

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)
<ul style="list-style-type: none"> ○ Name, date of birth, category ○ Parent email address ○ T-shirt size* ○ Leotard size** 	<ul style="list-style-type: none"> ○ Name ○ Category (classic, international or both) ○ Email address ○ T- shirt size * 	<ul style="list-style-type: none"> ○ Bank account information ○ Picture of void cheque

*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. [Click here to access the 2020 Classic and Challenge Gymnix 2020 registration page](#). 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](#)

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

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2. 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:

First
Last

Primary Contact:

Cell Phone:

Email Address:
(email will be your login)

Password:

Confirm Password:

[Sign-up my club](#)

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

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3. 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

Meet Info

Meets: Fri Feb 3, 2017 thru Sun Feb 5, 2017

About: Christy Fraser Memorial Invitational February 3-5 2017

Location: Langley Events Center - Field House - 7888 200th Street Langley BC

Contacts: Primary: Langley Gymnastics Admin email: melissac@langleygymnastics.ca

General Instructions

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

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
Total Fees:	\$100.00
Balance:	\$100.00

Meet Notices

Meet Notices

No Recent Announcements

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.

The screenshot shows the 'Registered Participants' tab. At the top, there are tabs for General, Registered Participants, Club Management, Club Profile, Published Sessions, Other Meets, and Announcements. The 'Registered Participants' tab is active. Below the tabs, there's a section for 'Registered Athletes' with a filter by gender (Female, Male, Both) and buttons for 'Refresh', 'New Athlete Registration', and 'Recalc Fees'. A table lists registered athletes with columns: First, Last, Gender, Birth Date, Age, Category, Date Added, Fee, Music, and a delete icon. Below this is a 'Summary Info' table showing counts for Males, Females, and Total across different categories. At the bottom, there's a 'Coaches' section with a table of coaches and buttons for 'Refresh' and 'Add coach'. Red arrows point to 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		✕

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 left screenshot shows the 'General' registration form. It has fields for Name (First, Last), Gender, Birth Date (Year, Month, Day), Registered (Today), Category, and Fee. There's a 'Meet Profile...' button and a 'Save' button. Below, there's a section 'Extras can be managed below' with a dropdown for 'Additional Inputs' and an 'Email Address' field with a note '(is required by meet administration)'. At the bottom are 'Prev', 'Next', and 'Close' buttons.

The right screenshot shows the 'Athlete Registration' form. It has similar fields to the general form but includes a 'Cancel Registration' button. The 'Additional Inputs' section is expanded, showing 'Music', 'Athlete Photo', and 'Clothing Sales and Promotional Items' as options. Red arrows point to the 'Email Address' field and the 'Music', 'Athlete Photo', and 'Clothing Sales and Promotional Items' sections.

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.

General	Registered Participants	Club Management	Club Profile	Published Sessions	Other Meets	Announcements															
Meet Info	Hosted By: International Gymnix Dates: Thu Mar 5, 2020 thru Sun Mar 8, 2020 About: Location: Contacts: Primary: Charlotte Goudreau email: classicque@gymnix.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 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 \$255.00. <table> <tr> <td>Fees breakdown:</td> <td>Payments:</td> <td>Adjustments:</td> </tr> <tr> <td>Athlete Fees: \$145.00</td> <td>None</td> <td>None</td> </tr> <tr> <td>Coaches Fees: \$110.00</td> <td></td> <td></td> </tr> <tr> <td>Total Fees: \$255.00</td> <td></td> <td></td> </tr> <tr> <td>Balance: \$255.00</td> <td></td> <td></td> </tr> </table> <div> Payments Required: Pay online by E-Cheque (bank-to-bank debit transaction) Pay via E-Cheque... </div>						Fees breakdown:	Payments:	Adjustments:	Athlete Fees: \$145.00	None	None	Coaches Fees: \$110.00			Total Fees: \$255.00			Balance: \$255.00		
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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 here to access the 2020 Classic and Challenge Gymnix 2020 registration page.](#) 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.

