

THRESHOLD/ CREW

Contents

STEP 1 - GETTING STARTED	3
1. Sign Up.....	3
2. Start Your Application	3
3. Complete Your Registration	3
4. Create A Profile.....	4
5. Download and Install the Crew App.....	4
STEP 2 – COMPLETING YOUR APPLICATION	5
1. Checking Your Account Details	5
2. Additional Information	6
ROLES.....	6
SKILLS.....	6
ATTRIBUTES.....	7
PAYMENT DETAILS	7
COMPLIANCE	7
ADDITIONAL INFORMATION	8
LEGAL STUFF.....	8
3. Submit Your Profile	9
STEP 3 – APPLYING FOR JOBS	10
1. Jobs Board.....	10
2. Search.....	10
3. How to Apply.....	11
4. My Calendar	12
5. Setting Your Unavailability.....	12
6. To Cancel a Job.....	13
QUESTIONS.....	13

STEP 1 - GETTING STARTED

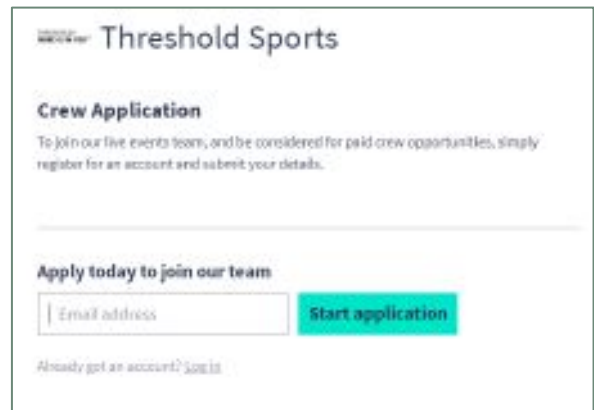
1. Sign Up

You can sign up to the platform by following this link:

https://app.liveforce.co/agency/Threshold_Sports/apply

2. Start Your Application

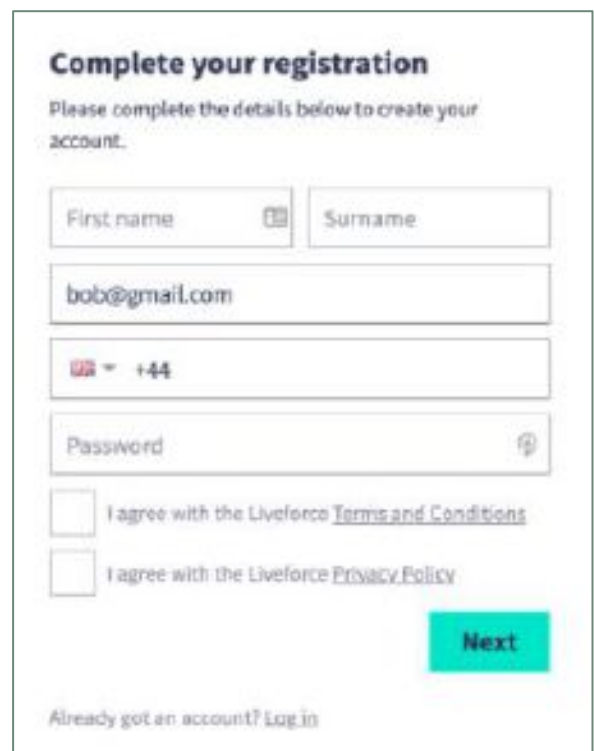
- Enter your email address
- Click the **"Start application"** to go through to the registration platform.



The screenshot shows the 'Threshold Sports' logo at the top left. Below it is the heading 'Crew Application' followed by a sub-heading 'Crew Application' and a paragraph: 'To join our live events team, and be considered for paid crew opportunities, simply register for an account and submit your details.' Below this is a section titled 'Apply today to join our team' which contains an input field for 'Email address' and a teal button labeled 'Start application'. At the bottom of this section is a link: 'Already got an account? Log in'.

3. Complete Your Registration

- Add the necessary information and create a password. Click **"Next"** to complete your account setup.



