

INSTITUTION ADMINISTRATOR (IA) BUCS PLAY RESOURCE PACK

2024-25 Season

INTRODUCTION

This pack contains a summary of the key tasks and useful links from our help guides to assist Institution Administrators (IAs) through the most common tasks on BUCS Play.

To view our full library of help guides, [click here](#).

WHAT IS BUCS PLAY?

- BUCS Play is the hub for **ALL** BUCS sport.
- It is used for league and knockout programmes and events.
- **EVERY** athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate.
- Download the BUCS Play app or visit the desktop version via bucs.playwaze.com (PC only)

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Support



INSTITUTION ADMINISTRATOR OVERVIEW

WHAT IS AN IA?

An Institution Administrator (IA) is a role within BUCS Play granting full administrative access over an institution.

Examples of actions performed by IAs are:

- Entering teams into league and knockout competitions, and team-based events
- Managing fixtures (setting times, venues and raising fixture change requests)
- Managing event entry applications from participants
- Setting up captains to manage their teams
- Entering and approving results (captains can enter results for IAs to approve)

LEVELS OF ACCESS WITHIN BUCS PLAY

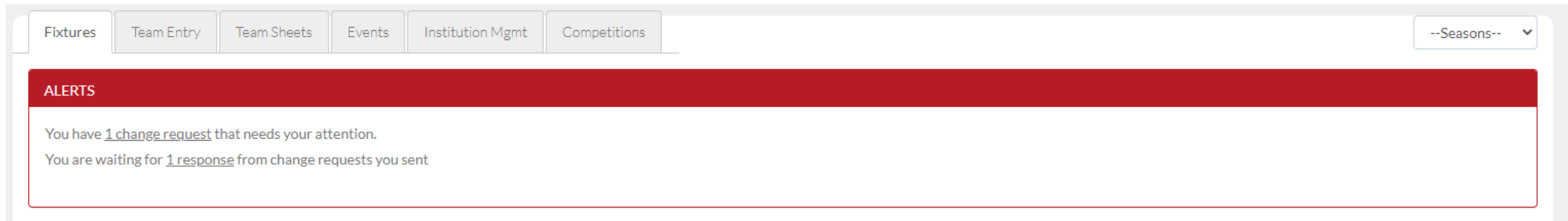
There are four main role types:

1. Admins sit at the top of the access chain (e.g. BUCS staff).
2. IAs have administrative control over an institution.
3. Captains have administrative control over a team (or multiple teams) (as well as a team captain, this can be a coach or manager).
4. Members are all other BUCS Play users without any administrative access (e.g. participants and supporters).

For more information on what tasks each role can complete, [click here](#).

DASHBOARD

The dashboard is the administrative hub where IAs complete the bulk of their BUCS Play actions, through the use of the six available tabs.



IAs receive alerts on the dashboard for important actions and upcoming deadlines. Some of these include:

- Entering and approving outstanding results
- Approving fixture change requests
- Upcoming team and event entry deadlines

For more information on the dashboard, [click here](#).

ADDING AND CHANGING IAs

Only an existing IA or MyBUCS master user from your institution can request the addition or amendment of another IA needing overall dashboard access.

Prior to requesting the addition, the new individual must create a BUCS Play account and join at least one sport community to join the BUCS Play network.




Next, an existing IA or MyBUCS master user must email bucsplay@bucs.org.uk with the account details of the individual to be added (name and email address).

To remove an IA's access, email bucsplay@bucs.org.uk and a member of our support team will action your request.

SPORT-SPECIFIC IA ACCESS

IAs are most commonly set up to manage an entire institution across all sports (with access to the dashboard). IAs can also be set up with administrative capabilities only within a specific sport community and without dashboard access (e.g. a Hockey Performance Manager).

IAs with overall access have the ability to set up sport community IAs (without contacting BUCS) by following [these steps](#).

TEAMS				INSTITUTIONS	
<input type="text" value="Search"/>					
Name	Home Kit	Away Kit	Venues	Admins	Actions
Aberdeen			Dundee International Sports Centre (DISC), Get Active @ Cults, Baseball Pitch, ...	AUSA Sport, Tönis Tilk, George Mitchell IA	

MYBUCS AND THE MEMBER DIRECTORY

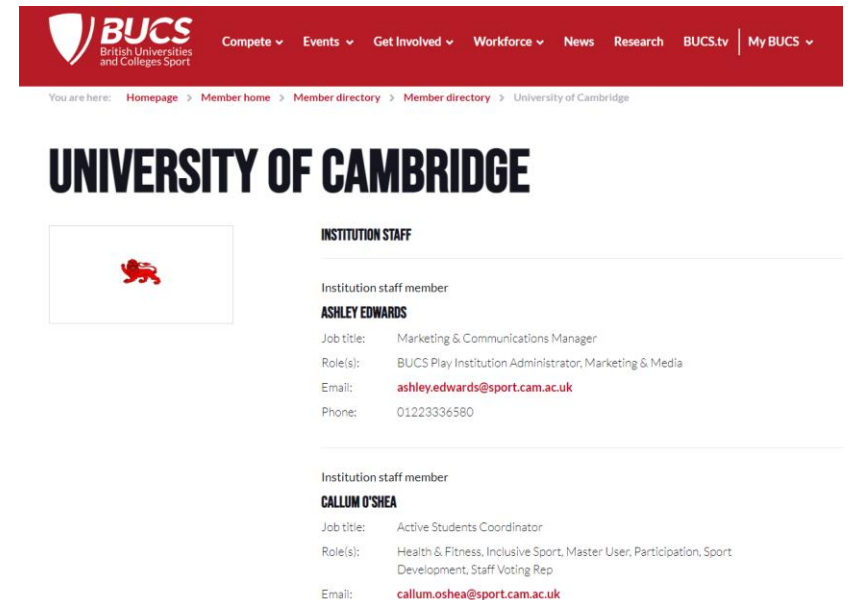
MyBUCS is the member section of the BUCS website, where you can set your role, select the emails you wish to receive, and gain access to the member directory.

The member directory houses all the contact details of fellow IAs and staff members, which will be useful when conducting your fixture administration.

MyBUCS and BUCS Play are separate systems, thus, you will need to set up an account on each site. [Click here](#) to create a MyBUCS account.

Once registered, your institution's MyBUCS master user will need to approve your addition for you to be added to the Member Directory and gain access.

For more information, [click here](#).



The screenshot shows the BUCS website interface. At the top is a red navigation bar with the BUCS logo and menu items: Compete, Events, Get Involved, Workforce, News, Research, BUCS.tv, and My BUCS. Below the navigation bar is a breadcrumb trail: You are here: Homepage > Member home > Member directory > Member directory > University of Cambridge. The main heading is 'UNIVERSITY OF CAMBRIDGE'. Below this is a placeholder for the institution's logo. The 'INSTITUTION STAFF' section lists two members: Ashley Edwards, Marketing & Communications Manager, and Callum O'Shea, Active Students Coordinator. Contact details for each member are provided, including job titles, roles, emails, and phone numbers.

INSTITUTION STAFF	
Institution staff member	
ASHLEY EDWARDS	
Job title:	Marketing & Communications Manager
Role(s):	BUCS Play Institution Administrator, Marketing & Media
Email:	ashley.edwards@sport.cam.ac.uk
Phone:	01223336580
Institution staff member	
CALLUM O'SHEA	
Job title:	Active Students Coordinator
Role(s):	Health & Fitness, Inclusive Sport, Master User, Participation, Sport Development, Staff Voting Rep
Email:	callum.oshea@sport.cam.ac.uk

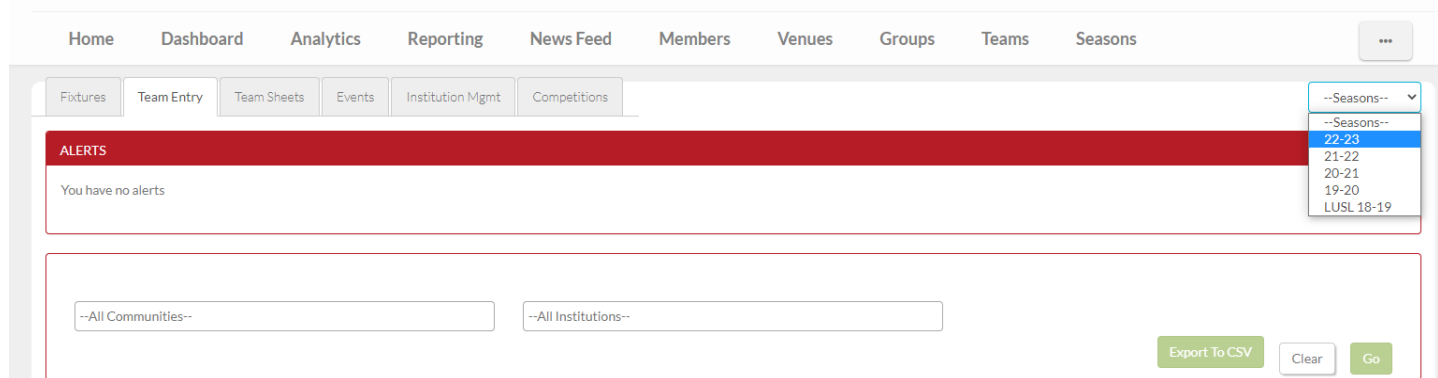


TEAM ENTRIES

ENTERING/REMOVING TEAMS DURING THE ENTRY WINDOW

At the start of the 2024-25 season, all team entries began afresh and needed to be entered on BUCS Play. No teams were automatically carried over from previous seasons. The team entry window is now closed; thus, changes can only be requested by emailing bucsplay@bucs.org.uk (see next page).

To enter a team during the team entry window, go to the dashboard and ensure you are in the correct season. From there, navigate to the team entry tab, filter to your sport and institution, select the number of teams you wish to enter for that sport and team type, and click update. For more information, [click here](#).



The screenshot shows the BUCS Play dashboard with the following elements:

- Navigation menu: Home, Dashboard, Analytics, Reporting, News Feed, Members, Venues, Groups, Teams, Seasons.
- Sub-navigation tabs: Fixtures, Team Entry (selected), Team Sheets, Events, Institution Mgmt, Competitions.
- ALERTS section: A red header with the text "You have no alerts".
- Filters: Two dropdown menus labeled "--All Communities--" and "--All Institutions--".
- Buttons: "Export To CSV", "Clear", and "Go".
- Seasons dropdown: A dropdown menu is open, showing the following options: "--Seasons--", "--Seasons--", "22-23" (highlighted), "21-22", "20-21", "19-20", and "LUSL 18-19".

