ADDING MANUAL APPROVED ENTRIES

MANUAL ENTRIES (AUTOMATICALLY "APPROVED")

IMPORTANT NOTE: A manual "entry" is automatically approved.

Cash payment will need to be collected from the competitor and notated during the process.

1. LOG IN to your Committee iCompete profile.
2. **SELECT PROGRAMMES, ACTIONS, CONFIRMED ENTRIES**

3. Click on the **GREEN** button in the top right hand side corner *CREATE NEW ENTRY*

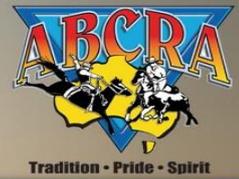4. Select **PROGRAMME, TYPE MEMBER NAME** (Click include inactive for current unfinancial members)

If more than one name appears for the same person, please use the member search option on the side bar FIRST to search for the competitor and ensure you are selecting the correct member and member number.

5. Click on the **ADD EVENT (1.)** button. Multiple runs can be added per competitor by repeating *ADD EVENT.* Select **EVENT (2.) & COMPETITOR (3.)**

- **B.** Ensure *Complimentary* is selected… you will collect cash payment and do not need to add a charge to the competitor's account.
- ***IMPORTANT* If the competitor is un financial, the Committee MUST obtain a hard copy signed waiver located HERE**
- **Add notes to the manual entry specifying if cash was collected on the day.**
- **You MUST keep a list of ALL committee created entries so that payment can be identified, and receipted if paid for on the day. This is essential for the reconciling of your event.**

6. Select **SAVE top right corner**