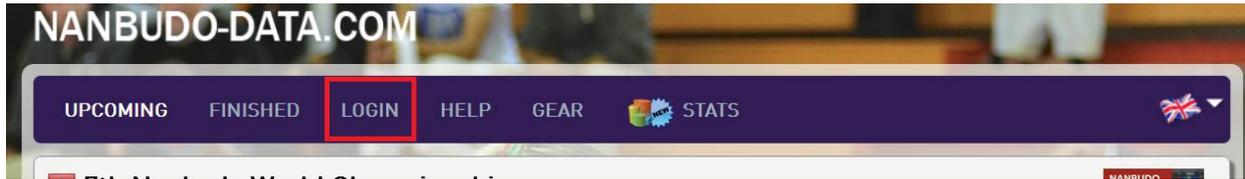


## Club Registration (only once per club)

1. Select "LOGIN" from the menu.



2. Click the "New club registration" button.

The club is not required to register for each event separately, but the same data is used for all competitions

[New club registration](#)

3. Enter all required information.

**new club through this site.**

Club :	<input type="text"/>
	<small>Enter name without TKD/Taekwondo club/...</small>
Club designation:	<input type="text"/>
	<small>Enter up to 7 characters which you'll see with competitors</small>
Contact person:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="CROATIA"/>

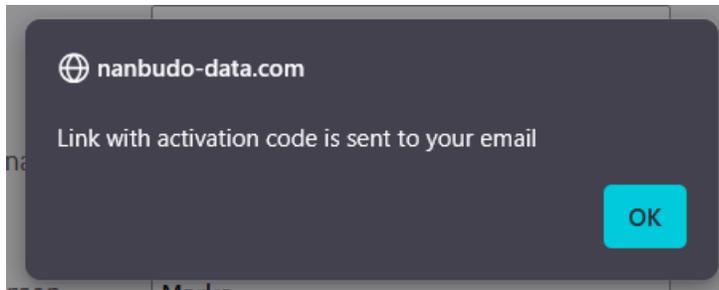
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**Main account for club**

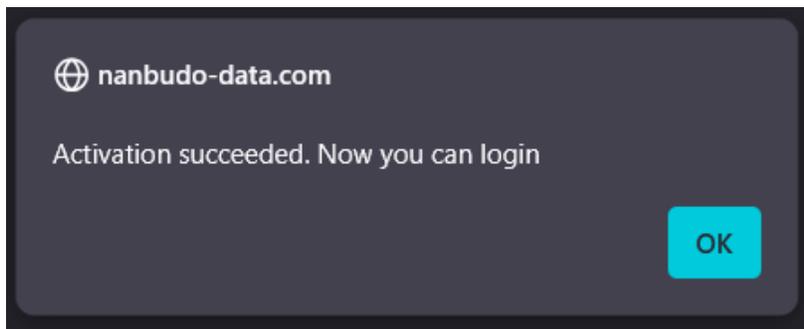
Display name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Password:	<input type="password"/>
Password confirmation:	<input type="password"/>

4. After entering all the information, click the "REGISTER" button. If any data is incorrect or already in use (e.g., the "Club designation" must be unique across the entire database), the registration will not proceed.

5. After clicking REGISTER, the system will send an activation email to the email address you provided during registration.



6. When you receive the email, click the activation link inside. A browser window will open and display a message confirming successful activation.



This completes the registration process.

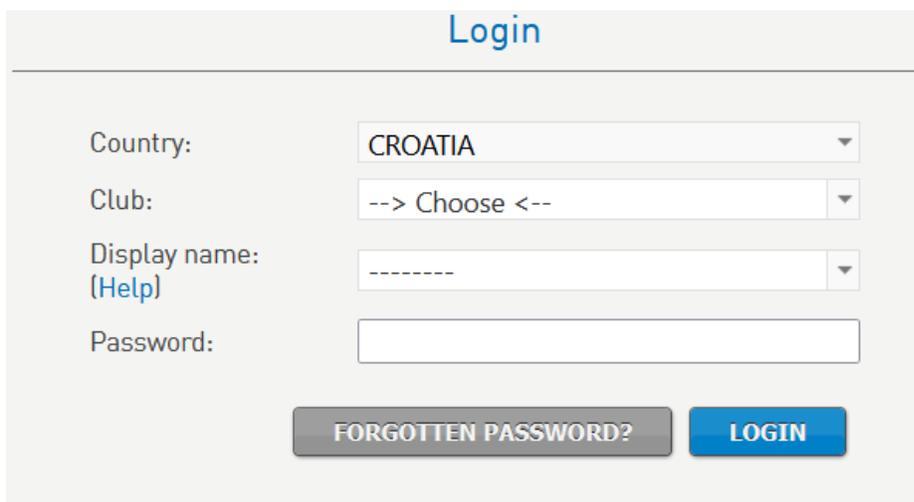
## Adding Competitors

1. To enter competitors, you must first register your club and activate it using the activation link, as described above.

