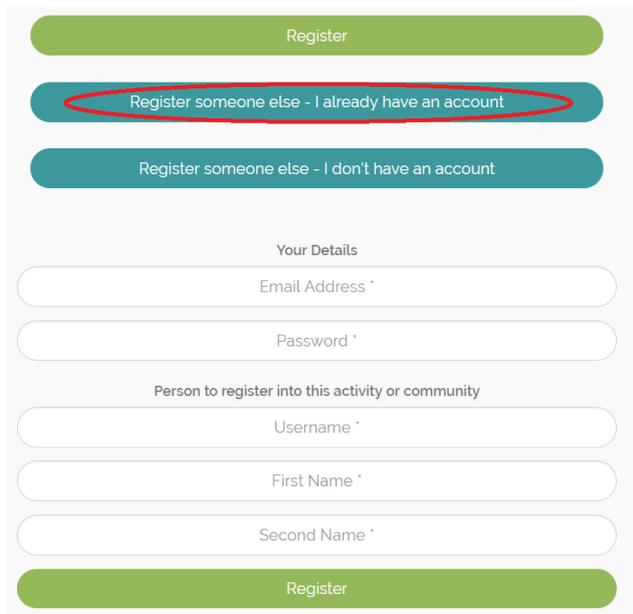


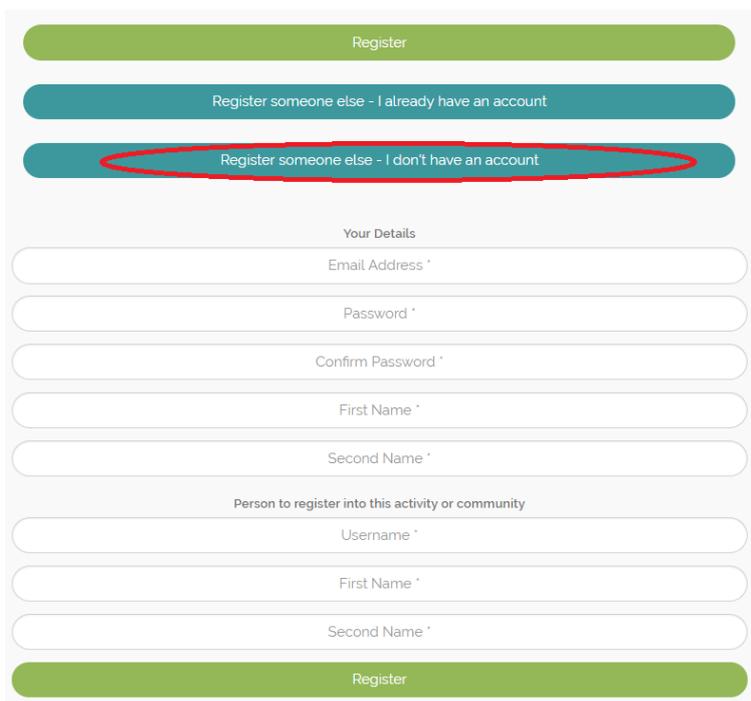
Signing up a Participant

- 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. Go to <https://londonyouthgames.playwaze.com/ConfirmInvitation?token=lond6993>
 2. To register a new account to use on behalf of a participant there are a couple of options;
 - a. If you as a parent/guardian already have a playwaze account, then you will need to click; 'Register someone else – I already have an account' on the home page. Then enter your login details along with the details of the person you wish to register. The username can simply be the full name of the participant.



The screenshot shows a registration form with three buttons at the top: 'Register' (green), 'Register someone else - I already have an account' (teal, circled in red), and 'Register someone else - I don't have an account' (teal). Below the buttons are sections for 'Your Details' (Email Address, Password) and 'Person to register into this activity or community' (Username, First Name, Second Name). A final 'Register' button is at the bottom.

- b. If you don't already have a playwaze account, then you will need to click; 'Register someone else – I don't have an account' on the home page. Then enter your details to create an account and the details of the person you wish to register. The username can simply be the full name of the participant.

