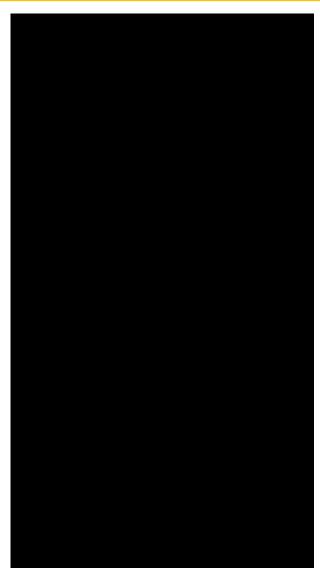
SmartPLAY Quick User Guide





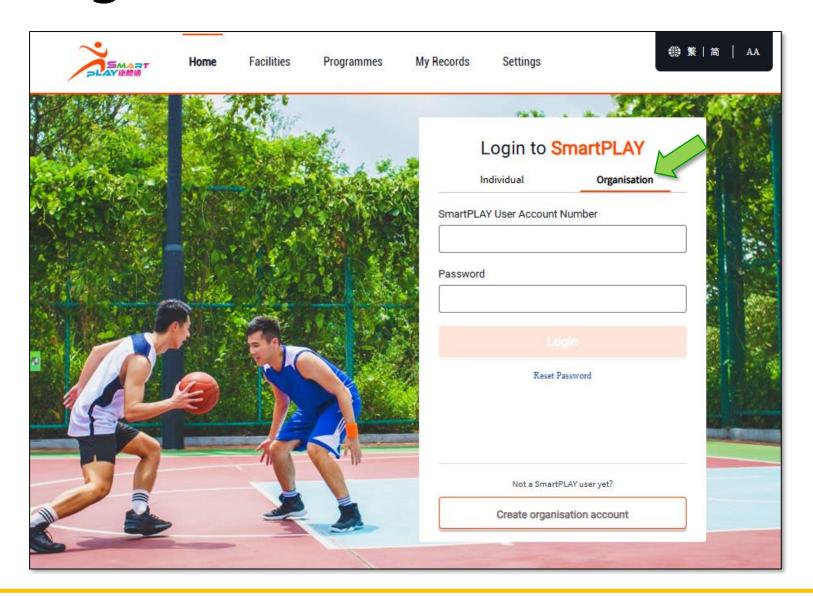
Enrolment in District Age Group Athletic Meets by School Organisation Users

Only applicable to the Age Group Athletic Meets of the following districts

- ■Tuen Mun District
- Yuen Long District
- ■North District

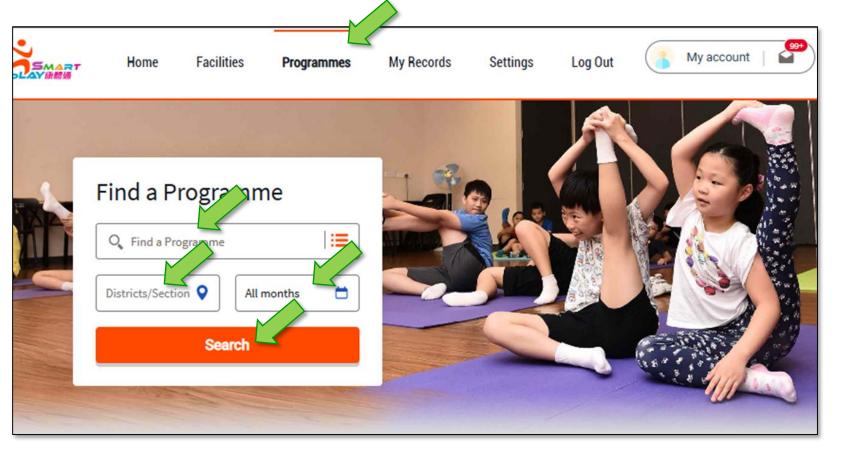
Log in to SmartPLAY





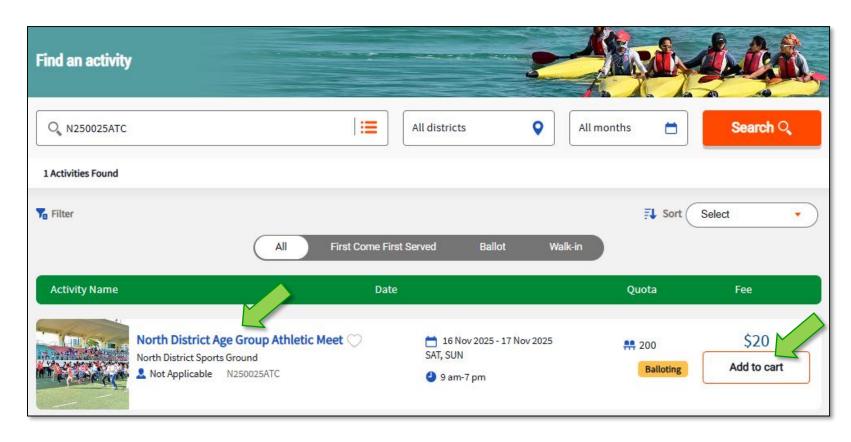
- 1. When logging in to the system on the homepage of the SmartPLAY website (https://www.smart play.lcsd.gov.hk/home), select "Organisation";
- 2. Enter the user account number and password;
- 3. Click "Login".





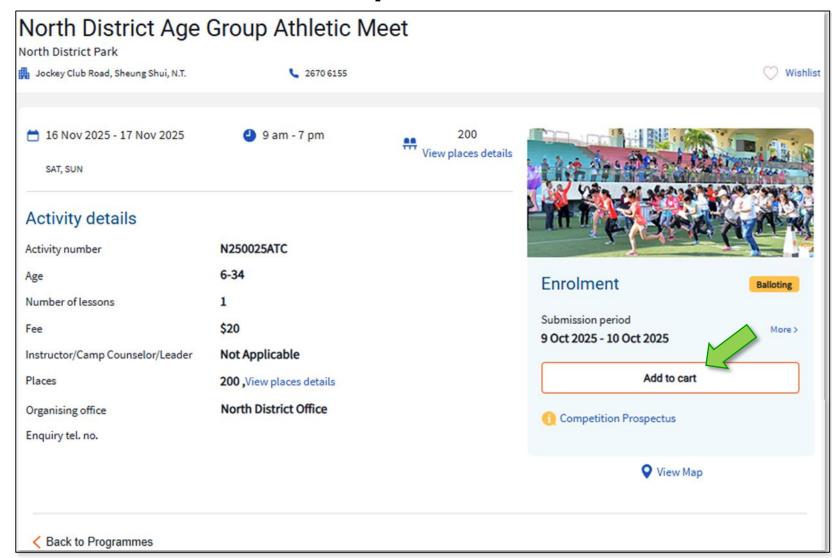
- 1. Go to the "Programme" page;
- 2. Enter the activity number in the "Find a Programme" field;
- 3. Select the district and month in which the activity is held;
- 4. Click "Search".





