



Derbyshire Athletics

The UKA Portal

A user friendly Guide for Technical
Officials on using the UKA Portal
(Trinity)



- **A Simple Guide to Using the UKA Portal as a Technical official**
- This document is produced by Derbyshire Athletics Technical Officials Secretaries, as a guide to Athletics Technical officials for using the Portal (Trinity) to manage the information about them which is stored within this system.
 - **Logging in**
- <https://myathletics.uka.org.uk/ManageMyClub/Home/HubPage?destination=Members>
 - Use this **'Link'**



This link will get you to the front page which looks like this.

Hub Page | UK Athletics

myathletics.uka.org.uk/ManageMyClub/Home/HubPage?destination=Members

British Lung Log in to Facebook European Athletics IAAF - International Costa - For Coffee Northern Athletics Sky - Sign in Client Site Lo

ATHLETICS Portal

in to update your personal information

me to the myAthletics Portal you can easily update your own al information.

nce you will be able to update wn personal details, review the cs governing bodies data tion statement, add a photo of lf and change your password her facilities coming online over xt few months.

We are upgrading the Member facilities.

 If you are an England Athletics Athlete, please [click here](#)

 If you are a Welsh Athletics Athlete, please [click here](#)

 If you are UKA Coach, Official or other participant, then please [click here](#)

Once you have clicked to this new location, please bookmark that page and use your bookmark in the future to bypass this hub page.

ning Bodies Useful links

search

As the screen says [Click here](#)



This is what will come up

myATHLETICS Portal

Sign in to update your personal information

Welcome to the myAthletics Portal where you can easily update your own personal information.

At a glance you will be able to update your own personal details, review the athletics governing bodies data protection statement, add a photo of yourself and change your password plus other facilities coming online over the next few months.

[Bookmark This Page](#)

Sign in

2949478

[Forgot your URN?](#)

.....

[Forgot your password or need a new one?](#)

Sign in

Governing Bodies

Useful links

Type here to search

09:46
10/10/2017

Enter your **URN**: in here

Your **Password**: in here

Sign in: Click here



Derbyshire Athletics

To sign in enter your **URN**:

This is your personal **7 digit Unique Reference Number** (Licence Number) as supplied to you by UK Athletics.

If you don't know what it is ask your' County Officials Secretary (CofSec) to send it to you.

Your password for your first log in is the last 4 digits of your URN:

Then click on the Sign in button.

A page similar to this should be in the window now

The screenshot shows a web browser window displaying the myATHLETICS Portal. The browser's address bar shows the URL myathletics.uka.org.uk/portal/Members/Summary. The page header includes the Derbyshire Athletics logo and the text "myATHLETICS Portal" and "Welcome, Mike Heffernan Sign Out".

The main content area is divided into several sections:

- myATHLETICS Portal**: A sidebar menu with options: Summary (selected), Personal Details, Contact Details, Password and Security, Subscription Preferences, Athletics Roles, Qualifications, and Courses.
- Personal Details**:
 - URN: 2949478 **IOth**
 - Name: Mr Mike Heffernan
 - Date of Birth: 30/08/1953
 - Phone: +44 (0)7796 212172 (mobile), +44 (0)1332 571257 (home)
 - Email: michael.heffernan3@hotmail.co.uk
 - Registration: Not a current athlete. [How Do I Register?](#)
 - Expires On: N/A
 - DBS: Expires on 02/06/2019 ✓
 - Address: 63 Warren Street, Alvaston, DERBY, Derbyshire, DE24 8RU, United Kingdom
 - Profile picture: [Edit Member Image](#)
- Roles**:
 - Athlete
 - Coach
 - Official: [Derbyshire](#) | [England](#) | [England East Midlands](#) | [Northern Group](#) | [Nottinghamshire](#)
 - Volunteer: [Derby Athletic Club](#) | [Derbyshire](#) | [England Athletics](#) | [UK Athletics Limited](#)
- Qualifications**:
 - Coaching: [Coaching Assistant](#)
- England Athletics | NEWS**:
 - England | Documents
 - Foreign Athlete Registration
 - Change of First Claim Club
 - Accident Form
 - Athlete's Insurance Cover



The screenshot shows a web browser window with the URL `myathletics.uka.org.uk/portal/Members/PasswordSecurity`. The page title is "myATHLETICS Portal" and it displays a welcome message for "Mike Heffernan". On the left, a navigation menu lists several options: Summary, Personal Details, Contact Details, Password and Security (highlighted with a red arrow), Subscription Preferences, Athletics Roles, Qualifications, and Courses. The main content area is titled "Password and Security" and contains instructions to verify identity by entering the current password and a new password (at least four characters long). There are three input fields for "Current Password", "New Password", and "Re-Enter Password". At the bottom of the form are two buttons: "Save Changes" and "Discard Changes". The Windows taskbar at the bottom shows the system tray with the time 11:12 and date 14/10/2017.

