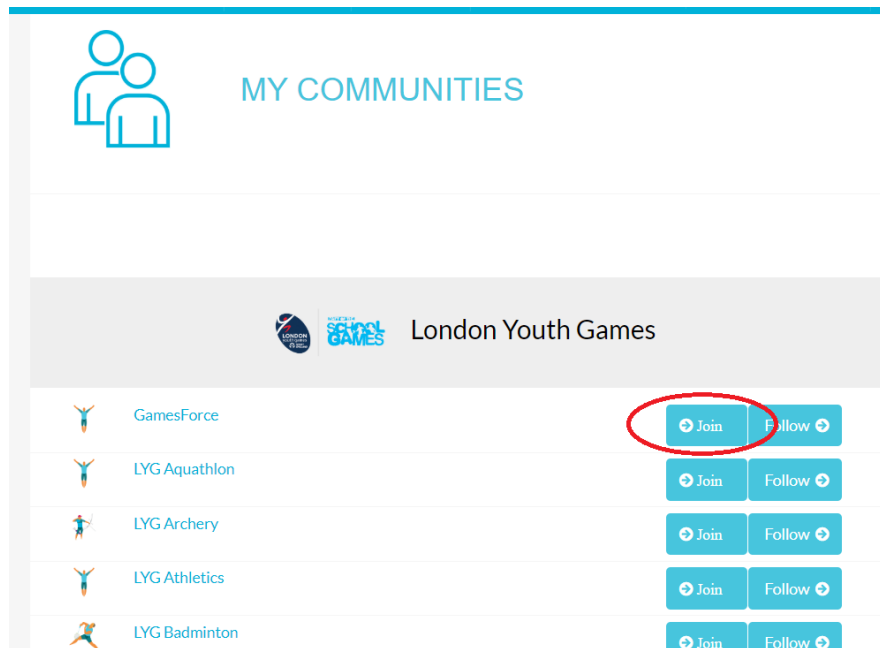
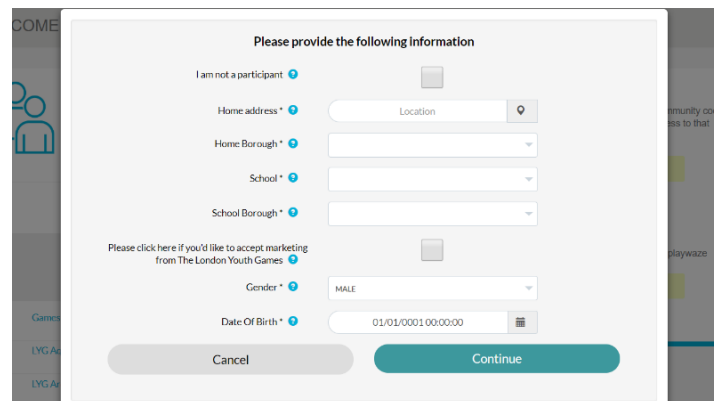


## Completing your Intention to Enter (ITE) and Assigning a Team Manager

- Please note that the LYG website and entry system is not compatible with Internet Explorer 10 and below. Chrome is the best browser to use.
1. To complete an Intention to Enter ensure you have access to the relevant sport community under 'My Communities'. To do this just click 'Join' next to the appropriate one.

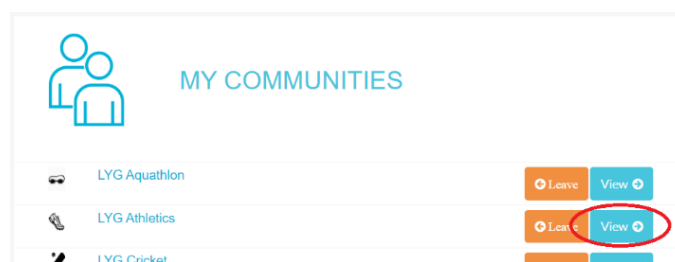


2. Once you have joined the community it will move up the page and be listed under 'My Communities'. If this is your first time joining a community, you may be prompted to fill out some further information, just check 'I am not a participant' and 'Continue'.



