

## scottishathletics Event Licensing – Returns Process

To apply for event licences and to complete the returns process the user must have been granted Administrator privileges. This is usually done via the club or organisation secretary.

Once you have administrator privileges you will have access to the Event Licensing tile.




Click on the tile to see the list of current and previous licences.

Reference	Event Type	Name	Start Date	End Date	Status	Actions
ES014262	Road Race / Multi Terrain	Fraserburgh 10k	15/06/2025	15/06/2025	Draft	
ES014261	Road Race / Multi Terrain	Fraserburgh 10k	15/06/2025	15/06/2025	Draft	
13996	Road Race / Multi Terrain	Fraserburgh 10k	15/06/2025	15/06/2025	Pending Payment	
13729	Road Race / Multi Terrain	Fraserburgh Half Marathon	17/11/2024	17/11/2024	Complete	
13475	Road Race / Multi Terrain	Fraserburgh 10K	09/06/2024	09/06/2024	Complete	

Licences will have three status options on this screen.

- **Draft** – licence applications that have been started but not submitted.
- **Complete** – previous applications that have been approved and the returns process completed.
- **Pending Payment** – applications that have been approved and are pending the completion of the return process.

To begin the returns process, click on the Edit  button next to the licence you are completing the return for.



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Next click on entry Numbers near the bottom of the list and complete the questionnaire. Clicking the Next button will bring up the next part of the process.

**Note:** If the Entry Numbers option is greyed out, go to Approvals and click the Next button.

Back to Summary
Information
Dates and Locations
Data Capture 1
Heavy Events / Highland Games
Data Capture 2
Scope of Licence
Declaration
Approvals
Entry Numbers
Officials
Casualty

Double click on the event date to bring up the table.

**NOTE:** for licences with multiple dates click on each date separately

Date	Track Referee	Field Referee	Start Coordin...	Chief Timeke...	Chief Photofin...
06/09/2025					
26/07/2025					
28/06/2025					
31/05/2025					
26/04/2025					



## scottishathletics Event Licensing – Returns Process

Result

Date: 01/10/2025

Venue: Emirates Arena

Number of **scottishathletics** members

Male: 0

Female: 0

Non-Binary: 0

Number of non-**scottishathletics** members

Male: 10

Female: 10

Non-Binary: 0

Save

You can also upload your results PDF on this page.

### Results

Attachment Upload

File Name	Comment
<a href="#">15-005 GSi Scottish Half 2019.pdf</a>	

To confirm your officials again double click on the event date. Licences covering multiple dates will be listed, click on each date to enter the details for that fixture.

Officials

Date: 01/10/2025

Venue: Emirates Arena

Race Director: Robin Director \*

Starter: Steve Starter \*

Race Referee: Rachel Referee \*

Chief Timekeeper: Stopwatch Stan \*

First Aid Provider: First Aider \*

First Aid Provider Phone: 07134 123456 \*

First Aid Provider Email: first@aid.com \*

Save

Any reportable incidents should be entered into the final page. Once done click

**Complete**

NOTE: For licences with multiple dates only hit **Complete** when returns have

been completed for all dates listed, the **Save** button should be used instead until details for all dates have been completed.

If any levies are due the checkout will load for payment. Once paid the status of the application will change to Complete.

