

# **2024 ITF Taekwon-Do B C CUP**

## **COACHES - How to:**

- 1. Create a Club account on SportData**
- 2. Register Individual competitors**
- 3. Register Coaches and Photographers**
- 4. Register Team competitors**
- 5. Register Full-Time Umpires**
- 6. Delete entries to the event**
- 7. Pay entry fees**
- 8. Prepare and send in Consent and Data Protection forms**

# **\*\*\*AFTER REGISTRATION - COACH must send Consent and Data Protection Forms\*\*\***

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

- 1. Download the “Declaration of Consent and Data Protection” form from the event “Downloads” page.**
- 2. Have each competitor/parent fill one in with clear printing and sign.**
- 3. Scan or photograph the form, give it a filename that includes the competitor name.**
- 4. Collect all your forms together and send by email to ITF of BC Tournament Director at:  
[tournament@itfofbc.org](mailto:tournament@itfofbc.org)**
- 5. Deadline is May 25, 2024 @ 23:00 Pacific Daylight time.**

***NOTE: Coaches are responsible for this – do not ask your competitors to send their own forms individually or they will be rejected.***

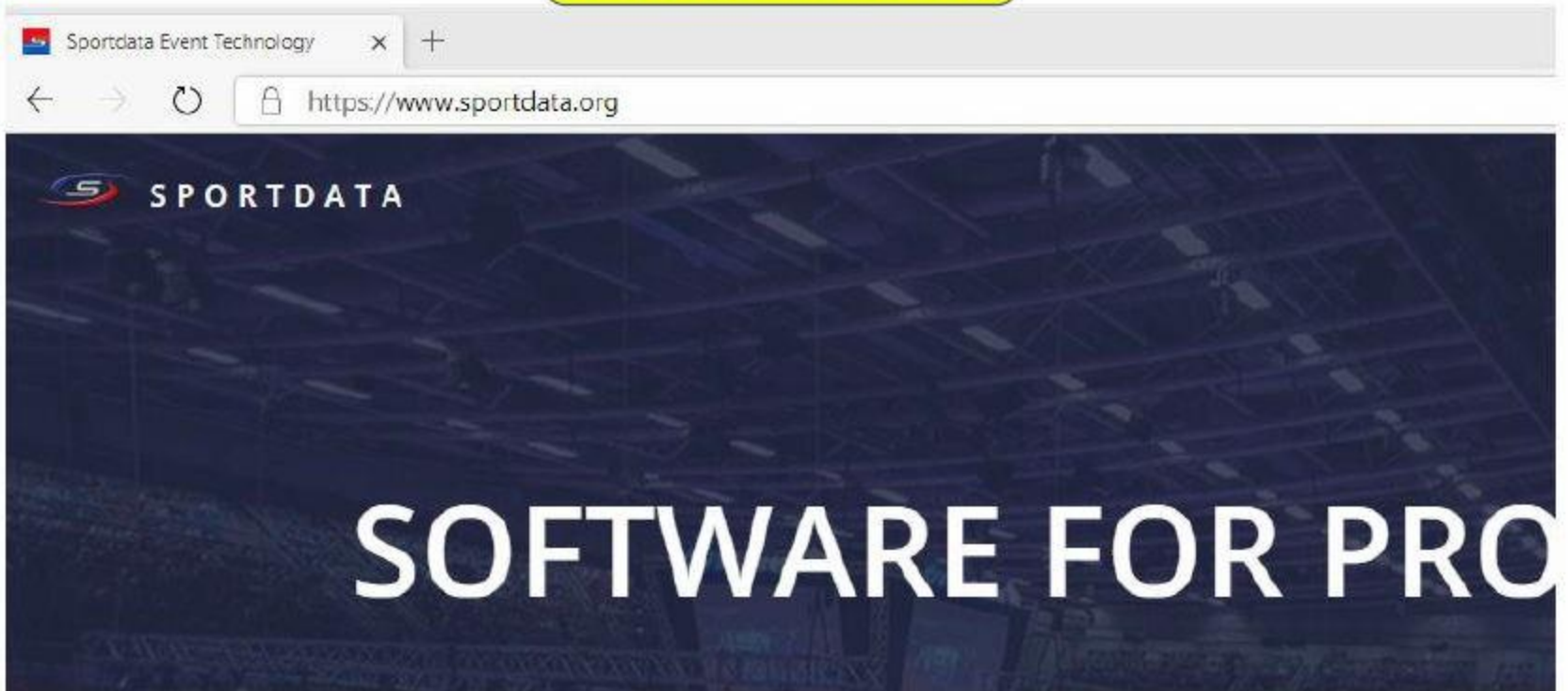
# ***1. Create a Club Account along with a list of your competitors.***

***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 Item #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](https://www.sportdata.org)



