



WTF Team Event Registration User guide – 2016

**NB: To register a team you must be an assigned admin
for your club/region/Nat Fed in the GMS FIRST**

BEFORE REGISTERING YOUR NATIONAL OR CLUB/REGION TEAM:

MAKE SURE ALL MEMBERS HAVE AN APPROVED **WTF GLOBAL LICENCE** valid for the event you wish to register for.

Having an approved WTF Global Licence, you are still required to have uploaded and approved on your WTF GMS profile page at minimum the following for all team members:

1. Colour **Portrait** ID picture
2. Valid Passport **OR** National ID
3. WTF Signed Event Liability Waiver – valid for 5 years
4. Kukkiwon certificate/card or National belt certificate

On the **GMS** home page:

Click here

Home Messages Membership My Videos Organizations **Events** Registration Status Admin OATI Support

Member Number
First Name
Last Name
Search
Add New Member
Bulk Renew Members

Welcome to The World Taekwondo Federation

News Add New Announcement
WTF News

Upcoming Events Add New Event
WTFEvents

Trelleborg Open - Feb 8th - 9th - Trelleborg, Sweden Friday, January 17, 2014

Luxor, Egypt Friday, January 17, 2014

CURRENT	FUTURE	PAST	MY INACTIVE					
@Event Admin	Action	Event Name	Type	Location	Event Dates	Registration Begins	Registration Ends	Registered Competitors
EventID: 283								
ACTIONS								
Activate Bulk Upload Copy Deactivate Delete Edit Upload Results	REGISTER NOW							
REPORTS								
Agreement Comments Summary Competition Officials Report Demographics Entry List Entry Status List Event Registration Summary Hotel Report Metrics Participants Payments Q/A Team Summary Weight Divisions Historical Results	View Weight Divisions	Dutch Open 2016				CS1	105 days	

Then click on the event name/REGISTER NOW

Or you can simply click on the event name you wish to register for on the [GMS home page](#):



Shopping Cart

Event Registration Status
View Account Information
Upload Pictures
(you can upload your Membership Card Photo, Certificates etc..)

Register for Events:

- Register For Open Taekwondo Championships 2015
- Register For 1st Oceania Taekwondo Club Championships (G1)
- Register For 2015 WTF WORLD TAEKWONDO CHAMPIONSHIPS - TESTING
- Register For 2015 U.S. Open Taekwondo Championships - TEST ONLY - Max Competitor
- Register For 2015 U.S. Open Taekwondo Championships - TEST ONLY

[More Events...](#)

2016 U.S. Open Taekwondo Championships
REGISTER [NOW](#)

Wednesday, May 27, 2015

1st Chile Open Taekwondo Championships - TBA, Chile - date TBC

[show more events](#)

Next steps:

Review important event information by clicking on the blue tabs.

The screenshot shows a web interface for the 'Dutch Open 2016' event. At the top, there are two blue buttons: 'Back' and 'Register Team'. Below these, the event title 'Dutch Open 2016' and the WTF logo are displayed. A navigation bar contains three tabs: 'REGISTRATION INFO' (grey), 'COMPETITION VENUE' (blue), and 'SCHEDULE' (blue). Below the navigation bar, the following information is shown:

- Role: Team**
- Age Limit : 12 and Up**
- Event Registration Dates:**
 - Registration Starts: 15 October 2015 04:00 AM
 - Registration Ends: 27 February 2016 02:00 AM

At the bottom of the interface, there is a 'Select Team' section with a dropdown menu currently showing 'Select One'. A large red arrow labeled '2' points from the left towards the 'Back' button. Three red arrows labeled '1' point from the top text towards the 'COMPETITION VENUE' and 'SCHEDULE' tabs. A red arrow labeled '3' points from the left towards the 'Select Team' dropdown.

On the Team info page:

1 Create New team or choose from existing team

2 Review and update

All fields with * are mandatory

3

Register For Dutch Open 2016

1 Team Info 2 Officials 3 Team Contestants 4 Team Summary 5 Confirm 6 Payment

Team Info

Fields marked with * are mandatory.

Participating Nation ***Select Portal** ***Name of Association** ***Team Name** **Delete Team**

State **Position Code** **President** **Select Team** **Gender**

Postal Address

***Contact Person** ***City** ***Address 1** **Address 2** ***Email Address 1** **Email Address 2** ***Postal Code** **Fax** ***Telephone No.** **Mobile Phone No.**

Next >

On the Team info page:

Head Of Team | Manager | Coach | Trainer | Doctor | MNA Official | Other

Head Of Team

Member # or Name:

Choose User: (Enter ID or Name to lookup and click here to select one) ▼

(Note: To populate the search results after entering members info above, please press the tab button on the keyboard or click anywhere outside of the text box with your mouse.)

