

After copying & pasting the link to your web browser, the following page will appear.

The screenshot shows the Street Games Training Academy website. At the top is the logo for 'street games training academy'. Below the logo, there is contact information: 'Contact us: 0161 707 0782' and 'Email us: [training.academy@streetgames.co.uk](mailto:training.academy@streetgames.co.uk)'. A small disclaimer follows: 'If this is your first time checking out please create an account otherwise log in. Once logged in please select yourself as the booker; create one if you haven't appeared in the search. Next select the delegate you would like to book onto the course, again you can search for this or create a new delegate. Click next to go through the checkout. Please note all demographic information provided is used anonymously unless you are attending an accredited course whereby we have to pass this on. More information can be found in the terms and conditions. If you have any questions please don't hesitate to get in touch using the contact details above.'

The main content area is split into two panels. The left panel is titled 'Order Summary' and shows '1 Item'. It includes the academy logo, course details: 'MSA - YMCA - MDS', 'Date: 01/04/2023 17:00 - 20:00', 'Venue: Laure Road Community Sports Centre', 'Address: Halesowen', and 'Town/City: Birmingham'. There is a 'Remove' link. A table shows 'Qty / Places' (1), 'Unit Price' (£0.00), and 'Total' (£0.00). A summary at the bottom right shows 'Net £0.00', 'Tax £0.00', and 'Total £0.00'. The right panel is titled 'Delegates' and shows 'MSA - YMCA - MDS' with a 'Select Delegates' button and a search input field. A 'Continue to Payment' button is at the bottom right. Navigation links for 'Login', 'Basket', 'Payment', and 'Manage' are at the top right.

Choose 'Select Delegates'

Add yourself and/or another delegate and select 'Confirm'

The screenshot shows the 'Select Delegates' modal window. It has a search bar at the top with the text 'Search Delegates'. Below the search bar, there are two sections: 'Selected Delegates' and 'Select Delegates'. The 'Selected Delegates' section contains one entry: 'Joe Bloggs' with the email 'joe\_bloggs\_123@mail.com' and a checked checkbox. The 'Select Delegates' section contains one entry: 'Joey Bloggs' with the email 'joeybloggy100@mail.com' and an unchecked checkbox. Below the list, there is a prompt: 'Use the search to access more Delegates'. At the bottom left, there is a 'Create Delegate' link. At the bottom right, there are two buttons: a red 'Cancel' button and a blue 'Confirm' button.

Alternatively, if you are adding someone else to the course who hasn't registered previously, you will need to 'Create Delegate' and enter their details

Register all details as shown below -

### Register

**First Name \***  
Joe

**Last Name \***  
Bloggs

**Email Address \***  
joe\_bloggs\_123@mail.com

**Confirm Email Address**  
joe\_bloggs\_123@mail.com

**Password \***  
\*\*\*\*\*

- ✓ Must contain at least 8 characters
- ✓ Must contain at least 1 lowercase characters
- ✓ Must contain at least 1 uppercase characters
- ✓ Must contain at least 1 numbers
- ✓ Must contain at least 1 special character

**Confirm Password**  
\*\*\*\*\*

**Phone Number**  
12345678901

**First Line of Address \***  
123 Test Way

**Town \***  
Test

**Post Code \***  
T12 W345

**Emergency Contact Name \***  
Jo Bloggs

**Emergency Contact Number \***  
12345678902

**Gender \***  
Male

**Date of Birth \***

Day	Month	Year
1	1	1991

**Medical Conditions**  
None

**Access Requirements**  
Nnone

Hide/Show Checkbox

**Organisation/Project \***  
Street Games

**Ethnicity \***  
White - English/Welsh/Scottish/Northern Irish/British

**Preferred Method of Contact \***  
Email

**Streetgames Volunteer**  
No

In education

**Highest level of qualification**  
Coaching/Leading

**Do you have any disabilities \***  
No

**Please state disability below**

Marketing Opt-In

We will use and protect your data in line with our [Privacy Policy](#)

Booked with us before? [Quickly log in](#)

[Register](#)

Once registered, the following page will appear

Choose 'Select Delegates'

The screenshot shows a web interface with a top navigation bar containing 'Login', 'Basket', 'Payment', and 'Manage' icons. On the left is the 'Order Summary' panel for '1 Item'. It lists 'MSA - YMCA - MIDS' with a 'More Details' link, a quantity of 1, and a unit price of £0.00. Course details include the date (03/04/2023 17:00 - 20:00), venue (Laurel Road Community Sports Centre), address (Handsworth), and town/city (Birmingham). A 'Remove' link is present. On the right is the 'Delegates' panel for 'MSA - YMCA - MIDS', featuring a 'Select Delegates' button and a search input field. A 'Continue to Payment' button is at the bottom right. A summary table at the bottom right shows Net: £0.00, Tax: £0.00, and Total: £0.00.