# WKF

WORLD KARATE FEDERATION EVENTS

Scroll down to the field ITF and click on it

# ITF

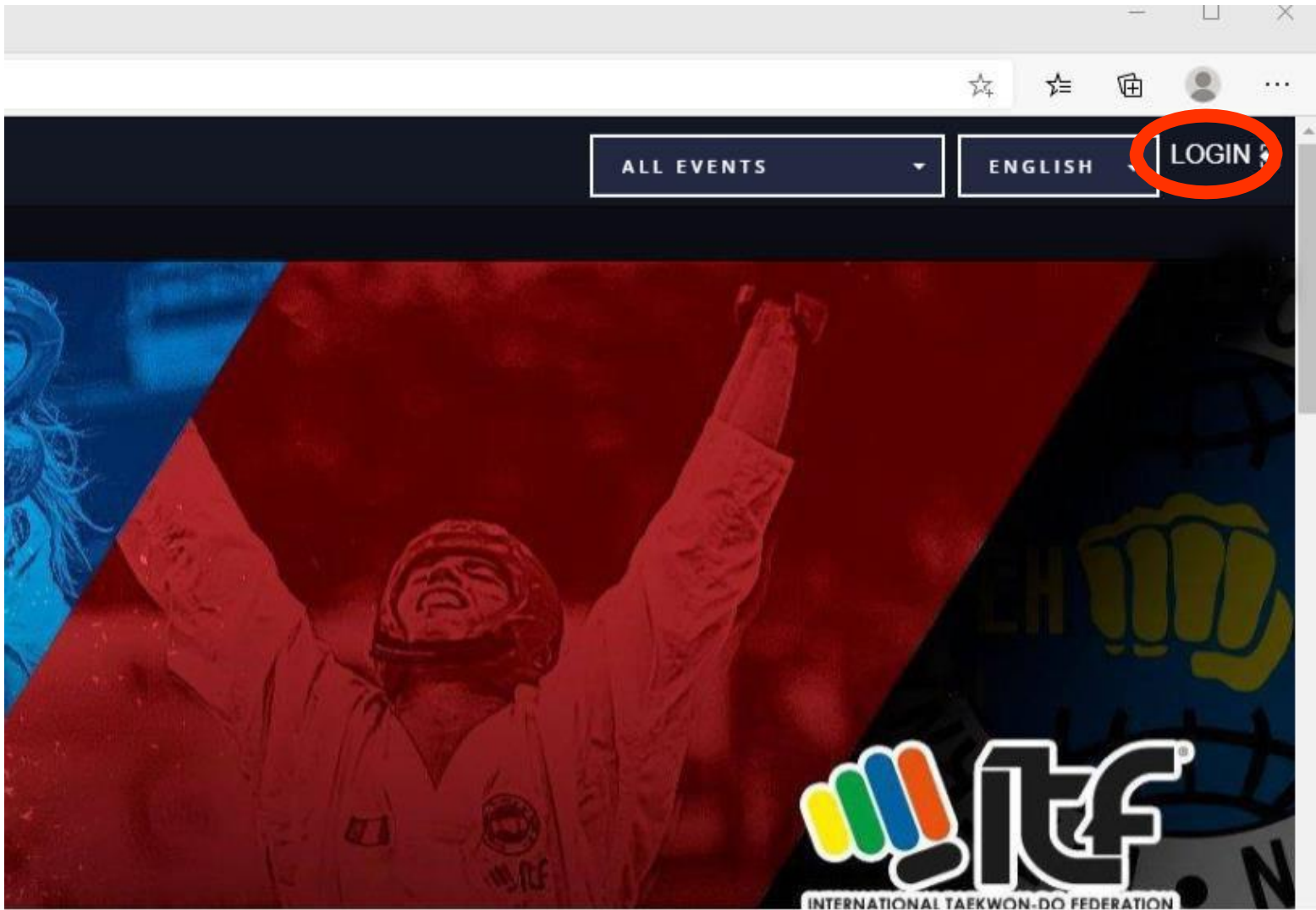
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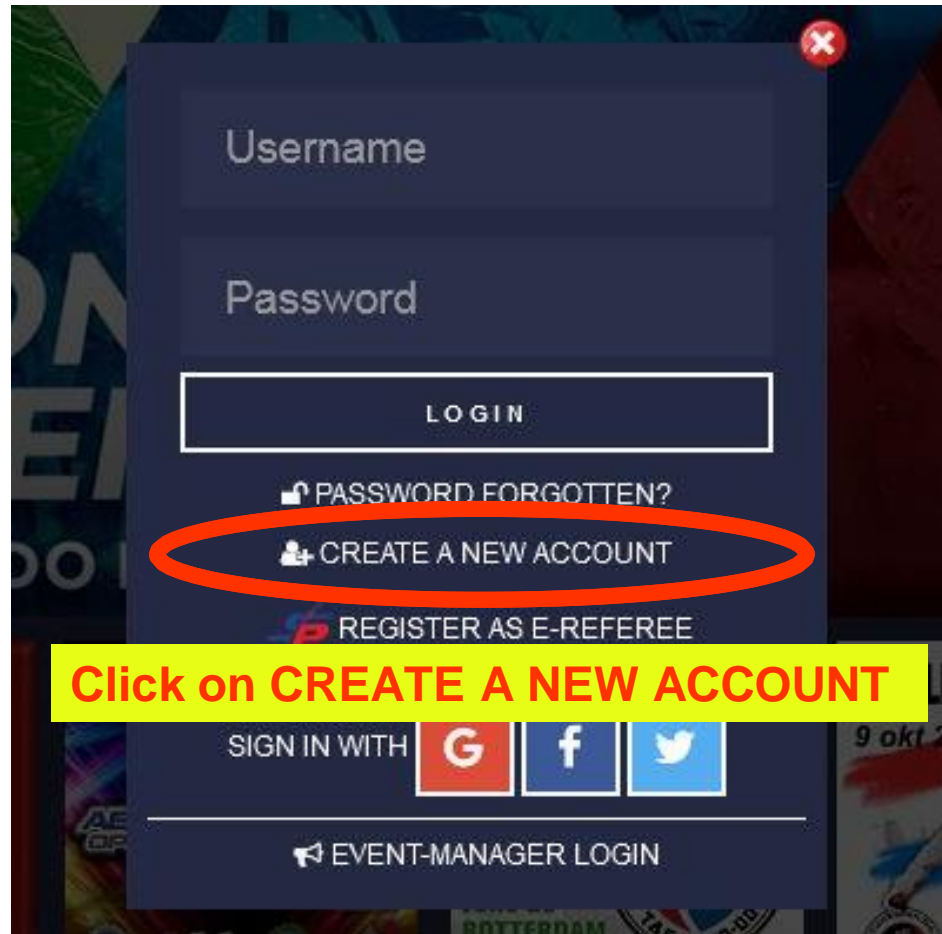
ITF TAEKWON-DO EVENTS



# JJIF

JJIF JU-JITSU





**Click on CREATE A NEW ACCOUNT**

## 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 ea

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\*

male

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.

SPORTDATA / TAEKWONDO ITF REGISTRATION / CLUB

Your privacy is important to us, and so is being transparent about how we collect, use, and share information.

- What information we collect about you
- How we use information we collect
- How we share information we collect
- How we transfer information we collect internationally
- How we store and secure information we collect
- How to access and control your information

This Privacy Policy covers the information we collect about you when you use our products or services.

Ich bin kein Roboter.   
reCAPTCHA  
Dienstvereinbarung - Nutzungsbedingungen

I hereby agree with the general terms and conditions (GTC) and the privacy policy.

Confirm that you are **not a robot**.

Confirm the **General Terms**.

