Online Entry System

British
Gymnastics
More than a sport

Table of Contents

Introduction

With the introduction of the online membership portal, GymNet, British Gymnastics has been developing an all purpose Online Entry System for our National Events. This system is now the only point of entry for these events, all paper entries have been phased out.

This guide has been created to assist clubs with making entries to our National Events and Festival programmes.

Who can make an entry?

Entries are the responsibility of the club or region that submits them, not the gymnast. As such only Club Secretaries or Coaches who have been granted event entry permissions by their club will be able to submit an entry. These permissions can be assigned by the Club Secretary through the GymNet portal (About My Club/Access Levels), or by emailing the BG Events department, events@british-gymnastics.org, or the Member Services department, membership@british-gymnastics.org, stating that the Club Secretary authorises the permissions to be added to a person's record.

When can I make an entry?

It is only possible to make an entry between the official opening and closing dates for an event. These dates can be found either in the National Competition Handbook for the given discipline, which is available to download from the British Gymnastics website (Technical Information & Judges/Competition Handbook PDFs), or by viewing details of the event on the online calendar.

To view details for specific events please use the 'Find an Event or Result' function on the British Gymnastics website homepage. Select the discipline and year of competition (eg. Women's Artistic/2012) and click 'Find'. Select the event you wish to view details of, from the list available. This will display a page dedicated to that event showing the competition date(s), venue, opening and closing dates for entry, as well as other useful information.

Who is eligible to enter?

In addition to any appropriate pre-qualification requirements for an event, all gymnasts entering National competitions require current Silver BG membership.

Gymnasts entering non-competitive events, such as the GymFusion Festival programme, require current Bronze BG membership.

Coaches and Judges require current BG membership in line with their qualification, as well as a current CRB to be eligible to attend events.

Membership needs to be current at time of entry as well as the date of the event. If a membership is showing as 'conditional' on the system, that individual will not be eligible to enter the event until they are current members.

Logging on to the system

To access the GymNet Portal and make an entry, first go to the main BG website at   www.british-gymnastics.org and click 'GymNet Login' in the top left hand corner of the homepage. This will direct you to the login page where your BG number and password are required.

If you have not used GymNet before please contact the Member Services department on 0845 1297129 ext. 2395 to request a password, which will be emailed to you.

 Once logged into GymNet, the screen will display a page entitled 'My Details'. On the left hand side there are several grey tabs, select 'About My Club', from the drop-down list and then click 'Event Entry'.

At the bottom of the following screen you will find a list of all events that are currently open for entry, click on the title of the event you wish to enter.

1. About My Club tab
2. Event Entry option
3. List of events currently open for entry

From here the majority of the on-screen buttons you require to make your entry are located in the top right hand corner of the screen.

The first is 'Create New Entry', click on this to begin your entry.

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 entry.

1. Create New Entry button
2. Incomplete 'saved' entry

Making your entry

Once you have clicked 'Create a New Entry' you should find yourself on a screen entitled 'Online Entry'. This is your summary screen and will show the status of your entry. There are several buttons in the top right of the screen which will be used to make your entry. The number and type of these buttons may vary depending on the discipline and type of competition being entered.

1. Add Gymnast button
2. Add Coaches button
3. Add Judges button
4. Add Volunteers button
5. Group Gymnasts button
6. Remove Selected button
7. Submit Entry button
8. Entry requirements
9. Remove person checkbox
10. Ineligibility notice
11. Eligibility indicator

Each event has different requirements for the number of coaches or judges that need to accompany an entry. All entries require one level 2 coach but not all entries will require judges or volunteers. ***Events that are team competitions or that involve gymnasts being paired together, such as Acrobatics competitions, will also require these teams/partnerships to be 'Grouped'.***

The entry system will not allow you to submit an entry without all the mandatory requirements being met and under 'Current Entry Status' in the middle of the screen it will list the things that are preventing the entry from being submitted.

Adding gymnasts

To add gymnasts left click on the 'Add Gymnast' button. Two drop-down boxes labelled 'Competition' and 'Gymnast' will appear.

- First select the competition category to be entered from the competition field, then select the gymnast to be entered from the second field.
- If the competition uses several pieces of apparatus please tick the appropriate boxes to indicate which pieces are being performed.
- For team entries it is often possible to nominate a reserve, please tick this option when adding the reserve gymnast to the entry.
- Finally click the 'Add to Entry' button in the top right of the screen. ***Please note that if you do not click 'Add to Entry' then they will not appear on the final entry submission***.

Should the gymnast's name appear in red in the list for 'Gymnast', still select and add them to the entry, as the system will then tell you why it considers them to be ineligible. This can be because they are out of age for a competition, or they do not have the correct membership level for the event. Should you believe that we have incorrect details for the gymnast on our database, please contact the BG Member Services department to have these corrected.

If you are unable to find a gymnast name in the drop-down list then it is likely that they are not correctly attached to your club on our database, please contact the BG Member Services department to resolve this.

1. Competition drop-down box	4. Ineligible gymnasts
2. Gymnast drop-down box	5. Add to Entry button
3. Eligible gymnasts	6. Back to summary screen

Once you have added all of the gymnasts select 'Back' to return to the summary screen.

