



Canadian Taekwon-Do Federation International

Instructions for Coaches to enter Canadian Tournaments

COACHES - How to:

- 1. Create a Club account on SportData***
- 2. Register Individual competitors***
- 3. Register Team competitors***
- 4. Register Coaches & Photographers***
- 5. Register Referees***
- 6. Delete entries to the event***
- 7. Pay entry fees***
- 8. Consent Forms***

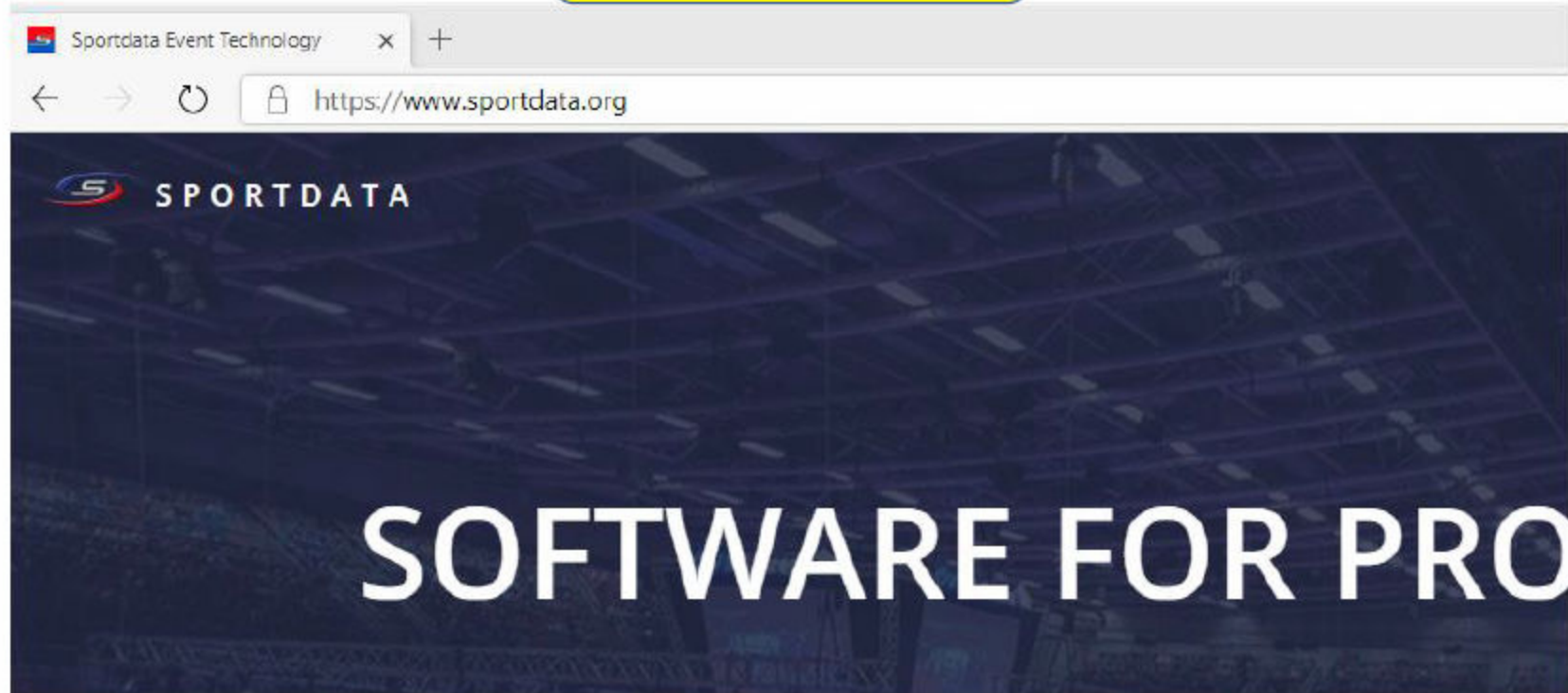
1. Create a Club Account along with a list of your competitors.

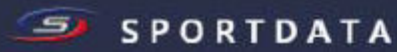
NOTE: If you already have a Club Account from a previous tournament, you can use that to register for this event. Log into that account now and skip to #2.

NOTE: If you are using an existing Club Account, be sure you update your competitors' rank, height and weight.

If you create a new Club account now, you can use this account and competitors to enter future events that are hosted on SportData.

Open Sportdata Website
www.sportdata.org





WKF

WORLD KARATE FEDERATION EVENTS



Scroll down to the field ITF and click on it

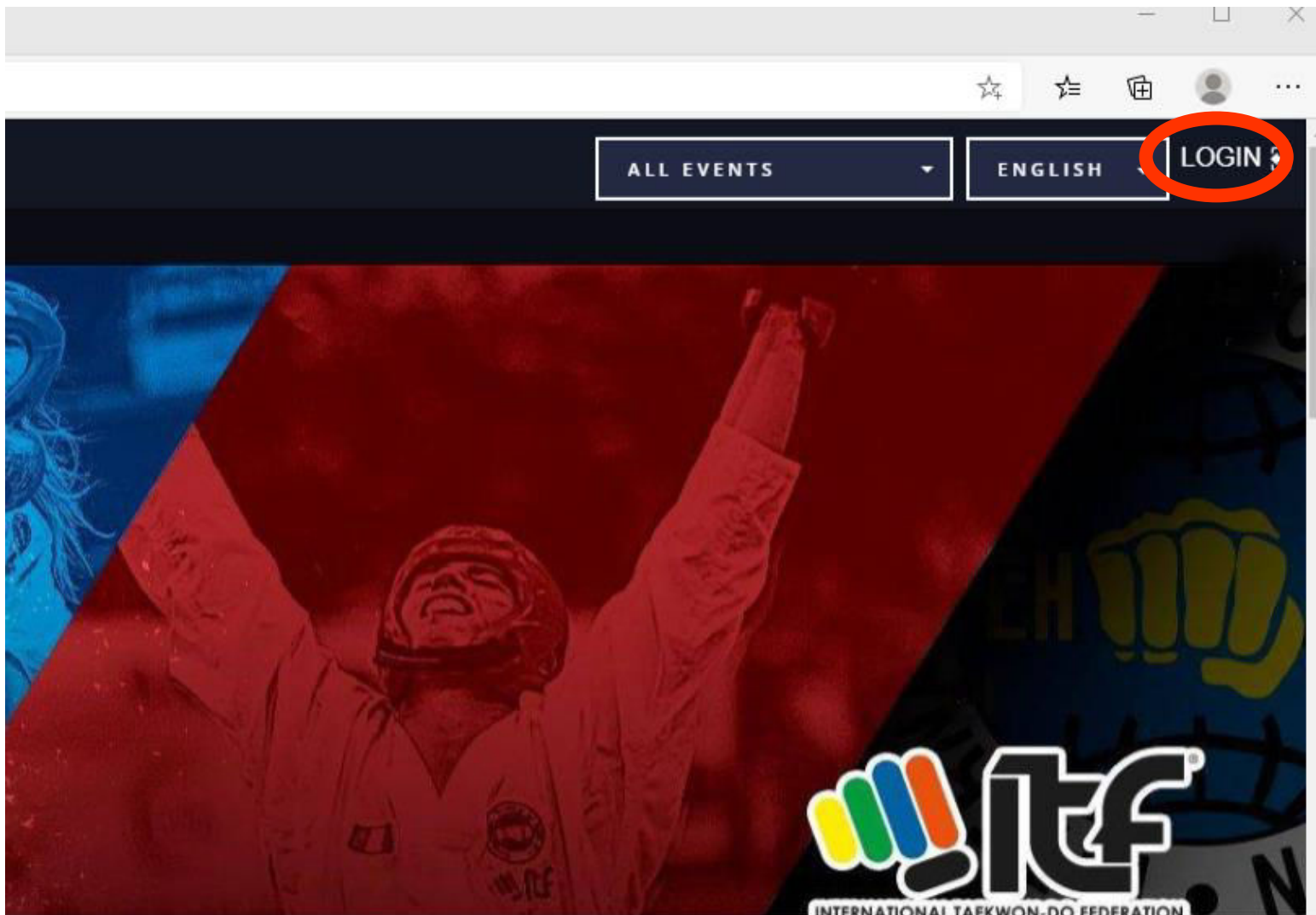
ITF

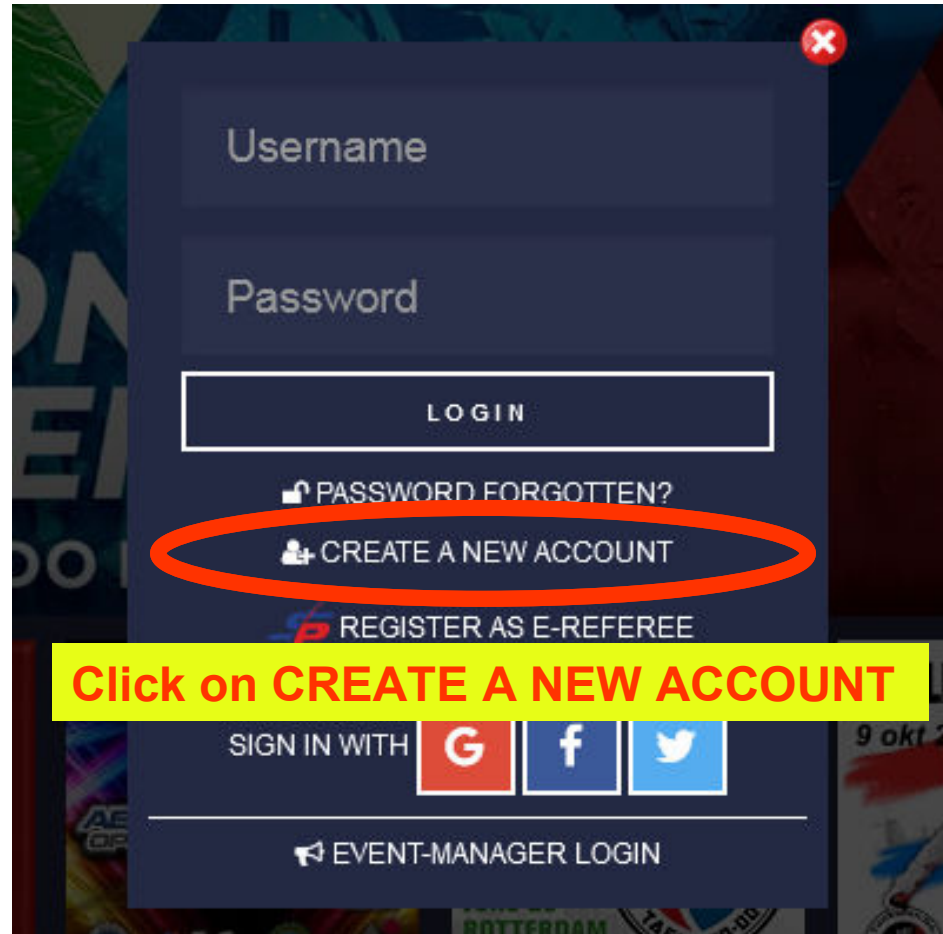
ITF TAEKWON-DO EVENTS



JJIF

JJIF JU-JITSU





ADD/EDIT REGISTRAR

Individual/Team/Club Login Registration

You want to add entries but do not yet have an account?

