

How do I enrol on a course?

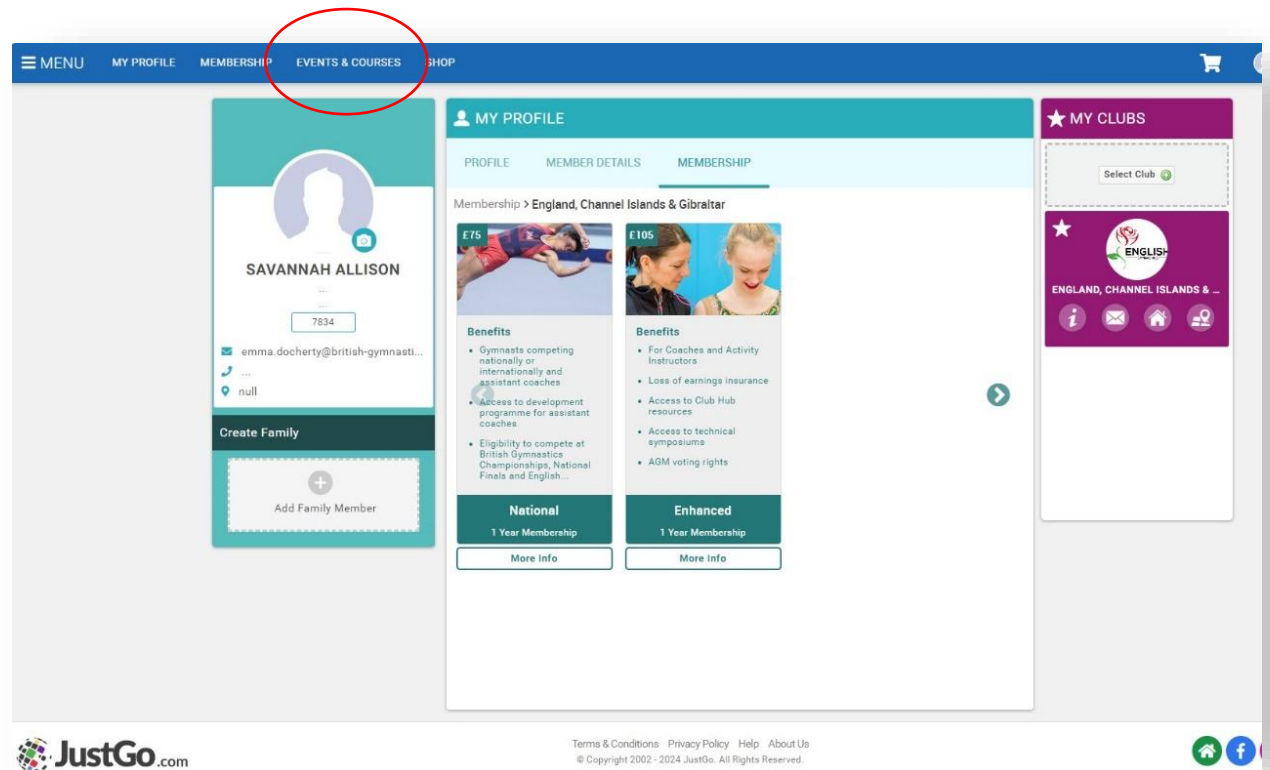
This guide shows you how to find coaching courses, and how to enrol for yourself, a family member or for a member linked to your club

This guide covers :

- how to find the course you want
- how to enrol yourself, a member of your family, or a member of your club
- how to make payment
- how to download a receipt

