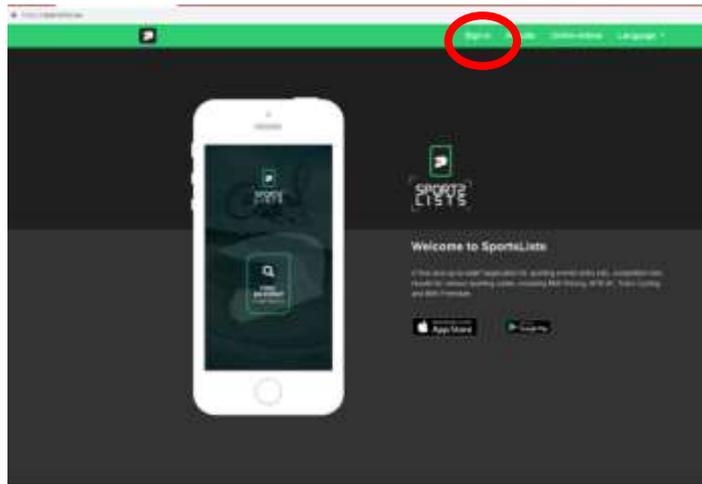# Online Entry Guidelines – 2022
<u>How to add a rider to your profile</u>
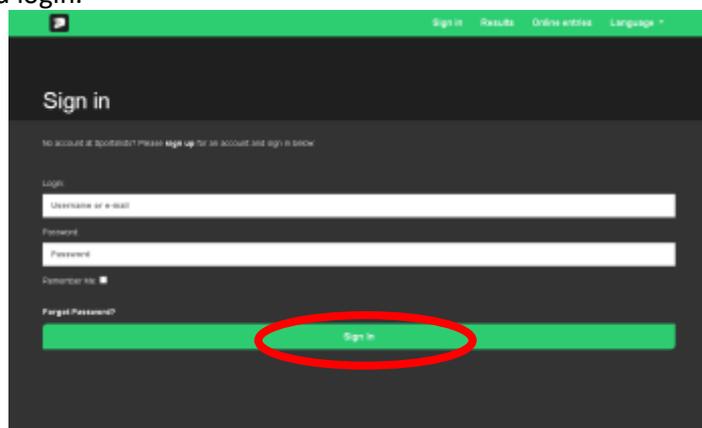
Online Entry is also available via the SportsList LITE mobile App
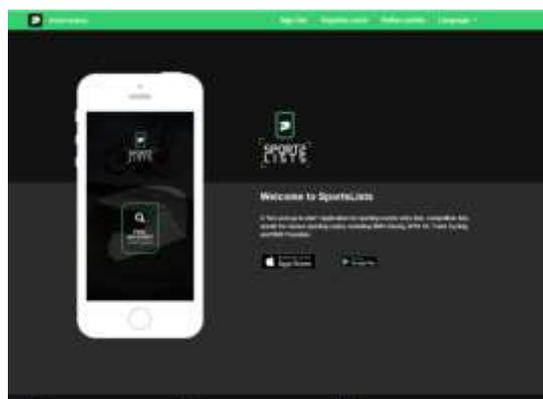
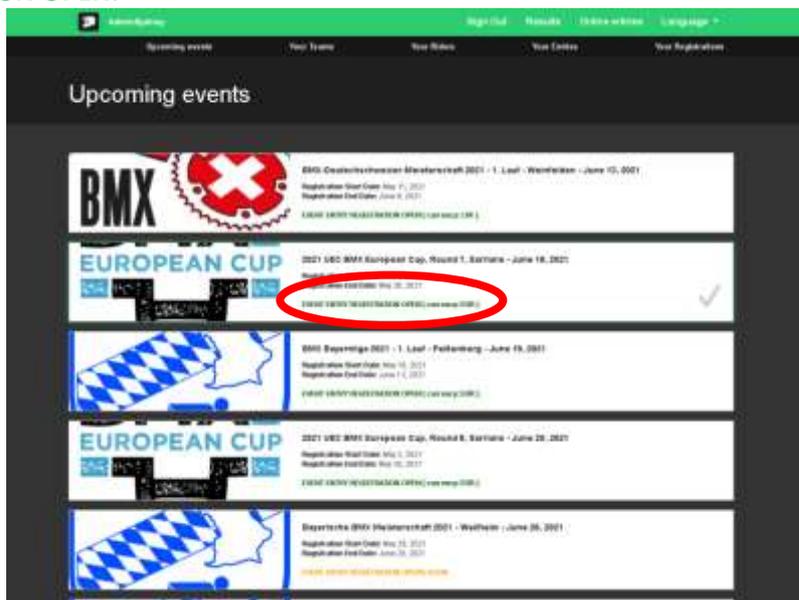1. Go to https://sportslists.eu/
2. Select Sign in

