

Group Entry System



Contents

1	Group Entry	3
2	How to:	4
2.1	Start the online entry	4
2.2	Step 1.....	5
2.3	Step 2.....	6
2.4	Step 3.....	7
2.4.1	Enter players into a singles event.....	8
2.4.2	Entering pairs into a doubles event.....	9
2.4.3	Removing players/pairs.....	10
2.5	Handling doubles requests with players from different groups	11

1 Group Entry

The Group Entry system allows users with management permissions (e.g. National Associations) to enter players from their group into one or more tournament events. You can add and remove as many players as you want during the online entry period of the tournament. Once the online entry period has passed, players can only be officially withdrawn by a tournament organizer or the BWF.

Group entries can be performed for singles and doubles events. For doubles events you can request a doubles partner from another group to play the doubles event with a player from your own group.

You will need to have a login account with sufficient privileges on a group to use the Group Entry system. If you do not yet have a login account, it can be requested from the BWF.

After the online entry period, a tournament organizer or the BWF can automatically assign rankings and seeding to all the players in each tournament event.

2 How to:

2.1 Start the online entry

The Group Entry system that is used for BWF tournaments consists of 3 steps and can be started from the “Click here to enter online” button on the overview of a tournament or the “Online entry” tab of a tournament.

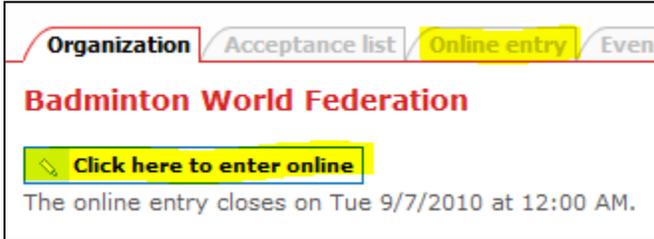


Figure 1: Where to start the online entry

If the tournament is set up to use the Group Entry system, the system will display one option for the online entry;

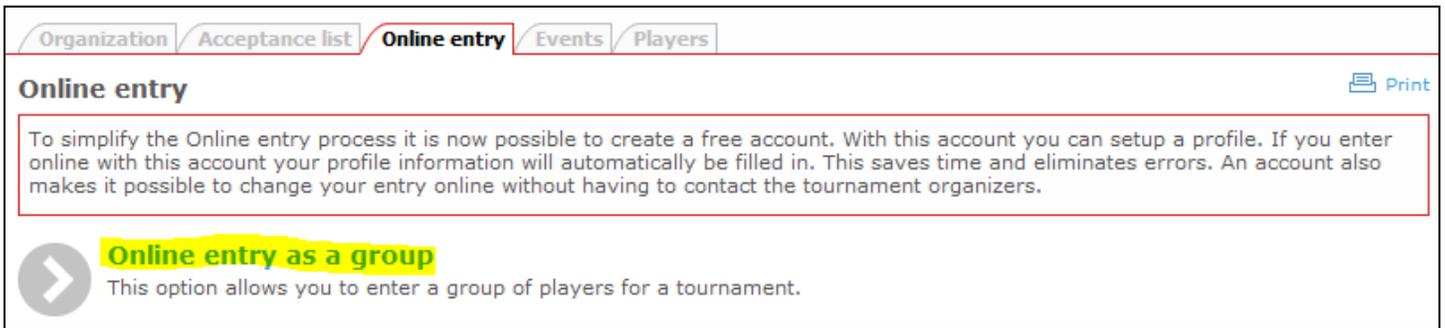


Figure 2: The group entry option

Note: If you are not yet logged in, the system will ask you to log in before you can continue.

Figure 3: The login screen

Use the Login name and Password that has been provided by the BWF and click “Login”. The system will continue to Step 1 automatically.

2.2 Step 1

Organization Acceptance list **Online entry** Events Players

1 Rules & Regulations

2 Secretary General/Team Manager

3 Composition

Disclaimer:
NO Disclaimer required, please tick the "I agree" box below and click next to continue.

I agree

Previous Next Submit Cancel

Figure 4: Step 1

If there is a disclaimer specified or the tournament has special regulations, step 1 will display a disclaimer and the special regulations. Tick the "I agree" box and click next to continue.