Add

1 Type in the WTF Global Licence number or name

2 Name will populate here

3 Press Add button

Head Of Team | Manager | Coach | Trainer | Doctor | MNA Official | Other

Head Of Team

Member # or Name: Uzbekistan Team Account | UZB-10

Choose User: (Enter ID or Name to lookup and click here to select one) ▼

(Note: To populate the search results after entering members info above, please press the tab button on the keyboard or click anywhere outside of the text box with your mouse.)

Add

4 Repeat with other team officials (click on Role tabs accordingly for manager, coach, etc.)

5 When finished, click [Next >](#)

ONCE YOU HAVE ADDED ALL OF
YOUR TEAM OFFICIALS...

Add your team Contestants...

1 Select all three fields below accordingly



Contestants

Sub-Event

Division

No. of Contestants

Member # or Name:

<input type="text"/>	<input type="text" value="(Enter ID or Name to lookup and click here to select one)"/>
<input type="text"/>	<input type="text" value="(Enter ID or Name to lookup and click here to select one)"/>

(Note: To populate the search results after entering members info above, please press the tab button on the keyboard or click anywhere outside of the text box with your mouse.)

2 WTF Licence number



3





Contestants

Sub-Event Women's Divisions

Division F -57kg

No. of Contestants 2

Member # or Name:

<input type="text"/>	(Enter ID or Name to lookup and click here to select one) 
<input type="text"/>	(Enter ID or Name to lookup and click here to select one) 

(Note: To populate the search results after entering members info above, please press the  key on the keyboard or click anywhere outside of the text box with your mouse.)

Add

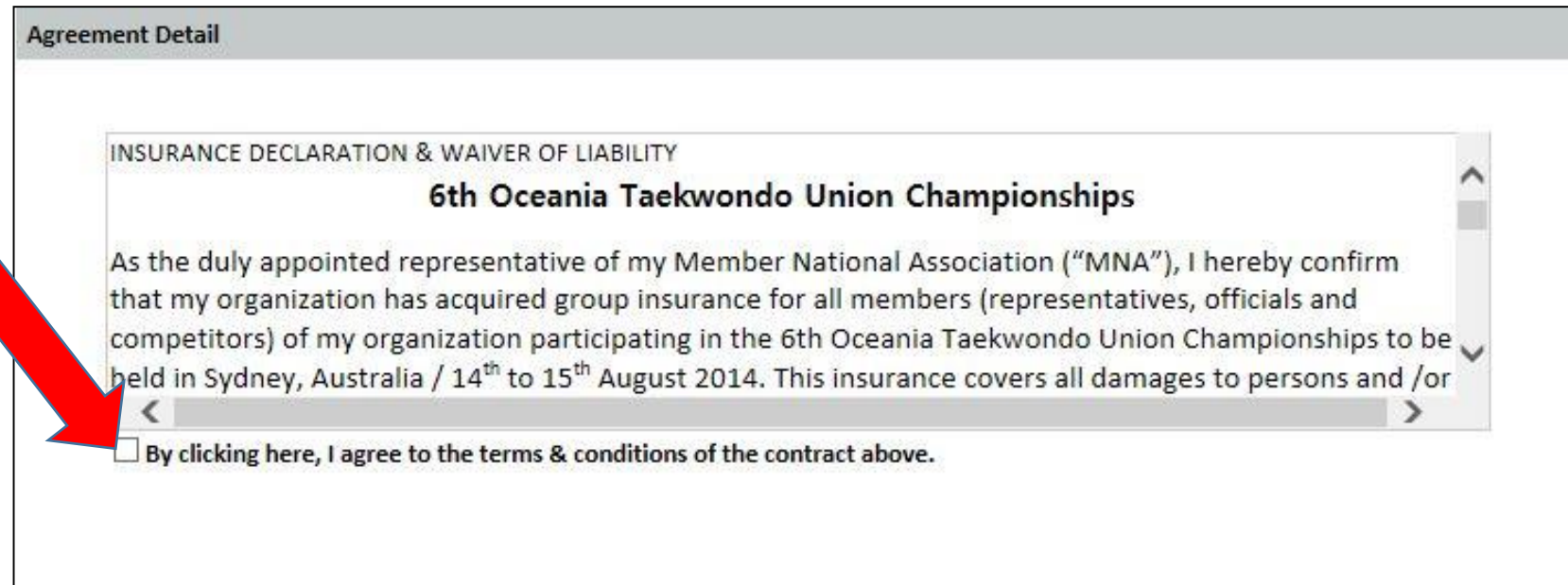
1 After you see the name of your team member, [click here](#)

