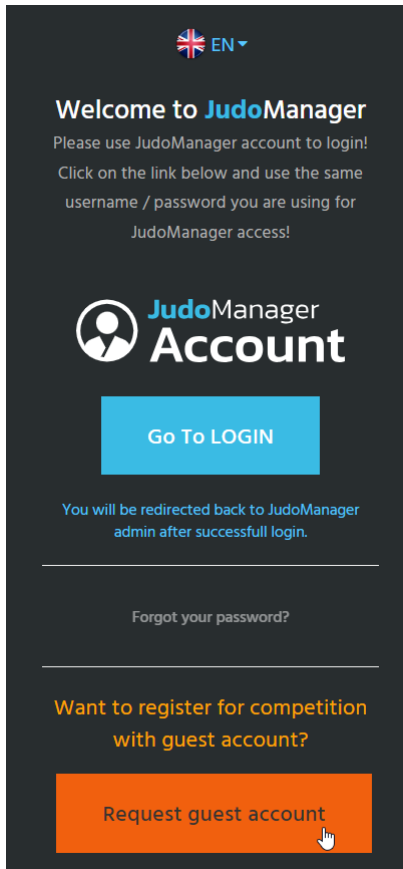


To register judokas for a tournament, you first have to register as a club before you can start registering judokas for the Matsuru Dutch Open Espoir. These instructions show which steps to take before a judoka is registered successfully.

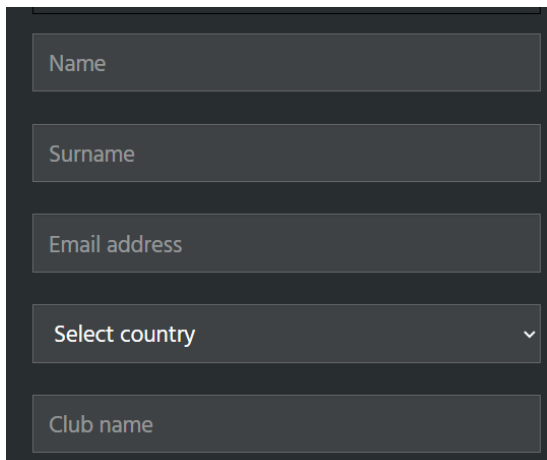
1. Registering your club account

- If you didn't do so already, visit <https://admin.judomanager.com/> and request a guest account:



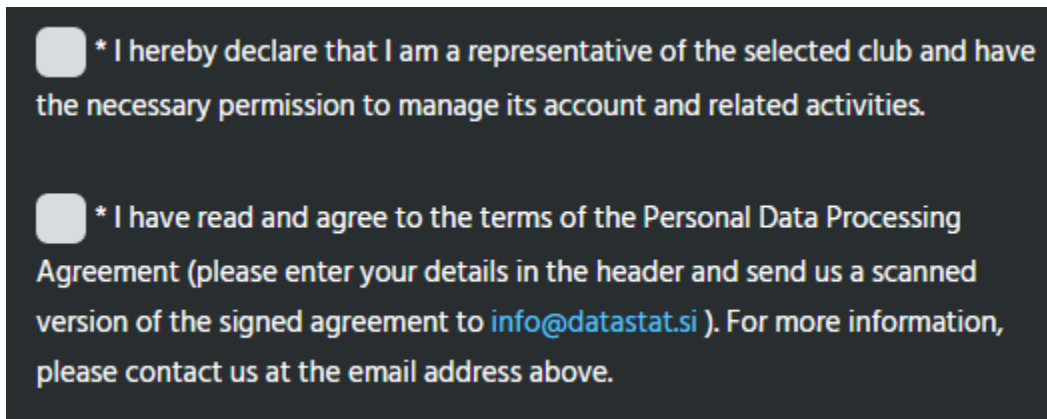
- In the next screen you need to fill out the required details: Select *Netherlands* and the *Matusuru Dutch Open Espoir*:

- Fill out your own details:



A registration form with five input fields stacked vertically. The fields are labeled 'Name', 'Surname', 'Email address', 'Select country' (with a dropdown arrow), and 'Club name'.

And agree to the terms:

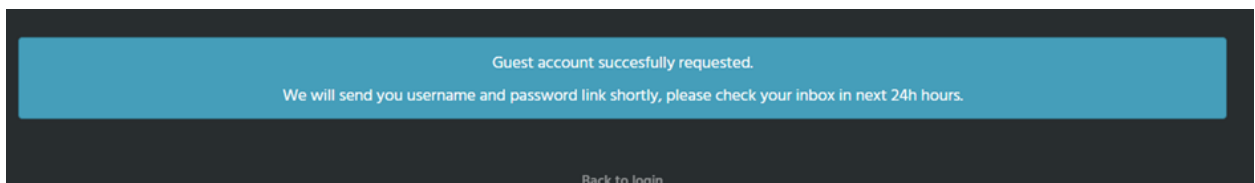


A section for agreeing to terms and conditions. It contains two checkboxes, each followed by a line of text. The first checkbox is for declaring as a club representative. The second checkbox is for agreeing to the Personal Data Processing Agreement.

