

# ***HANDLESPORT***



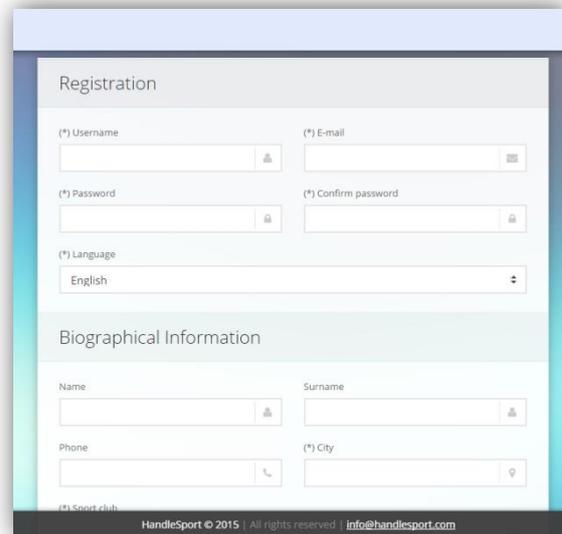
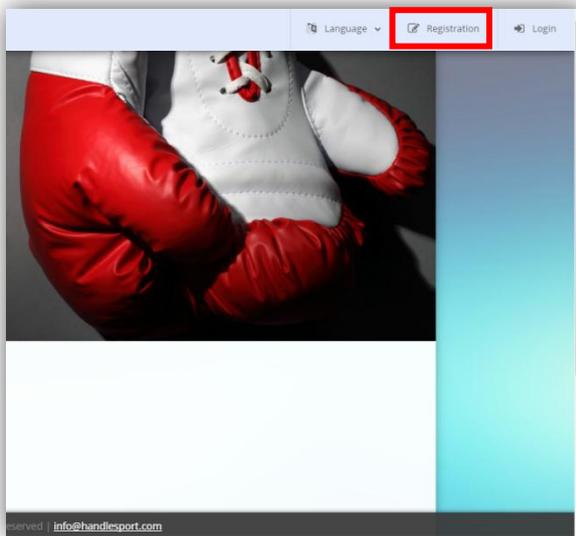
Sport Events Management Cloud System

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User guide

## 1. Registration

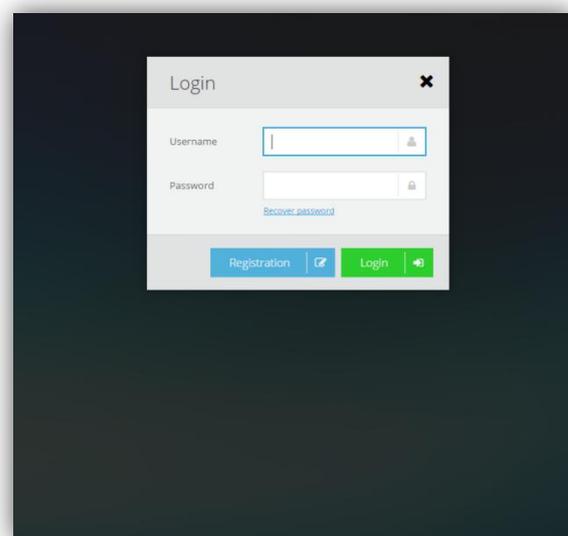
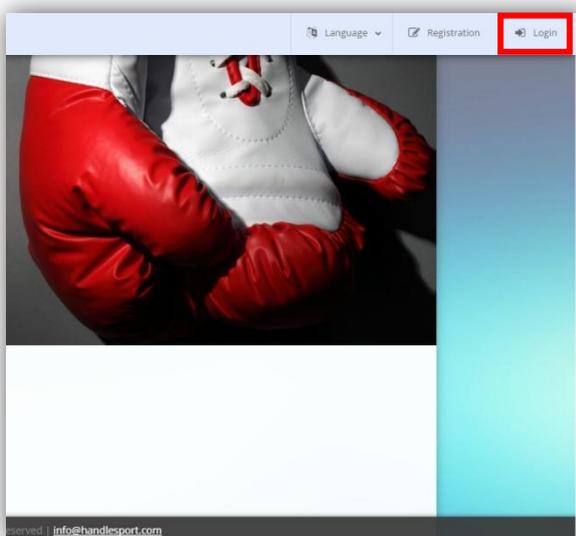
To register to on [www.handlesport.com](http://www.handlesport.com) click on the “**Registration**” button in the top menu and then fill the registration form:

A screenshot of the registration form. The form is titled 'Registration' and contains several input fields: Username, E-mail, Password, Confirm password, and Language (a dropdown menu set to 'English'). Below these is a section titled 'Biographical Information' with fields for Name, Surname, Phone, and City. At the bottom, there is a small checkbox for 'Sport club' and a footer with 'HandleSport © 2015 | All rights reserved | info@handlesport.com'.

