

# Top Draw On-Line Competition Sign Up

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Taekwondo NSW has introduced and is continuing to develop on-line sign up for State Competitions.

The primary aims of on-line sign up are

- 1) Data accuracy. Your name will be spelled correctly (or at least as you typed it!), the system will make sure you enter all the required information to apply for competition.
- 2) Save time for competition administrators. Under the paper based sign up, it takes at least one working day to type in all the applications. On-line sign up eliminates this task.
- 3) Enable Instructor review and control over player applications coming from their club.

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## Setting Up a New Account

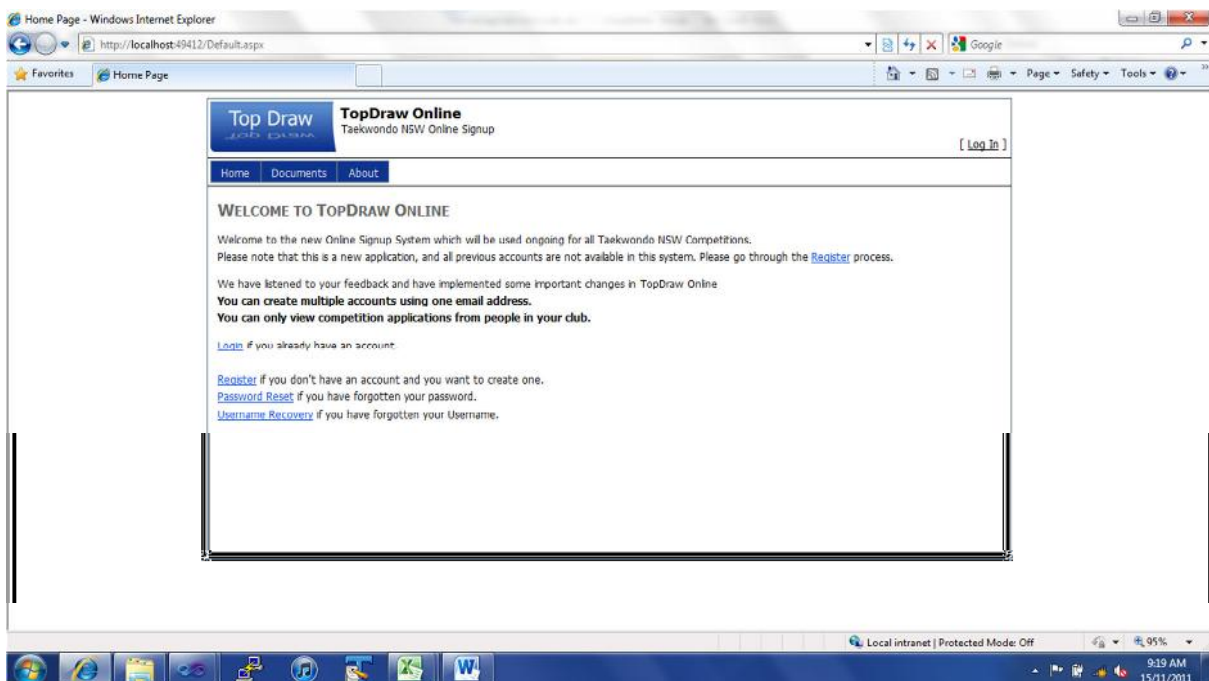
In your Web Browser, go to the web site [www.tkdns.org.au/Default.aspx](http://www.tkdns.org.au/Default.aspx)

When the website first appears, this is what you will see.

Before you sign up for competition, you need to Register. (For future competitions, you will not need to do this step again).

