



## **EXPRESSION OF INTEREST & SMARTABASE ACCOUNT SET-UP**

2018 National Triathlon Championships  
Kelowna Apple Triathlon  
August 18/19, 2018

## INTRODUCTION

All athletes planning to race in the 2018 Elite National Triathlon Championships must have a Smartabase Account in order to join the waitlist. Please read and follow the instructions below to set up your account.

## BASICS

You can login to Smartabase with a secure internet connection (i.e. you can get an “https:” connection). This helps keep your data safe. And, while most browsers work, the best experiences with Smartabase are with **Chrome** or **Firefox**.

To get started, you will need an athlete account.

## NEW USERS

If you have never used Smartabase before, you will need to set up an account. Setting up an account in Smartabase is to “**Register**” an account. To help Triathlon Canada manage your new athlete account, **please use the following guidelines when you Register your account:**

- a. User name:** For your Username, please use your first name “dot” last name- all in lowercase.
  - i.e. Username for John Smith is **john.smith**
- b. Known As:** For the Know As field, please use the uppercase letters for your first Initial (i.e. for John- J), and the first three letters of your last name (Smith - SMI) then add in lowercase “triathlon”.
  - i.e. “Known As” for John Smith is **JSMI triathlon**.
- c. Email address:** Please use the email address you use most frequently. Any password reset is sent to this address. Please make sure you identify @smartabase.com as a safe domain name in your junk mail or spam filters.
  - If you get an error when registering that your email address is taken, that means you may have an athlete account already set up for you.
- d. Password:** Your password must contain 8 characters including one upper case, one lowercase and one number. Special characters are allowed. The information that you store on the system is valuable. It is your responsibility to keep your password safe and secure. If you think that your password has been breached immediately email Smartabase ([help@smartabase.com](mailto:help@smartabase.com)).
  - Each time you login online, you **MUST** logout at the end of each session.
- e. Default Role:** The default role for all new Smartabase users is an athlete. You must select the province you have a membership with:



## REGISTRATION

To register your account, please go to:

- <https://canadiansport.smartabase.com/triathloncanada/#Register>
- Select “Register” from the drop-down Menu next to the Triathlon Canada logo.
- Enter all the information requested on the registration form as outlined earlier.

The screenshot shows the registration form for Triathlon Canada. The form is titled "Register" and includes the following fields and options:

- First Name:
- Middle Names:
- Last Name:
- Username:
- Known As:
- Email Address:
- Password:  Confirm:
- Date Of Birth: 28-02-2018
- Sex: Male
- Addresses:
- Phone Numbers:
- Language: English
- Default Role: ALBERTA athlete

The following errors need to be fixed before moving on:

- First Name must be entered
- Last Name must be entered
- Username must be entered
- Email Address does not look correct. Please check the email is valid. If you are sure, please continue.
- Your password must be at least 8 characters

Buttons:

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It is very important that your name, date of birth, mobile phone number and email are accurate. All of this information is linked to your ITU entries and used by Triathlon Canada to communicate with you.

## LOGGING IN

Once you create an account, simply return to the login page, refresh your browser, then enter your username and password:

- <https://canadiansport.smartabase.com/triathloncanada/#Login>

## NATIONAL CHAMPIONSHIPS

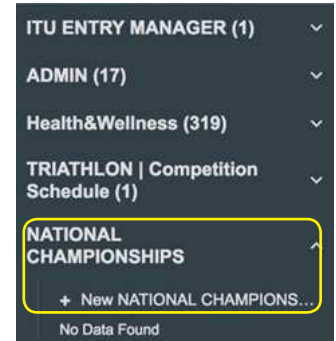
To enter an expression of interest in the Triathlon Canada National Championships you will use the NATIONAL CHAMPIONSHIPS module.

