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

http://ydl.athletics-uk.org



2. Click on Team Managers at the top





- 3. Select League LAG or UAG
- 4. Select region Midland/North/South/Scotland -LAG Only
- 5. Select team This is the name of your team. Click on the drop down menu arrow. Scroll down and select your team.
- 6. Enter your password this is the **five-digit number** that was sent to your named contact for the YDL.

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

Midland- joyce@ukydl.org.uk

North - alan@ukydl.org.uk

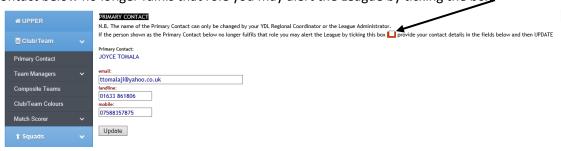
South - lorraine@ukydl.org.uk

Scotland LAG - leslie@ukydl.org.uk

7. Click log on



- 8. Click on **Club Team** you'll see that you need to appoint the **Primary Contact** and **Team Manager** for your team.
 - a. N.B. The name of the Primary Contact can only be changed by your YDL Regional Coordinator or the League Administrator. If the person shown as the Primary Contact below no longer fulfils that role you may alert the League by ticking the box.



- 9. Once you've registered the team manager click on the **age group** they are responsible for. Continue to add 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}.
- 10. If your club is hosting a match you will also need to appoint the Match Scorer.



11. Click on **Squads** for each age group it shows the athletes that are already in the portal, you may 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.

Then open the declarations – click on the age group you want to work on.



124	TEAM DECLARATIONS 2017	PLEASE PRINT 2 COPIES. ONE FOR THE HOST CLUB SCORER AND ANOTHER FOR YOURSELF TO KEEP
ATHLETICS	COPY OF NAMES DECLARED ONLINE	Print Page
CLUB:	S	
AGE:	U17 WOMEN	
ABBREVIATION:		
TEAM MANAGER:		07588357875
BIBS:	D	DD
100M:	WALTERS JAY	•
200M:	-	-
300M:	WALTERS JAY	-

- 12. Click on the athletes for the events. Jay Walters has been put in as an example on the U17 declarations.
- 13. Now click **Update at the TOP of the page** if you don't do this the names aren't saved.
- 14. When you click the update button at the top of the page the message **recorded in table appears**.
- 15. To delete an athlete from the list, click on the red bar next to their name



a. Click **DELETE ALTOGETHER**



b. Click on Delete this Record. Record Deleted From File message appears

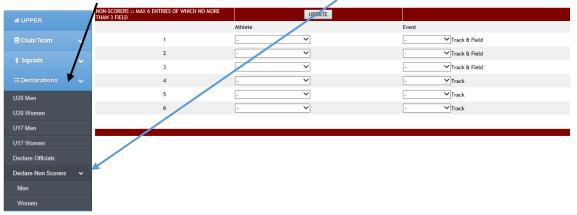


c. The record will not appear next time you click onto the age group squad.

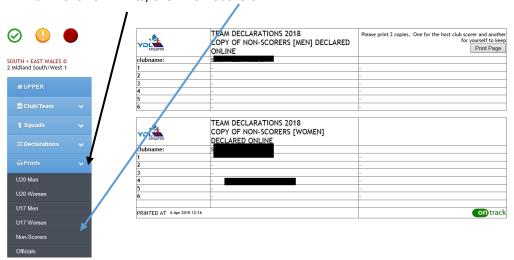
16. Click on prints button.



- 18. Print **two copies** as indicated on the top left, one to keep and one to hand in on the day to the host club's recorder.
- 19. If you've clicked the **update button for each age group,** it should automatically go through to the person doing the results.
- 20. 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.
 - a. N.B. Unless the recorder is using a wi-fi link these changes won't show in the results until the recorder can refresh the data.
- 21. Make sure you tell the match recorder that you've made changes.
- 22. Check results during the day and inform the match recorder of any errors in athlete's names etc.
- 23. Declare Non-Scorers:
 - a. Click on Declarations, then declare Non-Scorers



b. Click on Prints, then Non-Scorers



24. Official's Declaration

a. Click on **Declarations**, then click on **declare officials**.



Remember to include the level of each of your officials.

b. Click on Prints, then click on Officials



25. Athlete Queries:

a. Click on Athlete Queries, then click on relevant tab to check queries listed.



26. Contacts:

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