Click on **SAVE**

# IS OUR STRENGTH

## INTERNATIONAL TAEKWON-DO FEDERATION

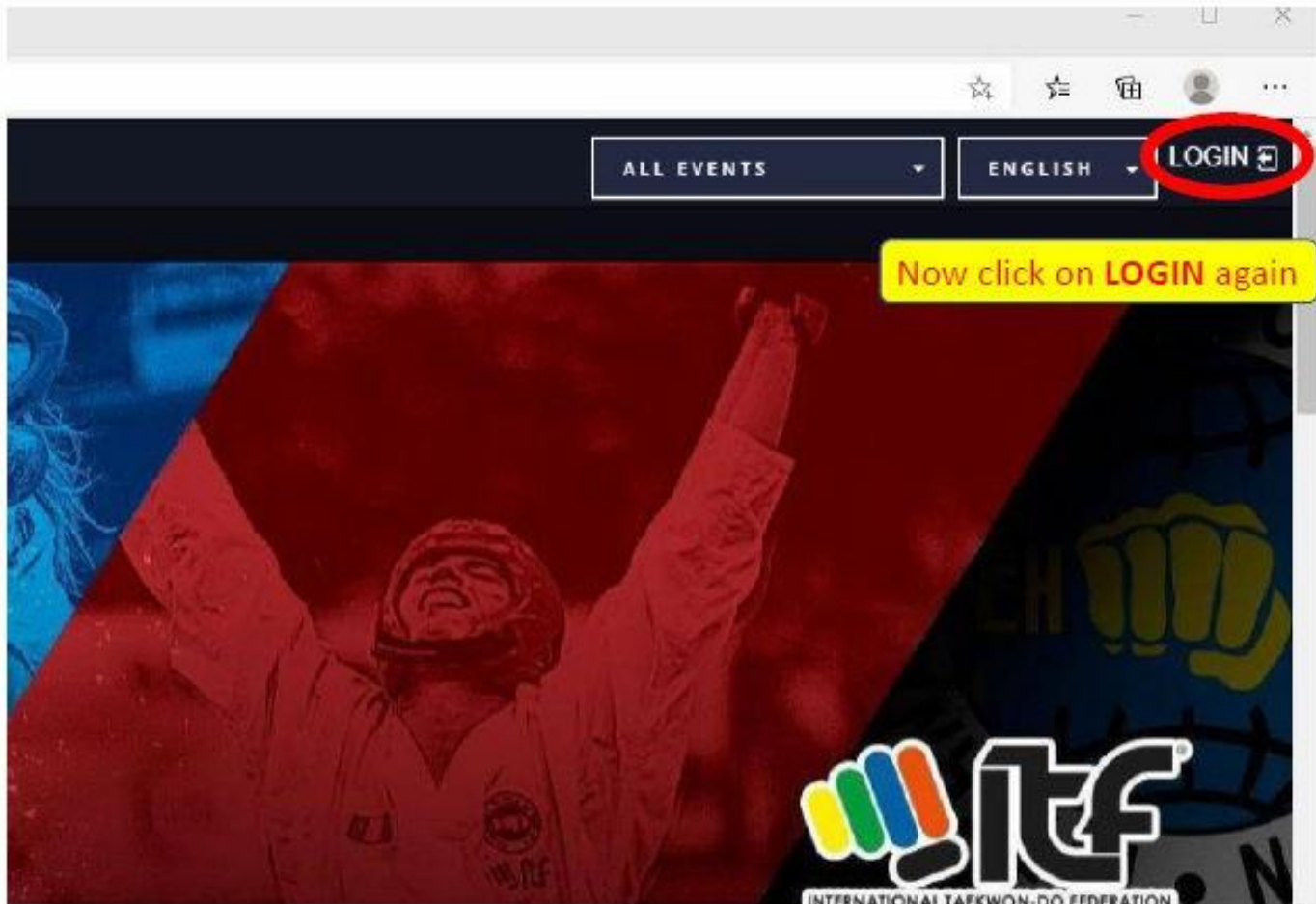
ADD/EDIT REGISTRAR

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.**



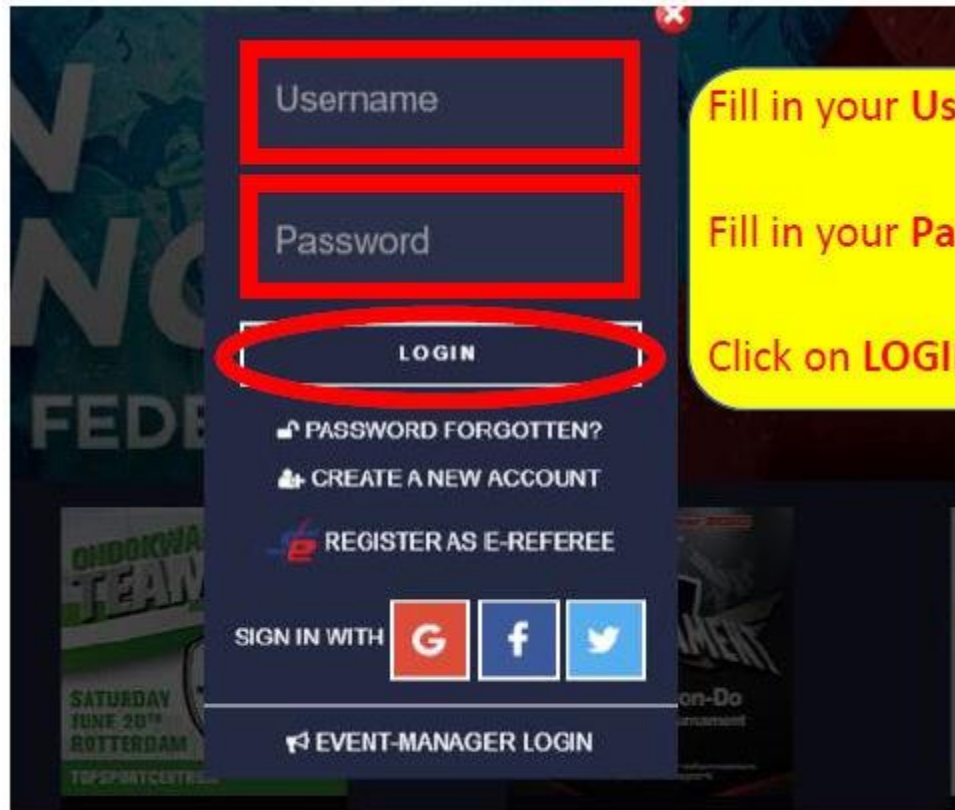
ALL EVENTS

ENGLISH

LOGIN

Now click on **LOGIN** again





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

SUPPORT / DASHBOARD

Click here

Or

here

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

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

DASHBOARD

MY USER DATA

MY CLUB/TEAM DATA

MY COMPETITORS

MY COACHES

MY REFEREES

MY OFFICIALS

MY ENTR

SPORTDATA / TAEKWONDO ITF / ETOURNAMENT ITF / MY CLUB/TEAM DATA

Click on tab "Details"

Club

Details

Fields marked with \* have to be filled out.

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 if it is available.