Get the chance to register online now! With your account registered you can register athletes easily.

Fields marked with * have to be filled out.

Account Type

- Club/Team/Federation/Organization
- Individual Competitor
- Individual Coach
- Individual Referee
- Individual Official

Username*

Password*

Password Confirm*

Title

First name*

Last name*

Birthday*

Sex*

E-Mail*

E-Mail Confirm*

Fill in all fields.
In the field "Sex", the default setting is male.
If you are female please change.
Scroll down to fill in more fields

The activation email will be sent to this address.

The activation email will be sent to this address.

Address*

Zip code*

City*

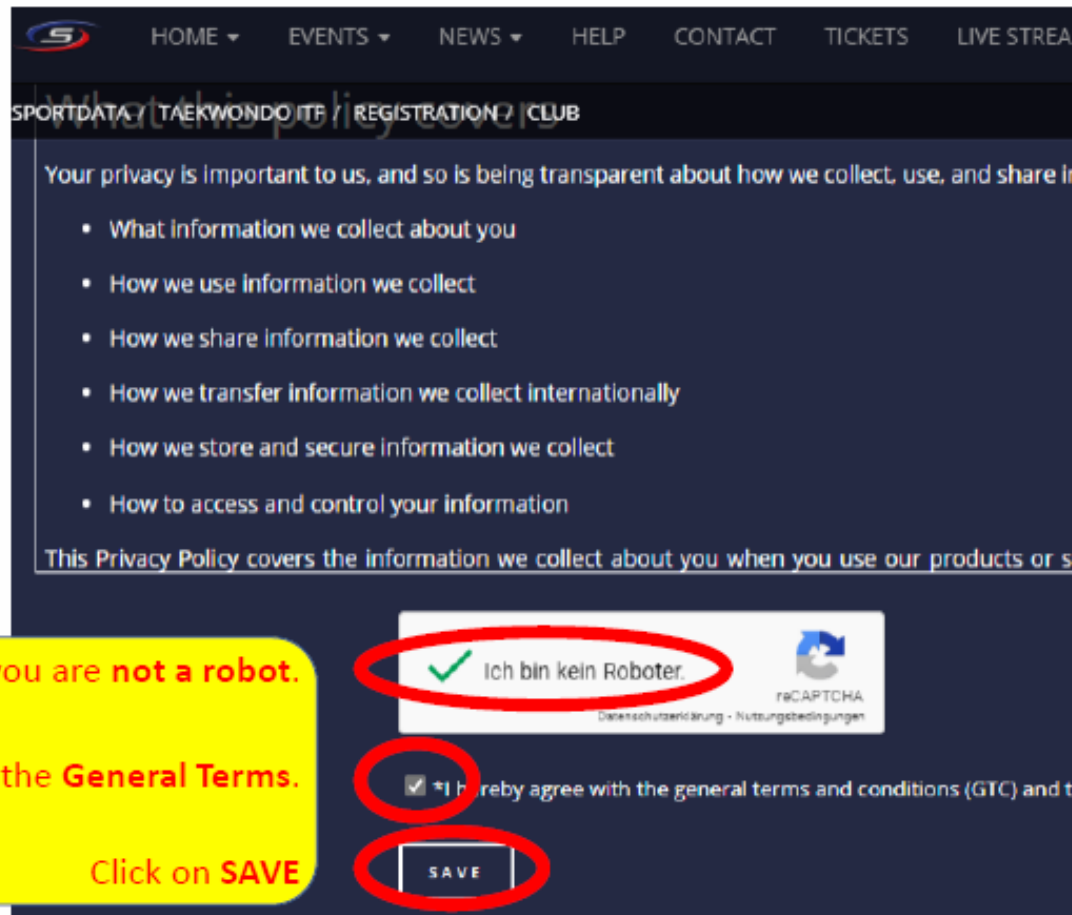
Country*

Phone*

Fax

Mobile phone

Fill in as minimum the marked fields.
Scroll down to save.



IS OUR STRENGTH

INTERNATIONAL TAEKWON-DO FEDERATION

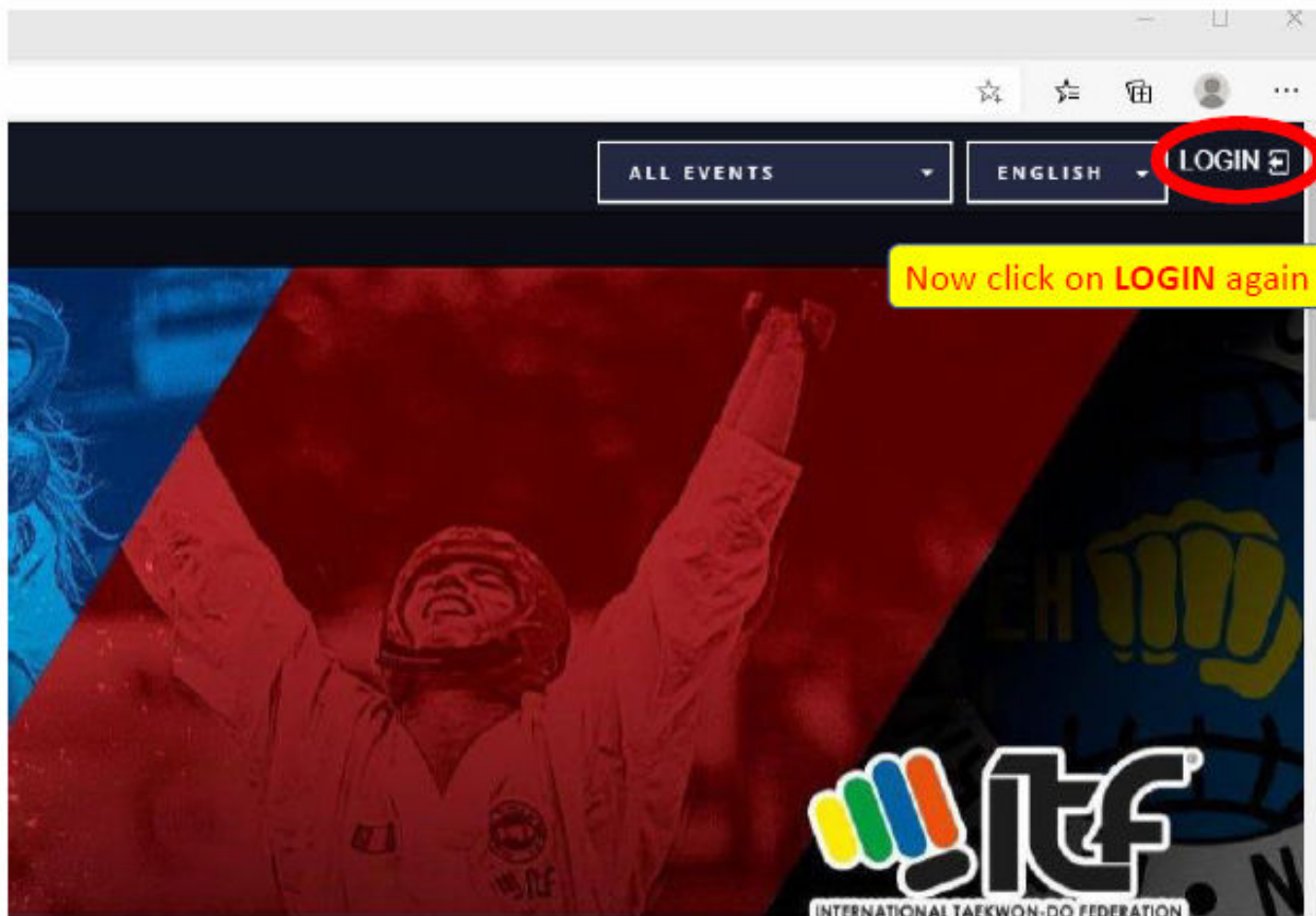
ADD/EDIT REGISTRAR

Your account has been created successfully.

An activation email has been sent to your address.

Follow the link to activate your account. It can happen, that your email provider handles the activation email as spam. If you do not receive the email within the next 30 minutes, please contact the SET team.

You will receive an email from the SportData system. Click on the link in the email to confirm your email address.



The image shows a login form with the following elements:

- Username** input field (highlighted with a red rectangle)
- Password** input field (highlighted with a red rectangle)
- LOGIN** button (highlighted with a red oval)
- [PASSWORD FORGOTTEN?](#) link
- [CREATE A NEW ACCOUNT](#) link
- [REGISTER AS E-REFEREE](#) link
- SIGN IN WITH** section containing icons for **G** (Google), **f** (Facebook), and **t** (Twitter)
- [EVENT-MANAGER LOGIN](#) link

A yellow callout box on the right contains the following instructions:

- Fill in your Username.
- Fill in your Password.
- Click on LOGIN

DASHBOARD MY USER DATA **MY CLUB/TEAM DATA** MY COMPETITORS MY COACHES MY REFEREES MY OFFICIALS

SPORTS PERFORMANCE / DASHBOARD

INTERNATIONAL TAEKWON-DO FEDERATION

MY CLUB/TEAM DATA

PLEASE FIRST ENTER YOUR CLUB/TEAM DATA!