LATE ENTRIES AND LATE WITHDRAWALS

If the team entry deadline has passed, the process for entering/withdrawing a team is slightly different. Please email bucsplay@bucs.org.uk with your:

- Name
- Email address
- Institution
- Sport and team(s) you wish to be entered or removed

We will let you know the viability of your request and the next steps.

Changes are not guaranteed, and we may need to speak to other institutions to consider your request.









LEAGUE AND KNOCKOUT FIXTURE ADMINISTRATION



SETTING TIMES AND VENUES

Prior to the start of the season, IAs will receive a list of fixtures with set dates from BUCS. IAs are required to set the time and venue for each home fixture.

You are only able to set the fixture time once, thereafter you would need to submit a fixture change request to confirm any time/date changes with the opposition.

Home Team		Result		Away Team	Away Team Sheet	Date	Time	Venue	Actions
Aberdeen Men's 2		-		Stirling Men's 2	 0	09/10/2024	--:--	Balgownie Pitches ▾	    

Follow the links below for more information on these processes:

- [Setting the time for a fixture](#)
- [Setting and creating the venue for a fixture](#)

FIXTURE CHANGE REQUESTS

Any time/date changes (by either the home or away IA), after the initial time has been saved, need to be requested through a 'fixture change request' (FCR). This can be done through the dashboard or a sport community.

Competition	Home Team	Result	Away Team	Date	Actions
Men's Premier - South	Imperial Men's 1	-	King's College Men's 1	06/11	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Change Request</div> [Lock] [Info] [Calendar] [Swap] [Right Arrow]

You will need to enter the details of the newly proposed fixture date/time and rationale as to why it requires alteration. An automated email and alert will be sent to the opposing IA for them to either approve or decline the FCR.

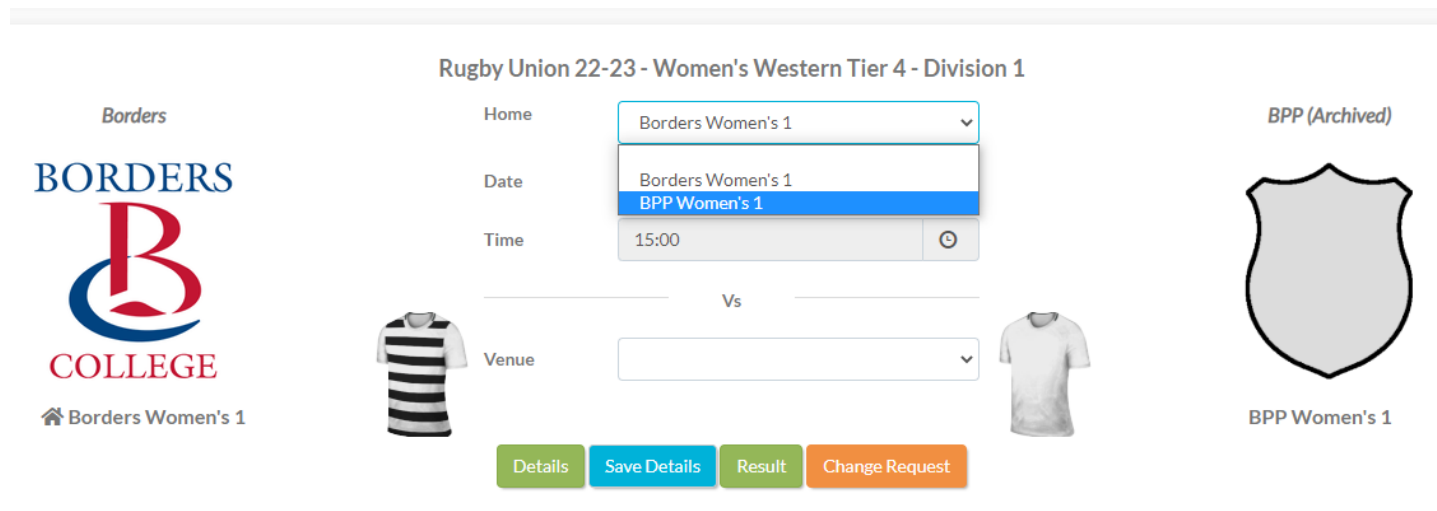
For more information on fixture change requests, [click here](#).

REVERSING THE HOME/AWAY TEAM OF A FIXTURE

You firstly need to attain written confirmation from the opposition agreeing to this change. Changes must not be made on BUCS Play without prior approval.

There are two ways to reverse a fixture, either via the list view (below) or via the table view. For more information on how to do this, [click here](#).

The opposition will need to follow the same process to reverse their home fixture.



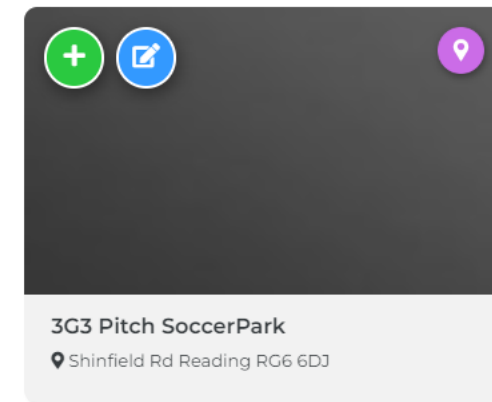
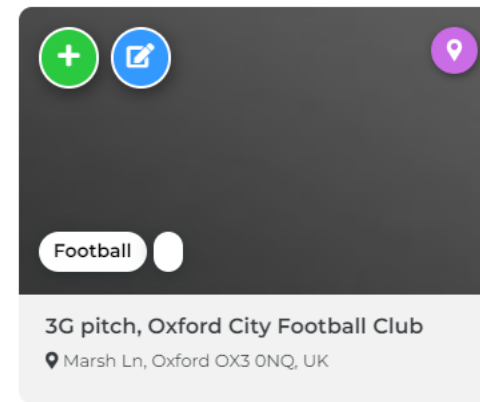
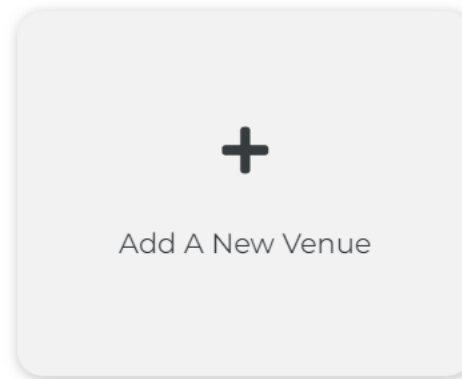
The screenshot shows the fixture editing interface for a Women's Rugby Union match. The title is "Rugby Union 22-23 - Women's Western Tier 4 - Division 1". On the left is the "Borders" team logo, featuring a large blue and red "B" and the text "BORDERS COLLEGE" and "Borders Women's 1". On the right is the "BPP (Archived)" team logo, featuring a grey shield and the text "BPP Women's 1". The central form has the following fields: "Home" (dropdown menu showing "Borders Women's 1"), "Date" (dropdown menu showing "Borders Women's 1" and "BPP Women's 1" with the latter selected), "Time" (input field showing "15:00"), "Venue" (dropdown menu), and "Vs" (text between two jersey icons). At the bottom are four buttons: "Details", "Save Details", "Result", and "Change Request".

CREATING NEW VENUES

You can create new venues through the dashboard using the 'Institution Mgmt' tab or in a specific sport community. [Click here](#) for more information on this process. New venues cannot be created with the same name as an existing venue.

If a venue is used across multiple sports, after the venue has been created, it will need to be added to the other sport communities that will make use of this venue. For further information, [click here](#).

Community Venues

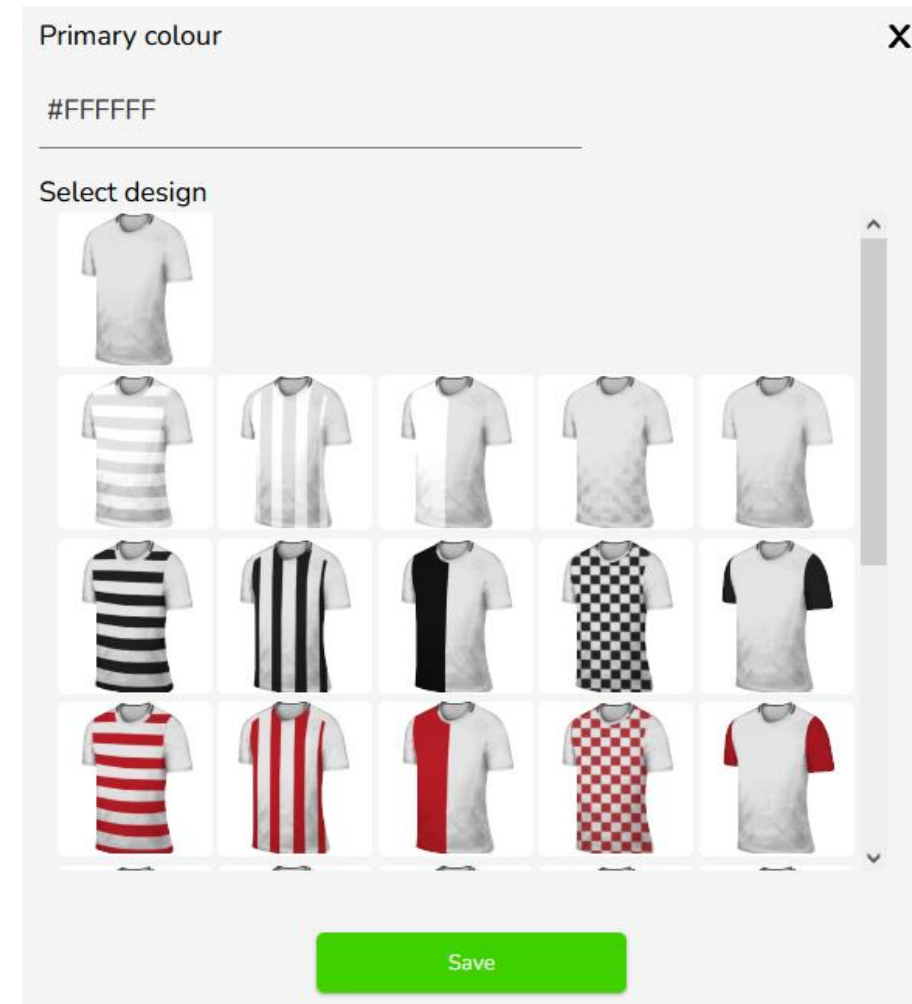


KIT COLOURS

BUCS Play allows you to set the home and away kit colours of your institution as a whole, per sport or per team. The kit colours will then be shown on each team's fixtures.

