

INSTITUTION ADMINISTRATOR (IA) BUCS PLAY RESOURCE PACK

2025-26 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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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

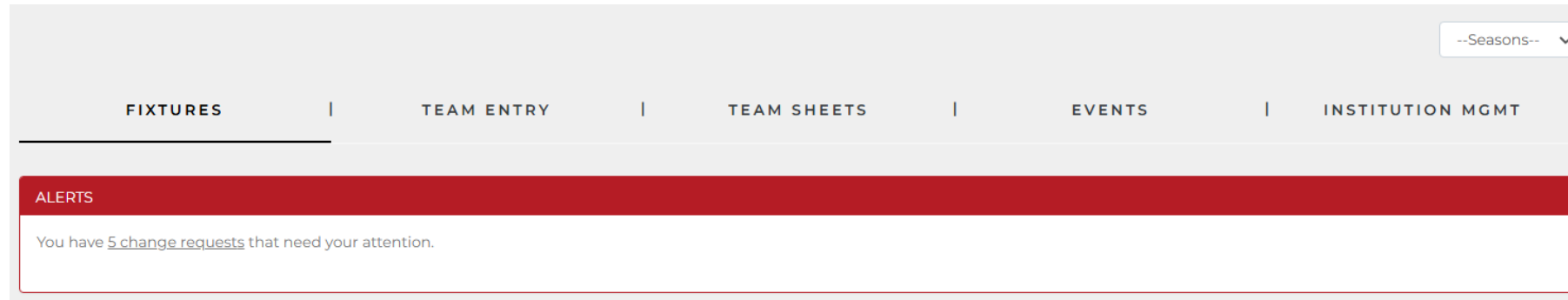
There are four main role types:

1. **Admins** sit at the top of the access chain (e.g. BUCS staff).
2. **IAs** have administrative control over an institution.
 - a) **Sport-Specific IAs** have administrative control over an institution within a specific sport community.
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 five 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](#).

WHERE TO FIND THE DASHBOARD



Home



My Play



Search



More



George Mitchell IA



BUCS
327834 members

Invite

20-24 King's Bench Street, London, UK
info@bucs.org.uk



Dashboard

News Feed

Members

Venues

Teams

About

Help Guides

BUCS Universal Gym

How to Enter Events



Entries now open!

Golf: Welsh Trophy

For more information the event, see the event page here....



Find Community

My Communities



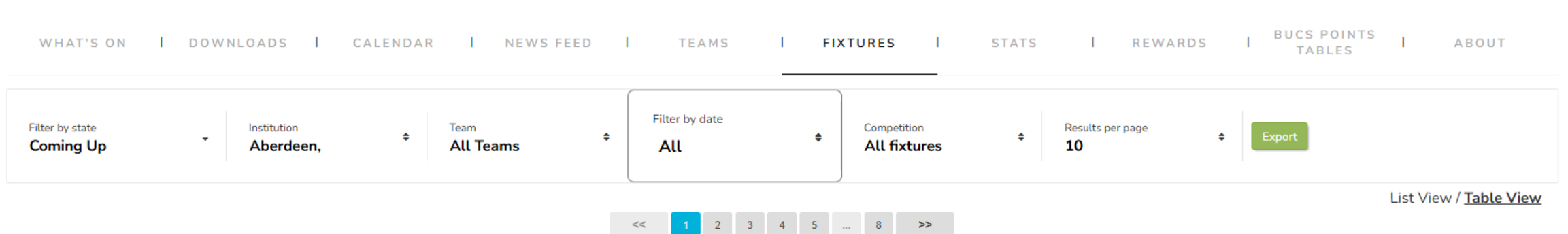
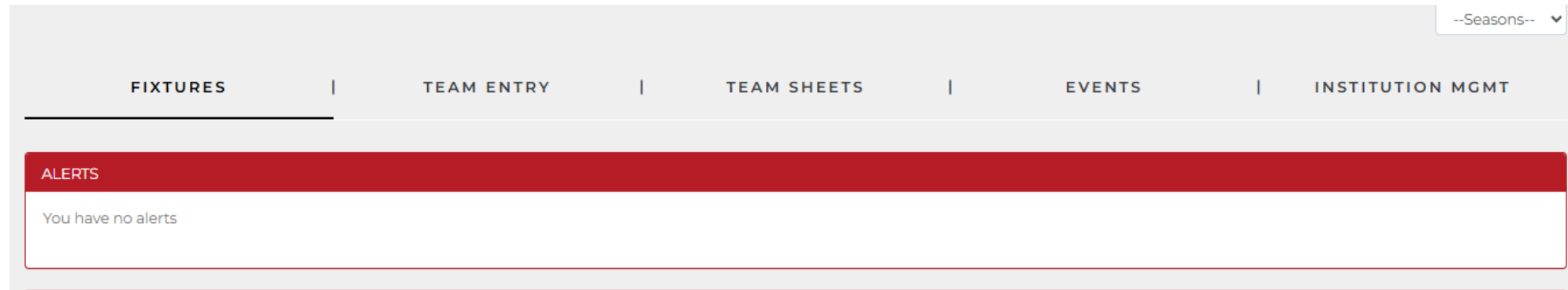
BUCS American Football 23-24



BUCS Archery 23-24

DASHBOARD VS COMMUNITY

There are two ways to access everything: from the dashboard or sport community. For example, you can manage a football fixture from the dashboard or via the football community after going to the fixtures tab.



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

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

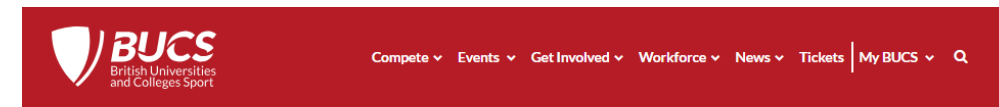
MyBUCS is the member section of the BUCS website, where you can set your role, select the emails you wish to receive, and gain access to the member directory.

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](#).



You are here: [Homepage](#) > [Member home](#) > [Member directory](#) > [Member directory](#) > [Loughborough University](#)

LOUGHBOROUGH UNIVERSITY



INSTITUTION STAFF

Institution staff member

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Institution staff member

ALASDAIR DONALDSON

Job title: Head of Para Sport
Role(s): Head of Sport, Sport Development
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Phone: 01509635053

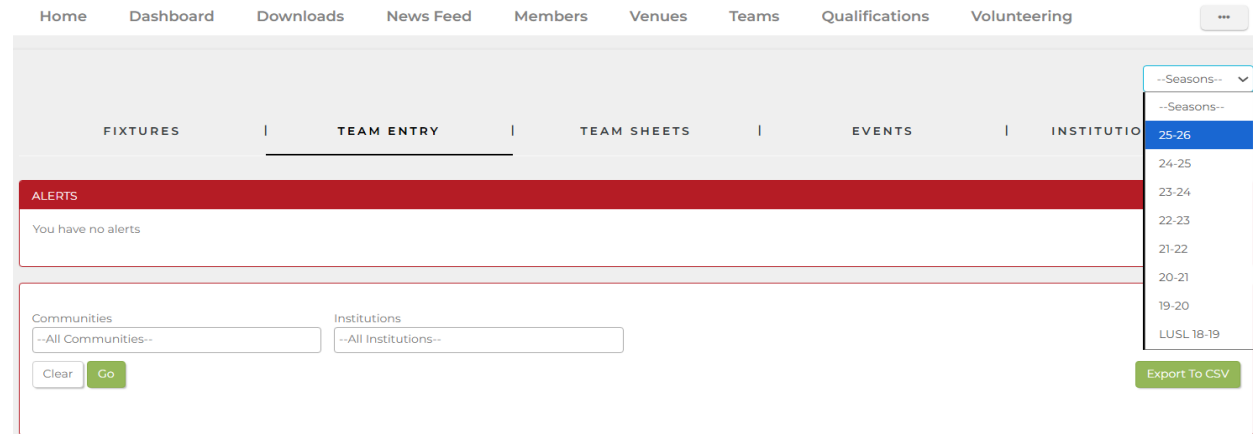
TEAM ENTRIES



ENTERING/REMOVING TEAMS DURING THE ENTRY WINDOW

At the start of the 2025-26 season, all team entries began afresh and need 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](#).

A screenshot of the BUCS PLAY web application interface. At the top is a navigation bar with links: Home, Dashboard, Downloads, News Feed, Members, Venues, Teams, Qualifications, and Volunteering. Below this is a secondary navigation bar with tabs: FIXTURES, TEAM ENTRY (which is highlighted with a red underline), TEAM SHEETS, EVENTS, and INSTITUTIONS. The main content area has a red header bar labeled "ALERTS" with the text "You have no alerts" below it. Further down, there are two input fields: "Communities" with a dropdown menu showing "--All Communities--" and "Institutions" with a dropdown menu showing "--All Institutions--". Below these fields are "Clear" and "Go" buttons. On the right side, a dropdown menu for "Seasons" is open, showing a list of seasons from "25-26" (which is highlighted in blue) down to "LUSL 18-19". An "Export To CSV" button is located at the bottom right of the seasons dropdown.

LATE TEAM ENTRIES AND LATE TEAM 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 (FCR) 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 (FCR)

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	06/1	Change Request     
Men's Premier - South	Bath Men's 1	-	Imperial Men's 1	14/1	   

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.

If an agreement cannot be reached, the fixture is to be played on the original date set.

