

## How to set up an account/login

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1. You will be sent an email shown below:

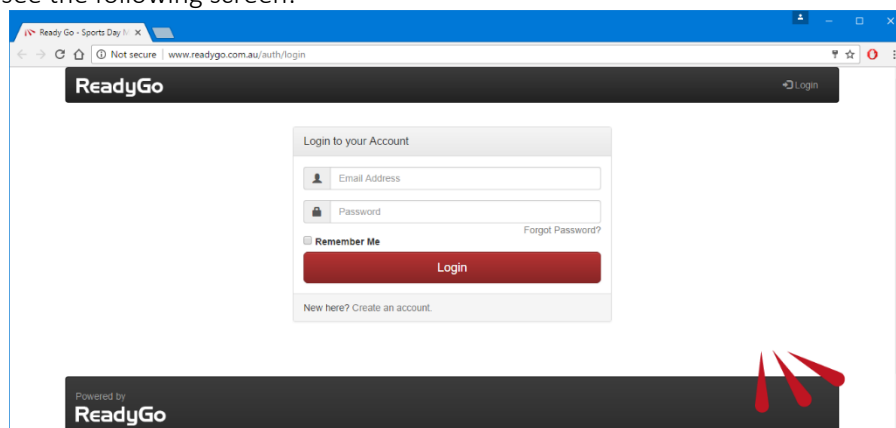
Hello, Zoe Steele has added you for the role of "Sports Coordinator" on ReadyGo Sports Day Manager.

Click here to accept your role.

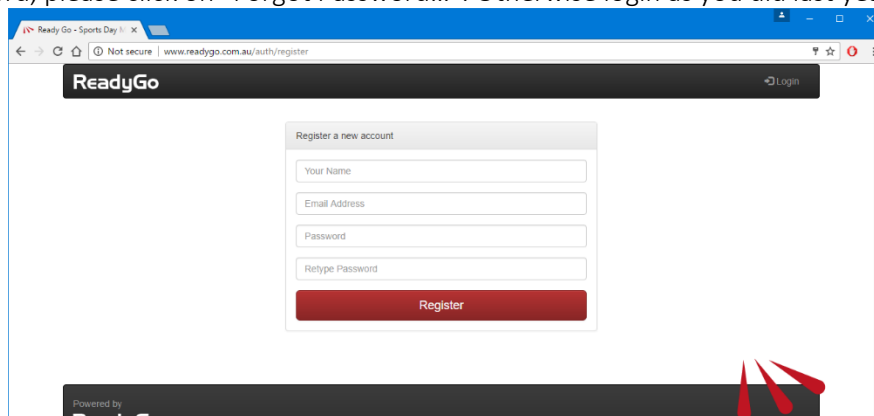
Please note, you will be directed to log in or to create an account if you have not already done so. Thank you

2. Once you clicked on the words "click here to accept your role" in your email, you will be directed to the ReadyGo website (<http://www.readygo.com.au>).

3. You will see the following screen:

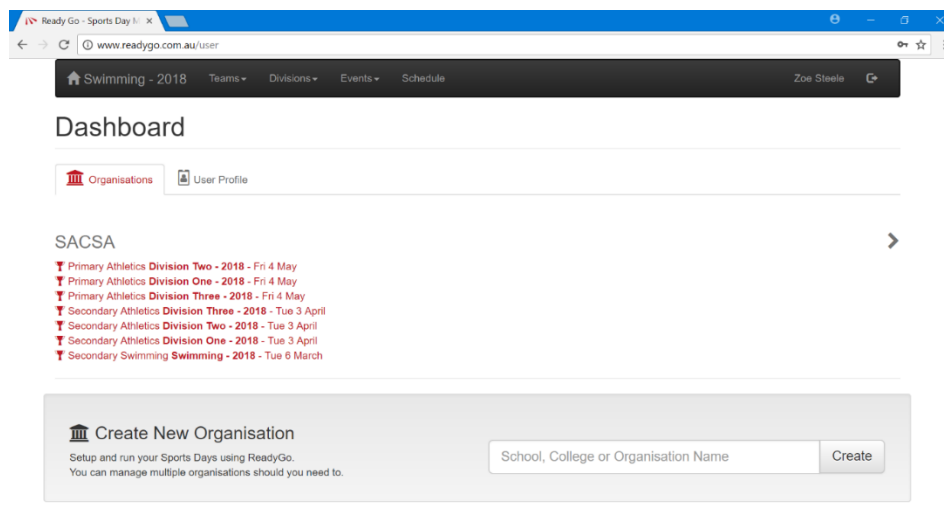


4. If you did not use the Ready Go program last year, please click on "New here? Create an account..." at the bottom of the red login box. Please enter in your name, email address and set up a password as shown below. If you have used it before and cannot remember your password, please click on "Forgot Password...". Otherwise login as you did last year.