The process of assigning kit colours can only be done on the desktop version of BUCS Play. Kit colours can be displayed and switched between the home and away kit for a fixture within the app.

For more information on how to assign and change kit colours, [click here](#).

A screenshot of a web interface for selecting kit colours. At the top right is a close button 'X'. Below it is a label 'Primary colour' followed by a text input field containing '#FFFFFF'. Underneath is a section titled 'Select design' with a scrollable grid of 20 t-shirt design options. The designs include solid white, horizontal stripes, vertical stripes, half-white/half-black, checkerboard, and various combinations of red and white. A green 'Save' button is located at the bottom right of the grid.

Primary colour

#FFFFFF

Select design

Save



RESULTS

RESULTS

Captains and IAs of both the home and away teams are able to enter the result for each match. The IA of the home team is responsible for approving the result.

[Click here](#) for more information on how to input the different types of results.

Basic scoring is where only an overall score is required (e.g. Hockey and Football).

Additional scoring contains an added element to calculate the points which contribute towards the league table (e.g. tries for bonus points in rugby union).

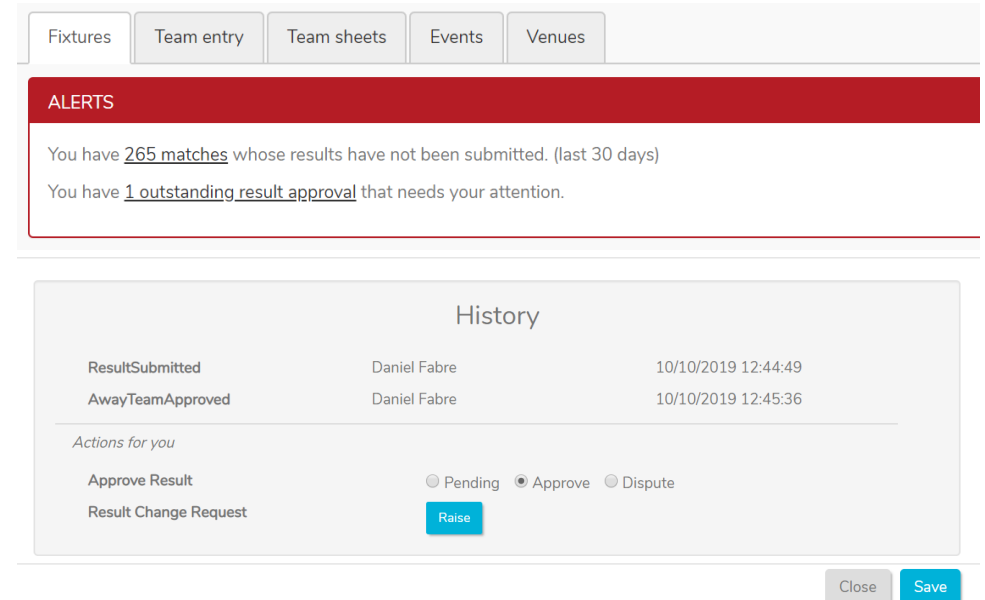
Complex scoring requires multiple levels of scoring such as rubbers/sets/games/points to populate league tables, and where you are encouraged to enter the [full results of each individual match](#) (e.g. badminton, squash and tennis). For players to be selectable on the scorecard, you must first complete the [team sheet](#).

RESULT APPROVAL

After results have been inputted, they need to be approved by the home team's IA. This can be done via the fixtures tab on the dashboard. You will receive an 'outstanding result approval' alert on Dashboard, which when selected will take you directly to the result to be approved.

If the result is correct, select approve.
If the result is wrong, you can change the result and then approve the correct result.
[Click here](#) for the full list of steps of how to approve results.

Once the result is approved, it will lock. Thereafter, it can only be changed by submitting a result change request to BUCS.



The screenshot shows the BUCS PLAY dashboard interface. At the top, there are navigation tabs: Fixtures, Team entry, Team sheets, Events, and Venues. Below these is a red 'ALERTS' banner. The alert text reads: 'You have 265 matches whose results have not been submitted. (last 30 days)' and 'You have 1 outstanding result approval that needs your attention.' Below the alert is a 'History' table with the following data:

History		
ResultSubmitted	Daniel Fabre	10/10/2019 12:44:49
AwayTeamApproved	Daniel Fabre	10/10/2019 12:45:36

Below the history table, there is a section titled 'Actions for you'. It contains two rows of actions:

- Approve Result: Pending Approve Dispute
- Result Change Request:

At the bottom right of the dashboard, there are 'Close' and 'Save' buttons.

RESULT CHANGE REQUESTS

If a result is discovered to be incorrect after it has already been approved and thus locked, a result change request will need to be raised to amend the result.

Only the IA of the home team can submit a result change request. This is done by navigating to the fixture, clicking 'details' and selecting 'raise' next to 'result change request'.

Result details

History		
ResultSubmitted	Daniel Fabre	10/10/2019 12:44:49
AwayTeamApproved	Daniel Fabre	10/10/2019 12:45:36
ResultApproved	Daniel Fabre	10/10/2019 16:50:24

Actions for you

Result Change Request	Raise
-----------------------	-----------------------

This sends your request to BUCS Play support, where a member of the competitions team will action the request and communicate to you when this has been completed.

For more information on result change requests, [click here](#).

ONBOARDING STUDENTS



ONBOARDING STUDENTS

Every athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate. This can be done on either the app or the desktop version of BUCS Play.

Students must then enter events (approved by an IA) and join their team (approved by captains or an IA, to be added to each team sheet) to compete.

The following links provide more information on:

- [How to register a BUCS Play account and join a Sport Community](#)
- [How to join a team](#)
- [How to enter an event](#)

CAPTAIN

in BUCS Play can be defined as

An individual who is responsible for the management of their team and for the selection of their players for fixtures.

As well as a student, this could be a coach or manager.

A CAPTAIN'S JOB

- #1 Managing their squad
- #2 Setting pre-match team sheets
- #3 Approving or disputing opposing team sheets
- #4 Entering scores

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

Wait for your Institution Administrator (IA) to grant you Captain access

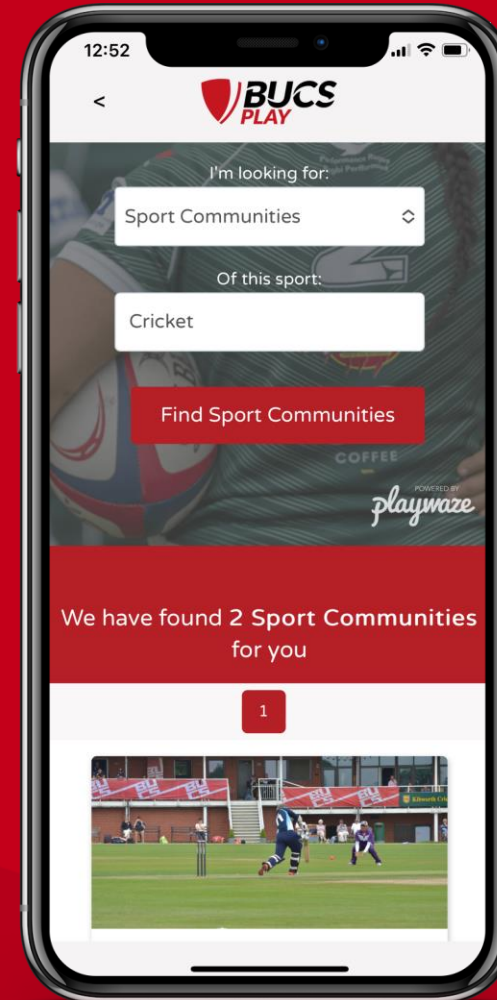


STEP 3

You will receive an email once you've been set up

Your Institution Administrator (IA) will not be able to set you up as a captain until you have joined the sport community.

The help guide for IAs on how to set up a captain can be found [here](#).



