

### **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/>



#### Log In

Username 

Password

Log In

Keep me signed in

[Forgot Password?](#) [Forgot Username?](#)

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

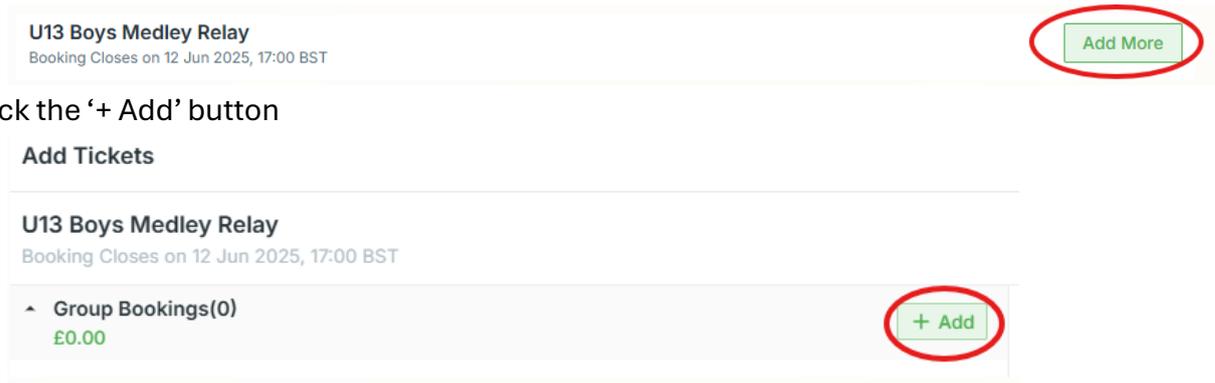


Click the tile of the event you wish to enter.



## Event Entries via JustGo for Clubs – Relays

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

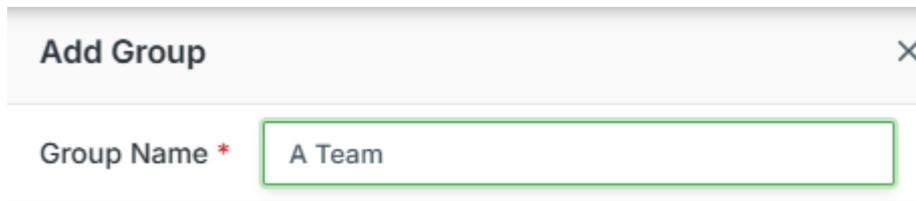
U13 Boys Medley Relay  
Booking Closes on 12 Jun 2025, 17:00 BST

Group Bookings(0)  
£0.00

+ Add

A screen will pop up on the right hand side.

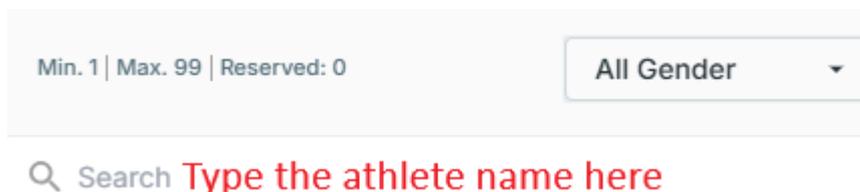
Enter a team name (if entering a team event, eg. Relay)



Add Group

Group Name \* A Team

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  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.



## Event Entries via JustGo for Clubs – Relays

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 from available from [events@scottishathletics.org.uk](mailto:events@scottishathletics.org.uk)

Add & continue

To add further teams, select [Add & continue](#) 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.

Below is a summary of your order, please review and then select a payment option.

Order Summary	
Total items	1
Item saved for later	0
Discount <span>ⓘ</span>	- £2.00
Net Total	£20.00
Total (GBP)	£20.00

Bank Payment

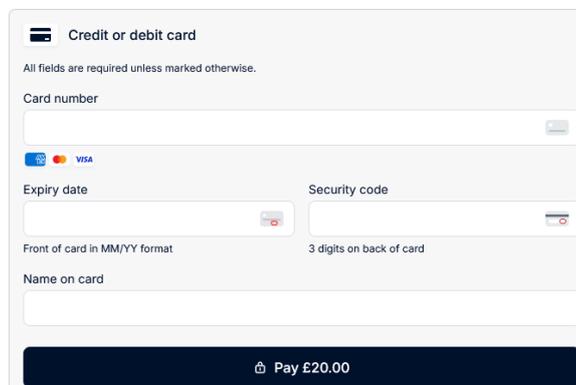
Pay by Card



### 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 format      3 digits on back of card

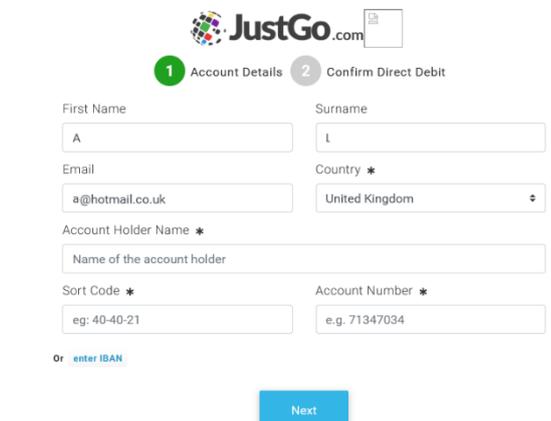
Name on card

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.



**JustGo.com**

1 Account Details      2 Confirm Direct Debit

First Name      Surname

A      L

Email      Country \*

a@hotmail.co.uk      United Kingdom

Account Holder Name \*

Name of the account holder

Sort Code \*      Account Number \*

eg: 40-40-21      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**. [finance@scottishathletics.org.uk](mailto:finance@scottishathletics.org.uk) should therefore be informed of anyone removed from a club as an administrator so that the mandate can be deleted.

