Merseyside schools

entry guide

# accessing the on-line entry

[ ]  Go to [www.mcsaa.org.uk](http://www.mcsaa.org.uk) and on the Current Events page click on the ENTER button

[ ]  This will open an entry page for the online entry system

[ ]  You can also download the Selection Letter and Championship Timetable on [www.mcsaa.org.uk](http://www.mcsaa.org.uk)

# On-line entry

[ ]  You will see a screen that has 2 drop down boxes. Use the left-hand box named ‘Event Club’ to select Merseyside Schools (see picture below)



# Entering your personal details

[ ]  You will see the new screen below

[ ]  If you ARE a member of an athletics club, enter your URN number in the box

[ ]  If you ARE NOT a member of an athletics club, just enter your first name and surname, and write **unattached** in the Club box

[ ]  Enter your school, your date of birth & your gender.

[ ]  Any athletes who are not in Secondary School will **not** be able to enter events



# SElecting events

[ ]  Once you have completed your personal details, a list of events that you can enter will appear.

[ ]  You can select up to 2 events

[ ]  Once you have put in the details for your first event, click ‘add row’ to add another event

[ ]  Then tick the box accepting the Terms & Conditions

[ ]  Click Save and Go to Basket – only use the Add New Entry button if you are adding and paying for multiple athletes

[ ]  If you have selected 2 events, £1 will automatically be discounted at the checkout on the next page



# Common Questions

Q: How do I get help?

A: Click the ‘chat with us’ button on the bottom right of the screen

Q: I have completed my details but the next screen isn’t appearing

A: Make sure you have entered your information in every box that has a red star \*

Q: Can I enter as an U11 even if I am in Year 6?

A: No, you must be in Secondary School, minimum age is Year 7

Q: When will I find out if I have been selected?

A: The Selection Committee will meet shortly after the Championships to select the teams. You will be notified by email after this meeting if you have been successful.