☐ * I hereby declare that I am a representative of the selected club and have the necessary permission to manage its account and related activities.

☐ * I have read and agree to the terms of the Personal Data Processing Agreement (please enter your details in the header and send us a scanned version of the signed agreement to info@datastat.si). For more information, please contact us at the email address above.

- Click “Send Request” after which you will receive a confirmation message.



A confirmation message displayed in a blue box. The text states that the guest account was successfully requested and that a username and password link will be sent to the user's inbox within the next 24 hours. Below the box is a link to 'Back to login'.

Guest account successfully requested.

We will send you username and password link shortly, please check your inbox in next 24h hours.

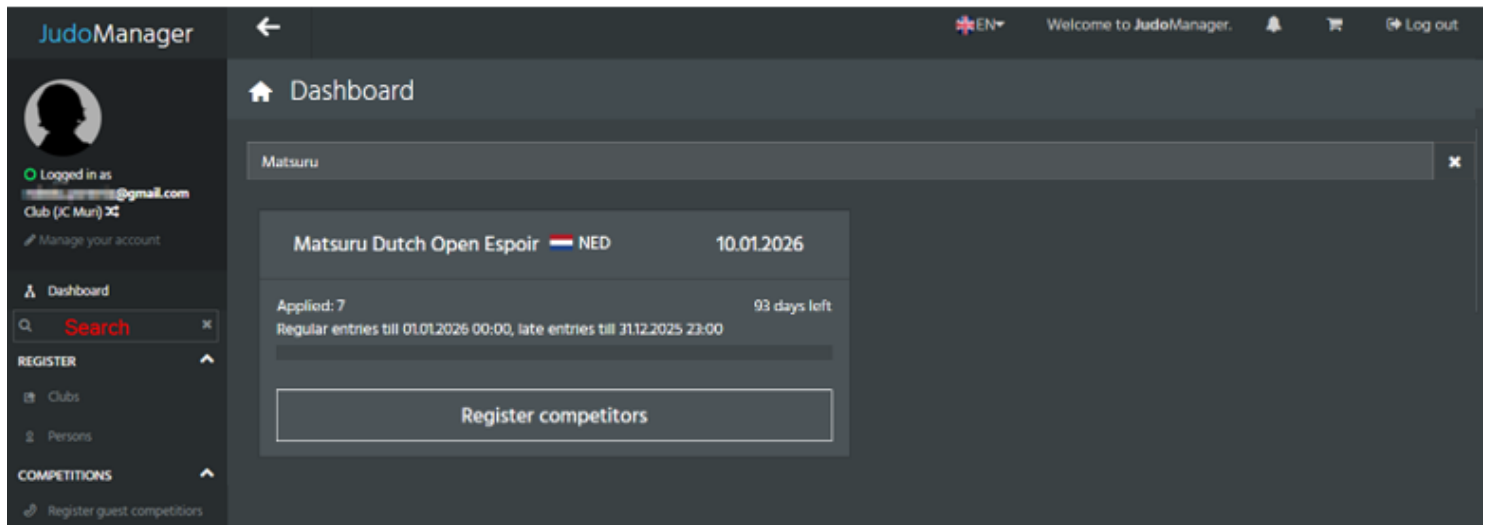
[Back to login](#)

