

#### 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. Register Coaches & Photographers
- 5. Register Referees
- 6. Delete entries to the event
- 7. Pay entry fees

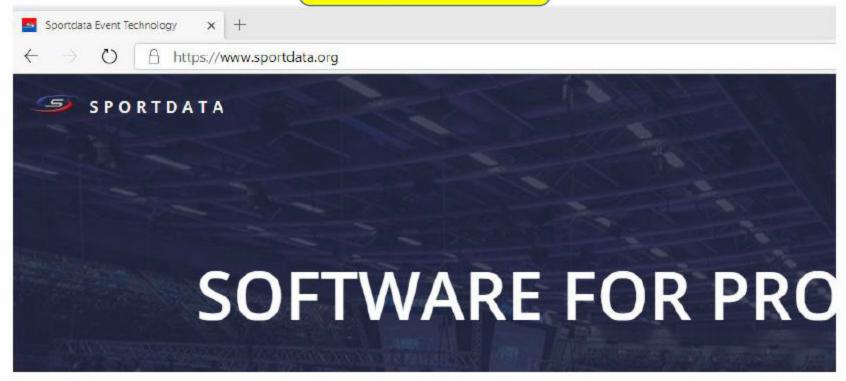
# 1. Create a Club Account along with a list of your competitors.

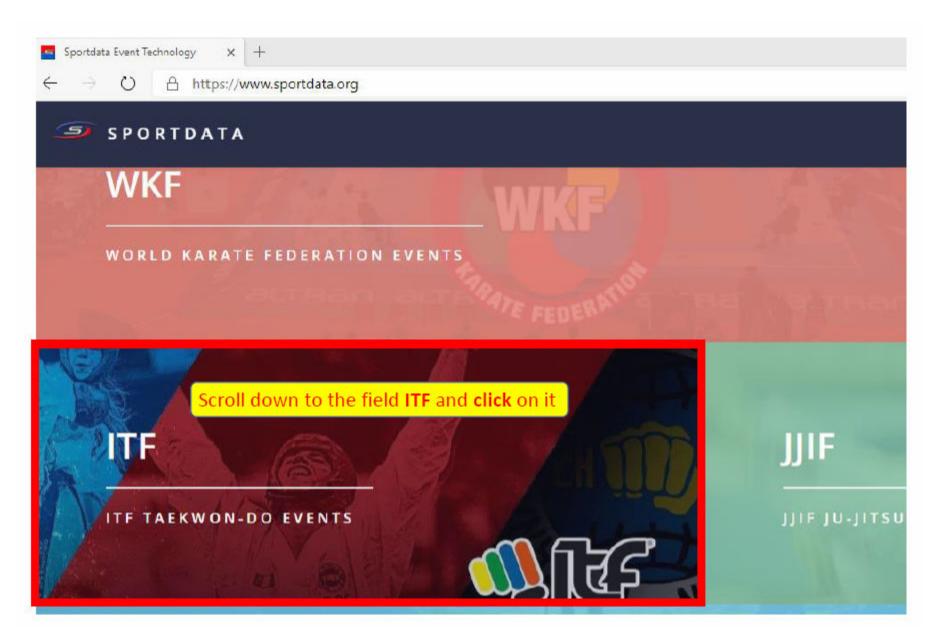
NOTE: <u>If you already have a Club Account</u> from a previous tournament, you can use that to register for this event. Log into that account now and skip to #2.

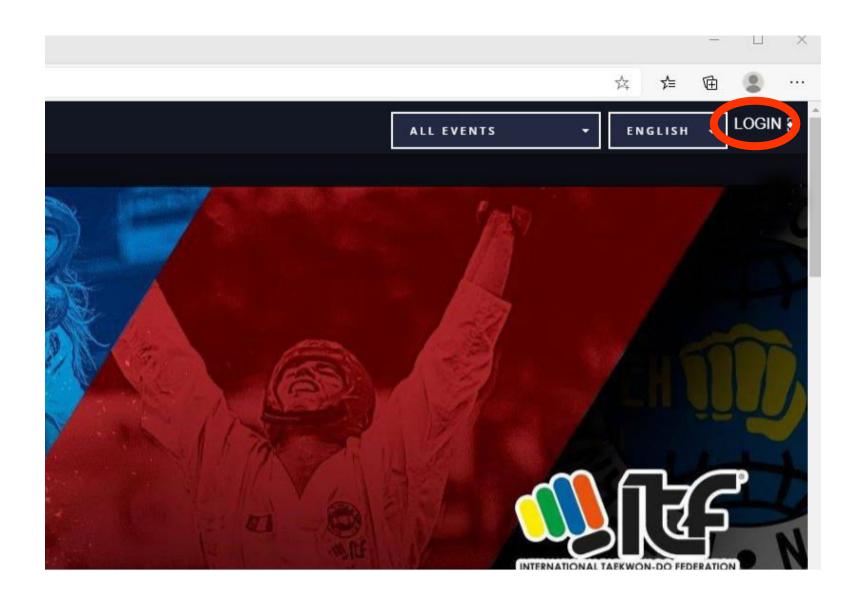
NOTE: If you are using an existing Club Account, be sure you update your competitors' rank, height and weight.

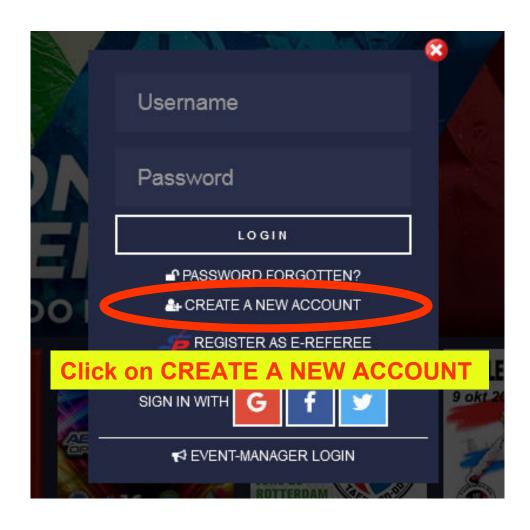
If you create a new Club account now, you can use this account and competitors to enter future events that are hosted on SportData.

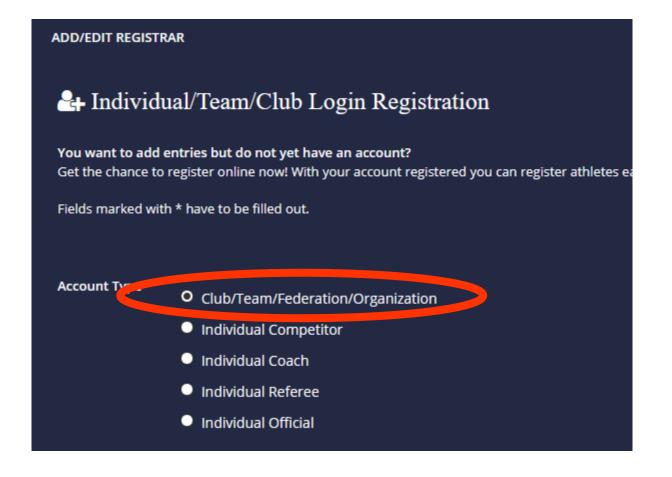
Open Sportdata Website www.sportdata.org



