

International Gymnix 2024 : Steps for Registration

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STEPS TO REGISTER FOR IG2024

1. Registration opens on **Monday, September 25 at 12PM (EST)**.
2. **Athletes will be accepted on a first come, first served basis. You will automatically know if your athletes are accepted on the waiting list.**
3. Meet fees will have to be paid by November 20.
4. Our categories fill up very quickly. If your athletes are put on a waiting list, don't lose hope! We will likely be able to accept them following registration cancellations.

GENERAL

There are two methods to register your club for the event:

1. For clubs that have never registered to a competition using SportzSoft and do not have a SportzSoft number; you must manually register or import your athletes and coaches' information.
2. For clubs who have already used SportzSoft and/or already have a SportzSoft number; you can use your user ID number to log in. You will then be able to select your athletes and coaches already available in your club's database.

To register your athletes, you can either manually enter your athletes and coaches' information, or download a .csv document (see Section 2).

PREPARE BEFORE REGISTRATION:

Here is the itemized list of the information we suggest you have on hand for the registration process.

Athlete	Coach	Payment (CANADIAN CLUBS)
<ul style="list-style-type: none"> o Full name, Date of Birth, Category o Parent's email address* 	<ul style="list-style-type: none"> o Full name o Category (Classic, Challenge or International) o Email address o T-Shirt size 	<ul style="list-style-type: none"> o Account information and void cheque OU o Credit Card information

* These emails will receive information about International Gymnix before, during, and after the meet.

1. LOG INTO SPORTZSOFT

1.1 METHOD 1 – Clubs that are registering for the first time to SportzSoft

To go on the registration page for International Gymnix, [click here](#). Then click on *New SignUp*.

International Gymnix 2024

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.

What is your personal/club # login...

Your Login (or Club #):

Password:

[Forgot your login password](#)

Enter your club's information (ignore the SportzSoft # field) and then click on Sign up my club.

Please note that the following screenshots come from the 2023 session. You will find the same features in the current session, 2024.

International Gymnix 2024

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.

Avant de vous inscrire, veuillez s'il vous plaît consulter les documents d'invitations et d'inscriptions sur notre site web. <https://internationalgymnix.ca/fr/> Prior to your registration, please consult the invitation and registration documents available on our website. <https://internationalgymnix.ca/en/>

Please provide details about your club...

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

Your Club Name:

Country:

Province/State:

City:

Primary Contact: First Last

Cell Phone:

Email Address:
(email will be your login)

Password:

Confirm Password:

1.2 METHOD 2 – Clubs that already have a SportzSoft account

What is a SportzSoft club number?

The SportzSoft club number your user ID (ex: AB1234) as well as a password that allows you to register your athletes and coaches to an event that uses the SportzSoft system. When you login using this number, you should see a list of athletes and coaches that have participated in past SportzSoft meets. You can directly select participants from your account and manually add those who are missing.

What if I do not have my SportzSoft number or do not know my club’s number?

Only clubs that have already registered to a meet that uses SportzSoft can enter their number. First, please contact your main contact at your club to double check if you do have an account. If they do not know your number, contact SportzSoft directly at support@sportzsoft.com and one of their employees will be able to recover your account.

Is the same number used for MAG and WAG event?

Yes, if your club has used the SportzSoft system before, regardless of gender.

How is it used?

The number can be used in two ways.

- To register in an event.
- To login once your club is already registered for the competition. You can add, remove, or modify entries and pay online. Please note that you must be registered to the competition to log into your account.

2. ATHLETE’S REGISTRATION

Once you are logged in, you will see the following screen appear. Click on the **PARTICIPANTS** or **IMPORT** tab. The *Participants* tab will allow you to manually register one participant at a time. The *Import* tab allows you to do a mass import to the system and enables you to register many athletes at once. The following sections explain the procedures for each of these options. Read in full to determine which is best suited for your needs.