On successful Log in you should be prompted immediately to **change your Password.**

To change your **'Password'**

On the Left hand side of the screen are a number of **'Menu'** tabs click on **'Password and Security'** this is the screen that will be displayed. Make your changes and **'Save Changes'** then click on **'Summary'** this will take you back to the **'First screen.'**



Derbyshire Athletics

The screenshot shows a web browser window displaying the myATHLETICS Portal. The browser's address bar shows the URL myathletics.uka.org.uk/portal/Members/Summary. The page header includes the Derbyshire Athletics logo and the text "myATHLETICS Portal" and "Welcome, Mike Heffernan Sign Out".

The main content area is divided into three columns:

- Left Column (Navigation):** A sidebar menu with the following items: Summary (selected), Personal Details, Contact Details, Password and Security, Subscription Preferences, Athletics Roles, Qualifications, and Courses.
- Middle Column (Personal Details):**

URN	2949478	IO®	Address	63 Warren Street Alvaston DERBY Derbyshire DE24 8RU United Kingdom	
Name	Mr Mike Heffernan				
Date of Birth	30/08/1953				
Phone	+44 (0)17796 212172 (mobile) +44 (0)1332 571257 (home)				
Email	michael.heffernan3@hotmail.co.uk				
Registration	Not a current athlete How Do I Register?				
Expires On	N/A				
DBS	Expires on 02/06/2019 ✓				

[Edit Member Image](#)
- Right Column (News and Documents):**
 - England Athletics | NEWS
 - England | Documents
 - Foreign Athlete Registration
 - Change of First Claim Club
 - Accident Form
 - Athlete's Insurance Cover

The bottom of the screenshot shows a Windows taskbar with the search bar, taskbar icons, and system tray showing the date 10/10/2017 and time 10:06.

Any detail in [Blue](#) and underlined is Changeable by you.

If you have a Post code which is not for the County in which you live or not the County you wish to align to you can change this.

For example if you live in Long Eaton which has an NG post code but you are with a Derbyshire club or just wish to have Derbyshire as your Primary county or if you wish to change your area from Midlands & South West to Northern (or vice versa) then you need to do the following.



Derbyshire Athletics

The screenshot shows the myATHLETICS Portal interface. The main content area is titled 'Personal Details' and includes the following information:

- URN: 2949478
- Name: Mr Mike Heffernan
- Date of Birth: 30/08/1953
- Phone: +44 (0)7796 212172 (mobile), +44 (0)1332 571257 (home)
- Email: michael.heffernan3@hotmail.co.uk
- Registration: Not a current athlete
- Expires On: N/A
- DBS: Expires on 02/06/2019
- Address: 63 Warren Street, Alvaston, DERBY, Derbyshire, DE24 8RU, United Kingdom

The 'Roles' section lists the following roles:

- Athlete
- Coach
- Official: Derbyshire | England | England East Midlands | Northern Group | Nottinghamshire
- Volunteer: Derby Athletic Club | Derbyshire | England Athletics | UK Athletics Limited

The 'Qualifications' section is partially visible, showing 'Coaching - Coaching Assistant'.

Hover the pointer over the line which says Official (on this example underlined in blue it reads)

Derbyshire | England | England East Midlands | Northern Group | Nottinghamshire

What this shows is that this official associates to:

Primary County | Country | England Region | Officials Group | Secondary County.)

When you hover your cursor over this line, it will change to a Finger pointer.

Left click on this and the following screen will appear.



The screenshot shows a web browser window displaying the myATHLETICS Portal. The page title is "myATHLETICS Portal" and the user is logged in as "Mike Heffernan". The main content area is titled "Official Roles" and contains a table of information. A red arrow points to the "Edit" button next to the "County Body (Primary)" field.