- ITU Eligible Athletes (those with a valid 2018 ICC) will find NATIONAL CHAMPIONSHIPS under the ITU ENTRIES category
- New users, and athletes without an ICC, will find NATIONAL CHAMPIONSHIPS directly on the left sidebar

### ITU Eligible Athletes

Select New NATIONAL CHAMPIONSHIP from left sidebar. Then select the CAMTRI Continental Cup option if you want to enter the CAMTRI event. If you are not interested in the CAMTRI Event select Development Series.

TITLE	2018 Kelowna CAMTRI Sprint Triathlon American Cup
SPECIFICS	<input checked="" type="radio"/> CAMTRI Continental Cup <input type="radio"/> Development Series
Please select which tier of the Triathlon Canada National Championships you wish to enter.	



The next step checks if you already have an ITU ENTRY Manager submission for 2018 Kelowna CAMTRI Sprint Triathlon Continental Cup in Smartabase. If you do, it will show up as shown below.

**ITU ENTRY MANAGER**

**THIS STEP IS CRITICAL TO GET ON THE ITU WAITLIST**

ITU eligible athletes who have already submitted an EOI for the **2018 Kelowna CAMTRI Sprint Triathlon American Cup** will see it listed below.

ITU Eligible athletes who have not submitted an EOI must select "NEW ITU ENTRY MANAGER" and submit an EOI for the **2018 Kelowna CAMTRI Sprint Triathlon American Cup**.

Date	TITLE
18-05-2018	2018 Kelowna CAMTRI Sprint Triathlon American Cup

**New ITU ENTRY MANAGER**

DONE  Yes

I have completed my EOI for National Championships in the ITU ENTRY MANAGER

The final step is to submit your EOI in National Championships.

**NATIONAL CHAMPIONSHIPS EOI COMPLETE**

Your EOI for Triathlon Canada National Championships is ready to submit

Please check EOI COMPLETED  Yes;

Then select "**SUBMIT NATIONAL CHAMPIONSHIPS EOI**" and an automatic receipt will be sent to you and Triathlon Canada.

Once the ITU start list is produced on July 17, a link to event registration will be sent to you.

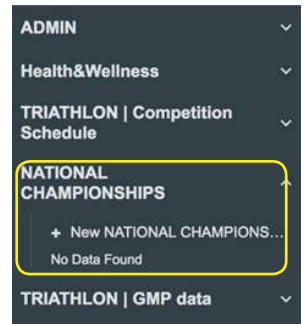
**EOI COMPLETED**  Yes

When you select: **SUBMIT NATIONAL CHAMPIONSHIPS EOI** Smartabase will automatically send you a receipt and alert Triathlon Canada. If you have not completed any step or are missing an ICC, an error message will alert you.

## New Users and Athletes without an ICC

Select New NATIONAL CHAMPIONSHIP from left sidebar. Then select the Development Series.

<b>TITLE</b>	2018 Kelowna CAMTRI Sprint Triathlon American Cup
<b>SPECIFICS</b>	<input type="radio"/> CAMTRI Continental Cup <input checked="" type="radio"/> Development Series
	Please select which tier of the Triathlon Canada National Championships you wish to enter.



If you select CAMTRI Continental Cup, you will get an error message because you are not eligible for that event without an ICC. You can apply for your ICC directly through your Smartabase account under the ADMIN category on the left-hand sidebar.

The final step is to submit your EOI in National Championships.

### NATIONAL CHAMPIONSHIPS EOI COMPLETE

Your EOI for Triathlon Canada National Championships is ready to submit

Please check EOI COMPLETED  Yes;

Then select "**SUBMIT NATIONAL CHAMPIONSHIPS EOI**" and an automatic receipt will be sent to you and Triathlon Canada.

Once the ITU start list is produced on July 17, a link to event registration will be sent to you.

**EOI COMPLETED**  Yes

When you select: **SUBMIT NATIONAL CHAMPIONSHIPS EOI** Smartabase will automatically send you a receipt and alert Triathlon Canada. If you have not competed any step or are missing an ICC, an error message will alert you.