

# SmartPLAY Quick User Guide



## Enrolment in District Age Group Athletic Meets by School Organisation Users

- Only applicable to the Districts Age Group Athletic Meets for School Organisation Users

# Log in to SmartPLAY



SMART PLAY 康體通

Home Facilities Programmes My Records Settings

Login to SmartPLAY

Individual Organisation

SmartPLAY User Account Number

Password

Login

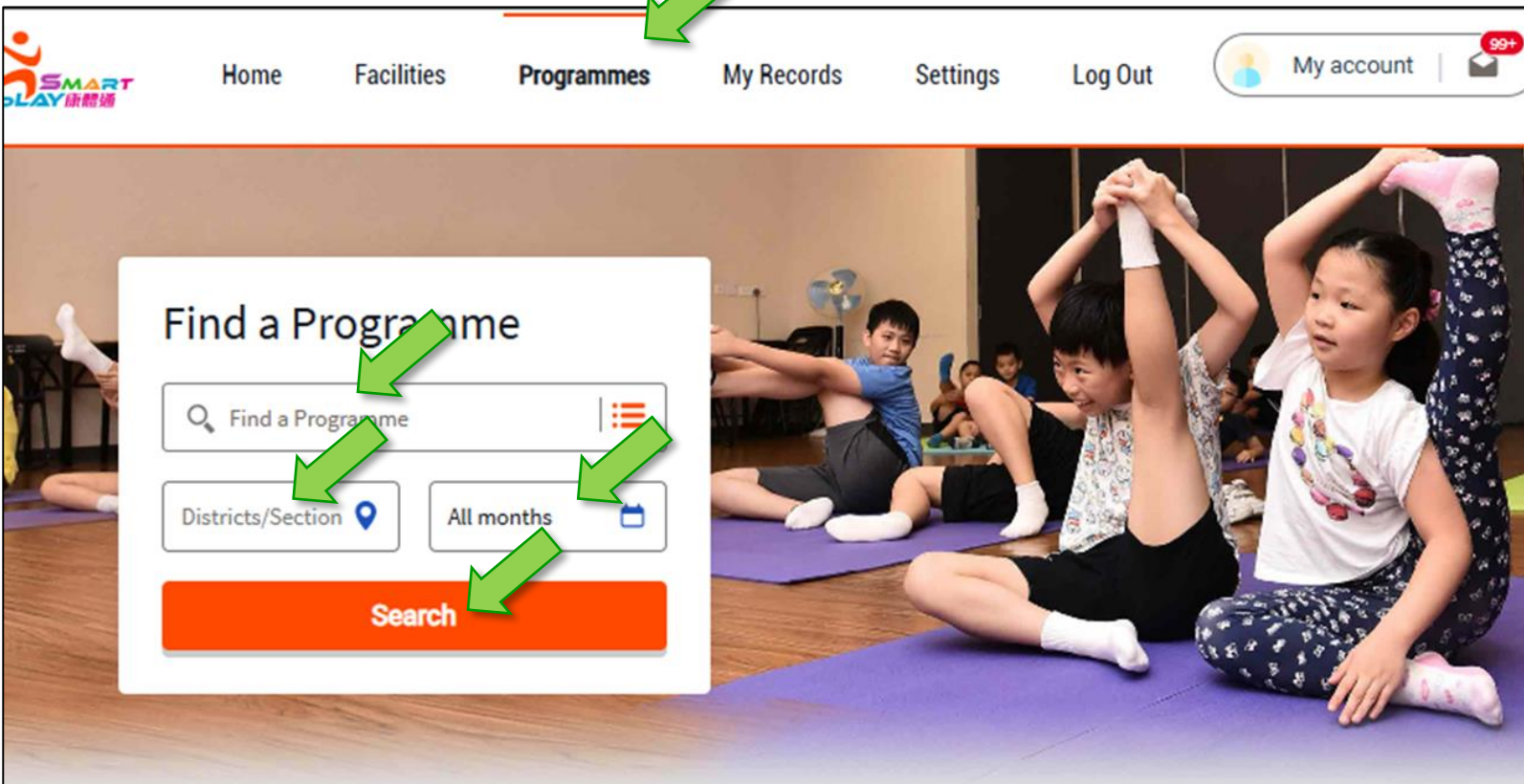
Reset Password

Not a SmartPLAY user yet?

Create organisation account

1. When logging in to the system on the homepage of the SmartPLAY website (<https://www.smartplay.lcsd.gov.hk/home>), select "Organisation";
2. Enter the user account number and password;
3. Click "Login".

# Enrol in competitions



1. Go to the "Programme" page;
2. Enter the activity number in the "Find a Programme" field;
3. Select the district and month in which the activity is held;
4. Click "Search".



# Enrol in competitions





Find an activity

Search: N250025ATC | All districts | All months | Search

1 Activities Found

Filter | Sort: Select

Activity Name | Date | Quota | Fee

 <b>North District Age Group Athletic Meet</b>  North District Sports Ground Not Applicable N250025ATC	16 Nov 2025 - 17 Nov 2025 SAT, SUN 9 am-7 pm	200 Balloting	\$20 <b>Add to cart</b>
--	--	------------------	----------------------------

1. Click the activity name to view details; or
2. Click "Add to Cart" directly.

# Enrol in competitions



## North District Age Group Athletic Meet

North District Park

Jockey Club Road, Sheung Shui, N.T. 2670 6155

Wishlist

16 Nov 2025 - 17 Nov 2025 9 am - 7 pm 200

SAT, SUN View places details

### Activity details

Activity number	N250025ATC
Age	6-34
Number of lessons	1
Fee	\$20
Instructor/Camp Counselor/Leader	Not Applicable
Places	200 ,View places details
Organising office	North District Office
Enquiry tel. no.	

### Enrolment

Balloting

Submission period  
9 Oct 2025 - 10 Oct 2025 More >

Add to cart

Competition Prospectus

View Map

< Back to Programmes

1. After opening the activity details, click "Competition Prospectus" to view the prospectus; or
2. Click "Add to Cart" directly.

# Enrol in competitions





Find an activity

Search: N250025ATC | All districts | All months | Search

1 Activities Found

Filter | Sort: Select

Activity Name | Date | Quota | Fee

 <b>North District Age Group Athletic Meet</b>  North District Park Not Applicable N250025ATC	16 Nov 2025 - 17 Nov 2025 SAT, SUN 9 am - 7 pm	200 Balloting	\$20 Added
--	--	------------------	---------------

Shopping cart

Group Competition | 1 activities > | 1 days left | Batch delete

<input checked="" type="checkbox"/> All	
<input checked="" type="checkbox"/> North District Age Group Athletic Meet	\$20.00
Balloting	
North District Park	
16 Nov 2025 - 17 Nov 2025 SAT, SUN	
9 am - 7 pm	
200	
Local status: NO	
N250025ATC	

Apply

1. Click the shopping cart icon on the right of the screen;
2. Click "Group Competition";
3. Select the competition(s) in which you wish to enrol by ticking the respective box(es);
4. Click "Apply";
5. To remove a competition, click the bin icon.