Field	Value	Action
Qualification(s)	Timekeeper Photo Finish Track Judge Endurance Field Judge Safeguarding Children Health & Safety Risk Assessment	
Official License	Current	
DBS	Expires on 02/06/2019 ✓	
County Body (Primary)	Derbyshire	Edit
County Body (Secondary)	Nottinghamshire	Edit
Region / District	England East Midlands	Edit
Tri Region / Home Country	Northern Group	Edit

You will see down the RH side opposite the County and other information a number of **Blue 'Edit'** buttons these are where you make your changes



Derbyshire Athletics

The screenshot shows the myATHLETICS Portal interface. The main content area is titled 'Official Roles' and contains the following information:

Qualification(s)	Timekeeper Photo Finish Track Judge Endurance Field Judge Safeguarding Children Health & Safety Risk Assessment
Official License	Current
DBS	Expires on 02/06/2019 ✓
County Body (Primary)	Derbyshire
County Body (Secondary)	Nottinghamshire
Region / District	England East Midlands
Tri Region / Home Country	Northern Group

Buttons for 'Save', 'Cancel', 'Edit', and 'Edit' are visible next to the County Body fields.

When you click on 'Edit' a drop down 'Menu' box opens up.
Select your **County of choice** and then click **Save**.
Repeat this process for any other changes you wish to make



Derbyshire Athletics

- Following this any changes you make and save will be notified to the respective CofSec by email automatically.
- In addition to this every month the CofSec receives from UKA by email a report of Officials currently active and affiliated to that County, which also shows to the CofSec those Officials whose 'DBS' disclosure is about to expire and those Officials who are still classed as 'Trainee'.
- Remember that when you have your first 4 competitions 'under your belt' you **MUST** apply for accreditation to Level 1 to obtain your Licence.
- Contact your CofSec for assistance in this, we are only too happy to help!

• **Any Questions so far?**



Derbyshire Athletics

This next section of the presentation is about using the On-line **Record of Experience. RoE.** The RoE is a document which you as an official use to record the Who, What, Where and When of your Athletics Officiating.

You should also if you are thinking of going to a higher level of Officiating record a short analysis of things which went well and things which did not go so well and what you think you should do to avoid these 'pit-falls' in the future.

At the end of each Athletic year send a copy of this to your CofSec.

September 1st of each year for **Endurance.**

October 1st of each year for **Track & Field.**

The CofSec will then do several things with this information.

1. Identify those who should be encouraged to Up-grade.
2. Compile a Report for the County Committee with the number of active officials, the total number of meetings attended,
3. The number of days of Athletics related activities. (Committee meetings both Club & County, meeting preparation days at competition venues, etc.)
4. The total number of days of Athletics & Athletics related activities attended.

This information is all used to identify needs, also to help with planning future events, so it is very important information for the County.

DO PLEASE COMPLETE YOUR RoE regularly and **SEND IT** to your CofSec.



Derbyshire Athletics

time.

Summary

Personal Details

Contact Details

Password and Security

Subscription Preferences

Athletics Roles

Qualifications

Courses

Emails

Record of Experience

Official Assessments

Name Mr Mike Heffernan
Date of Birth 30/08/1953
Phone +44 (0)7796 212172 (mobile)
+44 (0)1332 571257 (home)
Email michael.heffernan3@hotmail.co.uk
Registration Not a current athlete [How Do I Register?](#)
Expires On N/A
DBS Expires on 02/06/2019 ✓

Roles

Athlete
Coach
Official Derbyshire | England | England East Midlands | Northern Group | Nottinghamshire
Volunteer Derby Athletic Club | Derbyshire | England Athletics | UK Athletics Limited

Qualifications

Coaching Coaching Assistant
Official Timekeeper | Photo Finish | Track Judge | Endurance | Field Judge | Safeguarding Childr...

