

# **New Online Entry System**

**British**  
**Gymnastics**  
More than a sport

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## **Introduction**

With the introduction of the new online membership portal, GymNet, British Gymnastics has been developing an exciting new Online Entry System for our National and Regional Events. This system is now the only point of entry for National events and will soon be in use for Regional Events also.

This guide has been created to assist clubs and enterers with making entries to all relevant events.

## **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 (Club Management/Access Levels), or by emailing the BG Member Services department, [membership@british-gymnastics.org](mailto: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 (e.g. Women's Artistic - Scotland) 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 Competitive BG membership, with the exception of entrants for The British Vets, who may hold a current Bronze membership.

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

Coaches and Judges require current BG membership in line with their qualification, as well as a current Disclosure and Barring Service Certificate (DBS) and Safeguarding certificate to be eligible to attend events.

*Membership needs to be current at time of entry for everyone as does the DBS and Safeguarding awards for official, as well as the date of the event. People without a current Safeguarding certificate or DBS will not be allowed to enter any Events until BG has received updated paperwork.*

## **New Features and benefits within the system**

### **Making changes to your entry**

If you wish to change your entry once it has been made then the new system allows you to do this yourself without you calling into the office!

This new system allows you to 'un-submit' your entry and make changes then resubmit it right up to the Competition closing date.

The system will recalculate the fee based on the changes you have made and either credit your basket or make an extra charge.

Once you UN-SUBMIT you MUST remember to RESUBMIT otherwise your entry will not be valid.

### **Adding Music**

In the new system you can upload your music straight onto the system at the time of entry.

No further need for piles of CDs!