# Enrol in competitions




**Submit Application**


1 Enrol — 2 Review — 3 Confirmed


Reorder ↑↓

**1<sup>st</sup> choice**

**North District Age Group Athletic Meet** N250025ATC 

North District Park

 16 Nov 2025 - 17 Nov 2025 SAT, SUN

 9 am - 7 pm

Local status: NO

[Edit !\[\]\(443f2eb7720843acdd283447e7880efa\_img.jpg\)](#)

1. Click "Edit" to enter the information required for competition enrolment.

# Enrol in competitions



 **Number of participants\*** 

A maximum of 30 participants is allowed per organisation.

---

**Type of Charge\*** (fill in all fields) 

Concession - Children aged below 15	<input type="text" value="1"/>
Concession - Full Time Students (no age limit)	<input type="text" value="2"/>
Concession - Persons with Disabilities	<input type="text" value="1"/>
Normal	<input type="text" value="2"/>

1. Enter the number of participants;
2. Enter the corresponding number of participants in each fee category.



# Enrol in competitions



**Activity Contact Person** (Must be aged over 18) ←

English name \*  
Chan Tai Man

Chinese name  
Chinese name

Contact Telephone No. \*  
21234567

E-mail Address \*  
345@gmail.com

**Emergency Contact Person** (Must be aged over 18) ←

English name \*  
Chan Siu Ming

Chinese name  
Chinese name

Contact Telephone No. \*  
31234567

E-mail Address \*  
123@gmail.com

☒ The information provided by me is all true. I have read in detail the prospectus and agree to abide by the content.

Next

1. Enter the details of the person in charge of the activity and emergency contact person;
2. Read and confirm the declaration;
3. Click "Next".

# Enrol in competitions



**Submit Application**

1 Enrol — 2 Review — 3 Confirmed

Reorder ↑↓

**1<sup>st</sup> choice**

**North District Age Group Athletic Meet** N250025ATC

North District Park

16 Nov 2025 - 17 Nov 2025 SAT, SUN

9 am - 7 pm

Local status: NO

Edit

**2<sup>nd</sup> choice**

Add

**10<sup>th</sup> choice**

Add

< Back

Next


1. If you wish to enrol in additional competitions, click "Add" and enter the required information;
2. Upon completed, click "Next".

# Enrol in competitions



**Declaration**

1 Enrol — 2 Review — 3 Confirmed

 **Declaration**

I am here to declare and confirm that:

☒ The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.

[< Back](#) [Next](#)

1. Read and confirm the declaration;
2. Click "Next".

# Enrol in competitions



## Review your submission

1<sup>st</sup> choice

### North District Age Group Athletic Meet

N250025ATC

North District Park

16 Nov 2025 - 17 Nov 2025 SAT, SUN

9 am - 7 pm

Local status: NO

## Declaration

### I am here to declare and confirm that:

The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.

Confirm

1. Review the information entered;
2. If the information is in order, click "Confirm" to submit the application.



# Enrol in competitions



**Submit Application**

1


Enrol


2

Review

3

Confirmed

 Your submission is confirmed


 **Notes:** You can edit your application or upload any required document(s) (if applicable) in "My records" - "My Application" on or before 10 Oct 2025 ( Fri)

Application number

2025101000026373

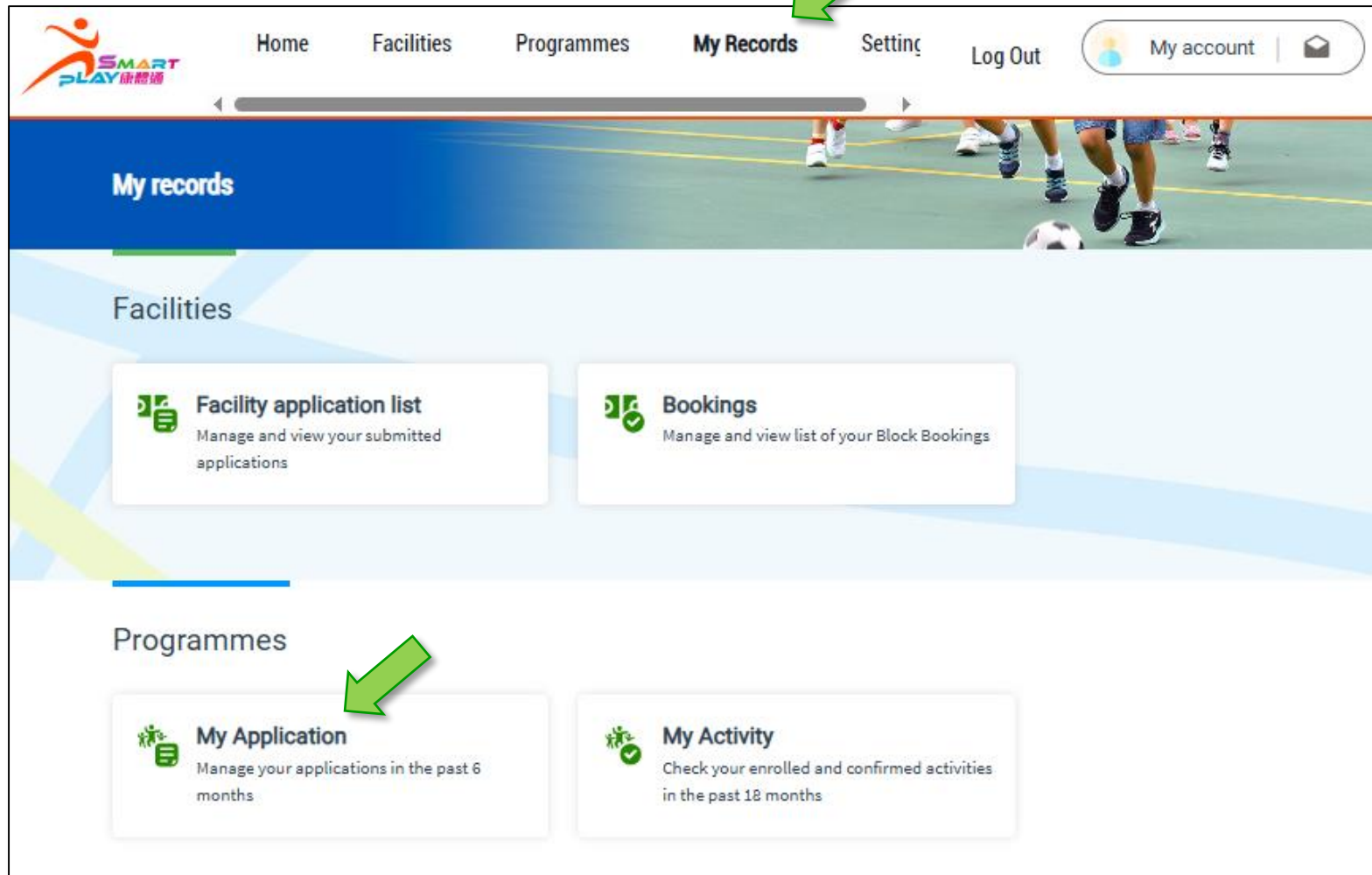
Balloting Announcement Date

11 Oct 2025 - 11 Oct 2025

 [Back to shopping cart](#)