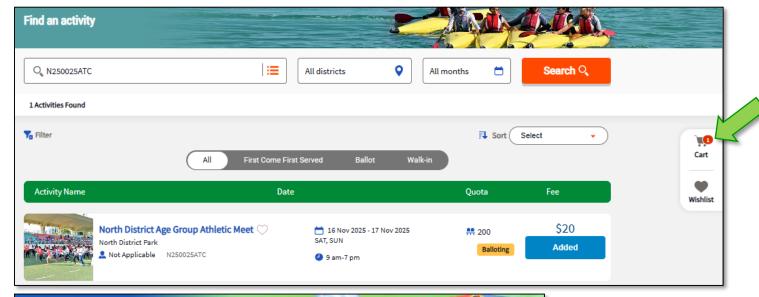
- 1. Click the activity name to view details; or
- 2. Click "Add to Cart" directly.

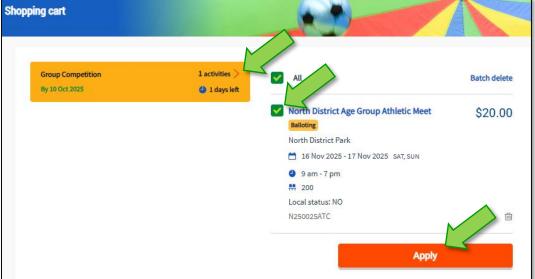




- After opening the activity details, click "Competition Prospectus" to view the prospectus; or
- 2. Click "Add to Cart" directly.

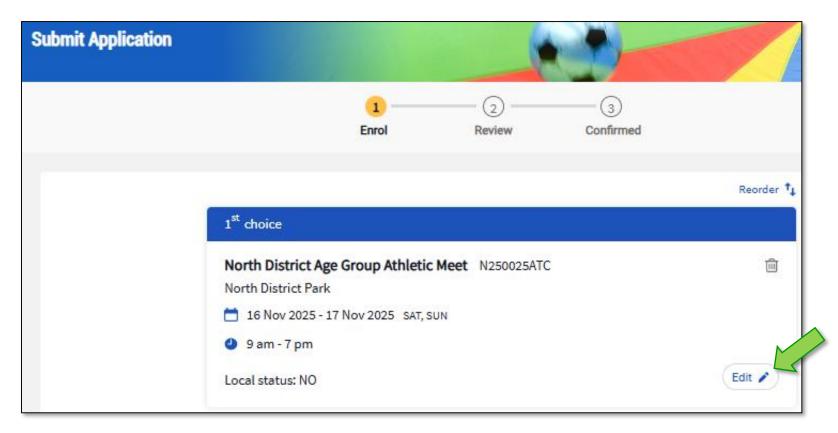






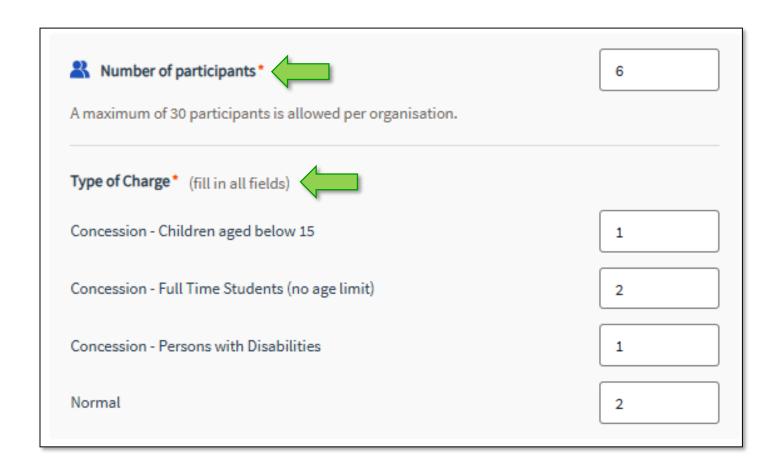
- 1. Click the shopping cart icon on the right of the screen;
- 2. Click "Group Competition";
- 3. Select the competition(s) in which you wish to enrol by ticking the respective box(es);
- 4. Click "Apply";
- 5. To remove a competition, click the bin icon.





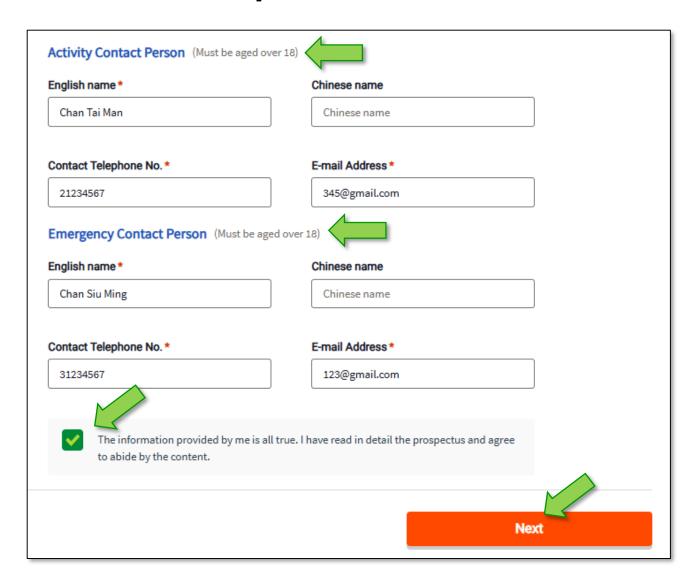
1. Click "Edit" to enter the information required for competition enrolment.





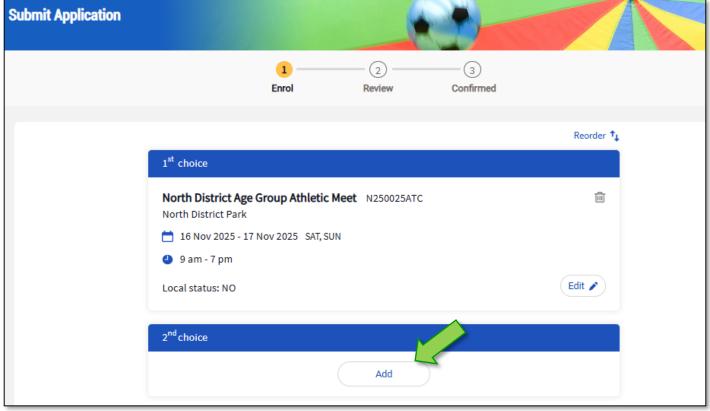
- 1. Enter the number of participants;
- 2. Enter the corresponding number of participants in each fee category.





- 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".





