



CENTRAL GAUTENG
ATHLETICS

Central Gauteng Athletics (CGA)
Athlete Registration and Licence Renewal/Order
Guide

29 October 2021

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SYNOPSIS: This document provides a guide for Athlete Registration and Licence Renewal/Order by Clubs.

AMENDMENT HISTORY

REV	DATE	AMENDMENT DETAILS	AUTHOR
1	03 Nov 2021	Athlete Registration and Licence Renewal – 2022 Season	CGA Online Team

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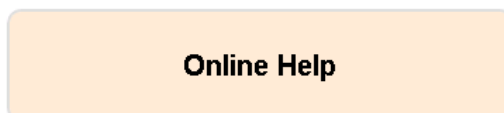
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1.1. INTRODUCTION

The objective of the document is to provide Athletes and Clubs with a quick reference to better understand the registration and License renewal process on the platform www.cgaonline.co.za.

1.2. ONLINE HELP

Most of the information included in this document has been included in the ONLINE HELP function, accessible via **Main Menu**→**Online Help**.

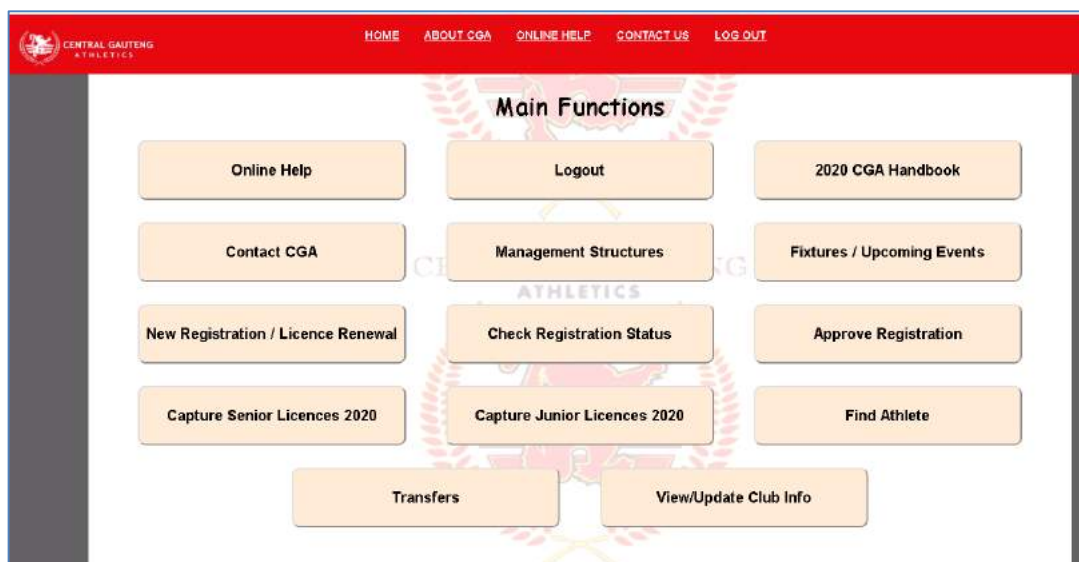


1.3. ORDERING THE 2022 LICENCES BY CLUBS

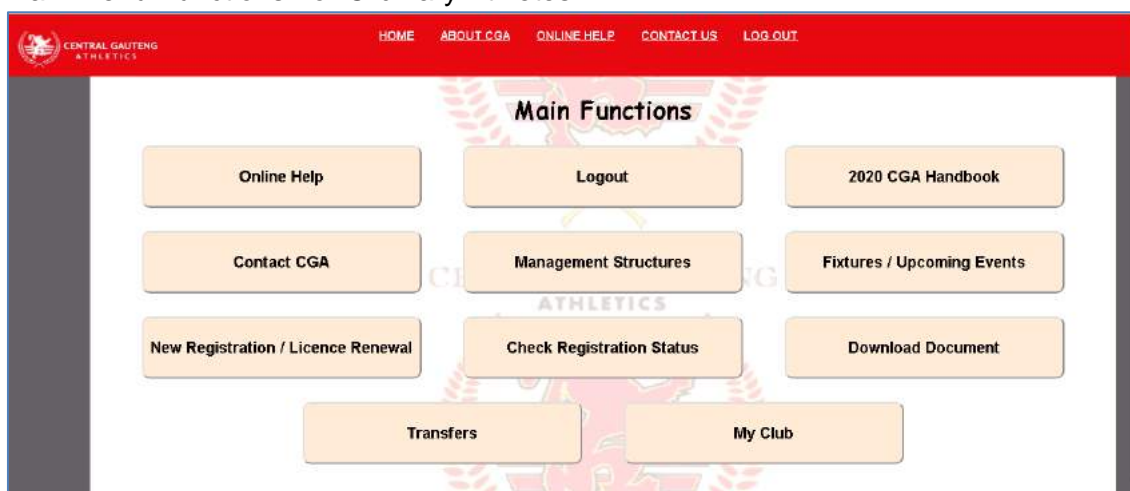
The following steps are recommended for Clubs to follow when renewing/ordering licences from CGA for 2022 season.