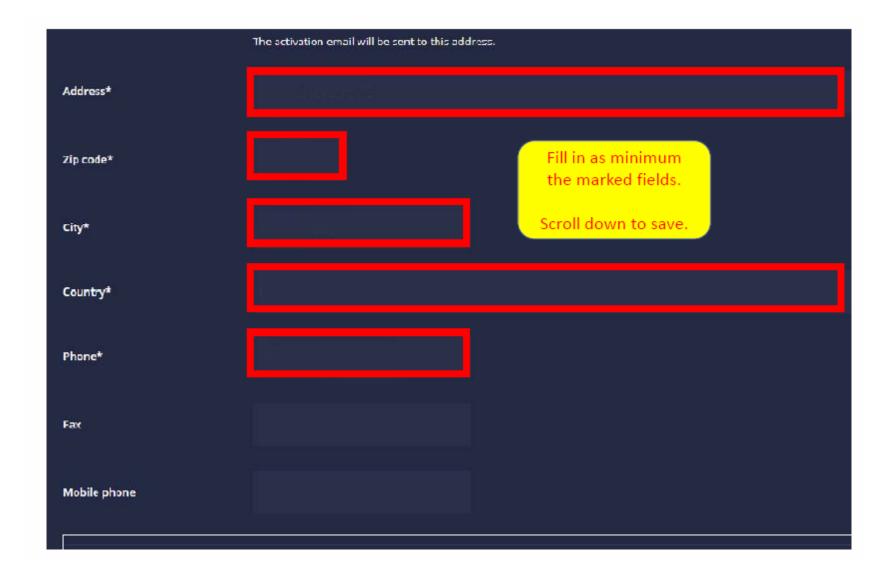


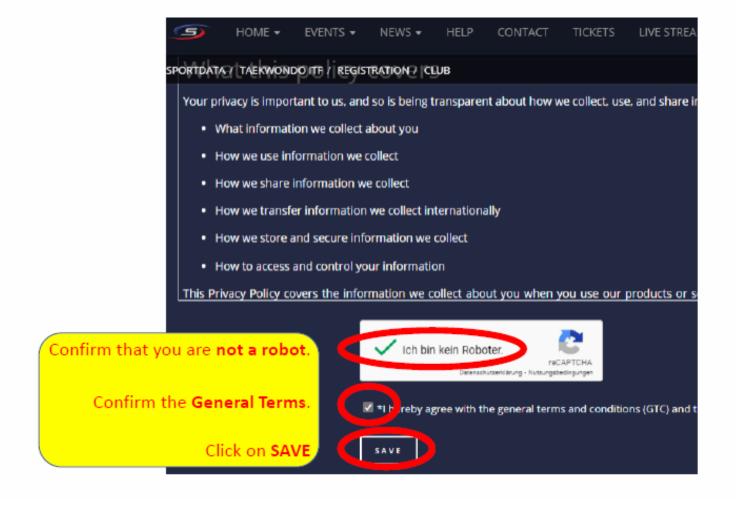














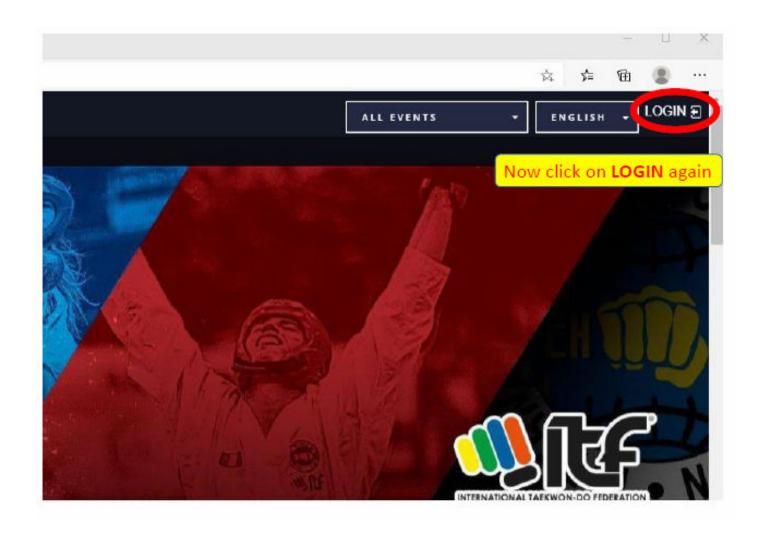
ADD/EDIT REGISTRAR

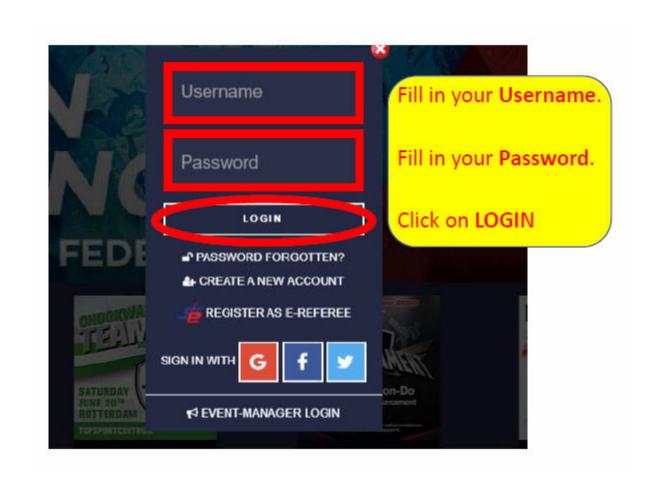
Your account has been created successfully.

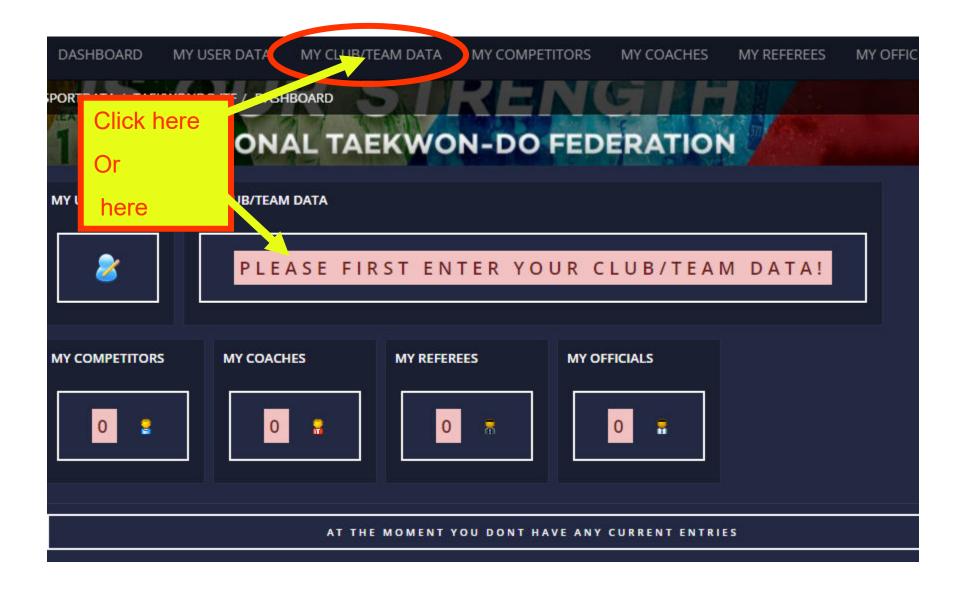
An activation email has been sent to your address.

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.

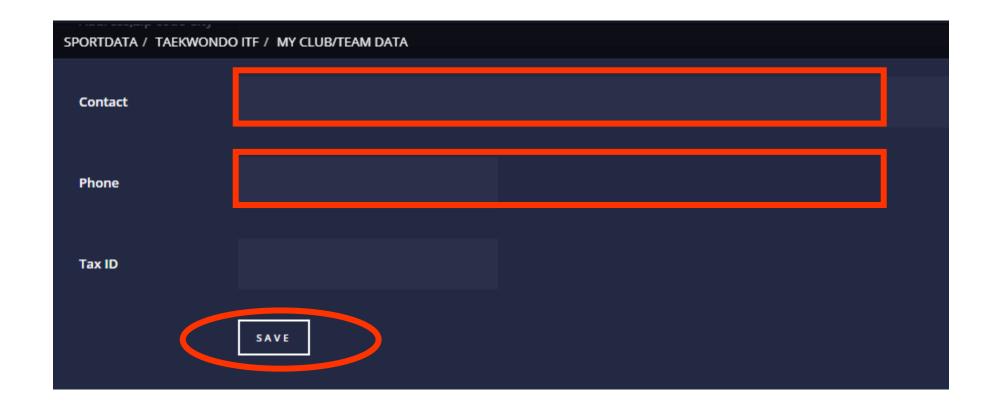
You will receive an email from the SportData system. Click on the link in the email to confirm your email address.

