

Creating a login on the OURCs system:

- 1) Access the OURCs website (<https://ourcs.co.uk>).

- 2) Hover over “Not signed in” and click “Sign up”
- 3) Fill in your details on the form (email can be Oxford/personal)

Creating an entry into an event:

- 1) Access the OURCs racing entries page on the website (<https://ourcs.co.uk/racing/entries>), or click the “Racing”, then “Entries” on the main webpage.
- 2) Click on “Events”, then click “New Entry” on the event in which you would like to enter a crew/crews.
- 3) Fill your crew’s details and, crucially, the crew contact’s name, phone number, and click “Enter crew”.
- 4) Fill in the crew complement.

Assigning a gender to an athlete:

- 1) Access the OURCs page for the athlete in question, by searching via “Athletes” (<https://ourcs.co.uk/racing/entries/athletes/>), or via “Clubs” (<https://ourcs.co.uk/racing/entries/clubs/>).
- 2) Click the green “+” next to “Gender: Unspecified”.
- 3) Add the gender of the athlete.