2. To log in, go to the competition website and click "LOGIN". If you see "MY CLUB" instead of "LOGIN", it means you are already logged in.

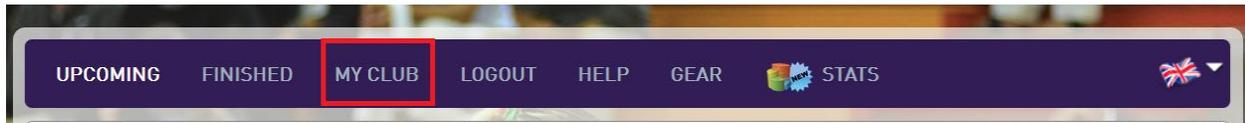
3. After clicking "LOGIN", do the following:

- Select the country you chose during registration.
- Select your club from the dropdown.
- Select the person logging in (a club can have multiple users).
- Enter the password for the selected person.
- Click the "LOGIN" button.



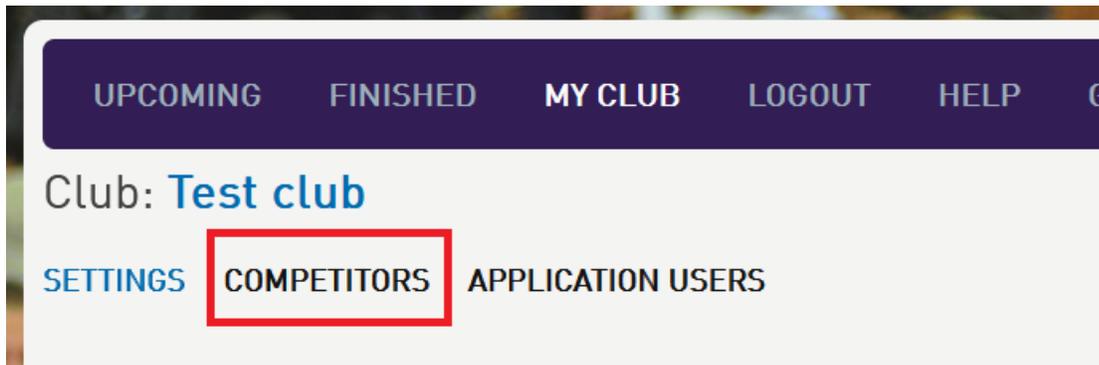
The screenshot shows a login form titled "Login" in blue text. Below the title, there are four input fields: "Country:" with a dropdown menu showing "CROATIA", "Club:" with a dropdown menu showing "--> Choose <--", "Display name:" with a dropdown menu showing "-----" and a "(Help)" link below it, and "Password:" with a text input field. At the bottom of the form, there are two buttons: a grey button labeled "FORGOTTEN PASSWORD?" and a blue button labeled "LOGIN".

4. After a successful login, click "MY CLUB" in the main menu.

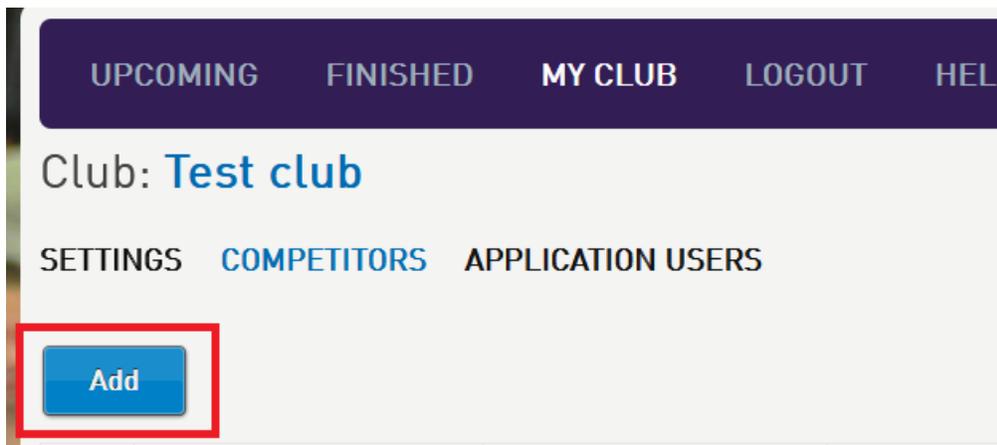


(The "MY CLUB" link is only visible after successful login.)

