

## ONLINE ENTRY – GymNet British Gymnastics

Gymnastics For All (GFA)

### How to Enter

Log into your club GymNet account using the following link:

<https://gymnet.british-gymnastics.org/gymnet/login>

Click on the 'Club Management' – 'Event Entry'. Here you will see a list of events, locate the appropriate competition and select 'Create Entry'. *(If you have already started an entry, the event will appear in the 'Current Entries' tab at the top of the page)*

### Adding Gymnasts & Teams

On the competition screen, you will see a list of all the categories for the relevant competition. *(Please note that only 10 competition categories will appear on the screen, you will need to select 'Next' to view the other categories.)* For each age/ability/gender category there will be a competition category for Teams and one for Individuals that will have the abbreviation of 'Indv'.

Please note that there is a change of competition categories, as follows:

Beginner ('BEG' abbreviation on Entry System) – For gymnasts who train up to 2 hours per week

Intermediate ('INT' abbreviation on Entry System) – For gymnasts who train over 2 hours to 4 hours per week

Advanced ('ADV' abbreviation on Entry System) – For gymnasts who train over 4 hours per week

**TEAM ENTRY:** Locate the team category you wish to enter and select 'Entry.' Underneath 'Add Person to Entry' type the name of the gymnast you wish to enter, the system will automatically find the gymnast, click the gymnast's name and the system will open up their details below.

*(If the gymnast's name doesn't appear once you have typed it in, it may mean they either do not have BG membership or they are not attached to your club. You will need to call British Gymnastics to deal with the issue before can submit you entry.)*

Ensure that the 'Entry Type' reads 'Gymnast' and then click the 'Add' icon. Your gymnast will then appear in the entry table below. If there are any membership or entry eligibility issues, the system will show a yellow warning triangle. Hover the cursor over the triangle and a message will pop up with the reasons why.

Next you will need to group the gymnasts into their correct teams and running order. At the top of the screen select the 'Teams' button. Under the 'Teams' heading, select 'Add a New Team'. **It is important the team name is the name you wish the team to be called on the competition programme, as this will be taken directly from the entry system. Additionally when entering two teams in to the same age category ensure it is clear which gymnasts are in which team by a clear team name.** If you don't do this, we won't know which teams are for which categories when creating the score sheet. You can now drag and drop the gymnasts into the relevant teams using the running order you want them to compete in, once you have finished, select 'Back to Competitions'.

**INDIVIDUAL ENTRY:** Follow the same instructions as for Team Entry, but the team groupings do not apply.

### Adding Coaches

Before you can submit your entry, you will need to make sure that your main coach is attached to every competition entry. Follow the steps used to add gymnasts, but change the 'Entry Type' to coach before you select 'Add'. This is the same for all entries in to other categories; a coach must be added to each one. The coach must be a Level 2 and above in either General, Women's or Men's Artistic. You are permitted to bring other coaches, but the main coach must be stated on the entry.

## **Adding Judges**

Clubs should nominate one or more judges. We rely on judges in order for the competition to run, we require 20 judges for full panels.

You need to locate the entry called 'Judge Nomination'. Add your judges using the same process that you used to add gymnasts. If you are able to nominate more than one judge it is appreciated.

If you are unable to nominate a judge, locate the 'JUDGES PENALTY' entry, you will need to add your main coach to this entry as a 'Gymnast'. This ensures a £25.00 judges penalty is added to your entry total. If you fail to do this and do not add any judges, your entry will be classed as incomplete even though when you have submitted it.

## **Other Information**

Once you are happy with your entry you can submit the entry. Once your entry is submitted you will receive an automated email detailing the entry breakdown.

Please note payment is taken at point of entry by either credit or debit card.

***If you do have any questions contact Samantha Harding via email or phone, details are available via the BG Online Events Calendar or the 2015 GFA Handbook.***