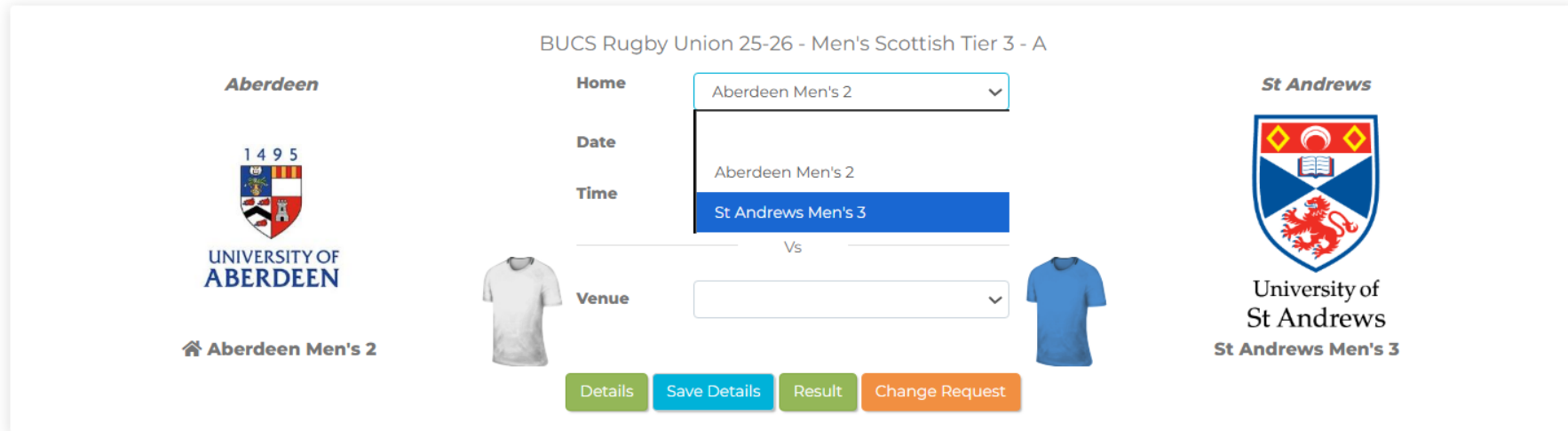
For more information on FCRs, [click here](#).

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 displays the BUCS Play interface for managing a fixture. At the top, the title "BUCS Rugby Union 25-26 - Men's Scottish Tier 3 - A" is centered. Below this, the fixture is set between "Aberdeen" (left) and "St Andrews" (right). The "Home" team is currently set to "Aberdeen Men's 2" in a dropdown menu. The "Date" and "Time" fields are also set to "Aberdeen Men's 2". The "Venue" field is empty. The "Away" team is "St Andrews Men's 3". The interface includes a "Vs" separator between the teams, a "Details" button, a "Save Details" button, a "Result" button, and a "Change Request" button. The Aberdeen side features the University of Aberdeen crest and a white t-shirt icon. The St Andrews side features the University of St Andrews crest and a blue t-shirt icon.

BUCS Rugby Union 25-26 - Men's Scottish Tier 3 - A

Aberdeen

1495
UNIVERSITY OF ABERDEEN

Aberdeen Men's 2

Home

Aberdeen Men's 2

Date

Aberdeen Men's 2

Time

St Andrews Men's 3

Vs

Venue

Details Save Details Result Change Request

St Andrews

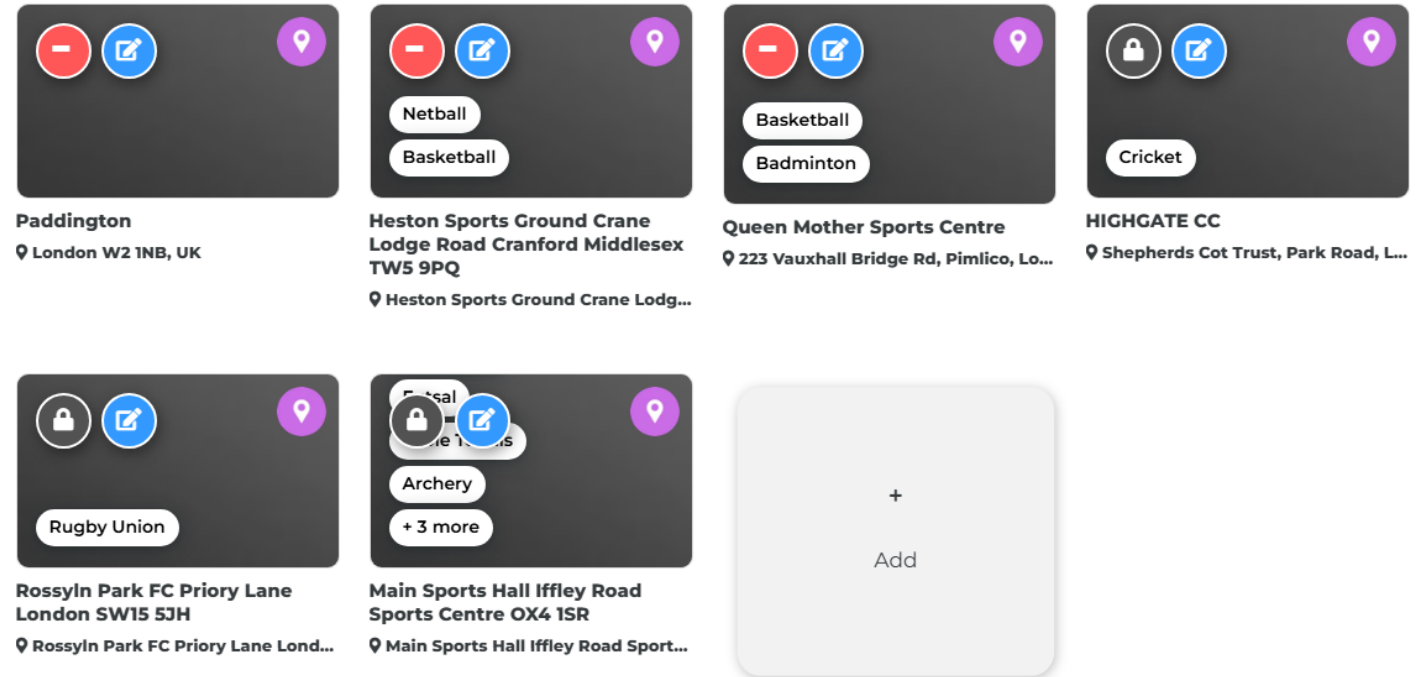
University of St Andrews

St Andrews Men's 3

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](#).

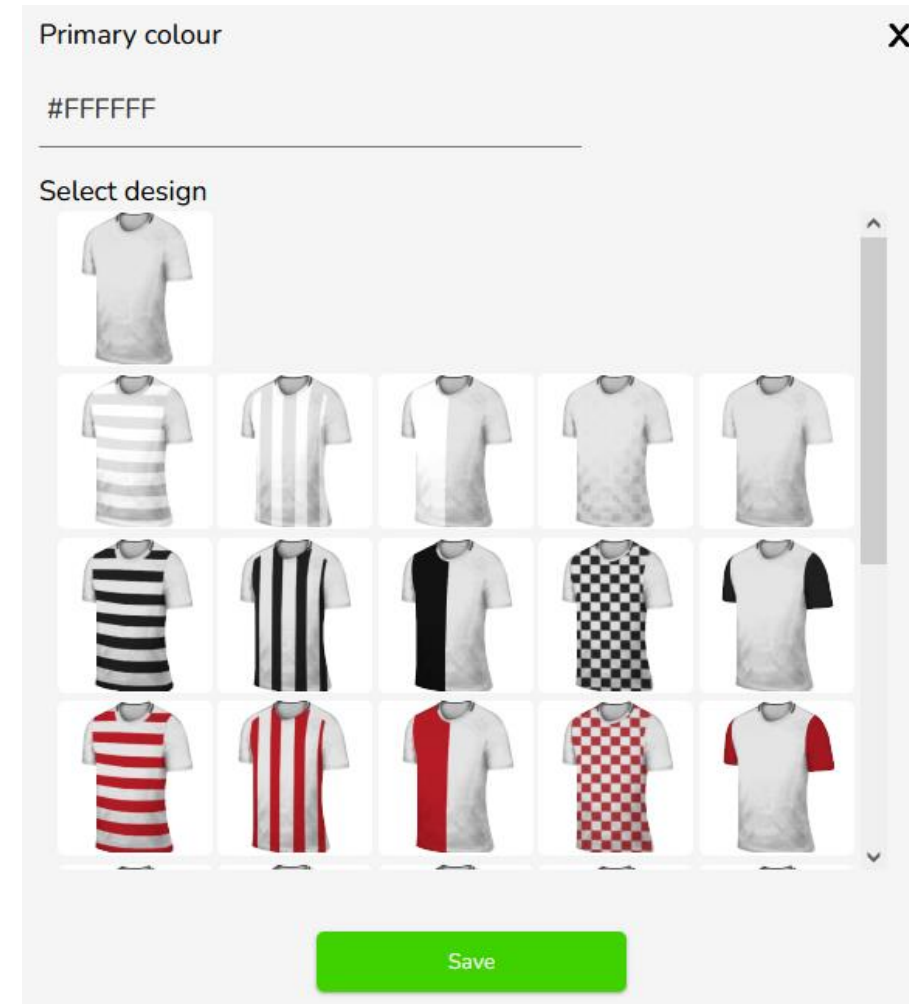


KIT COLOURS

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 the BUCS Play kit design interface. At the top, there's a "Primary colour" section with a text input field containing "#FFFFFF". Below this is a "Select design" section showing a grid of 20 t-shirt design templates arranged in 4 rows and 5 columns. The first row shows a plain white t-shirt. The second row shows various patterns: horizontal stripes, vertical stripes, a half-and-half design, a subtle pattern, and a plain white t-shirt. The third row shows more patterns: horizontal stripes, vertical stripes, a half-and-half design, a checkerboard pattern, and a plain white t-shirt. The fourth row shows the same patterns as the third row but with red and white colors. A green "Save" button is located at the bottom right of the interface.

