

# Participants: Creating and managing your account

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As a first time participant signing up for a meet/meeting on Roster, you must create your account to register yourself or someone else (if you are a coach, parent, or manager) for meets/meetings. This guide will show you how to create and manage your account.

The guide is organized/organised as follows:

- **Signing up for an account**
- **Managing your account**
  - **Registrations**
  - **Managed athletes and relay teams**
    - **Creating a new athlete/relay**
    - **Editing athletes**
  - **Registration credits**
- **Settings**
  - **Profile**
  - **Display**
  - **Password**
  - **SSO**
  - **Deleting an account**
  - **Language**

## Signing up for an account

To get started, go to the <https://meets.rosterathletics.com/public/signup> (<https://meets.rosterathletics.com/public/signup>) page and provide required information, such as your country and full date of birth. We are required to ask for your details to comply with privacy regulations.

# Sign up


In order to comply with privacy regulations, we are required to ask for your country and your age.


Country  
England ▼


Day of birth    Mon... ▼    Year of b...


Continue

If your age meets the conditions for creating an account in your country, you can decide to sign up with Google, Apple, Facebook accounts or with Email. If you choose to sign up with Email, you can still link your Google, Apple, Facebook account later in the account settings.

 Sign up with Google

 Sign up with Apple

 Sign up with Facebook

 Sign up with Email


Regardless of your chosen option, you must provide information about yourself in the next step.

Gender category 

First name

Last name


Day of birth \*  
1

Month of birth  
Jan... 

Year of birth \*  
1990

Email

Password 

Password confirmation 

Thanks for signing up to Roster Athletics! Based on your sign up, we would like to keep you posted with upcoming meetings, news and tips for getting the most out of Roster Athletics. You can opt out at any time. See our [Privacy Policy](#) for more information.

Yes, I would like to receive marketing messages from Roster Athletics.

Accept & continue

If you sign up with Email, add your email address and create a new password. You will automatically be sent a verification email. Finalize the signup by typing in the code or following the activation link in the email.

## Verify your email

We have sent you a verification email. You can finalize the signup by typing in the code or following the activation link.

If you haven't yet received the code, please check your spam folder.

Verify

After verifying and accepting the Platform Terms and Conditions, you can now log in.

## Managing your account

Once logged in, you will see a new **Account** tab in the upper right corner of the webpage. Click on it to see the accounts overview.

### Registrations

The first tab lists all the meets/meetings for which you have registered yourself, your athletes or relays. Click on the **View** button to go to the meet/meeting's registration view, where you can, for example, resign from participating after registering, and ask for a refund.

### Managed athletes and relay teams

The **Athletes & relays** tab lists all athletes and relay teams assigned to your account. The list will be empty by default.

## Account

[Add athlete/relay](#)

Registrations	<b>Athletes &amp; relays</b>	Registration credits	
Name	Date of birth	Country	Club/school
<a href="#">Add athlete/relay</a>			

### Creating a new athlete/relay

To add a new athlete or relay team to the list of athletes and relays you are managing or signing up for, click the **Add athlete/relay** button and select the desired option.

If you are creating the athlete profile for yourself, you can pre-fill the details with the information provided when you created your account. To do so, click the **Myself** button.

## Is this your own profile?

Are you creating the profile for yourself or somebody else?

If it is for yourself, we will prefill the details with the information that was provided when you created your account.

[Myself](#)[Another person](#)

You will see a **Create new athlete** (or **Create new relay team**) window appear.

To add a new athlete, you must add the **First name**, **Last name**, **Date of birth** and select the applicable **Gender**, **Country**, and **Club/school** (all these fields are mandatory). You can also add a **Middle name**. The **Year of birth** field will be filled in automatically based on the date of birth.


### Create new athlete ✕


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Gender \*

Male

Female





Auto-format names

Please be aware that if you select the United States as a country, you will see a new **Grade** field appear as optional.