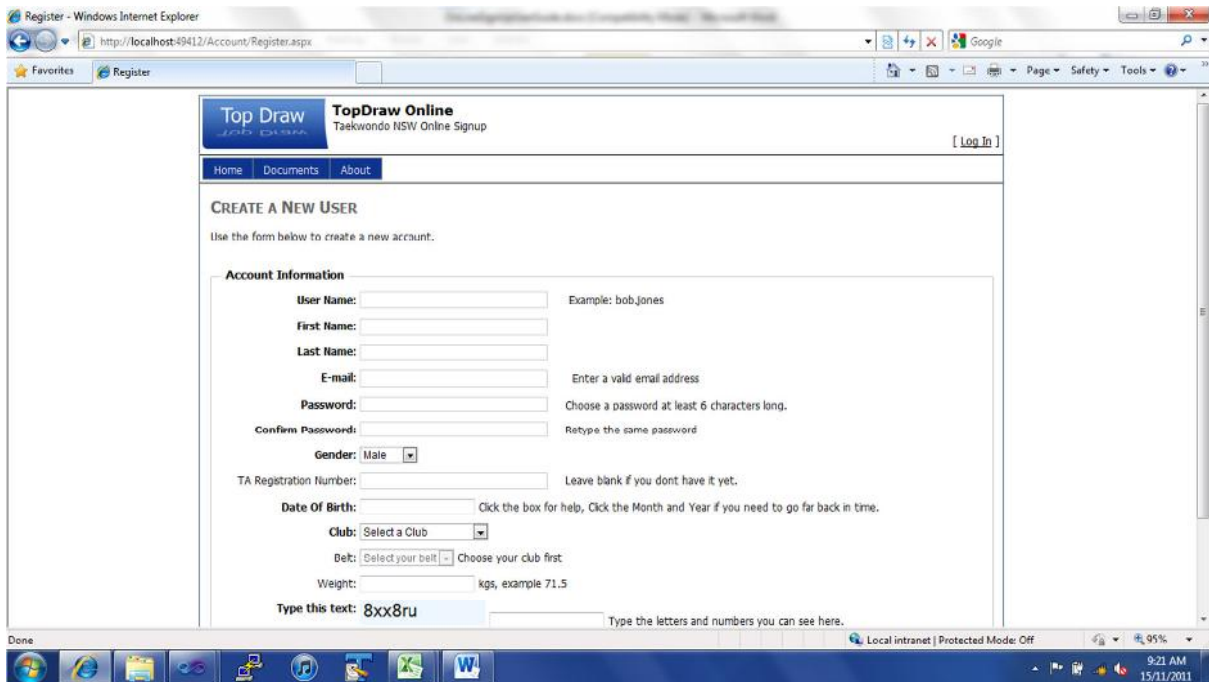
### Click 'Register'

- You can click the Register Link on the main page
- Or you can click the Home Menu, then choose Register



The following screen will appear.

The fields with a bold labels are required fields.



## Frequently Asked Questions about the “Register” screen

### 1) What does login mean?

A login is the name you will use to access the system in the future. An example login would be “bob.jones”

### 2) Can I re-use the same email address for multiple competitors?

YES.

### 3) Why do I have to type out that funny text?

This is a security measure – it deters people from creating hundreds of dodgy accounts using a computer program.

### 4) The belt selection is not working?

You must select a club before the belts will appear.

If your club’s belt system is different to this list, contact [matt@tkdsw.org.au](mailto:matt@tkdsw.org.au)

### 5) How do I get to my Year of Birth quickly?

You can click on the month, year label which provides a quicker way of getting to the right year and month. (See screenshots below).

Date Of Birth:  Click the box

Club:

Belt:  your club

Weight:  example

Type this text:

Do you want to receive Taekwondo NSW news updates via email?  to receive

February, 2010

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Today: November 15, 2011

TA Registration Number:  Leave blank

**Date Of Birth:**  \* Click the box for help, Click the box for help

**Club:**  2011

**Belt:**  Jan Feb Mar Apr  your club first

**Weight:**  May Jun Jul Aug  example 71.5

**Type this text:**  Sep Oct Nov Dec

Do you want to receive Taekwondo NSW news updates via email?  Yes  No  to receive news

Today: November 15, 2011

**Gender:**  Male

TA Registration Number:  Leave blank

**Date Of Birth:**  \* Click the box for help, Click the box for help

**Club:**  2000-2009

**Belt:**  1999 2000 2001 2002  your club first

**Weight:**  2003 2004 2005 2006  example 71.5

**Type this text:**  2007 2008 2009 2010

Do you want to receive Taekwondo NSW news updates via email?  Yes  No  to receive news

Today: November 15, 2011

Once you have correctly filled in the required fields, the system will then send you an email.

This is an important step as the system needs to verify that you have entered a valid email address.