1. Club Official (Chairperson/Secretary/Licensing Officer) Must Be Registered On the www.cgaonline.co.za platform, for them to be able to login. The system is accessible via Desktops and mobile devices.
2. Club Officials must confirm that they have Admin Privileges for their Club. The easiest method to confirm this is by looking at your Main Menu functions when you login. See the differences between Menu Options of Ordinary Members vs Menu Options of Members With Admin Privileges vs Not Logged On.

a. Main Menu For Administrators



b. Main Menu Functions For Ordinary Athletes



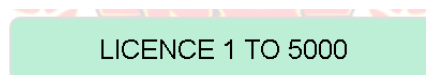
c. Main Menu Functions if user is not logged in.



3. When Logging In For the first time, club Officials may be asked to provide their electronic signatures. Please go ahead and sign on the screen using your mouse (when using desktop) or your finger when using mobile device. Your signature gets used to populate the ASA Licence form.
4. Ensure that the Previous Year (2021) Licences Have been captured on the System. This only applies to the Clubs That have not captured their licences collected from CGA in the previous year, which means their licence numbers are not reserved and may be 'stolen' by other clubs.
 - a. Main Menu→Upload Senior Licences 2021



b. Choose a Range



- i. This is the range of licences from 1 up to 5000
- j. Must Be repeated for all ranges until all your licence numbers are captured.
- c. Check The Boxes representing your licence number and Click Submit

CAPTURE YOUR SENIOR LICENCES ALLOCATED BY CGA

1. Senior Licences Only!!!!!!!!!!!!

2. Please Tick Your Licences in this range and click the Submit!!!!!!!!!!!!

3. If Licence Number Is Not Showing yet was collected From CGA, Please Email us that list of missing numbers.

<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 13	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 21	<input checked="" type="checkbox"/> 22	<input type="checkbox"/> 32	<input type="checkbox"/> 43	<input type="checkbox"/> 44	<input type="checkbox"/> 51	<input type="checkbox"/> 53	<input type="checkbox"/> 54	<input type="checkbox"/> 55	<input type="checkbox"/> 59	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69
<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input checked="" type="checkbox"/> 75	<input type="checkbox"/> 77	<input checked="" type="checkbox"/> 78	<input type="checkbox"/> 79	<input type="checkbox"/> 81	<input type="checkbox"/> 87	<input type="checkbox"/> 89	<input type="checkbox"/> 90	<input type="checkbox"/> 91	<input type="checkbox"/> 92	<input type="checkbox"/> 93	<input type="checkbox"/> 97	<input type="checkbox"/> 100	<input type="checkbox"/> 102	<input type="checkbox"/> 103
<input type="checkbox"/> 104	<input type="checkbox"/> 109	<input type="checkbox"/> 111	<input type="checkbox"/> 112	<input type="checkbox"/> 117	<input checked="" type="checkbox"/> 121	<input type="checkbox"/> 122	<input type="checkbox"/> 124	<input type="checkbox"/> 125	<input type="checkbox"/> 126	<input type="checkbox"/> 127	<input type="checkbox"/> 128	<input type="checkbox"/> 134	<input type="checkbox"/> 136	<input type="checkbox"/> 141		
<input type="checkbox"/> 142	<input type="checkbox"/> 143	<input type="checkbox"/> 145	<input type="checkbox"/> 146	<input type="checkbox"/> 147	<input type="checkbox"/> 150	<input type="checkbox"/> 152	<input type="checkbox"/> 153	<input type="checkbox"/> 154	<input type="checkbox"/> 155	<input type="checkbox"/> 157	<input type="checkbox"/> 158	<input type="checkbox"/> 159	<input type="checkbox"/> 160	<input type="checkbox"/> 162		

5. Clubs **May Add Or Remove Licences** prior to submitting their order for the year
Main Menu→ASA Licences→CLUB LICENCE ORDER

