

MY-BCA USER GUIDE

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FURTHER HELP

For any further help or information please contact our office at info@cheerleading.org.uk or by calling 030 33 44 55 66

REGISTERING AN ACCOUNT

To Register for an account please visit <https://my.cheerleading.org.uk/register>

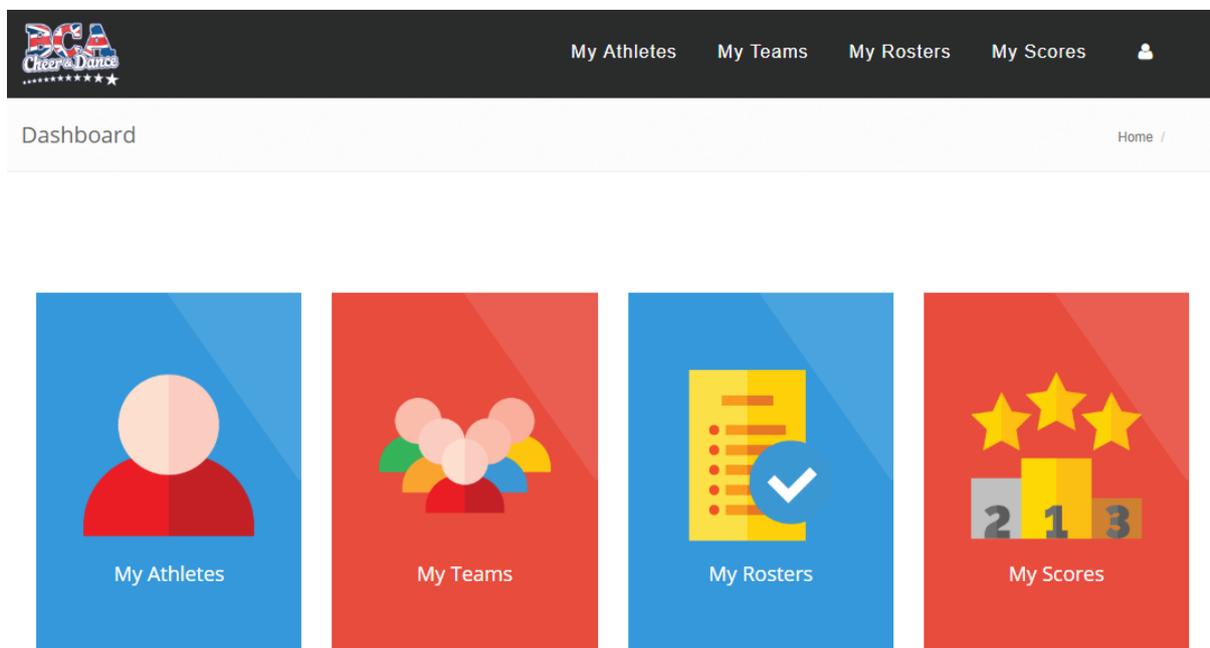
Carefully fill in all the required fields and then click the **“Join BCA Cheer & Dance”** button.

You will receive an e-mail with a link to verify your e-mail address. Click the link in this e-mail.

When your e-mail address is verified your account will need to be confirmed and activated by us. We usually aim to complete this within 24 hours.

Once verified you will be able to log into your account by visiting <https://my.cheerleading.org.uk> and using the e-mail address and password you set previously. You will then see the welcome screen below.

If you’ve forgotten your password, please click the **“Forgot your password?”** link on the log-in page and type your registered e-mail address. You will be sent an e-mail with a link which can be used to reset your password. If you cannot remember your registered e-mail address please contact us.



ADDING ATHLETES

From your home Dashboard click the “**My Athletes**” icon or menu option at the top of the page. You will be taken to a list of your Athletes that have already been added to the new system.

To add an athlete please click the “**Add Athlete**” button at the top-right of the page. Carefully fill in the information requested and click “**Save**”

The next page will give you the opportunity to upload a photo and proof of age documentation. Once you’ve done this we will then review the information given and either approve or decline. If declined, your Athlete list will show the reason why it was declined next to the Athletes name and give you an opportunity to re-upload a new photo or documentation. Once approved, an Athlete ID Card will automatically be generated and sent to you in the Coaches pack 2 weeks prior to the Competition. ***All proof of age documentation is also automatically deleted from our systems once the Athlete is approved.***

BULK ADD ATHLETES

If you would like to bulk add Athletes, please contact membership@cheerleading.org.uk and we can send you an Excel CSV template to fill in and send back to us. Unfortunately, there is currently no way for us to bulk add photos but we are working with our software developer to make this a possibility.