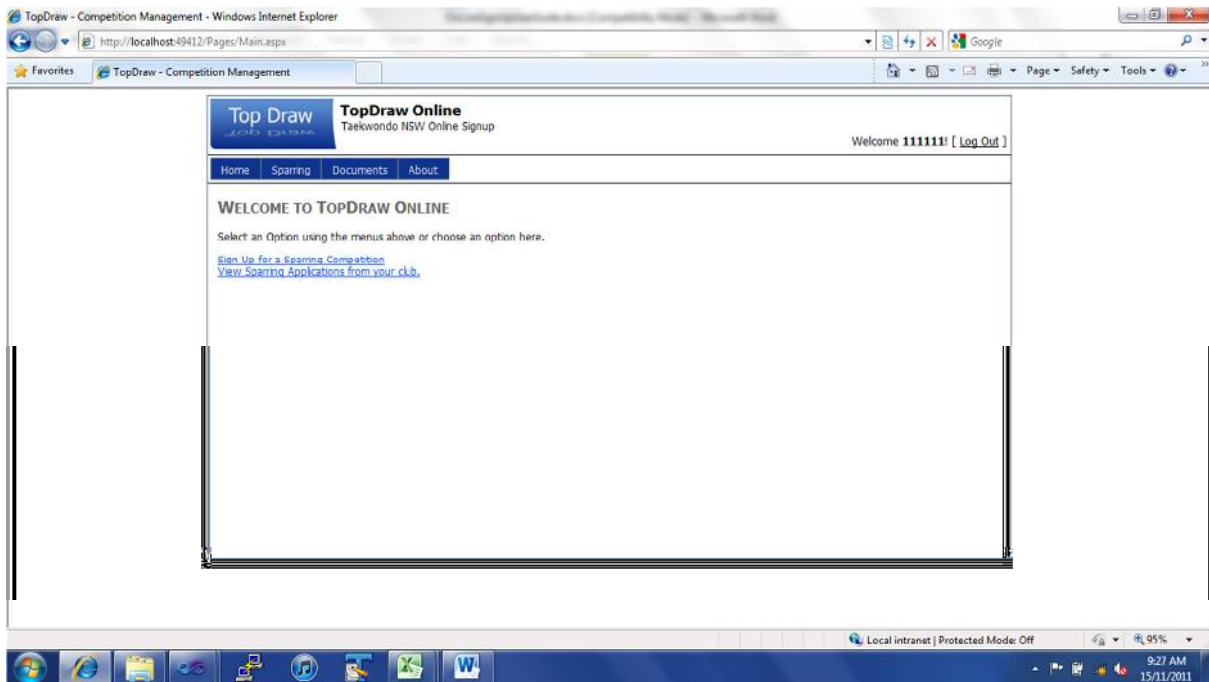
**Go to your email inbox, and click the link that has been emailed to you.**

- Please keep in mind that the email might be in your junk folder
- Your account is now active.

## Signing Up for a Competition

If you are not logged in, click the Login Button and enter your login and password you chose earlier

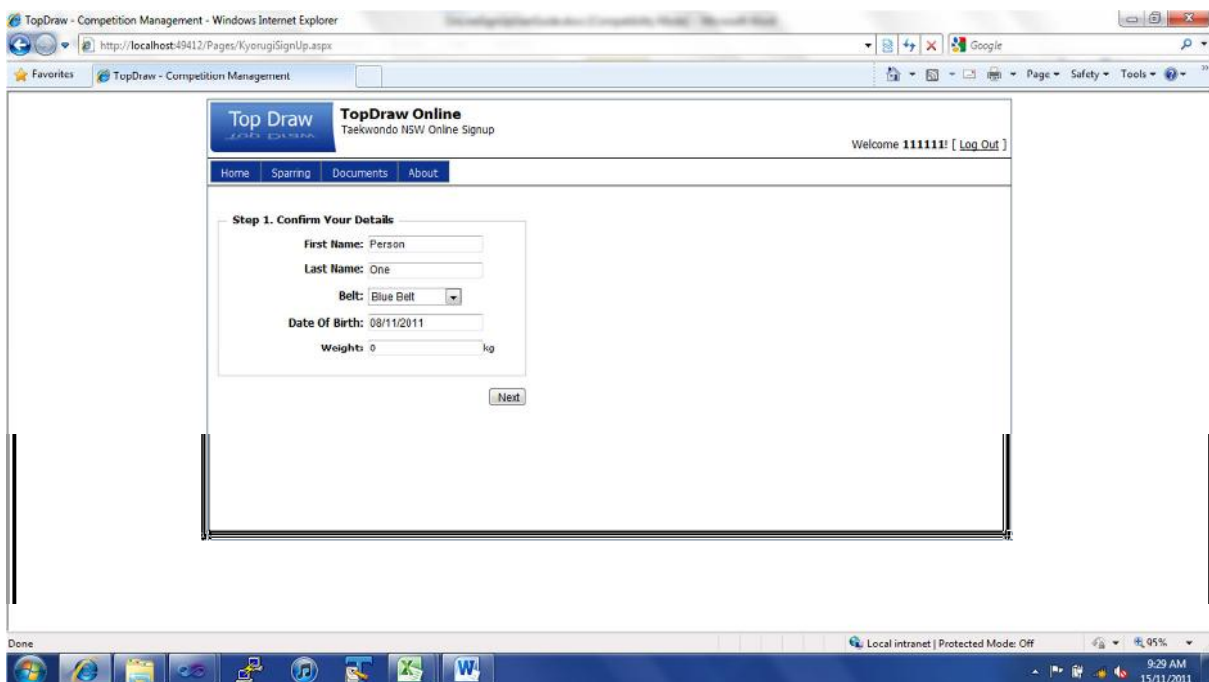
The following screen will appear.



