KCAA Veteran's Cross Country Championships

Additional online entry instructions

The online entry forms are fundamentally the same as last year including the csv file upload facility as well as the individual entry facility.

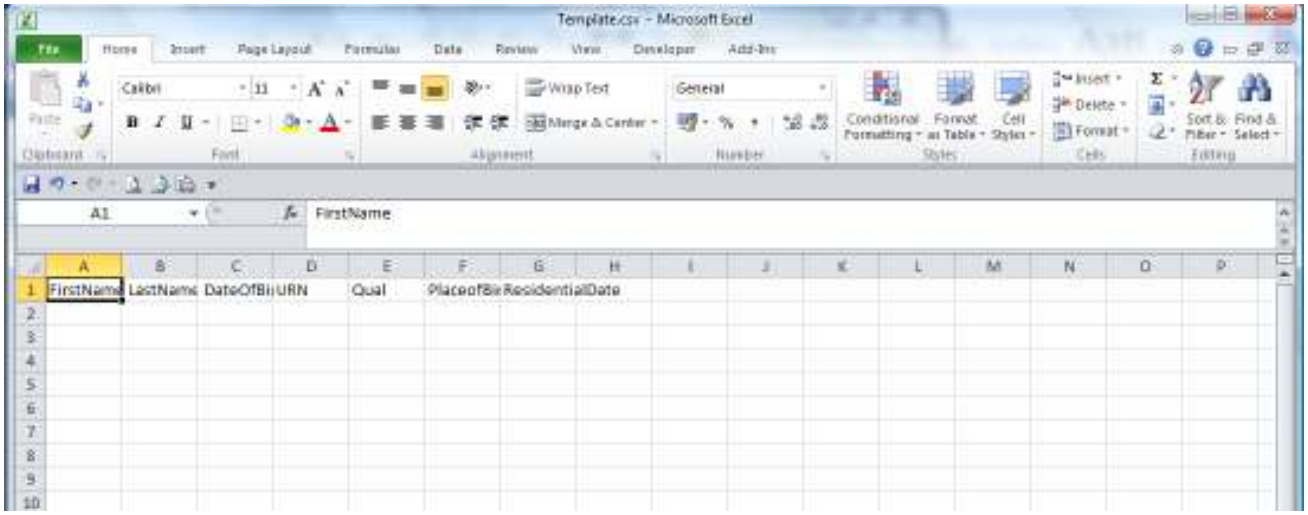
Save the csv (comma-separated values) Template file, the excel Entry Forms file into a convenient folder together with the Previous Entries file if you have received it.

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. There **must** be entries in the URN and Qual columns. There must be no missing lines of data within each age group entry which would probably best be achieved by sorting each age group entry by FirstName and LastName where a previous entry has been deleted. You can copy data into the form from other excel or word documents and 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.

