

# Quick Start Guide

Adding Entries (Tutorial)

You can also watch this tutorial as a youtube video

<https://www.youtube.com/embed/5kJmYZ6xKm8>

When you first login, you will see a screen listing all the Open competitions.

Click on the Event Name to open the Entry Form

Hogwarts School

Entry Forms Archived Entries Members Officials Reports Help Logout Wed, 26 Feb - 10:50AM

Demo School | Entry Forms

**SPORT COORDINATOR**  
Name:  
Phone:  
Email:  
Mobile:

**DEMO**

**OPEN**

**1. Click on the Event Name to open the Entry Form**

<a href="#">Athletics - Demo</a>	<b>Entries Close</b> 28 Feb 2014 - 11:59pm
<a href="#">Netball - Junior Tournament (Demo)</a>	<b>Entries Close</b> 2 Apr 2014 - 11:59pm <b>Player Lists Due</b> 10 Apr 2014 - 11:59pm

Select an event from the drop list and click on [Add Entry]

## Netball - Junior Tournament (Demo)

STARTS  
1st May 2014

ENTRIES CLOSE  
2 Apr - 11:59pm

PLAYER LISTS DUE  
10 Apr - 11:59pm

### ENTRIES

Name	Event	Status
Select: Netball - Junior A ▾	<a href="#">Add Entry</a>	

### QUESTIONS

Primary Contact *(required)*

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Mobile	Email

2. Select an event from the drop list and click on Add Entry

Complete any relevant questions

Enter player names into the list, and click on [Save] button

Note: Not all entries require player names.

Hint: If you type the first 3 letters of the players name (and they are already in the system), you can select them from the drop list.

## ENTRIES

Name	Event	Status			
<b>NETBALL - JUNIOR A</b> <span style="float: right;"><a href="#">Import Player Data</a></span>					
Team Name: <input type="text" value="Hogwarts School"/>					
Coach <input type="text"/> <input type="text"/> <input type="text"/> Name Mobile Email <small>(required)</small>					
Umpire <input type="text"/> <input type="text"/> <input type="text"/> Name Mobile Email <small>(required)</small>					
Uniform Colours (Top/Skirt) <input type="text"/> <small>(required)</small>					
Last Name	First Name	Gender (M/F)	DOB (d/m/y)	Email	
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
4 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
5 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
6 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
7 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
8 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
9 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
10 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
11 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
12 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
<a href="#">Save</a> <a href="#">cancel</a>					

3. Complete Questions

4. Enter Player Names

If players are already in the system, just type the first 3 letters of their name, and the drop list will show players you can select from.

Once you have entered a team, you can complete any competition questions, and click on [Save Changes]

## QUESTIONS

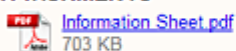
**Primary Contact** (required)

<input type="text" value="Alex Ryder"/>	<input type="text" value="07 12341234"/>	<input type="text" value="alex@enternow.co.nz"/>
Name	Mobile	Email

[Save Changes](#)

5. Complete any competition questions and [Save Changes]

## ATTACHMENTS



## ENTRY CONFIRMATION

Once you have completed your entries, you can download an Entry Confirmation and Invoice. You can still change your entries up until 2 Apr - 11:59pm

[Download Entry Confirmation](#)

[Download Invoice](#)

6. Download Entry Confirmation (and optional Invoice)

Once everything is complete, you can download an Entry Confirmation document and Invoice.

Note: Not all competitions use online invoicing.

---

Revision #3

Created 24 July 2020 06:11:30 by Alex

Updated 18 March 2021 18:37:22 by Alex