MODIFYING ATHLETES

Once your Athletes are approved you will not be able to edit their information. If you need to make changes, please e-mail membership@cheerleading.org.uk

EXISTING ATHLETES

Any existing Athletes registered prior to the 2018-19 season that already hold a valid ID Card will **not** need to be re-verified. Please contact us if this is the case and we will move your Athletes information over from the old system.

COMPETITION ENTRY

You can submit an entry before your Athletes have been verified; however, age verification must be completed with the required information uploaded and all Athletes must be approved and issued an ID card before the Competition date. Any failure to do this could result in the un-verified Athletes being unable to compete on the day.

ADDING TEAMS

From your home Dashboard click the **“My Teams”** icon or menu option at the top of the page. You will be taken to a list of your Teams currently registered.

To add a new Team please click the blue **“Add Team”** button at the top-left of the page. From here you will be able to set the Team name and tick the Athletes listed below that you would like added to this team. Please do not include your Programme name with the Team name, e.g. For BCA Allstars Red, just set **“Red”** as the team name.

EDITING A PREVIOUSLY ADDED TEAM

To edit a previously added team, click the Team name from the list of Teams on the left-hand side of the page. From here you can either change the name or select/de-select different athletes from the options below.

Please Note: Making a change to your Teams from this page will not affect or make changes to any previously submitted Competition Entries.

ENTERING A COMPETITION

From your home Dashboard click the **“My Rosters”** icon or from the menu option at the top of the page highlight **“My Rosters”** and select **“Enter an Event”**. The first section of this page will show Rosters that you have already submitted. Below will list all Competitions that are currently available to Enter.

To start the entry process, click the **“Be part of this event”** button under the chosen Event.

Use the drop-down list to select each Division that you would like to enter. You will see boxes appear on the Left-hand side for each Division as you do this:

The screenshot shows the BCA Cheer & Dance website interface for the 'FUNDamentals Crawley 2018' event. The top navigation bar includes 'My Athletes', 'My Teams', 'My Rosters', and 'My Scores'. The event details section shows 'FUNDamentals Crawley 2018 - K2 Leisure Centre, Crawley - 17th Nov 2018-17th Nov 2018' with a 'Change Event' button. The main content area is titled 'Build Your Team Roster for FUNdamentals Crawley 2018'. On the left, there is a 'Join a Division' panel with three options: 'Junior Cheer Level 1', 'Senior Cheer Level 2', and 'Junior Prep Level 2.1', each with a red exclamation mark icon. The central 'Join Divisions' form has a dropdown menu set to 'Select' and a 'Select Division' button. A 'Leave Event' button is also present. On the right, there are two informational panels: 'Help' (Choose the Divisions you would like to enter for this event. Divisions will then appear on the left where you'll be able to add the teams.) and 'Eligible Price' (Earlybird - passed, Standard pricing - passed, Final entry - 43 days remaining, Late entry).

Once your Divisions are chosen, click the Division name on the left. You can then select a previously built Team to add to this Division by ticking box next to the required Team name.

Click the **“Update Teams”** button. At this point the system will verify that each Athlete is eligible for this Division. If there’s an error the system will display a red exclamation mark next to the Division and the Athlete, and the reason why:

The screenshot shows the 'Add Your Teams to the Division' page for 'Junior Cheer Level 1'. On the left, a sidebar lists divisions: 'Junior Cheer Level 1' (selected), 'Senior Cheer Level 2', and 'Junior Prep Level 2.1'. The main area shows 'Division Rules' (ages 5-14, 5-32 athletes per team, no males) and a list of 'Teams Entered'. The 'Blue' team is selected and contains five athletes with various error messages (e.g., 'This athlete will be too old (27) on the 31st August 2018'). Buttons for 'Refine Team' and 'Reset Team' are visible. A green 'Update Teams' button is at the bottom. The right panel includes 'Help' instructions and an 'Eligible Price' section with 'Earlybird - passed', 'Standard pricing - passed', and 'Final entry - 43 days remaining'.

