



# ***Canadian Taekwon-Do Federation International***

## ***Instructions for Coaches to enter Canadian Tournaments***

### ***COACHES - How to:***

- 1. Create a Club account on SportData***
- 2. Register Individual competitors***
- 3. Register Team competitors***
- 4. Delete entries to the event***
- 5. Pay entry fees***

# ***1. Create a Club Account along with a list of your competitors.***

***NOTE: If you already have a Club Account from a previous tournament, you can use that to register for this event. Log into that account now and skip to #2.***

***NOTE: If you are using an existing Club Account, be sure you update your competitors' rank, height and weight.***

***If you create a new Club account now, you can use this account and competitors to enter future events that are hosted on SportData.***

Open Sportdata Website  
[www.sportdata.org](https://www.sportdata.org)



# WKF

WORLD KARATE FEDERATION EVENTS



Scroll down to the field ITF and click on it

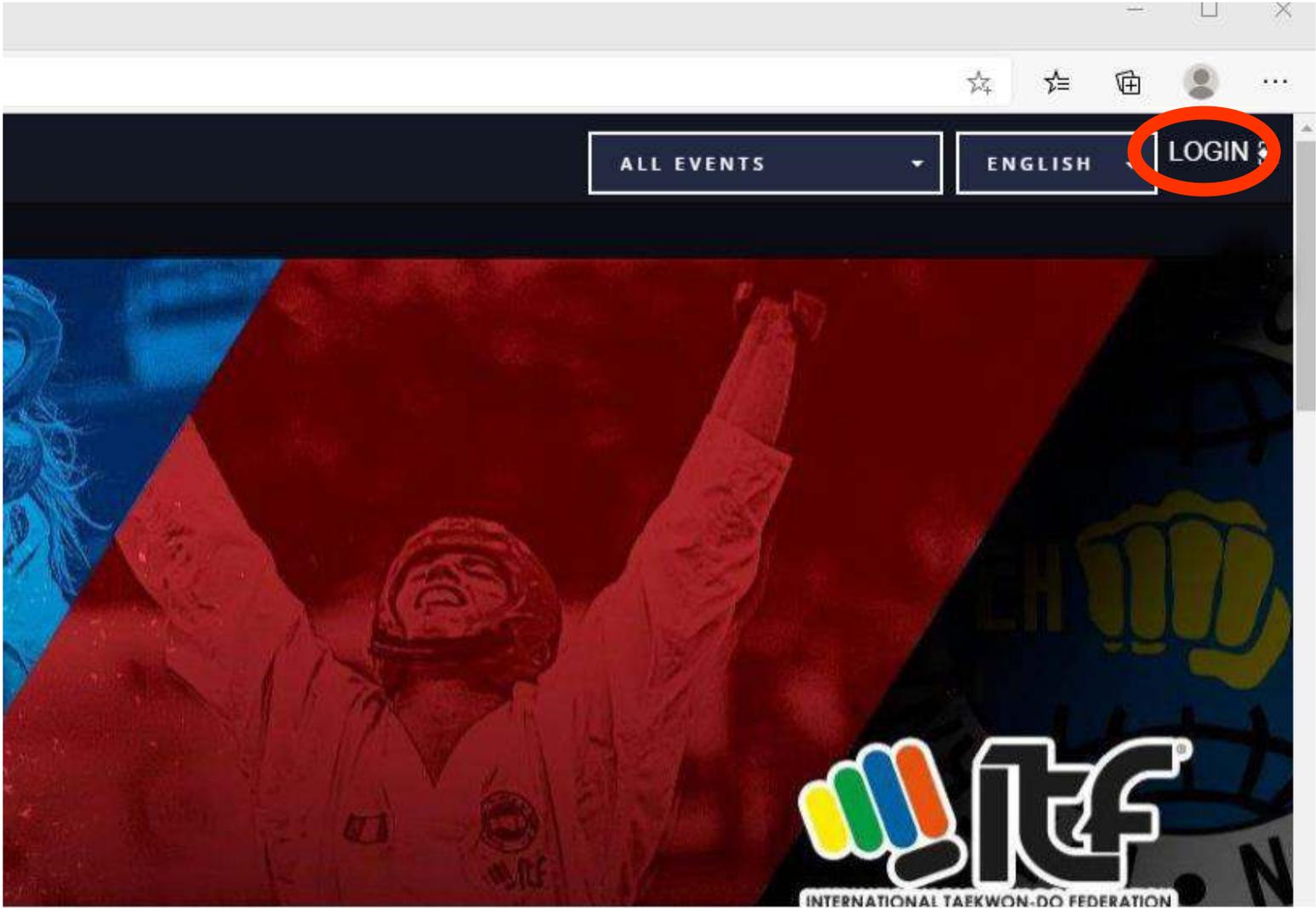
# ITF

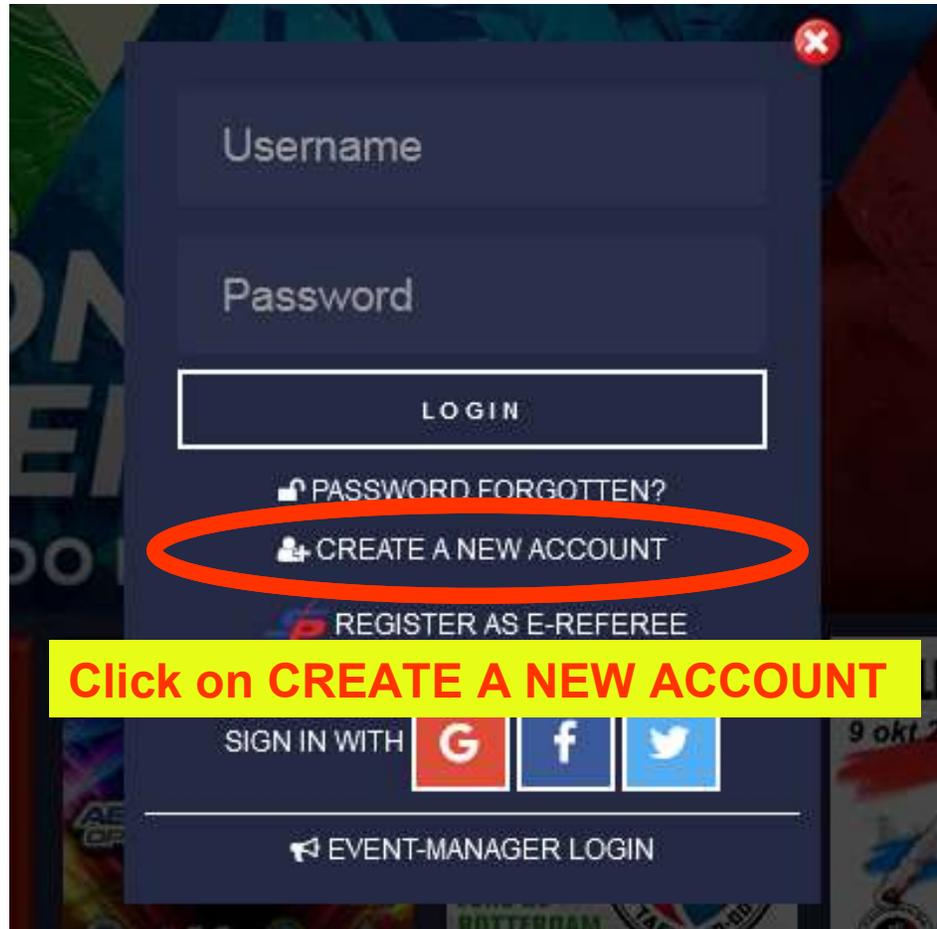
ITF TAEKWON-DO EVENTS



# JJIF

JJIF JU-JITSU





**Click on CREATE A NEW ACCOUNT**

## ADD/EDIT REGISTRAR

### Individual/Team/Club Login Registration

You want to add entries but do not yet have an account?

Get the chance to register online now! With your account registered you can register athletes easily.

Fields marked with \* have to be filled out.

Account Type

- Club/Team/Federation/Organization
- Individual Competitor