2.3 Step 2

Organization Acceptance list **Online entry** Events Players

1 — 2 — 3

Rules & Regulations **Secretary General/Team Manager** Composition

Secretary General/Team Manager

First name: *

Middle name:

Last name: *

E-mail address: *

Phone number: *

A copy of this entry will be send to

Contact: Kenny Goh (General Manager)

Email: admin@bam.org.my

Phone: +60 3 2093 9280

Previous Next Submit Cancel

Figure 5: Step 2

The second step asks for some basic information, only one group entry can be used for each group and this information is stored as the contact information for this entry. If you open the entry again for editing these fields will be filled in with the information you submitted last.

If contact details are available for your member association they will be displayed below the contact details for the entry and the member association will receive a copy of this online entry.

Fill in the required fields (marked with a *) and click next to continue.

2.4 Step 3

The last step allows the entering/removing of players into singles and doubles events. When starting a new Group Entry, step 3 will look like this;

Organization Acceptance list **Online entry** Events Players

1 Rules & Regulations 2 Secretary General/Team Manager 3 **Composition**

Assign players

Please contact the Badminton World Federation organization if a player does not yet exist.

Single

Event ID	Player	Gender
MS	+ Add player	0 Entries
WS	+ Add player	0 Entries

Double

Event ID	Player	Gender	Request status	Request will be sent to
MD	+ Add double		0 Entries	
WD	+ Add double		0 Entries	
XD	+ Add double		0 Entries	

Players in MS: 0
 Players in WS: 0
 Players in MD: 0
 Players in WD: 0
 Players in XD: 0
 Unique players: 0

Previous Next Submit Cancel

Figure 6: Step 3

The Events for the tournament are split into Singles and Doubles and each event has its own “Add player” or “Add double” button. The overview at the bottom shows the number of players for each event and the total number of unique players. The lists of players that will be displayed depend on the active players for your group and the gender of the event (you will only see male players for the Men’s events and female players for the Women’s events, but you will see both for a Mixes Doubles event).

Note: Your new online entry or your changes to an existing online entry will not be saved until you click the “Submit” button in step 3.

2.4.1 Enter players into a singles event

To enter a player into a singles event, click the “Add player” button for the event you want to add players to, you will see the following screen;

