Online Entry Guidelines - 2019
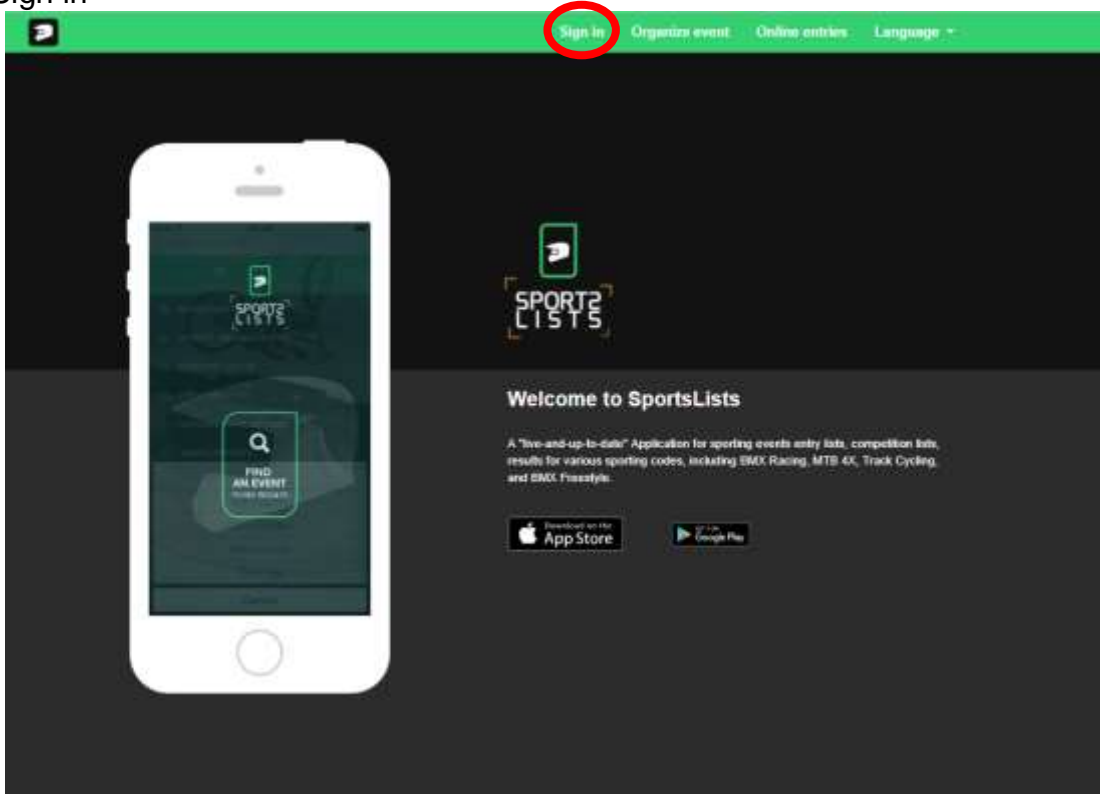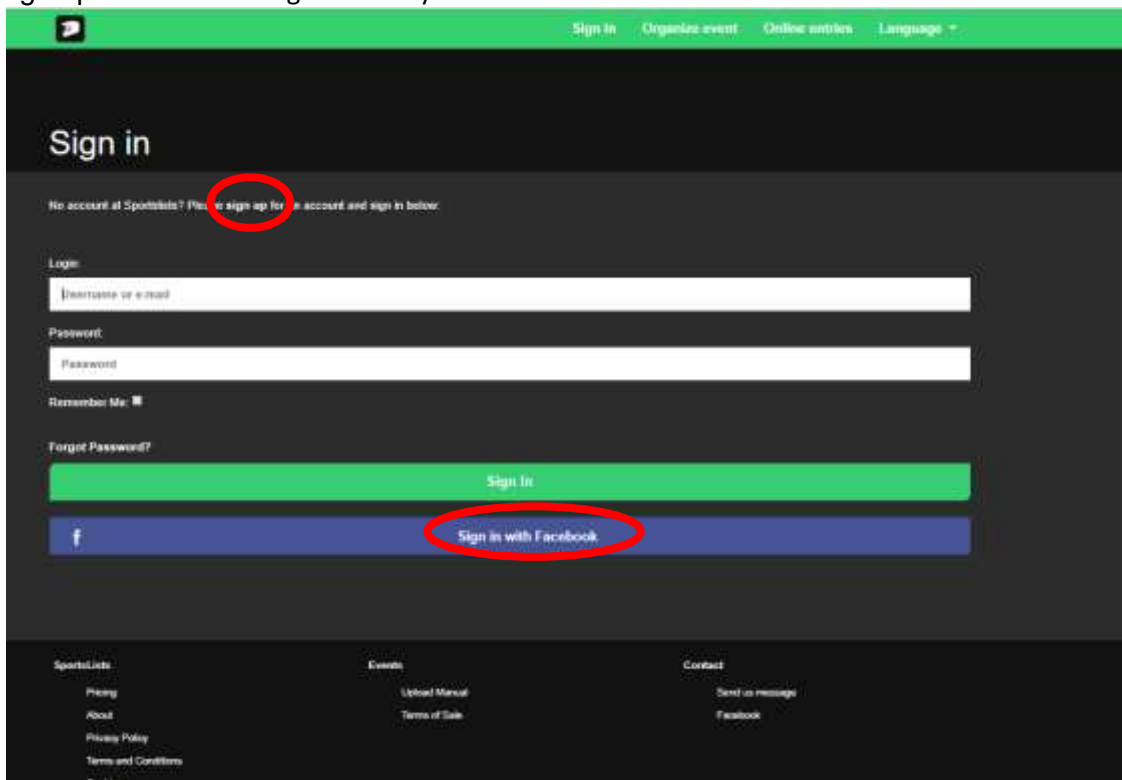
Please note: Online entry to an event is only available via the website and NOT via the App.
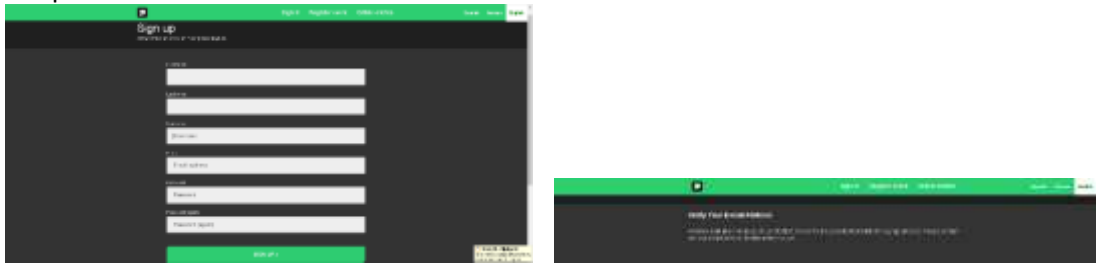
1. Go to https://sportslists.eu/
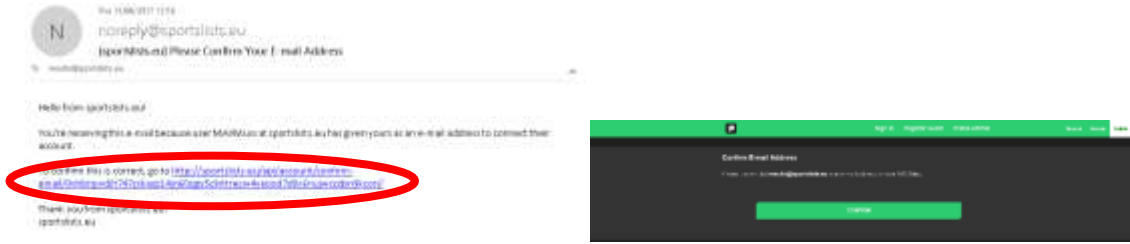2. Select Sign in