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

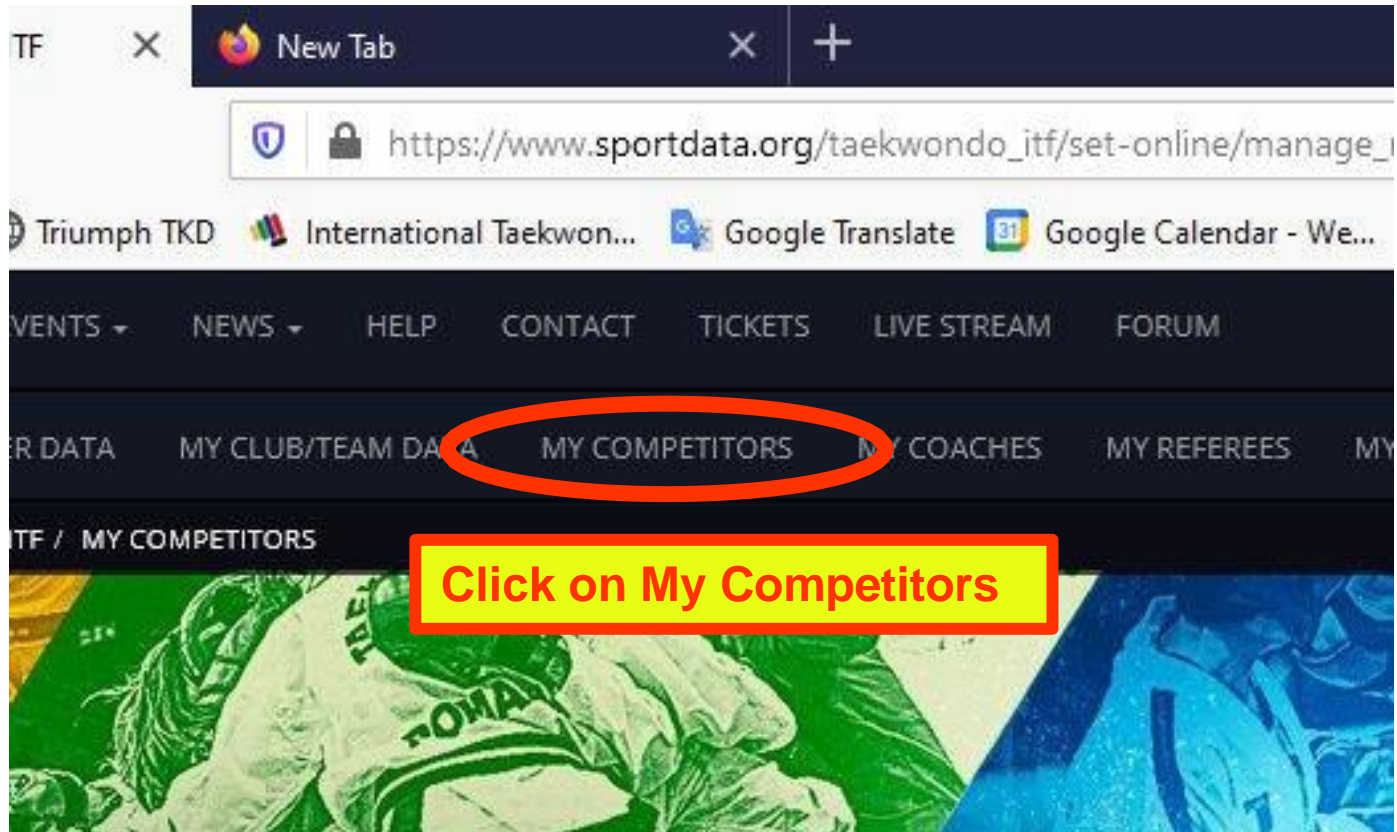
Add your web site address if you like.

Click Save.

***Now add Information for  
Competitors, Coaches and  
Umpires to your Club Account***

**NOTE: You may already have competitors in your club account from previous events. Make sure to edit their information so that rank and weight are correct.**

# Add Competitors to 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"/>
EMail	<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"/>

**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 "NA"**



International-ID

Passport ID

Information

**Click Save**

After saving, this page will show.

Next you must add the photo of your competitor

SPORTDATA / TAEKWONDO ITF / MY COMPETITORS

Your data has been saved successfully.

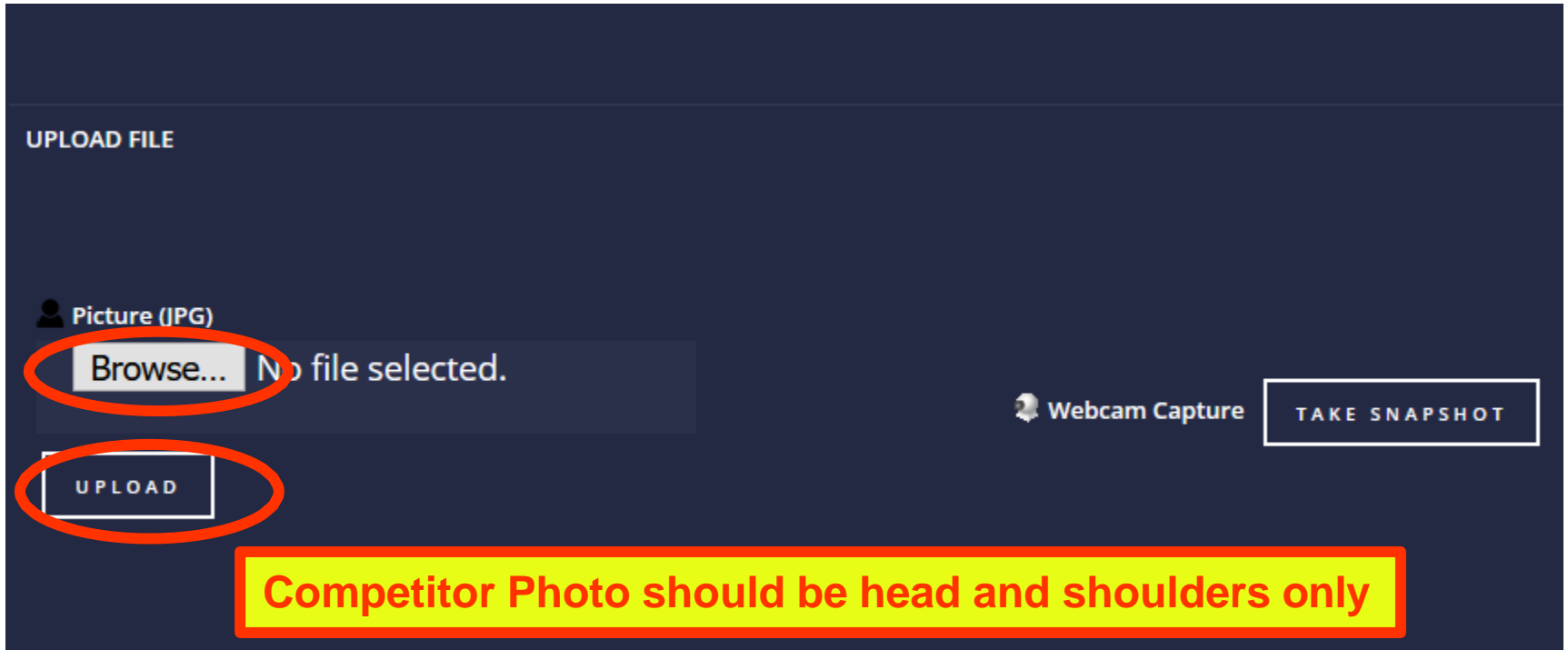
Please upload now a PHOTO for this participant (see below).

ADD/EDIT COMPETITOR

[previous page](#)

Fields marked with \* have to be filled out.

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



**Competitor Photo should be head and shoulders only**

**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.**

Show a list of your Club competitors.

