

PRE-ACCREDITATIONS AND ACCREDITATION SYSTEM

DELEGATIONS USER GUIDE



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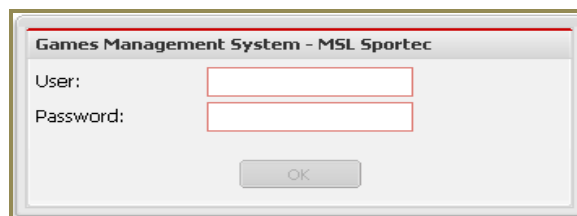
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This quick manual describes the steps that a new user has to follow:

1. ACCESS TO THE SYSTEM

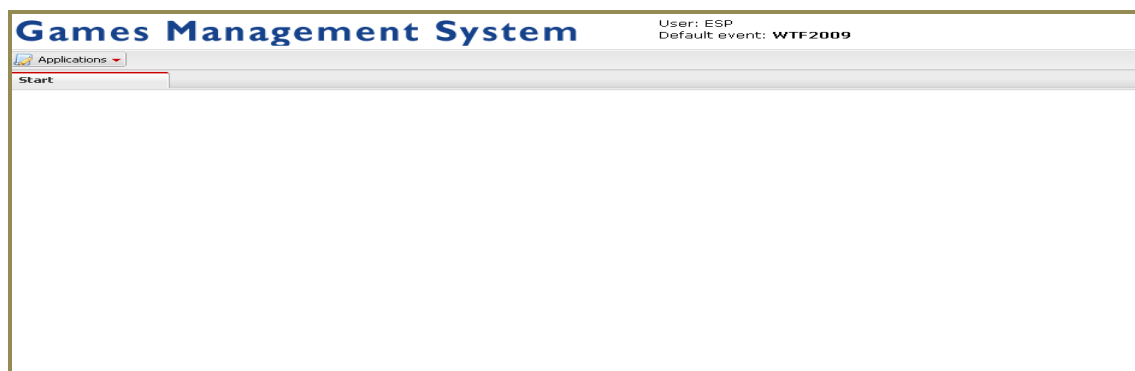
1.- **Introduce this URL**: <http://acreditaciones1.sportec.es/tkdsb21>

2.- **Introduce the user and password**



A small dialog box titled "Games Management System - MSL Sportec". It contains two input fields: "User:" and "Password:". Below the fields is an "OK" button.

The following window will appear in your screen.

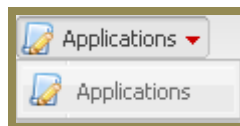


2. APPLICATION

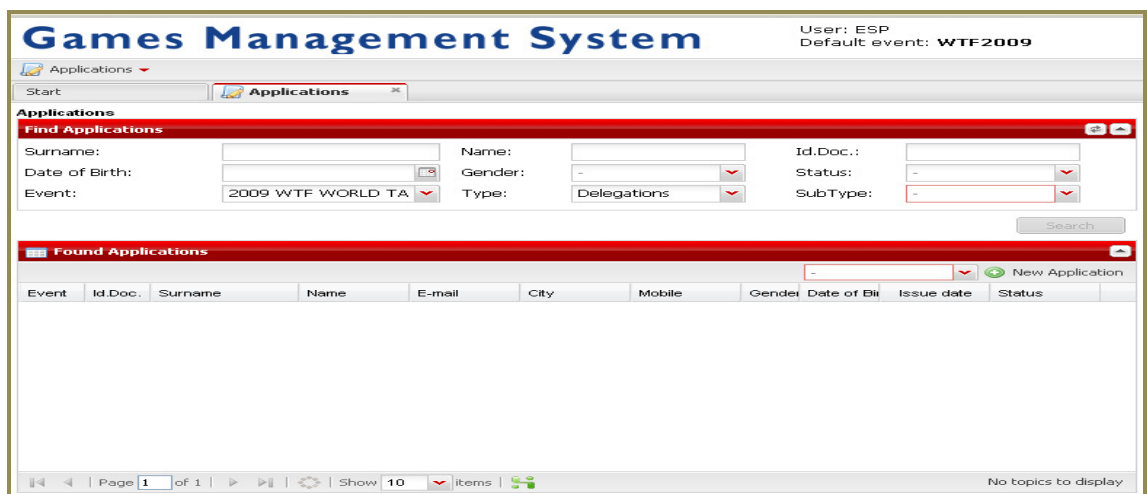
2.1. APPLICATION FOR A SPECIFIC COUNTRY

Application for each delegation:

The user has to click on Applications, and choose application.