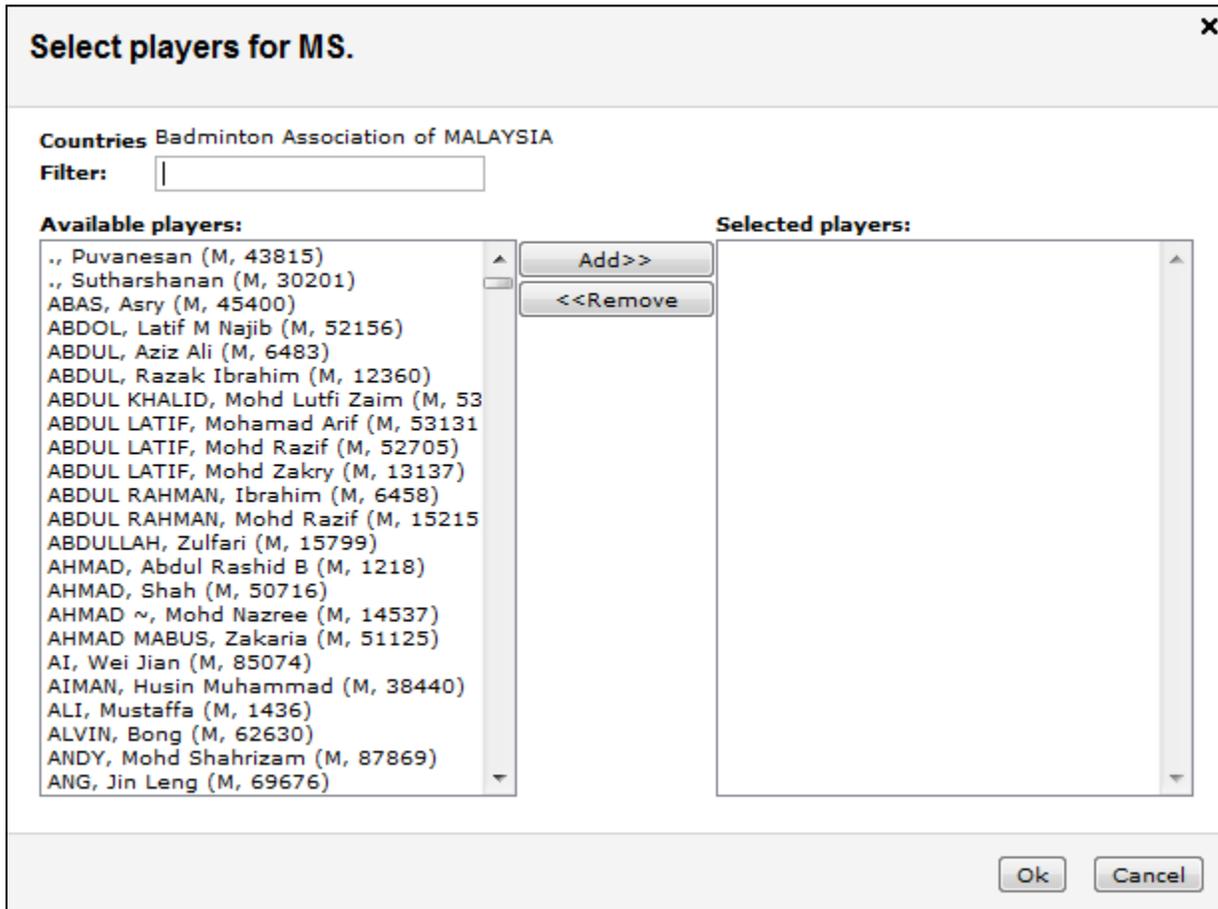


Figure 7: Adding players to a singles event

The “Filter” box at the top will allow you to filter the list of available players by name or member id. To select a player, click his/her name and it will turn blue (see screenshot below), then click the “Add>>” button to add the player to the list of selected players.

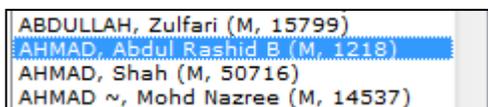


Figure 8: Select a player from the singles dialog

You can select multiple players in the “Available players” list by holding the [CTRL] key while clicking player names. The “Add>>” button will then add all the marked players from the “Available players” list to the “Selected players” list.

To remove players from the “Selected players” list, click their name and then click the “<<Remove” button.

Finally, click “Ok” to add the players in the “Selected players” list to the singles event.

2.4.2 Entering pairs into a doubles event

To enter a pair of players into a doubles event, click the “Add double” button for the event you want to add a pair of players to, you will then see the following screen;