JOIN YOUR SPORT COMMUNITY



STEP 1
Download BUCS Play



STEP 2
Go to Search



STEP 3
Select Sport Communities
from the dropdown list



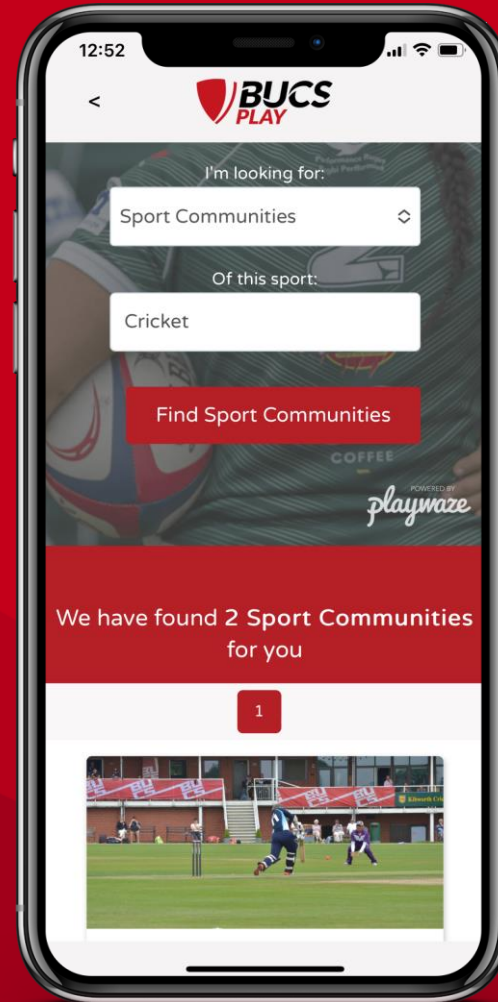
STEP 4
Filter by your sport



STEP 5
Click Find Sport
Communities



STEP 6
Select the Sport you
want to join



STEP 7
Click Join



STEP 8
Login/Create an account if
you hadn't earlier



STEP 9
Fill in your information



STEP 10
Wait for your Institution
Administrator (IA) to grant
you Captain access



STEP 11
You will receive an email
once you've been set up

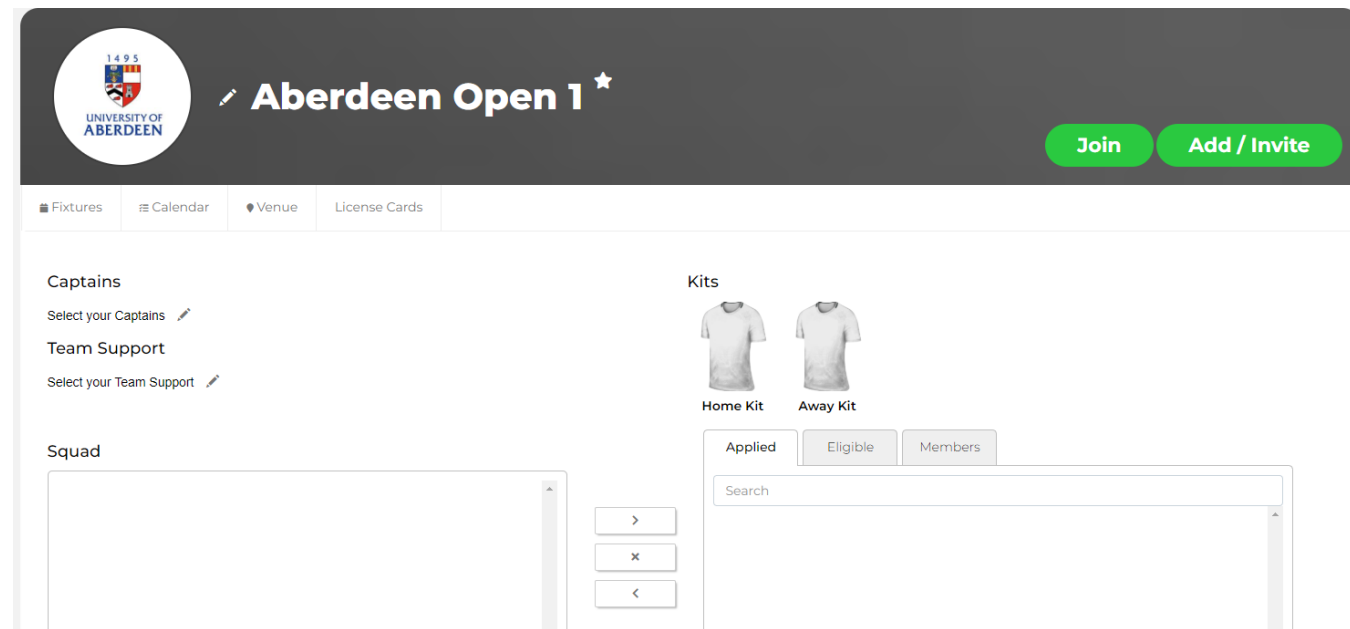
SETTING UP CAPTAINS

Captains must be registered on BUCS Play and must have joined the relevant sport community in order to be set up.

After this, to set up a captain, go to the relevant sport community, click into the applicable team to open the team hub, and click 'select your captains'.

[Click here](#) for the full list of steps.
(You may set up multiple captains)

A captains pack will be distributed at the start of the season which can be shared to all captains to guide them through all their BUCS Play tasks.



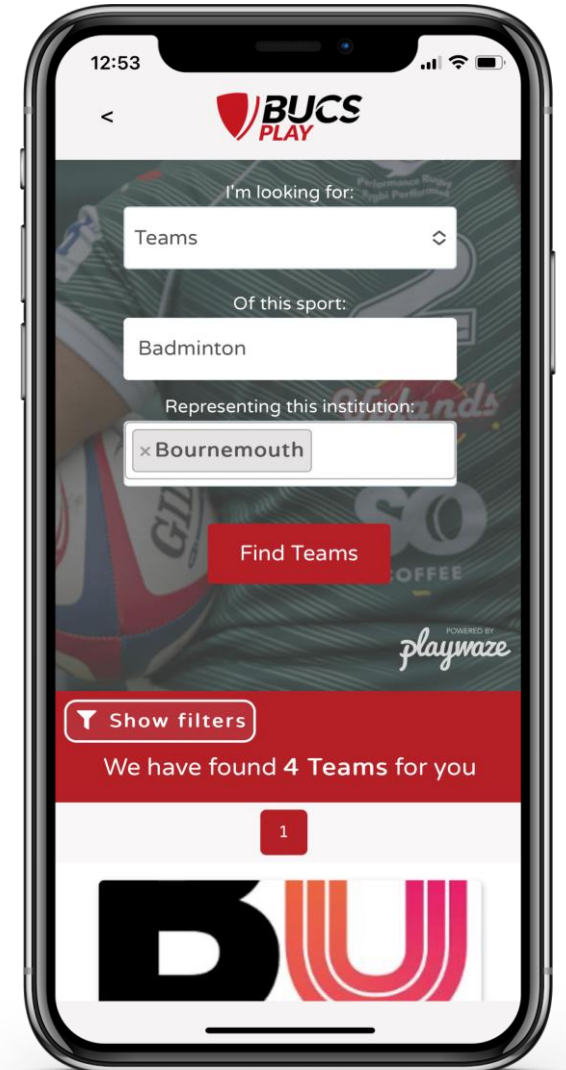
HOW TO JOIN A TEAM

Participants can join their team on BUCS Play either via the app or desktop version.

Participants can join their team by clicking search, 'I'm looking for': teams, filter by their team, fill in their details and follow the prompts.

Once they have applied, the captain or IA will need to accept their application by moving them into the team's squad and from there they will be able to be selected into team sheets.

[Click here](#) for the full help guide on how to join a team.



JOIN A TEAM ON APP



STEP 1
Download BUCS Play



STEP 2
Go to Search



STEP 3
Select Teams from the dropdown list



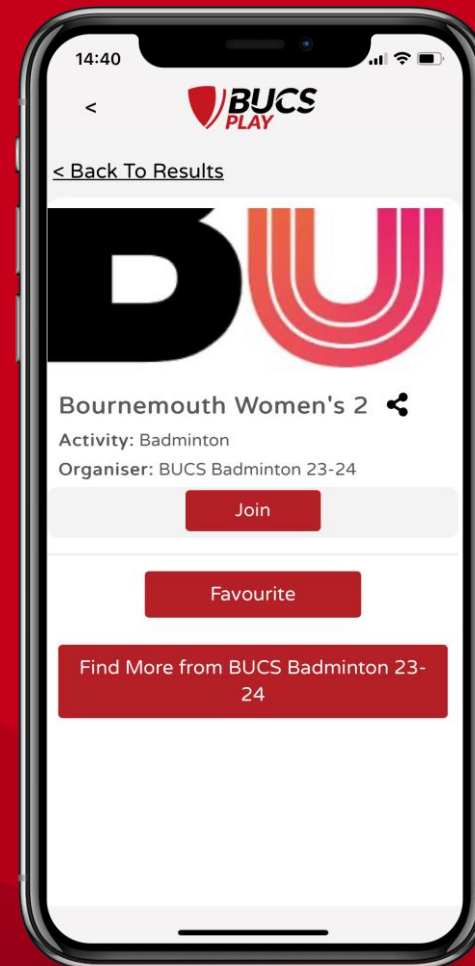
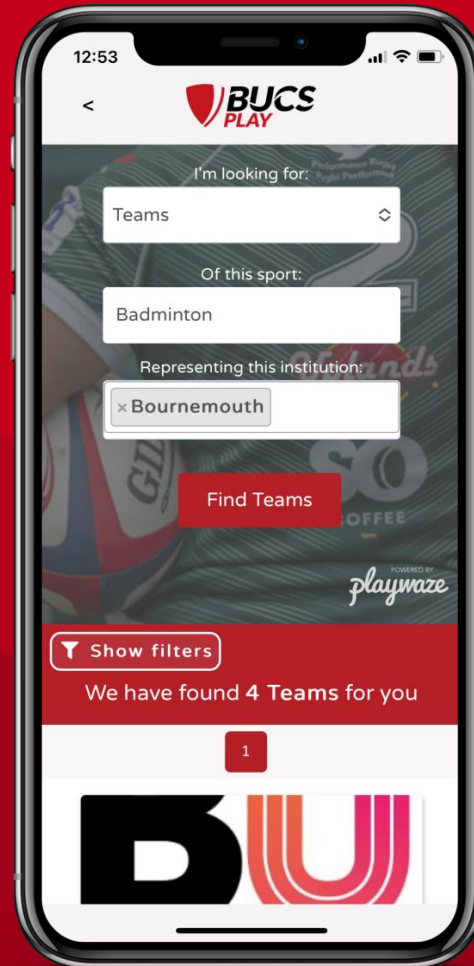
STEP 4
Filter by your sport and institution



STEP 5
Click Find Teams



STEP 6
Select the Team you want to join



STEP 7
Click Join



STEP 8
Login/Create an account if you hadn't earlier



STEP 9
Fill in your information



STEP 10
Click Continue



STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

HOW TO ENTER AN EVENT

Participants can enter an event on BUCS Play either via the app or desktop version.

To enter, click search, 'I'm looking for': events, find the event, select the category to enter (e.g. Men's 100m), fill in your details, click 'complete booking'. [Click here](#) for the full list of steps.

The events calendar for the season and the corresponding entry information can be found [here](#) on the BUCS website.

IAs will need to approve their students' event entry applications via the event which can be found via the events dashboard or the relevant sport community. Learn more [here](#).



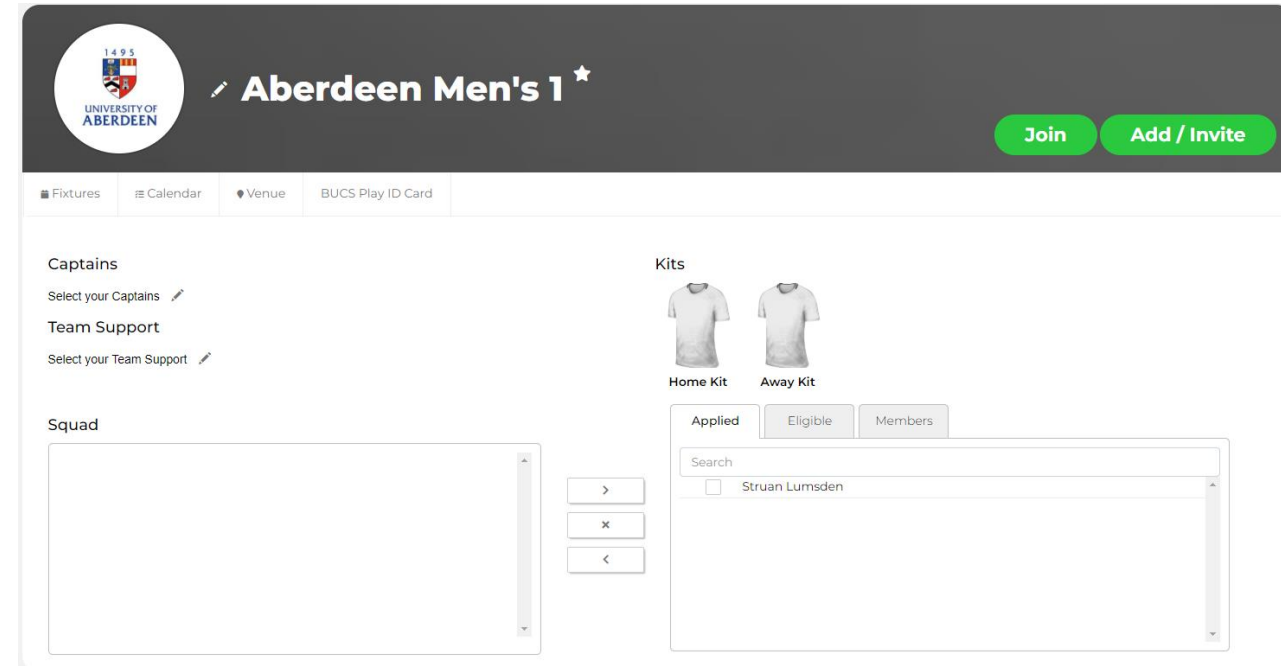


SQUADS AND TEAM SHEETS

SQUAD MANAGEMENT

Once a student applies to join their team, the IA or captain will need to approve their application by moving them into the squad. Only after this, will they be selectable for team sheets.

