KCAA Veteran's Cross Country Championships

Additional online entry instructions – Rev 2021

The online entry forms have been revised following requests for a single entry form with multiple age group selections. A **maximum of 32** online entries can be made with each entry or uploaded from the csv file created as per the instructions below.

Save the csv (comma-separated values) VetsTemplate file, the excel Entry Forms file into a convenient folder together with the Past Entries file if you have received it.

You are advised to read the Championship Prospectus and Instructions and complete a copy of your entry in the excel Entry Forms before preparing the csv upload files described below. For convenience it might be easier to save the Previous Entries file as your new entry form and update and modify accordingly. All athlete entries **must** include input in the EA Number, Dob and Qual columns. There must be no blank lines of data. This would probably best be achieved by sorting the entry by FirstName, LastName and Age Group Entered. You can copy data into the form from other excel or word documents but are advised to use the Copy and Paste Special – Format or Match Destination Formatting option so that the format of the entry form is not corrupted.

I welcome submission of any missing details, corrections, changes and updates of places of birth and residential qualifications. For new athletes born within the KCAA qualification area (B) details of where in Kent or the London Borough they were born or first went to live immediately after birth should be submitted. Kent has frequently been recorded as a non-specific place of birth for those born in the KCAA qualification area but ask for more specific information, if available.

The following instructions are a guide how to create the csv entry file and subsequently how to upload it using the online entry forms.

Open the VetsTemplate file from excel after selecting the folder where it has been saved using the All Files ("*") option.
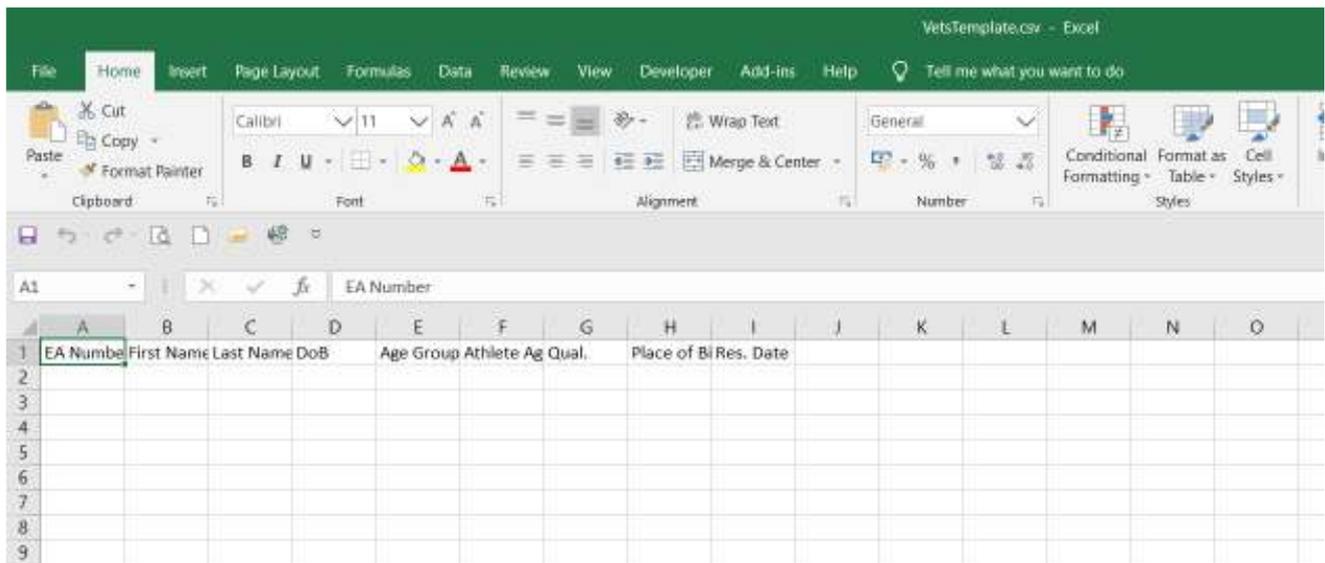
For simplicity the following instructions will assume that you received a copy of the past entry details or have already prepared the excel Entry Form.

I attach an extract from my sample fictitious Newnham Trotters Entry Form showing the previous year's entry details.

