

Guidance Note on How to Link Your CTT and VTTA Accounts

You need to give permission on **both** the CTT and VTTA websites to link your CTT and VTTA member accounts. To guarantee the security of this process your CTT account will give you a unique verification code to enter on your VTTA account. Please follow the instructions below – in practice it only takes about **two to three minutes**. For Joint members and please also see notes at the end.

If you have any queries, please do NOT contact CTT but email itmanager@vttta.org.uk

Step 1 CTT Account – Obtain Verification Code

Login to your CTT account (at www.ctt.org.uk). From the Home page click on ‘My Dashboard’. Then on the Dashboard screen, click on the **on the far right tab ‘VTTA’**. You will see the following text.

Tick the box if you agree to (1) your date of birth, VTTA membership number and VTTA group details being shared between the VTTA and CTT, and (2) for the VTTA to download your results in CTT events from the CTT website for the purpose of the VTTA competitions. (This consent is required to generate your CTT Verification Code).

Please tick the box and click Submit. Then make a note of the **CTT Verification Code** you are given and **your CTT number** (shown top right of screen). You can now Log Out from the CTT site.

Note for smartphone users: On a smartphone login at www.ctt.org.uk and scroll down to where it lists your PBs and click on (the second) My Profile. “VTTA” appears in the dropdown as the last item on the list. Select that and it will show your verification code.

Step 2 VTTA Account – Link Accounts

Now go to the VTTA website (www.vttta.org.uk) and login. (if you have not logged in as a member before you will need to register. Click ‘register here’ and complete the form, ticking the box to say you are already a member).

From the Home Page click on your name (top right) and then My Profile in the dropdown box. You will see the following text:

Account Not Linked To CTT

Your VTTA account is not linked to the CTT. Please go to your CTT member page (www.cyclingtimetrials.org.uk), and in the VTTA tab obtain your verification code and note your CTT number. Then follow the link below. This will securely link your accounts so your results can be automatically included in our competitions.

[Link My Account Now](#)

You have already obtained your CTT code and number so you can just click on ‘Link My Account Now’. You will see the following text:

I intend to take part in time trials and want the CTT to have accurate information regarding my VTTA membership. I therefore agree for the VTTA to inform the CTT that I am a current

member and to provide the CTT with my VTTA number, and group. I notify this agreement by entering my CTT ID and the CTT Verification Code in the boxes below.

Enter the two numbers and click 'Link'. You will then see the message on your Profile page 'Your account is linked to CTT Account with id: (your id number). Now please click on the 'Competitions' tab to select which competitions you wish to participate in'.

Step 3 VTTA Account - Enrol for Competitions

Click the 'Competitions' tab on the far right of the page. Tick those competitions for which you want to be included. This will be shown for 2020 but your selection will be automatically carried forward to following years unless you choose to amend them.

Trike Riders – if you want to enter the season long competitions on a trike then on your 'My Profile' page set your Competition Machine to 'Trike' (the default is 'Bike').

Important Note on Joint Accounts

Joint accounts have to be managed by the primary member. For those with a joint account please link your accounts as follows:

- Each joint member gets their CTT number and Verification Code from the CTT website as explained above
- The primary joint member (the owner of the email address and password) logs in at the VTTA website (or registers if not logged in before, saying they are an existing member)
- The primary joint member checks the profile viewed belongs to them personally, and then links their CTT account entering their CTT number and verification code
- The primary joint member then switches to view the profile of the secondary joint member
- The secondary joint member then links their CTT account entering their CTT number and verification code.

It is important to follow this procedure to ensure the CTT accounts and VTTA member records are linked correctly. Note secondary members cannot login and/or register at the VTTA site to link their CTT account; they must link through the primary members account as explained above.

Note for Smartphone Users

On a smartphone login at www.ctt.org.uk and click on your name. Click on Settings and scroll down to below your PBs and click on the My Profile tab. "VTTA" appears in the dropdown as the last item on the list. Select that and it will show your verification code if you are not linked (and your VTTA account number if you are linked already).