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.

Fixtures
Team entry
Team sheets
Events
Venues

ALERTS
You have [265 matches](#) whose results have not been submitted. (last 30 days)
You have [1 outstanding result approval](#) that needs your attention.

History

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

Actions for you

Approve Result
Result Change Request

☐ Pending
☒ Approve
☐ Dispute

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

RESULT CHANGE REQUESTS (RCR)

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'.

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](#).

Result details

History

HomeTeamApproved	Aileen Ferguson	03/10/2024 08:09:47
AwayTeamApproved	AUSA Sport	07/10/2024 12:22:34
ResultSubmitted	Macey Wyse	10/10/2024 12:39:15
ResultApproved	AUSA Sport	28/10/2024 09:34:48

Actions for you

Result Change Request

Raise

Close

Save

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 only) 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 a captain can be defined as:

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

As well as a student, this could be a coach or manager. A captain doesn't have to be a playing member.

A CAPTAIN'S JOB

1. Managing their squad by moving applied players into the squad.
2. Setting pre-match team sheets for each fixture.
3. Approving or disputing opposing team sheets for each fixture ahead of the fixture.
4. Entering scores and player stats after the fixture has been played.

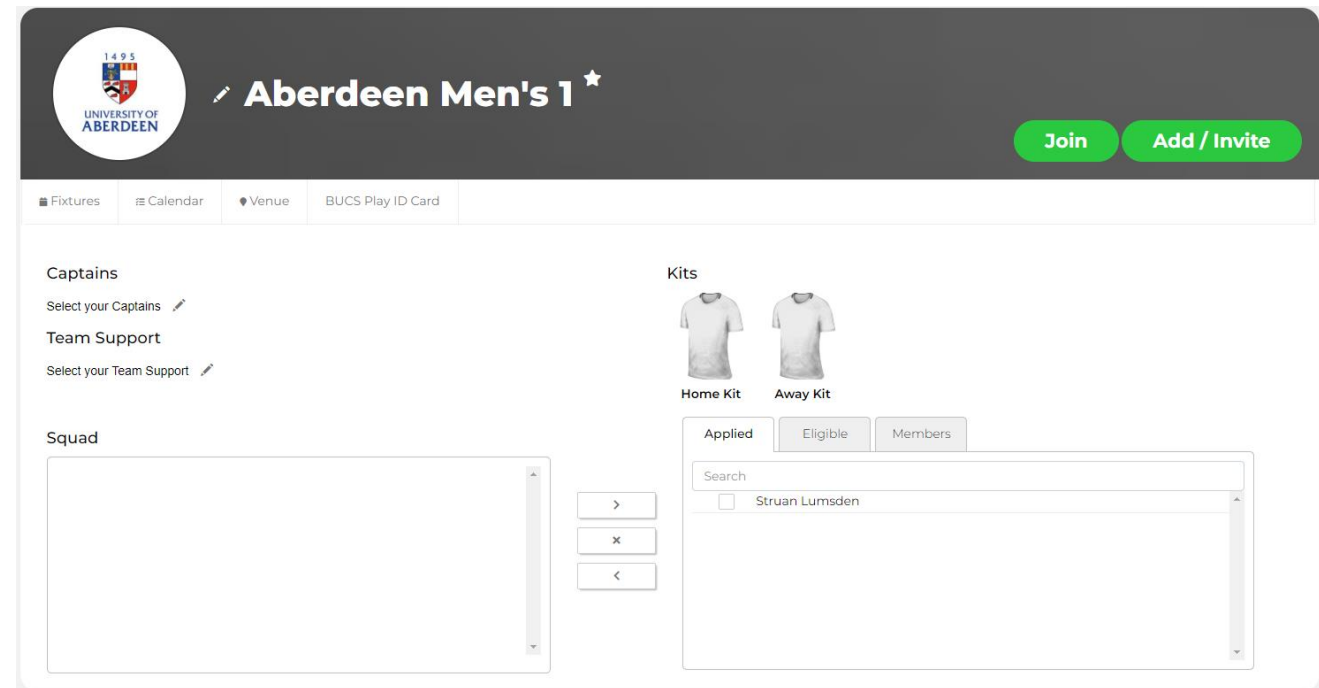
SETTING UP CAPTAINS

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 captain's 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.



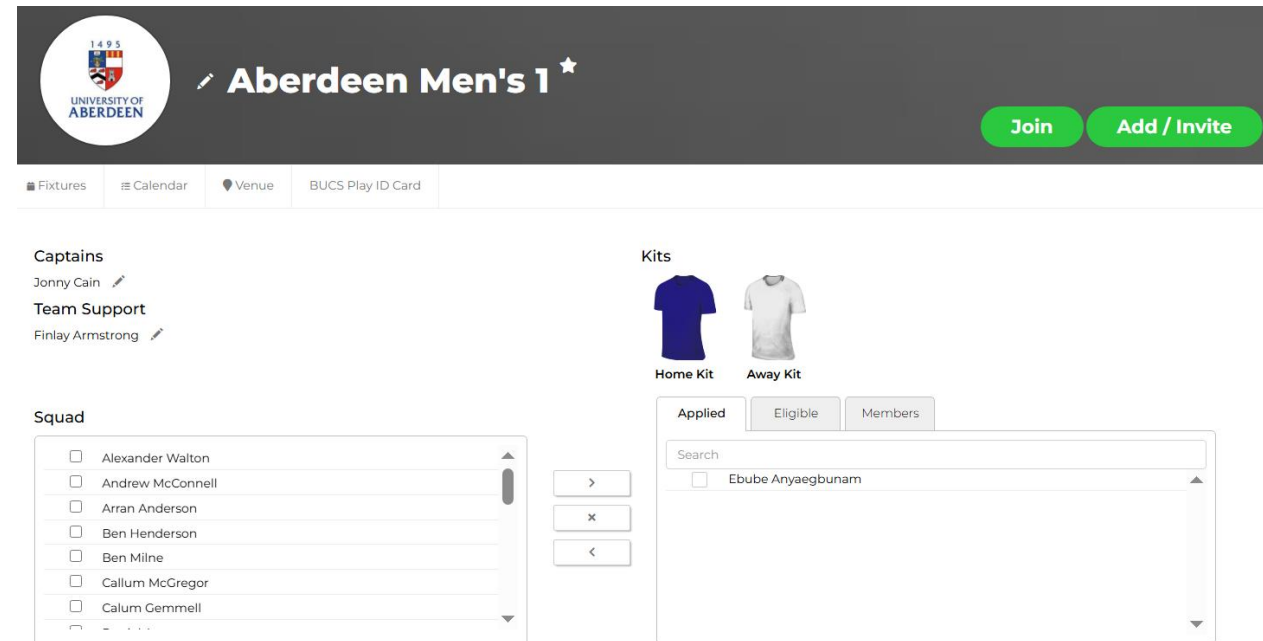
SQUADS AND TEAM SHEETS



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](#).



The screenshot shows the 'Aberdeen Men's 1' team hub interface. At the top, there is a header with the University of Aberdeen logo and the team name 'Aberdeen Men's 1' with a star icon. Below the header, there are navigation tabs: 'Fixtures', 'Calendar', 'Venue', and 'BUCS Play ID Card'. On the right side of the header, there are two green buttons: 'Join' and 'Add / Invite'.

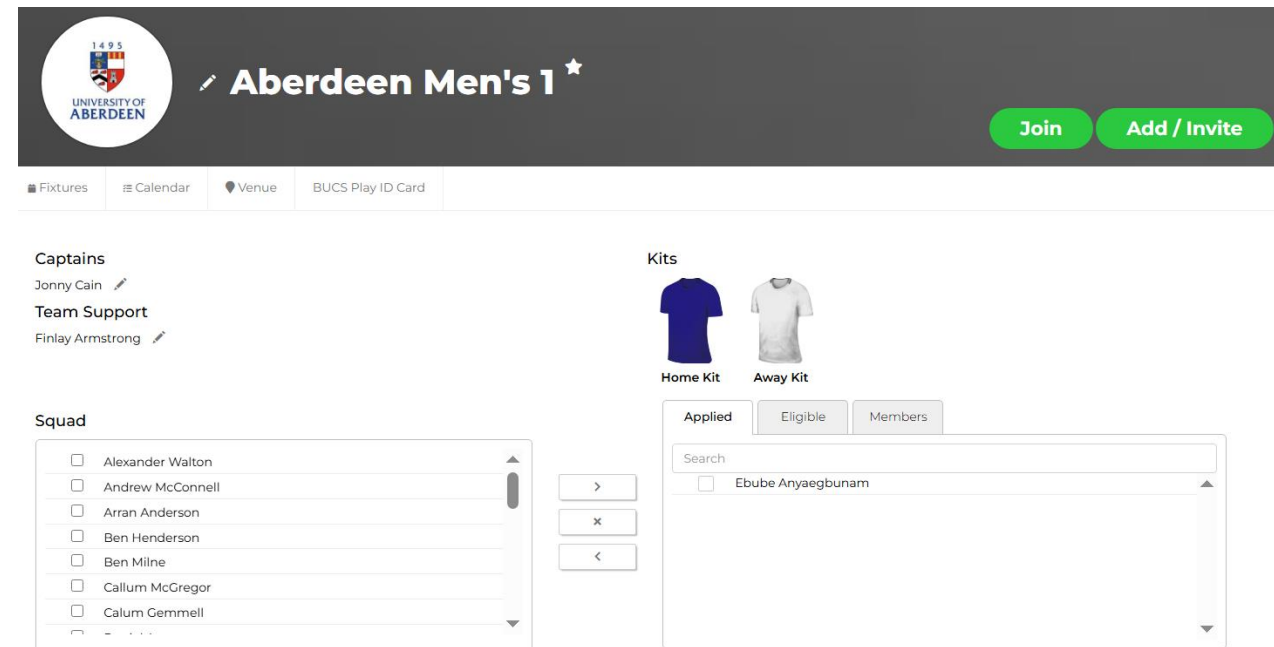
Below the header, the interface is divided into two main sections. On the left, there are two sections: 'Captains' and 'Team Support'. Under 'Captains', there is a list with 'Jonny Cain' and an edit icon. Under 'Team Support', there is a list with 'Finlay Armstrong' and an edit icon. On the right, there is a 'Kits' section showing 'Home Kit' (blue) and 'Away Kit' (white). Below the kits, there are three tabs: 'Applied', 'Eligible', and 'Members'. The 'Applied' tab is currently selected. Below the tabs, there is a search bar and a list of participants. The first participant listed is 'Ebube Anyaegbunam' with a checkbox next to their name. To the left of the participant list, there are three buttons: a right arrow, a close button (X), and a left arrow.