- Individual Coach
- Individual Referee
- Individual Official

Username*	<input type="text"/>
Password*	<input type="password"/>
Password Confirm*	<input type="password"/>
Title	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Birthday*	<input type="text"/>
Sex*	<input type="text" value="male"/>
E-Mail*	<input type="text"/>
E-Mail Confirm*	<input type="text"/>

Fill in all fields.  
In the field "Sex", the default setting is male. If you are female please change.  
Scroll down to fill in more fields

The activation email will be sent to this address.

The activation email will be sent to this address.

Address\*

Zip code\*

City\*

Country\*

Phone\*

Fax

Mobile phone

Fill in as minimum  
the marked fields.

Scroll down to save.

SPORTDATA / TAEKWONDO ITP / REGISTRATION / CLUB

Your privacy is important to us, and so is being transparent about how we collect, use, and share information about you.

- What information we collect about you
- How we use information we collect
- How we share information we collect
- How we transfer information we collect internationally
- How we store and secure information we collect
- How to access and control your information

This Privacy Policy covers the information we collect about you when you use our products or services.

Ich bin kein Roboter.   
Datenschutzerklärung - Nutzungsbedingungen

I hereby agree with the general terms and conditions (GTC) and terms of use.

Confirm that you are **not a robot**.

Confirm the **General Terms**.

