

Registering Archery Events

Demonstrations, Have a Gos, Tasters & Beginner's Courses

UPDATED MAY 2019



Registering Archery Events

A new national system for the registration of archery events is being introduced. The new online system will allow clubs to quickly register their events using the online membership portal, instead of having to register them in their club minutes. There will also be the optional feature of promoting your event to the general public, supporting the Open Active initiative that opens up more opportunities to showcase our fabulous sport.

Clubs can enter additional information which will feed a map on Archery GB's website – allowing members of the public to find a Have-a-Go or Beginners' Course in their area (just like we do with the Archery Big Weekend) – and the data will be freely available to developers and other companies – such as Change4Life and Hoop - who add events to apps, websites and other places to showcase the opportunities available to the general public.

An event is defined as a Demonstration, Have-A-Go, Taster Session, Beginners Course, Boost Archery.

Presently, every Archery GB club is required to register these events in the club's minutes as per the Code of Practice. Should there be any issues, then the insurers would request to see the minutes. You should already be noting the time, date and venue in the minutes of the committee – this new process replaces the need to do this and allows instant registration.

The event registration process will allow us to capture where the events are taking place and the potential number of people shooting. This will provide us with an opportunity to have live insight into the number of people participating in archery, which will allow us to improve our support of clubs and coaches who deliver these events.

This information will ensure Archery GB has accurate data and allows us to:

- Assess the needs and demands for the sport
- Help the public find a Have-a-go, beginners' course or club
- Improve our internal processes and procedures for supporting clubs and coaches
- Have accurate insight which can support future funding applications and commercial strategy

Event Registration

Clubs will be asked to complete a short form and we expect the majority of clubs to be able to complete the process quickly – less than 5 minutes! The process began in May 2019 and is open all year round. We understand you are volunteers and this is a new process, which will take a few weeks to embed. Events can be registered at any time, but preferably at least 12 hours beforehand.

To register an event, you must be registered on the online Membership Portal for your club, County or Region. Secretaries can nominate up to two additional club committee members to have administration access to share the workload, please contact Membership Services to update your club details.

If you experience difficulties logging on to the membership portal please email support@sport80.com confirming your membership number and club.

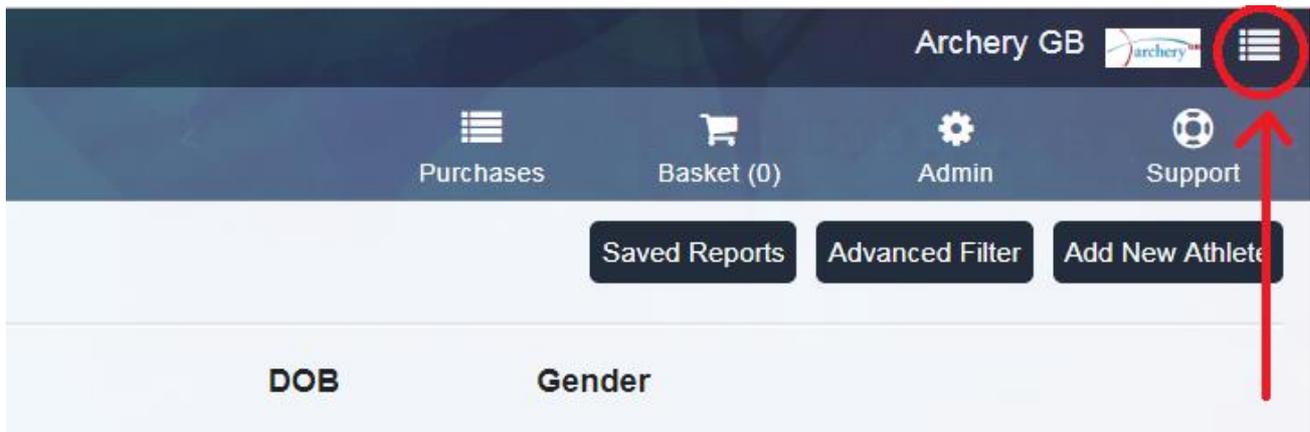
1. AGB Membership Portal

How do I log in to the Members Portal?

The login page is <http://agb.sport80.com/>

Further information about the Members Portal is available here: www.archerygb.org/members-portal

Please login to your personal membership record, then choose to view the Club/County/Region you have access to. If you are in your personal record, you can also switch into your Club/County/Regional record by selecting the name from the drop-down menu in the top right-hand corner:



Step 1 - Dates

Choose to enter a new **Club Course Registration** and then enter the **Start & End Dates** – this may be the same date for a Have-A-Go or a few weeks difference for a Beginner's Courses.