Adding coaches

To add coaches left click on the 'Add Coaches' button.

- Select the competition category the coach is responsible for, followed by their name.
- Click the 'Add Coach' button in the top right of the screen to add them to the entry.
- Level 1 coaches can be added to an entry, to assist at an event, but they will not count towards the requirement for a level 2 coach to accompany an entry.

As when adding gymnasts, if a name appears in red, still select and enter it, as you will then be informed as to why they are ineligible and once identified the issue can be addressed.

Once you have added all of the coaches click 'Back' to return to the summary screen.

Adding judges

To add judges left click on the 'Add Judges' button. The entry system requires you to select a competition from the appropriate drop-down field before selecting the name of a judge however, officials roles will be assigned at the discretion of the judging convenor.

As the regulations regarding supplying officials for events allow clubs to utilise the services of a judge from another club, it is possible to add the BG membership number of the judge in the free-text field below 'Select Judge'. ***Please note: you must secure the agreement of the person in question to officiate on your club's behalf before adding them to an entry.***

1. Competition drop-down box	4. Add Judge button
2. Select Judge from own club	5. Back to summary screen
3. BG Membership number for judge from another club	

After you have selected the competition and person, click 'Add Judge' to add them to your entry. Once you have added all the required officials click 'Back' to return to the summary screen.

Adding volunteers

To add volunteers left click on the 'Add Volunteers' button.

- As when adding judges, the system requires you to first choose a category from the 'Select Competition' drop-down box. This is so the system can link the person to the entry and will have no bearing on the role they are assigned at the event.
- Volunteers are not required to hold BG membership. As such enter the name of the volunteer in the 'Name' free-text box.
- Next select the day(s) the volunteer will be available by checking the appropriate box(es). You can also add a role title to the 'Preferred Job' free-text box but please note *this will not guarantee they are assigned the position at the event.*
- Click 'Add Volunteer' to add them to the entry.

1. 'Competition' drop-down box
2. 'Name' free-text box
3. Availability checkboxes
4. 'Preferred Job' free-text box
5. Add Volunteer button
6. Back to summary screen

Once you have added all the required volunteers click 'Back' to return to the summary screen.

Grouping gymnasts

When making entries to team competitions, or those that include gymnast pairings (eg. Acrobatics), it is necessary to group the gymnasts in order for the system to correctly identify each partnership.

- Left click on 'Group Gymnasts'.
- Select the appropriate competition from the 'Choose Competition' drop-down box. Only categories you have entered teams/partnerships into will be available to choose from.
- Once you have selected the category, gymnasts entered into it will appear in a list entitled 'Un-teamed Gymnasts'. Click and drag the names into the blank team box below.
- ***Where the competition allows a named reserve to be included in a team, the reserve (identified by the letter (r) after their name) should be added to the team box last.***
- If you are entering more than one team/partnership in a category, click the 'Add Team' button in the top right of the screen to bring up additional team boxes and divide gymnasts accordingly.

1. Competition drop-down box
2. Un-teamed gymnasts
3. Team box
4. Add Team (additional) button
5. Back to summary screen

Once all gymnasts have been grouped, click 'Back' to return to the summary screen.

Removing people from an entry

If a person has been added to an entry incorrectly or there is a need to substitute a gymnast, click the box next to their name on the summary screen and click 'Remove Selected'. This will delete the person from the entry. However, please be aware that *if the person has been added to multiple categories, each separate reference to their name will need to be removed*.

Submitting the entry

Once you have added everyone to your entry, and any eligibility issues have been addressed, the 'Current Entry Status' in the middle of the summary screen should read; 'This entry has not yet been submitted. The current total fee is £....'.

When happy with the entry, click the 'Submit Entry' button on the right of the screen and the entry will be final. Please check your entry carefully before submitting, as *changes may be refused by the Technical Committee after the closing date*.

Should you need to amend your entry after it has been submitted, please contact the Events department for assistance, events@british-gymnastics.org or 0845 1297 129 ext. 2396.

Paying for the entry

Once your entry is submitted you will receive an automated email detailing the entry breakdown and informing you that the entry fee has been placed into your club's online BG shopping basket and payment is due.

Payment can be made online by BACs transfer, or Credit/Debit Card, by Club Secretaries and those with access to the club shopping basket. Alternatively you can send a cheque, made out to 'British Gymnastics', to;

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

For all National Events, payment should be received no later than 48 hours after the entry has been submitted.

Participation fees

By entering a gymnast to a National event where part of the entry requirement includes a participation fee, there is an acceptance that should any gymnast fail to register to compete by the registration time at the event, that a medical note confirming the injury/illness that caused the non-registration/withdrawal, will be submitted to the competition organiser within 14 days of the event.

If a medical note is not submitted within this period, the Technical Committee will authorise British Gymnastics to have the outstanding fee(s) placed on the club's account.

Non payment of the fee(s) may result in future entries to events being denied.

This will also apply to disciplines where judge's non-attendance levies/fees are required from Clubs or Regions.