

MY ATHLETICS PORTAL ORIENTATION

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LOG IN

Enter URN Number e.g., 1234567 and Password

Click box 'I agree to the terms of use'

Sign In

URN

[Forgot your URN?](#)

Password

[Forgot Password?](#)

☐ I agree to the [terms of use](#)

Sign in

[Terms of Use](#)

Select Club

Sign In

[Jump to my profile](#)

Click on 'Jump to my profile'

N.B If you are unable to login or cannot locate your URN/login details, click forgotten URN or Password

MYATHLETICS PORTAL DASHBOARD

HERE YOU CAN VIEW ALL TABS ON THE PLATFORM

The screenshot displays the 'My Profile' section of the MyAthletics portal. On the left is a dark sidebar menu with the following options: myMembership, MY PROFILE, ROLES, COURSES, EVENTS, QUALIFICATIONS, EMAILS, RECORD OF EXPERIENCE, OFFICIAL ASSESSMENTS, SELECT CLUB, and Administration. The main content area is titled 'My Profile' and contains a 'Personal Details' section. This section includes a profile picture placeholder, a blue bar for the name, a blue bar for the URN, and a red '10' logo. Below these are fields for 'Date of birth' (blue bar), 'Discipline' (N/A), 'Registration' (Not a current athlete), 'Primary Event' (N/A), 'Expires on' (N/A), and 'DBS' (blue bar). An 'Edit' button with a pencil icon is circled in red in the top right corner of the 'Personal Details' section.

TO UPDATE ANY INFORMATION OF THE MYATHLETICS DASHBOARD, CLICK ON EDIT BUTTON FOR THAT SECTION

UPLOADING NEW LICENCE PICTURE

CLICK ON 'EDIT FOR PERSONAL DETAILS SECTION ON YOUR MYATHLETICS PORTAL

myMembership

MY PROFILE

ROLES

COURSES

EVENTS

QUALIFICATIONS

EMAILS

RECORD OF EXPERIENCE

OFFICIAL ASSESSMENTS

SELECT CLUB

Administration

My Profile

Personal Details

[Edit](#)

 
URN 



Date of birth 

Discipline
N/A

Registration
Not a current athlete

Primary Event
N/A

Expires on
N/A

DBS


CLICK ON 'UPLOAD NEW PICTURE'

Edit My Details



Upload new picture

Title*

First Name*

Last Name*

Date of Birth*

Sex registered at birth*

Primary Event

The following information is optional. Inclusivity is a core value of Athletics and Running and we aim to make everything we do accessible to all of society. Therefore, by providing this information we will have a better understanding of our athletes and runners needs in the future and help us demonstrate the diversity of athletics and running to our current and future funders. This data will only be processed on an anonymous basis.

CLICK ON CHOOSE FILE AND SELECT PICTURE (REMEMBER THIS IS A HEAD/SHOULDER PICTURE)

Upload Image

×

Ensure your image is no larger than 100x130 pixels and the file size is under 4MB.

This should be a passport style photo as it will be used for licensing purposes.

