

# Quick Start Guide

Adding Entries (Tutorial)

You can also watch this tutorial as a youtube video

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

[Athletics - Demo](#) Entries Close 28 Feb 2014 - 11:59pm

[Netball - Junior Tournament \(Demo\)](#) Entries Close 2 Apr 2014 - 11:59pm  
Player Lists Due 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

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<input type="button" value="Save"/> <input type="button" value="cancel"/>																																																																																													

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

## QUESTIONS

### Primary Contact (required)

Alex Ryder 07 12341234 alex@enternow.co.nz  
Name Mobile Email

Save Changes

5. Complete any competition questions and [Save Changes]

## ATTACHMENTS

 [Information Sheet.pdf](#)  
703 KB

## 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 Fri, Jul 24, 2020 6:11 AM by Alex

Updated Thu, Mar 18, 2021 6:37 PM by Alex