See page 16 for details

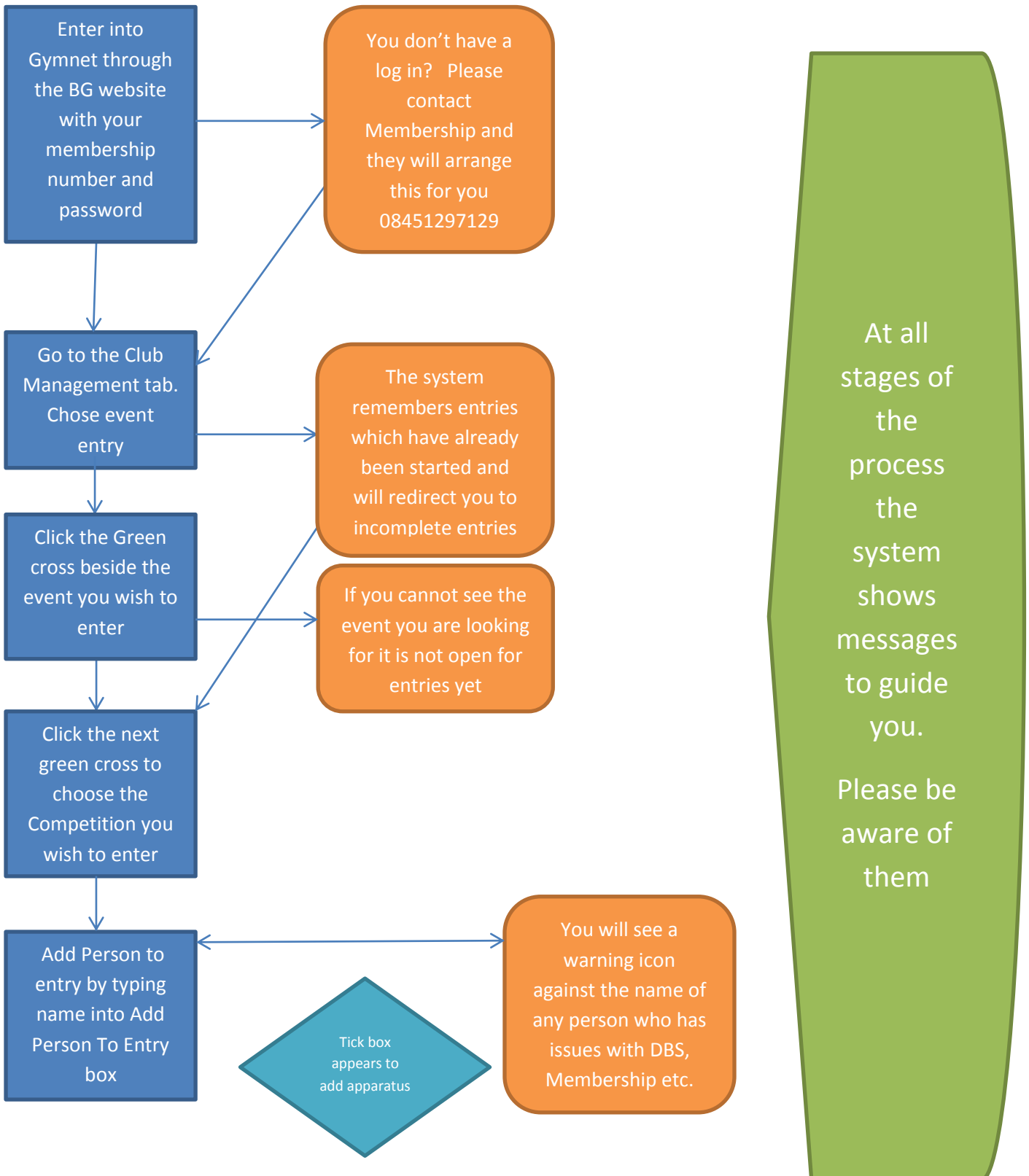
### **Distribution List**

The new system allows you to add email addresses of all of the people you want to have a copy of your entry be it the Coach, Secretary or Welfare Officer, they can all be copied in!