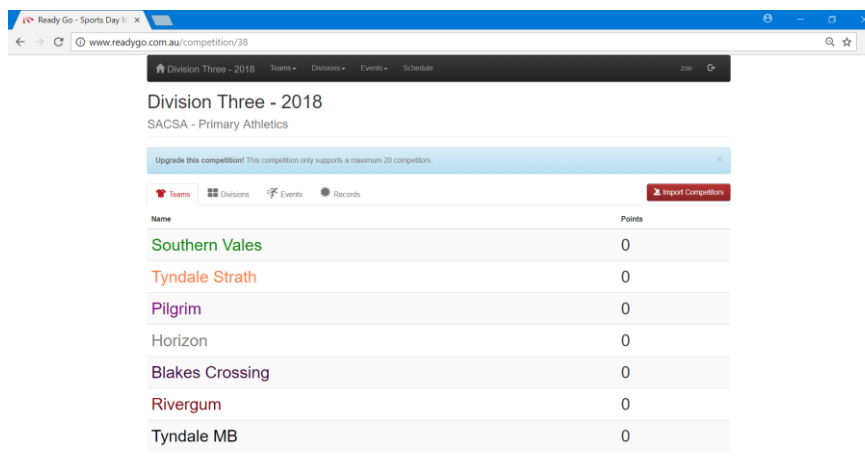


## How to enter competitors into events

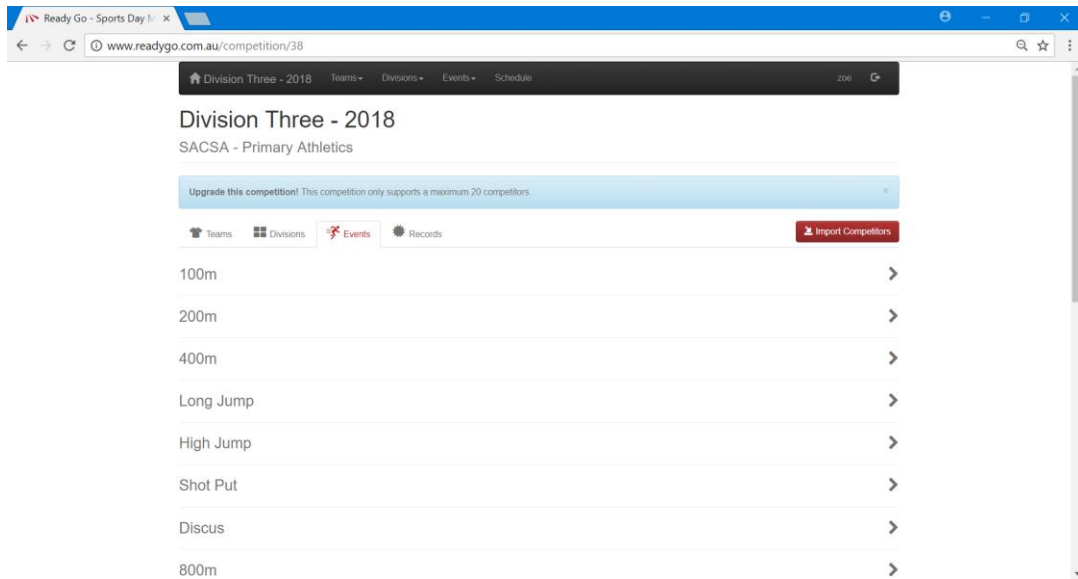
1. You will then be directed to the dashboard where you will see our name “SACSA” in grey. Please click on one of the options in red below “SACSA” to enter straight into your carnival. If you have forgotten which division your school is in, you can access the Athletics Booklet online ([www.sacsasports.com.au/sports/athletics](http://www.sacsasports.com.au/sports/athletics)) to find out.