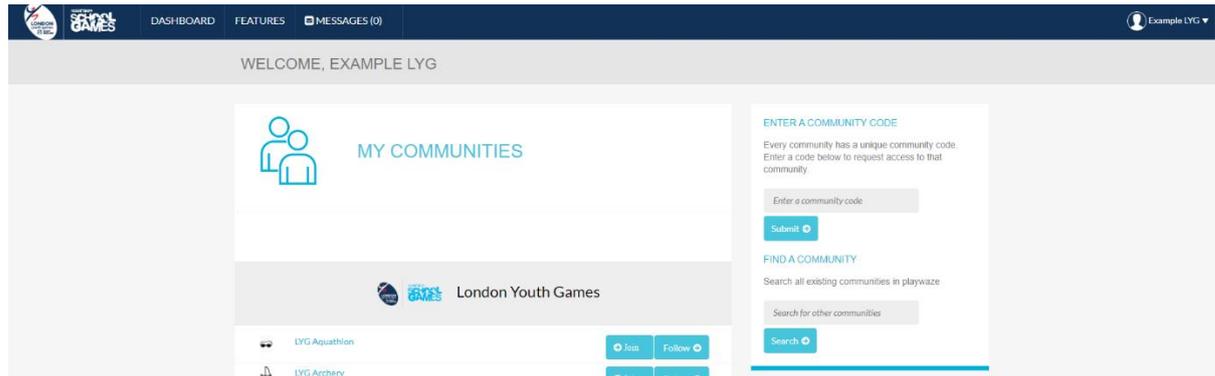


The screenshot shows a registration form with three buttons at the top: 'Register' (green), 'Register someone else - I already have an account' (teal), and 'Register someone else - I don't have an account' (teal, circled in red). Below the buttons are sections for 'Your Details' (Email Address, Password, Confirm Password, First Name, Second Name) and 'Person to register into this activity or community' (Username, First Name, Second Name). A final 'Register' button is at the bottom.

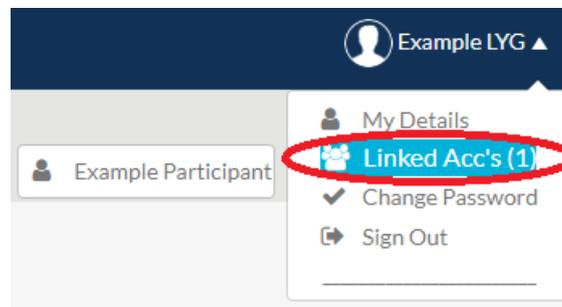
Signing up a Participant



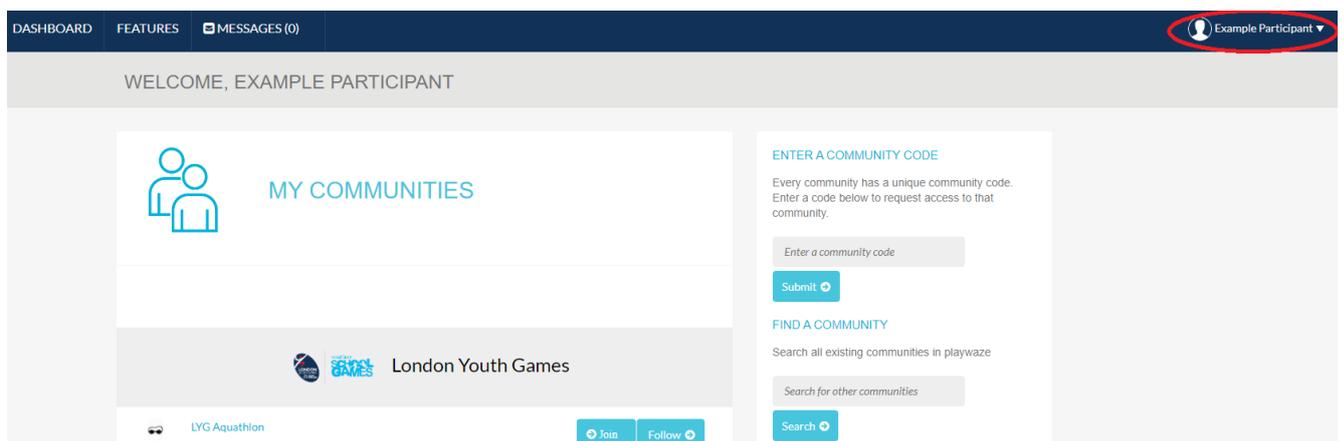
- Once you have clicked 'Register' you will be taken to the London Youth Games Playwaze homepage