CLUB LICENCES SUB MENU - CHOSE ONE

Return To Main Menu	CLUB LICENCE ORDER
Download Ordered Club Licences	Download Collected Club Licences
Prev Year Club Licences	Download Registered Members
De-Allocate Senior Licence	De-Allocate Junior Licence

- a. Add Or Remove Licences And Submit
i. Uncheck the boxes to Remove licence

SENIOR LICENCE ALLOCATION/MANAGEMENT

ABCA Fitness Running Club

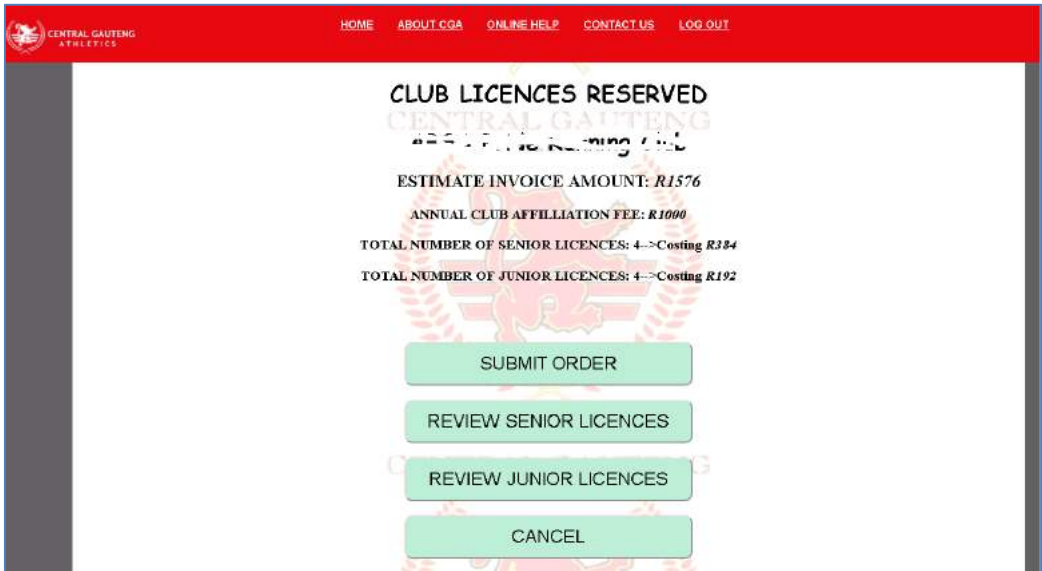
248
 250
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6. Review your Order Until You Are Ready To Submit it to CGA

7. Clubs **Submit Your Club Licence Order**

Main Menu→ASA Licences→ CLUB LICENCE ORDER


CLUB LICENCE ORDER



- a. The system still allows for review of licences at this point
 - b. Submit The Order.
8. CGA Will access the order from their side. The club may download/view their order in PDF format to verify licence numbers.

Download Ordered Club Licences

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2021 PERMANENT LICENCES ORDER FORM/COLLECTIONS

Club Name	ABSA PRIDE RUNNING CLUB							
Date Of Order								
Number Of Licences	Affiliation:	Corporate	Senior:	4	Junior:	4	Total:	8
Payment Expected	Affiliation:	R1000	Senior:	R384	Junior:	R192	Total:	R1576
Contact Person Name	[Redacted]							
Position in Club	Chairperson / Secretary							
Contact Number								
Email Address								
Signature of Official								
Collection By								
Remarks								

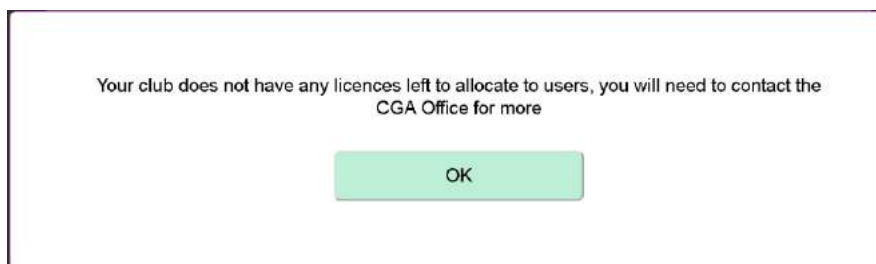
NB: Please note the following fees structures will be applicable for 2021

1. Permanent License - Senior R96
2. Permanent License - Junior R48
- 2a. Licence Costs above are discounted at 20% for licences purchased and paid for before 31 Jan 2021
3. Community Club Affiliation fee - R450
4. Corporate Club Affiliation fee - 1000
5. Licences will only be issued upon receipt of proof of payment
6. Any unused licences must be returned to CGA not later than end of March 2020 for credit

