SmartPLAY Quick User Guide

Enrolment in Corporate Games 2027 by Organisation Users

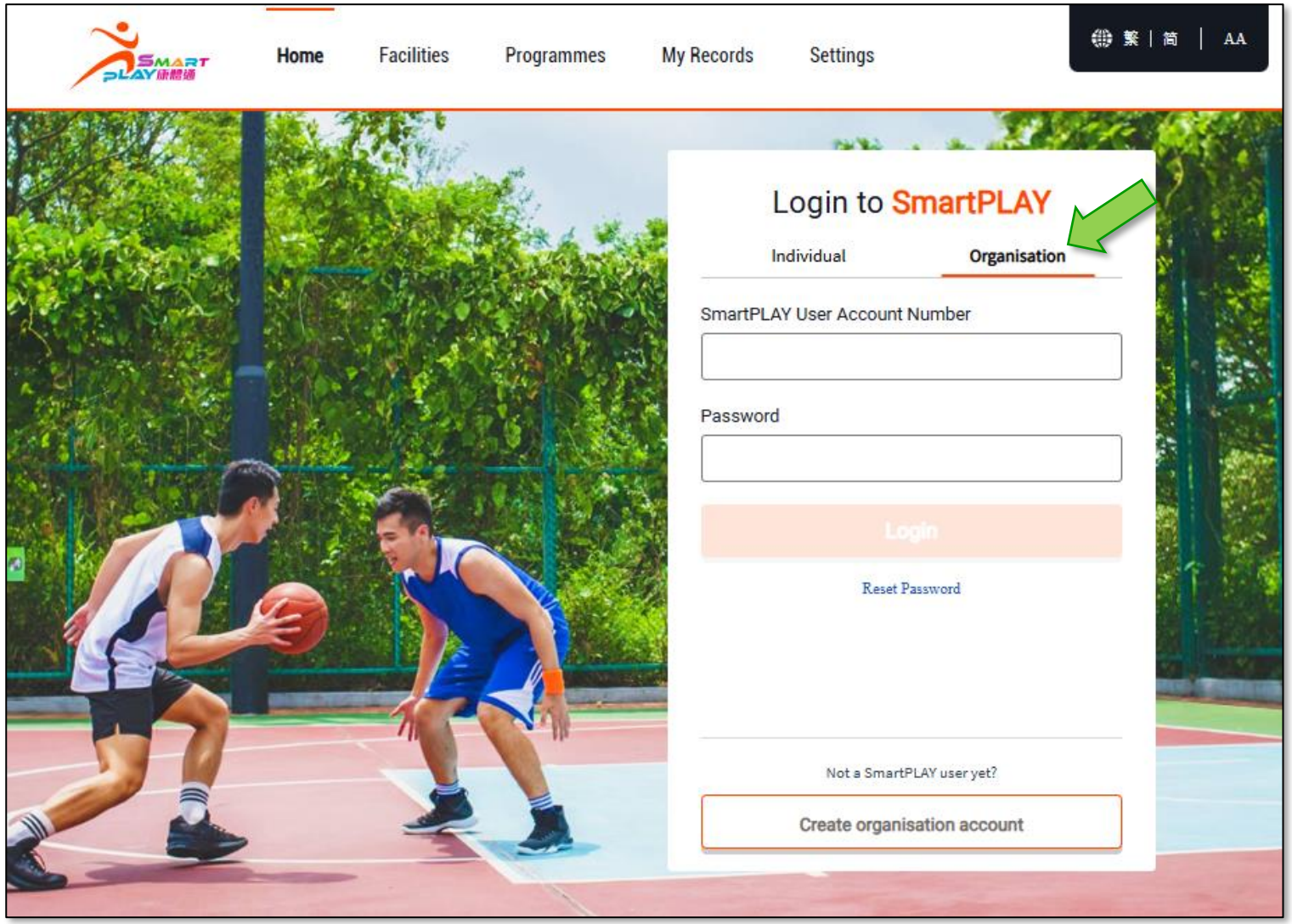
- Only applicable to the Corporate Games 2027 for Organisation Users

Content



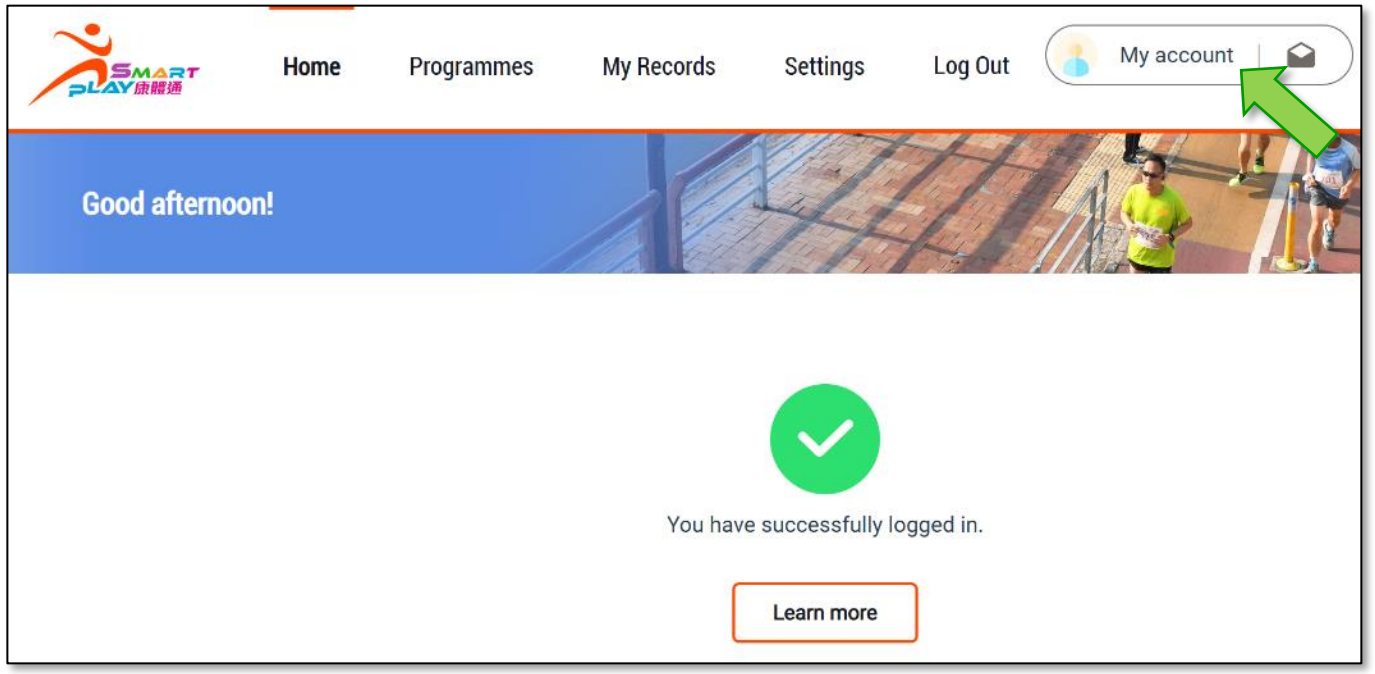
- Log in to SmartPLAY P.3
- Edit Grouping for Corporate Games P.4 – P.7
- Enrol in competitions P.8 – P.20
  - Balloting submission
- Edit the application P.21 – P.30
- Pay the enrolment fee P.31 – P.36
- Enrol in competitions P.37 – P.49
  - Open enrolment
- Submit personal particulars of participant P.50 – P.55
- Select competition events P.56 – P.60
  - Individual Events P.56
  - Team Events P.57 – P.58
- Submit Withdrawal Application P.61 – P.63

Log in to SmartPLAY



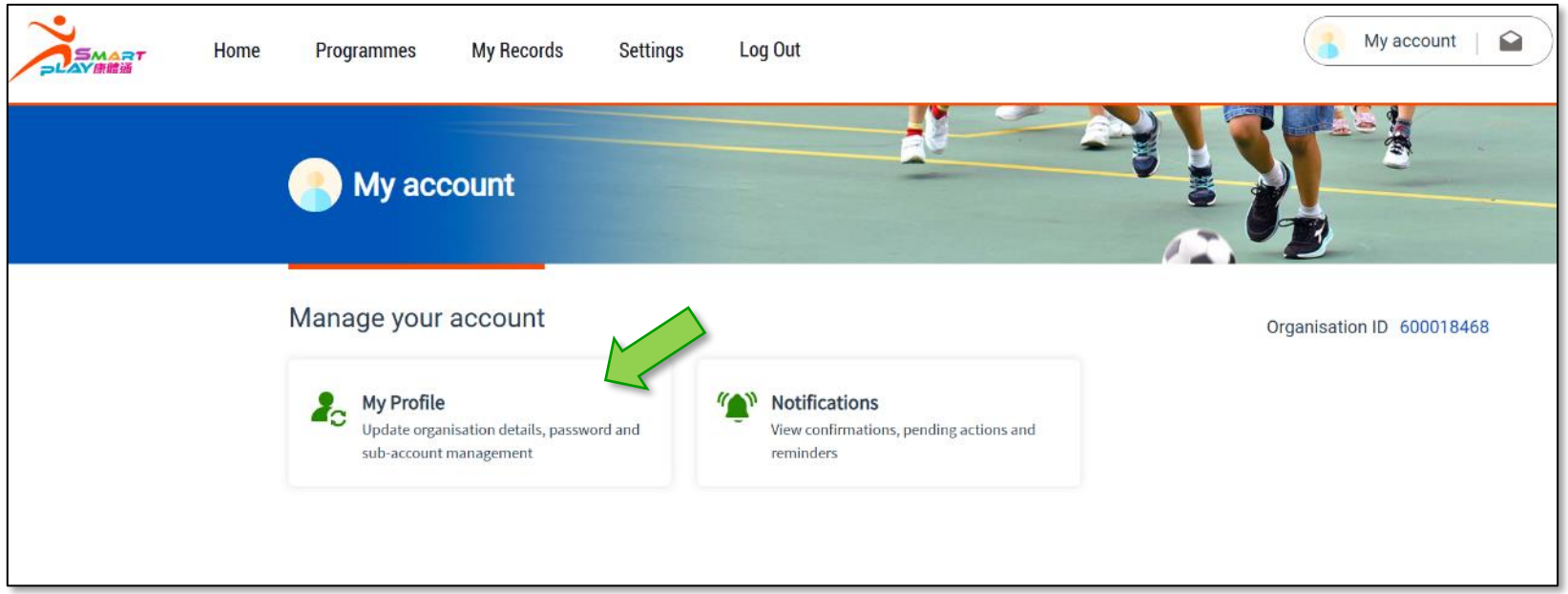
1. When logging in to the system on the homepage of the SmartPLAY website (https://www.smartplay.lcsd.gov.hk/home), select "Organisation";
2. Enter the user account number and password;
3. Click "Login".

Edit Grouping for Corporate Games



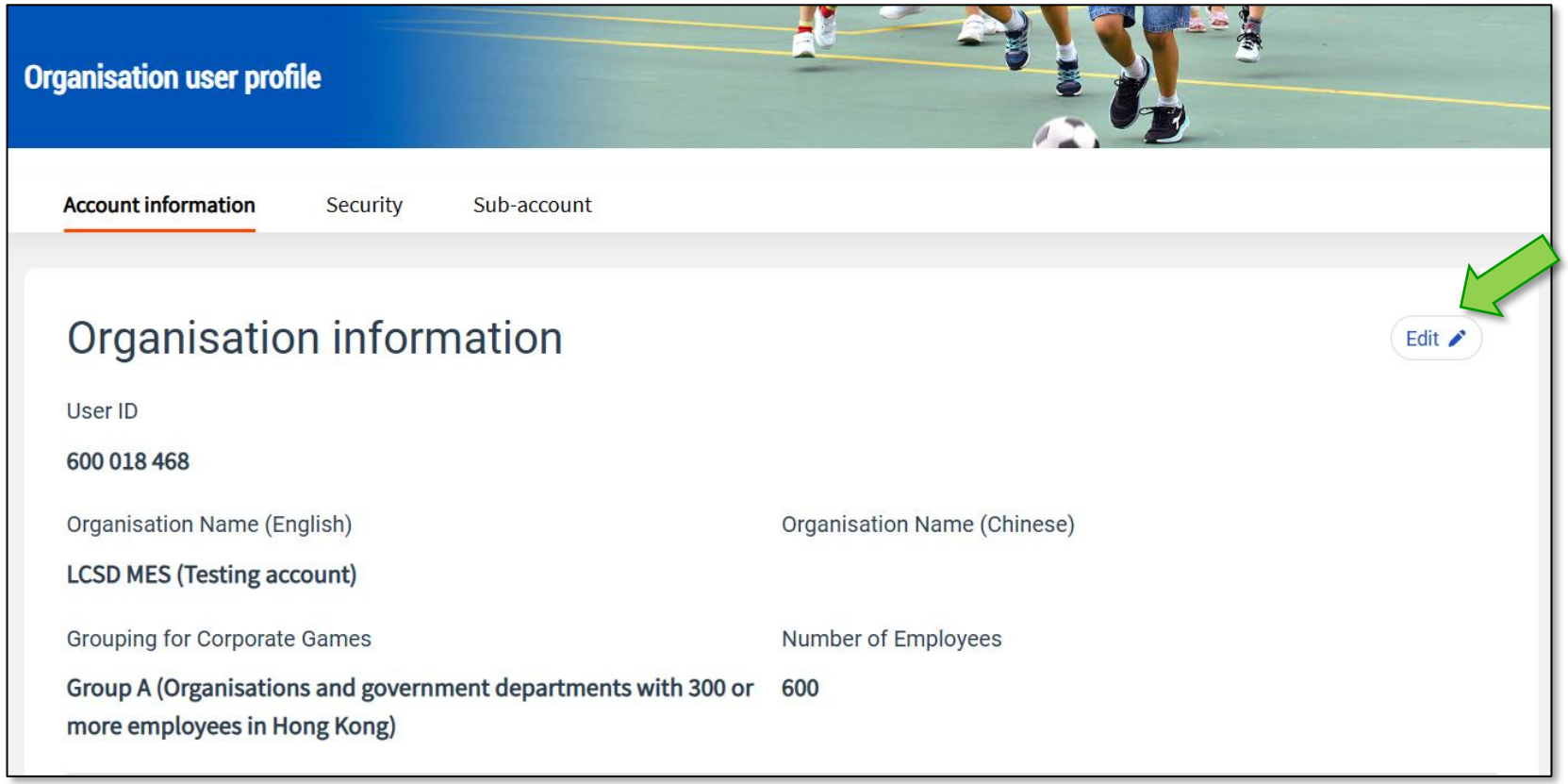
1. Click "My account".

Edit Grouping for Corporate Games



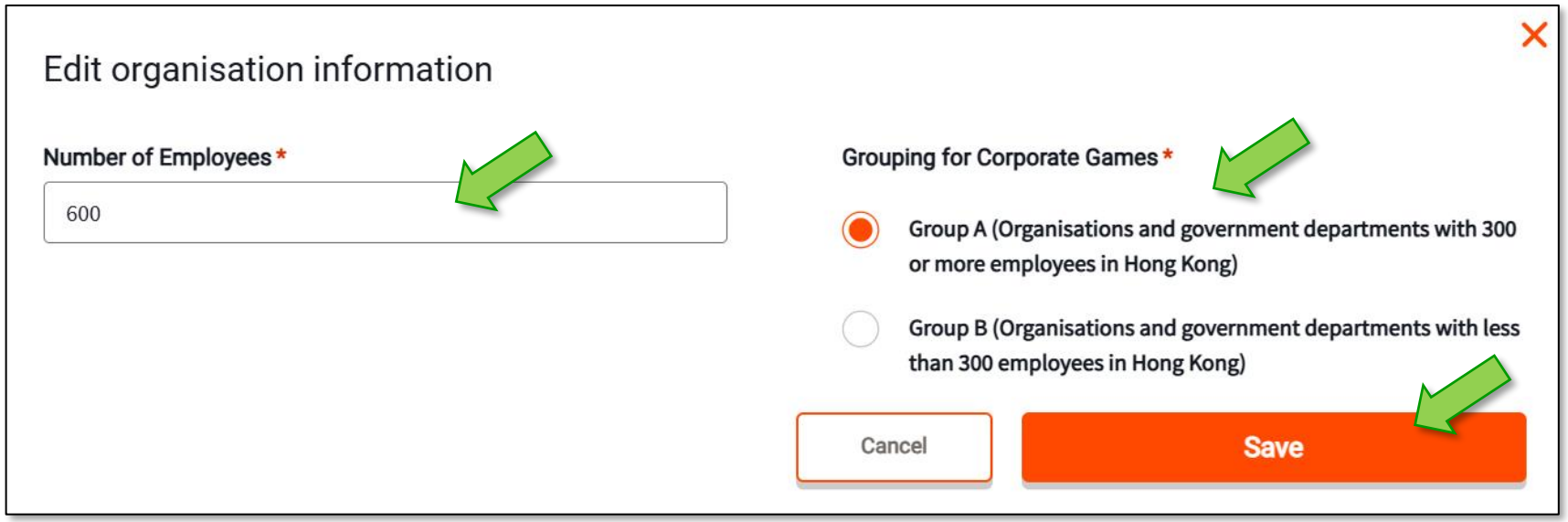
1. Click "My Profile".

Edit Grouping for Corporate Games



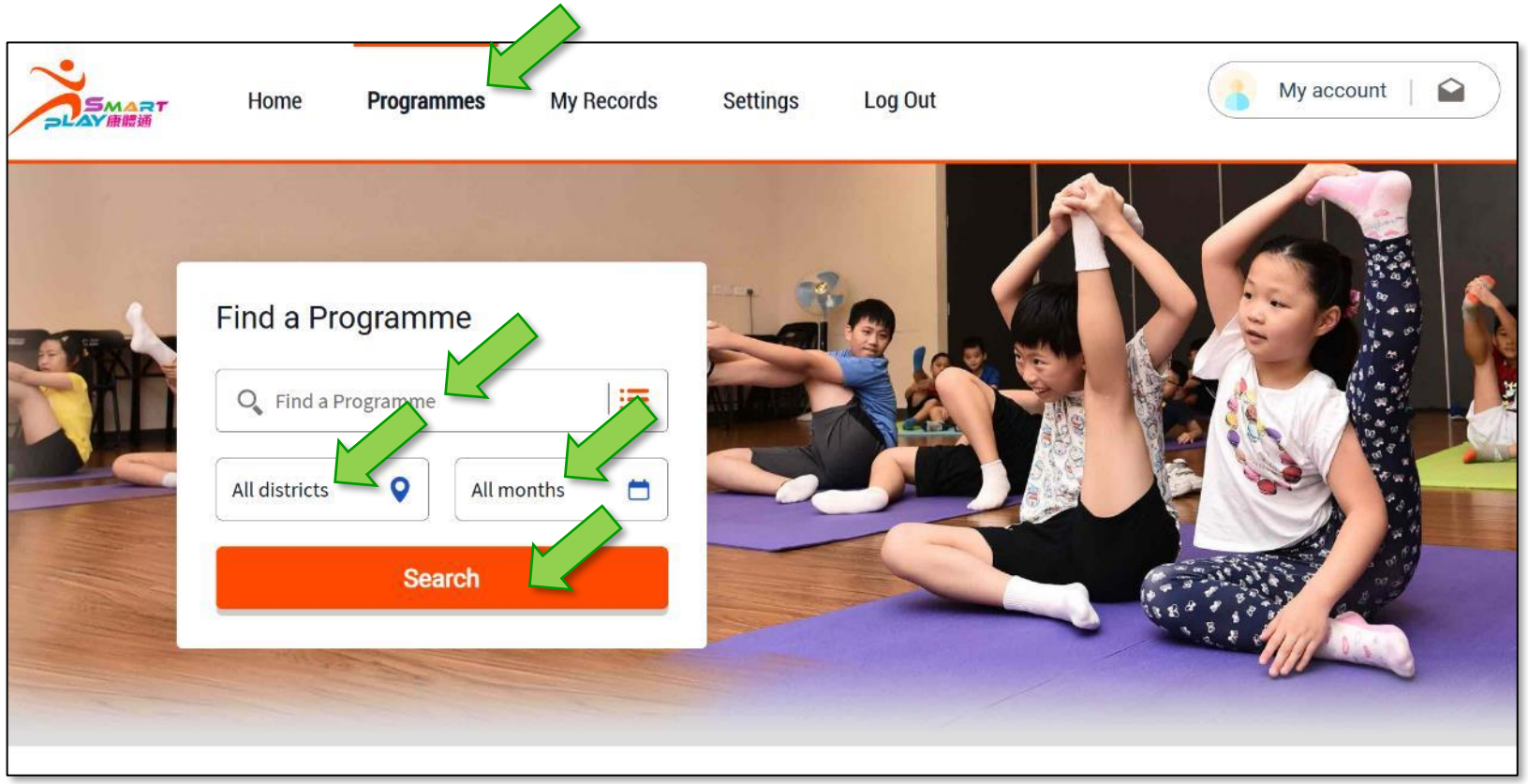
1. Click "Edit".

Edit Grouping for Corporate Games



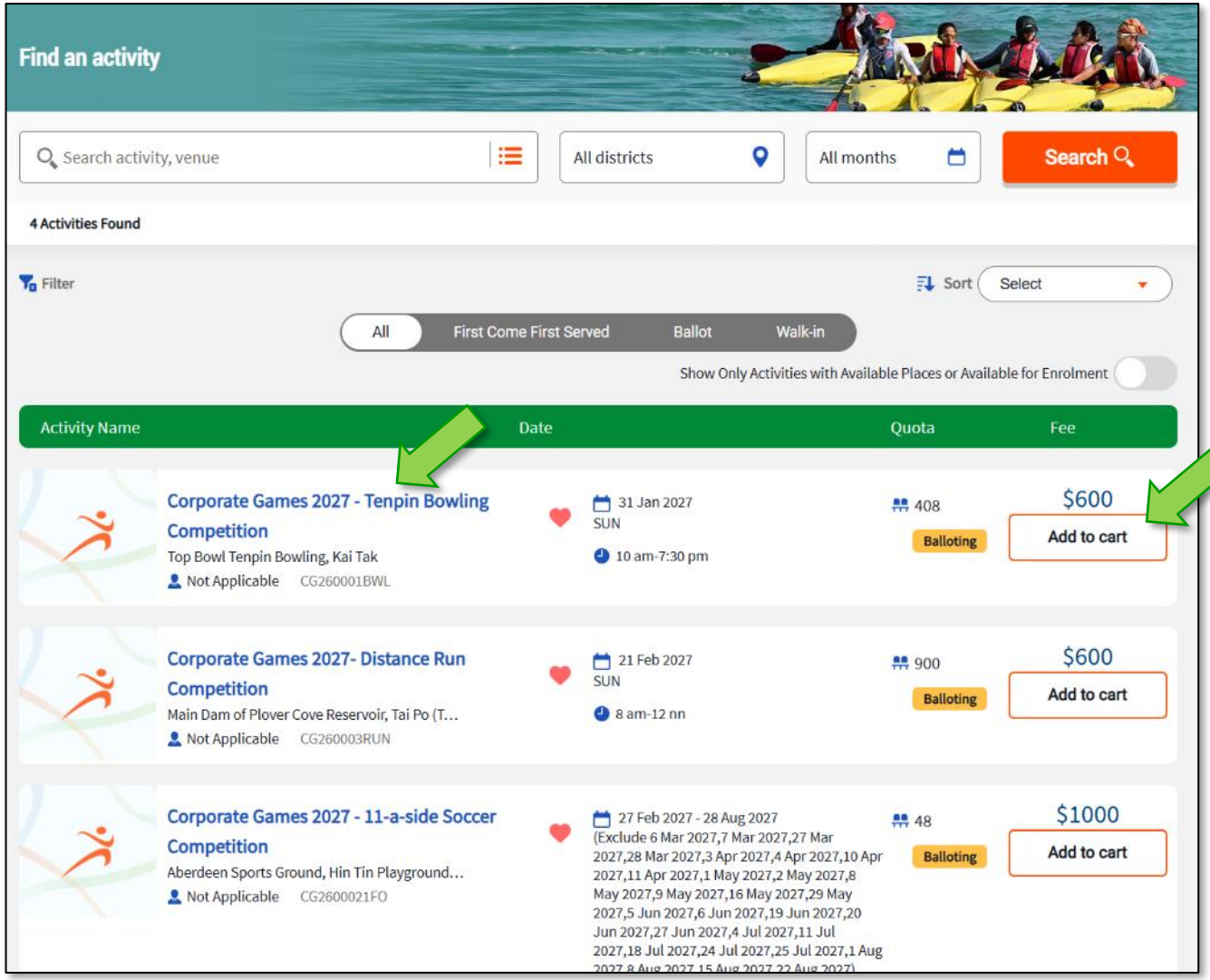
1. Input number of employees;
2. Select Grouping;
3. Click "Save".

Enrol in competitions



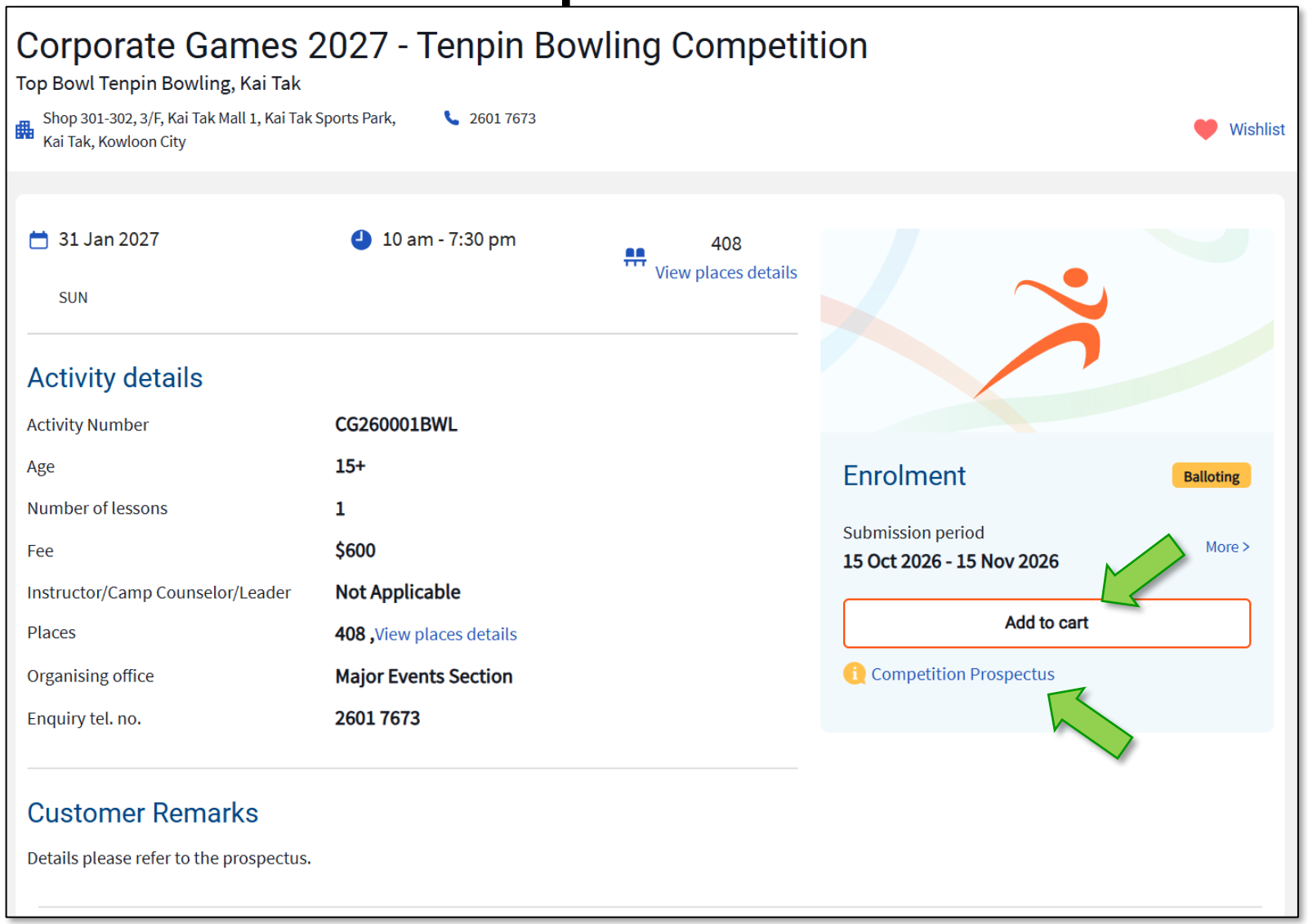
1. Go to the "Programmes" page;
2. Enter the activity number in the "Find a Programme" field;
3. Select "All districts" and "All months";
4. Click "Search".

