

# RYA

British Sailing Pathway User Guide to apply for:

British Sailing Youth Team

Talent Academy – Performance Development

Talent Academy – Talent Transition

Diploma in Sporting Excellence (DiSE)



## Using the RYA British Pathway Portal lets you.....

- Complete your British Sailing Pathway application form. You can use this form for any future applications
- Update any changes to your information – so your medical, Next of Kin and contact details are always up to date
- Pay for Camps/Events in one go or set up an automated instalment plan
- Access other ‘credentials’
  - Medical
  - Education
  - Apply to join our other RYA programmes
  - Update any changes to your information



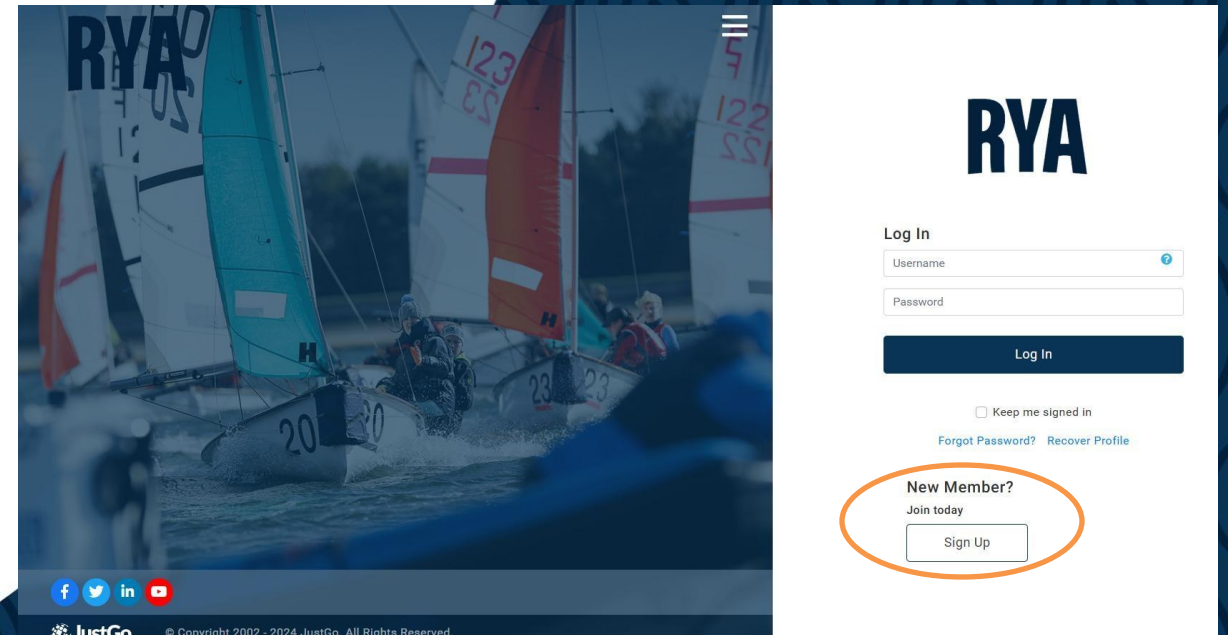
## Access to the Application Portal

Anyone who wishes to apply to be in an any RYA British Sailing Pathway Programme will need to have access to the Portal.