Step 2 – Event Detail

Select the:

- **Event type** – Demonstration, Have-A-Go, Taster Session, Beginner’s Course
- **Address** – this will show registered ranges only. If you are running an event elsewhere, leave blank and enter the details on the next screen
- **Risk Assessment** – all events should be risk assessed
- **Attendees** – please give us an indication of the likely number of people. For a Have-A-Go this may be an Estimation
- **Accessibility** – please tell us how disabled people can be supported at your event

The screenshot shows a web form titled "Your local friendly Archers - Club Course Registration". The "Event Detail" tab is active. The form includes the following fields and instructions:

- Which event are you * organising?**: Radio buttons for Beginner's Course, Big Weekend, Demonstration, Have-a-go, Taster Session, Boost Archery, and Other.
- Where is the Event taking place?**: A dropdown menu labeled "Select Where is the Event t...".
- Have you undertaken a risk * assessment for the event?**: Radio buttons for Yes and No.
- Approximate / expected * number of people attending?**: A text input field with a magnifying glass icon.
- Accessibility Info**: A text input field with a magnifying glass icon.
- Accessibility Support**: A dropdown menu.

Additional text on the form: "This is being trailed by a number of clubs, and may be subject to minor alterations." and "Please refer to the [Health and Safety Guidelines](#) on the website." A "PREV" button is at the bottom left, and "2/5" and "Please ensure you complete all fields marked with *" are at the bottom right.

Step 2a - Address

You only complete the screen below if you need to enter an additional address i.e. not a registered range.

The "Other Address" form contains the following fields and instructions:

- Postcode**: A text input field with a house icon and a "FIND ADDRESS" button with a magnifying glass icon.
- Address Line 1**: A text input field with a house icon.
- Address Line 2**: A text input field with a house icon.
- Address Line 3**: A text input field with a house icon.
- City**: A text input field with a house icon.
- County**: A dropdown menu with "Select an Option" and a downward arrow.
- Country**: A dropdown menu with "United Kingdom" and a downward arrow.

Instructions: "PLEASE ONLY COMPLETE THIS IF YOU COULD NOT SELECT YOUR ADDRESS ON THE PREVIOUS TAB" and "Click here to use your address details."

Step 3 – OpenActive

If you wish to promote your sessions you can do so – both on the Archery GB website and through the OpenActive initiative. Promoting your events is **optional**.

Either confirm you are happy to do this – or select No and skip to the confirmation screen. See more about **OpenActive** at the back of this guide.

OpenActive

Archery GB is working with the OpenActive initiative to help activity providers reach more people. If you agree, the data you submitted can be made available for anyone to access, use, and share, helping consumers to discover and take part in new activities, and providers to more accurately tailor and grow their services.

Open data is data that anyone can access, use or share. Details of your events may be used by Change4Life, Hoop, and other companies to promote opportunities to get involved in sport.

This is a free service, and the following information will need completing in full. The details will be used to promote archery sessions to the general public.

For more information visit [Open Active](#)

Do you want to register the *
event on OpenActive Yes No

PREV 4/5

Please ensure you complete all fields marked with *

Step 4 – Extra Info (optional)

In order to promote further we need you to complete additional information as shown here. This will help members of the public find your sessions. You only complete this if you selected 'Yes' on the previous screen. Please leave out all symbols including £ and only enter numbers in the boxes about costs.

Extra Info

What is the start time? *

What is the finish time? *

Please select all age groups *
this activity is suitable for 10-18 years 18+ years

What is the cost for Adults? *

What is the cost for Juniors? *

What is the cost for *
Concessions?

Beginners - Non-Archers, Intermediate - Archers for less than 2/3 years, Advanced - All other Archers