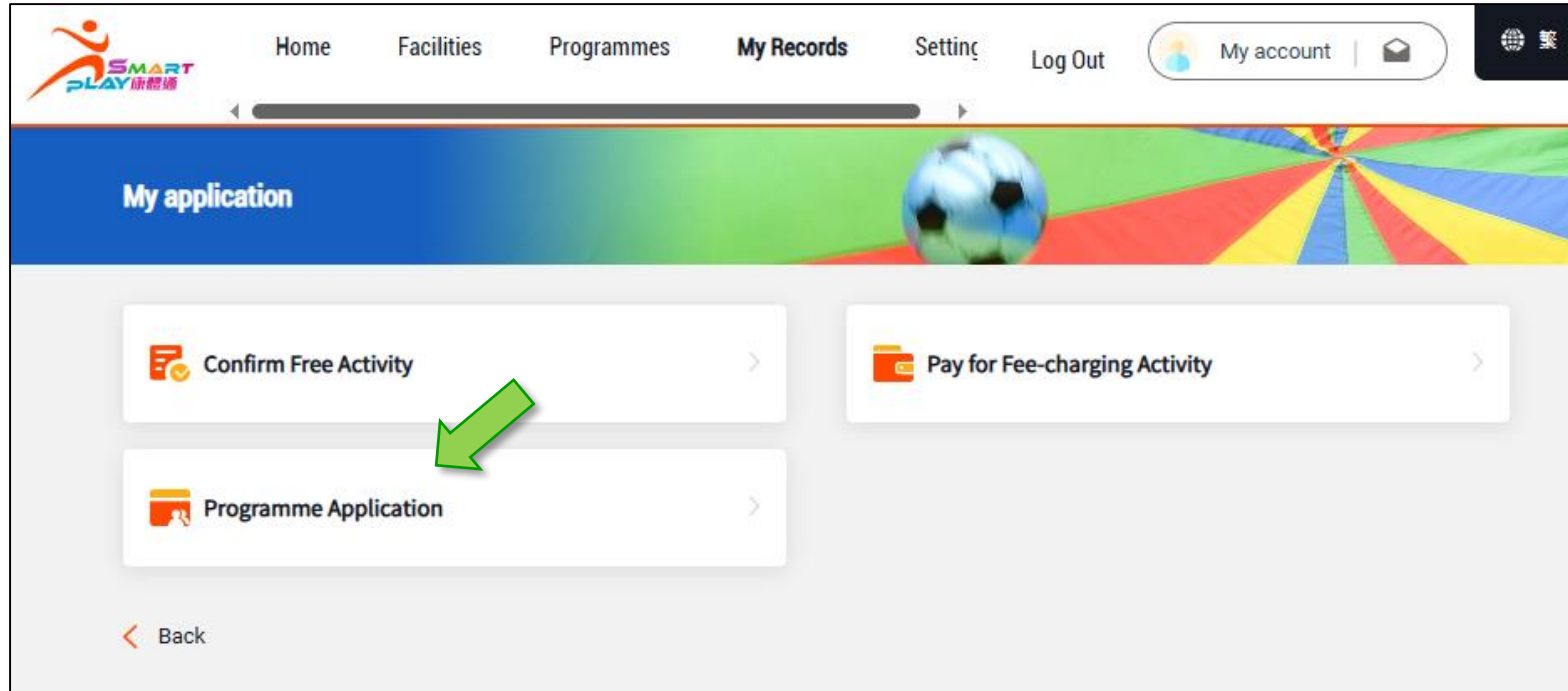
1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
2. Users may modify the application details or enrol in additional competition(s) before the application deadline.

# Edit the application



1. Go to "My Records" page;
2. Click "My Application".

# Edit the application



1. Click "Programme Application".

# Edit the application



SMART PLAY 球體通

Home Facilities Programmes **My Records** Settings Log Out

My account

Application Category Enrolment Method Submission Month Search

Application number	Application Status	Application Category	Enrolment method	Balloting Date	Last Updated Time
2025101000026373	1 (Submitted)	Group Competition	Ballot	11 Oct - 11 Oct 2025	10 Oct 2025(Fri)

1. Click the "Application Number" of the submitted application.



# Edit the application



**My application**

**Group Competition**

Application number

2025101000026373

Submission of online application

9 Oct 2025 - 10 Oct 2025

Balloting period

11 Oct 2025 - 11 Oct 2025

Payment/confirmation period

12 Oct 2025 - 13 Oct 2025

**1<sup>st</sup> choice**

**North District Age Group Athletic Meet**

N250025ATC

North District Park

16 Nov 2025 - 17 Nov 2025

SAT, SUN


1 Session, 10 Hour(s)

\$20.00

9 am-7 pm

Local status: NO

Status of option:

More 

Submitted

**Declaration**

**I hereby confirm that:**

The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.

 Back

Cancel Application

Edit 

1. Confirm that the right competition has been selected and click "Edit" to proceed.

# Edit the application




**Submit Application**


1 Enrol — 2 Review — 3 Confirmed


Reorder ↑↓

**1<sup>st</sup> choice**

**North District Age Group Athletic Meet** N250025ATC 

North District Park

 16 Nov 2025 - 17 Nov 2025 SAT, SUN

 9 am - 7 pm

Local status: NO

[Edit !\[\]\(a4c0e6a71283188729f66a69a953f4b5\_img.jpg\)](#)

1. Click "Edit" to begin editing the information for the competition.

# Edit the application



**Activity Contact Person** (Must be aged over 18)

English name \*

Chinese name

Contact Telephone No. \*

E-mail Address \*

**Emergency Contact Person** (Must be aged over 18)

English name \*

Chinese name

Contact Telephone No. \*

E-mail Address \*

☒ The information provided by me is all true. I have read in detail the prospectus and agree to abide by the content.