Enrol in competitions



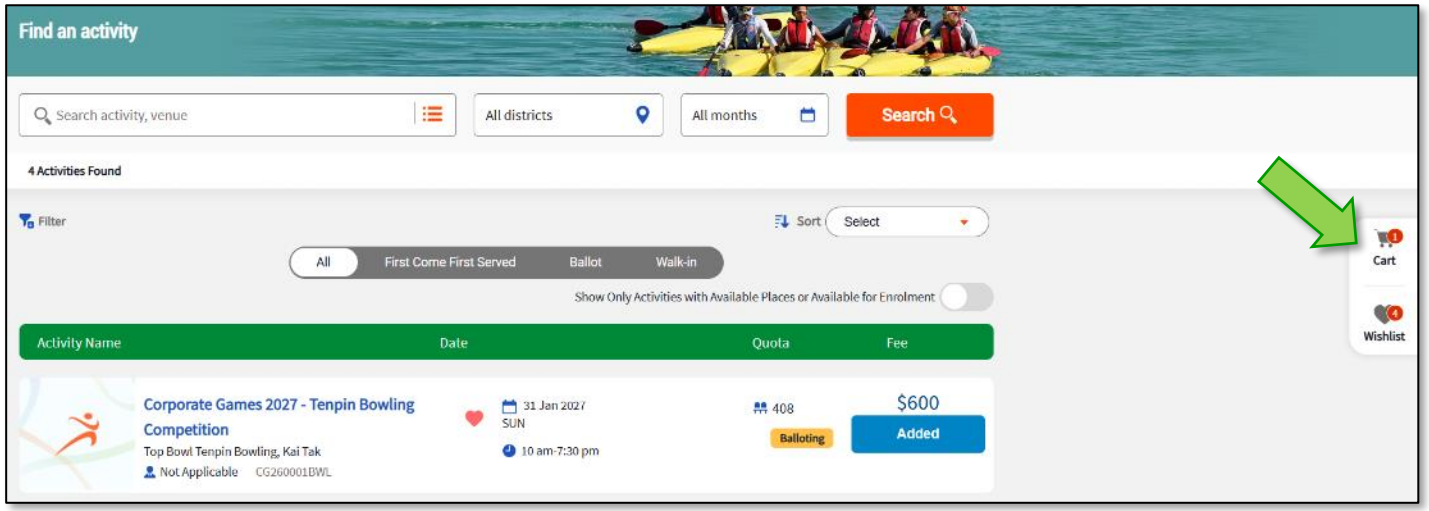
1. Click the activity name to view details; or
2. Click "Add to Cart" directly.

Enrol in competitions



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

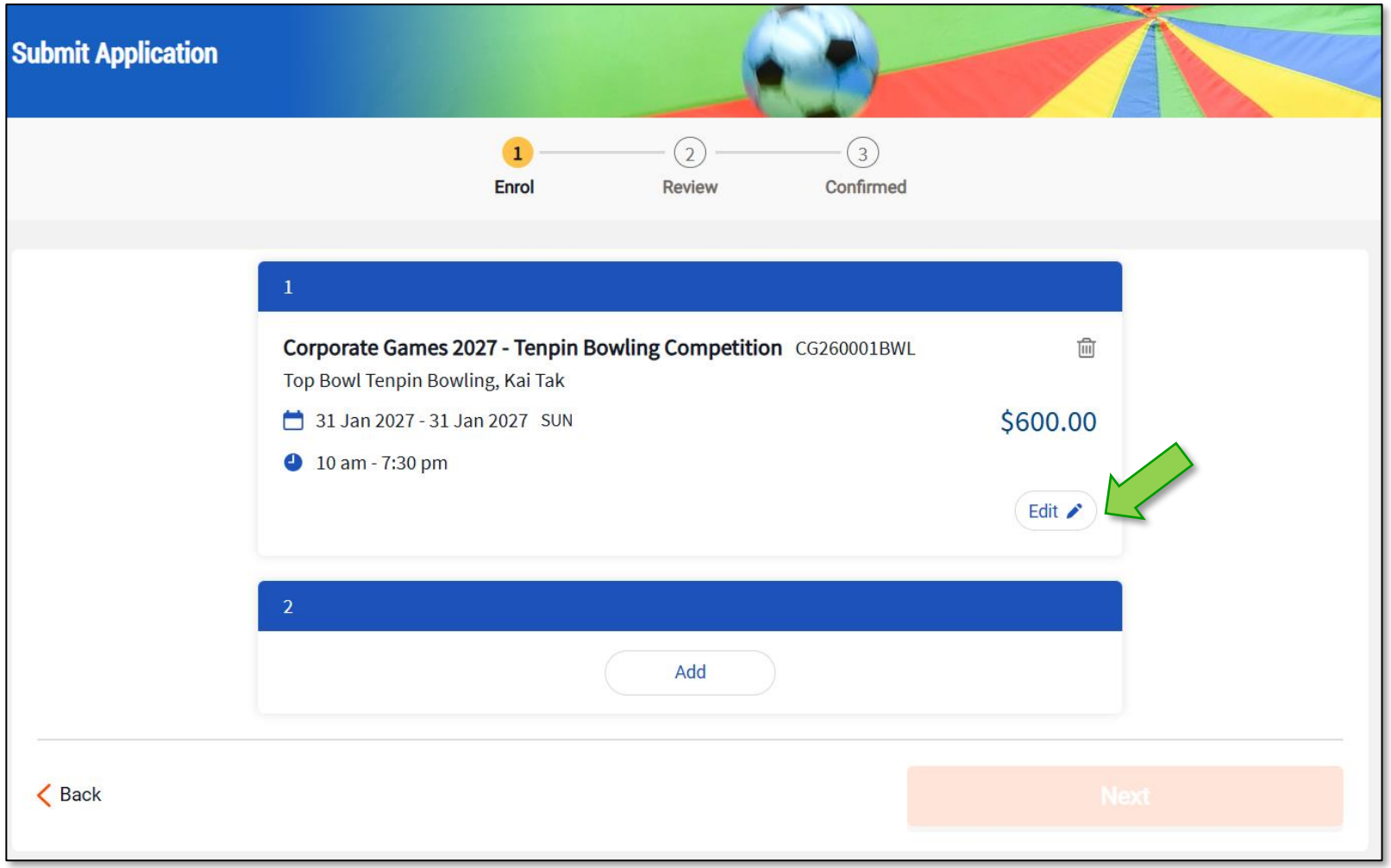
Enrol in competitions





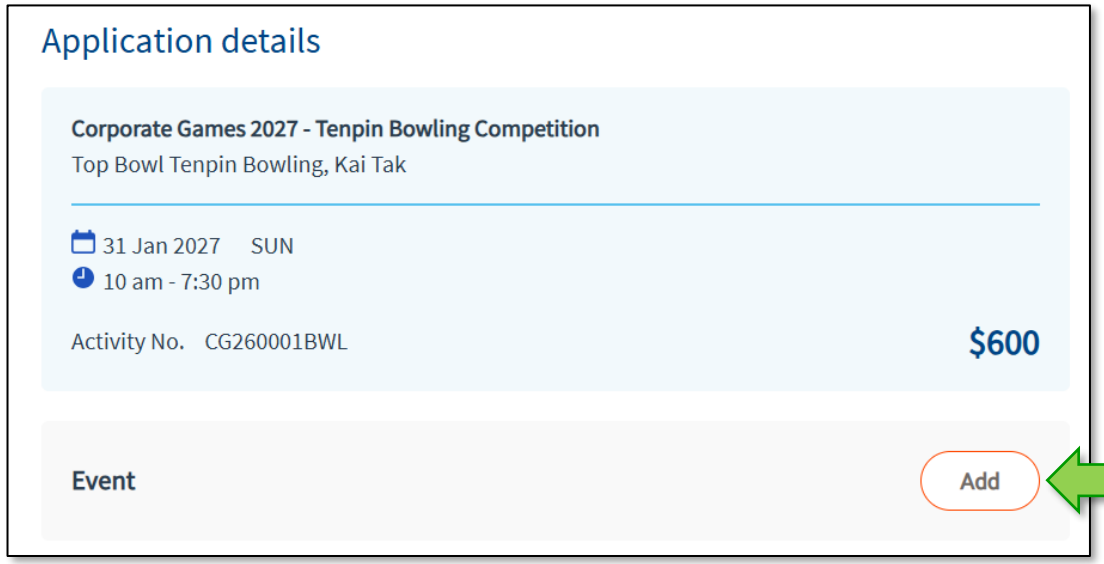
1. Back to Programmes;
2. Click the shopping cart icon on the right of the screen;
3. Select the competition(s) in which you wish to enrol by ticking the respective box(es);
4. Click "Apply";
5. To remove a competition, click the bin icon.

Enrol in competitions



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

Enrol in competitions

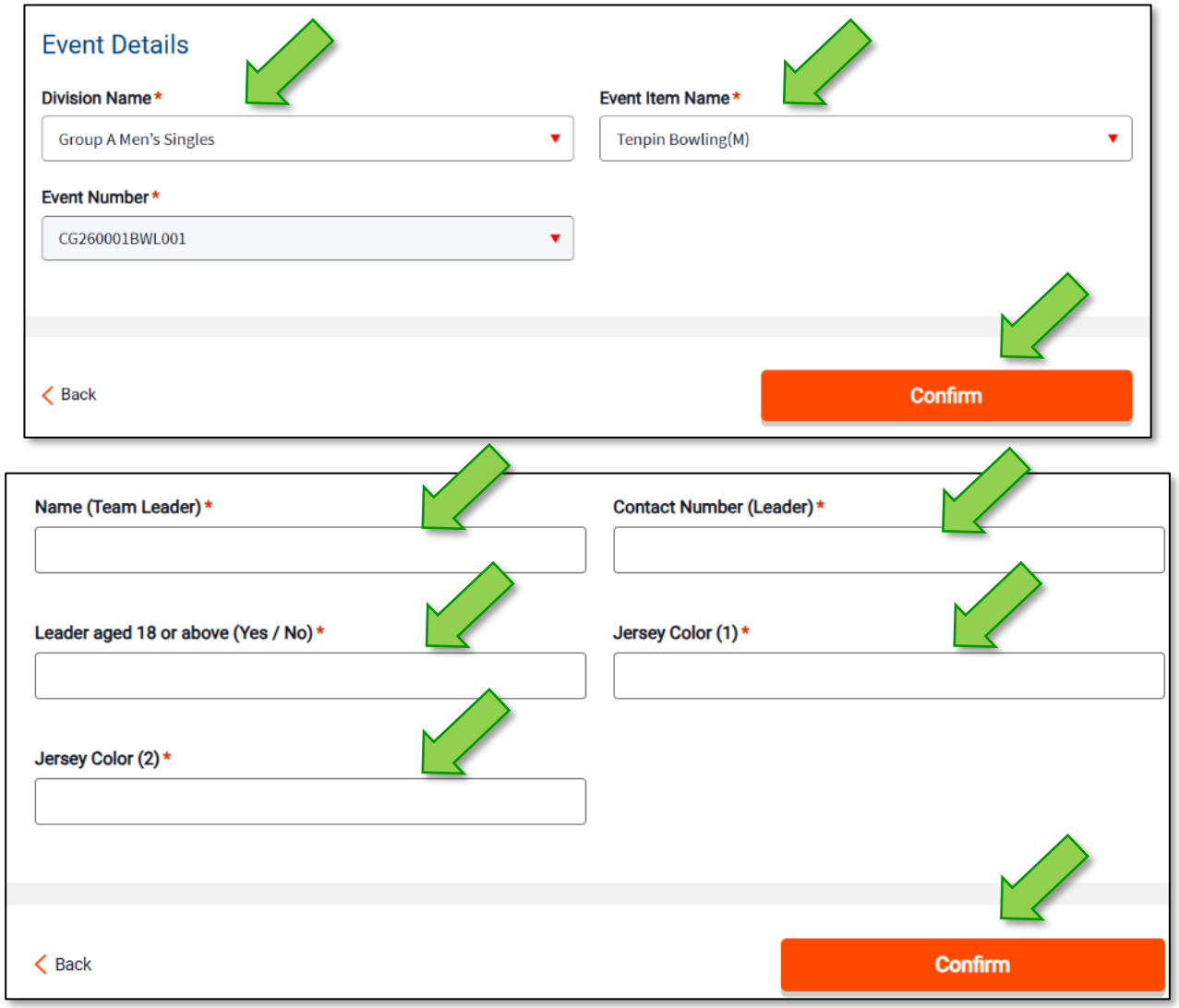


1. Click "Add" to input the event details; or
2. Enter the number of participants
(Only applicable to Distance Run and Athletics competitions).



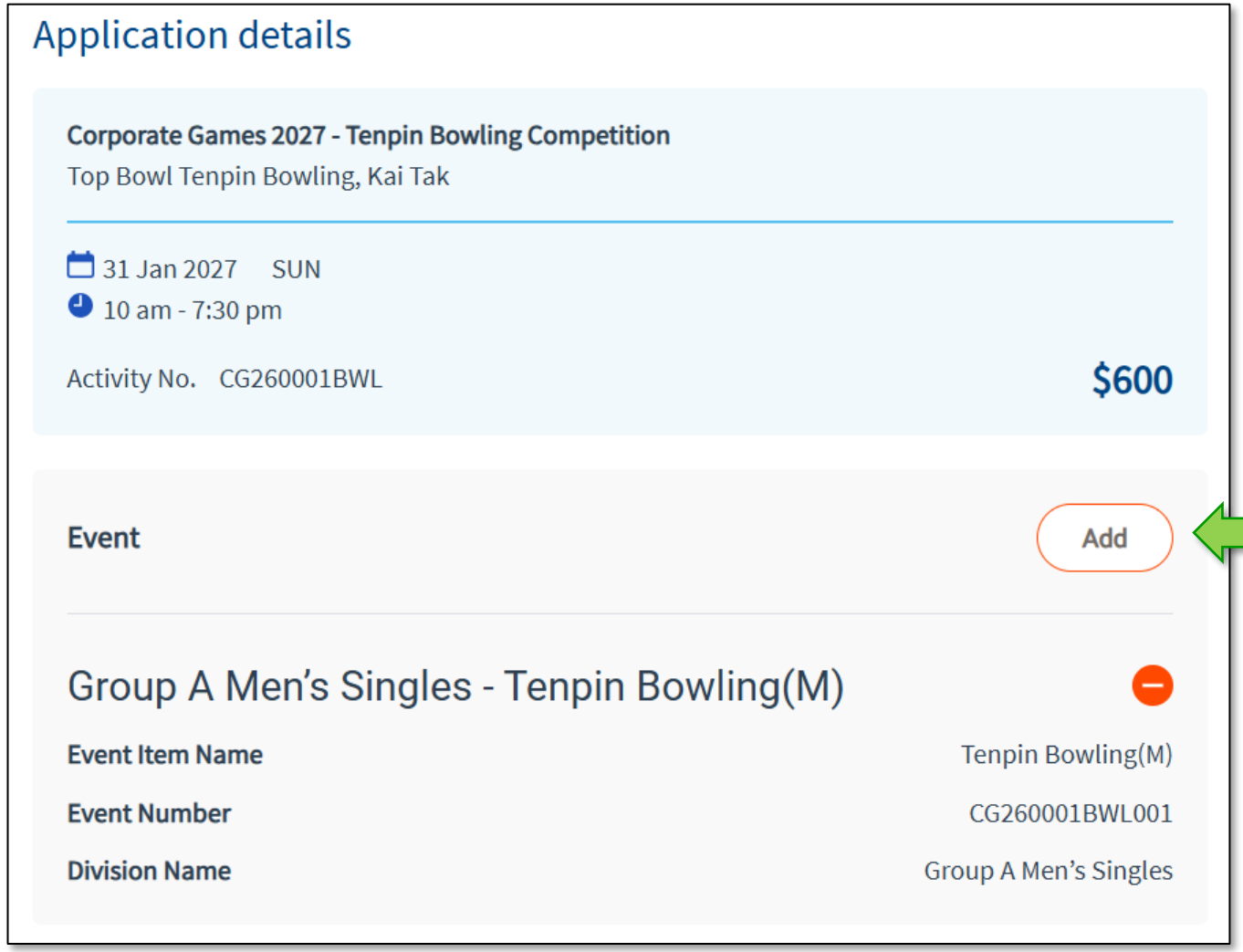
(Only applicable to Distance Run and Athletics competitions)

Enrol in competitions



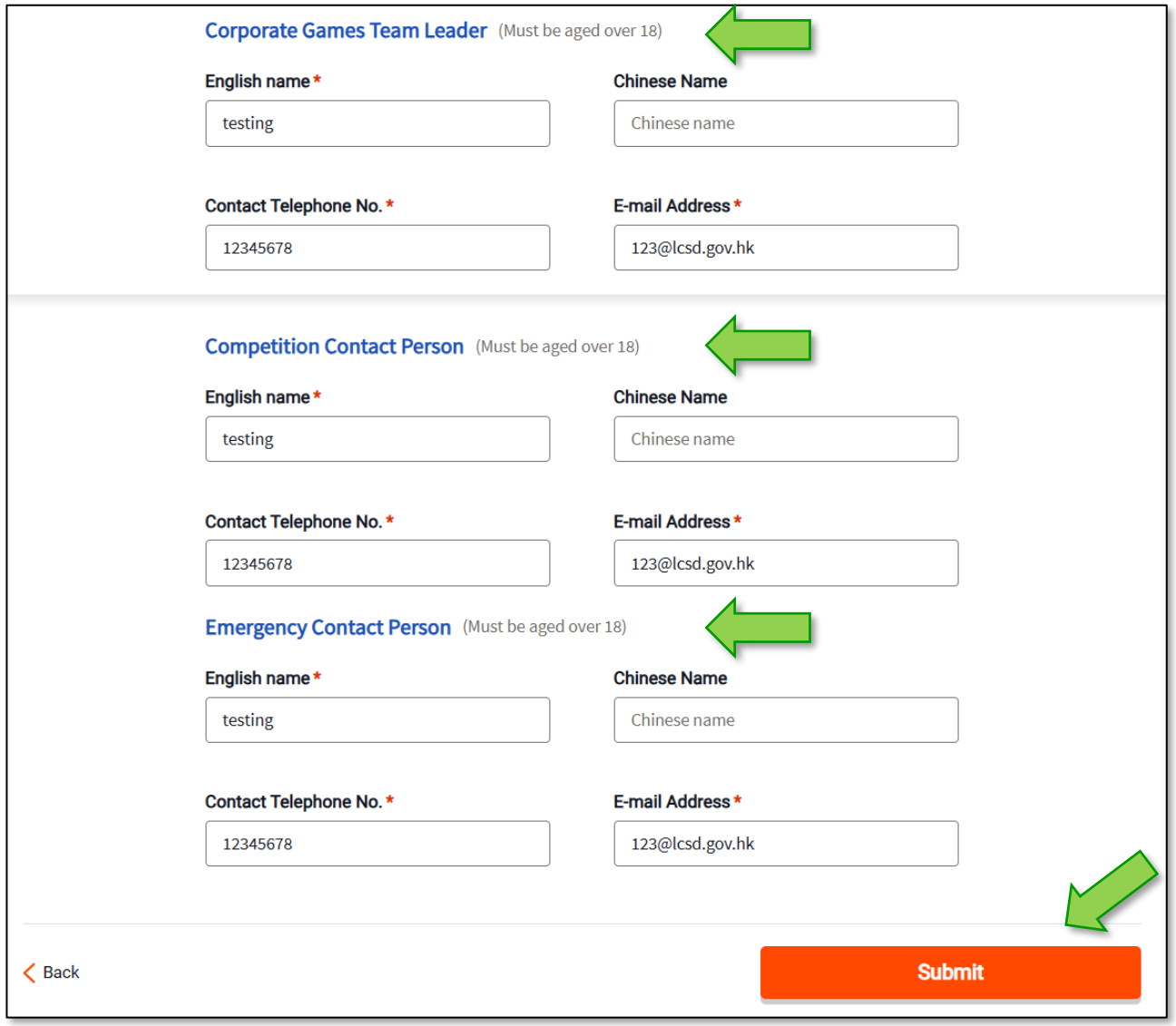
1. Select "Division" and "Event Item"
   (Not applicable to Distance Run and Athletics competitions);
2. Enter the information of captain, leader, jersey colour (Only applicable to Basketball, Soccer and Volleyball competitions);
3. Click "Confirm".

Enrol in competitions



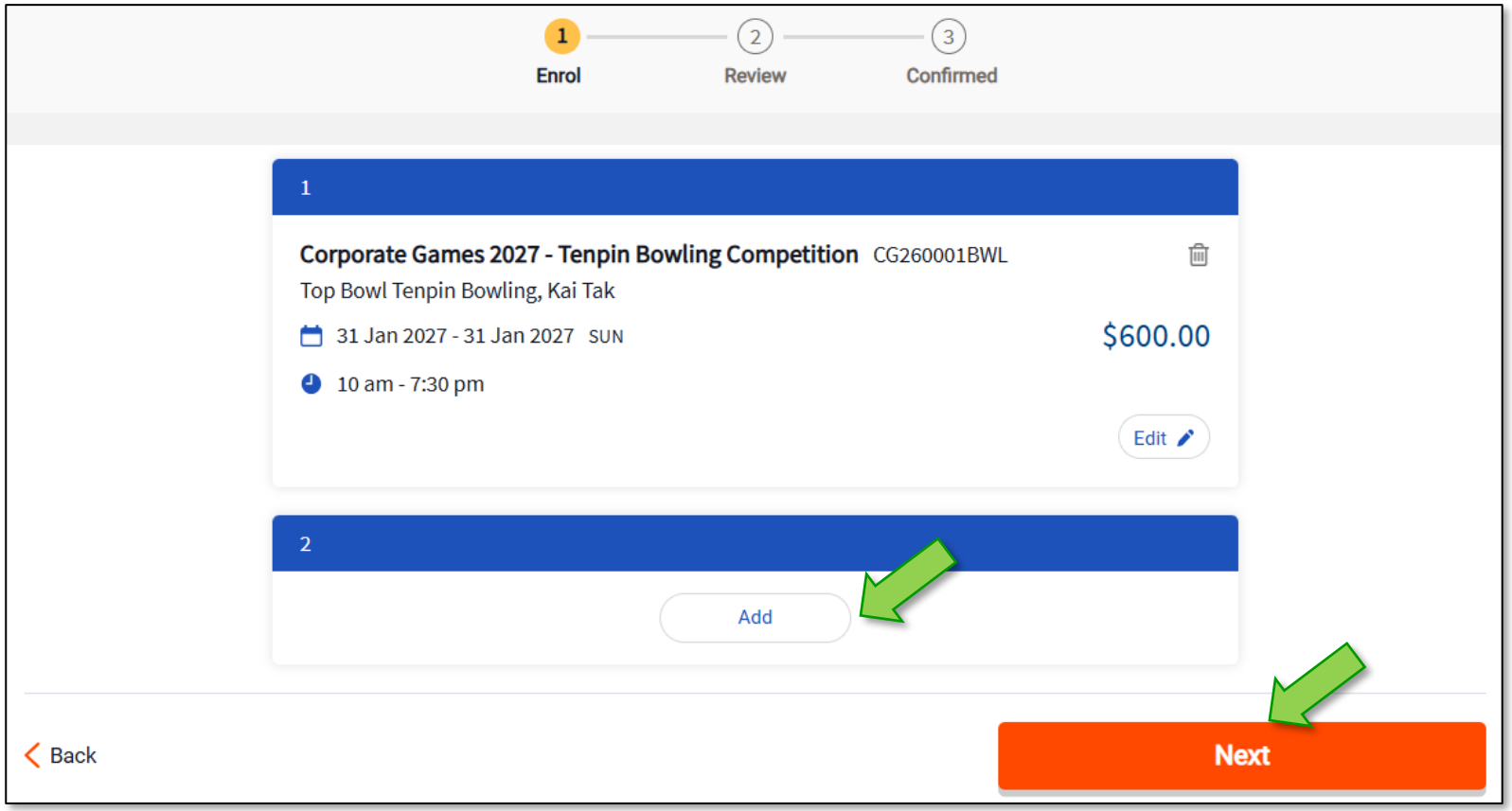
1. Click "Add" to input other events of the competition; (Not applicable to Distance Run and Athletics competitions).

Enrol in competitions



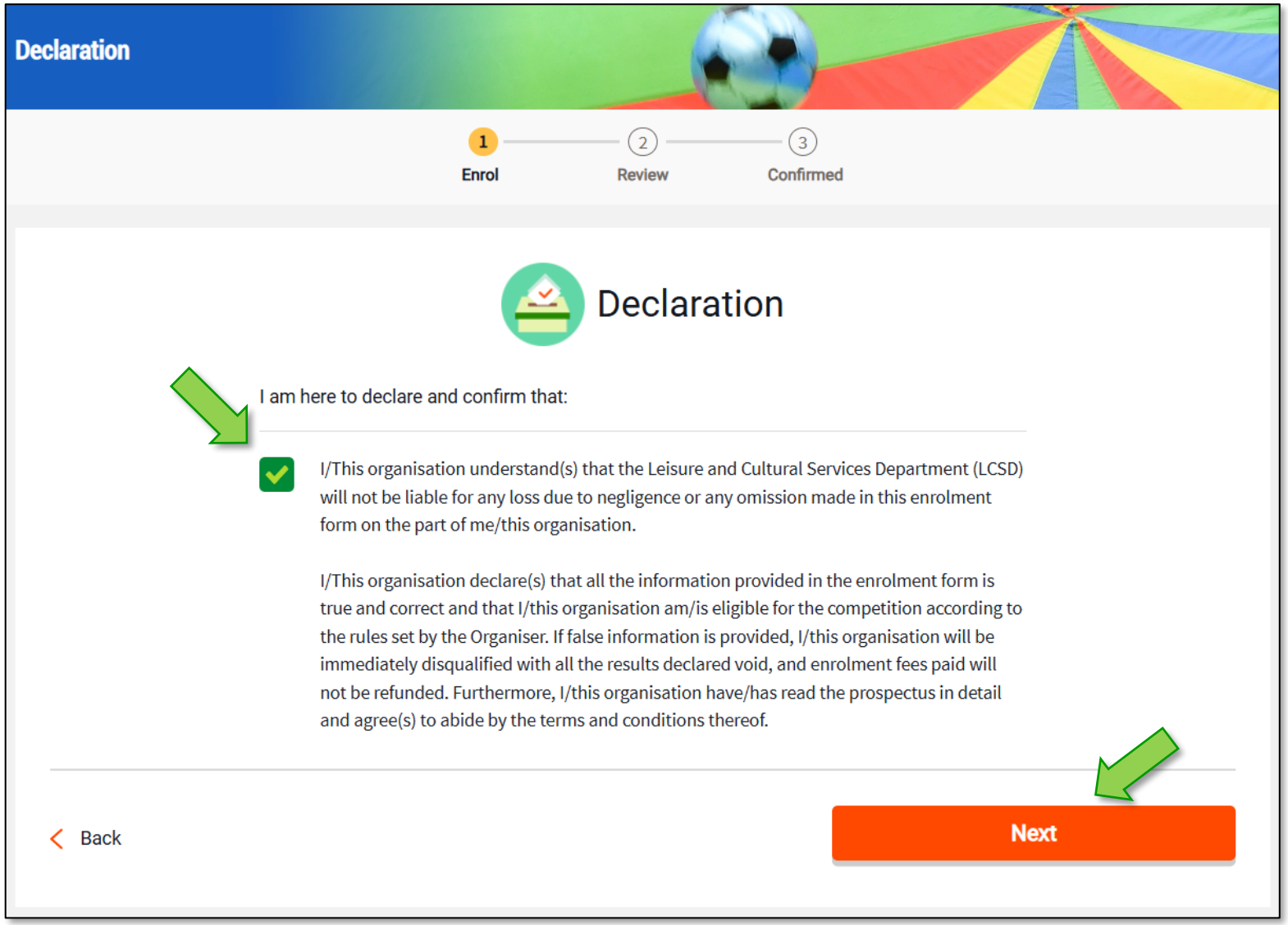
1. Enter the details of the team leader of the Corporate Games, competition contact person and emergency contact person;
2. Click "Submit".