TEAM HUB

The team hub also has useful links to the **fixtures** for that team, the team **calendar** where team sheets are uploaded and to the team's **venues**.

The team can be favourited by clicking the star next to the name.

Kit colours for that specific team can be edited by clicking the home or away kit.



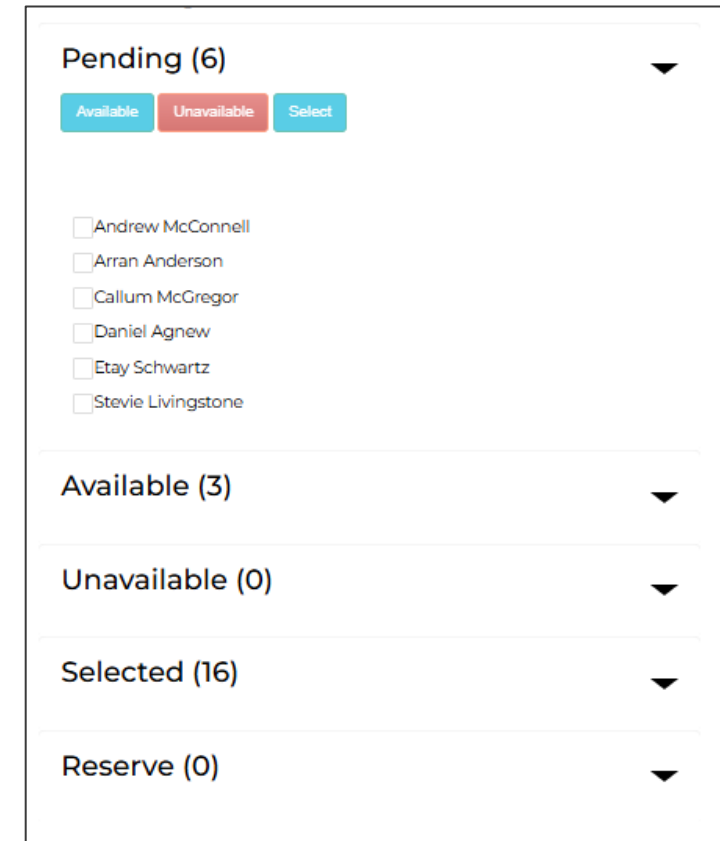
TEAM SHEETS

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.

A screenshot of the BUCS PLAY team sheet interface. At the top, there's a section titled "Pending (6)" with a dropdown arrow. Below this are three buttons: "Available" (light blue), "Unavailable" (red), and "Select" (light blue). Underneath the buttons is a list of six players, each with an unchecked checkbox: Andrew McConnell, Arran Anderson, Callum McGregor, Daniel Agnew, Etay Schwartz, and Stevie Livingstone. Below the player list are five more sections, each with a title and a dropdown arrow: "Available (3)", "Unavailable (0)", "Selected (16)", and "Reserve (0)".

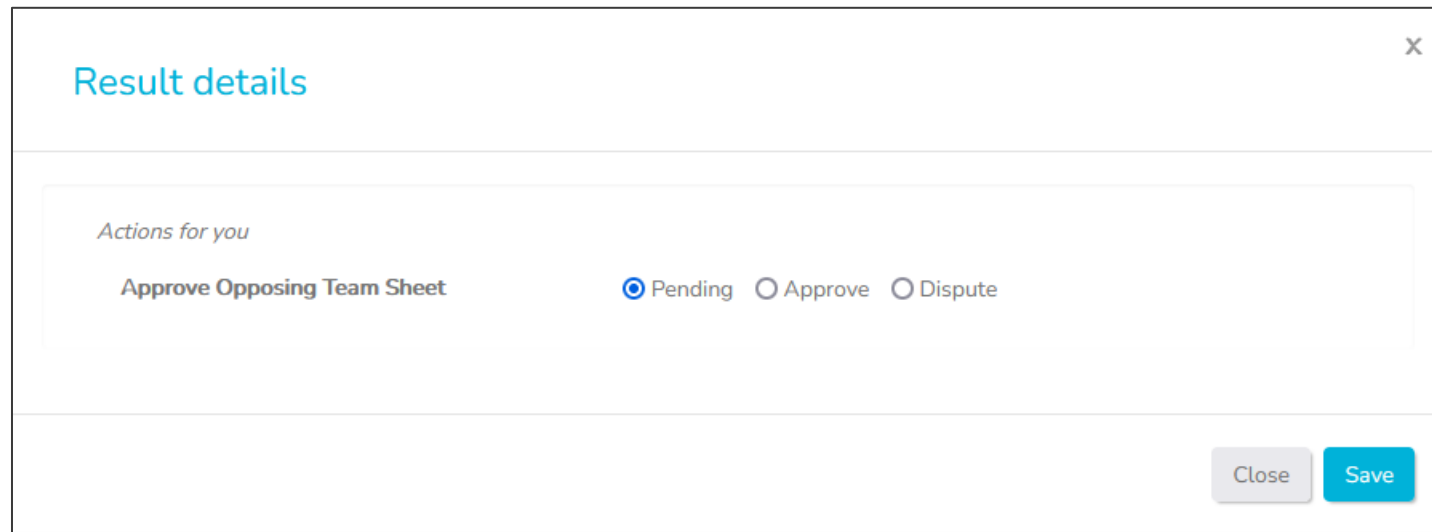
TEAM SHEET APPROVAL PROCESS

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](#)

A screenshot of a web application modal titled "Result details" with a close button (x) in the top right corner. The modal contains a section titled "Actions for you" with a sub-header "Approve Opposing Team Sheet". Below this, there are three radio button options: "Pending" (which is selected), "Approve", and "Dispute". At the bottom right of the modal, there are two buttons: "Close" and "Save".

Result details

Actions for you

Approve Opposing Team Sheet

☒ Pending ☐ Approve ☐ Dispute

Close Save

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. Bath 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

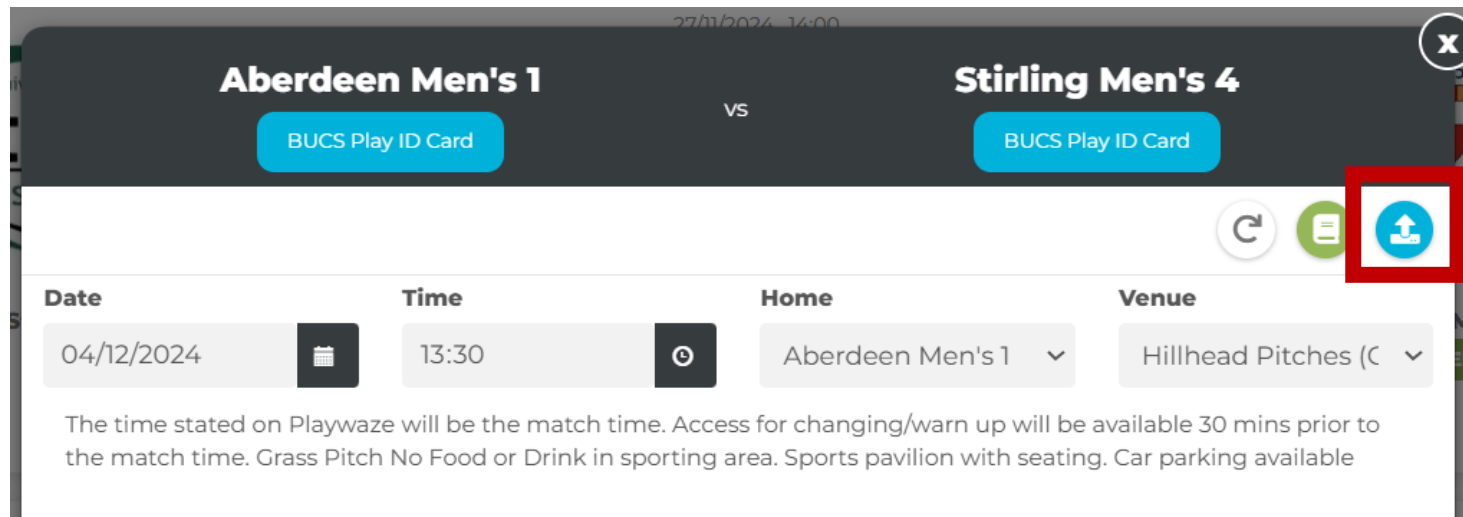
Complete BUCS Playing Under Protest Form (**REG 12**)

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.