OUR PASSION  
OUR STRENGTH  
INTERNATIONAL TAEKWON-DO FEDERATION

[LIST OF ACTIVE COMPETITORS](#) [LIST OF INACTIVE COMPETITORS](#) [ADD NEW COMPETITOR](#)

FIRST BIRTHDAY KC CM CLUB DAN PICTURE EMAIL INTERNATIONAL ID ACTIVE EDIT DELETE

Shows a list of your Club competitors.

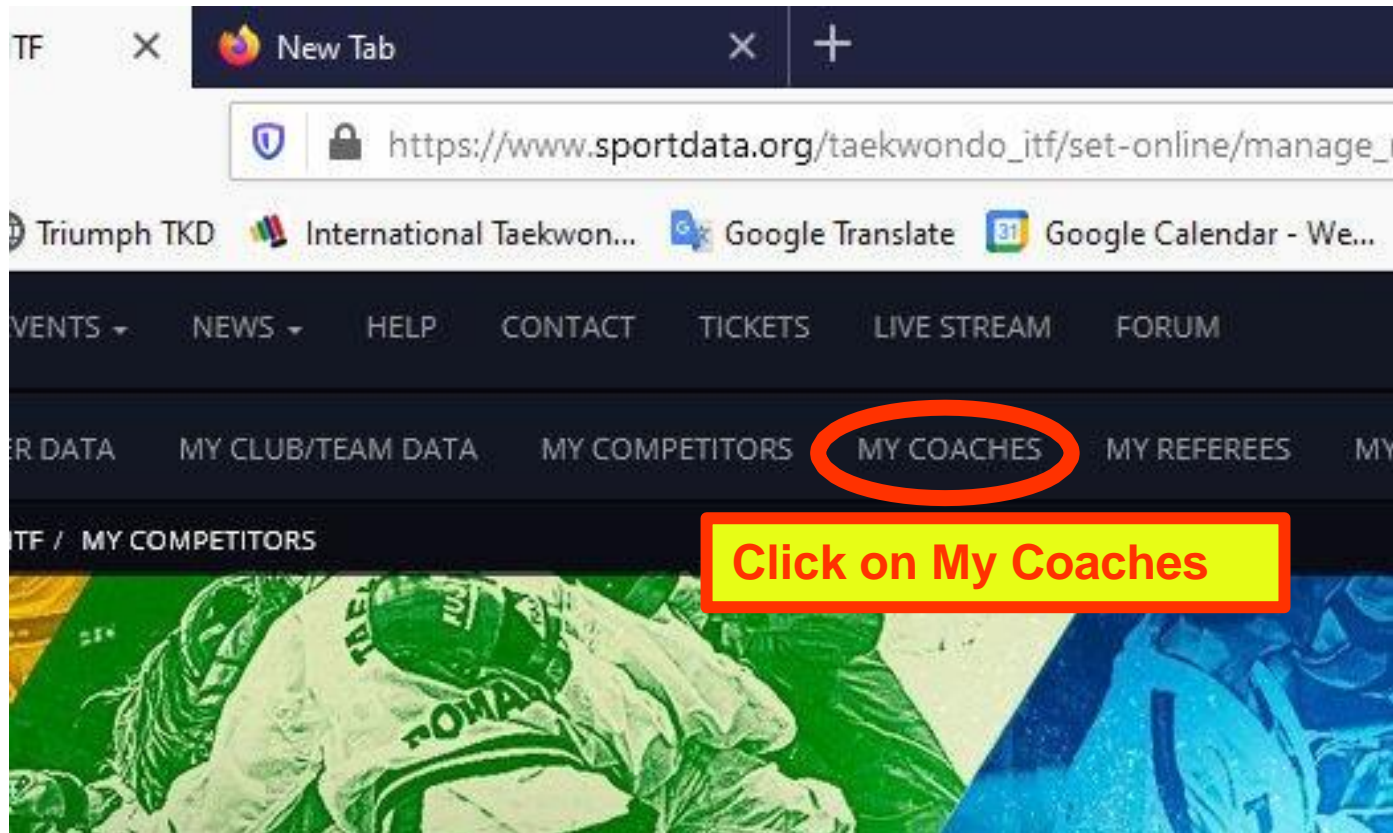
You can edit their information (change rank, weight, add International numbers, photos, etc.) Click on the edit button at right.

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

**NOTE:** If you are re-using an existing club account, be sure to check that your competitors ranks are up to date!

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													

# Add Coaches and Photographers to your Club Account



# OUR PASSION IS OUR STRENGTH

## INTERNATIONAL TAEKWON-DO FEDERATION

[BROWSE EVENTS](#)[LIST OF COACHES](#)[ADD NEW COACH](#)

TITLE	LAST NAME	FIRST NAME	BIRTHDAY	SEX	GUP	DAN	PICTURE	EMAIL	INTERNATIONAL-ID	ACTIVE	EDIT	DELETE
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Page 1 of 1    Hit 1 to 0 of 0