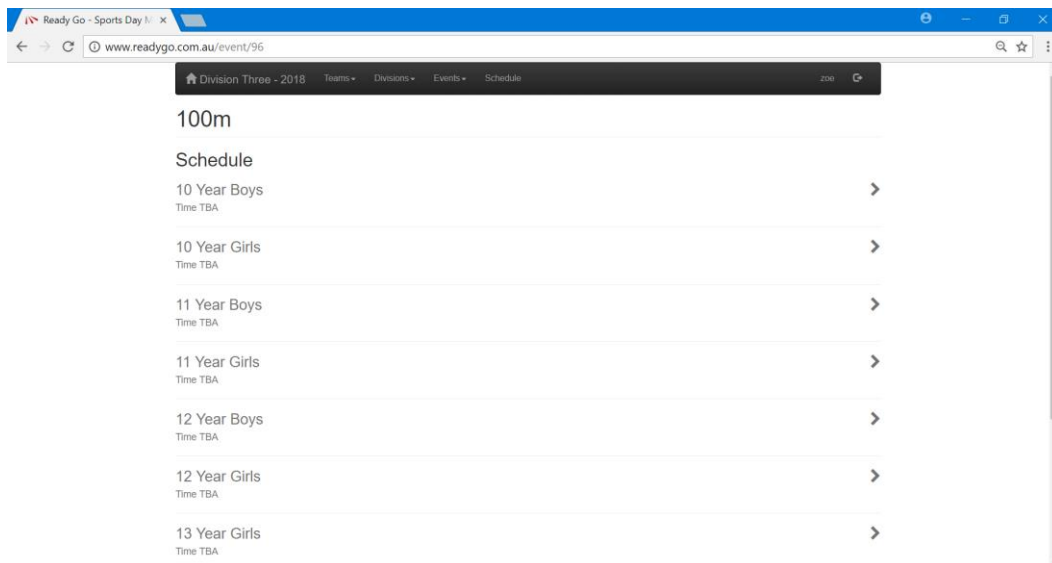
2. Once you have entered into your division, you will see the following screen.



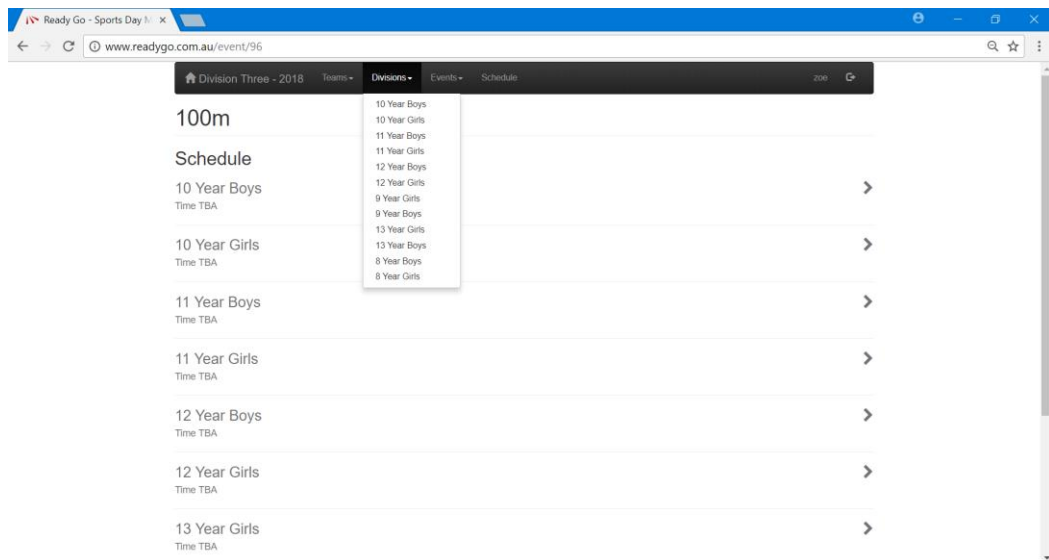
3. You can now start placing competitors into their events by clicking on “Events” (either the grey option or on the top black menu bar at the top of the page).



