

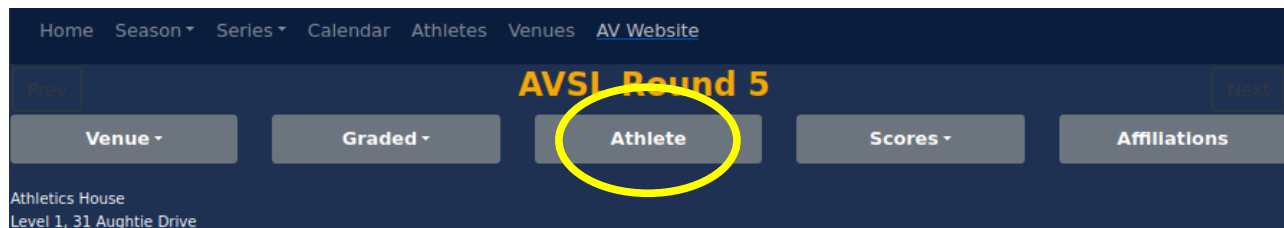
Results Hub On-line check-in Instructions with Member Id

Each meet and/or event will have a different check-in time (when it opens and when it closes). But it will be open in plenty of time before you need to be at the venue. Please check meet advice for details.

Go to AV Results Hub: athsvic.resultshub.com.au

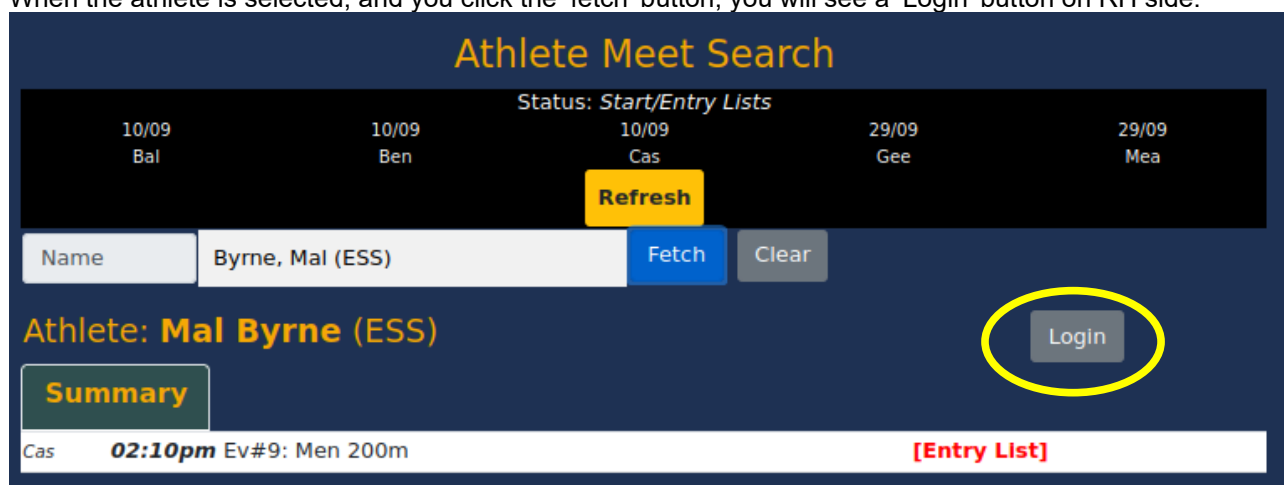
Select the meet you have entered and wish to check-in.

