Go to the Badminton New Zealand Website <u>http://www.badminton.org.nz/</u> and click in EVENTS



2. Here is a year planner you can use to find events from all round NZ. To enter an event click on the EVENT tab across the top

Events						fin	У my 🖂
Ca	lendar		Entries	Dr	aws & Results	Event In	formation
Badmint	on N	ew Zealan	d		_		
Today 🚺		May 2014	•		₽rint	Week Month	Agenda
Sun		Mon	Tue	Wed	Thu	Fri	Sat
						Manawatu Oper Manawatu u17	1
Oroua u1	4 3/15	5	6	7	8	9 Otago Open	<u>+3 more</u>
Otago C <u>+3 mor</u>	11)pen 2	12	13	14	15	16 North Island/Co	ounties Mar <u>+5 more</u>
North Is	18 Iland	19 +1 more	20	21	22 +1 more	23	Vaitakere (
	25		27		20	20	
Waitake <u>+2 mor</u>	zo ere u €	20	21	28	29	30	NZ Nationa <u>+3 more</u>

3. Find the event you want to enter and click the "Click for the On Line entry link". Not all tournaments are listed. They usually only work about 3 months in advance

The conditions of entry link will show you tournament start times and cost etc



4. You are now in the Tournament Entry Software site. This gives you some good details. Where, when, entry deadlines etc. To entre click on "Click here to enter Online"



Normally there will be two options here. "Online entry with an account" and a very light grey "online entry without an account" Canterbury does not seem to be setting it up to allow anyone to enter without an account, but I would recommend setting up an account anyway. It is a little more work the first time but makes it much simpler next time.



If you have a Login and password: Enter these now and it will go straight to the 5 step entry screen. If you don't click on "Sign up" (you will need lots of things but most importantly an email address and your player number.

tournament software						
Tennis Squash Badminton Table Tennis Search	Racketion Volleyball Soccer ments Mew at tournamentsoftware.co Sign up for a free account! Sign up for a free account! Simplified online entry process Change or withdraw your online Mark tournaments as favorite	Hockey om? e entry Sign up	Basketball	Handball st passwor e you lost your p st login? re you lost your l nt to change y nave other que int? Please so	Korfball rd? password? ogin name? your e-mail ac ostions regard ace our FAQ.	Darts ddress, ding

If you don't have a player number yet: Just enter "required" when you get to this part, but you will need to change it before you enter next time.

If you have entered a tournament in the past, you will have a number. To find you player No. go back to the Badminton NZ tab and click "Player Points & Rankings"



Here, you can see where you are ranked against the whole of NZ (though not that accurately) to get you player No click on "Player Number"

Latest News Join the Team in	Hon Inter	ne Our Organi Association E	sation News vents Coac	Play Badmintor adminton <u>Play</u>	n Operation DELTA /er Points & Rankings	PLAY BADMINTO
Glasgow!	16	ennical Official	s voluntee	2014 Awaras	High Performance	
The team's been named,		Badmir	ton NZ Doc:	GM & Minutes	Contact	COACH
the shuttles	Player Points	& Rankings			🗲 in У my 🖂 🕂	BADMINTO
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Strong NZ Badminton						VOLUNIEER
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lasgow						
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There is some helpful info at the top, but to get to where the Numbers are scroll down and find these links. The easiest to use are the ones "sorted by surname".



Scroll down the lengthy list and find you number. (If you have played a tournament but can't find your number email <u>rayw@clear.net.nz</u> and ask for it. This quite often happens if you have only just played one or two tournament and the list has not been updated yet.)

	-			
	5672	64037568	(AK)	Keen, Justin
		64089835	(EST)	Keil, Steve
		64050653	(AK)	Kejriwal, Ritwik
		64149633	(NO)	Kelemen, Lou
		64079295	(CAN)	Keller, Andy
		64125351	(WEL)	Keller, Sam
		64163407	(OTG)	Kellett, Josh
		64155528	(OTG)	Kellett, Ward
		64087786	(SO)	Kelly, Logan
	8123	64037754	(NH)	Kelly, Richard
9		64081869	(NEL)	Kemp, Rex
		64040836	(HB)	Kenah, Malcolm
		63117606	(WN)	Keng, Tan Boon

Once you have your player number (or not if it is the very first time) and email address and you have clicked "sign up" you will need to enter a valid login, password and email address

Sign up

Create your acc	ount						
Login name:	➤ The login name must be at least 8 characters long.						
	The login name can contain only letters, numbers, periods						
	(.), hyphens (-), or underscores (_) and must be at least 8						
	characters long.						
	Check availability						
Create your pas	sword						
Password:							
	The password must contain at least eight characters and is						
	case sensitive.						
Retype Password:							
Email information	on						
Email:							
	After your account has been created we will send you a						
	confirmation email. To activate your account you will have to						
	click the link in the email.						
	Please check your email again to be sure it is correct.						