**Click Add New Coach**

**Add Coach/Photographer data similar to Competitor data.**

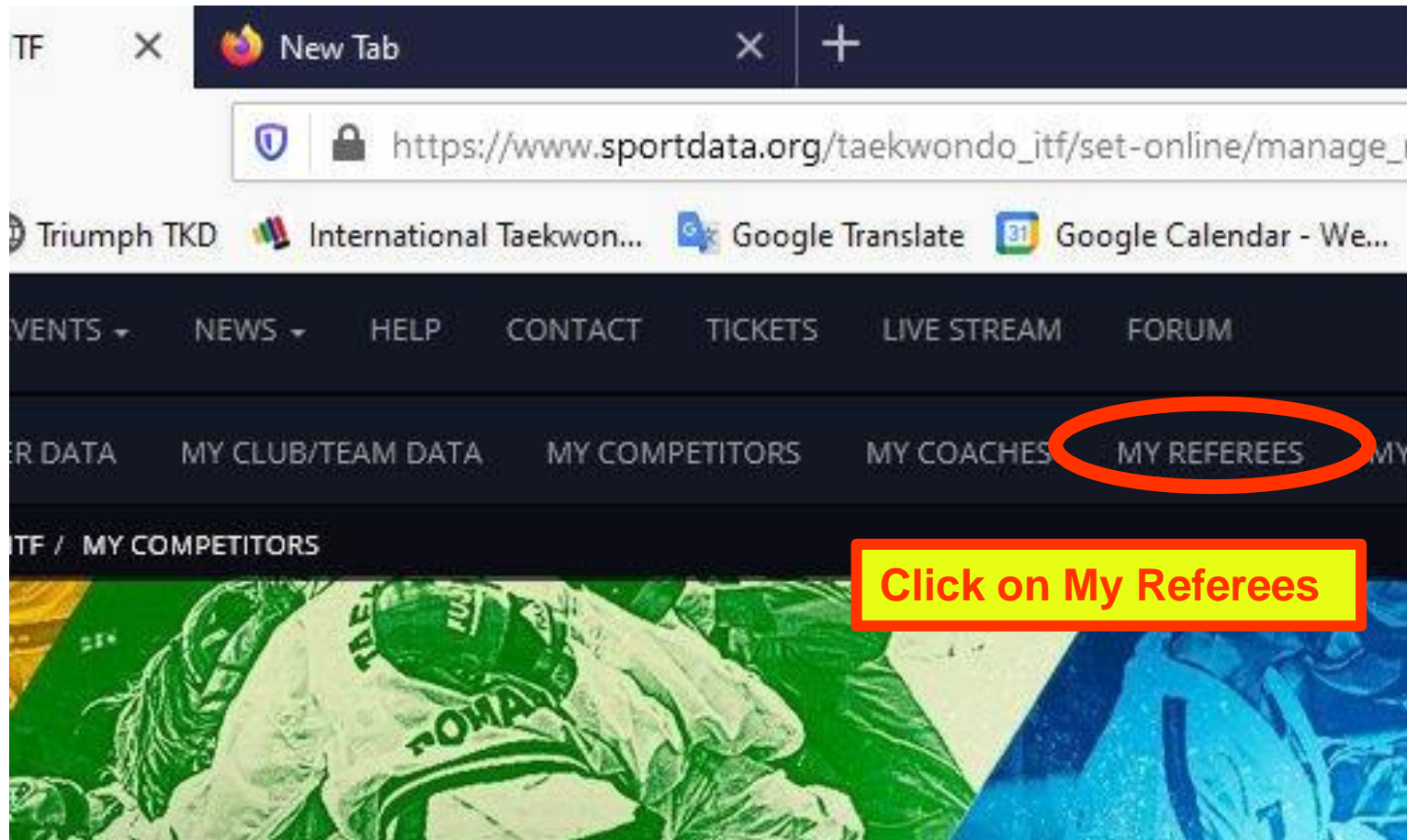
**Must include Dan and International ID.**

**Save.**

**Upload Photo as competitors.**

**Save and repeat for all Coaches.**

# Add Full-Time Umpires/Referees to your Club Account



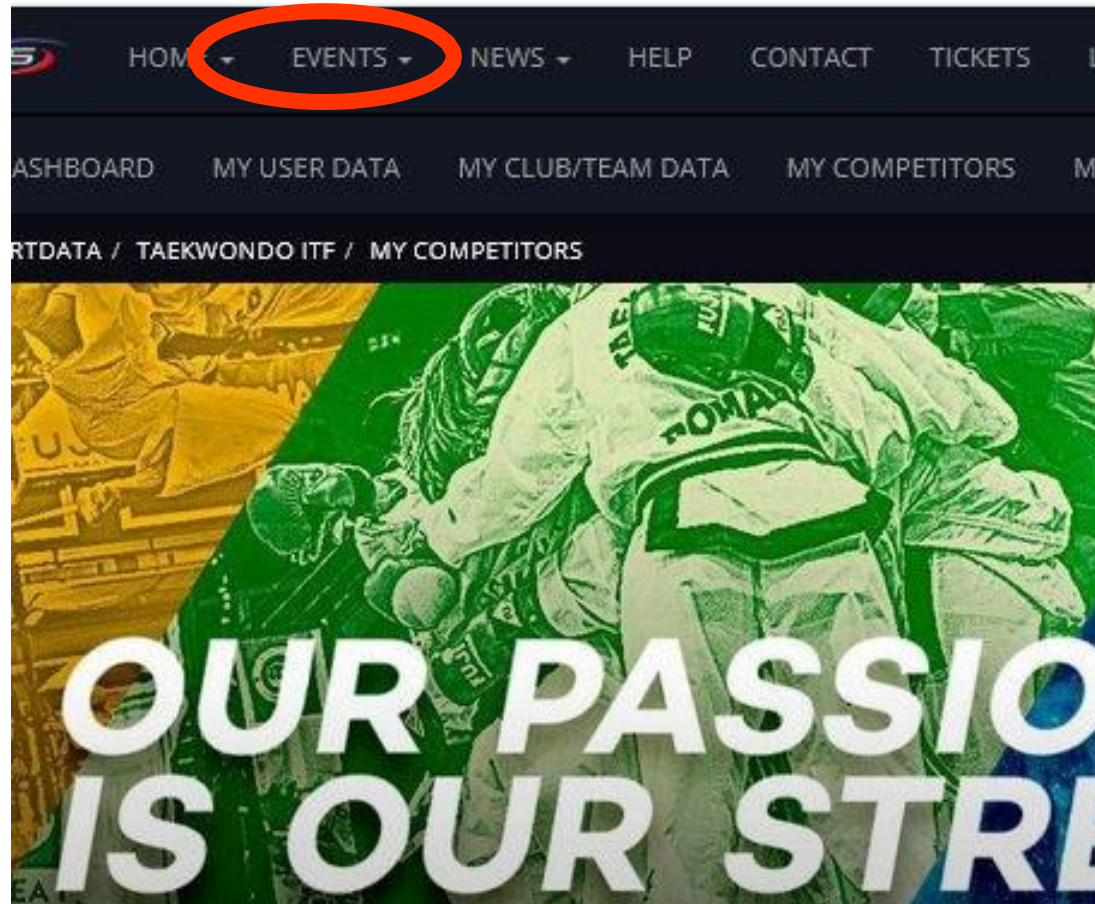


- **Click Add New Referee**
- **Add Referee data similar to Coach data.**
- **Must include Dan and International ID.**
- **Save**
- **Upload Photo as competitors.**
- **Save and repeat for all Full-Time Umpires.**

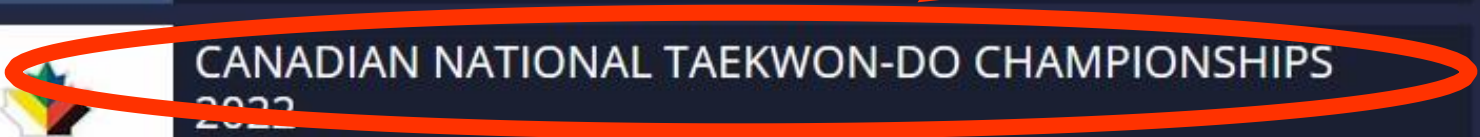
## ***2. Register Individual Competitors for the Event.***

***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 28).***

**Click EVENTS, then EVENTS again.**



Click Event name text



11 MAR 2023		ITF CANADA - TEST TOUR 2023.03.11 - 2023.03.12 Tournament 403 DAYS 6 HOURS
 11 MAR 2022		<b>CANADIAN NATIONAL TAEKWON-DO CHAMPIONSHIPS</b> 2022 2022.03.11 - 2022.03.12 Tournament REGISTRATION INACTIVE 4 DAYS 6 HOURS
		ALL NORTH AMERICAN AND CARIBBEAN TAEKWON-DO



## Canadian National Taekwon-Do Championships

47

17

53

12

**Click REGISTRATION**



REGISTRATI...



