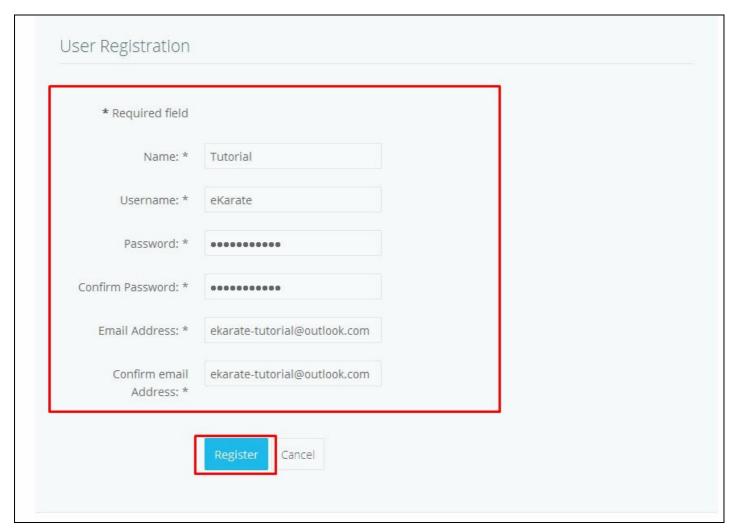
eKarate.eu - tutorial

USER REGISTRATION AND/OR LOGIN

Click on link "Create an account" and after new window opens fill all the necessary details about your user account (name, username, password, email) and click on "Register".

If you are already registered please do not make another registration, just use your existing username and password and click on "Log in". If you forgot your password or username then click on "Forgot your username?" or "Forgot password?" and you will get username or password on your mail.



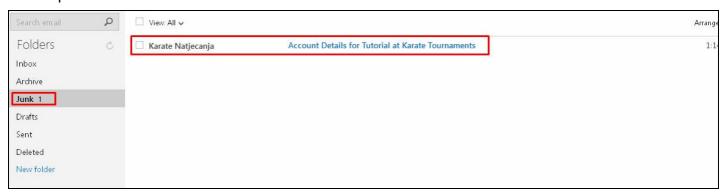


After clicking on "Register" you will get following message:

Message

Your account has been created and a verification link has been sent to the email address you entered. Note that you must verify the account by clicking on the verification link when you get the email and then an administrator will activate your account before you can login.

After that ekarate.eu will send you email verification link (so it is important to use valid email address) on your email address. If you do not get verification email please check your JUNK folder as it is possible our mail finished there:



After you open email please click on link provided in email we have sent you and confirm your registration:

Hello Tutorial,

Thank you for registering at Karate Tournaments. Your account is created and must be verified before you can use it.

To verify the account click on the following link or copy-paste it in your browser:

http://www.ekarate.eu/en/component/users/?task=registration.activate&token=96106495b6bca32f473611407f1d212e

After verification an administrator will be notified to activate your account. You'll receive a confirmation when it's done.

Once that account has been activated you may login to http://www.ekarate.eu/ using the following username and password:

As soon as you confirm your registration you will get following message on www.ekarate.eu:

Message

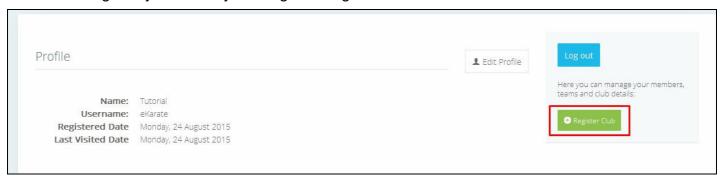
Your email address has been verified. Once an administrator approves your account you will be notified by email and you can login to the site.

