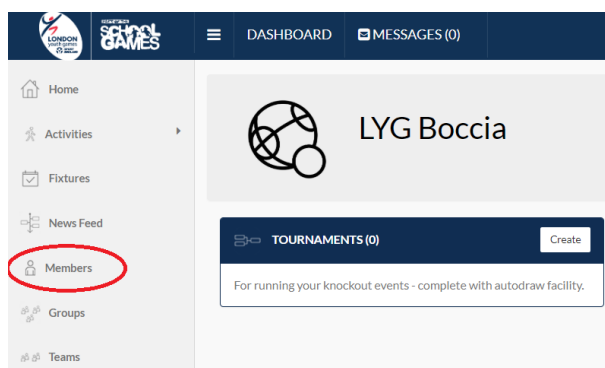
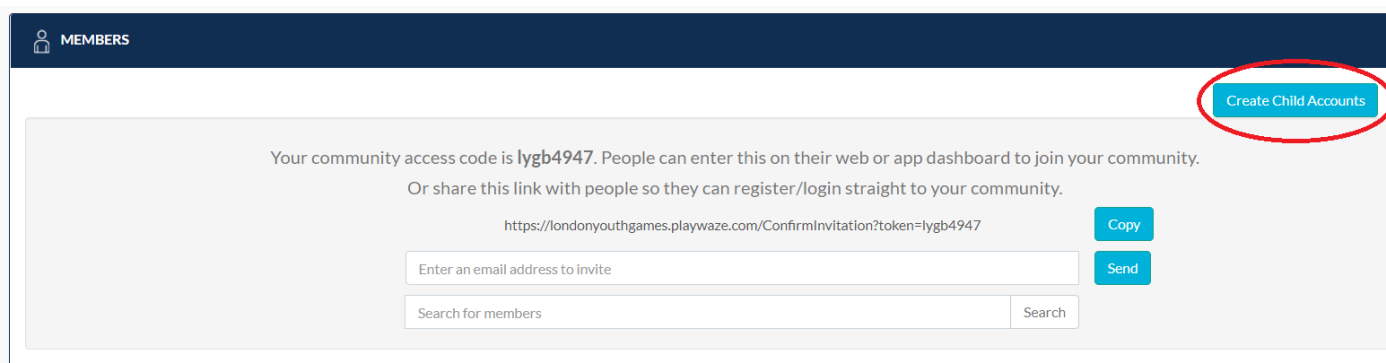


Bulk Upload on the system

- 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. BTOs can register on behalf of participants through the bulk upload. To access this, you need to go into the relevant community and click on 'Member' on the left-hand side.



2. Once on the members page click on 'Create Child Accounts' in the top right corner and a separate window will appear.



First Name*

Last Name*

Email address

Date of Birth*

Telephone number

Gender*

Home address*

Home Postcode (please include a space between the 2 parts)*

School*

Ethnicity*

White English

Disability*

None

Save And Add Another

Save And Close

Close

3. Fill in the relevant information and click 'Save and Close' (or 'Save and Add Another'). All participants should then appear in the Team Hub section.