The screenshot shows the 'Complete your registration' heading. Below it is a sub-heading 'Complete your registration' and a paragraph: 'Please complete the details below to create your account.' The form contains several input fields: 'First name' and 'Surname' (with a calendar icon), an email field containing 'bob@gmail.com', a phone number field with a dropdown for country code (showing '+44') and a text input for the number, and a 'Password' field with a strength indicator icon. Below the fields are two checkboxes: 'I agree with the Liveforce Terms and Conditions' and 'I agree with the Liveforce Privacy Policy'. A teal button labeled 'Next' is positioned to the right of the checkboxes. At the bottom of the form is a link: 'Already got an account? Log in'.

4. Create A Profile

- Once your account has been created, you will be taken straight into the App on the Profile page

Please note that the Profile page contains information about you for Threshold Sports and any other company that you work for who may also be using Liveforce.

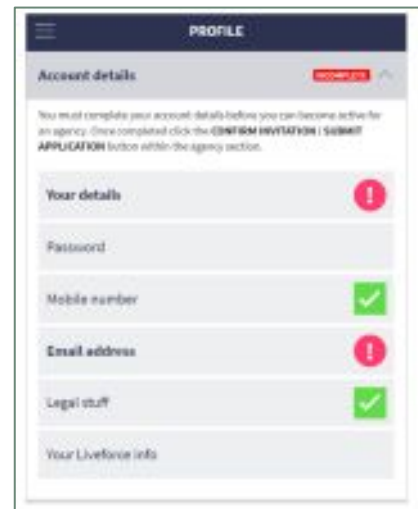
You will need to complete your Profile to be able to get work and access jobs within the platform.

5. Download and Install the Crew App

Now you have created an account we recommend you download the Crew App on your Apple or Android device.

- If you'd prefer not to install an App you can access your account through a web browser on any device that is connected to the internet by going to <http://app.liveforce.co>.

Please note when installing the App on your mobile phone be sure to ACCEPT NOTIFICATIONS to receive important messages about jobs.

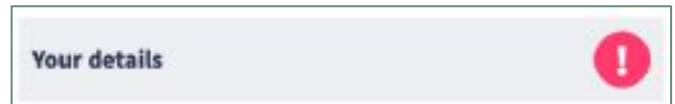


STEP 2 – COMPLETING YOUR APPLICATION

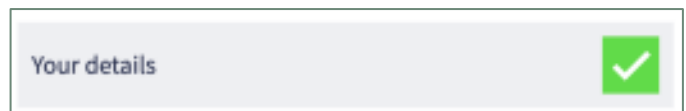
1. Checking Your Account Details

Once logged in on the app or on your browser. Simply click into each field and ensure the required data is provided.

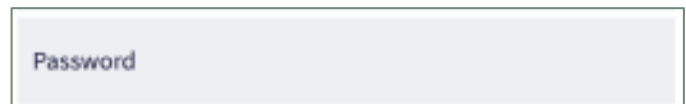
- A red warning icon means that this field is **incomplete** and required data is missing:

A screenshot of a grey rectangular box containing the text "Your details" on the left and a red circle with a white exclamation mark on the right.

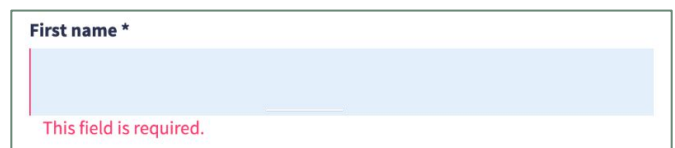
- The green tick means that this field is **complete**

A screenshot of a grey rectangular box containing the text "Your details" on the left and a green square with a white checkmark on the right.

- No tick means that this field is **not compulsory**

A screenshot of a grey rectangular box containing the text "Password" in the center.

- Required data are indicated with an asterisk *

A screenshot of a light blue rectangular input field. Above the field is the text "First name *". Below the field is a red error message: "This field is required."

- If a page will not appear to **SAVE** it is because one of the required fields has been missed. Most commonly it is the **TITLE** or **AVATAR** within the **ACCOUNT DETAILS**

A screenshot of a grey rectangular box representing the "Account details" page. At the top right, there is a green button labeled "COMPLETE" with an upward-pointing arrow. Below this, there is a smaller grey box containing the text "Your details" and a green square with a white checkmark.