To move a participant into the squad, go to the relevant sport community, click into the team to open the team hub, tick the checkbox next to their name and click the left arrow. For the full list of steps, [click here](#).



SQUAD MANAGEMENT ON APP



STEP 1
Go to My Play



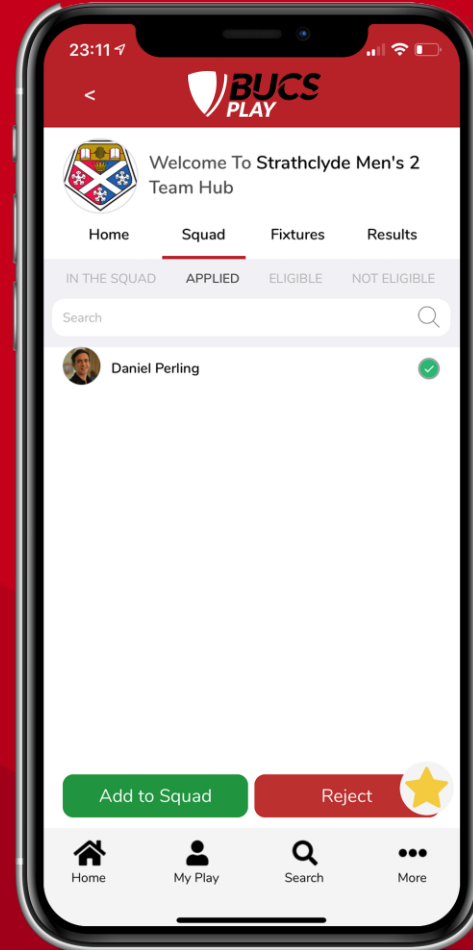
STEP 2
Select the relevant
Sport Community



STEP 3
Scroll down to the Teams
section



STEP 4
Select your team to
open your Team Hub



STEP 5
Go to Squad



STEP 6
Click Applied



STEP 7
Tick the checkbox to
select your teammates



STEP 8
Click Add to Squad

TEAM HUB

FEATURES



HOME

View IAs and Captains, add Captains, view upcoming fixtures and select team sheets



SQUAD

Add and remove players to the squad for the season



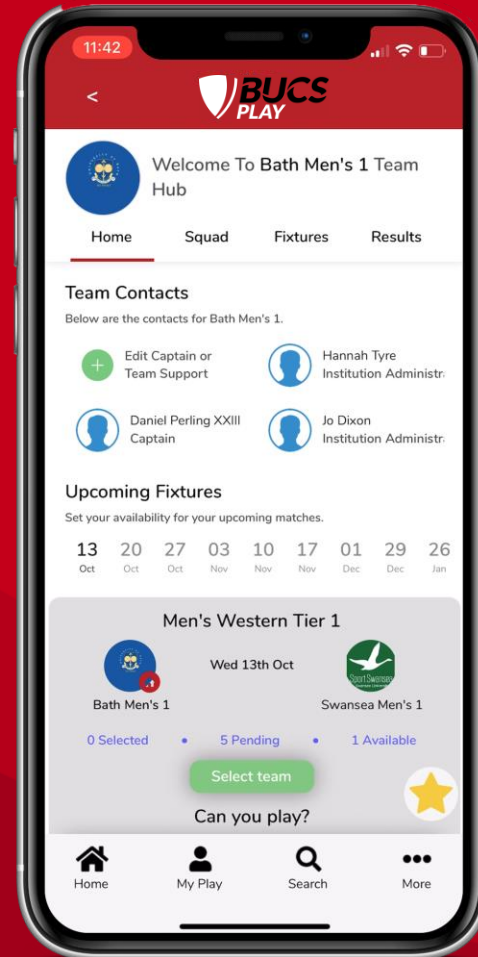
FIXTURES

View fixtures, enter results, select team sheets



RESULTS

View results



HOW TO ACCESS



STEP 1

Go to My Play



STEP 2

Select the relevant Sport Community



STEP 3

Scroll down to the Teams section



STEP 4

Select your team to open your Team Hub

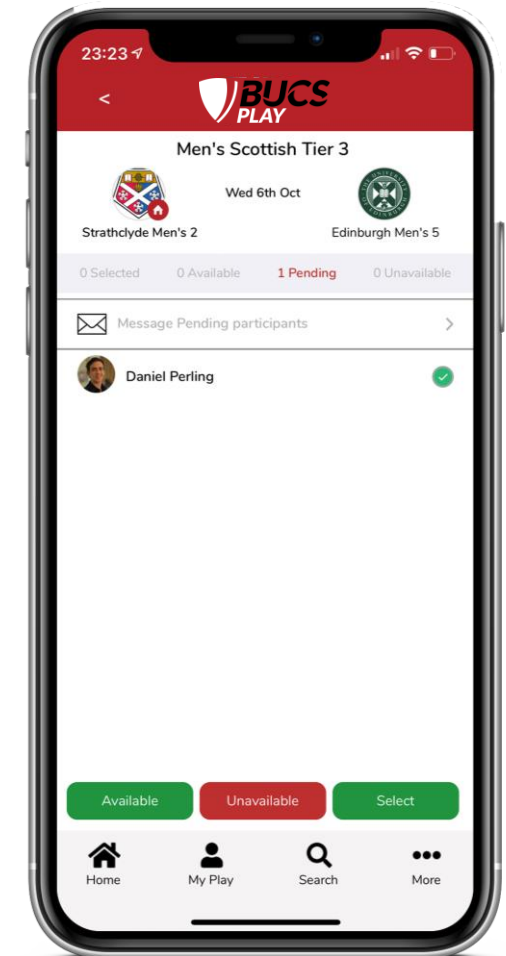
TEAM SHEETS

Team sheets must be completed for every match as a regulatory requirement. This can be done by a captain or an IA using the app or on desktop.

Follow the links below for more information on:

- [Completing team sheets on app](#)
- [Completing team sheets on desktop](#)
- [Setting front rowers in rugby union](#)

Team sheets should be completed prior to the fixture and require approval from the opposing team once at the venue. This is the equivalent to signing off a paper team sheet.



TEAM SHEET SELECTION ON APP



STEP 1

Go to the relevant Sport Community



STEP 2

Scroll down to the Teams section



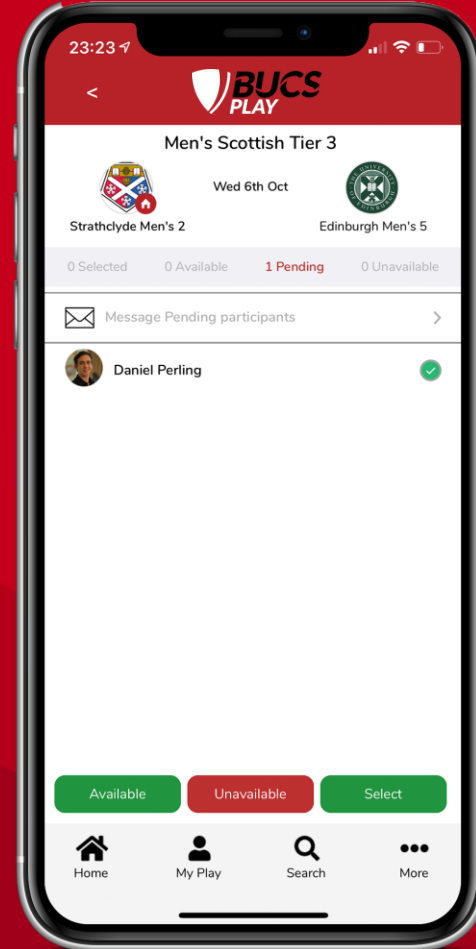
STEP 3

Find your team to open the Team Hub



STEP 4

Go to Fixtures or Upcoming Fixtures in Home



STEP 5

Click Select team for the relevant fixture



STEP 6

Click Pending/Available



STEP 7

Tick the checkboxes to select your teammates



STEP 8

Click Select

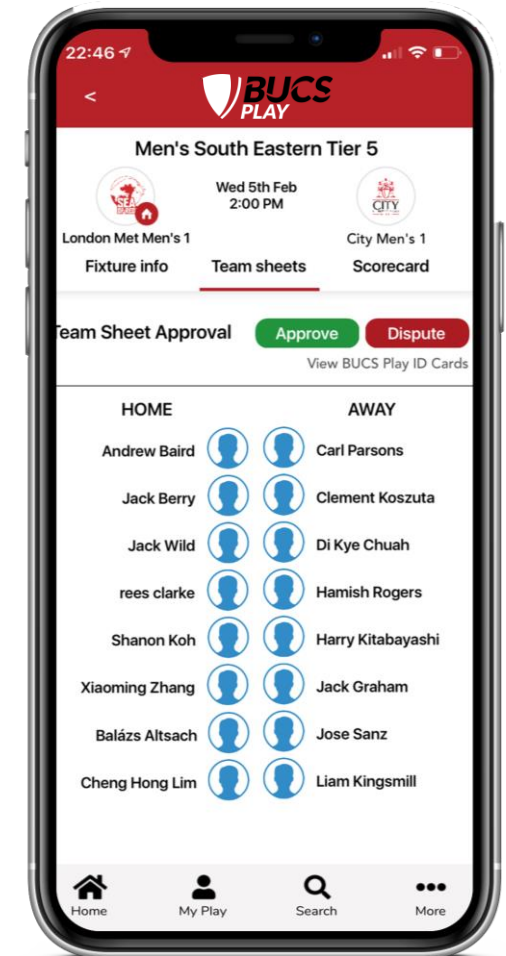
TEAM SHEET APPROVAL PROCESS

Team sheet approval opens 1 hour before a fixture's scheduled match time, and can be completed on the app or on desktop by a captain or IA.