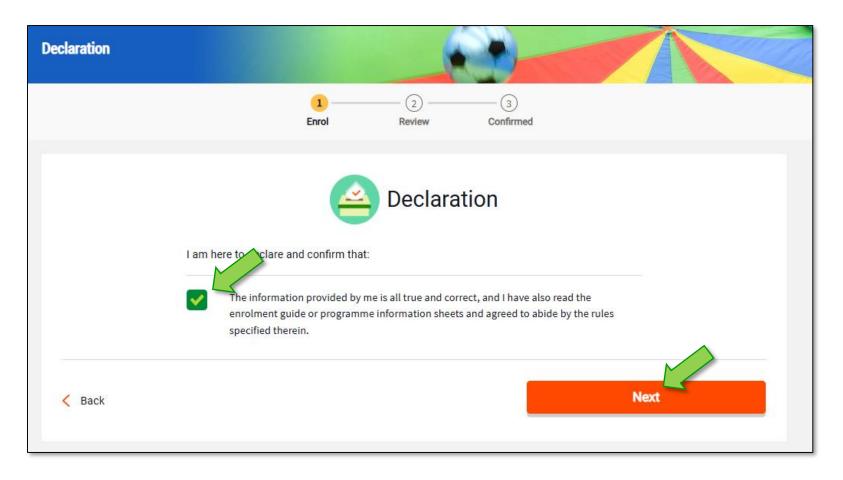
10th choice

Add

Next

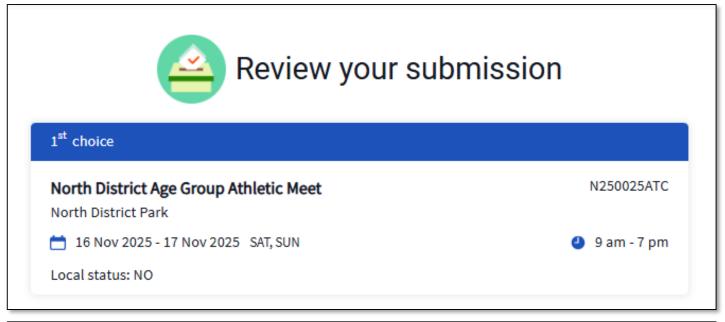
- 1. If you wish to enrol in additional competitions, click "Add" and enter the required information;
- 2. Upon completed, click "Next".





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



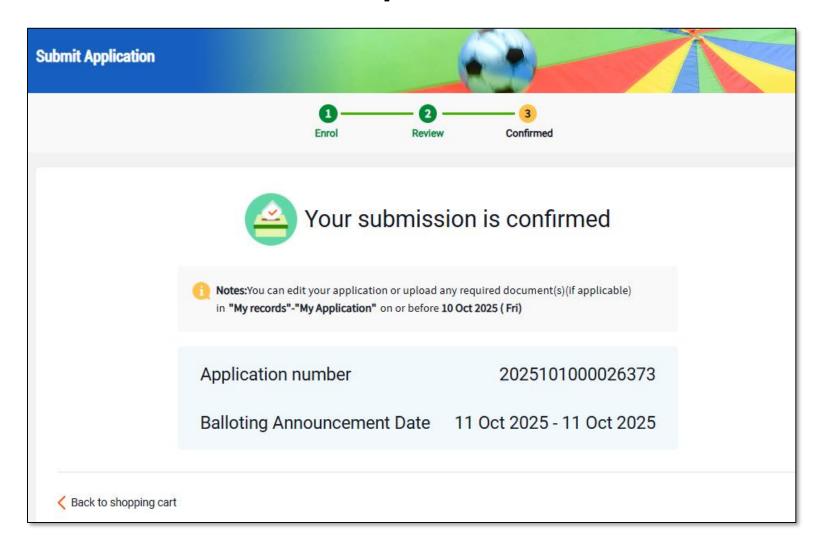


lam here to declare and confirm that:
The information provided by me is all true and correct, and I have also read the enrolment guide or programme information sheets and agreed to abide by the rules specified therein.

Confirm

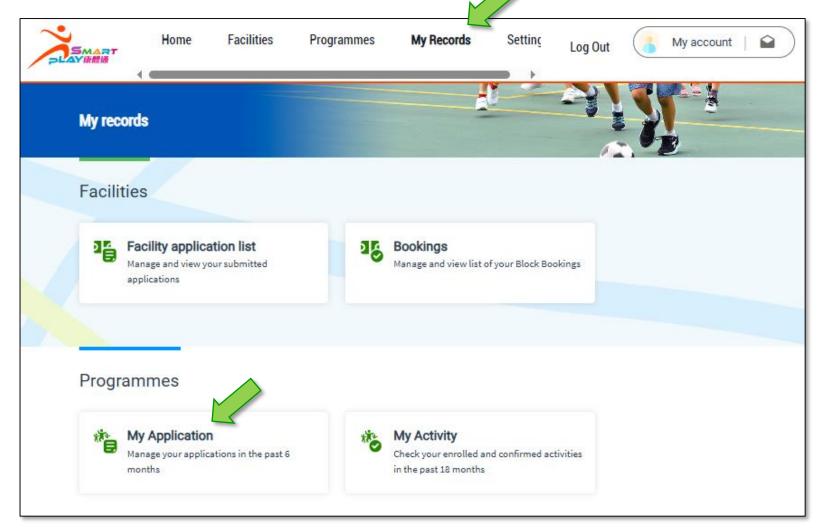
- 1. Review the information entered;
- 2. If the information is in order, click "Confirm" to submit the application.





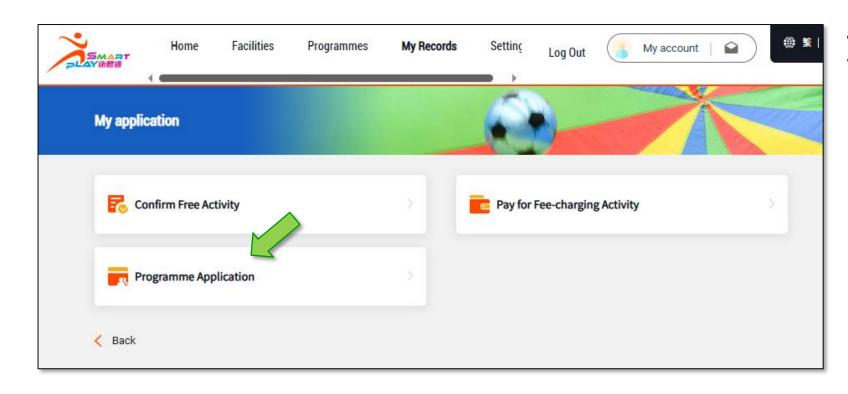
- 1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
- 2. Users may modify the application details or enrol in additional competition(s) before the application deadline.





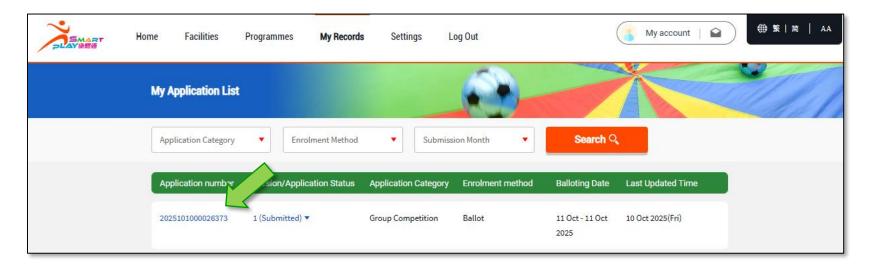
- 1. Go to "My Records" page;
- 2. Click "My Application".





