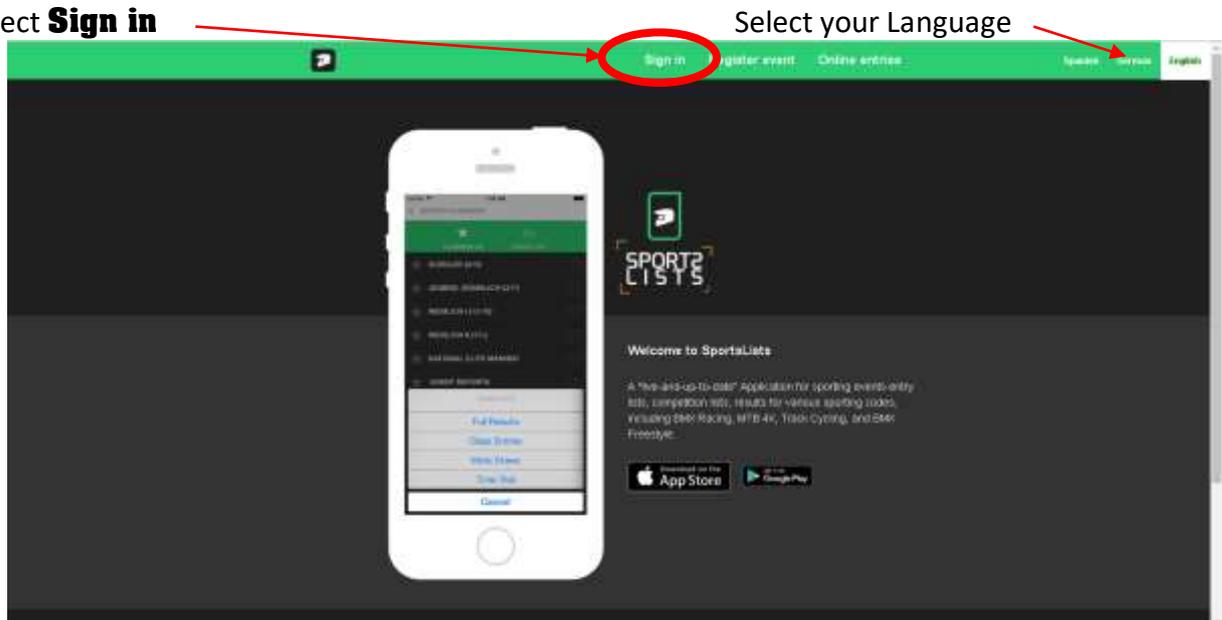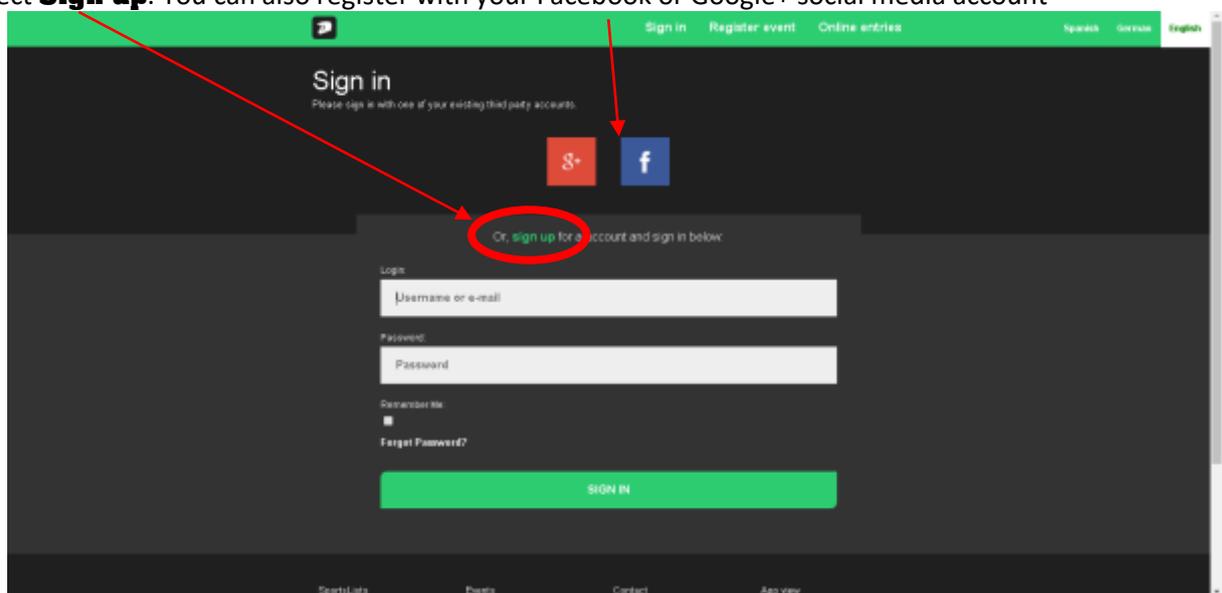# Online Entry Guidelines