Enrol in competitions



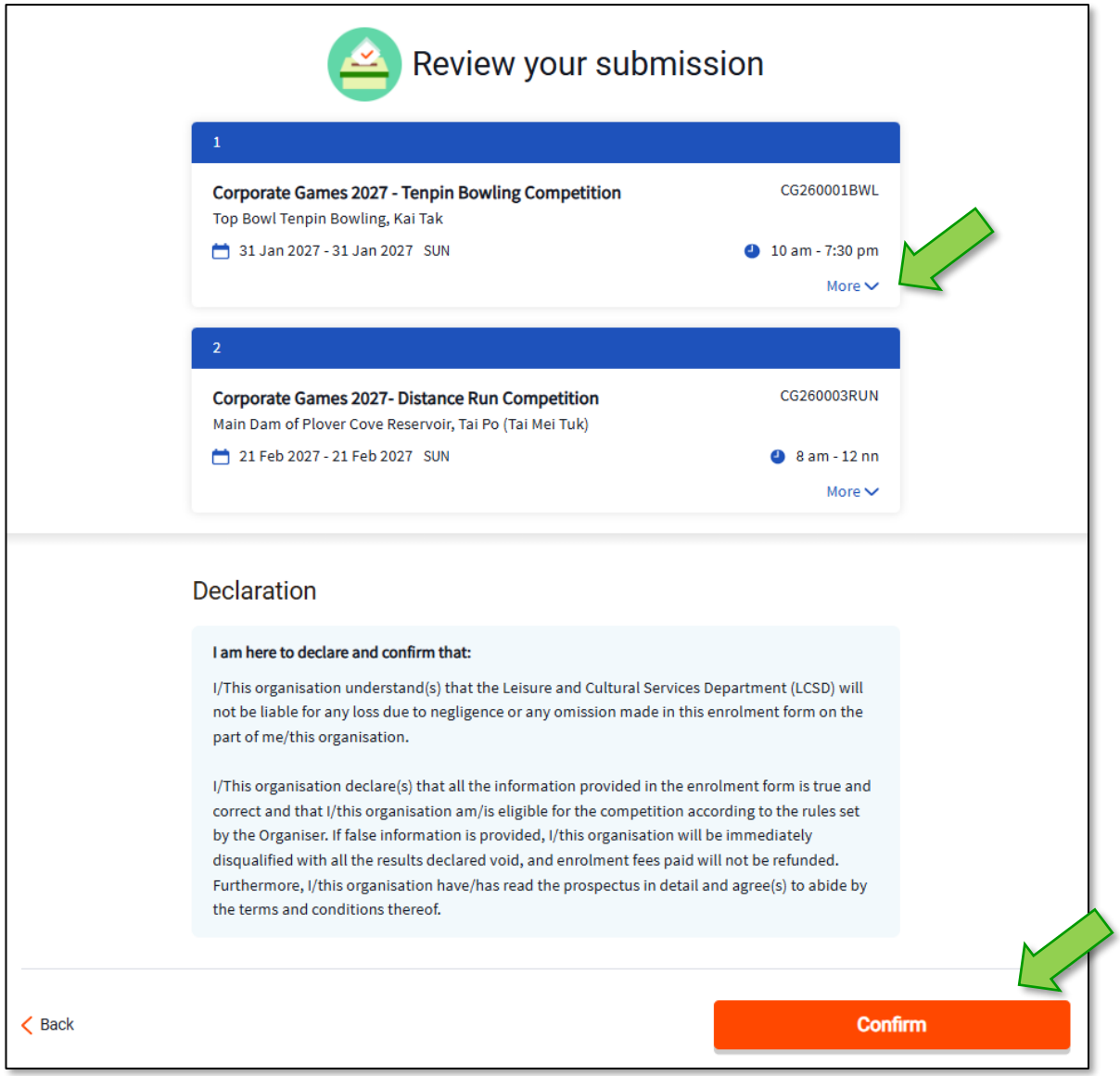
1. If you wish to enrol other competitions in the shopping cart, click "Add" and enter the required information;
2. Upon completed, click "Next".

Enrol in competitions



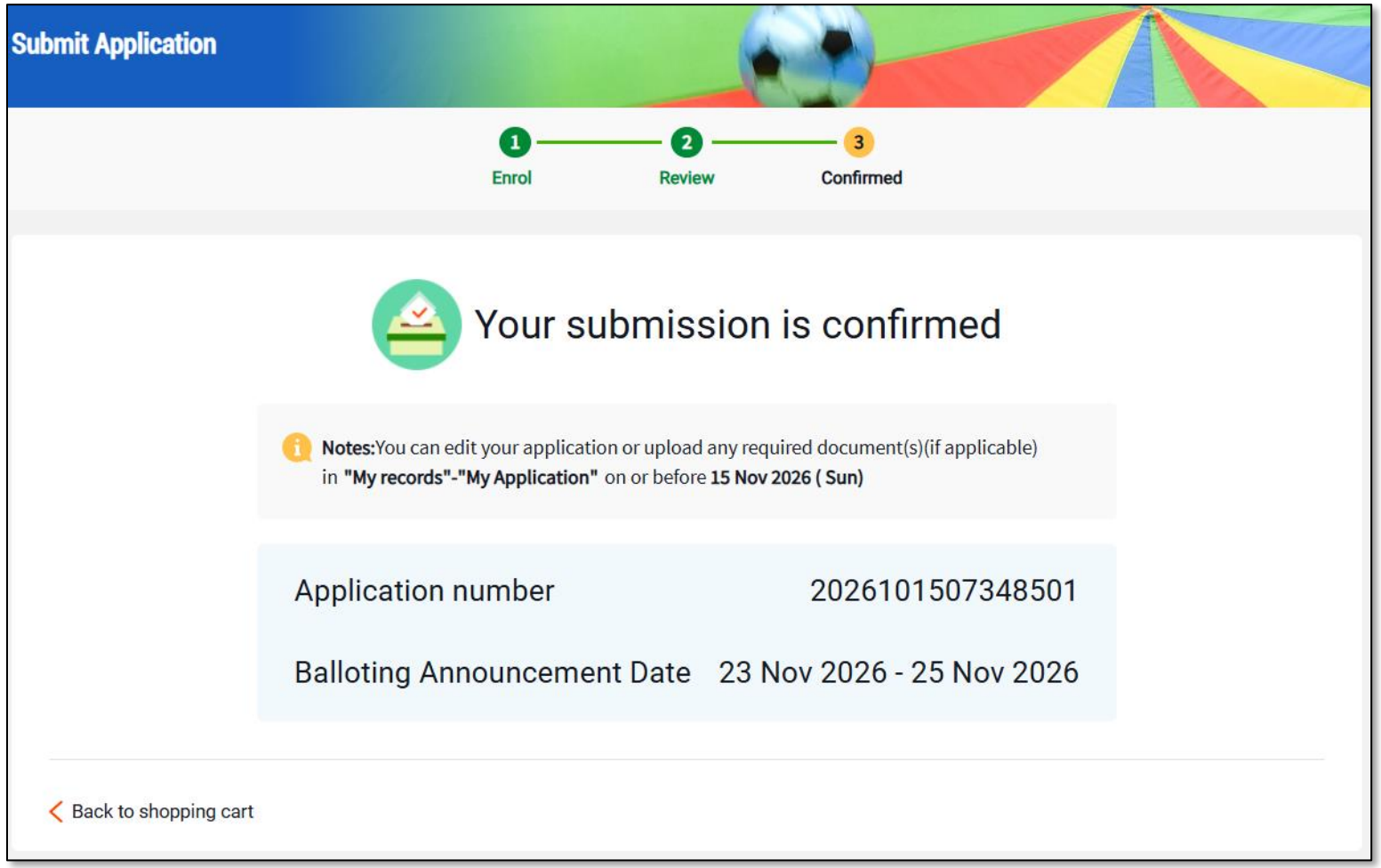
1. Read and confirm the declaration;
2. Click "Next".

Enrol in competitions



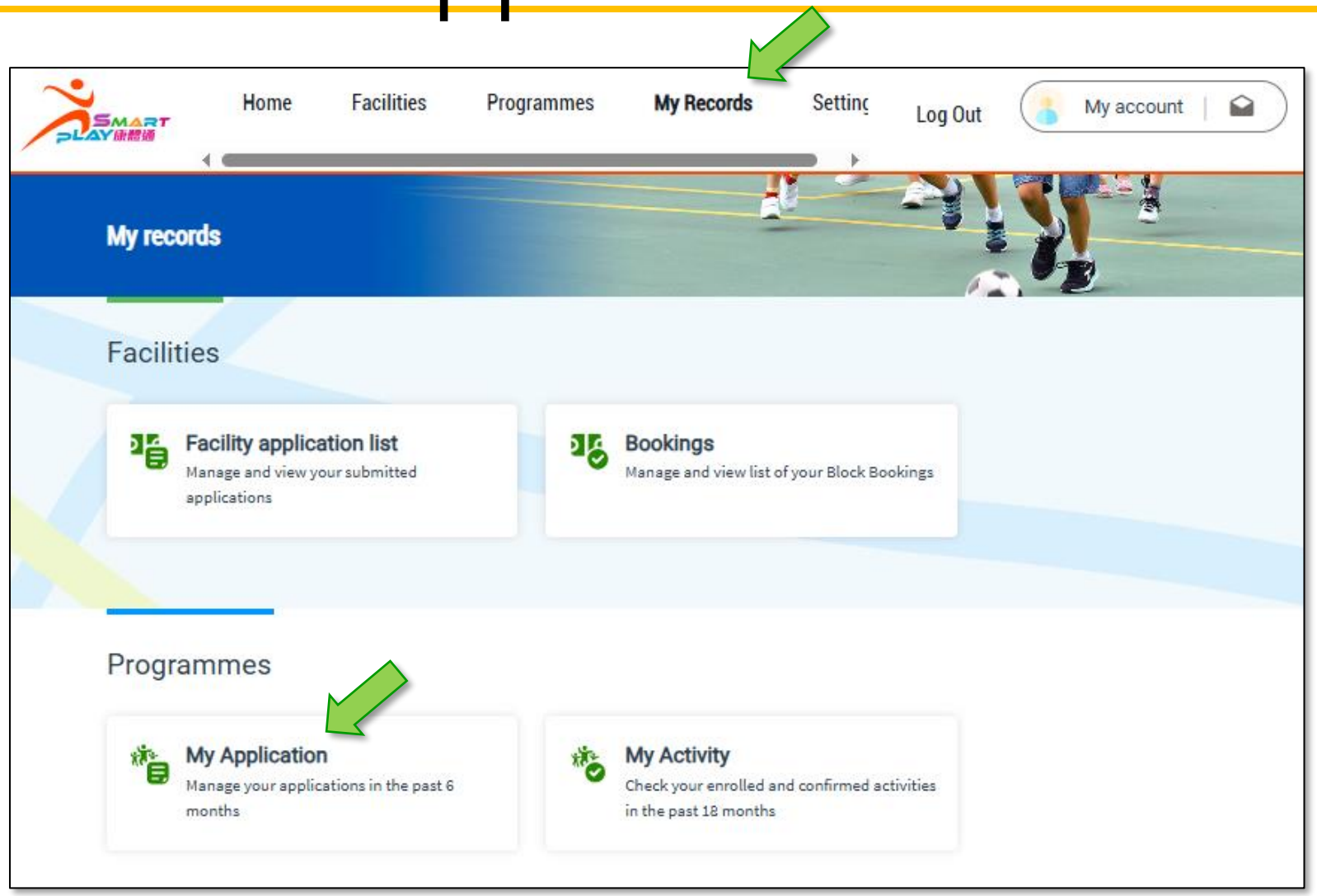
1. Click "More" to review the information entered;
2. If the information is in order, click "Confirm" to submit the application.

Enrol in competitions



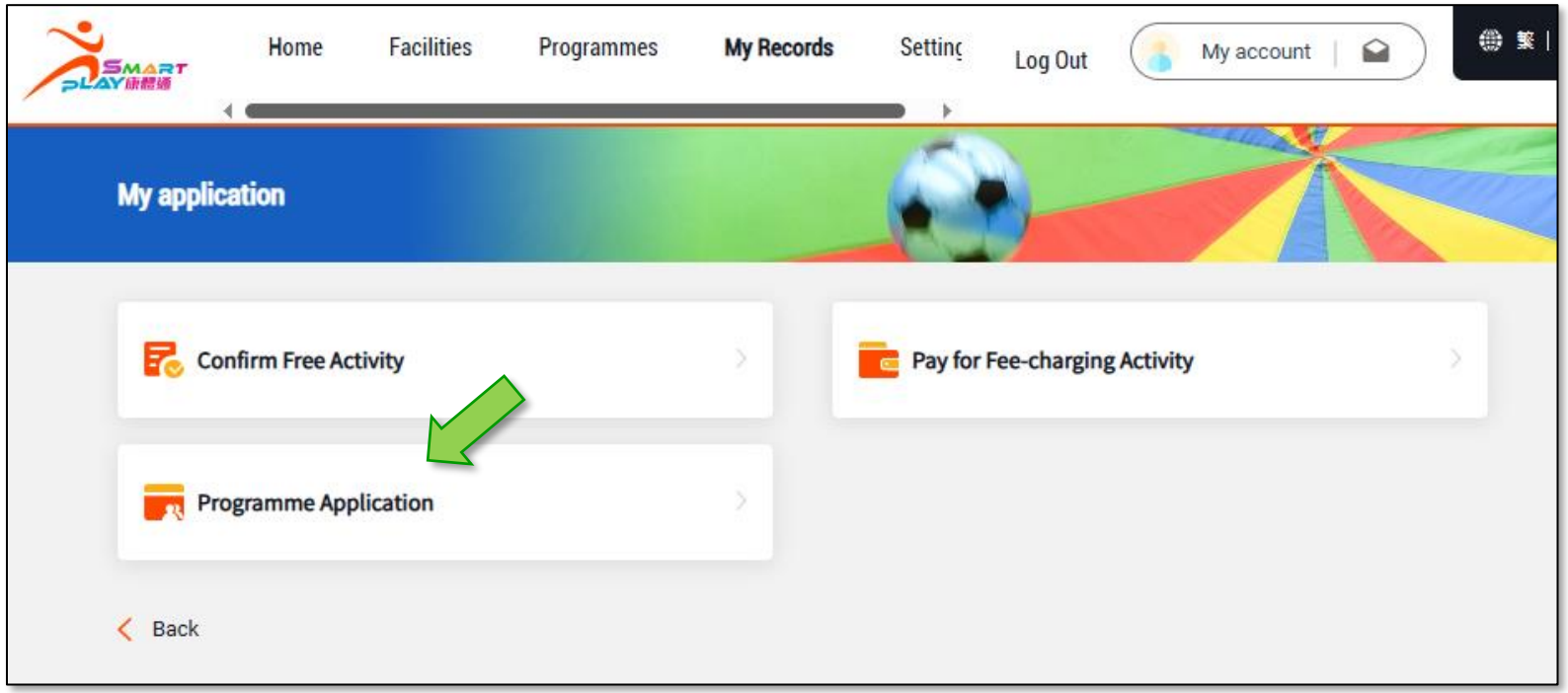
1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
2. Users may modify the application details or enrol in additional competition(s) before the application deadline.

Edit the application



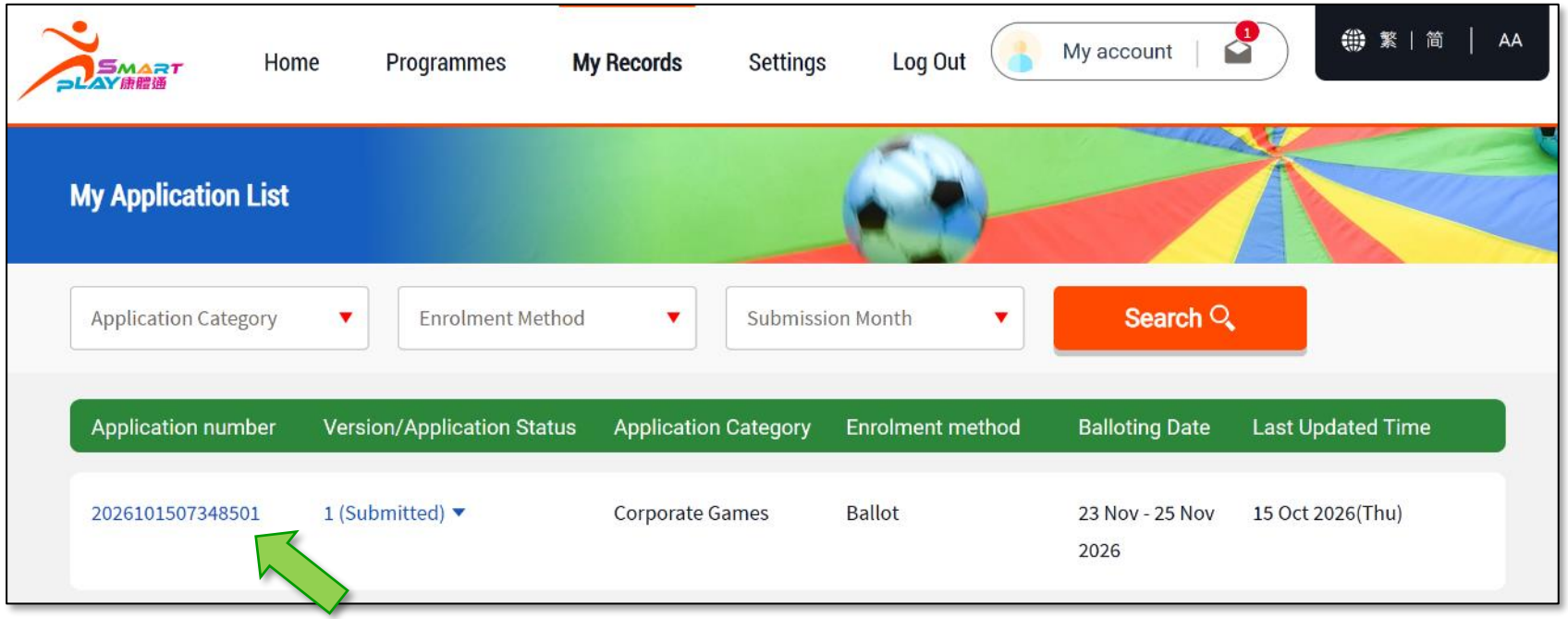
1. Go to "My Records" page;
2. Click "My Application".

Edit the application



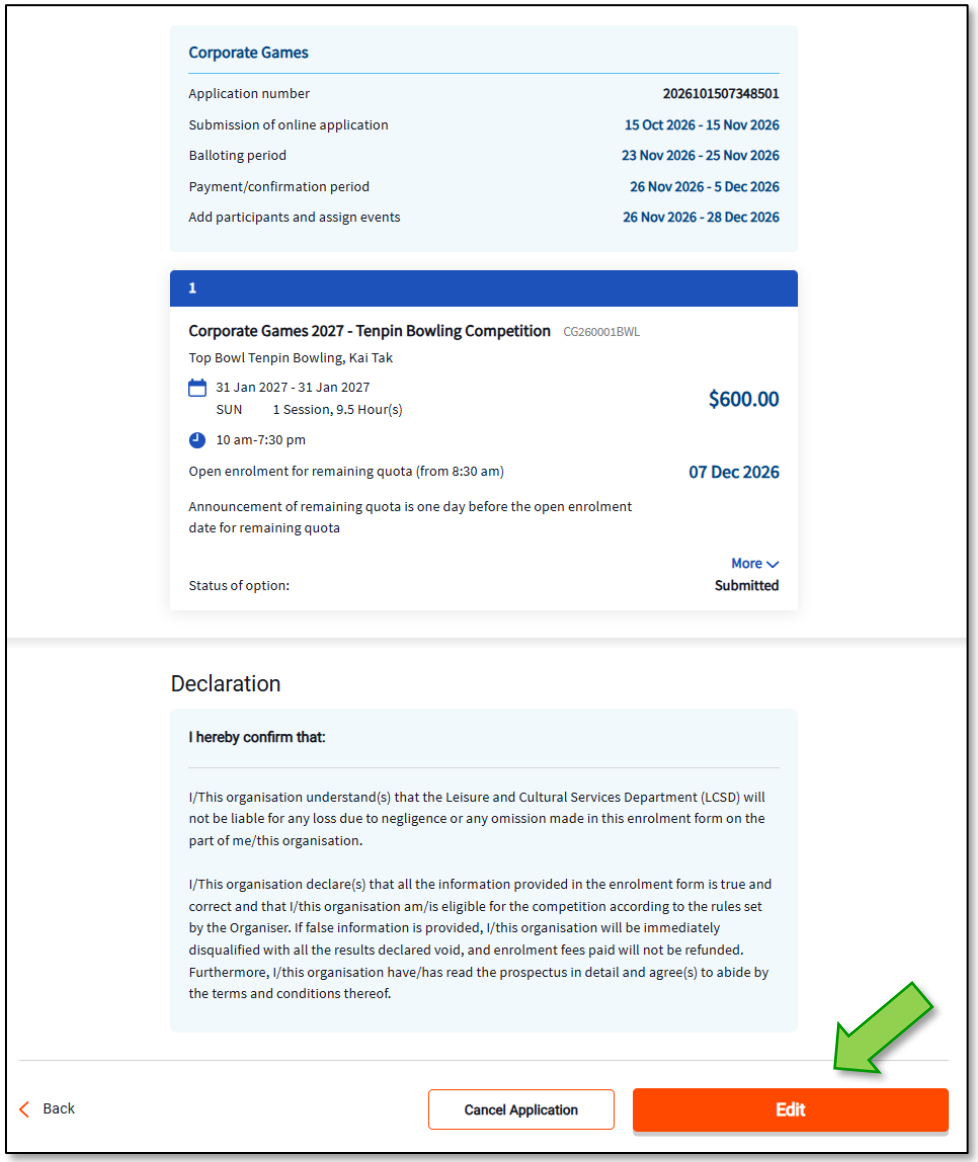
1. Click "Programme Application".

Edit the application



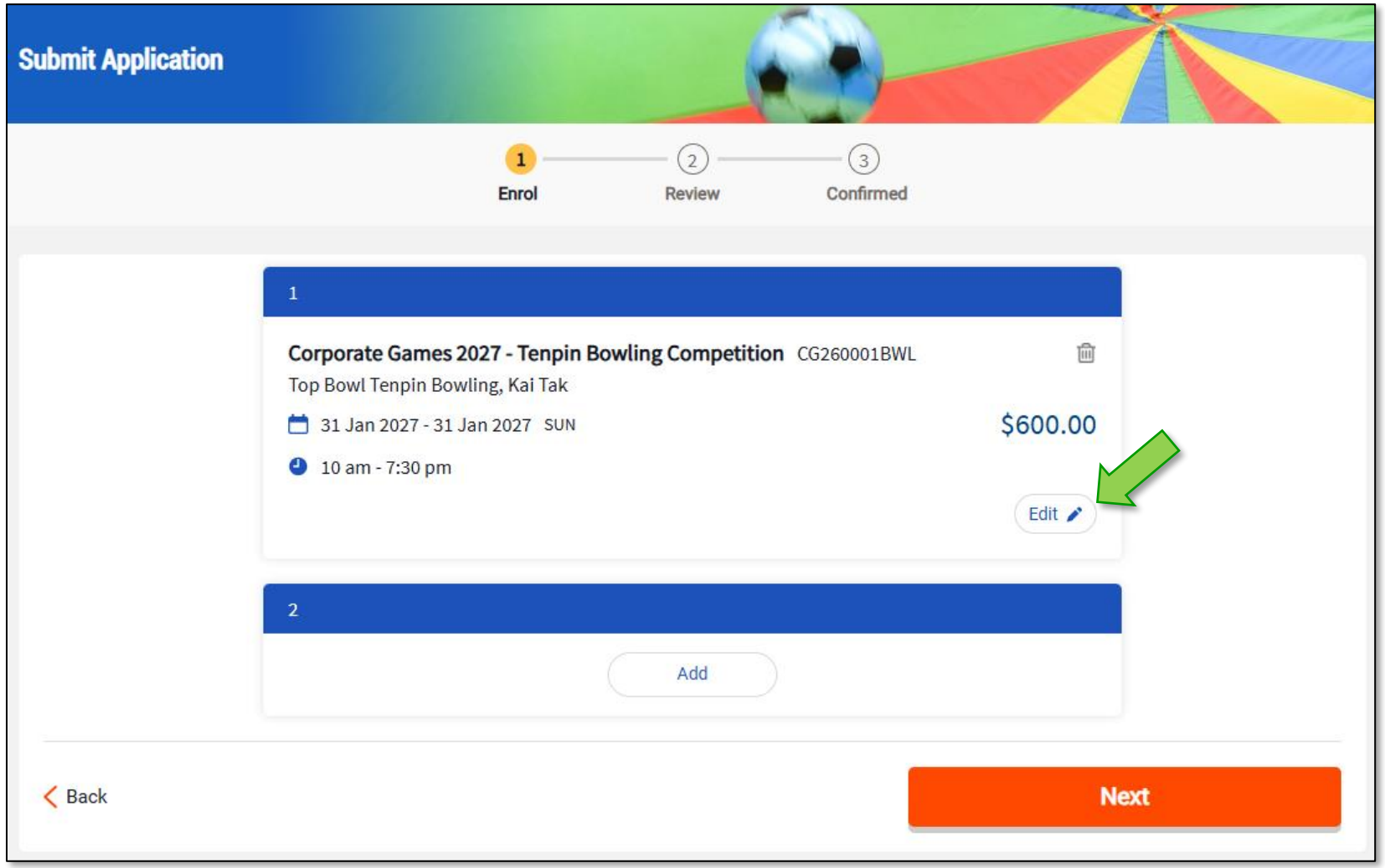
1. Click the "Application Number" of the submitted application.

Edit the application



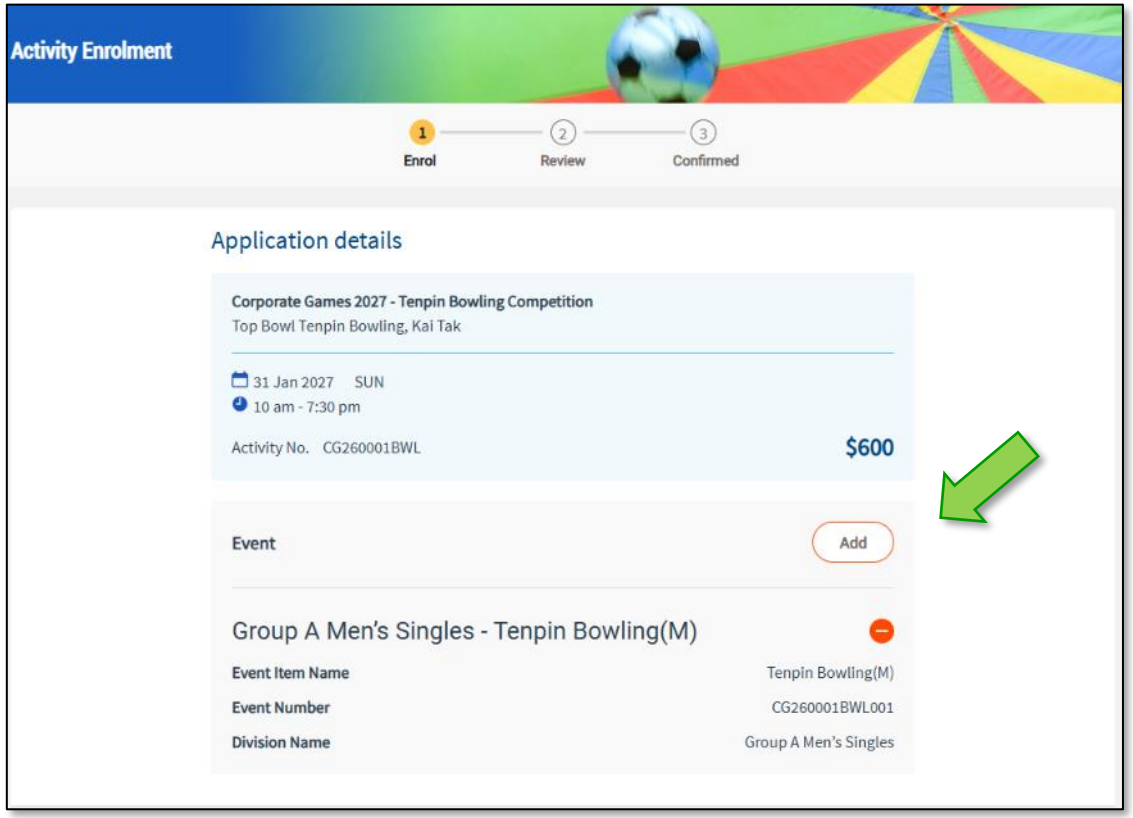
1. Confirm that the right application has been selected and click "Edit" to proceed.