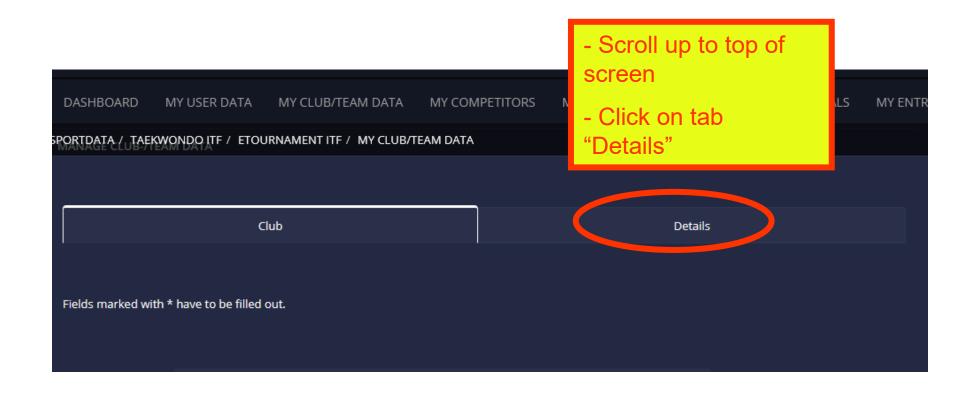


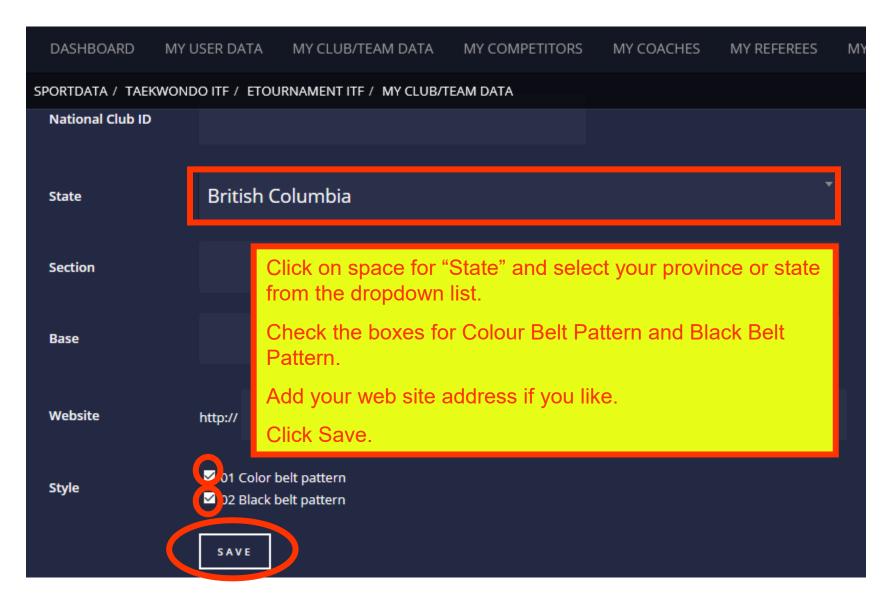




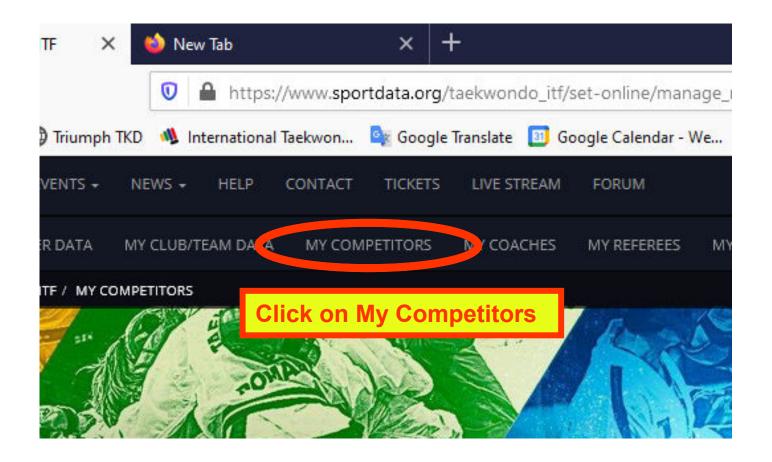


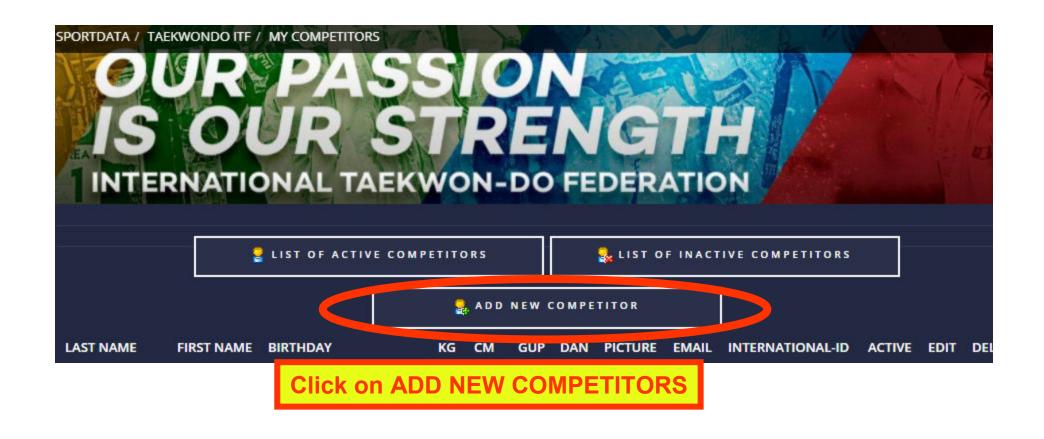






## Now add Information for Competitors to your Club Account





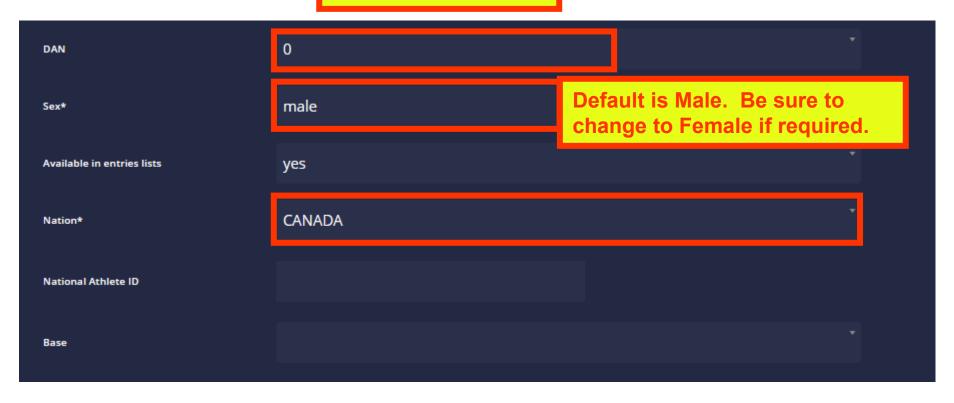
#### FOR EACH COMPETITOR:



Remember the correct number for GUP:

White = 10, Yellow Stripe = 9, Yellow = 8, Green Stripe = 7, Green = 6, Blue Stripe = 5, Blue = 4, Red Stripe = 3, Red = 2, Black Stripe = 1

#### Fill in these fields



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

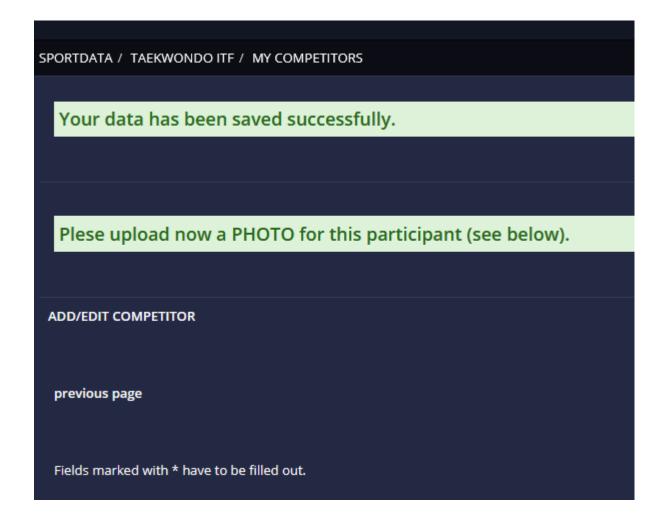
- \* For Colour Belts enter "Colour Belt"
- \* For new 1st Dan Black Belts with no card yet, get the number from CTFI HQ, Ms. Stone.



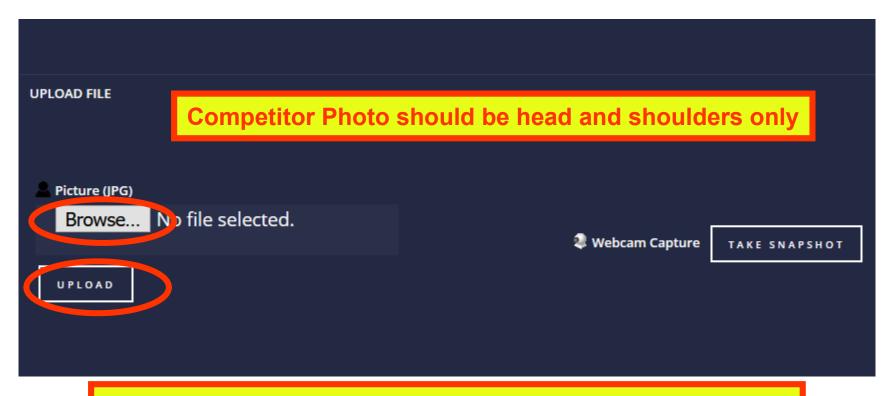


After saving, this page will show.

Next you must add the photo of your competitor.



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



#### Click on "Browse"

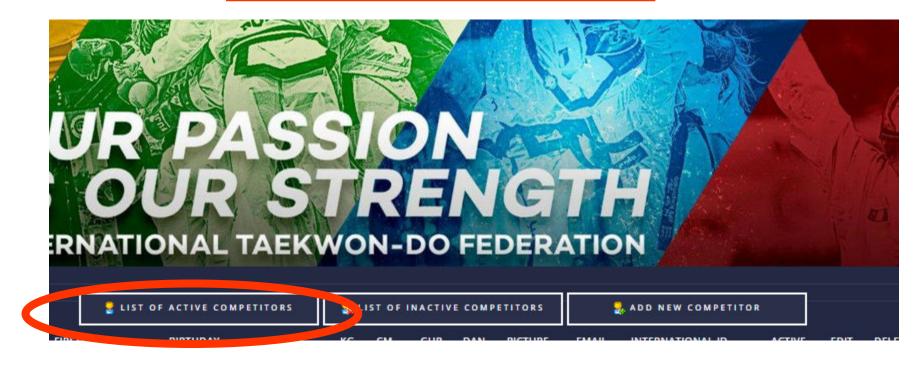
Navigate to the correct photo of your competitor, select that photo and enter.

Click on "Upload" - done!

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

To update or edit Competitors

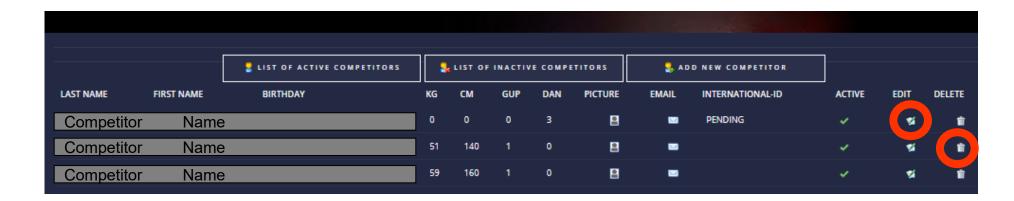
Show a list of your Club
competitors.