27/11/2024 14:00

Aberdeen Men's 1 vs **Stirling Men's 4**

BUCS Play ID Card

BUCS Play ID Card

Upload

Date	Time	Home	Venue
04/12/2024	13:30	Aberdeen Men's 1	Hillhead Pitches (C

The time stated on Playwaze will be the match time. Access for changing/warm up will be available 30 mins prior to the match time. Grass Pitch No Food or Drink in sporting area. Sports pavilion with seating. Car parking available

PLAYER STATS

A full-page background image of a badminton match in progress. A male player in a purple shirt and black shorts is captured mid-air, jumping high to strike a shuttlecock with his racket. The shuttlecock is suspended in the air above his head. In the background, another player in a purple shirt is visible on the same court. Further back, another court is visible with more players and spectators. The walls are green, and the floor is blue and green. A large red diagonal graphic element covers the left side of the image. The text 'PLAYER STATS' is overlaid in white on the red area.

VIEWING PLAYER STATS

IAs will be able to view the overall player stats for league and knockout competitions via the stats tab within the relevant community. To access the required player stats, navigate to the 'WHAT'S ON' section within the relevant community and select 'Stats'. To further expand click on 'view all'. Relevant stats can be found by scrolling down the table, using the filters, or using the 'Search player' bar.

The stats table be exported to an excel file by clicking on 'Export To CSV'.

BUCS Basketball 24-25

CALENDAR

NEWS FEED

TEAMS

FIXTURES

STATS

REWARDS

BUCS POINTS TABLES

Points

1. Bayley Gaunt
Staffordshire Men's 1
285

2. hamza Camara
Staffordshire Men's 1
263

3. Alex Undery
Leeds Trinity Men's 1
229

4. Izzy Booth
Anglia Ruskin Women's 1 (Cambridge)
178

5. Zewe Sinkala
Coventry Men's 1
170

View All →

Rebounds

1. Marc Sheriff
Bath Men's 2
1000

2. JamesAndrew Davis
Worcester Men's 1
57

3. Dion Tahiri
Queen Mary Men's 2 (Barts)
44

3. Emmanuel Yeboah
Worcester Men's 1
44

5. Jeremy Lievin
Worcester Men's 1
40

View All →

Assists

1. Dion Tahiri
Queen Mary Men's 2 (Barts)
29

2. Jacob Dearman
Worcester Men's 1
28

3. Wilfrid Santhe
Worcester Men's 1
27

4. Damien Phillips
Lancaster Men's 2
24

5. Emmanuel Yeboah
Worcester Men's 1
20

View All →

Player Stats

Points

Competition
All

Team
All

Team Type
All

Search player

Export To CSV

Rank	Player	Team	Stat
1	Bayley Gaunt	Staffordshire Men's 1	285
2	hamza Camara	Staffordshire Men's 1	263
3	Alex Undery	Leeds Trinity Men's 1	229
4	Izzy Booth	Anglia Ruskin Women's 1 (Cambridge)	178
5	Zewe Sinkala	Coventry Men's 1	170
6	Samuel Eniola	Staffordshire Men's 1	162

ENTERING PLAYER STATS

Player stats can be entered by navigating to the relevant fixture and clicking on the result button. Clicking on the arrow next to the team name will expand the list of players and stats that can be entered for each player. You must have entered the team sheet before the fixture in order for the players to display.

For a full guide on how to enter player stats please [click here](#).

Results per page

Export RCR's

Table View

Actions

Exeter Men's 1

vs

Loughborough Men's 1

BUCS Play ID Cards

BUCS Play ID Cards

Notes

Exeter Men's 1 stats

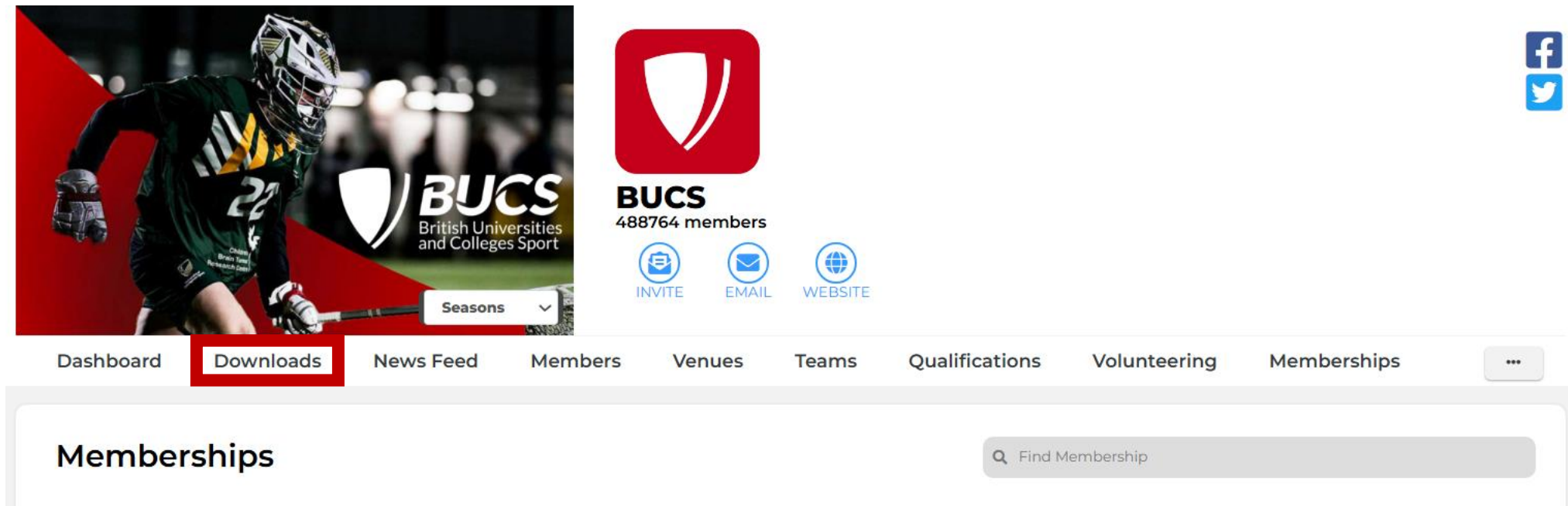
Players	Tries	Conversions	Penalty goals	Drop goals	Yellow cards	Red cards	Player of the Match	Front Row
Alfie Bell	0	0	0	0	1	☐	☐	☐
Archie Owlett	0	0	0	0	0	☐	☐	☒
Benjy Joseland	2	0	0	0	0	☐	☒	☐
Charlie McCaig	1	1	0	0	0	☐	☐	☐

MANAGING EXPORTS



ACCESSING EXPORTS AT NETWORK LEVEL

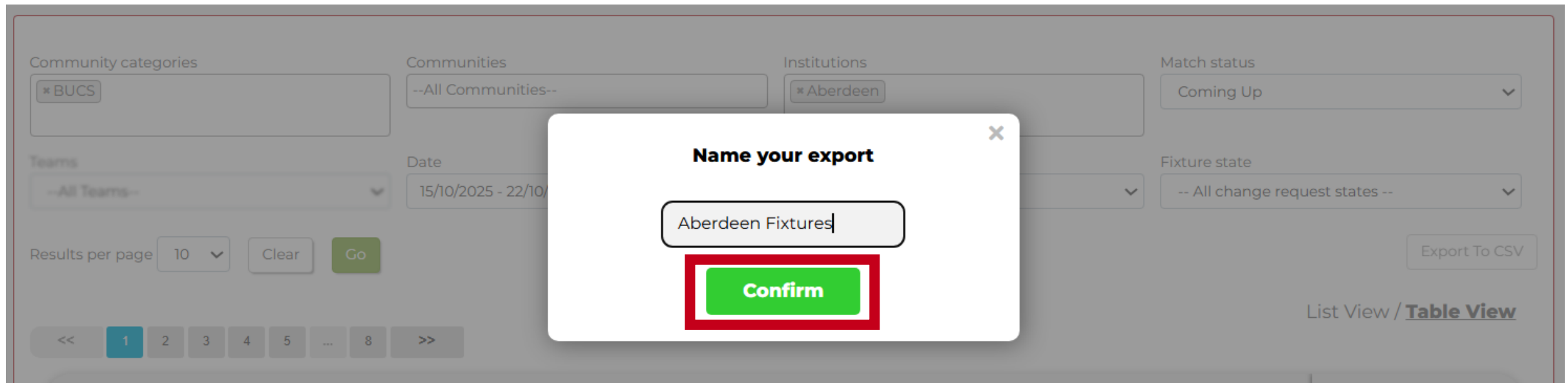
All export lists which can be exported via the dashboard and the BUCS points table can be retrieved on BUCS Play as a downloadable Excel file. The saved exports will be available in the 'Downloads' tab in the BUCS Play home page, next to the 'Dashboard' tab.



ACCESSING EXPORTS AT NETWORK LEVEL

Once the relevant export button is clicked, a window will pop-up requesting you to enter a name for the export file. Enter the file name and click on 'Confirm'.

Once 'Confirm' is clicked, you will be automatically taken to the 'Downloads' tab in a new browser tab where you will be able to download the export as an Excel file.