**Next**

1. Edit the application information;
2. Once completed, click "Next".

# Edit the application




**Submit Application**


1 Enrol — 2 Review — 3 Confirmed


Reorder ↑↓


**1<sup>st</sup> choice**

**North District Age Group Athletic Meet** N250025ATC 

North District Park

 16 Nov 2025 - 17 Nov 2025 SAT, SUN


 9 am - 7 pm

Local status: NO Edit 

**2<sup>nd</sup> choice**

**10<sup>th</sup> choice**

Add

< Back Next 

1. If you need to modify other competition information, click "Edit" next to the corresponding competition;
2. Once completed, click "Next".




# Edit the application



**Declaration**

1 Enrol — 2 Review — 3 Confirmed

 Declaration

I am here to declare and confirm that:

☒ The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.


[< Back](#) [Next](#)

1. Read the content of the declaration and tick the box to make the declaration;
2. Then click "Next".

# Edit the application



1. Review the application;
2. Click "Confirm".




## Review your submission


1<sup>st</sup> choice

**North District Age Group Athletic Meet**

N250025ATC

North District Park

 16 Nov 2025 - 17 Nov 2025 SAT, SUN

 9 am - 7 pm

Local status: NO

### Declaration

**I am here to declare and confirm that:**

The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.

Confirm

# Edit the application



**Submit Application**

1


Enrol


2

Review

3

Confirmed

Your submission is confirmed

 **Notes:**


You can edit your application or upload any required document(s)(if applicable) in "My records"-**"My Application"** on or before **10 Oct 2025 ( Fri)**

Application number

2025101000026373

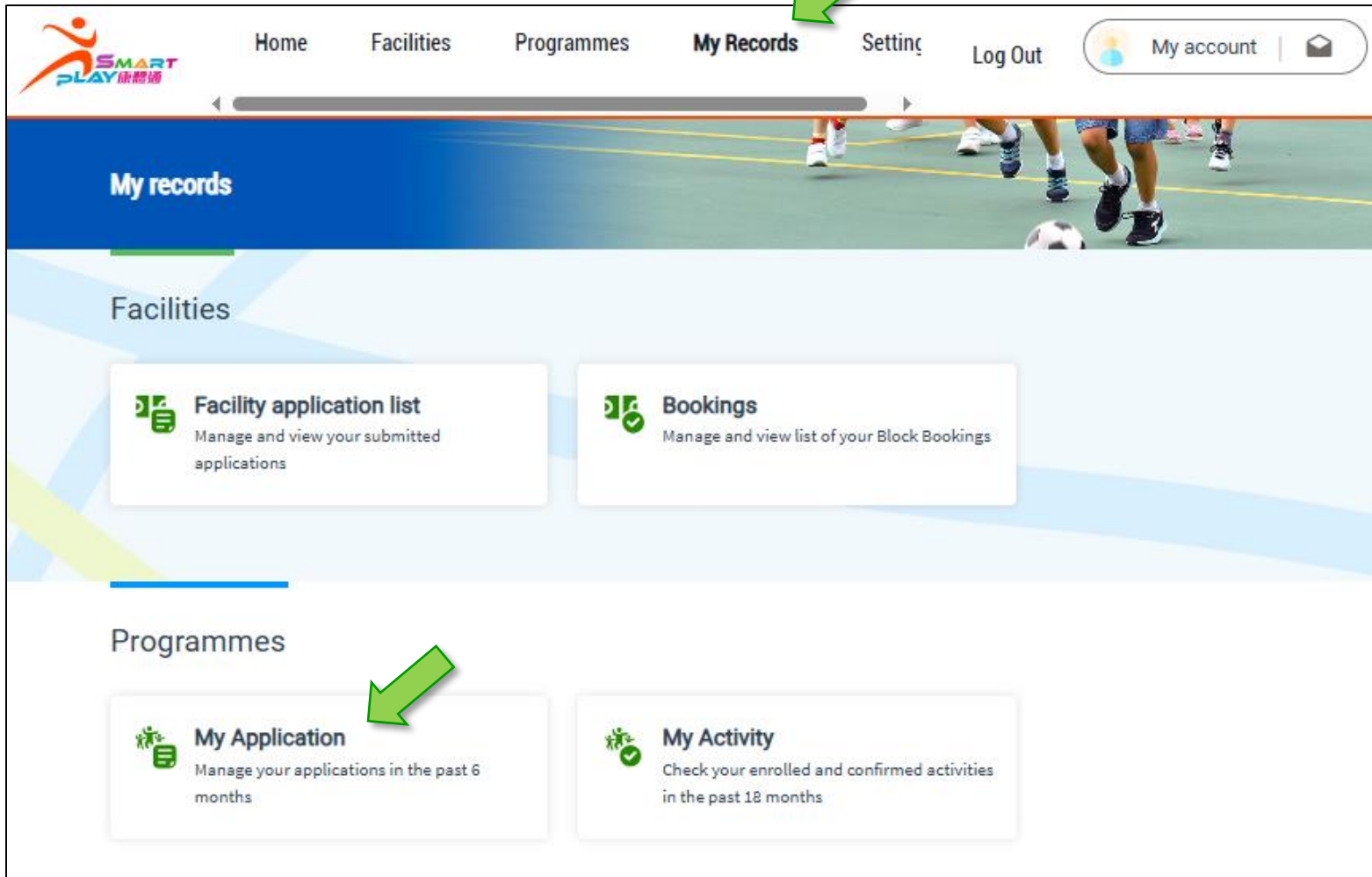
Balloting Announcement Date

11 Oct 2025 - 11 Oct 2025

 [Back to shopping cart](#)

1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
2. Users may modify the application details or enrol in additional competition(s) before the application deadline.