Should your institution dispute the team sheet or any of the participants listed, you must complete a 'Playing Under Protest' form in accordance with [BUCS REG 11](#).

Follow the links below for more information on:

- [Approving or Disputing Team Sheets](#)
- [Playing Under Protest](#)



TEAM SHEET APPROVAL ON APP

NB

Approve or Dispute will only open
1 hour before kick-off



STEP 1

Find the Fixture



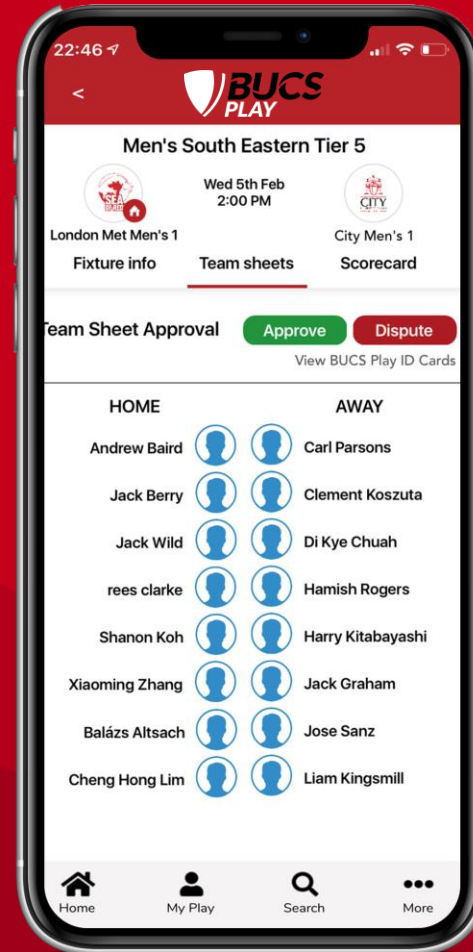
STEP 2

Click into the Fixture



STEP 3

Go to Team Sheets



STEP 4

Check opposition Team Sheet in line with REG 11.2 with opposition Captain



STEP 5

Click Approve if Team Sheet meets the regulatory requirements

DISPUTING A TEAM SHEET

NB

Approve or Dispute will only open 1 hour before kick-off



STEP 1

Find the Fixture



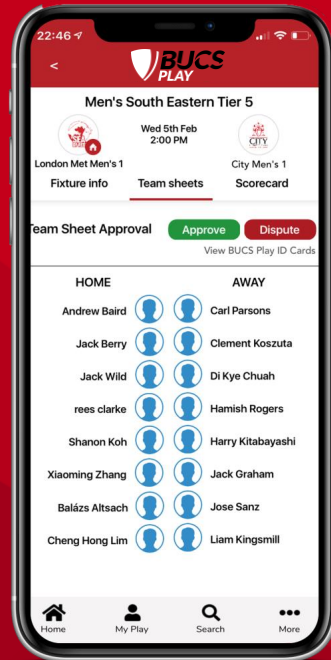
STEP 2

Click into the Fixture



STEP 3

Go to Team Sheets



BUCS PLAYING UNDER PROTEST PRO FORMA
PUBLISHED | 1 SEPTEMBER 2019

This document should be read and completed in conjunction with BUCS REG 12 ('Playing Under Protest').

Name of Institution/Playing Entity Playing Under Protest		
Sport (E.g. Rugby Union)	League/Knockout Name (E.g. South Eastern 2A)	
Date and Time of Fixture (Scheduled start time)	Venue	
Home Team (E.g. Both Men's 1st)	Away Team (E.g. Bristol Men's 2nd)	
Reasons for Playing Under Protest: (List and justify all alleged regulation breaches)		
Regulation(s) alleged to have been contravened	Brief explanation of specific grievance and any opposition response (The end of each statement from each captain should be initialised by both captains to note its conclusion)	
Home Captain's Name	Away Captain's Name	
Home Captain's Signature	Away Captain's Signature	
Time of Signing	Time of Signing	

PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER

BUCS PLAYING UNDER PROTEST PRO FORMA Page 1 of 2



STEP 4

Check opposition Team Sheet in line with **REG 11.2** with opposition Captain



STEP 5

Click Dispute if Team Sheet does not meet the regulatory requirements



STEP 6

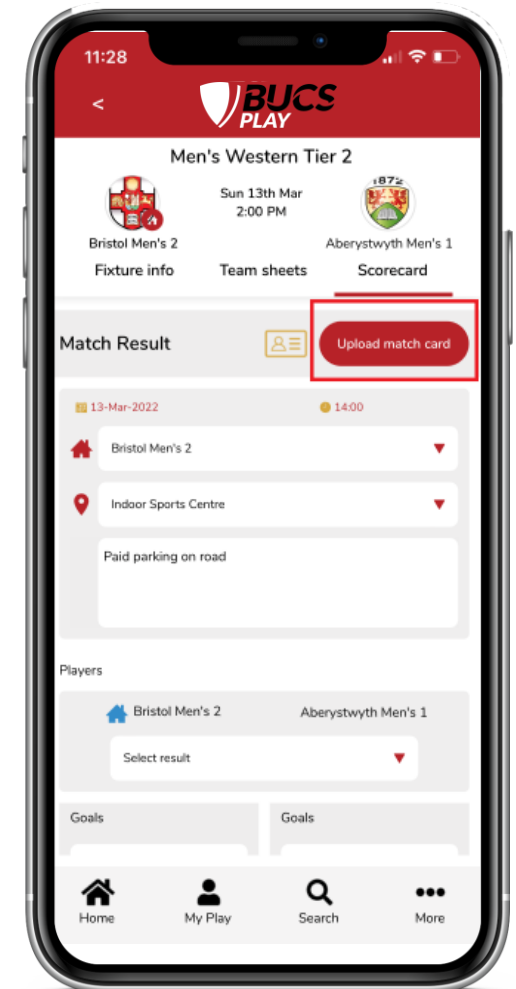
Complete BUCS Playing Under Protest Form (**REG 12**)

PAPER TEAM SHEETS

Under exceptional circumstances (e.g. no signal), if you are unable to complete or approve/dispute a team sheet on BUCS Play at the venue, the captain must complete a paper team sheet to be signed by both teams before the game. Two copies should be carried by captains at all times.

The paper team sheet must be uploaded to BUCS Play after the match, using the 'Upload match card' feature by navigating to the fixture and clicking into the scorecard tab. For the full steps, [click here](#).

The team sheet must then be completed on BUCS Play digitally after the match.



EVENTS



THE BASICS OF EVENTS

All event entries and their subsequent approval takes place on BUCS Play.

There are 3 different methods used for event entries, depending on the event:

- Individual entries (e.g. clay pigeon shooting, surfing, the majority of our events)
- Individual entries in combination with team entries (e.g. swimming relays)
- Team entries (e.g. rugby 7s, rowing, team cycling, etc.)

The events calendar for the season and the corresponding entry information can be found [here](#) on the BUCS website, where all entry criteria and the method to apply for the various competitions will be listed.

Each event contains a series of categories (e.g. men's and women's 100m, 200m, 400m, etc.), where participants will need to apply for each category they wish to compete in separately.

ENTERING AN INDIVIDUAL EVENT

To enter an individual event (e.g. surfing), click search, 'I'm looking for': events, find the event, select the competition(s) to enter (e.g. men's or women's), fill in your details, 'continue' and once you have reviewed the entry click 'complete booking'. [Click here](#) for the full list of steps.

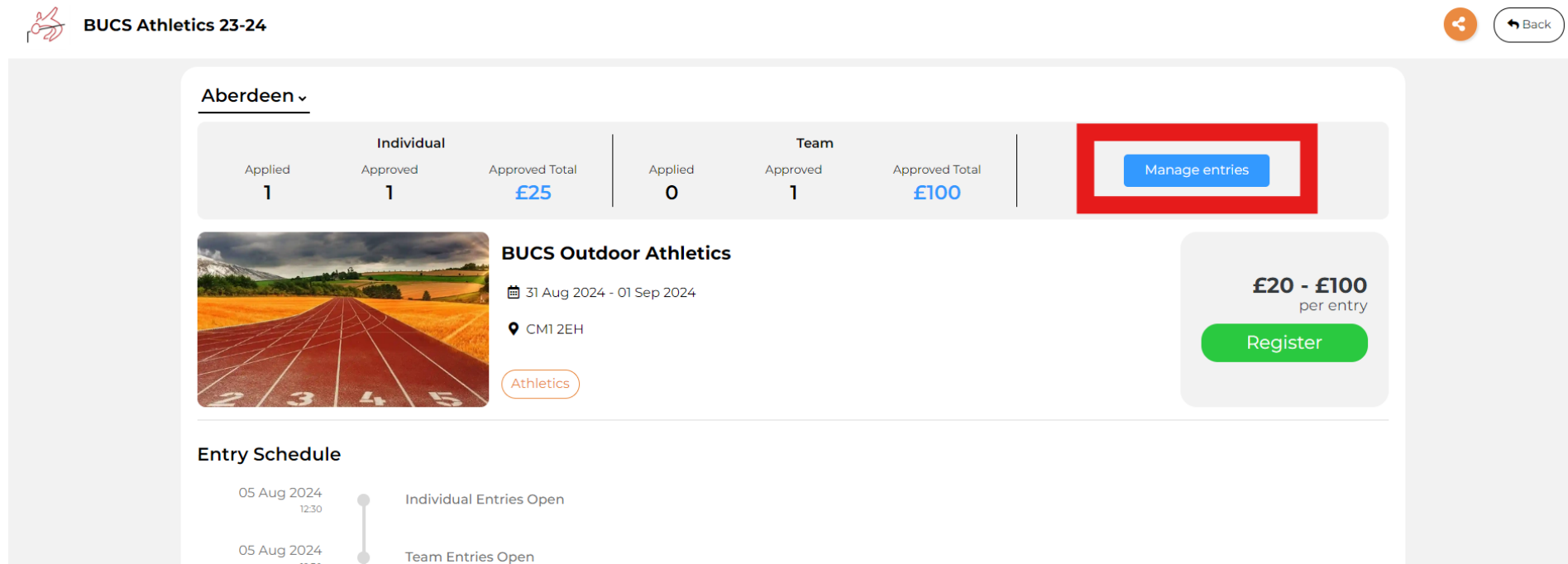
IAs will need to approve their students' event entry applications via the event itself, this can be accessed via the community or the events tab on the dashboard.

