

Creating a new application

- Contact Emma Bayliss emma.bayliss@bef.co.uk to request a user ID
- The applicant will then receive an email with a link and a log in for the Globocol online system
- The applicant now uses their login details to login to the system. Upon logging in they will be presented with a very simple navigation menu with 2 options
 - New Application
 - My Applications
- When starting a new application, select New Application. To go into an existing application, select My Applications
- You will be asked to choose which type of application you would like to make and will see the following window

The screenshot shows the 'Para Classification System' login page. At the top, there is a blue header with the system name on the left and the user name 'Jay McNeeley' with a dropdown arrow on the right. Below the header, a message asks the user to specify which service they are requesting, with four radio button options: 'New classification', 'Review existing classification', 'Request for compensating aids', and 'Visual Impairment classification'. Below these options, there is a checkbox labeled 'Yes, I have an existing grade' and a note asking the user to either complete a new classification application or contact the Para Classification Coordinator Felicity Towers for guidance, with her email address provided.

- First the applicant needs to select what sort of application this is – there are 4 different types and there is a pop-up help available to the applicant by clicking on the **i** in the blue circle . This will display a popup help box which explains the different types of application available. In this example we are going to select **New classification**
- The applicant has selected **New application** and now begins to complete the form as per example below

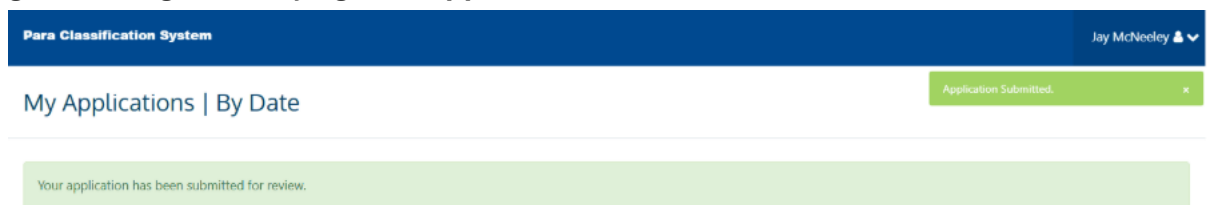
The screenshot shows the 'Para Classification System' application form. The form is divided into two main sections. The left section contains personal details: Title (Mr), First Name (Jay), Surname (McNeeley), Address (14 Sycamore Drive, Halifax), Post Code (HX4 9DL), Phone Number (01422 755221), Email (jaymcneeley24@gmail.com), and Date of Birth (06/08/2010). The right section contains classification details: a checkbox for 'Yes, I have an existing grade', a note about providing details in 'Additional Information' if a member of another body, checkboxes for 'Para Dressage' and 'Para Driving', a 'HUB' dropdown menu with a 'Select' button, and a 'HUB Start Date' field.

- The applicant should click on each of the organisations of which they are either a member or an affiliate. If the applicant is a member of any other relevant bodies they should note this in the **Additional Information** field which comes further down the form.
- **Please indicate what you want to be classified for** – there are two options, Para Dressage and Para Driving. The applicant can select either or both options.
- HUB – the HUB refers to the event at which the athlete will be assessed in person by the BEF Classifiers. This classification costs £75 but will only be charged upon confirmation that the athlete/applicant is eligible for classification.
- BACS Transfer – the applicant should check this box to confirm that they are willing to use BACS transfer as the payment method for the classification fee (NB: other payment methods are NOT available – so if this is not checked the application cannot proceed)
- The applicant should click on the **Select** button on the **Preferred HUB** field which will pop up a table showing planned HUB events – see Figure 12. This table shows the Date of the HUB event, the Name of the event, the address and the cut off date for applications for this event. The applicant can select their preferred HUB event by clicking on the appropriate **Select** button
- The applicant should now add medical information supporting their application. There is a general free text box **Additional Information** where the applicant can also provide more information about themselves and their application

The screenshot displays two sections of a web form. The top section, titled 'ADDITIONAL INFORMATION' in a dark blue header, contains a large, empty white text area for input. The bottom section, titled 'ATTACHMENTS' in a dark blue header, includes a light blue informational banner stating: 'When uploading documents please ensure that the document copy is high quality so that it is legible by the classification team.' Below this, there are two distinct upload areas. The first is for the 'Certificate of Diagnosis for National Para Equestrian Classification', featuring an 'Upload' button and the text 'No attachments uploaded'. The second is for 'Other Medical Letters and Certificates and Information', with a note to 'Please attach test results to support the above diagnosis - for example MRI reports, CT reports, Nerve conduction test results', an 'Upload' button, and the text 'No attachments uploaded'.

- The applicant should also upload supporting files – specifically their **Certificate of Diagnosis for National Para Equestrian Classification** and any other relevant documents **Other Medical Letters and Certificates and Information**
- To upload a file click on the **Upload** button. A pop-up window titled **Upload Attachment** will appear. Click on the **Choose File** button. This will open the device's File Explorer – select the file to be uploaded. Then click on **Upload File**.

- The next part of the form concerns consent and starts with a detailed consent statement. The applicant is requested to tick both boxes at the end of the consent statement
- If the applicant is going to be between 13 and 17 years old on the date of the selected HUB then there is an additional consent section to be completed by a responsible adult with an appropriate relationship to the applicant (parent, guardian). Note that applicants must be at least 13 before they can be classified.
- The application is now complete and the applicant can press the **Submit Application** button. If all of the mandatory fields have been completed then the applicant should be taken to the My Applications view and at the top of this screen should be an acknowledgement of the application with a message on a green background saying **Your application has been submitted for review**



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- If some mandatory fields have not been completed then the system will stay on the application form screen and will give a list of missing fields at the bottom of the screen. The applicant can then go to these fields, complete them and try submitting the form again.