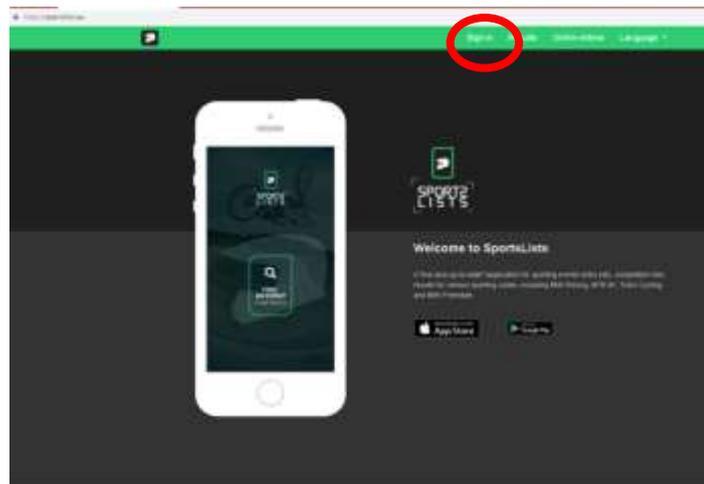


Online Entry Guidelines – 2022

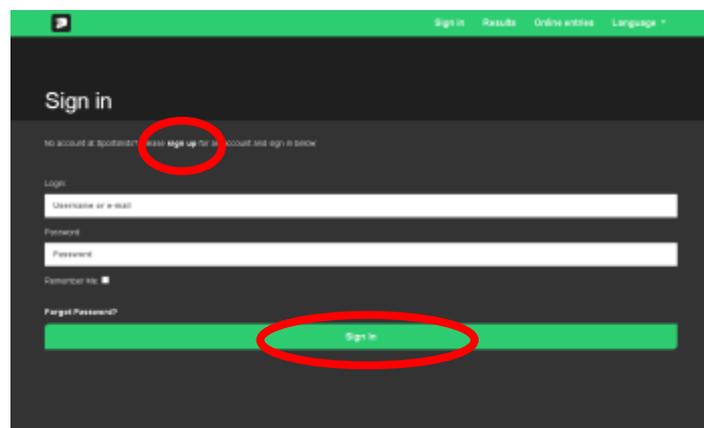


Online Entry is also available via the SportsList LITE mobile App

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 5), or if you are a **new user**, select Sign up.



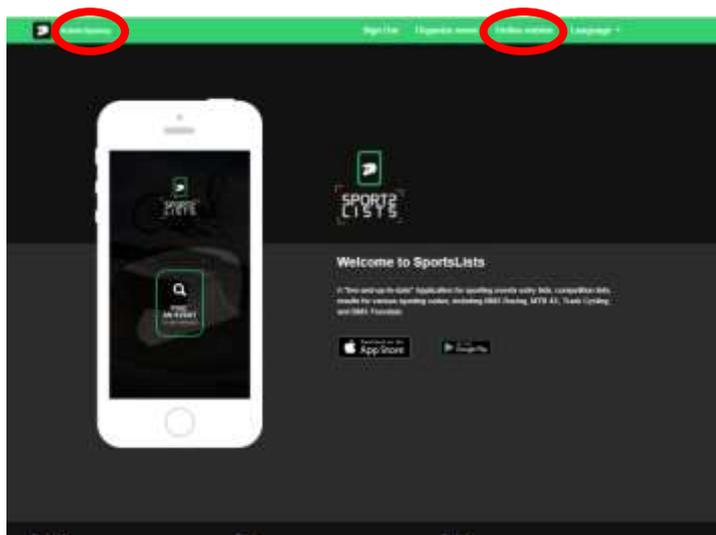
4. New User registration: Email
Complete the form and Submit.