Click on the 'Athlete' button (circled below)



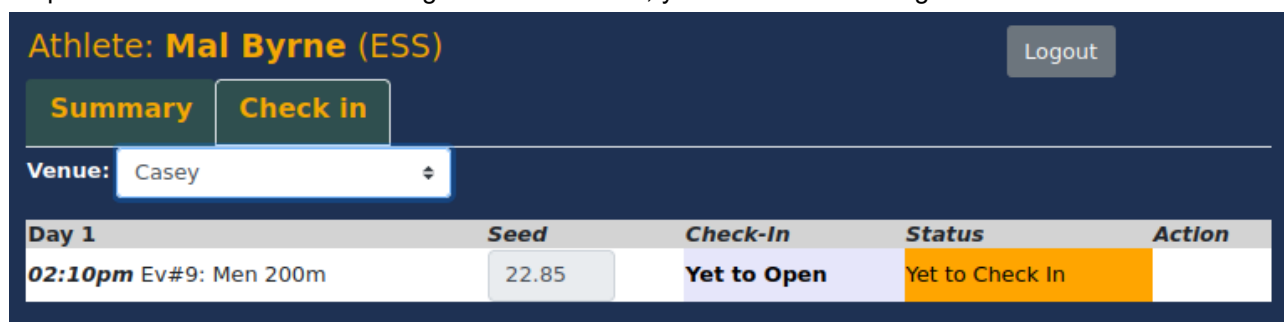
Then search for your name as per normal (in the example we are looking for athlete 'Mal Byrne':

When the athlete is selected, and you click the 'fetch' button, you will see a 'Login' button on RH side:



Click the 'Login' button' and you a pop-up panel will ask for the login details. You login with your member id and your date of birth (DOB) in 'ddmmyyyy' format (leading zeroes for day and month less than 10). The member id will have been advised with the athlete's entry confirmation advice (email). The login remains active for 60 minutes after last activity. After that the athlete has to login again. Once check-in has closed, the athlete will not be able to perform any actions, so you will need to see Check-in Administration.

Then click 'Continue' to log in. If successful you will see next to the 'Summary' tab, a new tab labelled 'Check In'. Click on the 'Check In' tab. If the meet has multiple venues (e.g. AVSL), you will be presented with a drop down box with venues. Having selected a venue, you will see something like this:



In the above case the athlete was entered into the Men's 200m at 2:10pm at Casey. However check-in is yet to open, so the athlete can not do anything. Once check in is open, the athlete will see:

Athlete: **Mal Byrne (ESS)** Logout

Summary **Check in**

Venue:

Day 1	Seed	Check-In	Status	Action
02:10pm Ev#9: Men 200m	22.85	Open	Yet to Check In	Choose..

Under the 'Action' column is a drop-down list with 3 options the athlete can select:

- **Accept:** the athlete confirms they will compete
- **Scratch:** the athlete advises they will not compete
- **Re-set:** this removes any previous advice (accept or scratch).

Note that Seed Time is displayed, but can not be updated by the athlete. Only the Check-in Administrator can update the seed time.

After selecting the action, click the 'Submit' button. If there is more than one event to check-in, you can action both with the one 'Submit'. If the athlete accepts, you will see:

Athlete: **Mal Byrne (ESS)** Logout

Summary **Check in**

Venue:

Day 1	Seed	Check-In	Status	Action
02:10pm Ev#9: Men 200m	22.85	Open	Accepted	Choose..

If the athlete goes back to the 'Summary' tab, the athlete can see their status.

Name

Athlete: **Mal Byrne (ESS)** Logout

Summary **Check in**

Cas **02:10pm** Ev#9: Men 200m **Check In Open Accepted** [Entry List]

If the athlete clicks on 'Entry List', they can see the check-in status of all athletes in that event. For those that haven't checked in, there is no status reported. It is important that athletes confirm their check-in action has been registered. If check-in has appeared to not have worked, please see Check-in Administration.

Any issues?

If you are unable to check-in on-line, the check-in Administrator at the venue can do it for you. But make sure you arrive before check-in closes for your event(s).

I need to update my seed time

Only the check-in Administrator at the venue can do this. And again you need to do this before check-in closes for that event.

I checked in but now am not going to compete

Login and change your advice from 'Accept' to 'Scratch', and submit.