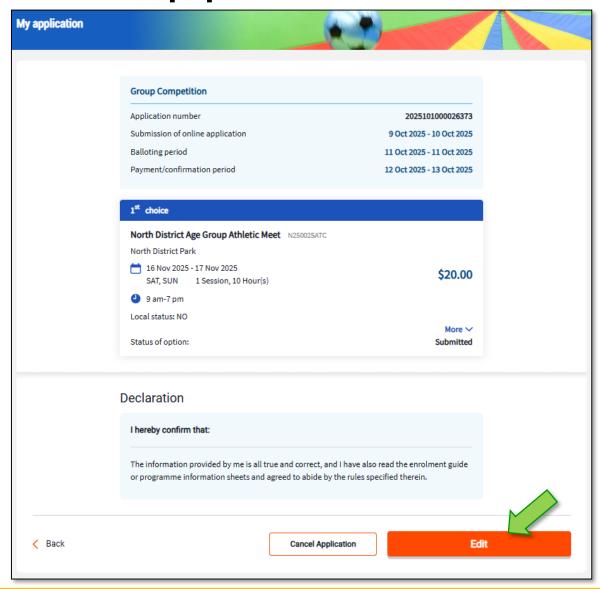
1. Click "Programme Application".





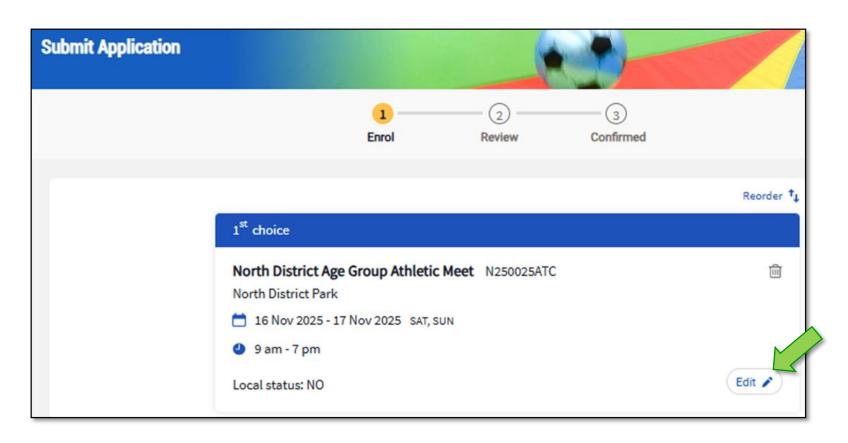
1. Click the "Application Number" of the submitted application.





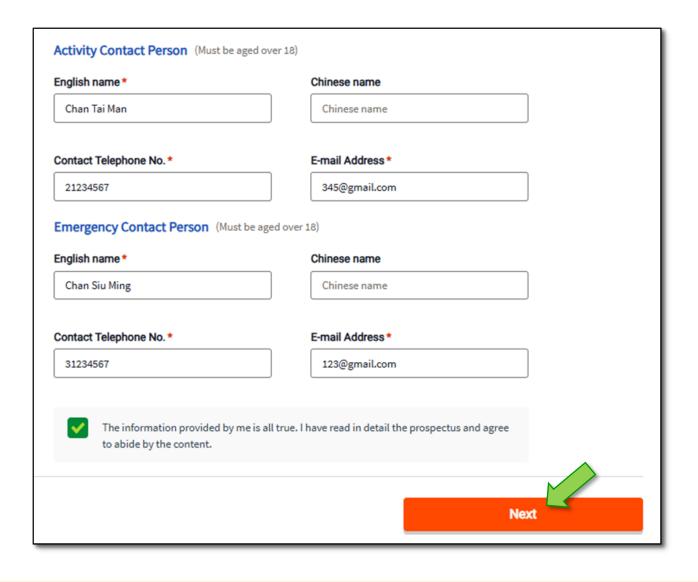
1. Confirm that the right competition has been selected and click "Edit" to proceed.





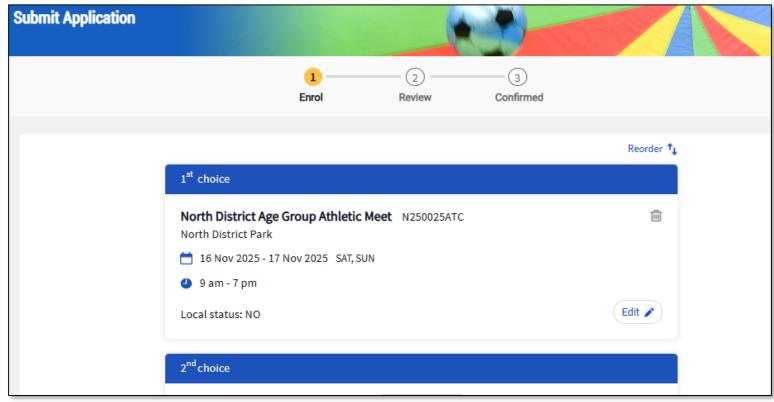
1. Click "Edit" to begin editing the information for the competition.





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





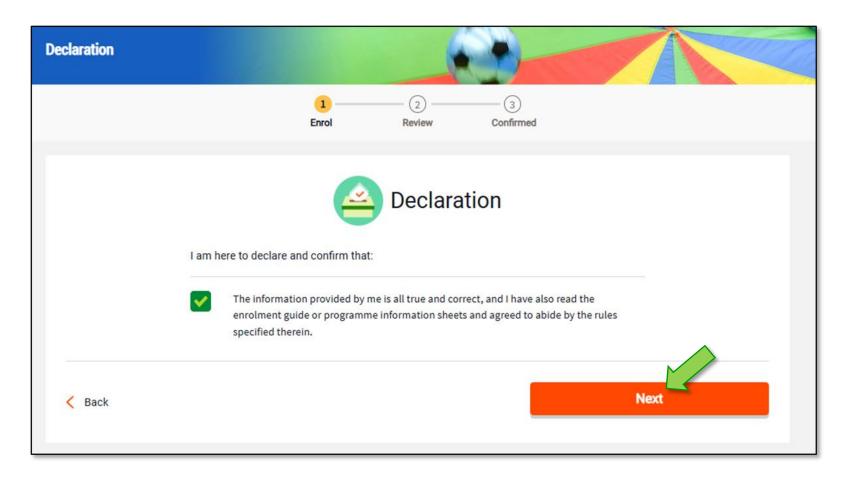
Add

Add

Next

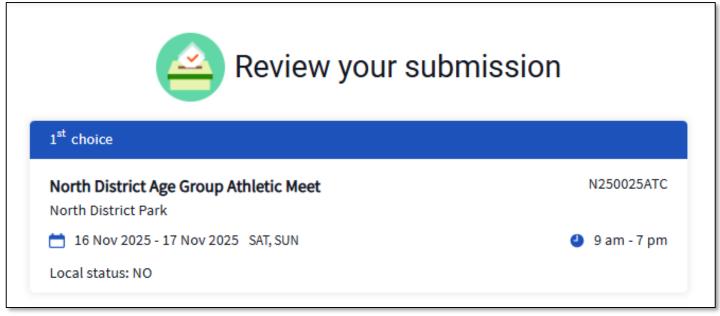
- 1. If you need to modify other competition information, click "Edit" next to the corresponding competition;
- 2. Once completed, click "Next".





