

## Club Sign Up Instructions for the International Gymnix 2019

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## PROCESS FOR IG 2019:

1. Registration will start on Monday November 5th at 12pm (ET).
2. **NEW! Clubs will have one week to enter their athletes and coaches as well as to set up their E-cheque account (information on the E-cheque below). In order to be fair for clubs that are registering a lot of athletes we will not take into consideration the time when your athletes are entered in the system. You can take your time to create your account and communicate with us if needed.**
3. A week later, on **Monday November 12<sup>th</sup> at 12pm (ET)** Clubs will need to do a payment deposit of 100 \$CA. **This is the ‘first come first serve part’!** We will consider the time of the deposit (one deposit per club) to accept athletes.
4. In the following days you will receive a confirmation if your athletes have been approved, and you will be expected to pay by E-cheque to confirm their registration within the next 5 business days. If the payment isn't made, we will have to give your athletes' spots to those on the waitlist.
5. Our categories get full extremely fast. If your athletes are at first put on a waitlist, all hope is not lost. We will most likely be able to accept them after withdrawals.

## OVERVIEW

For gymnastics meets that are using the SportzSoft LiveMeet system, there are two ways a participating club can register:

1. For clubs that have never registered using the SportzSoft LiveMeet System before, and who do not have a SportzSoft Number, these clubs must sign up and manually enter all athlete and coach information.
2. For clubs that have used the SportzSoft LiveMeet system and/or already have a SportzSoft Number, then these clubs can use their SportzSoft number to login and select from their club database, which athletes and coaches will participate in the current meet.

## METHOD 1 – CLUBS SIGNING UP FOR A MEET AND USING SPORTZSOFT LIVEMEET SYSTEM FOR THE FIRST TIME

Go to the Sign Up link that will have been sent do you by the International Gymnix 2019 administration. Click on the **NEW SIGNUP** button.

**Already Signed Up?**  
If you have already signed up for this Meet, and are here to review or adjust your club information - please login using the login and password that was provided to you.

**Want to Sign Up**  
If you are here to sign up for our Meet, please click the button below to initiate the new signup procedure...

[New SignUp](#) 

**What is your personal login...**

Login:

Password:

[Login](#) [Have a SportzSoft Club Number? what is this?](#)

[Forgot your login password](#)

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[Privacy](#) | [Security](#) | 

Enter your club information and click **SIGN UP MY CLUB**. (Ignore the reference to the SportzSoft Club #.)

**Already Signed Up?**  
If you have already signed up for this Meet, and are here to review or adjust your club information - please login using the login and password that was provided to you.

[Goto Login](#)

**Want to Sign Up**  
If you are here to sign up for our Meet, please click the button below to initiate the new signup procedure...

**Please provide some details about your club...**

SportzSoft Club #:  [what is this?](#)

Your Club Name:

City:

Province/State:

Country:

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Primary Contact:  First  Last

Cell Phone:

Email Address:   
(email will be your login)

Password:

Confirm Password:

[Sign-up my club](#)

[Privacy](#) | [Security](#)



Once you are logged in, you will see a screen like this. Click on the **REGISTERED PARTICIPANTS** tab.

General
**Registered Participants**
Club Management
Club Profile
Published Sessions
Other Meets
Announcements

**Meet Info**

Meets: Fri Feb 3, 2017 thru Sun Feb 5, 2017  
 About: Christy Fraser Memorial Invitational February 3-5 2017<br>  
 Location: Langley Events Center - Field House - 7888 200th Street Langley BC  
 Contacts: Primary: Langley Gymnastics Admin email: [melissac@langleygymnastics.ca](mailto:melissac@langleygymnastics.ca)

**General Instructions**

In order to get your club properly configured for the meet, you will need to configure all of your athletes (and possibly coaches). If you have not used this system before then you will be keying in new athletes, but it is possible to add coaches and athletes from other meets you may have signed up for (see Coaches & Members tab). Fees are by division which are controlled by age and gender.  
 It may also be possible for you to sign your club up for other upcoming meets. The Other Meets tab provides a listing of these other meets to access. If you have already signed up then this tab also allows you to easily switch over to configuring your club for that meet.  
 Approval and overall fees are on a per meet basis, and payment will be possible below in the Registration Status box as soon as your club is approved.

**Registration Status**

Your status is Approved, and your club has a balance owing of \$100.00. Methods of payment possible are...