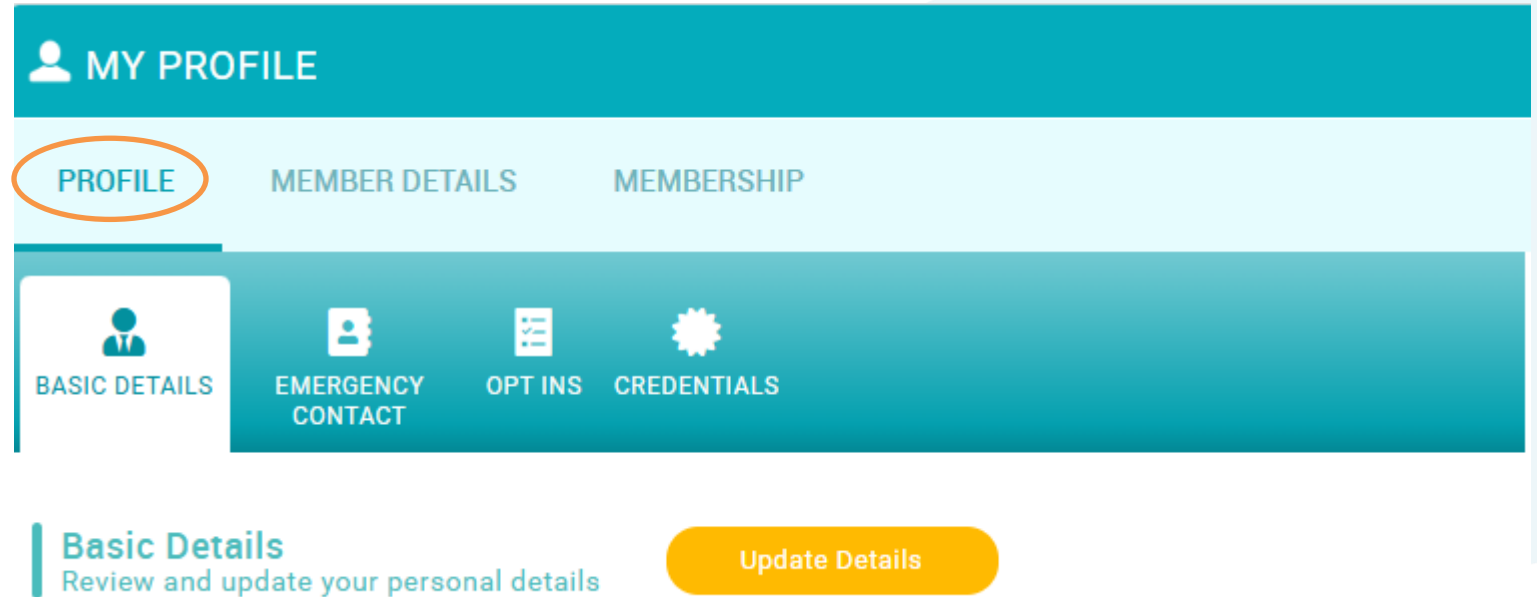
(This includes British Sailing Youth Team, Talent Academy-Performance Development, Talent Academy-Transition and the Diploma in Sporting Excellence Programme)

### How to sign up / login

- Go to the sign in page [Login - JustGo](#)
- If you are logging in for the first time, please click 'Sign Up' and it will ask you for a few details to set up your account.
- If you already have a Just Go account, please log in as normal.



## Your Profile



When you log in you will be taken to your Profile page. On here you will see all of your personal information. There are tabs for different sections. In **Profile** you will see your 'Basic Details', 'Emergency Contacts', 'Opt Ins' and 'Credentials'.

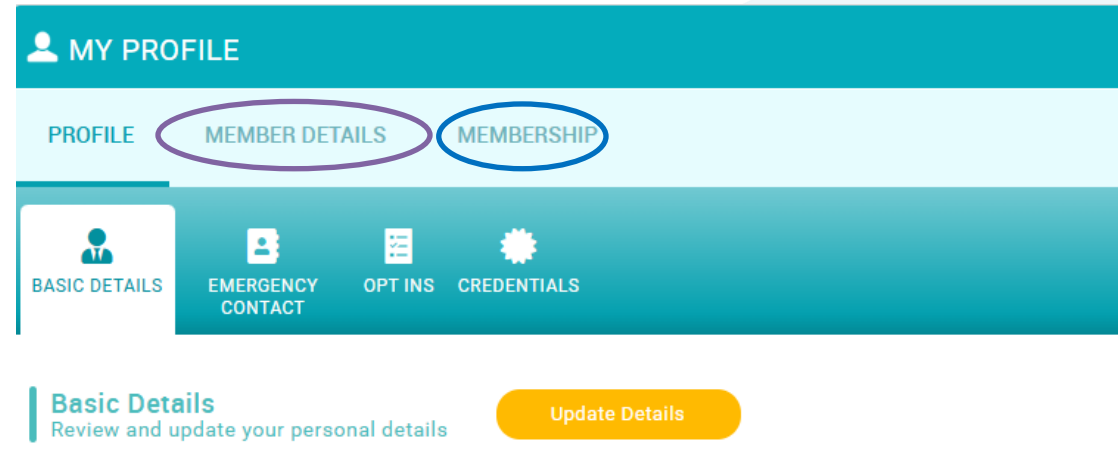
- Basic details is your name, email, DoB, Address etc. If you need to amend anything here, please click the Orange 'Update details' button which will open the fields for editing. You can cancel if you press by mistake, or press Save when you are finished editing. If you are using the system for the first time, please complete all of these details before starting your application form.
- Emergency Contacts – if you have any saved contacts, they will appear in here, you can press the pencil button to the right if you need to make any amendments. If you need to add an emergency contact – please click the 'Add' button which will bring up a box for you to fill in the details:
- Opt ins are there for you to select if you would like any communication from Just Go – please leave blank if you don't want anything.
- Credentials – This is where the information from your application is stored, as well as your Squad Selection.

