

# BMAF OPENTRACK USER GUIDE

BMAF OpenTrack is an implementation of the OpenTrack athletics management software in order to integrate membership management and competition entry. Online payments are provided by the Stripe service under the control of OpenTrack.

BMAF Opentrack is used by the members of all BMAF area clubs for management of their member data. Queries from area club members should go to their BMAF area club membership secretaries – the list is provided on the "Contacts / Area Clubs" page of the BMAF website

Assistance to open competitors and fallback technical support will be provided by the BMAF support team Peter Kennedy/Alex Rowe via the email address [memsec@bmaf.org.uk](mailto:memsec@bmaf.org.uk)

The objectives of the OpenTrack concept are to:

- Give the athletes the responsibility for managing their own data, with quick and easy access to the required functionality
- Ensure that OpenTrack functions can be equally operated online by athletes themselves and by club officials and race organisers on behalf of non-IT skilled athletes
- Ensure same functionality available on many devices (popular desktop browsers, tablet or smartphone)
- Ensure that entry into competitions is controlled according to the athletes validated status
- Embed use of modern devices to automate competition management
- Publish results quickly and accurately to all media forms

Usage of OpenTrack breaks down into the following areas - click on each one in order to go to the relevant section:

1. [Access to OpenTrack](#)
2. [Enter Member Details](#)
3. [Manage area club memberships](#)
4. [Membership Payment](#)
5. [Obtain the area club kit, if you wish to represent the club in inter-area competition](#)
6. [Read Masters Athletics Magazine](#)
7. [Enter Competitions](#)

## **Access to OpenTrack**

To reach OpenTrack:

- Click on the <<OpenTrack Member/Guest Access>> function of the BMAF website <http://bmaf.org.uk>
- On seeing the BMAF OpenTrack home page, choose the appropriate option

*Existing area club/OPEN members who have not previously provided their email address  
New users, including those who have an OpenTrack account for county championship entries:*

- Click on "First time users please <<check your access>>" and the following screen will be displayed:

## Getting started with BMAF's OpenTrack system

If you're a BMAF member and need help getting in, please fill in the form below. We will either let you in right away, or send your request to a BMAF membership secretary.

<b>First name:</b> <input type="text"/>	<b>Last name:</b> <input type="text"/>
<b>Email:</b> <input type="text"/>	<b>Gender:</b> <input type="text"/>
<b>Date of birth:</b> <input type="text" value="dd/mm/yyyy"/>	<b>Primary Area Club:</b> <input type="text"/>

- Enter your name, date of birth, gender, area club to identify yourself, followed by your email address and click "Check". If you are interested in joining one of the BMAF area clubs or you are already a member of one, select the appropriate club. If you wish to be a guest competitor, choose the area club OPEN.
- Where it says "First Name" you can put the name which you would prefer to be known by when entering competitions, even if that is not your actual first name. It is however better if this is consistent with other systems such as the EA registration system and Power 10 – please notify them as necessary in order to get these instances of your "first name" all the same.

- If you are matched with an existing athlete record, you will be then prompted to request a password-reset. Then Login as described below
- If OpenTrack is unsure that it can grant you access to the existing account or you are not sure that this is your account, then it will trigger a request for assistance to your area club membership secretary.
- Assuming that you are not matched with an existing member, then a new athlete record will be created for you which is inked to your email address.
- If you have chosen the BMAF area club member option, you will then receive the following instructions:

**Peter Kennedy** acting as your membership secretary has been notified via email [it@bmaf.info](mailto:it@bmaf.info) that you have registered your interest in area club **VAC** in OpenTrack®.

Your next steps are as follows:

1. **Get a new password** for your account  
**Log into your account**, select **My Account** and click on **My Details** in order to complete the setup of your athlete details.  
There are traffic lights on each section to guide you
2. **Apply to join the BMAF Area Club** of your choice by clicking on the Join button in My Account. This constitutes a membership application which the club is not obliged to accept.  
The application is not complete until the following steps are also done:
3. **Send a scanned copy/digital photo of your passport details** to your membership secretary for validation of your nationality, place of birth and date of birth.  
**No-one can be accepted as a member of the BMAF without the validation of their date of birth.**  
A birth certificate or driving licence are also acceptable but they do not permit the full validation and you may therefore need to supply the passport details at a later date
4. **Make a payment for membership of a BMAF Area Club**, either online via the **View/Renew** button in **My Account**, if this facility is provided for your area club, or by sending the payment separately.