Edit the application

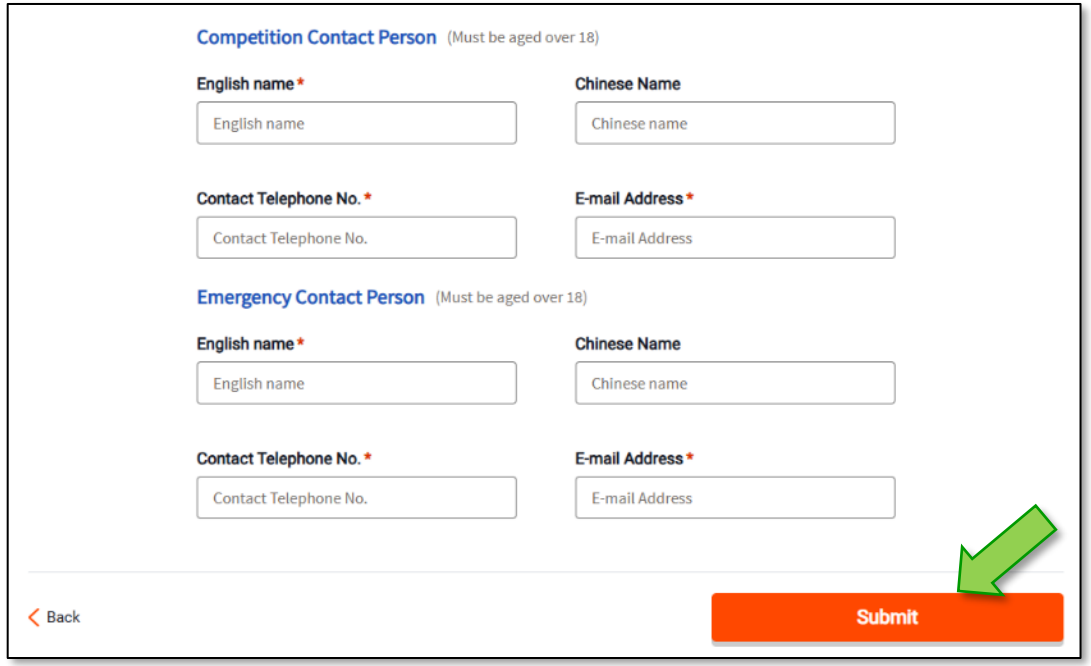


1. Click "Edit" to begin editing the information for the competition.

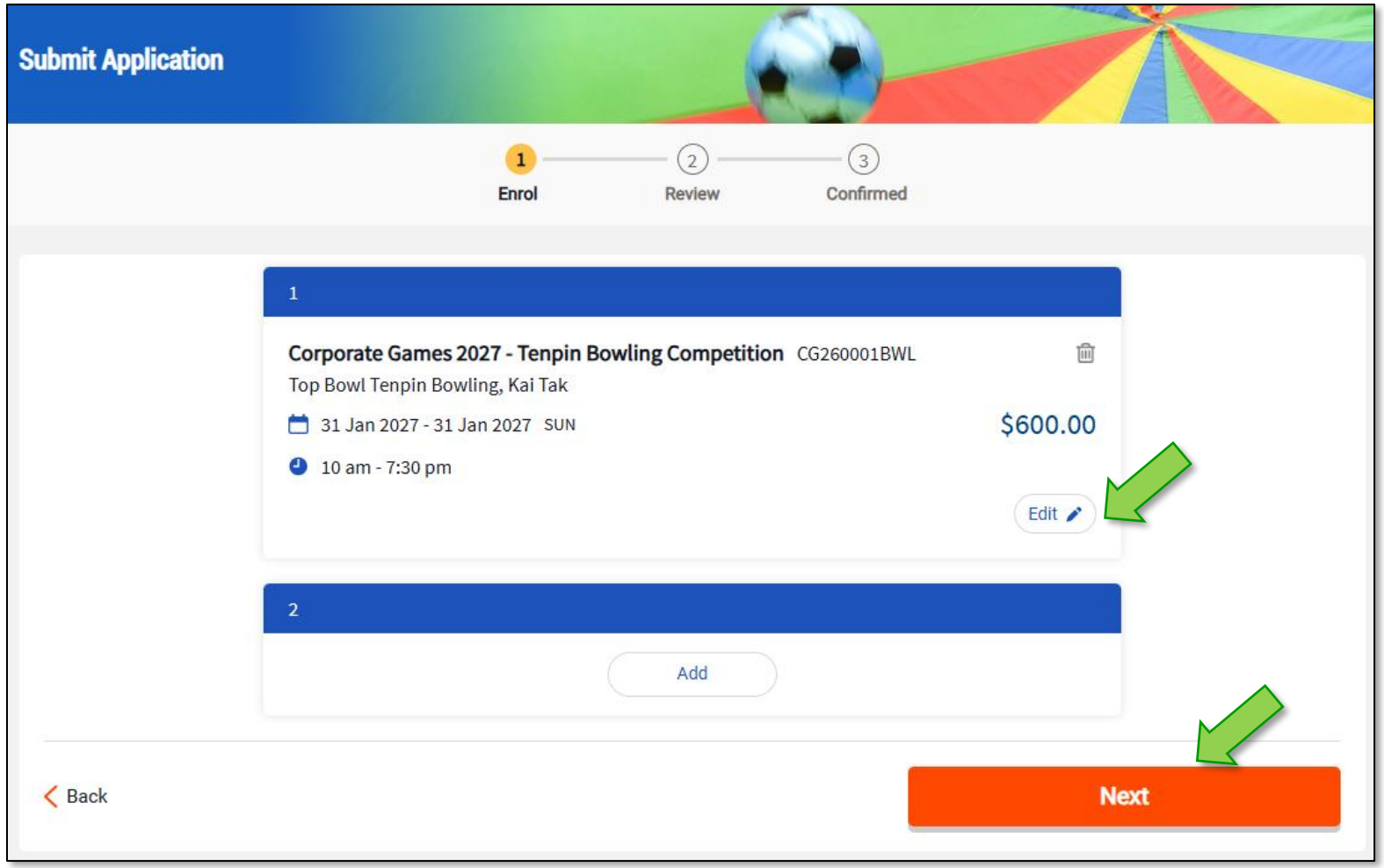
Edit the application



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

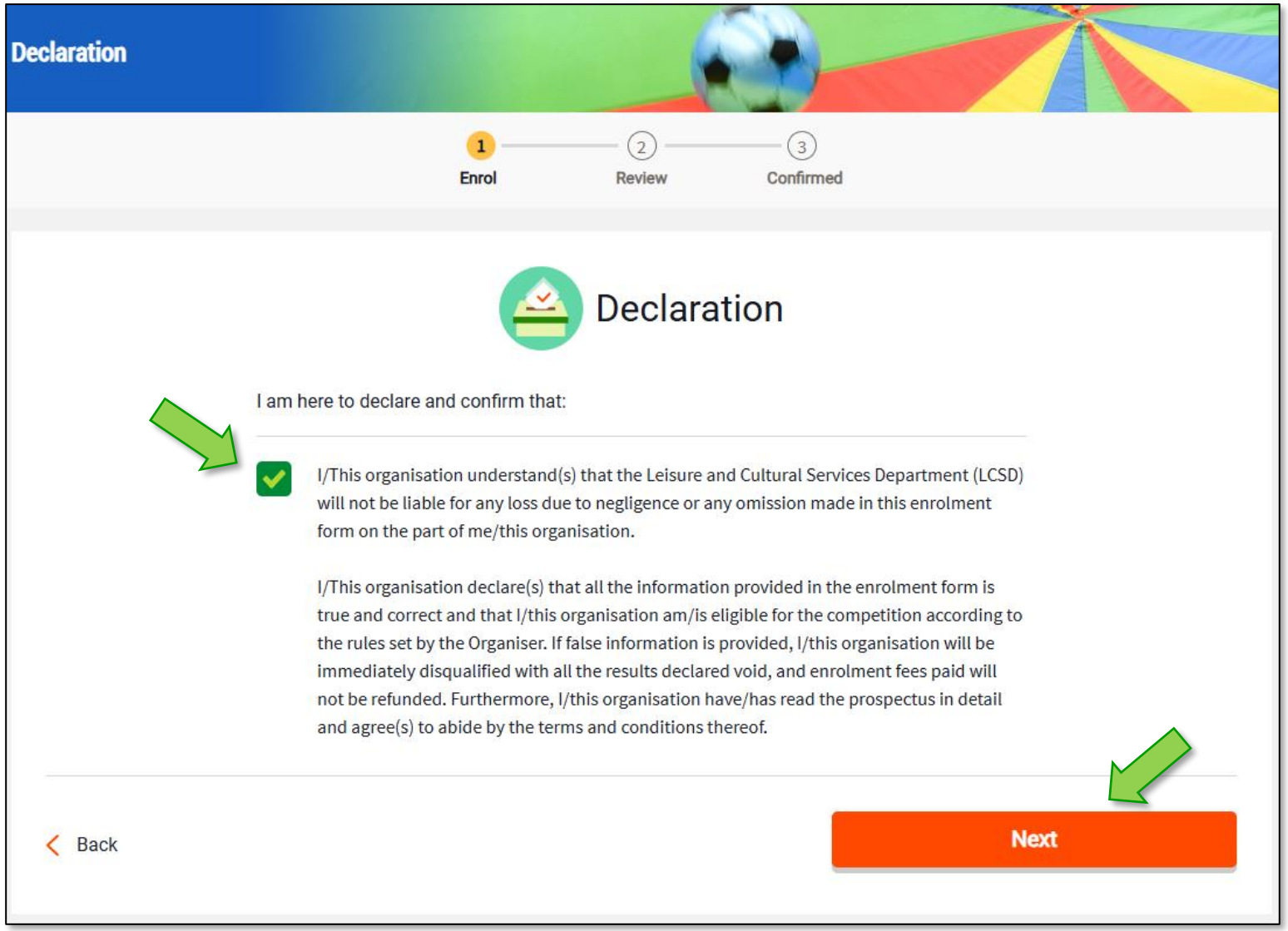


Edit the application



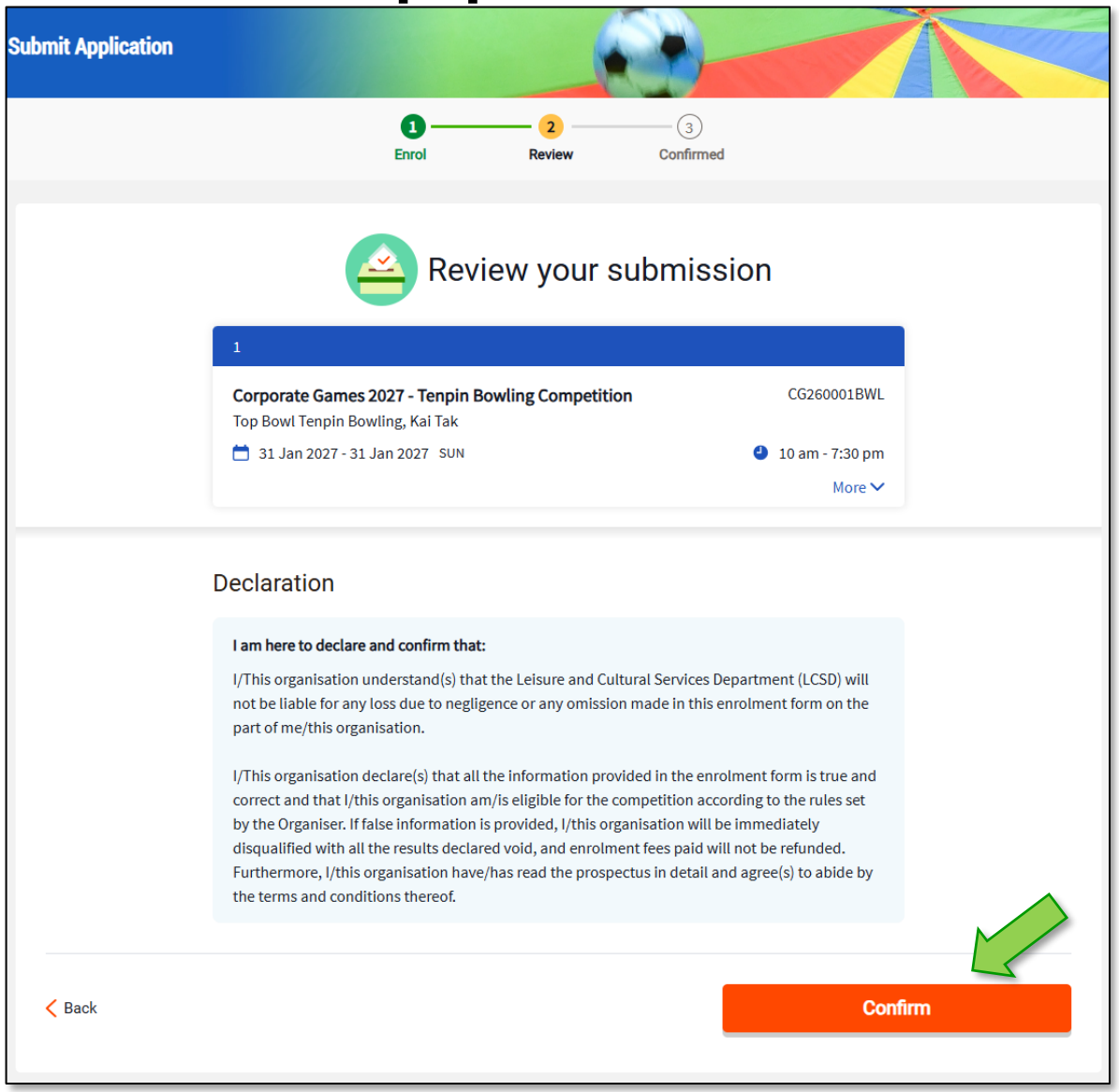
1. If you need to modify other competition information, click "Edit" next to the corresponding competition;
2. Once completed, click "Next".

Edit the application



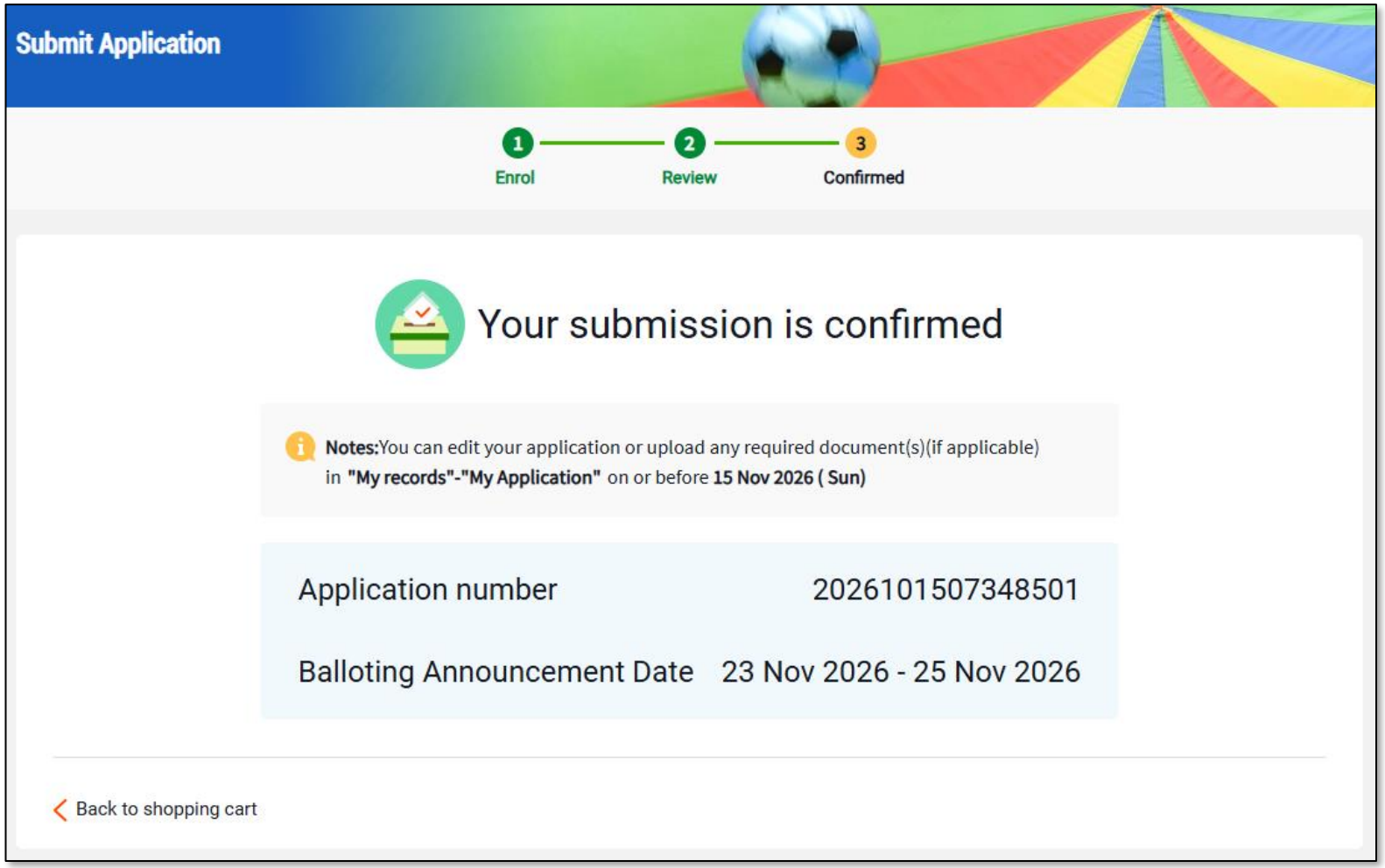
1. Read the content of the declaration and tick the box to make the declaration;
2. Then click "Next".

Edit the application



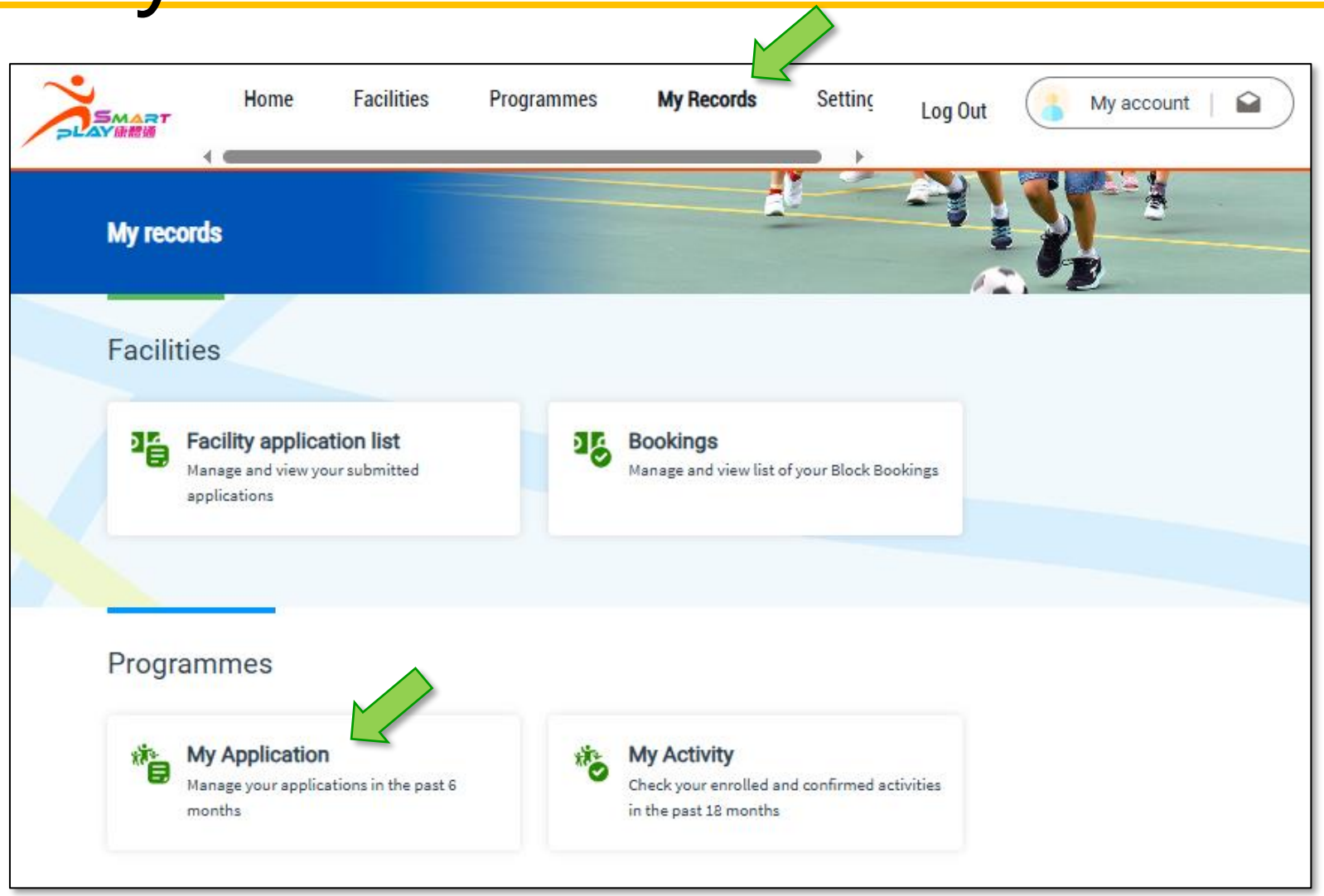
1. Review the application;
2. Click "Confirm".

Edit the application



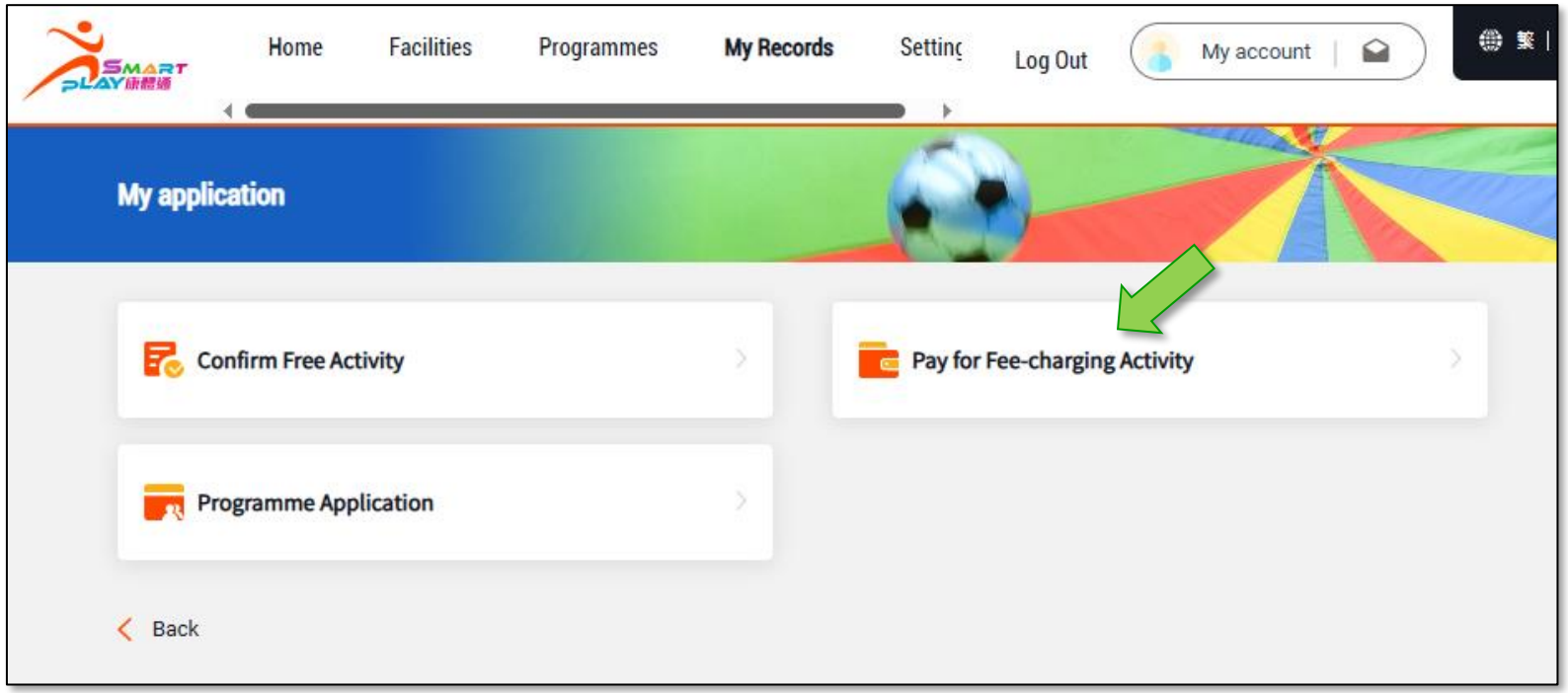
1. Upon successful submission of the application, an acknowledgement receipt will be issued by the system;
2. Users may modify the application details or enrol in additional competition(s) before the submission deadline.

Pay the enrolment fee



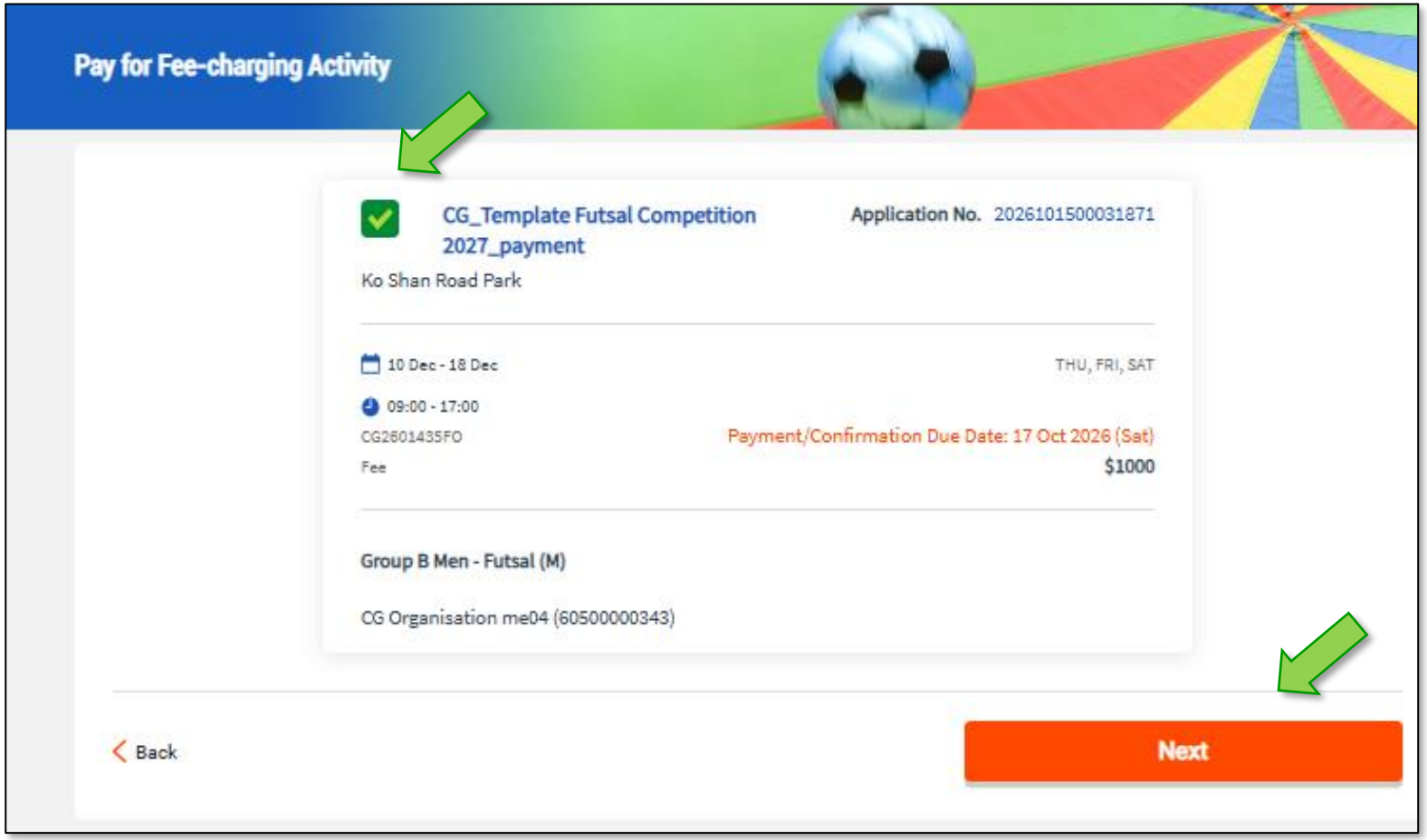
1. Go to the page of "My Records";
2. Click on "My Application".

Pay the enrolment fee



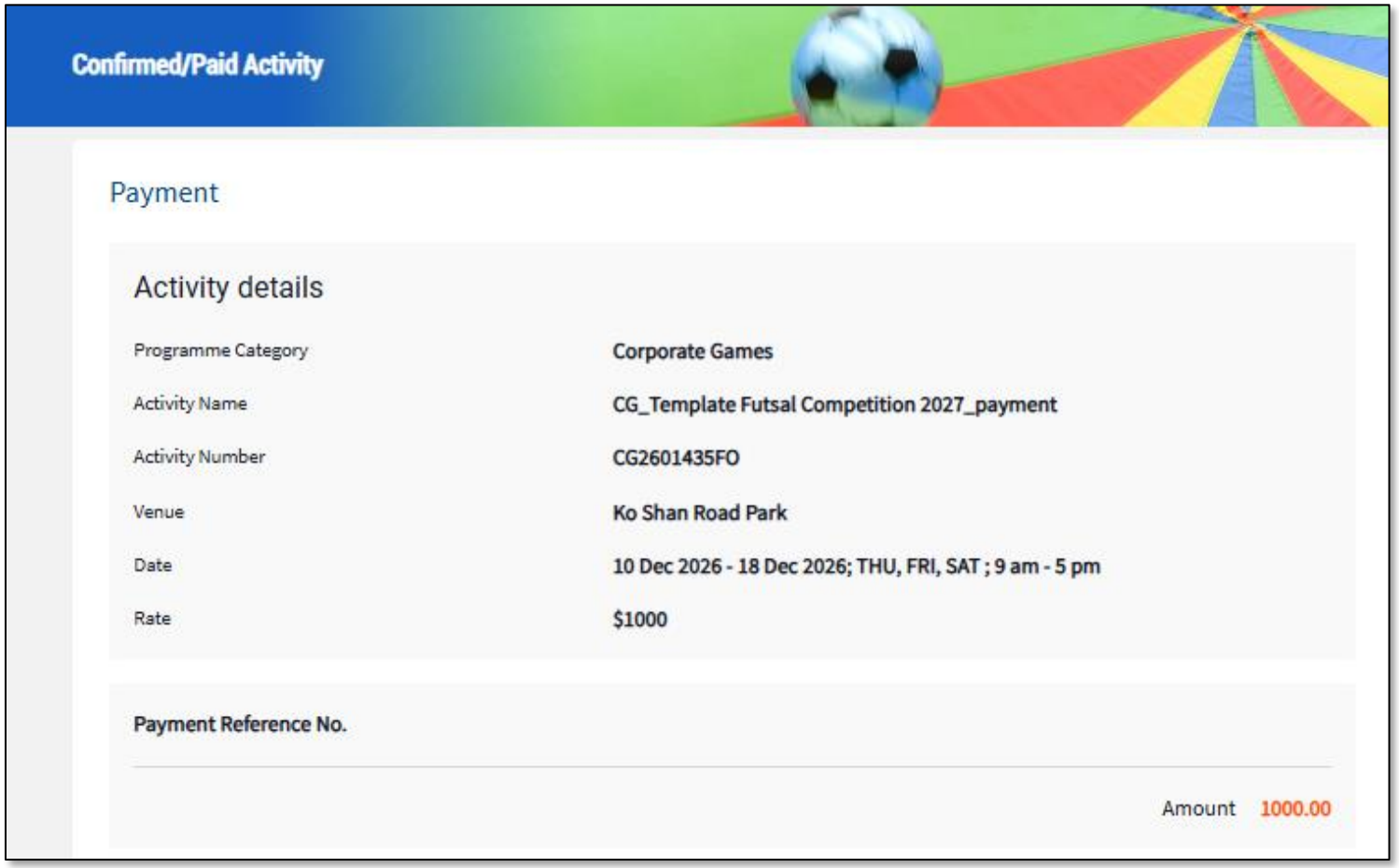
1. Click "Pay for Fee-Charging Activity".

