



WTF Individual Event Registration User guide – 2016

BEFORE REGISTERING YOURSELF TEAM, CLUB OR INDIVIDUAL MEMBERS':

MAKE SURE ALL MEMBERS HAVE AN APPROVED

WTF GLOBAL LICENCE valid for the event you wish to register for.

Having an approved WTF Global Licence, you are still required to have uploaded and approved on your WTF GMS profile page at minimum the following for all team members:

1. Colour **Portrait** ID picture
2. Valid Passport OR National ID
3. WTF Signed Event Liability Waiver – valid for 5 years
4. Kukkiwon certificate/card or National belt certificate

On the **GMS** home page:

Click here



@Event Admin	Action	Event Name					
EventID: 192							
ACTIONS							
Activate Bulk Upload Copy Deactivate Delete Edit Upload Results	REGISTER NOW						
REPORTS							
Agreement Comments Summary Competition Officials Report Demographics Entry List Entry Status List Event Registration Summary Hotel Report Number of Entries by NOC-Kyorugi Participants Payments Q/A Team Summary Weight Divisions	View Weight Divisions	5th Australian Open	Tournament (Country)	Sydney, Australia		Team: 12/06/2014 CST	Team: 18/07/2014 CST 34 days



Then click here

Or you can simply click on the event name you wish to register for on the [GMS home page](#):



Shopping Cart

Event Registration Status
View Account Information
Upload Pictures
(you can upload your Membership Card Photo, Certificates etc..)

Register for Events:

- [Register For Open Taekwondo Championships 2015](#)
- [Register For 1st Oceania Taekwondo Club Championships \(G1\)](#)
- [Register For 2015 WTF WORLD TAEKWONDO CHAMPIONSHIPS - TESTING](#)
- [Register For 2015 U.S. Open Taekwondo Championships - TEST ONLY - Max Competitor](#)
- [Register For 2015 U.S. Open Taekwondo Championships - TEST ONLY](#)

[More Events...](#)

2016 U.S. Open Taekwondo Championships
REGISTER [NOW](#)

Wednesday, May 27, 2015

1st Chile Open Taekwondo Club - TBA, Chile - date TBC

[show more events](#)

Next steps:

Review important info
clicking the blue Tabs below.

2



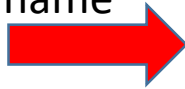
The screenshot shows a web page for the 6th Australian Taekwondo Open. At the top left, there are two blue buttons: "Back" and "Register Individual". A red arrow points from the "2" to the "Register Individual" button. In the top right, a red arrow points down from the text "Review important info clicking the blue Tabs below." to the "SCHEDULE" tab in the navigation bar. The navigation bar contains five tabs: "REGISTRATION INFO", "ACCOMODATION", "COMPETITION VENUE", "SCHEDULE", and "ADDITIONAL INFO". Below the navigation bar, there is a link: "[Click here](#) to download Official Outline". The main content area includes the following text:

Role: Athlete
Age Limit : 10 and Up
Event Registration Dates:

Early Registration Starts:	23 April 2015 12:00 AM
Regular Registration Starts:	01 May 2015 05:00 PM
Regular Registration Ends:	31 May 2015 05:00 PM

Add your Team Contestants or Officials →

1 Type in WTF Licence
number or name



Register For 6th Australian Taekwondo Open X Cancel

1 Membership 2 Roles 3 Divisions 4 Confirm 5 Payment

Membership

Enter the Member # or Name of the person you are registering in the field below.

Member # or Name (Enter ID or Name to lookup and click here to select one) ▼

(Note: To populate the search results after entering members info above,
please press the tab button on the keyboard or click anywhere outside of the text box with your mouse.)