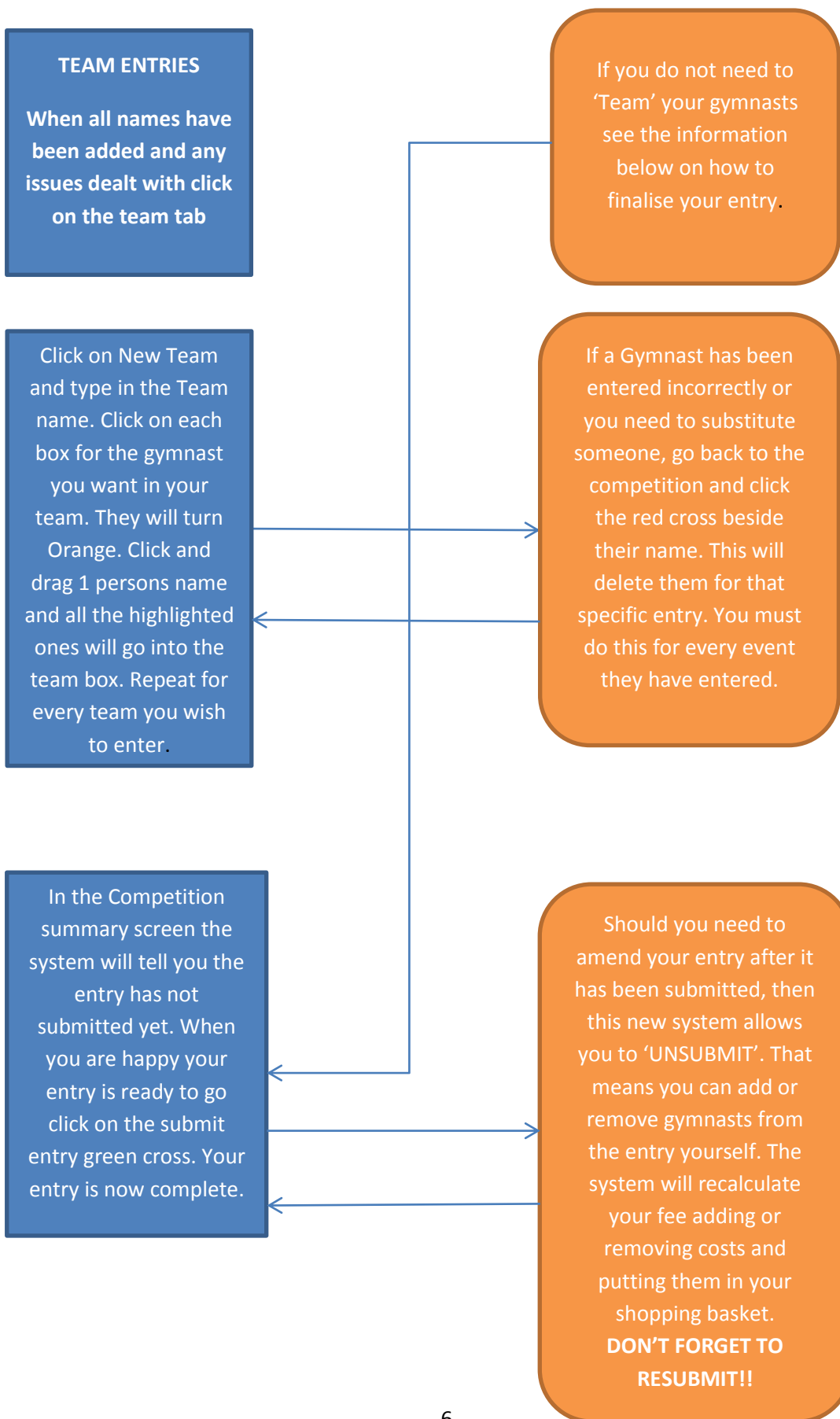
### **Volunteers – Coming soon!**

In the very near future there will be a new facility to add volunteers through GymNet

## Event Entry Process

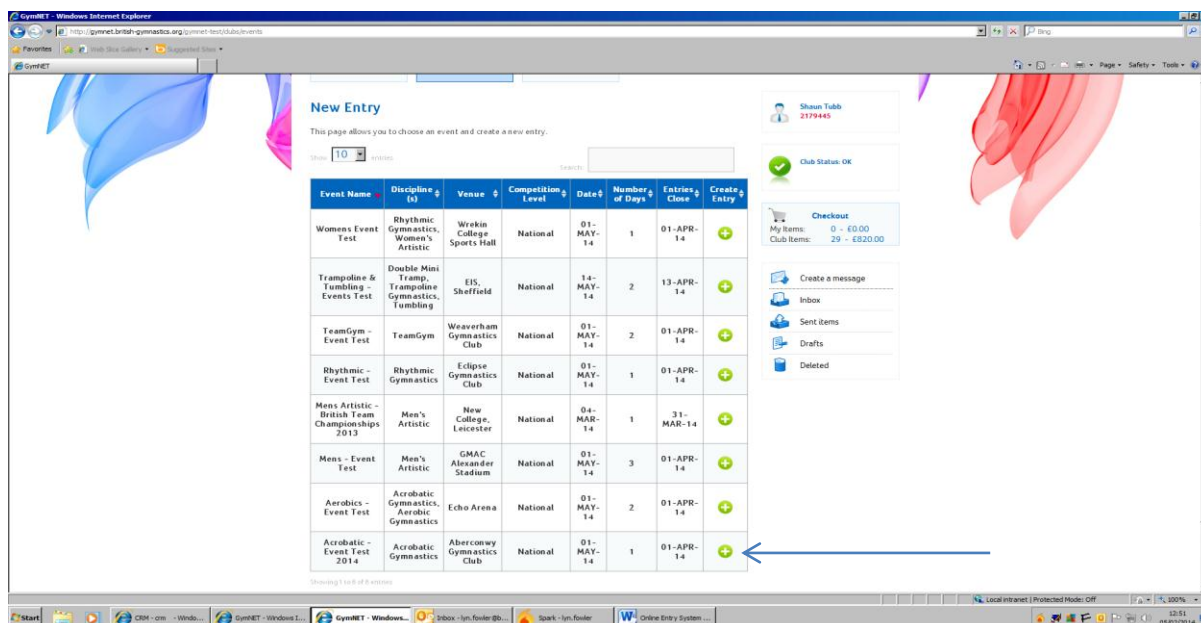


## Event Entry Process Continued



## Event Entry

This the New event entry screen. It's clean, clear and easy to use.