**Shows a list of your Club competitors.** 

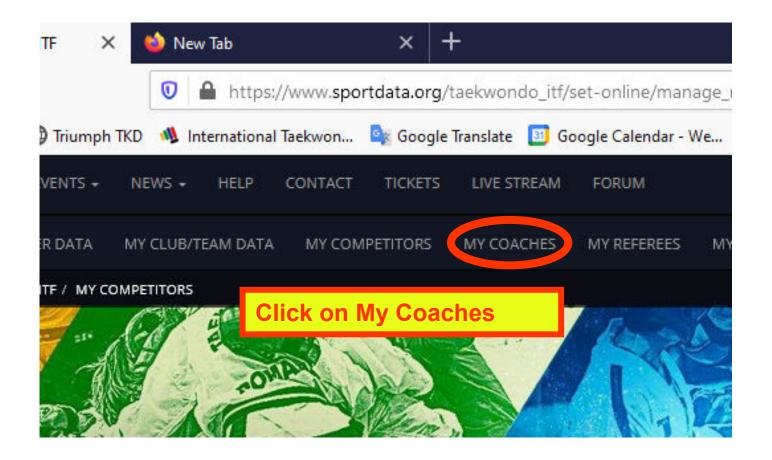
You can edit their information (change rank, weight, height, add International numbers, photos, etc.) Click on the edit button at right.

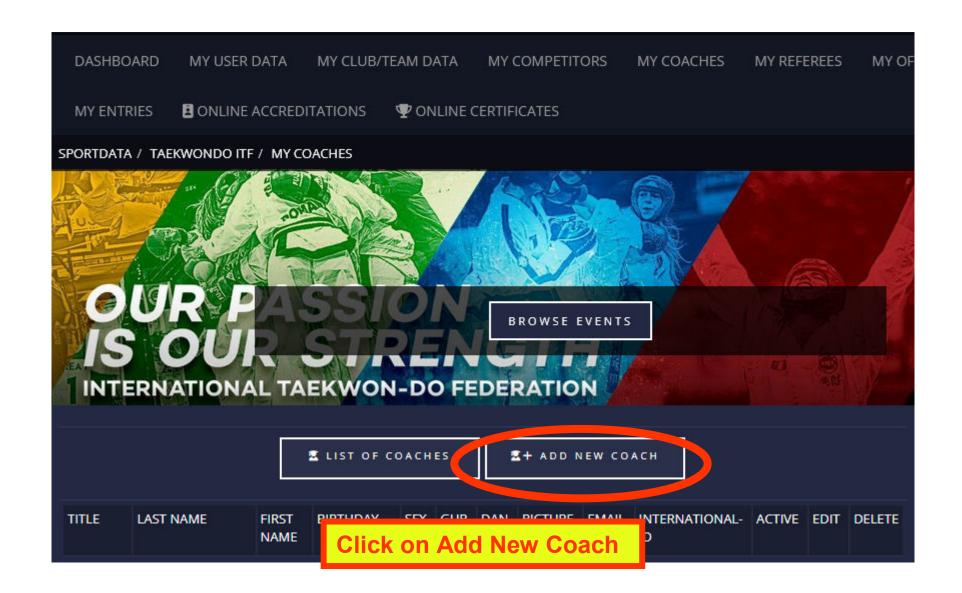
You can remove them from your Club. Click on the Delete trashcan icon.

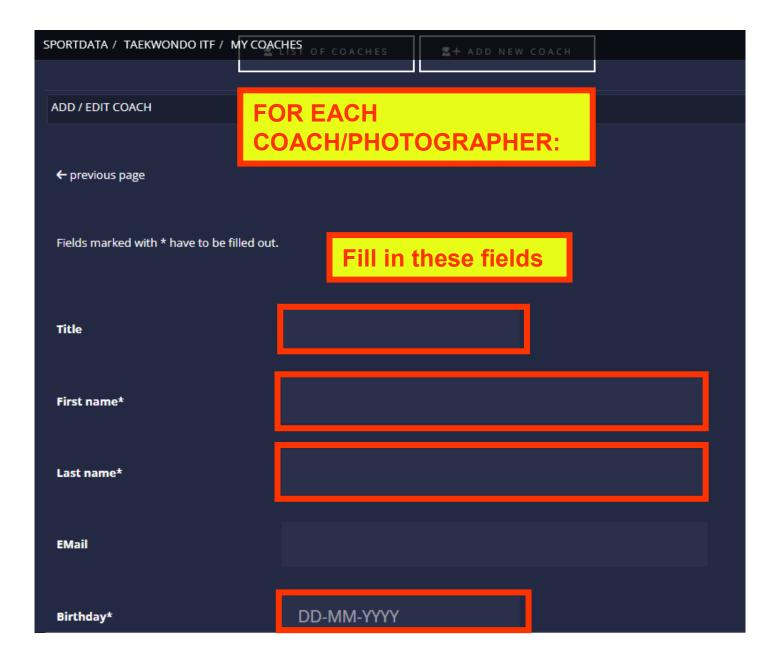


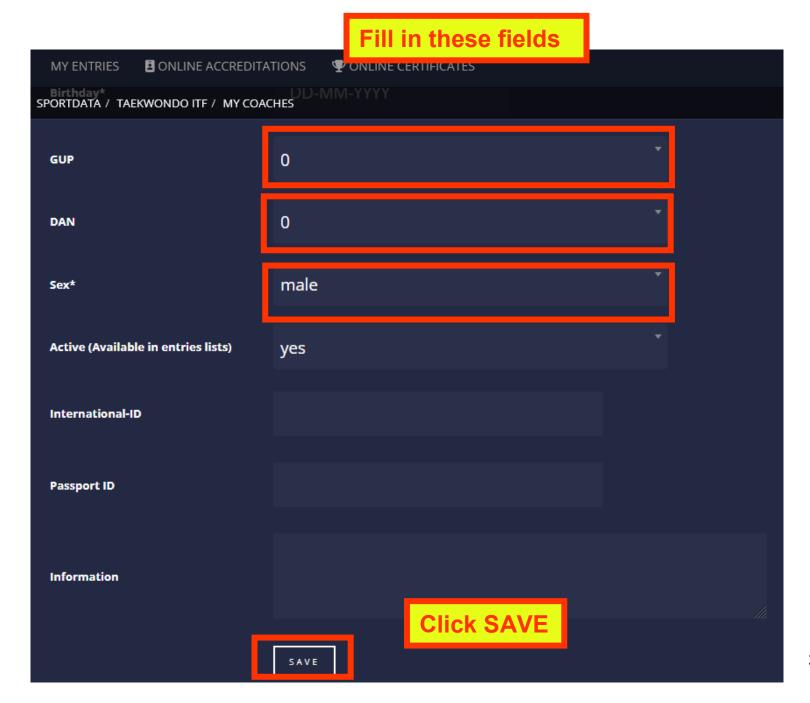
## Now add Information for Coaches/Photographers to your Club Account

NOTE: Photographers are included in the Coach category.





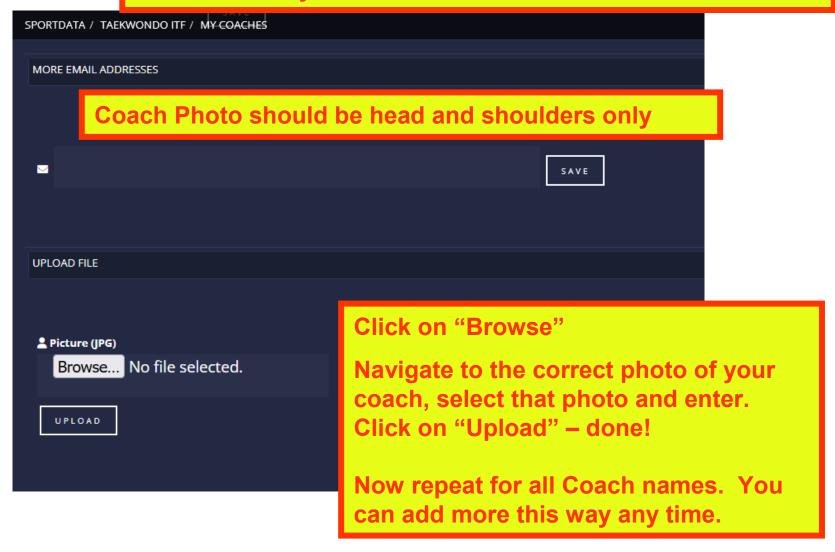




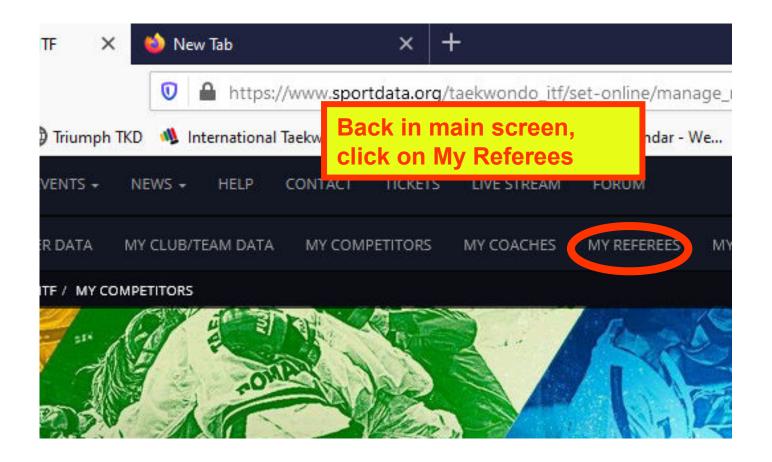
After saving, this page will show.