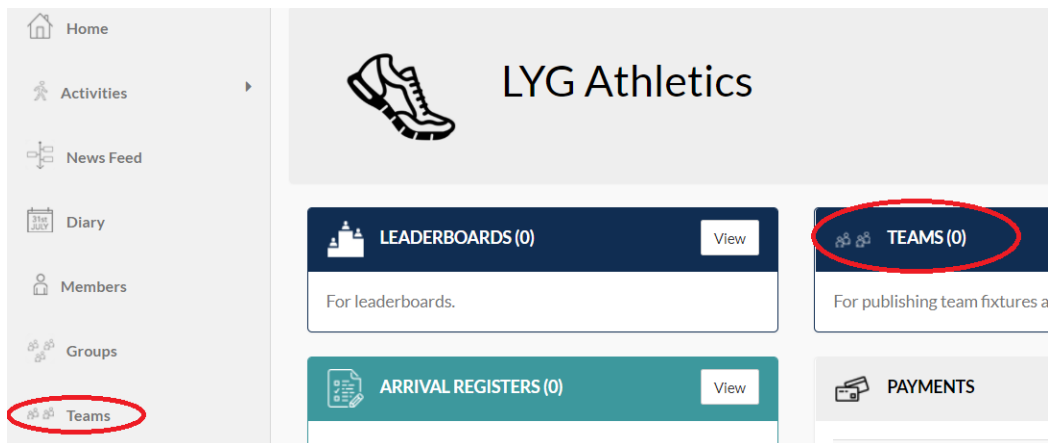
The screenshot shows a registration form titled 'Please provide the following information'. The form includes a radio button for 'I am not a participant', which is selected. Below this, there are several input fields: 'Home address' with a location dropdown, 'Home Borough', 'School', and 'School Borough', all with dropdown menus. There is a checkbox for 'Please click here if you'd like to accept marketing from The London Youth Games'. Below this, there are fields for 'Gender' (set to 'MALE') and 'Date Of Birth' (set to '01/01/0001 00:00:00'). At the bottom, there are 'Cancel' and 'Continue' buttons.

3. To enter the community, e.g. LYG Athletics, simply click 'View' and you will be taken to the community page.

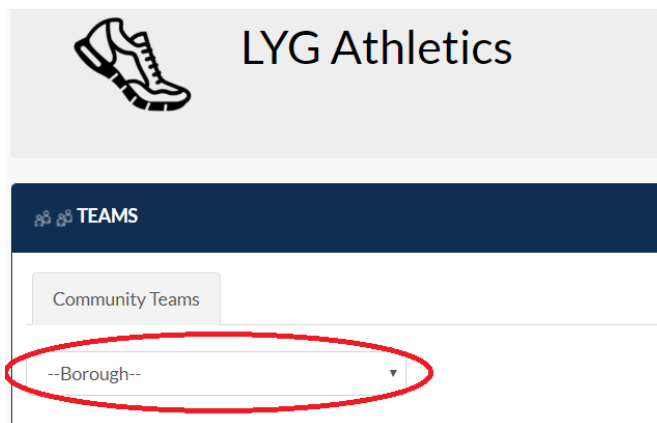


## Completing your Intention to Enter (ITE) and Assigning a Team Manager

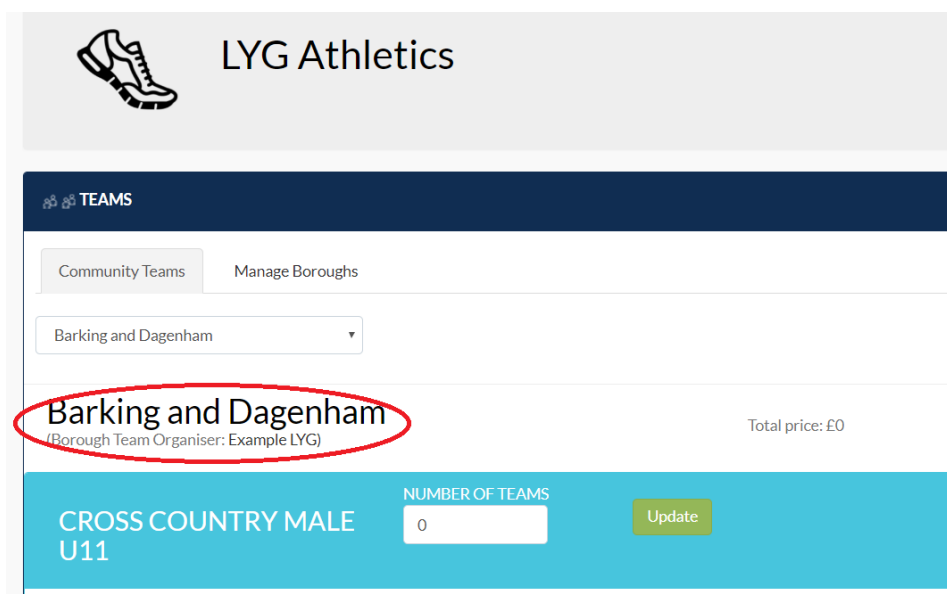
- Click 'Teams' on either the main page or side bar.



