.uk](mailto:nicola@ukydl.org.uk)

South – [stuarthorsewood@ukydl.org.uk](mailto:stuarthorsewood@ukydl.org.uk)

Scotland LAG – [leslie@ukydl.org.uk](mailto:leslie@ukydl.org.uk)

4) Then Click **Log on** which will take you to this page:



You can toggle between Lower and Upper Age groups (LAG is Green, UAG is Blue)

Click on **Club/Team** you'll see that you need to appoint the **Team Managers** for your team.

- a) When you register each of the team managers just click on the **age group(s)** they are responsible for. Continue to add all your 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}.
- b) **If your club is hosting a match, you will also need to appoint the Match Scorer.**

**To Enter your athletes into the portal:**

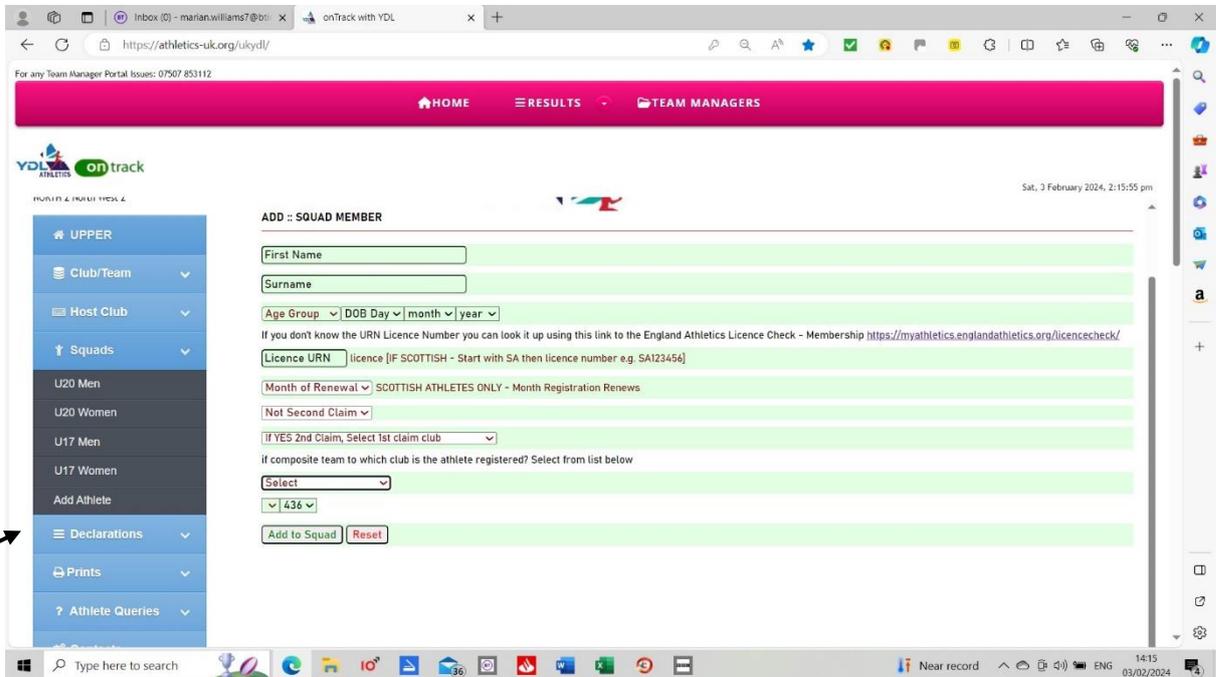
Click on '**Squads**' for each age group it shows the athletes that are already in the portal, if you need to add others just click on **add athlete** and complete the box that comes up.

You need their **URN, Full name and DOB** to do this. See table below. If you don't provide this information, they won't be eligible to compete.

Once you've entered all your athletes who may be competing for your team, you'll be able to declare them for any of the matches, so it's important that you add the athletes to your squad lists as soon as you can so they can be verified ahead of the season.

NB You will also need to declare your officials in the same way (including their **name** and **URN**) so that they can be checked – see pages 5 & 6. They too can be declared for each match using a drop-down menu

5) **Adding New Athletes** – make sure you enter the information requested accurately:



6) **DECLARING** your athletes for a match

Click on **DECLARATIONS**

This will open a new page to allow you to select which match you want to declare your athletes for, and which athletes in each age group ie U20M, U17M, U20W & U17W in UAG (or U15B, U13B, U15G & U13G in the LAG) you wish to select for each event, using the dropdown menu.

Don't forget your Non-Scoring athletes **MUST** also be declared. **In the LAG the declarations are an integral part of the team list**, in the UAG the non-scorers are entered on a separate tab:

UPPER	NON-SCORING TRACK EVENTS 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

7) 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.

**Make sure you tell the match recorder that you've made changes.**

Check results during the day and inform the match recorder of any errors in athlete's names etc.

8) Athlete Queries:

a) Click on **Athlete Queries**, to see if there is something you need to check up on.

