

2019 VNEA JUNIOR POOL CHAMPIONSHIP

On-Line Registration Step-By-Step Instructions

1. Log into **VNEA.com** Click on the Yellow “2019 Junior Registration” Button located in the middle of the *2019 Junior Tournament Poster*.

2. First time entering the database you will need to create an account for your Charter Holder.

If you already created an account, skip to Step 3.

If you have forgotten your password choose Password Lost/Reset

You will be asked to enter a new Password and to confirm the Password

An e-mail will be sent to your e-mail address that you used to register with CompuSport

You must choose to Validate your email account (click on the click here link) within the e-mail you receive.

Click on **Create Account For Charter - Only 1 Registration Account per Charter Holder**

Enter first name, last name and cell phone number of the person in charge of certificates.

Enter your Charter Holder number starting with a **C** followed by 4 digit numeric C-H Number.

(Example: C1244) (if C344 must be entered C0344). Once your Charter’s name appears in the drop down box, you must SELECT the name and it will appear in the Charter Holder box.

Enter e-mail address you want all information sent to.

Password must be a minimum of 7 characters. Can not contain your name or your e-mail address and must contain at least one upper case and one lower case character.

An e-mail will be sent to the e-mail address you registered. Follow the link within the e-mail to validate your login and password.

Make sure you keep the e-mail address and password used to register to log-in at a later date, if needed.

3. Click on **29th Annual VNEA International Junior Championship**

4. Click on **Registration Certificates** at the top of the page.

5. Click on the **+** icon to Add a Certificate.

6. **Fill out Certificate:**

a. Select the type of Entry (Team or Singles)

When you select the “Team” box, you must enter the “Team Name” and then “Division”.

Complete Descriptions of the Tournament Codes can be seen by selecting the “Legend” tab.

(Players playing in Singles as well as Team - Enter Singles on Team Certificate)

When you select the “Singles” box (for players **not** on a Team Certificate), you can add as many players as you would like on ONE Certificate.

b. Select “Add New” to enter a player into the Certificate

A box will appear that reads “Search Here”. Search by players LAST name, you must type in three or more characters of their last name before the list will appear. When the name appears, select players name. If no matches are found, a box will appear “Add Non-Sanction Player”. Select this option and your players complete name.

Select “Add” to add the player or select “Cancel” if you don’t want to add that player and return to the certificates.

NOTE: Be sure to include \$10 for each non-sanctioned player when you send your Tournament Fees to VNEA.

- c. **Choose Sex.** Default is Male. If entering a Female, click on **M** and the **M** will become an **F**.
M = Male (Blue); **F** = Female (Purple)
- d. **Age:** You must enter a players **age** as of January 1, 2019 or their date of birth (**REQUIRED**).
- e. **Choose Singles Division/Event.** When entering a Male, you will notice the Division/Events will be in “blue” and you will only be able to enter males in the “blue” events. Female Divisions/Events are shown in “purple” and females can only be entered in “purple” events.
Complete Descriptions of the Tournament Codes can be seen by selecting the “Legend” tab.
- f. Enter number of league nights played. **REQUIRED**
- g. Choose “add new” to add the next player.
- h. Once ALL players are entered, select **SAVE** (*lower right hand corner*) Certificate number will automatically fill in.
- If you select SAVE before all players are entered, you must highlight and select the pencil to add additional names.

*Boxes highlighted in **RED** indicates an **Error**.*

- 7. Repeat Steps 5 & 6 until all Teams are entered. (Singles can all go on the same certificate)
- 8. When **EVERYONE** is entered select **Entry Form** on top of page.

Enter **YOUR TOTALS** in the “**Purchased**” column (*You must match the blue numbers in the “Completed” column - You will be unable to close if the “Purchased” and “Completed” columns do not match.*)

Select the **Save Changes** button to calculate your totals.

Changes On A Certificate. Under the “Registration Certificates” tab, select the certificate you want to open (*highlights in brown*), then click on the “pencil” icon to open the Certificate. If any changes are made, you need to select the Save tab on the bottom right of the certificate. If you go into a certificate and do not make changes, close out using the **X** in the upper right hand corner.

The magnifying glass icon (next to the +) can be used to search within all certificates entered.

If you would like to delete the whole Certificate (*do not open Certificate*) select the Certificate you would like to delete (*so it's highlighted brown*) and click on the trash can icon. It will ask if you are sure you would like to delete this item, choose OK or Cancel.

You can log in and log out of the software and make changes to entries as often as you would like prior to sending entries to the VNEA. If any changes are made, you must choose the Save at the bottom of the page. You must also go back to the Entry Form to make the appropriate changes and choose the Save Changes Tab at the top or bottom of the screen.

If using the Print Icon on the top of the page, this feature is for you to review hard copies of your certificates **ONLY**, an ink marking of the wording Unofficial will appear across the coversheet.

(The official copy that needs to be mailed to the VNEA will be available after completion of step 9).

- 9. Once everything is entered and complete, and you know that ALL of your Teams and Singles have been entered and you are ready to submit to the VNEA. Click on the “Close Registration” Button at the top of the page and this will forward certificates electronically to the VNEA.

If there is “error messages” or problems with any of your Certificates and you are unable to close the process, select the “Validate All Certificate” icon at the top. The system will highlight (in orange) the Certificate that has an error. Then fix the problem, re-save and continue to close registration.

10. **Printing a hard copy to be sent to the VNEA**

An e-mail confirmation will be forwarded to the e-mail provided when registering your Charter. Open the attachment. These are the Official copies of the Coversheet and Certificates you will need to print out and mail to the VNEA. **Be sure to make a copy for you and each Team Captain.**

11. **Mail Check, Official Certificate(s) with League Stats to the VNEA by July 1, 2019.**

REMINDER: All accounts and Charter Holder dues must be current - **NO EXCEPTIONS**, for players to be eligible to compete in the Tournament.