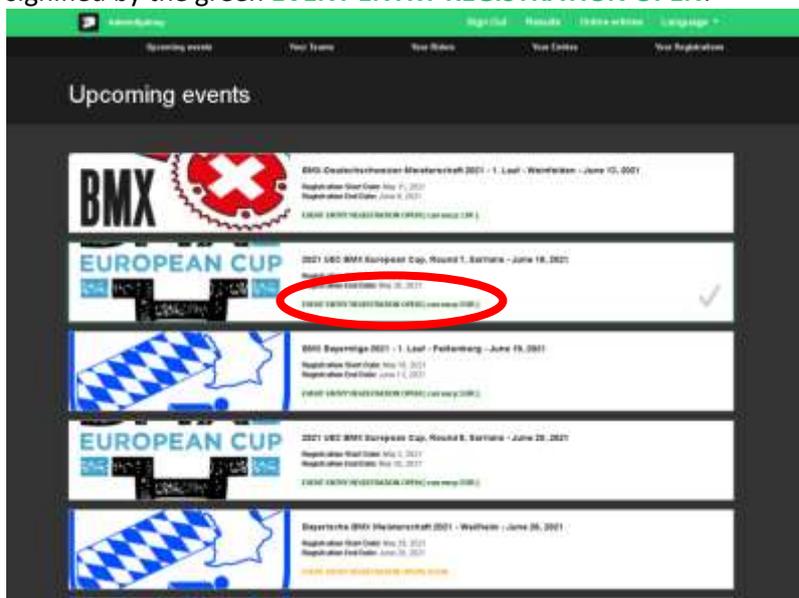
You will then receive an email and verify your email address by clicking on the link.



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

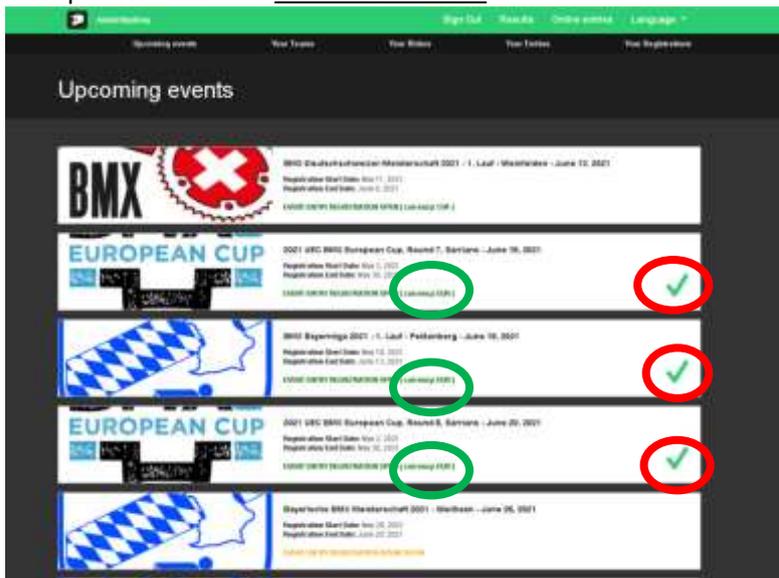


6. You will be directed to the Upcoming events page. Select the events you wish to enter clicking on the event. Ensure that the event is open for registration, signified by the green **EVENT ENTRY REGISTRATION OPEN**.

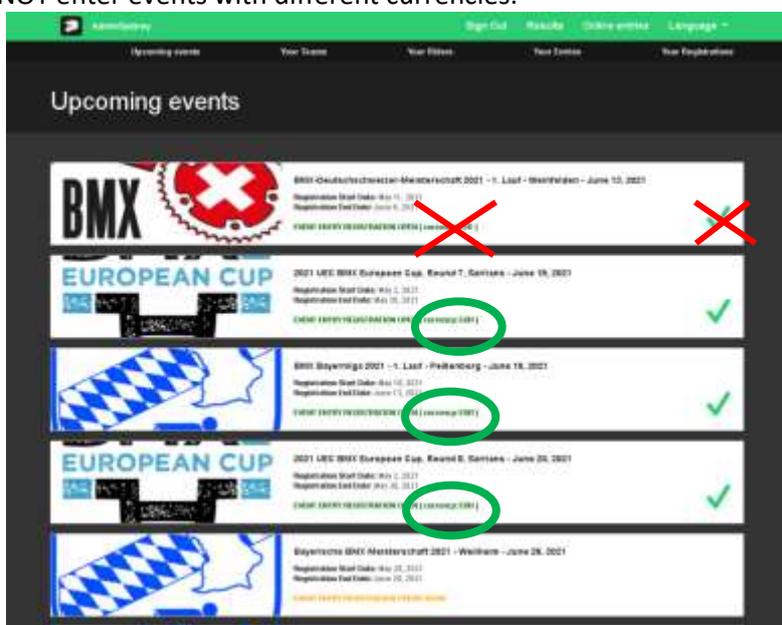


Upcoming events that are not open for registration will be in orange **EVENT ENTRY WILL OPEN SOON**
Events that have already closed are shown in red **EVENT ENTRY REGISTRATION CLOSED**
PLEASE NOTE, RIDERS CANNOT BE ADDED TO YOUR PROFILE WITHOUT FIRST SELECTING AN EVENT TO ENTER!