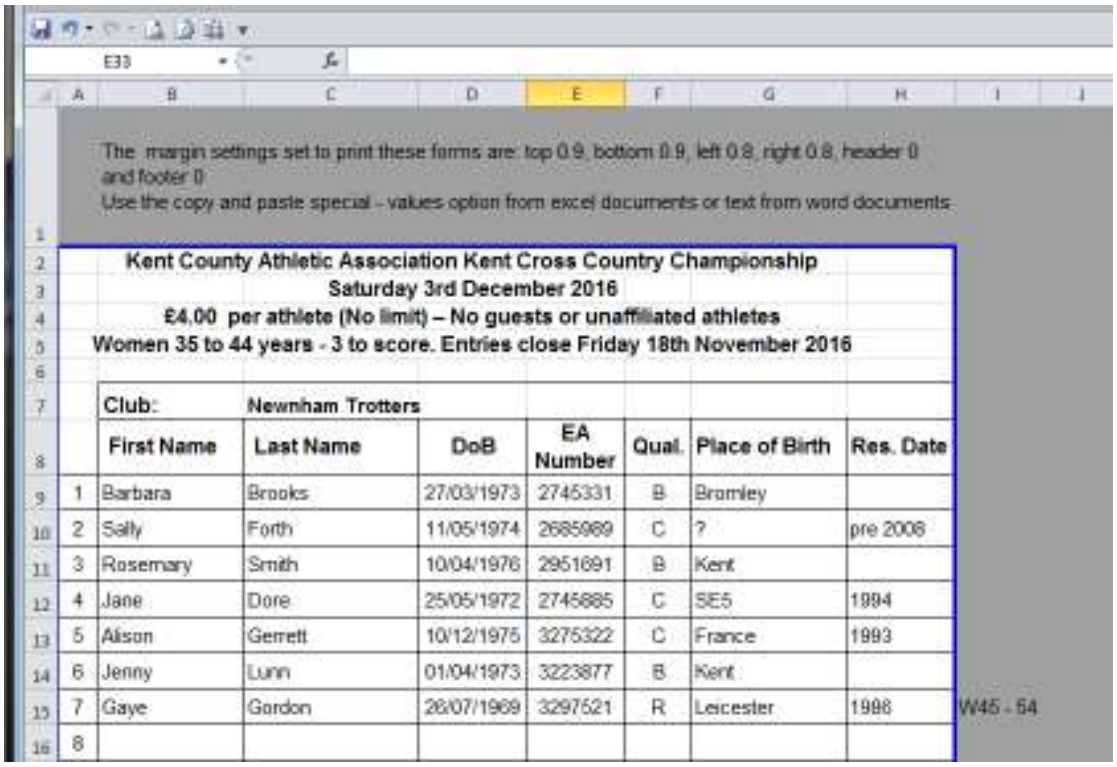
The following instructions are a guide how to create separate age group csv entry files and subsequently how to upload them using the online entry forms.

Open the Template 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 previous age group entry details or have already prepared the excel Entry Form.

I attach an extract from my sample fictitious Newnham Trotters Women 35 – 44 Entry Form following the data being copied from the previous year's entry details and include an athlete from an older age group.



The margin settings set to print these forms are: top 0.9, bottom 0.9, left 0.8, right 0.8, header 0 and footer 0
Use the copy and paste special - values option from excel documents or text from word documents

Kent County Athletic Association Kent Cross Country Championship
Saturday 3rd December 2016
£4.00 per athlete (No limit) – No guests or unaffiliated athletes
Women 35 to 44 years - 3 to score. Entries close Friday 18th November 2016