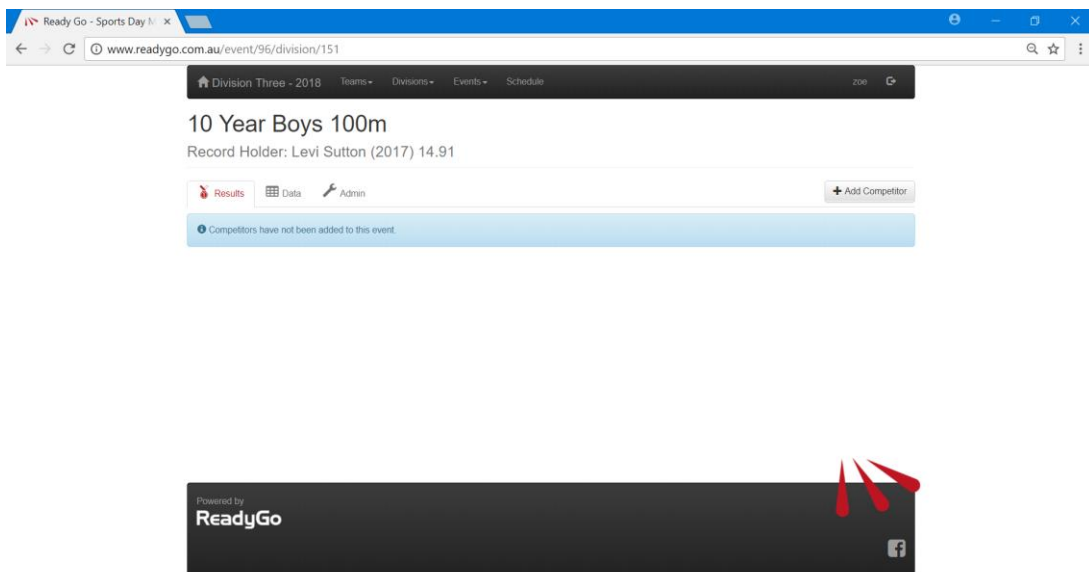
4. If you click on each individual event, you will have the option to then choose the age group you would like to enter competitors into as show below.



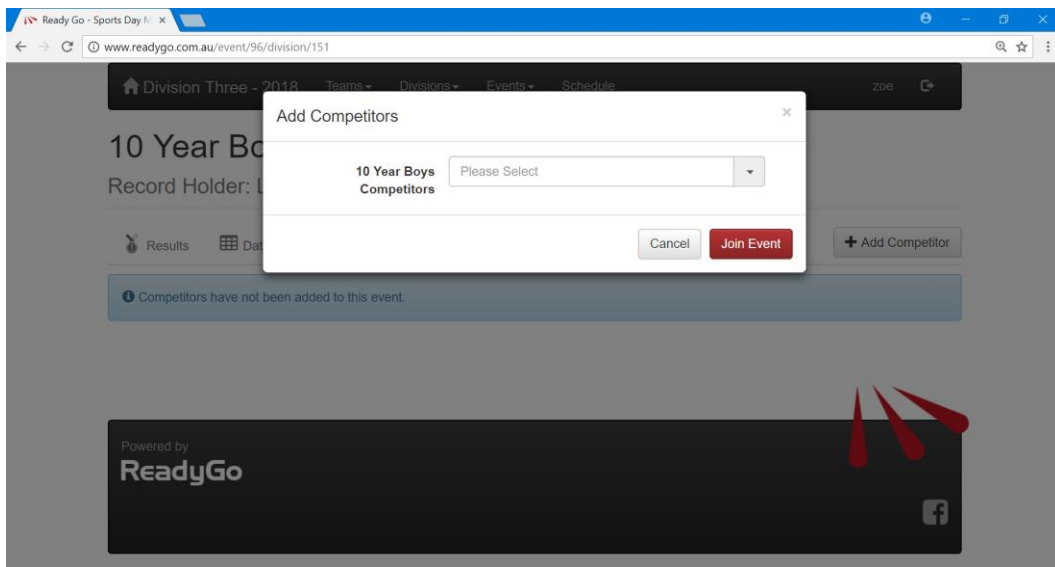
- Alternately, if you would like to add competitors into events by age groups, you can click on "Divisions" on the black menu bar at the top of the screen. This will show a drop down as shown below. You can then access all of the events in that age group.



