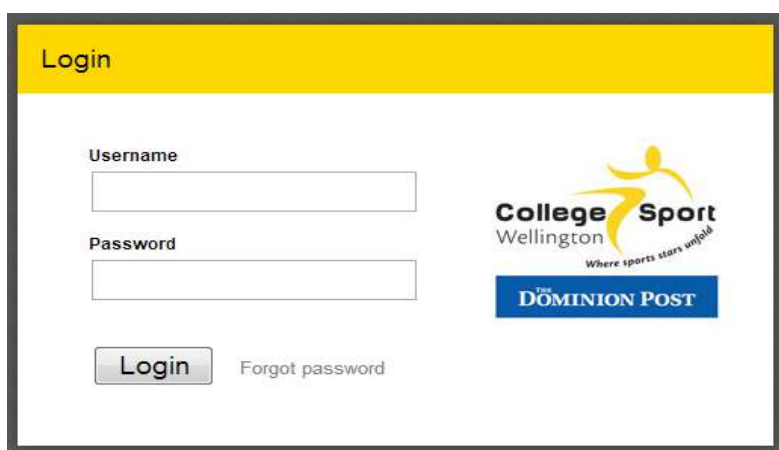


Updated: 17 Sep 2013

If you have questions about an event, venue details, entry fees etc, please contact the event organiser.

1 - Login to the website

Go to the EnterNOW website and login (Your event organiser will give you the link you need to use)



Username

Password

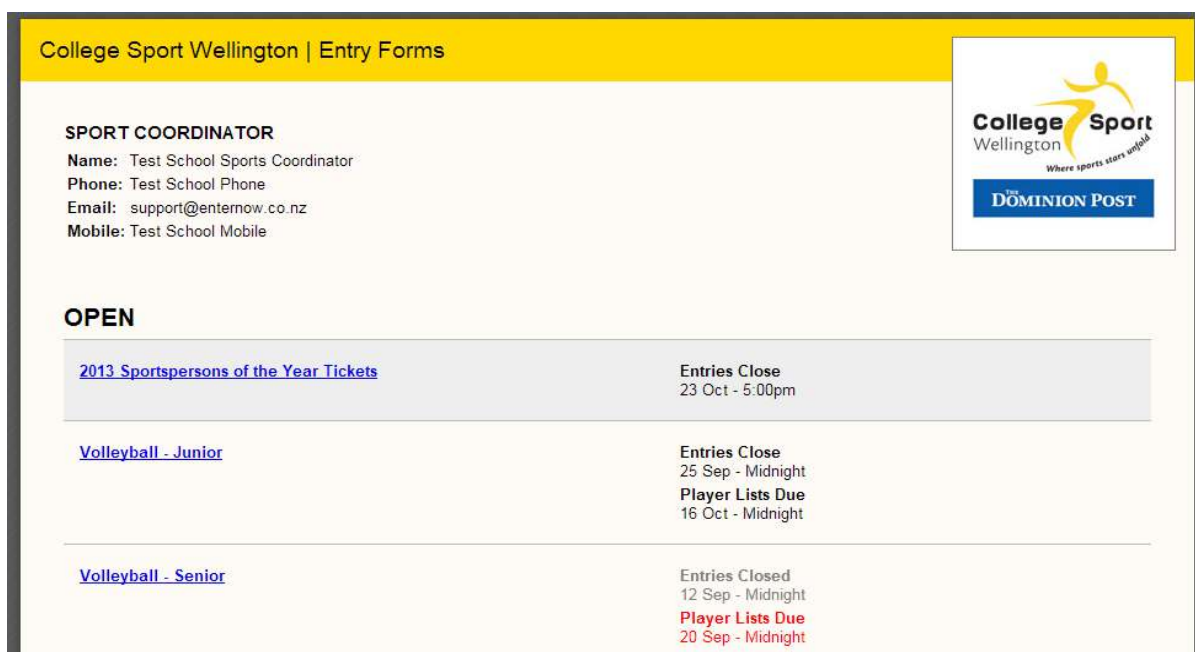
Login [Forgot password](#)

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2 – Entry Forms Page

Once you have logged in, you will be taken to the Entry Forms' page. You will notice that your school name is displayed at the top, and below that is a list of all the upcoming events.

