

Guide to Adding Competitors and Results for Group Officials

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Add a member to a competition

Report Criteria

Name Search

Regenerate Report

Competitors List

Add new Competitor

Competition Name	Name	Club	Aggregate	Gender	Start Date	Actions
Short Distance Competition - 2020	TestFirstName1 TestLastName1	TestClub		m	30/10/2020, 00:00	Remove from competition Edit Delete
BAR Competition - 2020	TestFirstName4 TestLastName4	TestClub		m	30/10/2020, 00:00	Remove from competition Edit Delete
3 Distance Competition - 2020	TestFirstName5 TestLastName5	TestClub		f	30/10/2020, 00:00	Remove from competition Edit Delete

< previous next >

1 of 1

In the admin panel, select “Competitions” and “All Competitors”.

Select Add new Competitor to add a competitor.

See three members have been added to three different competitions.

Add new competitor

The screenshot shows a web browser window with the URL <https://www.vtta.org.uk/group/competitors/add>. The page title is "Add Competitor". On the left is a dark sidebar menu with categories: DASHBOARD (Dashboard), MEMBERSHIP (VTTA Members, Payments, Donations), RECORDS (Records), USERS & GROUPS (Manage Group, Website Users, Officials, Competitions), and CONTENT (All Results, All Competitors, News). The main content area has a header "Add Competitor" and a user profile "TestFirstName1 TestLastName1". Below the header is a "Search Member" section with a dropdown menu labeled "Select Member" and the text "List is empty.". To the right of this is a blue button labeled "Help: Add Competitor". Below the search section is a form with the following fields: "Name" (text input), "Gender" (dropdown menu), "Club" (text input), and "Start Date" (text input with the value "30/10/2020 00:00"). At the bottom of the form is a green "Submit" button. The Windows taskbar is visible at the bottom of the screen.

In Add Competitor, start typing the member name in search member and List is Empty will change to the name of a member of group as you do so.

Pick the name from the list and check the other boxes are filled correctly.

You should ensure the start date is on or before the date of the earliest result you want to add.

Add a result for a Competitor

The screenshot displays the VTTA website interface. The left sidebar contains navigation menus for Dashboard, Membership, Records, Users & Groups, and Content. The main area is titled 'All Results' and features a 'Report Criteria' section with a search box and a 'Regenerate Report' button. Below this is a 'Results List' table with the following data:

Position	First Name	Last Name	Club	Event Name	Event Datetime	Course Code	Event Distance / Time	Result Distance / Time	Actions
11	TestFirstName5	TestLastName5	TestClub	Test Event K33/12 (12 Hr)	12/07/2020 15:00	k33/cc	12:00:00	218.579 (Miles)	Edit
13	TestFirstName6	TestLastName6	TestClubF	Test Event K33/12 (12 Hr)	12/07/2020 15:00	k33/cc	12:00:00	216.864 (Miles)	Edit

At the bottom of the Results List, there are navigation buttons for '< previous' and 'next >', and a page indicator '1 of 1'. An 'Add new Result' button is located in the top right corner of the Results List section.

Select All Results and view the results for members in your group.

You can edit the result by clicking on the edit button.

Click on the Add new Result button.

Add new result

The screenshot shows a web browser window with the URL <https://www.vtta.org.uk/group/raw-results/add>. The page title is "Add Result". On the left is a dark sidebar menu with categories: DASHBOARD (Dashboard), MEMBERSHIP (VTTA Members, Payments, Donations), RECORDS (Records), USERS & GROUPS (Manage Group, Website Users, Officials, Competitions), and CONTENT (All Results, All Competitors, News). The main content area has a "Search Member" input field containing "test". Below it is a dropdown list of members, with "TestFirstName4 TestLastName4 - 9999999" highlighted in green and a "Press enter to select" prompt. Other members listed include "Test Gdpraccount - 13074", "test eaaccount - 13247", "testnl account - 13252", "testnorth account - 13613", "test2 manchester2 - 13627", "test2 wales2 - 13643", "test account20 - 13695", "TestFirstName1 TestLastName1 - 9999990", and "Test test test - 13844". Below the dropdown is an "Event Date Time" input field and a "Course Code" label. A blue "Help: Add Result" button is visible on the right. The Windows taskbar at the bottom shows the time as 16:41 on 30/10/2020.

Click on add new result and type the member name in Search Member.

Select the member from the dropdown and add the result details.

Notes

- Known problem – entering a result before the competitor start date causes an Oops error. This will be fixed soon. The workaround is to edit the competitor start date to be before the result.
- Group officials cannot delete results, they can only edit them. The workaround is to ask an admin such as the IT manager. Deletion for group officials will be provided soon.

Thank You!