MY COMPETITORS MY COACHES MY REFEREES MY OFFICIALS

0 0 0 0

AT THE MOMENT YOU DONT HAVE ANY CURRENT ENTRIES

Click here
Or
here

DASHBOARD MY USER DATA MY CLUB/TEAM DATA MY COMPETITORS MY COACHES MY REFEREES MY OFFICIALS MY

SPORTDATA / TAEKWONDO ITF / MY CLUB/TEAM DATA

Name* Full Name of Club e.g. "Mountain High Martial Arts"

Abbreviation* Short version of club name e.g. "Mountain MA"

Country* CANADA

Type: Make sure this is set to "Club"

E-Mail

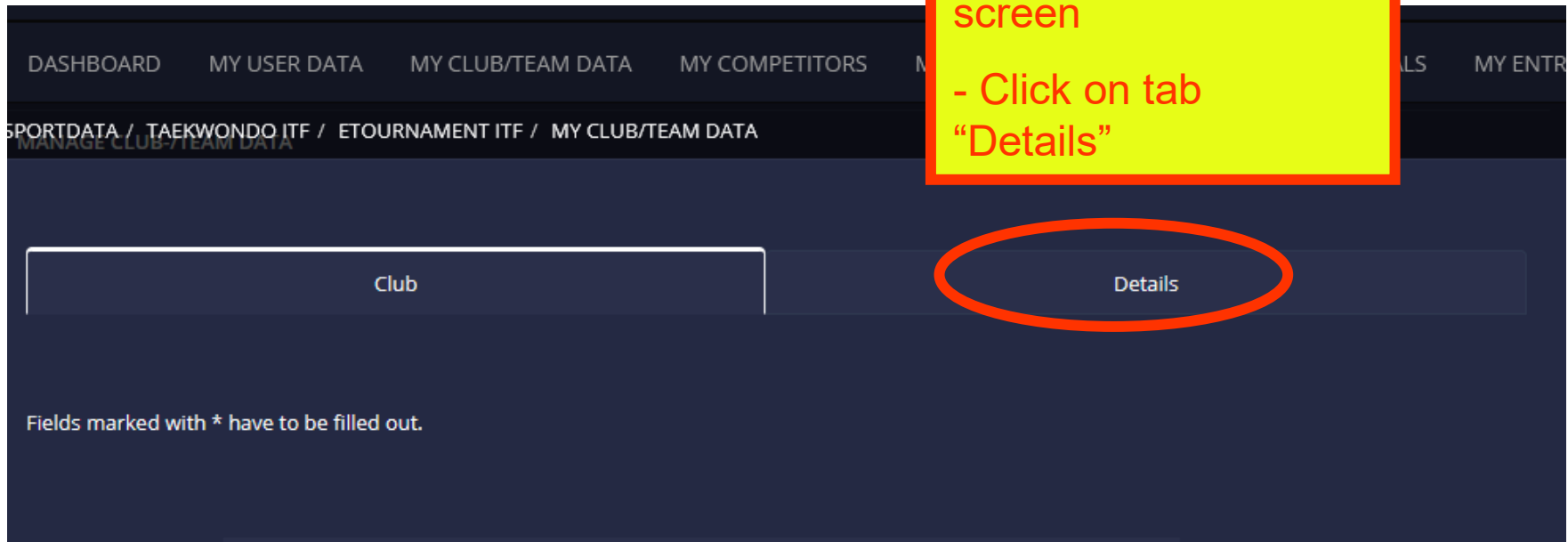
Address, Zip code City

Contact

Phone

Tax ID

SAVE



National Club ID

State

British Columbia

Section

Base

Website

http://

Style

01 Color belt pattern

02 Black belt pattern

SAVE

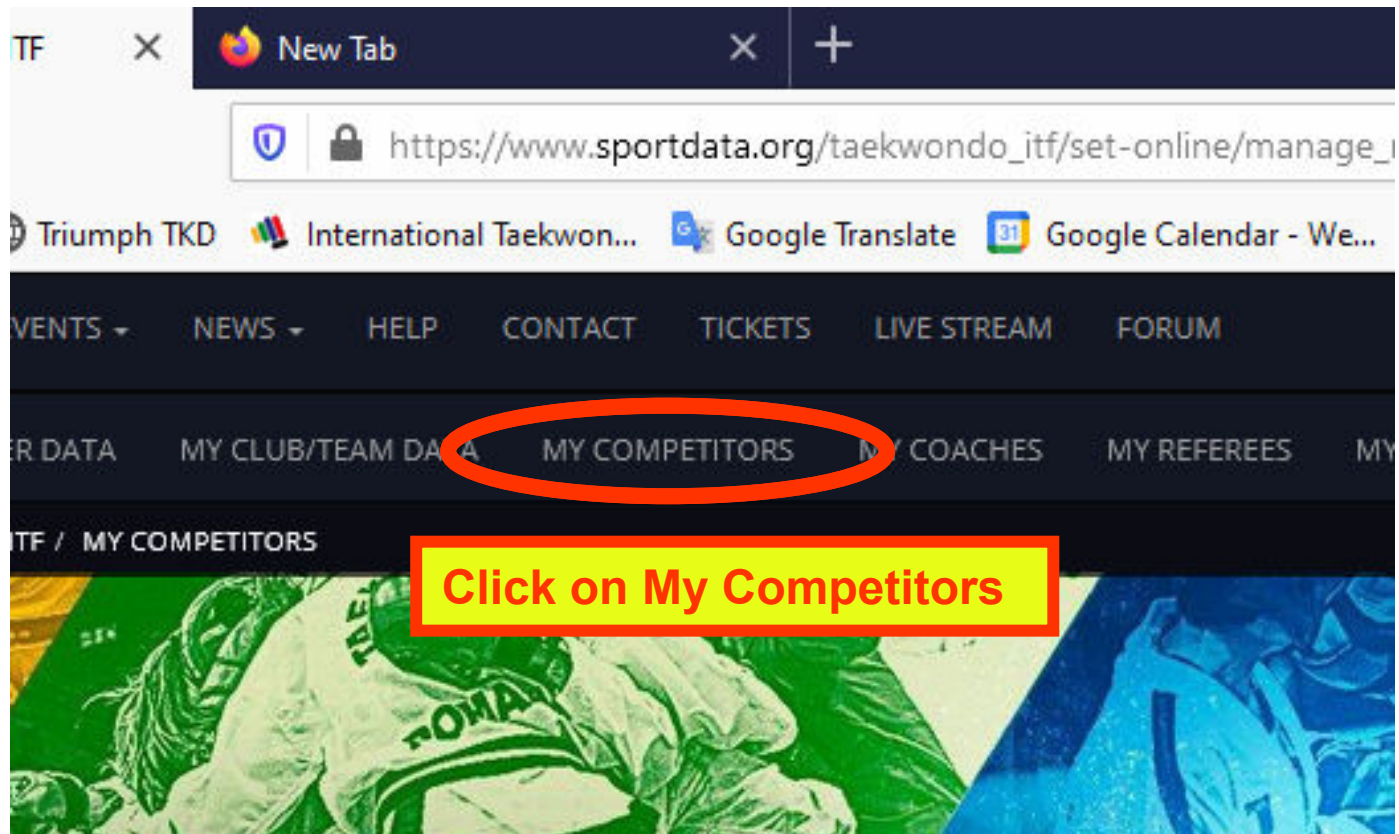
Click on space for "State" and select your province or state from the dropdown list.

Check the boxes for Colour Belt Pattern and Black Belt Pattern.

Add your web site address if you like.


Click Save.


***Now add Information for
Competitors to your Club
Account***




OUR PASSION IS OUR STRENGTH

INTERNATIONAL TAEKWON-DO FEDERATION

 LIST OF ACTIVE COMPETITORS

 LIST OF INACTIVE COMPETITORS

 ADD NEW COMPETITOR

LAST NAME FIRST NAME BIRTHDAY KG CM GUP DAN PICTURE EMAIL INTERNATIONAL-ID ACTIVE EDIT DEL

Click on ADD NEW COMPETITORS

FOR EACH COMPETITOR:

Fill in these fields

First name*	<input type="text"/>
Last name*	<input type="text"/>
E-Mail	<input type="text"/>
Birthday*	<input type="text" value="DD-MM-YYYY"/>
Weight / kg	<input type="text"/>
Size / cm	<input type="text"/>
GUP	<input type="text" value="0"/>

**Remember the correct number for GUP:
White = 10, Yellow Stripe = 9, Yellow = 8, Green Stripe = 7,
Green = 6, Blue Stripe = 5, Blue = 4, Red Stripe = 3, Red = 2,
Black Stripe = 1**

Fill in these fields

DAN

0

Sex*

male

Default is Male. Be sure to change to Female if required.

