

LUCA on OpenTrack

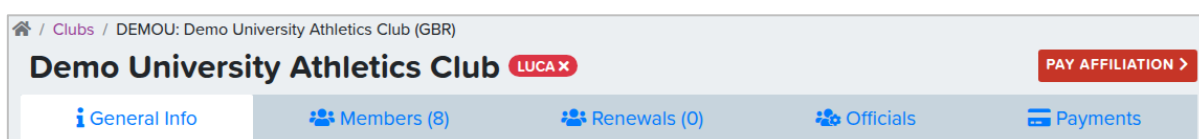
A guide for university club admins, 2026-27

Everything LUCA runs for your club is on luca.opentrack.run: your club's affiliation, your member list, LUCA licences, and entries for the LUCA XC League. This guide takes you through each job in the order you'll usually do them.

1. Log in and find your club

1. Go to luca.opentrack.run and log in with the account LUCA made you a club admin on.
2. Click **Clubs** and choose your university.

Your club page has tabs for **General Info**, **Members**, **Renewals**, **Officials** and **Payments**. If you are an admin, you also see the buttons used in this guide.



If you can't see the **Add Members** and **Bulk actions** buttons on the Members tab, you aren't set up as an admin for your club yet. Ask an existing admin to add you (section 8), or contact LUCA.

2. Pay your club's affiliation

Each university pays a **£50 affiliation** to LUCA at the start of the season.

1. On your club page, click **Pay affiliation** (top right).
2. Check the amount, enter the card details and click **Pay £50.00**.

Payment Confirmation

Amount: **£50.00**

Club Affiliation for DEMOU: Demo University Athletics Club (GBR) made at 15/10/2026, 13:07

Cardholder name

Payment information

CANCELPAY £50.00

The button disappears once the affiliation is paid, and you'll see a nice green tick next to your club's name where currently there is a red cross.

3. Add your members

Only current members of your club can be licensed or entered for races, so add your members first.

1. Open the **Members** tab and click **Add Members**.
2. Fill in one row per athlete: first name, last name, sex and date of birth are required; email is optional. A new empty row appears each time you fill one in.
3. Click **Save**.

Home / Clubs / DEMOU / Bulk Add

BULK ADD CLUB MEMBERS

This will add new members to your club, so you can use the Team Entry system. If a person exists already, it will create a role for them in your club (while not affecting their other memberships). If they do not exist, it will create the person and the club membership role.

Section is optional and may be used for school houses, university colleges, or departments.

Fields marked with a * are required.

	National ID	First Name*	Last Name*	Sex*	DoB*	Email	Start Date	Finish Date	Section
1					yyyy-mm-dd		yyyy-mm-dd	yyyy-mm-dd	

CANCEL **SAVE**

Your members then appear on the Members tab, with whether their LUCA profile is complete and whether they hold a LUCA licence.

Home / Clubs / DEMOU: Demo University Athletics Club (GBR)

Demo University Athletics Club LUCA X

PAY AFFILIATION >

General Info **Members (8)** **Renewals (0)** **Officials** **Payments**

XLS **ADD MEMBERS** **BULK ACTIONS**

Filter

SHOW LAPSED CLUB MEMBERS 0

	Name	Date of birth	Age M/F	Profile	Licence	LUCA	Club
☐	Finn Dummy	05/05/2006	U23	Incomplete	Not licensed		
☐	Alex Example	14/03/2004	U23	Incomplete	Not licensed		
☐	Grace Fictional	17/02/2005	U23	Incomplete	Not licensed		
☐	Harry Madeup	01/12/2003	SEN	Incomplete	Not licensed		
☐	Emma Mockley	30/09/2004	U23	Incomplete	Not licensed		
☐	Chloe Placeholder	20/01/2006	U23	Incomplete	Not licensed		
☐	Ben Sample	02/07/2005	U23	Incomplete	Not licensed		
☐	Dev Testrunner	09/11/2005	U23	Incomplete	Not licensed		

Please enter dates of birth carefully. Students need their date of birth to match when they claim their record (section 4).

4. Students claim their record and complete their profile

Each athlete should log in and complete their LUCA profile. Send your members these steps:

If you already have an OpenTrack login: log in at luca.opentrack.run and click **Complete your profile** in the yellow bar at the top of the page.

Your LUCA athlete profile isn't complete yet: Student details, Emergency contact still to fill in.

COMPLETE YOUR PROFILE

If you are new to OpenTrack:

1. Without logging in, go to luca.opentrack.run, click **Clubs**, choose your university and open the **Members** tab.
2. Click your own name.
3. On your athlete page, next to "Is this you?", click **Register**. Enter your date of birth and create your login. It is then linked to the record your club made.

Home / Athletes / Personal Details

Chloe Placeholder

ACTIONS ▾

Athlete Info | Performances | Roles ()

KEY DETAILS

FIRST NAME:	Chloe
LAST NAME:	Placeholder
NATIONALITY:	United Kingdom
GENDER:	F
AGE GROUP:	U23
PRIMARY CLUB:	N/A

Is this you? [Login](#) or **REGISTER** to claim this account as yourself

The profile has three sections on the athlete page: **Student details** and **Emergency contact**, which LUCA asks everyone to complete, and an optional **Equality and inclusion** section. Click **Submit** on each section to save it.