[Next >](#)

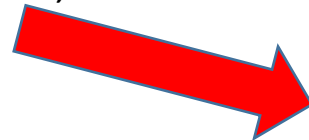
Please choose the division(s) you wish to compete in:

- None
- F -46kg
Competition Date: 26/06/2015
- F -49kg
Competition Date: 27/06/2015
- F -53kg
Competition Date: 27/06/2015
- F -57kg
Competition Date: 27/06/2015
- F -62kg
Competition Date: 26/06/2015
- F -67kg
Competition Date: 27/06/2015
- F -73kg
Competition Date: 27/06/2015
- F +73kg
Competition Date: 26/06/2015

1 To chose weight category, **click here**



2. To register another member, **click here**



If you would like to register another member, click the button below. If completed with this team or individual registration, click Next

Register Another Member

3. If completed registration, **click NEXT**



On the Team Summary page:

1 Agree to all waiver agreements

Agreement Detail

INSURANCE DECLARATION & WAIVER OF LIABILITY

5th Australia Open

As the duly appointed representative of my Member National Association ("MNA"), I hereby confirm that my organization has acquired group insurance for all members (representatives, officials and competitors) of my organization participating in the 5th Australia Open to be held in Sydney, Australia / 16th to 17th August 2014. This insurance covers all damages to persons and /or belongings.

By clicking here, I agree to the terms & conditions of the contract above.



On the Payment page: (OC may not offer option to pay by credit card)

Please choose how you would like to pay for this event:

I will pay now online by credit card

Paying online by credit card for your event registration fees is your only option. You can register your team now and log back in to pay later but all event registration fees are only accepted online by credit card. thank you STA Administration - info@sta.asn.au

If available and you select to pay online by credit card you will be directed to enter your credit card details as you will see on the next page. Credit card payment is only option to pay for this event in this example.

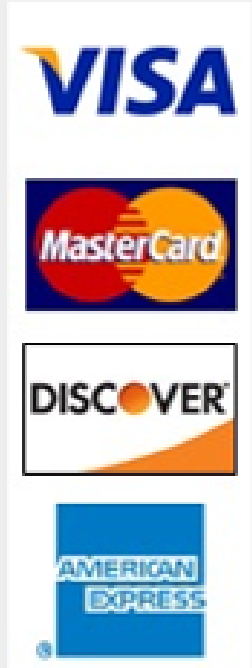
Simply click

Next >

Credit Card Payment page (if offered by OC)

Billing Information:

*Name on Card:	<input type="text" value="XXXXXXXXXX"/>
*Address:	<input type="text" value="XXXXXXXXXX"/>
	<input type="text" value="XXXXXXXXXX"/>
*City:	<input type="text" value="Tashkent"/>
*State/*Country:	<input type="text" value="Tashkent"/> <input type="text" value="Uzbekistan"/>
*Postal Code:	<input type="text" value="NA"/>
Amount:	<input type="text" value="\$ 120.00"/>
*Credit Card #:	<input type="text" value=""/> Type: <input type="text" value="Visa"/>
*Expiration date:	<input type="text" value="Month"/> <input type="text" value="Year"/>
*Security Code:	<input type="text" value=""/> What is this?



ABOUT SSL CERTIFICATES

Confirmation page:

Registration is confirmed. 
(Email sent with the copy of registered Team)

Thank you for completing the online registration process, if you have any questions please contact Mr. Michael Kotsifas.

Phone: (+61) 03 9640 0600

FAX: (+61) 03 9640 0611

E-MAIL: info@sta.asn.au

 Please Continue in order to complete your registration.

[Continue >](#)

Thank you!

Greetings Dildora Azam Kizi ELIEVA],
You have been successfully registered for the 6th Australian Taekwondo Open . Please keep this message as a record for future references. Below are the details for this registration.

