



## ITU Online Entry System

### 1. Entry System

- a. The ITU Online Event System for all ITU Events is in effect since 1 June 2006. Entries to all ITU events must be done by athletes' National Federations. No individual entries will be admitted.
- b. The criteria to enter the different races are published in the qualification criteria documents.

### 2. Race numbers

- a. Race numbers will be assigned by the ITU Online Entries Manager, Enrique Quesada
  - i. World Championships, World Cups, Continental Championships - Monday prior to the race
  - ii. Continental cups – Wednesday prior to the race.
- b. The race numbers will be assigned following the criteria below:

	<b>1st criteria</b>	<b>2nd criteria</b>	<b>3rd criteria</b>	<b>4th criteria</b>
<b>Elite / U23 Triathlon World Championships / Triathlon World Cup</b>	World Cup Ranking	ITU Points List	Random	N/A
<b>Junior World Championships / Junior Continental Championships</b>	Random	N/A	N/A	N/A
<b>MultiSport World Championships / World Cups / World Series Events</b>	World Cup / Series Ranking	Random	N/A	N/A
<b>Continental Championships</b>	Top 10 athletes of the previous year	ITU Points List	Continental Ranking	Random
<b>Continental Cup / U23 Continental Championships</b>	ITU Points List	Continental Ranking	Random	N/A
<b>Junior Continental Cup</b>	Junior Continental Ranking	Random	N/A	N/A

- c. Late Entries: Athletes who enter late (after number have been assignments), they will get the number following the last number on the current start list.

### 3. Notes to the LOC:

- a. The ITU entries system is a tool which is created to make this process easier for the LOCs. When you publish your race details, indicate that the entries have to be submitted to the ITU Online Entries System.
- b. Only National Federations can enter the athletes. Therefore, the athletes have to enter the races via their National Federation. Any questions regarding entries should be directed to [entries@triathlon.org](mailto:entries@triathlon.org).



- c. Start list can be downloaded from the ITU website at anytime. The process is as follows:
  - i. Using Microsoft Internet Explorer, go to the site [www.triathlon.org](http://www.triathlon.org)
  - ii. Then click on events
  - iii. Then find the race, using the filter, if necessary
  - iv. Click on start list/results
  - v. Once the start list is shown, you can choose the download option or place your pointer anywhere on the list
  - vi. Then click the right button and choose the option "Export to Microsoft excel."
  - vii. Then you have the start list in excel format what you can save on your computer.
- d. Monday before the race (Wednesday for the Continental Cups) these start list will include the race numbers. In order to assign the numbers according to your need, you have to send the groups of numbers you are going to use to the ITU entries service ([entries@triathlon.org](mailto:entries@triathlon.org)). (i.e. Men's race numbers from 101 to 200, women's from 31 to 90)
- e. Your timing services provider can easily use these excel files.
- f. We request that you use this data and not any other, and that every athlete will have a correct spelling, the correct country code, etc.
- g. If you have received any request for an athlete to compete and the athlete is not on the start list, please communicate this issue to the ITU Online Entries Manager ([entries@triathlon.org](mailto:entries@triathlon.org)). This athlete will be admitted to compete only after the confirmation of the athlete's NF.
- h. After the race, please send immediately by email the results to [entries@triathlon.org](mailto:entries@triathlon.org) and copy to [david.bonilla@triathlon.org](mailto:david.bonilla@triathlon.org). The results must be in in this format, which is provided in the excel file you have downloaded before:

ProgID	AthleteID	RepCountry	AthleteLastName	AthleteFirstName	StartNumber	Swim	T1	Bike	T2	Run	Position	TotalTime
14	263	AUS	SNOWSILL	Emma	2	0:20:08	0:01:29	1:08:39	0:00:24	0:35:33	1	2:06:11
14	14	GER	DITTMER	Anja	9	0:20:13	0:01:35	1:08:24	0:00:21	0:36:21	2	2:06:53
14	127	USA	BENNETT	Laura	8	0:20:04	0:01:28	1:08:40	0:00:19	0:37:34	3	2:08:02

- i. NOTES:
  - i. The values in green are provided by ITU before the race. They should not be deleted or altered.
  - ii. Columns A and B may be hidden. The timing company should be aware of this.
  - iii. Times must be in the format hh:mm:ss No tenths or hundredths of second must be shown, neither the segment position between brackets.
  - iv. Any blank or missing times must be represented with 00:00:00
  - v. The files must be saved as a Microsoft Excel 95 format.
- j. The results company will have two (2) excel files (one for men, one for women) the LOC must produce two different files for the results.
- k. Results must be forwarded to [entries@triathlon.org](mailto:entries@triathlon.org) and [david.bonilla@triathlon.org](mailto:david.bonilla@triathlon.org) in this format ONLY. Results received that are not in this format will be returned to



the LOC and rankings will NOT be updated until the results are received in the correct format.

#### 4. Notes for the Technical Delegates:

- a. Make sure you understand the process of entering and numbering the athletes, and the notes for the LOCs.
- b. You can assign the numbers according to the published criteria above. To help you with that, you can get the rankings in excel format from [www.triathlon.org](http://www.triathlon.org) rankings section.
- c. Enrique Quesada, ITU Online Entries Manager is the person to help you, if you have any difficulties or questions. Please contact him at [enrique.quesada@triathlon.org](mailto:enrique.quesada@triathlon.org)
- d. Be sure that the timing company produces the results as they are required:

ProgID	AthleteID	RepCountry	AthleteLastName	AthleteFirstName	StartNumber	Swim	T1	Bike	T2	Run	Position	TotalTime
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14	14	GER	DITTMER	Anja	9	0:20:13	0:01:35	1:08:24	0:00:21	0:36:21	2	2:06:53
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