Student details | Section completion status: Incomplete **SUBMIT**

* First Name: * Last Name: Preferred Name:

* Date of Birth: * Sex:

* Personal Email: * Anticipated Graduation Year:

Use my account email (demou.ben@example.com)

* Study Level: * Primary Event Group: * Medical Student:

Emergency contact | Section completion status: Incomplete **SUBMIT**

* Name: * Relationship:

* Phone: * Email:

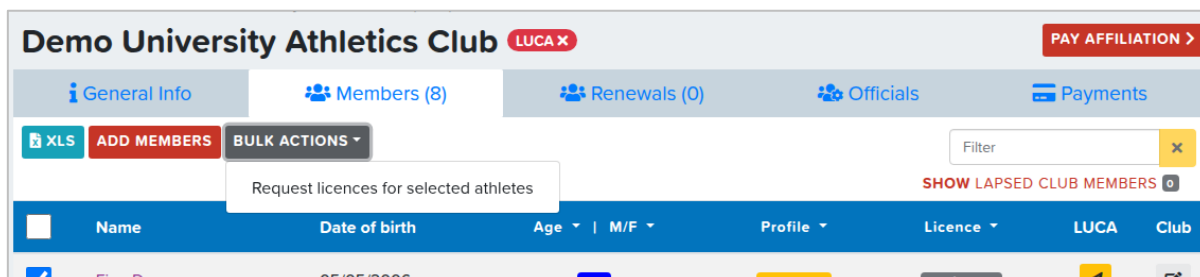
If a student's date of birth isn't accepted, correct it on their athlete page (as a club admin you can edit it), then ask them to try again. If their record still doesn't link, email support@opentrack.run.

Club admins can also fill in the Student details and Emergency contact sections for their athletes. The Equality and inclusion section can only be answered by the athlete.

5. LUCA licences

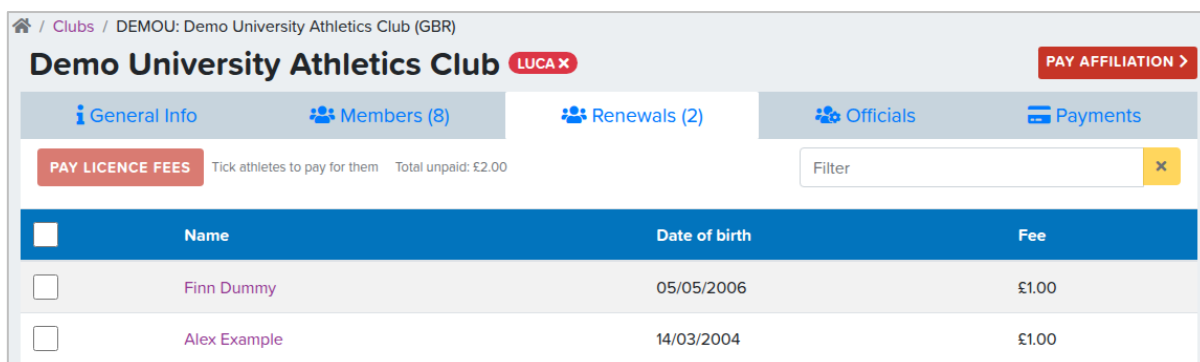
LUCA licences are **£1 per athlete**. You request them on the Members tab and pay for them on the Renewals tab.

1. On the **Members** tab, tick the athletes you want to license (the box at the top of the column ticks everyone).
2. Click **Bulk actions** and choose **Request licences for selected athletes**.



	Name	Date of birth	Age	M/F	Profile	Licence	LUCA	Club
☒	Finn Dummy	05/05/2006	18	M	Incomplete	Not licensed		

1. Open the **Renewals** tab. The athletes you requested are listed with their fee.
2. Tick the athletes to pay for and click **Pay licence fees**, then pay by card.



	Name	Date of birth	Fee
☐	Finn Dummy	05/05/2006	£1.00
☐	Alex Example	14/03/2004	£1.00

A licence takes effect as soon as it is paid for.

6. Enter athletes for the LUCA XC League

You enter each athlete once for the whole season. The entry fee is **£18 per athlete**, and drops by £2 for each race already held (£16 after race 1, £14 after race 2, £12 after race 3).

1. Go to the league page, luca.opentrack.run/leagues/luca-xc/2026-27, or click **Leagues** at the top of the site. Then click your university's name in the Clubs list.