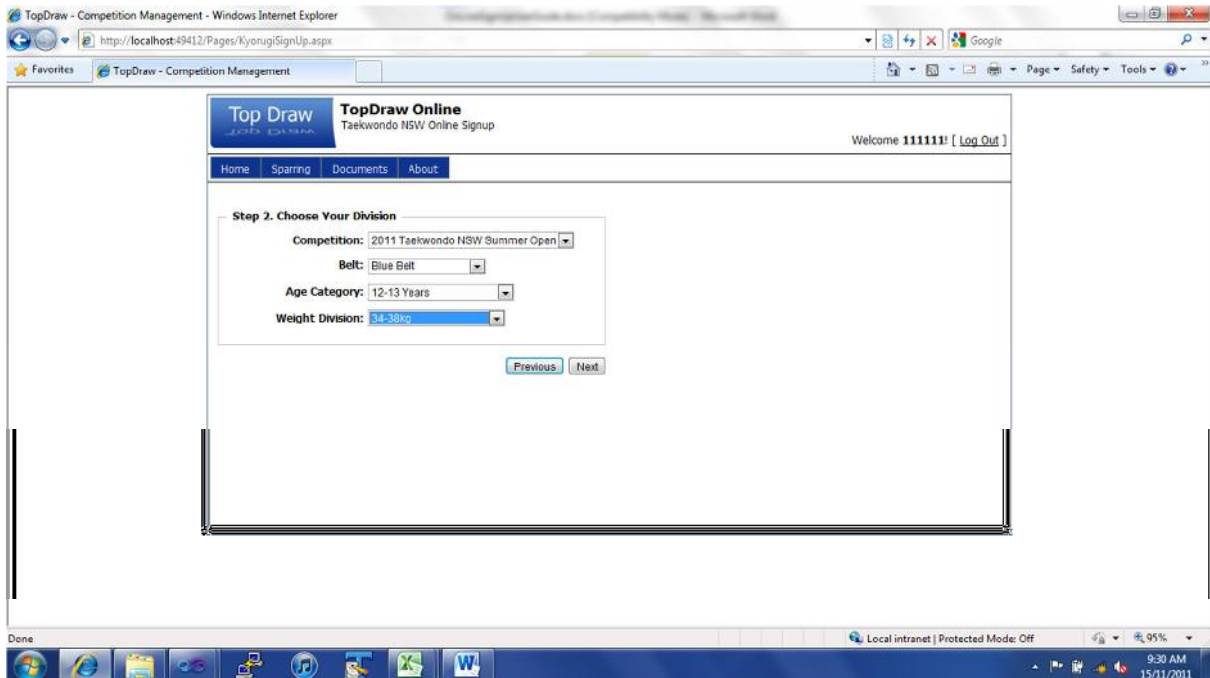
## Click "Sign Up for a Sparring Competition"

- Click the "Sign up for a sparring competition" link on the screen
- (Or you can choose the Sparring menu -> Sign me up)