General	Registered Participants	Club Management	Club Profile	Published Sessions	Other Meets	Announcements	Import
Meet Info							
Hosted By: International Gymnix							
Dates:		Wed Mar 1, 2023 thru Sun Mar 5, 2023					
About:		Après deux ans d’absence, c’est avec fierté que nous vous invitons à prendre part à l’Internationa Robillard. Cet événement permet à des gymnastes d’âges et de niveaux variés de se rassembler p amicale et festive. //After a two-year wait, it is with great pride and pleasure that we invite you to at the Claude Robillard Sports Complex. This event gathers gymnasts of all ages and levels to cel friendly and festive environment.					
Location:		Complexe sportif Claude-Robillard, 1000, av. Émile-Journault, Montreal (Qc) H2M 2E7, CANADA					
Contacts:		Primary: Charlotte Goudreau email: classique@gymnix.ca Primary: Tatiana Gordoia email: internationalgymnix@sportzsoft.com					

2.1 Manual Registration

In the **PARTICIPANTS** tab, you can manage all your athletes and coaches who will be participating in the event. Click on **ADD AN ATHLETE** and **ADD A COACH**.

The screenshot shows the 'Registered Athletes' section with a table of athletes and a 'Summary Info' table. Below it is the 'Coaches' section with a table of coaches. Red arrows highlight the 'New Athlete Registration' and 'Add coach' buttons.

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
Total	1	0	1

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

For each athlete registered, you must enter their parent's email. For coaches, ask for a contact email and their T-shirt size. **You cannot register your participants without this information.**

The left screenshot shows the 'New Athlete Registration' form with fields for Name, Gender, Birth Date, Registered, and Category. A red arrow points to the 'Registered:' field. The right screenshot shows the 'Athlete Registration' form with fields for Name, Gender, Birth Date, Registered, and Category. A red arrow points to the 'Email Address:' field.

The floor **MUSIC**, **ACCREDITATION PICTURE**, and **PICTURE AND VIDEO RELEASE FORM** will also have to be downloaded on this page **by February 10, 2024**.

2.2 Manual registration for clubs who have already used SportzSoft

Once you are logged in, go into the **CLUB MANAGEMENT** tab to see your full list of athletes and coaches. This is the list of athletes and coaches who have already been registered to past SportzSoft meets. These people **ARE NOT** registered to the event. You must click on the **ADD** button that is next to the athletes and coaches that you wish to register for the event.

Welcome SportzSoft Sports Association to the Northern Zones

[Logout](#)

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

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	MacGee	51	M	add
Athlete	Buddy	MacGee	18	M	add
Athlete	Sarah	MacGee	20	M	add
	Scooby	Doo	53	M	add
Athlete	Scrappy	Doo	16	M	add

To register athletes or coaches, click on the ADD button at the right of your screen. A window should pop up for you to modify your athlete's level if necessary, and add a primary email (parent's email). For coaches, we also ask you to enter your T-shirt size.

New Athlete Registration

Name: First: Anne Last: Tremblay
 Gender: Female
 Birth Date: 2006 Oct 1
 Registered: Today
 Category: [Dropdown] **Save**

Extras can be managed below

Additional Inputs

Email Address: [Field] (is required by meet administration)

Prev Next Close

Athlete Registration

Name: First: Charlotte Last: Goudreau
 Gender: Female
 Birth Date: 2002 Feb 1
 Registered: Today
 Category: 307 Fee: \$145.00
Save

Extras can be managed below

Additional Inputs

Email Address: [Field] (is required by meet administration)

▶ Music
 ▶ Athlete Photo
 ▶ Clothing Sales and Promotional Items

Prev Next Close

The flour MUSIC, ACCREDITATION PICTURE, and PICTURE AND VIDEO RELEASE FORM will also have to be downloaded on this page by February 10, 2024.

Once you have finished registering your participants into the system, if you go into the **GENERAL INFORMATION** tab, you will see your total registration fees. You can also pay directly from this page.