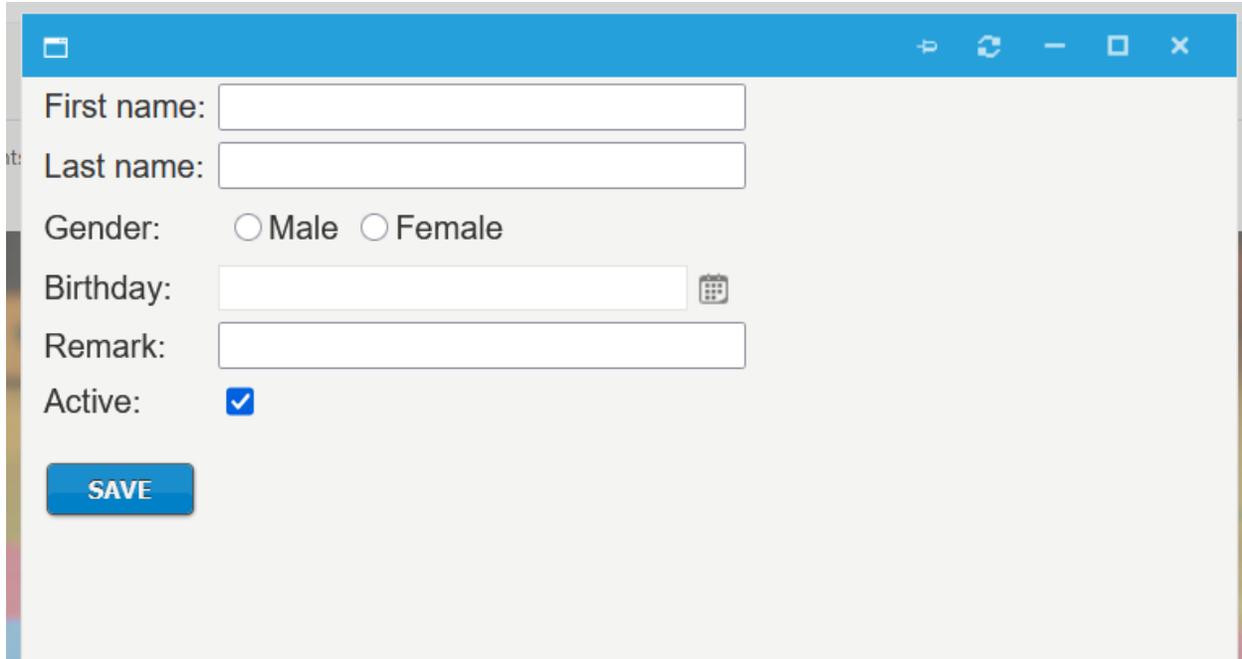
5. Click the "COMPETITORS" link.



6. Click the "Add" button.



7. A new window will open where you can enter the competitor's data. Fill in all required fields.

A screenshot of a web browser window showing a form for adding a competitor. The form has a blue header bar with window control icons. The form fields are: "First name:" with a text input; "Last name:" with a text input; "Gender:" with radio buttons for "Male" and "Female"; "Birthday:" with a text input and a calendar icon; "Remark:" with a text input; and "Active:" with a checked checkbox. A blue "SAVE" button is located below the "Active:" field.

First name:

Last name:

Gender:  Male  Female

Birthday:  

Remark:

Active:

**SAVE**

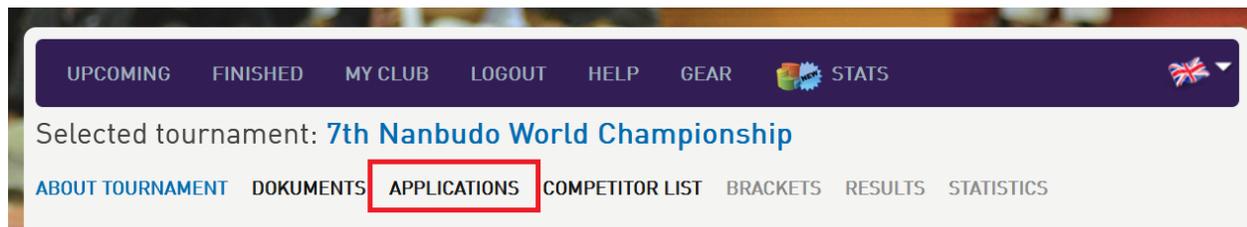
- The Remark field is for your internal notes only and is not used elsewhere in the system.
- The "Active" checkbox indicates whether this competitor should be available as a selectable option when registering for a competition.

