

## PENTATHLON GB MEMBERSHIP AND EVENTS ENTRY PORTAL HOW TO USE GUIDE – AFFILIATE (TEACHER/SCHOOL/CLUB)

### Introduction

Pentathlon GB's membership and event entry portal is Sport:80. All information about joining our membership base, editing your member details, entering an event, setting up an event and more are all achievable via Sport:80. This how to use guide should help you to navigate and utilise our portal.

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### Setting up an Individual Membership

1. Click [here](#) to set up an individual membership ([Junior](#), [Senior](#), [Coach](#)).
2. Enter your email address.



- 2.1. If your email address is not recognised by the portal, you will be directed through the process of creating an account
- 2.2. If your email address is recognised, you will be redirected to the login page where you can enter your password.

3. If you have forgotten your password, click the link that says "Forgot Password?" and you will be redirected to set up a new password.
4. Once logged in you will be able to see your existing membership status.
5. If you need to purchase a membership, it will take you through the membership purchasing process.
6. If you need to renew a membership, it will take you through the renewal process.

### Setting up a Day Membership

1. Click [here](#) to set up a [day membership](#).
2. Enter your email address.



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- 2.1. If your email address is not recognised by the portal, you will be directed through the process of creating an account.
- 2.2. If your email address is recognised, you will be redirected to the login page where you can enter your password.
3. If you have forgotten your password, click the link that says "Forgot Password?" and you will be redirected to set up a new password.
4. Once logged in you will be able to purchase your day membership.

## Setting up an affiliate Membership (School/Club)

1. Click [here](#) to set up an [affiliate membership](#) (School/Club).
2. Enter your email address.



- 2.1. If your email address is not recognised by the portal, you will be directed through the process of creating an account.
- 2.2. If your email address is recognised, you will be redirected to the login page where you can enter your password.
3. If you have forgotten your password, click the link that says "Forgot Password?" and you will be redirected to set up a new password.
4. Once logged in you will be able to see your existing membership status.
5. If you need to purchase a membership, it will take you through the membership purchasing process.
6. If you need to renew a membership, it will take you through the renewal process.

## Managing an account

1. When you have created an account with Sport:80 your page will look like this when you login. If you manage multiple accounts, you will see each one as a separate 'card'.



2. Click on the card you want to view.
3. If you don't yet see a card, click on the add new member button to set up a member account and follow the on screen instructions.

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## Uploading an athlete certificate (Laser Shoot, Fencing, Riding)

1. To be able to take part in some competitions, you will need to hold competency certificates related to fencing, riding or shooting, to show that you meet the level required to compete safely. If an event requires competitors to hold a certificate to compete this will be made clear on the description of the event.
2. To upload a certificate
  - 2.1. Select the profile
  - 2.2. Click on “athlete competency certificate”, click “add certificate” in the top right-hand corner



- 2.3. Select the type of certificate you are uploading (fencing, riding or shooting).
- 2.4. Select the issue date
- 2.5. Click “next” and select a file to upload, then click “add”
- 2.6. Once you have uploaded a certificate it will show as pending approval.
- 2.7. Pentathlon GB head office will receive a notification to approve the certificate and when it has been checked to ensure the details are correct it will turn to read ‘current’.

## Uploading a coach certificate

(Coaching Qualification, Judge/Official Qualification, DBS Certificate, First Aid Certificate, Safeguarding Certificate)

1. Click [here](#) to upload a coaching qualification certificate.



2. Click [here](#) to upload a judge / official qualification certificate.



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3. Click [here](#) to upload a DBS certificate



4. Click [here](#) to upload a First Aid certificate.



5. Click [here](#) to upload a Safeguarding certificate.



## Setting up an event

1. If your school or club holds a valid membership, you will be insured to organise and host Pentathlon GB approved events.
2. If you wish to host an event using your PGB membership benefits, this will need to be reviewed by our Events Team for approval.
  - 2.1. Once approved Pentathlon GB can then advertise your event on our website events calendar and Sport:80 portal events pla form.
3. To receive entries for events and manage the people that can enter, the school/club will need to have a stripe account.
  - 3.1. This will need to be set up before adding the event to the Sport:80 platform.

