



Club Sign Up Instructions for the International Gymnix 2020

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PROCESS FOR IG 2020:

- 1. Registration will be on Monday, November 4th at 3p.m. (EST) (see registration methods starting on page 3).
- 2. Athletes will be accepted based on a first come first serve. You will instantly see if your athletes are accepted or if they are on the waitlist.
- 3. Payments must be made within the next five business days after registrations, being before Monday, November 11, 2019. Canadian clubs are expected to pay by E-cheque and International Clubs by bank transfer (see payment methods on page 9).
- 4. Our categories get full extremely fast. If your athletes are at first put on a waitlist, all hope is not lost. We might 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.

PREPARE FOR REGISTRATION

Here is the information we recommend having prepared before registration in order to be ready in time:

Athlete		Coach		Payment (CANADIAN CLUBS)	
0	Name, date of birth,	0	Name	0	Bank account
	category	0	Category (classic,		information
0	Parent email address		international or both)	0	Picture of void
0	T-shirt size*	0	Email address		cheque
0	Leotard size**	0	T- shirt size *		

^{*}T-shirt size: Child – XS, S, M, L/ Women – XS, S, M, L, XL, XXL /Men – S, M, L, XL, XXL

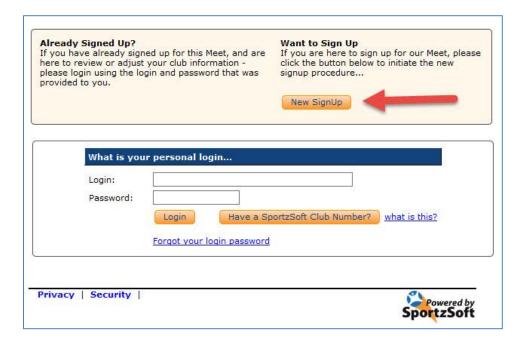
^{**}Leotard size: Please refer to the GK Elite size chart





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

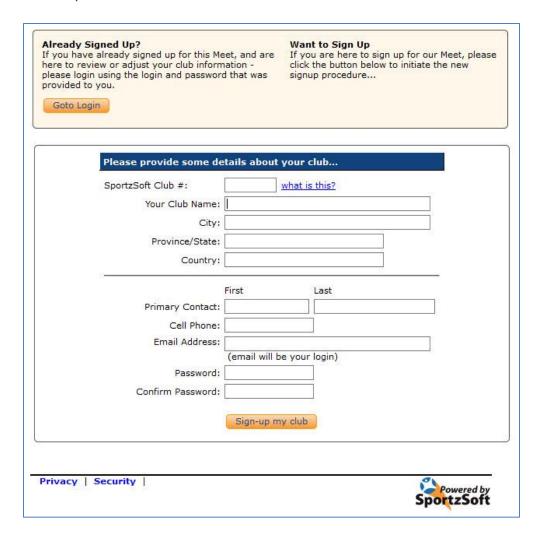
1. <u>Click here to access the 2020 Classic and Challenge Gymnix 2020 registration page</u>. Click on the **NEW SIGNUP** button.



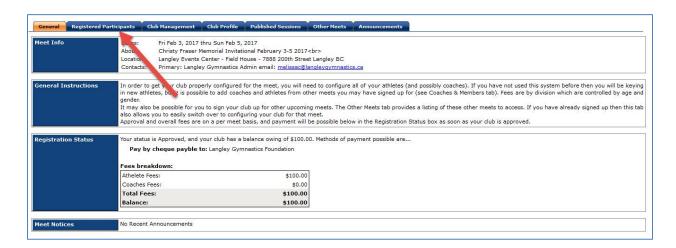




2. Enter your club information and click **SIGN UP MY CLUB**. (Ignore the reference to the SportzSoft Club #.)



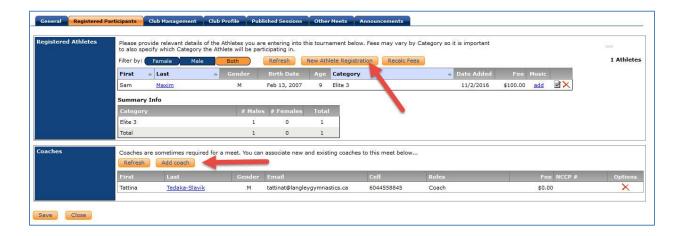
3. Once you are logged in, you will see a screen like this. Click on the **REGISTERED PARTICIPANTS** tab.



