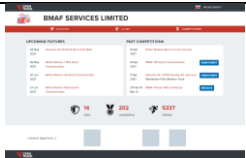
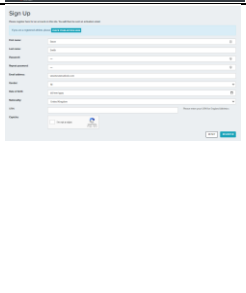
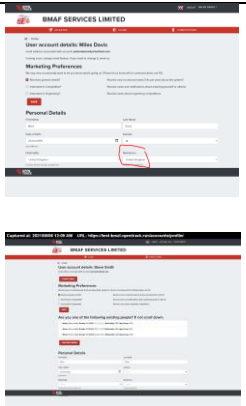


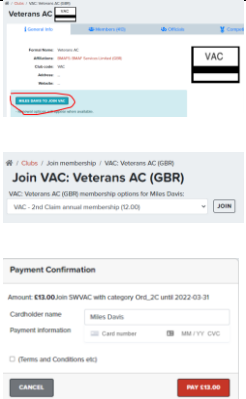



User Guide for BMAF OpenTrack

1. Home	<p>Click on the menu option “OpenTrack” on the BMAF website to reach the home page for BMAF OpenTrack</p> <p style="text-align: center;">https://bmaf.opentrack.run</p>	
2. Signup/ Login	<p>If you do not already have an OpenTrack account.</p> <ul style="list-style-type: none"> • Signup: Enter key data and wait for an email to activate the account. • If you have an OpenTrack account you are using for a family member/friend, contact “newcomers and membership support” via https://bmaf.org.uk/bmaf-officers/ for help. <p>Login using your OpenTrack email address and password.</p>	
3. My User Profile	<p>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</p> <p>If you have an Opentrack account but you have not previously used BMAF OpenTrack and your area club membership secretary has already entered your personal data in the system, then click on the person shown who matches your name, date of birth and UKA registration number (If shown)</p>	
4. My Athlete Profile – personal details and memberships	<p>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</p>	
5. Check UKA registration	<p>Press the “Refresh” button shown in the header above the Athlete details in order to check your current UKA registration.</p> <p>If you are registered with SA or ANI the status of that registration will be shown and otherwise the EA/WA registration status will be shown automatically. These checks depend on your name and date of birth used for registration in OpenTrack being the same as that held by EA/WA/SA/ANI or your registration number is known.</p> <p>SA registrations are currently only refreshed once a month and if you only recently obtained/renewed your registration, you may need to contact BMAF support with proof of registration so that they can enter your current registration details into the system.</p> <p>When entering a competition where a current registration is mandatory, the status “OK” is acceptable</p>	

<p>6. Join an area club</p>	<p>Click on the Clubs tab and select the BMAF area club to join</p> <p>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.</p> <p>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.</p>	
<p>Not joining an area club</p>	<p>Anyone who is not a member of an area club may be asked to send the Competition Secretary their proof of nationality/age as noted above.</p>	
<p>7. Renew membership</p>	<p>Click on the Clubs tab and select the club for which the membership is due for renewal. Then click on the Renewal button in order to pay the current renewal fee for the membership category.</p> <p>It is possible at this point to change category, e.g. from second claim to 1st claim but this will also need a “club transfer” to be authorised by the Home Country Athletics Federation</p>	
<p>8. Enter a competition</p>	<p>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. Often area club members will receive a discount on the cost of entry</p> <p>Click on the BMAF logo in the top left corner to return the home page for BMAF OpenTrack.</p>	
<p>9. Resign membership</p>	<p>Request the club membership secretary to do this</p>	