Click on **SAVE**

# IS OUR STRENGTH

## INTERNATIONAL TAEKWON-DO FEDERATION

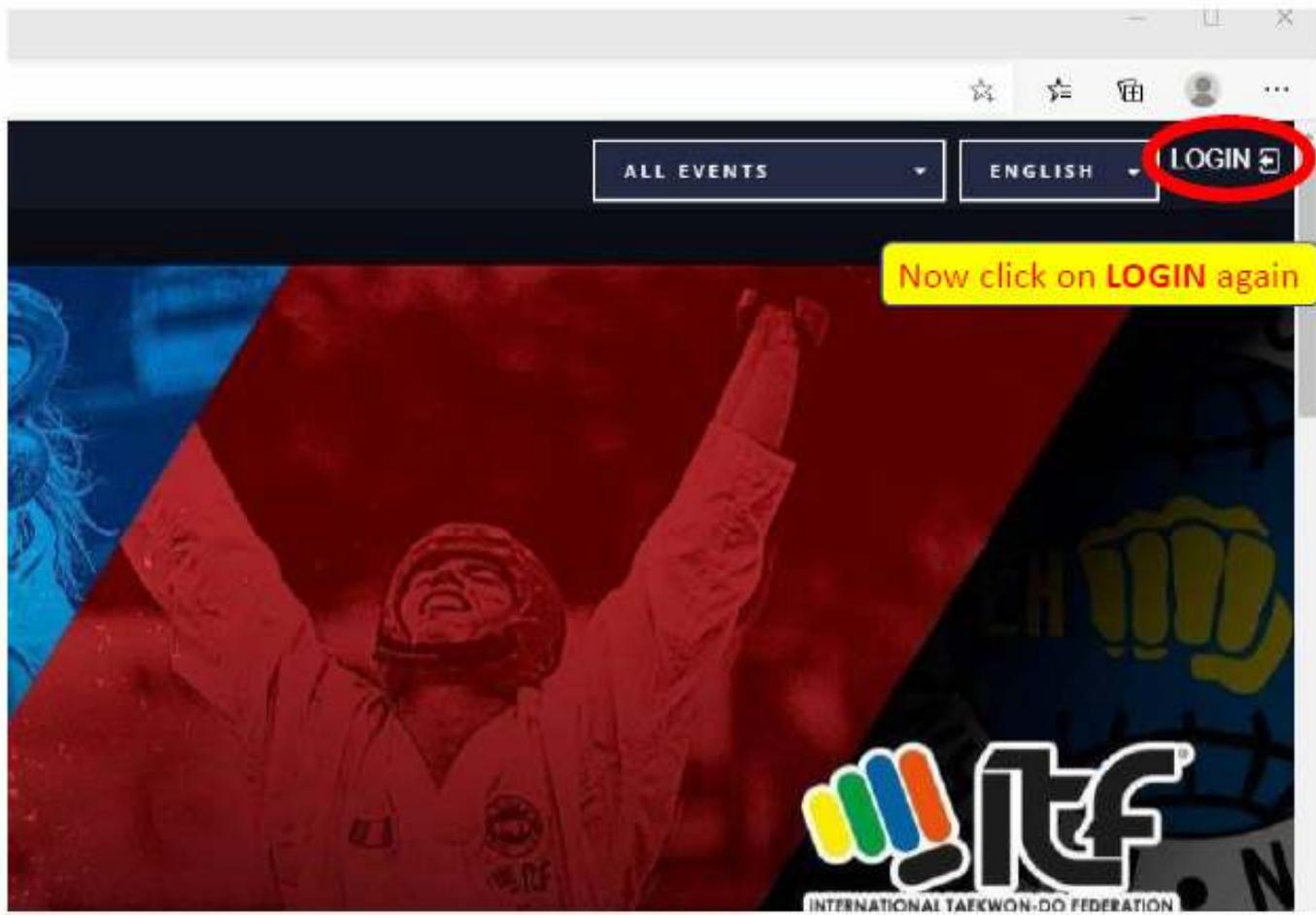
ADD/EDIT REGISTRAR

Your account has been created successfully.

An activation email has been sent to your address.

Follow the link to activate your account. It can happen, that your email provider handles the activation email as spam. If you do not receive the email within the next 30 minutes, please contact the SET team.

**You will receive an email from the SportData system. Click on the link in the email to confirm your email address.**



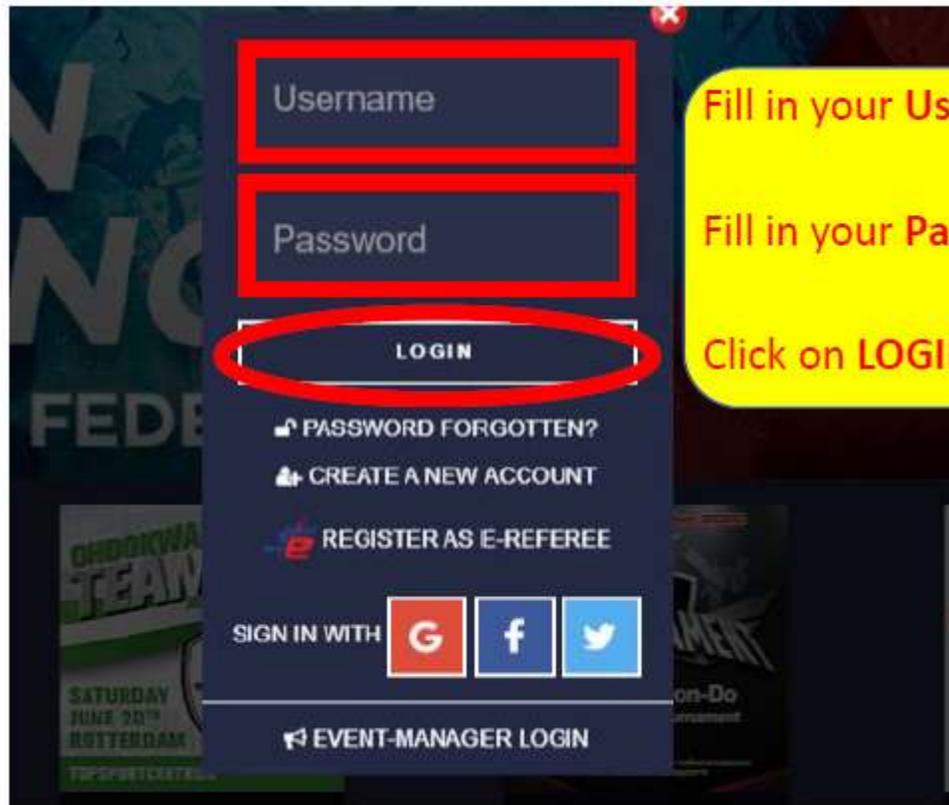
ALL EVENTS

ENGLISH

LOGIN

Now click on **LOGIN** again





Fill in your Username.

Fill in your Password.

Click on LOGIN



Click here  
Or  
here

PLEASE FIRST ENTER YOUR CLUB/TEAM DATA!