At this point you can either click the **“Refine Team”** button and make changes to the Athletes selected for this team or untick the team completely and select a different Team.

Please Note: Making changes to a Team using the **“Refine Team”** button only affects the Team for this specific Competition entry. The original Team built in the **“My Teams”** page is unaffected. Clicking the **“Reset Team”** button will undo any changes and revert the Team back to the Athletes that were originally selected within the **“My Teams”** page.

When complete, if there are no more errors or red exclamation marks, a **“Finished building your roster?”** and **“Continue”** button will appear. Click this and you will be taken to the next page – Coach Wristbands.

COACH WRISTBANDS

Use this page to purchase any additional Coach Wristbands needed, up to a maximum of 10. Once complete, click **“Finish & View Summary”**. Our Coach Wristband policy is below for your information:

Each Programme will receive a minimum of two complimentary Coach Wristbands. For every additional 20 athletes on your roster you will receive 1 extra complimentary Coach Wristband up to a maximum of 10.

Please note:

Only those with coach wristbands will be allowed entry into Warm Up.

Up to 3 coaches per team will be allowed into warm up at any one time.

SUMMARY PAGE

This page will give you an overview of your Entry before you finish your registration. You can click on each Division to review the Athletes as a final check. It will also display a breakdown of costings. When you are ready, click **“Finish”** to submit your entry.



[My Athletes](#) [My Teams](#) [My Rosters](#) [My Scores](#)

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Event Summary — FUNDamentals Crawley 2018

Saturday 17th to Saturday 17th November 2018

Programme: **BCA**

Divisions: 1
Athletes: 5

↓ Open Cheer Level 3 Co-Ed (Cheer)
 Edit Division

Team: Blue
 Edit Team

Athletes (5) Edit Athletes

- Athlete One — Female, 09/09/1990 (now 28, age on event 27), All Star
- Athlete Two — Female, 07/06/1997 (now 21, age on event 21), All Star
- Athlete Three — Female, 03/05/1995 (now 23, age on event 23), All Star
- Athlete Four — Male, 01/02/1997 (now 21, age on event 21), All Star
- Athlete Five — Female, 15/07/1994 (now 24, age on event 24), All Star

Help

Double check everything is correct. Make any changes by clicking the appropriate Edit link. When ready, click the Finish button at the end of the page.

Eligible Price

Earlybird - passed
Standard pricing - passed
Final entry - 43 days remaining
Late entry

Athletes

Type	Num Athletes	Sub Total
1st Routine	5	£100.00
Crossover	0	£0.00
Specialty	0	£0.00
<i>Athletes Total</i>		£100.00

Edit Wristbands

Extra Coach Wristbands

Quantity	Total
0	£0.00

Grand Total: £100.00

You will receive an invoice from BCA Cheer & Dance once your roster is checked.

Finish

Please note: If you start the entry process, you can stop and come back to it at any time before submitting it. Should a price deadline pass during this time the pricing will be updated automatically. The price you will pay is only confirmed once you have clicked **“Finish”**.

After you have submitted your entry we will review it and send you an invoice electronically.

ATHLETE ID'S

You can submit an entry before your Athletes have been verified, however this must be completed with the required information uploaded and Athletes approved before the Competition date. Any failure to do this could result in the Athlete being unable to compete on the day.

MAKING ROSTER CHANGES

To make changes once you have submitted your roster please send us an e-mail us with the required change. We will then edit your online entry and invoice you accordingly, if required.

In the future you will be able to make these changes yourself using the online system, but this feature is not available at this time.

SCORE SHEETS

From your home Dashboard click the **“My Scores”** menu option at the top of the page. A drop-down will appear with a list of Competitions entered. Select the required Competition and you will then be taken to a page with a list of your Teams on the left. Please click the Team to see the Score Sheet.

Competition rankings for each Division can be found on our home page at <https://www.cheerleading.org.uk/competition-results/>

At an event, Score Sheets and Results Summary/Rankings are usually released electronically to your Coach Dashboard 5-10 minutes following completion of each Awards Ceremony.