

# Great British GymFusion

## Online Entry Instructions

Entries for this event are only via a BG registered club's GymNet Portal and need to be made by a Club Secretary or an individual who has been granted event entry permissions by the club;

Go to the main BG website at [www.british-gymnastics.org](http://www.british-gymnastics.org).

Click on 'GymNet Login' in the top right-hand corner of the homepage.

Enter your BG number and password (if you have not used GymNet before your password will need to be emailed to you, in which case contact the membership department on 0845 1297129 ext. 2395).

You should now find yourself on a screen entitled 'My Details'. On the left hand side there are several grey tabs, select 'About My Club' and then from the drop-down list that appears click on 'Event Entry'.

At the bottom of the next screen you will find a list of the events that are currently open for entry, click on the title 'Gymnastics for All – Great British GymFusion 2013'.

The majority of the on-screen buttons you will use to make the entry are located in the top right hand corner of the screen. The first is 'Create New Entry', simply click this to begin. *(Please note that the online system remembers part completed entries so if you are returning to an entry it will show in the middle of the screen labelled incomplete, click on this to return to that entry rather than starting a new one.)*

The buttons that should appear on the next screen in the top right are; Add Gymnast, Add Coaches, Group Gymnasts, Remove Selected and Submit Entry. This screen is your summary screen and will show the status of your entry. The entry system will not allow you to submit an entry without all necessary membership and coaching requirements being met and under 'Current Entry Status' in the middle of the screen it will list the things that are stopping the entry from being submitted.

Click on the 'Add Gymnast' button. You now have two drop down boxes labelled 'Competition' and 'Gymnast'. Select the performance you are entering first from the 'Competition' box, ('Saturday', 'Sunday' or 'Performing Twice'), then select the gymnast(s) to be entered. After selecting each gymnast you need to click the 'Add to Entry' button in the top right of the screen to add them to the entry.

*Should a person's name appear in red in the dropdown list for 'Gymnast' then the system is informing you that they do not currently meet the eligibility requirements, please still select and enter them, as the system will then tell you why it considers them to be ineligible. (This is usually because they do not have current membership for the event).*

**Please note that each team entered will need to pay a team registration fee of £30.00, in order to do this you will need to select 'Team Registration' from the competition box and add one gymnast and one coach to that category, (the gymnast will still also need to be added to the appropriate performance slot along with the other team members).**

Once you have added the gymnasts select 'Back' to return to the summary screen. Coaches can be added in the same way through the 'Add Coach' button. Again if a name appears in red, still select and enter them, as you will then be informed as to why they are ineligible and once identified the issue can be addressed. *Please note that there is a minimum requirement of one coach at Level 2 or higher qualification to accompany an entry, Level 1 coaches who are attending should also be added to the entry but will not count towards this requirement. If a coach is taking part in the performance they should be added to the entry as both a gymnast and as a coach.*

Carers and chaperones cannot currently be added to an entry via the online system. Any club with carers attending will need to email the names to [stuart.sinclair@british-gymnastics.org](mailto:stuart.sinclair@british-gymnastics.org) to ensure they are properly accredited for the event.

Once gymnasts and coaches have been added to the entry you will need to group the gymnasts into teams (*this needs doing even if you are only entering one team*). Click 'Group Gymnasts' then select the performance slot from the 'Choose Competition' dropdown box. You then need to drag and drop the gymnast names into the empty team box below. If you are entering more than one team click 'Add Team' in the top right of the screen, this will add another team box below the list of names, split the names between the team boxes accordingly. Once all teams have been correctly allocated, click back to return to the summary screen.

Once you have added everyone to your entry and allocated your teams the 'Current Entry Status' on the summary screen should read; 'This entry has not yet been submitted. The current total fee is £....'. As long as you are happy with the entry click the 'Submit Entry' button on the right of the screen. The entry will then be final and the charge will automatically be placed into your clubs online shopping basket.

In order to pay for the entry you can either use the online credit card or BACs facilities, or send a cheque, made out to 'British Gymnastics', to;

Event Entry  
British Gymnastics  
Ford Hall  
Lilleshall National Sports Centre  
Newport, Shropshire  
TF10 9NB

Should you have any difficulty, either when making or paying for your entry, please contact Stuart Sinclair on 0845 1297129 ext. 2521 for assistance.