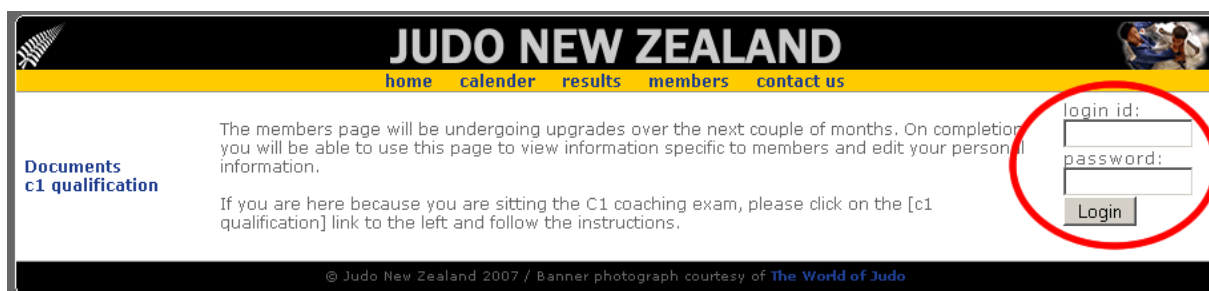


ONLINE TOURNAMENT ENTRY PROCEDURES

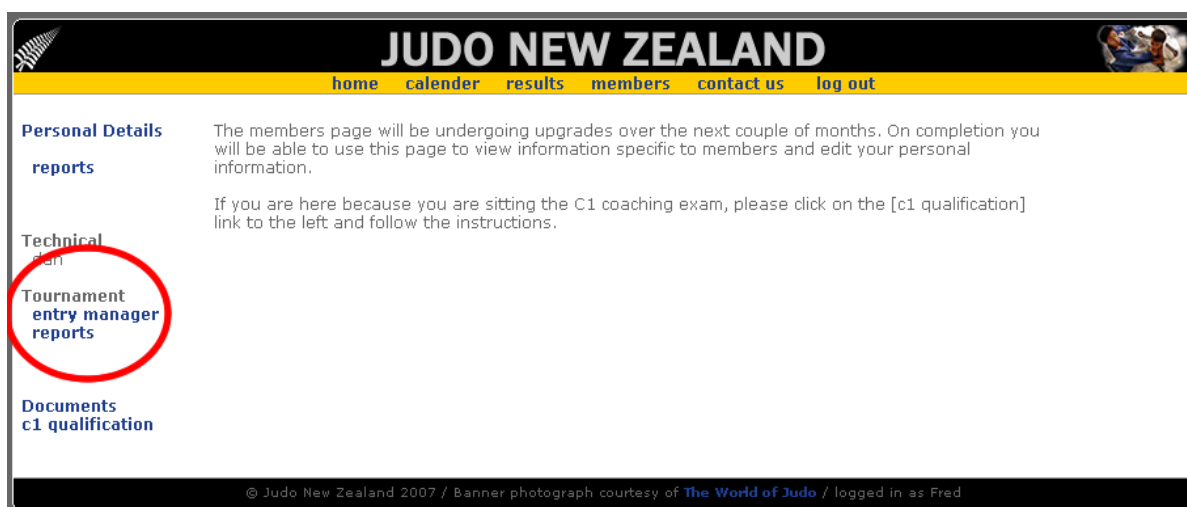
- 1 Go to www.judonz.org
- 2 Click on [members] link in the gold coloured bar



- 3 Log in using your membership id and password
 1. If logging in for the first time your password will be your birthday in yyymmdd format (ie if your birthday is December 5, 1970 then your initial password will be 19701205). From there you will be required to enter a new password which will be used for future logins.
 2. If the login doesn't work, it is probably because we a) don't have your DOB on record or b) have incorrect DOB information, in either case please contact Brent Cooper to have this corrected



- 4 Once logged in you should see a [Tournament] category down the left hand side and under that 2 links: [entry manager] and [reports]. Click on [entry manager].



- 5 You will see two boxes, one drop-down box for event selection and one box containing the name of your club. Click on the [event] box and select an event. This will reload the page displaying a third box; a drop-down box containing a list of all currently registered members for you club with grades higher than 6 KYU.