Pay the enrolment fee



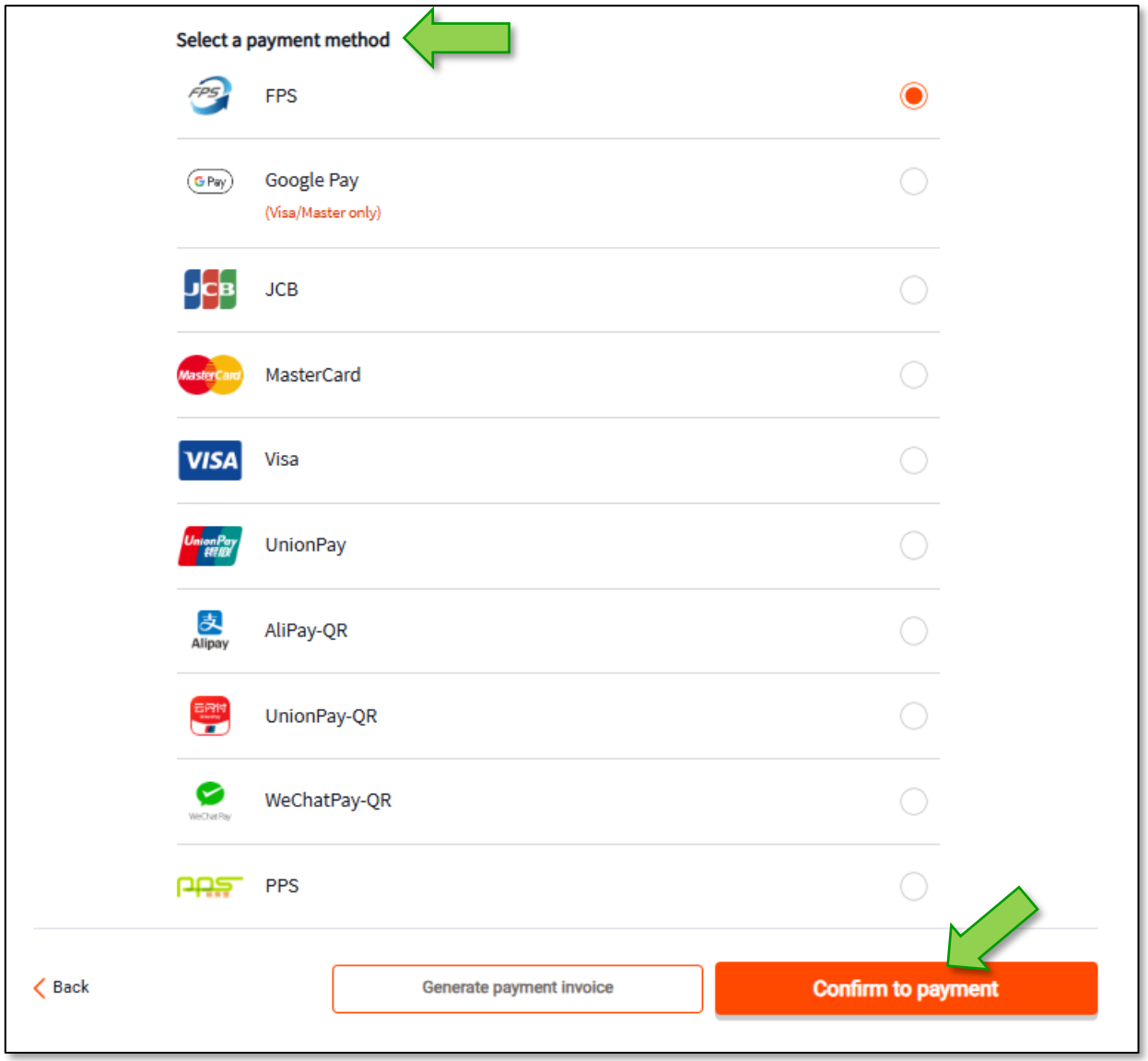
1. Select the competition(s) that require(s) payment (multiple selection is allowed) by ticking the respective box(es);
2. Click "Next".

Pay the enrolment fee



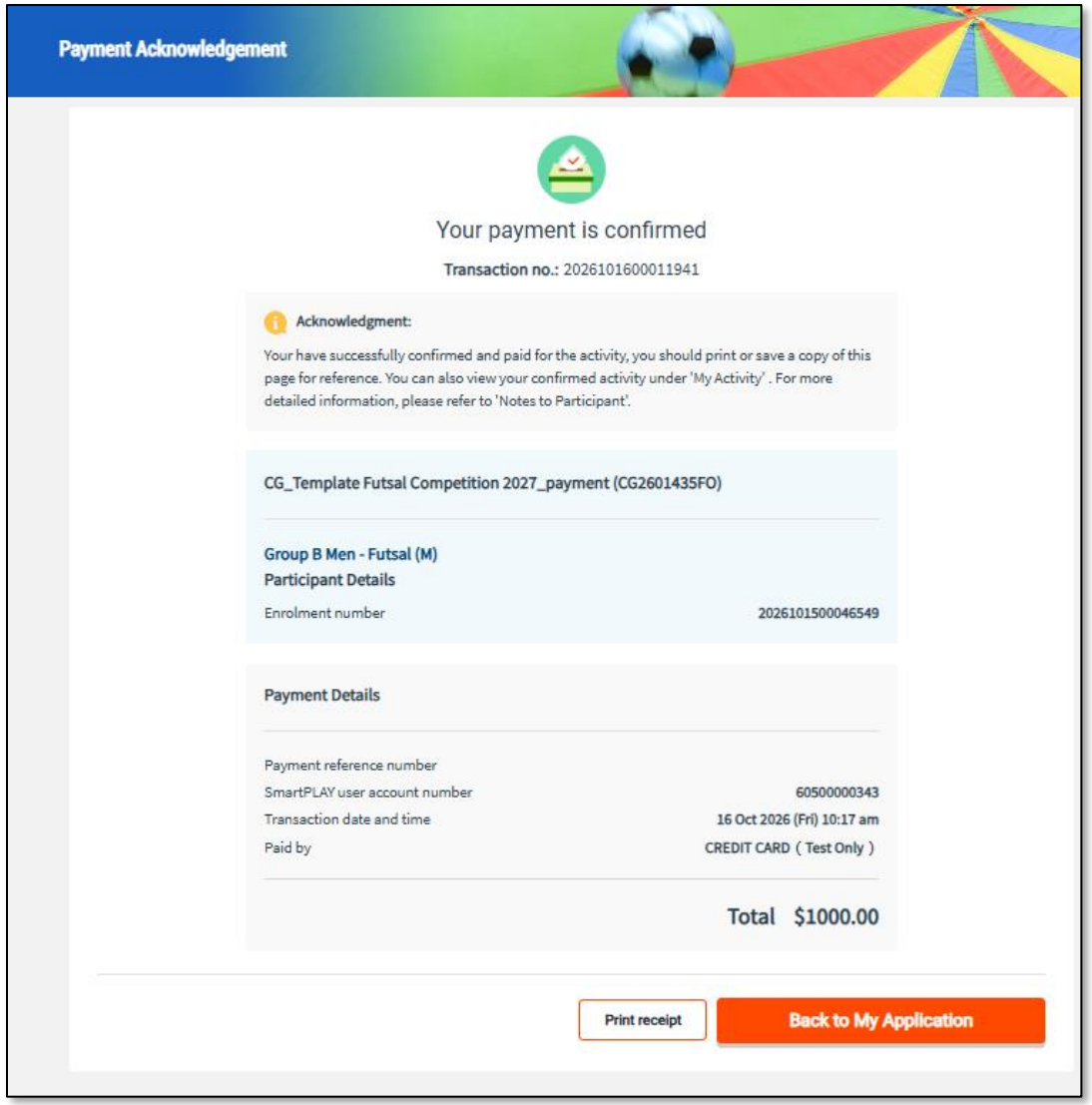
1. Review the competition details and fees.

Pay the enrolment fee -
Online Payment



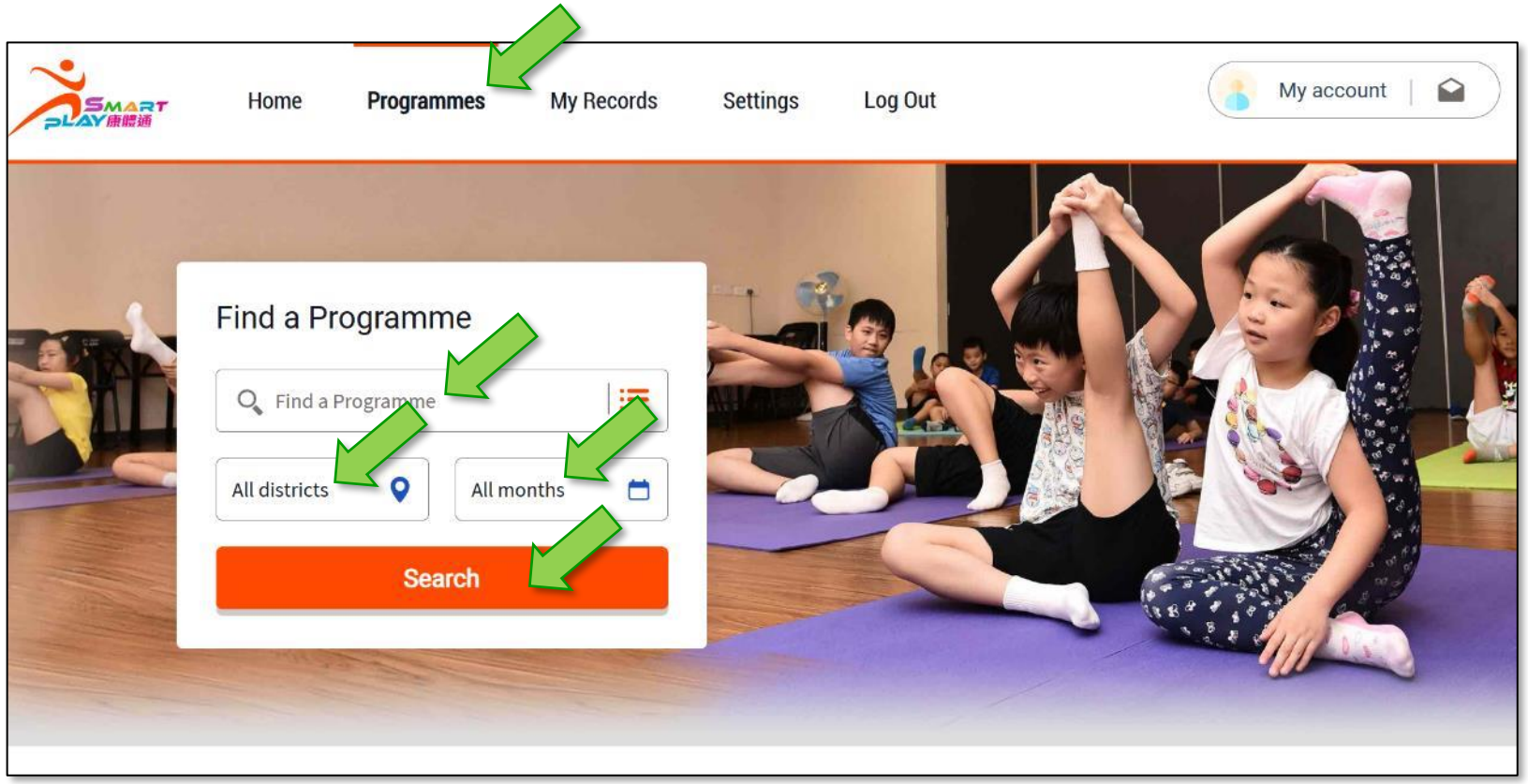
1. Select a payment method;
2. Click "Confirm to payment" .

Pay the enrolment fee -
Online Payment



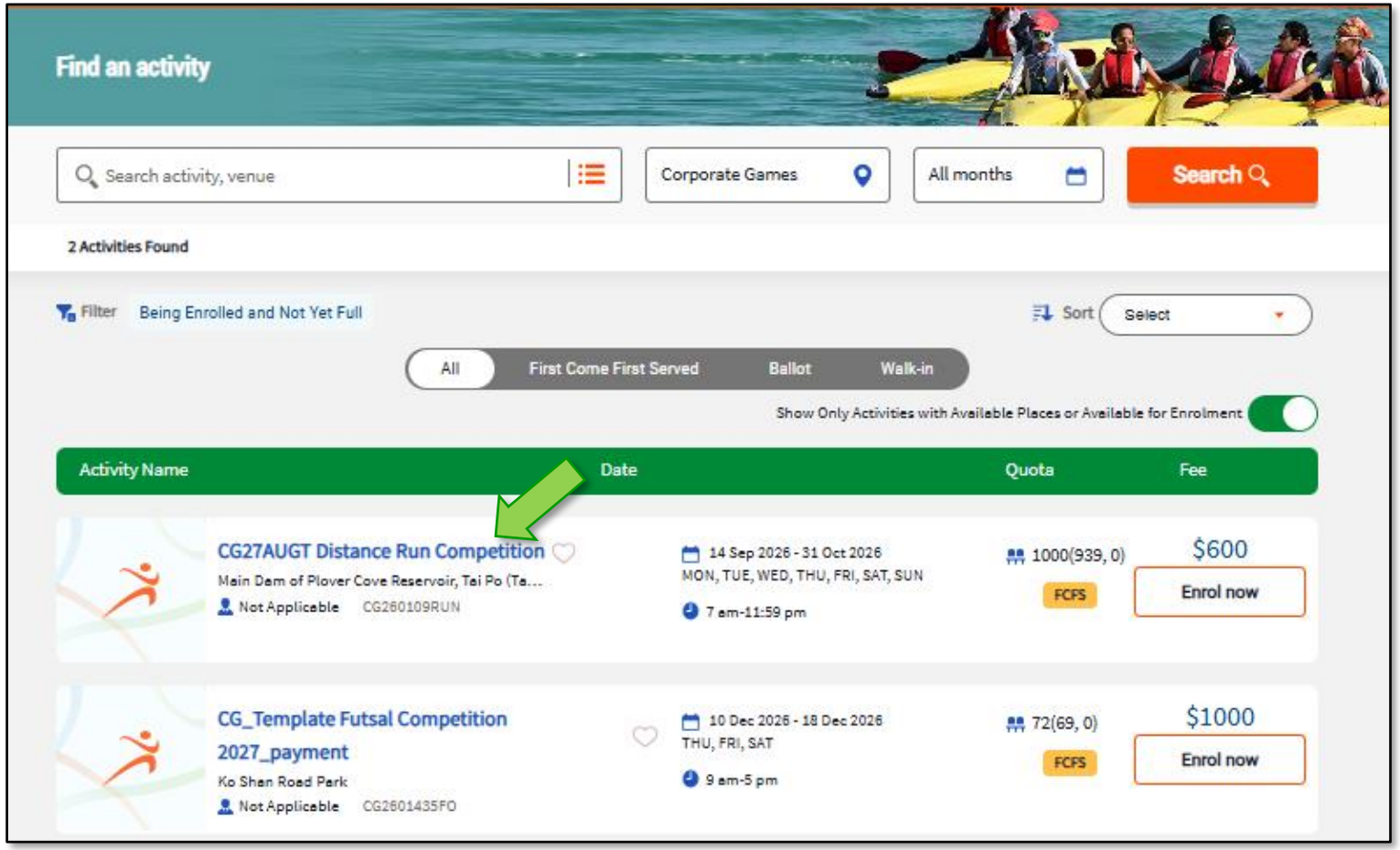
1. Once the payment is completed, an acknowledgment receipt will be issued by the system.

Enrol in competitions (Open enrolment)



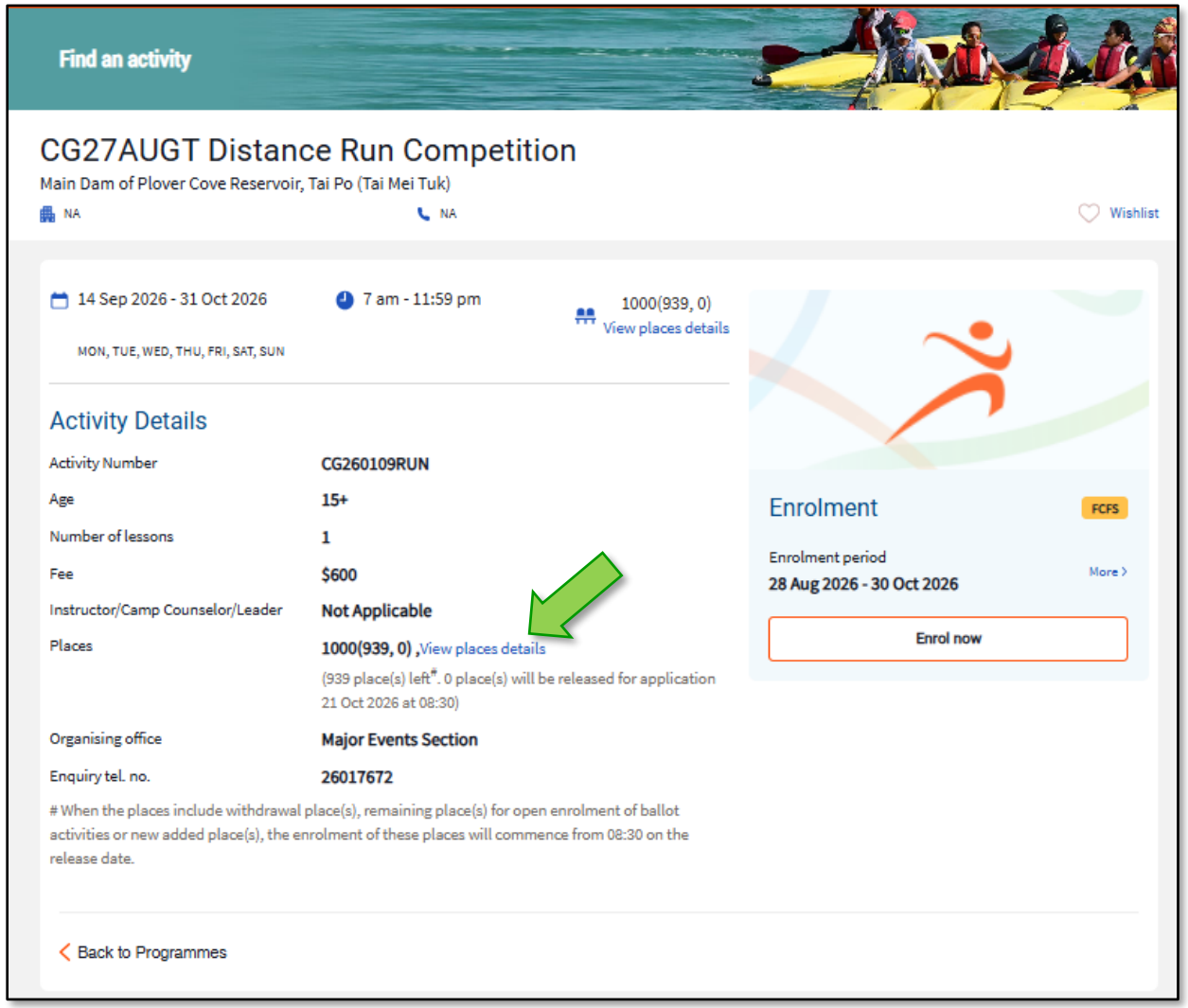
1. Go to the "Programmes" page;
2. Enter the activity number in the "Find a Programme" field;
3. Select "All districts" and "All months";
4. Click "Search".

Enrol in competitions (Open enrolment)



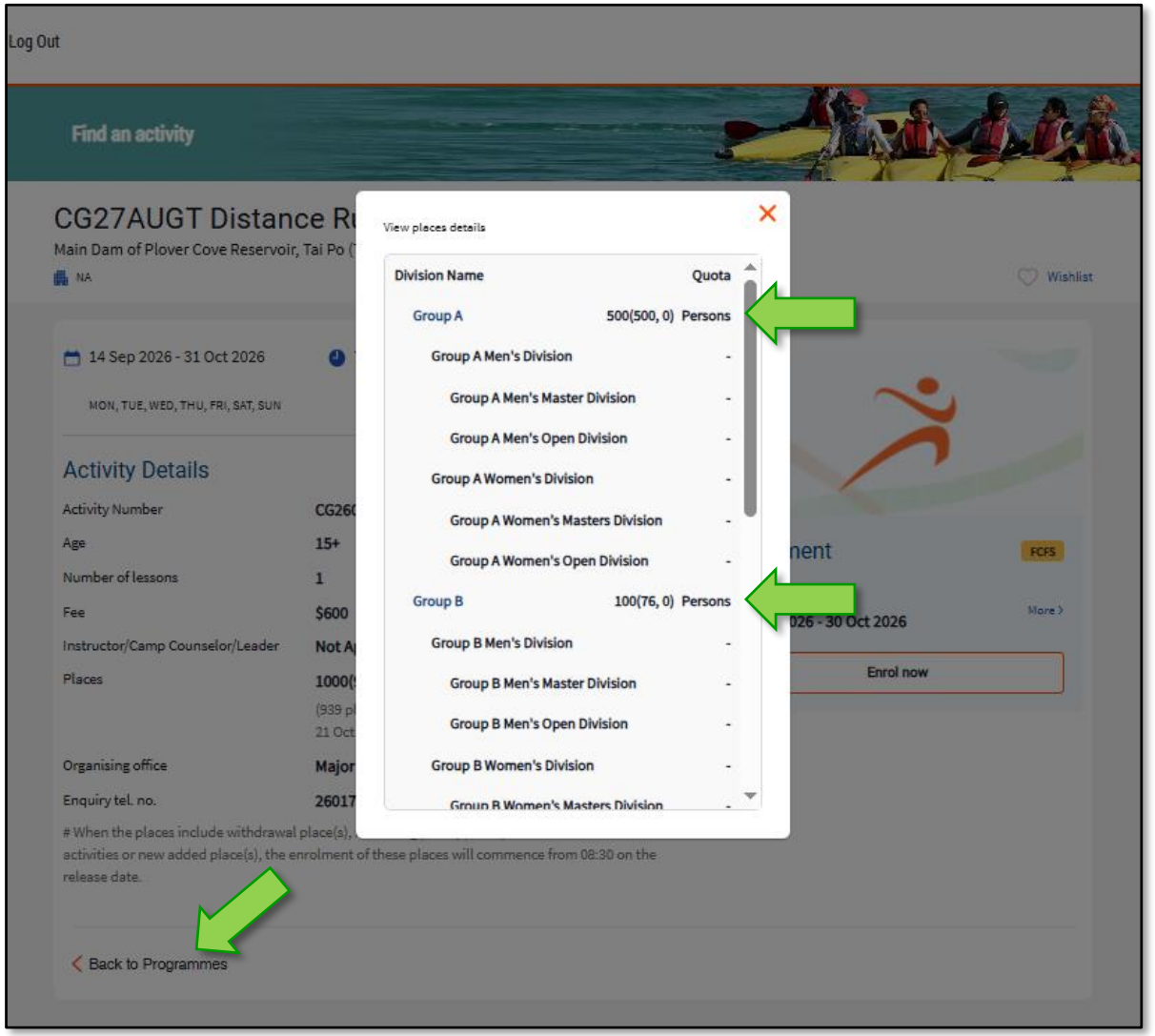
1. Click the activity name to view details and remaining quota.

Enrol in competitions (Open enrolment)



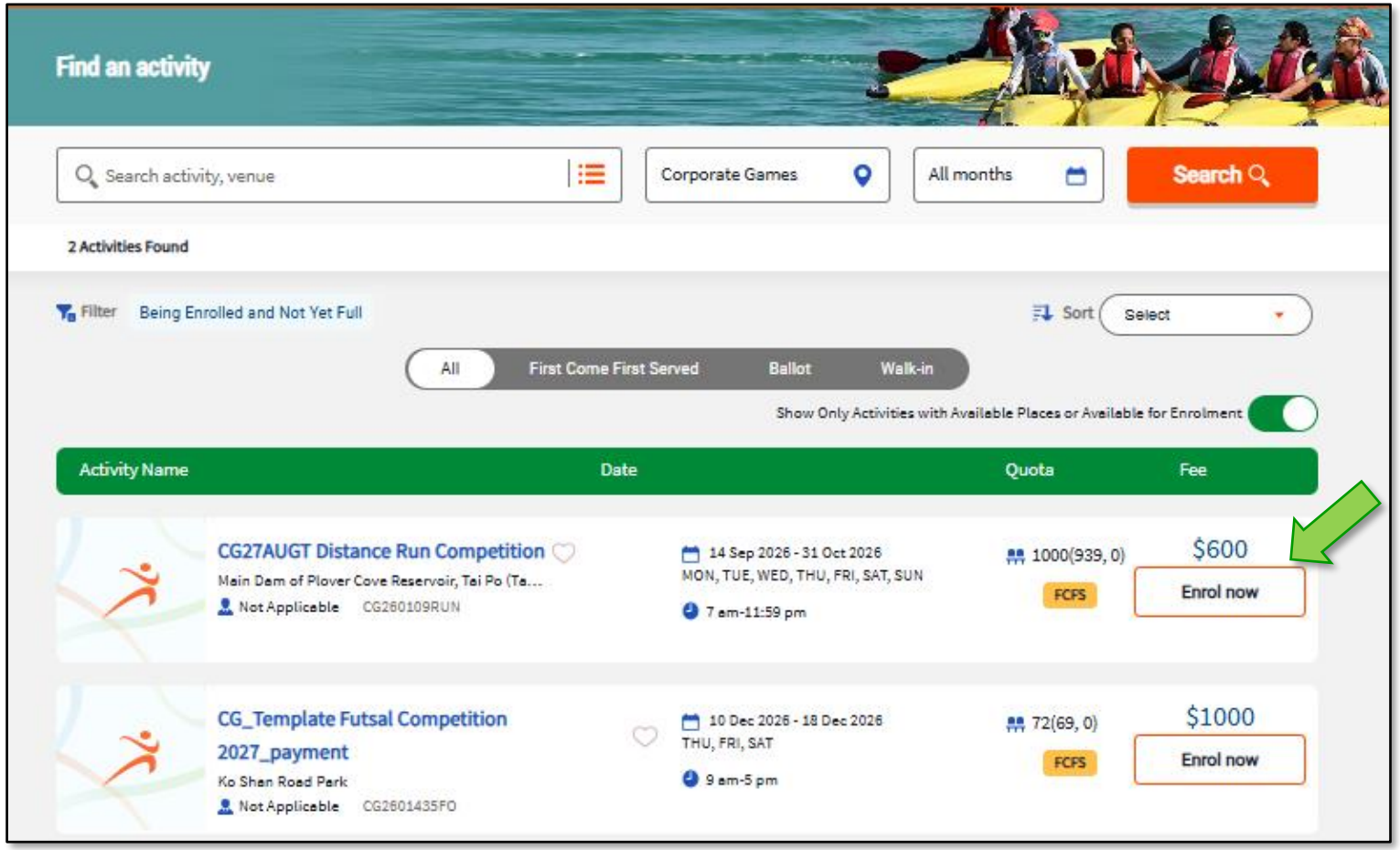
1. Click "View places details" to view remaining quota.

