INVICTUS GAMES

TORONTO 2017

SPORT ENTRIES MANUAL

Accreditation Home Screen

You will receive log-in information prior to the portal opening on April 17th, 2017. The same log-in formation will be used for both Accreditation and Sport Entries. Once you have completed your Accreditation Registration and it has been approved, you can proceed to completing your Sport Entries.

When you log into your account, the screen below is the first screen you will encounter.

Ensure your country is correctly listed at the arrow below.

The home screen provides details of Accreditation Registration Status on the left, as well as sports entries status on the right. The Sport Entry Summary allows Team Managers to download all the current entries to a PDF report for offline review. Below is a screenshot of what a sample report will look like.

INVICTUS GAMES
TORONTO 2017

Sport Entry Summary

AUS   **TEAM AUSTRALIA**

AR   **Archery**

Registration Number	Passport Family Name	Passport First Name	Competition Name	Date of Birth	Gender	Event
10300490	Lush	Emily	Emily Lush	1990-06-10	F	Women's Novice Recurve
10300485	Brown	Jack	Jack Brown	1980-07-12	M	Men's Novice Recurve
10300496	Hamlyn	Matthew	Matthew Hamlyn	1993-10-27	M	Men's Novice Recurve

Archery
Total Female Athletes   **1**
Total Male Athletes   **2**

Total Athletes   **3**

Sports Home Screen

How to Register a Competitor into the Appropriate Sport.

Step 1: At the top of the page, you will see a "Sports" button, located to the right of the Home | ACR buttons. Click here. A Sports entries home screen will appear as shown below.
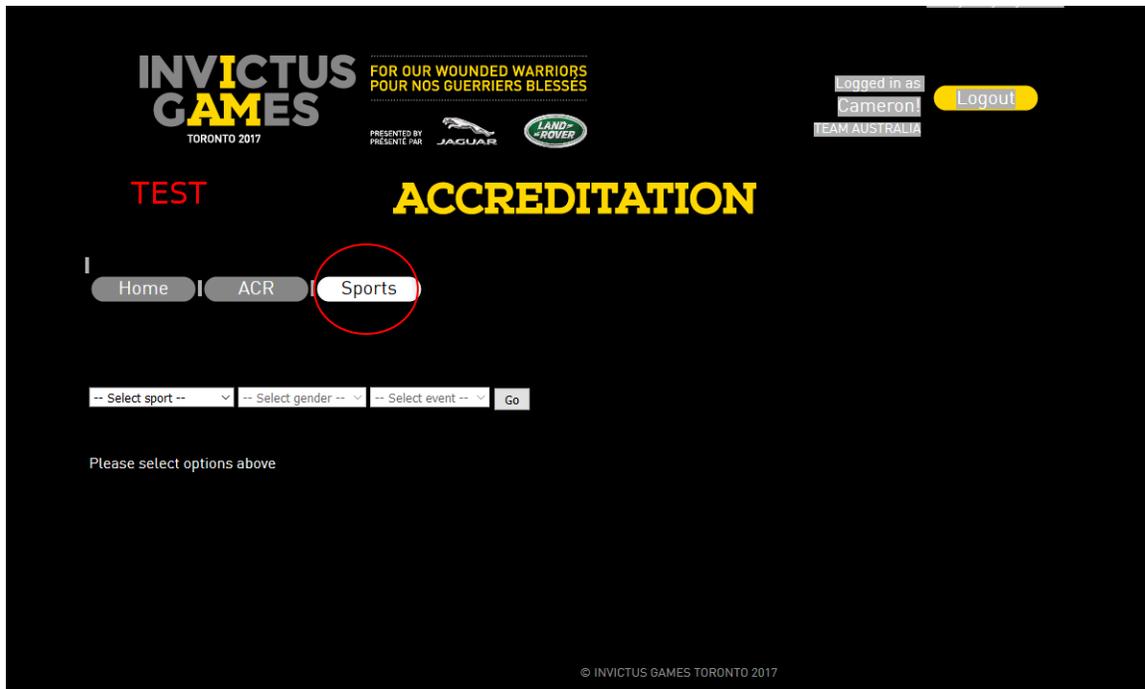
Step 2: At this point, all your competitors would have been approved by the IG2017 Accreditation Team, so you will just need to register them into a sport and category.