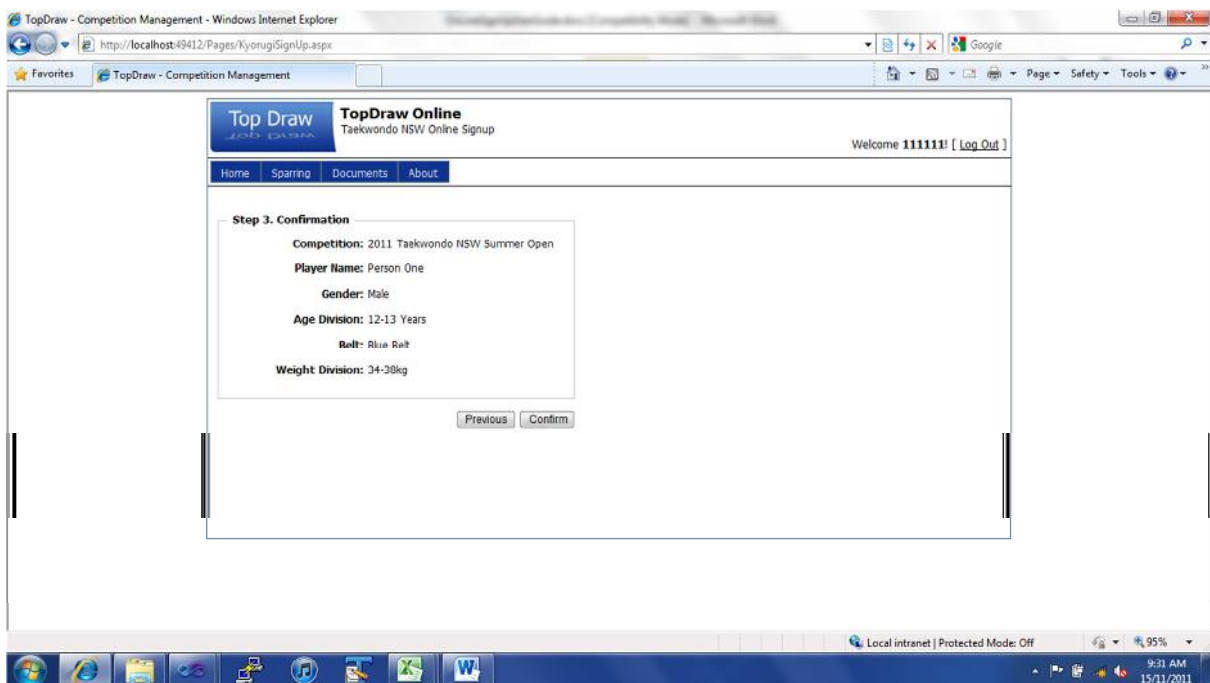
## Ensure your details are up to date and click "Next"



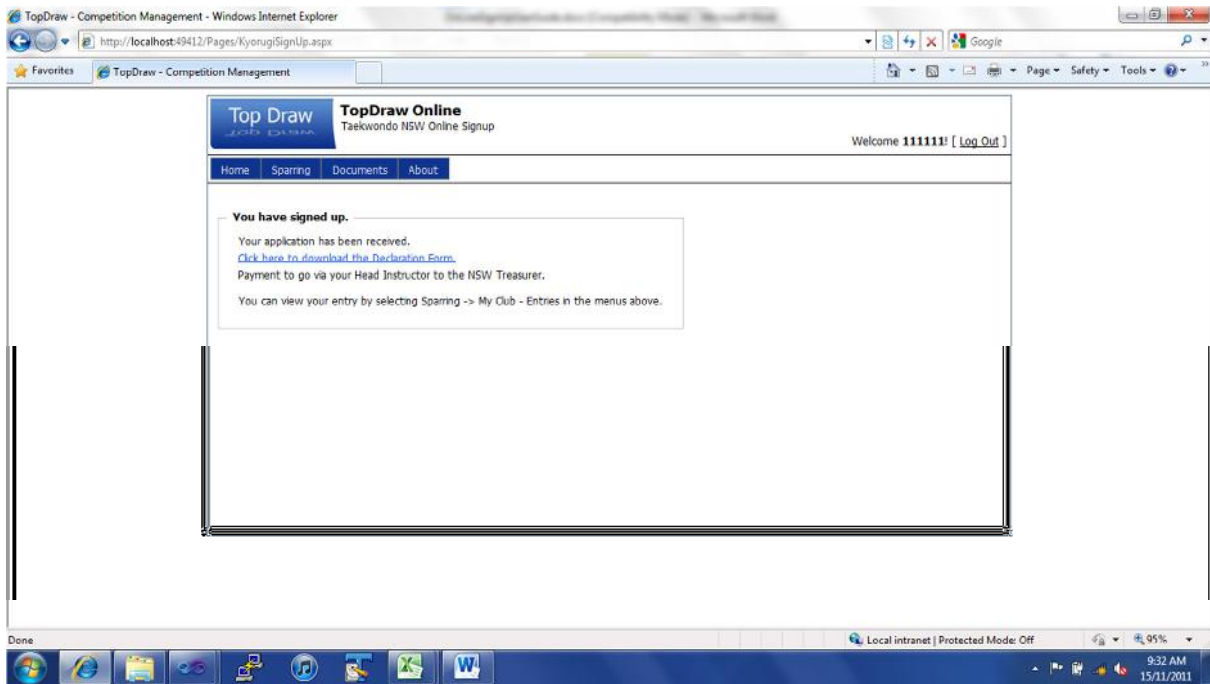
**Choose the Competition -> Belt -> Age and Weight Category you want to sign up for and Click "Next"**