- On the Team page you need to select your borough from the dropdown selection.  
*Please note you will only be able to enter teams for boroughs your account is registered to.*



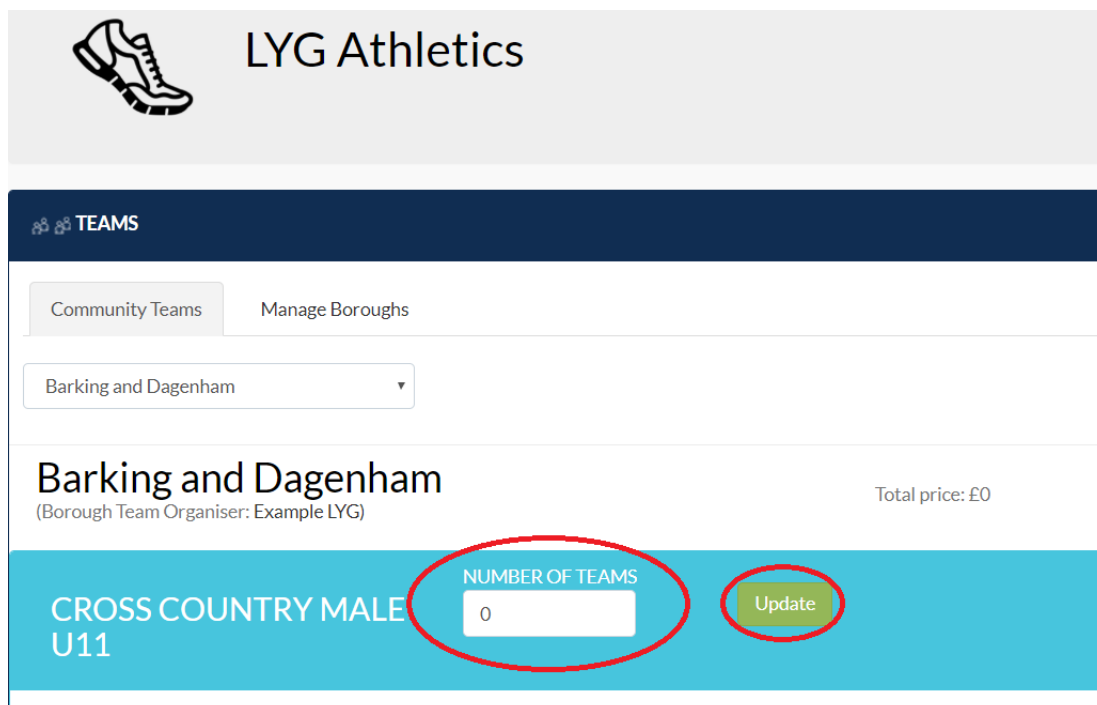
- You should then see your account name under the Borough Name meaning you are authorised to enter the event.  
If you do not see your account name, then you need to contact LYG ([info@londonyouthgames.org](mailto:info@londonyouthgames.org)) who can assign your account to your borough once it is registered.



## Completing your Intention to Enter (ITE) and Assigning a Team Manager

- To record your Intention to Enter you need to put a '1' and click 'Update' in EVERY category you have participants for.