This completes the process of adding a competitor.

Tip: We recommend adding all competitors first. This is done only once per competitor for the entire competition portal.

# Registering Competitors for a Tournament

1. Open the portal homepage, e.g., <http://nanbudo-data.com>.
2. Select the tournament you want to register for and click its name or image.
3. Basic tournament information will open – please read it carefully.
4. Click the "APPLICATIONS" link.



A screen with three columns will appear:

1. **Choose competitors** - the ones you've already entered. If someone is missing, you can add them by clicking the "Add" button in the first column (same process as via "MY CLUB").
2. **Choose category** - select one or more competitors in the first column, then in the middle column select:
  - Discipline group
  - Gender
  - Age group
  - Weight category

When done, click "Add" under the "Weight category" dropdown. This will register the selected competitors into the selected category.

3. **List chosen** - this column shows all competitors and the categories you've registered them in.

You can register a single competitor in multiple categories.

Example: what a selected competitor and category look like before clicking "Add" in the middle column:

The screenshot shows a registration form with three columns. Column 1, 'Choose competitors', has an 'Add' button and a list with '1. JOHN SMITH' and a checked checkbox. Column 2, 'Choose category', has dropdown menus for 'Discipline group' (INDIVIDUAL NANBUDO KUMITE), 'Gender' (Male), 'Age group' (INDIVIDUAL NANBUDO KUMITE), and 'Weight category / Year' (JO KUMITE SENIORS - MALE +85), with an 'Add' button below. Column 3, 'List chosen', has a 'Delete' button.

And how it looks after successful registration:

The screenshot shows the same registration form after successful registration. In column 1, the 'Add' button is now disabled and the list shows '1. JOHN SMITH' with an unchecked checkbox. In column 2, the dropdown menus are now disabled and show '-----'. In column 3, the 'List chosen' section now contains '1. JOHN SMITH IND-KUMITE +18-M+85' with an unchecked checkbox, and the 'Delete' button is now active.

Repeat the process for each competitor you want to register.

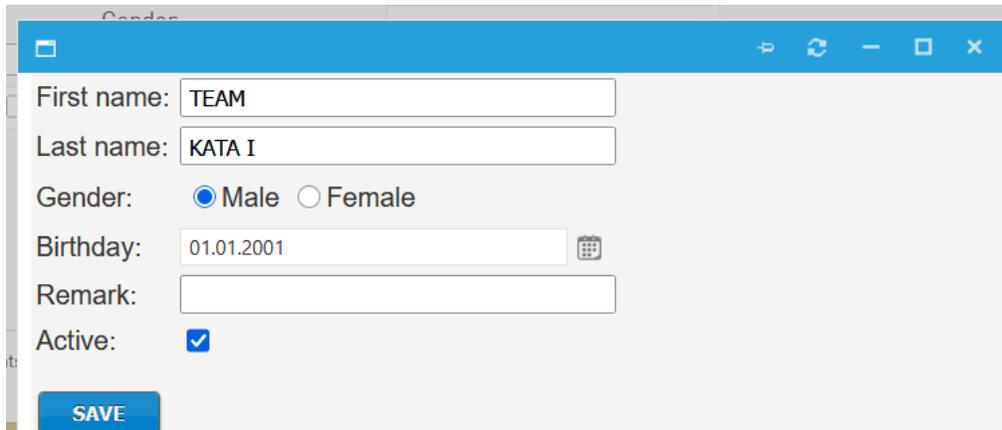
If you want to register a competitor in multiple categories/disciplines, you do not need to add them multiple times – just create multiple registrations for the same competitor.

To delete an existing registration, go to the third column, select the registration, and click the "DELETE" button below the list.

#### IMPORTANT NOTE:

For all disciplines that are TEAM type (not individual) and also MIXED gender, you need to create a “competitor” with a placeholder name. For Gender, always select "Male".

Example of entering such a competitor:



A screenshot of a web application window titled "Gender" showing a form for entering competitor information. The form includes the following fields and controls:

- First name:
- Last name:
- Gender:  Male  Female
- Birthday:  
- Remark:
- Active:

A blue "SAVE" button is located at the bottom left of the form.

Accordingly, when registering that team (competitor), after selecting the discipline, be sure to select "Male" for Gender.