PENTATHLON GB MEMBERSHIP AND EVENTS ENTRY PORTAL
HOW TO USE GUIDE – ATHLETE, PARENT/GUARDIAN

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 achieveable via Sport:80. This how to use guide should help you to navigate and utilise our portal.

Contents

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.

    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.

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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.

Entering an event.

1. Click here to set up a day membership.
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 purchase your day membership.
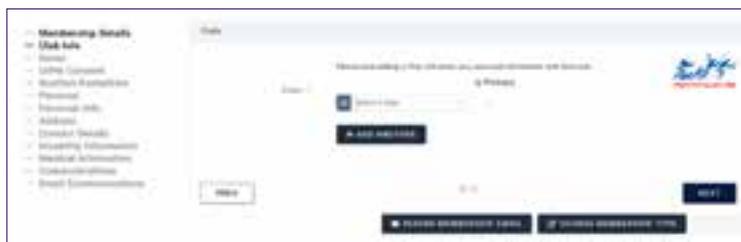
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Managing an account

1. Once you have a profile set up you will need to add a membership before being able to compete an event entry.
2. Click on the "events tab" on the left-hand tool bar
3. Find the event you want to enter, click on the "enter" button

4. From the list of the profiles available to you, click the enter button next to the person you'd like to add to the event.
5. Complete the prompted entry form.
   5.1. If relevant to the event, you may be asked to select a club or a school (you can remain as unaffiliated for any event).
6. You can then click "done" to leave the page, "done and add another" if you wish to add another profile to the event, or "checkout" to go straight to the checkout to complete payment.

How to select a club you're affiliated to

1. The option to select your affiliated club is available when completing the membership form during the process of taking out membership.
2. If you didn't select your club when filling out the membership form or have recently joined a new club you can still change this on your profile.
   2.1. To do this, click memberships on your profile then click on the green "current" or orange "lapsed" button of your membership.
   2.2.A pop up with all your membership details will appear, click "Next" and the option to change or add your club will be available.


   2.3.Once you have made the relevant changes, click "Save". You club will now be changed and added to your profile.

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Requesting access to a profile

1. Users such as parents with multiple children or teachers organising a group of school children might need to request access to accounts that have already been set up by another person.

2. If you believe someone already has a Sport:80 profile that you need access to you can request this by using the "contact support" function at the bottom of the webpage.
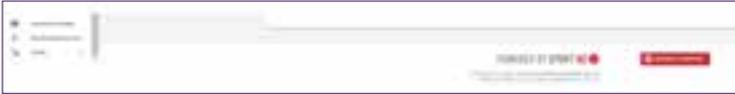
Uploading an athlete certificate (Laser Shoot, Fencing, Riding)

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.

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.