- If you have chosen the OPEN member option, you will then receive the following instructions:

**BMAF User Support** acting as your membership secretary has been notified via email [memsec@bmaf.org.uk](mailto:memsec@bmaf.org.uk) that you have registered as an OPEN competitor in OpenTrack®.

Your next steps are as follows:

1. **Get a new password** for your account  
**Log into your account**, select **My Account** and click on **My Details** in order to complete the setup of your athlete details.  
There are traffic lights on each section to guide you
2. **Send a scanned copy/digital photo of your passport details** to your membership secretary for validation of your nationality, place of birth and date of birth.  
**No-one can be accepted as a member of the BMAF without the validation of their date of birth.**  
A birth certificate or driving licence are also acceptable but they do not permit the full validation and you may therefore need to supply the passport details at a later date
3. **Consider joining a BMAF Area Club**, via the **Join** button in **My Account**.  
Not all BMAF and area club competitions are open to Guest competitors.

- Send your membership secretary a copy of your passport details. A birth certificate is an acceptable alternative if you do not have a United Kingdom passport. If you were born abroad then, please send copies of both your passport details and your birth certificate. This will enable us to check your age and nationality, such that we do not need to repeat the checks if you wish to enter as GB competitor in a masters international competition or if you go on to win a British Masters championship medal or set a British record.
- Follow the instructions hereunder for existing users:

*Existing area club/OPEN members who have previously provided their email address:*

- Click on Login (in top right corner)
- Enter your email address and password.

- If you have forgotten or don't know your password, click "Forgot/Need Password?" option and enter your email address, followed by "Reset". When you receive the password reset email which is sent to the email address that you have specified (usually within seconds), Click on the link provided which will allow you to choose a password and press "Reset" to save it

After the login, the OpenTrack main page is displayed

Clicking on the My Account then brings up the user's Home Page:

## Enter Member Details

Select "My Account" and click on the words "Review and edit my full details"

John Smith, VAC - My Details

Smith, John #20303

Field you can edit should be shaded in green. Click to edit

Section A - General data

Opentrack id:753f746a-6635-4849-b351-9dda5f0d540c

Family Name: [?] Short Name: [?] Title:

Smith John Click to choose

Date of birth: 23/12/1980 Gender: Male

Address1: Click to edit Address2: Click to edit

Postal Town/City: Click to edit Postal County/State: Click to edit Postcode: Click to edit

Country: United Kingdom Phone: Click to edit Mobile: Click to edit

Email: pki@datchet.plus.com

Contact: [?] Contact Email:

Network activity: = + -

Status: Ready

Member details are divided into 5 sections:

- General data
- Athletics data
- Identity data
- BMAF area club data
- UKA registration data

Everyone should complete Sections A, C and E. Area club members should also complete Section B. The membership secretary will cover all the remaining actions to activate your account.

Most data items are only saved when you press the tick button that appear when you change a data item. Change to any data items which are Yes/No options indicated by the presence of absence of a tick are saved immediately. These five data sections are assigned traffic lights such that any RED ones will prevent you entering a competition or renewing your membership and in some instances so will the amber ones. For further details of the data fields and the traffic lights refer to [Appendix 1](#). After saving the data, you can refresh your screen (press F5, if available on your keyboard, or press your name in the top left corner of the screen) to show the updated traffic light settings.

It will be also possible for a member/open competitor to manage the member data on behalf of several members/open competitors and enter them in competitions on their behalf, using a single email address. Please contact your membership secretary if you wish to do this.

Most of the member data is displayed for the member to edit, but some data items will be updated by the membership secretary only, based on information provided by the member.

Your BMAF area club data will be displayed as one line for each club and then you can take one of the following actions for each club you are member of, as well as joining a new club:

- Review member club data
- Pay membership

If you wish to change your primary area club (this is the club which you have chosen to represent in inter-area or inter-UK events) or tender your resignation, please contact your membership secretary separately. This also applies if you wish to inform the membership secretary of the death of another member.

