

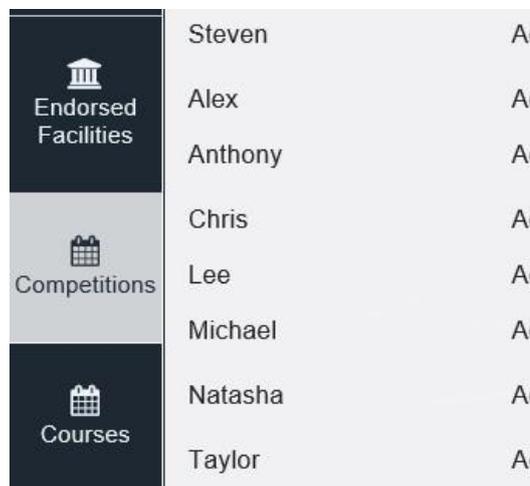
Registering Tier 3 Weightlifting Events

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.

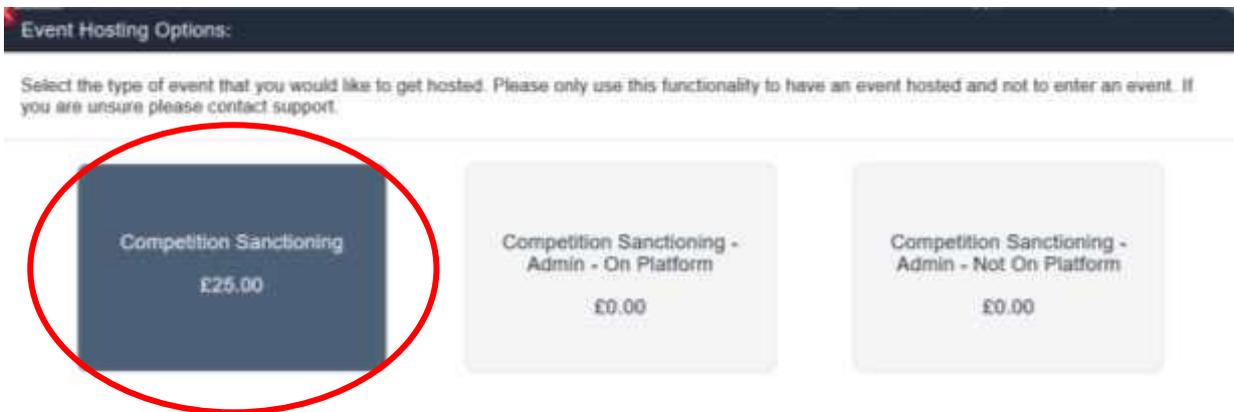


Endorsed Facilities	Steven	Ac
	Alex	Ac
	Anthony	Ac
Competitions	Chris	Ac
	Lee	Ac
	Michael	Ac
Courses	Natasha	Ac
	Taylor	Ac

