Online Event Entry Guidance

Competitor Entry System

Version 1

March 2021

Accessing the System

- Go to - https://borough19.alphatiming.co.uk/users/sign_in

- Insert your email address and password which you will have created when setting up your profile

- If you cannot remember your password, click the forgotten password link and follow the steps
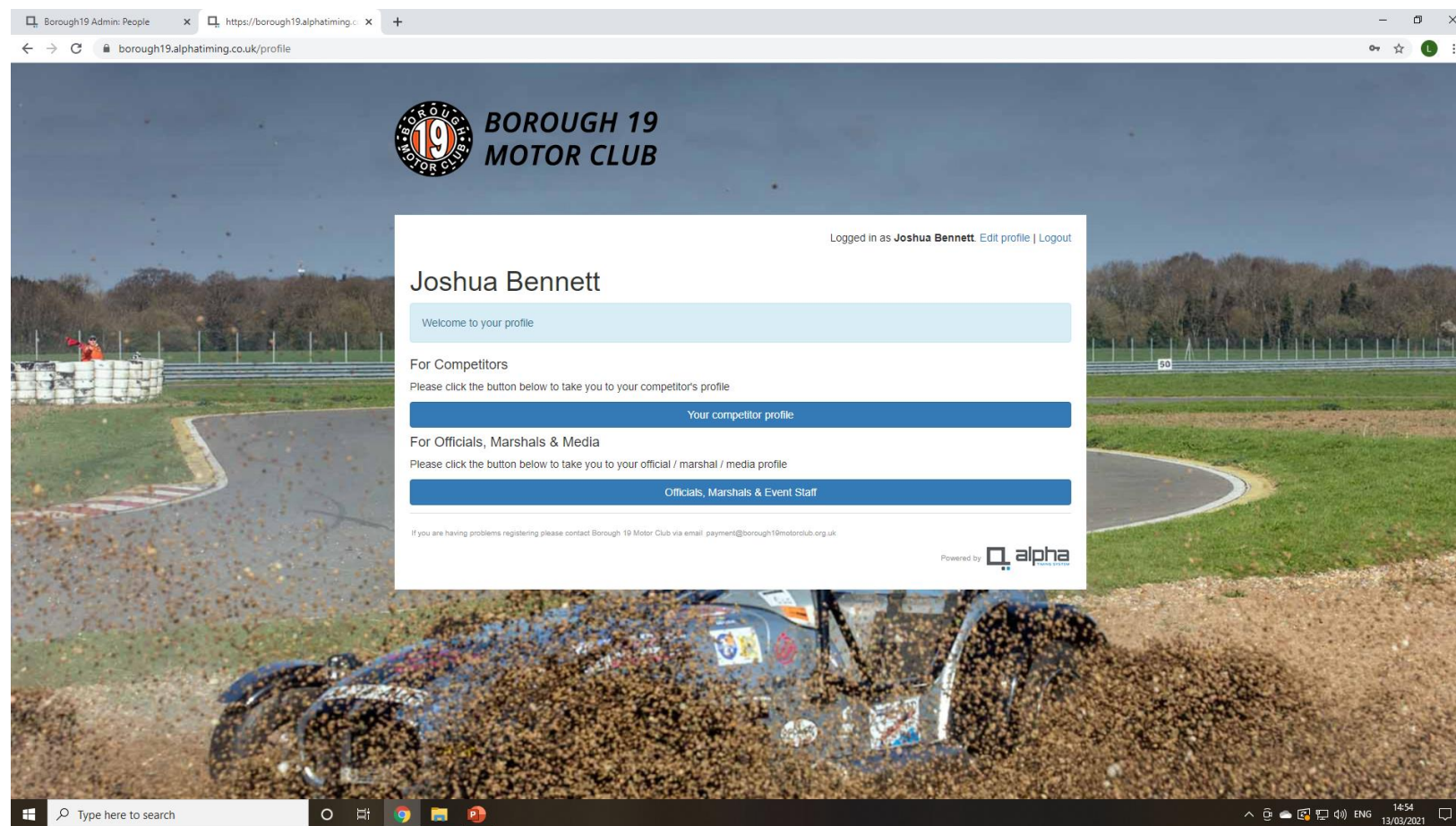
Event Entry Step 1
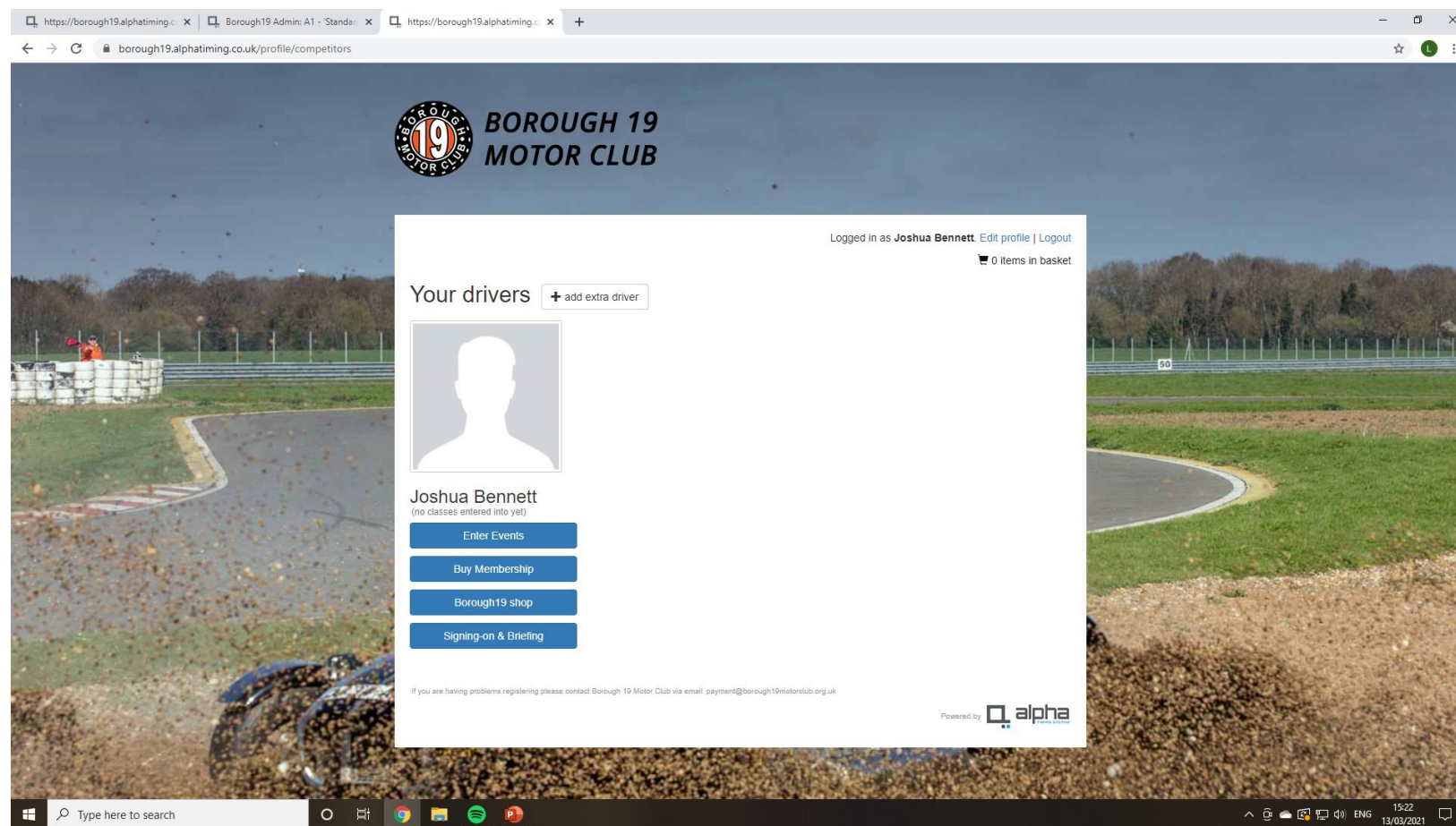
- Click "Your Competitor Profile" to access the Competitor Entry System

