

CASTLE VIRTUAL SERIES EASTER CHALLENGE – HOW TO SUBMIT RESULTS

Thank you for signing up to our Castle Virtual Series Challenge! We hope that you will enjoy this fun event and use to make the most of the space and time you have to safely exercise. **Remember to take a record of each leg to submit your results once your challenge is completed!** (such as a photo or screenshot)

Runners! As soon as you have completed your run please submit your timings to get on the leader board.

Duathletes! You can either complete your challenge in one fell swoop (ie as if you were racing in a duathlon at one of our events) or you can do each leg at separate times.

If you carry out your legs at different times, please submit each leg result as soon as you have completed it to get on the leader board.

The cut-off time to submit your timing is midnight Sunday of the Event weekend.

There is a 2-step process for submitting timings on the ACTIVE platform and it's super easy to use!

Login to [MY EVENTS](#) using the email address and password that you used to register for this event. If you have forgotten your password, simply use the Password Reset option.

- Find your Virtual Challenge Event. If you have registered on behalf of a child (someone under 18 at the time of registration), their registration will be available in your own My Events Portal.
- **STEP 1 – Input your timings.** Scroll down to the  button return to your entry form and fill in your timings for each leg. This action will get your results onto the Leader board. Be sure to press CONTINUE when finished! Use the link provided on the next screen to return to MYEVENTS and find your event.
- **STEP 2 – Upload document verification.** Use the three orange buttons to upload an image file of the time and distance covered. One file for each of the duathlon leg (Run 1 Time / Cycle Time / Run 2 Time) must be submitted.

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- Document uploads will verify your challenge distance, they **do not** get your times onto the leader board.
- Duathletes! Please submit your images in the correct order and ensure you have used correct image for the specific leg you completed.
- The Castle Series team will review your submitted documents for each leg and approve/reject as necessary. **Keep an eye on your emails – if we can't view the image we'll have to reject it and you'll have to try again.**
- You'll receive an email each time a document is approved.

Great, you've done it!

Some tips to make the document upload process as smooth as possible!

- Please record your distance in Metric units (KM and M) to ensure we don't need to convert distance units - this will greatly expedite the clearance process!
- The image evidence you use should detail that you ran the distance required, and the full time taken to complete that leg. Please do not send just distance and 'average pace' as this will be rejected.
- Please do not attempt to send a single submission with all three legs on a single time, as we will need to post each leg individually.
- If you run or cycle more than the required distance, we will take the time that you present on the screenshot - we will be unable to use any form of average pace!

Have Fun! Stay Safe! Good Luck!

Follow our leader board [here](#), it will be live on the Friday of each weekend event and updated regularly. We're also going to hold a live Virtual Prize Giving ceremony on the Monday of each weekend event, join us [here](#).