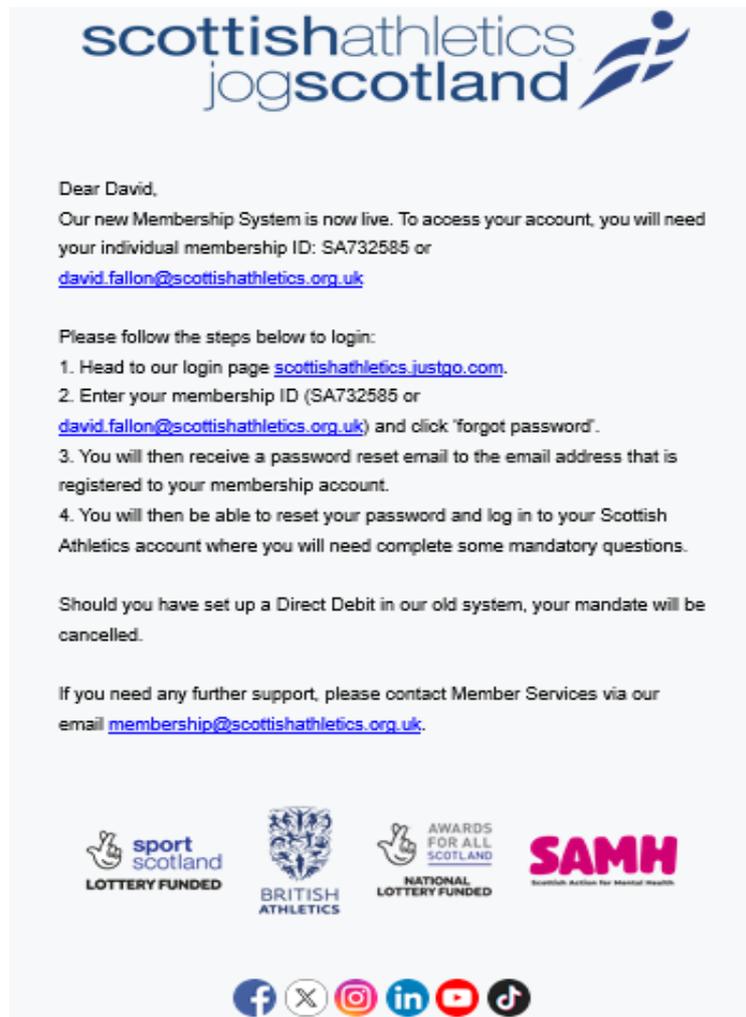
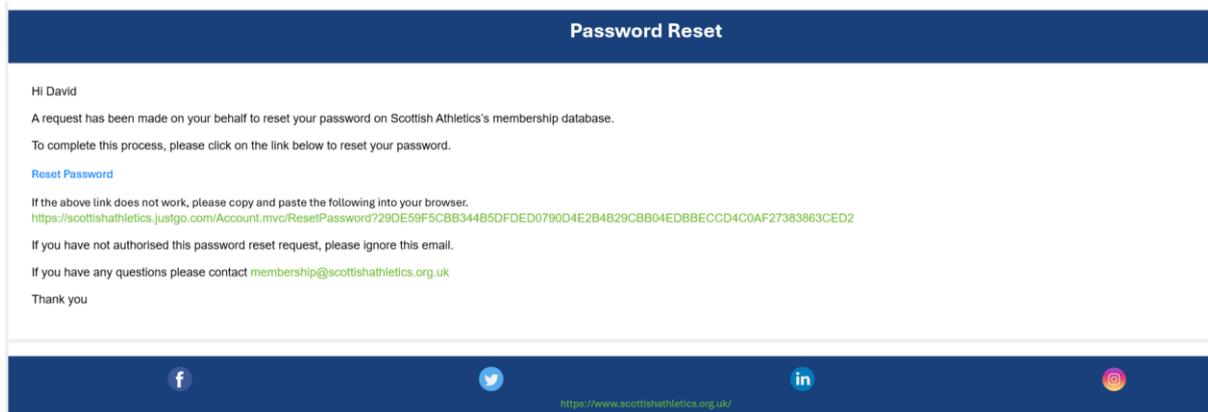


Logging in to JustGo and Gaining Admin Rights for your Jog Group.