- When all fields are complete Your Account Details will show as **COMPLETED**.

2. Additional Information

On top of your basic details we require some further information from you to add you to our system. Click into each field and provide the data required – remember a red warning icon means that this section is **incomplete** and required data is missing.

Please make sure you fill out all required fields, indicated with an asterisk *

ROLES

Select the type of Roles you are interested in working on

- When searching for jobs you can later chose to filter by these roles by selecting "Select Roles from Profile" in the filter options at the top of the Jobs Board.

Select the roles that are relevant or of interest.	
<input type="checkbox"/>	CYCLE GUARD/CHAPERONE
<input checked="" type="checkbox"/>	DRIVER
<input checked="" type="checkbox"/>	EVENT PROJECT MANAGER
<input checked="" type="checkbox"/>	GENERAL CREW
<input type="checkbox"/>	PIT STOP MANAGER
<input type="checkbox"/>	ROUTE CREW
<input type="checkbox"/>	ROUTE MANAGER
<input type="checkbox"/>	SITE MANAGER

SKILLS

Let us know what skills you have.

- Some skills, such as drivers' licenses, indicate that photo validation is required. In these cases, you will need to upload a photo of your valid licence within the app.
- You can go back and upload this later, but you will not be able to apply for any roles where this is a requirement until this step is completed.

Select the skills that are relevant or of interest.	
<input type="checkbox"/>	BICYCLE MECHANIC
<input checked="" type="checkbox"/>	DRIVERS LICENCE (CLASS B) <small>Photo validation required</small>
<input type="checkbox"/>	DRIVERS LICENCE (CLASS BE) <small>Photo validation required</small>
<input type="checkbox"/>	DRIVERS LICENCE (FORKLIFT) <small>Photo validation required</small>
<input type="checkbox"/>	DRIVERS LICENCE MINIBUS (CLASS D1) <small>Photo validation required</small>
<input type="checkbox"/>	FIRE SAFETY TRAINING
<input type="checkbox"/>	FIRST AID (A&D WITH LIFE SUPPORT) <small>Photo validation required</small>
<input type="checkbox"/>	FIRST AID - FIRE MARSHALL
<input type="checkbox"/>	FIRST AID - OTHER

ATTRIBUTES

Let us know the various attributes that you have.

Select the attributes that you have.	
Do you have access to any of these vehicles? *	>
Do you have car insurance suitable for business use? *	>
First language *	>
Nationality *	>
Other languages *	>
Shirt size *	>

PAYMENT DETAILS

Threshold Sports will *NOT* be paying crew members through the app.

- For this reason, we will not require you to fill out your payment details, instead please enter '000' in both the Bank Account Number and Sort Code fields and click SAVE

Bank account number *
000
Sort code
000
SAVE

COMPLIANCE

This section is where you will be asked to confirm your eligibility to work and will ask to you: -

- Confirm your Nationality
- Verify that you have Permission to Work in the UK - we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.
- Provide Visa information (if applicable)
- Indicate if you are happy to work more than 48 hrs in a week
- Inform us of any Criminal Convictions

ADDITIONAL INFORMATION

Please ensure that you make us aware of the following:

- Any disability which may affect your ability to work
- Any previous or current health issues or medication that you are taking
- Any dietary requirements / food allergies you may have
- If you have worked for Threshold before

Do you have any previous medical conditions, investigations or treatments we should be aware of? *	No
Do you have any current medical conditions, investigations or treatments we should be aware of? *	No
Do you suffer from, or are a carrier of, any blood born infectious diseases? *	No
Please inform us of any medication you are currently taking. *	None
Do you have any dietary requirements / food allergies we should be aware of? *	None
Have you worked for Threshold before? *	No

