Registering Tier 3 Weightlifting Events

This guide will take you through the initial process of registering a Tier 3 competition on Sport80. If it’s your first time registering a competition, we strongly recommend you read this guide first and have it to hand when completing the registration.

If you’ve already registered competitions on Sport80 you can keep coming back to this guide any time.

Step 1 – Logging in and starting registration

Log into your club account on Sport80. Then click the ‘Competitions’ tab on the left side of the page.

Click the ‘Competition Hosting’ tab, and make sure you’ve already setup your clubs Stripe account. If you haven’t set up a Stripe account yet, you’ll need to do this first. There’s a guide on how to do this in the competition section of the BWL website.
After clicking on competition hosting tab, a pop up will appear. You **must** select the ‘Competition Sanctioning £25.00’ tab.

After selecting competition sanctioning, you’ll need to read and agree to the Terms and Conditions of the platform operator (Sport80) and to the BWL Terms and Conditions of Tier 3 event hosting.

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**Step 2 – The registration form**

Now you can fill in the registration form for your competition.

On the first page ‘Event Info’ make sure to remember these things:
- Always include the year of the competition in the name. E.g. Birmingham Open 2020
- If you set your closing date for 00:00 on 1 July, entries will close as soon the date becomes 1 July. Therefore you should set entries to close at 11:59pm

A complete ‘Event Info’ page should look like this:

<table>
<thead>
<tr>
<th>Event Info</th>
<th>Event Format</th>
<th>Organiser Information</th>
<th>Venue Address</th>
<th>Venue Information</th>
<th>Anti-Doping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name *</td>
<td>Northern Weightlifting Schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date *</td>
<td>2018-11-29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date *</td>
<td>2018-11-29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.yourwebsite.co.uk">www.yourwebsite.co.uk</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Categories *</td>
<td>Men's Senior X</td>
<td>Women's Senior X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entry open date *</td>
<td>2018-09-24 00:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing date *</td>
<td>2018-11-11 00:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We recommend entries open at least 2 months before your competition

We recommend closing entries around two weeks before your competition
On the Event Format page, you must always select ‘Tier 3’. If you select any other options your hosting request will be rejected.

The next section is information about you, the organiser. This information is only available to British Weight Lifting and will not be publicly.

The Safeguarding Officer can be the same person as the Event Organiser. To learn more about the role of the Safeguarding Officer visit the safeguarding section of the BWL website.

Here is what the completed ‘Organiser Information’ page should look like:
Next you need to tell us and your competitors where the competition will take place, the more information you can include here the better.
The ‘Venue Information’ tab is only applicable for national events so for a Tier 3 competition you can simply click ‘no’ for all three options and move onto the final section.

The final page is ‘Anti Doping’. This section is very important to ensuring weightlifting events run under BWL are in line with our commitment to Clean Sport. You can learn more about our work on Anti Doping by visiting our website. A few things to note when you’re completing this page are:

- The Anti Doping Liaison can be the Event Organiser, most importantly though the person must be present at the event and available to assist UK Anti Doping if they arrive.
- The ‘Start’ and ‘End’ time entered needs to be a rough match to that of your competition including the first weigh in.
- The ‘Schedule’ entered needs to represent the timings and groups of lifters in your competition. The ‘Schedule’ can be as basic as listing the start and finish time of your competition along with the expected timings of each lifting group and must be uploaded in PDF Format.
- ‘Expected Numbers of Male/Female Entries’ are the number of lifters for each sex that you expect. This does not have to be exact, just an estimation.
Here is what the completed ‘Anti Doping’ page should look like:

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### Step 3 – Paying the registration fee

Now you have completed the registration form you need to pay the £25.00 registration fee for it to be reviewed and hopefully approved by British Weight Lifting.

After paying the fee the registration form is sent to the BWL competitions team to review. They’ll get in touch with you to discuss your application if they need to and will be available to help with the next steps of your planning.

If you need any further assistance registering your event don’t hesitate to contact British Weight Lifting by emailing competitions@britishweightlifting.org or call 01132 249 402