

Event Entries via JustGo for Clubs – Relays

Before Entering

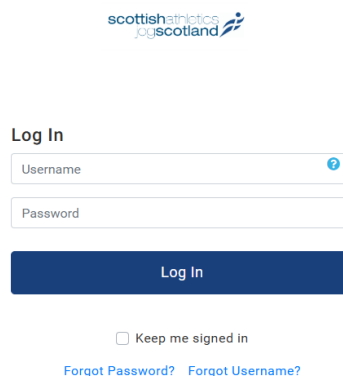
Prior to beginning the entry process please be aware that **scottishathletics** has amended it's payment process for the JustGo platform. There is no longer a 'pay later' function for clubs – all payments must be made at the time of the transaction, either by card or via Go Cardless.

Entry Process

Any person completing an entry on behalf of their club must have been given administrator access rights by another club admin (usually the Club Secretary). This will allow them to enter athletes and teams on behalf of the club via their own individual profile on JustGo.

To enter, the club representative should follow these steps –

Log into your JustGo portal using your personal credentials here - <https://scottishathletics.justgo.com/>



The screenshot shows the login interface for the JustGo portal. At the top is the 'scottishathletics justgo scotland' logo. Below it is a 'Log In' section with two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. Underneath the button is a checkbox labeled 'Keep me signed in'. At the bottom of the login section are two links: 'Forgot Password?' and 'Forgot Username?'.

Navigate to the competition via the Events & Courses link at the top of the page.



Click the tile of the event you wish to enter.



Once the page has opened, click the 'Add More' button next to the event you wish to enter

U13 Boys Medley Relay
Booking Closes on 12 Jun 2025, 17:00 BST

Add More

Click the '+ Add' button



Add Tickets

U13 Boys Medley Relay
Booking Closes on 12 Jun 2025, 17:00 BST

▲ Group Bookings(0) £0.00 + Add

A screen will pop up on the right hand side.

Enter a team name (if entering a team event, eg. Relay)

Add Group ×

Group Name *

For a team event, you must now select at least ONE eligible athlete for the relay team.
The list can be filtered by gender, or is searchable

Min. 1 | Max. 99 | Reserved: 0 All Gender ▼

🔍 Search Type the athlete name here

Ineligible athletes may show as 🚫 Not allowed if they are too young/old or if their **scottish**athletics membership is not in date.

Once selected, an eligible athlete will have a green tick next to their name.

Then click the Done button on the bottom right of the screen.

NB: Remember that you only need to select one athlete at this stage. Other athletes can be added through the declarations process in the week leading up to the championships.

Complete the form confirming club representation. Select your affiliated athletics club.

Club Representation ANY * + Select

Athletes may represent any club they are a member of in this competition

No items are selected

Contact details (if required)



If the team manager is not the club's registered contact on the Club Portal, please supply the team manager's contact e-mail address. This will be used for any pre-event information or updates regarding this event.

Acknowledgements and IPC classification.

- ☐ I acknowledge that it is my responsibility to check that all athletes from my club who wish to participate this event will have an up to date membership valid for the day of the competition. *

Please fill in the questions below to continue.

- ☐ I hereby give permission that photographs may be taken of me/the athlete(s) I am entering at the event and used for PR/Marketing purposes *
- ☐ I acknowledge that all entrants into this event shall be deemed to have made themselves familiar with, and agree to be bound by, the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. *
- ☐ I confirm that the athlete(s) I am entering is responsible for ensuring that they are medically fit to compete, have no medical issues or disability that would endanger themselves or others by taking part, and will not compete if unfit to do so on the day *

IPC classification (if applicable) Athletes that require assistance must complete an athletes assistance form available from events@scottishathletics.org.uk

Add & continue

To add further teams, select or to continue to payment click


Proceed to checkout

The cart will look like this, with the options for Bank Payment or Pay By Card described earlier.

Payment options



Pay By Card

This could be your personal payment card or one registered to your club. Complete the details and make payment.

 Credit or debit card

All fields are required unless marked otherwise.

Card number


 

Expiry date

Security code

Front of card in MM/YY format3 digits on back of card

Name on card

 Pay £20.00

Bank Payment



To charge directly to the club's bank account you will need the club bank account details. Complete the form and click 'Next' to confirm the mandate. The club bank account will then be charged by direct debit for the entry fee.

The account details you add the first time you check out will be saved against your profile to be used again. Additional bank account details (eg. personal account details) can also be added to your account, allowing you to choose which to use at the point of purchase.



1 Account Details 2 Confirm Direct Debit

| | |
|---|---|
| First Name | Surname |
| <input type="text" value="A"/> | <input type="text" value="L"/> |
| Email | Country * |
| <input type="text" value="a@hotmail.co.uk"/> | <input type="text" value="United Kingdom"/> |
| Account Holder Name * | |
| <input type="text" value="Name of the account holder"/> | |
| Sort Code * | Account Number * |
| <input type="text" value="eg: 40-40-21"/> | <input type="text" value="e.g. 71347034"/> |

Or [enter IBAN](#)

Next

For all bookings, a payment confirmation e-mail will be sent to the person making the booking. After completing your entry, please check you have received a confirmation e-mail.

Removal of access: note for Club Secretaries or other committee members.

When administrative rights are removed from a person's profile, any bank account details they have added to their profile will still be available. These can only be removed by **scottishathletics**. membership@scottishathletics.org.uk should therefore be informed of anyone removed from a club as an administrator so that the mandate can be deleted.