MY COMPETITORS

0

MY COACHES

0

MY REFEREES

0

MY OFFICIALS

0

AT THE MOMENT YOU DONT HAVE ANY CURRENT ENTRIES

Name\*

Full Name of Club e.g. "Mountain High Martial Arts"

Abbreviation\*

Short version of club name e.g. "Mountain MA"

Country\*

CANADA

Type:

Make sure this is set to "Club"

E-Mail

Address, Zip code City

Contact

Phone

Tax ID

SAVE

DASHBOARD MY USER DATA MY CLUB/TEAM DATA MY COMPETITORS MY COACHES MY REFEREES MY OFFICIALS MY ENTR

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF / MY CLUB/TEAM DATA

MANAGE CLUB/TEAM DATA

Click on tab "Details"

Club Details

Fields marked with \* have to be filled out.

National Club ID

State

British Columbia

Section

Base

Website

http://

Style

01 Color belt pattern

02 Black belt pattern

SAVE

Click on space for "State" and select your province or state from the dropdown list.

Check the boxes for Colour Belt Pattern and Black Belt Pattern.

Add your web site address if you like.

Click Save.

***Now add Information for  
Competitors to your Club  
Account***

TF X New Tab X +

https://www.sportdata.org/taekwondo\_itf/set-online/manage\_

Triumph TKD International Taekwon... Google Translate Google Calendar - We...

EVENTS ▾ NEWS ▾ HELP CONTACT TICKETS LIVE STREAM FORUM

R DATA MY CLUB/TEAM DATA **MY COMPETITORS** MY COACHES MY REFEREES MY

TF / MY COMPETITORS

**Click on My Competitors**

The image shows a web browser window with a dark theme. The address bar displays the URL 'https://www.sportdata.org/taekwondo\_itf/set-online/manage\_'. Below the address bar, there are several navigation links: 'EVENTS ▾', 'NEWS ▾', 'HELP', 'CONTACT', 'TICKETS', 'LIVE STREAM', and 'FORUM'. A second row of navigation links includes 'R DATA', 'MY CLUB/TEAM DATA', 'MY COMPETITORS', 'MY COACHES', 'MY REFEREES', and 'MY'. The 'MY COMPETITORS' link is highlighted with a red oval. Below this, a yellow callout box with a red border contains the text 'Click on My Competitors'. The background of the page features a collage of taekwondo-related images, including a white taekwondo uniform with 'ITF' and 'POMBA' visible, and a blue taekwondo uniform.

# OUR PASSION IS OUR STRENGTH

INTERNATIONAL TAEKWON-DO FEDERATION

 LIST OF ACTIVE COMPETITORS

 LIST OF INACTIVE COMPETITORS

 ADD NEW COMPETITOR

LAST NAME    FIRST NAME    BIRTHDAY    KG    CM    GUP    DAN    PICTURE    EMAIL    INTERNATIONAL-ID    ACTIVE    EDIT    DEL

**Click on ADD NEW COMPETITORS**

**FOR EACH COMPETITOR:**

**Fill in these fields**

First name*	<input type="text"/>
Last name*	<input type="text"/>
EMail	<input type="text"/>
Birthday*	<input type="text" value="DD-MM-YYYY"/>
Weight / kg	<input type="text"/>
Size / cm	<input type="text"/>
GUP	<input type="text" value="0"/>

**Fill in these fields**

DAN

0

Sex\*

male

**Default is Male. Be sure to change to Female if required.**

Available in entries lists

yes

Nation\*

CANADA

National Athlete ID

Base

You must enter International ID. This is the 6 digit number from the Black Belt card.

For Colour Belts enter "Colour Belt"

For new Black Belts with no card yet, enter "Pending"



International-ID

Passport ID

Information

Click Save

After saving, this page will show.

Next you must add the photo of your competitor

SPORTDATA / TAEKWONDO ITF / MY COMPETITORS

Your data has been saved successfully.