- To access the participant's account and information click on your member name in the top right corner to reveal the drop-down menu. Click on the 'Linked Acc's' option (the number in brackets shows the number of linked accounts you have) and the account(s) will appear to the left.



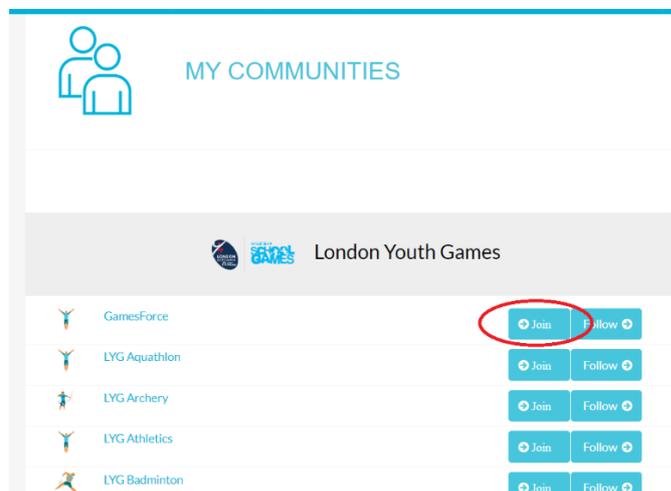
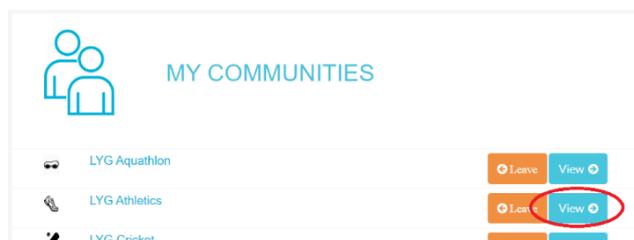
- Click on the participant's account you wish to view, and you will be sent to the Playwaze homepage for that account.
TIP: if you are managing multiple accounts always check the member name in the top right corner to ensure you are working on the right one.