General	Registered Participants	Club Management	Club Profile	Published Sessions	Other Meets	Announcements	Import															
<p>Meet Info</p> <p>Hosted By: International Gymnix</p> <p>Dates: Wed Mar 1, 2023 thru Sun Mar 5, 2023</p> <p>About: Après deux ans d'absence, c'est avec fierté que nous vous invitons à prendre part à l'International Robillard. Cet événement permet à des gymnastes d'âges et de niveaux variés de se rassembler p amicale et festive. //After a two-year wait, it is with great pride and pleasure that we invite you to at the Claude Robillard Sports Complex. This event gathers gymnasts of all ages and levels to cele friendly and festive environment.</p> <p>Location: Complexe sportif Claude-Robillard, 1000, av. Émile-Journault, Montreal (Qc) H2M 2E7, CANADA</p> <p>Contacts: Primary: Charlotte Goudreau email: classique@gymnix.ca Primary: Tatiana Gordoia email: internationalgymnix@sportzsoft.com</p>																						
<p>General Instructions</p> <p>In order to get your club properly configured for the meet, you will need to configure all of your athletes (and possibly new athletes, but it is possible to add coaches and athletes from other meets you may have signed up for (see Coaches i may also be possible for you to sign your club up for other upcoming meets. The Other Meets tab provides a listing of tl allows you to easily switch over to configuring your club for that meet. Approval and overall fees are on a per meet basi as your club is approved.</p>																						
<p>Registration Status</p> <p>Your status is Approved, and there is no outstanding balance owing.</p> <table border="0"> <tr> <td>Fees breakdown:</td> <td></td> <td>Payments:</td> </tr> <tr> <td>Pending Athlete (4) Fees:</td> <td>\$700.00</td> <td>None</td> </tr> <tr> <td>Coaches Fees:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>Total Fees:</td> <td></td> <td></td> </tr> <tr> <td>Balance:</td> <td>\$0.00</td> <td></td> </tr> </table> <p>All fees/payments/balance are in Cdn Dollars.</p>								Fees breakdown:		Payments:	Pending Athlete (4) Fees:	\$700.00	None	Coaches Fees:	\$0.00		Total Fees:			Balance:	\$0.00	
Fees breakdown:		Payments:																				
Pending Athlete (4) Fees:	\$700.00	None																				
Coaches Fees:	\$0.00																					
Total Fees:																						
Balance:	\$0.00																					

2.3 Registration with mass import

Prior to registration, you should have a spreadsheet in this format:

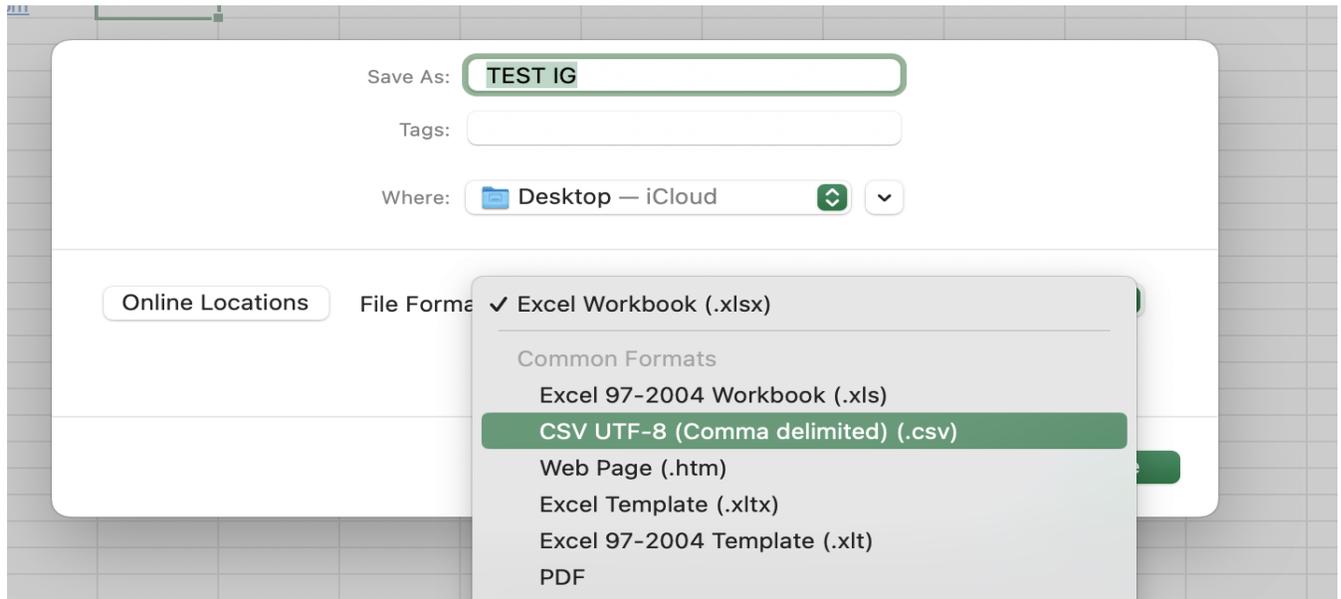
Name	Last name	Date of Birth	Level	Email
Tatiana	Gordoia	03/01/2007*	L9**	courrielparent@gymnix.com***
Kathrine	Biscotti	23/07/2003	L7	courrielparent2@gymnix.com