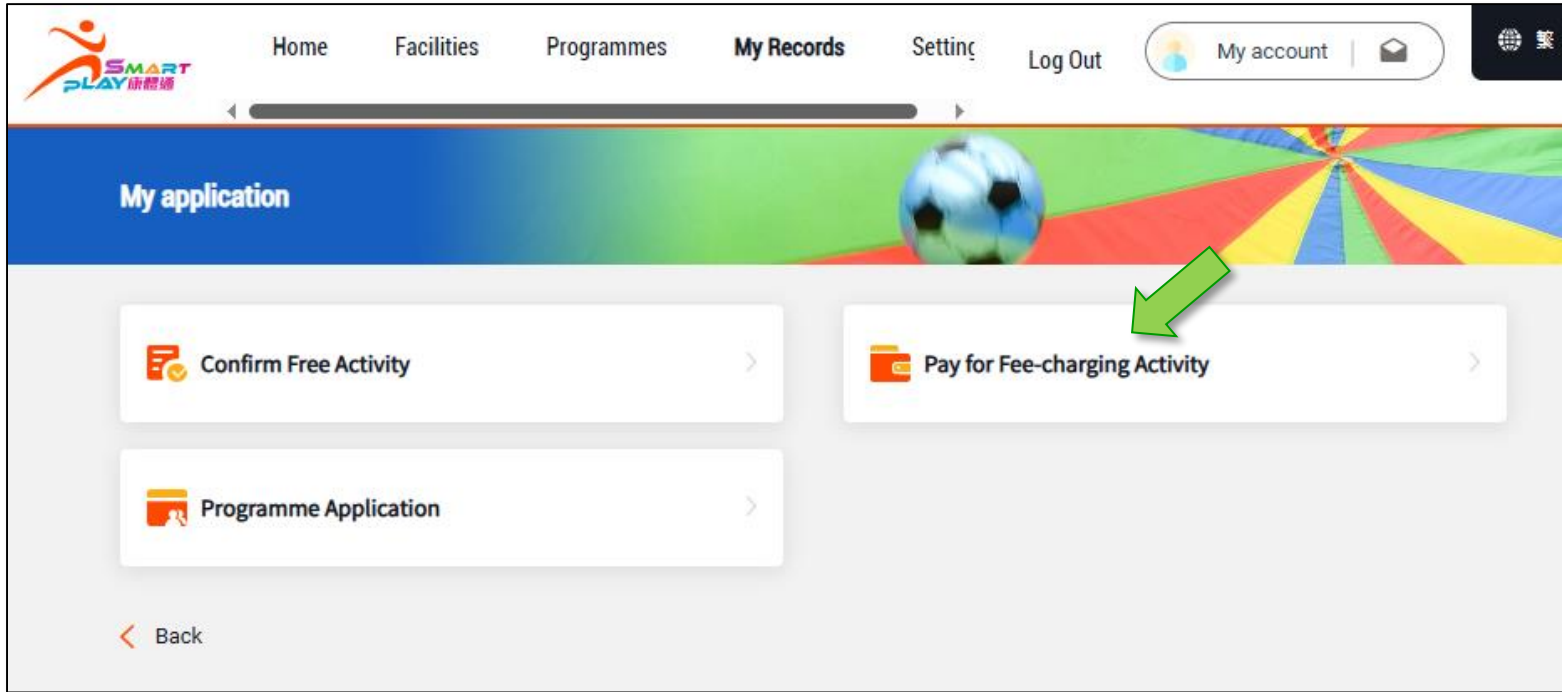
# Pay the enrolment fee



1. Go to the page of "My Records";
2. Click on "My Application".



# Pay the enrolment fee



1. Click "Pay for Fee-Charging Activity".

# Pay the enrolment fee



**Pay for Fee-charging Activity**

☒ **North District Age Group Athletic Meet** Application No. 2025101000026373  
North District Park

16 Nov - 17 Nov SAT, SUN  
09:00 - 19:00  
N250025ATC  
Fee

Payment/Confirmation Due Date: 10 Oct 2025 (Fri)  
\$20

[< Back](#) [Next](#)

1. Select the competition(s) that require(s) payment (multiple selection is allowed) by ticking the respective box(es);
2. Click "Next".

# Pay the enrolment fee



**Confirmed/Paid Activity**

Payment

Activity details

Programme category	Competition												
Activity Name	North District Age Group Athletic Meet												
Activity number	N250025ATC												
Venue	North District Park												
Date	16 Nov 2025 - 17 Nov 2025; SAT, SUN ; 9 am - 7 pm												
Rate	<table><tr><td>Concession - Children aged below 15</td><td>\$ 10 x 1</td><td>\$ 10</td></tr><tr><td>Concession - Full Time Students (no age limit)</td><td>\$ 10 x 2</td><td>\$ 20</td></tr><tr><td>Concession - Persons with Disabilities</td><td>\$ 10 x 1</td><td>\$ 10</td></tr><tr><td>Normal</td><td>\$ 20 x 2</td><td>\$ 40</td></tr></table>	Concession - Children aged below 15	\$ 10 x 1	\$ 10	Concession - Full Time Students (no age limit)	\$ 10 x 2	\$ 20	Concession - Persons with Disabilities	\$ 10 x 1	\$ 10	Normal	\$ 20 x 2	\$ 40
Concession - Children aged below 15	\$ 10 x 1	\$ 10											
Concession - Full Time Students (no age limit)	\$ 10 x 2	\$ 20											
Concession - Persons with Disabilities	\$ 10 x 1	\$ 10											
Normal	\$ 20 x 2	\$ 40											

Payment reference no.

8192510101911300


Amount











80.00


1. Review the competition details and fees.

# Pay the enrolment fee - Online Payment



Select a payment method 

	FPS	<input checked="" type="radio"/>
	Google Pay <small>(Visa/Master only)</small>	<input type="radio"/>
	JCB	<input type="radio"/>
	MasterCard	<input type="radio"/>
	Visa	<input type="radio"/>
	UnionPay	<input type="radio"/>
	Alipay-QR	<input type="radio"/>
	UnionPay-QR	<input type="radio"/>
	WeChatPay-QR	<input type="radio"/>
	PPS	<input type="radio"/>




[< Back](#) [Generate payment invoice](#) [Confirm to payment](#)

1. Select a payment method;
2. Click "Confirm to payment" .

# Pay the enrolment fee - Online Payment



**Payment Acknowledgement**



**Your payment is confirmed**

Transaction no.: 2025101000008184

**Acknowledgment:**

Your have successfully confirmed and paid for the activity, you should print or save a copy of this page for reference. You can also view your confirmed activity under 'My Activity' . For more detailed information, please refer to 'Notes to Participant'.

