

## **ONLINE COMPETITOR CHANGES** **RACETEC TOOLKIT – GENERAL INSTRUCTIONS**

### **LOGGING INTO DEVICE**

1. To switch tablet on, press and hold the on/off button on the side of the device. To switch off, hold on/off button and volume button together.
2. Wait for a signal then release.
3. Wait for the device to open – this may take a while.
4. Swipe across to open.
5. Go to main screen and open **RaceTec Toolkit**.
6. The main page displays many menu options but only **Registration** should be accessed.



### **MOVING A RUNNER INTO A HIGHER AGE GROUP**

1. Select **Registration**.
2. Select **View and Edit Entries**.
3. Type a name or competitor number in Search bar and as you start typing the list condenses to what it is.
4. Select the competitor.
5. Select edit.
6. Change category and wave.
7. Click ok.

### **ADDING A COMPETITOR**

1. Find a spare timing chip number on printout list that is relevant to the school requiring the addition. Enter competitor details on the sheet next to the number.
2. Go to RaceTec and click **Registration**.
3. Select **View and Edit Entries**.
4. Search for the chip number by typing it in the search field. The number will already exist in the system.
5. Add new competitor details:
  - a) Select relevant wave category (field will display **Spare Bibs**)
  - b) Race number = competitor number (should already be there; no change required unless there is an error)
  - c) Enter first name and surname.
  - d) Select gender.
  - e) Enter date of birth (actual). Verify the age classification using the chart.
  - f) Select age Category - will be relevant to the wave category in (a) above.
  - g) Check school name.
  - h) Click ok.
  - i) Write competitor number on the back of the competitor's hand using black marker.