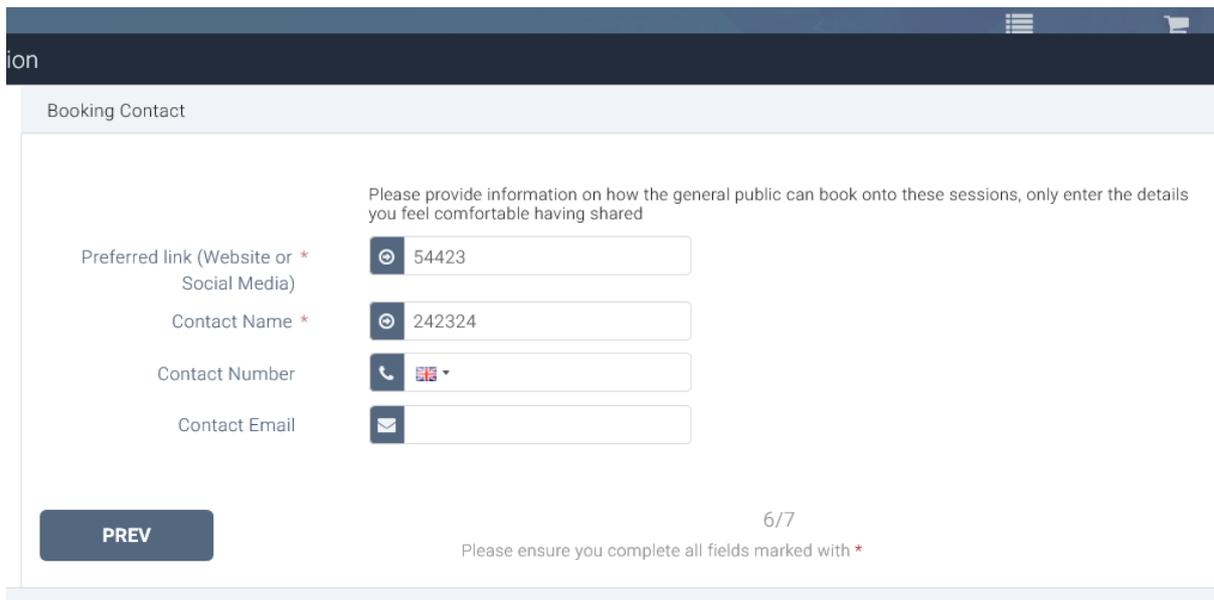
Please indicate the level of
ability needed? Beginners Intermediate Advanced

PREV 5/7

Please ensure you complete all fields marked with *

Step 5 – Booking Contact (optional)

After a confirmation of Event Description, the booking contact entered will be seen by the general public. Only provide information you are comfortable sharing.



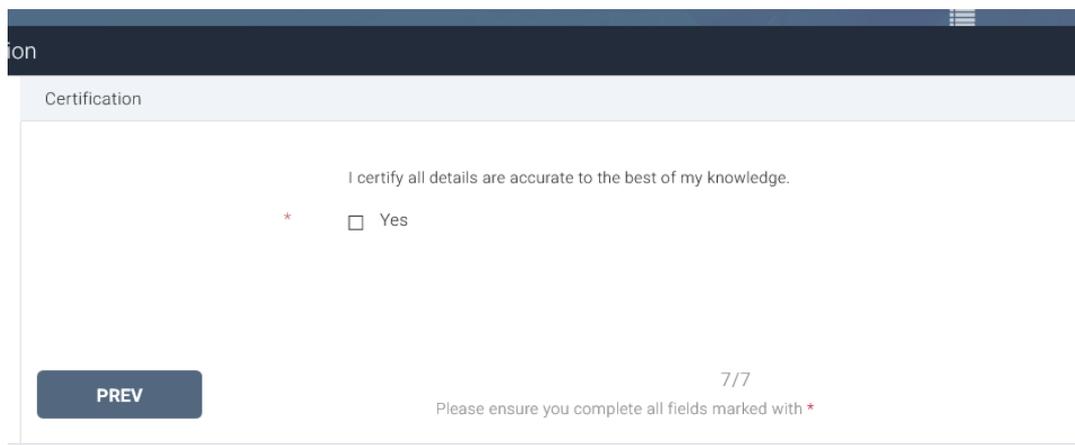
The screenshot shows a web form titled "Booking Contact". At the top, there is a dark blue header with a menu icon and a shopping cart icon. Below the header, the form title "Booking Contact" is displayed. The main content area contains a heading: "Please provide information on how the general public can book onto these sessions, only enter the details you feel comfortable having shared". There are four input fields, each with an icon and a red asterisk indicating it is required:

- Preferred link (Website or Social Media) * with a globe icon, containing the text "54423".
- Contact Name * with a globe icon, containing the text "242324".
- Contact Number with a telephone icon and a dropdown menu showing a flag, currently set to the United Kingdom.
- Contact Email with an envelope icon, which is empty.

At the bottom left of the form is a dark blue button labeled "PREV". At the bottom right, the text "6/7" is displayed, followed by the instruction "Please ensure you complete all fields marked with *".

Step 6 - Confirmation

The final screen confirms the information is all correct.



The screenshot shows a web form titled "Certification". At the top, there is a dark blue header with a menu icon and a shopping cart icon. Below the header, the form title "Certification" is displayed. The main content area contains a heading: "I certify all details are accurate to the best of my knowledge." Below this heading is a red asterisk followed by a checkbox and the text "Yes".

At the bottom left of the form is a dark blue button labeled "PREV". At the bottom right, the text "7/7" is displayed, followed by the instruction "Please ensure you complete all fields marked with *".

On completion, the club secretary (Primary Contact) receives an email confirming that the event has been registered.