Available in entries lists

yes

Nation*

CANADA

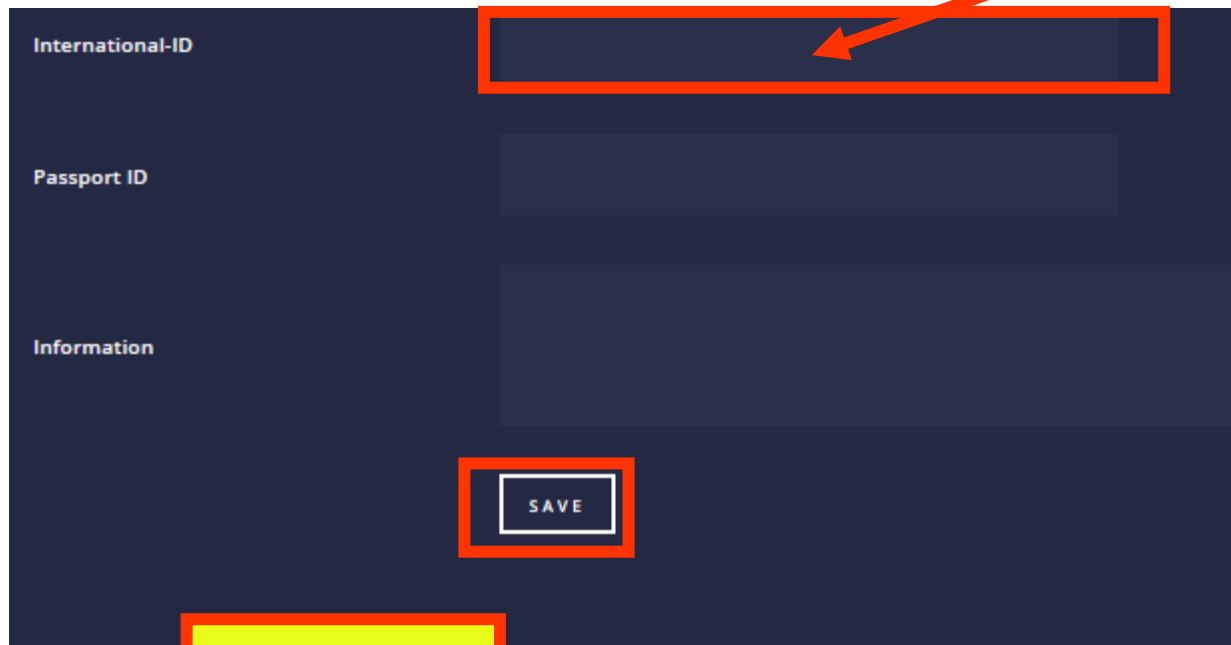
National Athlete ID

Base

You must enter International ID. This is the 6 digit number from the Black Belt card.

* For Colour Belts enter "Colour Belt"

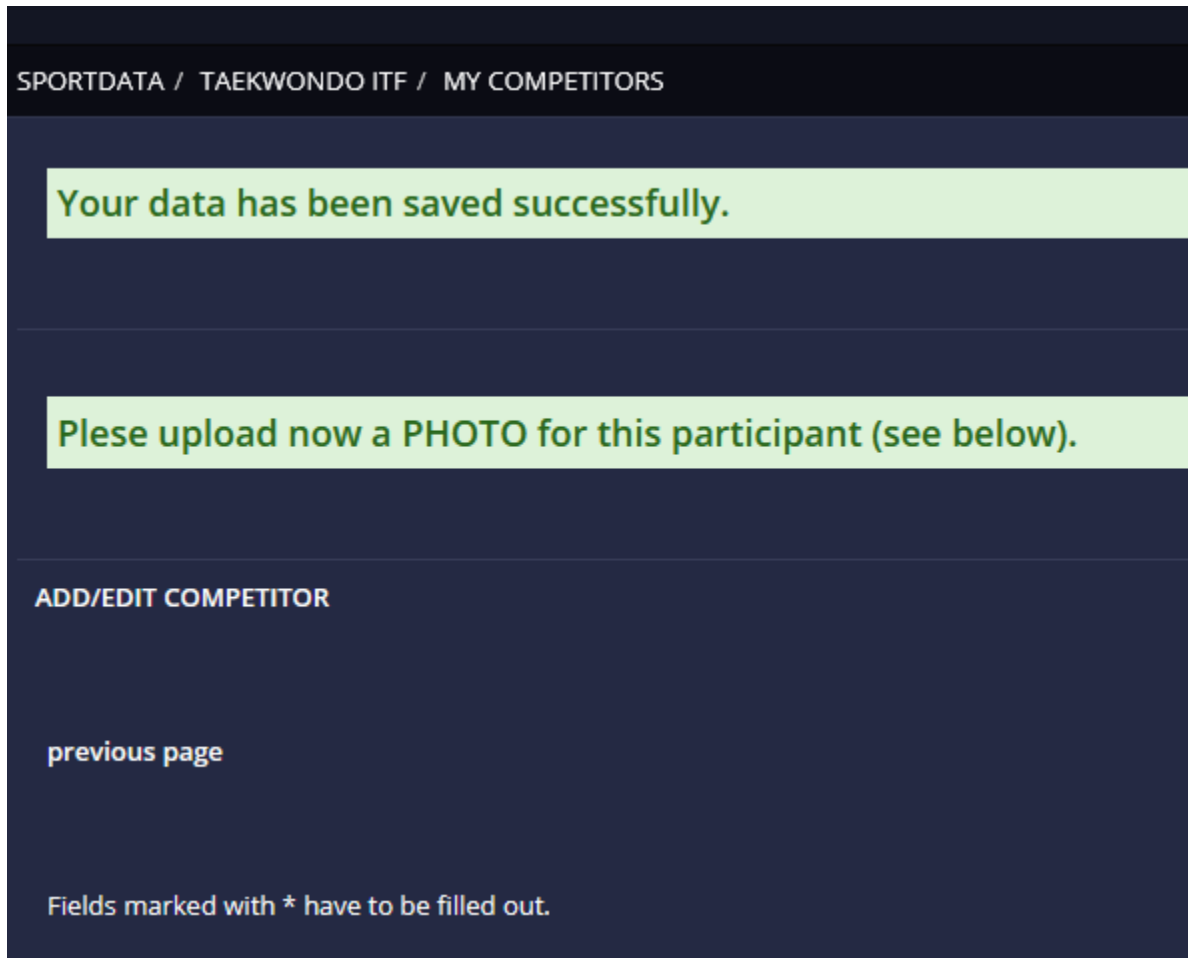
* For new 1st Dan Black Belts with no card yet, get the number from CTFI HQ, Ms. Stone.

A dark blue registration form with three main sections: "International-ID", "Passport ID", and "Information". The "International-ID" field is highlighted with a red box, and a red arrow points from the circled ID number on the Black Belt Card to this field. The "Passport ID" field is also highlighted with a red box. The "Information" field is highlighted with a red box. A "SAVE" button is highlighted with a red box.

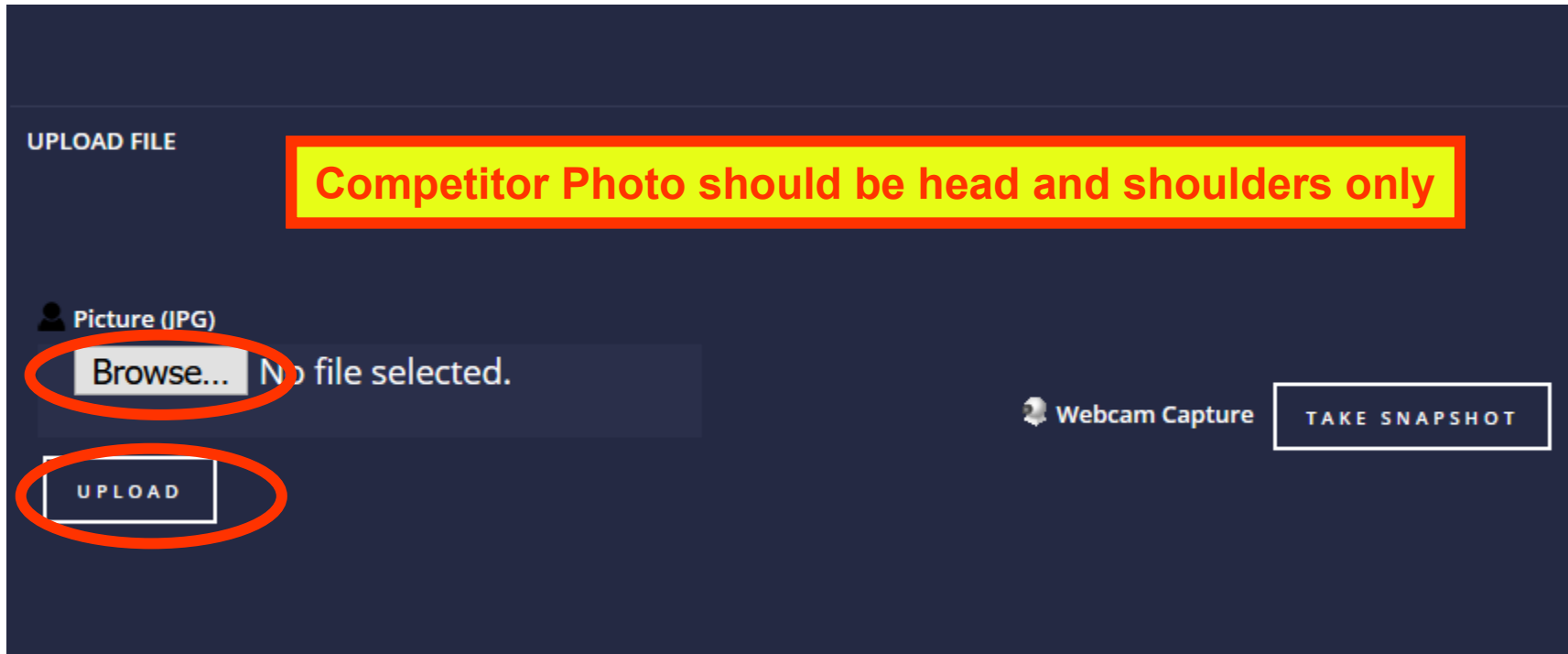
Click Save

After saving, this page will show.

Next you must add the photo of your competitor.



Scroll down through your competitor's information page to the bottom where you will see this.