1.4. ALLOCATION OF 2022 LICENCES BY CLUBS TO ATHLETES

Once clubs have collected licences from CGA, only then will they be able to approve requests for new applications and renewals. The system will pop up a message

1. Club Official (Chairperson/Secretary/Licensing Officer) Must Be Registered On the www.cgaonline.co.za platform, for them to be able to login. The system is accessible via Desktops and mobile devices.
2. The Licences orders via the process above must collected from CGA
3. Athletes need to Renew Their Membership on the System. Those that are not registered must do so.
 - a. The Application or Renewal request will be available to Club Admin.
 - b. The Admin will select the Athlete and Approve Registration.
4. When the message, similar to the one below is given to Administrator, clubs must contact CGA to ensure that the collected licences are uploaded onto the system. This should be done by CGA official when Clubs collect their licences.



5. The Allocation of Licences to Athletes happens during the Approve Registration Process
 - a. Licences Belonging to the Club Will be available in drop down list.

1.5. SUPPLY/PURCHASING OF ORDERED LICENCES FROM ASA

The province purchases the licences provided to clubs from ASA. The clubs must place orders within a prescribed period to enable CGA to place a bulk order for licences with ASA.

1. CGA Will procure the licences ordered by Clubs, if orders are submitted before a specified date.
2. Once the specified date expires, CGA may not be able to provide clubs with specific requested licence numbers, instead clubs will need to choose from list of available numbers.
3. On Top of Licences Ordered by Clubs, CGA will place an order for a batch of numbers, eg. Numbers from 0 to 5000(senior) 0 to 2000 (junior).
 - a. The ones ordered by clubs will be given to them
 - b. Remaining ones in the batch will be randomly given to clubs.
4. CGA will update the batch numbers purchased on the system.

1.6. ORDERED LIST OF LICENCES ORDERED BY ALL CLUBS

This section outlines how a CGA Official can Download a PDF list of licences placed by clubs, ordered by licence number, and differentiating between Senior and Junior Licences.

1. CGA Official Logs Into The System.
2. Download List Of Licences Ordered By Club (PDF format, plus a comma separated list)

Main Functions

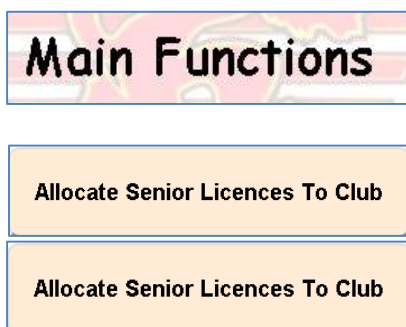
ASA Licences

List Of Licence Ordered By Clubs

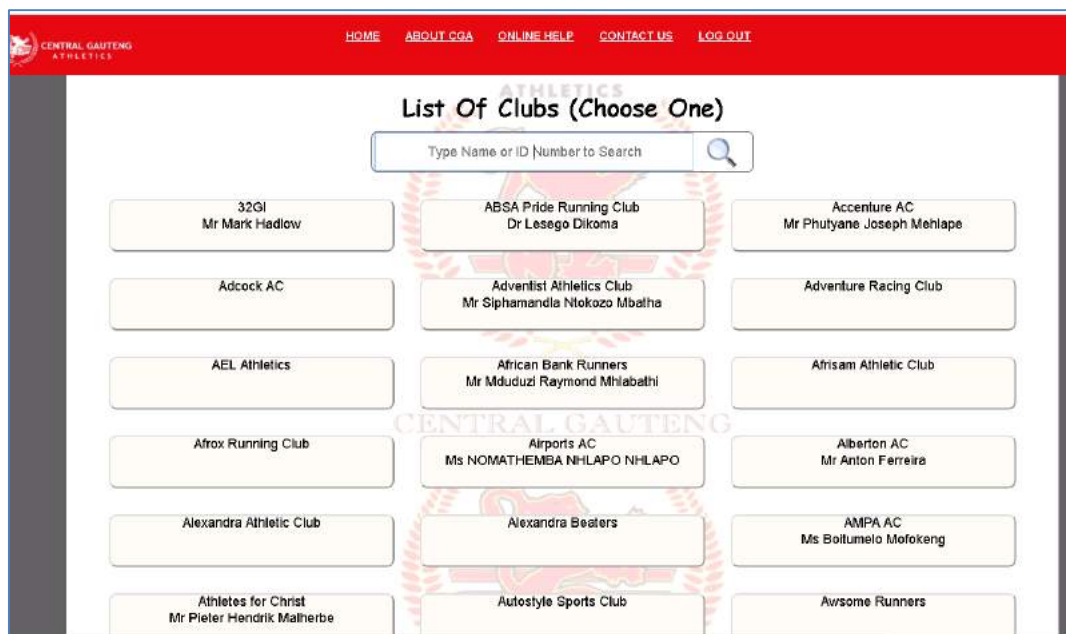
1.7. COLLECTION OF NUMBERS FROM CGA

This section deals with the events when Clubs are collecting licences from the CGA Office. Most of the steps will be performed by the CGA official.