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





Declaration

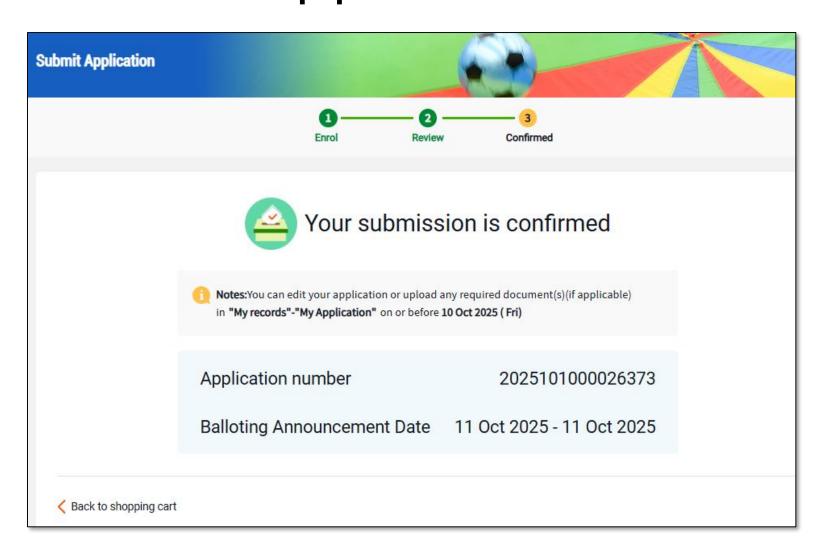
I am here to declare and confirm that:

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

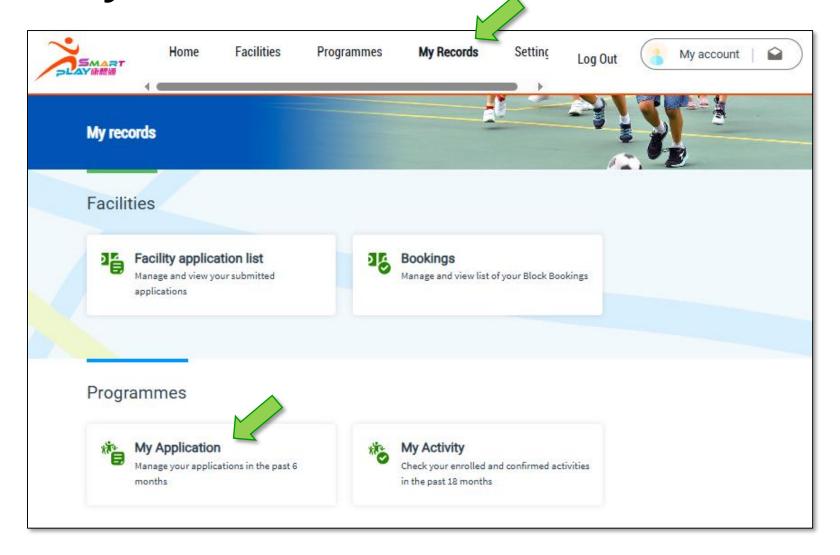
- 1. Review the application;
- 2. Click "Confirm".





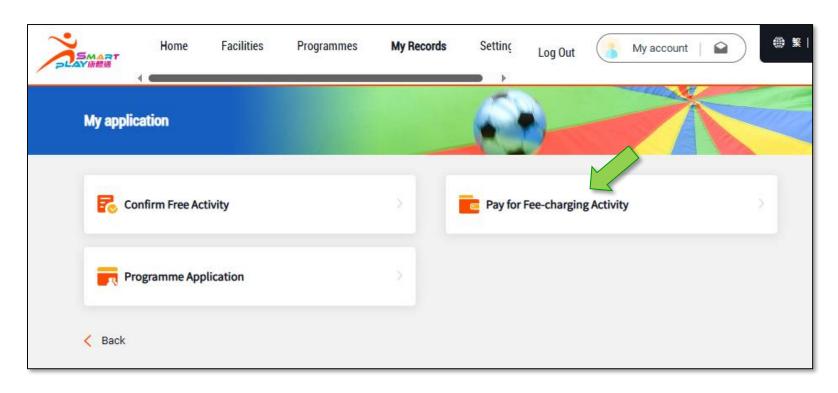
- 1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
- 2. Users may modify the application details or enrol in additional competition(s) before the application deadline.





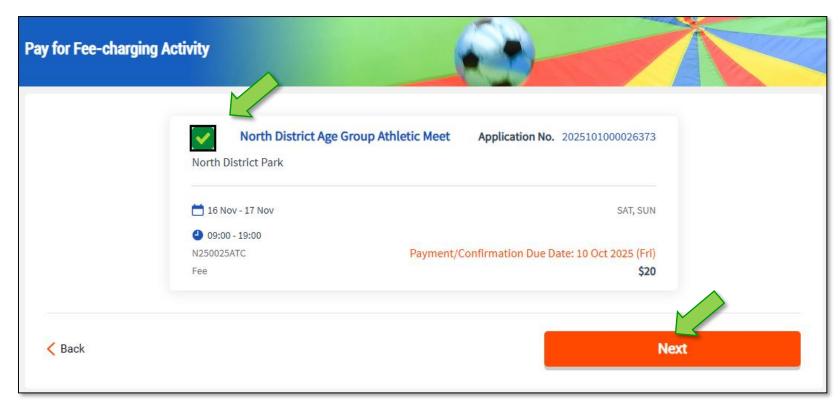
- 1. Go to the page of "My Records";
- 2. Click on "My Application".





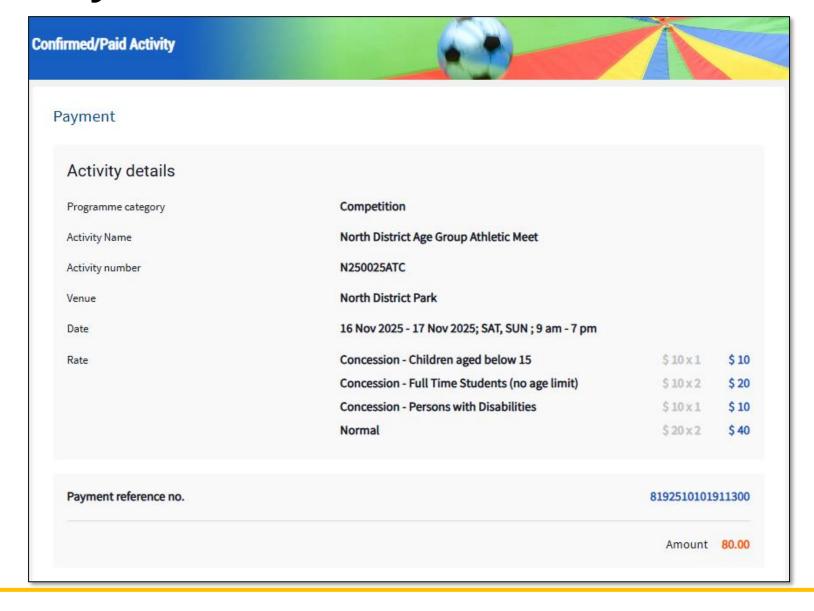
1. Click "Pay for Fee-Charging Activity".