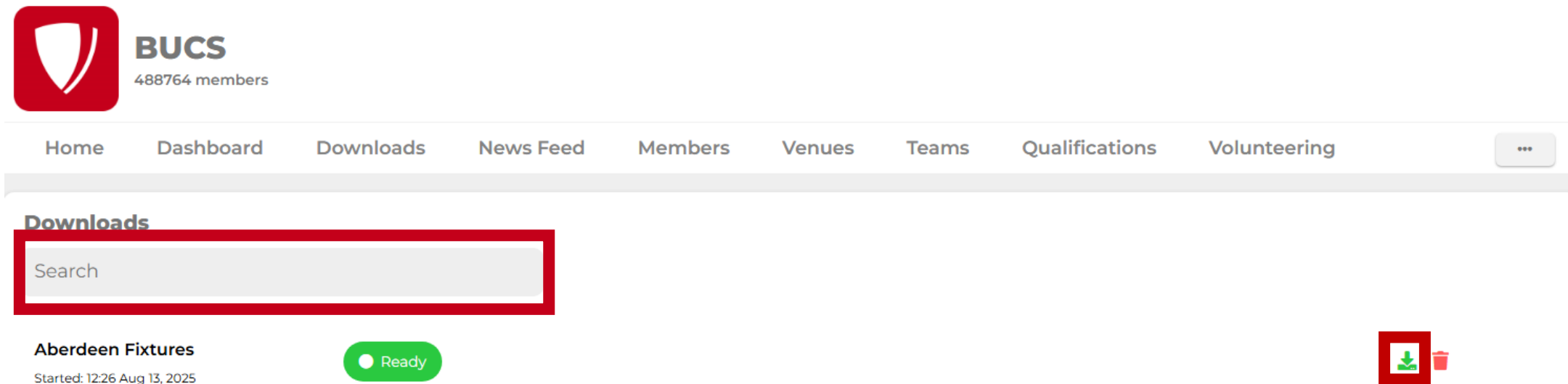
The screenshot displays the BUCS PLAY web interface with a modal dialog box titled "Name your export". The dialog box contains a text input field with the text "Aberdeen Fixtures" and a green "Confirm" button, which is highlighted with a red rectangular border. The background interface is dimmed and shows various filters: "Community categories" with a dropdown set to "BUCS", "Communities" with a dropdown set to "--All Communities--", "Institutions" with a dropdown set to "Aberdeen", "Match status" with a dropdown set to "Coming Up", "Teams" with a dropdown set to "--All Teams--", "Date" with a range "15/10/2025 - 22/10/2025", "Results per page" set to "10", and "Fixture state" with a dropdown set to "-- All change request states --". There is also an "Export To CSV" button and a pagination bar at the bottom with page numbers 1, 2, 3, 4, 5, ..., 8. The view toggle at the bottom right shows "List View / **Table View**".

ACCESSING EXPORTS AT NETWORK LEVEL

Once the file name is saved, you will be able to access the export in Excel format in the Downloads tab. Click on the 'download' icon on the right to download the export, or the 'delete' icon to delete the export. If there are multiple exports, you can search for the export file by using the Search bar.

Note that the export saved in the Downloads tab is not dynamic. If an updated export is required, the process must be repeated.

Note that once a download is saved in the Downloads tab it will be available to all IAs within your institution without them having to download this again.

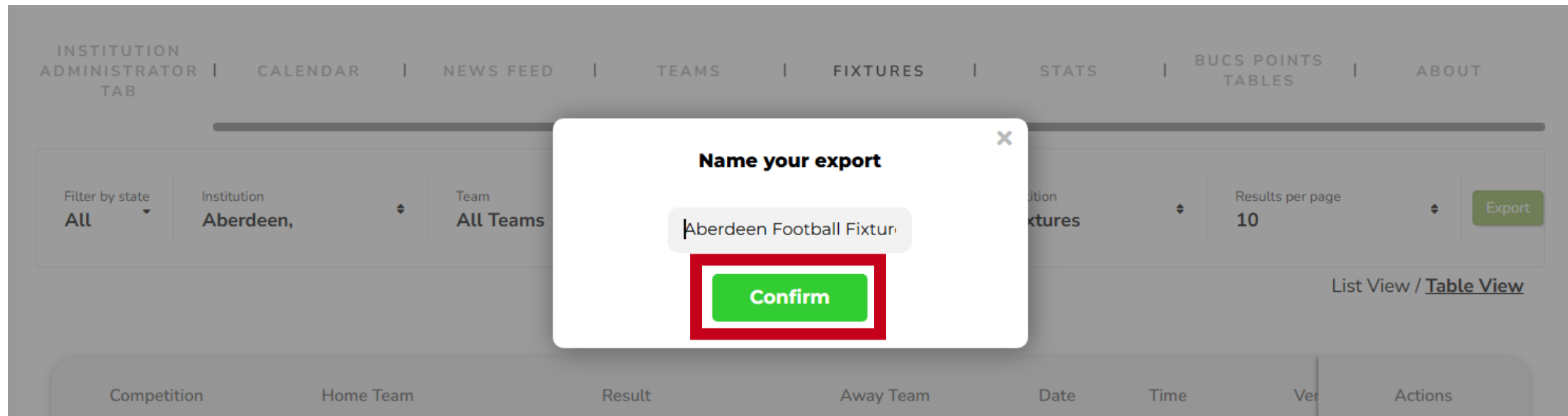


The screenshot shows the BUCS PLAY web interface. At the top left is the BUCS logo with a red shield icon and the text 'BUCS 488764 members'. Below this is a horizontal navigation bar with links: Home, Dashboard, Downloads, News Feed, Members, Venues, Teams, Qualifications, and Volunteering. The 'Downloads' link is highlighted. Below the navigation bar, the 'Downloads' section is visible, featuring a search bar with the placeholder text 'Search'. At the bottom left, there is a section titled 'Aberdeen Fixtures' with a status indicator 'Ready' in a green circle. At the bottom right, there is a red square icon containing a green download arrow and a red trash can icon.

ACCESSING EXPORTS AT COMMUNITY LEVEL

Once the relevant export button is clicked, a window will pop-up requesting you to enter a name for the export file. Enter the file name and click on 'Confirm'.

Once 'Confirm' is clicked, you will be automatically taken to the 'Downloads' tab within the Community where you will be able to download the export as an Excel file.

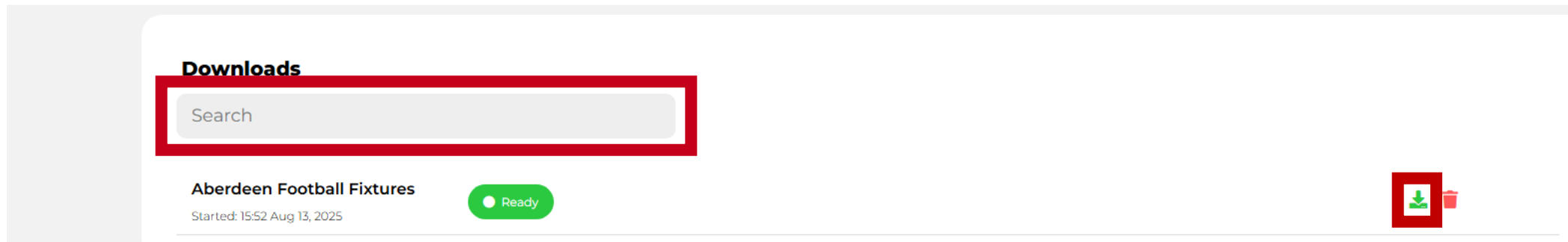


ACCESSING EXPORTS AT COMMUNITY LEVEL

Once the file name is saved, you will be able to access the export in Excel format in the 'Downloads' tab. Click on the 'download' icon on the right to download the export, or the 'delete' icon to delete the export. If there are multiple exports, you can search for the export file by using the Search bar.

Note that the export saved in the 'Downloads' tab is not dynamic. If an updated export is required, the process must be repeated.

BUCS Football 24-25

A screenshot of a web interface for "BUCS Football 24-25". The main content area is titled "Downloads" in bold. Below this title is a search bar with the placeholder text "Search", which is highlighted by a red rectangular border. Under the search bar, there is a section for "Aberdeen Football Fixtures" with a status indicator "Ready" inside a green pill-shaped button. Below the fixture name, it says "Started: 15:52 Aug 13, 2025". To the right of this section, there are two icons: a green download icon and a red delete icon, both enclosed in red square boxes.

Downloads

Search

Aberdeen Football Fixtures ● Ready

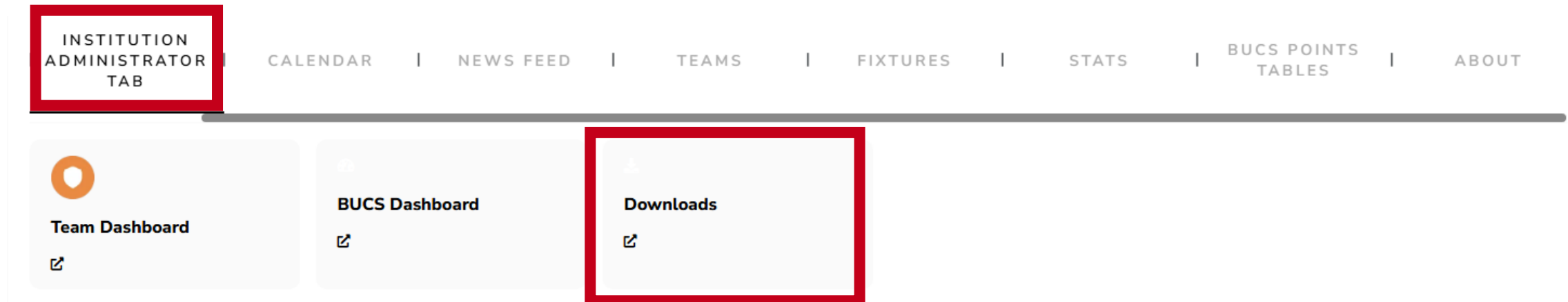
Started: 15:52 Aug 13, 2025

ACCESSING EXPORTS AT COMMUNITY LEVEL

To access the 'Downloads' tab within a Community, navigate to the 'Institution Administrator Tab' and click on 'Downloads'.