After that we will confirm your registration as soon as possible (usually in few minutes) and you will get confirmation on your email about that:

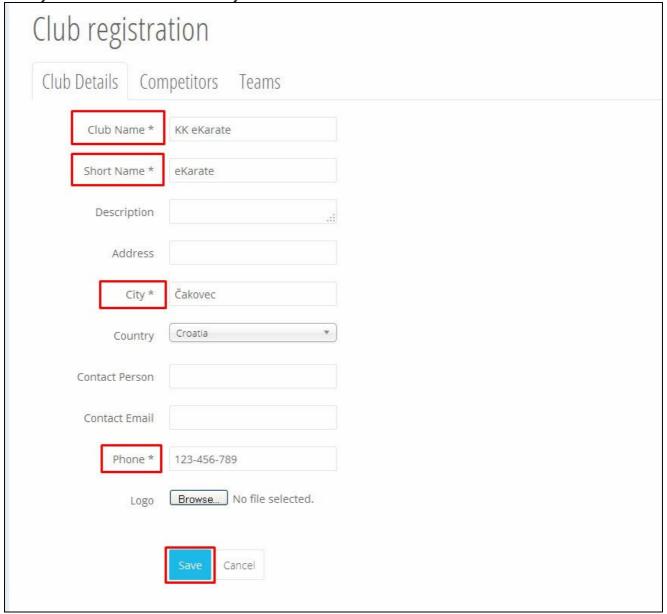


CLUB REGISTRATION

When we activate your account you can log in with your username and password you selected earlier and register your club by clicking on "Register club" button:



Now you can fill all the necessary club details and then click on "Save" button:



After you successfully registered your club you will get confirmation message on screen and your club name will become available on right side of your screen. If you want to register competitors for your club please click on your clubs name:



REGISTRATION OF COMPETITORS AND TEAMS TO YOUR CLUB

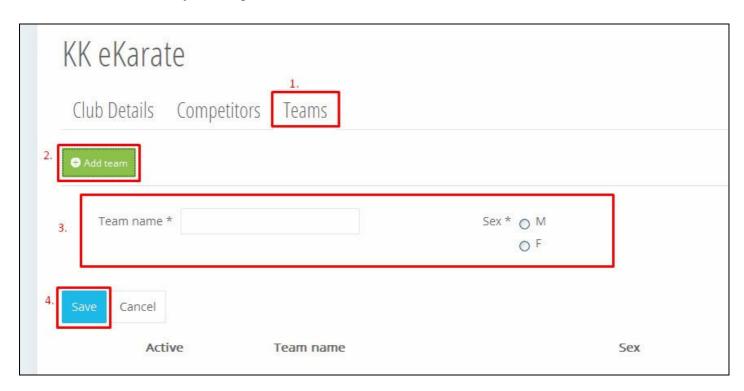
When you enter your club click on "Competitors" button (1.) and after that on "Add competitor" (2.). Fill all the needed information about competitor (First name, last name, date of birth, sex) (3.) and then click on "Save" button (4.).



You can always add new competitors by clicking on "Add competitor" button or you can edit already added competitors by clicking on "Edit" button next to their details:



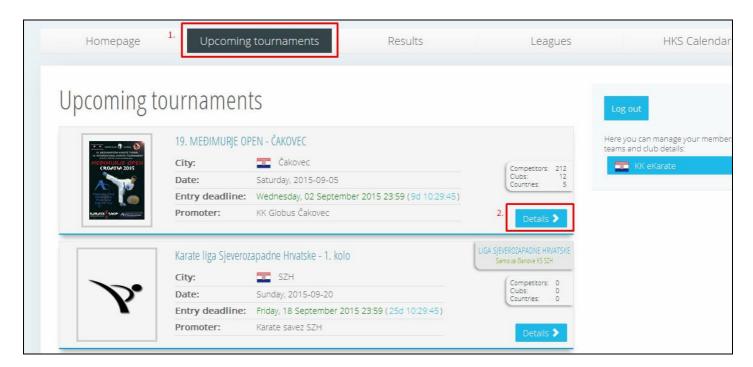
Teams can be added by clicking on "Teams" button:



Once you add competitors and clubs to your club there is no need to add them again for every tournament. When you make entries for tournaments you would like to participate you will have possibility to chose from all competitors and teams you registred in your club.

