

NORTH OF ENGLAND TRACK AND FIELD LEAGUE

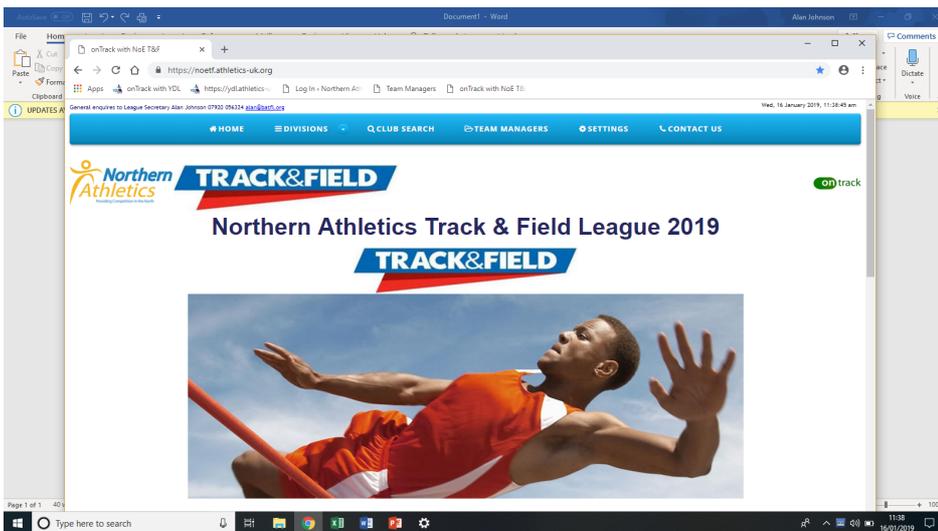
TEAM MANAGER'S PORTAL

The following screen shots and explanations will guide you through the initial part of the team manager's portal.

