

# VNEA Tournament Entry Step-By-Step Instructions Into CompuSport

## 1. Login to the VNEA Portal...

<https://compusport.us/vnea>

If you have already created an account in previous years:

- Type in your e-mail address
- Type in your Password

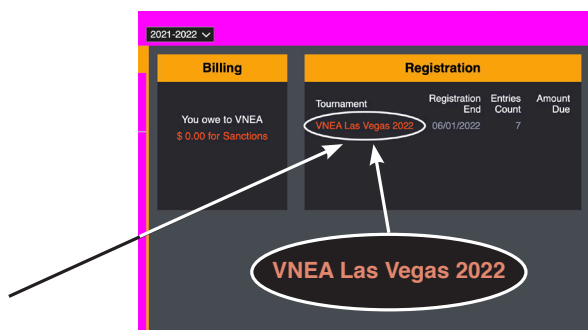
**If you have forgotten your password:**

- Below the Login screen - Choose "You forgot your password or want to change your password: Click Here"
- You will be asked to enter your e-mail address.
- An e-mail will be sent to your e-mail address.

**First time users into CompuSport must create an account for your Charter Holder.**

At the bottom of the Log in Screen select "You do not have an account yet: Click Here"

- You will be prompted - Are you a Player or a Charter. Select Charter.
- Choose your Charter from the drop-down box by clicking on the arrow on the right of the Choose your Charter box.
- Enter First Name
- Enter Last Name
- E-mail address
- Confirm E-mail address
- Password
- Confirm Password



Once Logged into your account:

## 2. Under Tournaments Tab - **Select VNEA Las Vegas 2022 and select Start Registration.**

**Players playing in both Team and Singles - Enter under Team Registration ONLY (not in Team and Singles).**

## TEAM REGISTRATION

**DIVISIONS Entry Fields:** Blue = Men; Purple = Women

- Select the add or remove team tab (*highlighted in orange*) to the right of the Division Name. Event Entry page will open. All teams will be entered (*and viewed*) under this area.
- Click within the "To add a new team, type the name here and hit enter" box.
  - Type team name within this box
  - Enter
- Go back up, to the right of the team name, select the Team Division by clicking on the box below heading.

When selected an orange circle will appear under event selected.  
If the box is solid red behind the orange circle, it indicates an error.  
A yellow box will appear on the top of the screen indicating the error message.

6. Below Player #, begin typing players name into “To add a new player, type the name here and select it from the list” box.
7. Select players name from the pop-up list by clicking on the name. Player is now added to the team.
  - a. If name is not listed in pop-up list – click on the box “You can’t find a player? Click here to add a new one...” under the “clear section” wording.
    - All new players being added, a \$25 player sanction fee must be sent with payment.
  - b. Create a player information box will appear.
  - c. Enter players First Name, Last Name, DOB, Male or Female, Address, Phone #, e-Mail  
*(Provide as much information on the players as possible to avoid duplicate profiles)*
  - d. Select SAVE in the lower right corner of page (or cancel if no changes were made).  
You will be returned to the Event Entry page.
8. Classic or Senior **ONLY** Events - Birth Date must be entered.
  - a. Click on Birth Date box to the right of the players name.
  - b. Players information screen will appear.
  - c. Add Birth Date under birthday
  - d. Select “Save” in lower right corner to save and return to Event Entry screen  
*(cancel if no changes were made)*
9. Enter Nights Played *(8 Nights Minimum)*

If player is playing in both Team and Singles continue with step 10, team only continue to Step 11

10. Add player into Singles Event by selecting the box under the Division the player is playing in.  
*(to the right of their name)*  
  
An orange circle will appear under that Event.  
  
If the box is solid red behind the orange circle, it indicates an error. A yellow box will appear on the top of the screen indicating the error.
11. Continue adding players by typing additional team members in “To add a new player, type the name here and select from the list” box, until all players for that team are entered.

