Results Hub Relay Member Submission for Track Relays

A club needs to be issued with a 4 digit pass-code for that club to login to submit the members of their relay teams.

To login, go to the meet concerned, click on the 'Affiliations' link (see Figure 1), then choose your club (Icon and three letter club code)

Figure 1 – Link to Affiliations

In the example we selected 'Essendon', but whatever club you select you will see a 'Login' button on the LH side above the meet status bar (circled in red in Figure 2). The ability to submit teams will be available up until either the event check-in is closed (such as Championships) or until the meet status is set to 'Provisional' (for other meets). Each meet will have different cut-off rules. After that only AV Administration will be able to submit or update teams.

Figure 2 – Login button

Click this link. You will then be asked to enter the pass-code for your club .

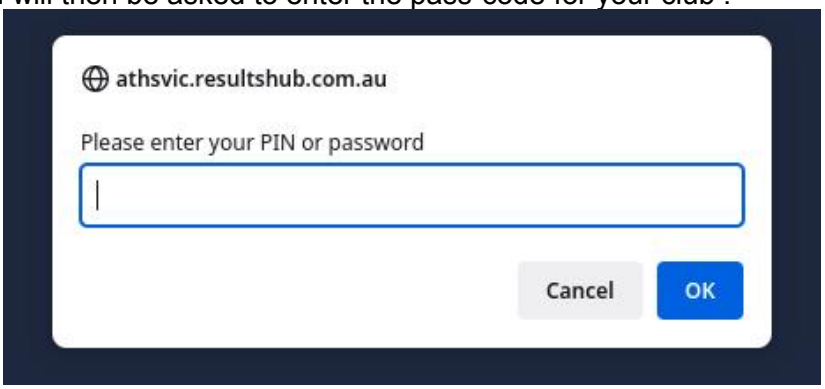
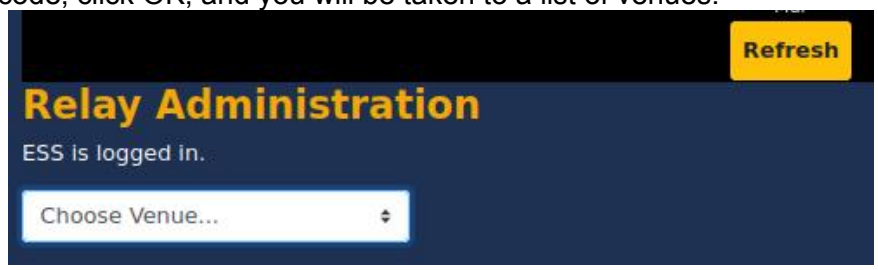


Figure 3 – prompt to enter pass-code or password

Enter the pass-code, click OK, and you will be taken to a list of venues.



Select the venue your relay is at, then the relay teams will be displayed:

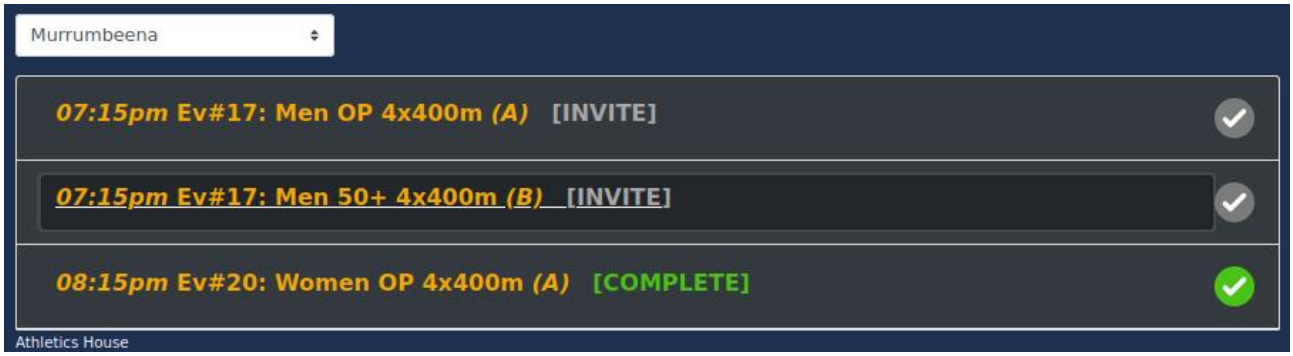


Figure 4 – example of events displayed when logged in

Note: once you have signed in, the session will last for 60 minutes after your last activity (either a refresh or an update). You can share the pass-code amongst your club so that multiple team mangers may update concurrently.

Select a team, then for each leg select an eligible athlete from the drop down list (figure 4).

Figure 5 – interface for entering your relay members

Each leg is numbered on the LH side (1 to the relay size). To select an eligible athlete, click on the drop down box (‘Choose…”) and you will be presented with a list of athletes eligible for that team. If you wish to remove an athlete, click the red X button. If you wish to shuffle the leg order of athletes, use the up and down arrows to move members around.

Note that eligible means athletes registered with your club and satisfy the team composition rules. If you believe an athlete is missing, then contact the AV Administration for investigation.