Click on the green cross beside the event you wish to enter

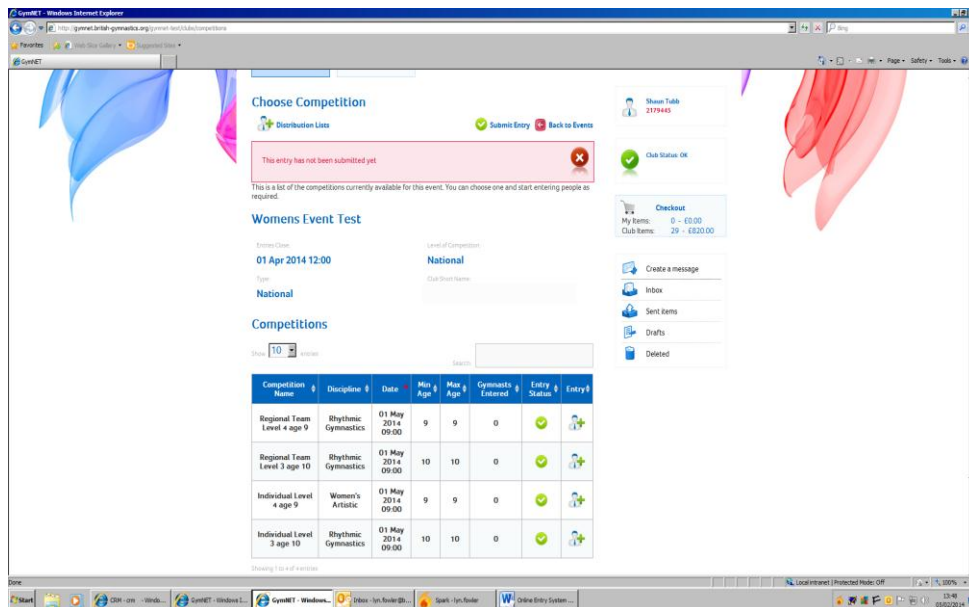
## Making your entry

You will find yourself on a screen entitled 'GymNet – Event - Competition.

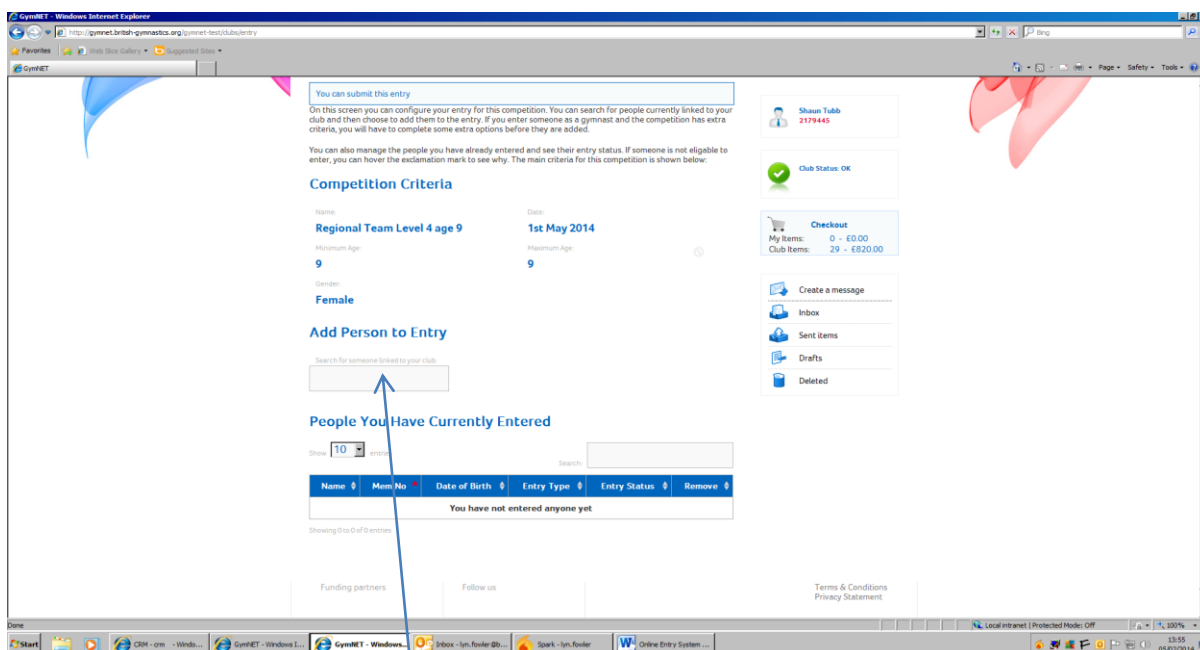
This is your summary screen and will show the status of your entry.

