

HASSRA LIVE DESK AID

Club competitions and events approval process on HASSRA Live.

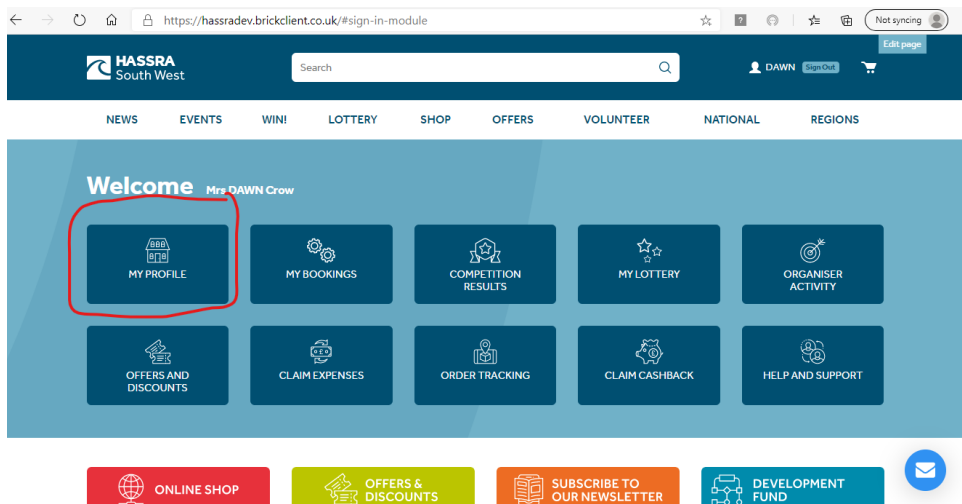
Introduction.

This desk aid provides a step-by-step process to approve a competition/event before it goes live on HASSRA Live.

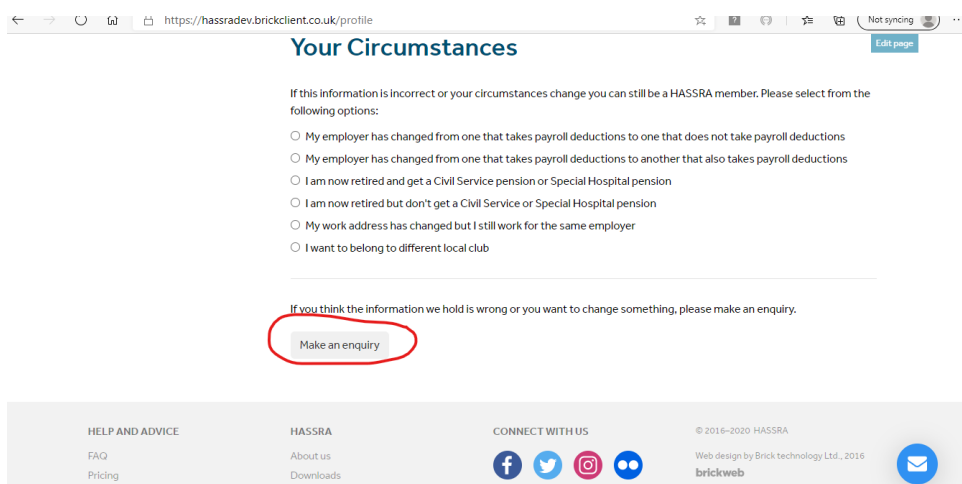
Step 1 – Access.

Prior to approving a competition/event you will need to gain permission from your club chair. Once you have permission you will need to request approvers access to HASSRA Live.

To request access, go to “My Profile” on HASSRA Live.



Scroll down to the bottom of the page and click on “Make an Enquiry”.



Step 2 – Make an enquiry.

Once you have clicked on the 'Make an enquiry' a box appears for completion. Select "Events/Competitions Organiser access" from the 'Enquiry Subject' drop down list.

Complete the comments box with your request

Click on submit

Make an enquiry

Just fill in the form below and we will contact you asap.

Name
Dawn Crow

Email
dawncrow22@gmail.com

Phone
01841 540064

Enquiry subject
Event/Competition organiser access ✓

Comments
Can you give me access to approve Events/Competitions for South West region please? I have the permission of the regional board to complete these tasks ✓