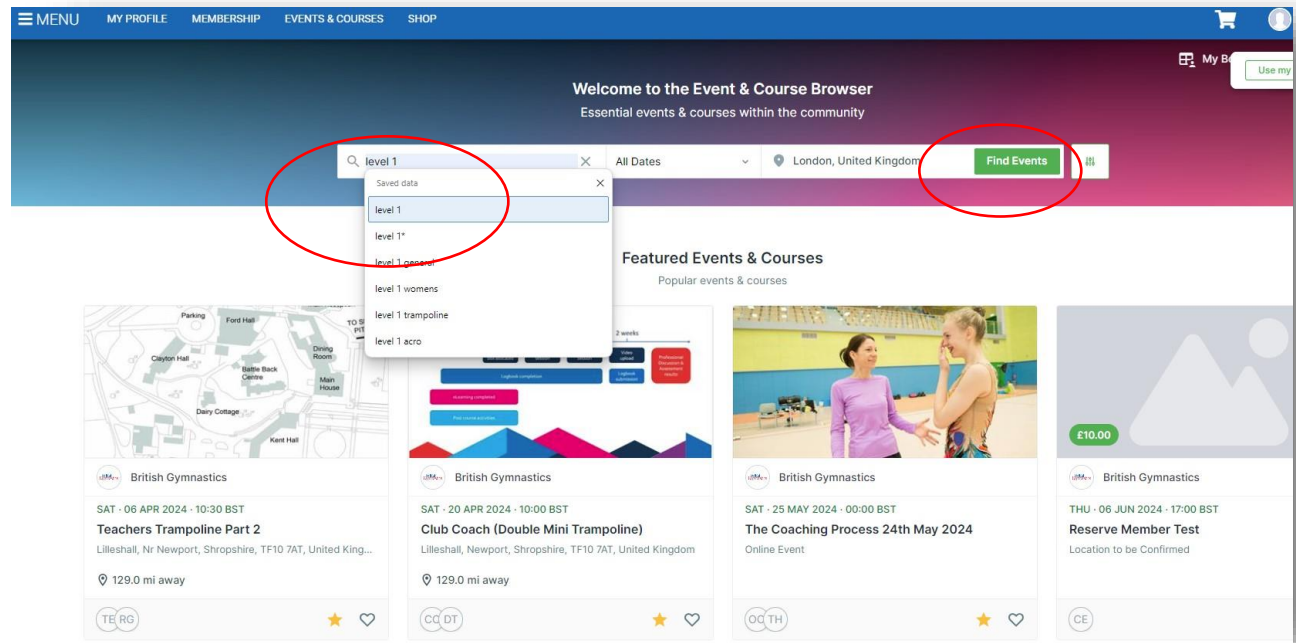
First, log onto your
'BG account'

On your homepage
you will see 'Events
and Courses' on
the top header bar



Use the search bar to select the course you are looking for, e.g Level 1, Activity Instructor etc

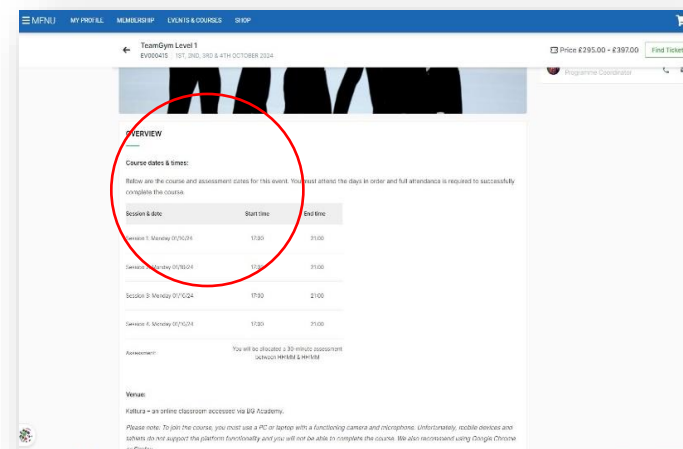
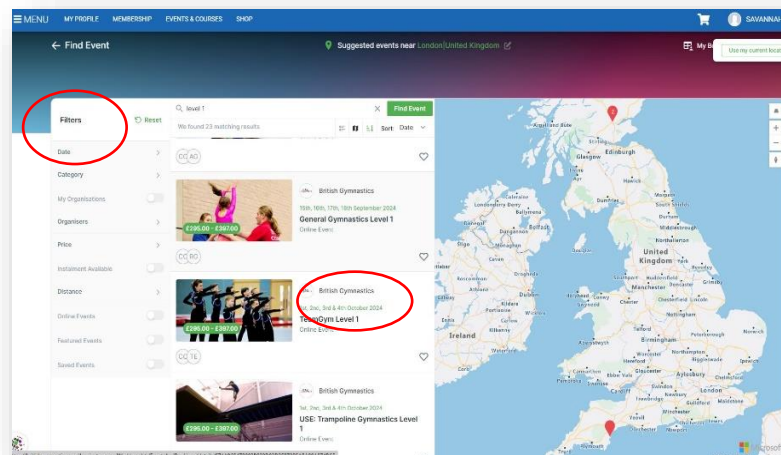
Then click **'Find Events'** to show all courses of this type that are available



Use the **'filters'** on the left to search for specific dates or distance

Check the course summary to show course title and dates and click on the course you want to enrol on

Make sure this is the course you want, confirming dates, location and read the course overview



Scroll down to
'Tickets' and click
'Add'