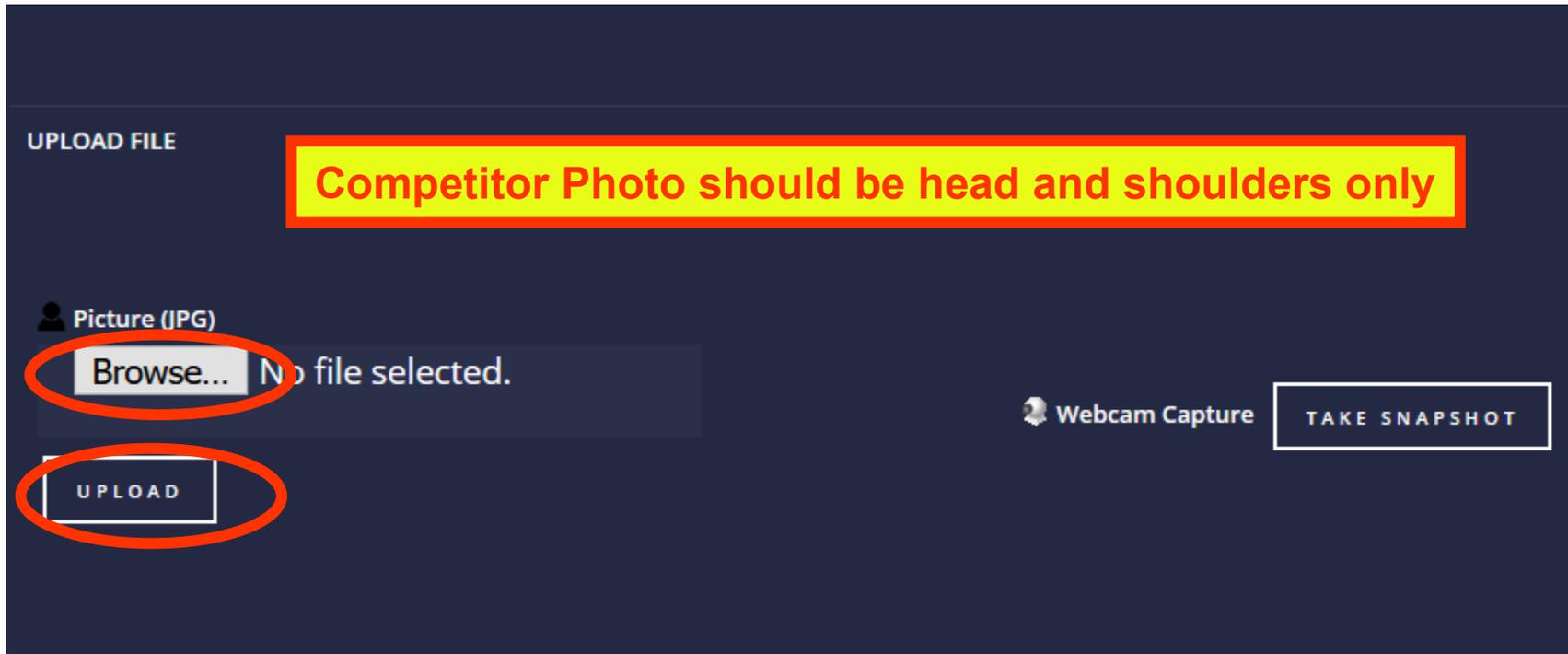
Please upload now a PHOTO for this participant (see below).

ADD/EDIT COMPETITOR

[previous page](#)

Fields marked with \* have to be filled out.

Scroll down through your competitor's information page to the bottom where you will see this.



Click on "Browse"

Navigate to the correct photo of your competitor, select that photo and enter.

Click on "Upload" – done!

Now repeat for all competitor names. You can add more this way any time.

Show a list of your Club competitors.



**OUR PASSION  
OUR STRENGTH**  
INTERNATIONAL TAEKWON-DO FEDERATION

[LIST OF ACTIVE COMPETITORS](#) [LIST OF INACTIVE COMPETITORS](#) [ADD NEW COMPETITOR](#)

FILE BIRTHDAY KC CM CLUB DAN PICTURE EMAIL INTERNATIONAL ID ACTIVE EDIT DELETE

Shows a list of your Club competitors.

You can edit their information (change rank, weight, add International numbers, photos, etc.) Click on the edit button at right.

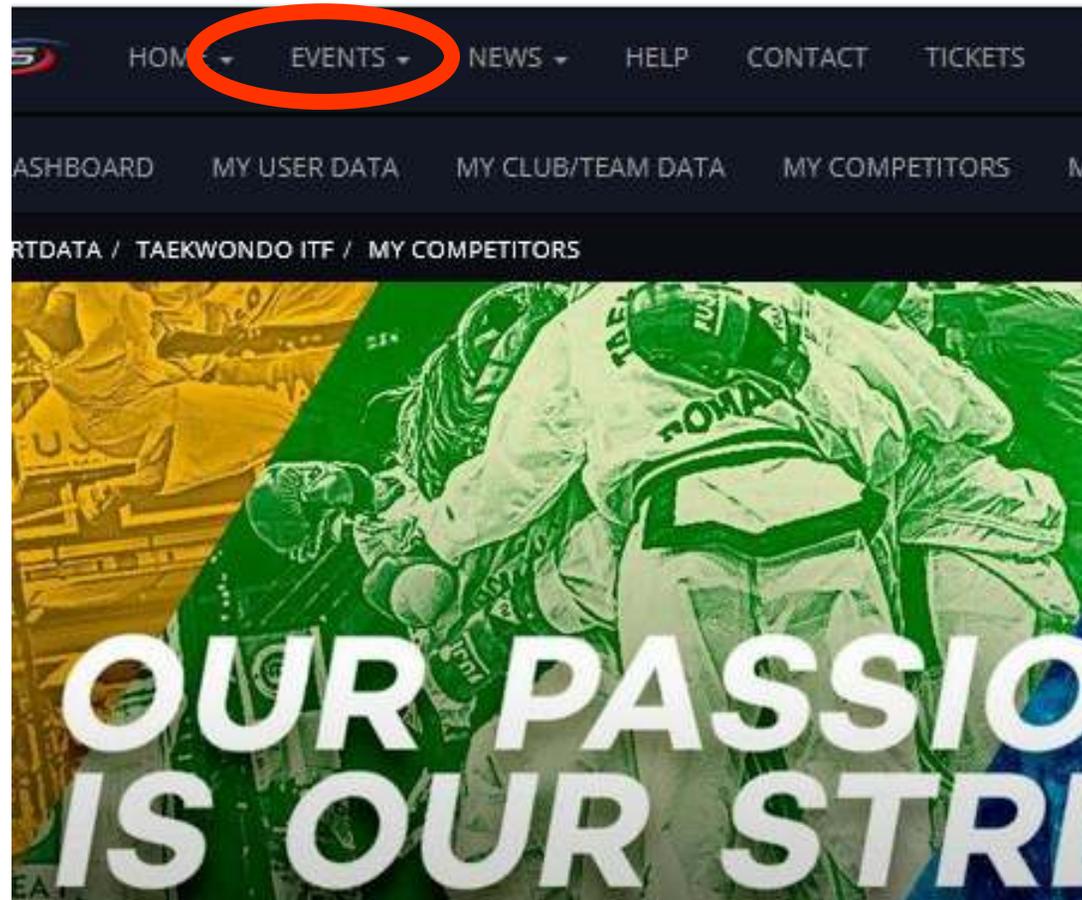
You can remove them from your Club. Click on the Delete trashcan icon.

