

# 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**

[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

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

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

**Demo School | Entry Forms**

### 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 ▾	<b>Add Entry</b>	

**QUESTIONS**

**Primary Contact** (required)

NameMobileEmail

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>					
<a href="#">Import Player Data</a>					
Team Name:					
<input type="text" value="Hogwarts School"/>					
Coach					
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Name	Mobile	Email			
(required)					
Umpire					
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Name	Mobile	Email			
(required)					
Uniform Colours (Top/Skirt)					
<input type="text"/>					
(required)					
<div>3. Complete Questions</div>					
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"/>	×
<div>4. Enter Player Names</div> <div>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.</div>					
<div>Save</div> <div>cancel</div>					

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

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