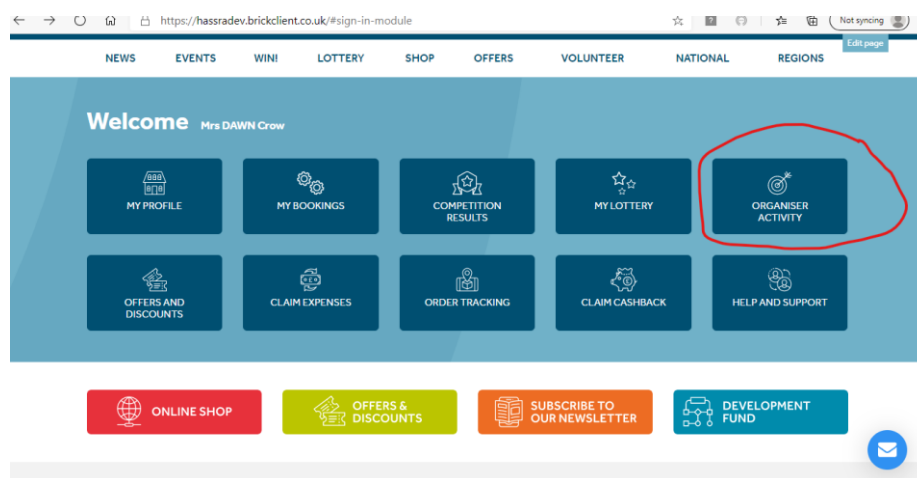
Submit

The National Team will action your request and confirm by e-mail.

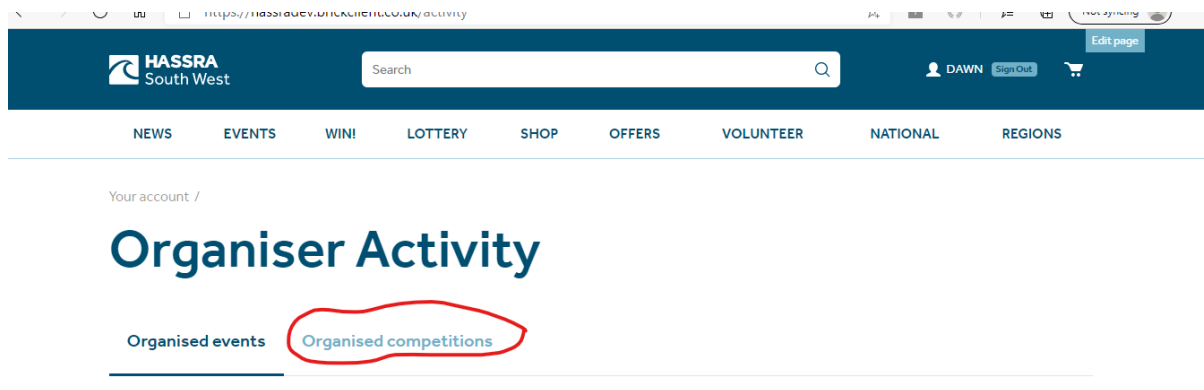
Once you have been given access and you can then approve competitions and events for your club.

Step 3 – Approve activity.

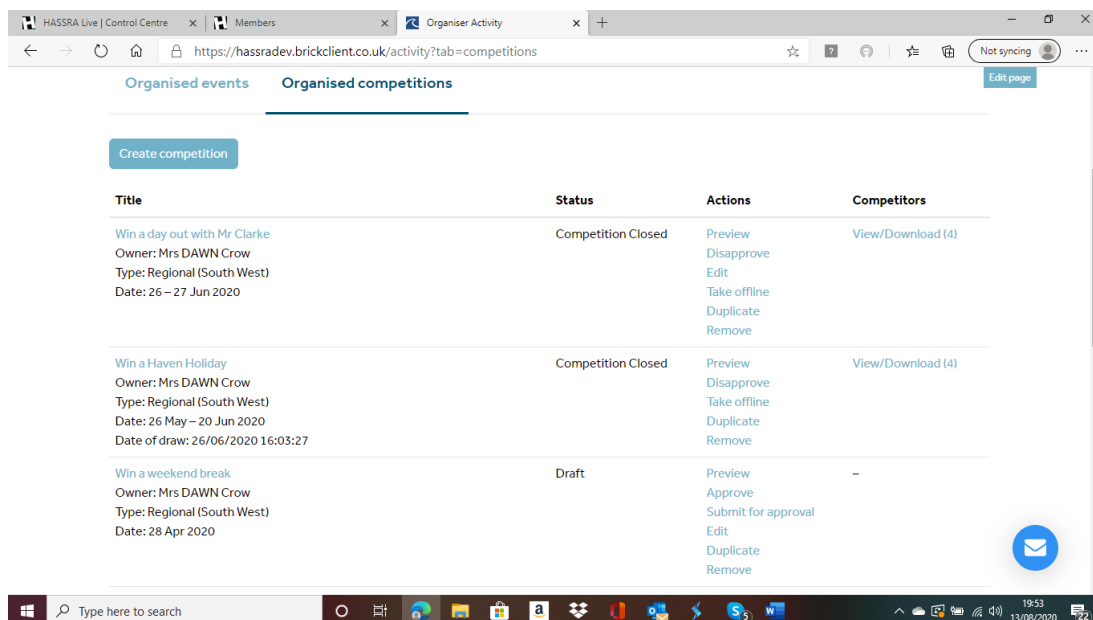
Sign into your HASSRA Live account as normal and click on the 'Organiser Activity'.