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**   Select your Language

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 or Google+ social media account
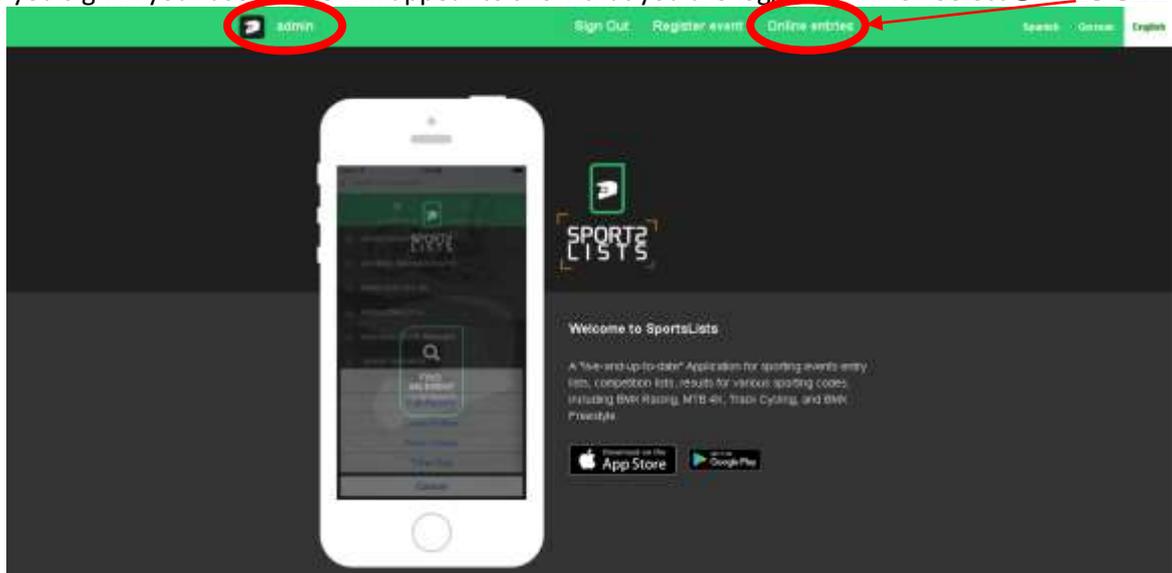

4. New User registration: Email
   Complete the form and Submit.

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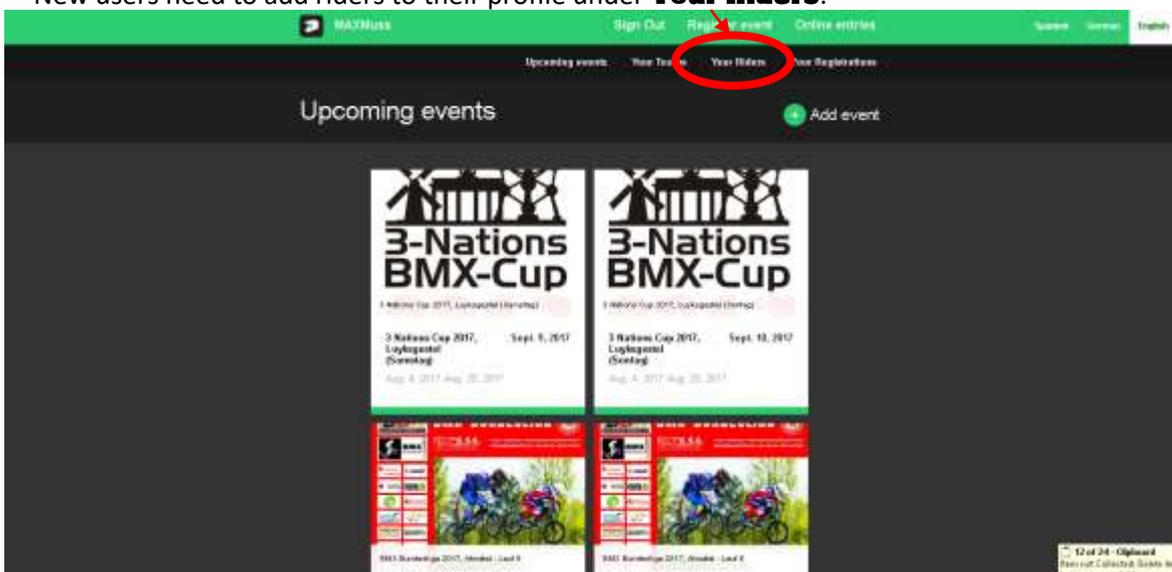

