

Guest entries: How to enter an event

If you are not a student BUCS member institution you must enter as a Guest to this co-sanctioned event.

There are two ways to apply to enter an event as a guest entrant on BUCS Play, either via the mobile app or desktop version:

### **Mobile App**

1. **Download BUCS Play** from the App Store or Google Play Store and **Register/Login**.
2. **Join your Sport Community** by going to **More > My Communities > Find a new Community > Search for the Sport > Join**
3. If you are asked information regarding your institution at this point, click **Not a Participant**
4. Once you have **joined your Sport Community**, you will find a number of features
5. Scroll down to the **Events** section
6. **Select your event**. There are a number of events displayed automatically and a **See All Events** button beneath which you may need to click to find your event (if you cannot find your Event, entries may not yet be open. To find the full list of events and entry information [Click Here](#)).
7. Find the relevant Competition/Discipline (e.g. Men's 100m Freestyle) and click **Join/Apply**
8. Select **Guest** as your **Institution** (you may need to click Other to find this), Click **Join**
9. Fill in all the relevant information and then click **Check Eligibility** (ensure it ticks all the boxes), and then **Apply**
10. Once you have successfully applied, you will enter the **event entry approval process**. To find out more, [Click Here](#).

### **Desktop Version**

1. **Login** to BUCS Play at [bucs.playwaze.com](https://bucs.playwaze.com) (only accessible on a PC, not a mobile web browser)

2. Join/Enter the **Sport Community** of the event you wish to enter (if you are asked information regarding your institution when joining the Sport Community, click **Not a Participant**)
3. Find the Events tile and **select the event** from the list (if you cannot find your event, entries may not yet be open. To find the full list of events and entry information [Click Here](#))
4. Find the relevant competition/discipline (e.g. Men's 100m Freestyle) and click **Join/Apply**
5. Select **Guest** as your **Institution** (you may need to click Other to find this), Click **Join**
6. Fill in all the relevant information and then click **Check Eligibility** (ensure it ticks all the boxes), and then **Apply**
7. Once you have successfully applied, you will enter the **event entry approval process**.

#### **BUCS Event Entry Approval Process:**

Once the entry deadline has closed, the BUCS Event Lead will finalise the entry list based on the event-specific qualifying criteria and the event's capacity (for example: a Golf event may be limited to the top 100 applicants based on who has the lowest golf handicap).

Once the entry list has been finalised, an Accepted/Provisional Entry List will be published on the BUCS website via the specific event page. If you have been successfully added to the final entry list, you will receive a pre-event email from BUCS with everything you will need to know about competing at the event.

#### **Entry Fee Payment:**

Please refer to the payment information provided within the Entry Information section of the event page on the [BUCS website](#).

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