LIST OF ACTIVE COMPETITORS												LIST OF INACTIVE COMPETITORS												ADD NEW COMPETITOR											
LAST NAME	FIRST NAME	BIRTHDAY	KG	CM	GUP	DAN	PICTURE	EMAIL	INTERNATIONAL-ID	ACTIVE	EDIT	DELETE																							
Competitor	Name		0	0	0	3			PENDING																										
Competitor	Name		51	140	1	0																													
Competitor	Name		59	160	1	0																													

## ***2. Register Individual Competitors for the Event.***

***NOTE: If you are re-using your Club Account from a past event, please be sure to update your competitors' rank, weight and height (go back to page 28).***

Click EVENTS, then EVENTS again.



EVENT CALENDAR



19  
MAR  
2021



### GRAND PRIX POLSKI SENIORÓW I JUNIORÓW TAEKWON-DO

2021.03.19 - 2021.03.21

Tournament

17 DAYS 17 HOURS

Click Event name text



14  
APR  
2021



### CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

2021.04.14 - 2021.04.23

E-TOURNAMENT

REGISTRATION INACTIVE 1 DAYS 18 HOURS

April 20th - May 1st 2021

# CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

47

DAYS

17

HOURS

53

MINUTES

12

SECONDS

**Click REGISTRATION**



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...



COMPETITORS IN CATEGORIES



STATISTICS



RESULTS



MEDAL STATISTIC

The first time you go to register for the event, you will get a message that your Club must be approved to enter the event.

Carefully read the message, scroll down and Click “Yes”.

Tournament Director will get a message and manually approve your Club to enter.

You will receive an email to notify you when approved. Come back to this step.

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF / EVENT CALENDAR / CANADIAN NATIONAL TAEKWON-DO ET

REQUEST ENTRY PERMISSION / DISCLAIMER

Do you want to request an entry permission from the event manager? Do you agree to the conditions above?

YES NO

f t i y

# CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

47

DAYS

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12

SECONDS

**Click REGISTRATION**



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...



COMPETITORS IN CATEGORIES



STATISTICS

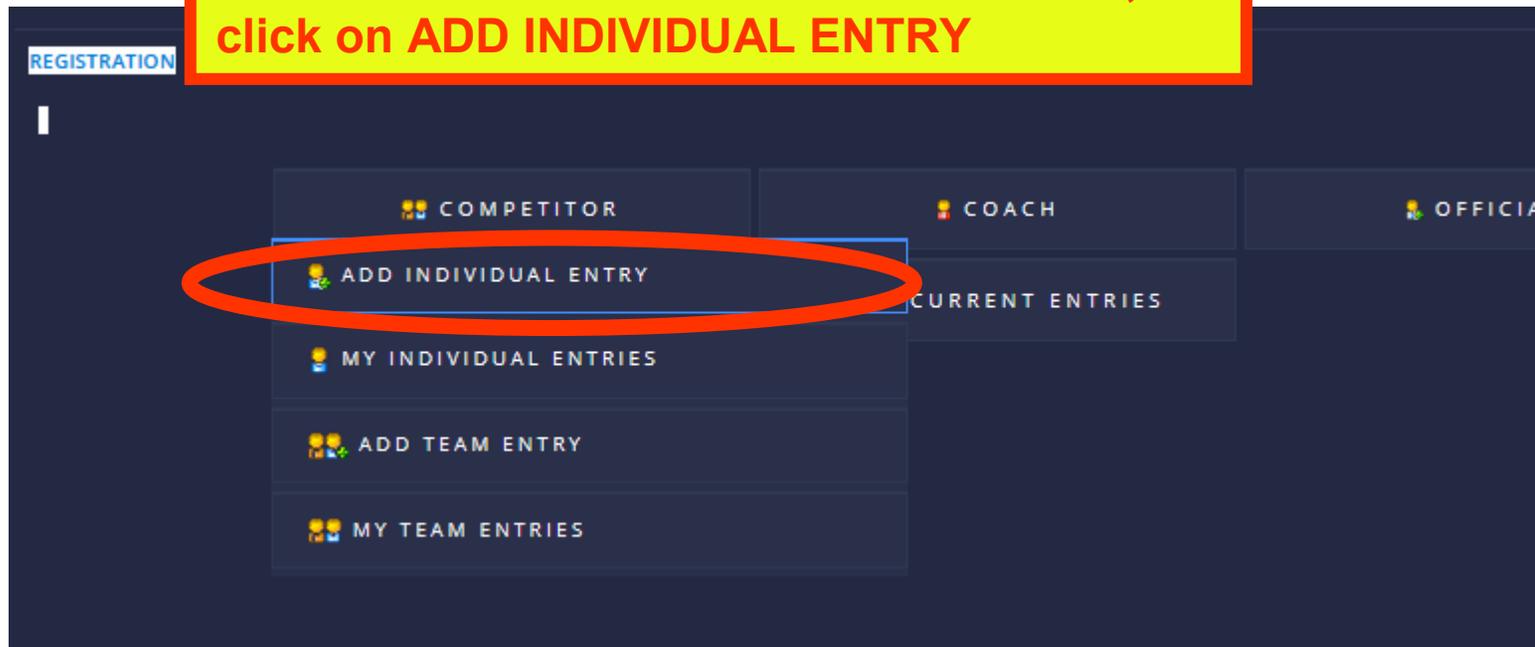


RESULTS



MEDAL STATISTIC

**Hover mouse over COMPETITOR button,  
click on ADD INDIVIDUAL ENTRY**



DASHBOARD

MY USER DATA

MY CLUB/TEAM DATA

MY COMPETITORS

MY COACHES

MY REFEREES

MY OFFICIALS

MY ENT

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF / EVENT CALENDAR / CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021 / ENTRIES