*\*N.B. you only need to enter a '1'; this is NOT a participant count e.g. if you have six Cross Country Males for the U11s and two U15 Females you only need to enter a '1' next to those categories.*



**LYG Athletics**

**TEAMS**

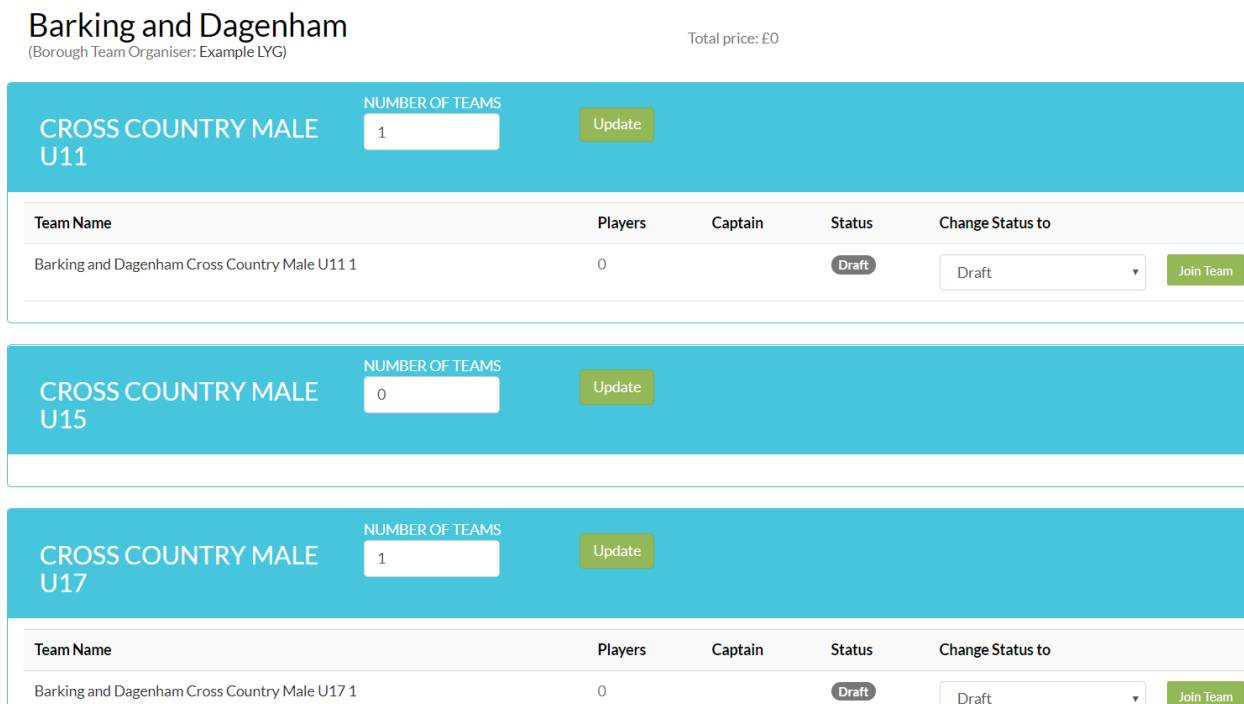
Community Teams | Manage Boroughs

Barking and Dagenham

**Barking and Dagenham** (Borough Team Organiser: Example LYG) Total price: £0

**CROSS COUNTRY MALE U11** NUMBER OF TEAMS: 0 Update

- Once you have completed your entry, any category you are intending to enter should have a 'Team Name' listed underneath. Ensure you refresh the page to check everything has been recorded.



**Barking and Dagenham** (Borough Team Organiser: Example LYG) Total price: £0

**CROSS COUNTRY MALE U11** NUMBER OF TEAMS: 1 Update

Team Name	Players	Captain	Status	Change Status to
Barking and Dagenham Cross Country Male U11 1	0		Draft	Draft <a href="#">Join Team</a>

**CROSS COUNTRY MALE U15** NUMBER OF TEAMS: 0 Update

**CROSS COUNTRY MALE U17** NUMBER OF TEAMS: 1 Update

Team Name	Players	Captain	Status	Change Status to
Barking and Dagenham Cross Country Male U17 1	0		Draft	Draft <a href="#">Join Team</a>