REGISTRATION OF COMPETITORS FOR TOURNAMENTS (ENTRIES):

If you want to register your competitors on tournaments click on "Upcoming tournaments" (1.) and there you can select wanted tournament by clicking on "Details" (2.).

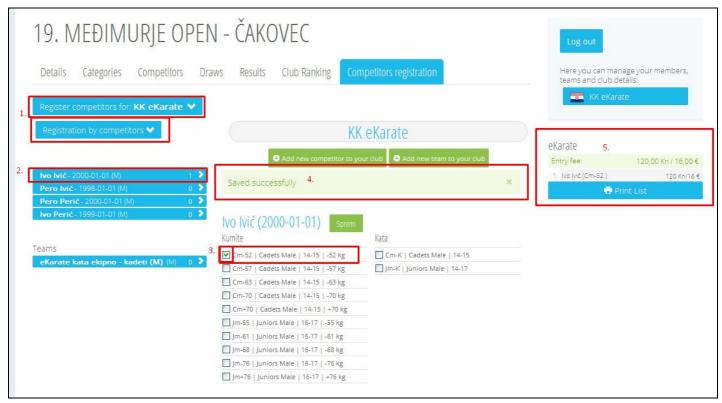


When wanted tournament is opened click on "Competitors registration" (1.) and select your club (2.):



When registering competitors for tournament on left side of your screen you will see your club name. After you click on "Register competitors for: -your club name- " and "Registratrion by competitors" (1.) you will see listed all competitors you registered for your club. Click on competitor you wish to register (2.) and you will see listed all tournament categories he can be registered to. Now you can check wished category (3.) and confirm it by pressing "Save" button. If successfully saved you will see "Saved sucessfully" message (4.). You will also see competitors name has appeared on right side of screen under "Entry fee" column. (5.)

** If you wish to delete category registration for some of your competitors click on his name and uncheck category he is registered to and click on save button. After that competitor will be removed from registration and entry fee list.



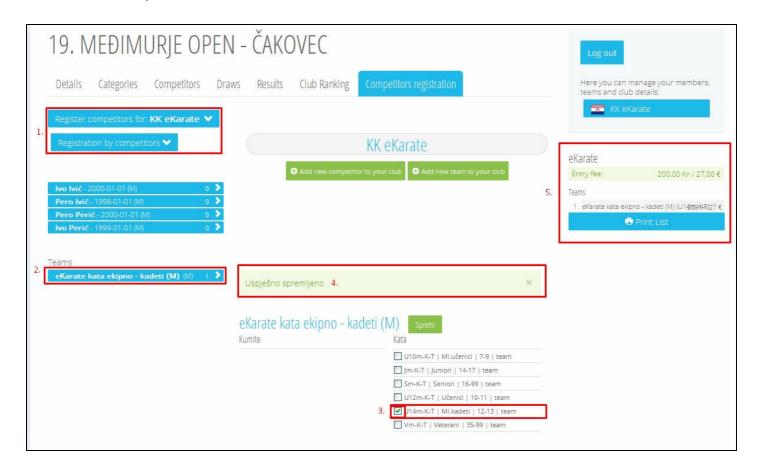
New competitors or team can simply be added by clicking on "Add new competitor (team) to your club":



REGISTRATION OF TEAMS FOR TOURNAMENTS (ENTRIES):

Team registration is made on same way as single competitor registration. After you successfully registered your team and selected club for which you are making registraton (1.), click on team name you wish to register (2.) and check category to register team in (3.). After you click on "Save" button you will get "Saved successfully" message (4.) and your team name and registered category will appear on right side of screen on entry fee list. (5.)

** you can register your team regardless of category so you do not have to register more than one team, instead you can use one team name for all categories (only thing you have to create is male and female team)



ENTRY FEE

When you are registering your competitors or teams after every successfull registration competitor or team name and their category will appear on list on right side of screen. You can print your Entry fee list by clicking on "Print list" button.