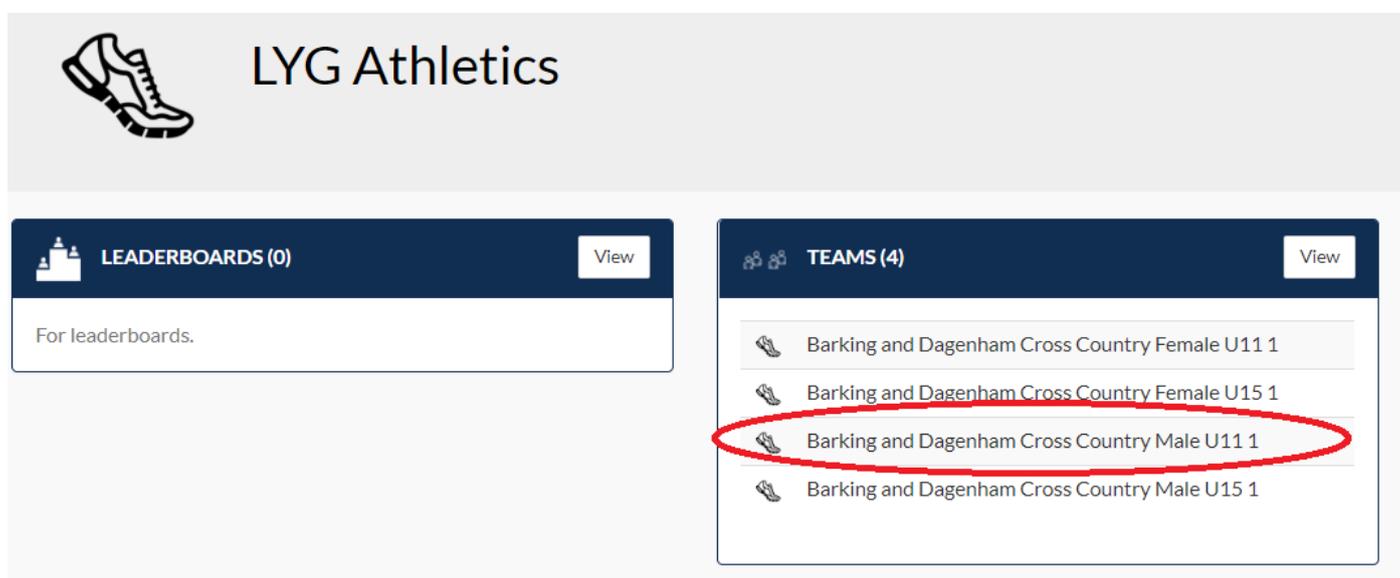
- From here you can apply for the relevant teams for the participant by following the 'Applying for a team' How to guide which can be found on the website.

Applying for a Team

- 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 apply for a team, you need to click 'View' on the appropriate sport community under 'My Communities'. If the sport of the team you wish to apply for isn't in the 'My Communities' list, you simply need to click 'Join' on the 'London Youth Games' list further down the page.



2. On the community homepage click the relevant team category title in the 'Teams' list. Please note that sports will be broken down into categories e.g. Cross Country Male U11 so ensure you click the correct team category title. If you are unsure as to which category you should apply for or your desired category is not in the list, please talk to your team manager or BTO.



Applying for a Team

- Once you have clicked on your team category title a Team Hub panel will appear. To apply for the team, click 'Join Team'.

Barking and Dagenham Cross Country Male U11 1

Fixtures Team Manager Invite

Captain

Team Members

Eligible

Not Eligible

Join Team

Close

- A second panel will appear to check your eligibility for the team you're applying for.
 - Check all field categories are filled in correctly (*please note any false information submitted may result in your borough receiving penalty points*).
 - Check that all categories have a green tick next to them. If they do click 'Continue' and proceed to step 5.