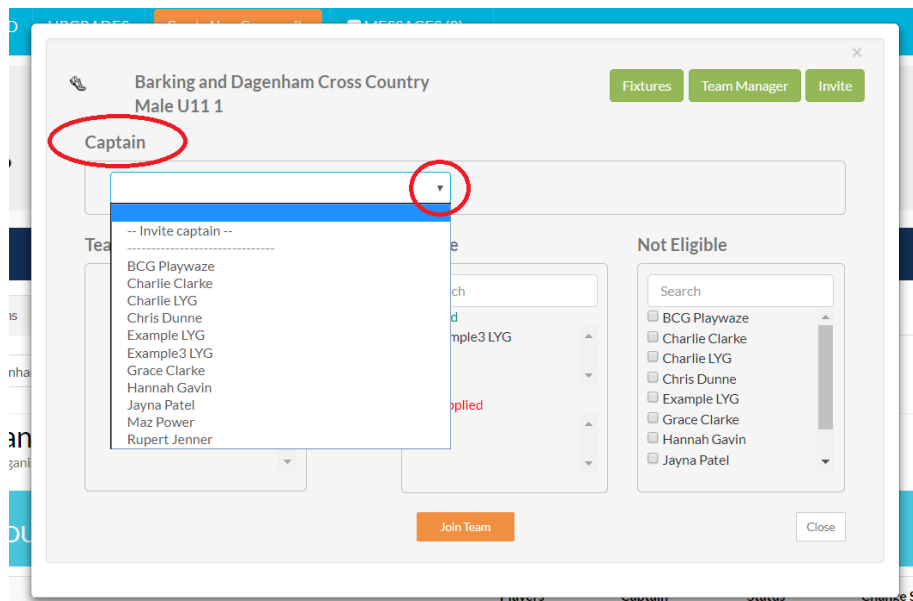
## Completing your Intention to Enter (ITE) and Assigning a Team Manager

To assign your team manager, they will need to have registered an account with the London Youth Games network and joined the appropriate sport community as normal (see the 'Registering and Joining Communities' section).

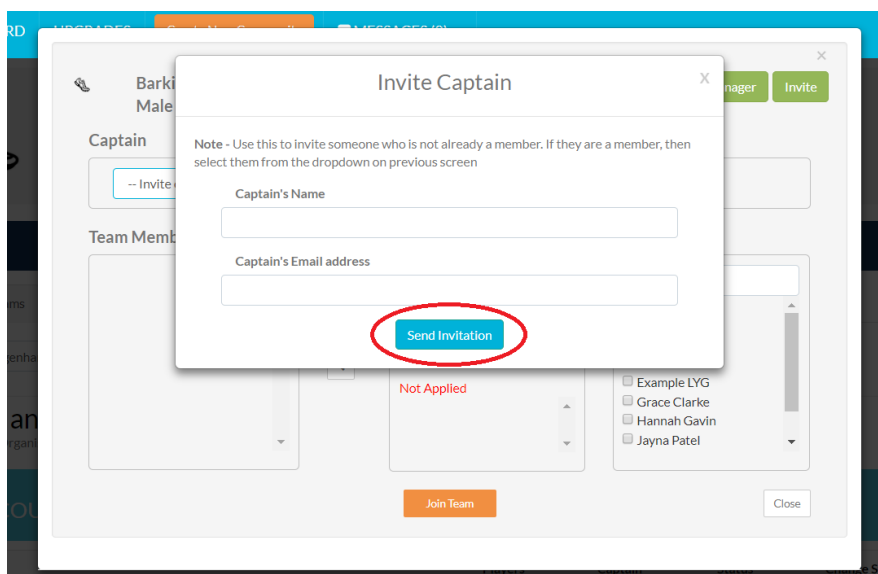
9. To add your team manager, click on the team category title and new panel will open.

CROSS COUNTRY MALE U11		NUMBER OF TEAMS	Update	
		1		
Team Name	Players	Captain	Status	Change Status to
Barking and Dagenham Cross Country Male U11 1	0		Draft	Draft

10. In the panel, under 'Captain' click the dropdown list simply select the name of your Team Manager. Please note that for the initial launch of the system this will say 'Captain' but the role is equivalent to that of a Team Manager and will have the same functionality.



11. If the name of your team manager is not in the list, then they either have not registered or have not registered with the London Youth Games network. From the dropdown list select 'Invite Captain', enter their details and click 'Send Invitation'. They will then be prompted to complete their registration and will be assigned as Team Manager.



## Completing your Intention to Enter (ITE) and Assigning a Team Manager



12. Once you have either selected or invited your team manager click close on the panel. On the Teams page you should now see the name of your Team manager listed under 'Captain'.

CROSS COUNTRY MALE U11		NUMBER OF TEAMS			
		<input type="text" value="1"/>	<input type="button" value="Update"/>		
Team Name	Players	Captain	Status	Change Status to	
Barking and Dagenham Cross Country Male U11 1	1	Example LYG	<input type="button" value="Draft"/>	<input type="text" value="Draft"/>	