7. Then select the events you wish to enter by clicking on the event itself. A green ✓ will appear in the event box. You can select multiple events of the **SAME CURRENCY**.



You CANNOT enter events with different currencies.

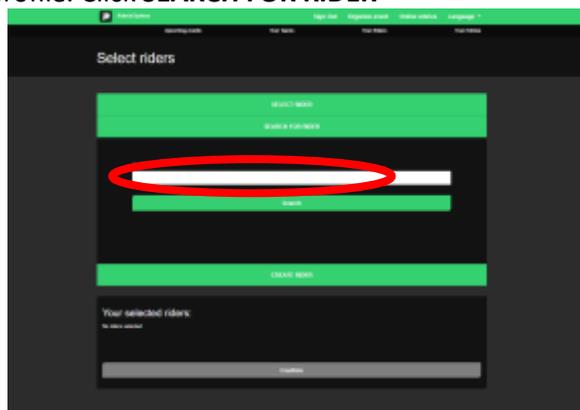
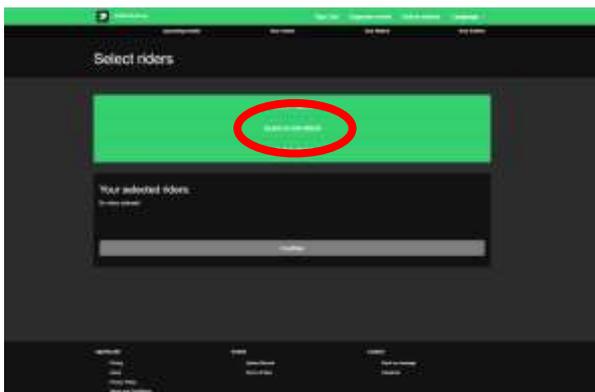


It is possible to enter for more than on event at the same time. Riders for the specific events can be allocated later.

Once you have selected all the events you wish to enter, scroll down to the below the last event and click **Confirm**

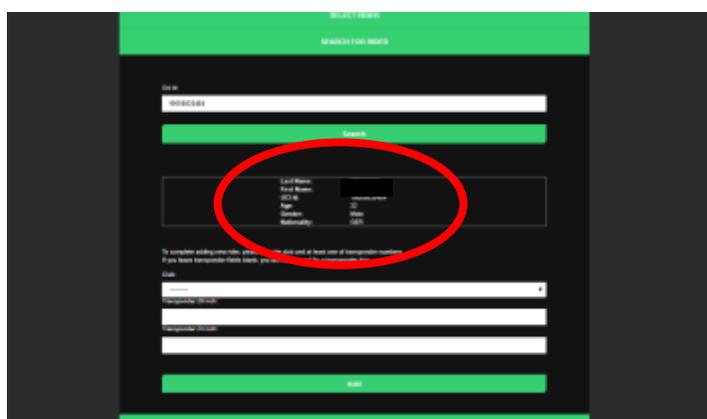


8. Now select the Riders you wish to enter
For the first events, there will be no riders saved to your profile. Click **SEARCH FOR RIDER**