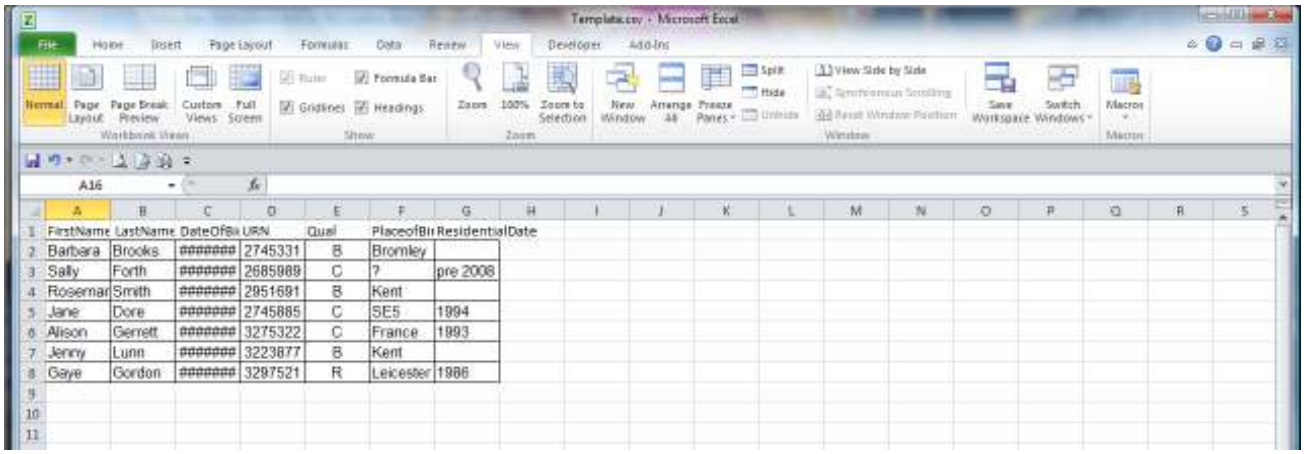
Club: **Newnham Trotters**

	First Name	Last Name	DoB	EA Number	Qual.	Place of Birth	Res. Date
1	Barbara	Brooks	27/03/1973	2745331	B	Bromley	
2	Sally	Forth	11/05/1974	2685989	C	?	pre 2008
3	Rosemary	Smith	10/04/1976	2951691	B	Kent	
4	Jane	Dore	25/05/1972	2745885	C	SE5	1994
5	Alison	Gerrett	10/12/1975	3275322	C	France	1993
6	Jenny	Lunn	01/04/1973	3223877	B	Kent	
7	Gaye	Gordon	26/07/1969	3297521	R	Leicester	1986
8							

W45 - 54

Copy the entry data ie cells B2 – H15

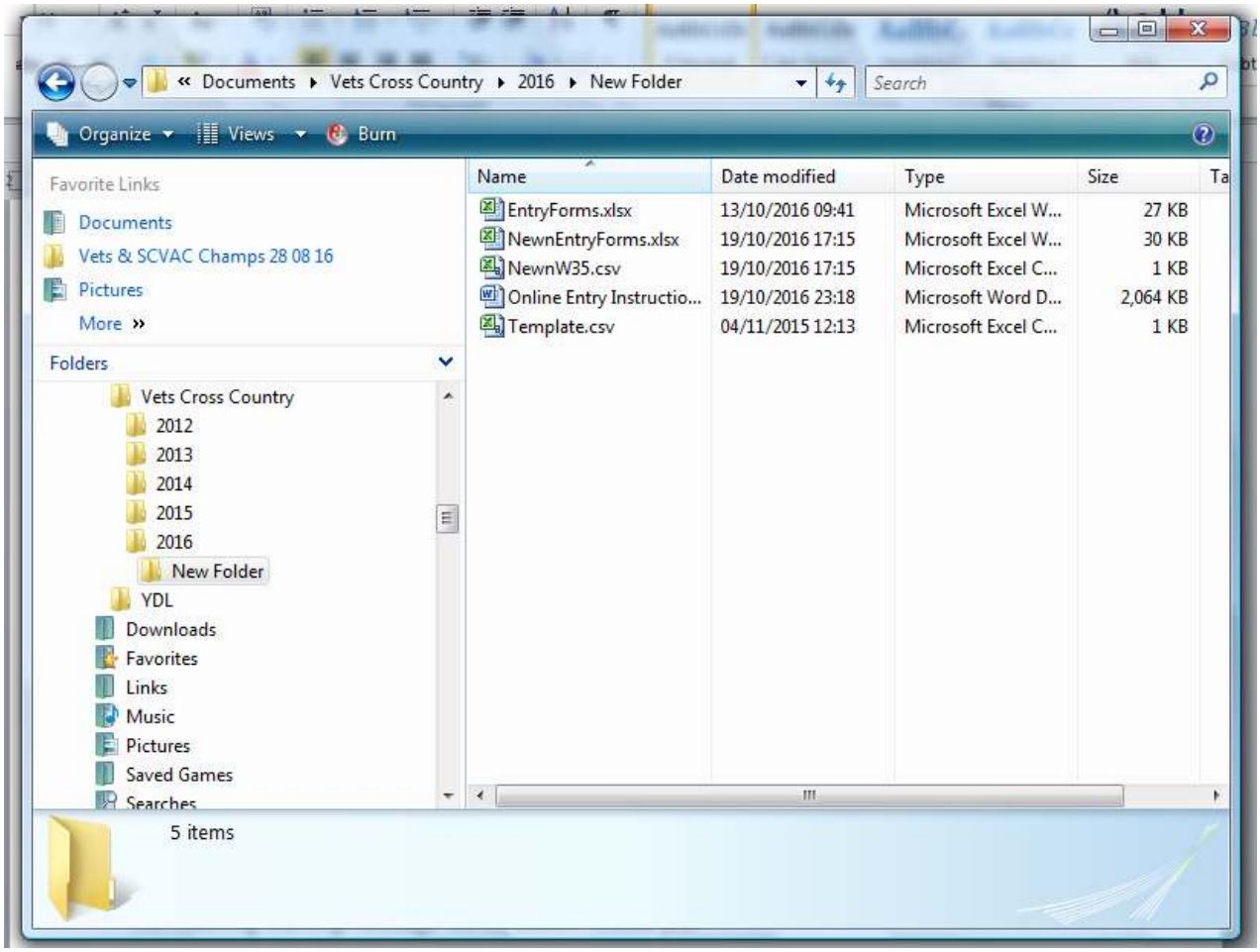
Select the Template and paste into cell A2.