LEGAL STUFF

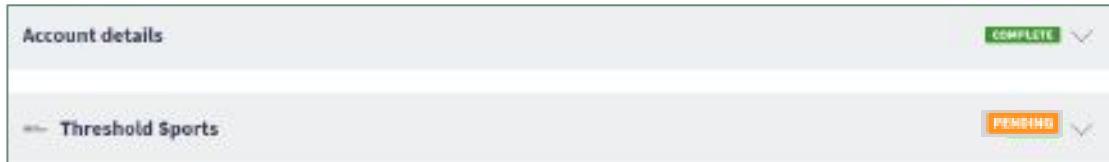
Review and confirm acceptance of the terms within the *THRESHOLD CREW | RULES & REGULATIONS* and the *THRESHOLD CREW | PRIVACY STATEMENT*. Please pay particular attention to our *CANCELLATION POLICY*

- Crew Roles consist of short-term live event freelance work roles. Threshold will offer Crew Roles in the following ways:
 - Directly, by invitation through the LiveForce System
 - By posting Crew Roles on the jobs board. All accepted applicants will be able to view and apply for these jobs
 - Acceptance for a Crew Role is at the sole discretion of Threshold.
- Once you have either accepted a Crew Role for which you have been invited or applied for a Crew Role and been accepted, you are “Confirmed” on this event.
- Once Confirmed, if for any reason you are unable to fulfil the Crew Role and need cancel within 1 month of the event date, you will be responsible for finding a replacement for this Crew Role. In this situation, you will also be required to invoice Threshold Sports and then pass payment onto the replacement person.

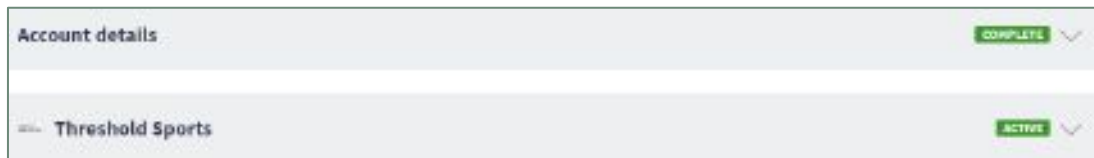
3. Submit Your Profile

When all fields have a green tick, you are ready to submit your application

- The **SUBMIT APPLICATION** will become active. Click the button to proceed.



- Your status will change to **PENDING**:
- Threshold will receive your application for review.
- You should expect to receive an email: -
 - confirming the receipt of your application within 24 hours of your submission.
 - confirming whether your application to be a crew member, and that you have been added to our database, has been approved or declined within 4 weeks of your submission
- If approved, you will receive an email confirmation and your status will change in the App to **ACTIVE**
- Only when you've been approved will you then have access to our **JOB BOARD** and your own **MY CALENDAR** page.



Any questions about your application should be directed to

crew@thresholdsports.co.uk

STEP 3 – APPLYING FOR JOBS

1. Jobs Board

The Jobs Board is where Threshold Sports will publish available jobs for both our client and public events.

- Here you can quickly view the details and apply to Jobs you think are right for you.
- The Job Board shows a list of jobs currently available.



2. Search

- You can scroll through all the available jobs
- Or you can filter them using the filter function at the top to search by Role, Distance and/or Date range.
- The filters you are using will turn grey when in use, and back to white when they are cleared.

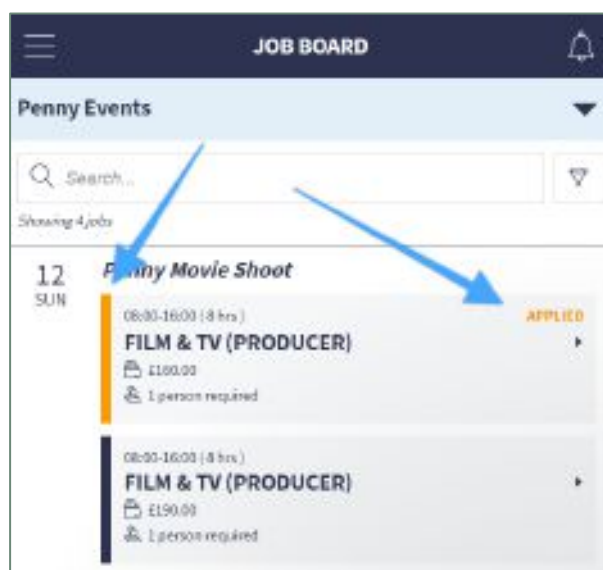


- When filtering by ROLE you can chose to either filter by "SELECT ROLES FROM PROFILE" this means the roles you chose when filling out your profile or choose any roles listed.
- When filtering by DISTANCE this is set to 100km by default, but you can drag to a max distance of 1000km. You can also adjust your Location.
- When filtering by DATE you set a range of dates between which to search
- In each case the number of jobs will be change in line with your filters.