**Pay by cheque payable to: Langley Gymnastics Foundation**

Fees breakdown:	
Athlete Fees:	\$100.00
Coaches Fees:	\$0.00
<b>Total Fees:</b>	<b>\$100.00</b>
<b>Balance:</b>	<b>\$100.00</b>

**Meet Notices**

No Recent Announcements

On the **REGISTERED PARTICIPANTS** tab, this is where you will manage all your athletes and coaches who will be participating in this meet. Click on the **NEW ATHLETE REGISTRATION** button or the **ADD COACH** button.

The screenshot shows the 'Registered Participants' tab with the following data:

First	Last	Gender	Birth Date	Age	Category	Date Added	Fee	Music
Sam	Maxim	M	Feb 13, 2007	9	Elite 3	11/2/2016	\$100.00	add

  

Category	# Males	# Females	Total
Elite 3	1	0	1
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

  

First	Last	Gender	Email	Cell	Roles	Fee	NCCP #	Options
Tattina	Tedaka-Slavik	M	tattinat@langleygymnastics.ca	6044558845	Coach	\$0.00		X

For each athlete entered, you will see the **MUSIC** button you have to us to upload music. You will be able to add or modify your athlete’s music until February 1st. Thank you for respecting this deadline in order to facilitate the event’s organization.

You will be informed of the procedure when we will ask for the athlete’s picture.

Once you have entered all your athletes and coaches into the system, you can return to the **GENERAL** tab to see your total registration fees. You can also make your payment from this screen.

The 'General' tab displays the following information:

- Meet Info:**
  - Dates: Fri Feb 3, 2017 thru Sun Feb 5, 2017
  - About: Christy Fraser Memorial Invitational February 3-5 2017<l
  - Location: Langley Events Center - Field House - 7888 200th Street
  - Contacts: Primary: Langley Gymnastics Admin email: [melissac@lan](mailto:melissac@lan)
- General Instructions:**

In order to get your club properly configured for the meet, you will need to add new athletes, but it is possible to add coaches and athletes from other genders.

It may also be possible for you to sign your club up for other upcoming meets. This also allows you to easily switch over to configuring your club for that meet.

Approval and overall fees are on a per meet basis, and payment will be required.
- Registration Status:**

Your status is Approved, and your club has a balance owing of \$100.00.

**Pay by cheque payable to:** Langley Gymnastics Foundation

Fees breakdown:	
Athlete Fees:	\$100.00
Coaches Fees:	\$0.00
<b>Total Fees:</b>	<b>\$100.00</b>
<b>Balance:</b>	<b>\$100.00</b>
- Meet Notices:** No Recent Announcements

## METHOD 2 – CLUBS THAT HAVE ALREADY USED SPORTZSOFT FOR OTHER MEETS

### What is a SportzSoft Club Number?

The SportzSoft Club Number is a special number (ie: AG1001) and password that allows you to sign up your athletes and coaches to meets that are using the SportzSoft LiveMeet Scoring system. When you sign up for a meet using the number, a list of your athletes and coaches appears and you select which ones you want to sign up for the meet.

### What if I don't have one or don't know what our club number is?

Only clubs that have signed up at least once for any meet that has used the SportzSoft LiveMeet system can have, or be issued, a SportzSoft Club Number. Ask your main club contact first. Then, if they don't know it, have them contact SportzSoft at support@sportzsoft.com and SportzSoft will set one up for your club.

### Is the same number used for both Mens and Womens events or can we have separate ones?

The same number is used for both WAG and MAG events.

### How is it used?

The number is used 2 ways.

1. To 'Sign Up' for a meet.
2. Once you are signed up for a meet, to log back into the meet to add or remove athletes and coaches, or to pay for the meet online. \*\* You must Sign Up for a meet first before you can login.

### How do we sign up for a meet?

1. Click on the registration link that will be sent by the International Gymnix 2019 organizing committee. Click the **NEW SIGN UP** button.

**Welcome to the Northern Zones**

**Already Signed Up?**  
If you have already signed up for this Meet, and are here to review or adjust your club information - please login using the login and password that was provided to you.

**Want to Sign Up**  
If you are here to sign up for our Meet, please click the button below to initiate the new signup procedure...

