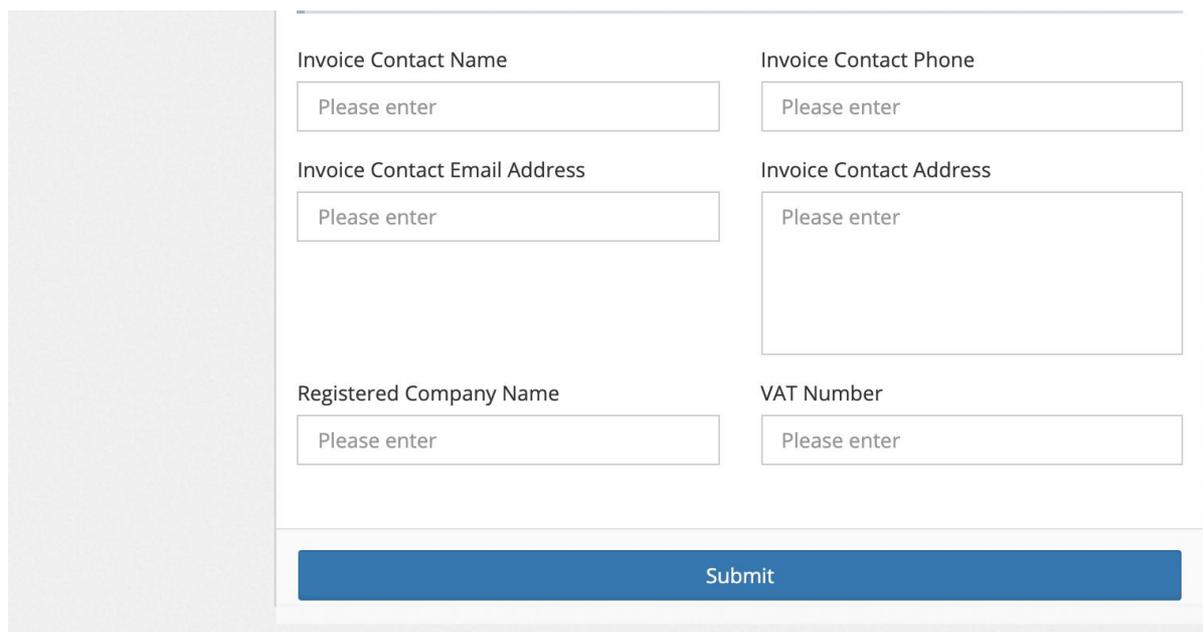


## How to purchase a voucher on Athletics Hub

If you would like to pay for someone else to attend a course, you can purchase a voucher on Athletics Hub and then provide them with a voucher code which they can use to book.

If you will be purchasing vouchers regularly and would like to pay by invoice, you can save your invoice details by completing the Finance section of your profile page. This will prevent you from having to enter your details each time:

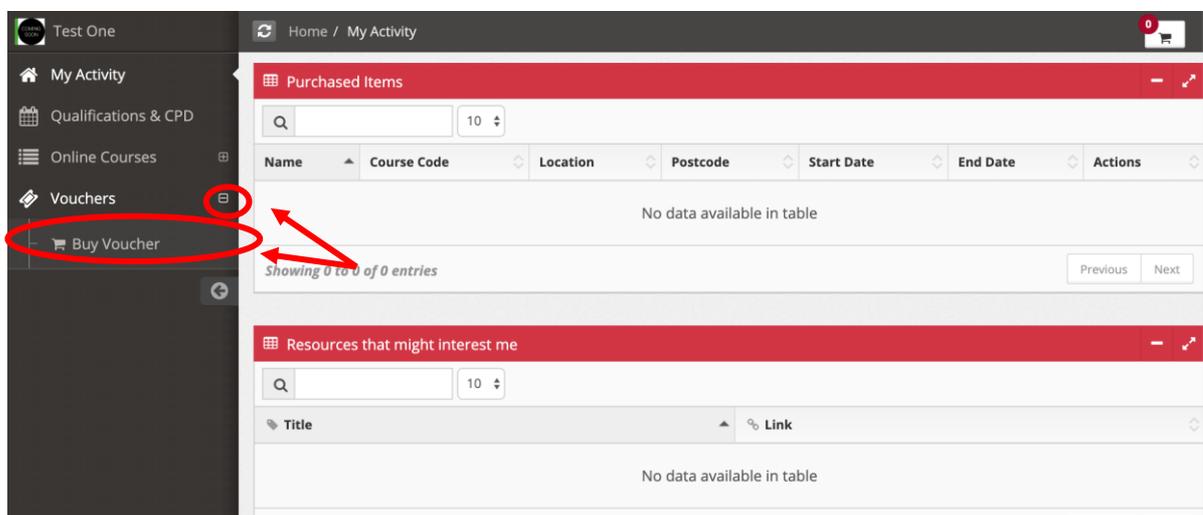


The screenshot shows a form for entering invoice details. The form is divided into two columns and has a 'Submit' button at the bottom.