Kent County Athletic Association Kent Veteran's Cross Country Championship
Saturday 5th December 2021
£6.00 per athlete (No limit) – No guests or unaffiliated athletes
Friday 19th November 2021

Club: Newnham Trotters

	EA Number	First Name	Last Name	DoB	Athlete Age Group	Age Group Entered	Qual.	Place of Birth	Res. Date
1	2745331	Barbara	Brooks	27/03/1980		W35	B	Bromley	
2	2951691	Rosemary	Smith	10/04/1980		W35	B	Kent	
3	2872370	Sally	Fine	27/06/1972	W45	W35	B	Lewisham	
4	2872370	Sally	Fine	27/06/1972		W45	B	Lewisham	
5	2745278	Clayton	Aves	09/02/1978		M40	B	Greenwich	
6	2745310	David	Strong	16/04/1979		M40	C	Orsett, Essex	2002
7	2845610	Richard	Jones	02/12/1976		M40	B	Greenwich	
8	2754786	Kevin	Young	25/01/1980		M40	B	Penge SE20	
9	3745968	Andrew	Simms	10/09/1981		M40	B	Greenwich	
10	2818893	Adrian	Smith	09/12/1975		M40	R	Essex	pre 2012
11	2746511	Andrew	Tinker	05/02/1978		M40	B	Beckenham	

You should particularly note the 2 entries for Sally Fine, one as a W35 including an entry in the Athlete Age Group column flagging her entry in a younger age category and the other as a W45.

Copy the entry data ie cells B2 – H19

Select the VetsTemplate.csv file and paste into cell A2.

NewhamTotters (Clubname) in csv format

You **must not** save using the Macintosh .csv option as you will not be successful in uploading your entry.

The following warning message will be shown. Select yes

As this has been saved as a csv file most formatting will have disappeared in the saved file but for the date of birth Date format of dd/mm/yyyy which must not be changed.

Additional entries, amendments or correction can be made to this file but I repeat that It is essential that there is an entry in the EA Number, dob and Qual columns for all entries,

Repeat the same process as above to create the other age group entry csv file,

How to complete an online entry

Select the http://www.kcaa.org.uk website

Select the Cross Country tab and scroll down the page to find the Vets Cross Country Championship entry information. That will include a hyperlink to the online entry form.

Select the **Choose File button** and then select the csv file from the folder where it was saved.

Select the **Upload Athletes** button and the Athletes to Register table below will be populated. Some validation will made at this time to check that the input data is correct.

If you receive the successful file uploaded message and the Athletes to Register table is empty then you have not saved the upload file using the correct cvs option.

You can again add additional athlete names and details or correct the information which has been entered.

Alternatively if you don't have the entry form details prepared and don't wish to create the csv file you can individually enter the athlete details. You must enter the DOB in dd/mm/yyyy format, make an entry in the EA Number column and select the appropriate Birth, Continuous or Residential Qual and enter Place of Birth and Resident From as appropriate.

Scroll to the bottom of the form to complete the **Team Managers Information**

Select **Register**

Validation procedures will occur to check that the dates of birth have been entered in the correct format and other data has been entered as required. Correct if necessary.

Kent Athletics

INVICTA

Online Meeting Registration

Team Registration Details Confirmation

INVICTA

Team Manager Information

Team Manager	Brian Charlton
Club	Newnham Trotters
Address	Jesmond Dene, Seed Road, Newnham, Sittingbourne, Kent
Postcode	ME9 0NA
Email Address	brian@kcaa.org.uk
Club Position	TM
Telephone Number	01795 890200
Mobile Number	

Athletes To Register   **Entry Fee £66**

EA Number	Forename	Surname	DOB	Age Group	Qual	Place Of Birth	Resident From
2745331	Barbara	Brooks	27/03/1980	Senior Women Vets 35	Birth	Bromley	
2951691	Rosemary	Smith	10/04/1980	Senior Women Vets 35	Birth	Kent	
2872370	Sally	Fine	27/06/1972	Senior Women Vets 35	Birth	Lewisham	
2872370	Sally	Fine	27/06/1972	Senior Women Vets 45	Birth	Lewisham	
2745278	Clayton	Aves	09/02/1978	Senior Men Vets 40	Birth	Greenwich	
3745310	David	Strong	16/04/1979	Senior Men Vets 40	Continuous	Orsett, Essex	2002
2845610	Richard	Jones	02/12/1976	Senior Men Vets 40	Birth	Greenwich	
2754786	Kevin	Young	25/01/1980	Senior Men Vets 40	Birth	Penge SE20	
3745968	Andrew	Simms	10/09/1981	Senior Men Vets 40	Birth	Greenwich	
2818893	Adrian	Smith	09/12/1975	Senior Men Vets 40	Residential	Essex	pre 2012
2746511	Andrew	Tinker	05/02/1978	Senior Men Vets 40	Birth	Beckenham	

Back to registration

Declaration

☐ *I hereby declare that all entrants are eligible to compete according to the laws of the governing body for UK Athletics, they are all duly elected members of the above named Club and that the following particulars are complete and correct.*

Pay Now

Complete the declaration and make payment.

Repeat the same entry process for additional entries or separate age groups if being entered that way.

Good Luck. If you have problems send me an email.

Brian