In that moment the following tab will be loaded



Games Management System User: ESP
Default event: WTF2009

Applications

Start Applications

Applications

Find Applications

Surname: Name: Id.Doc.:
 Date of Birth: Gender: Status:
 Event: 2009 WTF WORLD TA Type: Delegations SubType:

Search

Found Applications

Event	Id.Doc.	Surname	Name	E-mail	City	Mobile	Gender	Date of Bil	Issue date	Status
No topics to display										

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The delegation can create two types of applications, applications for the contestants and for the officials. The delegations have to choose one of these options in the top check box at the found applications grid. After that, click on "New application".



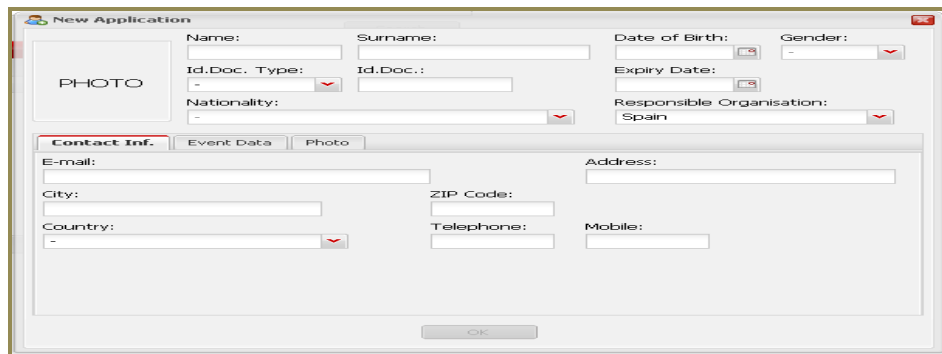
Found Applications

Event	Id.Doc.	Surname	Name	E-mail	City	Mobile	Gender	Date of Bil	Issue date	Status
No topics to display										

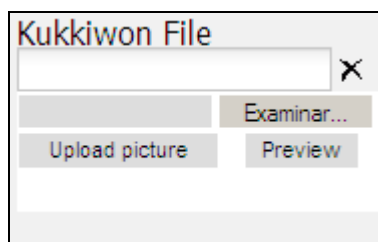
Contestants
Officials

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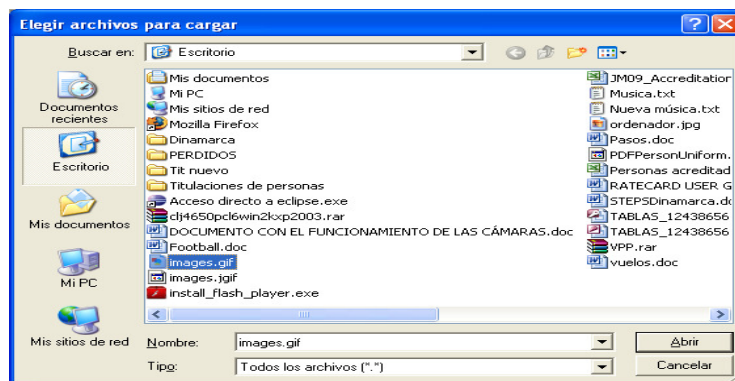
- If the **application is for a contestant**, the following window with the contestant fields will appear.



If you have a field like this:



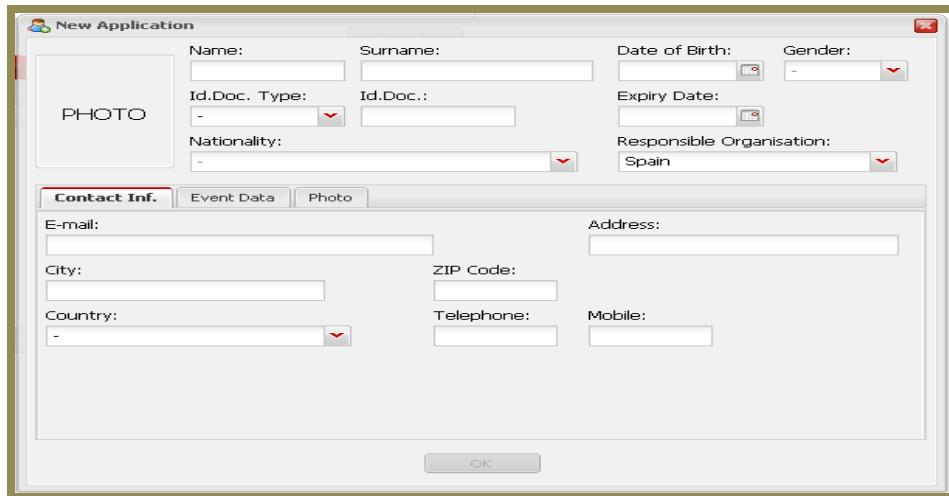
This type of field is filled with a file, you must click in the button named "Examinar", the name is only orientative for each language is different but the button position is always to the right. By clicking this button in your computer a window will open:



Now you only have to choose the right file and this information will appear in the text box near to the button you clicked before. Now the user have to click the button upload file in order the file could be assigned to the application. If you don't click in the upload picture button the file will not loaded for the application and you should add the file in any other moment.