[New SignUp](#)

**What is your personal login...**

Login:

Password:

[Login](#) [Have a SportzSoft Club Number? what is this?](#)

[Forgot your login password](#)

[Privacy](#) | [Security](#) | Powered by SportzSoft

2. Enter the SportzSoft Number and Password into the form. You don't need to enter any other data. Then click the **SIGN UP MY CLUB** button at the bottom.

**Welcome to the Northern Zones**

**Already Signed Up?**  
If you have already signed up for this Meet, and are here to review or adjust your club information - please login using the login and password that was provided to you.

[Goto Login](#)

**Want to Sign Up**  
If you are here to sign up for our Meet, please click the button below to initiate the new signup procedure...

**Please provide some details about your club...**

SportzSoft Club #:  [what is this?](#)

Your Club Name:

City:

Province/State:

Country:

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First                      Last

Primary Contact:

Cell Phone:

Email Address:

Password:  →

Confirm Password:

[Sign-up my Club](#) →

[Privacy](#) | [Security](#)

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3. When you are logged in, go to the **CLUB MANAGEMENT** tab to see a list of your coaches and athletes. This is just a list of the coaches and athletes that have been setup for your club. These individuals are NOT registered for this meet! You need to click the **ADD** button beside the athletes and coaches you want to register for the meet.

**Welcome SportzSoft Sports Association to the Northern Zones** [Logout](#)

General
Registered Participants
Club Management
Club Profile
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This tab is for overall club management and typically is only Club Management registered with multiple meets. Here you can review all members of your club regardless of the particular meet, edit profiles, and add them to this meet. Filters are provided to show or hide different profile types as well as inactive profiles.

Filters:  Show Athletes  Show Coaches  Show Others  Show Participants  Show Inactive  [Refresh](#)

198 Profiles

Type	First	Last	Age	Gender	General Information
Athlete	Fibber	<a href="#">MacGee</a>	51	M	<a href="#">add</a>
Athlete	Buddy	<a href="#">MacGee</a>	18	M	<a href="#">add</a>
Athlete	Sarah	<a href="#">MacGee</a>	20	M	<a href="#">add</a>
	Scooby	<a href="#">Deo</a>	53	M	<a href="#">add</a>
Athlete	Scrappy	<a href="#">Deo</a>	16	M	<a href="#">add</a>

4. To register athletes or coaches for this meet, click on the **ADD** button on the right hand side of the screen. When you do this, a screen will pop up and you will be asked to select a category for the athlete. Select the category and then click the button to **'ADD AS PARTICIPANT'** or **'ADD AS COACH'**.

5. When all of your athletes and coaches have been signed up, go back to the **GENERAL** tab to see a summary of your fees. From here you will be able to pay.

## E-CHEQUE PAYMENT

**ONLY FOR CANADIAN CLUBS – International clubs will be contacted regarding their method of payment.**

The 'e-cheque' payment option allows clubs to make payments from their bank accounts. In order to do this, they must enter their bank account information, upload a VOID cheque and agree to a 'Pre-Authorized Debit' agreement.

Clubs will be able to set this payment method up in advance at the same time they register their athletes. We will do this from the **CLUB PROFILE** tab.

Informations générales | Participants | Gestion du compte | **Profil de club** | Sessions de compétition | Autres Evénements | Nouvelles importantes

Votre nom de club et l'adresse (optionnel) peuvent être conservés ci-dessous.

Nom du club: International Gymnix Club ID: 4024  
 Address: 1000, avenue Emile-Journault  
 Ville: Montreal  
 Province/État: Quebec  
 Pays: Canada  
 Code Postal: H2M 2E7

Le numéro de club SportzSoft est un identifiant unique dans notre système afin de conserver un seul compte pour votre club, vos athlètes et vos entraîneurs. Seule la personne désignée comme étant le contact principal du club peut modifier les informations ci-dessous.

Votre # de club SportzSoft: AG1093  
 Courriel du club: am.janvieu@gymnix.ca  
 Mot de passe du club: lob761  
 Contact principal du club:

Ci-dessous, vous pouvez gérer les contacts administratifs de votre club pour cette compétition. Ce sont les individus qui auront accès à la gestion des inscriptions de votre club à cette compétition.