5. Once you sign in your user name will appear to show that you are logged on. Then Select **Online entries**
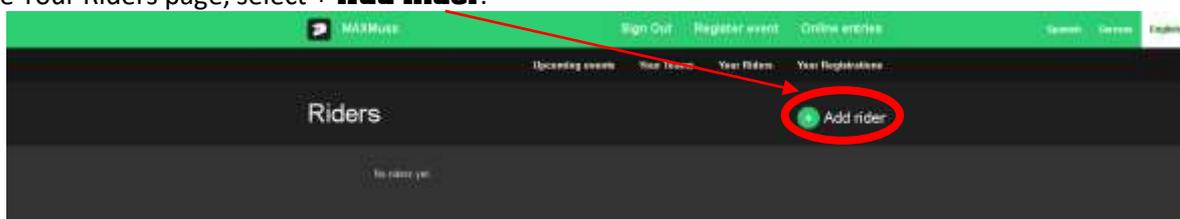

6. You will be directed to the **Upcoming events** page.
   New users need to add riders to their profile under **Your Riders**.

7. In the Your Riders page, select + **Add Rider**.

8. Now enter all the **Riders'** details

Complete all the details.

Under **Photo**, please upload a copy of the front of your valid licence.

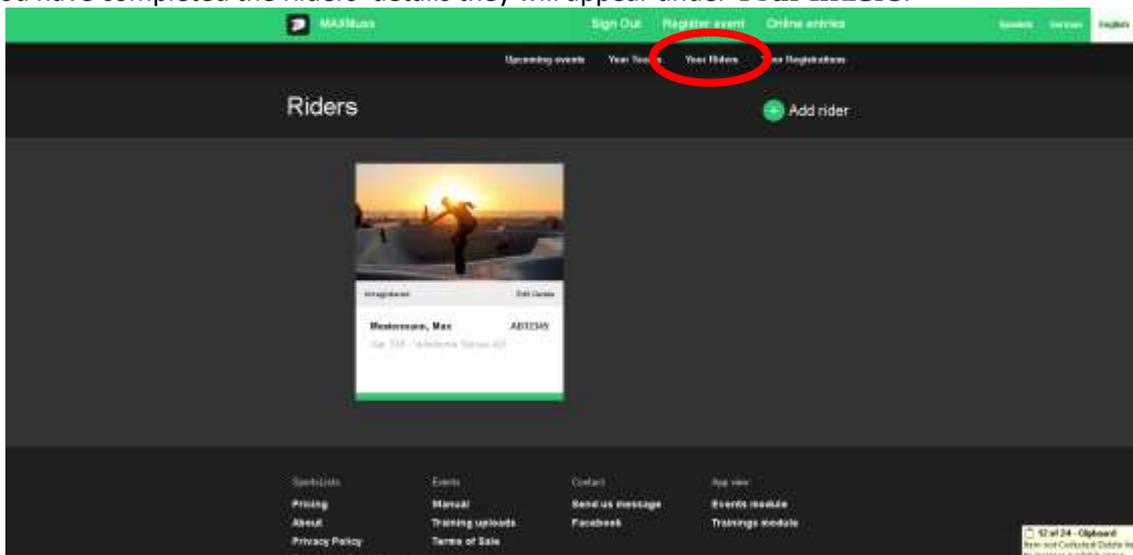The **UCI ID** will be an 11 (eleven) digit number

If you have a MyLaps ProChip Transponder, fill it in the relevant field (20", 24" or other depending on the bicycle class it refers to) in order to save you transponder rental costs for certain events.