Courses

Booked
Attended Level 4 Timekeeper | Level 4 Timekeeper | Level 1 Field Judge | Health & Safety | Coachi...

and registration fees 2018-19

- Safe Codes of Practice for Throws
- England Athletics Board Election Results
- Athletics Weekly's latest weekly round-up
- Volunteers recognised at 2017 England Athletics Hall of Fame
- Greats of the sport honoured in 2017 Hall of Fame inductions

England | Documents

- Foreign Athlete Registration
- Change of First Claim Club
- Accident Form
- Athlete's Insurance Cover

https://myathletics.uka.org.uk/portal/Members/RecordOfExperience

Type here to search

18:50 16/10/2017

Click Here to Open your RoE.



myATHLETICS Portal
You can view and make changes to your members' information at any time.

- Summary
- Personal Details
- Contact Details
- Password and Security
- Subscription Preferences
- Athletics Roles
- Qualifications
- Courses
- Emails
- Record of Experience

Record Of Experience

Please complete your record of experience for any relevant competition where you are undertaking duties which will contribute to your record of experience. The review period is from October 1st to September 30th and after that date you are requested to send the experience log to your Official Secretary for review.

Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

Date Of Event	Event Name	Event Area	Event Type	Venue	Main Role At Event	Details	Delete
18/09/2017	Derbyshire Athletics Co	Track And Field	Meeting/facilities asses	Derby AC Clubroom	Other	Details	Delete
10/09/2017	Derby AC Festival	Track And Field	Competition I worked a	Moorways Derby	Track and Field: Chief P	Details	Delete
09/09/2017	Junior Inter-counties	Track And Field	Competition I worked a	Pingles Nuneaton	Track and Field: Chief P	Details	Delete
06/09/2017	Warwickshire Open me	Track And Field	Competition I worked a	Royal Leamington Spa	Track and Field: Chief P	Details	Delete
27/08/2017	Dudley & Stourbridge H	Track And Field	Competition I worked a	'The Dell Stadium' Dudl	Track and Field: Chief P	Details	Delete
20/08/2017	Northern Athletics U13,	Track And Field	Competition I worked a	Leigh Sports Village	Track and Field: Chief T	Details	Delete
19/08/2017	Northern Athletics U13,	Track And Field	Competition I worked a	Leigh Sports Village	Track and Field: Timeke	Details	Delete
13/08/2017	EA U15/U17 Combined	Track And Field	Competition I worked a	Eastlands, Manchester.	Track and Field: Timeke	Details	Delete
12/08/2017	EA U15/U17 Combined	Track And Field	Competition I worked a	Eastlands, manchester	Track and Field: Timeke	Details	Delete
09/08/2017	Charnwood Open	Track And Field	Competition I worked a	Loughborough Universi	Track and Field: Timeke	Details	Delete
05/08/2017	Northern Athletics Leag	Track And Field	Competition I worked a	Doncaster	Track and Field: Timeke	Details	Delete
31/07/2017	Derbyshire Athletics AG	Track And Field	Meeting/facilities asses	Derby AC Clubhouse, M	Other	Details	Delete
29/07/2017	Derbyshire Athletics Mi	Track And Field	Competition I worked a	Moorways Stadium, De	Track and Field: Chief P	Details	Delete
23/07/2017	National YDL Upper age	Track And Field	Competition I worked a	Moorways Stadium, Mc	Track and Field: Chief P	Details	Delete
22/07/2017	Loughborough EAP	Track And Field	Competition I worked a	Loughborough Universi	Track and Field: Timeke	Details	Delete

This what should be on your screen.



Derbyshire Athletics

Mail - michael.heffernan3@ Members Portal - Recor x +

myathletics.uka.org.uk/portal/Members/RecordOfExperience

BBC - Home Outlook.com - British Lung Log in to Facebook European Athletics IAAF - International Costa - For Coffee Northern Athletics Sky - Sign in Client Site Login Home

Summary Personal Details Contact Details Password and Security Subscription Preferences Athletics Roles Qualifications Courses Emails Record of Experience Official Assessments Official's Portal

Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

Date Of Event	Event Name	Event Area	Event Type	Venue	Main Role At Event	Details	Delete
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10/09/2017	Derby AC Festival	Track And Field	Competition I worked a Moorways Derby		Track and Field: Chief PI	Details	Delete
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22/07/2017	Loughborough EAP	Track And Field	Competition I worked a Loughborough Universi		Track and Field: Timeke	Details	Delete

Next ▶

[Add New](#) [Export](#)

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Type here to search

18:56 16/10/2017

Click on Add New

Produced by Mike Heffernan for Derbyshire Athletics Nov 17 (v2 up-dated Dec 17)



