PENTATHLON GB✝

PENTATHLON GB MEMBERSHIP AND EVENTS ENTRY PORTAL.

HOW TO SET UP AN EVENT ON SPORT:80 - PENTATHLONGB.SPORT80.COM

Setting up an event

- If your school or club holds a valid membership, you will be insured to organise and host Pentathlon GB approved events.
- If you wish to host an event using your PGB membership benefits, this will need to be reviewed by our Events Team for approval.
- Once approved Pentathlon GB can then advertise your event on our website events calendar and Sport:80 portal events platform.

1. To receive entries for events and manage the people that can enter, the school/club will need to have a stripe account
   1.1. This will need to be set up before adding the event to the Sport:80 platform.
2. In the school/club account, click on "finance admin" on the left hand toolbar, then click "stripe".

3. Click on the "connect with stripe" button.
4. This will take you to a new webpage for creating your account.
5. You will need to complete the form to be able to create your stripe account.
6. For any Stripe issues please contact the Stripe support team.
7. Then you will be able to create an event on the Sport:80 platform.

1. Once logged into Sport:80, switch to the school/club account
2. Go down to the Sanctioning tab on the left-hand column.

3. Click the drop down menu and click on Sanction New Event.
4. The first prompt advises that you will need a stripe account set up for the club/school/region to accept entries for any competition or training event – click ok to continue if this has been set up.
5. Select the type of event:
   5.1. Event – calendar and platform (for competitions - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
   5.2. Event – calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
   5.3. Training event– calendar and platform (for training focused events - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
   5.4. Training event - calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
6. You will then be prompted to read the Sport:80 terms and conditions and will need to agree to continue.
   6.1. Please make sure you read and understand these terms as you will bound by them as an event organiser.
7. You will then need to enter the relevant information for the competition or training event in the related prompt boxes.
8. Once this has been completed this will come through to Pentathlon GB head office for approval.
9. Once this has been approved it will appear in your events admin panel.