*Please note that the online system remembers part completed entries so if you are returning to an entry rather than creating a new entry you will need to click on the CURRENT ENTRIES tab rather than starting a new entry*


To begin your entry click on the green cross icon beside the competition you wish to enter



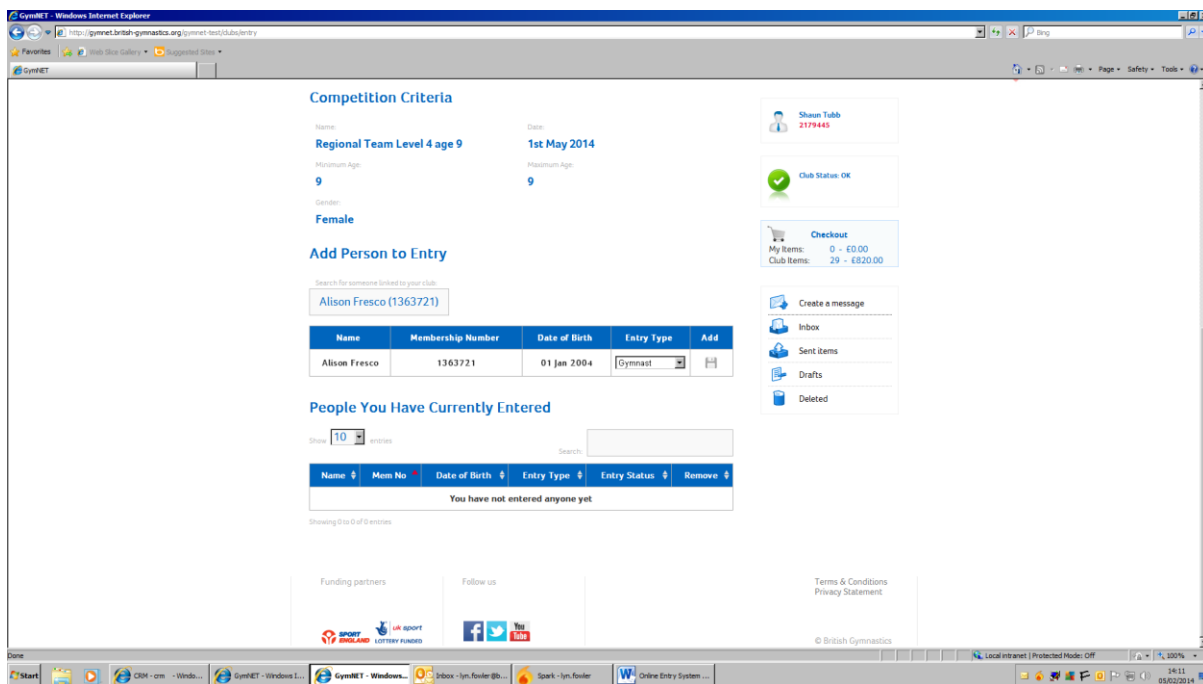
## Adding gymnasts



Start typing your gymnast's name and after the second letter a list will appear of the gymnasts you can pick from with the same letters

When you have chosen the name of your gymnast/coach/judge – from the drop down choose the position they will have at the event i.e. gymnast/coach/judge/ then click on the file icon  to add them to the event