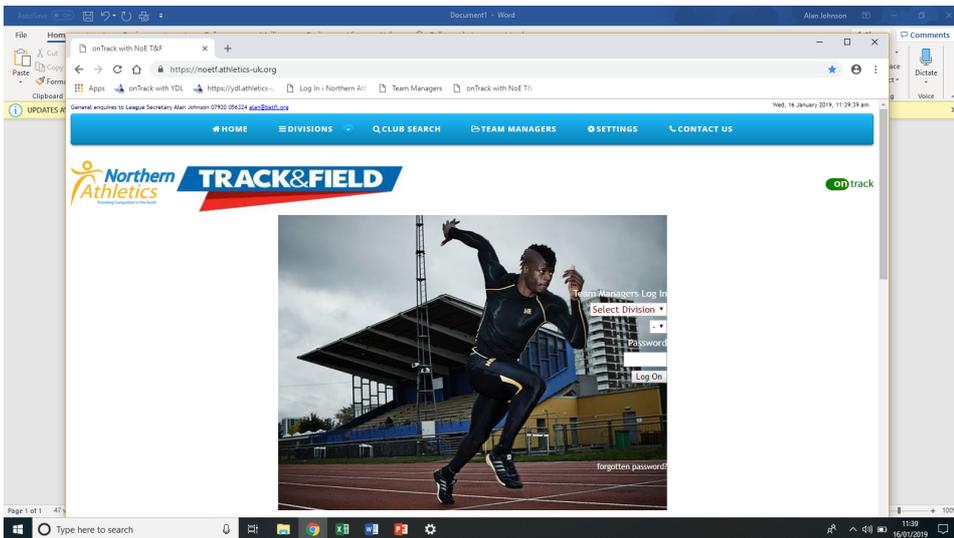
The link to the portal is

<https://noetf.athletics-uk.org/>

The initial screen displayed is

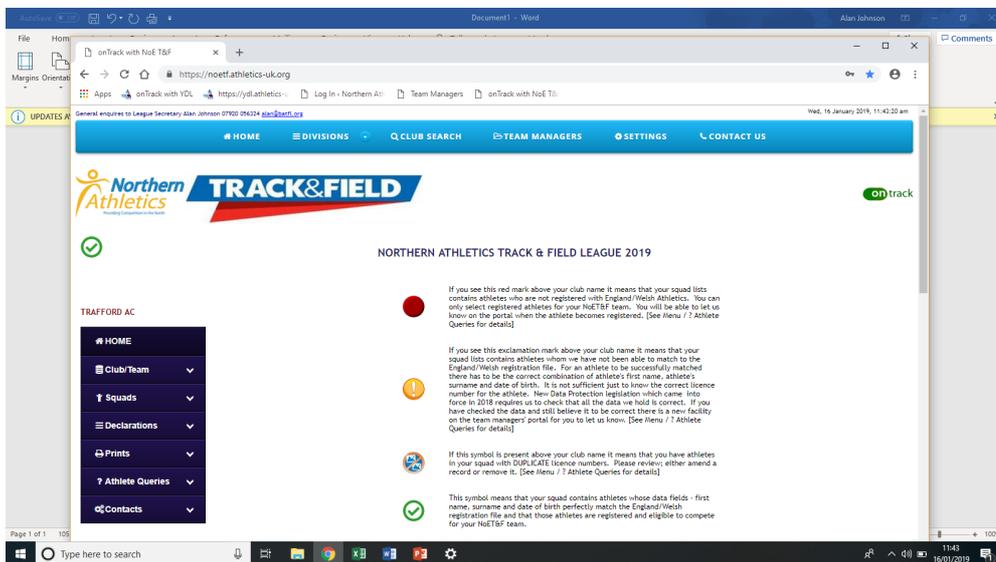


The option to select is Team Manager.

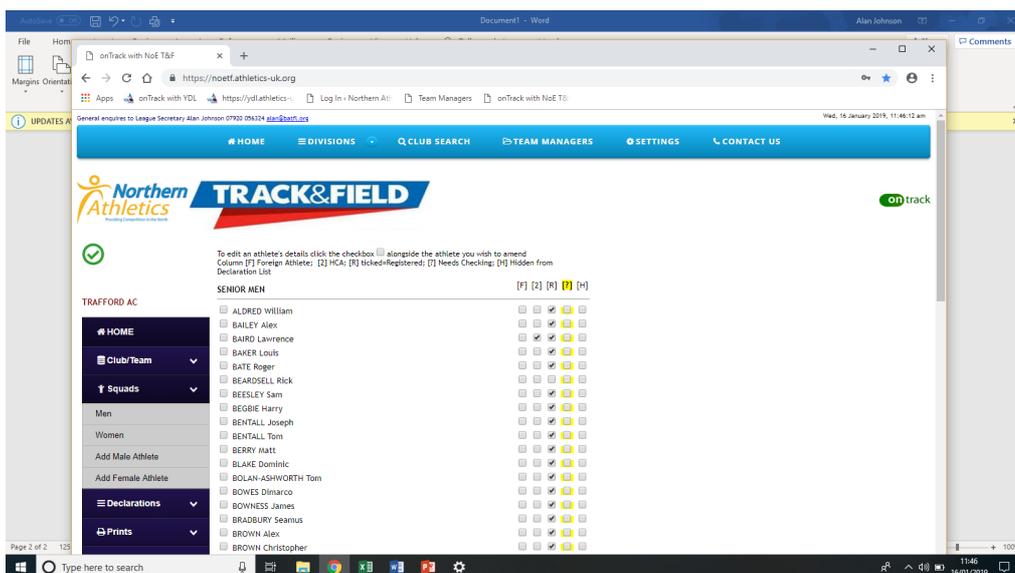
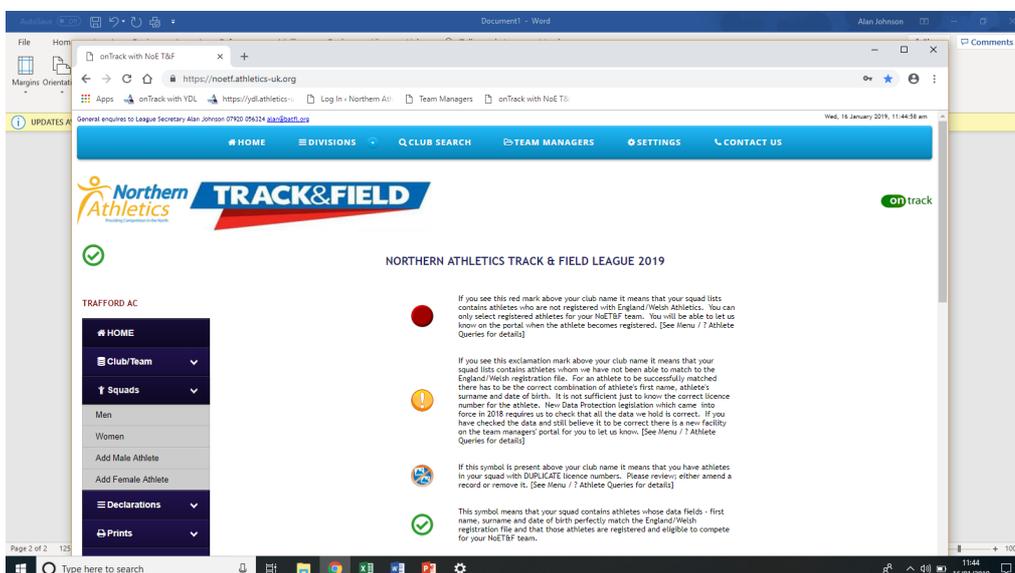


You now need to choose from the drop-down menu your division, then your team and then enter your password. Passwords will be supplied directly to each club either by Simon Fennell or myself. For those teams which have a YDL password, the passwords will remain the same.