Choose File

No file chosen

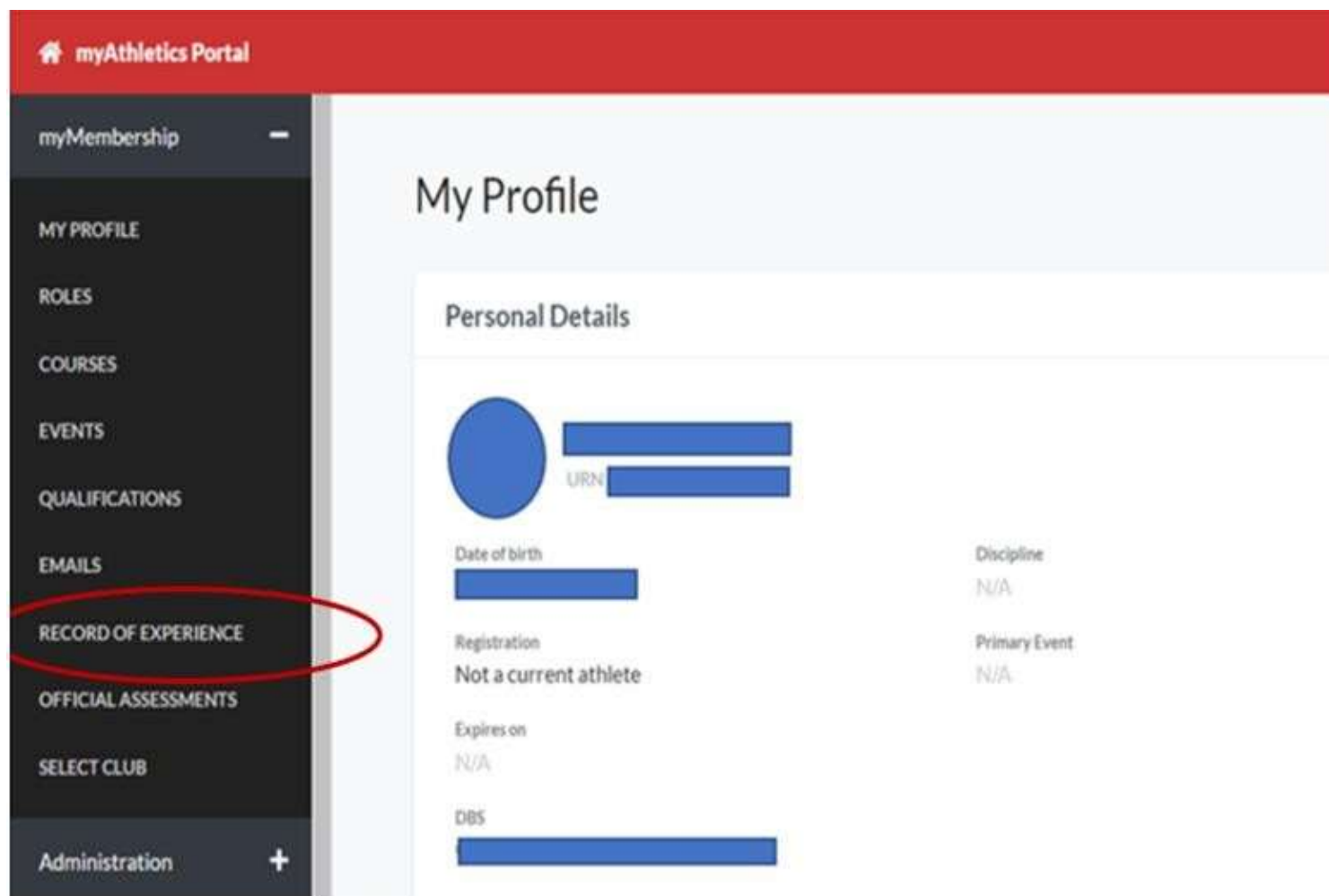
Close

Upload

Once this has uploaded, click on 'upload' and the photo will be saved onto your portal
PLEASE ENSURE YOUR PHOTOGRAPH IS LESS THAN 9 YEARS ON WHEN UPLOADING

CREATING, DOWNLOADING, EXPORTING YOUR RECORD OF EXPERIENCE

ON THE MAIN DASHBOARD CLICK ON 'RECORD OF EXPERIENCE' TAB ON LEFT HAND MENU



CLICK ON 'ADD RECORD'

Record Of Experience

[Add Record](#)[Export](#)

COMPLETE ALL FIELDS FROM THE DIAGRAMS BELOW, SELECTING OPTIONS FROM THE DROP-DOWN MENUS AS APPLICABLE

CLICK SAVE. YOU CAN AMEND ANY ENTRY CLICKING 'EDIT'

New Record of Experience

Date of Event

15/07/2022



Event Name

Event Area

Track And Field



Event Type

Competition I worked at



Event Level

Club/Open



Venue

Main Role

Duties Undertaken

What Did I Learn

2000 characters max

Name of Chief Or Referee

Reports On You Or By You

Save

Cancel

ONCE ALL FIELDS ABOVE HAVE BEEN COMPLETED CLICK SAVE. YOU CAN AMEND ANY ENTRY CLICKING 'EDIT'

TO EXPORT YOUR RECORD OF EXPERIENCE, CLICK ON 'EXPORT'

Record Of Experience

Add Record

Export

CLICK 'OK'

OK

Cancel

CLICK ON 'EXPORT'

Export Record of Experience

Event Area

Track And Field

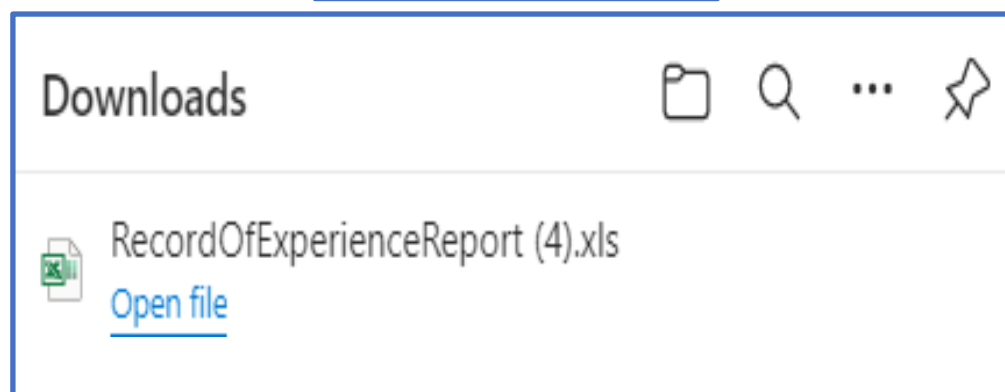
Event Season

2021-22

Export

Cancel

CLICK 'OK'