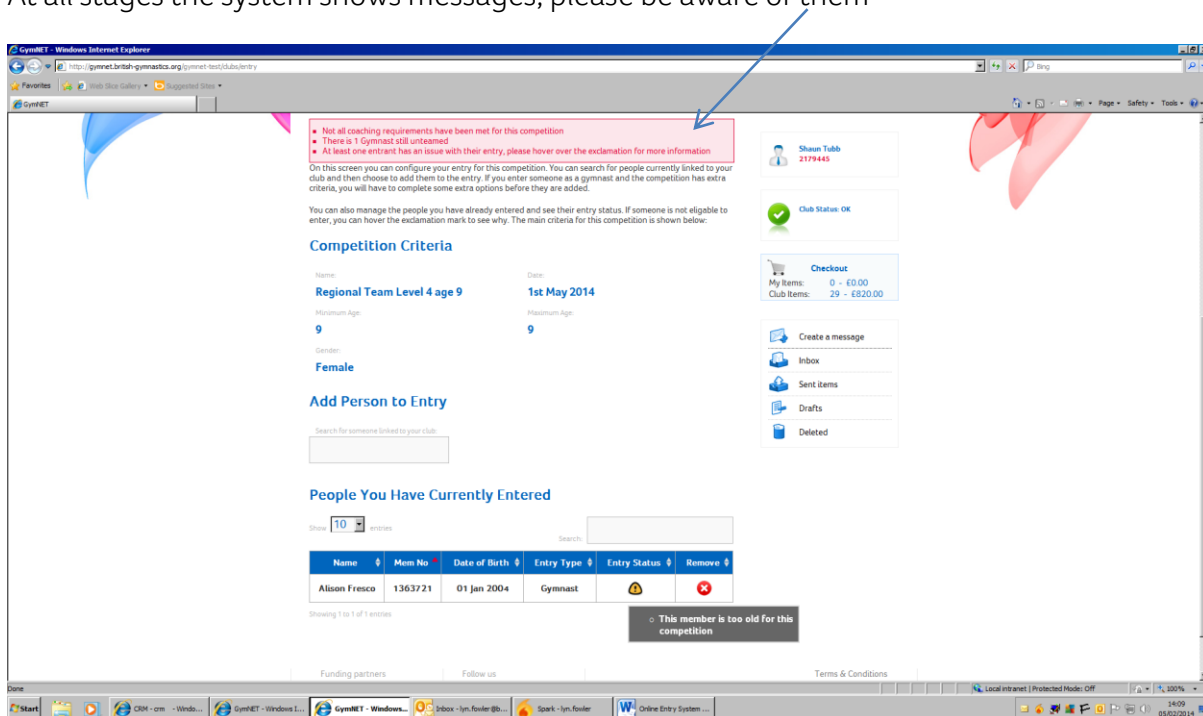





- If the competition uses several pieces of apparatus please tick the appropriate boxes to indicate which pieces are being performed. These appear in a separate screen when you have clicked on the file icon
- For team entries it is often possible to nominate a reserve. Enter the names along with everyone else, they are teamed differently in this system.

Once you have entered your gymnast/coach//judge the name appears in a screen below


At all stages the system shows messages, please be aware of them



 This icon tells you there is a problem with the person you have entered or your entry as a whole. If you hover over the icon the message revealed explains the issue. 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 check in the Club Management tab under Club Members. If they are missing you can add them in the same tab under Add Member*

The entry system will not allow you to submit an entry without all the mandatory requirements being met. Hovering over this icon  will list the things that are preventing the entry from being submitted.

Each event has different requirements for the number of coaches or judges that need to accompany an entry. All entries require at least one level 2 coach (please see handbooks for clarification) 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 'Teamed'.*