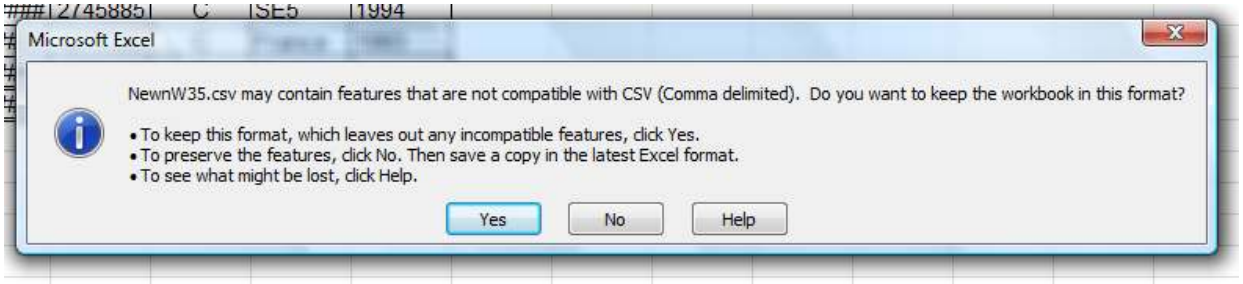
FirstName	LastName	DateOfBir	URN	Qual	PlaceofBir	ResidentialDate
Barbara	Brooks	########	2745331	B	Bromley	
Sally	Forth	########	2685989	C	?	pre 2008
Rosemar	Smith	########	2951691	B	Kent	
Jane	Dore	########	2745885	C	SE5	1994
Alison	Gerrett	########	3275322	C	France	1993
Jenny	Lunn	########	3223877	B	Kent	
Gaye	Gordon	########	3297521	R	Leicester	1986

Save As NewnW35 (Clubname&AgeGroup) 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

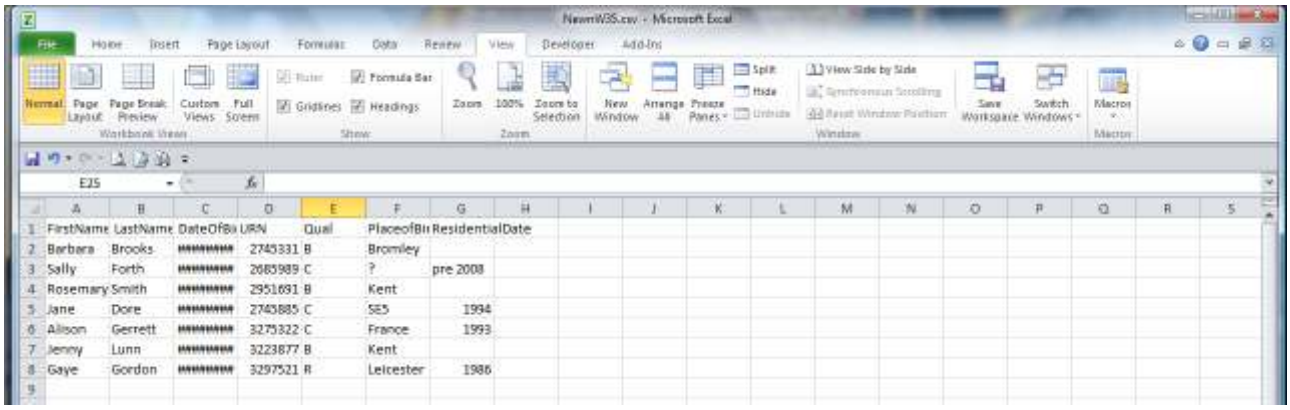


As this has been saved as a csv file most formatting will have disappeared in the saved file but for the date of birth Date format of dd/mm/yyyy which must not be changed.

