

## WINTER CASTLE VIRTUAL SERIES – HOW TO SUBMIT RESULTS

On completing your event, take an image for validation. Ensure the distance and time are clearly visible. **Triathlete and Duathletes** take an image on completing each leg! You can either complete your challenge in one fell swoop (as if you were racing at one of our events) or you can do each leg at separate times/days. 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.

### 10pm cut-off time to submit your timing

There is a NEW 2-step process to submit timings

By your ACTIVE account and by the LEADER BOARD results platform

- **STEP 1 – Upload your image via your Active Account..** Log onto your Active account [MY EVENTS](#), using the email address and password you used to register for this event and find the relevant Castle Virtual Event. Use the orange button(s) to upload an image file of the time and distance covered.
  - Forgotten your password? Simply use the Password Reset option.
  - Submit one image for each leg eg: Duathlon = 3 images: Run1 /Cycle / Run2.
  - 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 2 – Submit your timings via the Leader board Results platform.** Go to the [Leader Board](#) section on our website. Select your type of event, then from the dropdown select your race (Such as Multi-sport for duathlon or single discipline for a run).
- Scroll to find your name and select SUBMIT RESULT and enter your time in the format of HH:MM:SS, and confirm you're submitting your own results by entering your date of birth (DD/MM/YYYY).
  - For ease, use the search box (top right) by name or bib number. 'Results' (top left) will refresh the page .
  - To return to the home page for the links to either the multi discipline events or single events, click on 'Series' (top right, below the Search box)

## WINTER CASTLE VIRTUAL SERIES – HOW TO SUBMIT RESULTS

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!**

**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](#).

---

Helpful detailed links on results submission

- [Detailed Leader Board Instructions – pdf.](#)
- [Single event Leader Board Instructions – video](#)
- [Multi event Leader Board Instructions - video](#)

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!