

HANDLESPORT

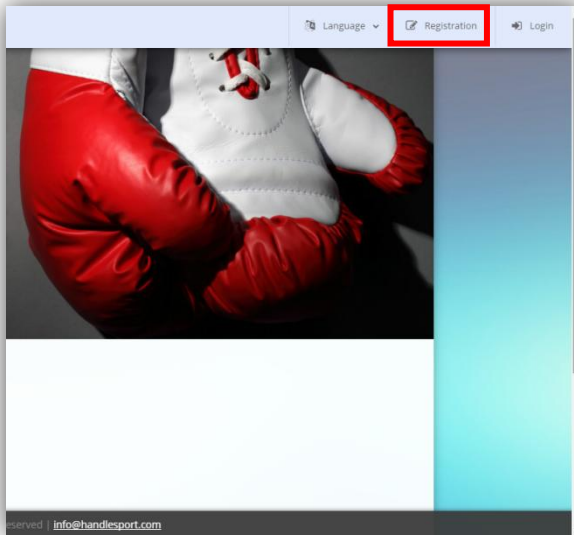


Sport Events Management Cloud System

User guide

1. Registration

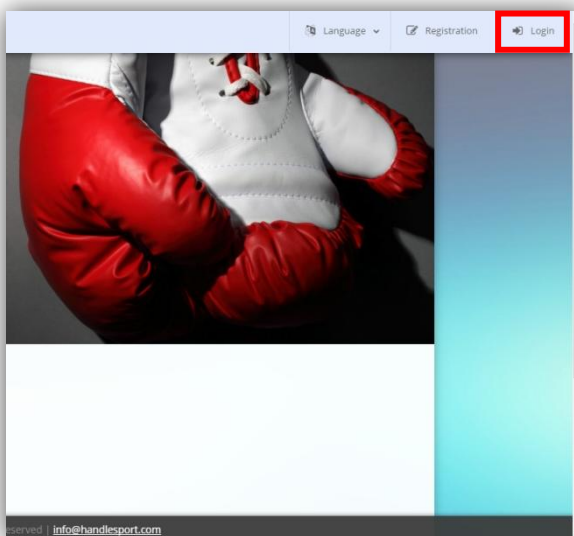
To register to on www.handlesport.com click on the “**Registration**” button in the top menu and then fill the registration form:

A screenshot of the HandleSport registration form. The form is titled 'Registration' and contains several input fields: '(*) Username', '(*) E-mail', '(*) Password', '(*) Confirm password', and '(*) Language' (a dropdown menu currently set to 'English'). Below these fields is a section titled 'Biographical Information' with fields for 'Name', 'Surname', 'Phone', and '(*) City'. At the bottom of the form, there is a small link for '(*) Sport club'. The footer at the bottom of the page reads 'HandleSport © 2015 | All rights reserved | info@handlesport.com'.

After the registration you'll receive an e-mail with a link to activate your account. Once your account is active you'll be able to login the system using the “**Login**” button in the top menu and insert competitors and/or teams and register to events.

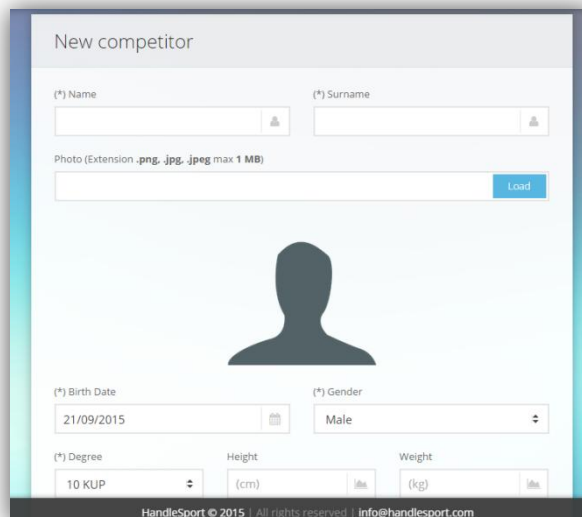
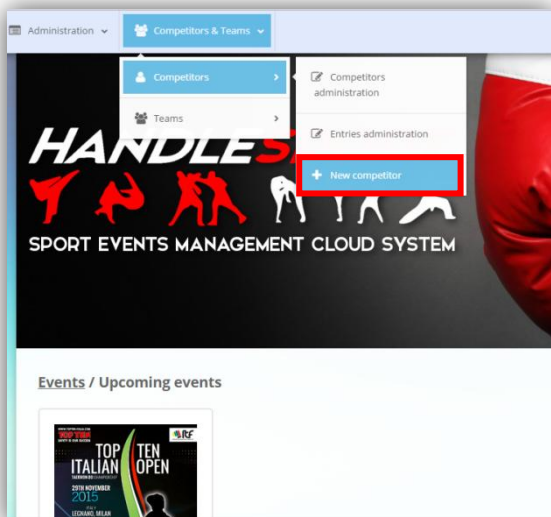
2. Login

When your account is active you are able to login the system using the “**Login**” button in order to insert competitor / teams and register them to events.

A screenshot of the HandleSport login form. The form is titled 'Login' and has a close button (X) in the top right corner. It contains two input fields: 'Username' and 'Password'. Below the password field is a link for 'Recover password'. At the bottom of the form, there are two buttons: a blue 'Registration' button with a document icon and a green 'Login' button with a right-pointing arrow icon.