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

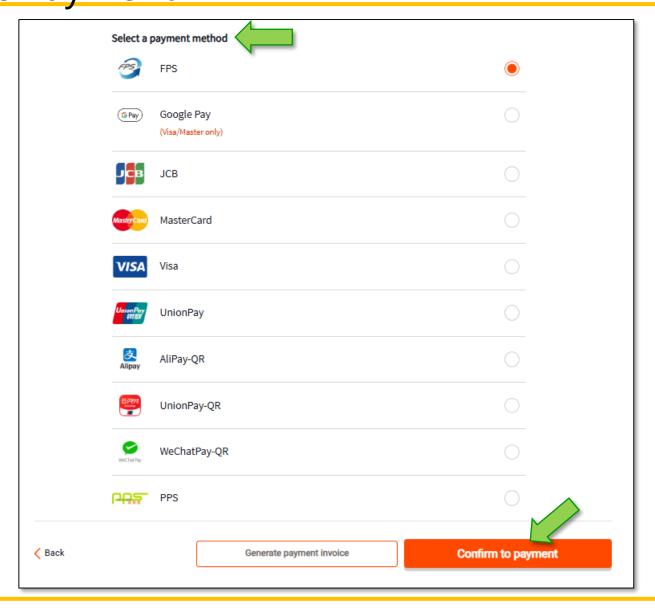




1. Review the competition details and fees.

Pay the enrolment fee - Online Payment

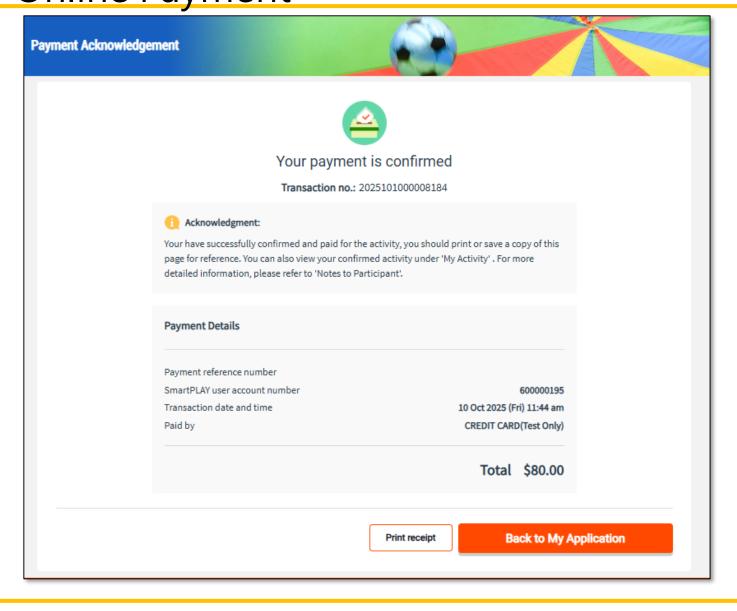




- 1. Select a payment method;
- 2. Click "Confirm to payment".

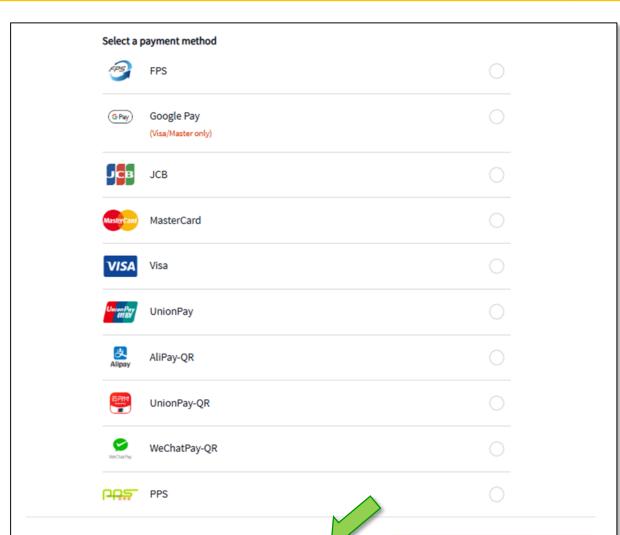
Pay the enrolment fee - Online Payment





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

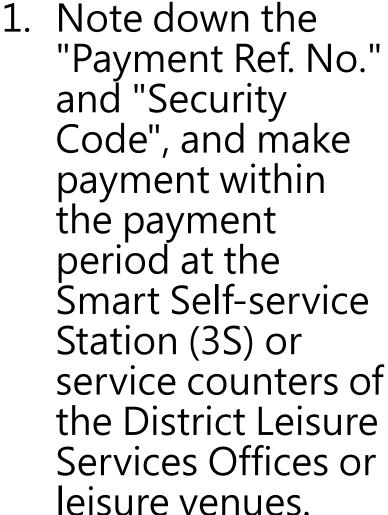
< Back



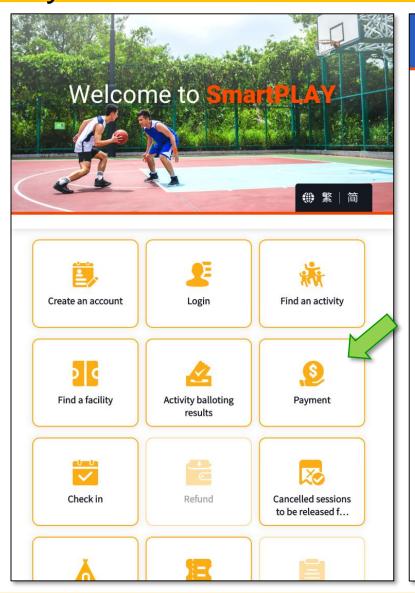
Generate payment invoice

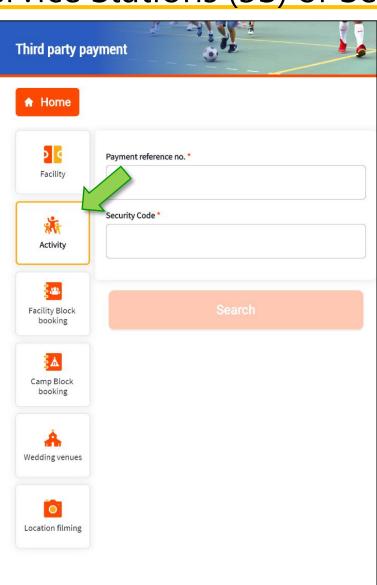
1. Click "Generate payment Invoice" to obtain the "Payment Ref. No." and "Security Code".