For more information on exports [click here](#).



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, lacrosse 6s, 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.

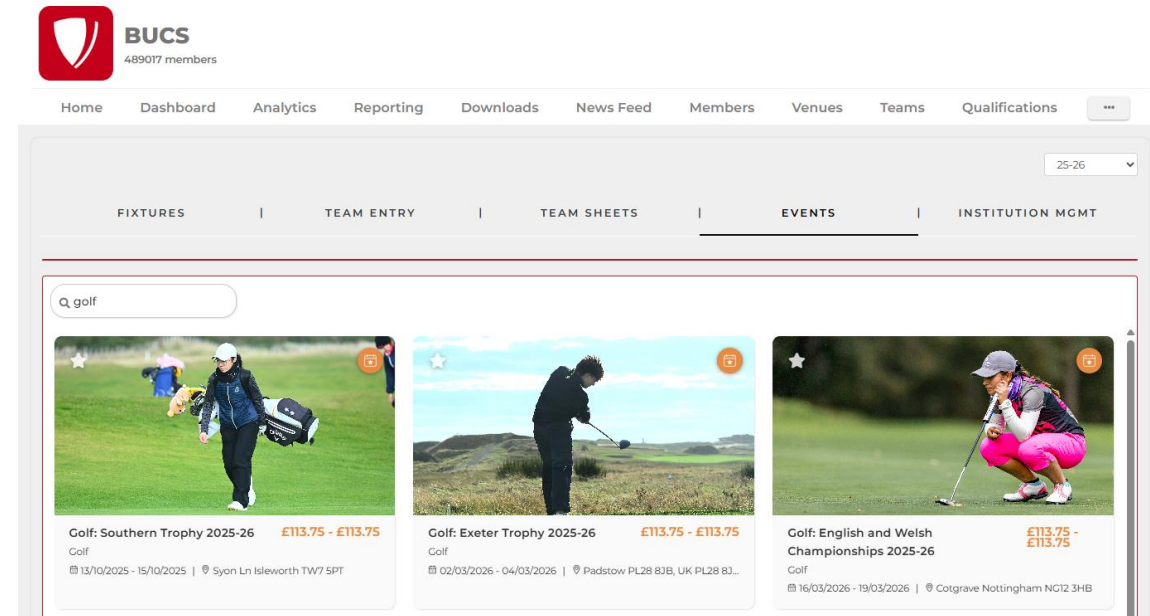
Each event contains a series of categories (e.g. men's and women's 100m, 200m, 400m, etc.), where participants will need to apply for each category they wish to compete in separately.

ENTERING AN INDIVIDUAL EVENT

Students will enter an individual event themselves (e.g. surfing), [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. 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.


EXPORT

Loughborough

Applied	Individual Approved	Approved Total	
1	0	£0	Manage entries



Golf: Southern Trophy 2025-26
13 Oct 2025 - 15 Oct 2025
Syon Ln Isleworth TW7 5PT
maddi.cannell@bucs.org.uk
Golf

£113.75
per entry
Register

About
Please click [here](#) to read the entry information

Entry Schedule

12 Aug 2025
10:00

Individual Entries Open

23 Sep 2025
23:59

Individual Entries Closed

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

Register

1x Pending Approval

Applied

1

Approved

2

Approved Total

£50

Open 4x100m Medley Relay

08 Sep 2024

Free

Register

Applied

0

Approved

1

Approved Total

£0

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(s).


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	Applied on	Price	
☐ GM George Mitchell Aberdeen	06 Aug 2024, 14:38	£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
Back

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
☐ GM George Mitchell Aberdeen	1	☒	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 managing event entries, [click here](#).

ENTERING TEAM EVENTS

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.



Open 4x100m Medley Relay
08 Sep 2024

£100

Register

1x Pending Approval

Applied	Approved
0	1
Approved Total	
£100	

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.

←

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
☒ 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.

Assign to team



Aberdeen LCS Open 4 x 100m Medley Relay 1

Assign to team

Event type

Individual

Event categories

Open 4x100m Me...

Team

All

APPLIED (0)

APPROVED (0/1)

REJECTED (0)

Total

£0

Participant	Team	Priority	Guaranteed (1 / 4)	Applied on	Approved on	Price
☐  George Mitchell Student Aberdeen	Aberdeen LCS Open 4 x 100m Medley Relay 1	1	☒	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

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.

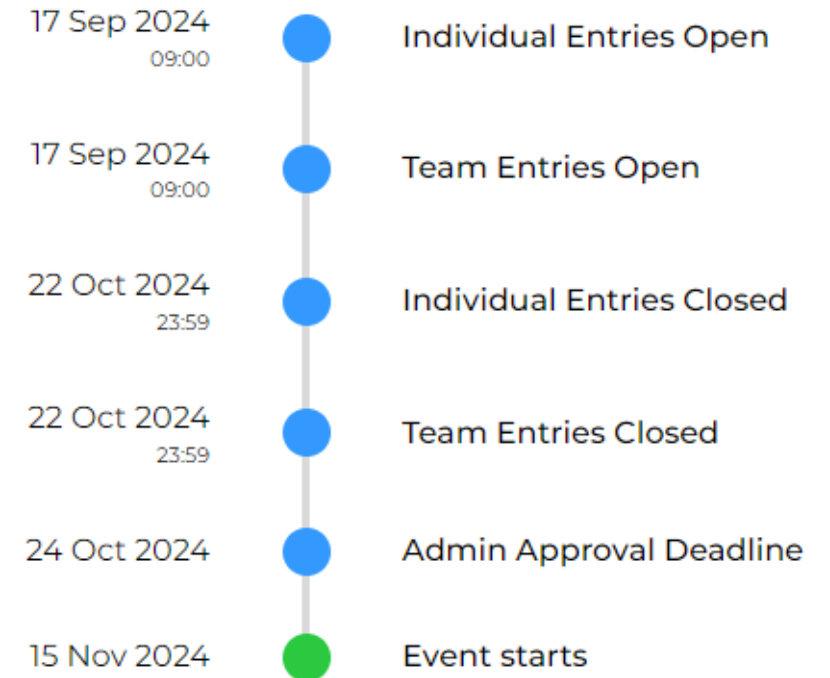
Once the entry list has been finalised, an accepted/provisional entry list will be published on the BUCS website via the specific event page. All students on the final entry list, will receive a pre-event email from BUCS with everything they need to know about competing at the event.

ENTRY SCHEDULE

An addition to the event homepage this season is the event schedule timeline. This can be viewed from the event on both desktop and app.

The schedule outlines key dates and deadlines for the event. The blue dots will disappear when a deadline has passed.

Entry Schedule



ENTRY STATUS FOR STUDENTS

Another addition to the event homepage this season is the live entry status of the event you have applied to.

Rejected = Your entry has been rejected by your IA or a BUCS admin. You will receive a rejection reason on your feed post and email.

Pending Approval = Your application is pending and has not yet received BOTH IA and BUCS approval.

Accepted = Your application had been approved by both your IA and BUCS. Your name should also appear on the accepted entries list posted on the BUCS website event page.

1x Rejected

Men's Surfing Championship
11 Oct 2024 , 08:00

£48.75

Register

1x Pending Approval

Men's Surfing Championship
11 Oct 2024 , 08:00

£48.75

Register

1x Accepted

Men's Surfing Championship
11 Oct 2024 , 08:00

£48.75

View



LEADERBOARDS

INDIVIDUAL LEADERBOARDS

To view individual leaderboards navigate to the event category within the event and click 'View'. Then switch to the 'competitions' tab and click view on the required leaderboard.



Men's Championship

Existing

Cross Country Men's Individual

[View](#)

PARTICIPANTS

COMPETITIONS



Leaderboard Ranking

06/12/2024 12:01

Cardiff Met Swimming Pool

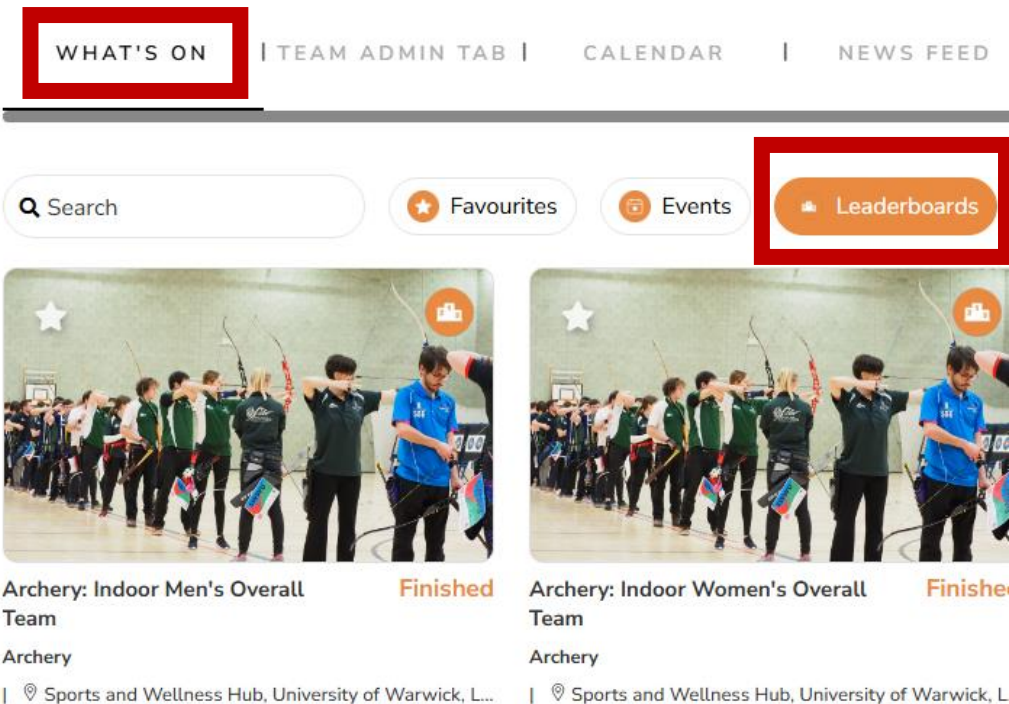
Swimming

Search

Rank	Participant	Team Categories	Personal Best	Result
1	Alex Cohoon	Loughborough	-	1
2	Greg Butler	Loughborough	-	2
3	Alexander Casey	Loughborough	-	3
4	Harvey Freeman	Loughborough	-	4

OVERALL TEAM LEADERBOARDS

IAs will be able to view the overall team leaderboards for the event via the Leaderboards within the relevant event community. To access the required Leaderboard, navigate to the 'WHAT'S ON' section within the relevant community and select 'Leaderboards'.