To add a new relay team, you must add the **Long name**, **Short name** and select the applicable **Gender** and **Country** (all these fields are mandatory). You can also select the club/school.

To assign a club/school to an athlete, click the **Add club/school** button in the **Club/school association** section and find your club/school in the **Select club/school** window. You can add as many clubs/schools as needed. To do this, click the **Add club/school** button again and select the club/school. You can select/change the primary club if the athlete has multiple clubs on the list.

## Select club/school

Club/school name	Country England	Type	×
100 Marathon Club (London) + ENG	London	Select	
12 in 12 (West Yorkshire) + ENG	West Yorkshire	Select	
1485 Triathlon Club (West Midlands) + ENG	West Midlands	Select	
23 Mile Club (Middlesex) + ENG	Middlesex	Select	
26.2 Road Runners Club (Surrey) + ENG	Surrey	Select	
2 Dash (South Yorkshire) + ENG	South Yorkshire	Select	
4Life Triathlon Club (Nottinghamshire) + ENG	Nottinghamshire	Select	
7 Hills Harriers (South Yorkshire) + ENG	South Yorkshire	Select	

Close

Can't find the club or school you are looking for? You can add a new club to the database by adding **Club/school name**, **City**, and **Country**. You can also let us know at [support@rosterathletics.com](mailto:support@rosterathletics.com). Please state the full club/school name, city, and country in the email.



Club/school name   Country   Type

Can't find the club you're looking for?  
If you're certain it's not in our database, you can add it here:

If you're still having trouble, please let us know at [support@rosterathletics.com](mailto:support@rosterathletics.com)  
In the email, please state the full club name, city and country.

If an athlete is not a member of any club, select the **Unattached** option.

If you add a disabled athlete, you can choose one or two **Para classes** (one T-class and one F-class) from the fields at the bottom of the window.

After adding all of the data, click on the **Save** button.

## Editing athletes

If you have added a new athlete correctly or just clicked on the athlete's name on the list, you will see an athlete's profile with a menu containing **Personal**, **Licence**, **Records**, and **Sharing** links.

**John Doe · Male · 1990-01-01 (ID: 58695)** ✕

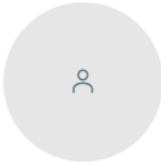
**Personal**

Licence

Records (0)

Sharing

Face




**Upload**


First name \*  
John

Middle name

Last name \*  
Doe

Gender \*  
 Male  
 Female

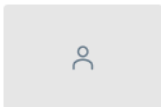
Date of birth \*  
1990-01-01 

Country  
England 

Year of birth (based on date of birth) \*  
1990

Club/school association \*

Profile



**Upload**

Auto-format names
 **Delete**
Reset
Save

In the **Personal** tab, in addition to previously added information, you will find the option to add photos. To add a new photo, click the **Upload** button and upload a photo of the athlete. All photos are verified by Roster Athletics Staff and will only be displayed once approved.

**Face** photo will be used as the avatar, for example displayed next to athlete's name on a start list. **Profile** photo will be used when viewing athlete's profile in the Roster app. It doesn't need to focus on the head.

**Please note:** Roster Athletics will only accept images of the actual athlete (i.e. no avatars, etc.). By uploading an image, you represent and warrant that you have the ownership rights or have obtained all necessary licenses or permissions from any relevant parties to use the image. This includes obtaining the right to grant us the right to use the image as an athlete photo in start lists and results for athletics meets/meetings. You accept full responsibility for avoiding infringement of the intellectual property or personal rights of others in connection with this image.

Under **Licence**, you can add a new licence number for that athlete. Currently, only licence numbers for *Athletics Northern Ireland*, *England & Wales Athletics*, *Scottish Athletics*, *Greek Athletics*, *New Zealand* and *World Athletics* can be added. The licence numbers for **England & Wales Athletics** should be added automatically when adding an athlete to the platform, as Roster Athletics is synchronized with the Trinity database.