3. On the Sign in page, either sign in with your current user name (go to step 10), or if you are a **new user**, select Sign up. You can also register with your Facebook social media account
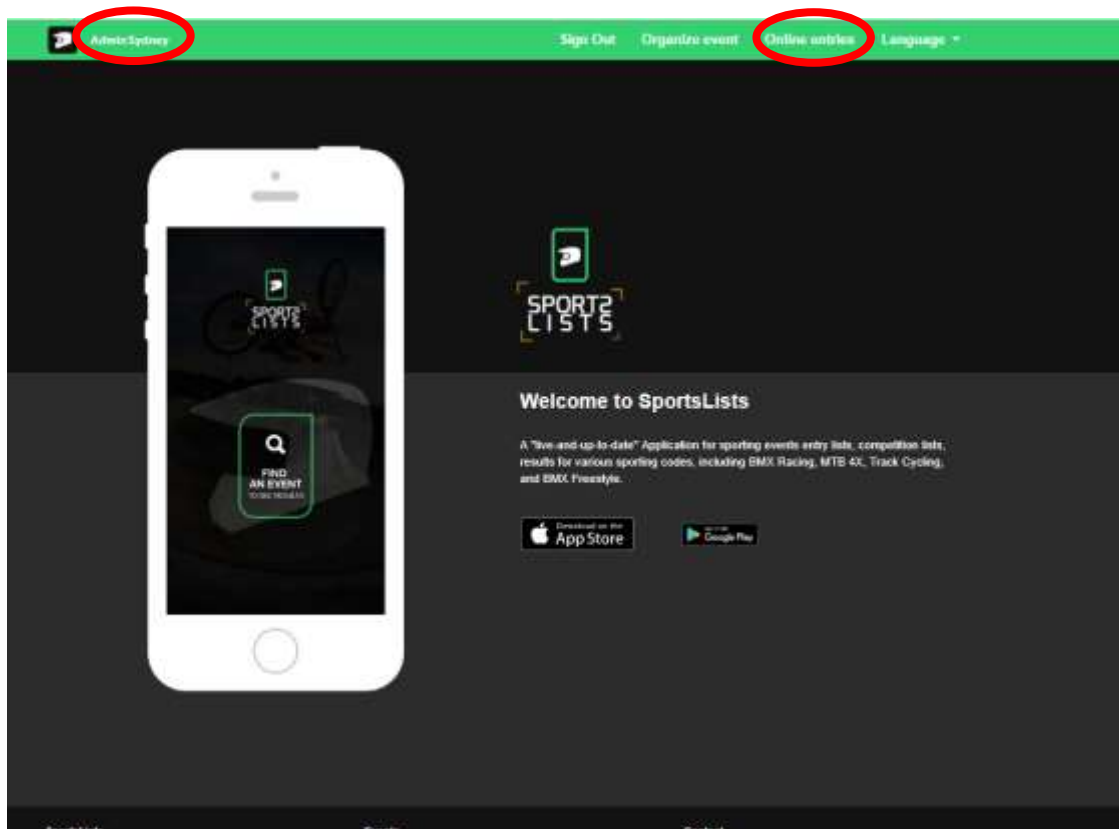
4. New User registration: Email

   Complete the form and Submit.

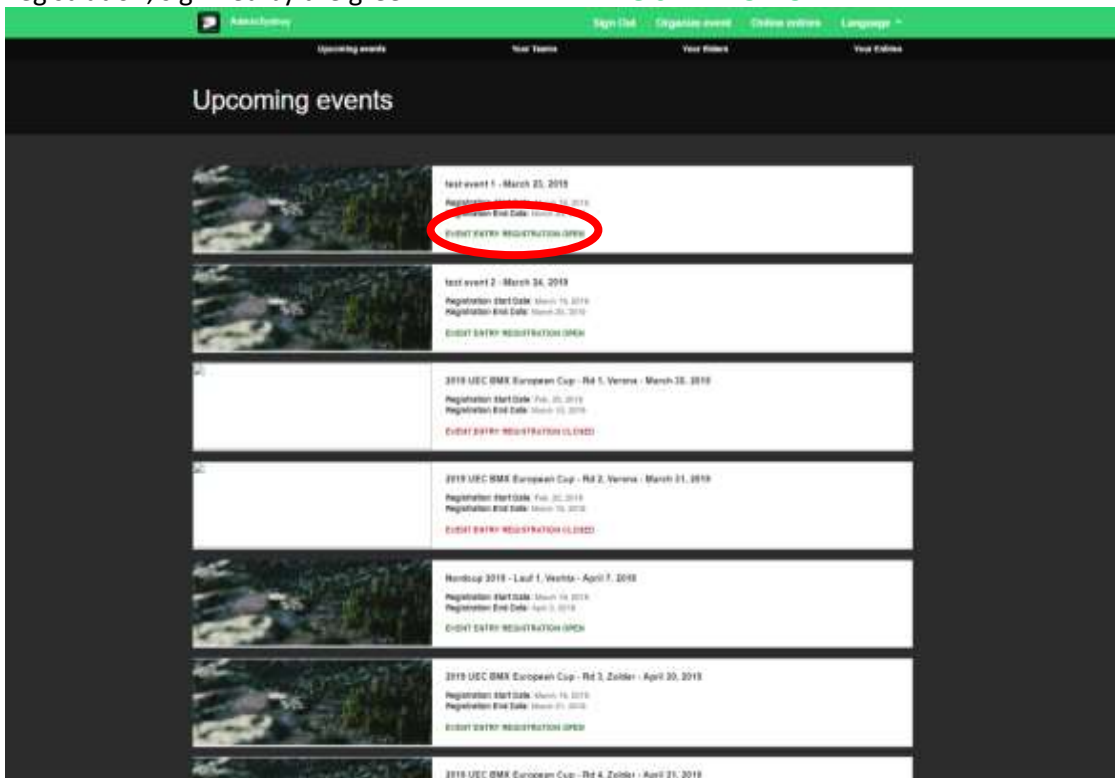   You will then receive an email and verify your email address by clicking on the link.