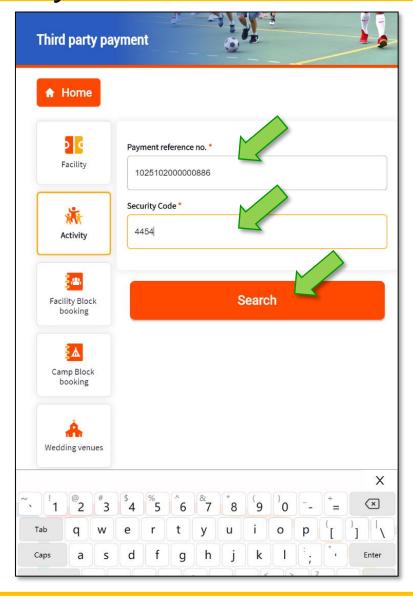


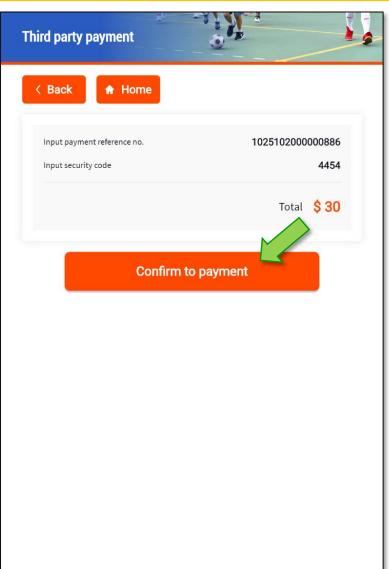




- 1. On the main page of the 3S, tap on "Payment";
- 2. Select "Activity".

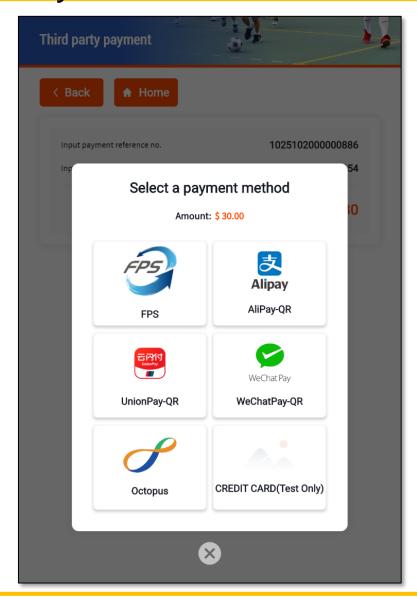






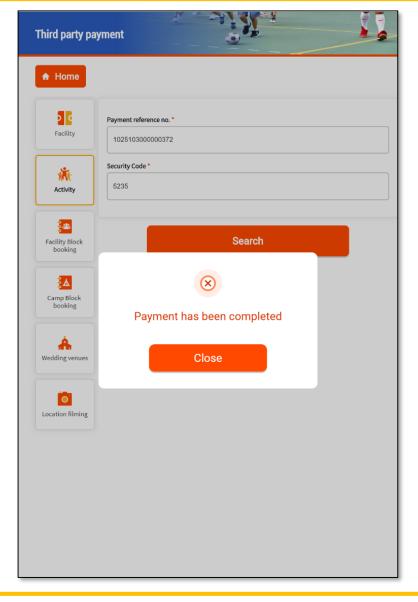
- Enter the "Payment Reference Number" and "Security Code":
- 2. Tap on "Search";
- 3. Review the payment amount;
- 4. Tap on "Confirm to Payment".





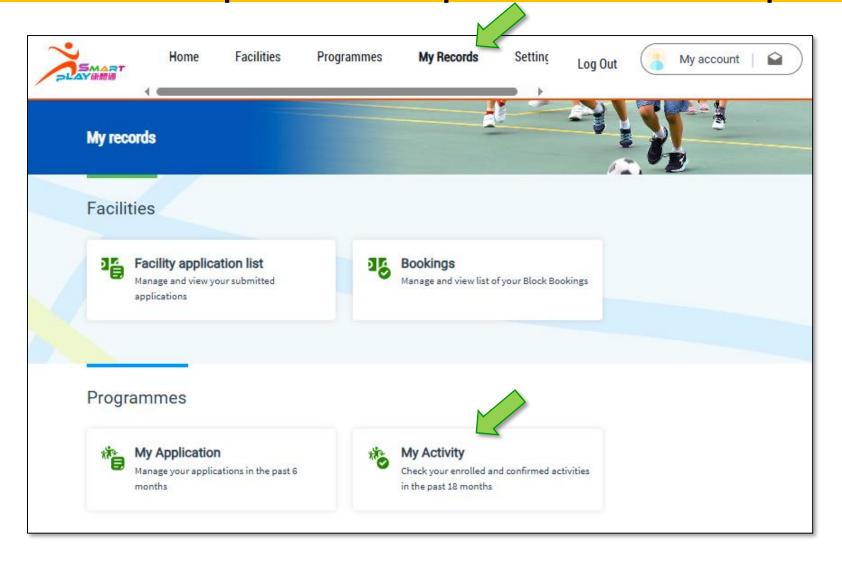


- Select a payment method and complete the payment;
- 2. Tap on "Print" to print the acknowledgement receipt.



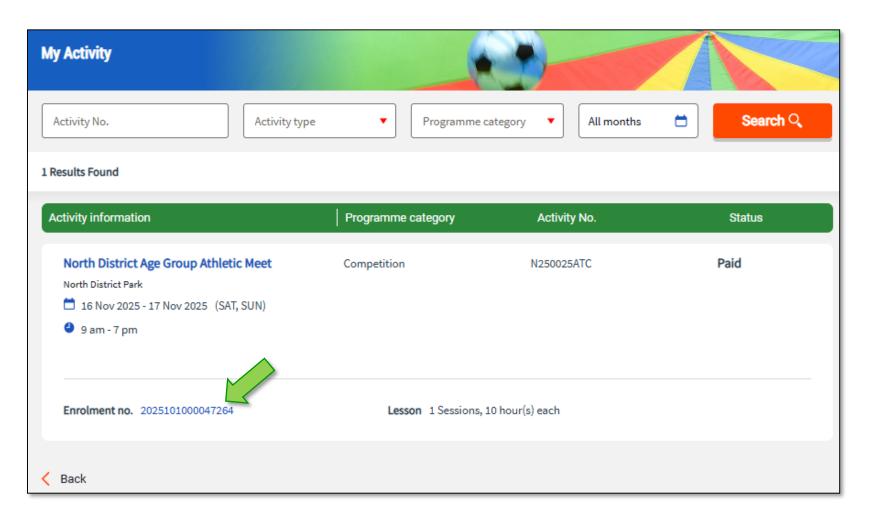
- 1. Tap on "Close" to dismiss the payment completion message;
- 2. Alternatively, users can present the "Payment Ref. No." and "Security Code" at the service counters to complete the payment.





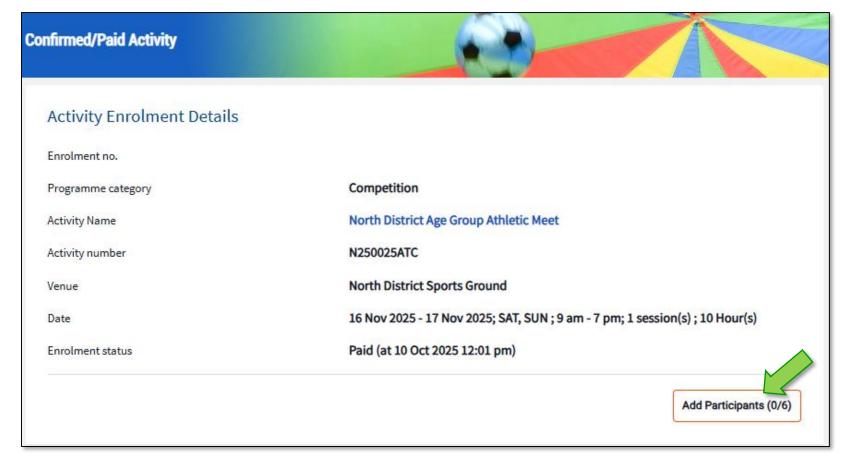
- 1. Go to the page of "My Records";
- 2. Click "My Activity".





