

## Entering NORTHLAND SECONDARY SCHOOL ATHLETICS

Your event can be accessed from [Northland Secondary Schools Sports \(main-events.com\)](https://main-events.com) or from the home page of Main-Events.com you will see the event in the list with a small green tag.

15 Mar 2024	1	<a href="#">Northland Secondary Schools Athletics</a>	Trigg Stadium, Kensington Park, Northland, New Zealand
-------------	---	---	--

Main-Events.com is a NZ developed online entry system originally targeted at equestrian events but is now used for different sports and activities including the one you are about to enter.

In association with Sport Northland, we have pre-registered all schools involved allocating a unique login and password. These will be sent to all schools and will be in the format <school>@main-events.co.nz . This email is NOT live so don't use it for anything else than logging in to the online entry. This same login can therefore be used by the person responsible for entries and allows for change each year or competition.

In this way, students entered in the system ONCE will be available for selection when entering a subsequent event under the school name.

- You enter your school name & details ONCE and it is saved for future use.
- You enter each student & details ONCE and they are saved for future entries.

Once entries close, you will be able to see all entries in all track & field events with heats, times or distances for each student. This list can be sorted by clicking on the column heading (arrows). In addition over time, as a coach or person responsible, you will be able to view past performances for any student from any school. Students will also be able to view class lists and results online.

### **To start**

Click on the event [Northland Secondary Schools Sports \(main-events.com\)](https://main-events.com) or from the Home Page of Main-Events.com, find the Championships and click on the name.

At the top right of the page, click on LOGIN and enter the "email" and password given to you. Tick to Remember me.

From the event page, click on the tab ONLINE ENTRY. If you want, you can also preview and print the schedule of events from the DOCUMENTS tab.

### **FIRST ... Set the pattern**

As the Main-Events system caters for a variety of competitions and activities, you have to first set the pattern of entry by doing ONE student and ONE school through the online entry process so the system knows you are dealing with **Students** and **Schools** (eg not horses and riders for example).

**Once that is done, we recommend a faster process to get students on the system which is on the Page 5.**

As part of the online system, you will be asked to provide the following information about EACH student and it will be available for selection in future:

- First & last name
- Date of Birth
- Year Level at School

You will be asked ONCE to provide the following information about your school and the person responsible for entry assumed to be the school sports administrator:

- School Name and address
- Your PERSONAL email address and phone numbers so we can contact you
- School Colours (for display in event lists)
- Nominated volunteer
- If students with impairments are involved
- Other notes or requests

Once you are logged in ...

**1** – go to ONLINE ENTRY TAB and click on the green button ENTER NOW!

**2** – click on either of the blue buttons TRACK EVENTS or FIELD EVENTS.

**3** – first time through there will be NO students in the Student list. And NO school/Club in the other drop list (unless Heather has pre-done for you?). You add them.

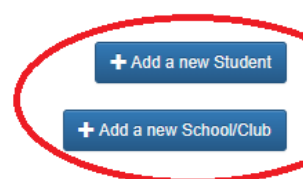
**4** – for both the Student and School, click on the blue buttons to the right to + Add a new Student AND + Add a new School/Club.

## Part 2: Select Student and School/Club

The table below shows the different entry types that are required for the Track Events category.

Use the drop down lists to select or click on the blue button to add a new one.

Student	<input type="text" value="Izzie Martin"/>
School/Club	<input type="text" value="Your School"/>
<input type="button" value="Continue - Add/Edit Related Info"/>	



In the popup form that appears put in the student first and last name. And click SEARCH. If a “match” appears in the list, choose NONE OF THE ABOVE ARE A MATCH as obviously, if you are entering all the students, they are new to you!

If a match is NOT found, or you clicked NONE OF THE ABOVE ARE A MATCH, a further two lines appear. Under YOUR RELATIONSHIP, choose **Person Responsible**. Under the COUNTRY, click and type in “N” for New Zealand and then select from list. Do not type in more than 1 letter before you

### Add Student

To create a Student, you need to search our database first to see if it already exists.

\* Name:

There were some potential matches found in the system.

Is 'Izzie Martin (NZ)' a match?  Yes

select. We suggest you copy this text and then use the paste option for next time and especially once you are adding in all your students. The **State/Region** is optional so leave blank.

Click SUBMIT.

**5** – make sure the student name and school name then appear in the drop lists under the ONLINE ENTRY. Click on the green button **CONTINUE – Add/Edit Related Info**.

**6** – put in the **year level** by either typing in the text box or by clicking on the blue pencil button to the left. This is REQUIRED.

To put in the **Date of birth**, do not type in. Click on the blue pencil and then click on the small calendar button to select the date. It has to be in the format yyyy/mm/dd. You can also type it in that format. This is REQUIRED.