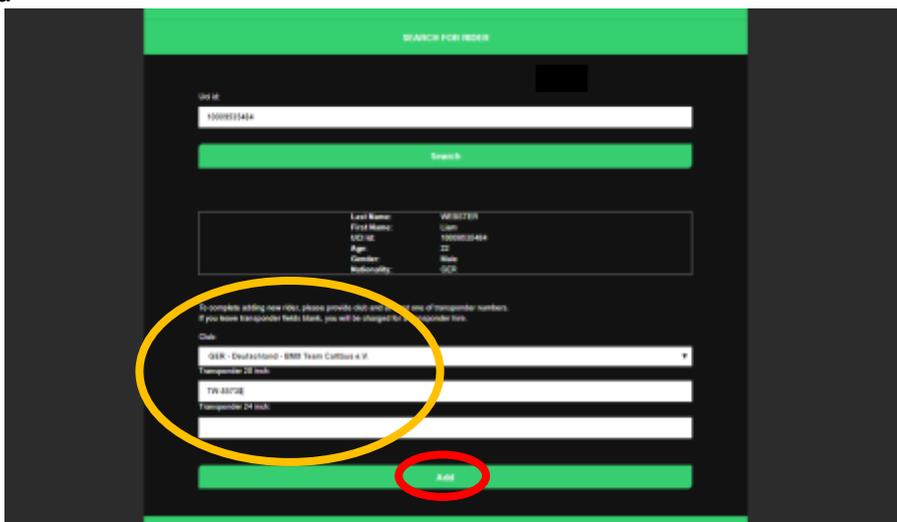
9. Enter the riders **UCI ID**. The UCI ID is an 11 digit number with no letters. Please do not confuse this with the old UCI Code. UCI ID example: 100 111 111 11. **DO NOT** enter the riders Name, only the UCI ID
(The 11 digit number on your licence card starting with 10.....)

Then click **Search**



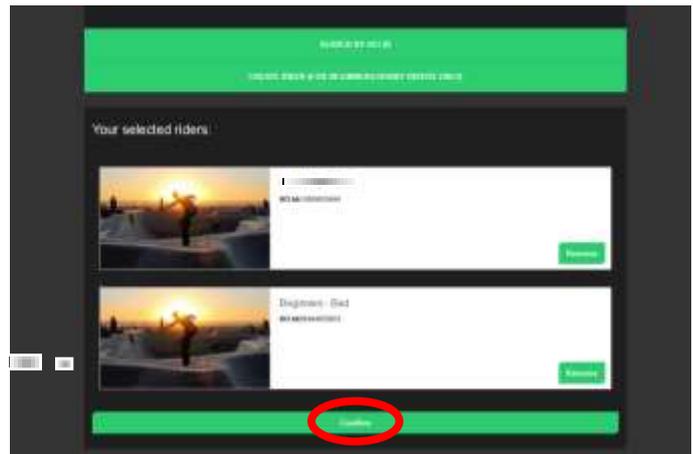
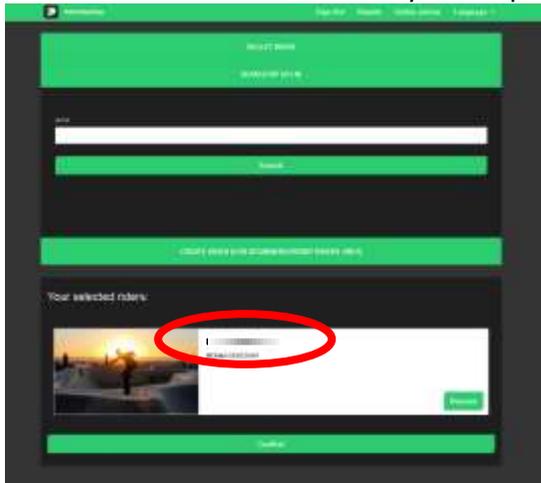
10. The riders' details will be retrieved from the UCI DataRide rider database.