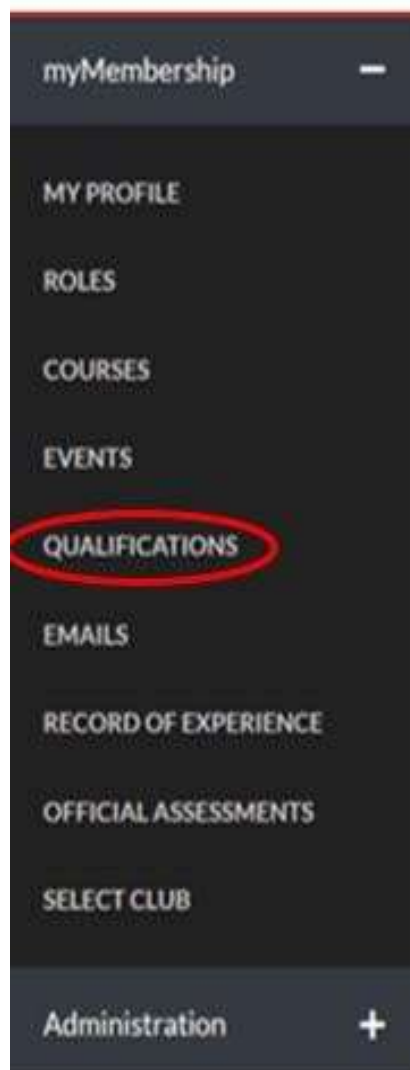


CLICK OPEN FILE AND SAVE FILE

PLEASE SEND YOUR RECORD OF EXPERIENCE TO YOUR COUNTY OFFICIALS SECRETARY OR TRI-REGION SECRETARY

BY 30TH SEPTEMBER (TRACK/FIELD) or 31ST AUGUST (ENDURANCE) EACH YEAR

HOW TO UPDATE YOUR PRIMARY AND SECONDARY AFFILIATED COUNTIES/REGIONS/AREAS



My Qualifications

Official Roles

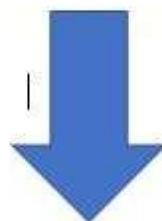
All

Official

Coach

Search Qualifications

Options



Official Roles

Below is information we hold on you as an official. You can view your current licence and DBS status and use the link to apply to renew your DBS if required.

Edit



Official Roles



County Body Primary*

Please select



County Body Secondary*

Please select



Region*

Scotland Tayside and Fife



Tri Region*

Scotland



Update

Close

OFFICIALS LICENCE CHECKER

The screenshot displays the UKA Officials Licence Checker interface. On the left, a dark sidebar menu contains several options, with 'MY PROFILE' highlighted by a red circle. The main content area is titled 'Personal Details' and includes an 'Edit' button. Below the title, there is a profile picture placeholder and a series of fields: 'Date of birth' (07/05/1989), 'Discipline' (N/A), 'Registration' (Not a current athlete), 'Primary Event' (60m()), 'Expiration', and 'DBS'. On the right side, a light blue sidebar menu lists various user options, with 'MY OFFICIALS LICENCE' circled in red. A red '10' icon is also visible near the right sidebar.

- 1) Click on 'My Profile' on the left-hand side menu
- 2) Click on 'My Officials Licence' on the right-hand side
- 3) You will see the below screen



✓ 1. DBS

Renew your DBS application by clicking on the 'Apply/renew DBS' link via your profile in the [myAthletics portal](#).

If you have any questions relating to renewing your DBS record please contact dbs@uka.org.uk

✓ 2. Safeguarding

Complete the Online Safeguarding course [via Athletics Hub](#)

NB. If you also have a coach licence, you should complete the mandatory safeguarding training as part of gaining your coach licence, you do not need to complete the Online Safeguarding course for Officials.

✓ 3. Photo

Upload a suitable, passport style photo for your licence to your profile in the [myAthletics portal](#).

If your current photo is older than 9 years old then you will be required to upload a new one.

Your photo should be an individual headshot, similar to a passport photo, [click here for suitable examples](#).

✓ 4. Terms & Conditions

Make sure you have read and accepted the officials licensing terms and conditions

☒ I have read, understood and agree to the official licensing terms and conditions
[Click here](#) to review the terms and conditions

✓ 5. Code of Conduct

Make sure you have read and accepted the UK Athletics & HCAF Technical Officials Code of Conduct.

☒ I have read, understood and agree to the UK Athletics & HCAF Technical Officials Code of Conduct

A tick should be present against each criterion, for your licence to be renewed.