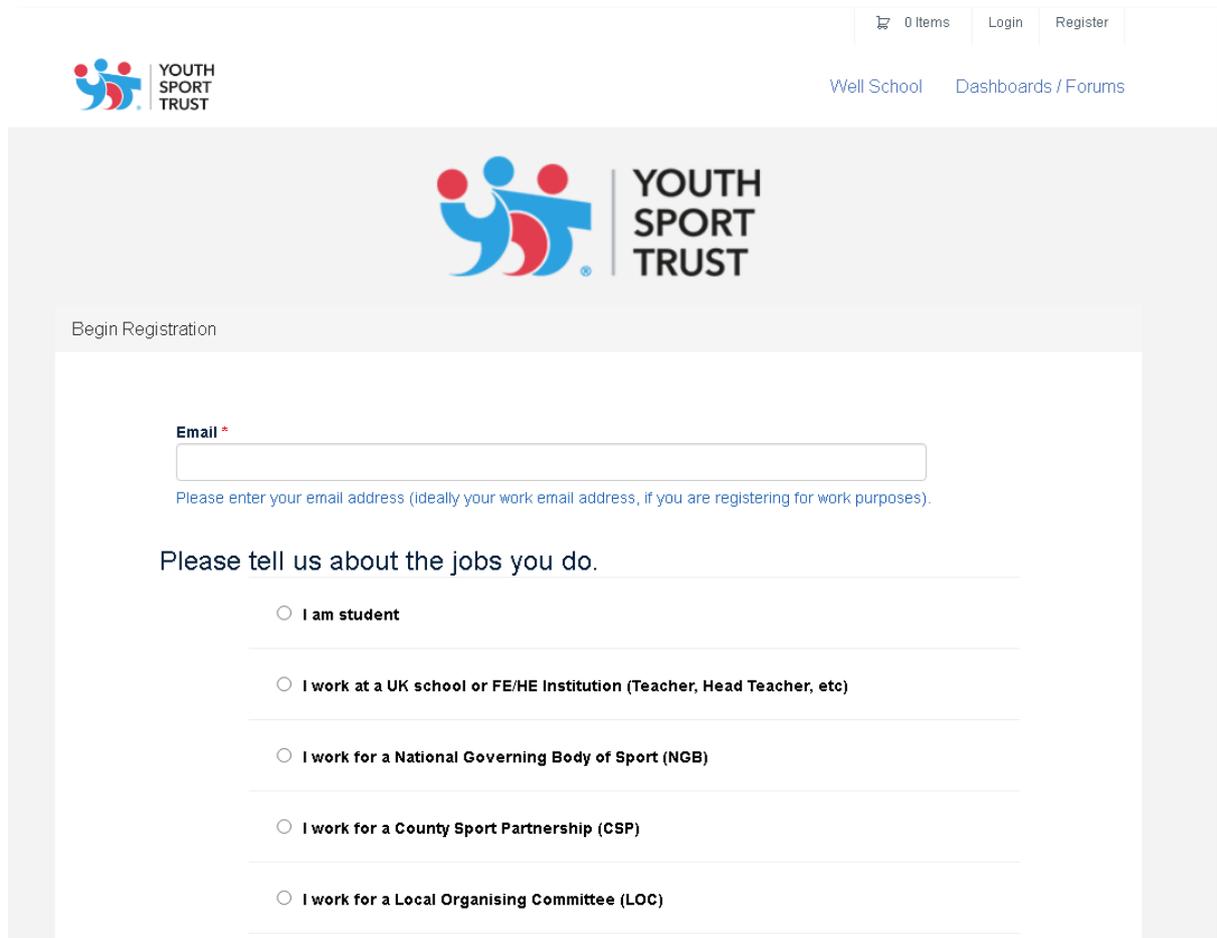


REGISTERING FOR THE YOUTH SPORT TRUST WEBSITE

In order to view your membership dashboard or register for YST events you need to have a user account on our website. Multiple staff members from the same school can register on the website.