Next are your personal (don't enter your middle name unless you like to see it on all tournament sheets) click "Sign Up"

Personal information

First name:	Ward
Middle name:	
Last name:	Kellett
Birth date:	25 - December - 1900
Gender:	⊚ Male ⊚ Female
Address:	the the state of the
ZIP code:	Part - Part
City:	Dunedin
Country:	New Zealand
	Sign up Cancel

You will see this message, and receive an email with a link to activate your account. (as long as youe email address was correct)

Sign up

Your account has been created successfully and a confirmation email has been sent. You can activate your account by clicking the link in the confirmation email. If we do not receive a confirmation within 24 hours your account will be automatically removed.

Once you have clicked on the link you will see this message

Account confirmation

Thank you. Your account has been activated. Click on Login in the menubar to go to your profile.

To "Login" click this button and enter you login details

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all	Korfball	Darts							
				New at tourna	amentsoftv	vare.com?	Sign up	Log	jin

You still need to complete a few details. There are four tabs Personal and Address details will be complete, but go to the Contact and Sports tabs and complete the missing info

Profile	
Personal details Address details Contact details Sport details	
Contact details	
Phone (home):	
Phone (work):	
Phone (mobile):	
Profile	You don't need to enter all phone details
Personal details Address details Contact details Sport details	
Sport details	
Sport: Badminton 💌	J is for Junior
Strength (single): J	
Strength (double): J	
Member ID: 64155528	Your player No and Club go here. (Just put
Club: Dunedin	Dunedin for your club)
Submit Cancel	

Click "Submit" when completed. And you are ready to enter Online. Now go back and repeat steps 3 & 4 and then log in if not already.

You should now se this. And it confirms who you are logged in as. Click the first link



Step 2 is your Personal Details. This will automaticly fill in from your profile. Most can be manually adjusted here if they habe changed. The only two that cant are your email address and player No. the only way to change these is to update your profile. Click "NEXT" when you are happy all details are correct



In Step 3 there are three drop down boxes. Enter the events you want. (Remember "B" and "G" stand for "Boy" or "Girl". So BS= Boys Singles GS= Girls Singles. BD & GD are doubles and XD is mixed doubles

Enter you partners. If you don't have a partner, enter "Partner Required" and the tournament manager will put you with someone who is also looking for one. There are no guarantees though, so best try and get one sorted. You can also tick the still looking box, but remember you need to let the tournament manager know who it is later (via email). Ones all this is entered. Click "NEXT"



Step 4 is Extra items and remarks. Player levy is always 1. This money goes to Badminton NZ not to the province.

Association Registered in 2014 is Otago. Write **OTG** in this box.

Date entry fee paid is the date you will pay the fee by. (Using internet banking. Some associations will let you pay on the day, but they all prefer they are paid in advance. The South Islands individuals MUST be paid in advance!)

Remarks are anything you may want to let the tournament manager know. Maybe you require wheelchair access or some special need. Click "NEXT" when filled in

Online entry						
1	2	3	4	-6		
Regulations	Personal Details	Entry Details	Extra Items & Remarks	Verify Entry		
Extra Items						
	Player Levy	: 1 ▼ ×\$5.00				
Associati	ion Registered in 2014	OTG		~		
	Date Entry Fee paid	20/05/2014		~		
Remarks						
			/			
Previous N	lext				Submit	Cancel

Step 4 begins by showing you this message. Make sure you check you details carefully and if there is a mistake go back and correct it before finally submitting your entry.

Warning: Your entry has not been saved yet. Check if your entry and your email address are correct. If your email address is not correct you will not receive a confirmation email.
Click on Submit to save your entry. Click on Previous to change your entry.

Event	Partner		
BS U15			\$16.00
BD U15	Caleb Yo	ung	\$15.00
XD U15	Adithi Ale	xander	\$15.00
Product	Quantity	Price	
Player Levy	1	\$5.00	\$5.00
Association Registered in 2014	1	\$0.00	\$0.00
Date Entry Fee paid	1	\$0.00	\$0.00
		Total:	\$51.00

This step also shows you how much you need to pay if you have not already calculated this from the "conditions of entry" link (remember the "conditions of entry" has bank account details)

Press "SUBMIT	h	your		
entry				
	Submit	Cancel		

And then you're Done. You will get an email confirmation