TICKETS

Level 1 Award in Coaching Gymnastics (Acrobatic Gymnastics) £ 295.00-397.00 **Add**

Booking Closes on 7 Aug 2024, 17:00 BST

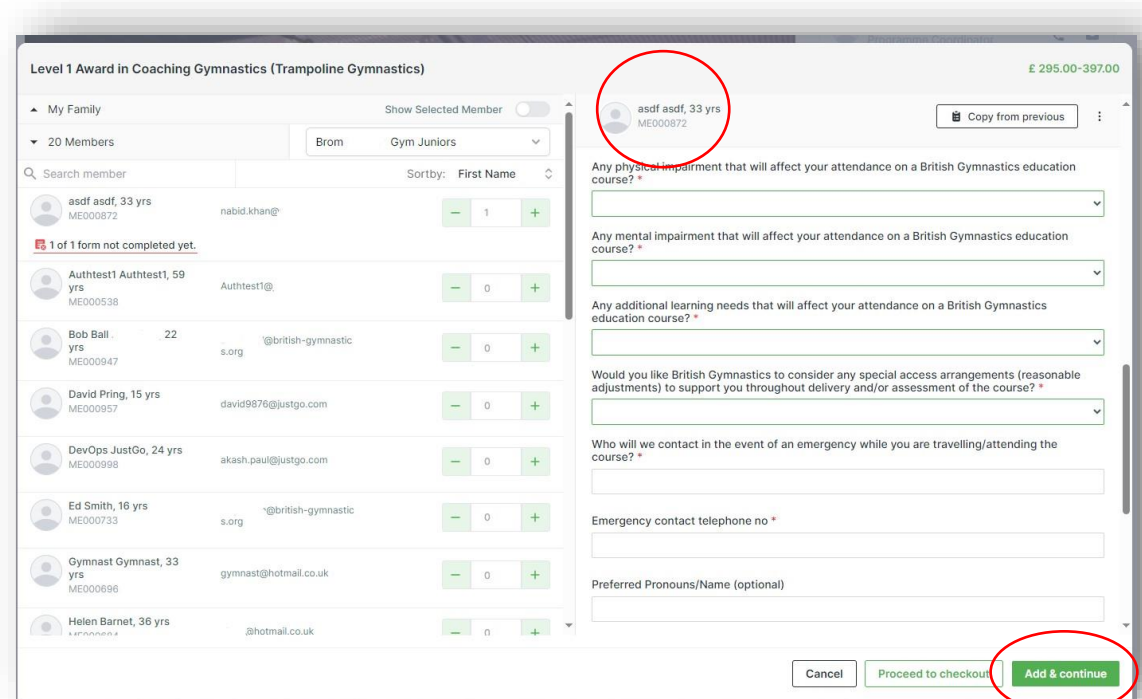
Proceed to Checkout

You can book places (tickets) for yourself, family members or any members of your club

You can book one ticket per person and can enrol multiple learners at once if required

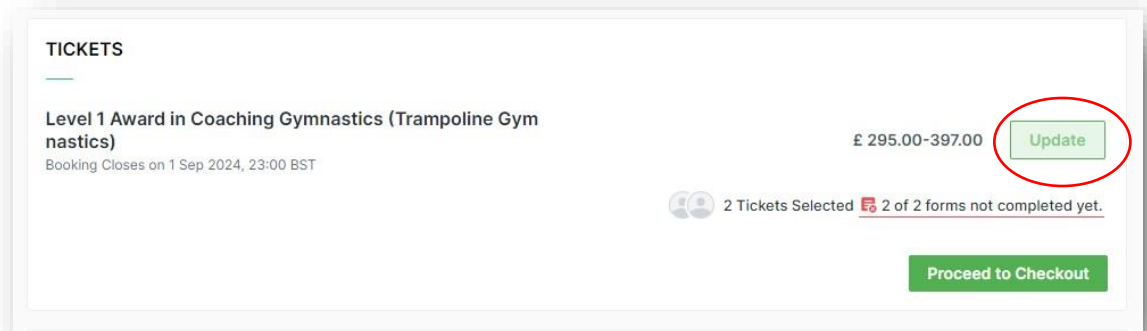
The questionnaire on the right needs completing for each learner before you can continue

Then select 'Add & Continue'



If you have not completed the forms correctly, you get this message

Click on 'update' to go back and complete all fields



TICKETS

Level 1 Award in Coaching Gymnastics (Trampoline Gymnastics)
Booking Closes on 1 Sep 2024, 23:00 BST