Add Multiple Teams: (Repeat Steps 4 through 11)

Click on “To add a new team, type in the name here and hit enter”

Once ALL teams and players playing both Team and Singles are entered

Click on the “Go back to Summary” tab to add Singles Only.  
If no “Singles Only” skip to Step 19

## **SINGLES ONLY** (*Players Not On A Team*)

**DIVISIONS Entry Fields:** Blue = Men; Purple = Women

12. Select the add or remove tab (*highlighted in orange*) on the right of Division Name.  
Event page will open...All singles can be entered (and can be viewed) under this area.
13. Type players name in the “To add a new player, type to name and select it from the list...” box.
14. Select players name from the pop-up list by clicking on the name.
  - a. If name is not listed in pop-up list – click on the box “You can’t find a player? Click here to add a new one...”
    - All new players being added will need a \$25 player sanction fee sent with payment.
  - b. Create a player information box will appear.
  - c. Enter players first name, last name, DOB, select Male or Female, Address, Phone #, e-mail
  - d. Select SAVE in the lower right corner of page (*or cancel if no changes were made*).  
You will be returned to the Event Entry page.
15. Classic or Senior Events **ONLY** - Birth Date must be entered.
  - a. Click on Birth Date box to the right of the players name.
  - b. Players information screen will appear.
  - c. Add Birth Date under Birthday.
  - d. Select “Save” in lower right corner to save and return to Event Entry screen  
(*cancel if no changes were made*)
16. Enter Nights Played (*8 Nights Minimum*)
17. Add player into Singles Event by clicking on the box below the division heading they are playing.  
An orange circle will appear.  
  
If the box is solid red behind the orange circle, it indicates an error. An error message will appear in a yellow box on the top of the screen indicating what the error is.
18. Continue until all SINGLES ONLY are entered.

## **CHANGES**

You are able to go in and out of the Add or Remove Events Entry page at any time to make changes, information is automatically Saved.

To view events a player is participating in - While in Event Entry, at the top of the page, under “Search players” box. Type the player name and **ONLY** the events that individual is entered in will be listed (*remove player name when done or it will keep searching for that player*).

To view player names under a Team, select “Show Team Names”.

When multiple teams are entered to ensure you are adding players into the correct team, the team name will always be on top of the player entry box. The orange box to the right of the team name will say “Hide team names”.

## **COMPLETED**

**Summary Page** - To get back to this screen select "Go back to Summary" tab at the bottom of Event Entry

19. Summary page will automatically tally - Total of ALL Divisions and entries for your Charter.
20. Banquets Tickets. If entering Teams, Banquet Tickets are mandatory.  
Select the Add or Remove tab on the right of Banquet Ticket heading (*highlighted in orange*)  
Indicate the amount of tickets you need to purchase
21. Select **Entries Summary Report** - If there is an error within any of your entries you will not be able to print this report - Go back and fix errors and then select print in the lower right-hand corner. You should print two copies. Keep one for yourself and you **MUST** send one to the VNEA.
22. Select **Entries Form Report** Tab at the bottom of the Tally page. Print two copies of this report. Keep one for yourself and you will send one to the VNEA.

**Reminder** - Any newly added players, \$25 sanction fee must be included with payment.

## **ITEMS TO SEND TO VNEA HEADQUARTERS**

***(YOUR ENTRIES WILL NOT BE ACCEPTED UNTIL ALL OF THE FOLLOWING ARE RECEIVED)***

**Payment, Entries Forms Report, Entries Summary Report and League Stats.**

*Even if you use CompuSport to run your leagues, stats must be sent to verify original team members.*

**This information is due at VNEA offices by May 2nd to avoid a \$25 per entry late fee.**

**Registration will be locked for any changes after May 2nd.**

**REMINDER:** All Unpaid Invoices, Charter Holder Dues and Sanctions must be paid - **NO EXCEPTIONS**, for players to be eligible to compete in the Tournament.