2 Repeat this to add all of your competitors.

3 Click  when finished

On the Team Summary page:

1 Agree to all waiver agreements



Agreement Detail

INSURANCE DECLARATION & WAIVER OF LIABILITY

6th Oceania Taekwondo Union Championships

As the duly appointed representative of my Member National Association ("MNA"), I hereby confirm that my organization has acquired group insurance for all members (representatives, officials and competitors) of my organization participating in the 6th Oceania Taekwondo Union Championships to be held in Sydney, Australia / 14th to 15th August 2014. This insurance covers all damages to persons and /or

By clicking here, I agree to the terms & conditions of the contract above.



On the Payment page: (OC may not offer option to pay by credit card)

Please choose how you would like to pay for this event:

I will pay now online by credit card

If you desire you can make payment via wire transfer using the bank details below: Bank Name: **Commonwealth Bank of Australia** Bank Address: **49 Puckle Street, Moonee Ponds VIC 3039** Account Name: **TKD – Sports Taekwondo Australia Ltd** Account Number: **10426892** BSB: **063147** Swift Number: **CTBAAU2S** IBAN Number: N/A

You also may pay in cash AUD on site at check in.

[< Previous](#) [Next >](#)


If offered and you select to pay online by credit card you will be directed to enter your credit card details as you will see on the next page. If you click to pay via wire transfer or cash on site →

Simply click






[Next >](#)

Credit Card Payment page: (if offered by OC)

Payment

 All registration fees are non-refundable; this includes training injuries or any other withdrawals once your application is received by the events office, NO EXCEPTIONS.

Member Name:	AUSTRALIA NATIONAL TEAM
Price for Team:	\$ 41.2
Choose Payment Method:	Online <input type="button" value="v"/>
Billing Information:	
*Name on Card:	<input type="text" value="MARK ANTHONY KAUFMANN"/>
*Address:	<input type="text"/>
	<input type="text"/>
*City	<input type="text"/>
*State/*Country:	<input type="text" value="v"/> United States of America <input type="text" value="v"/>
*Postal Code	<input type="text"/>
*Email:	<input type="text"/>
	Please enter a valid email address, your receipt for this payment will be sent to this email address.
@Amount:	\$ 41.20 <i>A 3% fee is added to all online transactions</i>
*Credit Card #:	<input type="text"/> Type: <input type="text" value="v"/> Visa <input type="text" value="v"/>
*Expiration date:	Month <input type="text" value="v"/> Year <input type="text" value="v"/>






Merchant Services

Confirmation page:

Registration is confirmed. 

(Email sent with the copy of registered Team)

Current officials and contestants:

Sub Event Name	Division Name	Member Name	Member Number	Registered As	Total
-	N/A	[REDACTED]	[REDACTED]	Head Of Team	\$ 0
Men's Divisions	M -54kg	TEST ACCOUNT	[REDACTED]	Contestant	\$ 40
				Total Team Price:	\$ 40

Thank you for completing the online registration process, if you have any questions please contact info@sta.asn.au.

Phone: (+61) 03 9310 0611

FAX: (+61) 03 9310 0611

E-MAIL: info@sta.asn.au



Please Continue in order to complete your registration.

Thank you!

Greetings AUSTRALIA NATIONAL TEAM,

You have been successfully updated your registration for the 6th Oceania Taekwondo Union Championships. Please keep this message as a record for future references. Below are the details for this registration.

Team Name: AUSTRALIA NATIONAL TEAM

Team ID: 75

Event Name: 6th Oceania Taekwondo Union Championships

Payment Pending: \$40

Changes made to team:

Sub Event Name	Division Name	Member Name	Member Number	Registered As	Total	Added/Removed
-	N/A	[REDACTED]	AUS-1000	Head Of Team	\$ 0	
Men's Divisions	M -54kg	TEST ACCOUNT	AUS-10	Contestant	\$ 40	Added

IMPORTANT

If you want to add a division or pay by credit card online if you skipped it during on-line registration process, Please follow the registration process from beginning as shown in above slides!

Troubleshooting...

In case of any issues please contact the Organizing
Committee or your National Taekwondo Federation
Administrator.