#### ALL NEW ENTRIES ON WAITING LIST

##### Attention: All new entries on waiting list

All entries will be first on a waiting list and have to be attended by the event manager. The event manager manually moves these entries to the list of official entries after they are approved and / or after paying the entry fee. If you have any questions please contact the event manager. ([kreinelt@triumphtkd.com](mailto:kreinelt@triumphtkd.com))

#### ADD INDIVIDUAL ENTRY

**As written in the notice in pink highlight: All new entries will go to the “Waiting List”. When all competitor fees have been fully paid, they moved off the waiting list into in the competition.**

**You can make or withdraw entries at any time up to the deadline. We recommend you pay for them all at the same time when you are finished making entries.**

ADD INDIVIDUAL ENTRY

Fields marked with \* have to be filled out.

For multiple choice of Categories use CTRL button (keep pushed)

Your Club members will appear in the dropdown box. Click on the small arrow at right to see a list of names, then click on the person you want to register.

Competitor\*

Competitor names here

Add/Edit competitor 

15270 Male Senior Patterns 3 Dan CTFI (18 - 98,m)

33880 Mixed All Ages Adapted Solo Patterns Black Belt CTFI (6 - 98)

39750 Mixed All ages Adapted Partner Skills Black Belt CTFI (6 - 98)

Then click on the CATEGORY you want them to enter.

Categories\*

15270 Male Senior Patterns 3 Dan CTFI (18 - 98,m)

39650 Mixed All Ages Adapted Solo Patterns Black Belt CTFI (6 - 98)

39750 Mixed All ages Adpated Partner Skills Black Belt CTFI (6 - 98)

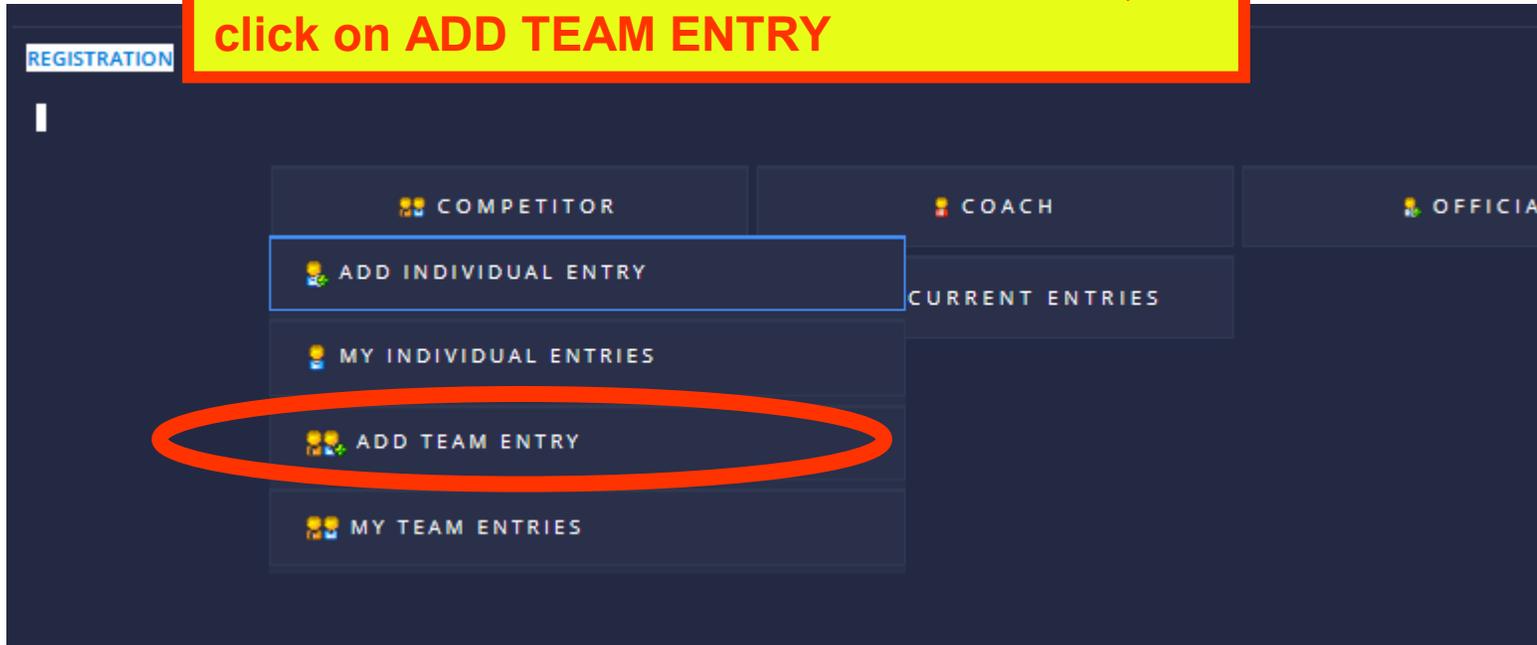
SAVE

**Click save.**

**Now repeat for all your entries.**

### ***3. Register a Team for the Event***

Hover mouse over COMPETITOR button,  
click on ADD TEAM ENTRY



## ADD TEAM ENTRY

Fields marked with \* have to be filled out.