2. Frequently Asked Questions

Why is Archery GB doing this?

Firstly, we want to move this process online, making it easier and more efficient. Secondly, we want to be able signpost new people into the sport. We currently point them in the direction of the Archery GB club finder and then say contact their local club. We need a better solution.

Thirdly, we wish to know how many events are run throughout the year – this will also allow us to see the potential number of people involved and help us support clubs and coaches better.

Finally, there is a growing movement around **Open Data**, and we don't want our sport to be left behind. We are competing for people's leisure time, not just against other sports, but against other leisure activities, museums, days out etc. We need archery activities to feature prominently in activity, sports and 'things to do' finders.

I need to register an event. What do I have to do, and when do I need to do it?

Clubs, through their club secretary and any other club official with access, have to register all of their events on the Membership Portal. Once the process is open from May 2019, it is open forever. You can register an event at any time – preferably 12 hours beforehand – but you could register one in the morning and deliver it in the afternoon of the same day.

We have a waiting list, we don't need to promote our events

That is absolutely fine – promoting your events is optional.

Do I have to register every venue?

Most events will take place at the club, so you should have already registered your range. You can select the range in this case. For other events you must provide the full postal address.

Demonstration or Have-A-Go events do not need be entered as a range under range registration (unless you use it more than three times in a year), but we will need to know the address of the event. Remember you must follow the Code of Practice and conduct a risk assessment for any event.

Is there a cost?

No – registration is free. There is also no cost for events that are published via Open Data/Open Active.

What if I don't register an event?

If an event is not registered with us then the insurance may not be valid. That would be a consideration for the insurers. The system will allow events to be registered and insured instantly, the club secretary will receive an email confirming registration - and remove the need to minute the events at a club committee meeting.

I registered an event but it is cancelled – what do I do?

Cancelling events will not contact the participants – this may be something we look into for the future. So, you must remember to do that if you have people booked on.

Please contact Archery GB as soon as possible giving specific details of any entries that need cancelling. If you agreed for the details to be passed on through the open data initiative, the feed is live. As soon as the entry is deleted, it will disappear from the list of activities that developers use, and the general public will stop seeing the event.



OpenActive is a community-led initiative with the ambition to help people in England get active using open data.

From leisure operators and local sports clubs, to National Governing Bodies and event providers, we work with organisations to open up data about physical activity opportunities for anyone to access, use, and share.

Our aim is to use data to help people get active and stimulate sector growth. By harnessing open data – that anyone can access, use and share – we are helping people around the country to discover and take part in new activities more easily, and enhancing the sector's engagement and reach.

What's the problem?

A lack of physical activity is one of Britain's biggest public health challenges, [causing 37,000 deaths](#) annually and costing [£20BN](#) a year. Our daily lives are immersed in data-enabled services that allow seamless experiences with planning travels, managing finances, and booking leisure activities. We want to achieve the same with physical activity.

Making physical activity opportunities easier to discover and take part in requires improving access to information online and offline. Although information about physical activities is public, a gym might publish sessions on its website, a yoga studio might prefer flyers, and a bootcamp could share its timetable on social media. For someone looking for local activities, it quickly becomes a minefield, not to mention how hard it can be to maintain and share this information.

As a result, people find it hard to browse local opportunities, and services wanting to promote activities struggle to keep up.

How do you fit in?

The OpenActive community was created by a group of engaged sport and physical activity organisations, with the aim of reaching new audiences with better opportunities to get active, by harnessing data and capitalising on innovative solutions.

By joining the open data revolution, you and your organisation can benefit from OpenActive's current aims:

- To publish open data with an open license
- To innovate with data to engage and grow the sector's audience
- To learn about data and its value through ODI-certified training
- To create data standards for data sharing and fuelling innovation
- To build momentum and sustainability within the sector

The assets we produce (standards, training, tools) and the data we publish are openly licensed, making them free for anyone to access, use, or share. The community is open for anyone to join as we believe it's the best way to create a robust data infrastructure while ensuring people embrace this change in a sustainable way. Read more about our [Digital Guiding Principles](#).

OpenActive is co-ordinated by the Open Data Institute, a not-for-profit organisation and was co-founded in 2012 by the inventor of the web, Sir Tim Berners-Lee, and AI expert Sir Nigel Shadbolt, to address today's global challenges using the web of data. The ODI's responsibility as stewards of OpenActive is to co-ordinate the development of the data standards, grow the community and help organisations publish and use [open opportunity data](#). We receive National Lottery funding from Sport England, obliging the ODI to manage the initiative to benefit the whole community above a single commercial entity. The ODI's role is to build a community that is fair for everyone.



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Archery GB



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