Click on 'Organised competitions' or 'Organised events'.

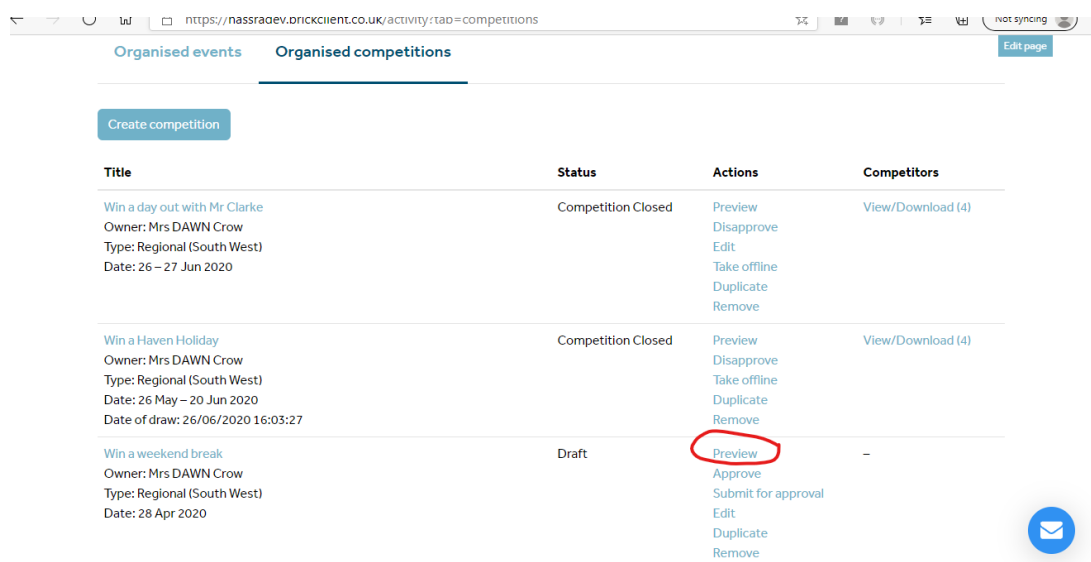


You will need to check whether you have any competitions or events to approve. Scroll down to see all competitions that need your approval.



Step 4 – Preview.

Click on “Preview” to check the details of the competition/event are correct.



https://nassradev.brickclient.co.uk/activity:tab=competitions

Organised events Organised competitions Edit page

Create competition

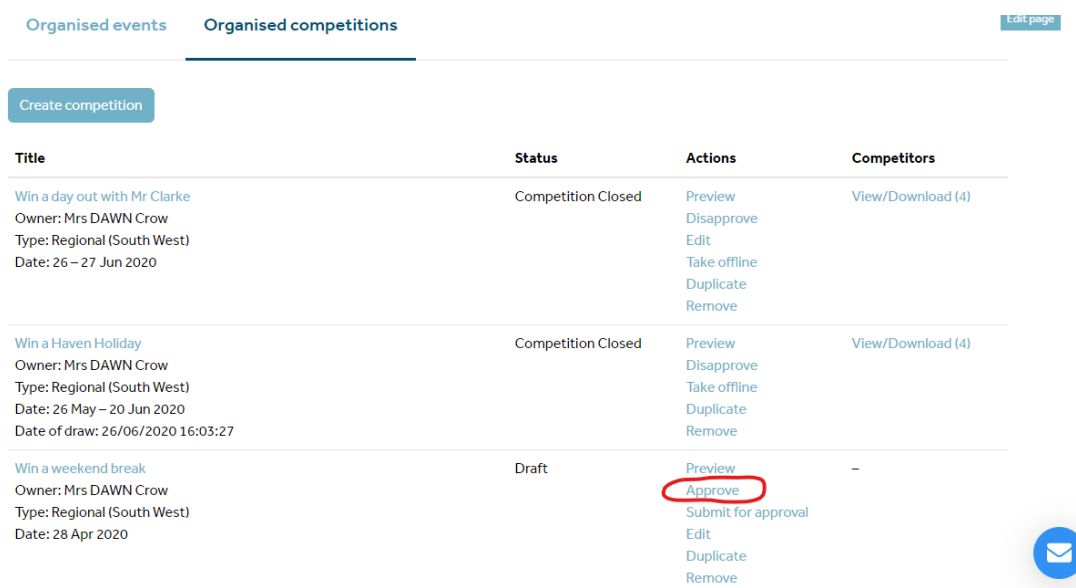
Title	Status	Actions	Competitors
Win a day out with Mr Clarke Owner: Mrs DAWN Crow Type: Regional (South West) Date: 26 – 27 Jun 2020	Competition Closed	Preview Disapprove Edit Take offline Duplicate Remove	View/Download (4)
Win a Haven Holiday Owner: Mrs DAWN Crow Type: Regional (South West) Date: 26 May – 20 Jun 2020 Date of draw: 26/06/2020 16:03:27	Competition Closed	Preview Disapprove Take offline Duplicate Remove	View/Download (4)
Win a weekend break Owner: Mrs DAWN Crow Type: Regional (South West) Date: 28 Apr 2020	Draft	Preview Approve Submit for approval Edit Duplicate Remove	–