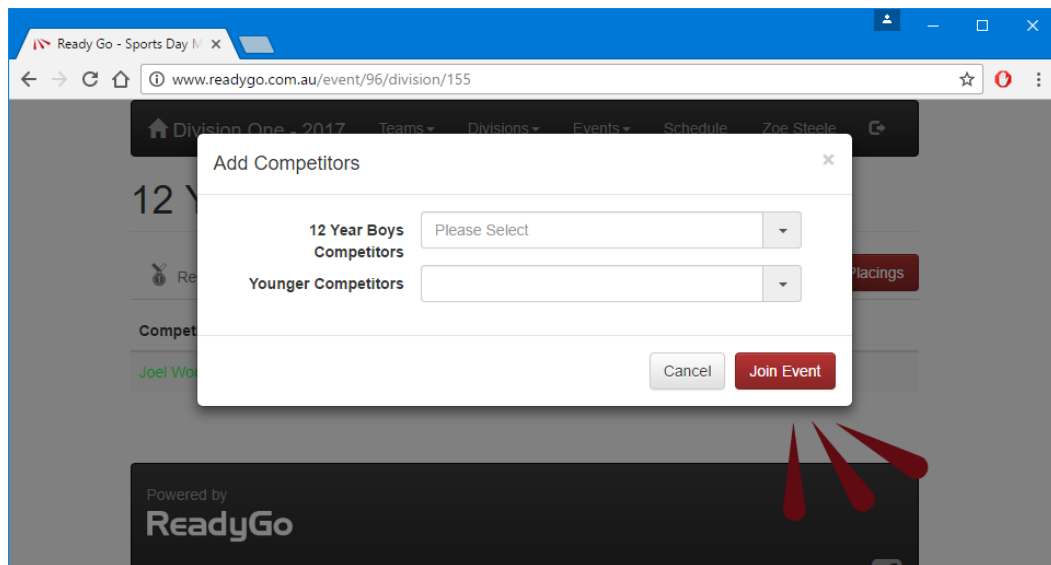
- Once you are into the correct event and age group, you will see the screen below...



7. You then need to click on “+Add Competitor” tab on the right hand side of the screen.



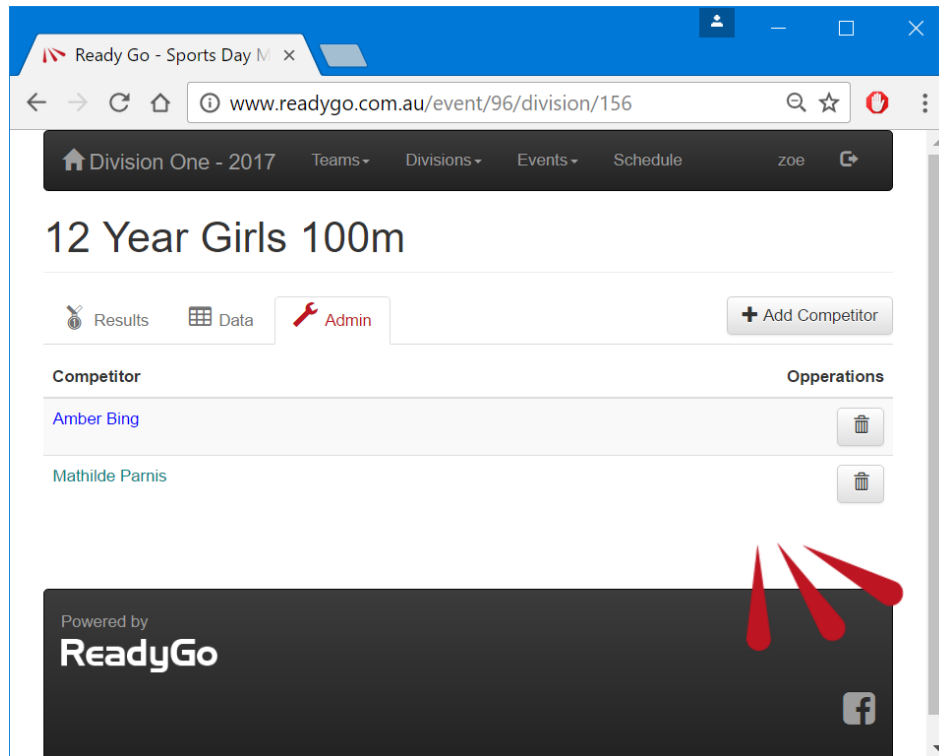
8. You can now either use the drop down to add your competitor to the event or type in their name. If you are adding a competitor that is younger than the age group, you just need to type his name in the “Younger Competitors” section.