The data of those members who have resigned or died will be held for two years, or indefinitely if the member is a current holder of a British track or field record or a road best performance, or still showing on the rankings held by the BMAF.

When you register yourself in OpenTrack, you are giving permission for the data you have provided to be held on computer record for the purposes of membership management and competition entry by the BMAF and its area clubs. It will not be passed to outside bodies except the national governing athletics organisations for registration and mailing and race organizers for managing competitions.

## Manage Area Club Memberships

Up to this point as a new member you have only expressed an interest in joining an area club or left the club as OPEN. If you now wish to join an area club you will need to return to My Account and choose the club you wish to join where it says "Join another club" followed by Submit. You will then need to select one of the categories of membership offered by the club and press Create. For many clubs the two main categories are 1st claim or 2nd claim membership. You can only choose the 2nd claim membership option if you are already a first claim member of another UKA registered club. If you have no plans to compete in UKA registered events, then you can choose the Ordinary (non-competing) membership category.

You can also join additional area clubs by the same method. Most of the clubs now offer an online payment option by debit/credit card and some of those will also allow payment by cheque or bank transfer. You will need to confirm this by reference to the club website or an email to the club membership secretary.

## Membership Payment

From the "My Account" screen (tip: you can jump back to it by clicking on the "breadcrumb" showing your name and club membership id at the top of the screen) do the following:

Select View/Renew your area club membership

The screenshot shows the OpenTrack BMAF user interface. At the top, there is a navigation bar with the OpenTrack BMAF logo and a back arrow. Below the navigation bar, the user's name and membership ID are displayed: "John Smith - 0000" and "VAC Membership". The main content area shows the user's name and club: "Smith, John - VAC". A green message box indicates: "Athlete John Smith was registered to club VAC". Below this, there is a blue box for "Membership renewal" with the text "Your membership expires on None" and a "Renew now" button. At the bottom, there is a "Membership Details" section with the following information:

Club number: 0000	Join date: 10/03/2017	Renewal date:	Status: Pending
Category: 1st Claim annual membership (incl EA registration) [Ord_1C]	Non competing:	Free affiliation: [?]	

Select the "Renew Now" button and, choose the category of membership e.g. "2<sup>nd</sup> claim membership for 12 months" and press "Renew Now" again. Choose the 1<sup>st</sup> claim membership category only if the area club is your chosen UKA 1<sup>st</sup> claim club. Please be aware that there is UKA-defined process for changing 1<sup>st</sup> claim club.

Click on the button "Pay £xx" (for example it could be £20 for the 2<sup>nd</sup> Claim membership category, which gives you membership until 01/01/2017). If the membership category is for 1<sup>st</sup> claim membership, the amount will include the UKA registration fee for the forthcoming year.

Wait for your membership secretary to accept your membership application and payment by updating your membership status to Confirmed. Note that the committee of the area club has the power to refuse to admit any person without assigning, or being required to assign, any reason for refusal.

You can then enter any of the competitions displayed on the "My Account" screen.

Anyone wishing to resign from the Club must give written notice to the Secretary or his/her membership will continue.

## **Obtain the area club kit, if you wish to represent the club in inter-area competition**

All BMAF area clubs have specific club vests and possibly other kits for you to purchase – see the club website for details. The correct club vest must be worn in the Inter-Area Challenge events and you can also wear it in BMAF championships even if it is not your UKA first claim club.

## **Read Masters Athletics magazine**

If the membership status of your primary BMAF area club is "Confirmed", you will be able to see the latest edition of Masters Athletics magazine, as well as previous editions from 2013 onwards.

You can also pay for a 12 months' subscription for a printed copy of the magazine to be mailed to you.

