

SPORT ENTRIES MANUAL



JAGUAR



PRESENTED BY



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.

		RRIORS ESSES	Logged in as Cameron! TEAM AUSTRALIA	Logout
	ACCRE	DITATION	1	
ACR Spor	ts			
		Shipping Address n/a		
Summary				~
nintened Cubmitt	d Demoining	GO	2	
Jistereu Submitte	10	PO	4	
0	50	RW	3	
0	5	SW	0	
0	10	VS	1	
		WB	0	
		WT	0	~
	ACR Spor	ACR Sports	ACR Sports Summary gistered Submitted Remaining 14 10 0 50 0 5 0 10 WB	Summary GO 2 gistered Submitted Remaining 14 10 7 0 50 1 0 50 3 0 5 3 0 10

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.





Sport Entry Summary

AUS TEAM AUSTRALIA

AR Archery

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

<u>Step 1</u>: 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.

INVICTUS GAMES TORONTO 2017		WARRIORS S BLESSES		Logged in as Cameron! TEAM AUSTRALIA	Logout
TEST	ACCR	EDITA	rion		
Home ACR Sp	orts				
Select sport v Select gender v	Select event 🗸 G	0			
Please select options above					
		© INVICTUS G	AMES TORONTO 2017		



<u>Step 2</u>: 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.

			Pr	vacy Policy My Account
INVIC GAM TORONTO 2017	FOR OUR WOUNDED WAR POUR NOS GUERRIERS BLI MEENTERN JOUAN (Logged in as Cameron! EAM AUSTRALIA	Logout
TEST	ACCRE	DITATION		
Home AC	R Sports Select gender Select event			
		© INVICTUS GAMES TORONTO 2017		

a) Begin by clicking on the first drop down menu to choose a sport.

b) Once you have selected a sport. Select a Gender.

		Privacy Policy My Account	
	FOR OUR WOUNDED WARRIORS POUR NOS GUERRIERS BLESSES	Logged in as Cameron! Logout TEAM AUSTRALIA	
TEST	ACCREDITATION		
Home ACR	- Select event - V Go		



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**".

		Privacy Policy My Account	
	FOR OUR WOUNDED WARRIORS POUR NOS GUERRIERS BLESSES	Logged in as Cameron! Logout TEAM AUSTRALIA	
TEST	ACCREDITATION		
Home ACR S	Sports		
	1		
Archery V Male	Select event Go Men's Novice Recurve Men's Open Recurve Men's Open Compound		
Please select options above			
Sport entry export			



Step 5: You should now see a screen pop up like the one belo	Step	3: You should	now see a screen	pop up like	the one below:
---	------	---------------	------------------	-------------	----------------

			F	Privacy Policy My Account
INVICTO GAMES TORONTO 2017	FOR OUR WOUNDED WA POUR NOS GUERRIERS E		Logged in as Cameron! TEAM AUSTRALIA	Logout
TEST	ACCRE	DITATION	N	
Home ACR	Sports V Men's IF1 Diacus V Go			
Athlete events	Last name Fi	irst name Date of Birth	Gender Categorization	
🔶 🧉 🗘 Reload Grid				
	D			

Click "**Add**" to register a competitor into that specific sport and event. This will prompt the following screen to appear.

TEST Home ACR Athlete events ADRI0 Athlete events Athlete Athlete Athlete events Athlete defed Athlete defed Add Athlete defed Athlete defed				FOR OUR WOUNDI POUR NOS GUERR	ED WARRIORS IERS BLESSES			Logged in as Cameron! TEAM AUSTRALIA	Logout
Home ACR Sports		TEST		ACC	REDI	[ATIO]	N		
Archery Male Althete to Event - Men's Novice Recurve Althete Parker, Sareh Athete Athete Athete Athete Parker, Sareh Athete Parker, Sareh Athete Athete Athete Parker, Sareh Athete Athete <th></th> <th>lome</th> <th>ACR Sp</th> <th>ports</th> <th></th> <th></th> <th></th> <th></th> <th></th>		lome	ACR Sp	ports					
Athlete Variation Va			Add Athlete to) Event - Men's Novice Recu	rve			×	
Ackilote events Image: Cancel of the cance	rchei	ry ~	Male Athlete		Parker, Sarah	~			
10300485 Brown Jack 12/07/1980 M IA2 ≥ 10300476 Hamiyn Matthew 27/10/1993 M IA2 ≥ +	Ath	lete events ACR ID					Submit	vrization	
10300496 Hamiyn Matthew 27/10/1993 M μ2 Z + * Φ Relicad Grid		10300485	Brown	Jack		12/07/1980	м	IA2	/ 10
+ 🝵 🗇 Reload Grid Add Remove		10300496	Hamlyn	Matthew		27/10/1993	м	IA2	2 0
	+ 1	a φ Reload Grid		Remove					
	_	Sport entry export	rt i i i i i i i i i i i i i i i i i i i						



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.

			Privacy Policy My Acc	ount
	FOR OUR WOUNDED WARRIORS POUR NOS GUERRIERS BLESSES	π	Logged in as Cameron! Logout SAM AUSTRALIA	
TEST	ACCREDITA	TION		
	Sports			
Home ACK	sports			
Athletics V Male	✓ Men's IF1 Discus ✓ Go			
[
Athlete events ACR ID Last	ame First name	Date of Birth Gender	Categorization	
×	x			
10300485 Brown	Jack	12/07/1980 M	F1 / 1	2
+ B CP Reload Grid				
Add	Remove			

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**".

	TORONTO	2017	ې Presented by Presente par ا	AGUAR			EAMIAUSTRALIA		
	TEST		AC	CREDITA	TION	J			
	Home	ACR	ports						
Athle	tics 🗸	Male	✓ Men's IF1 D	iscus Y Go					
Ath	nlete events								
	ACR ID	Last nar	me	First name	Date of Birth	Gender	Categorization		
	×		×	×					
	10300485	Brown		Jack	12/07/1980	м	IF1	1.1	
+									
	Add		Remove						
	Sport entry expo	ort							

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.



<u>Step 5:</u> 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.

	VICTU AMES DRONTO 2017	FOR C POUR		WARRIORS SBLESSES		Logged in as Cameron! TEAM AUSTRALIA	Logout
TEST ACCREDITATION							
Home	ACR	Sports					
Mailing Address n/a				Shipping Address n/a	,		
Edit							
Category Registered Submitted Remain			Pompining		GO :	2	
COM	15	14	10		RO	4 1	
FF	0	0	50		RW	3	
ТМ	0	0	5		SW	0	
TS	0	0	10		VS	1 /	
				X	WB	0	
					WI		~
					Sport Entry Summary		

If you require assistance or have any questions pertaining to <u>Sport</u> <u>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 May 31st 2017.