ITU Online Entry System

1. **General:**
   1.1. Entries to all ITU events must be done by each athlete's National Federation. No entries from individual athletes will be permitted to any ITU event in any category.
   1.2. The qualification criteria to enter athletes to the different races are published on www.triathlon.org.
   1.3. Race numbers will be assigned by the ITU Sport Department (Sport Results Division) the Monday prior to each race. For the ITU Triathlon Continental Cups, race numbers will be assigned the Wednesday before the race.
   1.4. Race numbers will be assigned based on the following criteria:

	1st Criteria	2nd Criteria	3rd Criteria	4th Criteria
ITU World Triathlon Series and Grand Final (Elite category)	Current WTS rankings	ITU Points List	Random	
ITU World Triathlon Grand Final (U23 category)	Current WTS rankings	ITU Points List	Random	
ITU Triathlon World Cup	ITU Points List	Random		
Multisport World Championships	ITU Related Rankings	Random		
Triathlon Elite Continental Championships	Top 10 previous year	ITU Points List	ITU Continental Ranking	Random
Triathlon U23 Continental Championships	ITU Points List	Random		
Triathlon Continental Cup	ITU Points List	ITU Continental Ranking	Random	
Junior	ITU Points List	Applicable Junior Rankings (ETU, PATCO)	Random	
Age Group	AG by AG	Grouped by nations in alphabetical order starting by the host nation.		

Paratriathlon	Athlete sport class in this order PT5F, PT5M, PT4F, PT4M, PT3F, PT3M, PT2F, PT2M, PT1F and PT1M	Paratriathlon World Rankings	random
Team Relay	One team per Nation	Same event the preceding year	random

2. Late Entries:

2.1. Athletes who are entered late (after the race numbers have been assigned) will be given the number after the last number on the current start list.

3. Notes for the Local Organizing Committees (LOCs):

3.1. The ITU Online Entry System is a tool that is created to make athletes' entry to ITU events easier for the National Federations and LOCs.

3.2. When event details are published, it is to be indicated that the entries have to be submitted via the ITU Online Entry System. Only National Federations can enter the athletes via this system. Therefore, the athletes have to be entered to the races by their National Federation. Any questions regarding entries should be directed to entries@triathlon.org.

3.3. The start list can be downloaded from www.triathlon.org at anytime, using the Microsoft Excel icon located above the start list on the top right of the page.

3.4. The Monday before the race (Wednesday for the Continental Cups) the start lists will include the race numbers. In order to assign the numbers according to the requirements of the LOC's timing company, it is necessary for the LOC to send the desired number sequence to ITU Sport Department, Sport Results Division (entries@triathlon.org). (i.e. Men's race numbers from 101 to 200, women's from 31 to 90).

3.5. Timing companies or results service providers can easily use the entry system excel files. It is requested that only this data is used, as any other format is not accepted. This way, every athlete will have the correct spelling of their name and the correct country code, etc.

3.6. If there is a request for an athlete to compete and the athlete is not on the start list, it has to be communicated to entries@triathlon.org. This athlete will be accepted to the start list, only if the athlete's National Federation confirms/approves the participation of the athlete.

3.7. Immediately after the race, the results have to be sent to entries@triathlon.org and a copy to david.bonilla@triathlon.org. The results must be in the format outlined below, which is provided in the start list excel file downloaded from www.triathlon.org:

ProgID	AthleteID	RepCountry	AthleteLastName	AthleteFirstName	StartNumber	Swim	T1	Bike	T2	Run	Position	TotalTime
14	84	POR	FERNANDES	Vanessa	3	0:20:23	0:01:27	1:08:23	0:00:23	0:34:17	1	2:04:51
14	250	AUS	LUXFORD	Annabel	1	:19:59	:01:26	:08:47	:00:18	:35:36	2	2:06:04
14	263	AUS	SNOWSILL	Emma	2	0:20:08	0:01:29	1:08:39	0:00:24	0:35:33	3	2:06:11
14	29	GER	DITTMER	Anja	9	0:20:13	0:01:35	1:08:24	0:00:21	0:36:21	4	2:06:53
14	127	USA	BENNETT	Laura	8	0:20:04	0:01:28	1:08:40	0:00:19	0:37:34	5	2:08:02

a) The values in green are provided by ITU before the race. They should not be deleted or altered.
b) The first two (2) columns may be hidden. Timing companies or results service providers should be aware of this.
c) Times must be in the format hh:mm:ss
d) No tenths or hundredths of second can be shown, neither the segment position between brackets.
e) Any blank or missing times must be presented with 00:00:00
f) The files must be saved as a Microsoft Excel 95 format.
g) 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.
h) Results must be forwarded to entries@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:**
   4.1. Be sure that the process of entering the athletes is understood including the numbering system outlined in the notes to the LOC in this document.
   4.2. Numbers can be assigned according to the criteria above. To help with this, the current rankings can be downloaded in excel format from www.triathlon.org rankings section.
   4.3. ITU Sport Department, Sport Results Division, can assist in any matter, if requested. Please contact entries@triathlon.org.
   4.4. Be sure that the timing company is producing the results according to the requirements outlined in this document.

5. **Age Group and Paratriathlon Entries:**
   5.1. Age group athletes and paratriathletes entries must be entered in the ITU Online Entry System in exactly the same way as Elite, U23 and Junior categories outlined above.
   5.2. The LOC can establish an online system for payment in parallel with the ITU Online Entry System with the written approval from ITU Sport Department, Sport Results Division as the ITU Online Entry System is not developed for online payment.
   5.3. Only National Federations can have access to these systems developed by the LOCs and can enter athletes, according to the qualification criteria.
   5.4. On the LOC Online Entry System, once the entry has been processed and the payment made, the athlete will be approved to compete and will appear on the official start list.