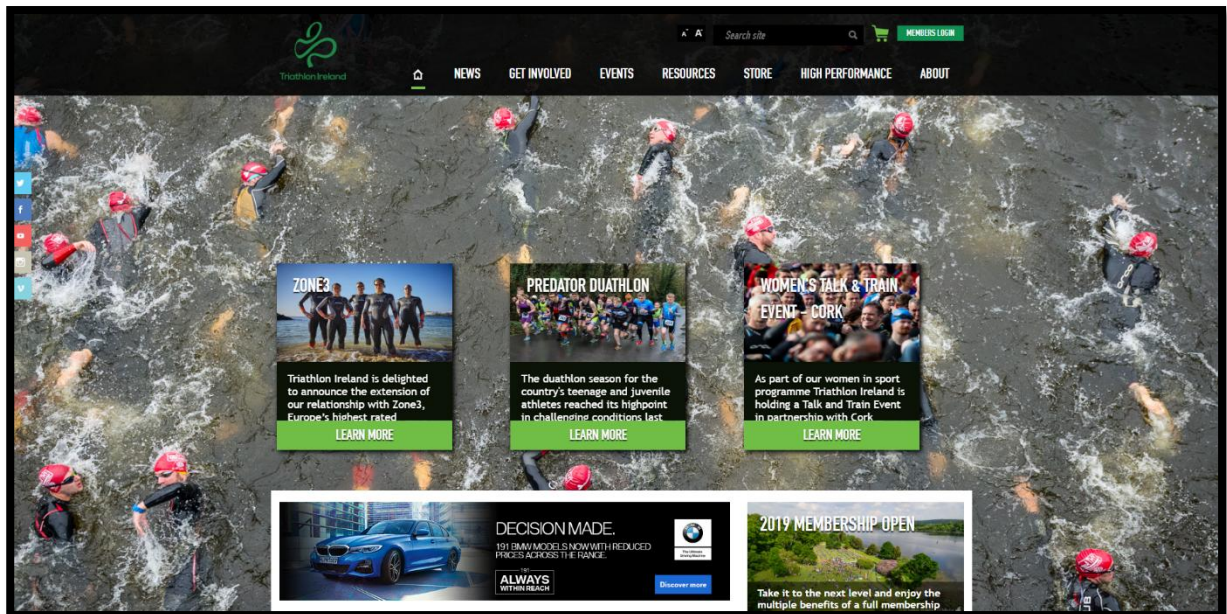


## How do I enter a Triathlon Ireland Sanctioned race?

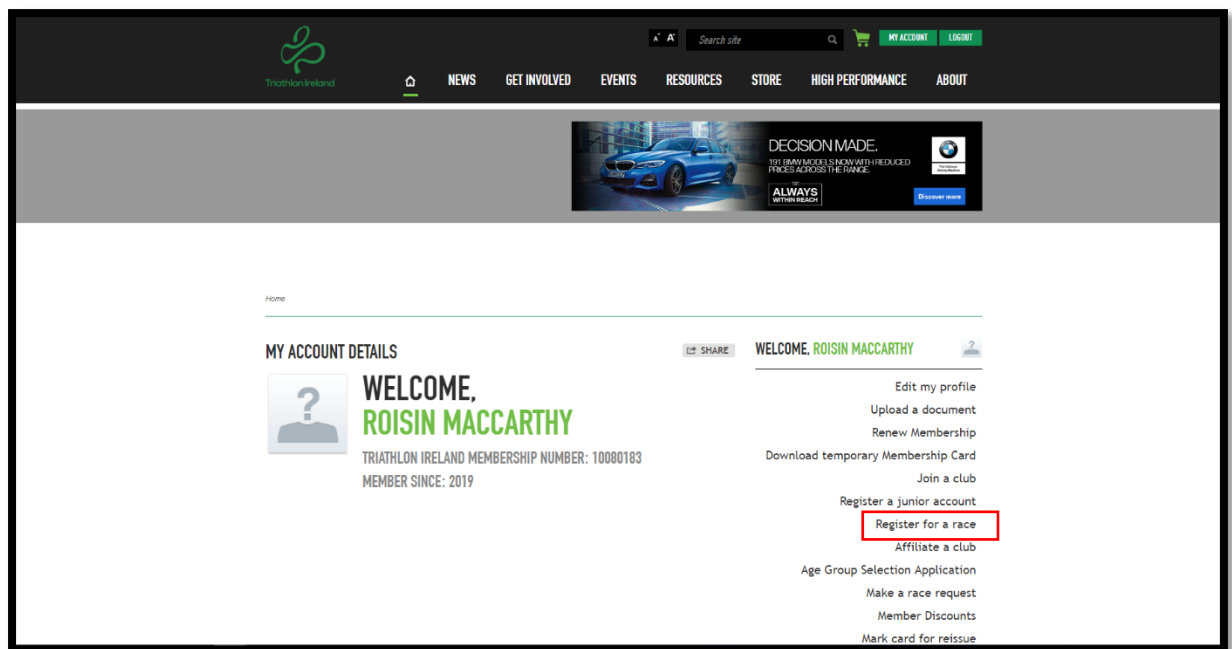
1. Open up your web browser onto the **Triathlon Ireland** website (or follow this link <https://www.triathlonireland.com/>)
2. This will bring you to the Triathlon Ireland homepage