### **When adding judges**

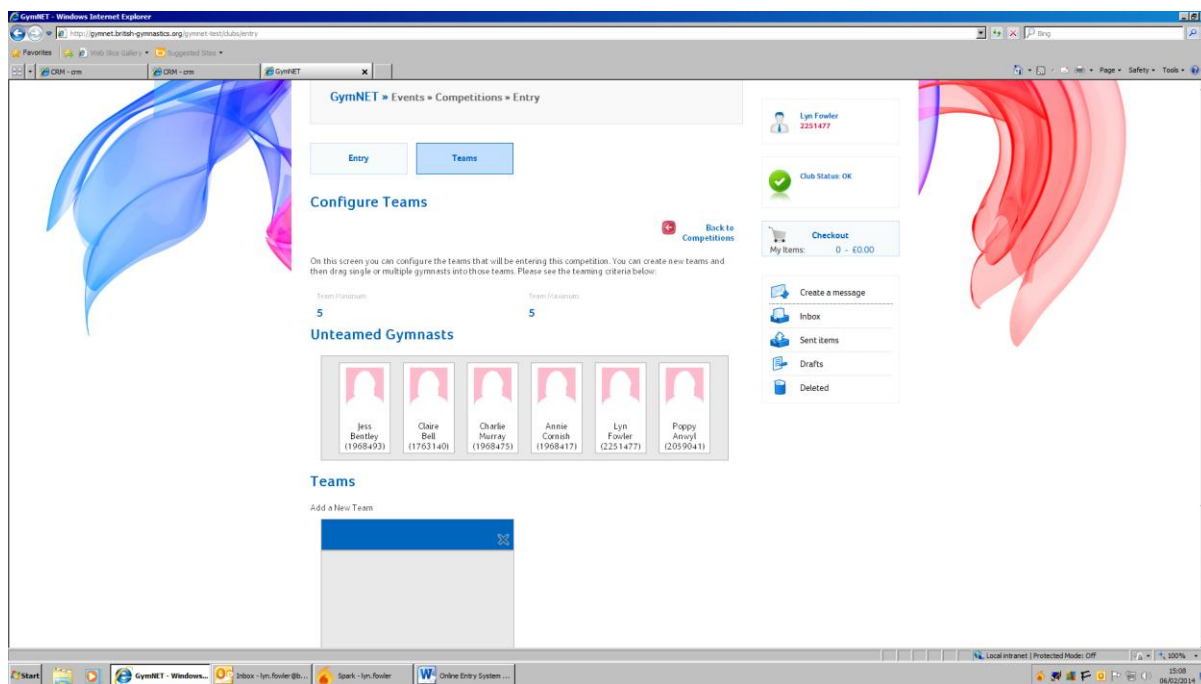
As the regulations regarding supplying officials for events allow clubs to utilise the services of a judge from another club, it is possible to add the judge as a member of the club. This will be done prior to the entry being made to enable the enterer to choose them when making the entry. *Please note: Once the entry has been submitted an email will be sent to the Judge to ensure that they agree to stand for you, so you must secure the agreement of the person in question to officiate on your club's behalf before adding them to an entry.*

## Grouping gymnasts

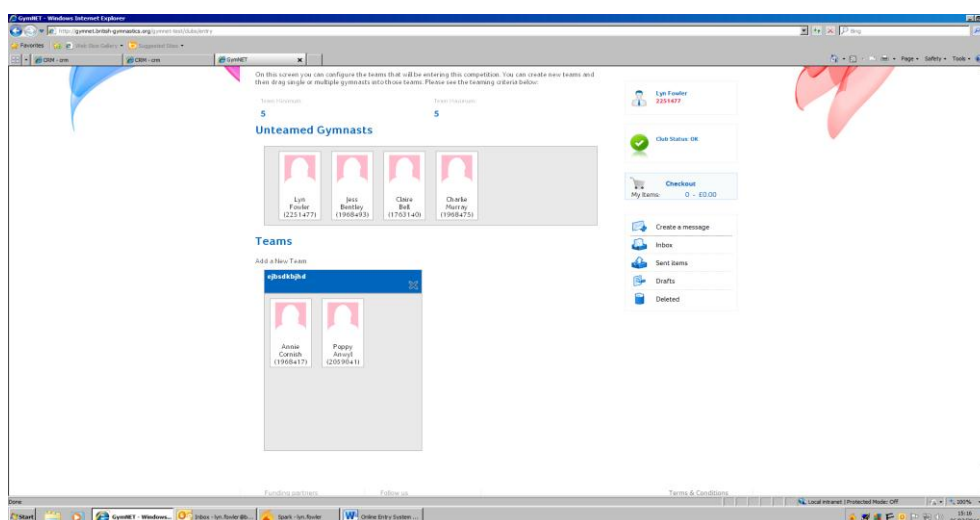
When making entries to team competitions, or those that include gymnast pairings (eg. Acrobatics), it is necessary to 'Team' the gymnasts in order for the system to correctly identify each partnership.