Under **Records**, you can see the personal and season records of the athlete, which have been either updated from the Tilastopaja statistic database (if an athlete has a Tilastopaja ID), added by Roster Staff, added by organizers/organisers, or added by you. To add your records, click on the **Add records** button.

## Add new PB & SB



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Season

Outdoor

Event

Personal best

Season best

Save

In the new **Add new PB & SB** window, select the season, event, and implement (if relevant). Type in the record in the proper format. Your records will be marked as added by *Registrant*.

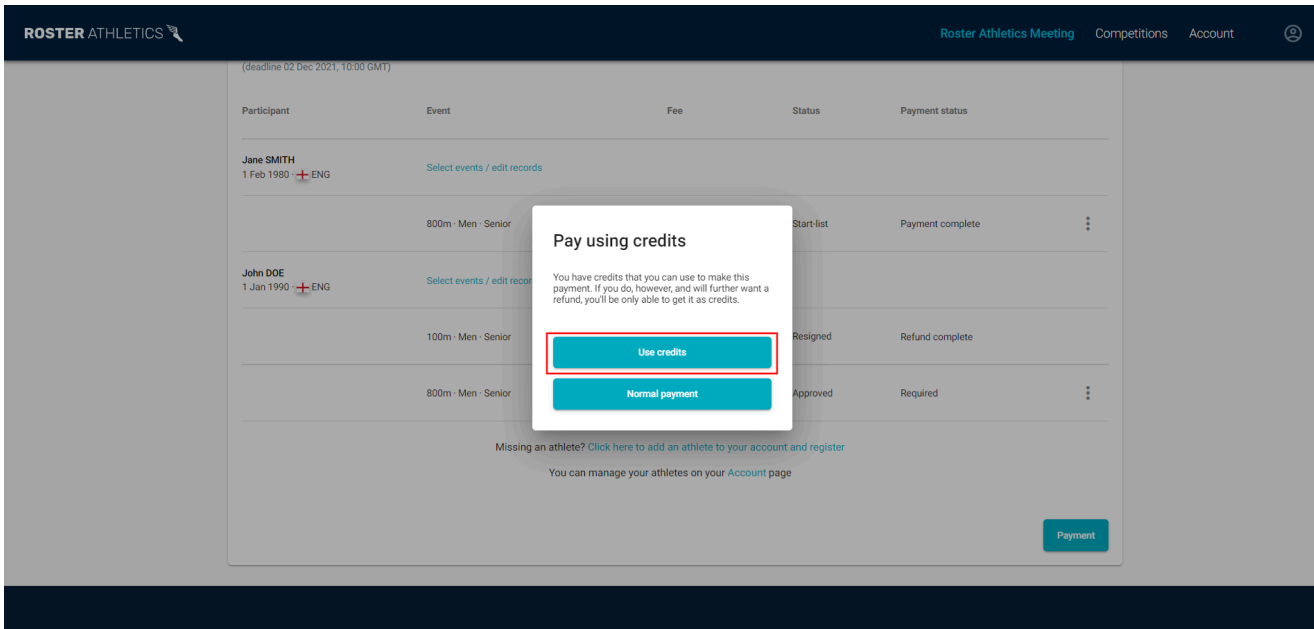
You can switch between metric and imperial (feet-inches) units in the lower-left corner.

In the **Sharing** tab, you can type in the code from the Roster Athletics app to link the registration athlete profile with the mobile app. By doing this sharing step, you will now be able to confirm the start using a mobile device (if the option is enabled for the meet/meeting by the organizer/organiser). Read more in the **[How to link athlete profiles for mobile check-in](https://support.rosterathletics.com/en/support/solutions/articles/44002412152)** (<https://support.rosterathletics.com/en/support/solutions/articles/44002412152>) guide. You can link an athlete's profile with several app accounts. You can also unshare by clicking **Remove**.