* For the birth date, make sure you have written it in numerical form (dd/mm/yyyy OR mm/dd/yyyy). This will simplify the importation process later on.

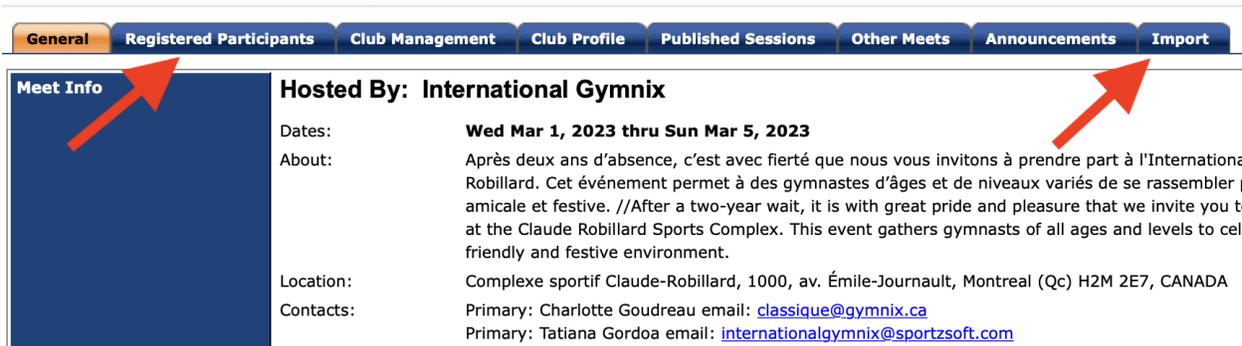
** Athlete's levels should be entered as follows: L6, L7, L8, L9, L10, NO (novice). If not, will be able to change the level code later on by clicking on the edit button next to your log.

***For every registration, it is required to include a parent's email address.

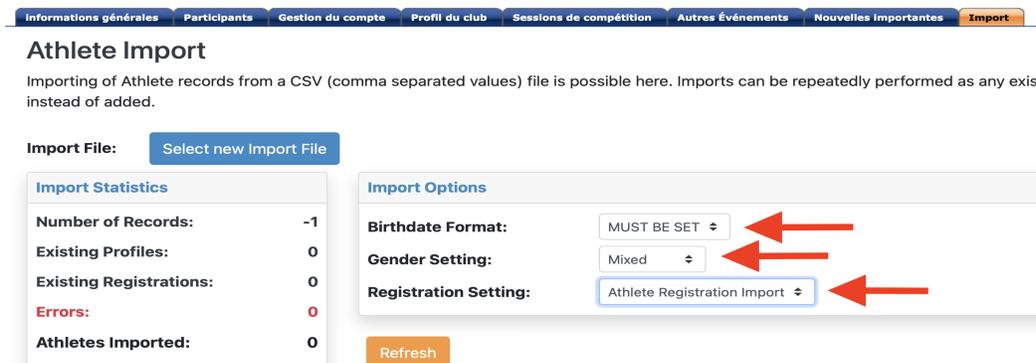
Once your excel sheet is properly formatted, **export the document into a .csv file.**



Go into the **IMPORT** tab on SportzSoft.