The screenshot displays a web browser window with the URL `myathletics.uka.org.uk/portal/Members/RecordOfExperience?page=0&source=edit#ROEEditModal`. A modal window titled "Record Of Experience" is open, containing the following form fields:

- Date of Event:** 14 October 2017 (selected via dropdown menus)
- Event Name (Required):** (blank text input)
- Event Area:** Off Track / Endurance (selected via dropdown menu)
- Event Level:** (blank dropdown menu)
- Event Type:** Competition I worked at (selected via dropdown menu)
- Venue:** (blank text input)
- Main Role At Event:** (blank dropdown menu)

The background shows a navigation menu on the left with options like Summary, Personal Details, Contact Details, Password and Security, Subscription Preferences, Athletics Roles, Qualifications, Courses, Emails, Record of Experience, Official Assessments, and Official's Portal. On the right, there is a table of records with columns for "At Event", "Details", and "Delete". The Windows taskbar at the bottom shows the date and time as 11:42 on 17/10/2017.

This what should appear on your screen. There are a number of 'Drop down' menus with a number of options. Select the options you require; **'Date'**, **'Event Area'**, **'Event Type'**, from these drop downs. The other **'blank'** fields on the form require your **personal input**. (See the example on the next slide.)



Record Of Experience

Main Role At Event: Endurance: Timekeeper

Duties Undertaken: Timed U11 Girls, U17 Women's & U13 Girls Races. Assisted in funnels Senior Women's race

What Did I Learn?:

Chief Or Referee At Event: Steve Roe (I appear referee...)

Type of event (T&F or Endurance).
(Dropdown Menu)

What I did.
(Personal Input)

What I learned (Self reflection. If applicable)
(Personal Input)



myATHLETICS Portal

Record Of Experience

Please complete your record of experience for any relevant competition where you are undertaking duties which will contribute to your record of experience log to your Official

Record Of Experience

What Did I Learn?:

Chief Or Referee At Event: Steve Roe (League referee.)

Reports On You/By You:

Save Cancel

Date	Event	Details	Delete
29/07/2017	Derbyshire Athletics MiTrack And Field	Competition I worked a Moorways Stadium, DeTrack and Field: Chief PI	Details Delete
23/07/2017	National YDL Upper ageTrack And Field	Competition I worked a Moorways Stadium, McTrack and Field: Chief PI	Details Delete

When you have finished your entry remember to click on **'Save'** the screen will then look like the one on the next slide.



myATHLETICS Portal

Welcome, Mike Heffernan [Sign Out](#)

myATHLETICS Portal

You can view and make changes to your members' information at any time.

- Summary
- Personal Details
- Contact Details
- Password and Security
- Subscription Preferences
- Athletics Roles
- Qualifications
- Courses

Record Of Experience

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Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

Date Of Event	Event Name	Event Area	Event Type	Venue	Main Role At Event	Details	Delete
14/10/2017	North Midland Cross Cc	Off Track / Endurance	Competition I	worked a Markeaton Park, Derby	Endurance: Timekeeper	Details	Delete
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05/08/2017	Northern Athletics Leag	Track And Field	Competition I	worked a Doncaster	Track and Field: Timeke	Details	Delete

The new entry is at the top of the list.

If you want to check what the entry contains click on **'Details'**

To remove the entry simply click on **'Delete'**



- Keep your RoE up to date frequently throughout the year
- At the end of the year
31st August for Endurance,
30th September for Track & Field, you need to
Export your RoE and send it to your CofSec

The following slides are a step by step guide to doing this.



Derbyshire Athletics

Mail - michael.heffernan3@ Members Portal - Recor × +

myathletics.uka.org.uk/portal/Members/RecordOfExperience?page=0&source=edit

BBC - Home Outlook.com - British Lung Log in to Facebook European Athletics IAAF - International Costa - For Coffee Northern Athletics Sky - Sign in Client Site Login Home

Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

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23/07/2017	National YDL Upper age	Track And Field	Competition	I worked a Moorways Stadium, Mc	Track and Field: Chief PI	Details	Delete

