Merseyside schools

entry guide

# accessing the on-line entry

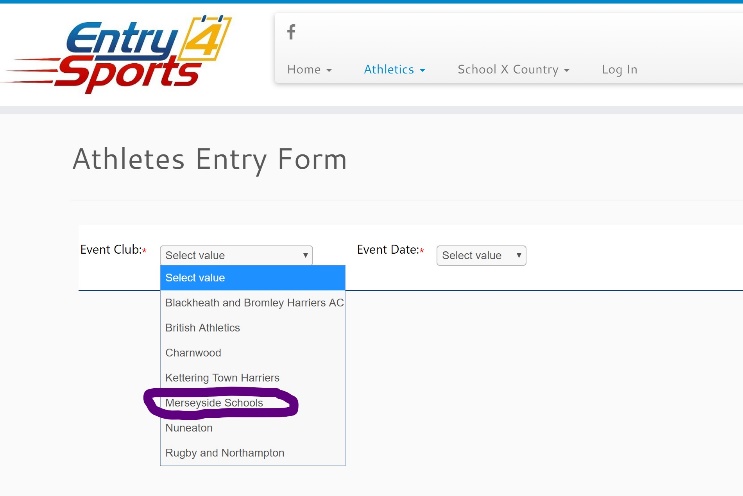
Go to [www.mcsaa.org.uk](http://www.mcsaa.org.uk) and on the Current Events page click on the ENTER button

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

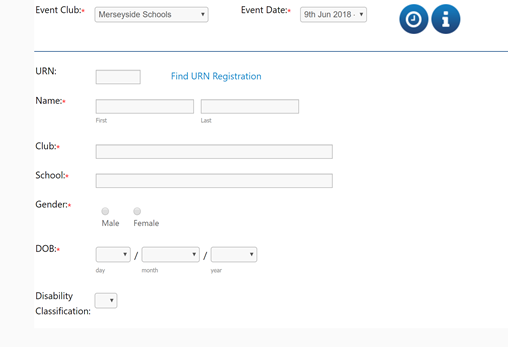
You will see the new screen below

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.

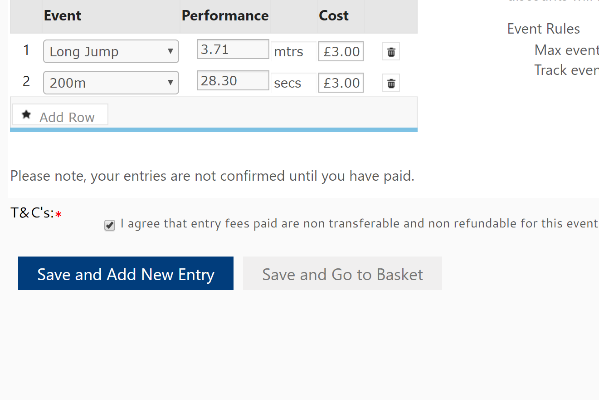
You can select up to 2 events

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.