

Standard Operating Procedure

Two Oceans Marathon

Club Verification Process

Step 1

Link to website

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

Step 2



The screenshot shows the login page for the Two Oceans Marathon. At the top, it says "the world's most beautiful marathon" and features the Old Mutual Two Oceans Marathon logo on the left and a 50th anniversary logo on the right. The main banner image shows a scenic view of a coastline with mountains. Below the banner is a green "LOGIN" header. The login form includes a "Login id" field, a "Password" field, and a link that says "I forgot my password". To the right of the password field is a pink box with the text: "This is the Administrative component of the Old Mutual Two Oceans Marathon Race Administration System. Access is restricted. If you have forgotten your login id or password, contact the office on +27 87 740 5260." At the bottom left is a "Login" button.

Step 3

Insert Club details

24.COM AC : DASHBOARD

Dashboard

Club Entries/Applications

Club Results

Club Disqualifications

Log out

Club Summary

Name

Abbreviation

Address

Province

Email(s)

Phone Number(s)

Login Ids

ID	Status	Last Login
	Active	20/02/2019 12:45:16

Step 4

Click



24.COM AC : DASHBOARD

Dashboard

Club Entries/Applications

Club Results

Club Disqualifications

Log out

Club Summary

Name

Abbreviation

Address

Province

Email(s)

Phone Number(s)

Login Ids

ID	Status	Last Login
	Active	20/02/2019 12:45:16

Step 5

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

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event : 2018 Old Mutual Two Oceans Marathon ▼												Sort/Search/Filter
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 6

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

<div> Home Session Help Log off </div> <div> Logged On : Two Oceans Marathon Association Profile : Athletic Clubs </div>												
Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event : 2018 Old Mutual Two Oceans Marathon ▼												Sort/Search/Filter
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 7

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

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event : 2018 Old Mutual Two Oceans Marathon ▾										Sort/Search/Filter		
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Qualify	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 8

Notice the overall runner status in the right column.

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event : 2018 Old Mutual Two Oceans Marathon ▾										Sort/Search/Filter		
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Qualify	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 9

You will be given three possible status options.

Step 10

Option 1:

Do not change

Home

Session

Help

Log off

Logged On: Two Oceans Marathon Association

Profile : Athletic Club

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event : 2018 Old Mutual Two Oceans Marathon ▼

Sort/Search/Filter

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed
1			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			RUNNER, TOMI	F	3456	1525	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C
4			RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5			RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 11

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

Home

Session

Help

Log off

Logged On : Two Oceans Marathon Association

Profile : Athletic Club

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event:

2018 Old Mutual Two Oceans Marathon

Sort/Search/Filter

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1			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			RUNNER, TOMI	F	3456	1525	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4			RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)				
5			RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)				

Step 12

Option 2:

Flag as **valid**.

Home

Session

Help

Log off

Logged On: Two Oceans Marathon Association

Profile: Athletic Clubs

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event: 2018 Old Mutual Two Oceans Marathon

Sort/Search/Filter

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1			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			RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4			RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)				
5			RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)				

Step 13

The *valid* runner now appears in green.

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event: 2018 Old Mutual Two Oceans Marathon												Sort/Search/Filter
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1			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			RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4			RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)				
5			RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)				
Update Sort/Search/Filter 1												

Step 14

Option 3:

Flag as *invalid*.

[Home](#)
[Session](#)
[Help](#)
[Log off](#)

Logged On: Two Oceans Marathon Association
Profile: Athletic Clubs

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event : 2018 Old Mutual Two Oceans Marathon

Sort/Search/Filter

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Step 15

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

Home Session Help Log off				Logged On: Two Oceans Marathon Association Profile: Athletic Clubs								
Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)												
Event: 2018 Old Mutual Two Oceans Marathon				Sort/Search/Filter								
Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed	
1				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				RUNNER, TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)	02:13 over 21 km Knysna Half Marathon Sat 08 Jul 2017	C	
4				RUNNER, TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5				RUNNER, TOMMY		1234	3012	56 km Ultra Marathon	Paid (Details missing)			

Flag Application/Entry as Invalid

Flag as INVALID: LOOPY, P-ONE

Please supply ALL the reason(s) why you are doing this:

☐ Not a member of this club
☐ Incorrect licence number(s)
☐ Did not run/complete this qualifying race
☐ Incorrect time for qualifying race
☐ Other ...