Note: After the entries close date, you will only be able to view the entries. You will need to contact the event organiser to make any last minute changes.



College Sport Wellington | Entry Forms

SPORT COORDINATOR
Name: Test School Sports Coordinator
Phone: Test School Phone
Email: support@enternow.co.nz
Mobile: Test School Mobile

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OPEN

2013 Sportspersons of the Year Tickets	Entries Close 23 Oct - 5:00pm
Volleyball - Junior	Entries Close 25 Sep - Midnight Player Lists Due 16 Oct - Midnight
Volleyball - Senior	Entries Closed 12 Sep - Midnight Player Lists Due 20 Sep - Midnight

3 - Click on the competition name that you want to enter

4 - Entry Form

At the top you can see key dates for this competition. Any attachments are listed at the bottom.

College Sport Wellington | Entry Forms

Volleyball - Junior

ENTRIES CLOSE
25 Sep - Midnight

PLAYER LISTS DUE
16 Oct - Midnight

ENTRIES

Name	Event	Status
Test Designation	Junior Boys Wellington Division 1	Incomplete Edit Delete

Select: Junior Boys Wellington Division 1

QUESTIONS


Convenor (required)

Name

Mobile

Email

ATTACHMENTS

 [Term 3-4 Info for volleyball.pdf.pdf](#)
26 KB

ENTRY CONFIRMATION

Once you have completed your entries, you can download an Entry Confirmation.
You can still change your entries up until 25 Sep - Midnight

[Download Entry Confirmation](#)

5 - Add Entries

Select the event you want to enter from the drop list and click on **[Add Entry]**.

ENTRIES

Name	Event	Status
Test Designation	Junior Boys Wellington Division 1	Incomplete Edit Delete

Select: Junior Boys Wellington Division 1

QUESTIONS

Convenor (required)

Name

Mobile

Email

6 - Entry Details

The entry details will vary depending on the sport that you are entering

In this example, you need to enter the Coach and Manager followed by the Players.




Some of the questions are marked as required. You will need to complete those fields otherwise your entry will show as incomplete.

Grade: Junior Boys Wellington Division 1				
Team Name: Test Designation				
Coach				
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name	Mobile	Email		
Manager				
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Name	Mobile	Email		
Last Name	First Name	Gender (M/F)	DOB (d/m/y)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

7 - Player Names

Once you have entered player details into the system they will be remembered for next time.

When typing the player names, for best results just type the first couple of letters of the players first or last name, and then pause for a second. A list box will appear with all matching players you can select from.

Last Name	First Name	Gender (M/F)	DOB (d/m/y)	
1	da	<input type="text"/>	<input type="text"/>	✕
2	 Damian GLENNIE M 1/01/2000	<input type="text"/>	<input type="text"/>	✕
3	 Dave MACKENZIE M 11/05/1997	<input type="text"/>	<input type="text"/>	✕
4	 Daniel SIMINSEN M 24/06/1995	<input type="text"/>	<input type="text"/>	✕
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

8 - Competition Questions


On the bottom of the Entry Form there are usually some additional questions that need to be answered.

QUESTIONS

Convenor (required)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Mobile	Email

ATTACHMENTS

 [Term 3-4 Info for volleyball pdf.pdf](#)
26 KB

9 – Entry Confirmation

Once you have completed your entries you can download an entry confirmation, and for some events an Invoice will also be available.

ENTRY CONFIRMATION

Once you have completed your entries, you can download an Entry Confirmation and Invoice.
You can still change your entries up until 11 Apr - 11:59pm

[Download Entry Confirmation](#) [Download Invoice](#)

Technical Support

If you are having problems using EnterNOW, encounter errors or have any suggestions you would like to make, please let us know so we can assist you.

Email: support@enternow.co.nz