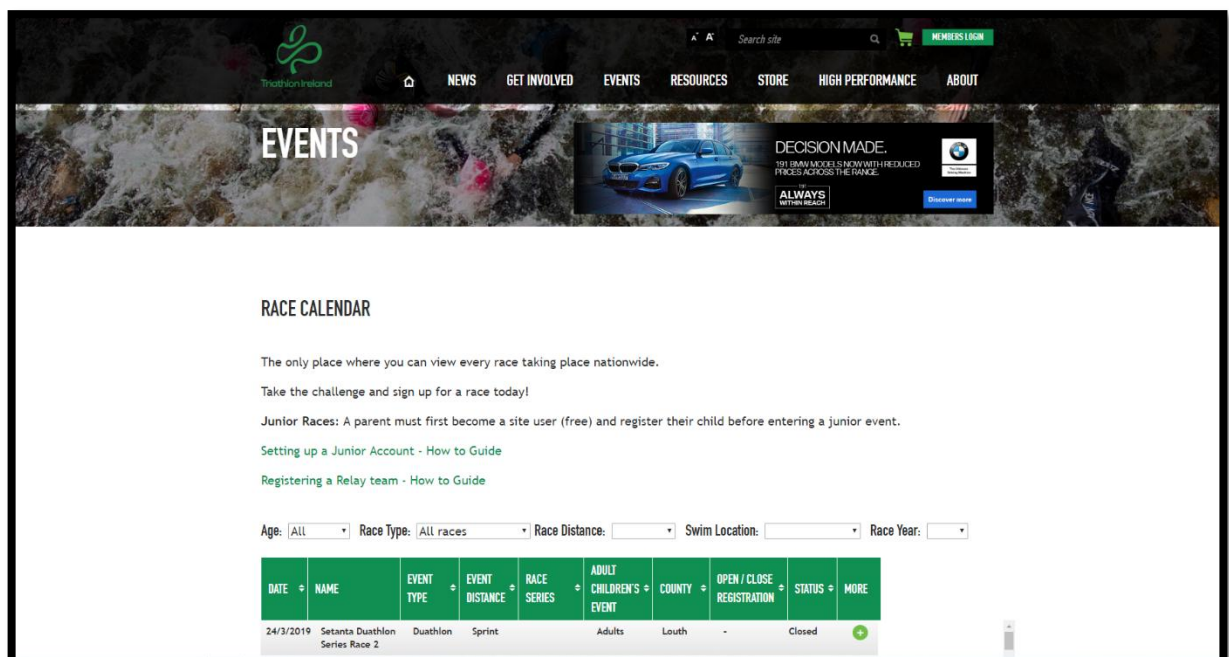
3. At the top right corner, select "Members login" and fill in your **Email address** and **Password** that you have for your Triathlon Ireland account. Then select submit.

A screenshot of the Triathlon Ireland login page. A large yellow arrow points from the 'MEMBERS LOGIN' link in the top right corner of the homepage to this page. The page has a dark header with the Triathlon Ireland logo and navigation links. Below the header, the word 'LOGIN' is displayed in large white letters. To the right of 'LOGIN' is a BMW advertisement. The main content area contains a login form with the following elements: 'Email address:' label, an input field containing 'roisin@triathlonireland.com'; 'Password:' label, an input field with masked characters; a 'Remember me' checkbox; a green 'SUBMIT' button; a link 'Forgot your password?'; and a link 'Not already a member? Register here.' At the bottom of the page, there is a 'SPONSORS' section.