5. Once you sign in your user name will appear to show that you are logged on. Then Select Online entries

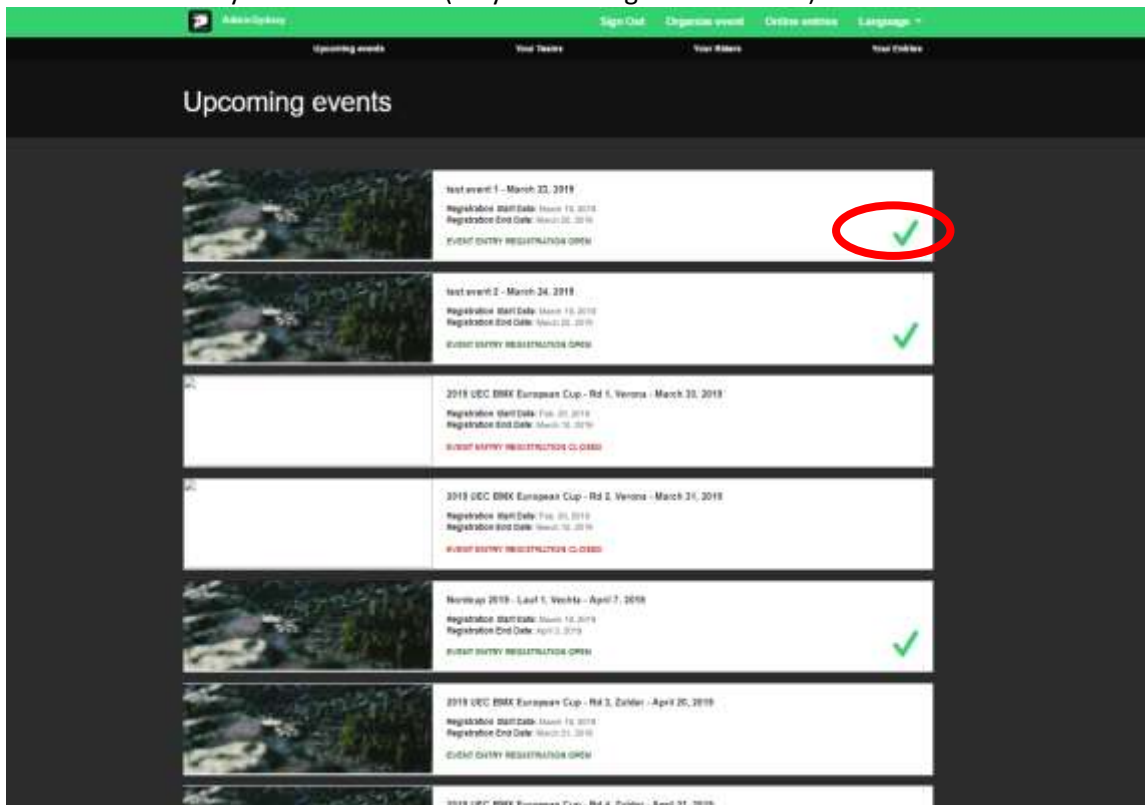6. You will be directed to the Upcoming events page.
   Select the events you wish to enter clicking on the event. Ensure that the event is open for registration, signified by the green **EVENT ENTRY REGISTRATION OPEN**.
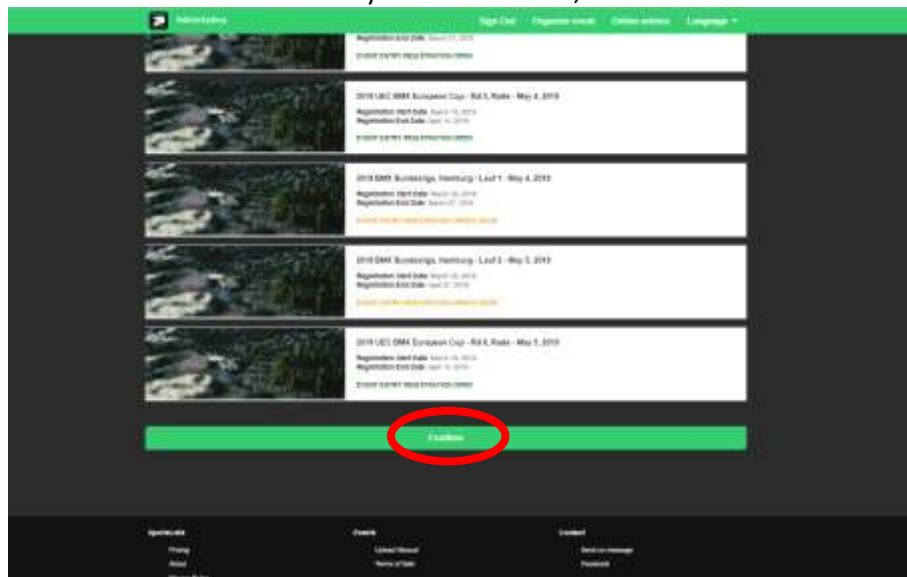

Upcoming events that are not open for registration will be in orange **EVENT ENTRY WILL OPEN SOON**
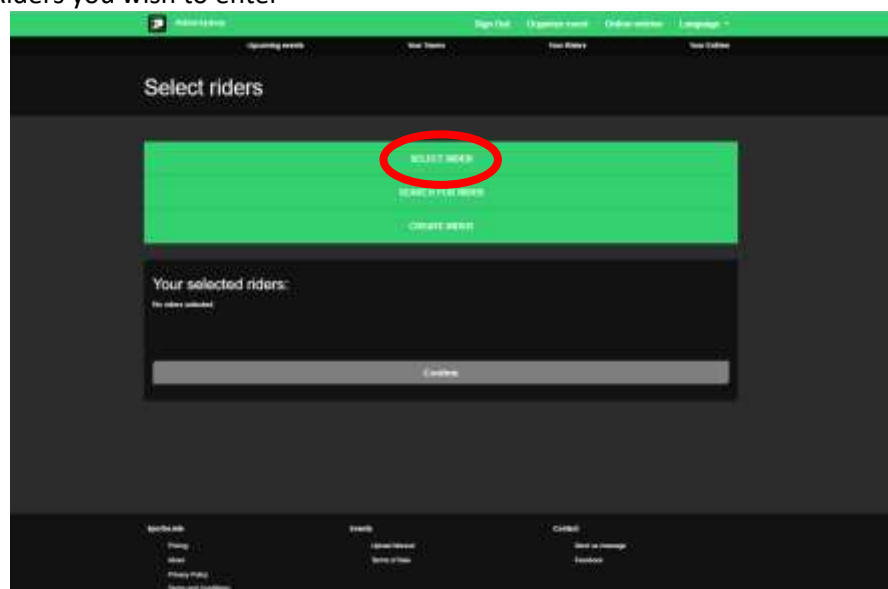Events that have already closed are shown in red **EVENT ENTRY REGISTRATION CLOSED**