Home / Leagues / luca-xc / 2026-27

LUCA XC League in 2026-27

COMPETITIONS

[LUCA XC RACE 1](#)
[LUCA XC RACE 2](#)
[LUCA XC RACE 3](#)
[LUCA XC RACE 4](#)

[Clubs \(21\)](#)
[Athletes \(0\)](#)
[Scores](#)

Code	Name	Number Range	Declared
BARTS	Barts and the London AC	Shared: 1-500	0
ESSXU	Essex University	Shared: 1-500	0
KUAC	Kingston University AC	Shared: 1-500	0
LSE	London School of Economics Athletics Club	Shared: 1-500	0
QMWC	Queen Mary & Westfield College Athletics & Cross Country	Shared: 1-500	0

- On your university's league page, click **Assign more athletes**.

Home / Leagues / luca-xc / 2026-27 / DEMOU

LUCA XC League — 2026-27

DEMO UNIVERSITY ATHLETICS CLUB (DEMOU)
[ADD NEW CLUB MEMBERS](#)

Allocated numbers: Shared: 1-500
Club admins / TMs: Alex Example

ATHLETES ASSIGNED FOR THIS SEASON: 0

XLS [ASSIGN MORE ATHLETES +](#)

Bib ↓ ×	Name ↑	Gender ↓	DOB	Category ↓	Second Claim ↓	Non-Scorer ↓
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- Your club's members are listed on the left. Double-click an athlete to move them into the **Basket** on the right (or click them and use the arrow). Greyed-out athletes are already in the basket or entered, or can't be entered.
- When the basket is ready, click **Continue to checkout**.

Home / Leagues / luca-xc / 2026-27 / DEMOU

LUCA XC League — 2026-27

DEMO UNIVERSITY ATHLETICS CLUB (DEMOU)
[ADD NEW CLUB MEMBERS](#)

Allocated numbers: Shared: 1-500
Club admins / TMs: Alex Example

ATHLETES ASSIGNED FOR THIS SEASON: 0

[ALREADY PAID ATHLETES](#)
[SYNC FROM EA API](#)

[CONTINUE TO CHECKOUT 🛒](#)

Registered athletes: 8

Name	Gender	DOB
Alex Example	F	2004-03-14
Ben Sample	M	2005-07-02
Chloe Placeholder	F	2006-01-20
Dev Testrunner	M	2005-11-09
Emma Mockley	F	2004-09-30
Finn Dummy	M	2006-05-05
Grace Fictional	F	2005-02-17
Harry Madeup	M	2003-12-01

← →

Basket		
Ben Sample	M	2005-07-02
Chloe Placeholder	F	2006-01-20
Dev Testrunner	M	2005-11-09

1. Check the amount, enter the card details, tick the box to accept the terms, and click **Pay**.

Payment Confirmation

Amount: **£54.00**

500 - leagues/luca-xc/2026-27/DEMOU/: 3 entry in LUCA XC League by demou.admin@example.com at 2026-10-15

Cardholder name

Payment information

☐ I take part at my own risk, agree to abide by the rules, and understand there will be no refunds

CANCEL **PAY £54.00**

Each athlete gets their **race number for the season** straight away. Numbers are given out in the order athletes are entered, across all universities. Your entered athletes and their numbers are listed on your university's league page, and you can download them with the **XLS** link.

Athletes need to be on your Members tab before they can go in the basket. If someone is missing, add them first (section 3). The **Add new club members** button on the league page takes you there.

7. Athletes from other clubs (guests)

Athletes whose club isn't in LUCA can race as **guests**. They get a race number but never score. Guests enter and pay for themselves, so there's nothing for you to do. Just send them this link:

<https://luca.opentrack.run/leagues/luca-xc/2026-27/guests/enter/>

[Home](#) / [Leagues](#) / [luca-xc](#) / [2026-27](#) / Enter as a guest
LUCA XC League — 2026-27
ENTER AS A GUEST

For athletes whose club isn't in the league. Guests get a race number but never score.

Log in to enter. If you are new to OpenTrack, sign up first: it only takes a minute.

LOG IN **SIGN UP**

Anyone who is a member of a LUCA university is told to ask their club to enter them instead.

8. Keeping your club up to date

Members who have left. On the **Members** tab, click the edit button at the end of their row, set a **Finish date** and click **Update**. Once the date has passed, they move to the **Lapsed Club Members** list (use **Show lapsed club members** to see it) and can no longer be entered for races.

EDIT CLUB MEMBERSHIP

Start date:

09/28/2026

Finish date:

mm/dd/yyyy

Licence N.

Notes:

REMOVE

UPDATE

Members shown as lapsed by mistake. If someone still at your club appears in the lapsed list, open the same edit dialog from their row, clear the Finish date (or set a later one) and click **Update**.

More club admins. Any club admin can add others, for example new committee members. Open the **Officials** tab and click **Add official**.

Home

Clubs

DEMOU: Demo University Athletics Club (GBR)

Demo University Athletics Club

LUCA

PAY AFFILIATION >

General Info

Members (8)

Renewals (2)

Officials

Payments

Name

Role

ADD OFFICIAL +

Alex Example

Admin

9. Help

- Questions about LUCA, the league or fees: hello@london-athletics.com
- Problems with OpenTrack, such as a student's login not linking to their record: support@opentrack.run

LUCA on OpenTrack | page 7