4. Once the page has opened, on the right hand column select “**Register for a race**”.



5. This will bring you to our “**Race Calendar**” where all of the Triathlon Ireland races are displayed.



6. To make the search easier to find your race, you can select “**Event Type**” to narrow the search. (TIP\* You can also search by location by selecting “**County**” and the list will appear in

Age:  Race Type:  Race Distance:  Swim Location:  Race Year:

DATE	NAME	EVENT TYPE	EVENT DISTANCE	RACE SERIES	ADULT CHILDREN'S EVENT	COUNTY	OPEN / CLOSE REGISTRATION	STATUS	MORE
7/4/2019	VGraph KTC Kilkenny Duathlon	Duathlon	Sprint		Adults	Kilkenny	-	ENTER BUY ODM	+
13/4/2019	Cunga Sprint Duathlon	Duathlon	Sprint		Adults	Mayo	23/1/2019 - 12/4/2019	ENTER	+
14/4/2019	Pulse Childrens Duathlon 4-16 yrs	Duathlon	Sprint		Children	Dublin 22	20/2/2019 - 30/3/2019	ENTER	+
14/4/2019	Pulse Free Family Adult and Junior Duathlon Relay (Parent register only)	Duathlon	Sprint		Children	Dublin 22	14/2/2019 - 31/3/2019	Race Full	+
15/4/2019	ATC Junior 3 Day Easter Camp	Triathlon	Try-a-Tri		Children	Kildare	28/2/2019 - 31/3/2019		+
22/4/2019	battle of ballinspittle	Duathlon	Sprint	DS	Adults	Cork	28/11/2018 - 21/4/2019	ENTER	+
22/4/2019	Camida Clonmel Sprint Duathlon	Duathlon	Sprint		Adults	Tipperary	8/12/2018 - 20/4/2019	ENTER	+
27/4/2019	Phoenix Park Duathlon 1	Duathlon	Sprint	DS	Adults	Dublin	23/11/2018 - 25/4/2019	ENTER	+
28/4/2019	24/7 (Letterkenny) Try-	Triathlon	Try-a-Tri		Adults	Donegal	4/2/2019 - 21/4/2019	ENTER	+

alphabetical order)

7. When you have found the race you would like to enter, press “**Enter**”

Age:  Race Type:  Race Distance:  Swim Location:  Race Year:

DATE	NAME	EVENT TYPE	EVENT DISTANCE	RACE SERIES	ADULT CHILDREN'S EVENT	COUNTY	OPEN / CLOSE REGISTRATION	STATUS	MORE
7/4/2019	VGraph KTC Kilkenny Duathlon	Duathlon	Sprint		Adults	Kilkenny	-	ENTER BUY ODM	+
13/4/2019	Cunga Sprint Duathlon	Duathlon	Sprint		Adults	Mayo	23/1/2019 - 12/4/2019	ENTER	+
14/4/2019	Pulse Childrens Duathlon 4-16 yrs	Duathlon	Sprint		Children	Dublin 22	20/2/2019 - 30/3/2019	ENTER	+
14/4/2019	Pulse Free Family Adult and Junior Duathlon Relay (Parent register only)	Duathlon	Sprint		Children	Dublin 22	14/2/2019 - 31/3/2019	Race Full	+
15/4/2019	ATC Junior 3 Day Easter Camp	Triathlon	Try-a-Tri		Children	Kildare	28/2/2019 - 31/3/2019		+
22/4/2019	battle of ballinspittle	Duathlon	Sprint	DS	Adults	Cork	28/11/2018 - 21/4/2019	ENTER	+
22/4/2019	Camida Clonmel Sprint Duathlon	Duathlon	Sprint		Adults	Tipperary	8/12/2018 - 20/4/2019	ENTER	+
27/4/2019	Phoenix Park Duathlon 1	Duathlon	Sprint	DS	Adults	Dublin	23/11/2018 - 25/4/2019	ENTER	+
28/4/2019	24/7 (Letterkenny) Try-	Triathlon	Try-a-Tri		Adults	Donegal	4/2/2019 - 21/4/2019	ENTER	+

8. You will now be directed to the race entry process. The first step is to select if you are entering the race as an **Individual** or part of a **Relay Team**

The screenshot shows the 'RACE ENTRY FORM' on the Triathlon Ireland website. At the top, there is a navigation bar with the Triathlon Ireland logo, a search bar, and links for 'MY ACCOUNT' and 'LOGOUT'. Below the navigation bar is a banner featuring a blue BMW car and text about reduced prices. The main content area is titled 'RACE ENTRY FORM' and contains a dropdown menu labeled 'Individual or Relay?'. The dropdown menu is currently open, showing a list of options, with the 'Individual' option highlighted. A red box is drawn around the dropdown arrow icon. Below the dropdown menu is a section titled 'SPONSORS' which features the BMW logo and the text 'Official Partner'.