7. Then select the events you wish to enter by clicking on the event itself. A green ✓ will appear in the event box. Select all the events you wish to enter (only events in green will work).
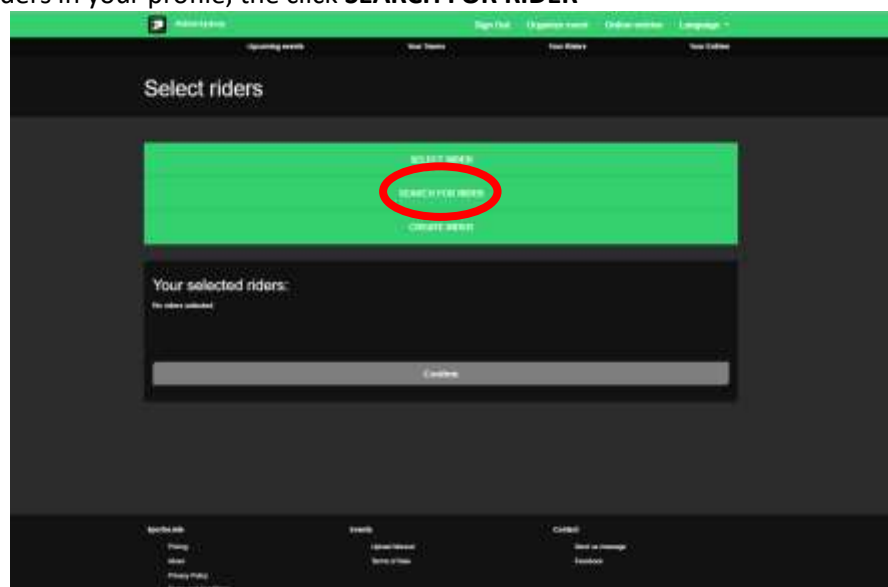
Once you have selected all the events you wish to enter, click **Confirm**
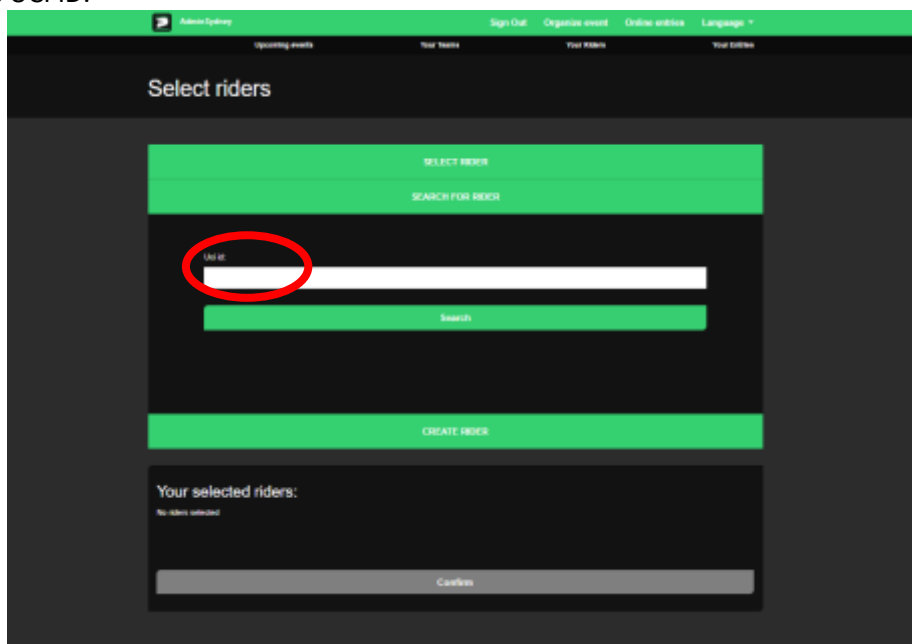

8. Now select the Riders you wish to enter

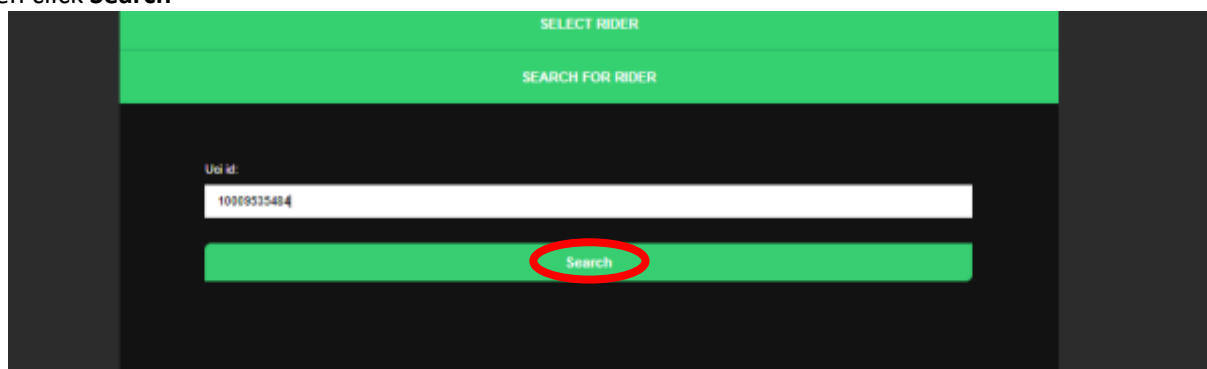If there are no riders in your profile, the click **SEARCH FOR RIDER**
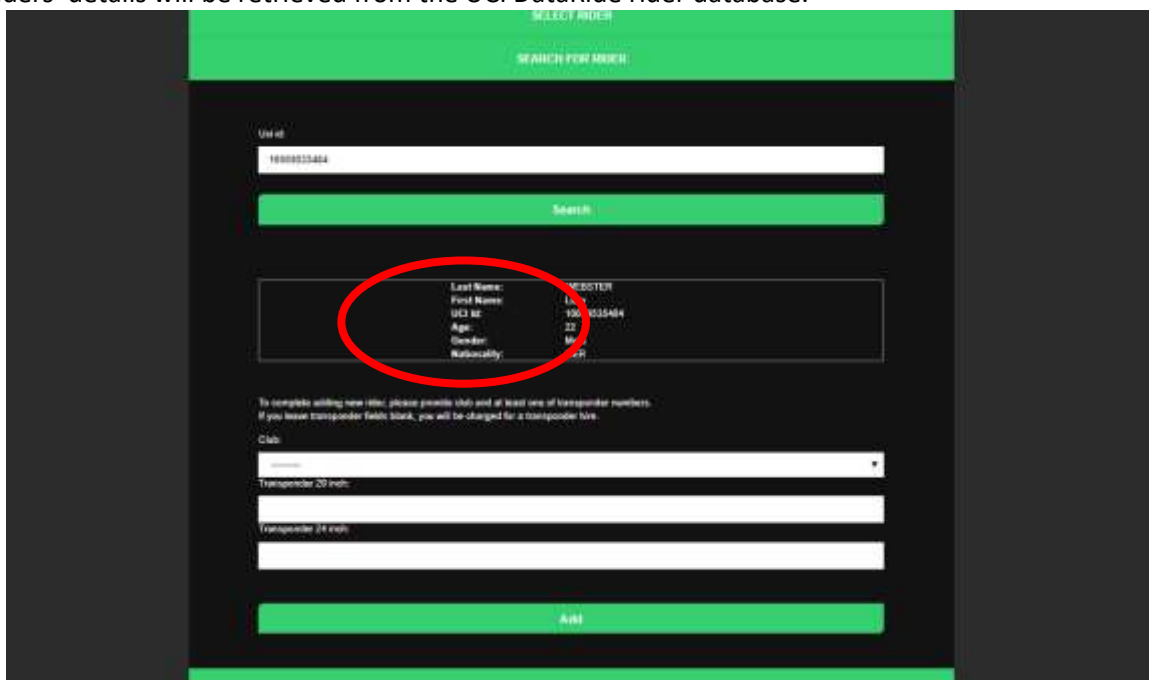
9. Enter the riders UCI ID.