Member Name: Dildora Azam Kizi ELIEVA


Membership ID:

Member Name	Member #	Registration Fees			Registered As
		Amount Due	Amount Paid	Amount Owed	
Dildora Azam Kizi ELIEVA	UZB-1568	Athlete \$ 120.00	\$ 0.00	\$ 120.00	F -49kg

Event Name: 6th Australian Taekwondo Open

Go back and add a division if you skipped it during on-line registration process:

Click Here

CURRENT	FUTURE	PAST					
Action	Event Name	Tournament (Country)	Location	Event Dates	Registration Begins	Registration Ends	Registered Competitors
REGISTER NOW	2015 U.S. Open Taekwondo Championships - TEST ONLY	Tournament (Country)	Orlando, United States of America	3rd-7th February 2016	Athlete: 04/09/2015 CST	Athlete: 05/01/2016 CST 49 days	
View Weight Divisions							
 You have registered for this event, click here for details							



Lastly click on "Change my division" and update/add the needed division(s).

Then click on subtab "Event"

Here are the events JASUR is registered for:

Event	Details	Status**	Sub Event	Division
2015 U.S. Open Taekwondo Championships - TEST ONLY	Athlete Registered: 12/11/2015 View Weight Divisions Click above to view a list of all competitors you have registered for the each weight division in this event. Change My Division Athletes, click above to sign up for a different weight division from what you originally registered for. You may also add additional divisions along with an additional payment. Please note that you will only be able to modify your registration if your status is still PENDING for this event and registration has not ended yet. Make a Payment If you skipped payment, you can click above to make an online credit card payment now.	PENDING Once the following required items are received by the events office, they will appear checked below: <input checked="" type="checkbox"/> Proof of Citizenship/Passport <input checked="" type="checkbox"/> Colour Potrait ID Picture <input checked="" type="checkbox"/> Kukkiwon Dan/Poom Certificate or Card	Men's Divisions Recognized Individual Poomsae - Junior & Senior	M -58kg Male U30



[Back To Event List](#)

[Membership](#) **Event**



If you have PENDING registrations below, please form(s) below. YOUR REGISTRATION WILL NO confirmation form, along with all necessary documents approval.

Referees: please note that by registering, you application only. Appointed referees will be in clicking 'Accept/Reject Appointment' below.

Go back and make a payment by credit card if skipped it during initial on-line registration process?

Click Here

Lastly click on "Make a payment" and then check the box that says "athlete" or "coach" whichever applies. Click "continue" and you will now see the credit card processing page. Fill in the necessary information and click finalize your payment and finish you registration

CURRENT	FUTURE	PAST				
Action	Event Name	Registration Location	Event Dates	Registration Begins	Registration Ends	Registered Competitors
REGISTER NOW	2015 U.S. Open Taekwondo Championships - TEST ONLY	Tournament (Country)	Orlando, United States of America	3rd-7th February 2016	Athlete: 04/09/2015 CST	Athlete: 05/01/2016 CST 49 days
View Weight Divisions						
<input checked="" type="checkbox"/> You have registered for this event, click here for details						


Then click on subtab "Event"

Here are the events JASUR is registered for:

Event	Details	Status**	Sub Event	Division
2015 U.S. Open Taekwondo Championships - TEST ONLY	Type: Athlete Registered: 12/11/2015	PENDING	Men's Divisions	M -58kg
View Weight Divisions	Print Confirmation	Once the following required items are received by the events office, they will appear checked below:	Recognized Individual Poomsae - Junior & Senior	Male U30
Change My Division		<input checked="" type="checkbox"/> Proof of Citizenship/Passport <input checked="" type="checkbox"/> Colour Potrait ID Picture <input checked="" type="checkbox"/> Kukkiwon Dan/Poom Certificate or Card		
Make a Payment				

Back To Event List

Membership **Event**

 If you have PENDING registrations below, please form(s) below. YOUR REGISTRATION WILL NO confirmation form, along with all necessary documents approval.

Referees: please note that by registering, you application only. Appointed referees will be notified by clicking 'Accept/Reject Appointment' below.

Troubleshooting...

In case of any issues please contact the Organizing
Committee or your National Taekwondo
Federation Administrator.