Enrol in competitions (Open enrolment)



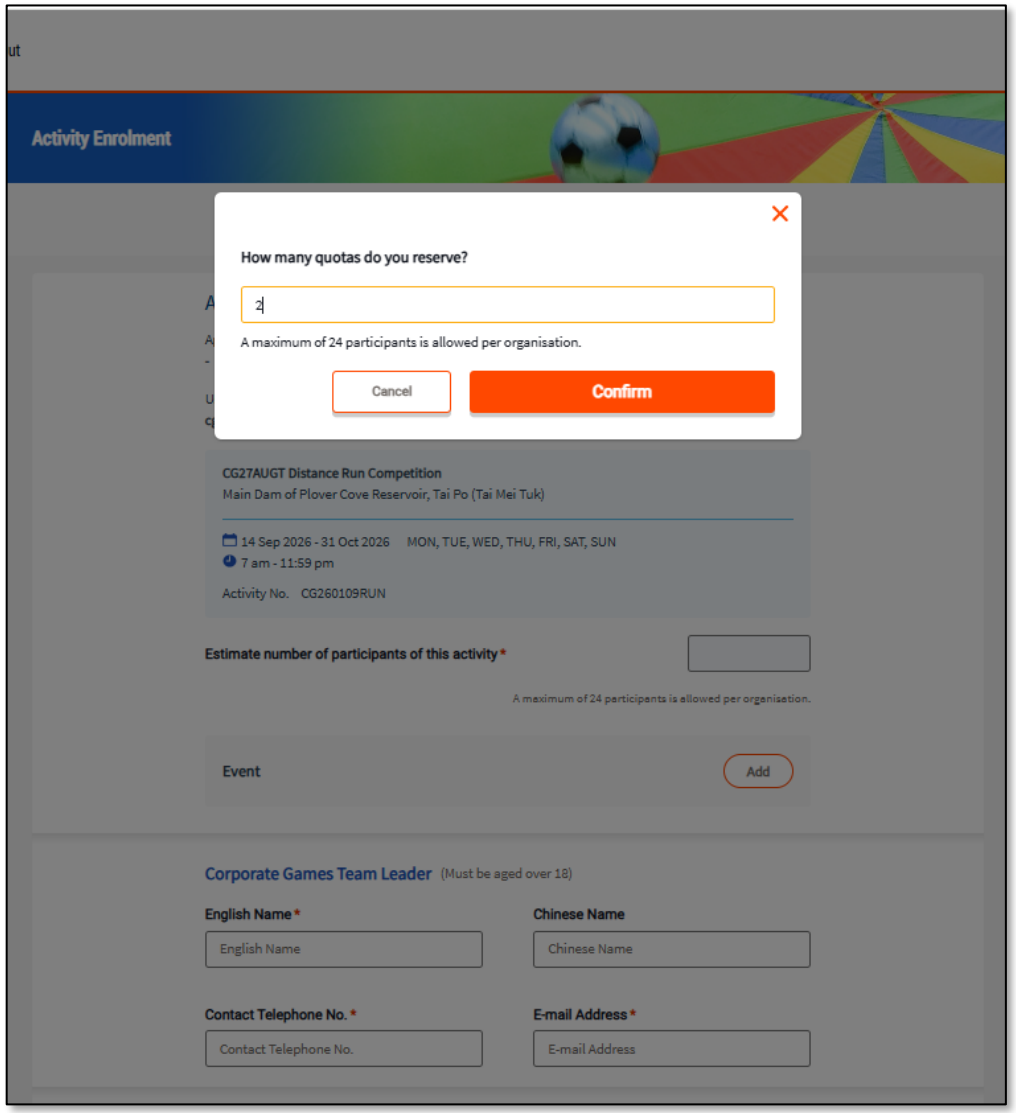
1. View remaining quota;
2. Back to Programmes.

Enrol in competitions (Open enrolment)



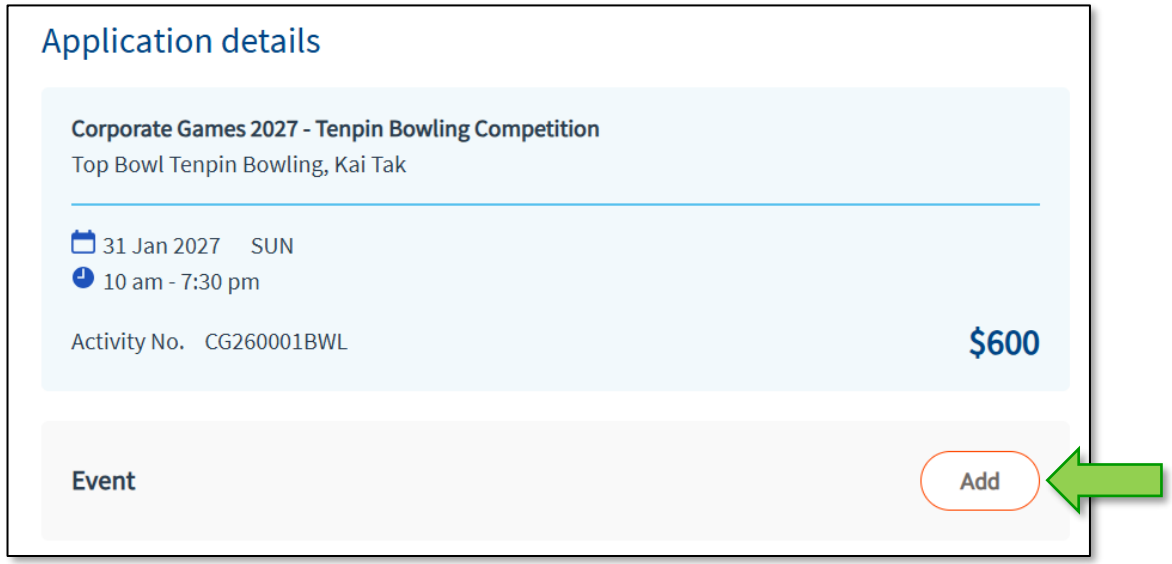
1. If there are remaining quotas for the division, click "Enrol now " directly.

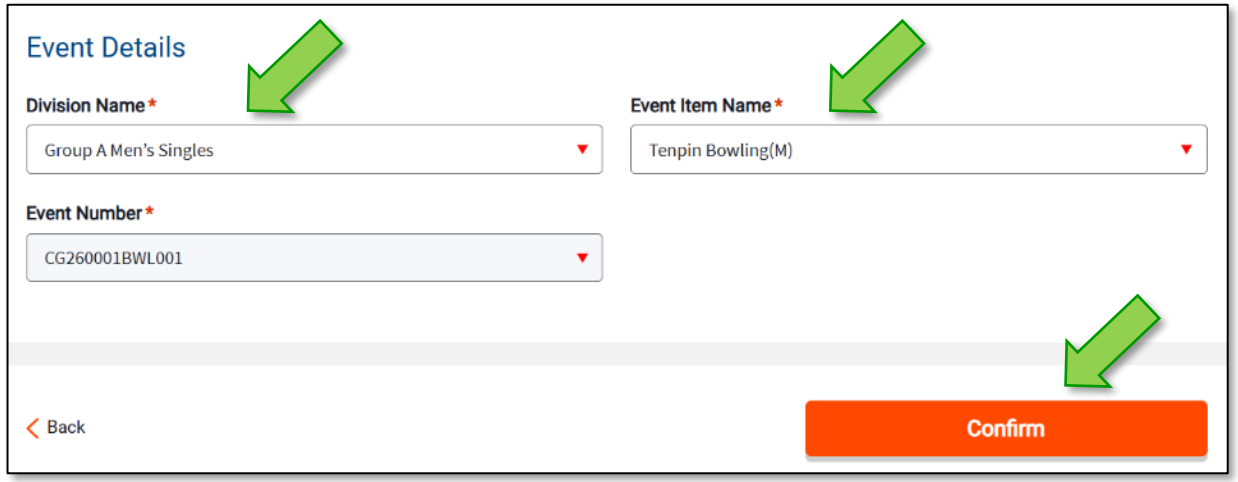
Enrol in competitions (Open enrolment)



1. Enter the quotas reserve (Only applicable to Distance Run and Athletics competitions).

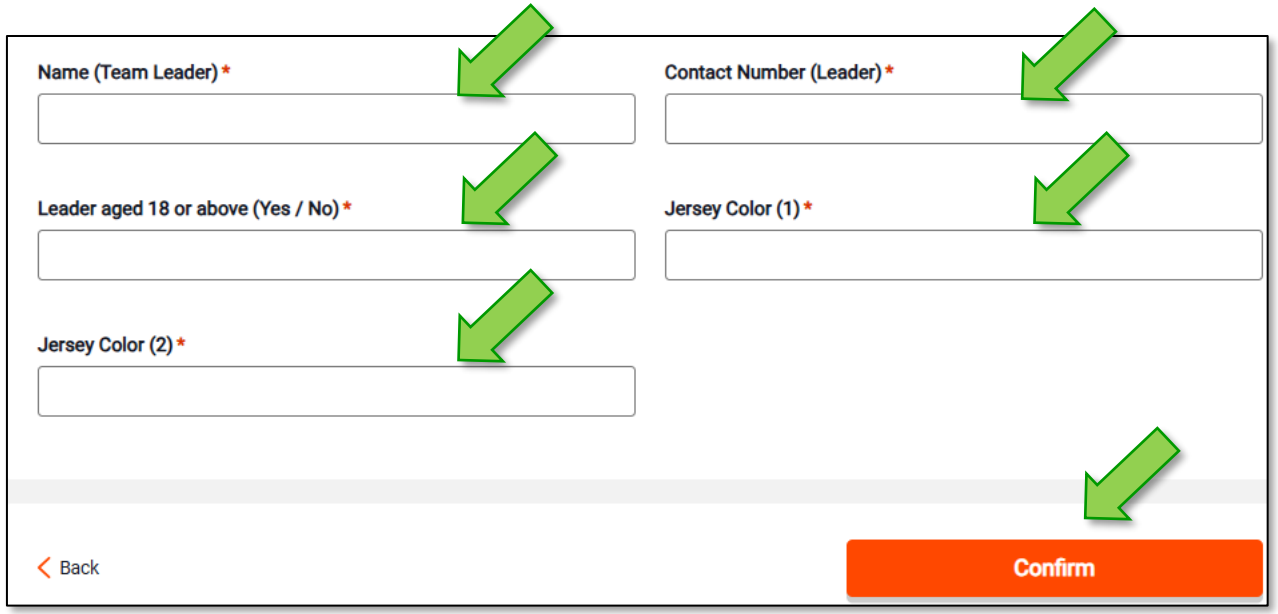
Enrol in competitions (Open enrolment)





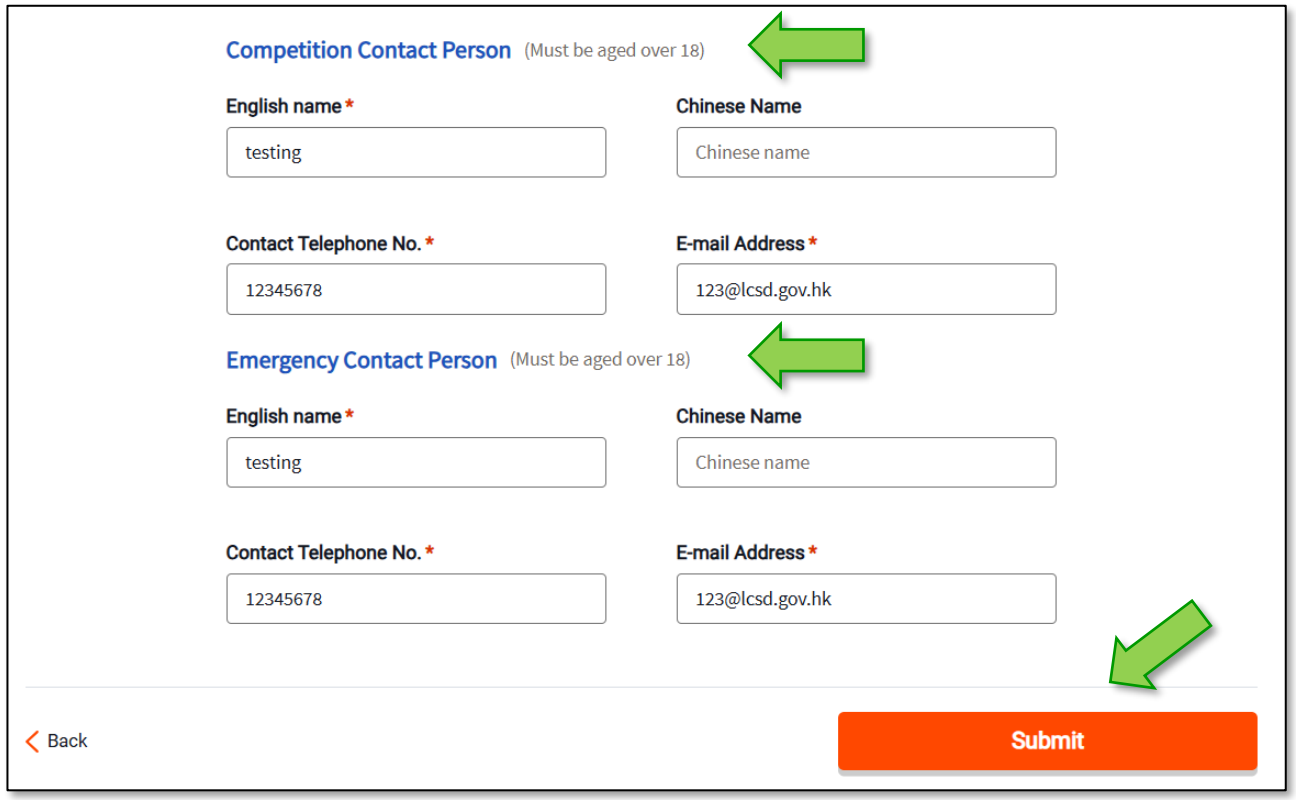
1. Click "Add" to input the event details
(Not applicable to Distance Run and Athletics competitions).
2. Select "Division" and "Event Item"
(Not applicable to Distance Run and Athletics competitions);

Enrol in competitions (Open enrolment)



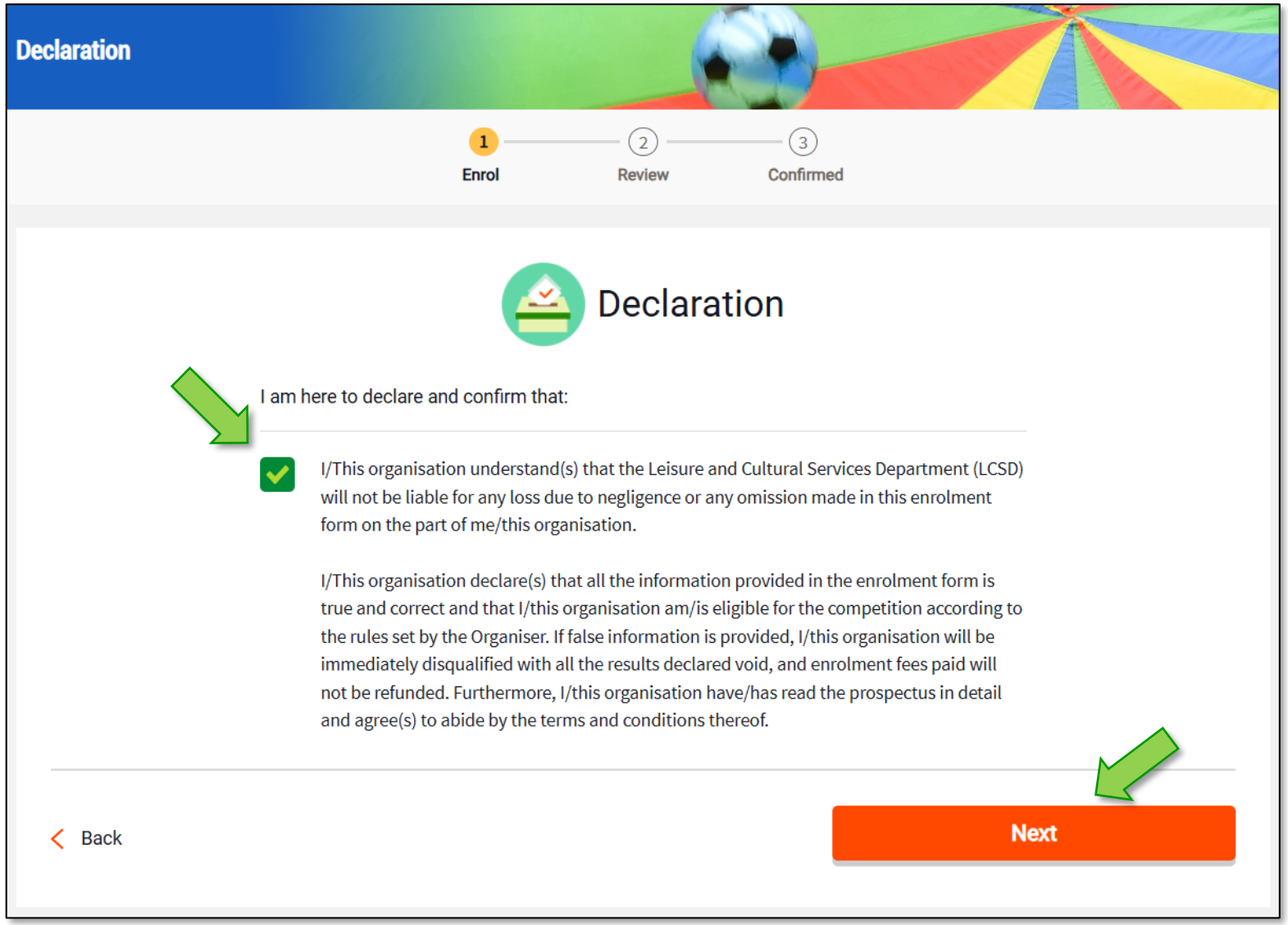
1. Enter the information of team leader, leader, jersey colour (Only applicable to Basketball, Soccer and Volleyball competitions);
2. Click "Confirm".

Enrol in competitions (Open enrolment)



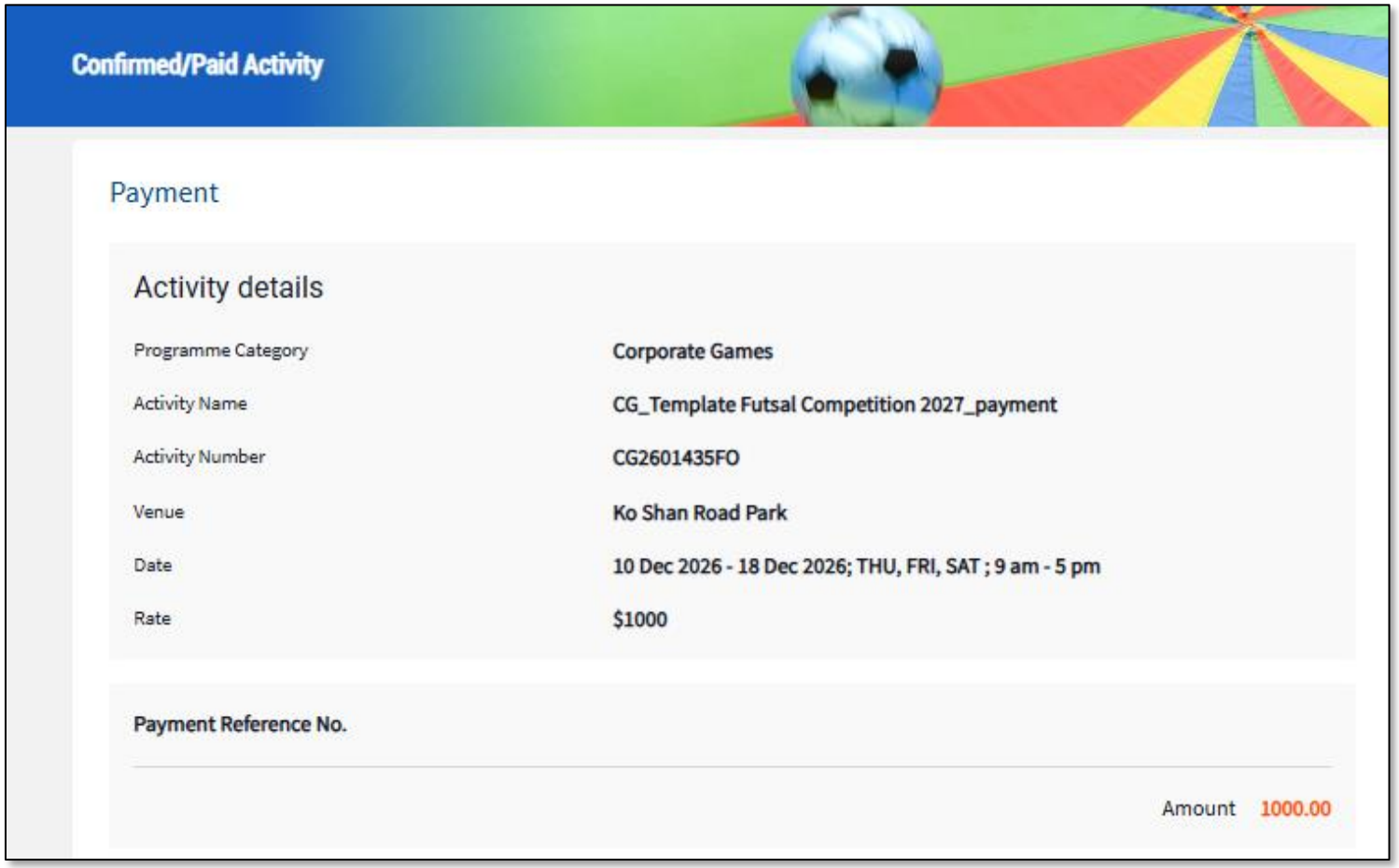
1. Enter the details of competition contact person and emergency contact person;
2. Click "Submit".

Enrol in competitions (Open enrolment)



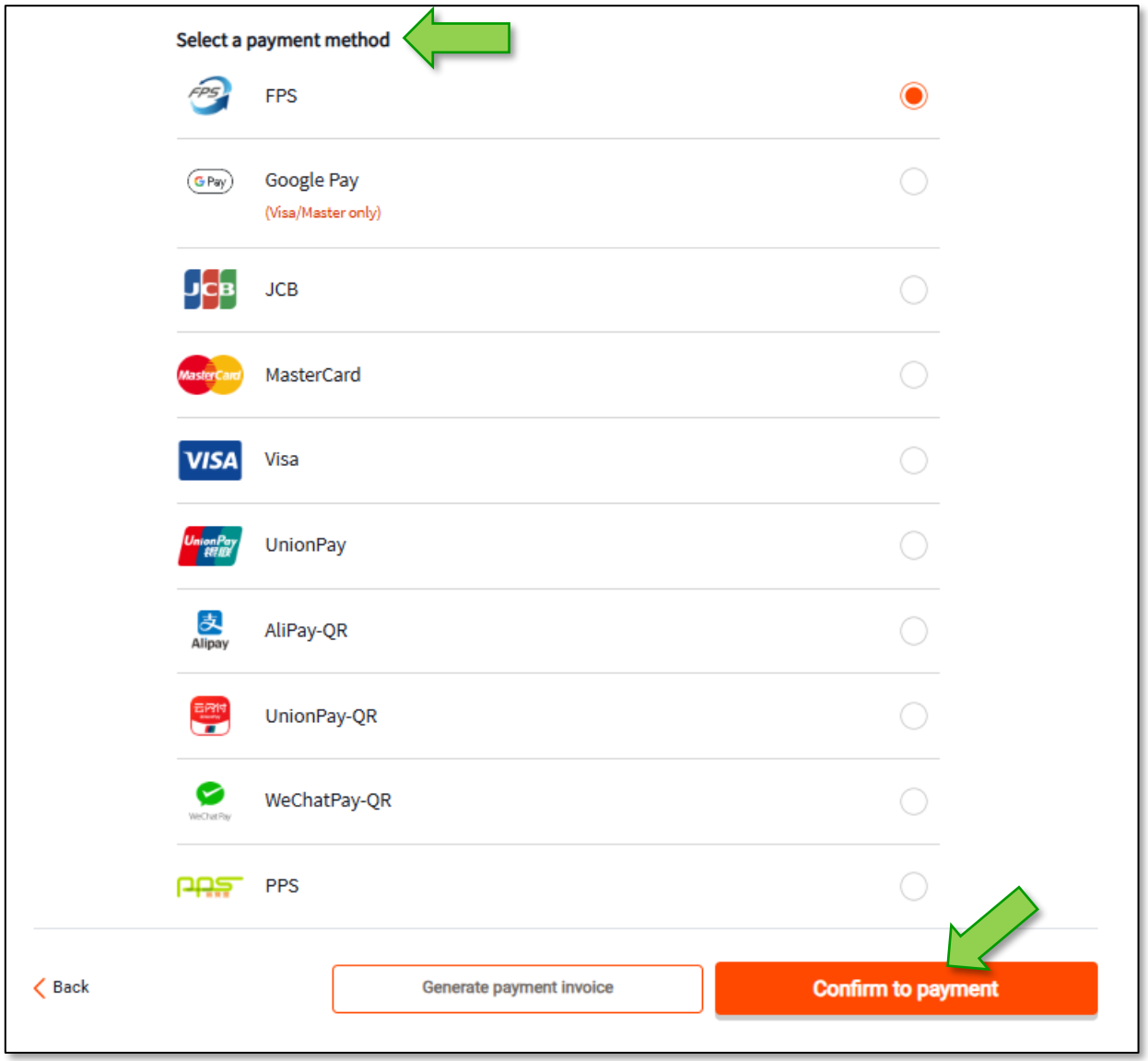
1. Read and confirm the declaration;
2. Click "Next".

Enrol in competitions (Open enrolment)



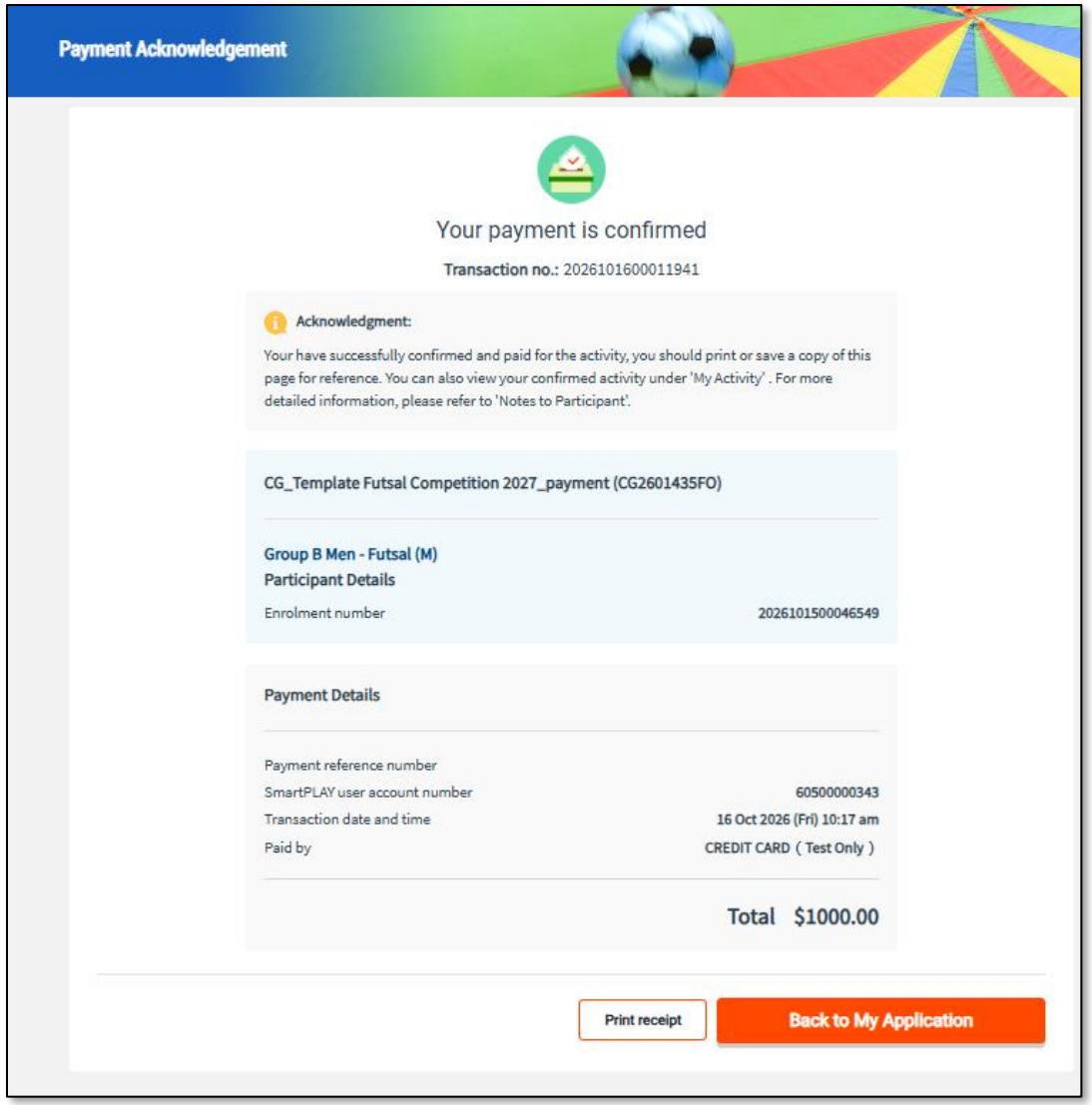
1. Review the competition details and fees.

