Standard Operating Procedure Two Oceans Marathon

Club Verification Process

Step 1

Link to website

https://admin.twooceansmarathon.org.za/login.aspx

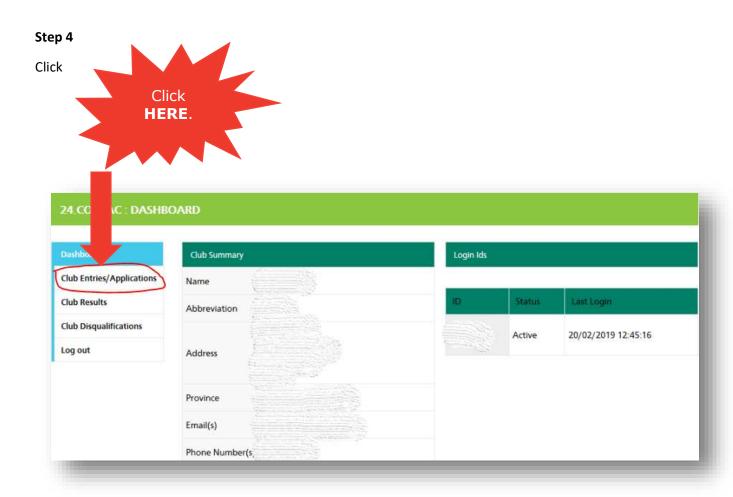
Step 2



Step 3

Insert Club details



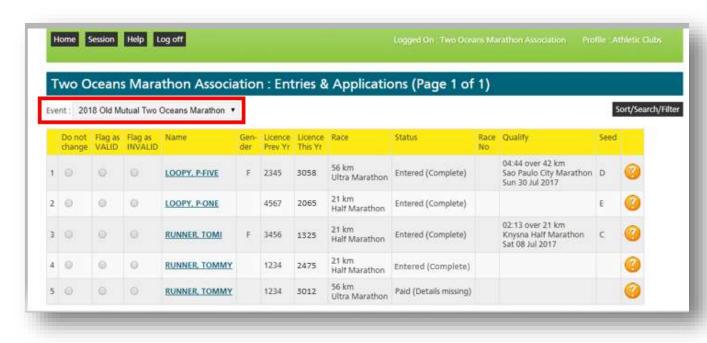


All runners who have selected you as their SA Running Club in their profile, will appear here.

VE	ent : 2018 Old Mutual Two Oceans Marathon 🔻												
	Do not change		Flag as INVALID	Name	Gen- der	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1	0	0	0	LOOPY, P-FIVE	F	2345	3058	56 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D	0
2	0	0	0	LOOPY, P-ONE		4567	2065	21 km Half Marathon	Entered (Complete)			Ε	0
3	0	0	0	RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	¢	0
4	0	0	0	RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)				0
5	0	0	0	RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)				0

Step 6

Please ensure that the 2018 Old Mutual Two Oceans Marathon appears in the event field.



Verify the status, licence number, qualifier and qualifying time of all listed runners.

Event : 2018 Old Mutual Two Oceans Marathon 💌													
	Do not change		Flag as INVALID	Name	Gen- der	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Qualify	Seed	
	0	0	0	LOOPY, P-FIVE	F	2345	3058	56 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D	0
2	0	0	0	LOOPY, P-ONE		4567	2065	21 km Half Marathon	Entered (Complete)	П		ш	0
3	0	0	0	RUNNER, TOMI	ŧ	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	c	0
4	0	0	0	RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)	П			0
5	0	Θ	0	RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)	П			0

Step 8

Notice the overall runner status in the right column.

ve	ent: 201	8 Old Mu	utual Two	Oceans Marathon *								5	ort/Sea
	Do not change		Flag as INVALID	Name	Gen- der	Licence Prev Yr	Licence This Yr	Race	Status	Race No.	Quality	Seed	
1	0	0	0	LOOPY, P-FIVE	E	2345	3058	56 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D	0
2	0	0	0	LOOPY, P-ONE		4567	2065	21 km Half Marathon	Entered (Complete)			Ε	0
3	0	0	0	RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	с	0
4	0	0	0	RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			П	0
5	0	0	0	RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			П	0

Step 9

You will be given three possible status options.

Step 10

Option 1:

Do not change



Step 11Notice how this removes the icon tag in the right column.



Option 2:

Flag as valid.



Step 13

The *valid* runner now appears in green.

Ą	int: 201	8 Old M	utual Two	Oceans Marathon 🔻								s	ort/Search/
		Flag as VALID	Flag as INVALID	Name	Gen- der	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Qualify	Seed	
1	•	0	0	LOOPY, P-FIVE	F	2345	3058	56 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D	
2				LOOPY, P-ONE		4567	2065	21 km Half Marathon	Entered (Complete)			E	
3	0	0	0	RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	c	0
4	0	0	0	RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)				0
5	0	0	0	RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)				0

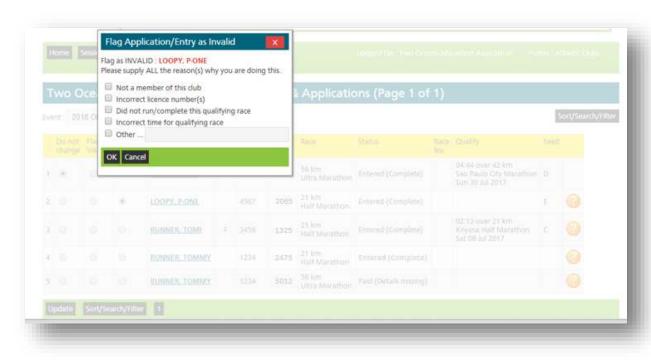
Step 14

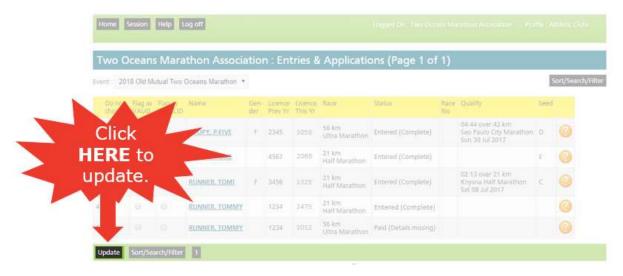
Option 3:

Flag as invalid.

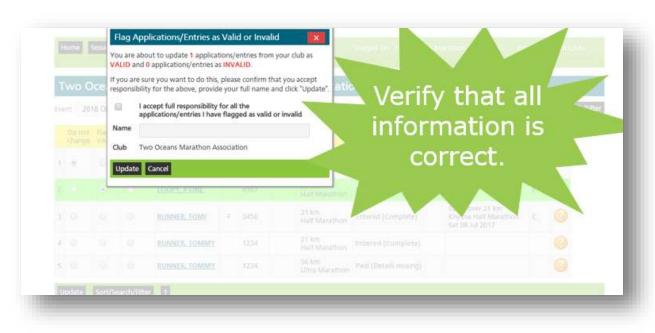


Step 15Select the reason for the runner being *invalid* and click OK.





Step 17





Step 19