9. Next, Select the athlete that will be taking part in the event. If you have logged into your account successfully, your name should appear here. If you are entering a Junior, please select their name here. You can only select one name at a time.

The screenshot shows the 'RACE ENTRY FORM' on the Triathlon Ireland website, specifically the athlete selection step. The dropdown menu labeled 'Individual or Relay?' is now closed, and the 'Individual' option is selected. Below this dropdown is another dropdown menu labeled 'Select the athlete'. This menu is currently empty, showing a list of names. A red box is drawn around the dropdown arrow icon. The rest of the page layout, including the navigation bar and the BMW banner, remains the same as in the previous screenshot.

10. Answer **all questions** of this section as well as **Accepting the Terms** at the bottom. One you have finished, select **"Save race registration"**

**RACE ENTRY FORM**

Individual or Relay?  
Individual

Select the athlete  
Roisin MacCarthy

Athlete name: Roisin MacCarthy  
Has the athlete ever done a Triathlon?  
☒

Where did you hear about the race?  
Triathlon Ireland Website

Does the athlete have any specific medical conditions that the race organiser should be made aware of?  
No

Extra Information  
N/A

Accept Terms (\*)  
☒ Waiver text

**SAVE RACE REGISTRATION**

The payment has to be processed within 10 minutes, otherwise the registration can be canceled.

11. Once the details have been saved, select **"Proceed to checkout"**

Does the athlete have any specific medical conditions that the race organiser should be made aware of?  
NO

Extra Information  
N/A


Accept Terms (\*)  
☒ Waiver text

The payment has to be processed within 10 minutes, otherwise the registration can be canceled.

The details have been saved.

[CONTINUE WITH ANOTHER REGISTRATION](#) **PROCEED TO CHECKOUT**

**SPONSORS**

  
Official Partner



12. Make sure the **correct race** is appearing on screen with the **correct athlete name**. Then select **"Proceed to payment"**

### RACE ENTRY FORM

Race: Phoenix Park Duathlon 1 - Duathlon - acres road, phoenix Park, Dublin - 27.04.2019

Athlete: Roisin MacCarthy

Race registration price: €25

Total for this registration €25


[REMOVE RACE REGISTRATION](#)

Enter Discount / Voucher Code:  [APPLY](#)

Total price: €25

[CONTINUE WITH ANOTHER REGISTRATION](#) [PROCEED TO PAYMENT](#)

### SPONSORS



Official Partner

13. You will be asked to fill in the correct **Billing Address Information** and then select **"Pay now"**.

### BILLING ADDRESS

Firstnames

Surname

\* This field is required

Address 1

\* This field is required

Address 2

City

\* This field is required

Country

Phone

[PAY NOW](#)

14. Select the **type of card** you wish to use to pay (example: Visa Debit)

The screenshot shows a mobile app interface for Triathlon Ireland. On the left, the logo is at the top, followed by the text 'Irish Triathlon Association T/A Triathlon Ireland' and 'Order description: Triathlon Ireland - irishtriathlon'. Below this, it says 'To pay 25.00 EUR'. On the right, a white box titled 'How do you want to pay?' contains a list of payment options: 'VISA Visa', 'VISA Visa Debit' (highlighted with a red rectangle), 'VISA Visa Electron', 'MasterCard', and 'Debit MasterCard'. Each option has a right-pointing chevron. At the bottom left of this box is a '< Cancel' link. At the bottom of the screen, a green bar contains the text 'Your payment is secured by sage | pay'.

15. Fill in the correct card details and press "**Confirm Card Details**"

16

The screenshot shows the 'Your card details' screen in the Triathlon Ireland app. On the left, the same header information as the previous screen is present. The main area contains four input fields: 'Name' (with a person icon) containing 'Roisin macCarthy', 'Card' (with a card icon) containing '0000 0000 0000 0000', 'Expiry' (with a calendar icon) containing 'MM / YY', and 'CVC' (with a shield icon) containing '123'. There is a question mark icon next to the CVC field. At the bottom left is a '< Back' link, and at the bottom right is a green button labeled 'Confirm card details >'. A large yellow arrow points to this button. At the very bottom, a green bar contains the text 'Your payment is secured by sage | pay'.

i  
It be to **confirm your payment**. You will then receive a confirmation email for your successful payment and entry to the race!