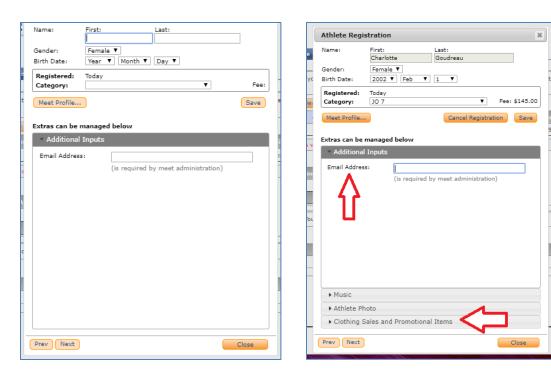




4. On the **REGISTERED PARTICIPANTS** tab, this is where you will manage all your athletes and coaches who will be participating in this meet. Click on the **NEW ATHLETE REGISTRATION** button or the **ADD COACH** button.



5. For each participant entered, you must enter an email address (parent email) and merchandise information. We will ask for the T-shirt size (for coaches and athletes) and leotard size. You will not be able to register a participant without all this information.

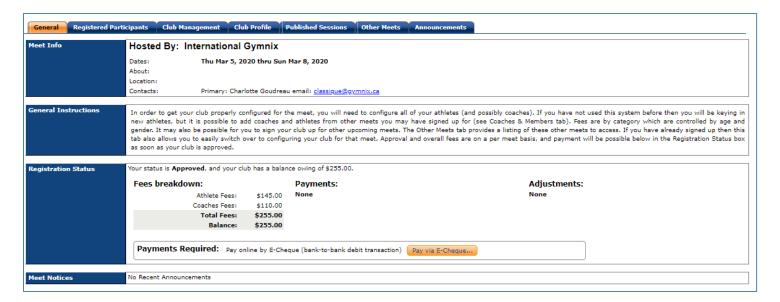


The MUSIC, PHOTO and IMAGE & VIDEO RELEASE FORM will also have to be downloaded on this page, however you have until February 10, 2020, to do so.





6. 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.



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.





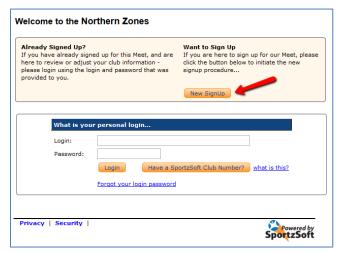
How is it used?

The number is used 2 ways.

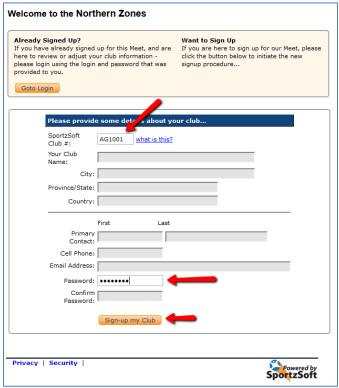
- 1. To 'Sign Up' for a meet.
- 2. Once you are signed up for a meet, to log back into the meet to add or remove athletes and coaches, or to pay for the meet online. ** You must Sign Up for a meet first before you can login.

How do we sign up for a meet?

1. <u>Click here to access the 2020 Classic and Challenge Gymnix 2020 registration page</u>. Click on the **NEW SIGNUP** button.



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.