## Registration credits

The last tab lists all the organizers/organisers whose resignation credits you have accrued. You can use the credits when signing up for the next meet/meeting from the specific organizer/organiser on the list.

To use your credits, find a meet/meeting from the organizer/organiser from which you have credits, and register for the meet/meeting. Once your athlete or athletes are approved, you can pay with these credits. To do so, click on the **Payment** button, and if you have credits, you will see the **Pay using credits** window. Select the **Use credits** button to pay with credits.



The screenshot shows the Roster Athletics web application interface. At the top, there is a navigation bar with the logo 'ROSTER ATHLETICS' on the left and 'Roster Athletics Meeting', 'Competitions', and 'Account' on the right. Below the navigation bar, there is a table with columns: Participant, Event, Fee, Status, and Payment status. The table lists two participants: Jane SMITH (1 Feb 1980, ENG) and John DOE (1 Jan 1990, ENG). A modal window titled 'Pay using credits' is overlaid on the table. The modal contains the text: 'You have credits that you can use to make this payment. If you do, however, and will further want a refund, you'll be only able to get it as credits.' Below this text are two buttons: 'Use credits' (highlighted with a red box) and 'Normal payment'. At the bottom of the modal, there is a 'Payment' button. The background table shows the following data:

Participant	Event	Fee	Status	Payment status
Jane SMITH 1 Feb 1980 + ENG	800m - Men - Senior		Start list	Payment complete
John DOE 1 Jan 1990 + ENG	100m - Men - Senior		Resigned	Refund complete
	800m - Men - Senior		Approved	Required

Credits can be used if the credit amount covers the entirety or only part of the fee. In the latter case, credits will be included on the payment provider page as a discount.

## Settings

Users can edit basic information about themselves, change their password, select display settings, and link their accounts to Apple, Google, and Facebook. To do this, open the user menu by clicking on the icon in the upper right corner of the webpage and select **Profile & Settings**.

**ROSTER ATHLETICS** Competitions Account

Language Profile & Settings Log out

Search

Country From date To date Registration status

My country Previous month Previous week Next week Next month Clear filters

### Highlights

- Herning Games 2023**  
13/05/2023, 11:00  
Herning Atletikstadion  
Herning, Denmark [View](#)
- Tårnby Games 2023**  
06/05/2023, 11:40 - 07/05/2023, 18:00  
Tårnby Stadion  
Kastrup, Denmark [View](#)
- Watford Harriers Open Graded Meeting**  
19/04/2023, 20:00 CEST  
Woodside Stadium  
Watford, England [View](#)

## Profile

To edit the user name, e-mail address, or phone number, select **Profile** from the menu options.

Specific changes require entering your password to confirm. If you have signed up with Google, Apple, or Facebook, you must create a password in the **Password** tab.

## Display

To change the date and time display formats, select **Display** from the menu options.

# Settings



- Profile
- Display**
- Password
- SSO
- Delete

**Date format**

DD/MM/YYYY

MM/DD/YYYY

DD-MM-YYYY

YYYY-MM-DD

**Time format**

24h (e.g., 16:15)

12h (e.g., 11:15 AM)

Change the displayed date format by selecting the desired one from the **Date format** menu. There are four date formats, where DD means date, MM means month, and YYYY means year:

- DD/MM/YYYY
- MM/DD/YYYY
- DD-MM-YYYY
- YYYY-MM-DD

Change the displayed time format by selecting the desired one from the **Time format** menu. There are two time formats:

- 24h (e.g. 16:15)
- 12h (e.g. 11:15 AM)

The selected formats will be used when searching for meet/meeting by date, in meet/meeting details, or when creating a new athlete.

## Password

To change your password, select **Password** from the user menu options.

If you have registered using a single sign on method, you must create a new password by pressing the **Create a password** button. It will send you an email with a link to create a password for your account.