3. On the Sign in page and login.

4. Once you sign in your user name will appear to show that you are logged on. Then Select Online entries
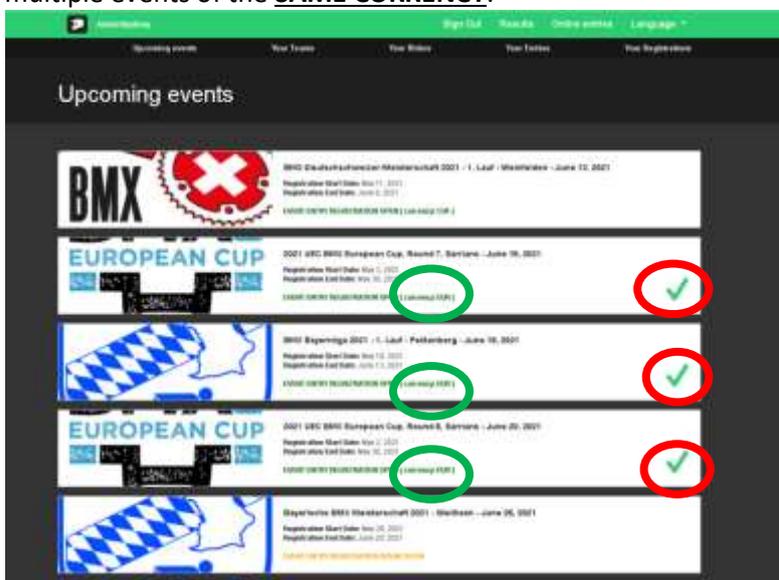
5. You will be directed to the Upcoming events page.

    In order to add a new rider to your profile, first 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**.
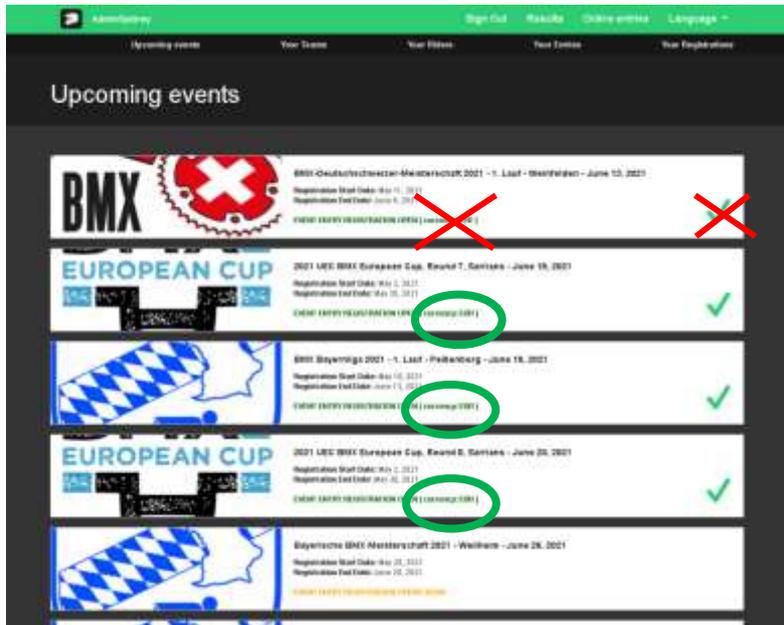

Upcoming events that are not open for registration will be in orange **EVENT ENTRY WILL OPEN SOON**
Events that have already closed are shown in red **EVENT ENTRY REGISTRATION CLOSED**
PLEASE NOTE, RIDERS CANNOT BE ADDED TO YOUR PROFILE WITHOUT FIRST SELECTING AN EVENT TO ENTER!

6. 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**.

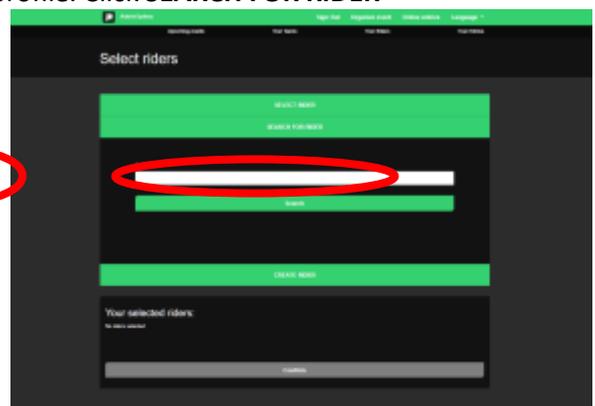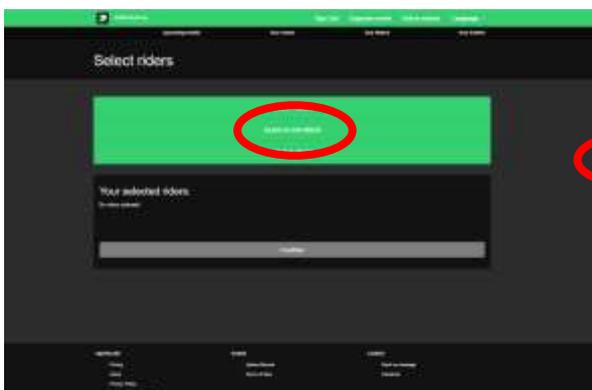You CANNOT enter events with different currencies.