If you had an existing membership with jog**scotland**, you will have had an account made on your behalf and will have received an email similar to the below (please check your junk email or spam folder):



Follow the password reset steps, and once completed you will receive an email like the below to reset your password (again, check your junk email or spam folder):

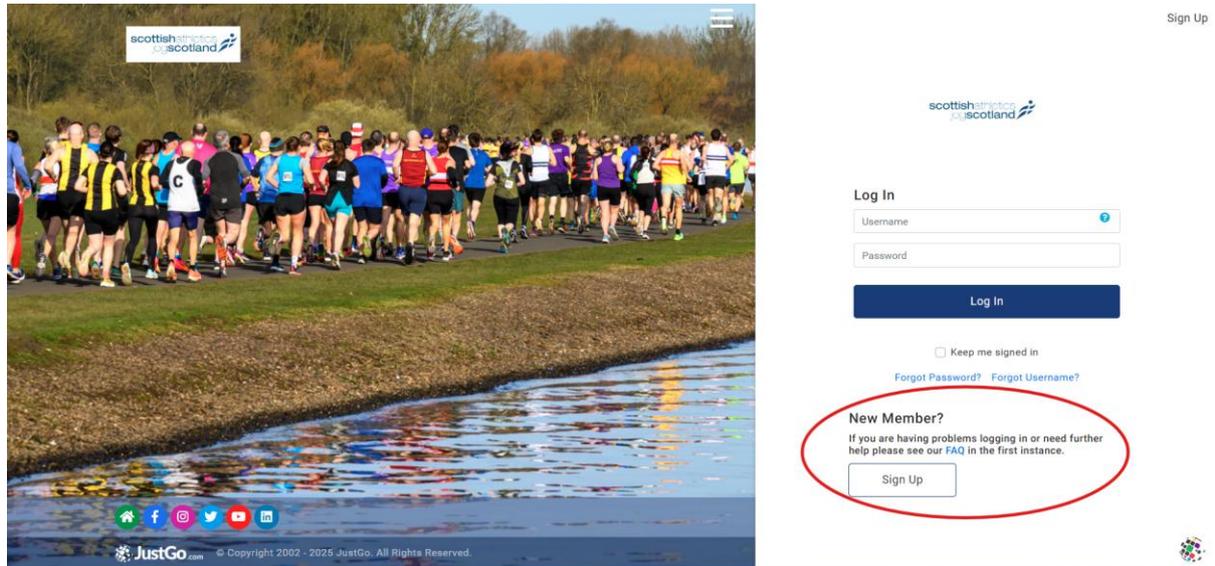


## Logging in to JustGo and Gaining Admin Rights for your Jog Group.

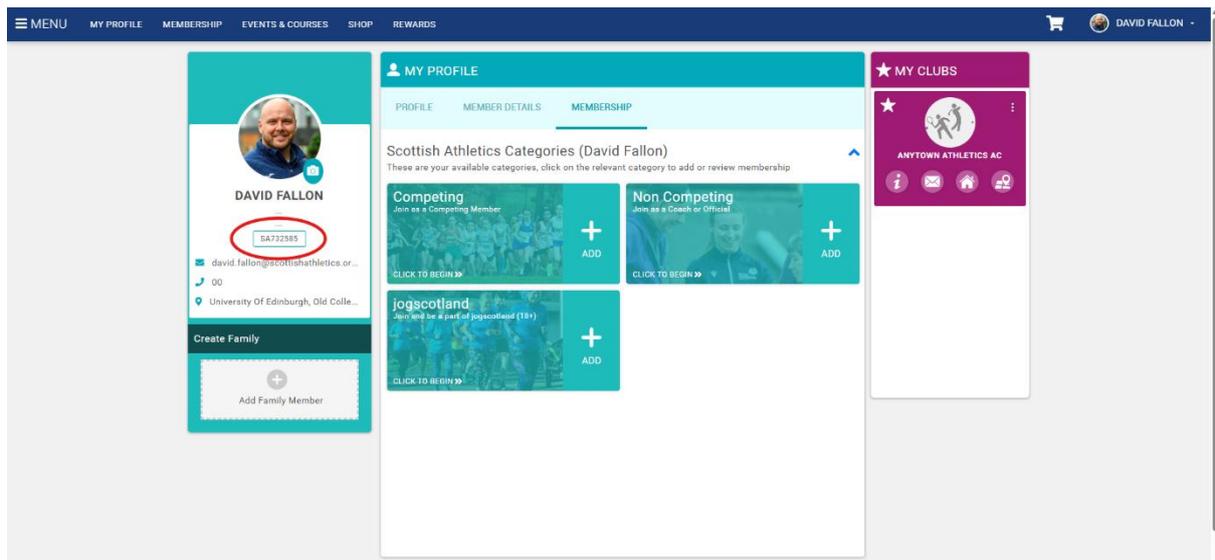
If you did not receive an email like the one above, you will need to set up a new account in the JustGo system.

New members:

Go to <https://scottishathletics.justgo.com/> , and click on the button highlighted below to create a new account:



Once you have created your account and verified your email address, log in and take note of your membership number. This can be found on your profile home page under your picture. (highlighted in the screenshot below).



Logging in to JustGo and Gaining Admin Rights for your Jog Group.

