BUCS SWIMMING: TEAM CHAMPIONSHIPS 2026-27

BUCS PLAY HELP GUIDE

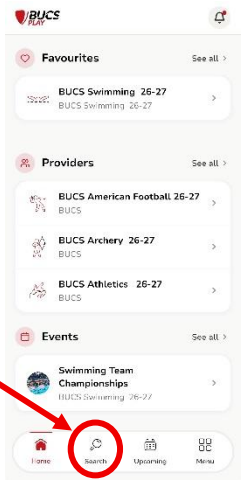
JOIN THE COMMUNITY

When you first use BUCS Play you will have to create an account to enter events and use BUCS Play.

Once you have done this, you will be shown the home screen, something like this.

Using the search option at the bottom, type in BUCS Swimming 26-27 and click 'Join Community'.

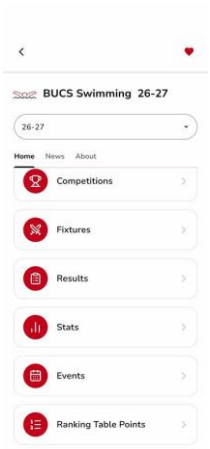
This will now appear on the home screen of the app, and by clicking into it you can even favourite the community by clicking the Heart icon in the top right of the page.

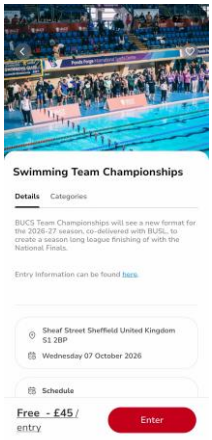


ENTER THE EVENT (INDIVIDUAL ELIGIBILITY)

To be eligible to compete in the event, you must have entered the Team Championships event ahead of the Meet Window you are competing in. For more information on this please see the Conference Timelines section on the event page - [BUCS Conferences]

Once you've joined the community and clicked into it, you will see this view with multiple menu options. Scroll down to 'Events' and click into it. You will then see three events, click into the Swimming Team Championships and you will be taken to page (image second on the right).





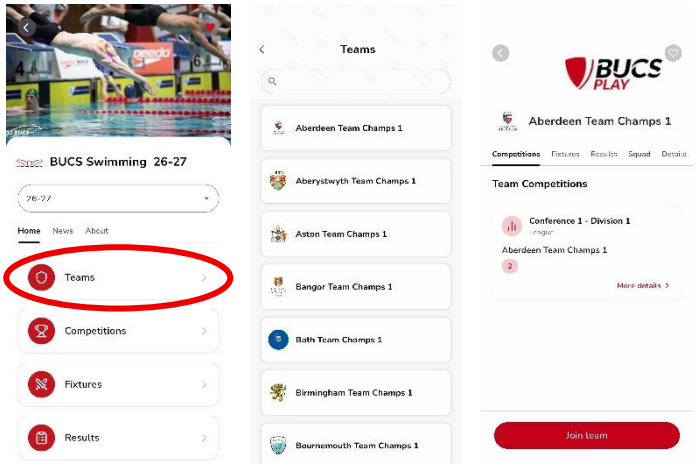
Once on this page, click 'Enter' at the bottom and you will then be asked to select your institution and complete a form. Once you've done this you will have applied and now require IA approval before being allowed to compete.

FIND YOUR TEAM

Once you've joined the community and entered the event open the 'Teams' option in the community and you will be taken to the second screen shown on the right.

Here you will be able to search for your institution. Now click into your team and third screen on the right will appear. Here you will find the 'Join Team' button at the bottom of the screen, which you need to press and complete the sign-up form attached.

If two teams are showing for your institution, you only need to join the one showing a



competition on the first page, see the third picture on the right.

In the team page, you can view fixtures, results, squad and any competitions you are entered in, make note of your conference number for later.

