

Welcome to our new registration system for Events

What is it?

Just Go provides our new database tool introduced by SDS in April 2020. You may be familiar with the system as many other governing bodies use this throughout Scotland. It allows our participants, athletes and branches to keep up to date with all the latest events, courses and items of interest within SDS .

Why do we use it?

SDS are always looking at ways to support our members. Once you become a member on the system, you are in control of your own information, you can personalise your membership and affiliate yourself to your local branch. It will ultimately be a simpler process to enter an event. Branches will also have the ability to enter you into events on your behalf if you are representing your branch/ region. You will receive automatic emails confirming your registration and all information relating to your event.

Where do I access it?

Type sds.justgo.com into your browser and you will be directed to the registration page (Fig 1). We recommend using Google Chrome if you experience issues accessing the site as we are aware of some issues for users with internet explorer.

When will this happen?

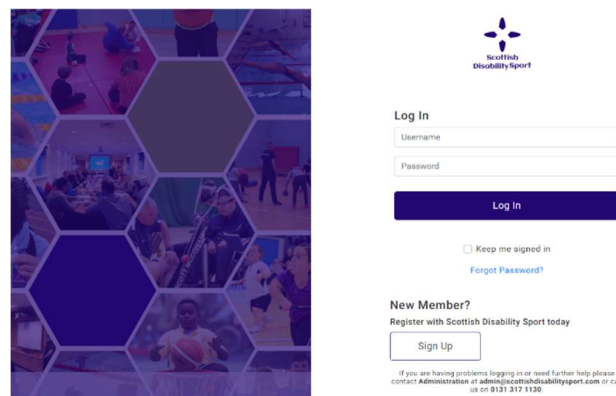
SDS will be transferring all our events onto our new database gradually. If your event is hosted on the site you may receive a communication from us, a post on our website or you can check for events using the database by clicking on the events button.

How will this work?

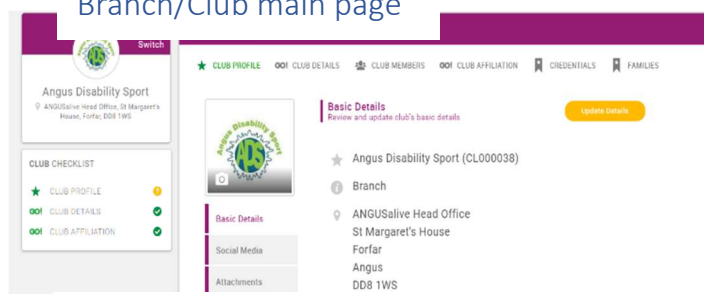
As with everything there is a transition as we learn the new system and different people have different questions. If your question is not listed on the next page, email events@scottishdisabilitysport.com and we will assist you. To the right we have highlighted some of the common screens you will see and use.

Scottish Disability Sport

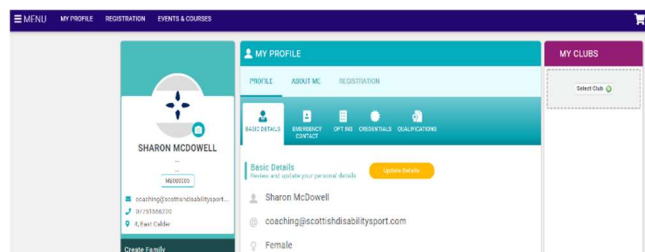
Log In Page – Fig 1



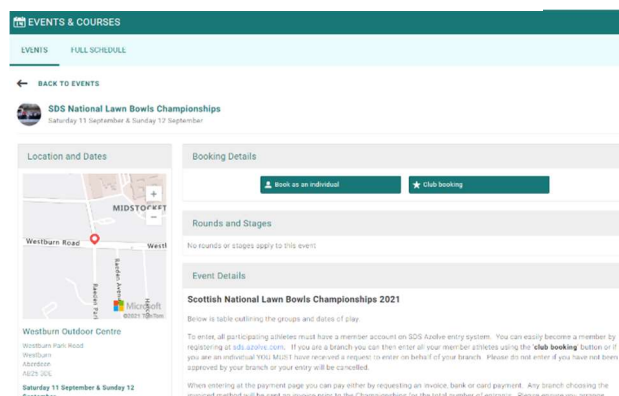
Branch/Club main page



Personal Profile Page



Specific event entry page



Frequently asked questions

Becoming a member on the new system:

Q: How do I access the database for the first time?

A: Go to sds.justgo.com when you register take a note of your password so you remember it when logging in next time. Your username will be your email address.

Q: I am experiencing problems accessing this link?

A: Try using a different browser like Chrome. If it continues email events@scottishdisabilitysport.com including any error messages.