Invoice Contact Name <input type="text" value="Please enter"/>	Invoice Contact Phone <input type="text" value="Please enter"/>
Invoice Contact Email Address <input type="text" value="Please enter"/>	Invoice Contact Address <input type="text" value="Please enter"/>
Registered Company Name <input type="text" value="Please enter"/>	VAT Number <input type="text" value="Please enter"/>

Each voucher can only be redeemed once. To purchase vouchers, please follow the below steps:

1. Log in to [www.athleticshub.co.uk](http://www.athleticshub.co.uk)
2. Click on the plus button next to the Voucher link, then click 'By Voucher'



### 3. Select the voucher type and the organisation you wish to purchase from

The screenshot shows the 'Buy Voucher' page. The breadcrumb trail is 'Home / Vouchers / Buy Voucher'. The page title is 'Purchase your voucher'. There are three informational notes: 'Vouchers must be purchased from the organisation running the event against which you wish to redeem them. Course vouchers can only be redeemed against the course you select.', 'Please note: Voucher purchases are non-refundable. If you choose to pay by invoice, you will be invoiced for the number of vouchers you have requested, regardless of whether they have been redeemed.', and 'Please make sure you only purchase the number of vouchers you intend to use.' Below the notes, there are two dropdown menus: 'Voucher Type' and 'Organisation'. The 'Voucher Type' dropdown is open, showing two options: 'For a specific Qualification/CPD Course' (highlighted) and 'For a specific amount in pounds (£)'. The 'Organisation' dropdown is set to 'Wales'.

**Please note:** you are only able to purchase vouchers for a specific Qualification/CPD Course from British Athletics

### 4. Select the course you want to book, and choose whether you are purchasing vouchers at affiliated or non-affiliated rate

The screenshot shows the 'Buy Voucher' page with the 'Voucher Type' set to 'For a specific Qualification/CPD Course' and 'Organisation' set to 'Wales'. The 'Course' dropdown is set to 'Coaching Assistant'. The 'Option' dropdown is open, showing two options: 'Non-Affiliated' (highlighted) and 'Affiliated'. The 'Cost (£)' is 210, the 'Quantity' is 1, and the 'Total (£)' is 210. There is a note in green: '(£210.00)\*'. There are two informational notes: '\*Please note - this voucher can only be redeemed in a single transaction. It can take 3-5 working days for an invoice to be sent and the voucher code will not be released until payment has been received.' and '\*\*If the course you require is not listed above, this means that there are no courses currently scheduled by the organisation you have selected.' At the bottom, there is a blue button labeled 'Add Voucher to Basket'.

If you are purchasing a voucher for a specific amount, enter the value

Scroll down and click 'Add voucher to basket'.

**Please note:** you will not be able to have a course booking and a voucher in your basket at the same time.

5. If you would like to add more vouchers to your basket, repeat the above process.

If you are ready to checkout, click on the trolley symbol at the top of the page:

Scroll down to 'Proceed to Checkout'.

6. If you are paying by card, enter your card details. Your voucher codes will be released to you straight away



ONLINE PAYMENT



INVOICE

PLEASE ENTER DISCOUNT CODE

 Card Number \*

Please enter credit card number

CW \*

ex. 311

Month \*

MM

Year \*

YYYY

I agree with the [Coach Licence and Booking Terms and Conditions](#).

If you are paying by invoice, select the invoice option on the payment screen and enter your invoice details. If you have already completed Finance details on your profile, some of the fields will autocomplete for you

Please select a payment method

×



ONLINE PAYMENT



INVOICE

Finance Contact Name \*

Please enter

Finance Contact Phone \*

Please enter

Finance Contact Email Address \*

Please enter

Finance Contact PO Number \*

Please enter

If you are paying by invoice, an invoice will be raised and sent out. Voucher codes will not be released until payment has been received.