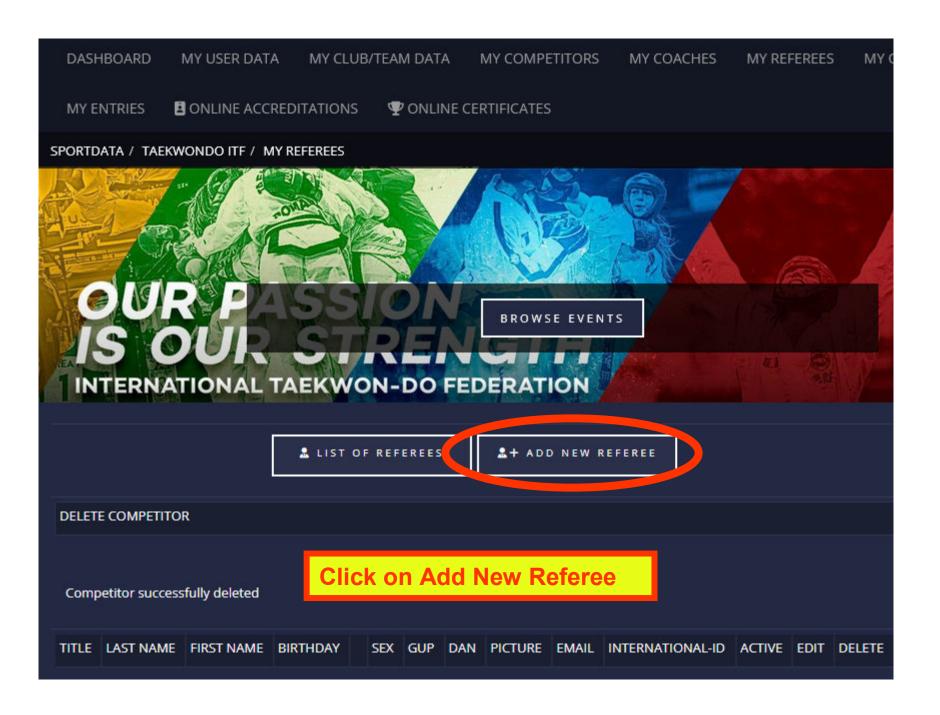
MY ENTRIES Now add Coach Photo for ID cards. SPORTDATA / TAEKWO Plese upload now a **PHOTO** for this participant (see below). ADD / EDIT COACH ← previous page Fields marked with \* have to be filled out. Mr. Title Coach\_3 First name\* 2 Picture Test Last name\*

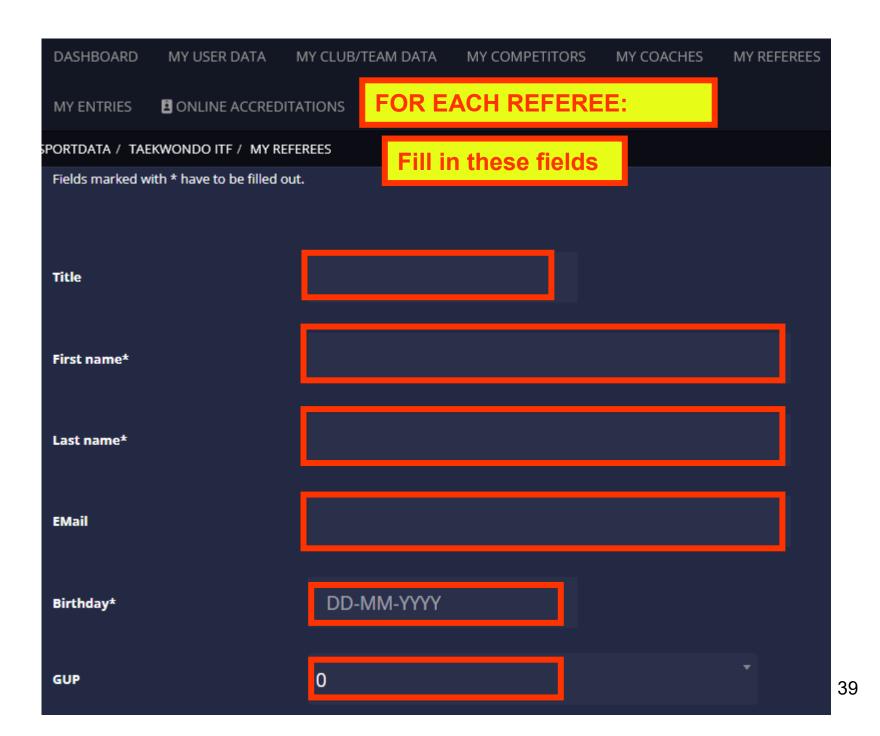
Scroll down through your Coach's information page to the bottom where you will see this.



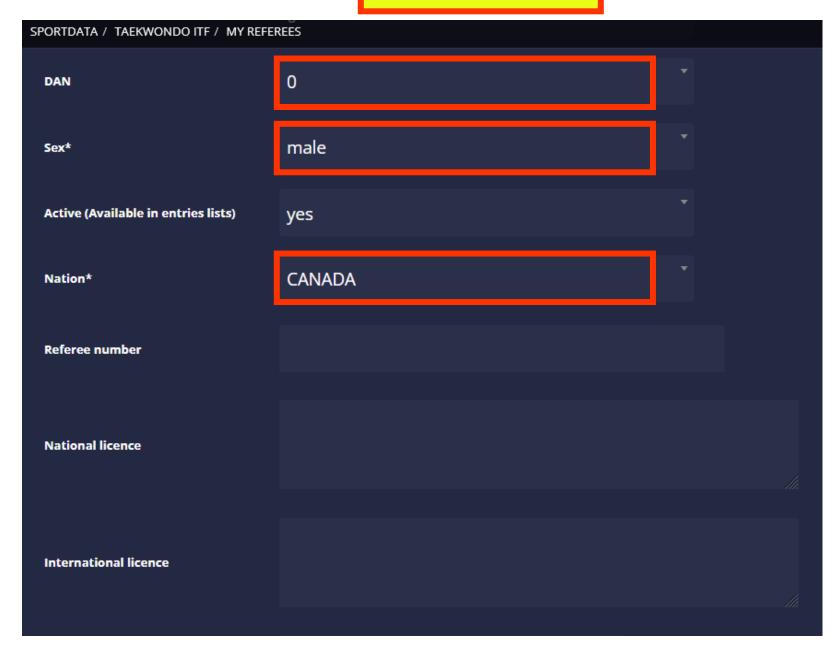
### Now add Information for Referees to your Club Account