- **We will review the request and create the account.**

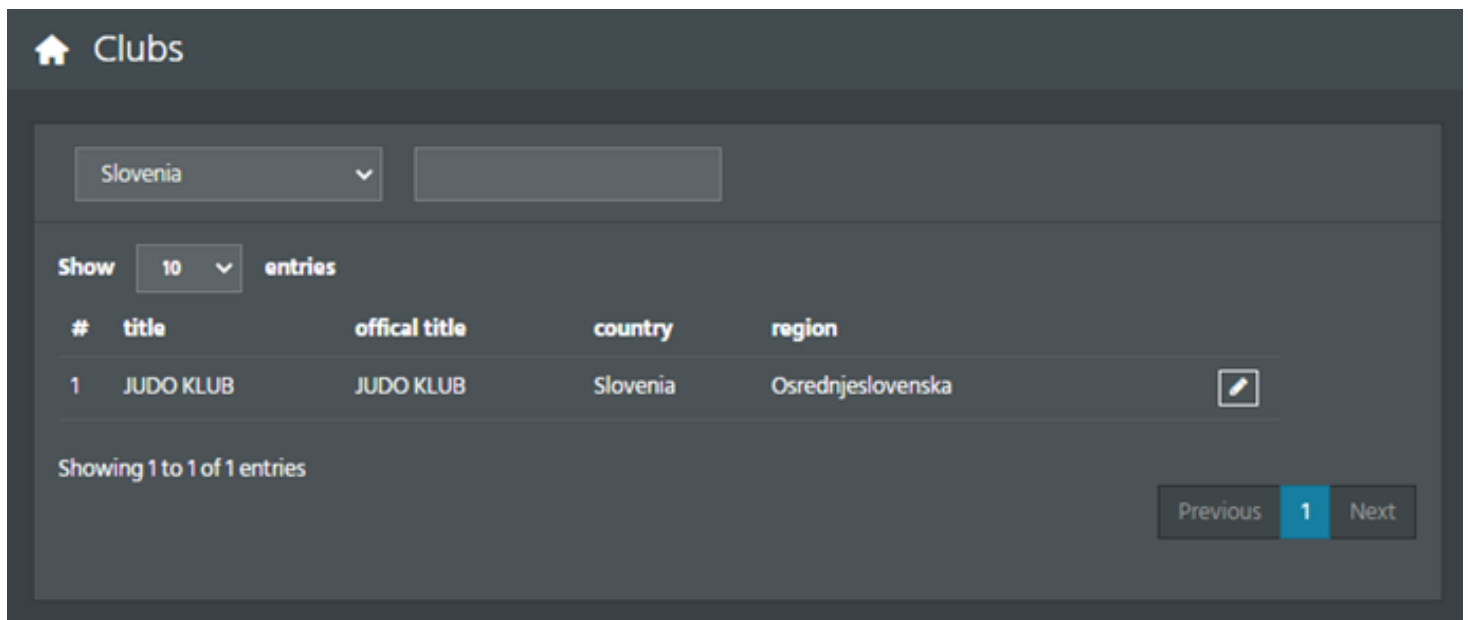
Once completed you will receive a confirmation email. The email will contain the follow-up instructions on how to set a password. If you are unsure if the request was completed successfully, please contact registrations@dutchopenespoir.nl.

2. Checking your club information

- Visit <https://admin.judomanager.com/>. Upon login you will be redirected to your dashboard.



- Click on Clubs under the section Register. Find your club:



- Click on the pen icon so you can add or edit information about the club.

- Click on Persons under the section Register.

Editing club Report error

Title * club

Official title * club

Identification num. / Tax num. Enter club tax num. Enter club identification num.

Location Location
Enter location (e.g. T13, trženska cesta), or object (e.g. Stadion Stožice)

Street / No.

City / Postal

Country * / Region Slovenia select

Save and go to list Save

Club logo

drag and drop foto
or
click and find logo in your
files (drag and drop or click)

Contacts add contact information email, telephone number, skype, web page Add

Contact type	Contact	Contact person

- You may filter the list by country and club. In the search box you can filter by name, family name, club and year of birth.

JudoManager EN Welcome to JudoManager. Log out

Persons Add new

Search ... Active

10 Previous 1 Next

#	Name	Club	Year of B.	Registrations	Number	
1	DOE Jane	JUDO KLUB	1981		P-1-2021-00002	Quick
2	NOVAK Janez	JUDO KLUB	1981		P-1-2021-00001	Quick
3	NOVAK Maja	JUDO KLUB	1981		P-1-2021-00004	Quick
4	OBLAK Marjan	JUDO KLUB	1981		P-1-2021-00003	Quick
5	SEVER Nuša	JUDO KLUB	1981		P-1-2021-00005	Quick
6	SMITH Alice	JUDO KLUB	1981		P-1-2021-00006	Quick

- By clicking on either *Name*, *Club* or *Year of B.* it will rearrange by alphabetical order A - Z, Z - A, highest year - lowest year, lowest year - highest year.

- Adding new persons can be done two ways:
 - By clicking on Quick insert, entering data of a new person in the new window on your right and then clicking Save.