a) Begin by clicking on the first drop down menu to choose a sport.
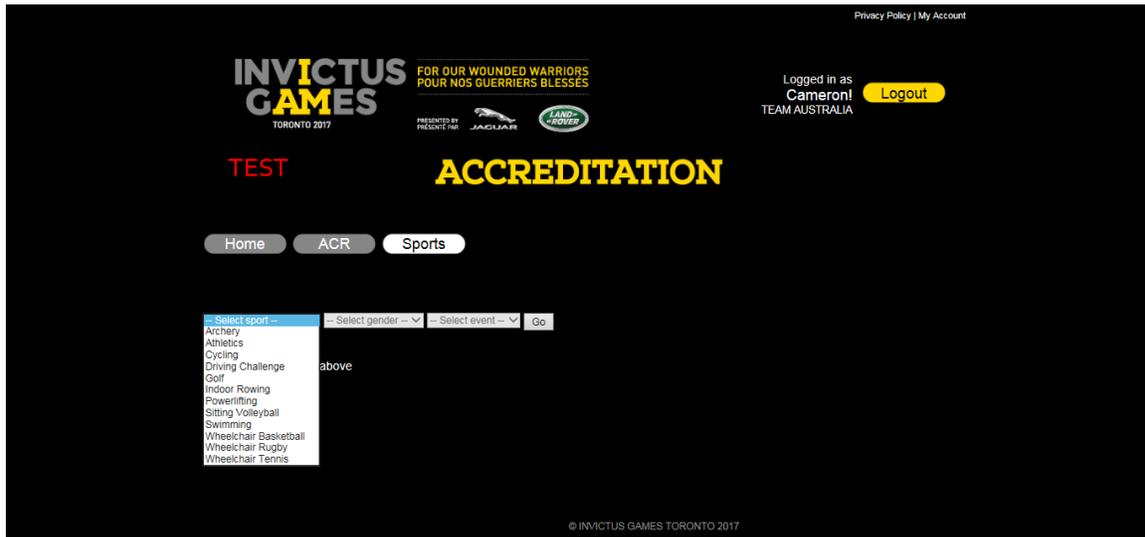
b) Once you have selected a sport. Select a Gender.
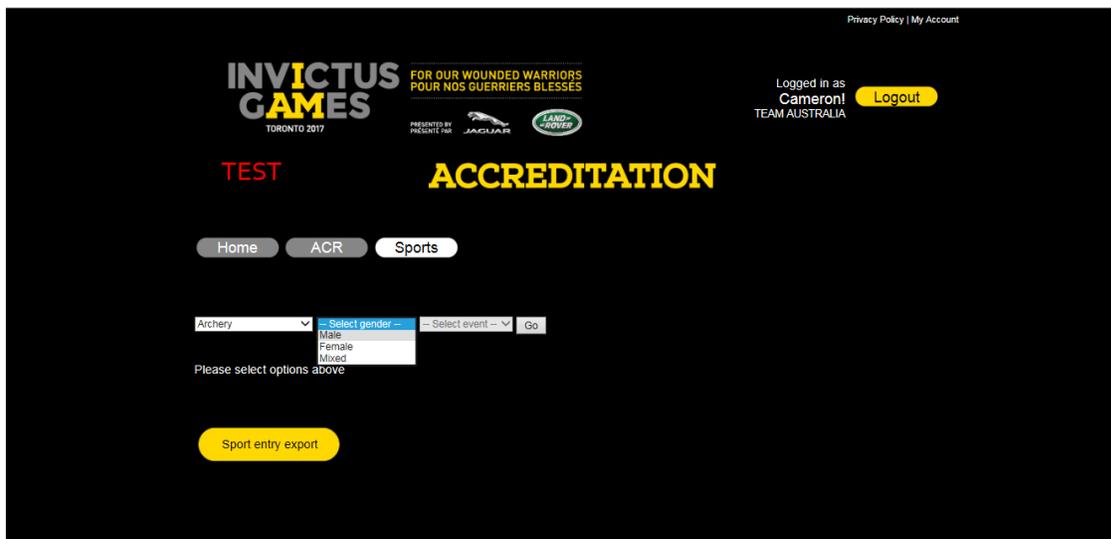
c) Then, you will select the event you want to register your competitor into. The event drop down menu will give you all available category options for that specific sport and gender. Once you have selected from the 3 drop down menus, click "**GO**".