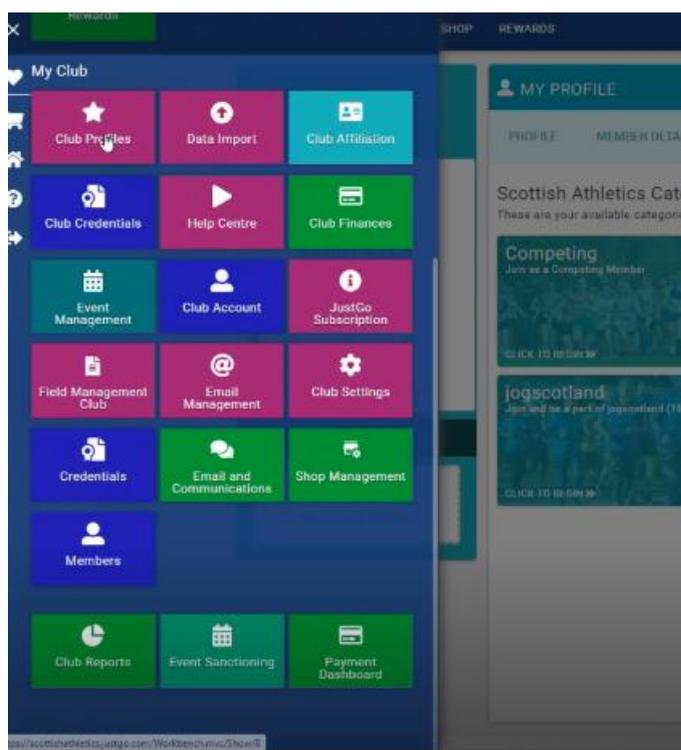
Next, decide at your group who will act as group admins for communications and registration purposes. **jogscotland** is now requesting two named individuals to act as admins. Ideally both contacts should hold valid LIRF or CIRF licenses but we appreciate small groups may only have one trained leader so the second person can be someone you trust who can help you admin the group. This is optional; however we do require the one main contact to hold a valid license for group insurance purposes.

Click on this link below to be taken to a google form where you can submit your details to be given admin rights in JustGo. Please include your JustGo membership number and your license numbers (URN) if known.

[jogscotland - justgo group registration](#)

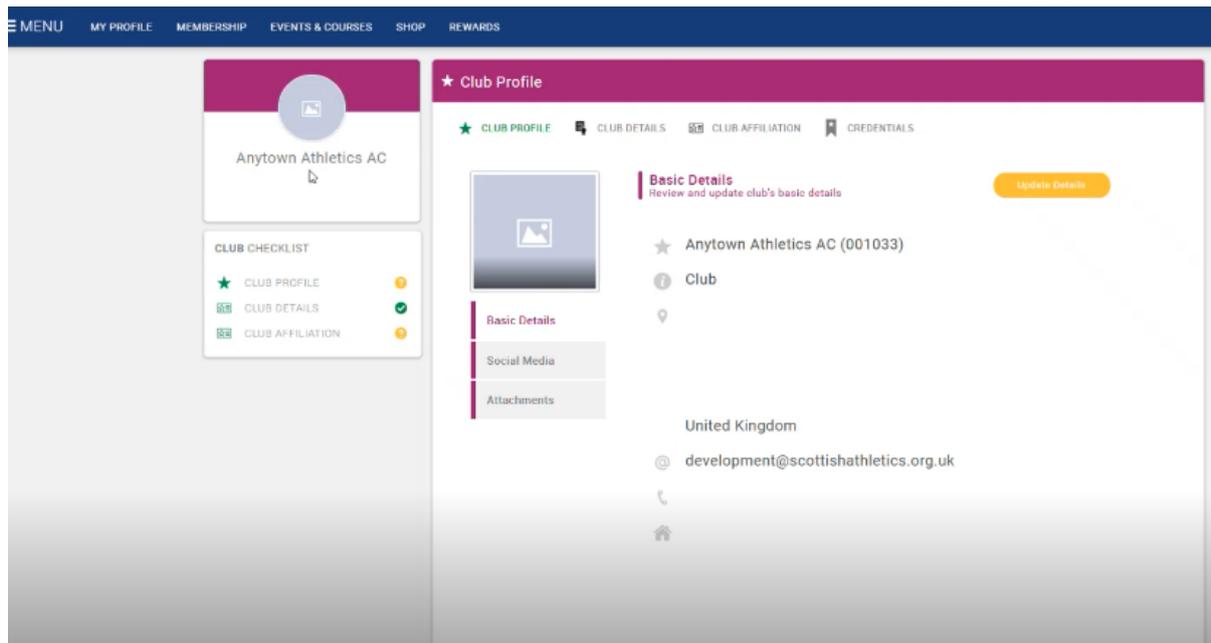
Jo Skead, the **jogscotland** Programme Manager will assign you admin access rights within JustGo and notify you via email when this is done.

Once you log back into the system, you will see more menu tiles available to you, including ones for managing your club.



Click on Club Profile and this should open an information window for your group. You can update the basic group information here. And follow the tab for Affiliation/Registration. More details will follow in our next webinar on how you set up your group registration.

Logging in to JustGo and Gaining Admin Rights for your Jog Group.



For help with the JustGo system or for questions relating to admin rights, please contact [jo.skead@scottishathletics.org.uk](mailto:jo.skead@scottishathletics.org.uk)