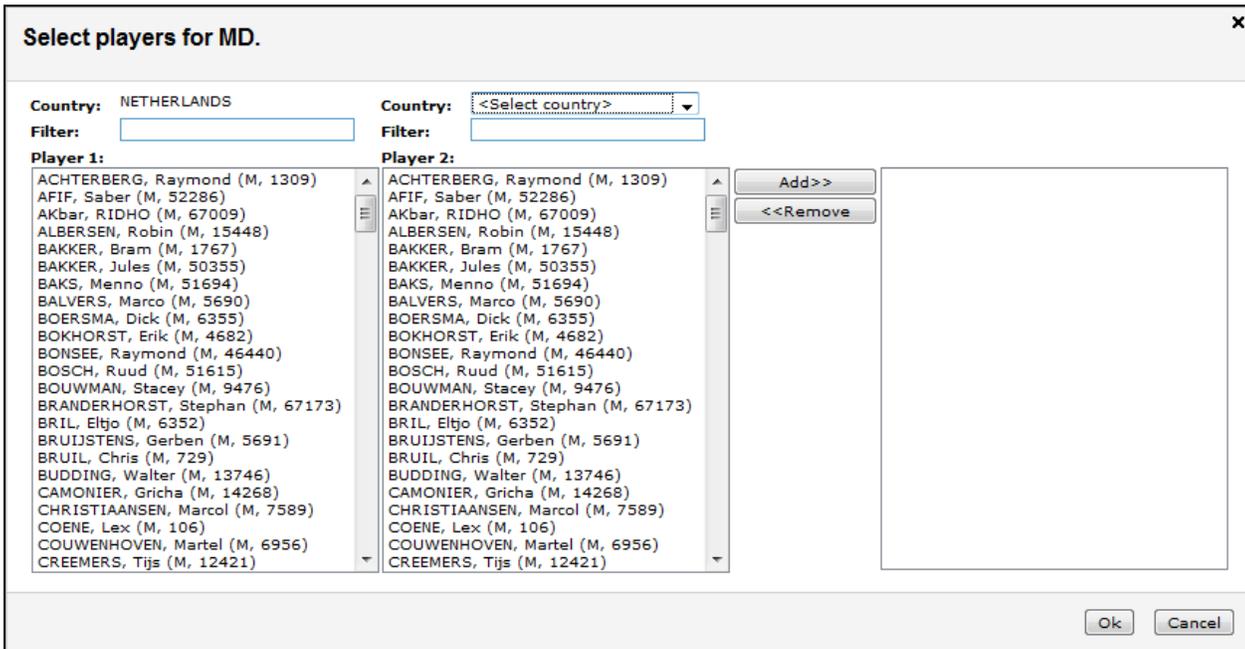


Figure 9: Adding players to a doubles event

The “Filter” box at the top will allow you to filter the list of available players for player 1 and player 2 by name or member id.

To add a pair, select a name from the “Player 1” and the “Player 2” list and then click the “Add>>” button. A player is selected when his/her name turns blue (see screenshot below).

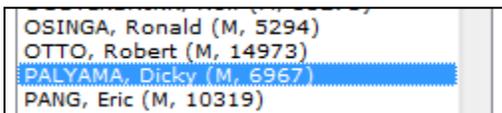


Figure 10: Select a player from the doubles dialog

It is possible to select a player from a different group as a doubles partner, but only if that player is not yet selected in a different group entry for this tournament. To select a player from a different group, use the selection list at the top of the “Player 2” column to switch the “Player 2” column to a different group.

You can create multiple pairs before clicking the “Ok” button. The “Ok” button will add the selected pairs to the event.

To remove a pair from the selection, simply click the pair in the selection of pairs on the right until it is blue and then click the “<<Remove” button. Click “Ok” to add the pairs in the selection of pairs list on the right to the doubles event.

2.4.3 Removing players/pairs

If you have added a player/pair in error, simply click the red "X" in front of the player/pair to remove them from the event.

Single		
Event ID	Player	Gender
MS	 Add player	1 Entries
	50716  AHMAD, Shah	Male
WS	 Add player	0 Entries

Figure 11: Removing a player/pair from the group entry

Single			
Event	ID	Player	Gender
MS	 Add player		1 Entries
Removed	50716	 AHMAD, Shah	Male
WS	 Add player		0 Entries

Figure 12: The player/pair is marked as "Removed"

You will have to submit the Group Entry before these changes are saved. The confirmation email for your group entry will show which players have been removed and when they were removed.

2.5 Handling doubles requests with players from different groups

When requesting a player from a different group to play a doubles event with a player from your own group, the pair will be marked as “pending” until approval has been given in the Group Entry for the player from a different group. The pair will display the e-mail addresses that the request for approval will be sent to. The second email address is always the contact of the member association for player 2.

Double				
Event ID	Player	Gender	Request status	Request will be sent to
MD	Add double		0 Entries	
WD	Add double		1 Entries	
	13152 AU, Jen Yee 5564 YAO~*, Jie	Female Female	Pending	none@none.none (Contact person from entry: BWF MA NETHERLANDS) info@badminton.nl (Contact person from group: Rob Ridder)
XD	Add double		0 Entries	

Figure 13: A request for a player from a different group

The Group Entry for the player from a different group will show the same entry in step 3, but will have the approve/deny buttons to approve or deny the request.

Request status

Pending

Figure 14: Approve or deny a request

An email will be sent to the manager of the player from a different group to alert him/her there has been a request and that it has to be approved or denied.