Name of team\*

Enter Team Name Here (anything you like)

For multiple choice of Competitors and Categories use CTRL button (keep pushed) + left mouse button

Competitor

Competitor Name

Add/Edit competitor

Team Competitors\*

Team member name  
Team member name

**Choose competitor names for the team:**

1. click on dropdown arrow
2. click on chosen name in list
3. click on the + symbol
4. Name appears in "TEAM COMPETITORS" box.

**Add all names for the team (e.g. Prearranged Sparring = 2 names, Team Patterns = 5-6 names).**

## ADD TEAM ENTRY

Fields marked with \* have to be filled out.

Name of team\*

Team Name

For multiple choice of Competitors and Categories use CTRL button (keep pushed) + left mouse button

Competitor

Competitor Name

Add/Edit competitor

Team Competitors\*

Team member name

Team member name

Team member name

**Delete members from the team:**

**1. click on name in "TEAM COMPETITORS" box.**

**2. click on the "-" symbol**

Team Competitors\*

Team member name  
Team member name  
Team member name

55580 Team Mixed 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99) ^  
65280 Team Mixed 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99, m)  
65580 Team Male 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99,m)

Categories\*

**Click on CATEGORY to enter.  
Click SAVE.**

SAVE

## ***4. Delete Entries to the Event***

- Individual and team entries can be added or deleted at any time.
- Withdraw from waiting list or entries.
- Fees are not refunded for withdrawals after payment.

# CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

47

DAYS

17

HOURS

53

MINUTES

12

SECONDS

**Click REGISTRATION**



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...

 COMPETITORS IN CATEGORIES

 STATISTICS

 RESULTS

 MEDAL STATISTIC

Hover mouse over **COMPETITORS**,

Click on either :

**WAITING LIST** (for unpaid entries)

Or

**MY INDIVIDUAL ENTRIES** (for paid entries)

Or

**MY TEAM ENTRIES** (for paid entries)

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF /

REGISTRATION

COMPETITOR

MY CURRENT ENTRIES / PAY

ADD INDIVIDUAL ENTRY

MY INDIVIDUAL ENTRIES

WAITING LIST

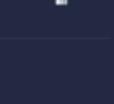
ADD TEAM ENTRY

MY TEAM ENTRIES

ps://www.sportdata.org/taekwondo\_itf/set-online/veranstaltung\_info\_main.php...

Your entries in the event are shown in a list.

To remove from entry in event, click on the small Trashcan icon for that competitor.

LAST NAME	FIRST NAME	CATEGORIES	ENTRY FEE	TIME OF ENTRY	DELETE
Competitor	Name		15	2021-01-18 01:42:40	
Competitor	Name		15	2021-01-18 01:42:42	
Competitor	Name		15	2021-01-18 01:42:44	

Page 1 of 1 Hit 1 to 3 of 3 Total entries: 3 Total entry fee: 45 EUR

Calculation of entry fees:  
- Individual categories: Entry fee of categories x Number of Entries in Categories

COMPETITOR

MY CURRENT ENTRIES / PAYMENT

WAITING LIST: DELETE ENTRIES

Waiting List: Do you really want to delete the entry of Brown in 15270 Male Senior Patterns 3 Dan CTFI?

YES

NO

**Confirm deletion by clicking  
"YES".**

## ***4. Payment of Entry Fees***

**All new entries will go to the “Waiting List”. When all competitor fees have been fully paid, they moved off the waiting list into in the competition.**

**You can make entries at any time up to the deadline. We recommend you pay for them all at the same time when you are finished making entries.**

**Remember to also send in the consent form (see following).**

MPETITORS IN CATEGORIES

STATISTICS

RESULTS

MEDAL STATISTIC

INFORMATION

GALLERY

**When you are ready to pay,  
Click on MY CURRENT ENTRIES / PAYMENT)**

COMPETITOR

MY CURRENT ENTRIES / PAYMENT

WAITING LIST

New window pops up showing your entries and the payment due.

Click on PayPal button and you will go to the PayPal site for payment.

You will be allowed to pay from your PayPal account or directly by your credit or debit card.

PayPal will automatically inform SportData of your payment and you will receive an email of receipt.

Your Current Event Entries ×

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 **🇨🇦 CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021** 2021.04.14

INDIVIDUAL ENTRIES	TEAM ENTRIES
0 	0 
1 	
COACH	REFEREE
0 	0 
OFFICIAL	
0 	
ENTRY FEE 	OTHER EXPENSES 
	20 CAD
	- 0 CAD
	- 0 CAD
	<b>20 CAD</b>
	
	<b>CAD 0</b>

# ***Congratulations – your members are entered in the event!***

## ***Next you must:***

- 1. Download the “Declaration of Consent and Data Protection” form from the event “Downloads” page (English or French). Have each competitor/parent fill it in with clear printing and sign. Scan or photograph the form, give it a filename that includes the competitor name. Email it to the Tournament Director.**

***Competitors cannot participate in the event unless their Consent form is filed with the Tournament Director by the Registration Deadline.***