You will now be presented with the following screen



For the time being the only screen, you should be interested in is the SQUAD Tab
Clicking on this display



This screen shows all male athletes at your disposal.
At this point you can see the eligibility of these athletes.

If they have the 3rd column ticked headed [R] they are eligible to compete.

Any other ticks need investigating. As this is still in development you will also see any 2nd claim athletes who may have been used in the YDL teams. These will eventually not show.

Could you look through these athletes and where necessary delete if they are no longer applicable.

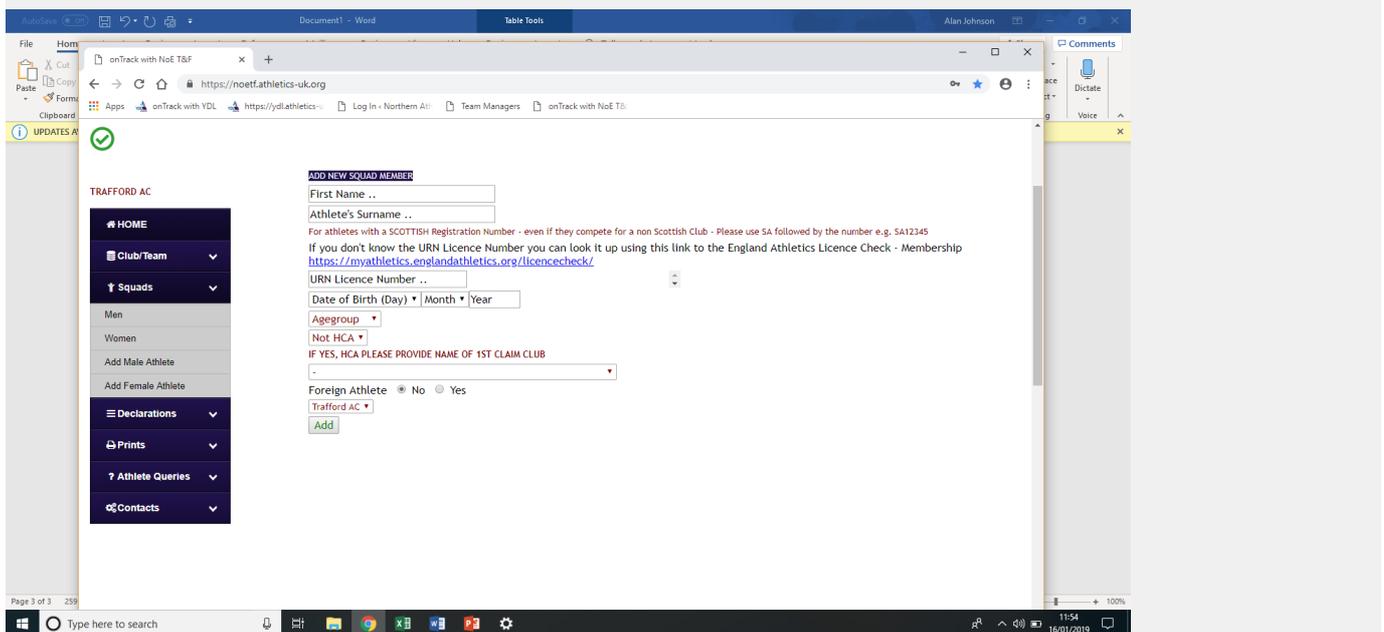
To do this simply click on the box to the left of the athlete's name and on the right-hand side you will see

DELETE ALTOGETHER 

Click on the x and confirm. This will remove the athlete from your team squad.

To Add an athlete

Lick on add male or female athlete



Enter the details accordingly. Note that these should be exactly as was entered on the England Athletics Database by your club's membership secretary. It is vital that all applicable fields are completed correctly.

At this point, the eligibility will have to be checked and updated by the administration people of the league. Eventually, it will auto check the EA database and give an immediate answer to the question of eligibility. If the athlete isn't registered the onus is on your club to inform the league when the athlete becomes eligible to enable us to update your athletes' details.

The instructions above are to allow you to get your teams squads updated for the forthcoming season.

Further details will be added to this document such as adding team managers and entering your declarations online will be added at a later date. The first thing is to get started on these updates.