Event Entry Step 2

- Click "Enter Events"

- You can also use this part of the system to access the Membership system and Borough 19 Shop.

- Nearer the events you can also use this section to access the Signing On, Briefing and Scrutineering elements.
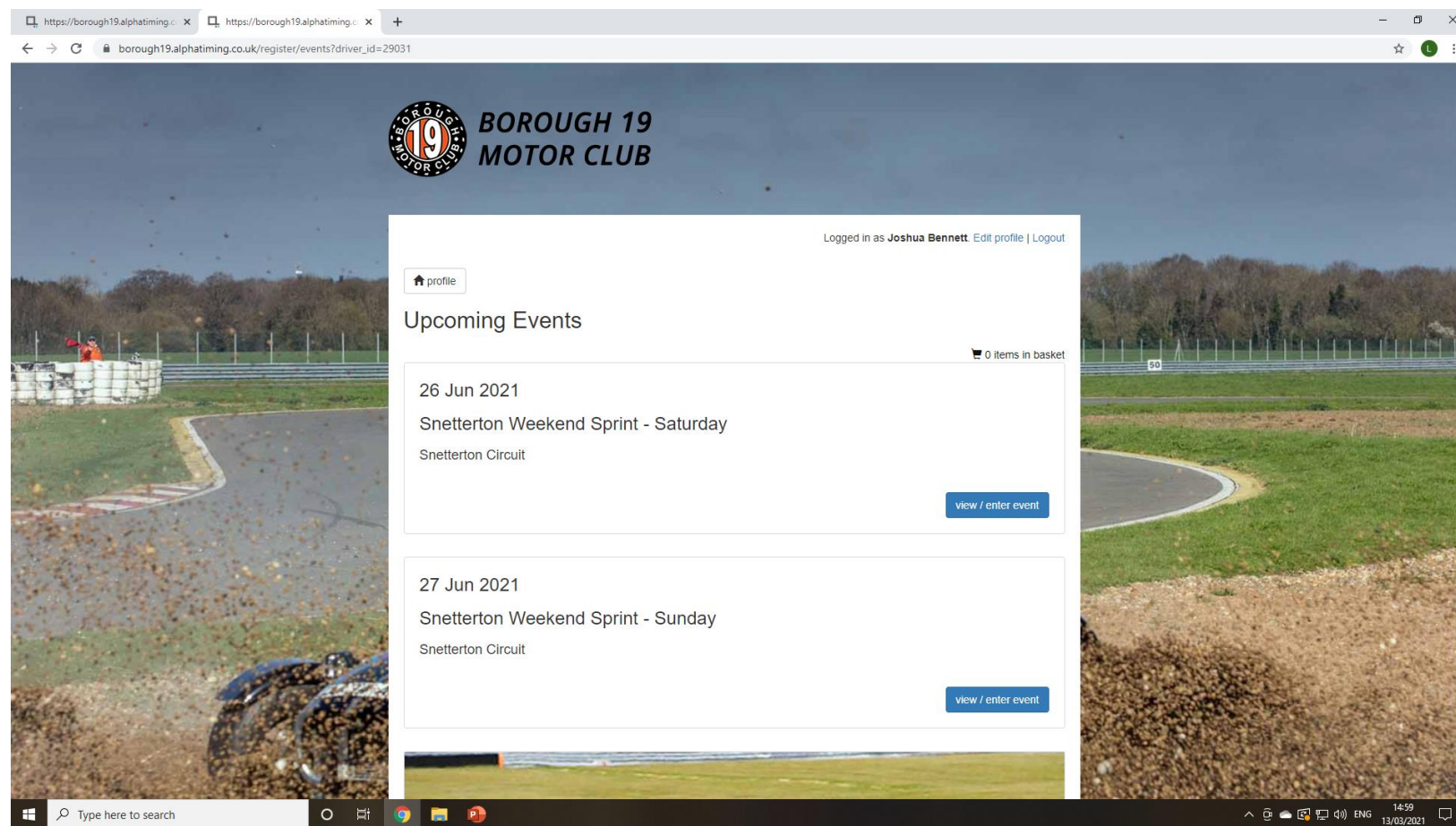
Event Entry Step 3

- Select the event you wish to enter from the list of available events.

- For the purpose of this demonstration we will use Snetterton - Saturday

Event Entry Step 4

- You can now see the list of classes applicable for the event as well as the Supplementary Regulations.

- Once you are ready to move on, click "Enter Event"

- It will then ask you to choose your class from a drop down list

Event Entry Step 5

- Please complete all the fields as necessary. Note: Some fields will pre populate from your profile such as "Licence Number" and "Emergency Contact"

- We will show you how to set up your car in Step 7. To add your Car, click "add car" if you have already set up your car(s) it will ask you to choose the one being used for this event.

Event Entry Step 6

- Choose your vehicle manufacturer from the drop down list provided.

- Please then proceed to fill in all the boxes as required.

- You can upload an image of the vehicle on this page as well.

Event Entry Step 7

- Second Drivers – Please choose "Yes" or "No" as applicable.

- If yes complete the information as required by the form. The additional driver will need to complete their entry separately.

- Indemnities – You are required to tick the box to agree to the indemnities for this event.

- For competitors Under 18, additional boxes will appear for completion by the Parent/Guardian.

- Once this has all been completed, click Submit Entry

Event Entry Step 8

- You now have the choice to enter another event at the same time or "Checkout" to submit and pay for your entry.

Event Entry Step 9

- Check that you have entered the correct event & class.

- Once you are happy, tick the check box to agree to the Terms & Conditions.

- Then click Submit

Event Entry Step 10

- Click "Pay now with Card" to go through to the payment screen.

- Once your entry has been paid for you will receive a confirmation/receipt from the club for your entry from the system.