## SSO

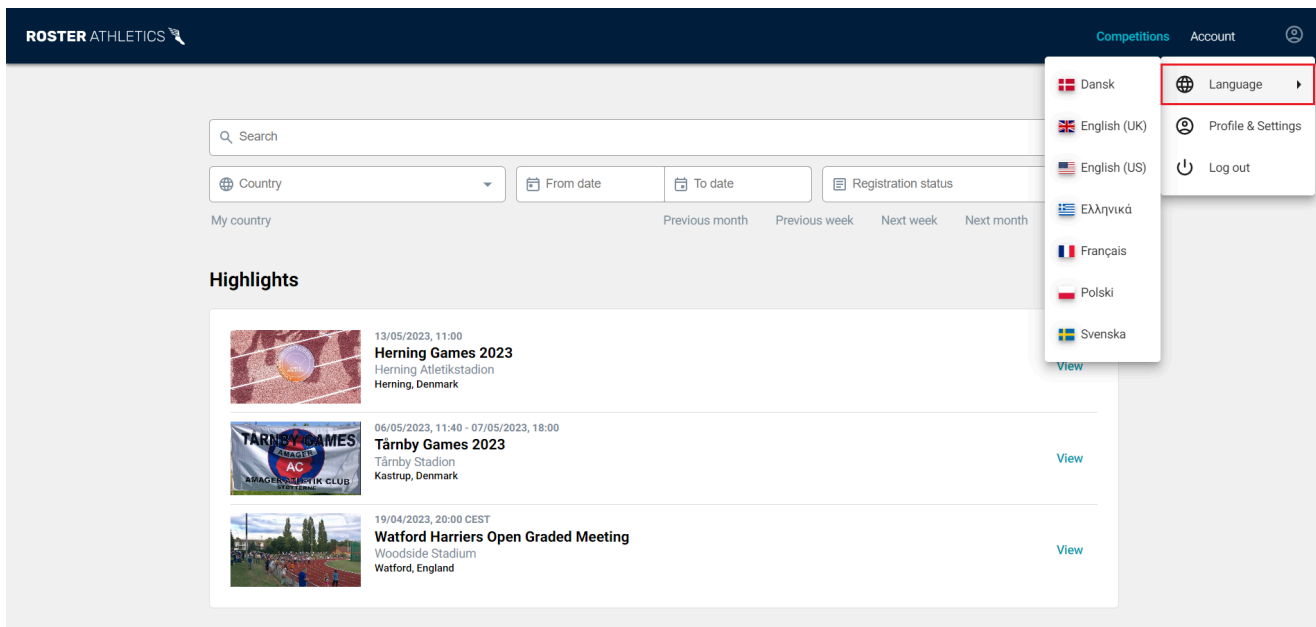
To use a Google, Apple, or Facebook account to log in to the platform, link the account with your Roster account under the SSO tab. You can also unlink your account if you signed up with Google, Apple, or Facebook (be sure to create a password before doing so).

## Deleting an account

You can delete your account by going to the **Delete** tab and pressing the Delete button. Remember deleting your account cannot be undone.

## Language

To change the platform's language, select **Language** from the user menu and choose your desired one or select it from the list at the bottom of the page.



The screenshot displays the Roster Athletics website interface. At the top, the navigation bar includes 'Roster Athletics' and 'Account' with a user profile icon. A dropdown menu is open, showing options: 'Language' (highlighted with a red box), 'Profile & Settings', and 'Log out'. The 'Language' menu lists several options with their respective flags: Dansk, English (UK), English (US), Ελληνικά, Français, Polski, and Svenska. Below the navigation, there is a search bar and a filter section with 'Country' and 'Registration status' dropdowns. The main content area features a 'Highlights' section with three event cards: 'Herning Games 2023', 'Tårnby Games 2023', and 'Watford Harriers Open Graded Meeting'. Each card includes a date, time, location, and a 'View' link.