The screenshot displays the Judo Register application interface. On the left, a sidebar contains a 'Quick insert' button highlighted with a red box, and a 'New person' button. Below these are navigation buttons 'Previous', '1', and 'Next'. A list of six rows, each with a 'Quick' button, a pencil icon, and a trash icon, is visible. The main area on the right is the 'Quick insert' form, which includes fields for 'Last name', 'Name', 'International last name', 'International name', 'Gender / Date of birth' (with a dropdown menu), 'Unique identifier', 'Country' (with a dropdown menu showing 'Slovenia'), 'Club' (with 'JUDO KLUB' entered), 'School' (with a search bar), and 'City of birth'. At the bottom of the form is a declaration checkbox and two buttons: 'Save and close' and 'Save'.

or

- By clicking on »New persons« and you will be directed to a new window where you can add more detailed information about the new person. After entering the information press »Save«.

The screenshot shows a web interface titled "Persons" with a home icon. Below the title is a section "Inserting person" containing a form with the following fields:

- Family name * / Name ***: Two input fields, "Enter family name" and "Enter given name".
- Intern. family name / name**: Two input fields, "Enter international family name" and "Enter international name". Below these fields is a note: "Family name should not contain local characters" and "Name should not contain local characters".
- Gender ***: A dropdown menu with "select" and a downward arrow.
- Date of birth * / ID num.**: An input field and a field labeled "Enter unique identifier".
- Country * / Club**: A dropdown menu with "Slovenia" and a downward arrow, and a dropdown menu with "JUDO KLUB" and a downward arrow.
- Location**: An input field with a note below it: "Enter location (e.g. T11, tržaška cesta), or object (e.g. Stadion Stožice)".
- Address**: Two input fields, "Enter street" and "Street number".
- City**: Two input fields, "Enter city / place" and "Postal code".
- School**: A dropdown menu with "select" and a downward arrow.
- City of birth**: An input field labeled "Enter city of birth".

At the bottom of the form, there is a checkbox and a declaration: "I declare that I have obtained a suitable consent for the entry of a new member (e.g. an application form and the rules of the association, or a special written statement that the user agrees with the processing of his or her personal data at judoregister.com)". A green "Save" button is located at the bottom right of the form.

- Next to each person you are given three options.
 - Quick edit: click on the icon »✈Quick«

The screenshot shows a 'Hitro urejanje' (Quick edit) form for a person named Janez NOVAK. The form is divided into two main sections: a left sidebar with navigation options and a main form area. The left sidebar has buttons for 'Hitro' (Quick edit), 'Info' (Information), and 'Delo' (Work). The main form area contains fields for 'Priimek' (Last name), 'Ime' (First name), 'Mednarodni priimek' (International last name), 'Mednarodno ime' (International first name), 'Spol / Datum rojstva' (Gender / Date of birth), 'Email' (Email), 'Država' (Country), 'Klub' (Club), and 'Šola' (School). A 'Shrani' (Save) button is located at the bottom right of the form.

- Information about the person: click on the pen icon and it will lead you to a new page with more detail information that you can view and/or edit. After you finish editing press »Save«.

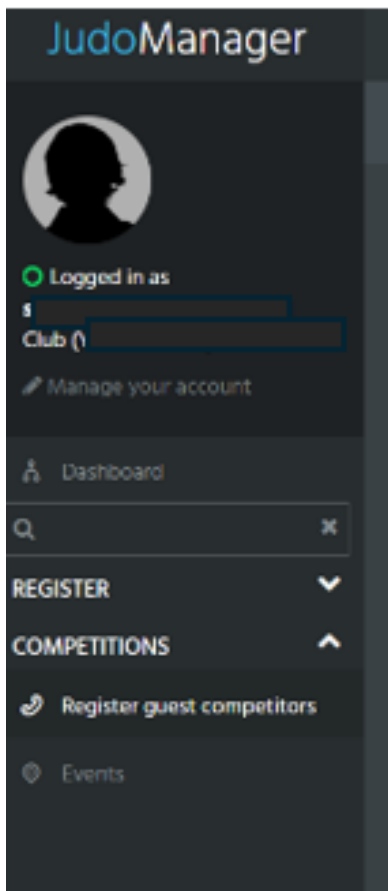
The screenshot shows the 'Editing person' form for Janez NOVAK. The form is divided into two main sections: a left sidebar with navigation options and a main form area. The left sidebar has buttons for 'Personal folder', 'Extra', and 'Basic'. The main form area contains fields for 'Family name * / Name *', 'Intern. family name / name', 'Gender *', 'Date of birth * / ID num.', 'Country * / Club', 'Location', 'Address', 'City', 'School', and 'City of birth'. It also has an 'Image' section with an upload button and a 'Contacts' section with an 'Add' button. Red arrows point to the 'Image' and 'Add' buttons with text instructions: 'Drag and drop / upload new picture' and 'Add email, mobile number, skype name and website'.