After the registration you'll receive an e-mail with a link to activate your account. Once your account is active you'll be able to login the system using the “**Login**” button in the top menu and insert competitors and/or teams and register to events.

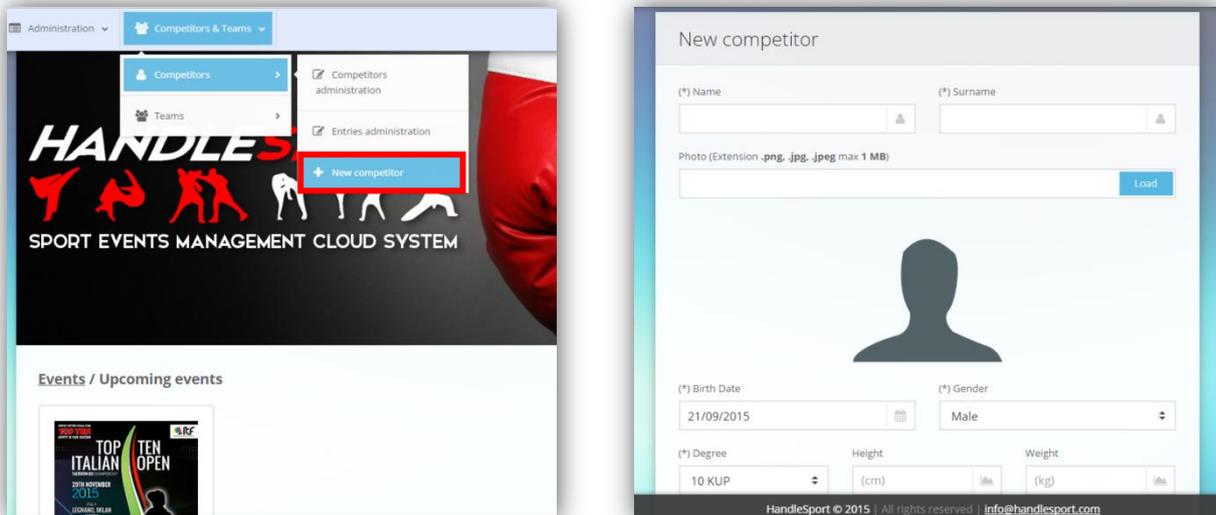
## 2. Login

When your account is active you are able to login the system using the “**Login**” button in order to insert competitor / teams and register them to events.

A screenshot of the login form. The form is titled 'Login' and has a close button (X) in the top right corner. It contains two input fields: Username and Password. Below the Password field is a link for 'Recover password'. At the bottom, there are two buttons: 'Registration' (blue) and 'Login' (green).

### 3. Add competitor / team.

To add competitors and/or teams in the system you firstly have to login the system and then use the “[New competitor](#)” or “[New team](#)” buttons:



To insert new competitor you have to provide the following data:

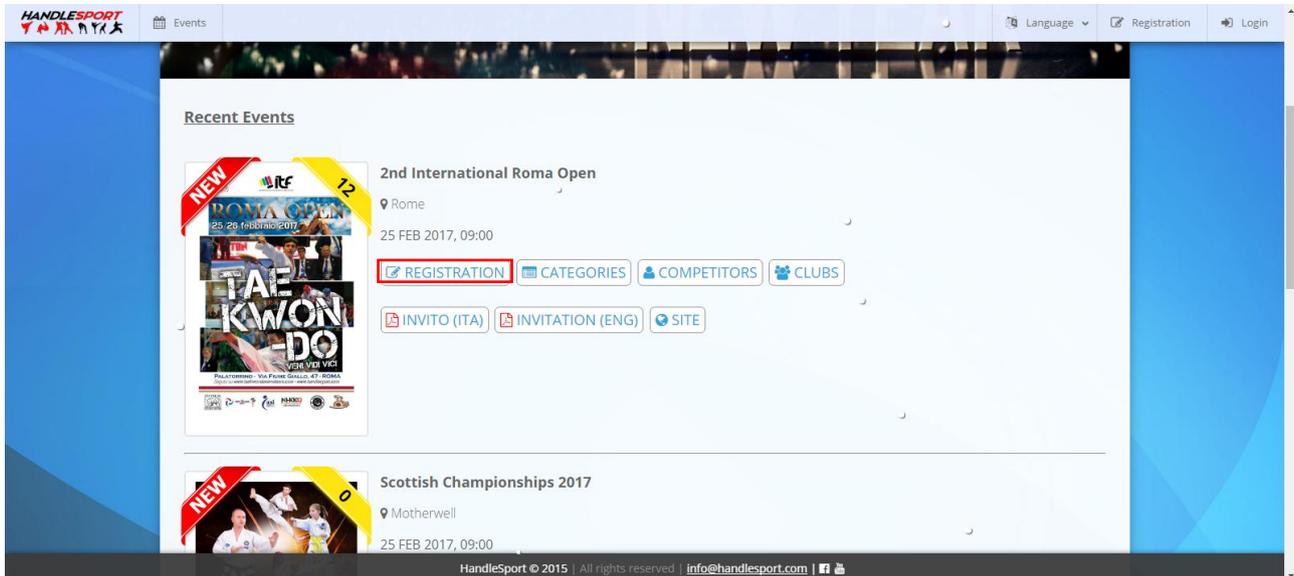
- Name (**required field**)
- Surname (**required field**)
- Birth date (**required filed**)
- Gender (**required filed**)
- Degree (**required filed**)
- Photo (optional)
- Height (optional)
- Weight (optional)

**N.B.** If inserted, height and weight information will be used to check if you are registering the correct category in an event but are not required.

**N.B.** If there are available events in the bottom dropdown under the section “**Event registration**”, you can immediately register your new competitor checking “**Register to the event?**”, selecting the event and the right specialties and categories.

## 4. Event registration

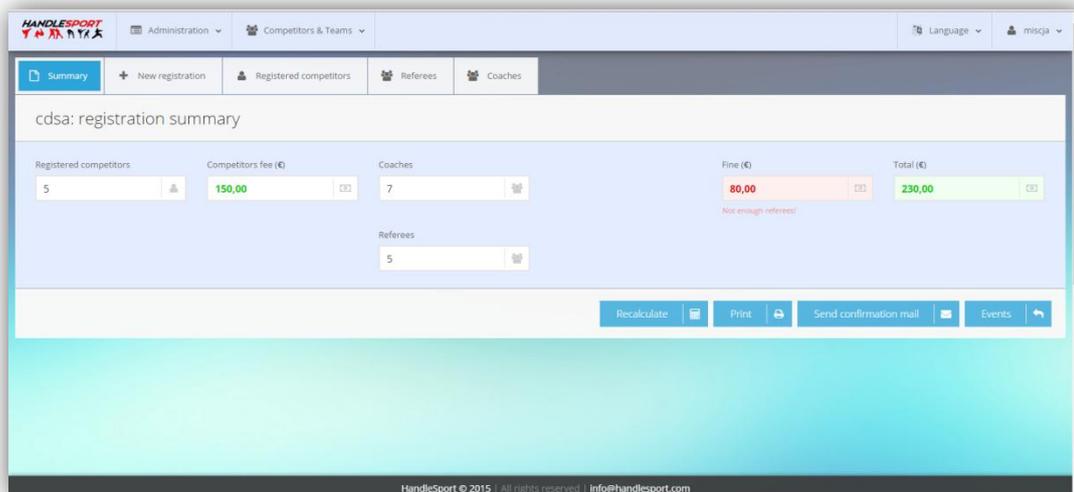
When the registration for an event is open you are able to register your competitors and / or teams using the “[Registration](#)” button, you can find it near the interested event in home page:



You will see a page with several tabs described below:

### 1. Summary

In this tab you can see the summary of your registration: number of registered competitors / teams, referees, coaches, fees, fines. You can choose to print you summary or request it by mail using the appropriate buttons:



## 2. New registration

In this tab you can select your competitor / team from a dropdown menu and register to event by selecting specialties and categories (the system will alert you when trying to register to a category with different parameters than your athlete). You have to check and confirm the registration using the **green button**. Once the registration is done you will see the new entry in the tab "Registered competitors" or "Registered teams" and you'll be able to do a new registration. Also the "Summary" tab will be updated with the new calculated fees and fines after the last registration.

## 3. Registered competitors / Registered teams

In this tab you can view, edit or delete your current entries for the event.

## 4. Referees

In this tab you can add or delete your referees for the event.

## 5. Coaches

In this tab you can add or delete your coaches for the event.