Enrol in competitions (Open enrolment)



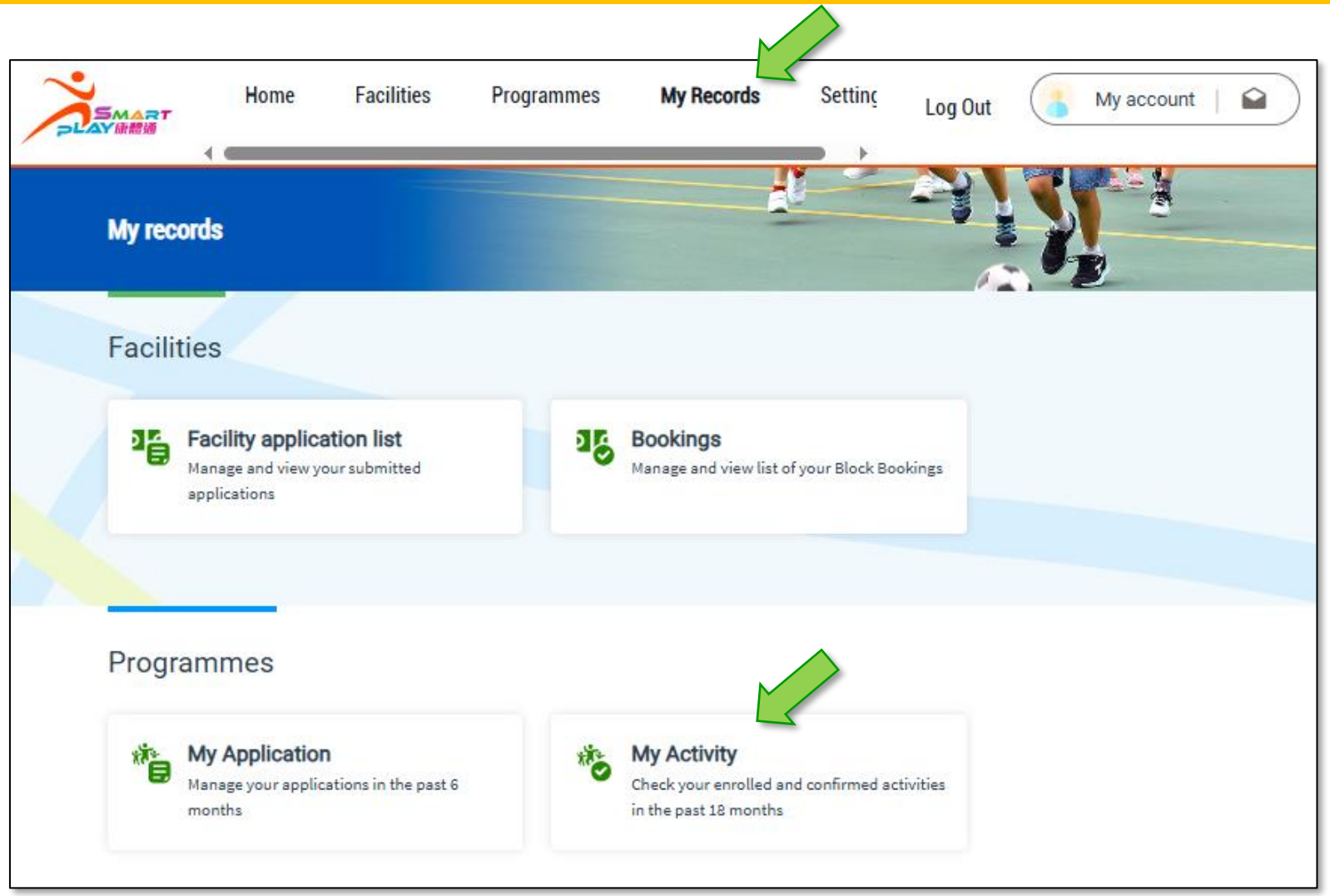
1. Select a payment method;
2. Click "Confirm to payment" .

Enrol in competitions (Open enrolment)



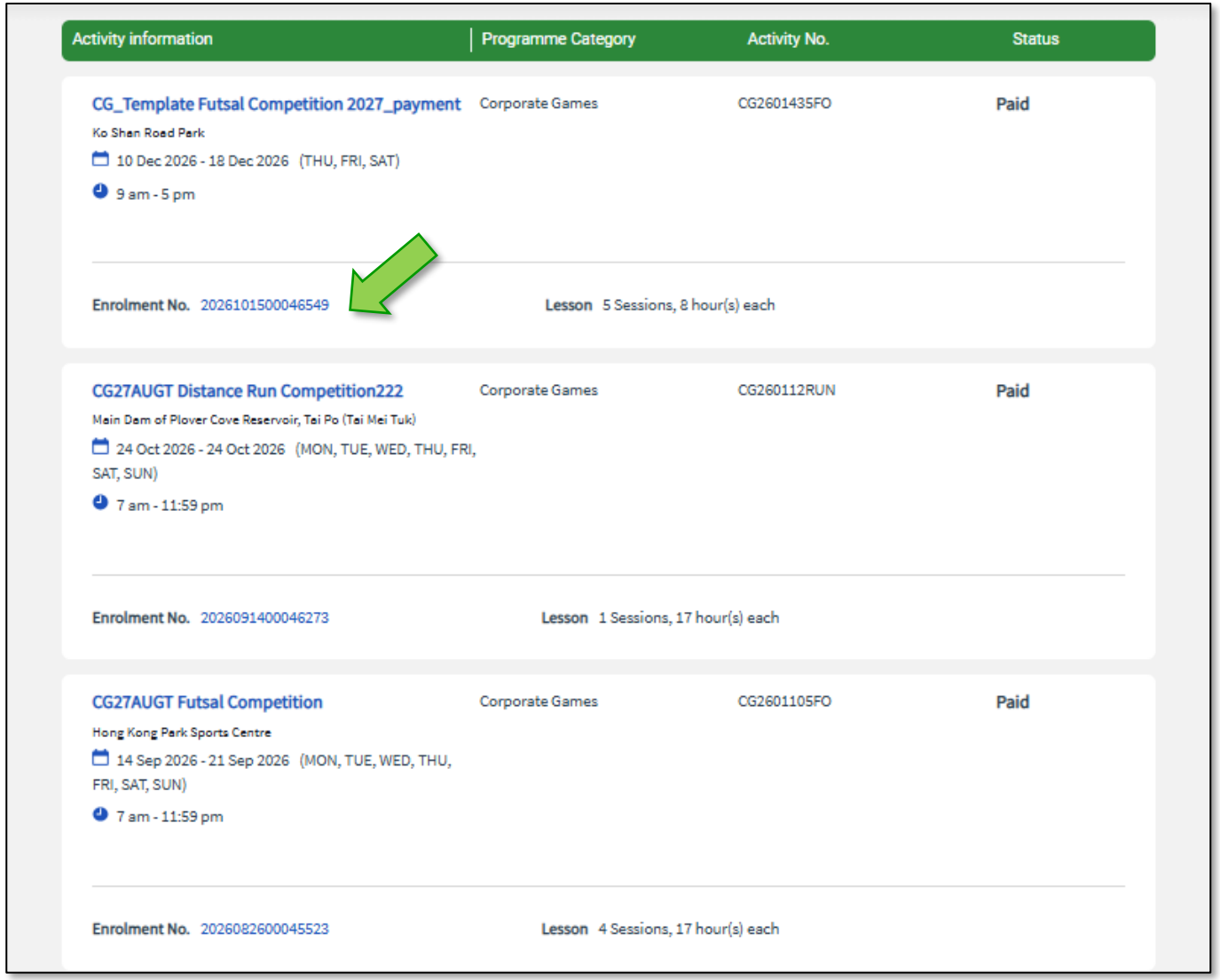
1. Once the payment is completed, an acknowledgment receipt will be issued by the system.

Submit personal particulars of participant



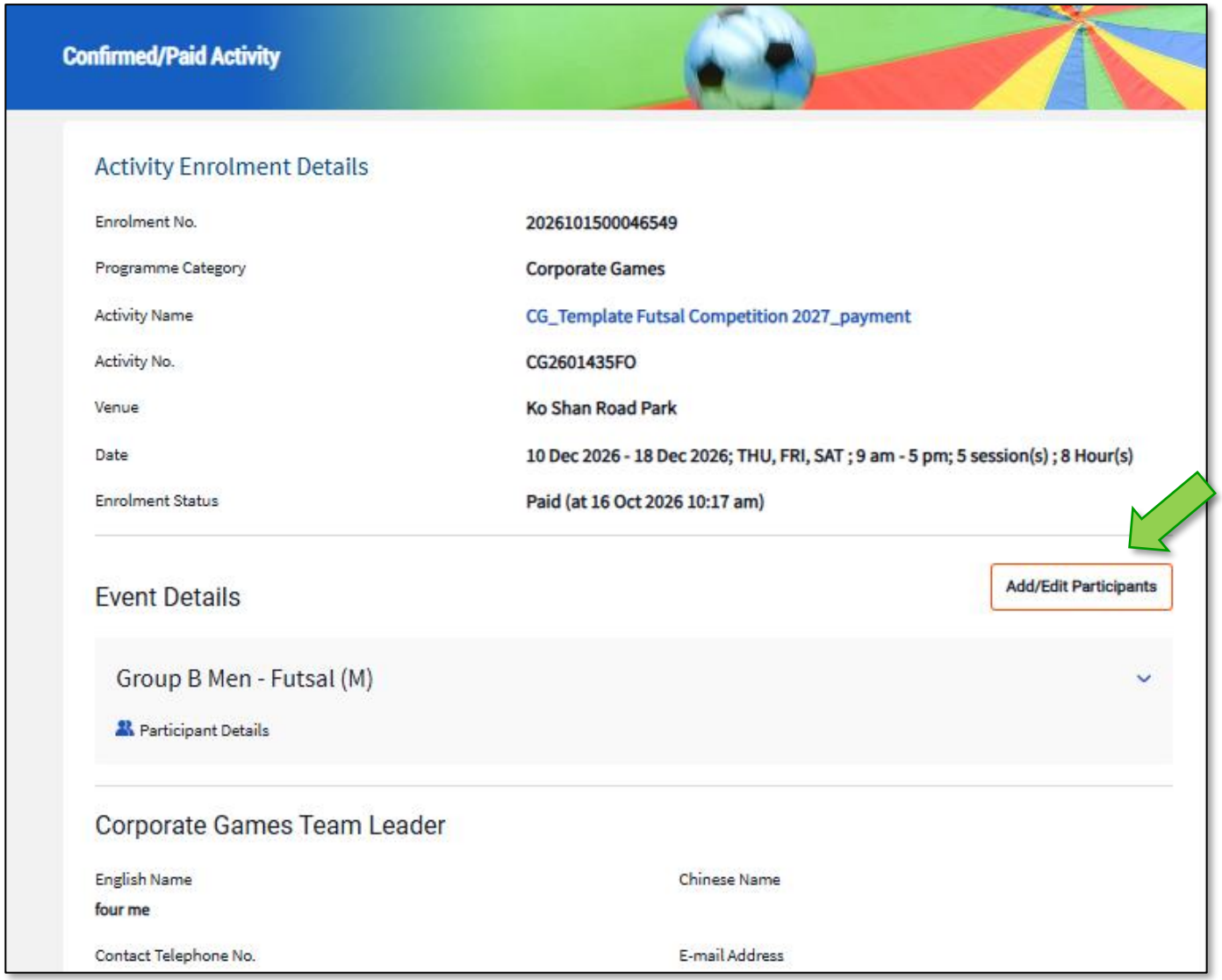
1. Go to the page of "My Records";
2. Click "My Activity".

Submit personal particulars of participant



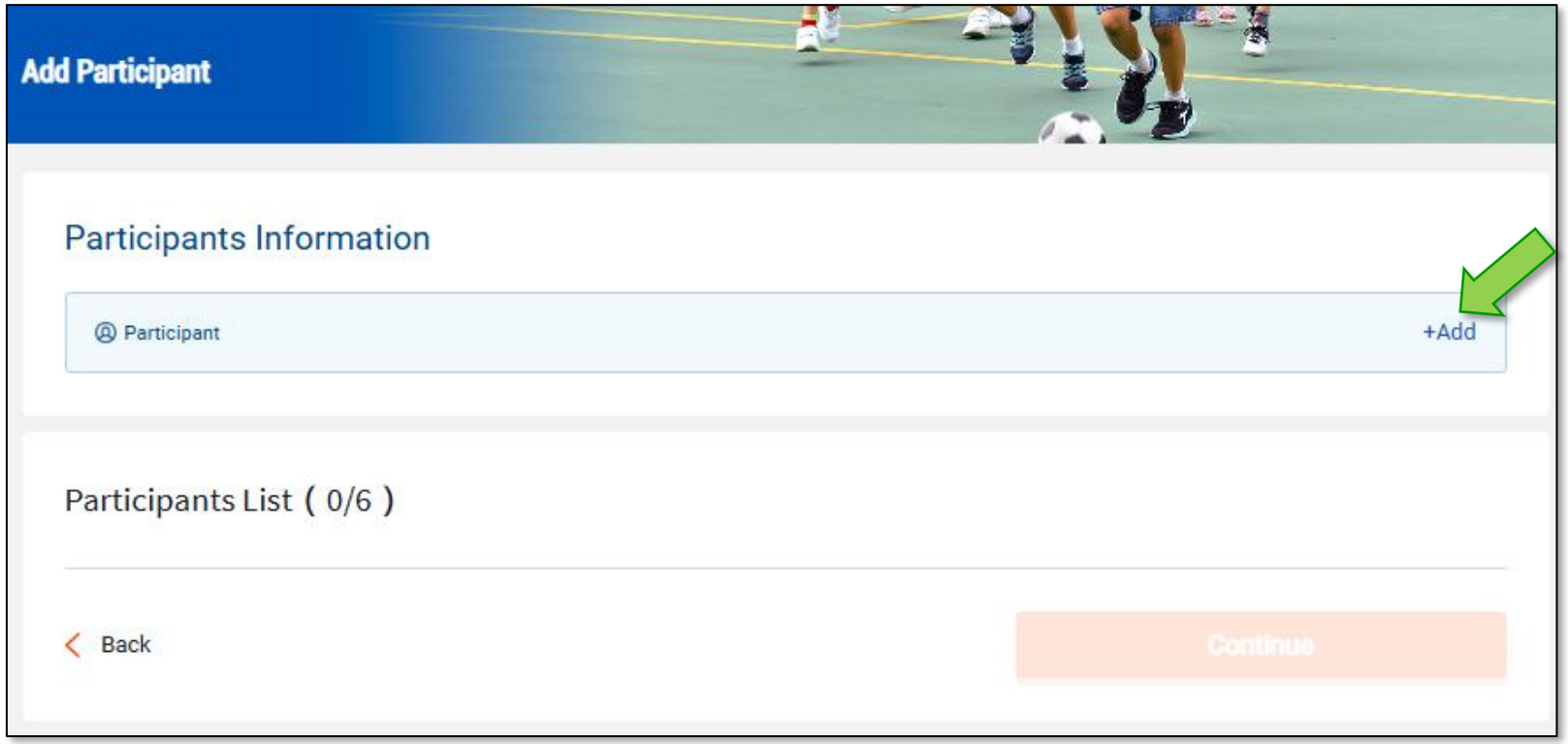
1. Click on the enrolment number of the competition.

Submit personal particulars of participant



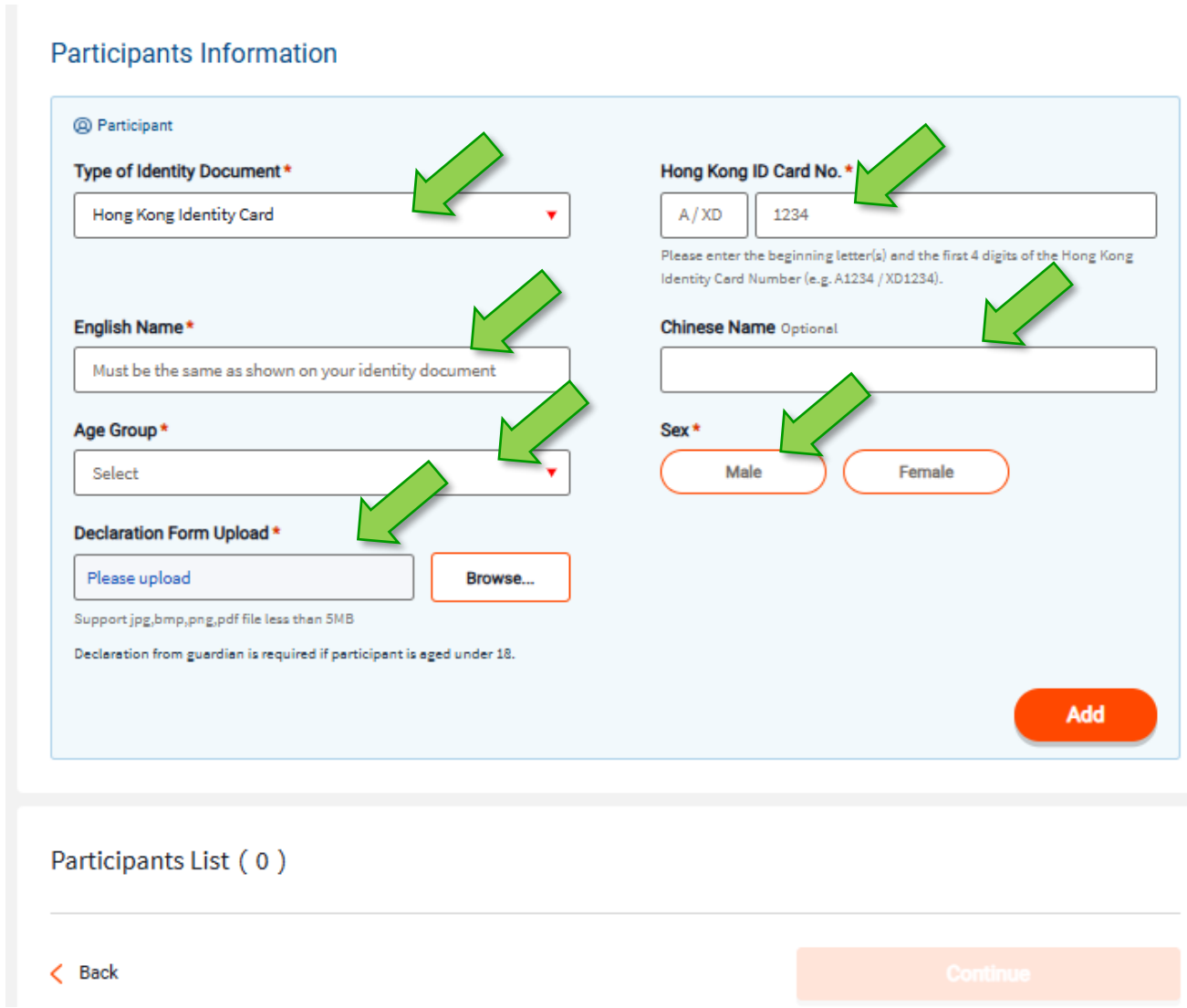
1. Click "Add/Edit Participants".

Submit personal particulars of participant



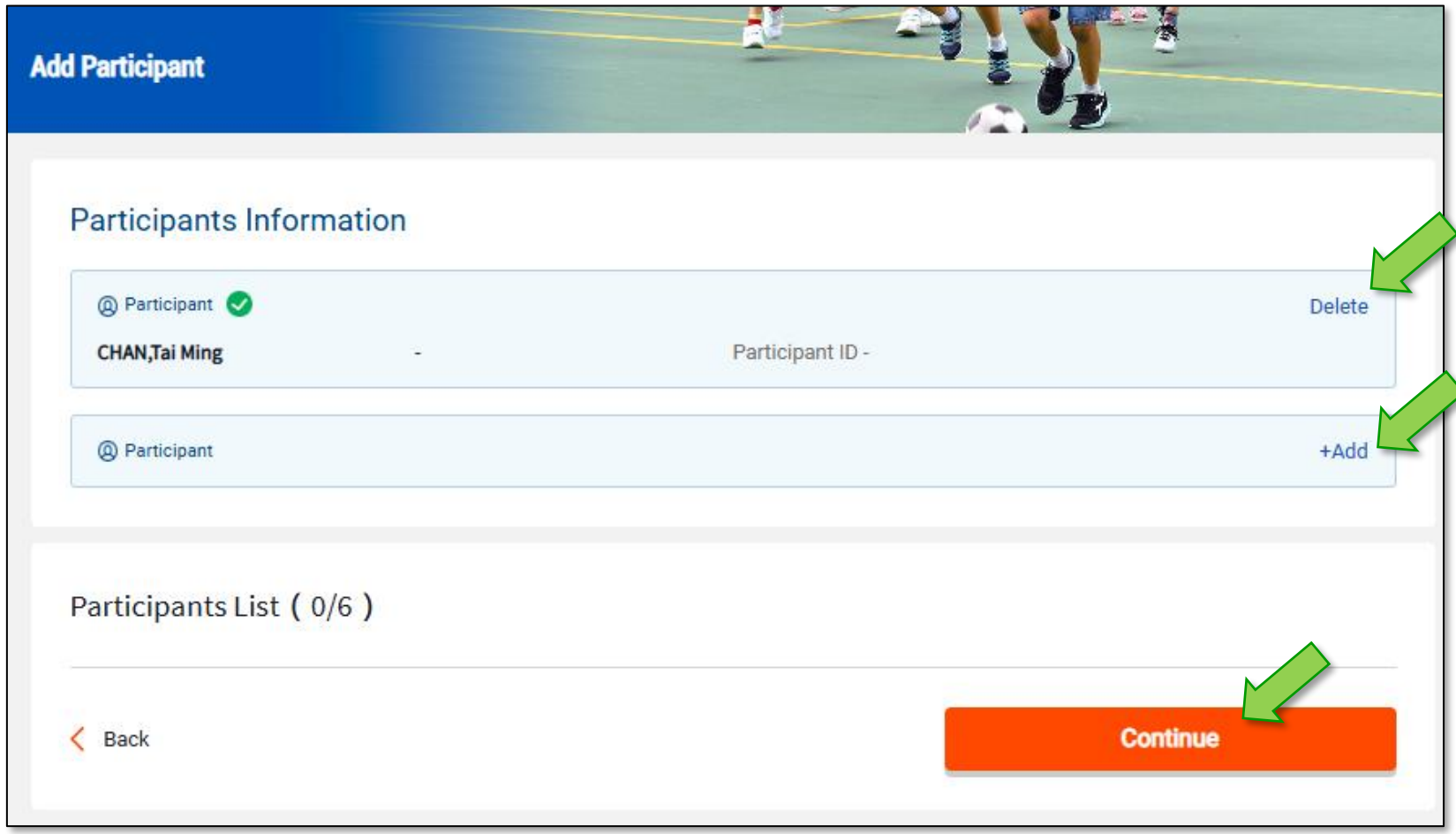
1. Click "+Add".

Submit personal particulars of participant



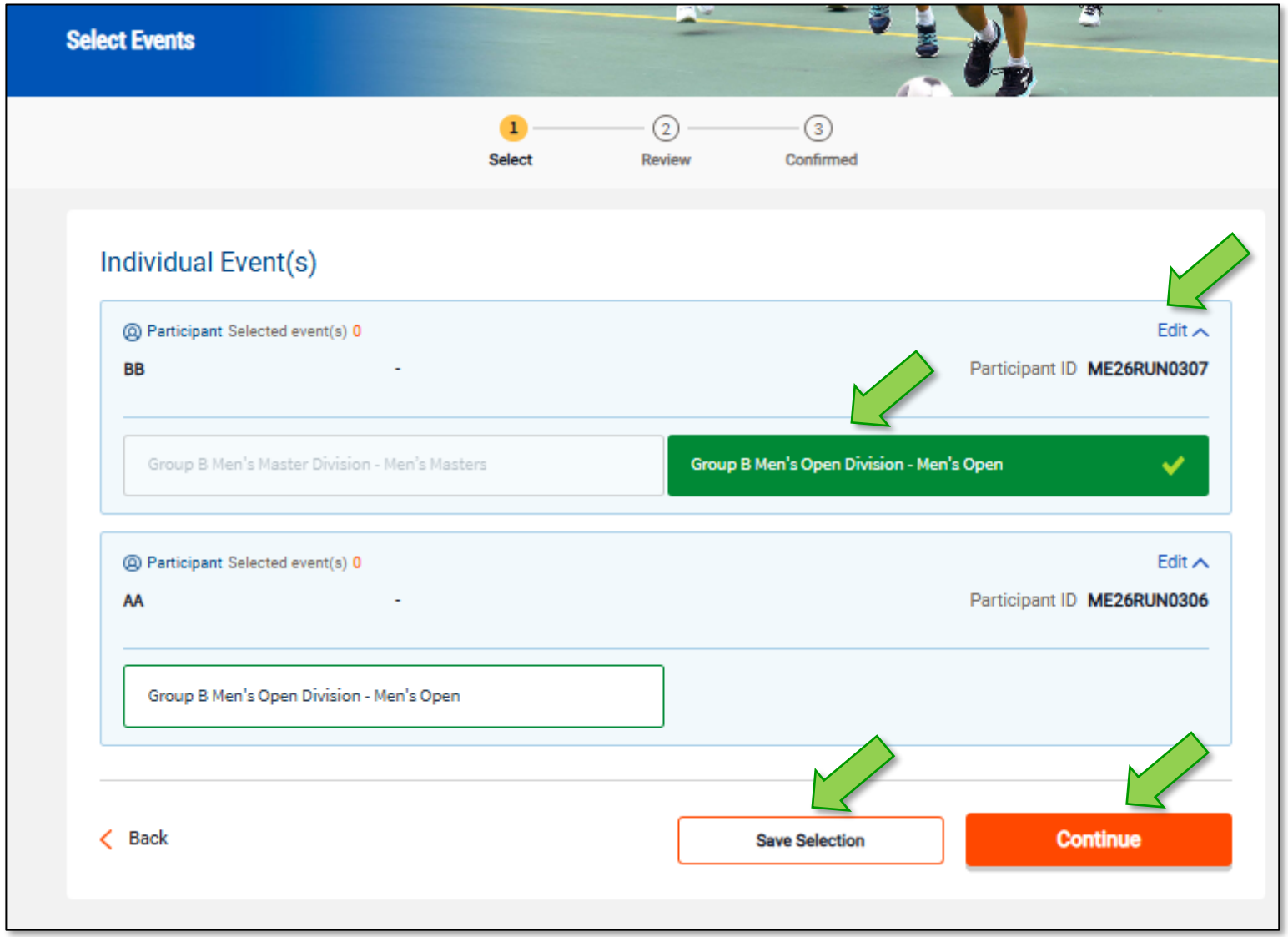
1. Enter personal particulars of the participant (personal particulars must be the same as shown on the identity document);
2. Declaration Form Upload (Reusable) ;
3. Upon completion, click "Add".

Submit personal particulars of participant



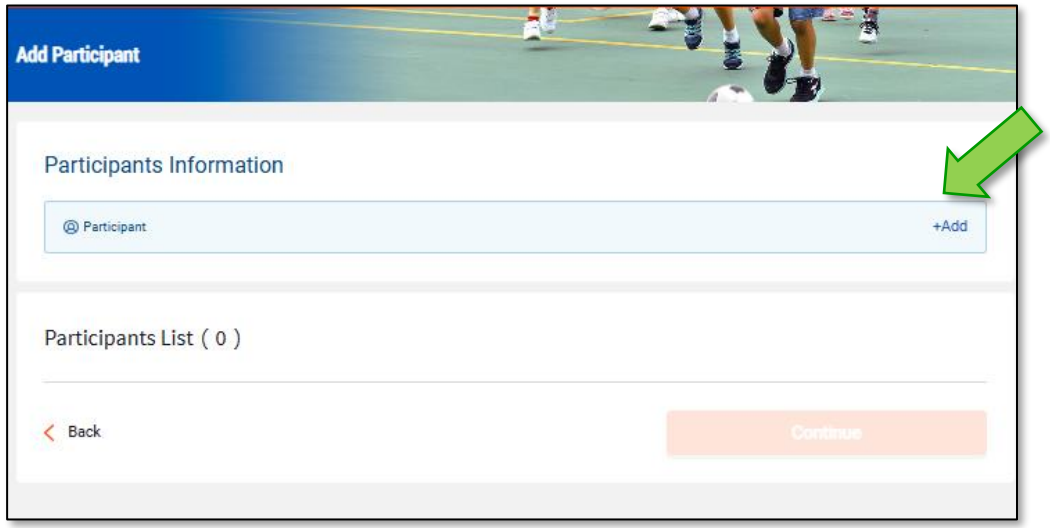
1. Click "Delete" to remove the participant;
2. Click "+Add" to add participants;
3. Upon completion, click "Continue".

Select competition events – Individual Events

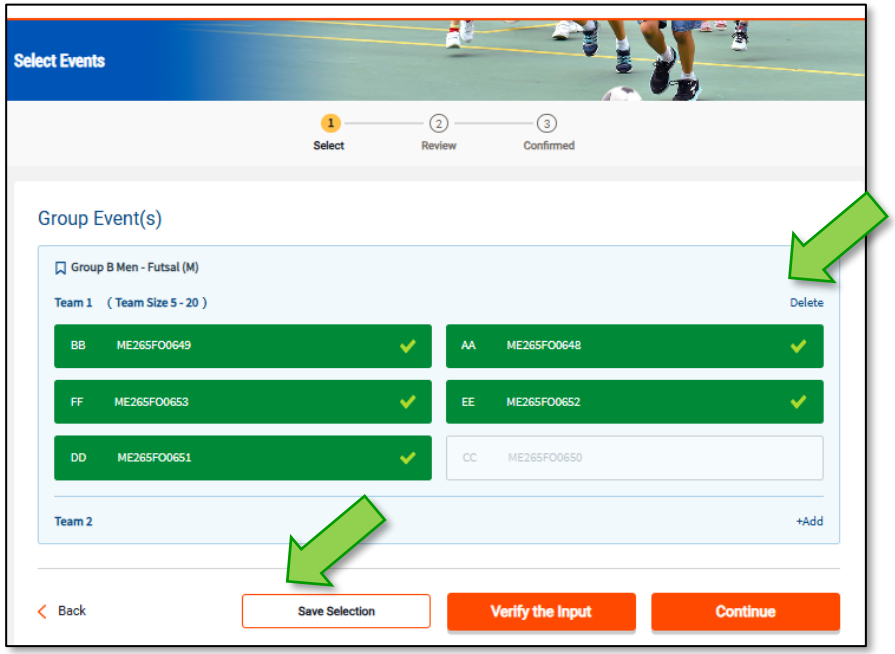


1. Click "Edit" in each row of participants;
2. Select competition event(s);
3. Click "Save Selection";
4. Upon selection of competition events for all participants, click "Continue".