Click on "Browse"

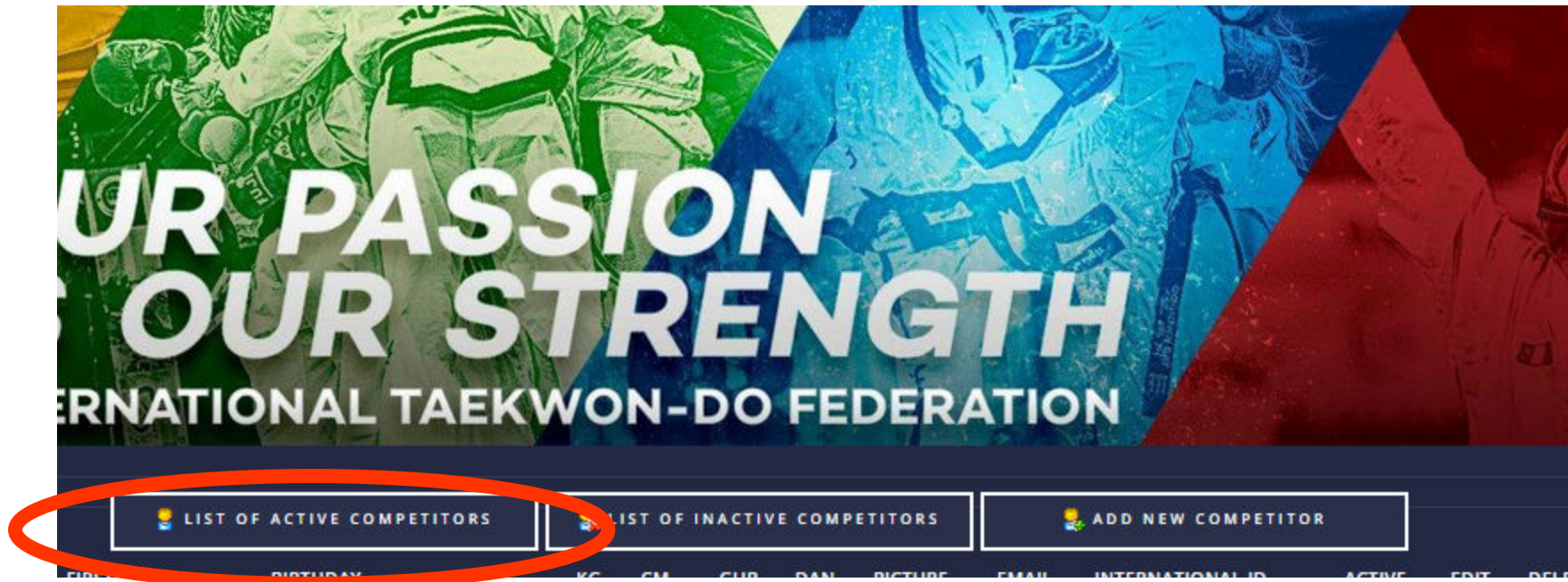
Navigate to the correct photo of your competitor, select that photo and enter.

Click on "Upload" – done!

Now repeat for all competitor names. You can add more this way any time.

To update or edit Competitors

Show a list of your Club competitors.



Shows a list of your Club competitors.

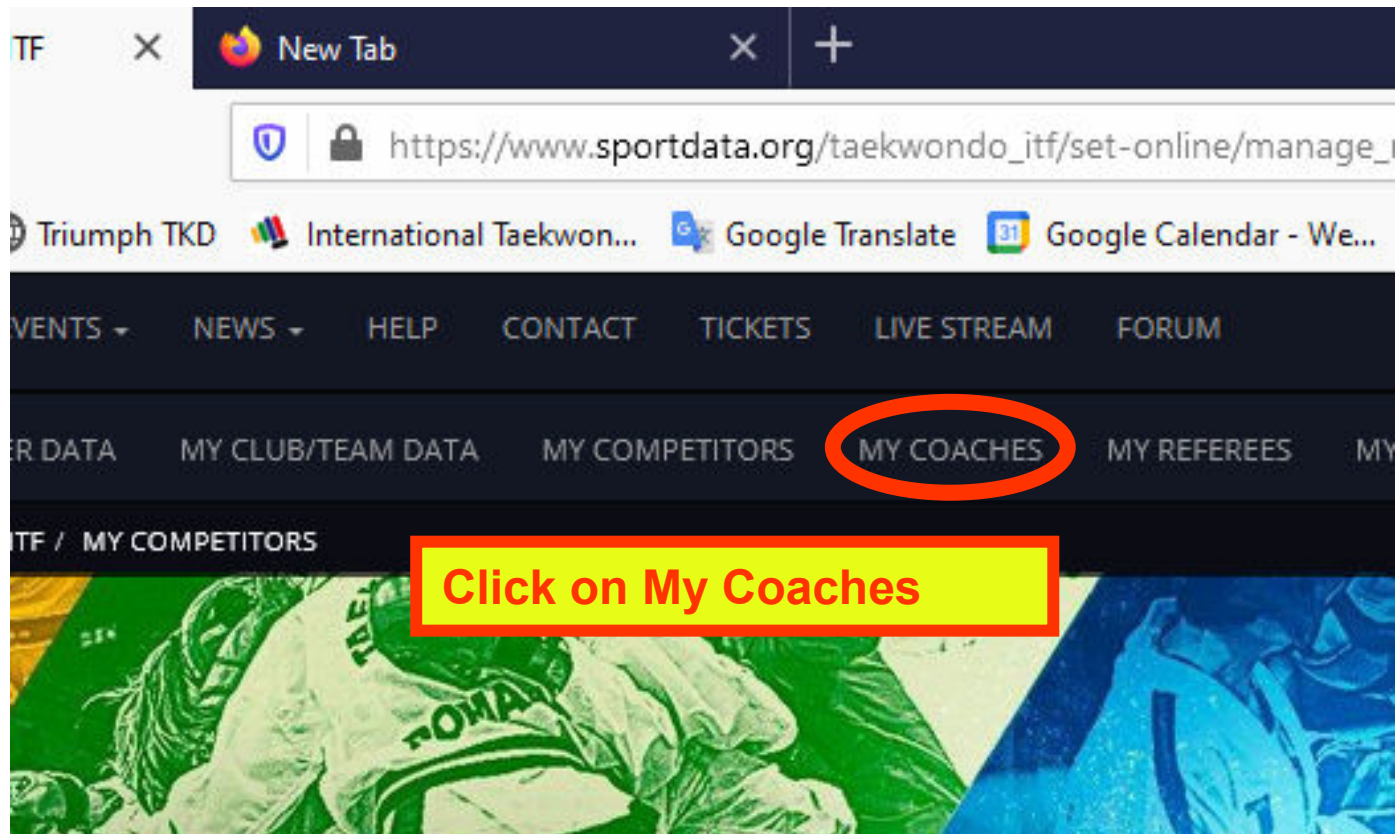
You can edit their information (change rank, weight, height, add International numbers, photos, etc.) Click on the edit button at right.

You can remove them from your Club. Click on the Delete trashcan icon.

LIST OF ACTIVE COMPETITORS												LIST OF INACTIVE COMPETITORS												ADD NEW COMPETITOR											
LAST NAME	FIRST NAME	BIRTHDAY	KG	CM	GUP	DAN	PICTURE	EMAIL	INTERNATIONAL-ID	ACTIVE	EDIT	DELETE																							
Competitor	Name		0	0	0	3			PENDING																										
Competitor	Name		51	140	1	0																													
Competitor	Name		59	160	1	0																													

***Now add Information for
Coaches/Photographers to your
Club Account***

***NOTE: Photographers are included in the
Coach category.***



DASHBOARD MY USER DATA MY CLUB/TEAM DATA MY COMPETITORS MY COACHES MY REFEREES MY OF
MY ENTRIES ONLINE ACCREDITATIONS ONLINE CERTIFICATES

SPORTDATA / TAEKWONDO ITF / MY COACHES



LIST OF COACHES ADD NEW COACH

TITLE	LAST NAME	FIRST NAME	BIRTHDAY	SEX	CLUB	DAN	PICTURE	EMAIL	INTERNATIONAL-	ACTIVE	EDIT	DELETE
-------	-----------	------------	----------	-----	------	-----	---------	-------	----------------	--------	------	--------

Click on Add New Coach

ADD / EDIT COACH

**FOR EACH
COACH/PHOTOGRAPHER:**

[← previous page](#)

Fields marked with * have to be filled out.

Fill in these fields

Title

First name*

Last name*

E-Mail

Birthday*

DD-MM-YYYY

Fill in these fields

MY ENTRIES ONLINE ACCREDITATIONS ONLINE CERTIFICATES

Birthday* DD-MM-YYYY
SPORTDATA / TAEKWONDO ITF / MY COACHES

GUP 0

DAN 0

Sex* male

Active (Available in entries lists) yes

International-ID

Passport ID

Information

SAVE

Click SAVE

After saving, this page will show.

Now add Coach Photo for ID cards.

MY ENTRIES

SPORTDATA / TAEKWONDO / MY COACHES

Please upload now a **PHOTO** for this participant (see below).

ADD / EDIT COACH

← previous page

Fields marked with * have to be filled out.

Title

Mr.

First name*

Coach_3

 Picture

Last name*

Test

Scroll down through your Coach's information page to the bottom where you will see this.

SPORTDATA / TAEKWONDO ITF / MY COACHES

MORE EMAIL ADDRESSES

Coach Photo should be head and shoulders only

✉ SAVE

UPLOAD FILE

👤 Picture (JPG)

Browse... No file selected.