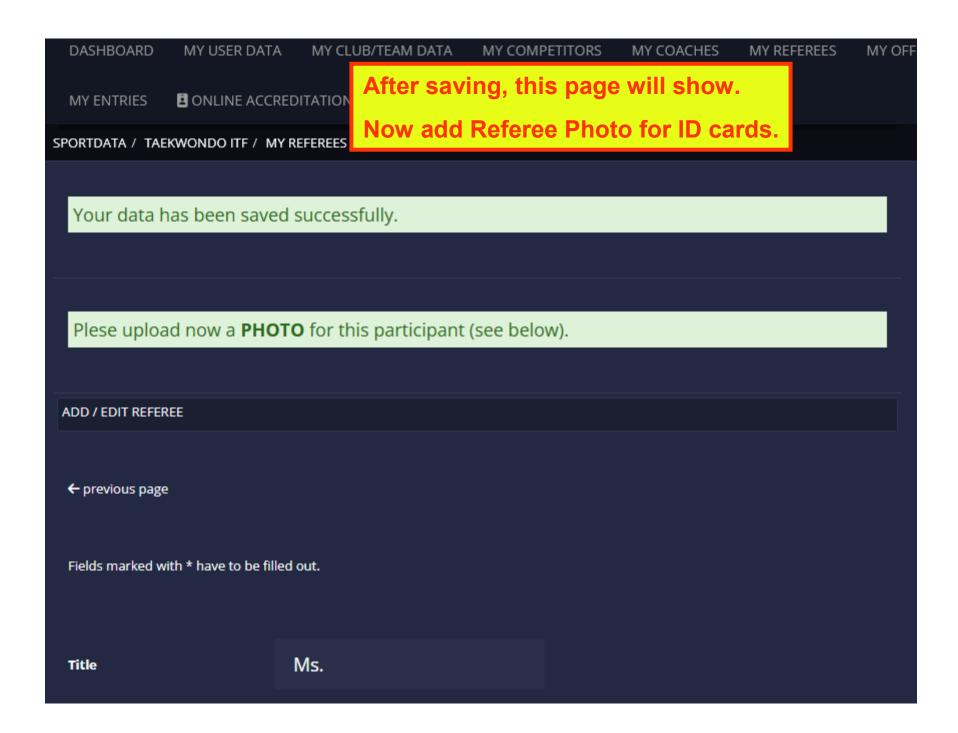




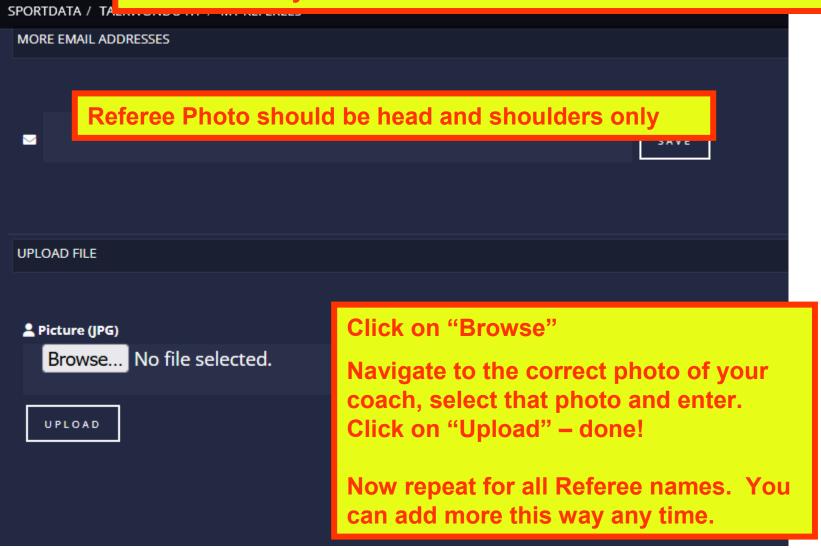
#### Fill in these fields







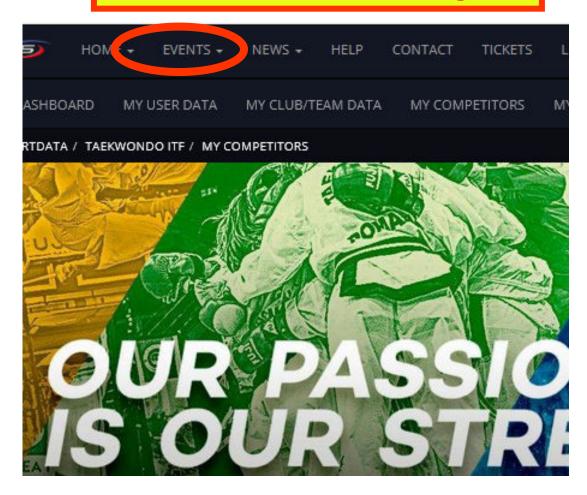
Scroll down through your Referee's information page to the bottom where you will see this.

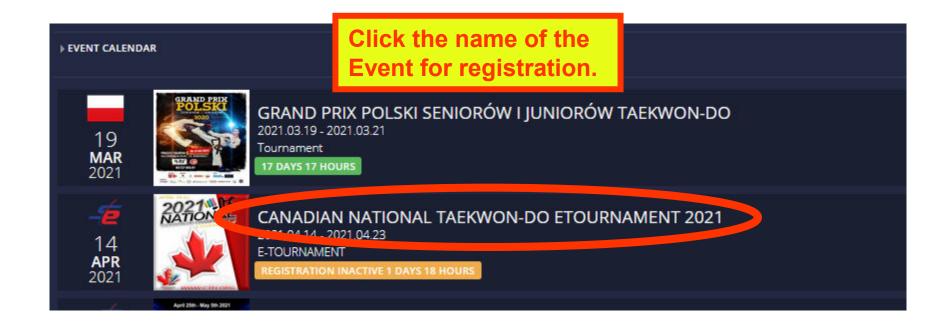


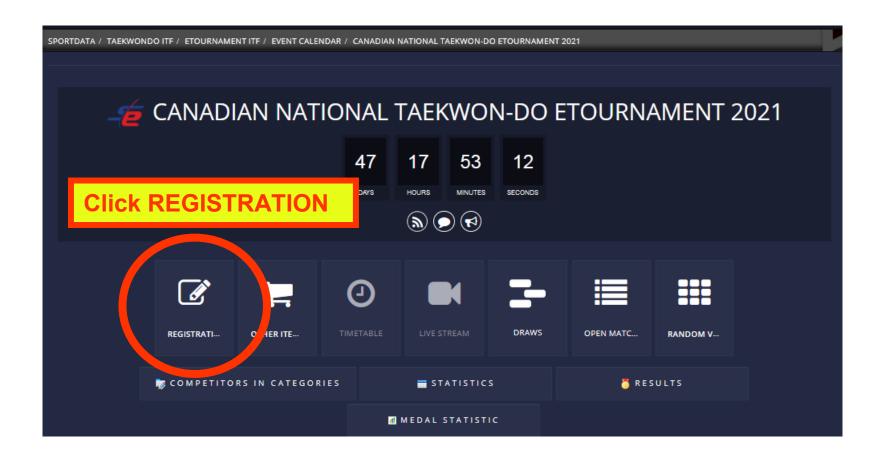
# 2. Register Individual Competitors for the Event.

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 27).

#### Click EVENTS, then EVENTS again.





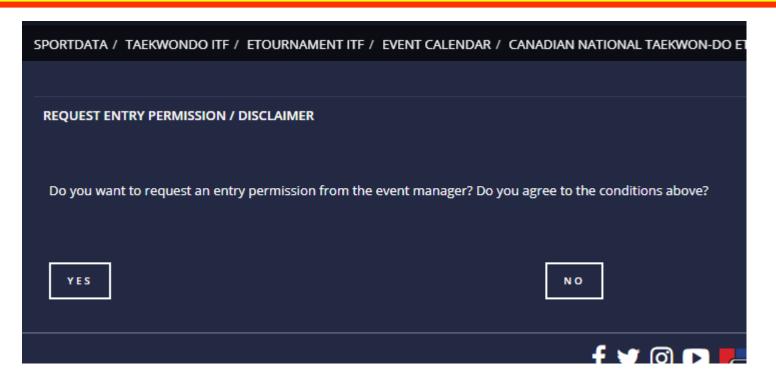


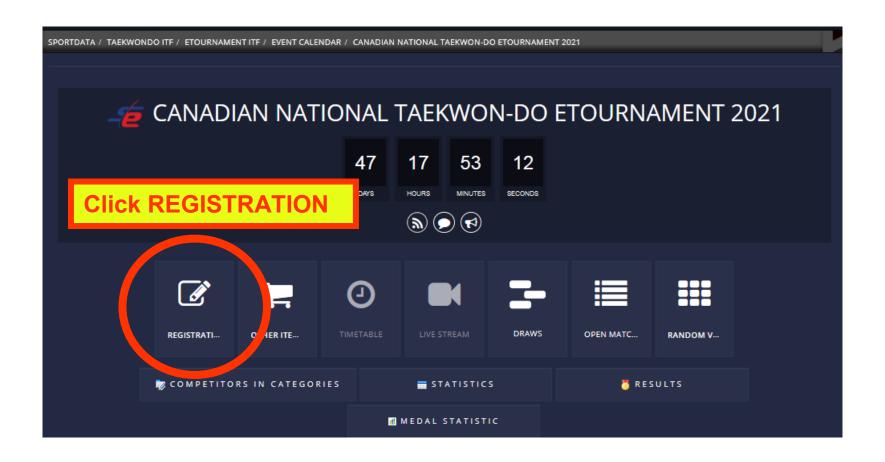
The first time you go to register for the event, you will get a message that your Club must be approved to enter the event.

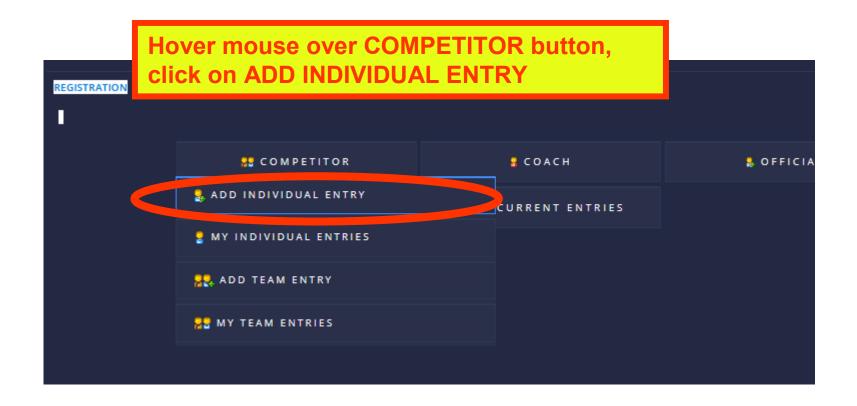
Carefully read the message, scroll down and Click "Yes".

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.







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

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

#### ALL NEW ENTRIES ON WAITING LIST

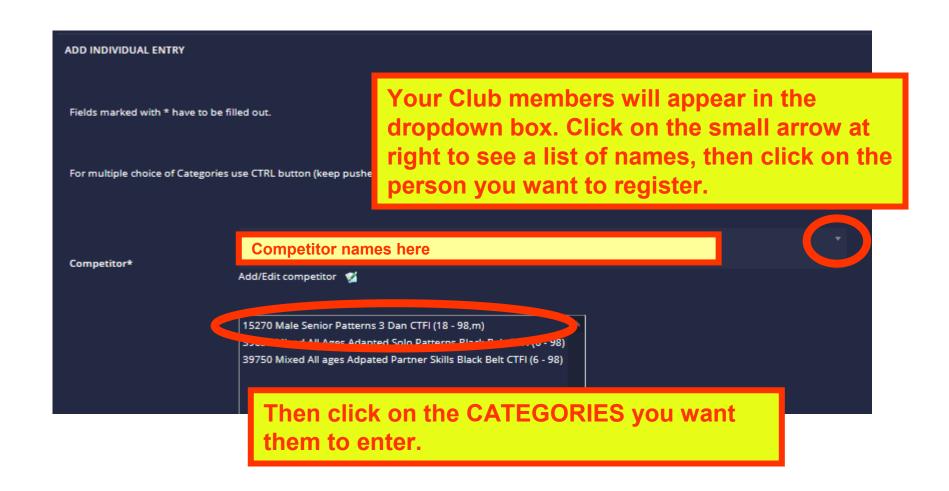
Attention: All new entries on waiting list