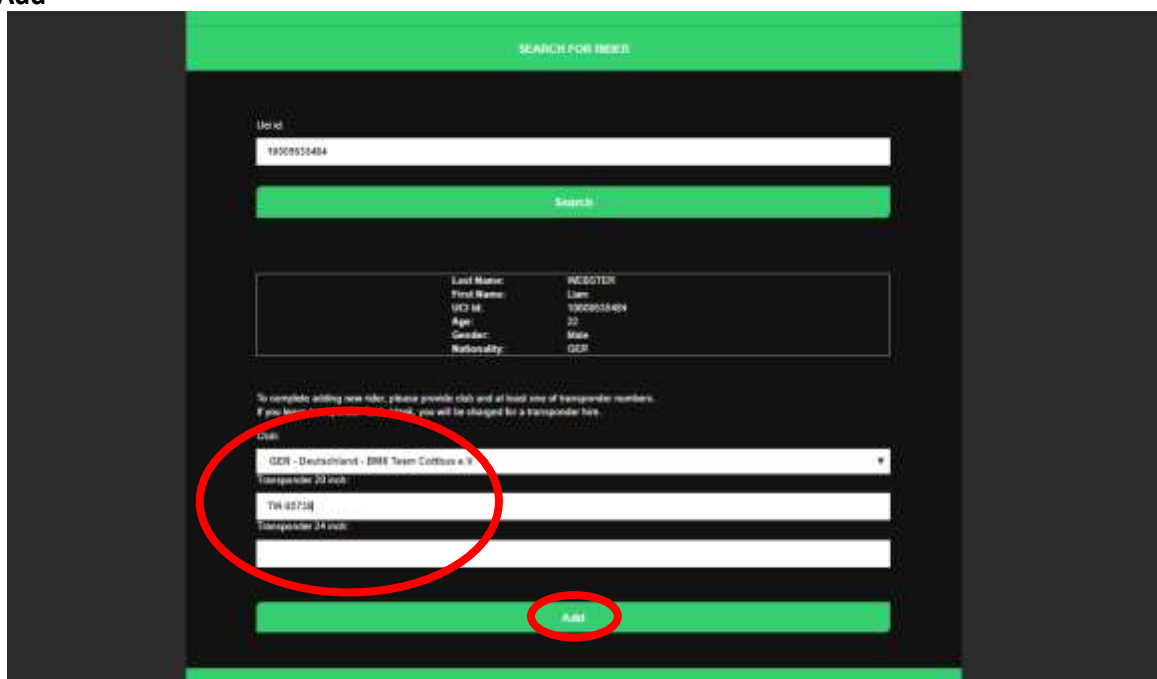(This is the 11 digit number on the bottom of your licence card below the photo)