3. Add competitor / team.

To add competitors and/or teams in the system you firstly have to login the system and then use the “[New competitor](#)” or “[New team](#)” buttons:

The image shows the 'New competitor' form. It has a light blue header with the title 'New competitor'. The form contains several fields: a required name field, a required surname field, a photo upload field (with a 'Load' button), a required birth date field (with a calendar icon), a required gender dropdown menu (set to 'Male'), a required degree dropdown menu (set to '10 KUP'), a height field (with a unit selector '(cm)'), and a weight field (with a unit selector '(kg)'). At the bottom, there is a footer with the text 'HandleSport © 2015 | All rights reserved | info@handlesport.com'.

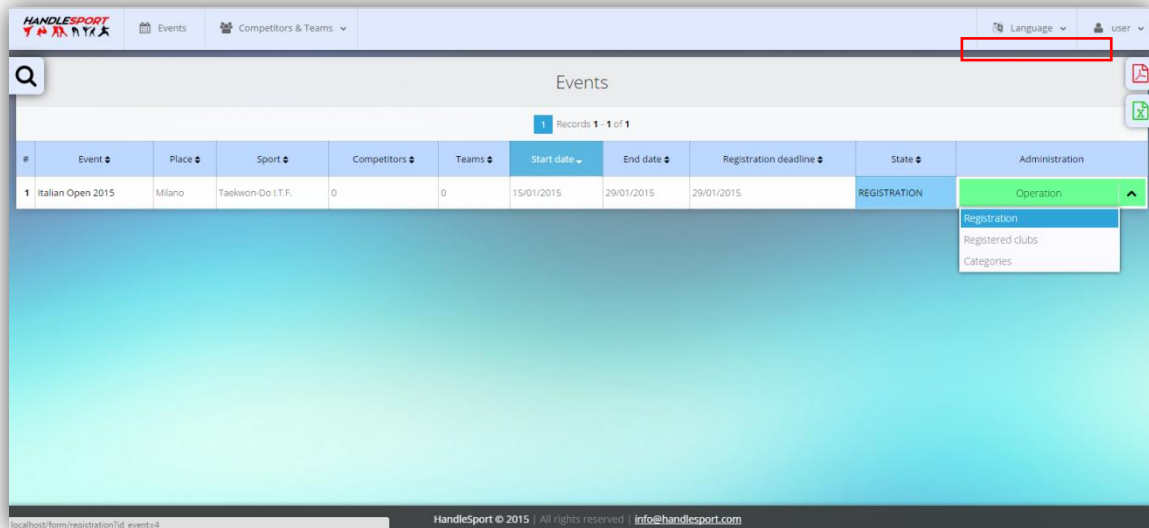
To insert new competitor you have to provide the following data:

- Name (**required field**)
- Surname (**required field**)
- Birth date (**required filed**)
- Gender (**required filed**)
- Degree (**required filed**)
- Photo (optional)
- Height (optional)
- Weight (optional)

N.B. If inserted, height and weight information will be used to check if you are registering the correct category in an event but are not required.

4. Event registration

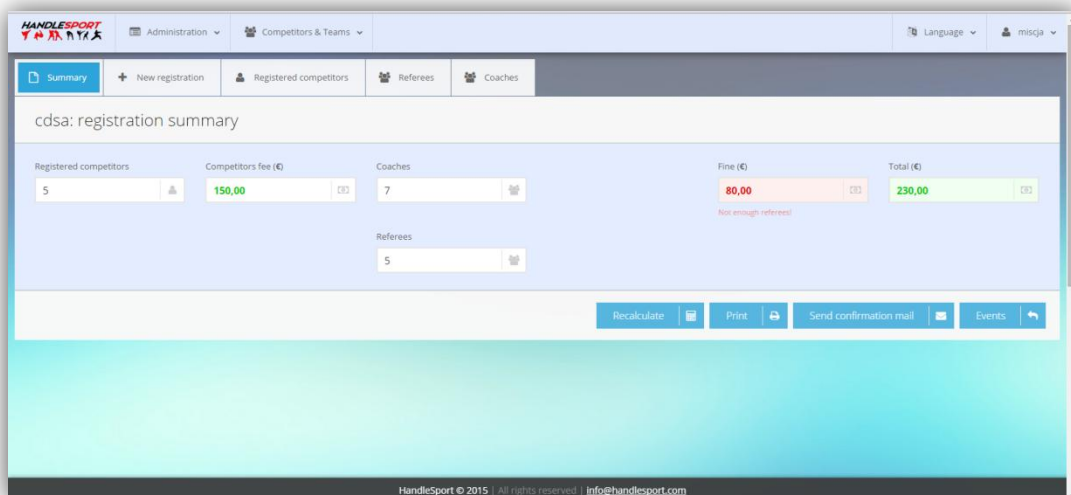
When the registration for an event is open you are able to register your competitors and / or teams using the “[Registration](#)” button:



You will see a page with several tabs described below:

1. Summary

In this tab you can see the summary of your registration: number of registered competitors / teams, referees, coaches, fees, fines. You can choose to print you summary or request it by mail using the appropriate buttons:



2. New registration

In this tab you can select your competitor / team from a dropdown menu and register to event by selecting specialties and categories (the system will alert you when trying to register to a category with different parameters than your athlete). You have to check and confirm the registration using the **green button**. Once the registration is done you will see the new entry in the tab "Registered competitors" or "Registered teams" and you'll be able to do a new registration. Also the "Summary" tab will be updated with the new calculated fees and fines after the last registration.

3. Registered competitors / Registered teams

In this tab you can view, edit or delete your current entries for the event.

4. Referees

In this tab you can add or delete your referees for the event.

5. Coaches

In this tab you can add or delete your coaches for the event.