After you send the information for the application person you can add, modify or change any data about this person by entering in the system and searching the application you can change. See point 2.2 for more information about the search process.

- If the **application is for an official**, the next window with the official data will be shown.

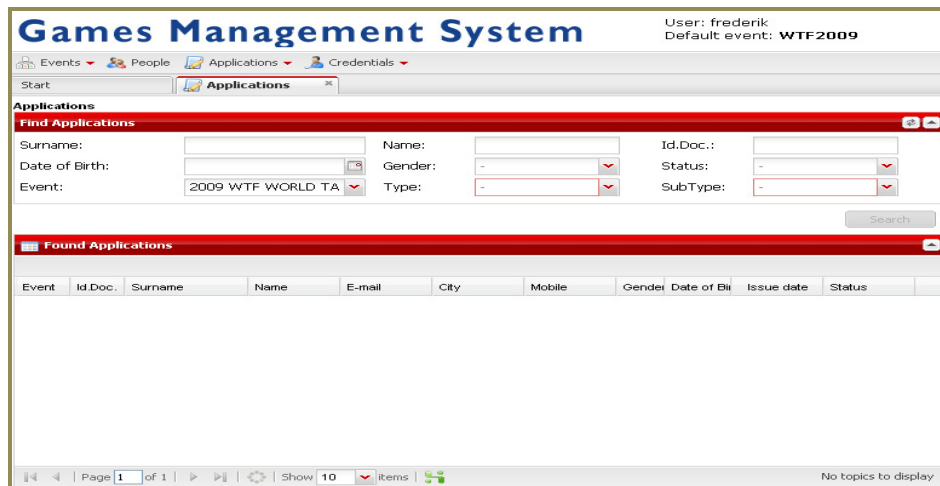


The delegation must full fill all the required fields and then click on "OK". In that moment the state of the application is sent. The button "OK" will be disabled until all the required fields in the different tabs will be filled.

Then the delegation can search the applications that have been created in the form of the application tab introducing the subtype and clicking on "Search".

2.2. SEARCH AND ADD MORE INFORMATION TO THE APPLICATIONS

Search, validate and add more information to the applications: To search the applications the user has to go to Applications → Applications. In that moment the following tab will be loaded.



In this form the user has to introduce the type and subtype of applications that he/she wants to find and then click on "Search". Immediately the found applications grid will be completed.

Found Applications											
Event	Id.Doc.	Surname	Name	E-mail	City	Mobile	Gen...	Date of B...	Issue date	Status	Nationality
WTF...	BE87...	BENTEZ MORA...	ELENA	secretaria@...	ALICANTE	+34677530...	Wo...	26/10/1966	14/07/2009	Created	Spain
WTF...	BA88...	BENITO DIAZ	JESUS ELIAS	secretaria@...	ALICANTE	+34677530...	Man	23/06/1962	14/07/2009	Created	Spain
WTF...	AC23...	CARREIRA COR...	MARCO AN...	secretaria@...	ALICANTE	+34677530...	Man	28/10/1974	14/07/2009	Created	Spain
WTF...	AC86...	LEE KIM	YOUNG W...	secretaria@...	ALICANTE	+34677530...	Man	18/04/1945	14/07/2009	Created	Spain
WTF...	BA91...	MARTI MASIAS	CARLOS J...	secretaria@...	ALICANTE	+34677530...	Man	30/04/1951	14/07/2009	Created	Spain
WTF...	AC19...	MARTIN VARELA	FRANCISC...	secretaria@...	ALICANTE	+34677530...	Man	25/11/1962	14/07/2009	Created	Spain
WTF...	AD67...	SOLANA GIRIBET	ALEJANDRO	secretaria@...	ALICANTE	+34677530...	Man	16/02/1973	14/07/2009	Created	Spain
WTF...	BA56...	TORTOSA ALA...	JESUS	secretaria@...	ALICANTE	+34677530...	Man	13/12/1964	14/07/2009	Created	Spain

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With this information you can choose an applicant to see the application status at this moment or if you want to check the information, modify or add new data you did not know when you fill the application.

The tool bar give us a few utilities to move up or down for the records founds.

The first icons in the bottom of the table let the user move across the records found:



This icon let the user go to the first page of the list



This icon let the user go to the previous page.

Page 1 of 1

This is the actual page number, after this information the table show how many pages have the records found.



This icon shows the next page



This icon shows the last page.



This icon reloads the information shown in the records.

Show 10 items

This tool tip gives information about how many records are shown for each page, this value can be changed to increase or decrease the number of records.



This icon export the information to an excel file.

Displaying 1 - 8 of 8

This is only information about the number or records shown and the total number of records after the search.