## How to remove a competitor from an event

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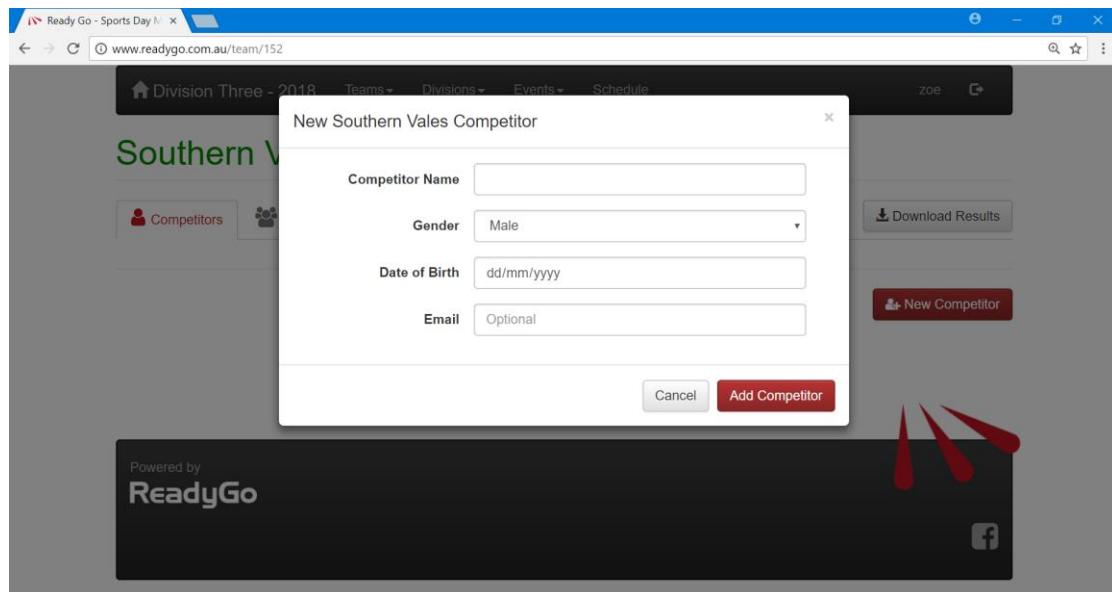
1. To remove or change a competitor that you have already entered, please go to the specific event (eg 100m, 12 Year Girls) and click on the “admin” tab as shown below. By clicking on the bin to the right of the competitor’s name, you will be able to delete them.



## How to import more competitors into the program

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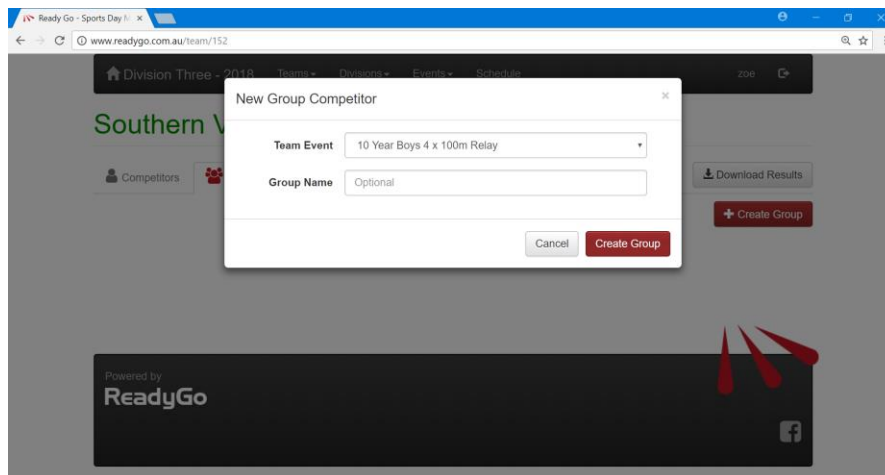
1. If you would like to add competitor into the program you will need to go to the menu bar at the top of the screen (black) and click on "Teams". If you choose your team name it will then show you a list of all of your competitors sorted into age and gender. Scroll down to the bottom of the page and there will be a red box that says "New Competitor". If you click on that box, you can then add in a new competitor. They will then be added into the program.



## How to enter teams into relay events

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1. Once you have entered into your division, you will need to go to the menu bar at the top of the screen (black) and click on "Teams". If you choose your school name and then click on the "groups" tab. Click on "Create Group" and this will bring up another box. You are then able to select the "Team Event" by using the drop down arrow. You are also able to give your team a group name if you want, but this is optional. You can keep adding these groups until all of the relays have been added.



2. Once you have entered a relay team, it will appear in the program as shown below. You can then change the Name of the group if you want (not compulsory) and you can also add in the names of each competitor in your relay team (this is also not compulsory).