OK Cancel

Update

Sort/Search/Filter

1

Step 16

Home Session Help Log off Logged On: Two Oceans Marathon Association Profile Athletic Clubs

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event: 2018 Old Mutual Two Oceans Marathon Sort/Search/Filter

Click **HERE** to update.

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed
1	<input type="radio"/>	<input type="radio"/>	COPY_P.FIVE	F	2345	2058	50 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D
2	<input type="radio"/>	<input type="radio"/>	COPY_P.FIVE	F	4567	2065	21 km Half Marathon	Entered (Complete)			E
3	<input type="radio"/>	<input type="radio"/>	RUNNER TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Krystna Half Marathon Sat 08 Jul 2017	C
4	<input type="radio"/>	<input type="radio"/>	RUNNER TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5	<input type="radio"/>	<input type="radio"/>	RUNNER TOMMY		1234	3012	50 km Ultra Marathon	Paid (Details missing)			

Update Sort/Search/Filter 1

Step 17

Home Session Help Log off Logged On: Two Oceans Marathon Association Profile Athletic Clubs

Two Oceans Marathon Association : Entries & Applications (Page 1 of 1)

Event: 2018 Old Mutual Two Oceans Marathon Sort/Search/Filter

Flag Applications/Entries as Valid or Invalid

You are about to update 1 applications/entries from your club as **VALID** and 0 applications/entries as **INVALID**.

If you are sure you want to do this, please confirm that you accept responsibility for the above, provide your full name and click "Update".

☐ I accept full responsibility for all the applications/entries I have flagged as valid or invalid

Name:

Club: Two Oceans Marathon Association

Update Cancel

Verify that all information is correct.

Do not change	Flag as VALID	Flag as INVALID	Name	Gender	Licence Prev Yr	Licence This Yr	Race	Status	Race No	Quality	Seed
1	<input type="radio"/>	<input type="radio"/>	COPY_P.FIVE	F	2345	2058	50 km Ultra Marathon	Entered (Complete)		04:44 over 42 km Sao Paulo City Marathon Sun 30 Jul 2017	D
2	<input type="radio"/>	<input type="radio"/>	COPY_P.FIVE	F	4567	2065	21 km Half Marathon	Entered (Complete)			E
3	<input type="radio"/>	<input type="radio"/>	RUNNER TOMI	F	3456	1325	21 km Half Marathon	Entered (Complete)		02:13 over 21 km Krystna Half Marathon Sat 08 Jul 2017	C
4	<input type="radio"/>	<input type="radio"/>	RUNNER TOMMY		1234	2475	21 km Half Marathon	Entered (Complete)			
5	<input type="radio"/>	<input type="radio"/>	RUNNER TOMMY		1234	3012	50 km Ultra Marathon	Paid (Details missing)			

Update Sort/Search/Filter 1

Step 18

Two Oceans Marathon Association : Entries Application Page 1 of 1

Event : 2018 Old Mutual Two Oceans Marathon

Sort/Search/Filter

1 entries marked as VALID

	Do not change	Flag as VALID	Flag as INVALID	Name					Seed
1				LOOPY, P-FIVE					42 km Marathon D
2				LOOPY, P-FIVE					E
3				RUNNER, TOMI					over 21 km Knysna Half Marathon Sat 08 Jul 2017 C
4				RUNNER, TOMMY	1234	24	21 km Half Marathon	Entered (complete)	
5				RUNNER, TOMMY	1234	3012	56 km Ultra Marathon	Paid (Details missing)	

Update Sort/Search/Filter 1

Step 19

Home Session Help Log off

Logged On : Two Oceans Marathon Association Profile : Athletic Clubs

Two Oceans Marathon Association : Entries Application Page 1 of 1

Event : 2018 Old Mutual Two Oceans Marathon

Sort/Search/Filter

1 entries marked as VALID

	Do not change	Flag as VALID	Flag as INVALID	Name					Seed
1				LOOPY, P-FIVE					42 km Marathon D
2				LOOPY, P-FIVE					E
3				RUNNER, TOMI					over 21 km Knysna Half Marathon Sat 08 Jul 2017 C
4				RUNNER, TOMMY	1234	24	21 km Half Marathon	Entered (complete)	
5				RUNNER, TOMMY	1234	3012	56 km Ultra Marathon	Paid (Details missing)	

Update Sort/Search/Filter 1