Import the .csv file into SportzSoft. Then change the parameters so they match your data set.



After you have imported your data, modify the title for each of your columns. Do not mind the PROFILE and REGISTRATION columns.

No	Status	Profile	Registration	FirstName	BirthDate	LEVEL	EMAIL
1	Pending	?	?	Tatiana	23/01/2007	L9	dgig@gymnix.com
2	Pending	?	?	Katherine	14/02/2003	L6	international@gymnix.com
3	Pending	?	?	Charlotte	16/10/2001	L7	classique@gymnix.com
4	Pending	?	?	Patricia	12/12/2012	L7	dgig@gymnix.com

Click on **Validate Import Data** to make sure all the imported information matches the software's requirements. If no errors appear, click on **Import**.

Import Statistics

Number of Records: 4

Existing Profiles: 4

Existing Registrations: 4

Errors: 0

Athletes Imported: 4

Import Options

Birthdate Format: dd/mm/yyyy

Gender Setting: All Female

Registration Setting: Athlete Registration Import

All records successfully imported.

No	Status	Profile	Registration	FirstName	LastName	BirthDate	LevelCode	PrimaryEmail
1	Pending	✓	✓	Tatiana	Gordoa	23/01/2007	L9	dgig@gymnix.com
2	Pending	✗	✗	Katherine	Biscotti	14/02/2003	L6	international@gymnix.com
3	Pending	✓	✗	Charlotte	Goudreau	16/10/2001	L7	classique@gymnix.com
4	Pending	✗	✗	Patricia	Lafond	12/12/2012	L7	dgig@gymnix.com

To make sure your import was successful, go to the **PARTICIPANTS** tab. The athlete's profiles of those having already competed in one of the International Gymnix events should be automatically sync.

Welcome Gymnix

Informations générales
Participants
Gestion du compte
Profil du club
Sessions de compétition
Autres Événements
Nouvelles importantes

Athlètes inscrits

Veuillez fournir les détails importants des athlètes que vous désirez inscrire à cet événement. Les frais peuvent varier en fonction de laquelle participera l'athlète. Statut d'inscription: **Approuvé** Même si votre club a été Approuvé, l'inscription des athlètes sera approuvée par l'hôte.

nécessit	Prénom	Nom de famille	Sexe	Date de	Âge	Level	Date	Statut
	Katherine	Biscotti	F	Feb 14, 2003	19	Level 6	12/6/2022	En attente
	Charlotte	Goudreau	F	Oct 16, 2001	21	Level 7	12/6/2022	En attente
	Patricia	Lafond	F	Dec 12, 2012	9	Level 7	12/6/2022	En attente
	Tatiana	Gordoa	F	Jan 23, 2007	15	Level 9	12/6/2022	En attente

Résumé des inscriptions

Level	# En attente	# Approuvé	# Sur la liste d'attente	Total
Level 6	1	0	0	1
Level 7	2	0	0	2
Level 9	1	0	0	1
Total	4	0	0	4

The flour MUSIC, ACCREDITATION PICTURE, and PICTURE AND VIDEO RELEASE FORM will also have to be downloaded on this page **by February 10, 2024**.

Once you have finished registering your participants into the system, if you go into the **GENERAL INFORMATION** tab, you will see your total registration fees. You can also pay directly from this page.

2.4 Team Registration

In order to register a team, made up of 3 athletes from the same category (**Level 6 to 10 & Novice**), you will need to complete the **Team Registration Form** below.

