FRA Website
How-to Guides for Race Organisers

30 March 2022

Getting Started

To submit races and results Race Organisers can create an account, and then log-on to this site. They can then copy a previous race, or create a new race completely from scratch. When entered your race will be shown on the FRA race listing. If you are an FRA member you can request a race Licence from the FRA, which then gives you access to the UK Athletics event insurance policy (your race will be listed as 'Licensed'). If you are not an FRA member (for example a member of WFRA or SHC) you can still create an account and enter races to be listed on the public site, but the FRA cannot issue a race Licence and associated insurance – your race will be listed as 'Approved'.

To create an Account

Click on the 'Organiser Login' (top right-hand corner). If you are a Race Organiser click on the link 'Sign up here'.

Enter your email address, and click 'send verification email'. Check your inbox for an email containing a temporary password. When the password arrives, use it to log in to the site.

Log in using your email address and the password sent to you. This will get you to the Race Organiser Sign-Up page. Enter your FRA number and check the other information. At this stage you must change the password (one will be suggested, but you can also use any strong password by clicking 'Edit'). Choose a memorable word in case you forget the password. Click 'Create Account'.

Your account has now been submitted to the Fixtures Secretary for approval. This may take a day or two. If you don't get an email 'account activated' you can email fixtures@fellrunner.org.uk to chase it up.

When the account is activated, follow the article 'How to submit a race' on the front page.

How to submit a race

Step 1 – Submit races

When your account is activated you can now log it to the 'My Account' screen, which allows you to review and edit your contact details, change your password or delete the account. Most important though, it will enable you to create races and submit them to the Fixtures Secretary.

To make a copy of last year's race, click on 'My Races', which will give you a list of races which you have previously organised. You can then find the link 'Create next edition of this race'. This will copy all the details except the date, which must be entered.

To create a new event click on 'New Race' which gives the opportunity to select one of your previous races, any other past race, or to create a race from scratch. To use a past race as a template click on 'My Races' or 'All past races', find the race you want by scrolling down the list or by using 'Search', and click it to bring up the old race details. At the bottom of the page you will see 'Create the next edition of this race', which when clicked will take you to the 'New Race' page. Amend all the details you need to (obviously the date will need to be changed).

If you want to create a new race (not based on a previous one) click on 'New race from scratch'. You will then be presented with a form, and can complete the information requested.

When the race details are updated click 'Save'. If information is missing you can still save the race, but it may give you a warning saying that the details are incomplete. You can come back later and finish the race submission.

Step 2

This gives you the 'Draft Race: Review and Submit' page – you can also get to this page from log-on by clicking 'My Races'. Check the details. If any need adding or amending you can edit the race at this stage. When ready to submit the race click to confirm that the date is correct (this is just to double-check that the correct date has been entered), and also to agree to the normal terms and conditions. You will see a page saying 'Waiting for approval from Fixtures Secretary'. You can still edit the race at this stage, and then re-submit if you wish. The Fixtures Secretary will be sent a copy of the race to review.

Step 3

When the Fixtures Secretary reviews the race, he may approve it or ask for amendments. You will receive an email in either case. If changes are requested, log in again to edit the race, make the requested changes, and re-submit the race.

When you receive an email 'Race Approved', your race has been submitted, approved and, if it is an FRA-'Licensed' race, a race licence issued. Details including the licence number will appear in the race details on the website, and the race will now be visible on the 'Races' page for public viewing.

Personal Information

The main race details will be visible on the public race listing, but the only personal information needed is the organiser's name. Also visible to the public will be the section 'CONTACT FOR RACE INFORMATION'. You can of course put your own address, email and phone number if you wish, or otherwise use a race email and the phone number of a helper (for example). It is only necessary to have one means of contact (for example email or phone number).

Changing Race Organiser

To change the organiser for a race, the new organiser must have an account on the system. The process is then that the new organiser logs-on, navigates to the race, and follows the link 'Take over this edition' at the top of the race details page. This will change the organiser, and these changes will be shown as highlighted red/green. (Any other modifications to the race details can be made at the same time).

The race will return to 'draft' status, and will be approved again by Fixtures Secretary.

How to add results to your race

After race date no race details can be edited, except the race results. Log on to your account and navigate to your race using the 'Races' tab. The race details page will have a link 'View/edit results'.

This link gives two further options:-

1. 'Add link to Race Organiser's website'. This allows you to enter a web address (URL) which points to another site, perhaps a race results site or your own event site.

2. 'Upload results'.
There are two ways to upload results, either as a listing to appear against the race, or as a document (or documents) to download.

To upload results create a spreadsheet with columns 'Competitor Name', 'Category', 'Club', 'Time', and save as a '.csv' file. To ensure the correct format is used a template is available on this page. The finished sheet can then be uploaded via the 'Choose file' button, and the results will appear on the race listing.

If your results are more complex, or you have any other kind of document (PDF, Excel spreadsheet, image) then also use 'Choose file' button, but it will warn you that a document has been uploaded as an attachment to the race details.