Q: It says I am already a member, but I haven't done this before?

A: This may be because an SDS or a branch member has registered you on your behalf. Click reset password to get your password and then you will be able to log in once you receive this.

Q: Should I make an account for myself or the athlete?

A: Both. If you are a carer or parent you can create a family account where you can support anyone registering on events.

Q: We have a family email address, and it won't let me make an account for another person using the same email?

A: Register the main account holder first, then click in your profile page **Add Family Member** which is on the left-hand column. Here you can then add as many members as you like using the same email address.

Q: What if I don't have an email address?

A: We would like to find a way to contact you when you enter an event as it will automatically email you the details, but if you don't have an email and still happy to register, then put in a faulty/fake email using your name to bypass the system. Eg joe@bloggs.uk. However, when you get to the UserName box, change this to your proper name and that will be how you log into the system for future instead of an email address.

Q: Can I set up an account if under the age of 18?

A: Many of our athletes are under 18 and should have an account but we recommend this is under a family membership. Anyone with their own email and joining the system will be asked to put in an adult approval email if under 18.

Q: We are a school and would like to enter large numbers of people without making individual accounts – can we do that?

A: Yes of course. Schools should set up 1 member account as the school using the main school contact. Eg Number 1 Primary School as the name of the account, and then the rest of the details like Individual events will be set up with a school entry button that will allow you to then just enter the names of the athletes and any further information required like entry times. This method however means that we will not have a record on the database of the individual athlete's entry and it will always be under the school information.

Q: Can someone help me set up on the system?

A: Branches and SDS have access to set up any athlete on our system on your behalf. You can call your local branch or SDS if you would like us to do that for you.

Q: I am a branch, how do I set new people up?

A: You will have to be given branch administration access by SDS. Branches are actually called 'Clubs' on the database. Click on club profile and you will see the main administration page. Click on members and there is an option to add new members here. Members will also need to be given an individual members to allow

entries into events by branches, so email events@scottishdisabilitysport.com a list of anyone you enter to ensure they have this membership status.

Entering Events:

Q: How will I know which events to enter and when?

A: Check with your local branch if you are unsure. They may have events where they have a regional entry, or events will be open to individual entry. You can see all SDS events in the events page in our website.

Q: I have been given a link to register on an event what do I do now?

A: Click on the link and it will take you first to the log in page, so remember your details from your first registration. It will then take you to the event full description. If you are happy with all the details, click on book as an individual, add this to your cart. Go to your cart and you will have to complete the order. Some events will have a nominal charge, other events will be £0. Make sure you complete order to book your place. When there is a fee this is where you will be asked to pay.

Q: Can I pay on the day instead?

A: SDS are trying to avoid carrying money to and from events. We ask that all athletes pay individual entries using card payment online. If you have concerns over this please contact events@scottishdisabilitysport.com

Q: It says I can pay by invoice, is this okay?

A: This is for large group bookings from schools, clubs or branches only. Please use pay by card for individual entries.

Q: How do I know I have registered?

A: You will receive a confirmation email once you register, or you can go back into your account and see what you have registered for. If you don't get an email wait 10 minutes or your account doesn't show that you are registered, firstly check your cart and see if you pressed complete the order. If it is still not showing email events@scottishdisabilitysport.com and we can check this for you. Always check your junk folder too as many emails go there.

Q: I am a school and would like to enter some pupils on our school's behalf, how do I do this?

A: For events where schools can enter, there will be an option to click on a school entry. Once you click on that button, choose how many entries you require eg for 10 pupils, 10 entries. Then you will get 10 forms to complete. Each form will ask just the name of the athlete, their year group, gender and any entry information we require for the event eg in Athletics what events you are entering and their relevant times/distance.

Q: How do schools pay for the entries?

A: Schools should click on pay by invoice as the option at the end and an invoice will be emailed to the school contact registered on the system.

Q: How do I enter people as a branch?

A: If you are a branch admin you will have access to the club booking button and this will allow you to choose all your branch members to enter.

Q: I can't find my branch members to enter them but I know they have an account already?

A: They have maybe joined up themselves and will need to affiliate themselves to your branch. You can ask SDS to do this for you or contact the individual. Also they will need to be given the individual membership confirmation to allow a branch to do this, so send a list to events@scottishdisabilitysport.com of the people you want to ensure have the correct memberships and they will then become available to enter into events.

Q: Do I need to fill in all the forms for each individual when entering more than one person?

A: Yes, this is like a spreadsheet but in a different format. We need to know entry times, classifications or if you have to choose specific events that individual may want to enter eg in Swimming 100m or 50m Freestyle and so on..