The 'Emergency Contact' form is a modal window with a close button in the top right. It contains the following fields:

- First name \* (text input)
- Last name \* (text input)
- Email address \* (text input)
- Contact number \* (text input)
- Relationship \* (dropdown menu)

At the bottom, there are two buttons: 'Close' and 'Done'.

## Your Profile (Continued)



'Member Details' will show that you are a member of the Royal Yachting Association.

'Membership' Will show what active memberships you have. Your Programme application form will show in here. If you have any existing applications, they will show here. To apply for the latest Programme activity, you can click on this button:

[Add, Renew or Upgrade your Membership +](#)

This will take you to another page showing the application form that is available.

If you are not already part of any of the British Sailing Programmes, your 'Membership' page will show the available application form.

## Applications

In 'My Profile', click on the 'Membership' page which will have the Application options that are open to you:  
(the form will appear under the Application heading)

**MY PROFILE**

PROFILE    MEMBER DETAILS    **MEMBERSHIP**

Categories > British Youth Racing Squad

Please select from your available choices below

**RYA**

**Benefits**

- DiSE – RYA Portland House exclusive rate
- TA-T – RYA Portland House exclusive rate, Musto Team Apparel
- TA-PD – RYA Portland House exclusive rate, Musto Team Apparel
- BSYT – RYA Portland House exclusive rate...

**Programme Application**

1 Year Membership

[More Info](#)



### Please note:


All sailors, whether you are already part of a British Sailing Programme or not, will need to complete a new application. This one application for is being used for ALL Pathway Programmes:

- British Sailing Youth Team
- Talent Academy – Performance Development
- Talent Academy – Talent Transition
- Diploma in Sporting Excellence (DiSE)

Please do not submit separate applications for different programmes. You can tick all programmes you wish to apply for in this one form.

To complete a new application form:

**If you are an existing member of any of the Pathway Programmes**, you will need to click on the ‘Add, Renew or Upgrade your Membership’ button which will then show you the new application:


Add, Renew or Upgrade your Membership 

Please complete all sections – For any section that takes you to more questions, please tick the green Save button in the top right corner