**The following screen will appear**



**Press Confirm - ALL DONE! You have signed up - The following screen will appear**

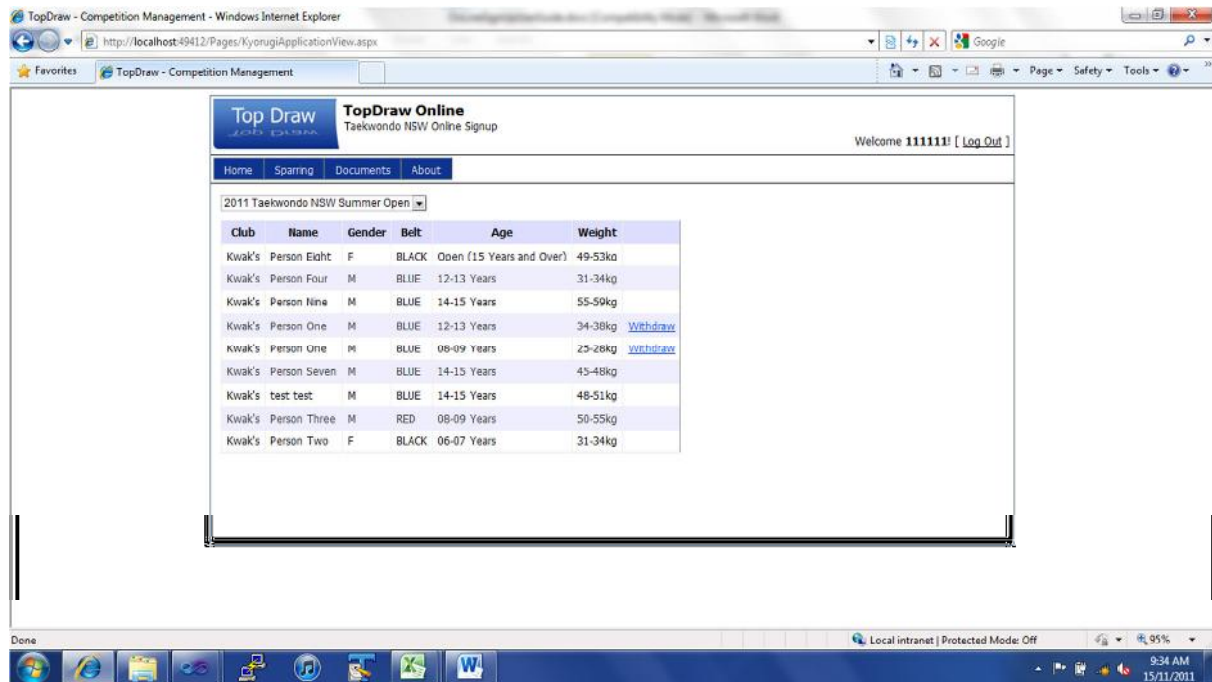


Click the link to download your declaration form.

## Checking Your Entry

Under the Sparring Menu -> Choose My Club – Entries

A list of your clubs sparring entries will appear



The screenshot shows a web browser window displaying the TopDraw Online Taekwondo NSW Online Signup page. The page has a navigation menu with 'Home', 'Sparring', 'Documents', and 'About'. Below the menu, there is a dropdown menu for '2011 Taekwondo NSW Summer Open'. A table lists the entries with columns for Club, Name, Gender, Belt, Age, and Weight. A 'Withdraw' link is visible next to the 'test test' entry.

Club	Name	Gender	Belt	Age	Weight
Kwak's	Person Eight	F	BLACK	Ooen (15 Years and Over)	49-53kg
Kwak's	Person Four	M	BLUE	12-13 Years	31-34kg
Kwak's	Person Nine	M	BLUE	14-15 Years	55-59kg
Kwak's	Person One	M	BLUE	12-13 Years	34-38kg <a href="#">Withdraw</a>
Kwak's	Person One	M	BLUE	08-09 Years	25-28kg <a href="#">Withdraw</a>
Kwak's	Person Seven	M	BLUE	14-15 Years	45-48kg
Kwak's	test test	M	BLUE	14-15 Years	48-51kg
Kwak's	Person Three	M	RED	08-09 Years	50-55kg
Kwak's	Person Two	F	BLACK	06-07 Years	31-34kg

Notice the “Withdraw” link next to your entries. Click this if you wish to pull out of the nominated division. (You will be asked to confirm your choice).