JUDO NEW ZEALAND
home calendar results
main menu entry_manager
entry manager event: nth isl
reports club: MT ROSKILL JUDO CLUB
member: -please choose-

- 6 From the [member] box select a member that you want to enter into the selected event. This will reload the page again displaying a list of age divisions and weight categories that this member is eligible to enter.

JUDO NEW ZEALAND
home calendar results members contact us log out
main menu entry_manager
entry manager event: nth isl
reports club: MT ROSKILL JUDO CLUB
member: COOPER Brent
gender: M
dob: 14/09/1960 (47 years 3 months at year end)
grade: 6 Dan
entry fee: \$50 this rate is the discount rate and is valid ONLY if entry fees are received by the organisers NO LATER than //
Senior Men (min age:17 / max age:99 at year end / min grade:4 Kyu)
category select
-60kg
-66kg
-73kg
-81kg
-90kg
-100kg
+100kg
Open
RKOpen
Masters Men: 40-49yrs (min age:40 / max age:49 at year end / min grade:4 Kyu)
category select
-73kg
-90kg
+90kg
Open
submit
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- 7 Click on the boxes corresponding to the divisions that you wish to enter this member into. Each time you click a division you will see that the entry fee is calculated in the [entry fee] box. This is for indicative purposes only at this stage. You can click again on a box at any time to deselect it.
- 8 Once you have selected all the divisions you wish to enter this member into, click on the [submit] button on the bottom of the page. You can recall the entry data for this member and edit the entry and any time (prior to the deadlines) by simply reselecting this member in the [member] box.
- 9 Repeat steps 6 ~ 8 for each member you wish to enter.
- 10 When you have finished entering all members click on the [reports] link on the left side of the page.
- 11 You will see 2 boxes, one drop-down box for event selection and one box containing the name of your club. Click on the [event] box and select the event for which you have entered club members and then click the [get] button. This will display a list of club members you have entered and the discount entry fee and normal entry fee calculations for each entry. The total amount (discount and normal) due for your club is displayed at the bottom.

JUDO NEW ZEALAND

home calender results members contact us log out

main menu reports
 entry manager event: nth isl
 reports club: MT ROSKILL JUDO CLUB

	discount rate	normal rate
1290 COOPER Brent		
Masters Men: 40-49yrs -73kg	30	80
Senior Men -73kg	10	10
Senior Men Open	10	10
sub totals:	\$50	\$100
discount total	\$50	
normal total		\$100

** The deadline for the discount rate is 01/08/2007. Entries recieved with a post date later than the discount date will only be valid with payment of the normal rate in full.

print report get

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- 12 Click on the [print report] button at the bottom of the page to display a printer friendly version of this page.



JUDO NEW ZEALAND

P.O. Box 51-267, Pakuranga, Auckland
Tel (09) 570 5432 FAX (09) 570 5570 EMAIL office@judonz.org
GST No. 15-377-501

INVOICE/TAX RECEIPT

date: 10/07/2007
reference: 07nicAK-MTR
event: 2007 nth isl
club: AK MT ROSKILL JUDO CLUB

1290 COOPER Brent	discount rate	normal rate
Masters Men: 40-49yrs -73kg	30	80
Senior Men -73kg	10	10
Senior Men Open	10	10
sub totals:	\$50	\$100

discount total \$50 (valid until 01/08/2007**)
normal total \$100

** The deadline for the discount rate is 01/08/2007. Entries recieved with a post date later than the discount date will only be valid with payment of the normal rate in full.

- 13 Print the report and send payment along with a copy of this report to the organiser of the event. The entries are now in the system and are confirmed upon receipt of the payment.
- 14 Please note that payment due is either the discount or the normal total. Discount rates will be accepted only for entries where the post date on the envelope is no later than the discount deadline AND received by the organiser no later than 2 days after the discount deadline. Any entries received after this for which payment is made in the discount amount will not be valid until the full normal rate total is paid.
- 15 When finished, click the [log out] link on right hand side of the gold coloured bar.
- 16 This system is still in development so, although everything should work smoothly, your cooperation/tolerance in providing any feedback with regard to improvements, errors and anomalies is appreciated. Please send any feedback to brent@judonz.org. If you should stumble upon a problem that requires immediate attention please call me on (021) 342 522. Thanks!