If you think you already have an account use the [log in page](#) or the link at the top of the log in button at the top of the main www.youthsporttrust.org webpage. If you are having issues logging in or cannot reset your password please contact membership@youthsporttrust.org.

To register for an account go to: <https://youthsporttrust.force.com/PortalReg>



The screenshot shows the registration page for the Youth Sport Trust website. At the top right, there are links for '0 Items', 'Login', and 'Register'. Below these, there are links for 'Well School' and 'Dashboards / Forums'. The main header features the Youth Sport Trust logo. The registration form is titled 'Begin Registration' and contains an 'Email *' field with a placeholder text: 'Please enter your email address (ideally your work email address, if you are registering for work purposes)'. Below the email field, there is a question: 'Please tell us about the jobs you do.' followed by five radio button options: 'I am student', 'I work at a UK school or FE/HE Institution (Teacher, Head Teacher, etc)', 'I work for a National Governing Body of Sport (NGB)', 'I work for a County Sport Partnership (CSP)', and 'I work for a Local Organising Committee (LOC)'.

Enter your school email address and select the option which best describes your employment.

Click continue.

On the next page you have the option to add a recovery email address in case you move organisations and lose access to the email you set originally.

Recovery Email

Optionally, you can provide us with an "Account Recovery" email address. This will allow you to recover your Youth Sport Trust account if you ever move organisations and lose access to the email address you provided to us.

You can use any email address as an "Account Recovery" address, but we would recommend an email address that is personal to you. Some examples would be a Google email, iCloud email, Hotmail email, Yahoo email, etc...

Recovery Email

Optional

Back

Continue

Click continue.

On the final page you'll need to fill in which school or organisation you work at, your contact details and your role. You'll also need to set a password and agree to the [YST privacy policy](#).

School Registration or FE/HE Institution

To select your school or Institution, please enter your town or partial postcode (e.g. LE22), then click the search icon to the right of this field. Alternatively, enter part of your school name (e.g. Lynwood), however we would encourage you to search by town or postcode in the first instance. **PASSWORDS:** At least 8 characters long and must include 3 out of these 4 character types; Uppercase letters, Lowercase letters, Numbers, Symbols.

Choose Institution *

Email

First Name *

Last Name *

Phone

If you indicated that you work at a school you will need to search for your institution. We recommend putting the school postcode into the search tool. Click the magnifying glass and then a pop up will appear showing schools in the area. Select the correct school to continue.

School Registration or FE/HE Institution

To select your school or Institution, please enter your town or partial postcode (e.g. LE22), then click the magnifying glass icon. A pop up will appear showing schools in the area. Select the correct school to continue.

Choose Institution *

LE11

Email

First Name *

Last Name *

Search

Search LE11 Go

Please click on your Organisation in the list below. If you can't see your Organisation after scrolling through the list, enter a different search term (e.g. town, partial postcode or partial Organisation name) and click 'GO' to refresh the search.

Charnwood College	LOUGHBOROUGH	LE11 4SQ
Cobden Primary School & Community Centre	Loughborough	LE11 1AF
Conference Test School	Loughborough	LE11 3GF
Core Member School	Loughborough	LE11 3GF
De Lisle College Loughborough Leicestershire	Loughborough	LE11 4SQ
Fairfield Preparatory School	LOUGHBOROUGH	LE11 2AE
Hardwick House School	Loughborough	LE11 3HU
Holywell Primary School	LOUGHBOROUGH	LE11 3SJ
Limehurst Academy	LOUGHBOROUGH	LE11 1NH
Loughborough School School	LOUGHBOROUGH	LE11 3GF

Next scroll down and fill in your contact and role details. Some fields are required, as indicated by the * symbol.

Role Group *

--None--

Role *

--None--

You may also specify that we contact you on a different email address and/or telephone number when we communicate to you about this role.

Enter New Password (min 8 characters) *

Confirm New Password *

I have read and agree the YST privacy policy

[View policy](#)

[Back](#) [CREATE ACCOUNT](#)

Finally, choose a password, then read and agree to the YST privacy policy. You can now click create account to start using the YST website.