## Club Manager Facility

Club Managers only have access to accounts for those members who are registered to their club.

Club Managers can

- Review players from their club who have signed up for a competition
- Add / remove player applications for competition

The purpose of the club manager facility is to enable instructors to manage their players in the same way that they did under the paper based application process.

## Applying for Club Manager Status

- Create an Account in the system as specified above
- Send an email to Tournament Director [matt@tkdnew.org.au](mailto:matt@tkdnew.org.au) for approval
- Tournament Director will enable Club Manager Access and inform you in a return email
- On your next login you will have additional options available to you to manage your club

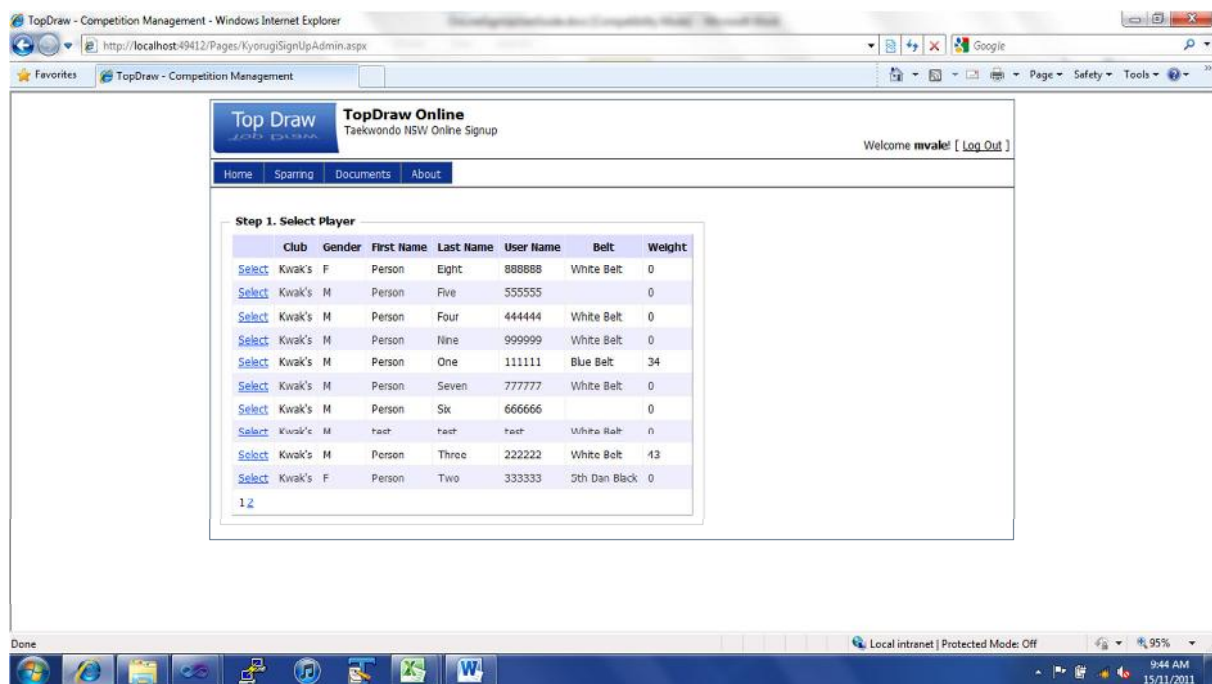
## Club Manager – Registering Players

- Click on the register link (under Home -> Register) and create an account for the player. Use your email address for the confirmation step.

## Club Manager - Adding players to a Competition

**Under the sparring menu, you will have an additional option to “Add Player to Comp”**

A list of players registered with your club will appear (shown here). Choose the relevant player and work through the steps documented above under “Signing up for a Competition”.



The screenshot shows a web browser window displaying the 'TopDraw Online' interface. The page title is 'TopDraw Online Taekwondo NSW Online Signup'. The user is logged in as 'mvale' and is on the 'Sparring' menu. The main content area is titled 'Step 1. Select Player' and contains a table of registered players.