[Click here to access the Team registration form.](#)

No selection of athletes is needed since the 3 best all-around results will be taken into account during the compilation.

The registration fee (**\$75/team**) will then be billed to you via SportzSoft in the following days. The **balance** in your SportzSoft account will therefore include the registration fees for the individual and team components.

For more details, please consult the invitation document which can be found on [our website!](#)

3. PAYMENT METHOD

3.1 Credit Card (via STRIPE)

Clubs will be required to pay their fees on the Stripe platform. In order to do so, no Stripe account is necessary. Clubs will just be asked to enter the necessary information.

To pay your registration, go to the **GENERAL** tab, then scroll down to **PAY BALANCE ONLINE**. You will have until November 20 days to pay your fees following your registration.

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

Meet Info
Hosted By: International Gymnix
 Dates: **Wed Mar 1, 2023 thru Sun Mar 5, 2023**
 About: Après deux ans d'absence, c'est avec fierté que nous vous invitons à prendre part à l'International Gymnix, qui aura lieu du 1er au 5 mars 2023 au Complexe sportif Claude-Robillard. Cet événement permet à des gymnastes d'âges et de niveaux variés de se rassembler pour célébrer leur passion commune et se dépasser dans une ambiance amicale et festive. //After a two-year wait, it is with great pride and pleasure that we invite you to take part in the Gymnix International which will be held March 1 to 5, 2023 at the Claude Robillard Sports Complex. This event gathers gymnasts of all ages and levels to celebrate their shared passion for the sport and promotes excellence in a friendly and festive environment.
 Location: Complexe sportif Claude-Robillard, 1000, av. Émile-Journault, Montreal (Qc) H2M 2E7, CANADA
 Contacts: Primary: Tatiana Gordoia email: classique@gymnix.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 level 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.

Fees breakdown:		Payments:		Adjustments:			
Approved Athlete (1) Fees:	\$0.00	None		Type	Comment	Added	Amt
Coaches Fees:	\$0.00			Adjustment	test	Dec 7 10:46am	\$100.00
Total Fees:	\$0.00						
Adjustments:	\$100.00						
Balance:	\$100.00						

All fees/payments/balance are in Cdn Dollars.

Payments Required: [Pay Balance Online...](#)

You will then be re-routed to the STRIPE webpage to enter your credit card information.



International Gymnix 2023

Payment to International Gymnix
Balance \$100.00 CAD

Card number
1234 1234 1234 1234

Expiration MM / YY / CVC

Country
Canada

Postal code
M5T 1T4

Pay now

4. REGISTRATION MODIFICATION AND WITHDRAWAL

For any modification requests, [please fill out this modification form.](#)

For any withdrawal requests, [please fill out this withdrawal form.](#)

ADMINISTRATIVE FEES FOR MODIFICATIONS OR WITHDRAWALS

MODIFICATION

Before/on November 20	–	No fee
After November 20	–	\$50 administrative fee
After January 10	–	End of modification period

NON-MEDICAL WITHDRAWAL

Before/on November 20	–	Full refund
Before/on January 10	–	\$50 administrative fee
After January 10	–	No refunds

MEDICAL WITHDRAWAL (Medical Note Required)

Before/on January 10	–	\$25 administrative fee
Before/on February 10	–	50% registration fees refund
After February 10	–	No refunds

Please notify us of any withdrawals as soon as possible (even if the deadline for a refund has passed). This greatly facilitates the event preparation. In order to ensure the quality of the event, we will be very strict with regards to compliance with the mentioned deadlines. We thank you in advance for your collaboration.

If you have any questions or experience any difficulties with the registration process, feel free to contact classique@gymnix.com. It will be our pleasure to assist you.

Camille Sauvé

Technical Coordinator | Classic

International Gymnix 2024

classique@gymnix.com

(514) 872-1536

We hope you appreciate your experience with SportzSoft.

Solutions SportzSoft

www.sportzsoft.com

800-668-0140