**Payment Details**

Payment reference number	600000195
SmartPLAY user account number	600000195
Transaction date and time	10 Oct 2025 (Fri) 11:44 am
Paid by	CREDIT CARD(Test Only)

**Total \$80.00**

[Print receipt](#) [Back to My Application](#)











1. Once the payment is completed, an acknowledgment receipt will be issued by the system.

# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



Select a payment method

	FPS	<input type="radio"/>
	Google Pay <small>(Visa/Master only)</small>	<input type="radio"/>
	JCB	<input type="radio"/>
	MasterCard	<input type="radio"/>
	Visa	<input type="radio"/>
	UnionPay	<input type="radio"/>
	Alipay-QR	<input type="radio"/>
	UnionPay-QR	<input type="radio"/>
	WeChatPay-QR	<input type="radio"/>
	PPS	<input type="radio"/>

[< Back](#) [Generate payment invoice](#) [Confirm to payment](#)

1. Click "Generate payment Invoice" to obtain the "Payment Ref. No." and "Security Code".



# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



Generate payment invoice

**Note:** Please complete third party payment with the following information.

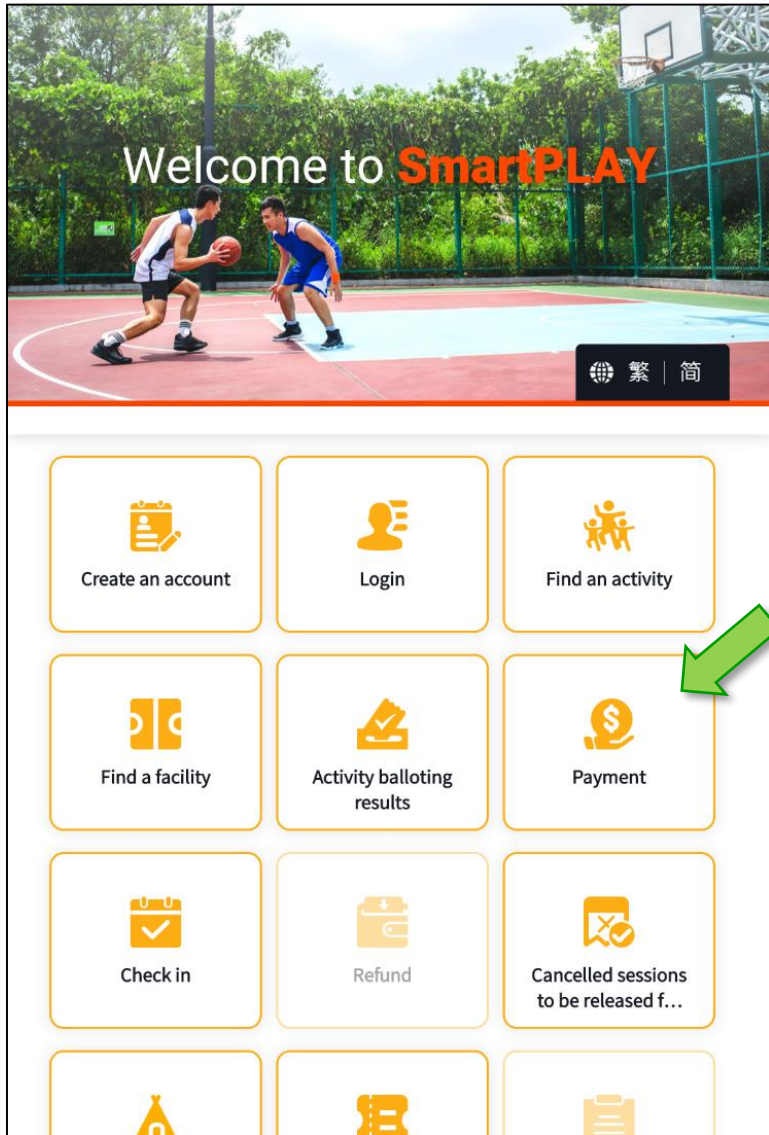
Payment Ref. No.	1025101300000839
Security Code	2768

[Cancel](#) [Save this page](#)

1. Note down the "Payment Ref. No." and "Security Code", and make payment within the payment period at the Smart Self-service Station (3S) or service counters of the District Leisure Services Offices or leisure venues.

# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



Third party payment

Home

Facility

Activity

Facility Block booking

Camp Block booking

Wedding venues

Location filming

Payment reference no. \*

Security Code \*

Search

1. On the main page of the 3S, tap on "Payment";
2. Select "Activity".

# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



Third party payment

Home

Facility

Activity

Facility Block booking

Camp Block booking

Wedding venues

Payment reference no. \*

1025102000000886

Security Code \*

4454

Search

~ ! @ # \$ % ^ & \* ( ) \_ = < > [ \ ] | \

Tab q w e r t y u i o p { [ ] \

Caps a s d f g h j k l ; , ' " ~

Enter

Third party payment

< Back Home

Input payment reference no. 1025102000000886

Input security code 4454

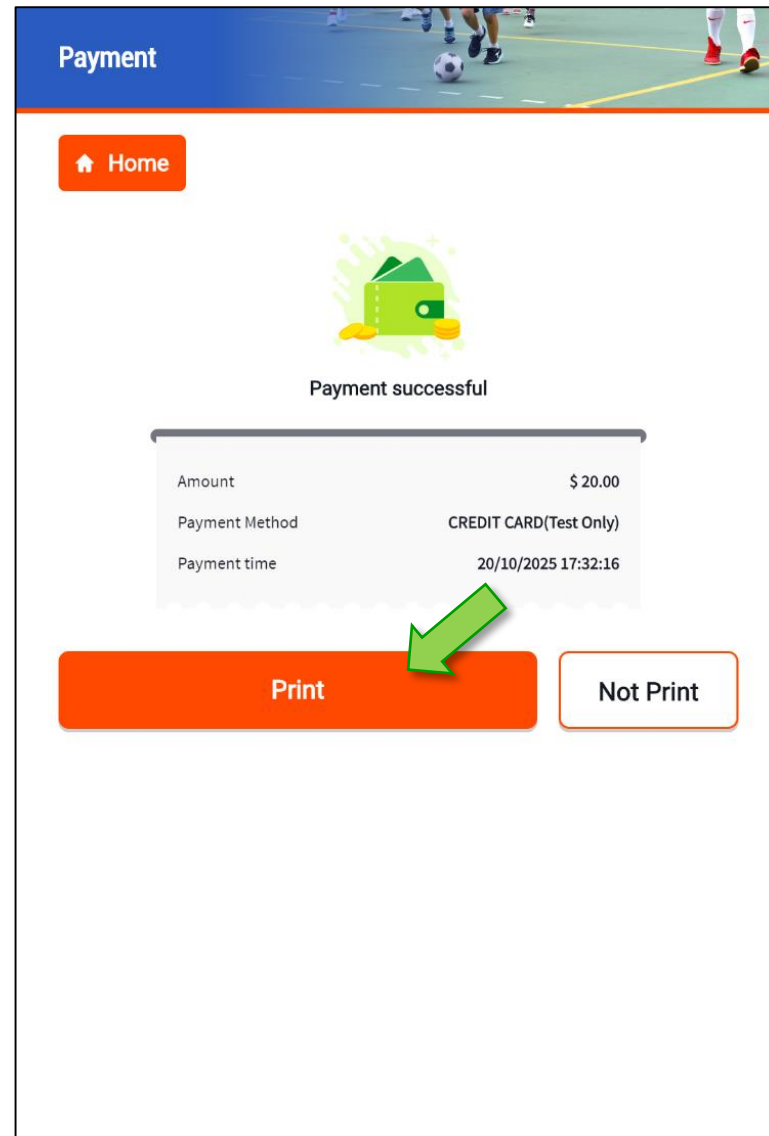
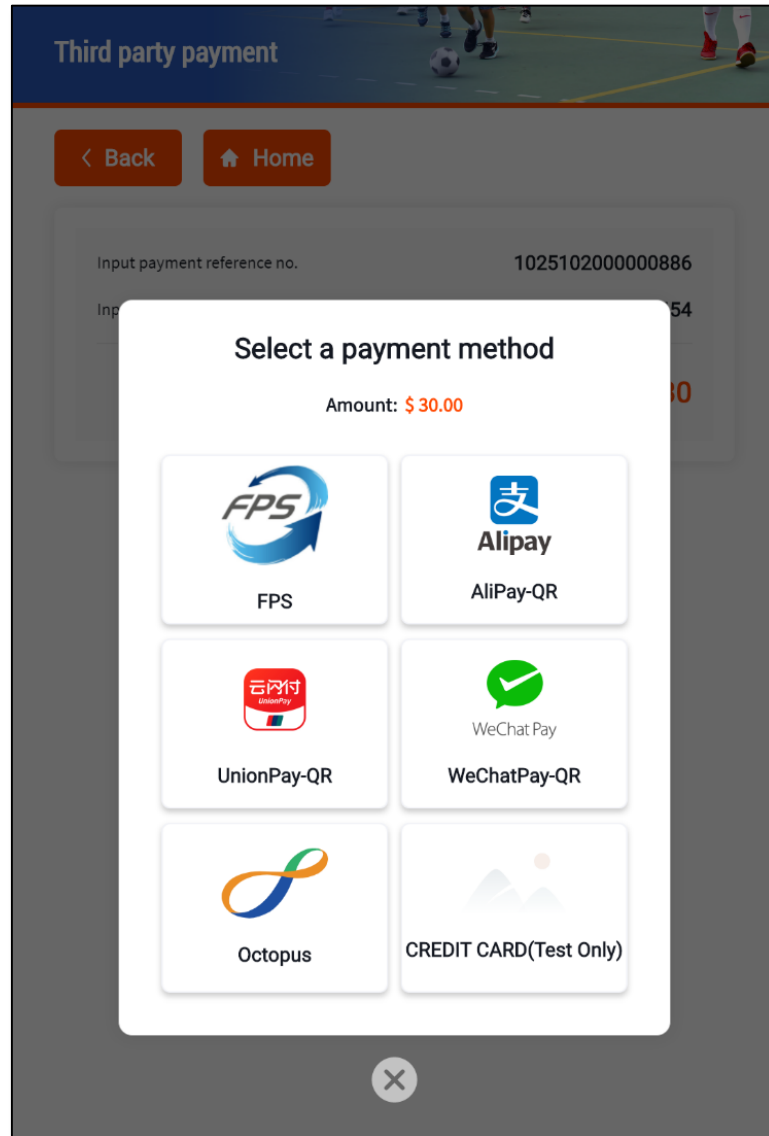
Total \$ 30

Confirm to payment

1. Enter the "Payment Reference Number" and "Security Code";
2. Tap on "Search";
3. Review the payment amount;
4. Tap on "Confirm to Payment".

# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



1. Select a payment method and complete the payment;
2. Tap on "Print" to print the acknowledgement receipt.

# Pay the enrolment fee -

Payment via Smart Self-service Stations (3S) or Service Counters



Third party payment

Home

Facility

Activity

Facility Block booking

Camp Block booking

Wedding venues

Location filming

Payment reference no. \*

1025103000000372

Security Code \*

5235

Search

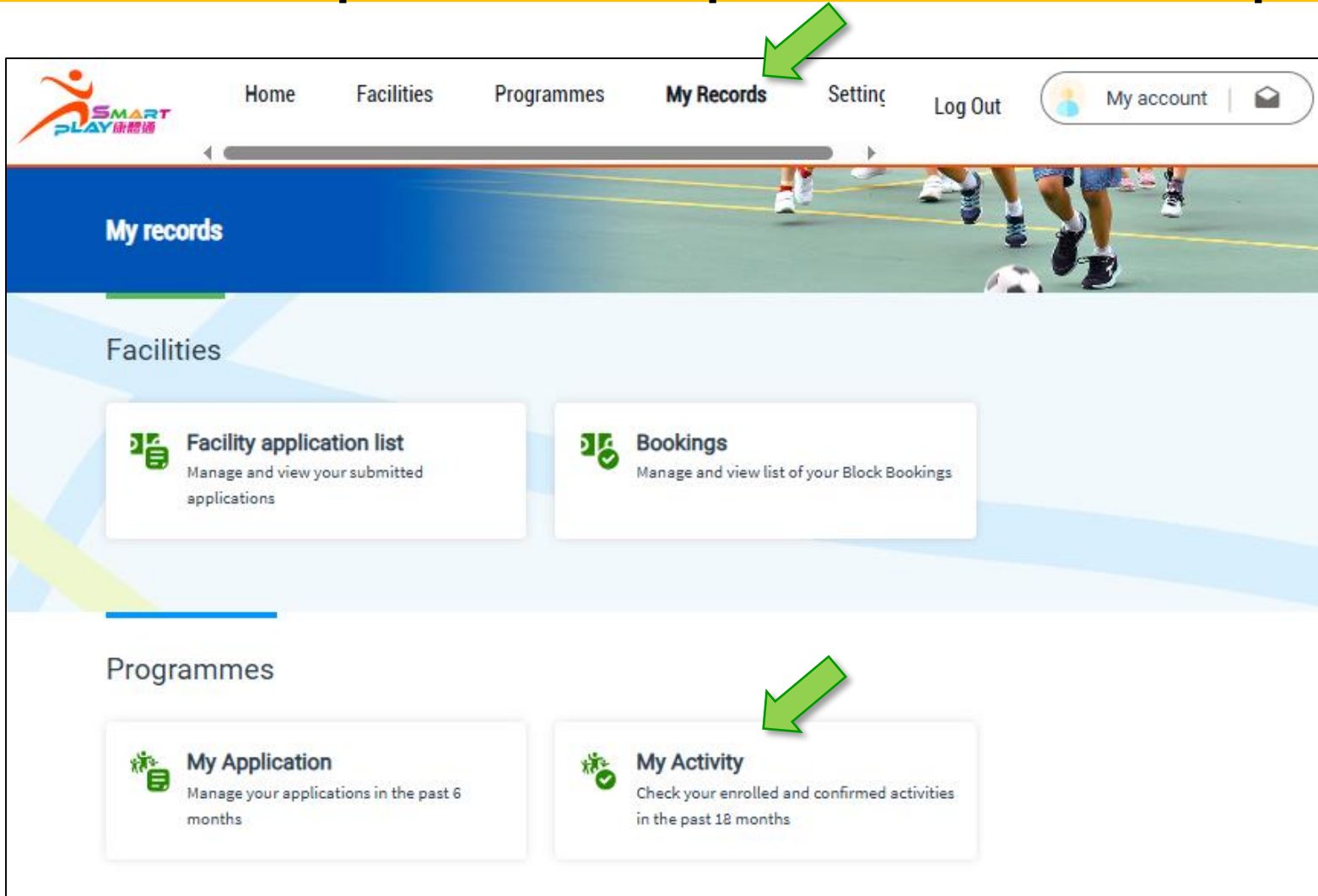
Payment has been completed

Close

1. Tap on "Close" to dismiss the payment completion message;
2. Alternatively, users can present the "Payment Ref. No." and "Security Code" at the service counters to complete the payment.



# Submit personal particulars of participant



1. Go to the page of "My Records";
2. Click "My Activity".



# Submit personal particulars of participant



**My Activity**

Activity No.  Activity type  Programme category  All months  **Search**

1 Results Found

Activity information	Programme category	Activity No.	Status
<b>North District Age Group Athletic Meet</b> North District Park 16 Nov 2025 - 17 Nov 2025 (SAT, SUN) 9 am - 7 pm	Competition	N250025ATC	Paid

Enrolment no. [2025101000047264](#)

Lesson 1 Sessions, 10 hour(s) each

Back

1. Click on the enrolment number of the competition.

# Submit personal particulars of participant



**Confirmed/Paid Activity**

**Activity Enrolment Details**

Enrolment no.	
Programme category	<b>Competition</b>
Activity Name	<b>North District Age Group Athletic Meet</b>
Activity number	<b>N250025ATC</b>
Venue	<b>North District Sports Ground</b>
Date	<b>16 Nov 2025 - 17 Nov 2025; SAT, SUN ; 9 am - 7 pm; 1 session(s) ; 10 Hour(s)</b>
Enrolment status	<b>Paid (at 10 Oct 2025 12:01 pm)</b>

[Add Participants \(0/6\)](#)

1. Click "Add Participants".

# Submit personal particulars of participant



**Add Participant**

Participants Information

@ Participant +Add

Participants List ( 0/6 )

< Back Continue

1. Click "+Add".

# Submit personal particulars of participant



**Add Participant**

Participants Information

@ Participant

**Type of Identity Document \***

SmartPLAY User Account

**Surname \***

Must be the same as shown on your identity document

**Chinese Name** Optional

**SmartPLAY User Account No. \***

**Given Name \***

Must be the same as shown on your identity document

☐ No Given Name

**Add**

1. Enter personal particulars of the participant (personal particulars must be the same as shown on the identity document);
2. Upon completion, click "Add".

# Submit personal particulars of participant



**Add Participant**

Participants Information

@ Participant ✓

CHAN, Tai Ming - Participant ID -

Delete

@ Participant

+Add

Participants List ( 0/6 )

< Back

Continue

1. Click "Delete" to remove the participant;
2. Click "+Add" to add participants;
3. Upon completion, click "Continue".

# Select competition events – Individual Events



**Select Events**

1 Select 2 Review 3 Confirmed

**Individual Event(s)**

Participant Selected event(s) 1 [Edit](#)

CHAN, Tai Ming Participant ID N25ATC0014

Men Adult B (19-34) Individual - 100M ✓	Men Adult B (19-34) Individual - 200M
Men Adult B (19-34) Individual - 400M	Men Adult B (19-34) Individual - 800M
Men Adult B (19-34) Individual - 1500M	Men Adult B (19-34) Individual - 110M Hurdle
Men Adult B (19-34) Individual - High Jump	Men Adult B (19-34) Individual - Long Jump ✓
Men Adult B (19-34) Individual - Triple Jump	Men Adult B (19-34) Individual - Shot Put
Men Adult B (19-34) Individual - Discus	Men Adult B (19-34) Individual - 5000M

[Back](#) [Save Selection](#) [Continue](#)

1. Click "Edit" in each row of participants;
2. Select competition event(s);
3. Click "Save Selection";
4. Upon selection of competition events for all participants, click "Continue".



# Select competition events – Team Events



## Group Event(s)

Men Youth C (16-18) Relay - 4x100M

Team 1

+Add

## Group Event(s)

Men Youth C (16-18) Relay - 4x100M

Team 1 ( Team Size 4 - 4 )

Delete

CHAN, Siu Ming N25ATC0015



CHAN, Tai Ming N25ATC0014



Team 2

+Add

1. Click "+Add" in each row of team events;
2. Select participants;
3. Click "Save Selection".

# Select competition events – Team Events



Group Event(s)



Men Youth C (16-18) Relay - 4x100M

Team 1 ( Team Size 4 - 4 ) Delete

CHAN, Siu Ming	N25ATC0015	✓	CHAN, Tai Ming	N25ATC0014	✓
----------------	------------	---	----------------	------------	---

Team 2 +Add

< Back Save Selection Verify the Input Continue



1. After adding participants for all team events, click "Verify the Input";
2. The system will verify whether the number of events and participants enrolled meet the competition requirements;
3. Upon successful verification, click "Continue".

# Select competition events



**Select Events**

1 **Select** — 2 **Review** — 3 **Confirmed**

Please Confirm The Selections

@ Participant  
**CHAN, Tai Ming** Participant ID **N25ATC0014**

Men A B (19-34) Individual - 100M Men Adult B (19-34) Individual - Long Jump

☒ I declare that the information provided is true and correct and I/applicant understand that if false information is provided, enrolment fee will not be refunded.

[< Back](#) [Submit](#)

1. Review the enrolment information;
2. Read the declaration and tick the box;
3. Click "Submit".

# Select competition events




1. Alterations to the selected competition events will not be allowed after submission of the application. Click "Confirm" to proceed with the submission, or;
2. Click "Cancel" to edit the application again;
3. Click "Submit" to complete the submission.

# Select competition events



1 Select — 2 Review — 3 Confirmed



Participant details submitted successfully!

**i Acknowledgement**  
Competition events have been selected for 1 out of 6 participants. Please complete the selections for the remaining participants by 16 Oct 2025.

[Back to Activity Enrolment Details](#) [Add More Participants](#)

1. Upon successful submission of the application, a confirmation notification will be issued by the system;
2. Click "Back to Activity Enrolment Details"; or
3. Click "Add More Participants" to submit applications for other participants.