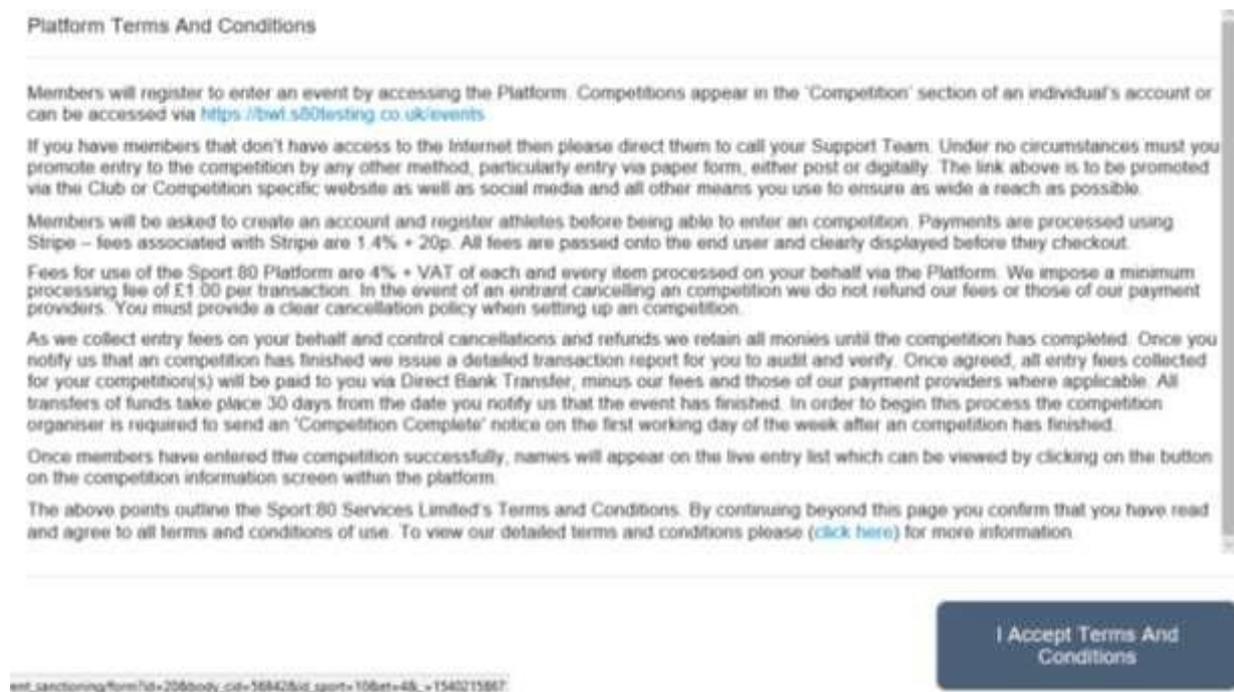
Click the 'Competition Hosting' tab, and make sure you've already setup your clubs Stripe account. If you haven't set up a Stripe account yet, you'll need to do this first. There's a guide on how to do this in the competition section of the BWL website.



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.



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

Event Info Event Format Organiser Information Venue Address Venue Information Anti-Doping

Event Name * This field is required.

Start Date * This field is required.

End Date * This field is required.

Website

Categories * Please Select At Least One Option

Entry open date * This field is required.

Closing date * This field is required.

1/6

Please ensure you complete all fields marked with *

NEXT

A complete 'Event Info' page should look like this:

Event Info Event Format Organiser Information Venue Address Venue Information Anti-Doping

Event Name *

Start Date *

End Date *

Website

Categories *

Entry open date *

Closing date *

1/6

Please ensure you complete all fields marked with *

NEXT

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 screenshot shows the 'Event Format' page with a navigation bar at the top containing 'Event Info', 'Event Format', 'Organiser Information', 'Venue Address', 'Venue Information', and 'Anti-Doping'. Below the navigation bar, there is a list of four tiers:

- Tier 1 - British (*Home Nation Staff Only*) - Competitions and Events designated by BWL as British i.e. covering the whole of the United Kingdom of Great Britain and Northern Ireland. They may also act as qualification and selection events for British international teams.
- Tier 2 - Home Nation (*Home Nation Staff Only*) - Competitions and Events designate by BWL as Home Nation covering solely and only one of the Home Nations of the UK: England, Northern Ireland, Scotland and Wales. They may also act as qualification and selection events for Home Nation and British international teams. Competitions that involve between 2 and 3 Home Nations are at this level.
- Tier 3 - Ranking (Open to all) - Competitions and Events within a single Home Nation which act as entry and qualification to Tier 1 and Tier 2 competitions and events, as well BWL ranking lists.
- International (*Home Nation Staff Only*) - An international weightlifting event governed by the IWF, EWF, CWF or other recognised international federations.