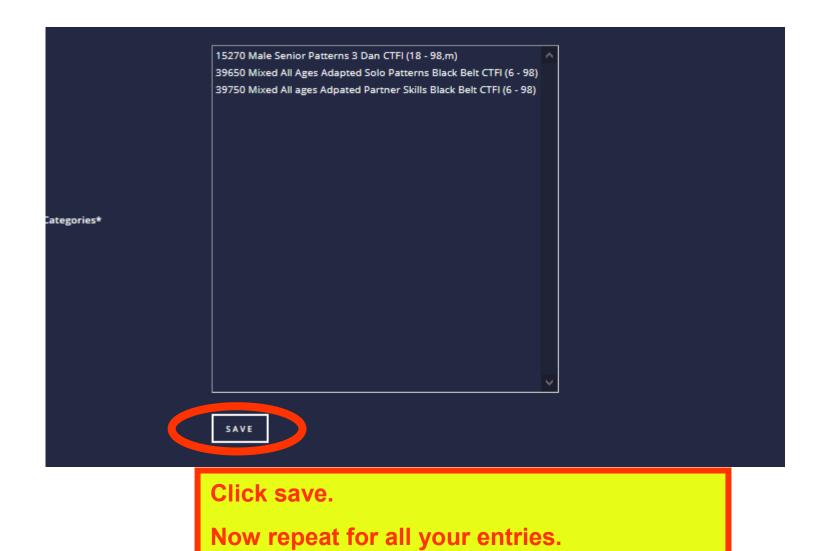
All entries will be first on a waiting list and have to be attended by the event manager. The event manager manually moves these entries to the list of official entries after they are approved and / or after paying the entry fee. If you have any questions please contact the event manager. (kreinelt@triumphtkd.com)

#### ADD INDIVIDUAL ENTRY

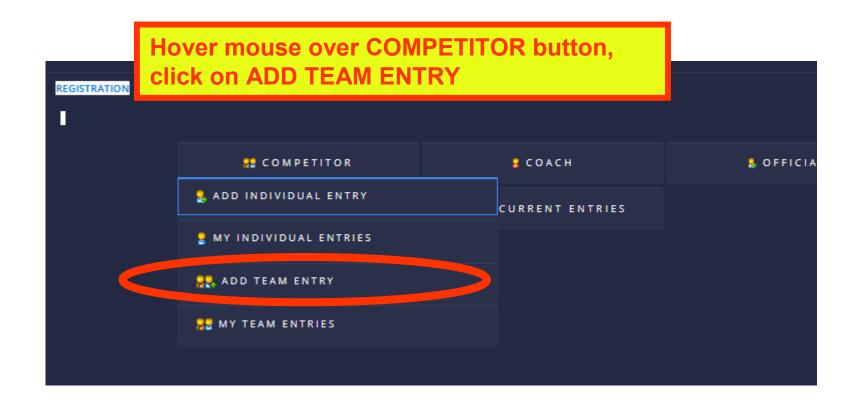
As written in the notice in pink highlight: All new entries for competitors, coaches and referees will go to the "Waiting List". When all competitor/coach fees have been fully paid, they moved off the waiting list into in the competition.

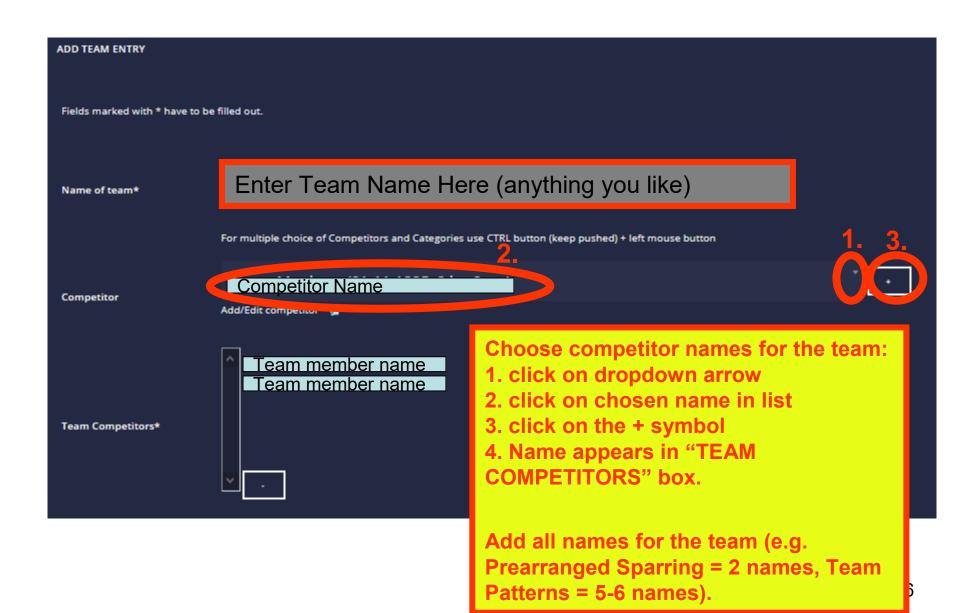
You can make or withdraw entries at any time up to the deadline. We recommend you pay for them all at the same time just before the Registration Deadline when you are finished making entries.

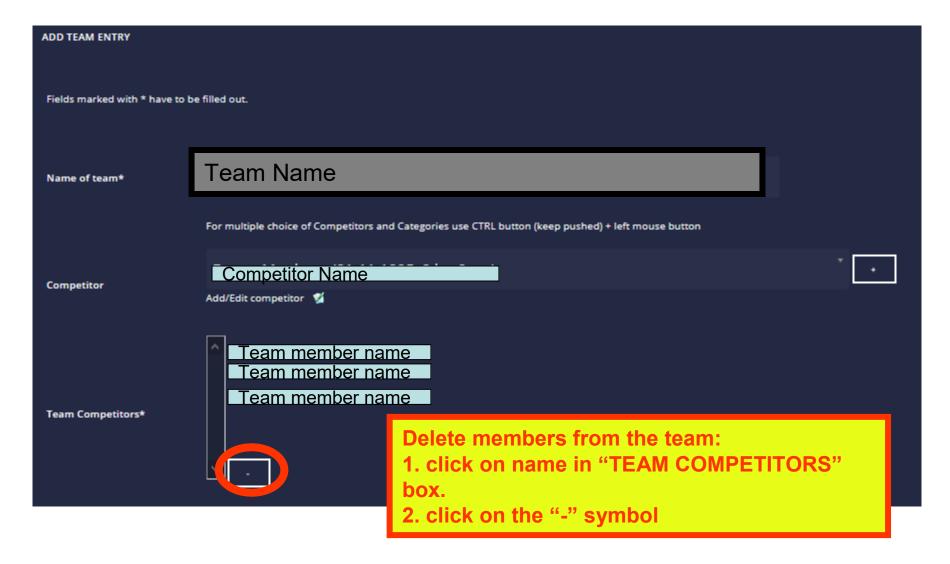




# 3. Register a Team for the Event







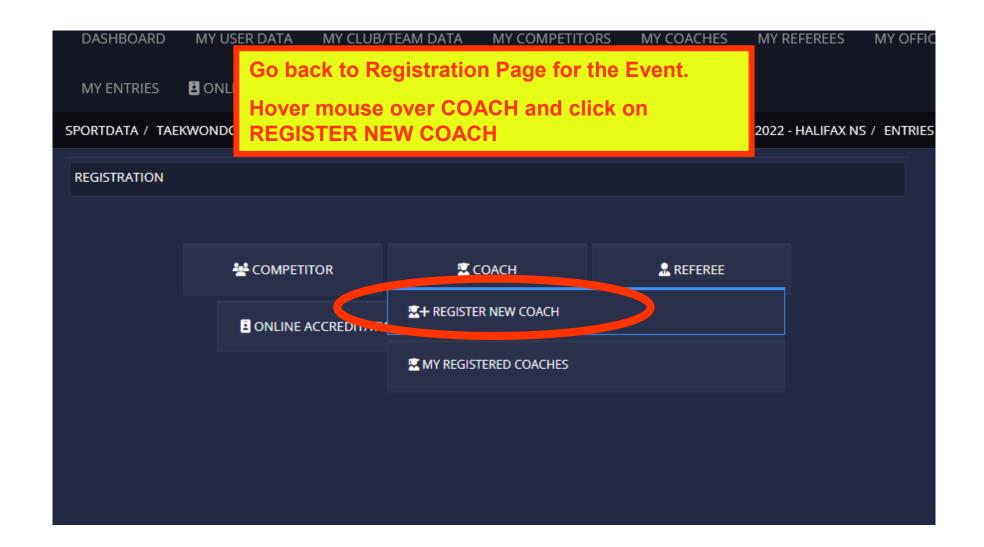


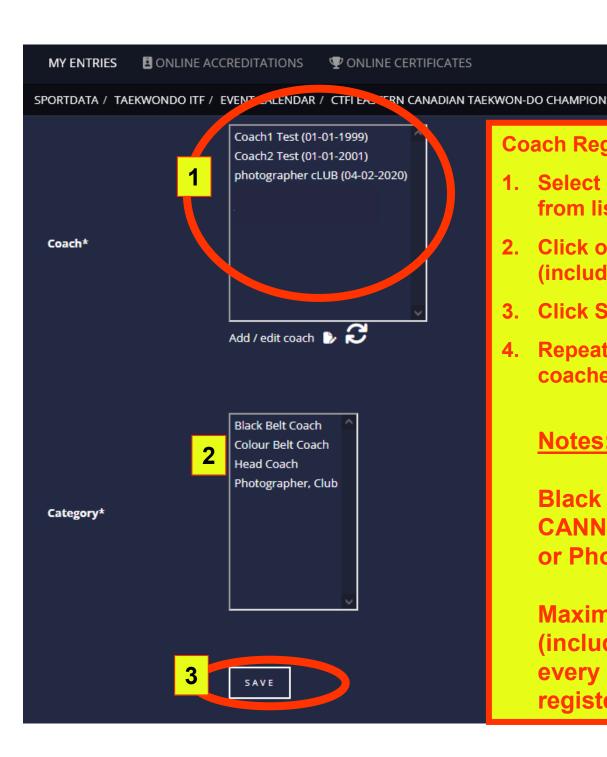
# 4. Register Coaches and Photographers for the Event.