 Save

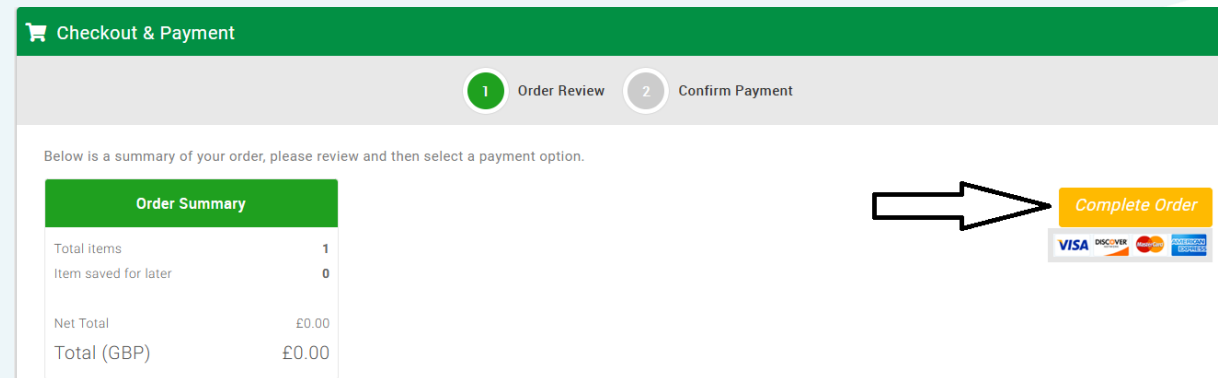
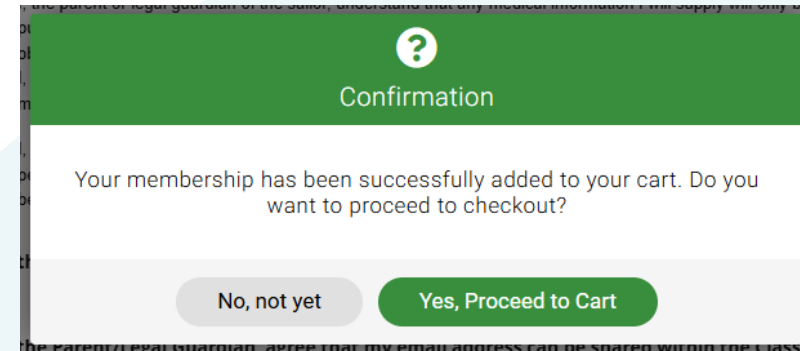
- **‘Pathway Programme Application’** – please click ‘Apply’ to bring up a side box with the relevant questions
- This side box will ask you which Programme(s) you want to apply for. If you want to apply for more than one programme, please select **ALL** programmes you want to include in this one form.
- Please complete ALL questions in this box and click the ‘Save’ button in the top right corner.
- Sailing Club – please select your sailing club from the list.
- Medical Details (Click blue ‘Add’ button to complete the questions)
- Emergency Contact (just 1 parent/guardian, there will be opportunity to add a second later)
- Equality and Diversity – you are the only person who can see these answers. We will receive an anonymised copy of the answers from all sailors but only you can see what you have put for yourself.
- Click the yellow Finish button to complete your application.
- Please follow the instructions on the next page to ensure your application is fully submitted.

 Finish

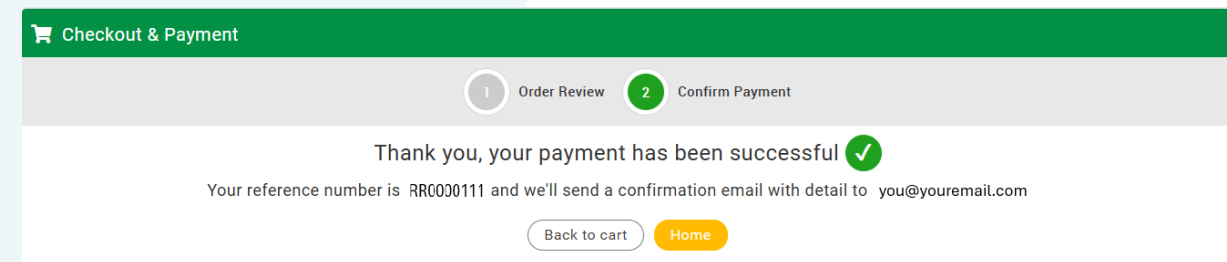
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## To complete a new application form - Continued:

- Once you have pressed the Yellow 'Finish' button, you will see this pop-up:
- Please click 'Yes, Proceed to Cart'.
- It will take you to this page; You will not be charged anything, and it will not ask for any card details, but you need to press the yellow 'Complete Order' button to finish submitting your application.



- Once submitted you will see this confirmation page, and you will also be sent an email to confirm.
- Your application is now complete.



Please email  
[youthracing@rya.org.uk](mailto:youthracing@rya.org.uk)  
if you need any help or guidance