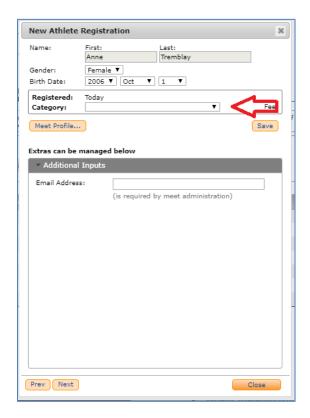


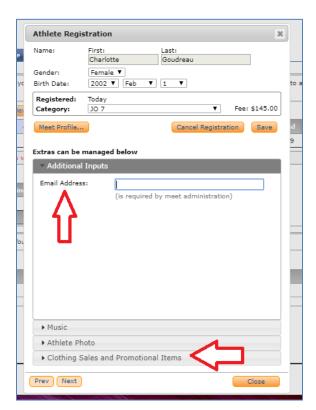


3. When you are logged in, go to the **CLUB MANAGEMENT** tab to see a list of your coaches and athletes. This is just a list of the coaches and athletes that have been setup for your club. These individuals are NOT registered for this meet! You need to click the **ADD** button beside the athletes and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



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'. For each participant entered, you must enter an email address (parent email) and merchandise information. We will ask for the T-shirt size (for coaches and athletes) and leotard size. You will not be able to register a participant without all this information.





The MUSIC, PHOTO and IMAGE & VIDEO RELEASE FORM will also have to be downloaded on this page, however you have until February 10, 2020, to do so.





5. When all of your athletes and coaches have been signed up, you can return to the **GENERAL** tab to see your total registration fees. You can also make your payment from this screen.



E-CHEQUE PAYMENT

ONLY FOR CANADIAN CLUBS – International clubs are expected to pay by bank transfer, the information will be provided to all international clubs registered.

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

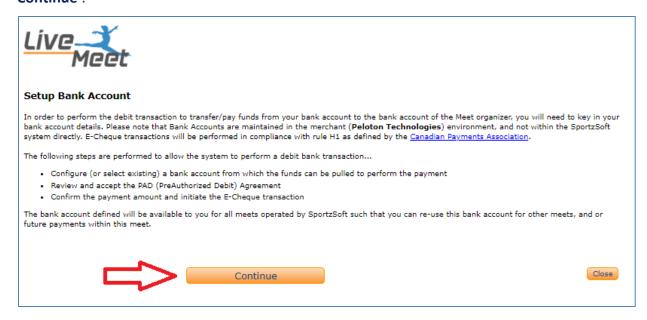
You will be able to set this payment method up on registration day, however you have five business days to complete the payment, being before Monday, November 11, 2019. We will do this from the **GENERAL** tab. Click on the button **'Pay via E-Cheque'**.





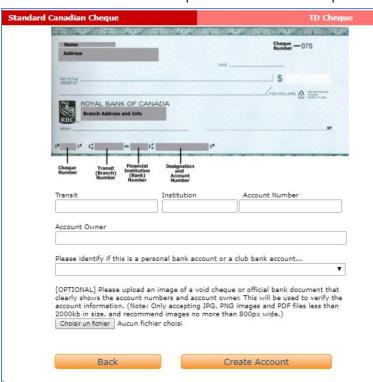


The first page will detail on the E-cheque (PAD – PreAuthorized Debit) will proceed. Click on 'Continue'.



On the following screen, you will enter:

- Bank account information
 - Transit Number
 - Institution Number
 - Account Number
 - Bank Account Owner
- We ask to upload a picture/image of a VOID Cheque, however if you have difficulties with the upload, just enter the bank account details and proceed without the uploaded cheque.



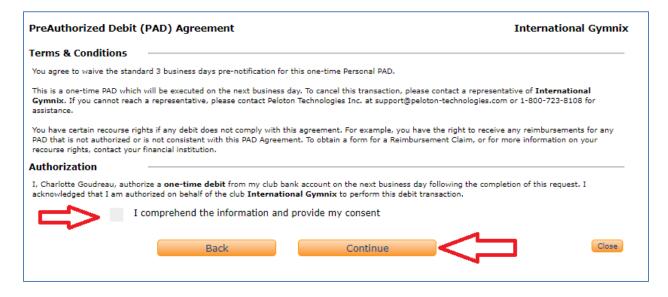




If you already have an E-cheque account set up from prior meets (IG2019), the following screen will appear. You can choose to select the existing account or create a new one.



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



Once you have agreed to the PAD Agreement above, the payment method has been setup and you can use it to pay.





All questions concerning International Gymnix 2020 registrations should be directed at

Charlotte Goudreau

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International Gymnix 2020
classique@gymnix.ca

We hope you enjoy using SportzSoft LiveMeet.

SportzSoft Solutions www.sportzsoft.com 800-668-0140