## **Enter Competitions**

From the "My Account" screen click on the "Not Entered" button for the competition you wish to enter:

Click on the events which are offered as part of the competition, that you wish to enter

Enter your best performance in the last two years at this event or zero if you have not done an official time for it

Enter any notes you wish the Competition Organiser to read

Tick the box to confirm that you have read the terms and conditions of entry and press Submit

You will then see the details of what you have entered in the competition and the total fee payable. If you need to correct any of them or add further events, return to My Account and click again on the button for this competition (now labelled Draft), make the required changes and click Submit

Click on the box showing the total fee payable and use your debit/credit card to complete the payment. You will receive a competition receipt which is your guarantee of entry – please bring it with you to the event. The latest list of all competitors will be displayed elsewhere in Opentrack and/or the BMAF website (... function not yet available).

If this competition states that a paid-up UKA registration is mandatory, you will still be allowed to enter the competition without it but you must resolve the registration status before the date of the competition or be disqualified. If you enter a road race with a UKA race permit, but you are still unregistered by the day of the race, and you will have to pay a supplement of at least £2 to the race organiser.

Once you have entered a competition, the status will change to "Paid – click to modify". If you wish to enter additional events for a track and field competition after your first payment, you can click on the competition line to make your changes. You can also change events, as long as the overall cost does not decrease.

# Appendix 1 – BMAF OpenTrack Data Fields

Key:

- Input by Member
- Input by Membership Secretary role
- Input by Magazine Editor role

Section A General Data	Section B Athletics Data	Section C Identity Data	Section D BMAF Club Data	Section E UKA Reg Data	System Data
Short Name	Athletics Interests Track: TS, TH, MD, TR, FJ, FT, CE	Given Names	Primary Area Club	First Claim Club	Member ID
Family Name	Athletics Interests: Walks	Full Name	PAC Id	"First Claim Other" Club	Status A
Date of Birth	Athletics Interests: Road, UM	Former Name	PAC status	Higher Claim Club	Status B
Gender	Athletics Interests: Cross Country	Nationality	<b>For each Club Membership:</b>	UKA Reg Pay Status	Status C
Title	Athletics Interests: Fell	Place of Birth	Club Number	EA/WA Reg ID *	Status D
Address1	Athletics Interests: Trail	Identity Document Type	Status	EA/WA Reg Status	Status E
Address2	Athletics Interests: Coaching	Identity Document Number	Join Date	EA/WA Reg Name	Username
Postal Town	Athletics Interests: Officiating	Validation Level	Member Category	EA/WA Reg First Claim Club	Last Updated By
Postal Area	No Comms	Validated By	Renewal Date	SA Reg ID *	Last Updated Date
Postal Code	Masters Athletics Subscription Expiry Date	Validation Date	Noncompeting	SA Reg Status	
Country	Mailing Address Name		Free Affiliation Flag	SA Reg Expiry Date	
Telephone			MemberNotes	SA Reg Name	
Mobile			Memsec Notes	SA Reg First Claim Club	
Email			Resignation Date	ANI Reg ID *	
Contact Member ID			Resignation Reason/Status	ANI Reg Status	

			Club Magazine Subscription Control Flag	ANI Reg Name	
				ANI Reg First Claim Club	

\* Note: only one set of UKA registration data is required – either EA/WA or SA or ANI

## Member Data Traffic Lights

Colour	Section A	Section B	Section C	Section D	Section E
Red	Missing values for: Short Name Family Name Date of Birth Gender Address 1 Postal Town Country Postal Code (depending on Country)		Validation Level = 0	Status "Registered", "Lapsed", "Resigned", "Archived", "Deceased" for Member's Primary Area Club	Missing value for: First Claim Club
Amber	Missing Email Address	No Athletics Interests		Status "Pending" for Member's Primary Area Club	EA/WA Reg Status SA Reg Status ANI Reg Status all not set to "Yes"
Green	Otherwise	Otherwise	Validation Level = 1 (without identity document) - <i>validations prior to OpenTrack only</i> Or Validation Level = 2 (with identity document)	Status "Confirmed" for Member's Primary Area Club "Active" for Open Competitor	One of EA/WA Reg Status SA Reg Status ANI Reg Status set to "Yes"

Competitions may vary which colours of traffic lights will be accepted before entry to the competition is allowed:

e.g. BMAF Track & Field Championships requirements would be:

Section A: Green

Section B: Green

Section C: Green

Section D: Green

Section E: Amber/Green (but Green would be required by the date of the competition)