Q Search		
Rank	Participant	Rank
1	 Warwick Indoor Archery Mens Team 1	1 
2	 Southampton Indoor Archery Mens Team 1	2 
3	 Nottingham Indoor Archery Mens Team 1	3 
4	 Imperial Indoor Archery Mens Team 1	4 
5	 Dundee Indoor Archery Mens Team 1	5 
6	 Sheffield Indoor Archery Mens Team 1	6 
7	 Strathclyde Indoor Archery Mens Team 1	7 
8	 Manchester Indoor Archery Mens Team 1	8 

BUCS POINTS TABLE



ACCESSING BUCS POINTS TABLES

The BUCS Points Table – BUCS Points, BUCS Points – Men’s, BUCS Points – Mixed & Open, BUCS Points – Women’s, can be viewed by scrolling to the bottom of the BUCS Play home page. Click on the ‘View All’ button on the relevant table to view the full table.

BUCS Points Tables

BUCS Points

1	Loughborough	
9872		
2	 Nottingham	8808
3	 Durham	5350.7
4	 Exeter	5186.5
5	 Edinburgh	4500.83
	View All →	

BUCS Points - Men's

1	Loughborough	
3981		
2	 Nottingham	3605
3	 Exeter	2288.5
4	 Durham	2058.7
5	 Nottingham Trent	1864
	View All →	

BUCS Points - Mixed & ...

1	Loughborough	
1590		
2	 Nottingham	1272
3	 Exeter	815
4	 Durham	715
5	 Stirling	646.5
	View All →	

BUCS Points - Women's

1	Loughborough	
4301		
2	 Nottingham	3931
3	 Durham	2577
4	 Edinburgh	2318.83
5	 Birmingham	2145.75
	View All →	

ACCESSING BUCS POINTS TABLES

IAs will be able to view the points scored by relevant institutions by scrolling down the table, or by searching for the institution name in the 'Search' bar function. IAs will also be able to view community-specific points tables by filtering to the required community using the 'Communities' filter.

To export the BUCS Points breakdown in an excel file, click on the 'Export' button. This file can be accessed in the 'Downloads' tab.

BUCS Points

		
Communities All	Search	
Rank	Institution	Points
1	 Loughborough	9872
2	 Nottingham	8808
3	 Durham	5350.7

BUCS POINTS BREAKDOWN

IAs will be able to view the overall breakdown of BUCS Points won by their institution. To view the BUCS Points breakdown, search for the relevant institution by scrolling down the table or by using the search bar function and clicking on the institution.

IAs will be able to filter the breakdown as required using the filters in the breakdown table:

- 'Group By' – Participant, Community, Type, Competition
- 'Participant'
- 'Community'
- 'Competition Type' – Event, Leaderboard, League, Tournament
- 'Competition'
- 'Sort By' – Points, Participants, Community, Type

BUCS POINTS BREAKDOWN

To export the BUCS Points breakdown in an excel file, click on the 'Export' button. This file can be accessed in the 'Downloads' tab.

The BUCS Points Breakdown is applicable for all the BUCS Points tables (Overall, Men's, Women's, Mixed & Open).

Aberdeen points breakdown



Group By None	Participant All	Community All	Competition Type All	Competition All	Sort By Points
Participant	Competition	Community	Competition Type	Current Position	Points(1276.5)
Aberdeen Men's 1	Men's Scottish Tier 1 - 1A	BUCS Squash 24-25	League	1	30
Aberdeen Men's 1	Men's Scottish Tier 1 - 1A	BUCS Fencing 24-25	League	1	30
Aberdeen Women's 1	ICG Women's Scottish Tier 1 - 1A	BUCS Hockey 24-25	League	2	29
Aberdeen Men's 1	Men's Scottish Tier 1 - 1A	BUCS Futsal 24-25	League	3	28
Aberdeen Men's 1	Men's Scottish Tier 1 - 1A	BUCS Lacrosse 24-25	League	3	28
Aberdeen Baseball Open 1	Baseball - Scottish Tier 1 - 1A	BUCS Baseball and Softball 24-25	League	3	28

COMMUNITY-SPECIFIC BUCS POINTS TABLE

To access community-specific BUCS Points tables, navigate to the 'BUCS POINTS TABLE' tab within the relevant community.

To view the help guide on BUCS Points tables [click here](#).

WHAT'S ON	CALENDAR	NEWS FEED	TEAMS	FIXTURES	STATS	REWARDS	BUCS POINTS TABLES	ABOUT
-----------	----------	-----------	-------	----------	-------	---------	--------------------	-------

BUCS Points - Men's	BUCS Points - Women's	BUCS Points
1 Loughborough 207  2  Nottingham 189 3  Cardiff Met 173 4  Stirling 137 5  Bath 136.5 View All →	1 Loughborough 183  2  Nottingham 181 3  Edinburgh 156 4  St Andrews 140 5  Nottingham Trent 137 View All →	1 Loughborough 390  2  Nottingham 370 3  Northumbria 270 4  Bristol 257 5  Stirling 252 View All →

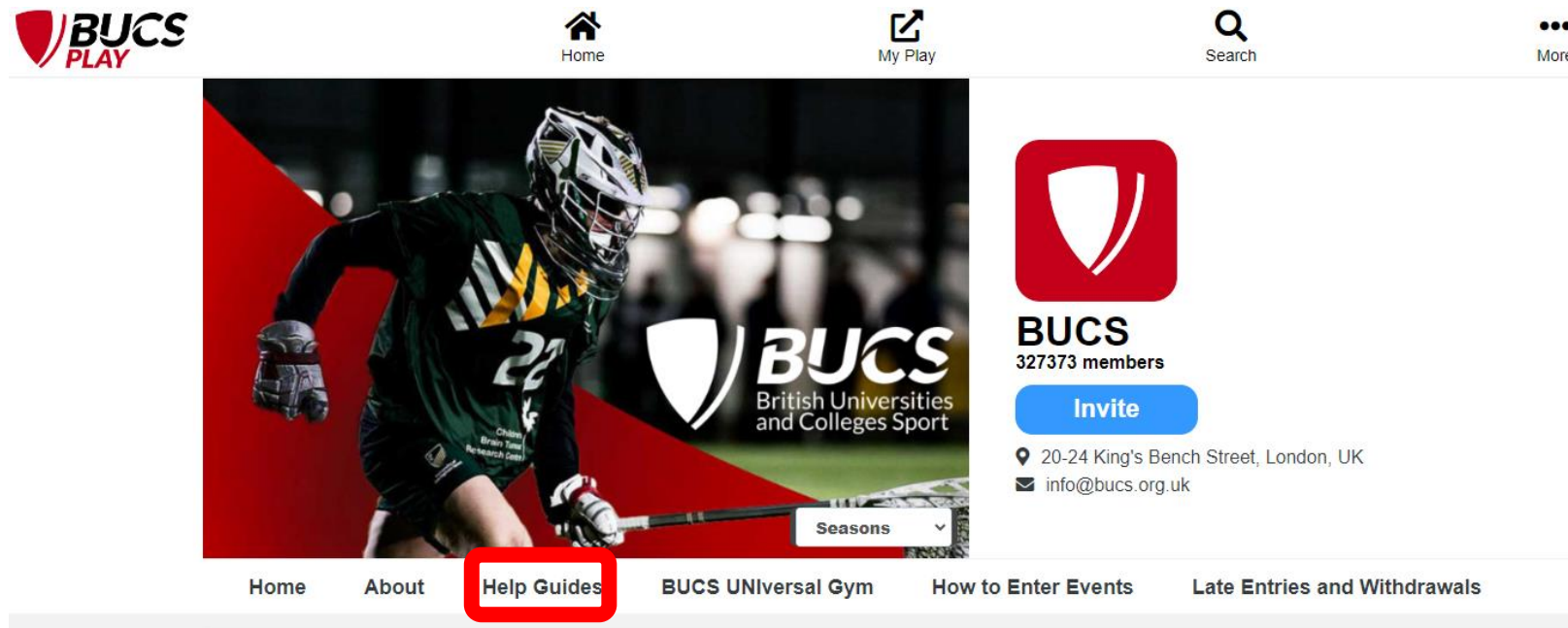
A group of female cyclists are racing on a paved road. They are wearing various cycling jerseys in colors like purple, blue, red, and green, along with helmets and sunglasses. The cyclists are in a tight pack, leaning forward in a racing posture. The background shows a grassy field and some trees under a cloudy sky. A red diagonal graphic element is overlaid on the left side of the image.

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).



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