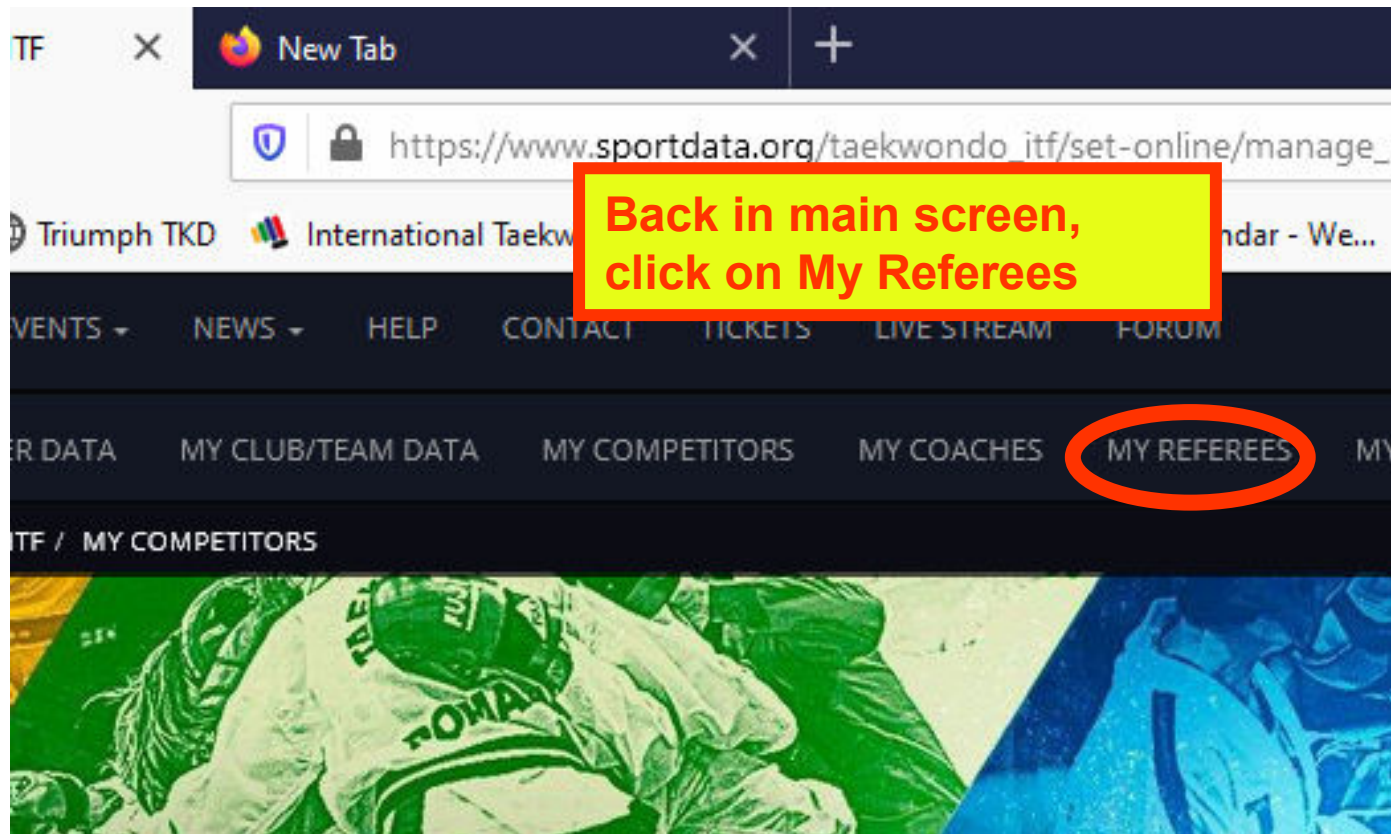
UPLOAD

Click on "Browse"

**Navigate to the correct photo of your coach, select that photo and enter.
Click on "Upload" – done!**

Now repeat for all Coach names. You can add more this way any time.

***Now add Information for
Referees to your Club Account***



DASHBOARD

MY USER DATA

MY CLUB/TEAM DATA

MY COMPETITORS

MY COACHES

MY REFEREES

MY C

MY ENTRIES

📄 ONLINE ACCREDITATIONS

🏆 ONLINE CERTIFICATES

SPORTDATA / TAEKWONDO ITF / MY REFEREES



👤 LIST OF REFEREES

👤+ ADD NEW REFEREE

DELETE COMPETITOR

Competitor successfully deleted

Click on Add New Referee

TITLE	LAST NAME	FIRST NAME	BIRTHDAY	SEX	GUP	DAN	PICTURE	EMAIL	INTERNATIONAL-ID	ACTIVE	EDIT	DELETE
-------	-----------	------------	----------	-----	-----	-----	---------	-------	------------------	--------	------	--------

FOR EACH REFEREE:

Fill in these fields

Fields marked with * have to be filled out.

Title

First name*

Last name*

E-Mail

Birthday*

GUP

Fill in these fields

SPORTDATA / TAEKWONDO ITF / MY REFEREES

DAN	<input type="text" value="0"/>	▼
Sex*	<input type="text" value="male"/>	▼
Active (Available in entries lists)	<input type="text" value="yes"/>	▼
Nation*	<input type="text" value="CANADA"/>	▼
Referee number	<input type="text"/>	
National licence	<input type="text"/>	
International licence	<input type="text"/>	

National licence

International licence

And this field.

International-ID

Passport ID

SAVE

Click SAVE

After saving, this page will show.

Now add Referee Photo for ID cards.

Your data has been saved successfully.

Please upload now a **PHOTO** for this participant (see below).

ADD / EDIT REFEREE

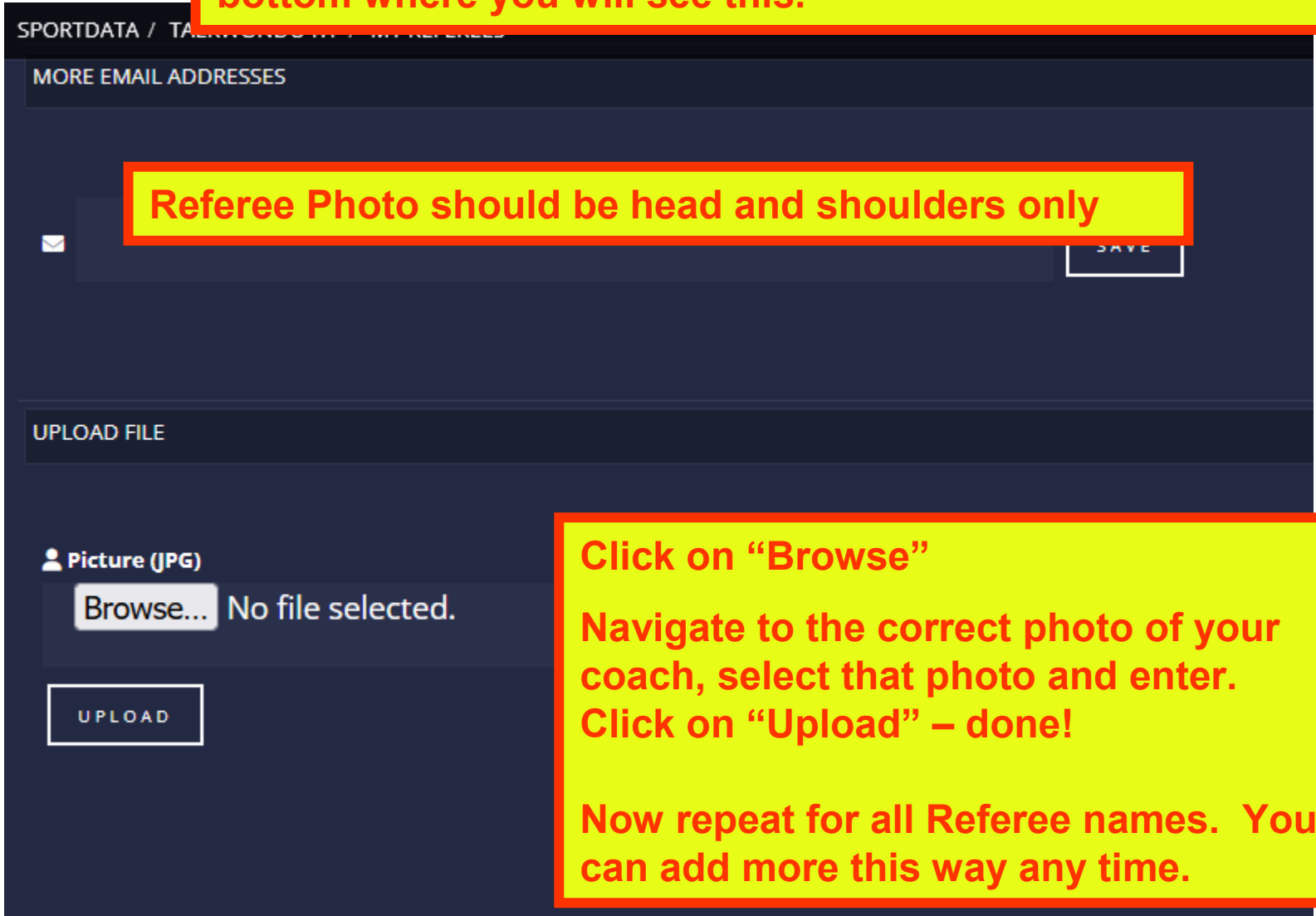
← previous page

Fields marked with * have to be filled out.

Title

Ms.

Scroll down through your Referee's information page to the bottom where you will see this.



Referee Photo should be head and shoulders only

Click on "Browse"