OTHER ITE...



TIMETABLE



LIVE STREAM



DRAWS



OPEN MATC...



RANDOM V...



COMPETITORS IN CATEGORIES



STATISTICS



RESULTS



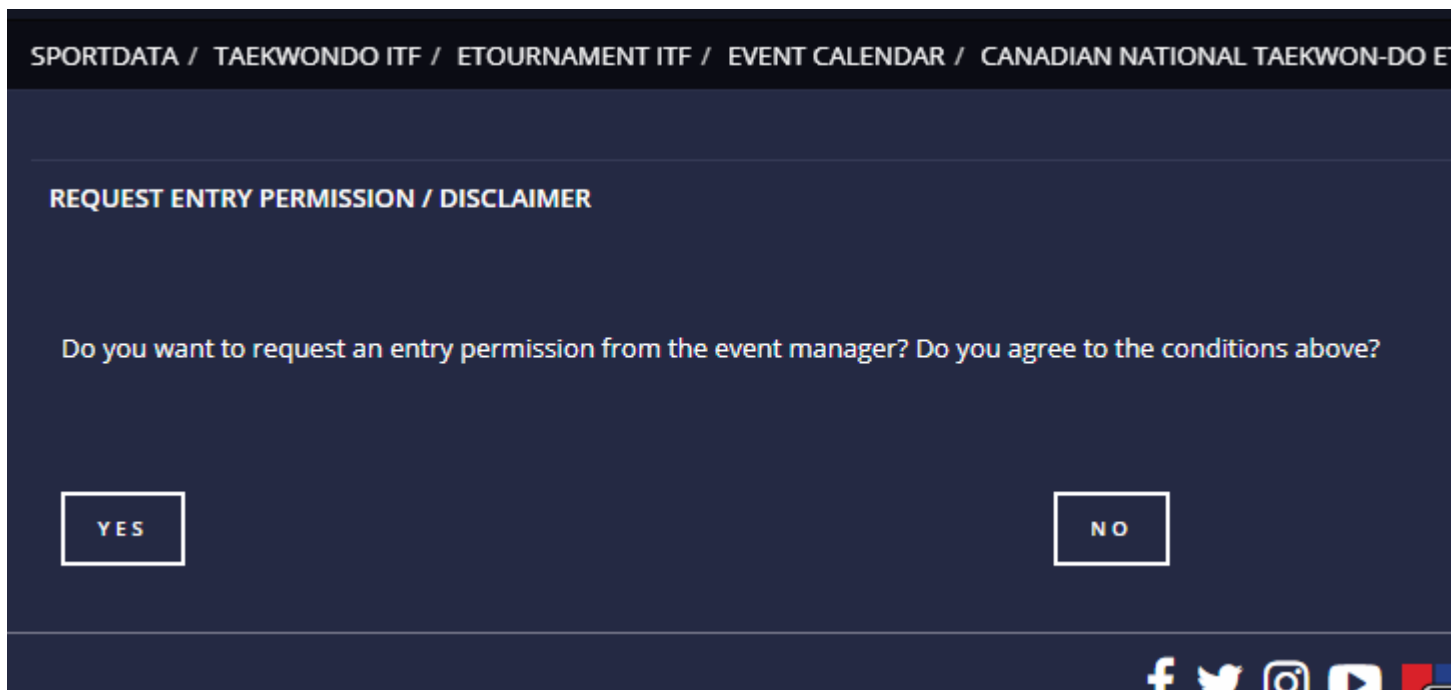
MEDAL STATISTIC

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.



# 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**

REGISTRATION

COMPETITOR

COACH

OFFICIAL

ADD INDIVIDUAL ENTRY

CURRENT ENTRIES

MY INDIVIDUAL ENTRIES

ADD TEAM ENTRY

MY TEAM ENTRIES



## 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](mailto:kreinelt@triumphtkd.com))

## ADD INDIVIDUAL ENTRY

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

You can make or withdraw entries at any time up to the deadline.

**IMPORTANT: We recommend you pay for all entries at the same time just before the deadline.**

No refunds for withdrawals after payment is made.

## 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 appear here one at a time.**

Add/Edit competitor 

15270 Male Senior Patterns 3 Dan CTFI (18 - 98,m)  
22110 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. Could include:**

**Patterns**

**Sparring**

**Power Breaking**

**Special Technque**

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 competitors.**

### ***3. Register Coaches and Photographers***

Hover mouse over Coach button,  
click on Register New Coach

BOARD MY US S MY REFEREES MY OF

INE ACCREDITATIONS ONLINE CERTIFICATES

ATION  
TA / TAEKWONDO ITF / EVENT CALENDAR / ITF CANADA - TEST TOURNAMENT DO NOT ENTER / ENTRIES

COMPETITOR

COACH

REFEREE

REGISTER NEW COACH

ONLINE ACCREDITATIONS



MY REGISTERED COACHES

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

**Click on Name of Individual**

Coach Name

Coach\*

Add / edit coach  

**Select type of  
Coach/Photographer**

Black Belt Coach  
Colour Belt Coach  
Head Coach  
Photographer, Club

Category\*

**Click Save**

**Repeat for other  
coaches/photographers**

SAVE

**Each Club is allowed 1  
Black Belt coach per  
every 4 Black Belt  
competitors, including  
the Head Coach.**

**See Invitation  
document for details.**

# ***4. 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 competitor 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

1. Team member name

Team member name

2.

To 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 Pattern 1.-6. Dan (18 - 99,m)

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

Categories\*

**Click on CATEGORY to enter.**

**Click SAVE.**

SAVE

# ***5. Register Full-Time Umpires/Referees***

Hover mouse over Referee button

Click on Register New Referee

COMPETITOR

COACH

REFEREE

OFFICIAL

REGISTER NEW REFEREE

MY CURRENT ENTRIES

MY REGISTERED REFEREES

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

**Click on Name of Individual**

Referee Name

Referee\*

Add / edit referee

**Select "All Days"**

all Days (2023.03.11 - 2023.03.12)

Days

Day 2 (2023.03.12)

**Click Save**

**Repeat for other Referees.**

SAVE

## ***6. Delete Entries to the Event***

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

# 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



**COMPETITORS:**

Hover mouse over **COMPETITORS**,

Click on either:

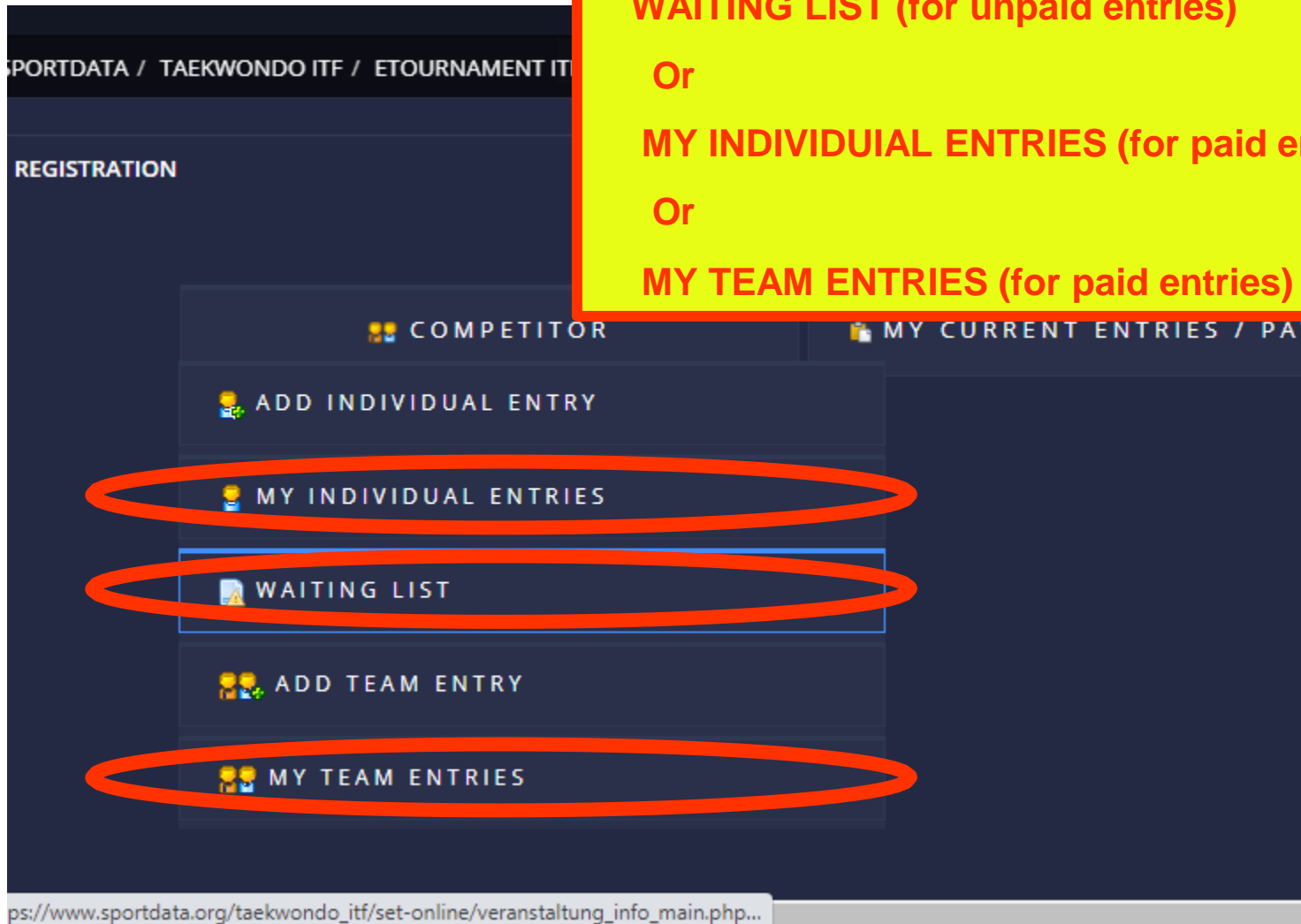
**WAITING LIST (for unpaid entries)**

Or

**MY INDIVIDUAL ENTRIES (for paid entries)**


Or

**MY TEAM ENTRIES (for paid entries)**



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".

## **DELETE COACHES OR REFEREES:**

**Hover mouse over COACHES or REFEREES**

**Click on either:**

**WAITING LIST (for unpaid entries)**

**Or**

**MY REGISTERED COACHES / MY REGISTERED REFEREES  
(for paid entries)**

**Display list of Coaches or Referees.**

**Select and delete Coaches or Referees.**

**Confirm deletion by clicking  
“YES”.**

## ***4. Payment of Entry Fees***

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

**You can make entries at any time up to the deadline. We recommend you pay for all COMPETITORS and COACHES just before the deadline.**

**COACHES must make the payment for all competitors entered.**

**\*\*\*Remember to also send in the consent form (see following).\*\*\***

When you are ready to pay,  
In main event window:  
Click on Registration

The screenshot displays the website interface for the ITF Canada - Test Tournament. At the top, there is a navigation bar with a logo and links for HOME, DASHBOARD, and MY US. Below this is a breadcrumb trail: SPORTDATA / TAEKWONDO ITF / EVENT CALENDAR / ITF CANADA - TEST TOURNAMENT DO NOT ENTER / ENTRIES. A large banner features the text "IS OUR STRENGTH" and "INTERNATIONAL TAEKWON-DO FEDERATION" with a "SHOW DETAILS" button. The main content area is titled "ITF CANADA - TEST TOURNAMENT DO NOT ENTER" and includes a countdown timer showing 417 days, 04 hours, 54 minutes, and 33 seconds. Below the timer are icons for a globe, a speech bubble, and a megaphone. At the bottom, a row of five buttons is visible: "REGISTR..." (circled in red), "OTHER IT...", "TICKETS", "TIMETABLE", and "HOTELS".


DASHBOARD

MY USER DATA

MY CLUB/TEAM

**Click on My Current Entries / Payment**


MY EN

 ONLINE CERTIFICATES


SPORTDATA / TAEKWONDO ITF / EVENT CALENDAR / CANADIAN NATIONAL TAEKWON-DO CHAMPIONSHIPS 2022 / ENTRIES

 COMPETITOR

 COACH

 REFEREE

 OFFICIAL

 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 competitors will move from the waiting list into the competition.

## Your Current Event Entries



CANADIAN NATIONAL TAEKWON-DO ETOURNAMENT 2021 2021.04.14

### INDIVIDUAL ENTRIES

0

1

### COACH

0

### OFFICIAL

0

### ENTRY FEE

20 CAD  
- 0 CAD  
- 0 CAD

20 CAD

### TEAM ENTRIES

0

### REFEREE

0

### OTHER EXPENSES

(0)

0 CAD  
- 0 CAD  
- 0 CAD

CAD 0

# **\*\*\*LAST STEP - COACH must send** **Consent and Data Protection Forms\*\*\***

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

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- Have each competitor/parent fill one in with clear printing and sign.
- Scan or photograph the form, give it a filename that includes the competitor name.
- Collect all your forms together and send by email to ITF of BC Tournament Director at:  
[tournament@itfofbc.org](mailto:tournament@itfofbc.org)
- Deadline is May 25, 2024 @ 23:00 Pacific Daylight time.

***NOTE: Coaches are responsible for this – do not ask your competitors to send their own forms individually or they will be rejected.***