Below the list, there is a 'Match Level' dropdown menu with 'Tier 3' selected. The dropdown menu is circled in red. At the bottom of the page, there are 'PREV' and 'NEXT' buttons, and a progress indicator '2/6' with the text 'Please ensure you complete all fields marked with *'.

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.

The screenshot shows the 'Organiser Information' page with a navigation bar at the top containing 'Event Info', 'Event Format', 'Organiser Information', 'Venue Address', 'Venue Information', and 'Anti-Doping'. Below the navigation bar, there is a heading: 'The event organiser can be a person, club or organisation, but the name must match that on the event insurance policy.' Below this heading, there are six input fields:

- Event Organiser *
- Event Organiser Email *
- Event Organiser Phone *
- Event Safeguarding Officer *
Name
- Event Safeguarding Officer *
Email
- Event Safeguarding Officer *
Phone

At the bottom of the page, there are 'PREV' and 'NEXT' buttons, and a progress indicator '3/6' with the text 'Please ensure you complete all fields marked with *'.

Here is what the completed 'Organiser Information' page should look like:

The event organiser can be a person, club or organisation, but the name must match that on the event insurance policy.

Event Organiser *

Event Organiser Email *

Event Organiser Phone *

Event Safeguarding Officer *
Name

Event Safeguarding Officer *
Email

Event Safeguarding Officer *
Phone

PREV

NEXT →

Next you need to tell us and your competitors where the competition will take place, the more information you can include here the better.

Click here to use your address details.

Postcode * This field is required

Address Line 1 * This field is required

Address Line 2

Address Line 3

City * This field is required

County *

Country *

PREV

NEXT →

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.

Event Info	Event Format	Organiser Information	Venue Address	Venue Information	Anti-Doping
Parking Available? * <input type="radio"/> Yes <input checked="" type="radio"/> No					
Refreshments Available? * <input type="radio"/> Yes <input checked="" type="radio"/> No					
Showers/Changing? * <input type="radio"/> Yes <input checked="" type="radio"/> No					

5/6
Please ensure you complete all fields marked with *

[PREV](#) [NEXT](#)

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.

Event Info	Event Format	Organiser Information	Venue Address	Venue Information	Anti-Doping
Event Anti-Doping Liaison * <input type="text"/>					
Event Anti-Doping Liaison * Telephone <input type="text"/>					
Start Time * <input type="text"/>					
End Time * <input type="text"/>					
Schedule * <small>Please note this file will be publicly viewable</small> <input type="text"/> No file selected <input style="background-color: #0056b3; color: white; padding: 2px 5px; border: none; border-radius: 3px;" type="button" value="Choose File"/> ?					
Expected Number of Male * Entries <input type="text"/>					
Expected Number of Female * Entries <input type="text"/>					
Sealed/Screwcap water * available? <input type="radio"/> Yes <input type="radio"/> No					

Here is what the completed 'Anti Doping' page should look like:

The screenshot shows a multi-step registration form with tabs for 'Event Info', 'Event Format', 'Organiser Information', 'Venue Address', 'Venue Information', and 'Anti-Doping'. The 'Anti-Doping' tab is active. The form contains the following fields and annotations:

- Event Anti-Doping Liaison * Name:** All Jawad
- Event Anti-Doping Liaison * Telephone:** 0113 224 9402
- Start Time *:** 10 00 (Annotated with 'Estimated Competition Times')
- End Time *:** 16 00 (Annotated with 'Estimated Competition Times')
- Schedule *:** Safeguarding officer job (Annotated with 'Upload Schedule in PDF format'). A red error message 'This field is required' is visible next to the 'Choose File' button.
- Expected Number of Male Entries:** 20
- Expected Number of Female Entries:** 20
- Sealed/Screwcap water * available?:** Yes (selected), No

At the bottom, there is a 'PREV' button, a page indicator '6/6', a note 'Please ensure you complete all fields marked with *', and a 'SAVE' button with a checkmark icon.

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