Then click **Search**

10. The riders' details will be retrieved from the UCI DataRide rider database.
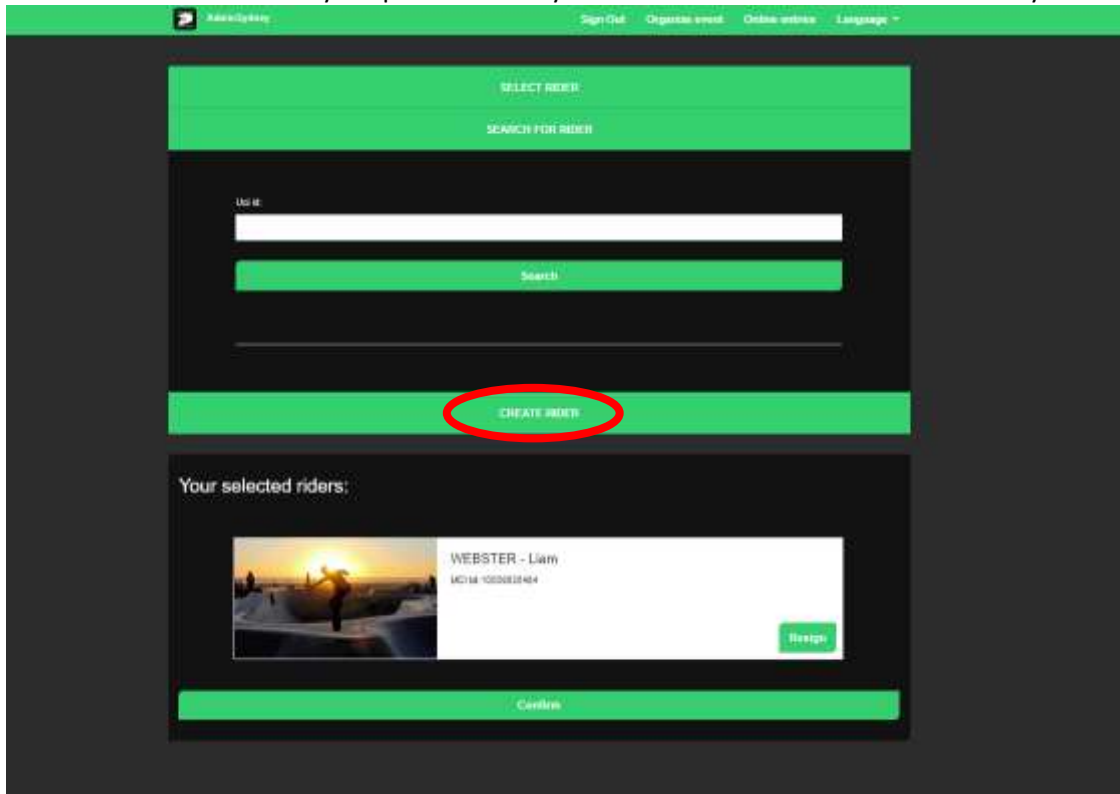

11. Then add the riders' Club and enter their MyLaps transponder number/s. Once all details have been added, click **Add**
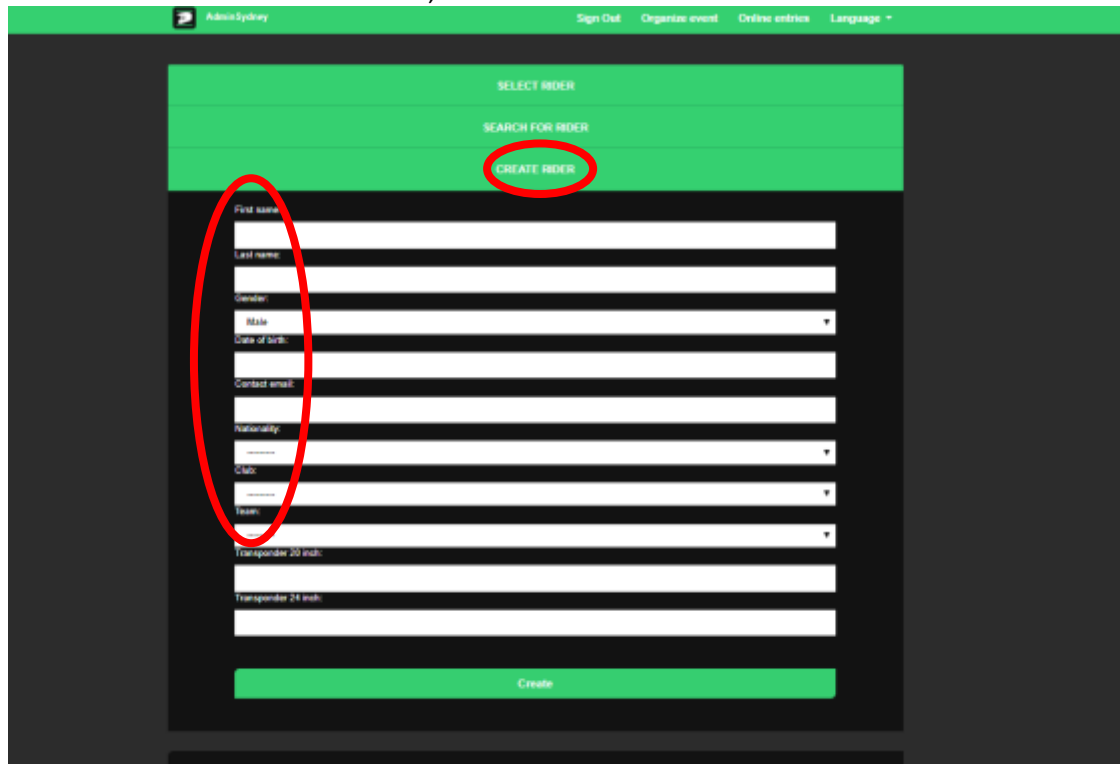

MyLaps ProChip Transponder Number

12. The rider will now be added to your profile and to your selected riders to enter the events you selected
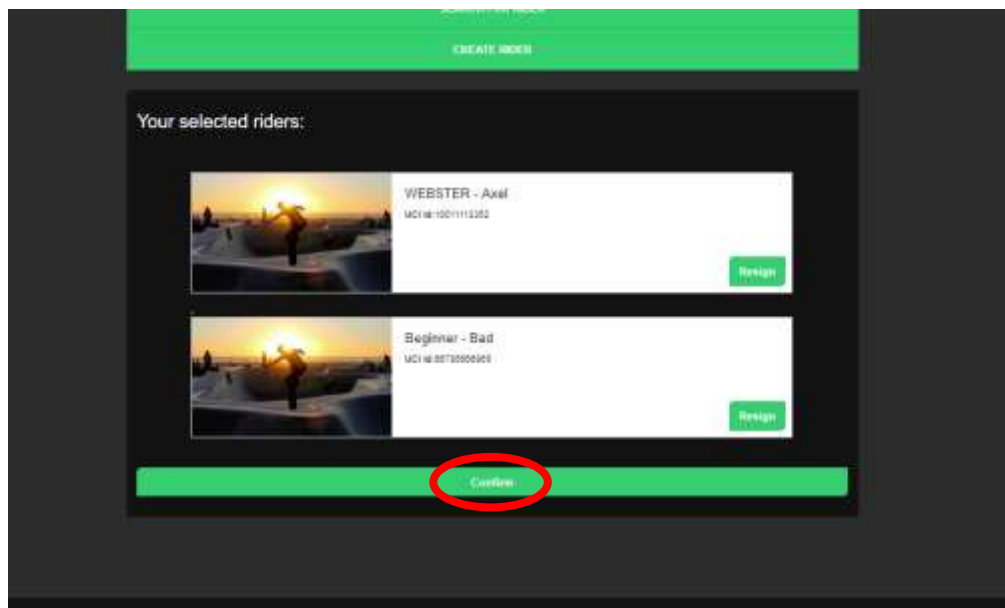

Continue and add as many riders' profiles as you like to your account.