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



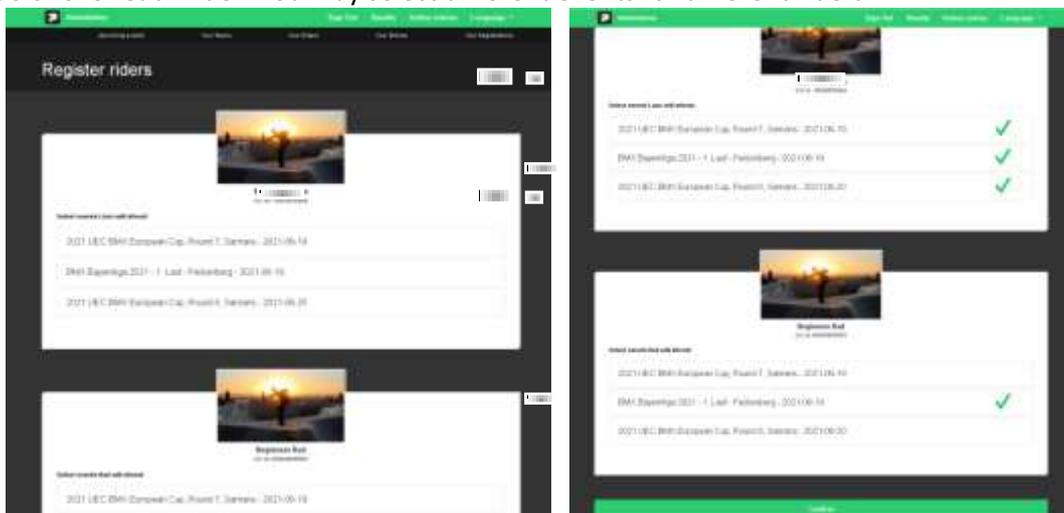
MyLaps ProChip Transponder Number

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.



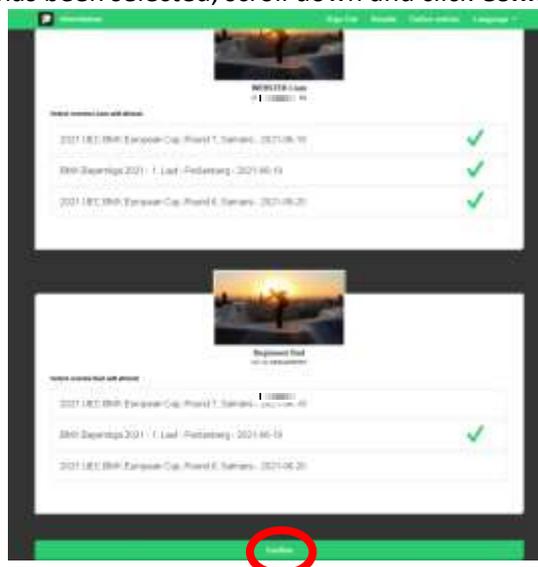
13. When you have all the riders you would like to enter, scroll down and click **Confirm**. All these riders will automatically be selected for the event/s.

14. Select the events you would like the individual riders to compete in by clicking on the event. You will be asked to do this for each rider. You may select different events for different riders

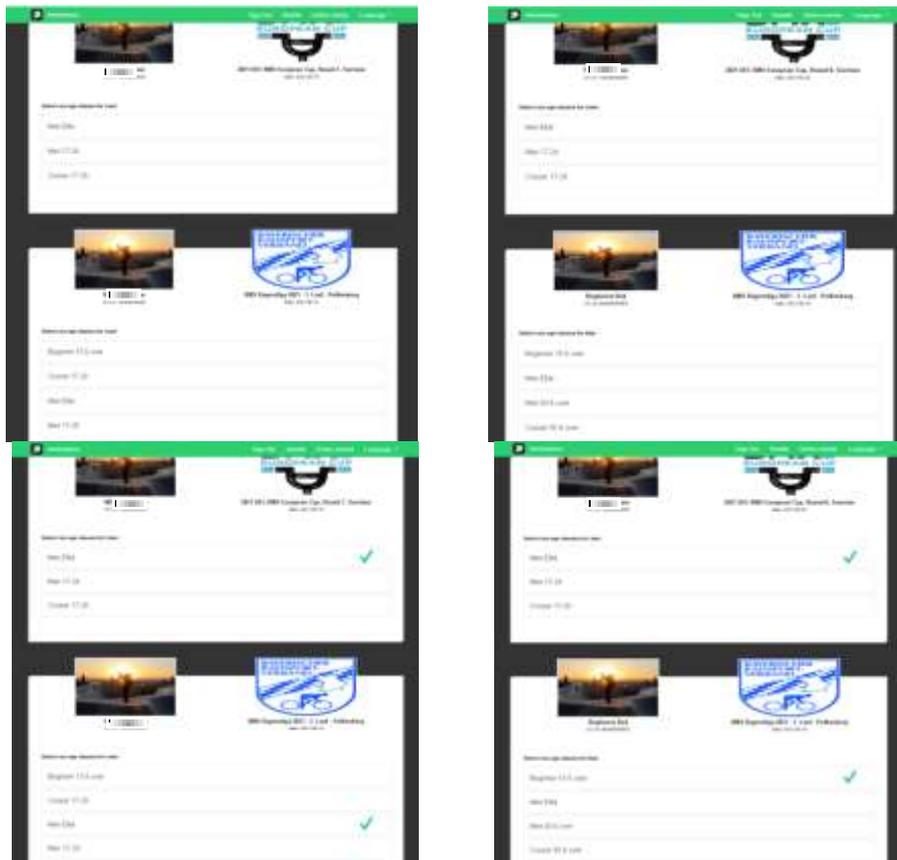


Next to the selected event/s the green ✓ will appear.