Insert the picture a picture by pressing on the upload button or drag and drop a photo(must be in ether of the formats: .jpeg, .png, .gif, .bmp). In the upper ribbon you can move from Basic to Extra and Personal folder. In the tab Extra you can view information about the persons registrations, health insurance, belts, functions, referee licences, coach licences file uploaded and certificates. Files uploaded and Certificates can be downloaded in pdf form.

- In the Personal folder you have a collection of the following data: Personal data, registration, health insurance, competitions, belts functions, referee licences and coach licence. In the top right corner we have the option of transporting all of that data into a PDF file and in JSON standard format.

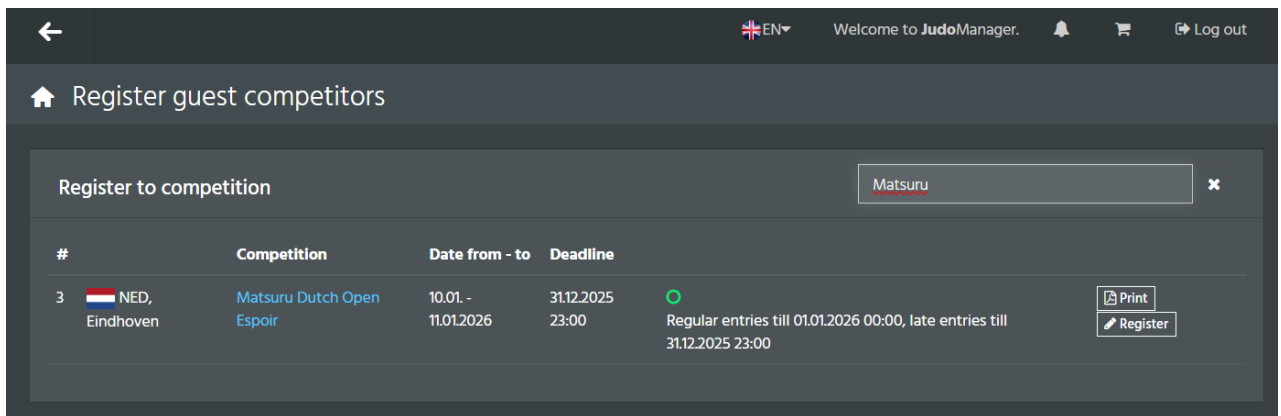
3. Register your competitors

- Under Competitions, click Register Guest Competitors



- Here you will find list of competitions made public in JudoManager. Click on the name of the competition you wish to enter competitors to.

You can filter on the tournaments to easily find the Matsuru Dutch Open Espoir.



- Click on the name of the tournament

Register guest competitors

Registration deadline is 23.01.2022 Select age groups and weigh category 39 days and 8 hours left to register

U15 - male U15 2007 - 2010 U15 - Female U15 2007 - 2010 U13 - Male U13 2009 - 2012 U13 - Female U13 2009 - 2012 U11 - Male U11 2011 - 2014 U11 - Female U11 2011 - 2014 U9 - Male U9 2013 - 2015 U9 - Female U9 2013 - 2015 Print All

-30 kg -33 kg -36 kg -40 kg -45 kg -50 kg -55 kg -60 kg +60 kg

Unregistered competitors
Add Competitors from the list or add new add new person New competitor

Show 10 entries Search: Find by name

Competitor	Club	Category	
ALBERT Fabrice	JC Muri	-30 kg	+ Register
AREGGER Dean	JC Muri	-30 kg	+ Register
BRÜGGER Mailo	JC Muri	-30 kg	+ Register
FISCHER Pascal	JC Muri	-30 kg	+ Register
FISCHER Michael	JC Muri	-30 kg	+ Register
HAIZADE Dawood	JC Muri	-30 kg	+ Register
HAIZADE Ibat	JC Muri	-30 kg	+ Register
IVANOC Leandro	JC Muri	-30 kg	+ Register
KOOH Ben	JC Muri	-30 kg	+ Register

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

Registered competitors
Please print your team, and bring it to competition PDF

Select age group to see registered competitors

BREITSCHMID Noah SUI / JC Muri

-30 kg

-30 kg

-33 kg

-36 kg

-40 kg

-45 kg

-50 kg

-55 kg

-60 kg

+60 kg

click and register to competition

drop down select weigh category

- Find your clubs athletes and add them to the competition by clicking on “+Register”. The athletes weigh category can be selected before or after adding on the right side.
- If you cannot find your athlete on the list you may add a new person by clicking “New competitor” and fill in basic information of the person.

-30 kg -33 kg -36 kg -40 kg -45 kg -50 kg -55 kg -60 kg +60 kg

New competitor

Last name

Name

Gender select ▼

Cancel
Save