£ 295.00-397.00 [Update](#)

2 Tickets Selected 2 of 2 forms not completed yet.

[Proceed to Checkout](#)

When all is complete you can click **'proceed to checkout'**

At this stage double check your booking details, the price charged is based on the membership level of the learner

*Please note - if you are upgrading your membership to pay the member price, this **MUST** be done before you enrol*



The screenshot shows a 'TICKETS' section with the following details:

- TICKETS**
- Level 1 Award in Coaching Gymnastics (Trampoline Gymnastics)
- Price: £ 295.00-397.00
- Update button
- Booking Closes on 1 Sep 2024, 23:00 BST
- 2 Tickets Selected
- Proceed to Checkout** button (circled in red)


Then click 'Pay with Card'

Below is a summary of your order, please review and then select a payment option.


Order Summary

Total items: 1
Item saved for later: 0
Net Total: £295.00
Total (GBP): £295.00

[Pay with Card](#)



[Remove All](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 Save for Later Remove	1	£295.00	£0.00	£295.00

ITEMS SAVED FOR LATER (0) [Hide saved items](#)

If you have discount code, please enter it here.
 [Apply](#)

[Update](#)

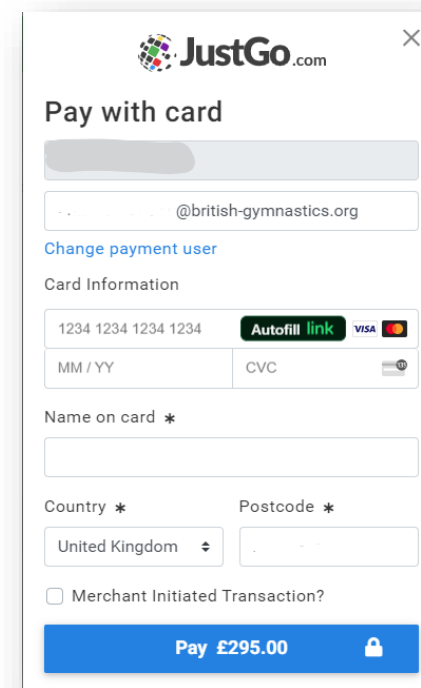
Order Summary

Total items: 1
Item saved for later: 0
Net Total: £295.00
Total (GBP): £295.00

[Admin Pay](#) [Pay with Card](#)

Complete the payment
details

Course places are only
booked once payment has
been made



The image shows a screenshot of a payment form on the JustGo.com website. The form is titled "Pay with card" and includes the following fields and options:

- Card number: 1234 1234 1234 1234
- Cardholder name: [Redacted]
- Cardholder email: [Redacted]@british-gymnastics.org
- Card type: VISA
- Expiration date: MM / YY
- CVC: [Redacted]
- Name on card *
- Country * (United Kingdom)
- Postcode *
- Merchant Initiated Transaction? (checkbox)
- Pay button: Pay £295.00

You will get a payment confirmation. If you need a receipt you can click on 'Download a PDF Receipt'

Checkout & Payment

1 Order Review 2 Confirm Payment

Thank you, your payment has been successful ✓

Your reference number is PR001057 and we'll send a confirmation email with detail to @british-gymnastics.org

[Back to cart](#) [Home](#)

[Download a PDF Receipt](#)

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
Level 1 Award in Coaching Gymnastics (Trampoline Gymnastics) (Hannah Bennett) - USE: Trampoline Gymnastics Level 1 (EV000421)	1	£295.00	£0.00	£295.00

Order Summary


Net Total	£295.00
Total (GBP)	£295.00

INVOICE

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Invoice To	Invoice From	Invoice Number	Invoice Total
Emma	British Gymnastics Llilleshall National Sports Centre Newport Shropshire TF10 9AT	PR000976	£295.00
		Invoice Date 14 Jun 2024	Status Paid

Description	Qty	Net Total	Tax Rate	Tax	Total
Level 1 Award in Coaching Gymnastics (Rhythmic Gymnastics) (Stacie Dunlap) - Level 1 Award in Coaching Gymnastics (Rhythmic Gymnastics) (EV000270)	1	£295.00	-	£0.00	£295.00
	Net Total	£295.00	Tax	£0.00	Total
			Amount Due		£0.00

Organisation Name	British Gymnastics	
Company Number	1630001	
Contact Name	British Gymnastics Support	
Contact Email	customersupport@british-gymnastics.org	
Contact Number	0345 129729	