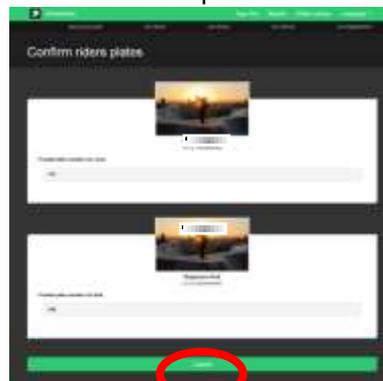
15. Once the events for each rider has been selected, scroll down and click **Confirm**



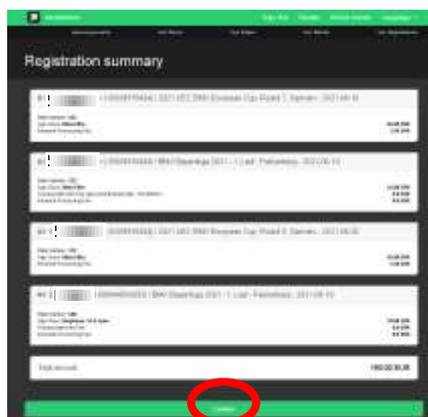
16. Now select the class for each rider per event by marking it with a green ✓. If a rider will be riding in more than one class, select all the classes at this point for that rider. Classes cannot be added later. Once all and click **Confirm**.



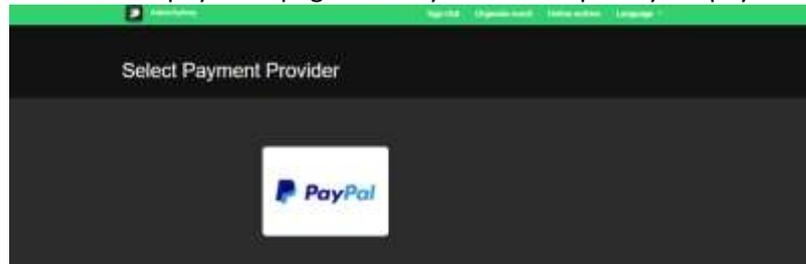
17. Some events require the plate to be added. Enter the plate numbers here and click **Confirm**



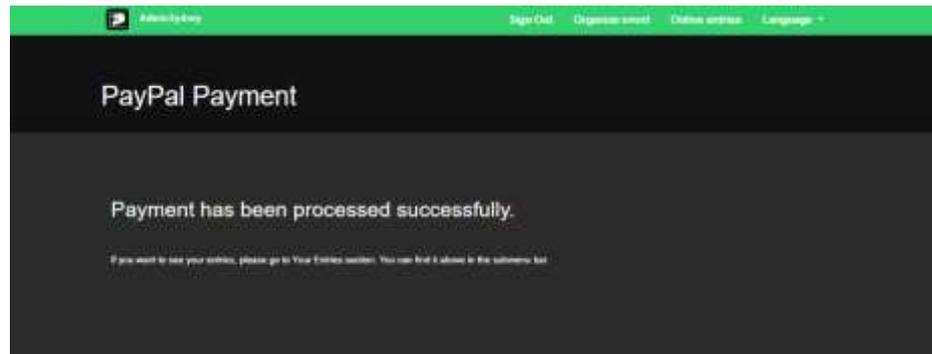
18. You will now see a summary of all events and rider with all fees. Click **Confirm** to confirm and pay for your entries



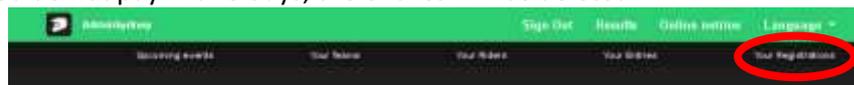
19. You will now be redirected to the payment page where you can complete your payment



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



21. If you do not pay immediately, you can return and pay via the Your Registration tab. This must be done within 3 days. If you do not pay with 3 days, the entries will be deleted.



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. To check the entry list, go to <https://sportslists.eu/results/select/upcoming> and select the event and age class to see the entries for that event.