Should you **NOT** own a MyLaps ProChip Transponder, leave these fields **blank**.
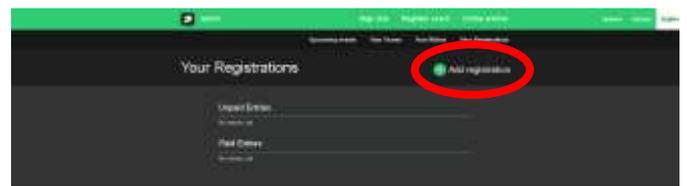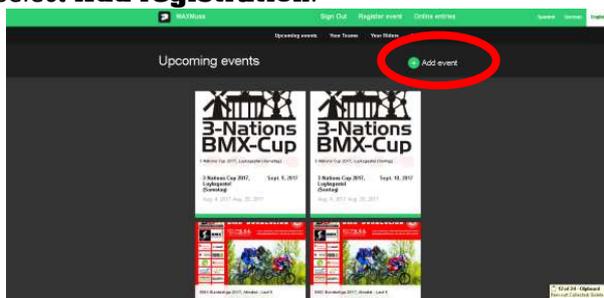

MyLaps ProChip Transponder

9. Once you have completed the Riders' details they will appear under **Your Riders**.

Continue and add as many riders' profiles as you like to your account. Please note that a rider can only be connected to **one** user account.
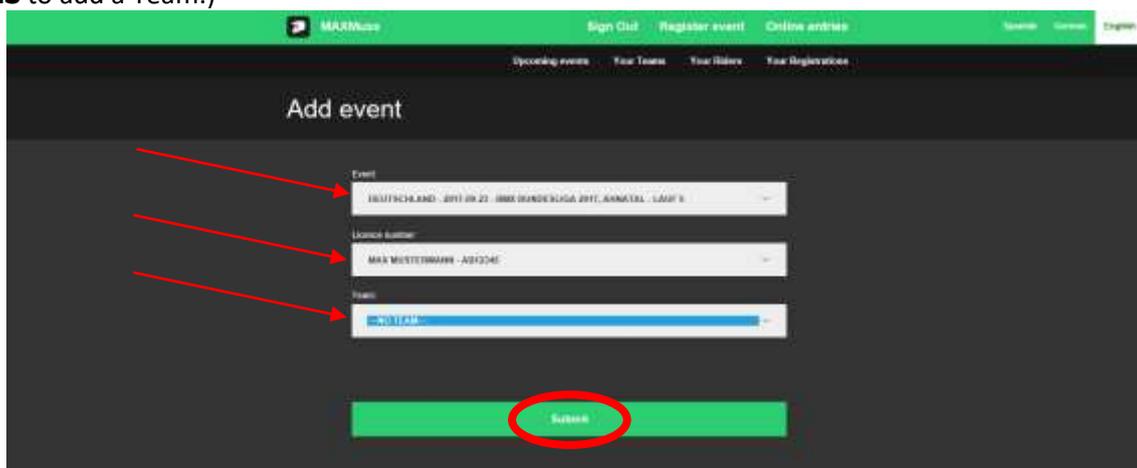
10. To enter an event, select + **Add event** from the Upcoming events page or go to **Your Registrations** and select **Add registration**.

11. Select the event to enter.
Select the rider you would like to enter for that event.
Then you can also select the riders team should it be in the list. (If your team is not in the Team list, go to **Your Teams** to add a Team.)

Click **Submit**.

12. Then Select the Class the rider is entering.
    Add in the riders Plate number.
    If you have your own Transponder, it will appear in the Transponder field. If not, you could either select one of the other transponders you have recorded or a hire transponder will automatically be added to your entry.

If the same Rider is riding in more than one class, select +Add class to add another class for that event.
Click **Submit** and the entry has been recorded.
The entry will however not be accepted until it has been paid for.

13. Your Unpaid Entries will now be recorded in your account.

To pay for the entries, mark the boxes for the entries you wish to pay for and click pay. In this way you can pay for multiple entries in one payment.

14. On the payment page, select your preferred method of payment.

15. Once you have selected the payment method, you will be redirected to the payment providers site and can complete the transaction. Your entries will then appear under the **Paid Entries** part in **Your Riders**.

16. We will acknowledge receipt of the payment, and you will then receive a confirmation email of your entry.

17. If you wish to de-register for an event (withdrawal) please send an email to: withdraw@sportslists.eu. 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.

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