9) Contacts:

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

## **OFFICIALS – new for 2024**

On the opening page, where you add athletes and declare them for each match you will also note that there is now a Tab marked 'Officials' immediately below 'Declarations'.

This year we have changed the system to make it easier for team managers to declare their officials for all their matches. Before the start of the season, you will need to add all the officials you may use during the course of the season, in the same way that you add your athletes. You can add to this list during the course of the season if you have any new officials.

### **Adding Officials**

If you click on the '**Officials**' Tab you will see 2 sections, one to Add your officials to the portal, and one to Declare officials for each match using the dropdown function (just as you do for athletes).

Click on '**Add Officials**':

The screenshot shows the 'on track' web portal interface. On the left, a navigation menu is visible with 'Officials' selected. The main content area features two options for adding officials. 'OPTION B - Add Official's Details Manually' includes input fields for 'First Name', 'Surname', and 'URN', along with dropdown menus for 'Track Level', 'Field Level', and 'Timekeeper Level', and an 'Add Official' button. Below this is a table titled 'OFFICIALS YOU HAVE ADDED TO YOUR SQUAD' with columns for 'name', 'urn', 'Tr', 'F', 'Tk', 'Pf', 'St', and 'StA'. The table currently displays 'No Officials in Your Squad'. A black arrow points from the 'Add Officials' menu item to the 'Add Official' button.

First go to Option A and type in the URN of the official you want to add. We have already run checks on approx. 3000 officials, and they have been added to the database, so you may find some officials already listed.

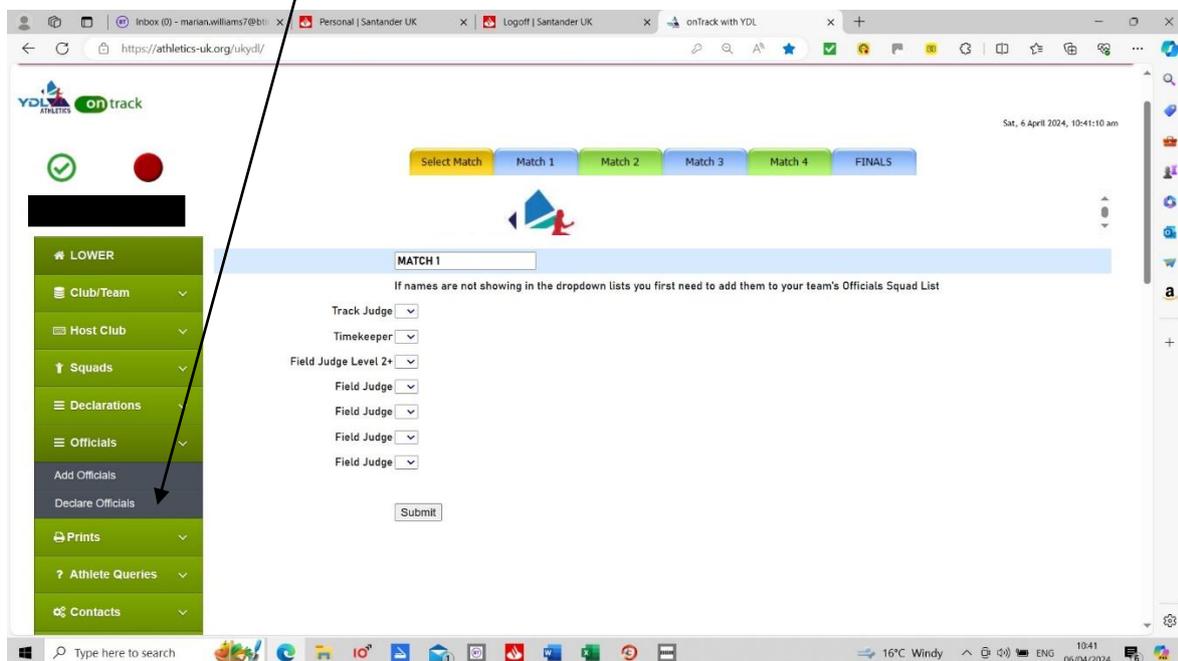
If they have been checked, their details will be shown with their discipline(s) and level. You then just click 'Add this Official'. **Please note** - they won't appear immediately on your list, but when you log back into this area they should be showing correctly.

Any new officials can be added under Option B; you must include their URN, correct name and level for each discipline they are qualified in. If they don't have a level put in a '9'.

Repeat this until all the officials you may use during the season are on your list (NB They don't need to be members of your own club).

## **Declaring Officials**

Click on the '**Declare Official**' tab:



For each discipline you simply use the Drop-down function to select an official, in the same way you do for your athletes (NB All your officials must be entered onto the portal, otherwise you won't be able to declare them – this includes your volunteers, who will be a 'level' 9).

**NB Officials, and volunteers working in an officiating capacity, will still need to sign in at each match to verify that they were in attendance at the meeting.**

Any queries, just email [Marian@ukyd.org.uk](mailto:Marian@ukyd.org.uk).