Step 3: You should now see a screen pop up like the one below:
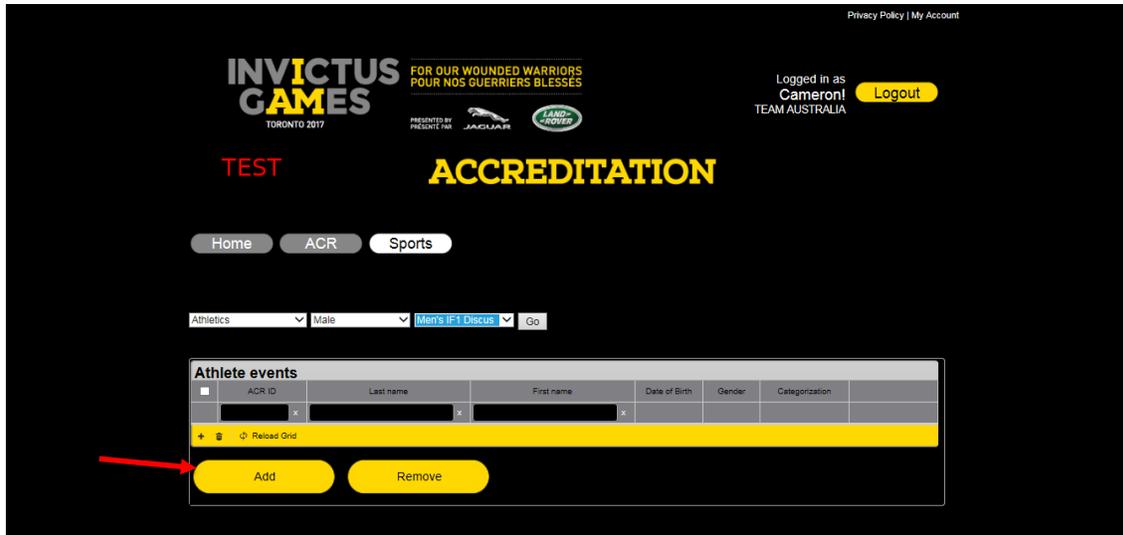
Click "**Add**" to register a competitor into that specific sport and event. This will prompt the following screen to appear.
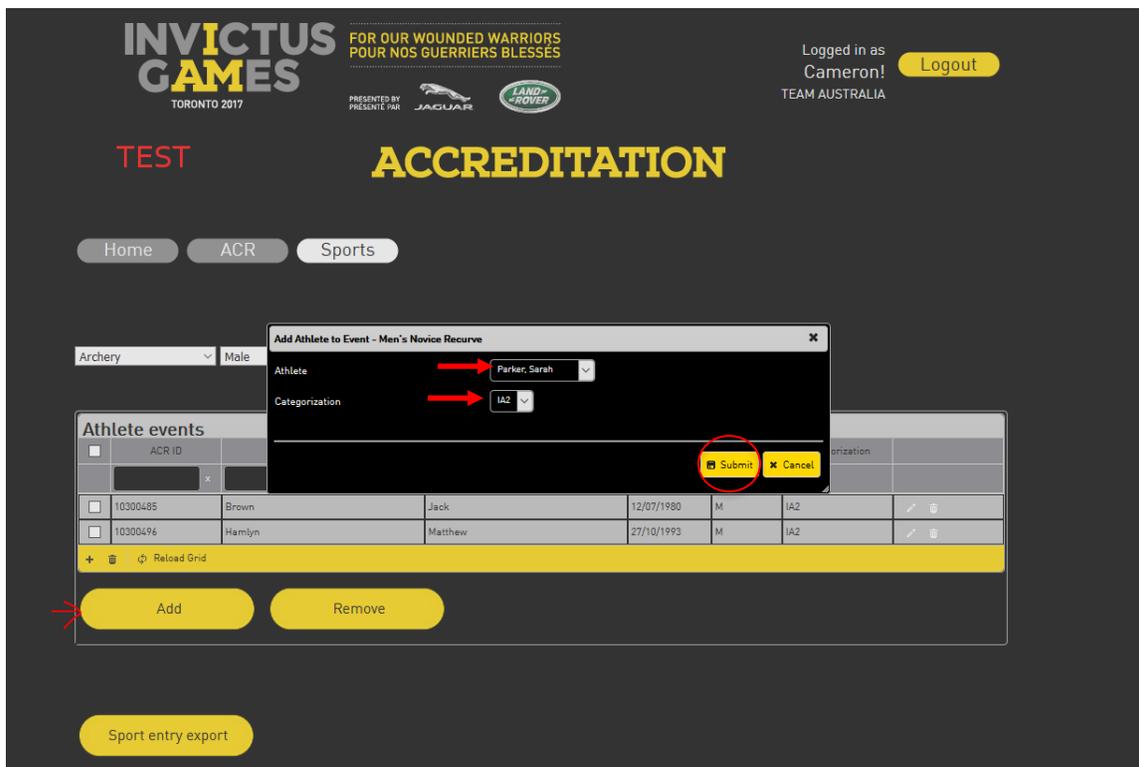
Step 4: Use the drop down menu to select the competitor on your Team whom you would like to register into that event. Then click "**Submit**", which will take you back to the previous screen where you can see your registered competitor. Here you will also see a list of all the competitors you have registered in that sport.
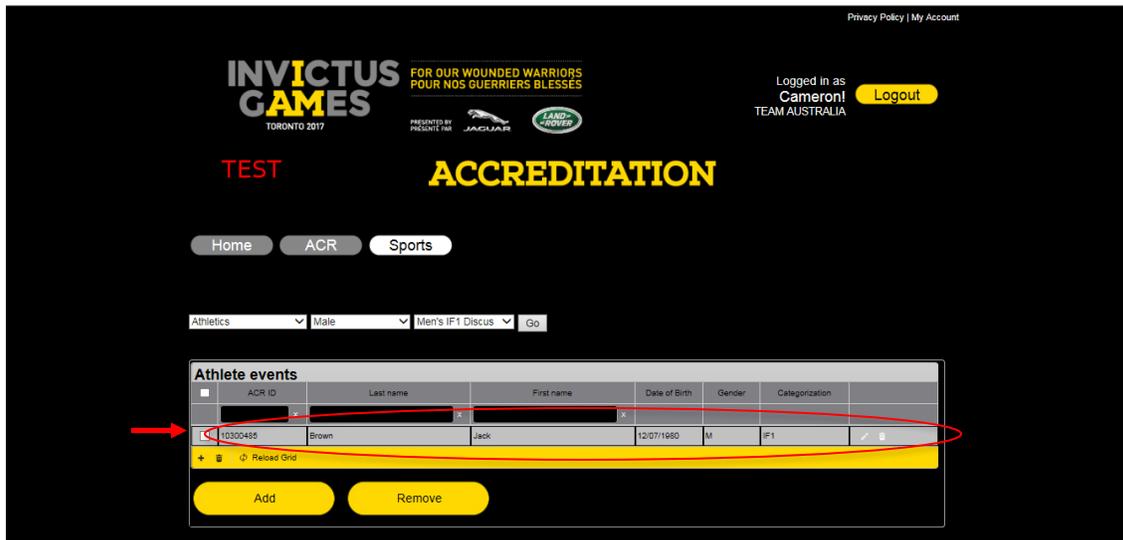
In the event you have accidentally registered a competitor into the wrong sport, you can use the boxes on the left of the registered competitor's name to remove them. Simply click in the box and hit "**Remove**".
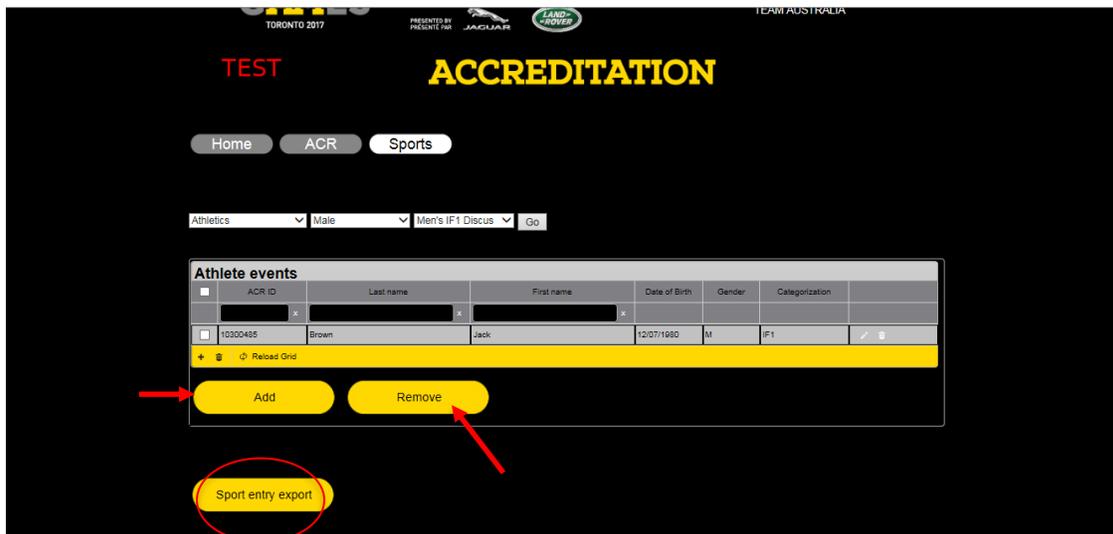
The "**Sport entry export**" option allows you to export all data for each specific sport/gender/event into an excel sheet on your desktop. Use this exported spreadsheet as you see fit. It should be easy to manipulate and filter as needed.

Step 5: Continue the same process for each of your competitors.

Step 6: Once your competitors are registered, they should appear on the Summary Screen located on the main page when you sign into the website. This page should reflect all the competitors you have registered by sport.

If you require assistance or have any questions pertaining to <u>Sport Registration</u>, please contact: Shauna Bookal at :
<u>sport2017@invictusgames2017.com</u>

For all inquires regarding <u>Accreditation</u>, please contact :
<u>ACRhelpdesk@invictusgames2017.com</u>

*Reminder – all sport entries MUST be completed by <u>May 31st 2017</u>.