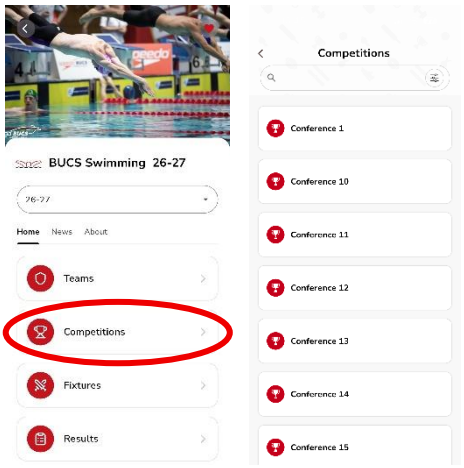
VIEWING YOUR CONFERENCE, FIXTURES AND RESULTS

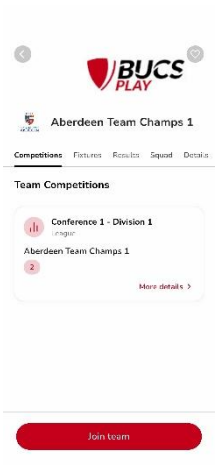
You can view competitions in two ways:

Selecting competitions from the community home page and then selecting the conference your team are competing in (see images on the left below)

OR

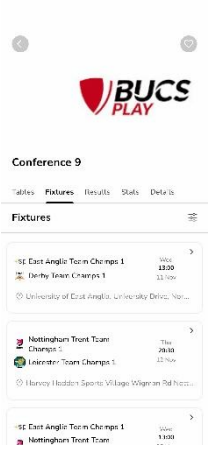
Clicking into the competition through the 'Team' page (see image on the right below)

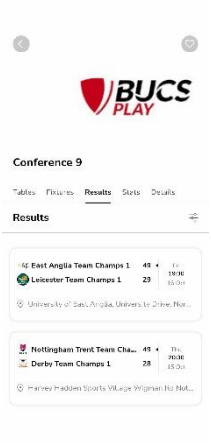




Once you've selected your conference you will be able to see all your conference's information; the leaderboard, upcoming fixtures and results, you can also favourite your conference so it is then saved to your home screen and save you time navigating through these steps every time.



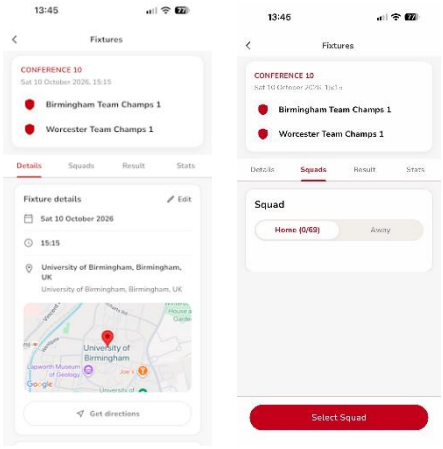




Each fixture should have the details of where and when it is taking place. If any are not showing or they are incorrect, please speak to your IA as they have admin rights to edit this information on BUCS Play. The Host team are responsible for checking the meets they are hosting and that all details are correct.

TEAM SELECTION AND RESULTS (CAPTAINS ONLY)

The final and most important step is for Captains. Ahead of each meet, you are required to complete a team sheet including all the team members competing in that meet. These should have all joined the team already, but if they haven't refer them to the first step.



First, you need to go into your Conference, and select the Meet you are competing in from the fixtures tab. Here you will see the meet details, as well as a tab called 'Squads'. As the Captain you have admin rights to select the squad, which can be done by clicking the 'Select Squad' button at the bottom of the page.

A list of all eligible team members will show and you then select all that are competing and then click 'Save'. Your squad should now show in the Squad tab along with your opponents.

Once the meet has finished and the result has been calculated, the Host's Captain or IA, can input the result in the 'Result' tab of the meet. BUSL and BUCS will check results weekly to ensure they are correct and up to date.

If you have any issues with any of these steps please speak to your IA first.