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**
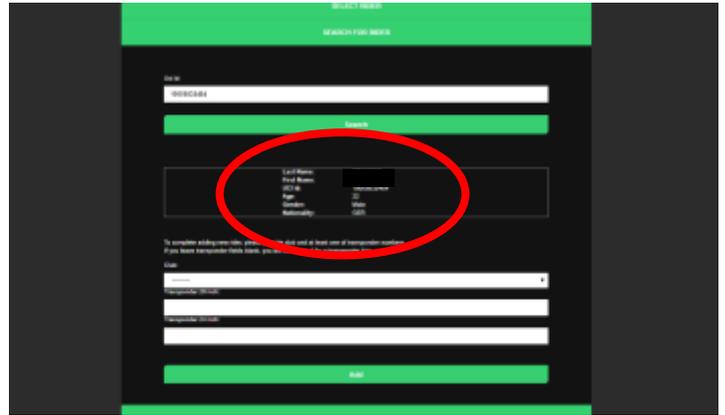

7. Now select the Riders you wish to enter
    For the first events, there will be no riders saved to your profile. Click **SEARCH FOR RIDER**
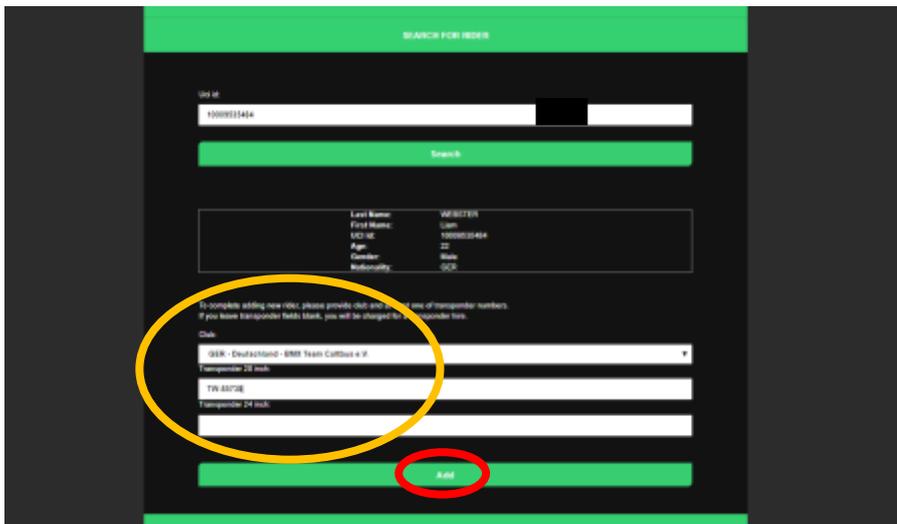

8. Enter the riders **UCI ID**. The UCI ID is an 11 (eleven) digit number with no letters. Please do not confuse this with the old UCI Code. UCI ID example: 100 111 111 11. DO NOT enter the riders Name, only the UCI ID
    (The 11 digit number on your licence card starting with 10……….)
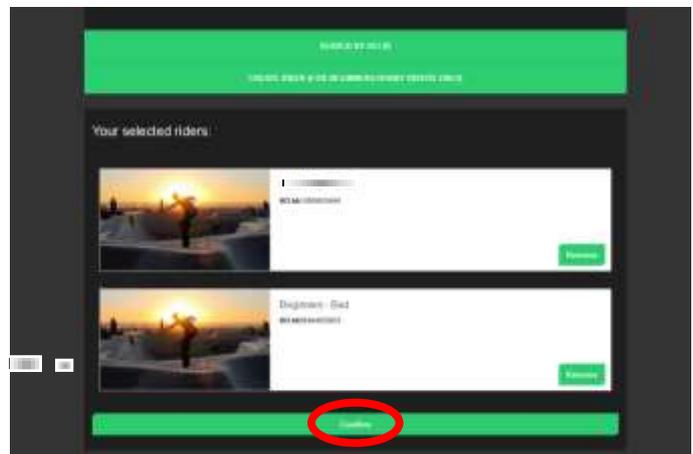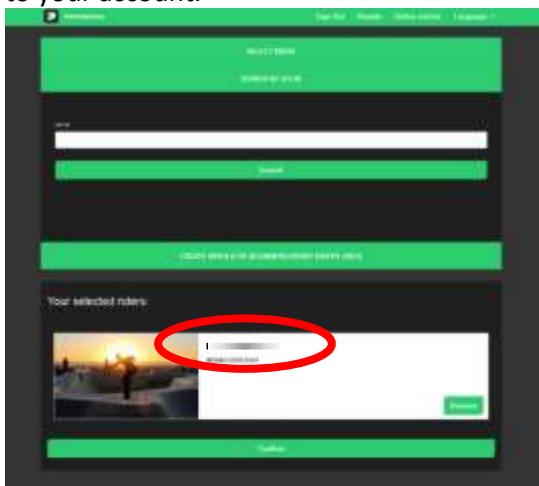
    Then click **Search**

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

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

MyLaps ProChip Transponder Number

11. The rider will now be added and saved to your profile. Continue and add as many riders' profiles as you like to your account.

12. Continue by adding other riders already saved to your profile and proceed as usual with your entries.