There is no additional information required for the school at this stage.

## Part 3: Student and School/Club Information

You must enter all required information before you can continue to the next step

 denotes a required field.

### Izzie Martin (Student)

Info item	Information
 * Year Level at School 	8
 Date of Birth	16 Jul 2013

### Your School (School/Club)

Info item	Information
-----------	-------------

Continue - Select Classes/Activities ▶

**7** – click to CONTINUE and in the next form tick on the left all events that student is doing. You can add more later in another online entry if required.

**8** – click CONTINUE. In the next form, you can either click the blue button to go back to Step 4 and + **ADD ANOTHER STUDENT** (repeat); or if all students added, then click on the Green button **CONFIRM THIS ENTRY AND CONTINUE ...**

## Part 5: Entry Summary

This is a summary of your current entry.

<b>Category</b>	Track Events	
<b>Entrants</b>	Izzie Martin (Student) Dance Club (School/Club)	
<b>Classes/Activities</b>	8.2 - Junior 100m Female - Heats	\$0.00
	9.2 - Junior 200m Female - Heats	\$0.00
	<b>Total:</b>	<b>\$0.00</b>

+ Confirm this entry and add another

Confirm this entry and continue to next step (fees) ▶

**9** -Fees are invoiced by the school after the event so there no fees to pay but as the system expects a fee, there is a fee there at \$0. You just click continue.

**10** – Customer Information will ask for school colours, your nominated volunteer with details of email and mobile if you have them, if you have students with impairments competing and any other notes of importance. You only enter this info ONCE and it appears automatically with subsequent entries. Click CONTINUE.

**11** – This is a ONE time process to fill in. You are REQUIRED to **+ Add Address** for the school (not your personal address). Under Name and Phone, please enter YOUR details so that we can contact you directly and send a copy of your entries etc. The Email is NOT the one give to you for logging in – it is your school email.

**12**– Click Continue. There is no Payment required so click on the green button to continue.

**13** – **This is VERY IMPORTANT**. Check over your entries and if all correct, scroll down to the bottom where you TICK that your are 18 years of age or older and accept the terms and conditions as applied. If you DON'T tick this, the entry will not go through!!!

You are not finished until you see the FINISHED! Appear on the next form.

## Finished!

Congratulations, you have completed the online entry and it has been submitted.

Please print this page for your own reference.


### Entry Information

User 

### Payment Option

No Payment Required

A copy of your entries will be emailed to you by Heather Deane but you can also view the online entry at any stage from your MY MAIN-EVENTS profile area on the upper right of screen. Click on Online Entry and then on the small blue magnifying glass to the left of the event concerned.

	Customer	Event	Class Entries	Date	Status
	Anne Vallance	Northland Secondary Schools Athletics	2	28/02/2024	<span>PND</span>



## FASTER ADDITION OF STUDENTS?

You can add your students one by one as described before by clicking on the blue button under Step 8 to

Or, once you have one student and the school entered, you can use the MY MAIN-EVENTS profile area to add your students one by one. You will need to fill in the information about Person Responsible and Country for each. By getting all your students in place, you can then go through the online entry process selecting a student from the drop list and in the next form, putting in their year level and date of birth before going on to select their events.

### Students

 [+ Add a new Student](#)

Name	Role	Location	Status
Izzie Martin	Person Responsible	New Zealand	<span>ACT</span> 
Izzie Martin	Person Responsible	New Zealand	<span>ACT</span> 

**Remember, this info is only entered once and then going forward if you have to add more events for a student or for next year, the information is automatically in place except for the competitions each student entered.**

Remember too, to copy the text *New Zealand* so you can more easily paste into each Country box for each student rather than having to scroll down to find it.

And you can easily check under the MY MAIN-EVENTS profile area to see which students are already in the system.

## **FASTER ADDITION OF STUDENTS?**

Under the ENTER NOW! Green button that starts the whole process, please use the green button CLASS CHANGES/OTHER MESSAGES to notify Heather Deane of any changes you need to make or questions that need answering. This helps to keep messages in one place.

Then you can see if the message has been actioned as under MESSAGES in your MY MAIN-EVENTS profile area will show a tick if done. Or if you go back through the MESSAGES a second time, any earlier messages will appear above.

# Messages - Online Entry

## Your Messages

You currently don't have any messages for this event

Go back to [main online entry page](#)

## New Message

\* **Category:**

\* **Message:**

If you need assistance with the online entry, please reach out to Anne – her details are below:



**Anne Vallance** ☐☐☐ **Managing Director**  
PO Box 448, Masterton, New Zealand  
anne@main-events.co.nz Ph 64+ 6 378 2310

*Proud sponsors of the Main-Events University Showjumping Series since 2013*