Ajouter un administrateur:

Sauvegarder Fermer

On this tab will be a section with a button to 'Setup Payment By E-Cheque'. When you click this button, it will take them to a screen that looks like this:

ATB RBC TD

Your Name  
123 Any Street  
Your Town, AB T4P 1Y5

DATE: Y Y Y M M D D

PAY TO THE ORDER OF \$ 100 DOLLARS

ATB Financial  
444 Main Street  
Your Town, AB T4L 6L1

MEMO

Transit # Institution# Account #

Transit Institution Account Number

Bank Account Owner

Please upload a void cheque image or official bank document that clearly shows the account numbers and the account owner. Allowed file types; .png, .jpeg, .jpg, .gif, .bmp;  No file chosen

On this screen, you will enter:

- Bank account information
  - Transit Number
  - Institution Number
  - Account Number
  - Bank Account Owner
- You must then upload a picture/image of a VOID Cheque

Once you have entered their Bank Account information, you will need to agree to a PAD (Pre-Authorized Debit) agreement.

**Authorization**

I, **Craig Attiwill**, authorize a **one-time personal debit** from my bank account on the **next business day** following the completion of this request. I acknowledged that I am the owner of the banking information provided, that I have reviewed it and it is correct.

I comprehend the information and provide my consent.

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**Terms & Conditions**

You agree to waive the standard 3 business day pre-notification for this one-time Personal PAD.

This is a one-time PAD which will be executed on the next business day. To cancel this transaction please contact a representative of Test BC Speed Skating Club. If you cannot reach a representative, please contact Peloton Technologies Inc. at support@peloton-technologies.com or 1-800-723-8108 for assistance.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

Once you have agreed to the PAD Agreement above, the payment method has been setup and you can use it to pay. You will pay on the **GENERAL** tab of the club login area as shown below.

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**Meet Info**

**Hosted By: Test Club**

**Dates:** Thu May 9, 2019 thru Mon May 13, 2019

**About:** The Demo Gymnastic Meet September 26th to 28th, 2013 is a virtual presentation of a womens and mens artistic gymnastic meet. The meet will be available to the first 10 teams to register prior to September 15th, 2013. Registration is based on request basis. The event will be from 9 am to 4 pm on Friday and 10 am to 6 pm on Saturday with an awards ceremony after the conclusion of the final session. Parking is free and the cost of the event is \$5 for adults and \$2 for students and children.

**Location:** The Demo Red Gym 123 Sometown Street SW YourTown, AB, T2Y 4M8. To get to the event take A street for 2 kms and then take a right on Sometown Street SW and watch for Paul's Red Gym on your left. Parking is free for the weekend.

**Contacts:** Primary: Kevin Murray email: [kevin@sportzsoft.com](mailto:kevin@sportzsoft.com)  
Primary: Meet Test call: 403-444-5555 email: [kevin@sportzsoft.com](mailto:kevin@sportzsoft.com)

**General Instructions**

In order to get your club properly configured for the meet, you will need to configure all of your athletes (and possibly coaches). If you have not used this system before then you will be keying in new athletes, but it is possible to add coaches and athletes from other meets you may have signed up for (see Coaches & Members tab). Fees are by category which are controlled by age and gender. It may also be possible for you to sign your club up for other upcoming meets. The Other Meets tab provides a listing of these other meets to access. If you have already signed up then this tab also allows you to easily switch over to configuring your club for that meet. Approval and overall fees are on a per meet basis, and payment will be possible below in the Registration Status box as soon as your club is approved.

**Registration Status**

Your status is **Approved**, and your club has a balance owing of \$576.45.

**Fees breakdown:**

Athlete Fees:	\$834.00
Coaches Fees:	\$100.00
<b>Total Fees:</b>	<b>\$934.00</b>
Adjustments:	-\$45.00
<b>Balance:</b>	<b>\$576.45</b>

Type	Comment	Added	Am't
Adjustment (notax)	had extra	Dec 15 8:51am	\$45.00
Adjustment (notax)	test	Dec 15 8:44am	-\$45.00
Adjustment (notax)	test	Dec 15 8:41am	-\$45.00

**Payments Required:** Pay by cheque payable to: **Test Club**

Pay Now Button

**Meet Notices**

No Recent Announcements

All questions concerning International Gymnix 2019 registrations should be directed at

**Charlotte Goudreau**  
*Technical Coordinator*  
 International Gymnix 2019  
[classique@gymnix.ca](mailto:classique@gymnix.ca)

We hope you enjoy using SportzSoft LiveMeet.

SportzSoft Solutions

[www.sportzsoft.com](http://www.sportzsoft.com)  
800-668-0140