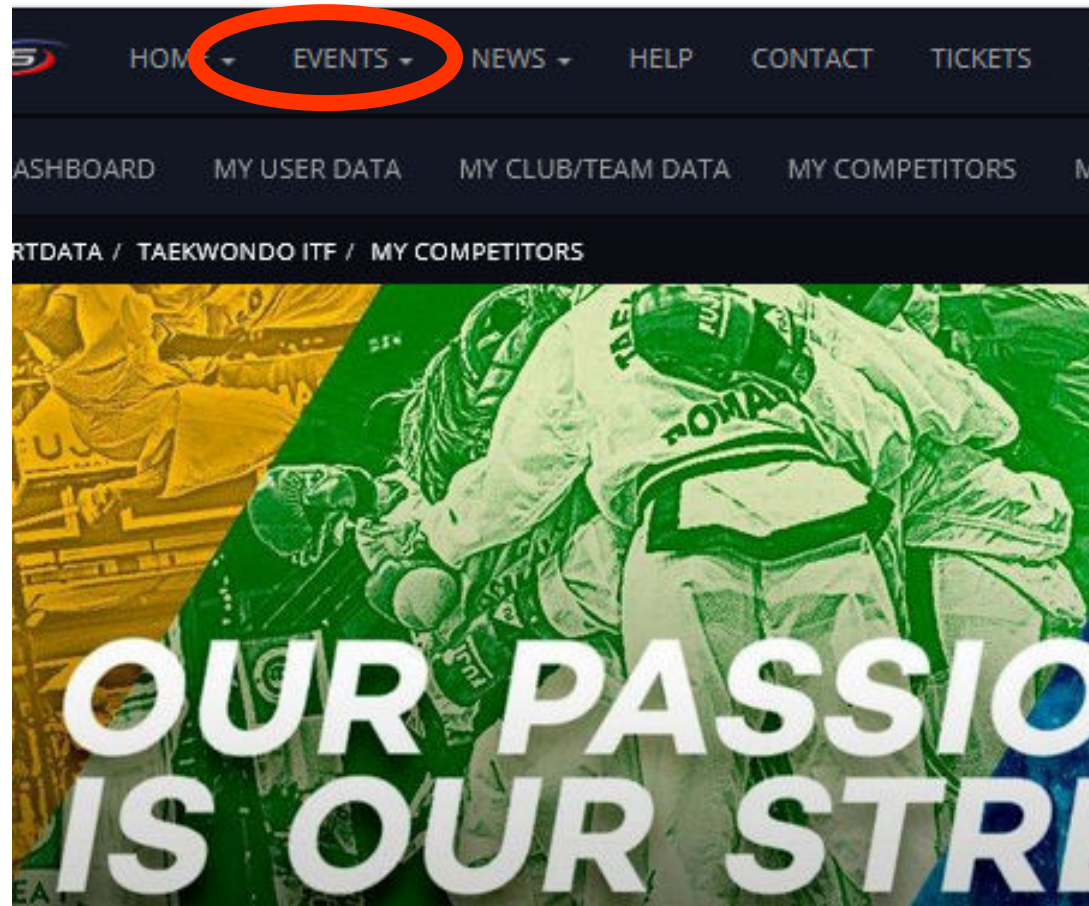
Navigate to the correct photo of your coach, select that photo and enter. Click on "Upload" – done!

Now repeat for all Referee names. You can add more this way any time.

2. Register Individual Competitors for the Event.

NOTE: If you are re-using your Club Account from a past event, please be sure to update your competitors' rank, weight and height (go back to page 27).

Click **EVENTS**, then **EVENTS** again.



▶ EVENT CALENDAR

Click the name of the Event for registration.

19
MAR
2021



GRAND PRIX POLSKI SENIORÓW I JUNIORÓW TAEKWON-DO

2021.03.19 - 2021.03.21

Tournament

17 DAYS 17 HOURS

14
APR
2021



CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

2021.04.14 - 2021.04.23

E-TOURNAMENT

REGISTRATION INACTIVE 1 DAYS 18 HOURS

April 25th - May 9th 2021

CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

47

DAYS

17

HOURS

53

MINUTES

12

SECONDS

Click REGISTRATION



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...



COMPETITORS IN CATEGORIES



STATISTICS



RESULTS



MEDAL STATISTIC

The first time you go to register for the event, you will get a message that your Club must be approved to enter the event.

Carefully read the message, scroll down and Click “Yes”.

Tournament Director will get a message and manually approve your Club to enter.

You will receive an email to notify you when approved. Come back to this step.

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF / EVENT CALENDAR / CANADIAN NATIONAL TAEKWON-DO ET

REQUEST ENTRY PERMISSION / DISCLAIMER

Do you want to request an entry permission from the event manager? Do you agree to the conditions above?

YES NO

f t i y

CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

47

DAYS

17

HOURS

53

MINUTES

12

SECONDS

Click REGISTRATION



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...



COMPETITORS IN CATEGORIES



STATISTICS

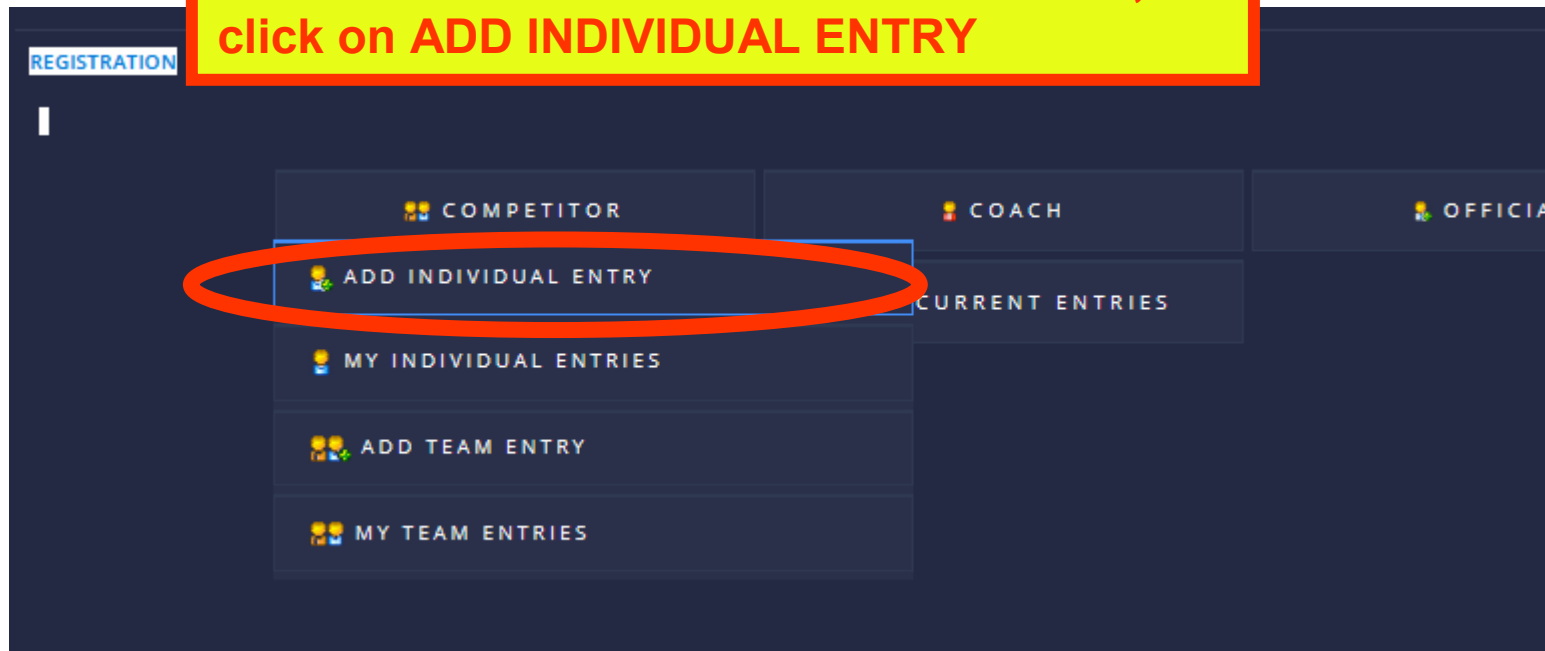


RESULTS



MEDAL STATISTIC

**Hover mouse over COMPETITOR button,
click on ADD INDIVIDUAL ENTRY**



ALL NEW ENTRIES ON WAITING LIST

Attention: All new entries on waiting list

All entries will be first on a waiting list and have to be attended by the event manager. The event manager manually moves these entries to the list of official entries after they are approved and / or after paying the entry fee. If you have any questions please contact the event manager. (kreinelt@triumphtkd.com)

ADD INDIVIDUAL ENTRY

As written in the notice in pink highlight: All new entries for competitors, coaches and referees will go to the “Waiting List”. When all competitor/coach fees have been fully paid, they moved off the waiting list into in the competition.

You can make or withdraw entries at any time up to the deadline. We recommend you pay for them all at the same time just before the Registration Deadline when you are finished making entries.

ADD INDIVIDUAL ENTRY


Fields marked with * have to be filled out.

For multiple choice of Categories use CTRL button (keep pushed)

Your Club members will appear in the dropdown box. Click on the small arrow at right to see a list of names, then click on the person you want to register.

Competitor*

Competitor names here

Add/Edit competitor 

15270 Male Senior Patterns 3 Dan CTFI (18 - 98,m)
33880 Mixed All Ages Adapted Solo Patterns Black Belt CTFI (6 - 98)
39750 Mixed All ages Adpated Partner Skills Black Belt CTFI (6 - 98)

Then click on the CATEGORIES you want them to enter.