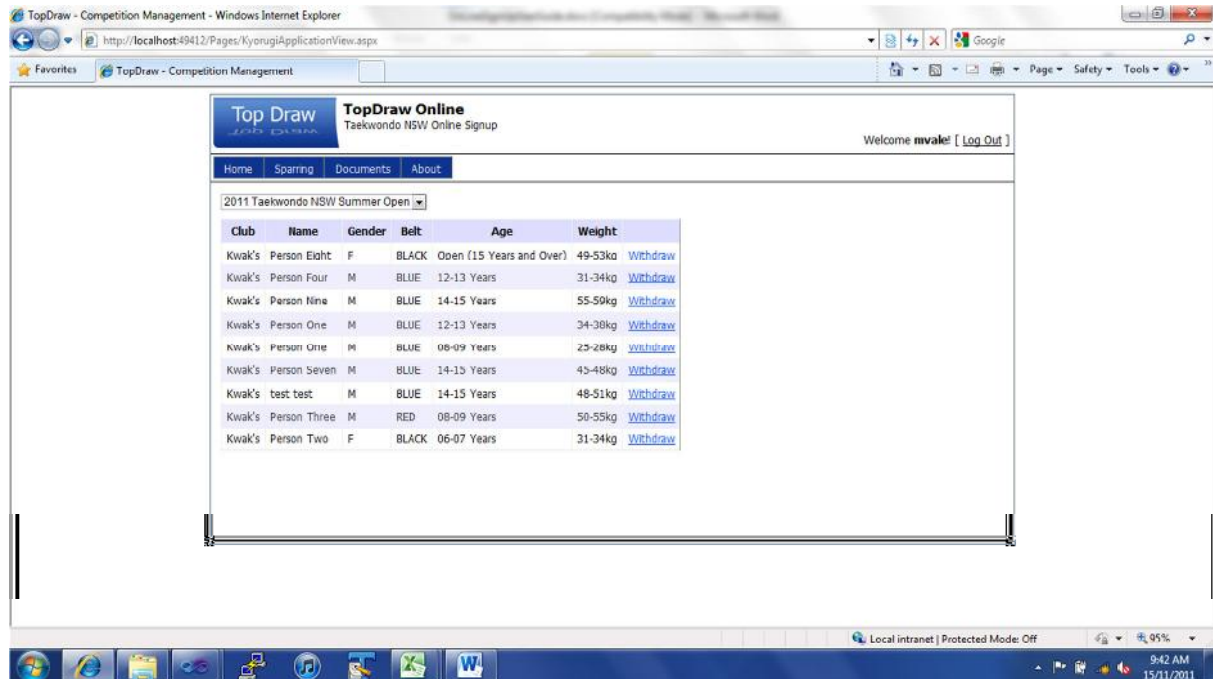
	Club	Gender	First Name	Last Name	User Name	Belt	Weight
<a href="#">Select</a>	Kwak's	F	Person	Eight	888888	White Belt	0
<a href="#">Select</a>	Kwak's	M	Person	Five	555555		0
<a href="#">Select</a>	Kwak's	M	Person	Four	444444	White Belt	0
<a href="#">Select</a>	Kwak's	M	Person	Nine	999999	White Belt	0
<a href="#">Select</a>	Kwak's	M	Person	One	111111	Blue Belt	34
<a href="#">Select</a>	Kwak's	M	Person	Seven	777777	White Belt	0
<a href="#">Select</a>	Kwak's	M	Person	Six	666666		0
<a href="#">Select</a>	Kwak's	M	test	test	test	White Belt	0
<a href="#">Select</a>	Kwak's	M	Person	Three	222222	White Belt	13
<a href="#">Select</a>	Kwak's	F	Person	Two	333333	5th Dan Black	0

1 2

## Club Manager – Reviewing Applications and Processing Withdrawals.

Under the sparring menu, choose My Club – Entries

The following screen will appear. Note that the “Withdraw” link will be available for all player applications in your club.



The screenshot shows a web browser window displaying the 'TopDraw Online' application. The page title is 'TopDraw Online Taekwondo NSW Online Signup'. A navigation menu includes 'Home', 'Sparring', 'Documents', and 'About'. Below the menu, there is a dropdown menu for '2011 Taekwondo NSW Summer Open'. The main content area displays a table of player applications, each with a 'Withdraw' link.

Club	Name	Gender	Belt	Age	Weight	
Kwak's	Person Eight	F	BLACK	Oaen (15 Years and Over)	49-53kg	<a href="#">Withdraw</a>
Kwak's	Person Four	M	BLUE	12-13 Years	31-34kg	<a href="#">Withdraw</a>
Kwak's	Person Nine	M	BLUE	14-15 Years	55-59kg	<a href="#">Withdraw</a>
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