Step 5 – Images and logos.

Remember to check that the organiser has permission to use the attached images/logos. This is really important as images and logos used by companies on their websites are normally covered by copyright and so are not free to use. If the organiser does not have permission the region or club could end up paying a fine. For further information please email HASSRACOMMUNICATIONS.ANDMARKETING@DWP.GSI.GOV.UK

Step 6 – Approve.

Once you have checked that all the information is correct you can approve



Organised events Organised competitions Edit page

Create competition

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Win a weekend break Owner: Mrs DAWN Crow Type: Regional (South West) Date: 28 Apr 2020	Draft	Preview Approve Submit for approval Edit Duplicate Remove	–

Step 7 – Unable to approve.

If the information is not correct you can either edit the information yourself or send an e-mail to the organiser to explain what needs amending asking them to let you know when they have made the changes. If you decide to edit yourself click on “Edit” to make the changes.

https://masslive.brickent.co.uk/activity/tab-competitions

Organised events

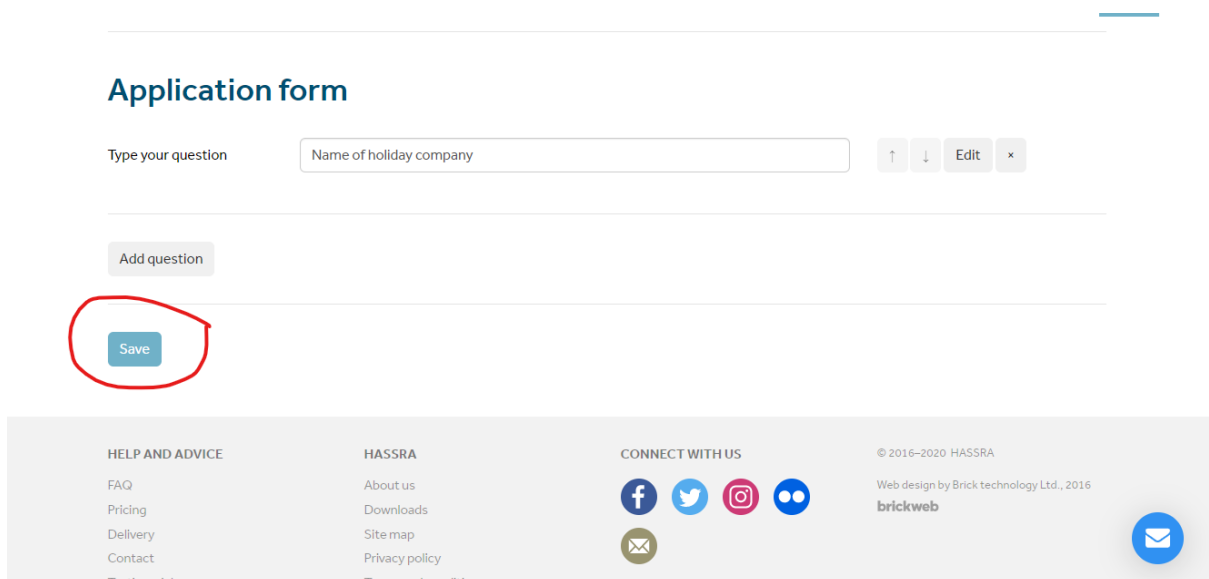
Organised competitions

Edit page

Create competition

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Win a weekend break Owner: Mrs DAWN Crow Type: Regional (South West) Date: 28 Apr 2020	Draft	Preview Approve Submit for approval Edit Duplicate Remove	–

Once you have made the changes. Click on “Save”



Application form

Type your question

[Add question](#)

[Save](#)

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Then you can approve the competition or event.

Step 8 – Once approved.

Once you have approved the competition or event then contact the organiser to let them know that you have approved their competition or event so they can “Make Live” when they are ready. The competition or event will not be shown on HASSRA Live until the “Make Live” button has been pressed.

If you have any concerns or issues, please contact the HASSRA National Team via the 'Make Enquiry' on HASSRA Live. Leave your details and one of the team will get back to you.