

Find the event on <https://www.main-events.com/> (We are a NZ based company!)

You enter multiple students in one online entry or can submit some entries and come back later to start another online entry for remaining students. If new to the system, try entering one group at a time - eg Juniors. The direct link to the RSSSA event page is <https://www.main-events.com/event/6092/nsssa-athletics-championships/onlineentry> . If you are having any issues with your login or entering online, please contact our Main-Events team as follows 9:00 am to 8:00 pm. If you require info about the event itself, please contact Heather Deane at Sport Northland direct.

- Anne Vallance, Main-Events - Ph 06 378 2310 vallance.anne@gmail.com
- Vic Martin, Main-Events - Ph 06 378 8985 or 027 280 7369 vic@main-events.co.nz
- **Heather Deane**, Sport Northland - Ph 022 1543 830 heatherd@sportnorth.co.nz

## Login and Password

Login area is at the top right of Main-Events.com. Login with email and password given to you for this purpose. If you are a registered user on Main-Events, DO NOT USE your personal login - the school login is set so it can be handed on next year if you leave so that most student names are still in place after you enter them now.

## STEP 1: Starting the Online Entry

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1. From the **Online Entry** tab, click on the **Enter Now** button near the lower middle part of your screen.
2. Select what **Category group** you want to input. If this is your first time through the Online Entry, the drop boxes will be blank. You will have to ADD your school name and then ADD your first student. Click on the blue button on the right to add a new student (Competitor) and school (Team).
3. When you click to add a **student** or **school**, a small form pops up where you type in the student or school name as appropriate. You then need to click on **SEARCH** where Main-Events.com then looks to see if there is a possible match on the database - If a match is found that is not yours, ignore it and click on **None of the above**. Otherwise, In the next form choose that you are the **Person Responsible** from the drop list.

### **Part 3 – Competitor Information**

4. In the next step, you enter information related to gender, date of birth and year level etc, click on the small blue pencil edit button to the left of the **Information Item** to add or edit. Required information has a gold asterisk. For the school, you only need to enter the location of the school as a city/town and school/team colours. This only needs to be entered once - it will be saved for the next student.
5. **To enter a birthdate** - click on the date/calendar button and move to the year and month. The date is in the format yyyy/mm/dd (eg 2008/11/15) if you prefer to type it in. Once saved, it changes to the New Zealand format 15 Nov 2008. If unsure of date or you want to enter later, type in 2020/01/01 as a warning to us.

Once finished, click on **Continue – Select Classes/Activities**. If you don't see this button, it is because you have not entered all the required information as indicated by the gold \* (asterisk).

### **Part 4: Select events to enter**

6. The next step is to select the events/classes you want to enter the current student into by ticking on the left. When finished, click the green button **Continue** at the bottom of the page.

## Part 5: Entry Summary

7. The next page will show you a summary of the entries so far for that one student.
8. At this stage, you repeat the process to **add another student** by clicking on the BLUE button **Confirm this entry and add another**. This takes you back to selecting the **Category** to start with another student - click to add a new competitor and then select from the drop list. Repeat as often as required until all students are entered. Once all students are entered (or as many as you want to do at this one sitting) - click on the green button **Confirm this entry and continue to next step (fees)**.

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### STEP 2: Miscellaneous Items (Fees)

9. There are no fees to pay so click on green button to **Confirm** to move on to the Customer Info.

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### STEP 3: Customer Info

10. Step 3 is REQUIRED INFO (gold start) and asks if there are teachers, parents or other associated people in your group that can help on the day. Please put in names & phone numbers so they can be contacted. If you cannot help out, then please type in "Cannot help on the day". You cannot leave this text box blank.

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### STEP 4: Your name and contact details as Person Responsible

11. Step 4 is information Sport Northland needs from you for administration purposes as the Person Responsible. Click on **add address** button near the top right to add and then be sure to TICK the Postal option. The address, email and at least one phone number is required.
12. Click on **Continue** and fill in the other information needed by the show secretary. IMPORTANT - you must put in the actual email address you want to be contacted on (and NOT the login pre-registration).

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### STEP 5: Payment

13. There no payment is required online, click on green button **Confirm payment method and continue**.

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### STEP 6: Summary and entry confirmation

14. You will then see Step 6: which the final summary of entries as emailed to the show secretary.  
**IMPORTANT** – you must click on **Confirm and submit entry** button on the lower part of the form (scroll down) to finalise and **SUBMIT** your entry. Until that point, you can change your entries using the **Online Entry Summary** at the top right of your screen. You will receive an email confirmation within 5 minutes - check your spam folder if it doesn't arrive.

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## REVIEWING YOUR ENTRIES UNDER MY MAIN-EVENTS

You can come back at any stage and review what you entered through your MY MAIN-EVENTS profile area under your login. Click on the small blue magnifying glass next to the event on the **Online Entry** tab. Your entry is flagged as PENDING but as there is no payment involved in this entry, you can ignore the PND.

### **Checking events/classes entered for your students**

From the MY MAIN-EVENTS area, click on **Competitors** tab and then click on student name highlighted in blue. Then click on **Results** tab to view all classes entered with any results once the event is completed.

### **Checking out the competition lists**

With Main-Events, the list of students entered for each event can be seen by the public ONLINE. As other schools enter, their students will appear with the class lists. Click on the Main-Events logo to take you back to the front menu and then click on the event or click <https://www.main-events.com/event/6092/nssa-athletics-championships/classes> . Select the **CATEGORY** from the drop list. Then click on the **Class name**. This will show you the full class list with all current entries.