Next ▶

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Type here to search

10:44 17/10/2017

Click on the Blue button marked **Export**



Export

Event Area: Track And Field

Event Season: 2017-18

Export Cancel

Date	Event Name	Location	Details	Action
12/08/2017	EA U15/U17 Combined Track And Field	Competition I worked a Eastlands, manchester	Track and Field: Timeke	Details Delete
09/08/2017	Charnwood Open Track And Field	Competition I worked a Loughborough Universi	Track and Field: Timeke	Details Delete
05/08/2017	Northern Athletics LeagTrack And Field	Competition I worked a Doncaster	Track and Field: Timeke	Details Delete
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29/07/2017	Derbyshire Athletics MiTrack And Field	Competition I worked a Moorways Stadium, De	Track and Field: Chief PI	Details Delete
23/07/2017	National YDL Upper ageTrack And Field	Competition I worked a Moorways Stadium, Mc	Track and Field: Chief PI	Details Delete

This is what should appear on your screen. You need to make 2 selections here
Do you want to Export **Track & Field** or **Endurance** (you cannot export both at the same time)

The **Event Season** also needs to be selected. When selected click on **'Export'**



Mail - michael.heffernan3@ Members Portal - Recor X +

myathletics.uka.org.uk/portal/Members/RecordOfExperience?page=0&source=edit#ExportModal

BBC - Home Outlook.com - British Lung Log in to Facebook European Athletics IAAF - International Costa - For Coffee Northern Athletics Sky - Sign in Client Site Login Home

Summary Personal Details Contact Details Password and Security Subscription Preferences Athletics Roles Qualifications Courses Emails Record of Experience Official Assessments Official's P

Those officials working towards Level 4 should describe all duties as fully as possible and complete the "What did I learn" column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.

Date Of Event	Event Name	Event Area	Event Type	Venue	Main Role At Event	Details	Delete
14/10/2017	North Midland Cross Cc	Off Track / Endurance	Competition	I worked a Markeaton Park, Derby	Endurance: Timekeeper	Details	Delete
18/09/2017	Derbyshire Athletics Co	Track And Field	Meeting/facilities asses	Derby AC Clubroom	Other	Details	Delete
10/09/2017	Derby AC Festival	Track And Field	Competition	I worked a Moorways Derby	Track and Field: Chief PI	Details	Delete
09/09/2017	Junior Inter-counties	Track And Field	Competition	I worked a Pingles Nuneaton	Track and Field: Chief PI	Details	Delete
06/09/2017	Warwickshire Open me	Track And Field	Competition	I worked a Royal Leamington Spa	Track and Field: Chief PI	Details	Delete
27/08/2017	Dudley & Stourbridge H	Track And Field	Competition	I worked a 'The Dell Stadium' Dudl	Track and Field: Chief PI	Details	Delete
20/08/2017	Northern Athletics U13,	Track And Field	Competition	I worked a Leigh Sports Village	Track and Field: Chief TI	Details	Delete
19/08/2017	Northern Athletics U13,	Track And Field	Competition	I worked a Leigh Sports Village	Track and Field: Timeke	Details	Delete
13/08/2017	EA U15/U17 Combined	Track And Field	Competition	I worked a Eastlands, Manchester.	Track and Field: Timeke	Details	Delete
12/08/2017	EA U15/U17 Combined	Track And Field	Competition	I worked a Eastlands, manchester	Track and Field: Timeke	Details	Delete
09/08/2017	Charnwood Open	Track And Field	Competition	I worked a Loughborough Universi	Track and Field: Timeke	Details	Delete
05/08/2017	Northern Athletics Leag	Track And Field	Competition	I worked a Doncaster	Track and Field: Timeke	Details	Delete
31/07/2017	Derbyshire Athletics AG	Track And Field	Meeting/facilities asses	Derby AC Clubhouse, MOther		Details	Delete
29/07/2017	Derbyshire Athletics Mi	Track And Field	Competition	I worked a Moorways Stadium, De	Track and Field: Chief PI	Details	Delete
23/07/2017	National YDL Upper age	Track And Field	Competition	I worked a Moorways Stadium, Mc	Track and Field: Chief PI	Details	Delete

Next ▶

Add New Export

What do you want to do with RecordOfExperienceReport.xls (559 KB)?
From: myathletics.uka.org.uk

Save Save as Cancel X

10:55 17/10/2017

You will then be prompted to **'Save'** or **'Save as'** or **'Cancel'**
On this system it will be **'Save as'** on your system it may be different.
The following Screen appears.