The student deadline is typically on a Tuesday at 23:59, and the IA deadline 48 hours later on Thursday at 23:59 (these deadlines may differ for any given event).



APPROVING AND MANAGING INDIVIDUAL EVENT ENTRIES

Individual event entries are managed through the event. The event can be accessed from the IA dashboard or the sport community. This can only be performed by an IA, or a sport-specific IA ([click here](#) for a reminder on how to set these up). To access the admin page, click 'Manage entries' or scroll down the page to see a breakdown of all categories and click the settings cog and manage entries to skip straight to those entries.



The screenshot shows the BUCS Athletics 23-24 event management interface. At the top left, there is a logo and the text "BUCS Athletics 23-24". On the top right, there are navigation icons, including a "Back" button. The main content area is titled "Aberdeen" and displays a summary table for "Individual" and "Team" entries. The "Individual" section shows 1 Applied, 1 Approved, and an Approved Total of £25. The "Team" section shows 0 Applied, 1 Approved, and an Approved Total of £100. A blue "Manage entries" button is highlighted with a red box. Below the summary table, there is a card for "BUCS Outdoor Athletics" with a date range of 31 Aug 2024 - 01 Sep 2024, a location of CM1 2EH, and a price range of £20 - £100 per entry. A green "Register" button is visible. At the bottom, there is an "Entry Schedule" section showing "Individual Entries Open" and "Team Entries Open" starting on 05 Aug 2024 at 12:30.

Individual			Team		
Applied	Approved	Approved Total	Applied	Approved	Approved Total
1	1	£25	0	1	£100

BUCS Outdoor Athletics
31 Aug 2024 - 01 Sep 2024
CM1 2EH
Athletics
£20 - £100 per entry
Register



Entry Schedule
05 Aug 2024 12:30 Individual Entries Open
05 Aug 2024 12:30 Team Entries Open

APPROVING AND MANAGING INDIVIDUAL EVENT ENTRIES

By scrolling down to the categories, you can see a breakdown of the number of students in the approved and applied sections as well as the total cost of the approved applicants and teams. You can also see which event categories have students pending approval.

Events

Search

 Open 100m Breaststroke 07 Sep 2024 £25 1x Pending Approval Register	Applied 1 Approved 2 Approved Total £50	 Open 4x100m Medley Relay 08 Sep 2024 Free Register	Applied 0 Approved 1 Approved Total £0
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APPROVING AND MANAGING INDIVIDUAL EVENT ENTRIES

Clicking 'manage entries' will open a list of all those people who have applied as well as those you have approved and rejected for that event. You can use the filters at the top to switch between the event categories. To approve or reject the applicants simply tick the box next to their name (multi-select is possible) and select approve or reject. If you wish to approve all you can by not ticking any boxes and selecting 'Approve All'. If you reject, you have the option to add a reason to send to the applicant.



BUCS Athletics 23-24



Back

BUCS Outdoor Athletics

Event type
Individual

Event categories
Men's 100m

search

APPLIED (1)

APPROVED (0/0)

REJECTED (0)

Participant

 George Mitchell
Aberdeen

Applied on

06 Aug 2024, 14:38

Price

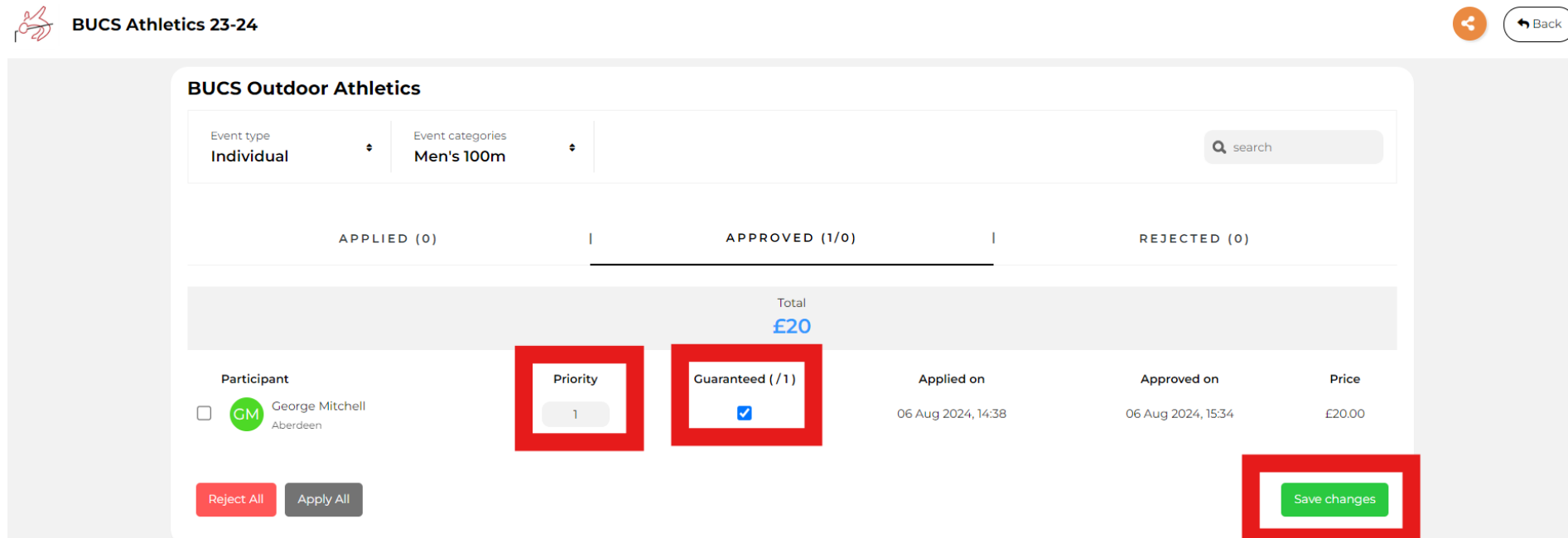
£20.00

Reject All

Approve All

APPROVING AND MANAGING INDIVIDUAL EVENT ENTRIES

Each category has a limit to the number of guaranteed entries it will allow per institution (this will sometimes be 0). After this limit has been reached, any additional participants will need to take up non-guaranteed places. Approved applicants can be ranked in priority order. The BUCS Event Lead will determine which entries are approved, based on factors such as the event's capacity, best qualifying times, priority, etc.



BUCS Athletics 23-24

BUCS Outdoor Athletics

Event type: Individual | Event categories: Men's 100m | search

APPLIED (0) | APPROVED (1/0) | REJECTED (0)

Total £20

Participant	Priority	Guaranteed (/ 1)	Applied on	Approved on	Price
<input type="checkbox"/> GM George Mitchell Aberdeen	1	<input checked="" type="checkbox"/>	06 Aug 2024, 14:38	06 Aug 2024, 15:34	£20.00

Reject All | Apply All | Save changes

APPROVING AND MANAGING INDIVIDUAL EVENT ENTRIES

When you tick the name(s) to approve, tick guaranteed if required, and click save, the headline figures on the event homepage will automatically update.

By approving an event entry, you are accepting your institution's responsibility for those entries and their associated payment, which will be billed after the event.

You can export all your entries by clicking 'export' within the applicable event page. This will display the participants, their entry information and the status of their entry (e.g. guaranteed)

For more information on approving event entries, [click here](#).

ENTERING A TEAM EVENT CATEGORY

IAs must enter the number of teams (relay teams/boats/rugby 7s teams, etc.) that they wish to enter by going to the relevant sport community, navigating to the event, and clicking 'register' on the relevant category (e.g. men's or women's 4x 100m relay).

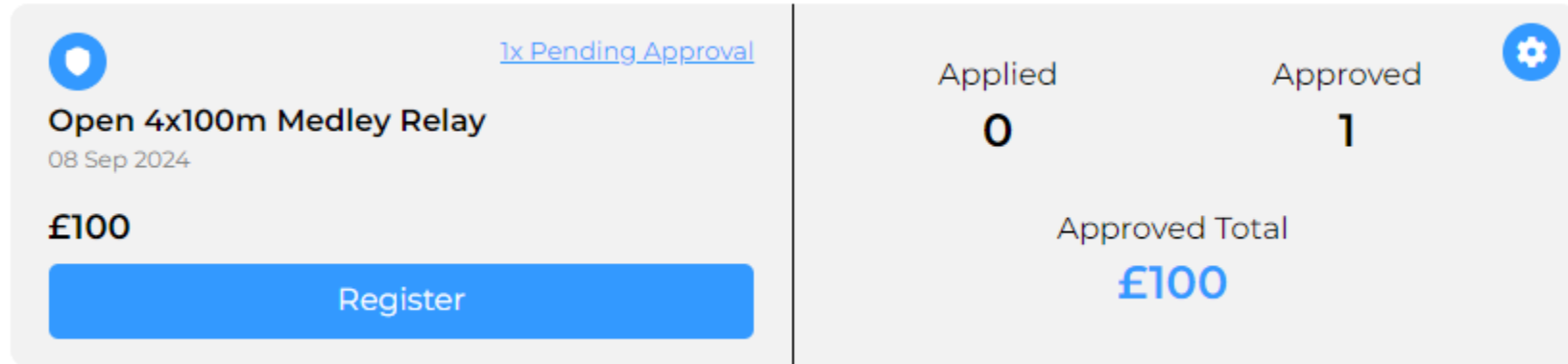
Each individual competitor must then apply to join the team (which is the same process as entering an individual event), which must be approved and assigned to a team by an IA. For more information, [click here](#).

This process is the same for team competitions within a typically individual event (e.g. relay races in a swimming event) and team competitions (e.g. rugby 7s and korfball).

ENTERING AN EVENT TEAM AS AN IA

Find the relevant event category (e.g. Open 4x100m Medley Relay) and click 'Register'. The blue icon with the white shield identifies a team entry tile.

Enter your institution and click '+add'. To add another team simply click the add button again. You can delete a team by clicking the red bin.