3. How to Apply

When you find a job, you like on the job board, click to select it for more details.

- There you'll see more information such as contact information, the rate of pay, the role description and if the job has any REQUIREMENTS.
- Once you've pressed APPLY, we will review your application for the role
- The Job will then display as AMBER with the word APPLIED (see below) until you have been accepted or declined for the role.
- Where jobs require you to work multiple days please note, that unless otherwise stated, by signing up on the first day of the event you will be committing yourself for the duration of that event. Instructions within the job description will direct you on what to do should you only be available to work on one of the event days.



- If you are ACCEPTED the role will turn GREEN and you will receive a push notification to let you know that Threshold Sports has booked you onto the job and the job will appear in your MY CALENDAR.
- We will then contact you at least 1 month prior to the event with some further information
- If you are declined, you will receive a notification

4. My Calendar

MY CALENDAR is where you can view any up and coming or completed jobs

- Scroll down the calendar to view available roles you might like
- Click on the link to see the details of the jobs available on this date.

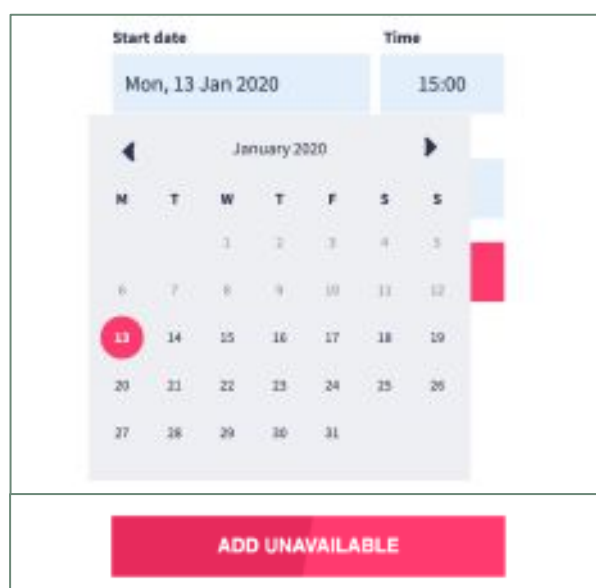
Any ACCEPTED roles will appear in your MY CALENDAR.



5. Setting Your Unavailability

MY CALENDAR also allows you to inform us of when you might be unavailable for jobs. Here you can quickly block out any dates that you know you will be unable to work.

- Open MY CALENDAR page
- Click SET UNAVAILABILITY button - the option is visible in the bottom-left of the MY CALENDAR > UPCOMING page
- Unavailable all-day? - By default, 'All-day' is set to NO meaning you are making yourself unavailable between a particular time range on a specific date.
- If you want to set yourself as unavailable for an entire day, then change this setting to YES.
- Set start and end date
- Set start and end time
- Once you have created your range click ADD UNAVAILABLE button to save
- Your unavailable period will now appear in your calendar.



6. To Cancel a Job

You can cancel attendance within the App – our policies and terms around cancelling jobs are set out in the T&Cs you will have signed up to when completing your application

- Go to MY CALENDAR > UPCOMING
- Select the job



- Click CANCEL JOB link
- Give a reason
- Confirm cancellation

Every cancellation is automatically recorded on your profile with details of how long was given before cancelling. Our cancellation T&Cs will then apply, please refer to the Legal section on page 8 of this document.

QUESTIONS

The app allows for communication within the app itself either via the chat function, or there is the option to email the primary contact.

Should you need to contact the primary contact outside of the app please do so by emailing crew@thresholdsports.co.uk