Categories*

15270 Male Senior Patterns 3 Dan CTFI (18 - 98,m)

39650 Mixed All Ages Adapted Solo Patterns Black Belt CTFI (6 - 98)

39750 Mixed All ages Adpated Partner Skills Black Belt CTFI (6 - 98)

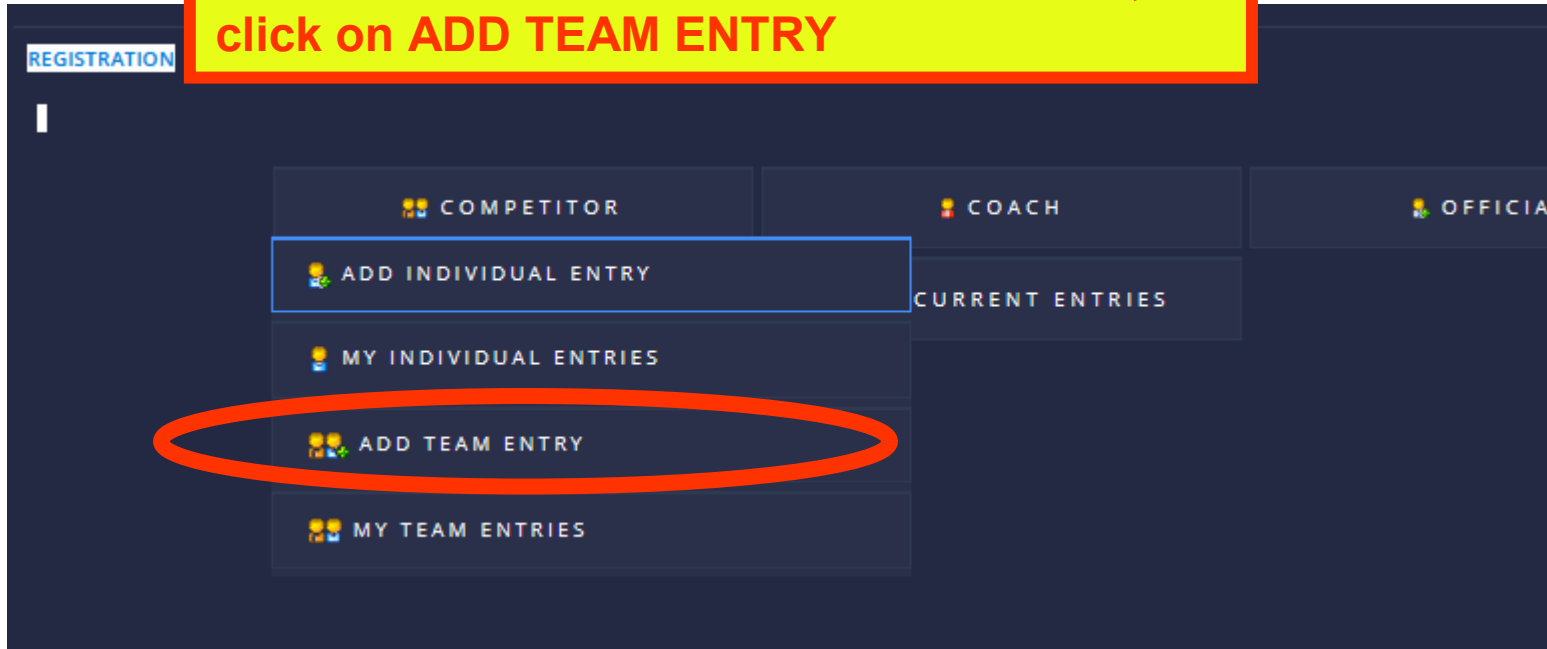
SAVE

Click save.

Now repeat for all your entries.

3. Register a Team for the Event

Hover mouse over COMPETITOR button,
click on ADD TEAM ENTRY



ADD TEAM ENTRY

Fields marked with * have to be filled out.

Name of team*

Enter Team Name Here (anything you like)

For multiple choice of Competitors and Categories use CTRL button (keep pushed) + left mouse button

Competitor

Competitor Name

Add/Edit competitor

Team Competitors*

Team member name
Team member name

Choose competitor names for the team:

1. click on dropdown arrow
2. click on chosen name in list
3. click on the + symbol
4. Name appears in "TEAM COMPETITORS" box.

Add all names for the team (e.g. Prearranged Sparring = 2 names, Team Patterns = 5-6 names).

ADD TEAM ENTRY

Fields marked with * have to be filled out.

Name of team*

Team Name

For multiple choice of Competitors and Categories use CTRL button (keep pushed) + left mouse button

Competitor

Competitor Name

Add/Edit competitor

Team Competitors*

Team member name

Team member name

Team member name

Delete members from the team:

1. click on name in "TEAM COMPETITORS" box.

2. click on the "-" symbol

Team Competitors*

Team member name
Team member name
Team member name

55580 Team Mixed 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99) ^
65280 Team Mixed 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99, m)
65580 Team Male 18+ years Pre-Arranged Sparring 1.-6. Dan (18 - 99,m)

Categories*

SAVE

Click on CATEGORY to enter.
Click SAVE.

4. Register Coaches and Photographers for the Event.

NOTES:

If you are re-using your Club Account from a past event, please be sure to update your Coach Rank if it has changed.

Photographers are included under Coach registration.

Go back to Registration Page for the Event.

Hover mouse over COACH and click on REGISTER NEW COACH

REGISTRATION

COMPETITOR

COACH

REFEREE

ONLINE ACCREDITATION



REGISTER NEW COACH

MY REGISTERED COACHES

1

Coach1 Test (01-01-1999)
Coach2 Test (01-01-2001)
photographer cLUB (04-02-2020)

Coach*

Add / edit coach  

2

Black Belt Coach
Colour Belt Coach
Head Coach
Photographer, Club

Category*

3

SAVE

Coach Registration Page opens.

1. Select Coach/Photographer Name from list.
2. Click on type of Coach desired (includes Photographer)
3. Click Save
4. Repeat for additional coaches/photographers.

Notes:

Black Belts age 16 or over CANNOT be colour belt coach or Photographer.

Maximum of 1 Black Belt coach (including Head Coach) for every 4 Black Belt competitors registered.

5. Register Referees for the Event.

NOTE: If you are re-using your Club Account from a past event, please be sure to update your Coach Rank if it has changed.

Go back to Registration Page for the Event.

Hover mouse over REFEREE and click on REGISTER NEW REFEREE

MY ENTRIES

SPORTDATA / TAEKWONDO

2022 - HALIFAX NS / ENT

INFORMATION CATEGORIES DOWNLOADS

GALLERY CONTACT

REGISTRATION

COMPETITOR COACH REFEREE

ONLINE ACCREDITATIONS MY CURRENT ENTRIES

REGISTER NEW REFEREE

MY REGISTERED REFEREES

ALL NEW ENTRIES ON **WAITING LIST**

REGISTER NEW REFEREE



Fields marked with * have to be filled out.

For multiple choice of Categories use CTRL button (keep pushed) + left mouse button.

Referee*

Test1 Referee (04-02-2020)

1

Add / edit referee  

2

SAVE

Referee Registration Page opens.

1. Select Referee Name from list.

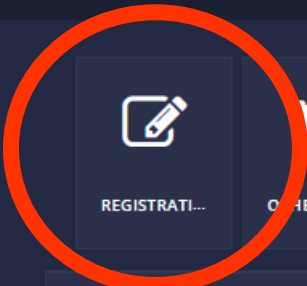
2. Click Save

3. Repeat for additional Referees.

6. Delete Entries to the Event

- Individual, team, coach and referee entries can be added or deleted at any time.
- Withdraw from waiting list or entries.
- Fees are not refunded for withdrawals after payment.

On Event main page,
Click REGISTRATION



REGISTRATI...

OTHER ITE...

TIMETABLE

LIVE STREAM

DRAWS

OPEN MATC...

RANDOM V...

COMPETITORS IN CATEGORIES

STATISTICS

RESULTS

MEDAL STATISTIC

7 53 12

DAYS HOURS MINUTES SECONDS



CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021

Hover mouse over **COMPETITOR** or **COACH** or **REFEREE**,

Click on either :

WAITING LIST (for unpaid entries)

Or

MY INDIVIDUAL ENTRIES (for paid entries)

Or

MY TEAM ENTRIES (for paid entries)

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF /

REGISTRATION

COMPETITOR

ADD INDIVIDUAL ENTRY

MY INDIVIDUAL ENTRIES

WAITING LIST


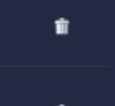
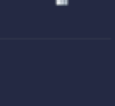
ADD TEAM ENTRY

MY TEAM ENTRIES

ps://www.sportdata.org/taekwondo_itf/set-online/veranstaltung_info_main.php...

Your entries in the event are shown in a list.

To remove from entry in event, click on the small Trashcan icon for that competitor.

LAST NAME	FIRST NAME	CATEGORIES	ENTRY FEE	TIME OF ENTRY	DELETE
Competitor	Name		15	2021-01-18 01:42:40	
Competitor	Name		15	2021-01-18 01:42:42	
Competitor	Name		15	2021-01-18 01:42:44	

Page 1 of 1 Hit 1 to 3 of 3 Total entries: 3 Total entry fee: 45 EUR

Calculation of entry fees:
- Individual categories: Entry fee of categories x Number of Entries in Categories

WAITING LIST: DELETE ENTRIES

Waiting List: Do you really want to delete the entry of Brown in 15270 Male Senior Patterns 3 Dan CTFI?

YES

NO

Confirm deletion by clicking "YES".

7. Payment of Entry Fees

All new entries will go to the “Waiting List”. When all competitor fees have been fully paid, they are moved off the waiting list and into the competition.

You can add entries at any time up to the deadline. We recommend you pay for them all at the same time just before the entry deadline when you are finished making entries.

****Remember to also send in the consent form ([see page 74](#)).**



HOME ▾

EVENTS ▾

LIVE STREAM


NEWS ▾

HELP

CONTACT

TICKETS

ENGLISH ▾


 MY CURRENT ENTRIES

When you are ready to pay, go to Event registration page

Click on MY CURRENT ENTRIES / PAYMENT

MY ENTRIES

 ONLINE ACCREDITATIONS

 ONLINE CERTIFICATES


S


MY COACHES


MY REFEREES


MY OFFICIALS


SPORTDATA / TAEKWONDO ITF / EVENT CALENDAR / CTFI EASTERN CANADIAN TAEKWON-DO CHAMPIONSHIPS 2022 - HALIFAX NS / ENTRIES

 INFORMATION


 CATEGORIES


 DOWNLOADS


 GALLERY

 CONTACT


REGISTRATION

 COMPETITOR

 COACH

 REFEREE

 ONLINE ACCREDITATIONS

 MY CURRENT ENTRIES / PAYMENT




New window pops up showing your entries and the payment due.













Click on PayPal button and you will go to the PayPal site for payment.

You will be allowed to pay from your PayPal account or directly by your credit or debit card.

PayPal will automatically inform SportData of your payment and you will receive an email of receipt.

Your Current Event Entries

 CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021 2021.04.14

INDIVIDUAL ENTRIES	TEAM ENTRIES
0  1 	0 
COACH	REFEREE
0 	0 
OFFICIAL	
0 	
ENTRY FEE 	OTHER EXPENSES 
	20 CAD - 0 CAD - 0 CAD
	 20 CAD
	
	 (0) 0 CAD - 0 CAD - 0 CAD  CAD 0

Congratulations – your members are entered in the event!

Next you must:

8.0 CONSENT FORMS

Download the “Declaration of Consent and Data Protection” form from the event “Downloads” page (English or French).

Have each competitor/parent fill it in with clear printing and sign.

Scan or photograph the form, give it a filename that includes the competitor name. If sending a single large file with many scanned documents, please put the documents in alphabetical order before scanning.

Email it to the Tournament Director.

Competitors cannot participate in the event unless their Consent form is filed with the Tournament Director by the Registration Deadline.