13. To add a rider that does not have an UCI ID, select CREATE RIDER

Complete all the details: First Name; Last Name; Gender; Date of Birth; Contact email; Nationality; Club; Team. If the rider has a transponder, fill this in in the corresponding field. The rider will then also be added to **Your selected riders**
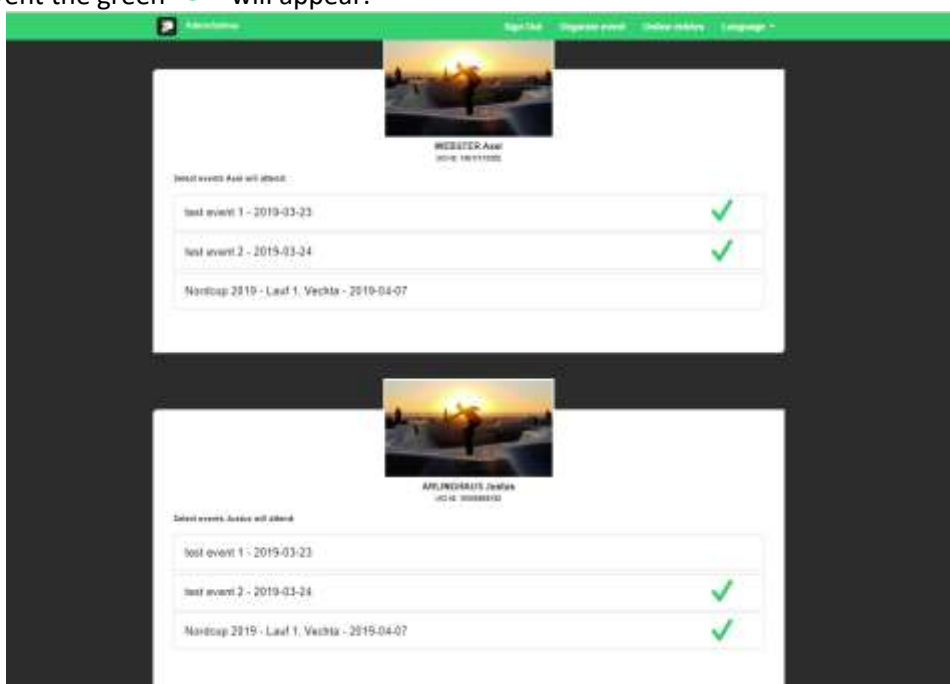
14. When you have all the riders you would like to enter, click **Confirm**
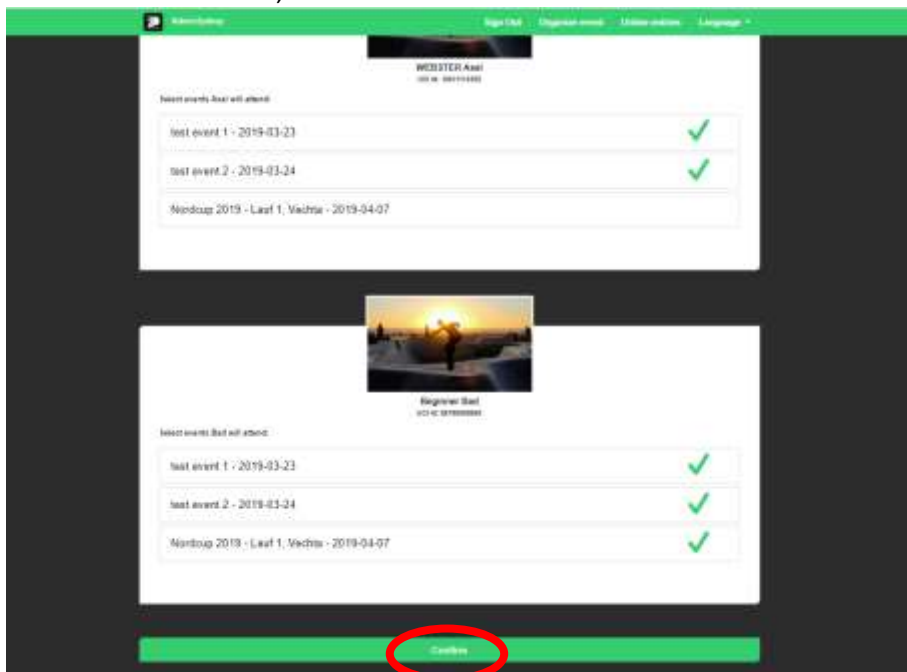

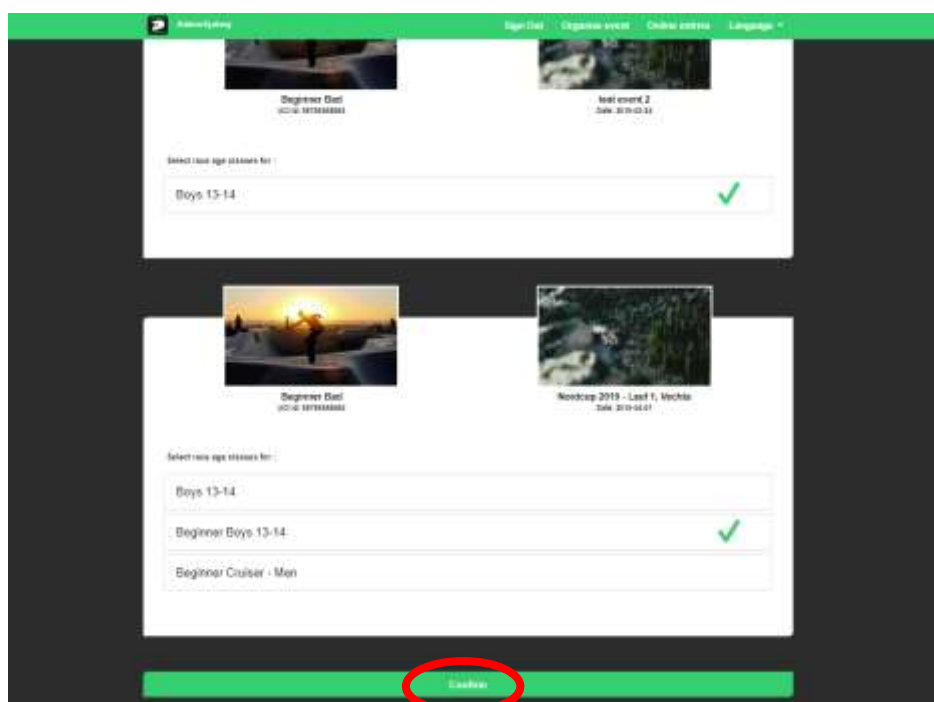15. Select the events you would like the individual riders to compete in by clicking on the event

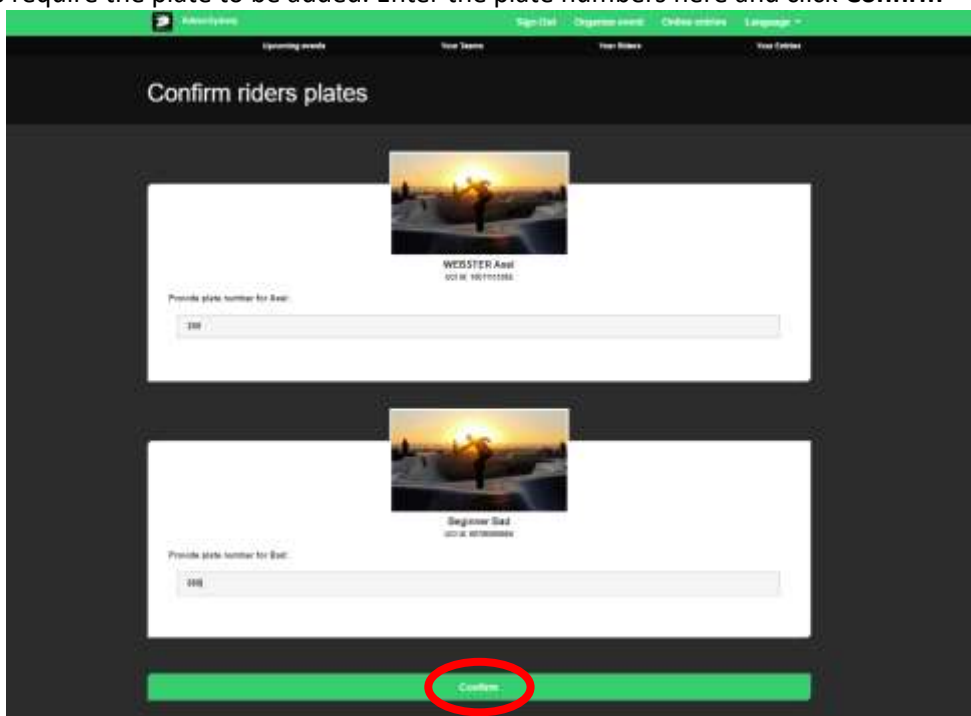Next to the event the green ✓ will appear.