Barking and Dagenham Cross Country

Fixtures Team Manager Invite

Please provide the following information

Home Borough * BARKING AND DAGENHAM ✓

School Borough * BARKING AND DAGENHAM ✓

Gender * MALE ✓

Date Of Birth * 02/09/2007 ✓

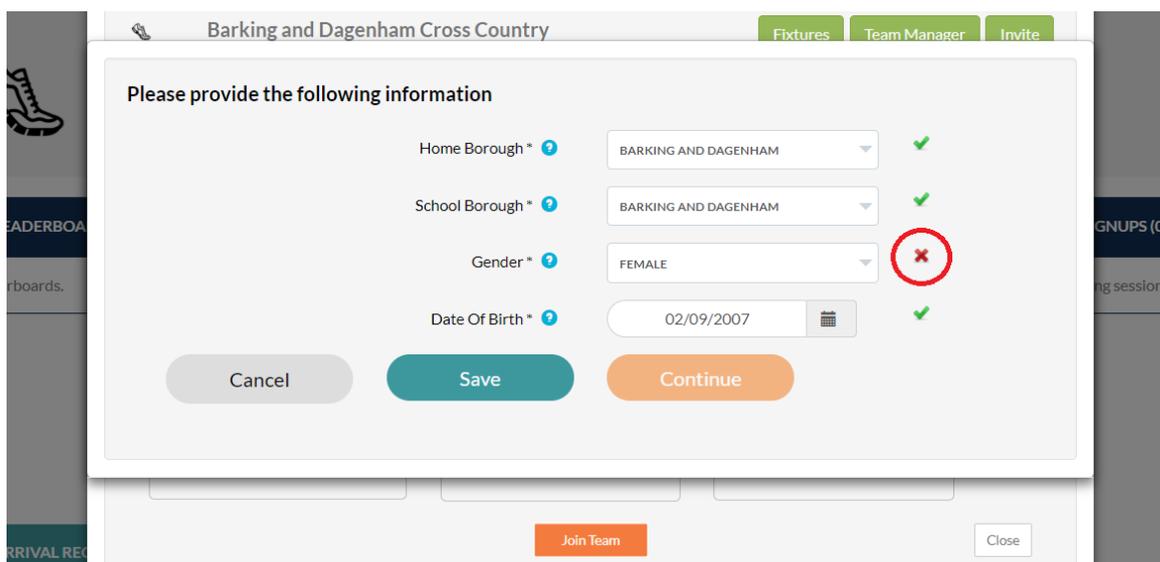
Cancel Save Continue

Join Team

Close

Applying for a Team

- c. If any fields have a red cross next to them it means you are ineligible for the team you are trying to apply for based on that field.



Barking and Dagenham Cross Country

Fixtures Team Manager Invite

Please provide the following information

Home Borough* BARKING AND DAGENHAM ✓

School Borough* BARKING AND DAGENHAM ✓

Gender* FEMALE ✗

Date Of Birth* 02/09/2007 ✓

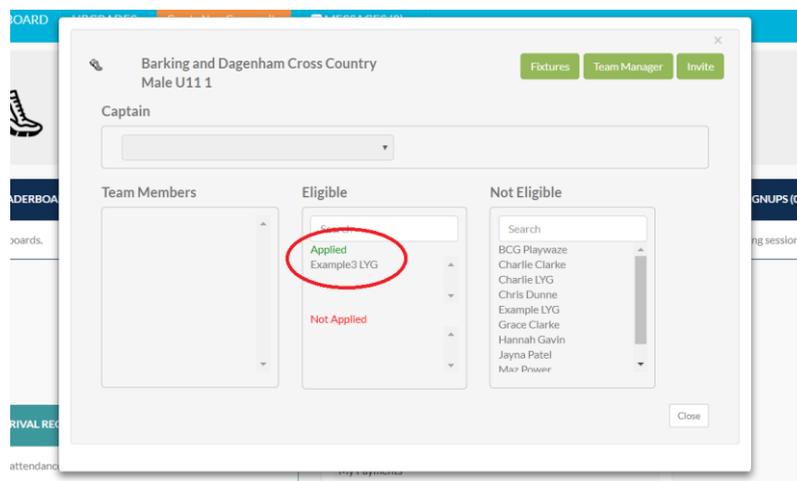
Cancel Save Continue

Join Team Close

- i. Check you are applying for the right team, if not return to the sport community homepage and select the right team category title from the 'Teams' list.
- ii. Check the information you have entered is correct. There is more information about the eligibility sanctions for each team on the relevant sport rules which can be found on the sport page of the website.

If you have checked the above information but still have a red cross next to a field contact your Team Manager or BTO.

5. Once you have clicked 'Continue' you will be taken back to the Team Hub panel and your name should appear in the 'Applied' list. Click 'Close' and your application is complete.



Barking and Dagenham Cross Country Male U11 1

Fixtures Team Manager Invite

Captain

Team Members

Eligible

Not Eligible

Applied Example3 LYG

Not Applied

Search

BCG Playwaze

Charlie Clarke

Charlie LYG

Chris Dunne

Example LYG

Grace Clarke

Hannah Gavin

Jayna Patel

Max Dwyer

Close

****PLEASE NOTE;** if you have applied for a team this does not mean that you are officially selected for the squad for competition day. This is the decision of the Team Manager or the BTO. LYG does have any authority to select you for teams.