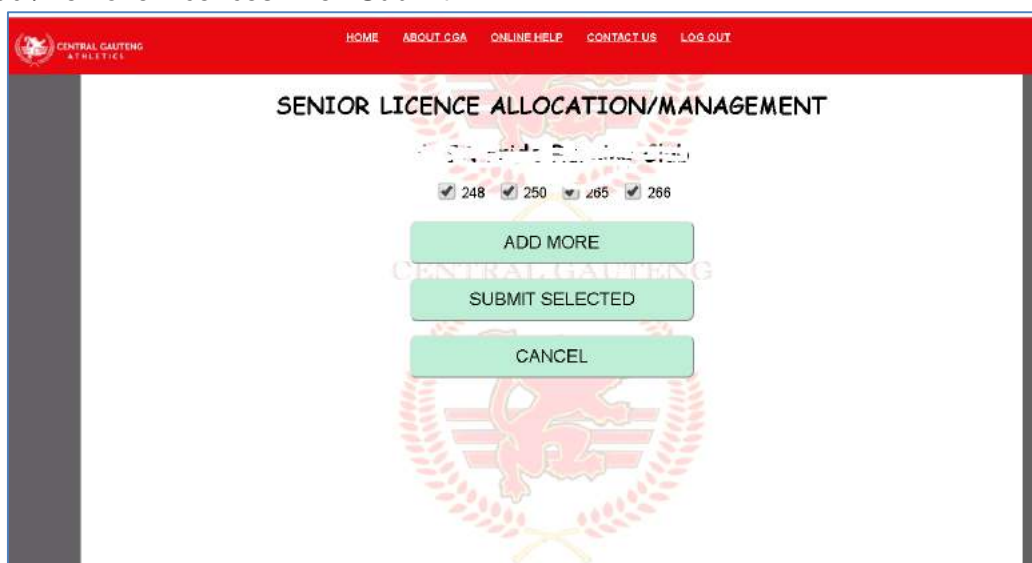
1. CGA Official Logs Into The System.
2. CGA May Download the Club Ordered Licence Document by (Optional **View-->Update Club Info-->Download Ordered Club Licences-->Select Club-->Download and Save PDF**)
3. Allocate List Of Licences Ordered By Clubs
 - a. This step is extremely important as it populates the Club Licences Drop Down List for Clubs to Allocate Licence to Athletes.



4. Choose club



5. Add /Remove Licences Then Submit



6. Clubs Will Sign for the Licences Received.
7. Clubs must confirm that licences allocated to them appear in the **Download Club Licences** pdf.

1.8. CONFIRMATION BY CLUBS THAT LICENCES COLLECTED ARE REGISTERED AGAINST THEM

1. When Licences are collected from CGA, the CGA official will update the system to confirm that ordered licences are registered against the club. This happens during the **'Allocate Senior Licences To Club'** and **'Allocate Junior Licences To Club'**.
2. Clubs can confirm that licences are captured against them by downloading/viewing the Club Licences feature.

Main Functions

Download Club Licences

You may download and save the PDF

1.9. ATHLETE TRANSFERS

Athletes are able to request for a transfer from their clubs, with intention to register with a different clubs. The club chairperson or secretary would need to approve the application for transfer.



The image shows a digital form titled "REQUEST TO TRANSFER TO ANOTHER CLUB". The form is set against a background featuring a faint, large crest of the Singapore Sports Council. The form fields are as follows:

- THE NEW CLUB**: A dropdown menu with the text "Select The New Club".
- FULL NAME**: A text input field with the placeholder text "Full Name".
- CURRENT CLUB**: A text input field containing the text "Accenture Athletics Club".
- MOTIVATION / REASON FOR THE TRANSFER**: A larger text area with the placeholder text "Type Your Reasons and motivation for the Transfer Here".
- A checkbox with the text "I hereby confirm that the information on this form is correct".
- A green "SUBMIT" button at the bottom.