If you are booking yourself on the course, select yourself and 'Confirm'

If you are booking someone else on the course, you'll need to choose 'Create Delegate'

The 'Create Delegate' form contains the following fields: First name \* (Joey), Last name \* (Bloggs), Company name \* (Streetgames), Email Address \* (joeybloggy109@mail.com), Phone \* (09876543211), Address \* (123 Test St), Town/City \* (Test), County/State \* (Manchester), Country \* (United Kingdom), Post/Zip Code \* (TE12 67S), and Date of birth \* (Day: 2, Month: 2, Year: 1992). A 'Create New' button is at the bottom left. At the bottom right are 'Cancel' and 'Confirm' buttons.

Select 'Confirm' when you have chosen the required delegates

They/yourself will now be added as a delegate and you can continue to payment (for free courses, you won't be charged, any paid courses, you'll be asked to enter your card information)

This screenshot is similar to the first one but shows the 'Delegates' panel with 'Joey Bloggs' listed in the search input field. The 'Order Summary' panel now includes 'Delegate: Joey Bloggs' in its details. The 'Continue to Payment' button remains at the bottom right of the delegates panel.

Once you have continued to payment, you'll get the following screen

The screenshot shows two side-by-side panels. The left panel is titled 'Order Summary' and contains a table with the following data:

	MSA - YMCA - MDS	More Details	Qty / Places	Unit Price	Total
	Date: 03/04/2023 17:00 - 20:00 Delegate: Joey Bloggs Venue: Laurel Road Community Sports Centre Address: Handsworth Town/City: Birmingham		1	£0.00	£0.00

Below the table, the totals are listed: Net: £0.00, Tax: £0.00, Total: £0.00. The right panel is titled 'Payment' and contains three dropdown menus: 'Bill To\*', 'Billing Address', and 'Payment Type'. Below these is a checkbox labeled 'I have read and accept the terms and conditions\*'. At the bottom of the payment panel are two buttons: 'Previous Step' and 'Complete'.

You will need to select the drop-down arrow at 'Bill To' to populate your name (this needs to be done regardless whether it is a free course or not) once your name is showing, select 'Complete'

This is a detailed view of the 'Payment' form. The 'Bill To\*' dropdown menu is open, showing 'Joe Bloggs' as the selected name. The 'Billing Address' and 'Payment Type' dropdown menus are also open but empty. Below the dropdowns is a checkbox labeled 'I have read and accept the terms and conditions\*' which is checked. At the bottom of the form are two buttons: 'Previous Step' and 'Complete'.

You'll then be booked on the course and be asked to 'Manage Booking Now' where we will ask for more details about yourself (if you're booking for someone else, they can do this at a later time)

The screenshot shows a purple header with the word 'Information'. Below the header, the text reads: 'Thank you for your booking!' followed by 'Now we just need a few more details.' At the bottom right of the screen is a blue button labeled 'Manage Booking Now'.

You can enter your details now or do this at a later date

**Manage Booking**

Please have all mandatory information to hand before completing this form. You can skip this form and complete it at a later date by using the option below.

1. Joey Bloggs

Access Requirements

Date of Birth \*

Day Month Year

2 2 1992

Do you have any disabilities \*

Emergency Contact Name

Emergency Contact Number

Ethnicity \*

Highest level of qualification

In education

First Line of Address \*

123 Test St

Town \*

Test

Post Code \*

TE12 8TS

Medical Conditions

Please State

Mobile Number

Streetgames Volunteer

Save Information and Complete Booking

Skip and Return to Manage Booking Later

Either 'Save Information and Complete Booking' or 'Skip and Return to Manage Booking Later'

If you "skip" you'll be presented with the following

**Information**

Do you want to skip this step and manage your booking later? If you skip, we will send you a reminder to complete these details at a later date.

Skip and Manage Later

Manage Booking Now

If you choose to 'Manage Booking Now' you'll be taken back to the previous screen and once you have filled in your details you'll be presented with the below page

If you 'Skip and Manage Later' or if you chose to save your information firstly, you'll also be presented with the below page



Contact us: 0161 707 0782  
Email us: [training.academy@streetgames.org](mailto:training.academy@streetgames.org)


If this is your first time checking out please create an account otherwise log in. Once logged in please select yourself as the booker, create one if you haven't appeared in the search. Next select the delegate you would like to book onto the course, again you can search for this or create a new delegate. Click next to go through the checkout.  
Please note all demographic information provided is used anonymously unless you are attending an accredited course whereby we have to pass this on. More information can be found in the terms and conditions. If you have any questions please don't hesitate to get in touch using the contact details above.

**Checked Out**  
You have checked out!

**Billing Details**

Billing Address	United Kingdom
PO Number	

**Order Summary**  
1 Item

	<p>MSA - YMCA - MDS Date: 20/04/2023 11:00 - 12:00 Delegate: Joe Briggs Venue: Laurel Road Community Sports Centre Address: Hantsworth Town/City: Birmingham</p> <p><a href="#">More Details</a></p>	Qty / Places	Unit Price	Total
		1	£0.00	£0.00

If you have any issues or concerns, please contact us on 0161 707 0782 / [training.academy@streetgames.org](mailto:training.academy@streetgames.org)