You decide where on your PC you want to 'Save' the file.

The screenshot shows a Windows 'Save As' dialog box. The address bar indicates the current location is 'This PC > Documents > Athletics > Timekeeping'. The file list shows several folders (2017, 2018, Archive, CE Aug 17, Leigh Aug 17) and several Excel files. The 'File name' field contains 'RecordOfExperienceReport.xls' and the 'Save as type' dropdown is set to 'Microsoft Excel 97-2003 Worksheet (*.xls)'. The 'Save' button is highlighted with a red box. A taskbar notification at the bottom of the screen asks 'What do you want to do with RecordOfExperienceReport.xls (559 KB)? From: myathletics.uk.org.uk'.

At the bottom it gives the **File name**; Change that to what you want to call it. **Save as type**; please don't change this file extension as most CofSecs use 'Microsoft Excel' to evaluate activity. Then click on '**Save**'



Derbyshire Athletics

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Record Of Experience Report Example.xls finished downloading. [Open](#) [Open folder](#) [View downloads](#)

You then get the option to **'Open'** or **'Open Folder'** or **'View downloads'** If you click on **'Open'** this is what should open in your screen.



Derbyshire Athletics

Record Of Experience Report Example.xls [Compatibility Mode] - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

H3 Endurance (Level 2)
Field Judge (Level 1)

1	BRITISH ATHLETICS	ATHLETICS NORTHERN IRELAND	ENGLAND ATHLETICS	SCOTTISH ATHLETICS	WELSH ATHLETICS ATHLETAU CYMRU						
2	Name:	Mike Heffernan	Licence Number:	2949478	Year:	2016-17					
3	Address:	83 Warren Street, Alvaston, DERBY, Derbyshire	Discipline(s):	Endurance (Level 2)	Postcode:	DE24 8RU					
4	Tel Num:	+44 (0) 1332 571257			Highest Level:	4					
5	Please complete your record of experience for any relevant competition where you are undertaking duties which will contribute to your record of experience. The review period is from October 1st to September 30th and after that date you are requested to send the experience log to your Official Secretary for review.										
6	Those officials working towards Level 4 should describe all duties as fully as possible and complete the 'What did I learn' column. Those at a higher level only need to complete the name of the duty unless they feel it will support their development to give fuller details.										
7	Date	Event Name	Event Area	Event Type	Event Level	Venue	Main Role At Event	Duties Undertaken	What Did I Learn	Name Of Chief	Reports On You
8	21/11/2016	Derbyshire Athletics Committee Meeting.	Track And Field	Meeting/facilities assessments etc.		Derby AC HQ Moorways Stadium, Moor Lane Derby.	Other	Attended as Track & Field Officials Secretary.		Ernie Cripps (DA Chairman.)	
9	03/12/2016	Northern Athletics Indoor Open Meeting	Track And Field	Competition I worked at		EIS Coleridge Road, Sheffield.	Photofinish Judge	All aspects of PF Judging Capture Computer/Reader Operator/Reader/Button operator.		Derek Nicholson	
10	11/12/2016	Derbyshire Athletics Mini-League Sportshall	Track And Field	Competition I worked at		Queens Park Leisure Centre, Chesterfield, Derbyshire	Chief Timekeeper	Allocating timing duties. Timing races. Collating Times.		Self	
	14/01/2017	Northern Athletics Sen / U20 / U17	Track And Field	Competition I worked at		EIS Coleridge Road, Sheffield	Timekeeper	Timed 4 Straight track. 4 & 12 Circular track. Record		Michael Brown	

Record Of Experience

Ready

Type here to search

11:18 17/10/2017

Once you have this document **'Open'** you can carry out any further **'Editing'** you feel necessary. **'Save'** it and send this by **'Email'** to your respective **'CofSec'** Track & Field or Endurance. **(Don't Forget to 'Log out' of the Portal!)**



Derbyshire Athletics

• **Any Questions?**



- We hope that this Presentation has been of some use to you.
- This is also available on the ‘Derbyshire Athletics’ Website ‘Officials’ page <http://derbyshireathletics.org.uk/> as a *PDF* file.

Mike Heffernan (Track & Field)

Barry Parker (Endurance)