



Amateur Athletic Association of England  
**ENGLISH ROAD RUNNING ASSOCIATION**  
in conjunction with ENGLAND ATHLETICS

February 2018

Dear Secretary/Team Manager

Enclosed is information for the **English Road Running Association Under 15 & Under 17 5 Km Road Championships** to be held at Sutton Park, Sutton Coldfield, Birmingham B73 6BU on Saturday, 14th April 2018 – **START TIME 11.00 Entry fee is £9 per athlete**

Please note entries will only be accepted via the online entry system at <http://www.race-results.co.uk>.

Medals will be awarded to the first 3 individuals and first 3 teams, 3 per team, both male and female.

**Under 15 Minimum Age 13 years and over at midnight 31<sup>st</sup> August / 1<sup>st</sup> September 2017**

**Under 17 Minimum Age 15 years and over at midnight 31<sup>st</sup> August / 1<sup>st</sup> September 2017**

Athletes must be first claim members and registered with England Athletics for the competitive year. 2017 /2018 **Failure to do so will result in the athlete being disqualified.**

This event is only open to first claim athletes registered with English clubs.

The 5 km course has been measured and certified.

We look forward to receiving your entry and hope you have an enjoyable day.

#### **Timetable**

Under 17 men commence at 11.00      Under 17 women commence at 11.05

Under 15 boys commence at 11.15      Under 15 girls commence at 11.20

If you have any enquiries please contact me via the email below. Or visit our website for further information. <http://www.englishroadrunningassociation.co.uk/>

**To enter please go to**  
<http://www.race-results.co.uk>  
**and click on the relevant “Enter now” button.**

**Please note the closing date for entries is Friday April 6<sup>th</sup> 2018. Under no circumstances will late entries be accepted.**

Yours Sincerely

**Ken Smith**

Championship Secretary  
English Road Running Association  
[coach.ken@btinternet.com](mailto:coach.ken@btinternet.com)



Amateur Athletic Association of England  
**ENGLISH ROAD RUNNING ASSOCIATION**  
**PERTINENT RULES OF THIS COMPETITION**

**RULE 21 –FIRST CLAIM STATUS –ALL RULES APPLY**

**CLOTHING:** All team runners **MUST** wear the same design of registered Club vest and colours, unless the Referee has given permission for a change to be made.

.Any advertising or sponsorship on clothing must comply with UK Athletics Rule 8.

**Online entry via [www.race-results.co.uk](http://www.race-results.co.uk)**

**Register**

To enter events online by the SportSoft online entry system at <http://www.race-results.co.uk> you will first need to register as a system user. It is only necessary to register once all of your information will be remembered, and you will only have to log-in in the future.

To register, go to the 2018 race diary at <http://www.race-results.co.uk> and click on the green **Enter Now** button against the event you wish to enter. You will be taken to the login screen. If you have used the system before, enter your username and password and click **Login**, otherwise click on **Register new user**. This will take you to the registration screen:

Fill in all of the boxes and click **Register**. If you are unsure of any item, place your mouse over the blue **[?]** and you will be given help. Do not use punctuation marks, e.g. commas on this screen. If you have completed everything correctly your data will be confirmed on the next screen, otherwise you will get a message telling you where there is a problem. A confirmation email will be sent to you at the address you specified on this screen. Click on the link inside this email, and you will be taken back to the login screen, where you can now enter your username and password and log in. Once registered you will be able to enter any event on the SportSoft site just by entering your username & password, and any event specific data required

**Enter Athletes**

On this page, first enter your club colours (your club will have been filled automatically from your registration data), then enter the athletes names and dates of birth and registration number. Click **Enter Athlete** to enter the athlete, and his details will appear in the list at the bottom of the screen. Athletes currently registered as paid up on the EA database appear on the left of the screen click on the green ticks to select these without re-entering all details.

Repeat for all the athletes in your team. If you make a mistake or wish to delete a name, click on the small red cross against the name. When all of your athletes are listed, click on **Finish & Pay**

**Finish & Pay**

This will take you a summary screen which details the cost for this entry. At this point you can **Enter** another event if you wish, e.g. if you need to enter the Women's event, or continue to pay using one of the two methods offered. (BACS is only available until 5 days before the closing date, to give time for your transfer to be received

**PayPal** If you select the PayPal button, you will be taken to the PayPal site, where you follow the onscreen instructions to pay the entry fee. If you already have a PayPal account you can login here and pay through your account. If you do not have an account, click on **Don't have a PayPal account**, and your information will be filled into a form make payment. You will be asked to complete your credit card details (this is a secure site) to complete the payment before you are passed back to the SportSoft site where your entry will be confirmed. You will receive two emails, one from the payment site confirming your payment, and one from SportSoft confirming your entry, and listing the athletes entered. These emails should be received within a few minutes.

**BACS** If you select to pay by BACS, you will be sent an email with the payment details. Pay via your online banking as instructed in the email. When you have paid, reply to the email attaching the receipt from your bank, or with a note of your account name and the last few digits of your account number. This helps us identify your payment, since some banks do not include the reference with their submissions.