
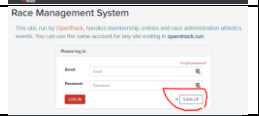
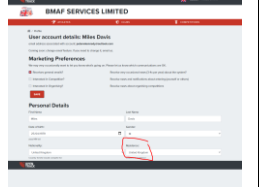

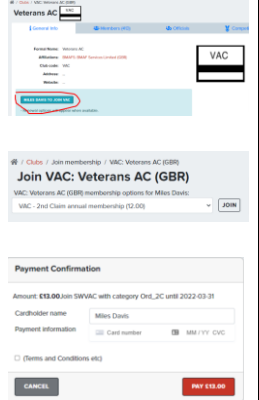



User Guide for BMAF OpenTrack

1. Home	Click on the menu option “OpenTrack” on the BMAF website to reach the home page for BMAF OpenTrack https://bmaf.opentrack.run	
2. Signup/ Login	Signup: Enter key data and wait for email to activate the account Login using email address and password.	
3. My User Profile	Click on “Account” drop down menu in top right of the screen and select “My User Profile” to update account details and general preferences, including opting in/out of competition communications. Tick the option to say that you are interested in Competition, so that the BMAF can send you information about events, according to your athletics interests	
4. My Athlete Profile – personal details and memberships	Click on “Account” drop down menu in top right of the screen and select “My Athlete Profile” for access to personal details and club memberships Click on Edit Profile to update personal details and athletics interests Click on “Memberships” to show current memberships and then on the button “Expired Roles” to see the expired ones	
5. Check UKA registration	The registration with EA/WA should appear automatically as long as the name and date of birth used for registration in Opentrack is the same as that held by EA/WA or the registration number is known. SA and ANI registrations currently require manual checks at the time of competition entry. When entering a competition where a current registration is mandatory, the status “OK” or “Awaiting” is acceptable	
6. Join an area club	Click on the Clubs tab and select the BMAF area club to join Choose the membership category and pay by debit/credit card if supported by the club. Membership Secretary confirmation is also required by some clubs. Otherwise arrange payment with the club membership secretary and await membership confirmation. Send proof of nationality/age to the club membership secretary: passport details or birth certificate if born in the UK and both passport details and birth certificate if born abroad. This is not necessary when joining a second area club.	
Not joining an area club	Anyone not joining area club should send the Competition Secretary their proof of nationality/age as noted above.	
7. Renew membership	Go to the club for which the membership is due for renewal and click on the Renewal button in order to pay the current renewal fee for the membership category. It is possible at this point to change category, e.g. from second claim to 1 st claim but this will also need a “club transfer” to be authorised by the Home Country Athletics Federation	
8. Enter a competition	Click on the competitions tab to choose a competition organised by BMAF Services or one of the area clubs. Click on the green “Enter Here” button to enter. Click on the BMAF logo in the top left corner to return the home page for BMAF OpenTrack.	
9. Resign membership	Request the club membership secretary to do this	