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 URN column for all entries as well as a B, C or R, as appropriate.

Repeat the same process as above to create the other age group entry csv files.

Your saved file will look like.



	A	B	C	D	E	F	G	H
1	FirstName	LastName	DateOfBir	URN	Qual	PlaceofBir	ResidentialDate	
2	Barbara	Brooks	########	2745331	B	Bromley		
3	Sally	Forth	########	2685989	C	?	pre 2008	
4	Rosemary	Smith	########	2951691	B	Kent		
5	Jane	Dore	########	2745885	C	SE5	1994	
6	Alison	Gerrett	########	3275322	C	France	1993	
7	Jenny	Lunn	########	3223877	B	Kent		
8	Gaye	Gordon	########	3297521	B	Leicester	1986	

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 Veterans Cross Country Championship entry information. That will include hyperlinks to the different age group online entry forms.

As an example I have chosen the Women 35-44 online entry form to show how the NewnW35 csv file can be uploaded.

Select the **Choose File button** and then select the age group 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. Only one age group csv file can be uploaded per age group entry.

Kent Athletics

Online Meeting Registration

KCAA Veteran's Cross Country Championships - W35-44

Online Entry

3rd December 2016 Central Park, Dartford, Kent DA1 1JP

Closing date 18/11/2016. No late or telephone entries accepted.

£4 Per Athlete (No Limit). No guests or unaffiliated athletes. Women 35 to 44 years to score

Upload Athletes From File

Choose File | No file chosen | Upload Athletes

The file NewnW35.csv has been uploaded.

Athletes To Register

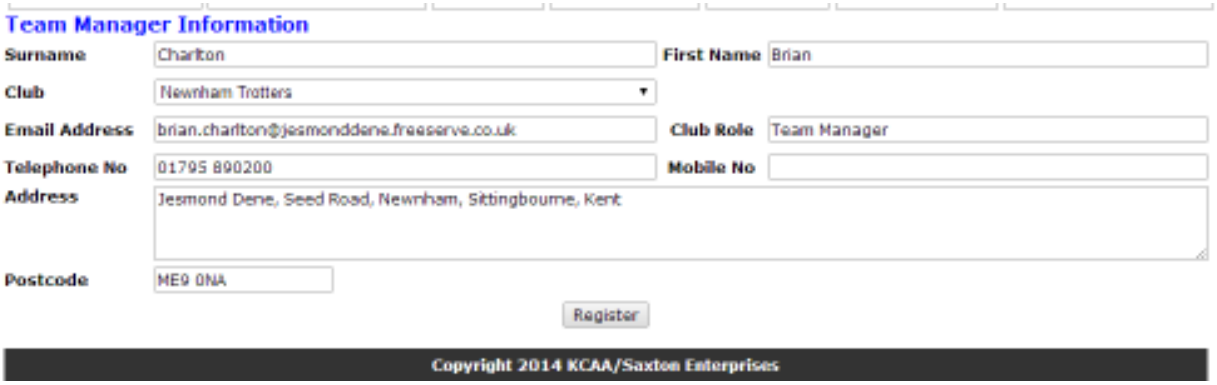
Forename	Surname	DOB	EA Number	Qual	Place Of Birth	Resident From
Barbara	Brooks	27/03/1973	2745331	Birth	Bromley	
Sally	Forth	11/05/1974	2685989	Continuous	?	pre 2008
Rosemary	Smith	10/04/1976	2951691	Birth	Kent	
Jane	Dore	25/05/1972	2745885	Continuous	SE5	1994
Alison	Gerrett	10/12/1975	3275322	Continuous	France	1993
Jenny	Lunn	01/04/1973	3223877	Birth	Kent	
Gaye	Gordon	26/07/1969	3297521	Residential	Leicester	1986

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.

Complete the declaration and make payment.

Repeat the same entry process for the other age groups.

If you have problems send me an email.

Good Luck

Brian