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

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

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.**

New Athlete Registration

Name: First: Anne Last: Tremblay

Gender: Female

Birth Date: 2006 Oct 1

Registered: Today

Category: Fee:

Extras can be managed below

Additional Inputs

Email Address: (is required by meet administration)

Athlete Registration

Name: First: Charlotte Last: Goudreau

Gender: Female

Birth Date: 2002 Feb 1

Registered: Today

Category: JO 7 Fee: \$145.00

Extras can be managed below

Additional Inputs

Email Address: (is required by meet administration)

☐ Music

☐ Athlete Photo

☐ Clothing Sales and Promotional Items

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.

General	Registered Participants	Club Management	Club Profile	Published Sessions	Other Meets	Announcements								
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Total Fees:	\$255.00													
Balance:	\$255.00													
Meet Notices	No Recent Announcements													

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**'.

General	Registered Participants	Club Management	Club Profile	Published Sessions	Other Meets	Announcements								
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Balance:	\$255.00													
Meet Notices	No Recent Announcements													



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




Setup Bank Account

In order to perform the debit transaction to transfer/pay funds from your bank account to the bank account of the Meet organizer, you will need to key in your bank account details. Please note that Bank Accounts are maintained in the merchant (**Peloton Technologies**) environment, and not within the SportzSoft system directly. E-Cheque transactions will be performed in compliance with rule H1 as defined by the [Canadian Payments Association](#).

The following steps are performed to allow the system to perform a debit bank transaction...

- Configure (or select existing) a bank account from which the funds can be pulled to perform the payment
- Review and accept the PAD (PreAuthorized Debit) Agreement
- Confirm the payment amount and initiate the E-Cheque transaction


The bank account defined will be available to you for all meets operated by SportzSoft such that you can re-use this bank account for other meets, and or future payments within this meet.



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.

Standard Canadian Cheque
TD Cheque



Cheque Number

Transit

Institution

Account Number

Account Owner

Please identify if this is a personal bank account or a club bank account...

Cheque Number 075

DATE

PAY TO THE ORDER OF

\$

ROYAL BANK OF CANADA

Branch Address and Info

Financial Institution (Bank) Number

Designation and Account Number

[OPTIONAL] Please upload an image of a void cheque or official bank document that clearly shows the account numbers and account owner. This will be used to verify the account information. (Note: Only accepting JPG, PNG images and PDF files less than 2000kb in size, and recommend images no more than 800px wide.)

Aucun fichier choisi

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.

LiveMeet **International Gymnix 2020**

Setup Bank Account **International Gymnix**

In order to perform the debit transaction to transfer/pay funds from your bank account to the bank account of the Meet organizer, you will need to key in your bank account details. Please note that Bank Accounts are maintained in the merchant (**Peloton Technologies**) environment, and not within the SportzSoft system directly. E-Cheque transactions will be performed in compliance with rule H1 as defined by the [Canadian Payments Association](#).

The following steps are performed to allow the system to perform a debit bank transaction...

- Configure (or select existing) a bank account from which the funds can be pulled to perform the payment
- Review and accept the PAD (PreAuthorized Debit) Agreement
- Confirm the payment amount and initiate the E-Cheque transaction

The bank account defined will be available to you for all meets operated by SportzSoft such that you can re-use this bank account for other meets, and/or future payments within this meet. Please select one of the options below to proceed...

International Gymnix
Acct #: 48****58
Status: Active

Setup Bank Account

Continue Close

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

PreAuthorized Debit (PAD) Agreement **International Gymnix**

Terms & Conditions

You agree to waive the standard 3 business days 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 **International Gymnix**. 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 any reimbursements 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.

Authorization

I, Charlotte Goudreau, authorize a **one-time debit** from my club bank account on the next business day following the completion of this request. I acknowledged that I am authorized on behalf of the club **International Gymnix** to perform this debit transaction.

☐ I comprehend the information and provide my consent

Back Continue Close

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

Technical Coordinator

International Gymnix 2020

classique@gymnix.ca

We hope you enjoy using SportzSoft LiveMeet.

SportzSoft Solutions

www.sportzsoft.com

800-668-0140