1x Pending Approval

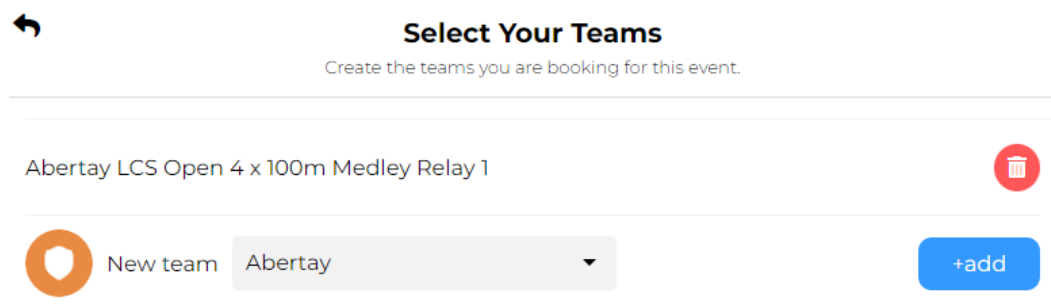
Open 4x100m Medley Relay
08 Sep 2024

£100

Register

Applied: 0 | Approved: 1

Approved Total: £100

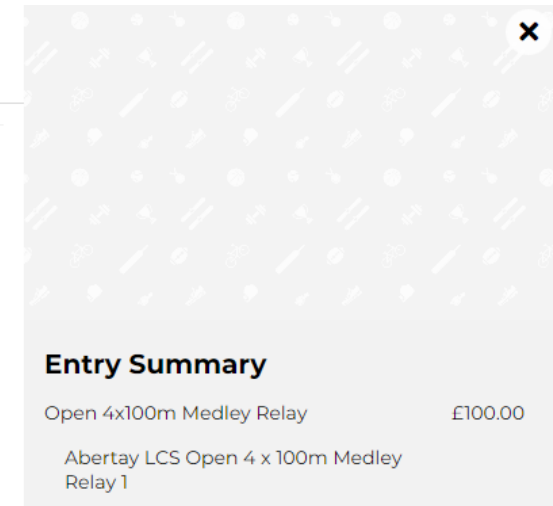


Select Your Teams
Create the teams you are booking for this event.

Abertay LCS Open 4 x 100m Medley Relay 1

New team Abertay

+add



Entry Summary

Open 4x100m Medley Relay £100.00

Abertay LCS Open 4 x 100m Medley Relay 1

APPROVING AND ASSIGNING APPLICANTS INTO TEAMS

Click 'manage entries' from the event. Once in the event entry management area you can use the filters at the top to switch between the event categories. For approving individuals into team events, you will need to filter by individuals and then the team event category. Tick the box next to the name of the applicant(s) you wish to approve and add to a team and click 'Assign to team'.

If you approve an applicant without assigning to a team, they will not be moved into the team. You will still need to assign them to a team from the approved section.

Event type: Individual | Event categories: Open 4x100m Me... | Team: All | search

APPLIED (1)

APPROVED (0/0)

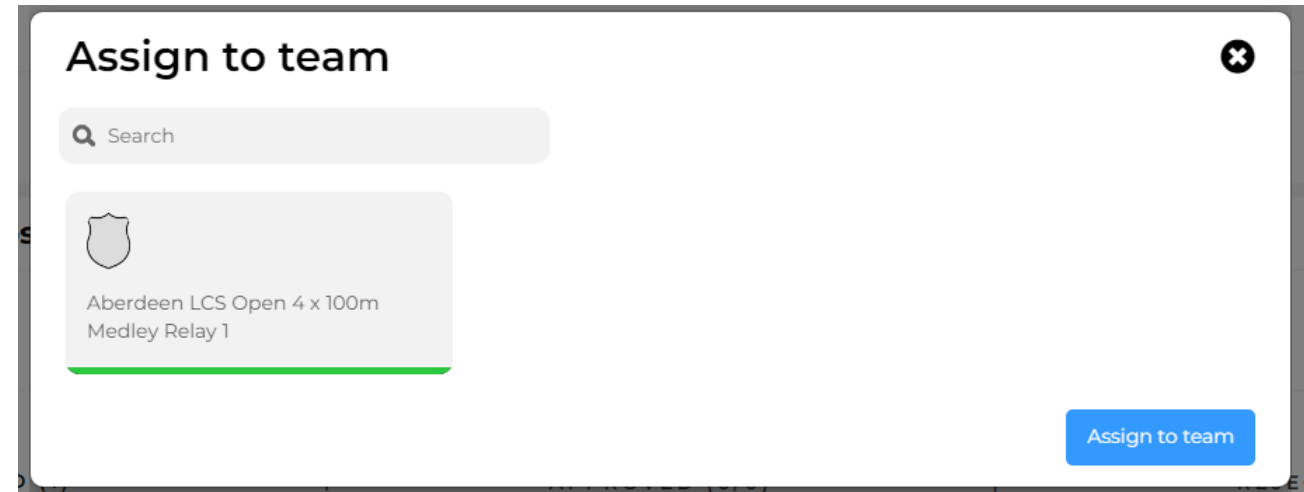
REJECTED (0)

Participant	Team	Applied on	Price
<input checked="" type="checkbox"/> MS George Mitchell Student Aberdeen	-	15 Aug 2024, 10:03	£0.00

Reject Approve **Assign to team**

APPROVING AND ASSIGNING APPLICANTS INTO TEAMS

You can then choose which team you wish to assign the participant(s) to and click 'Assign to team' to approve the applicant(s) and add them to this team.



If applicable to the event, you can also tick guaranteed places and assign a priority order from the approved section. Click 'Save changes' once filled out.

Event type
Individual


Event categories
Open 4x100m Me...

Team
All

Q search

APPLIED (0)
APPROVED (0/1)
REJECTED (0)

Total
£0

Participant	Team	Priority	Guaranteed (1 / 4)	Applied on	Approved on	Price
<input type="checkbox"/>  George Mitchell Student Aberdeen	Aberdeen LCS Open 4 x 100m Medley Relay 1	1	<input checked="" type="checkbox"/>	15 Aug 2024, 10:03	16 Aug 2024, 11:40	£0.00

Reject All Apply All

Save changes

MANAGING STAGE 2 EVENT ENTRIES

Stage 2 (or late) entries give participants a second opportunity to enter, although they will not be available for every event. If the event is using stage 2 entries, it will be detailed on the BUCS website [here](#).

They follow the same IA approval process as a normal individual entry and are classed as non-guaranteed.

To accept an entry as stage 2, approve the later entry which will usually be at a slightly higher price and click save.

For more information on the process of managing stage 2 entries, [click here](#).

CHANGING ENTRY INFO AND WITHDRAWING ENTRIES AFTER THE ADMIN DEADLINE

In BUCS Play, participants can edit their own entry information via their account settings on their profile.

Their details must remain within the eligibility guidelines of the event or else the entry won't be allowed.

Withdrawing an individual or team entry after the admin deadline must be done by submitting a request to the event lead ([found here](#)) with the information about the event and individual.

The following link can provide more information:

[Withdrawing an individual entry after the IA admin deadline](#)

EVENT ENTRY APPROVAL PROCESS

After a student has applied to enter an event, and the IA has approved the entry, there is one more approval step to confirm their participation: BUCS approval.

Once the IA deadline has closed, the BUCS event lead will finalise the entry list based on the event-specific qualifying criteria and the event's capacity. For example, a golf event may be limited to the top 100 applicants based on who has the lowest golf handicap.

Once the entry list has been finalised, an accepted/provisional entry list will be published on the BUCS website via the specific event page. All students on the final entry list, will receive a pre-event email from BUCS with everything they need to know about competing at the event.



HELP AND SUPPORT

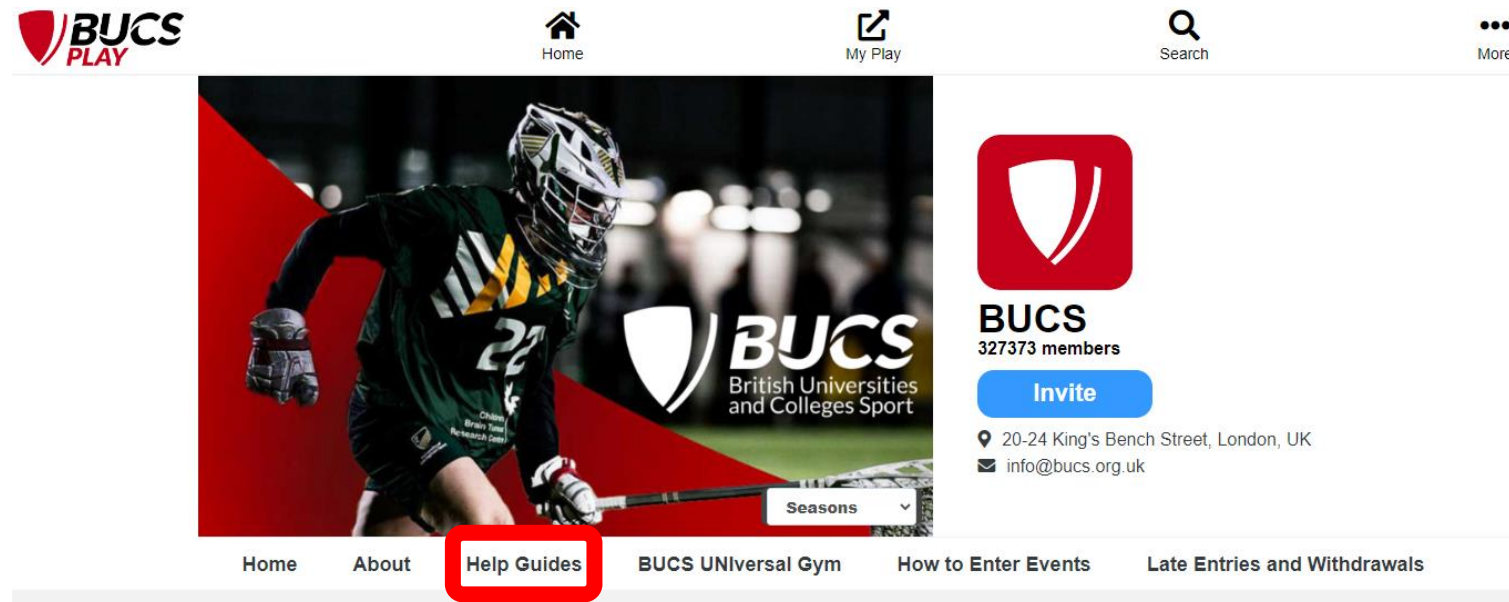
ACCESSING OUR HELP GUIDES

You can access our full help guide library [here](#).

The help guides are also accessible from BUCS Play:

On desktop, click 'Help Guides' in the top menu on the home page (see below).

On app, select 'More' in the bottom menu and then 'Help & Support'.



CONTACTING US

For further BUCS Play support or feedback, please email bucsplay@bucs.org.uk or appsupport@bucs.org.uk.

When reporting an issue, it is helpful to supply as much information as possible and we encourage the use of screenshots and screen recordings.

For help on how to record your screen, please view the guides for your device:

- [Desktop](#)
- [iOS](#)
- [Android](#)

(Please keep the total file size below 7MB).



THANK YOU