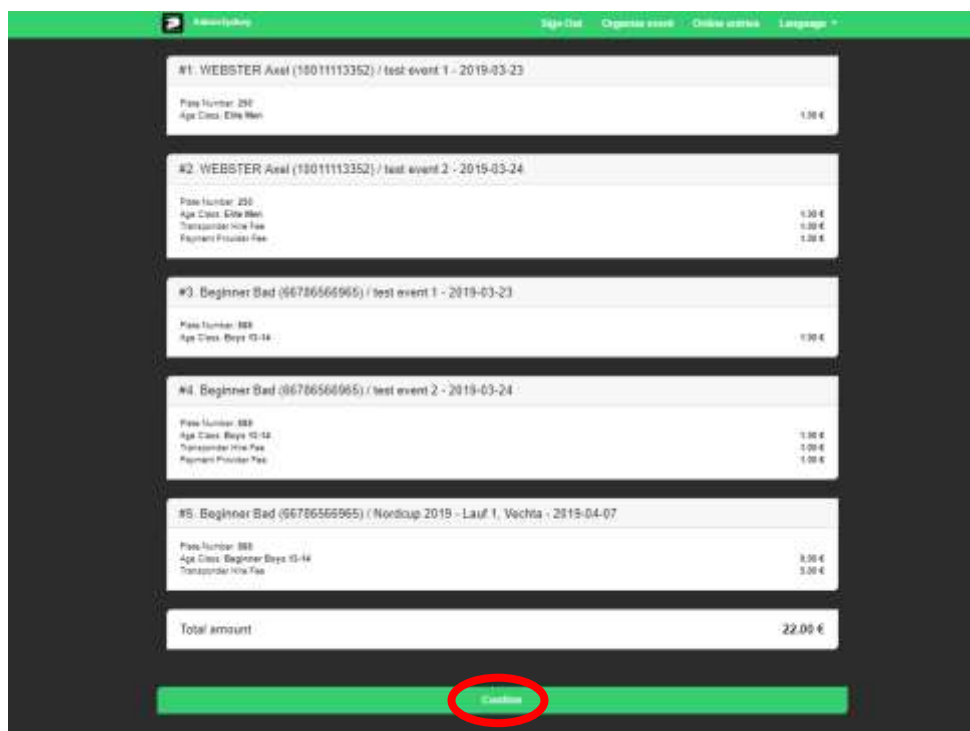16. Once all the events have been selected, click **Confirm**

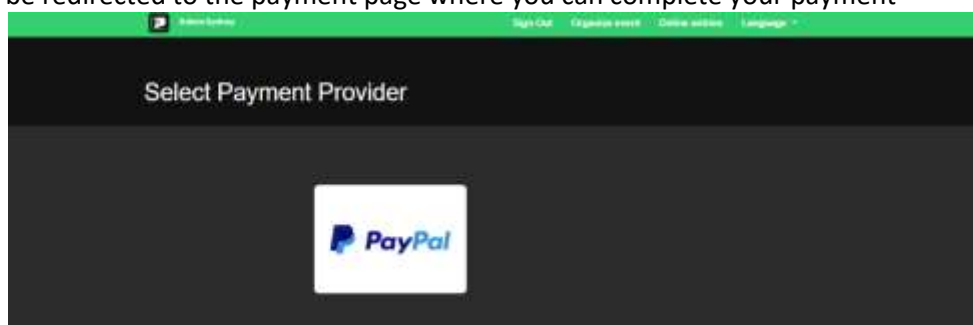17. Now select the classes to enter for each rider per event and click **Confirm**.

18. Some events require the plate to be added. Enter the plate numbers here and click **Confirm**
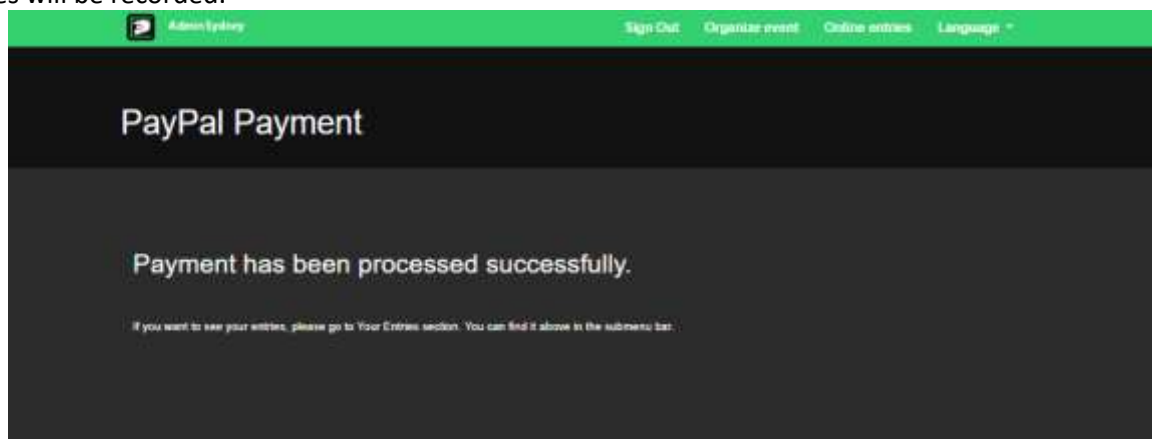

19. You will now see a summary of all events and rider with all fees. Click **Confirm** to confirm and pay for your entries

20. You will now be redirected to the payment page where you can complete your payment

21. Once you have successfully made the payment, you will be redirected to the confirmation page and your entries will be recorded.

22. If you wish to de-register for an event (withdrawal) please send an email to: withdraw@sportslists.eu or abmeldung@moto-sheets.com. We will then delete you from the event and should any refunds be due (as per the technical guide for that event) these will be returned as per your original method of payment.

23. All event details can be found on: www.moto-sheets.com under the tab BMX Info.