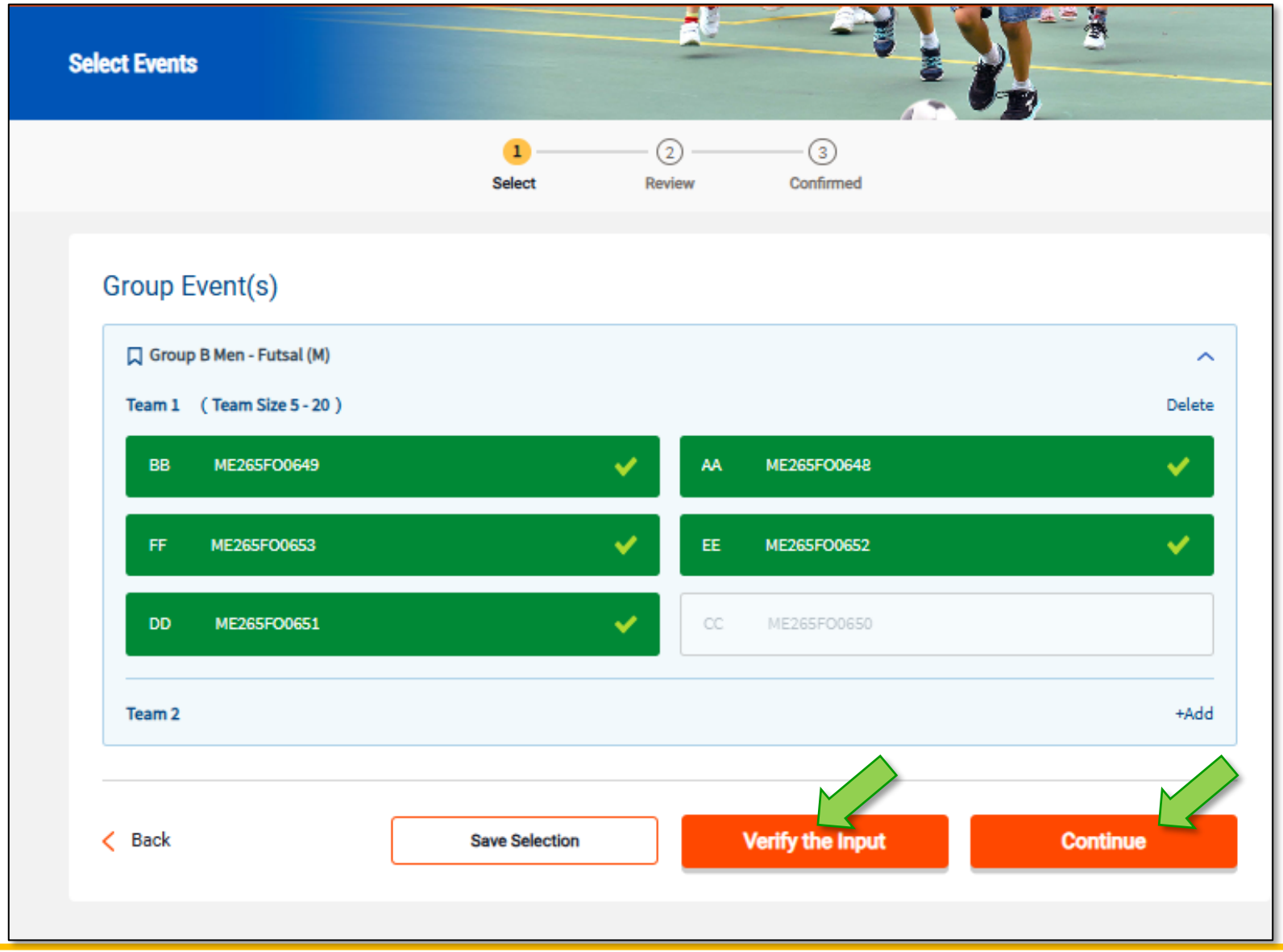
Select competition events – Team Events



1. Click "+Add" in each row of team events;
2. Select participants (only participants fulfil the requirements of the event would be displayed for selection (i.e. Sex and Age are also fulfilled);
3. Click "Save Selection".

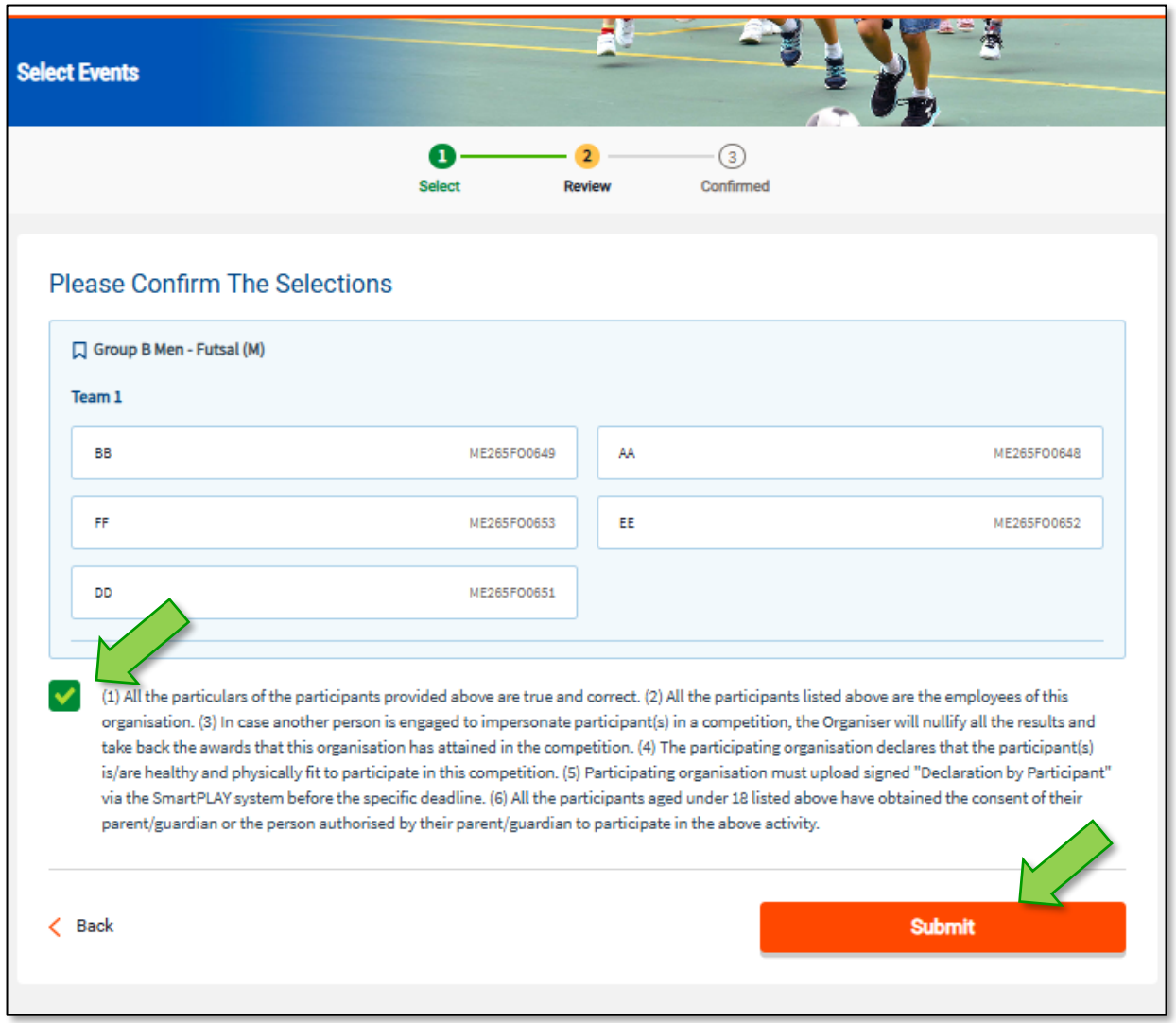


Select competition events – Team Events



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".

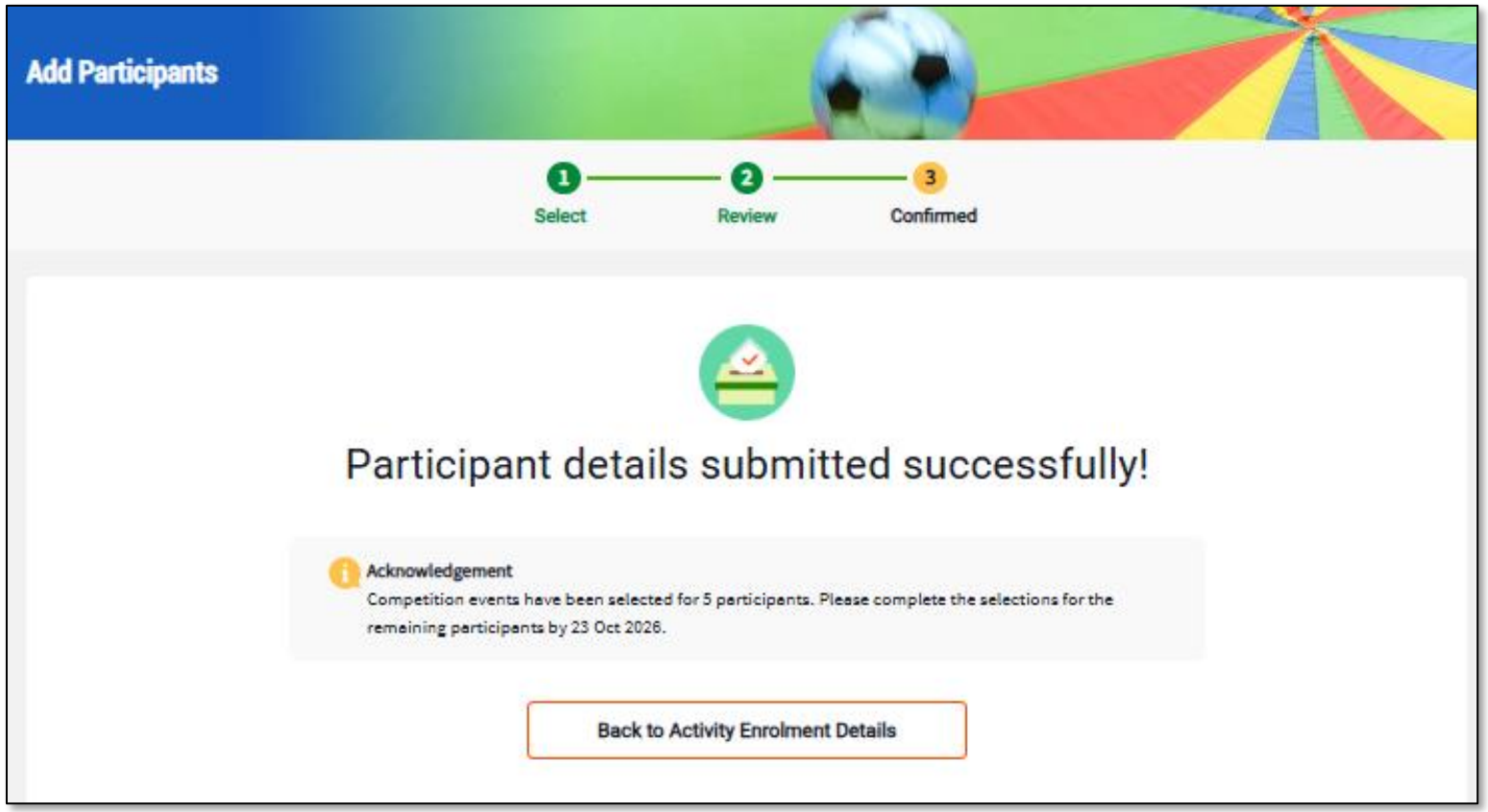
Select competition events



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

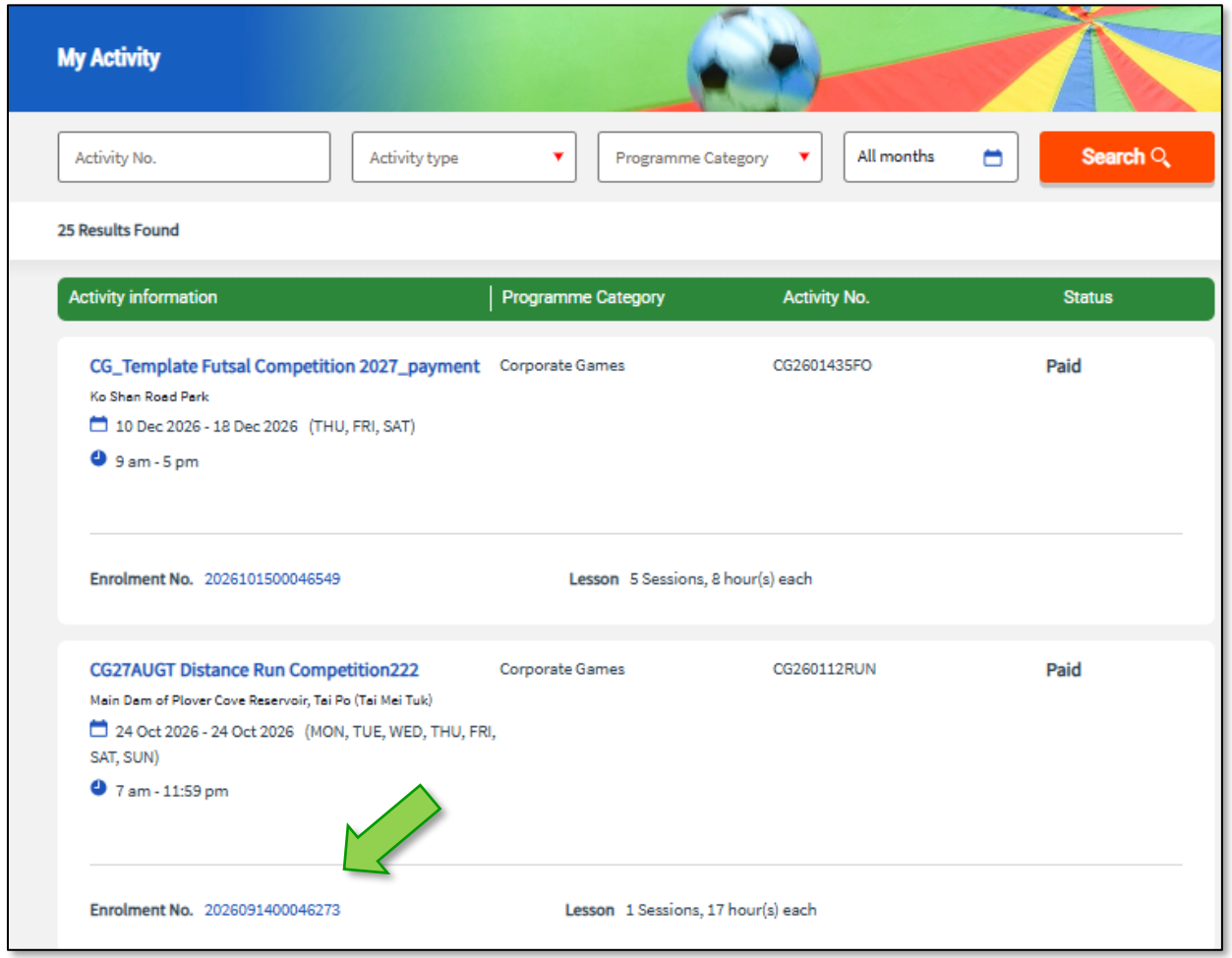
Remark: Any change of the list of participants is not allowed after the specified date. In case of injury or resignation of any participant, application for change of the list will only be considered on a case-by-case basis provided that the application is made to the Organiser in written form within the office hours as soon as possible and is attached with the medical certificate(s) of the injured person(s) or approved document(s) issued by the organisation.

Select competition events



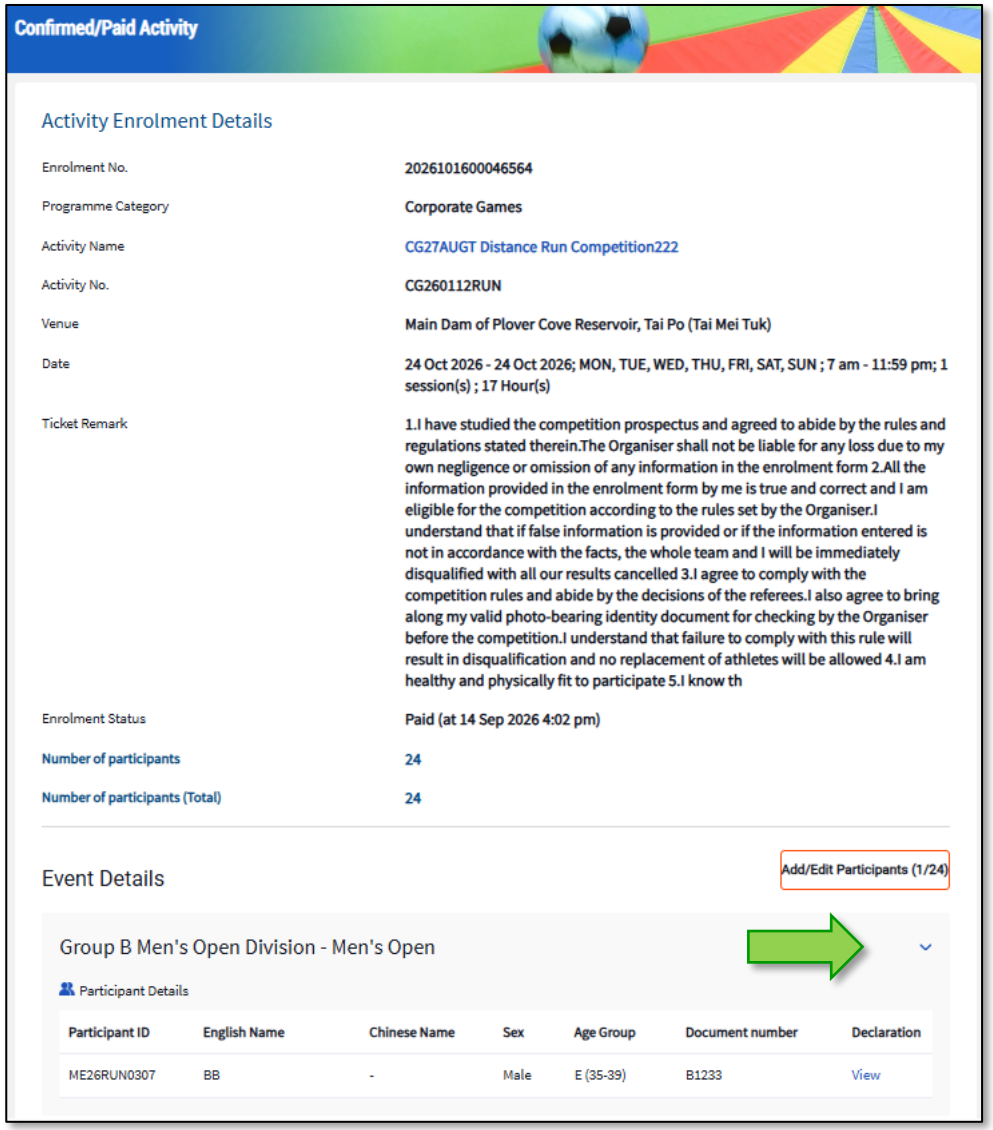
1. Upon successful submission of the application, a confirmation notification will be issued by the system;
2. Click "Back to Activity Enrolment Details"; or
3. Click "Add More Participants" to submit applications for other participants.

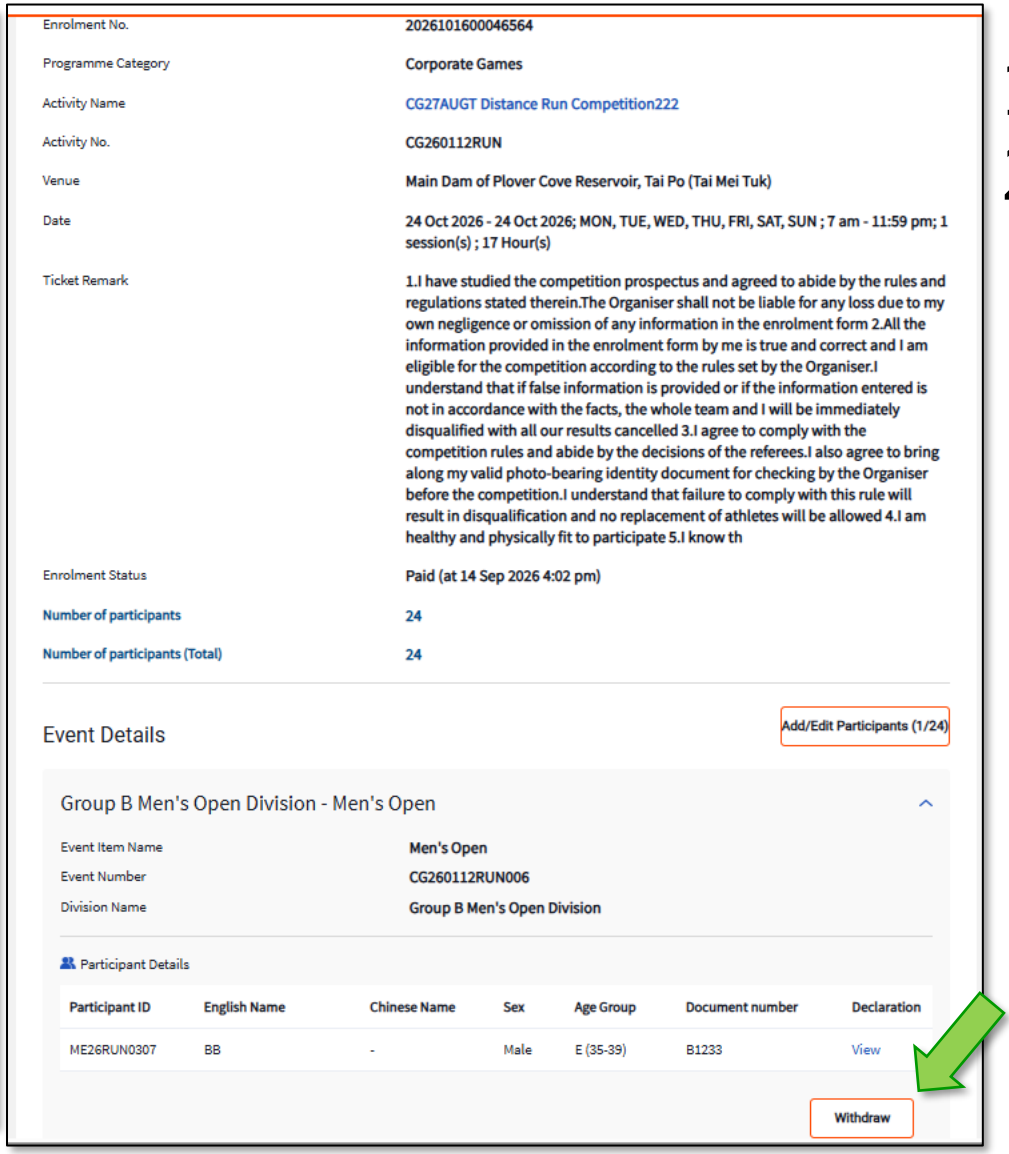
Submit Withdrawal Application



1. Click the "Enrolment Number ".

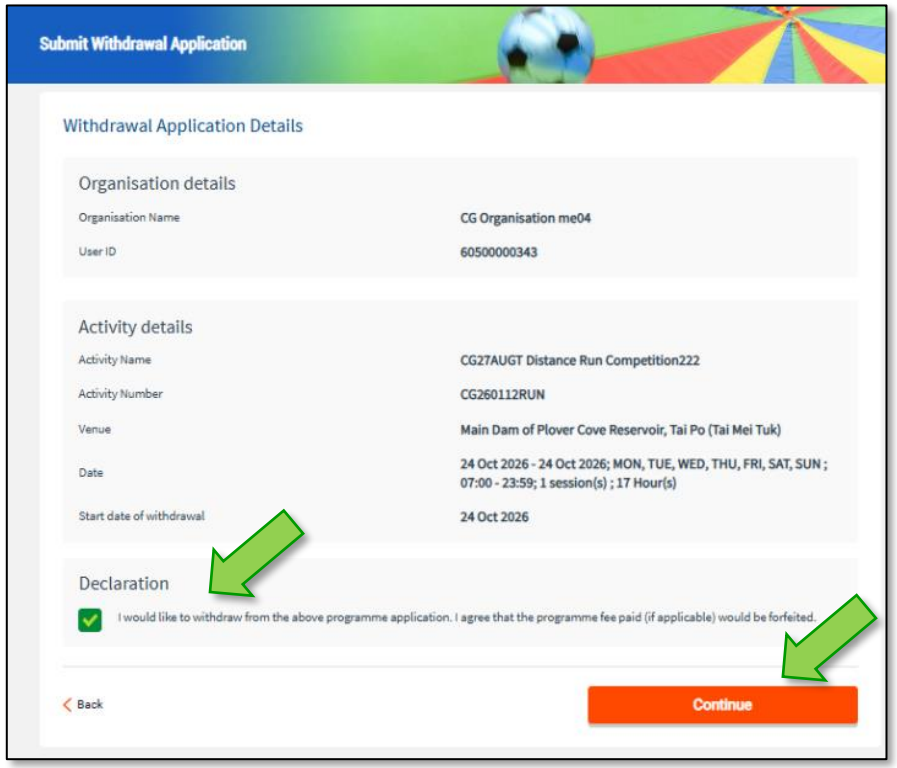
Submit Withdrawal Application

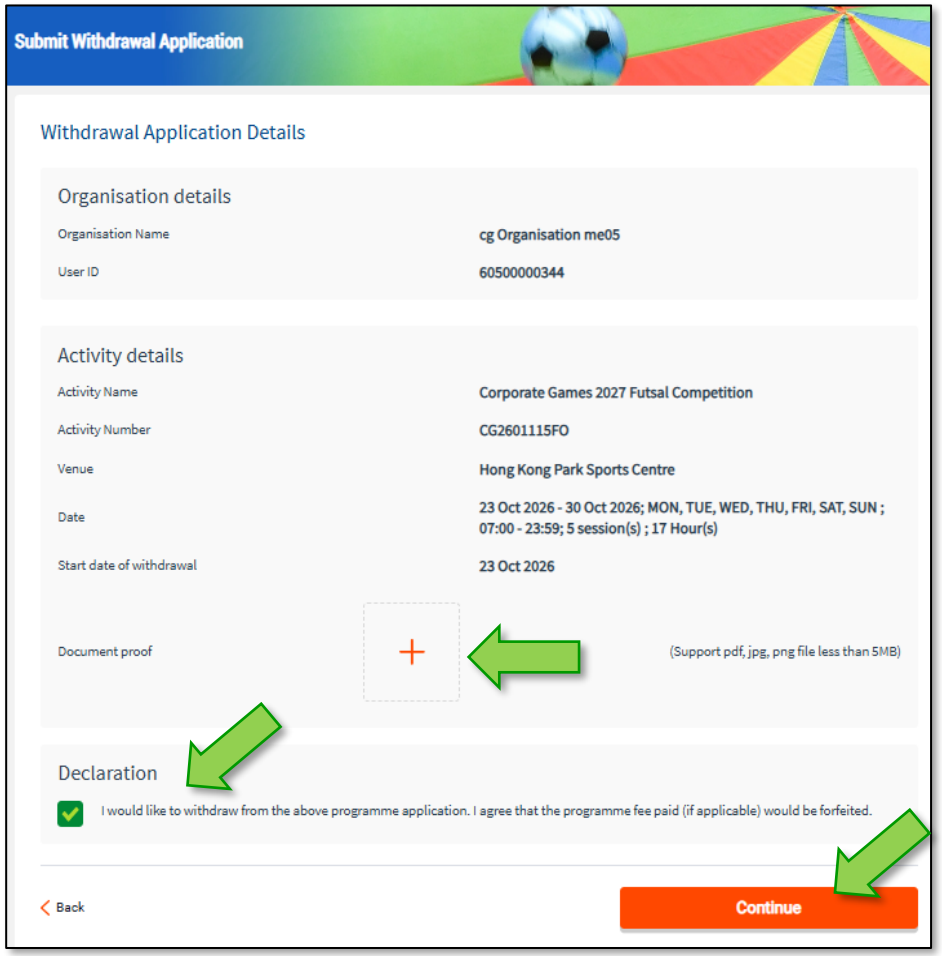




1. Click " ˅ ";
2. Click "Withdraw".

Submit Withdrawal Application





(If the application is withdrawn after the open enrolment period has elapsed, supporting documents is required)

1. Review the information;
2. If the application is withdrawn after the open enrolment period has elapsed, supporting documents is required to explain the reasons for withdrawal.
3. Read the content of the declaration and tick the box to make the declaration;
4. Click "Continue" to complete.