#### **NOTES:**

If you are re-using your Club Account from a past event, please be sure to update your Coach Rank if it has changed.

Photographers are included under Coach registration.





#### **Coach Registration Page opens.**

- 1. Select Coach/Photographer Name from list.
- 2. Click on type of Coach desired (includes Photographer)
- **Click Save**
- 4. Repeat for additional coaches/photographers.

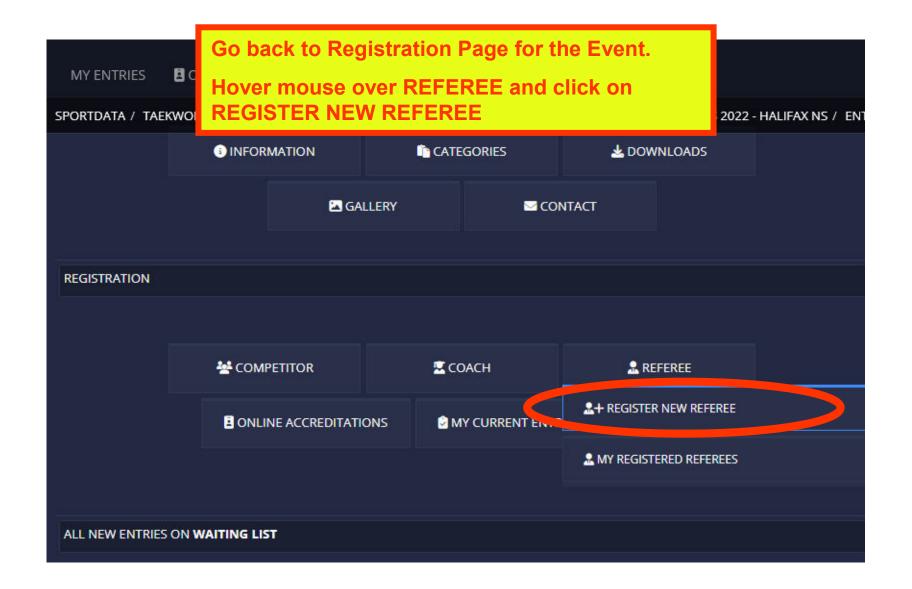
#### **Notes:**

Black Belts age 16 or over **CANNOT** be colour belt coach or Photographer.

Maximum of 1 Black Belt coach (including Head Coach) for every 4 Black Belt competitors registered.

## 5. Register Referees for the Event.

NOTE: If you are re-using your Club Account from a past event, please be sure to update your Coach Rank if it has changed.



#### REGISTER NEW REFEREE

Fields marked with \* have to be filled out.

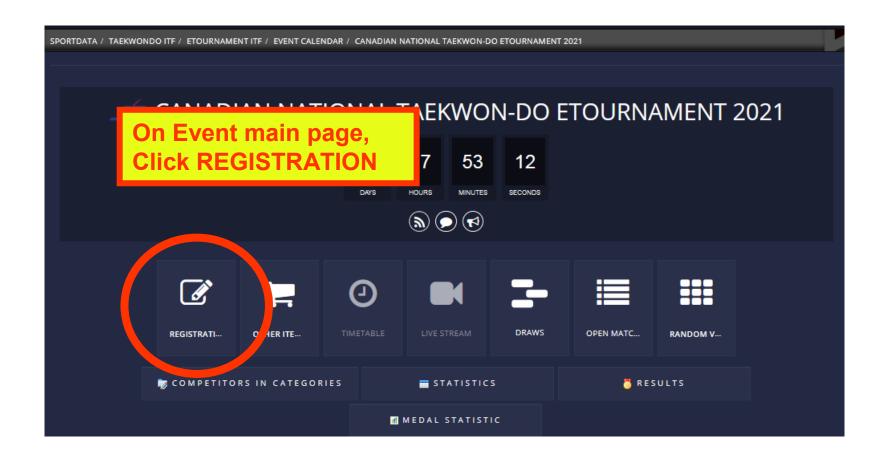
#### **Referee Registration Page opens.**

- 1. Select Referee Name from list.
- 2. Click Save
- 3. Repeat for additional Referees.

For multiple choice of Categories use CTRL button (keep pushe Test1 Referee (04-02-2020) Referee\* Add / edit referee 🕟 🕃

### 6. Delete Entries to the Event

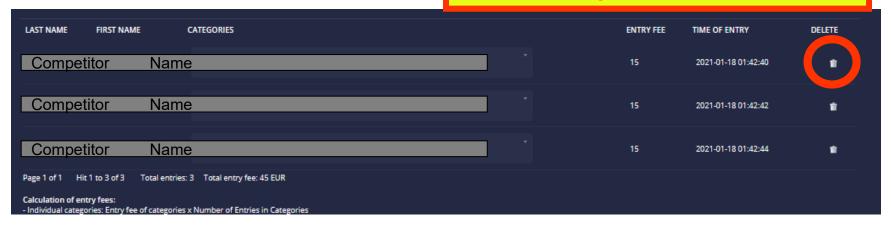
- Individual, team, coach and referee entries can be added or deleted at any time.
- Withdraw from waiting list or entries.
- Fees are not refunded for withdrawals after payment.





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.



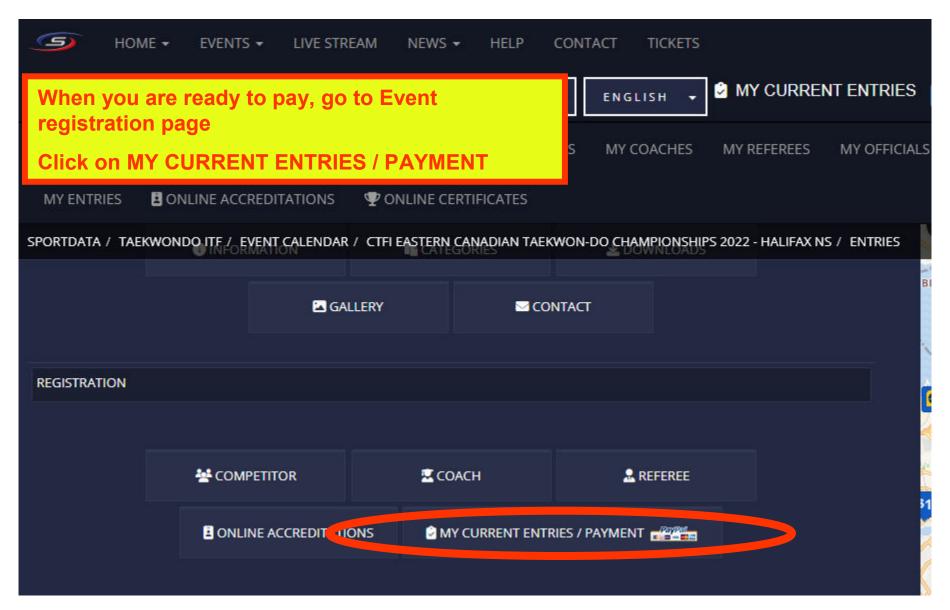


## 4. Payment of Entry Fees

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 add entries at any time up to the deadline. We recommend you pay for them all at the same time just before the entry deadline when you are finished making entries.

\*\*Remember to also send in the consent form (see page 74).

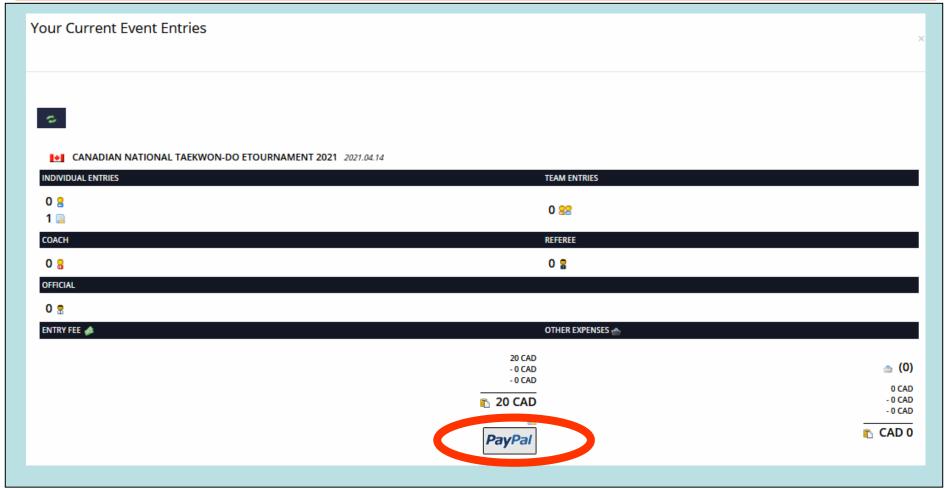


New window pops up showing your entries and the payment due.

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.



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

## Next you must:

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 <u>clear</u> printing and sign.

Scan or photograph the form, give it a filename that includes the competitor name. If sending a single large file with many scanned documents, please put the documents in alphabetical order before scanning.

**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.