Click on the enrolment number of the competition.





1. Click "Add Participants".





1. Click "+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".

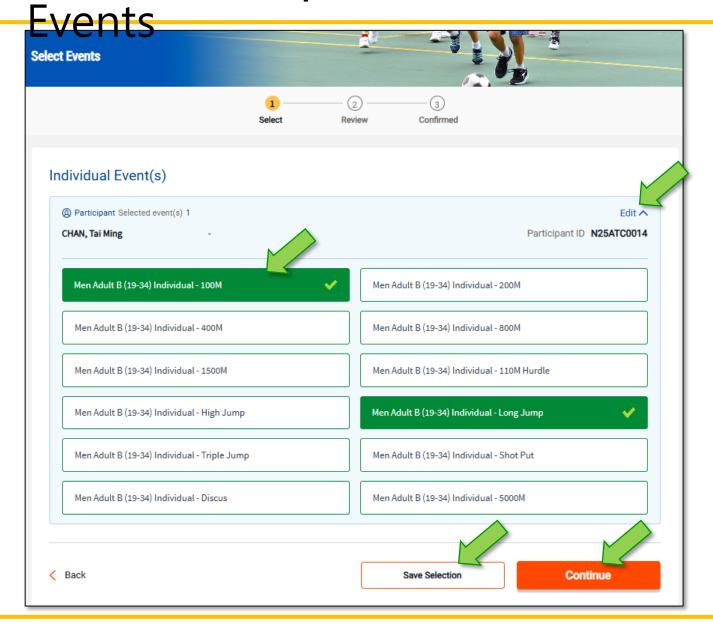




- Click "Delete" to remove the participant;
- 2. Click "+Add" to add participants;
- 3. Upon completion, click "Continue".

Select competition events – Individual





- 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



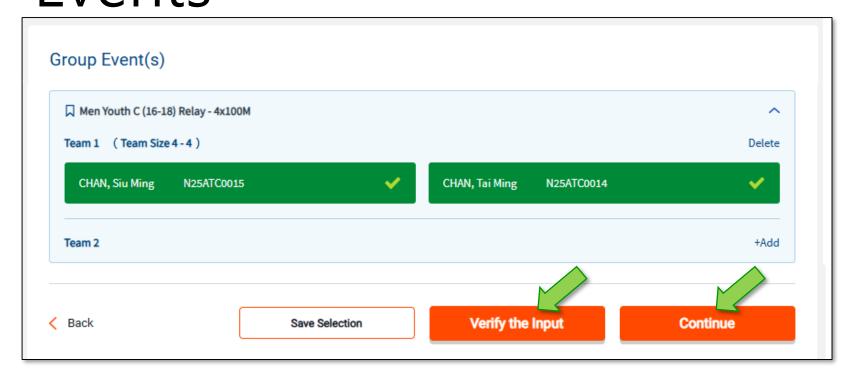




- 1. Click "+Add" in each row of team events;
- 2. Select participants;
- 3. Click "Save Selection".

Select competition events – Team Events

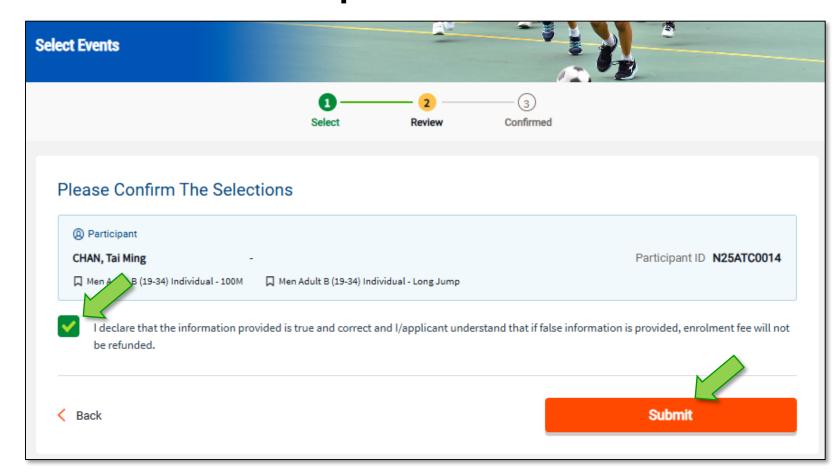




- 1. After adding participants for all team events, click "Verify the Input";
- 2. The system will verify whether the number of events and participants enrolled meet the competition requirements;
- 3. Upon successful verification, click "Continue".

Select competition events

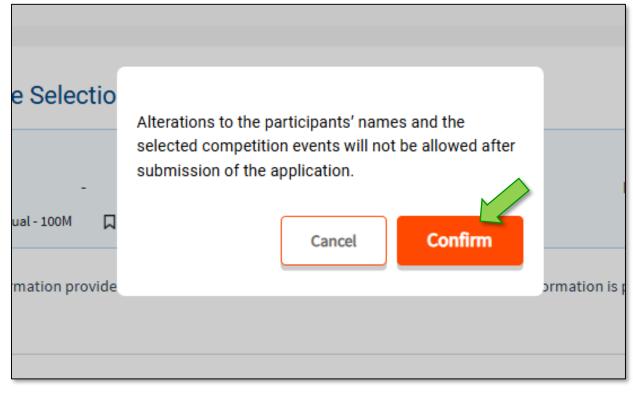




- 1. Review the enrolment information;
- 2. Read the declaration and tick the box;
- 3. Click "Submit".

Select competition events





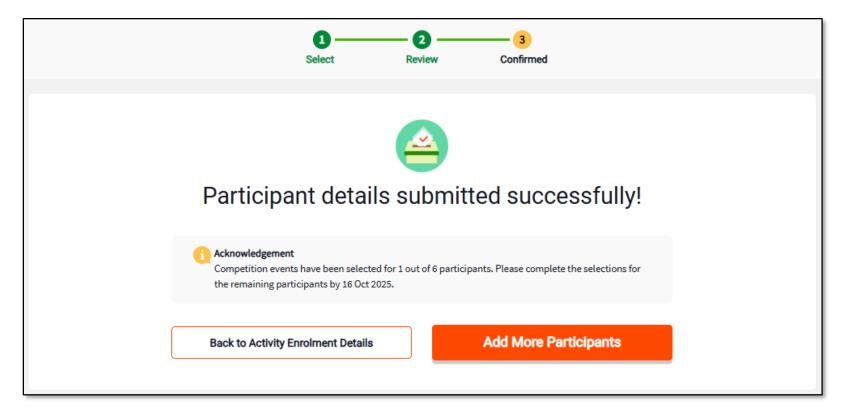
I declare that the information provided is true and correct and I/applicant understand that if false information is provided, enrolment fee will not be refunded.

Submit

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