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4. In the school/club account, click on "finance admin" on the left hand toolbar, then click "stripe".
5. Click on the "connect with stripe" button.
6. This will take you to a new webpage for creating your account.
7. You will need to complete the form to be able to create your stripe account.
8. For any stripe issues please contact the Stripe support team.
9. Then you will be able to create an event on the Sport:80 platform.

1. Once logged into Sport:80, switch to the school/club account
2. Go down to the Sanctioning tab on the left-hand column.



3. Click the drop down menu and click on Sanction New Event.
4. The first prompt advises that you will need a stripe account set up for the club/school/region to accept entries for any competition or training event – click ok to continue if this has been set up.
5. Select the type of event:
  - 5.1. Event – calendar and platform (for competitions - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
  - 5.2. Event – calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
  - 5.3. Training event– calendar and platform (for training focused events - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
  - 5.4. Training event - calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
6. You will then be prompted to read the Sport:80 terms and conditions and will need to agree to continue.
  - 6.1. Please make sure you read and understand these terms as you will bound by them as an event organiser.
7. You will then need to enter the relevant information for the competition or training event in the related prompt boxes.
8. Once this has been completed this will come through to Pentathlon GB head office for approval.
9. Once this has been approved it will appear in your events admin panel.

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## Switching to a school or club account

1. If you are teacher, you may need to have access to multiple children's profiles from your school to purchase membership for them or enter them into events.
2. For this you will need to use the support icon to request access to the school account.



3. If you are running an event for a club you will need to switch into the club account to sanction any events and set up payments
4. Once you have been granted access to a school or club account, when you login you should see the option to choose between your account or the school/club account you have access to.
  - 4.1. At this point you can choose either.
5. Once you have chosen one and decide you want to switch again, you can do so by clicking on your name/the schools name in the top left-hand corner below the Pentathlon GB logo.

## Adding members to your club/school affiliation

1. To be able to enter school pupils into an event, they first need to be linked to the school account.
2. Make sure you switch to the school account
3. Click on members on the left-hand side of the page, then open the members list and click
4. Add new member in the top right hand corner
5. You will see three options here, "add member", "add existing member" and "bulk upload":



1. If you are adding just one new member, click "add member" and complete the form.
2. If you are trying to add someone that already has a membership click "Add Existing Member" then you will either choose "Add manually" or "Add CSV file".
  - 2.1. If you click "Add Manually" you will have to add their membership number, their date of birth and what access you would like over their account.
  - 2.2. If you prefer, you can add a CSV file.
  - 2.3. Select the type as individual then click "download template" in the right hand corner of the dialogue box.
  - 2.4. Fill out this downloaded template and save it then add it to the "choose file" box on the left hand side of the dialogue box before clicking submit.
  - 2.5. If you do not know the details needed for existing members, you can use the support icon to request access to these members account but you will need to provide their full names and dates of birth.
3. If you are adding multiple new members to the account, click on "bulk upload".
  - 3.1. Select the type as bulk profile creation then click download template in the top right corner of the pop up box.
  - 3.2. Fill in the template file then save the file.
  - 3.3. Click yes for create accounts.
  - 3.4. Select the template you filled out then click upload.
  - 3.5. Once uploaded click "Submit".

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## Communicating with members

1. To view the members linked to your club/school switch into the club/school account, then click “members”, then click “list”.
  - 1.1. This will show all the members that have affiliated their membership to the club.
2. If you would like to communicate with your members, you can email them directly from the platform.
  - 2.1. Open the “members list”
  - 2.2. Click on “advanced filter” at the top right-hand side
  - 2.3. You will be able to choose from a number of filters to define the list of members you want to contact.
  - 2.4. Once you’ve set your filters, scroll to the bottom of the filter list and click “apply filter”, you will then see a list of those that fit into those filters, then click “add selection”.
  - 2.5. The selection will be added to a list on the right hand side, scroll to the top of the screen to click “email contacts”.

*N.B when using this function to contact members, ensure the filter for “communication preferences” is set for “our communications”. This will display members that have consented to receive communications from Pentathlon GB and affiliated clubs and regions. You should be aware that if you contact those that have not consented to receive communications you will be in breach of GDPR.*