It is important that relay members are listing in order of running, as this information is used for marshalling each change-over.

A team with eligible athletes
When you fill the team with your various athletes, click the 'Submit' button. You should then see the status of 'COMPLETE' and a green tick (figure 6). This means the team has been accepted, and it will score points.

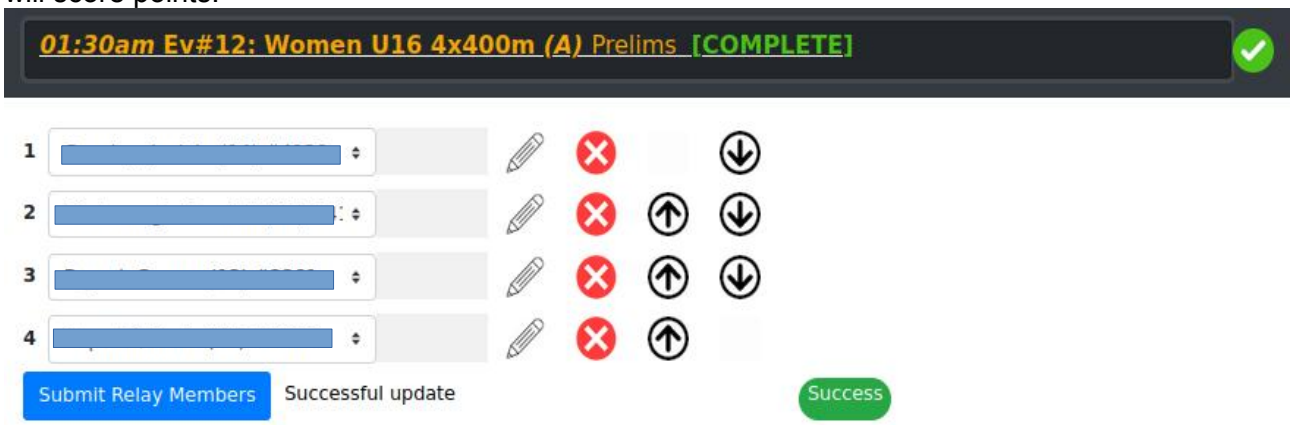


Figure 6 – a successful add of team members

Swapping athletes between teams
Be aware that a duplicate check is performed before your submission is accepted. So if you want to swap members after you have entered them, you will have to delete one or some before the swap will be accepted. A bit of Rubik's cube manipulation!

A team with all or some ineligible athletes
This is mainly a feature for XCR, where you can nominate ineligible athletes, however they will not be recorded in Results Hub. This can used as a reminder for you if you believe the athlete is eligible and you are waiting for confirmation from the Office. To so so, click the pencil icon (it will become green), and you can then enter free-form text. Please enter as '<last name>, <first name>' (note the comma after last name) On saving the status will be 'INVITE' with a grey tick.

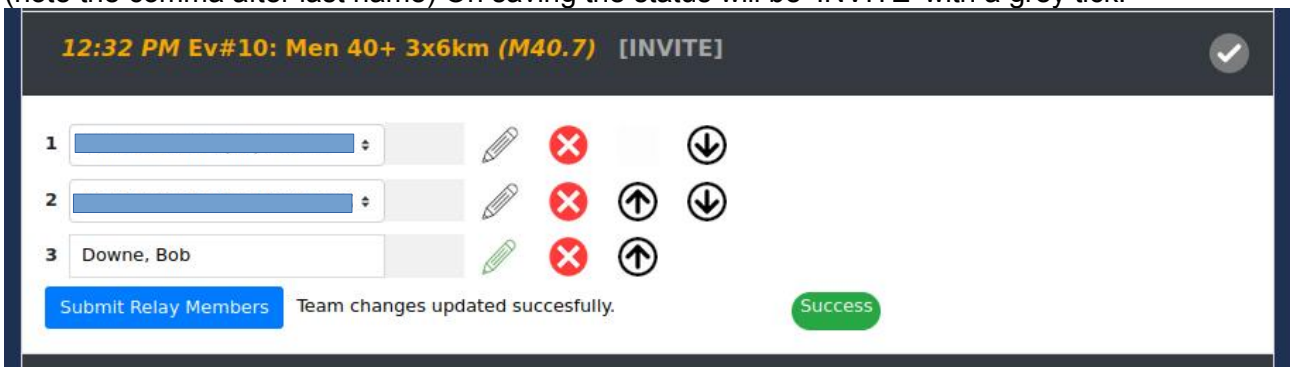


Figure 7 – team with an ineligible member

A team will appear with the status 'INVITE' if that status has been assigned at the entry stage. If this is not right, contact the AV Administration.

When to enter the team members?
Championships: You can enter your team members before the event check-in closes. After that time, you will need to contact AV Administration to ascertain if late changes can be made.
Non-Chapionships: Each meet may have different rules re submission time.

Can not login?
Ask the Administration team to re-set your pass-code. Then try again.

Unable to enter teams?
If all else fails, you can still submit your teams on the paper forms provided, and the Administration team will enter them on your behalf