See the FAQs for more information about Teams & Partnerships

- Click on the Team tab




- You can then see the 'Un-teamed' Gymnasts you have entered
- Click on add a New Team and type in the Team Name
- Click on the boxes which contain the names of the Gymnasts you wish to enter in the team, they will go orange. Click and drag one box and they will ALL go into the team box below.
- If you are entering more than one team/partnership in a category, click the 'Add New Team' and follow the process again.



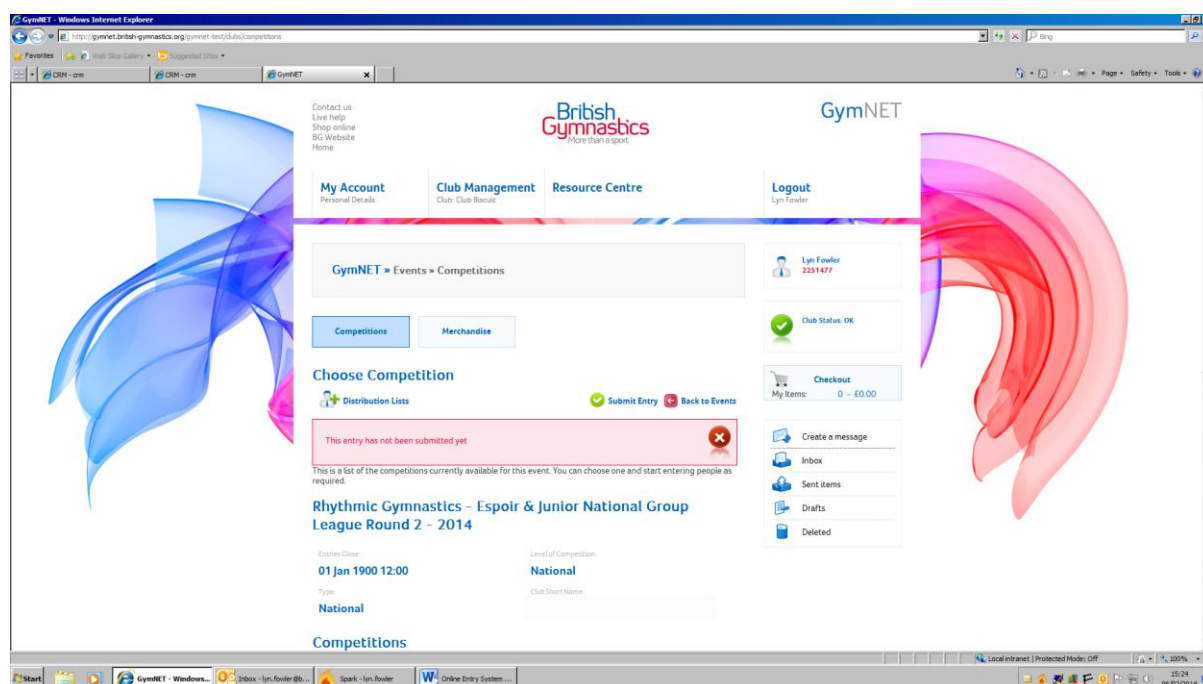
When all gymnasts are 'Teamed' click on the back to competition icon


## Removing people from an entry

If a person has been added to an entry incorrectly or there is a need to substitute a gymnast, go back into the competition where they appear and click on the  next to their name on the summary screen. 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 yet



When you are happy with the entry, click the 'Submit Entry'  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.*

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

Should you need to amend your entry after it has been submitted, then this new system allows you to un-submit it. That means you can add or remove gymnasts from the entry yourself. Once the entry has been paid for then you can still make amendments and the system will recalculate your fee adding or removing costs and putting them in your shopping basket.

Do NOT forget to resubmit your entry!

## **Paying for the entry**

### **National Events**

For National Events, 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.*

### **Regional Events**


For Regional Events, the system asks for a credit card payment before the entry may be submitted.

### **Late Entry Fees**

In the unlikely event you are allowed to make a late entry, you may be charged an extra fee.

This will be added to your entry fee and payment will be required immediately after the entry has been submitted.


## Appendix - Music Upload Instructions

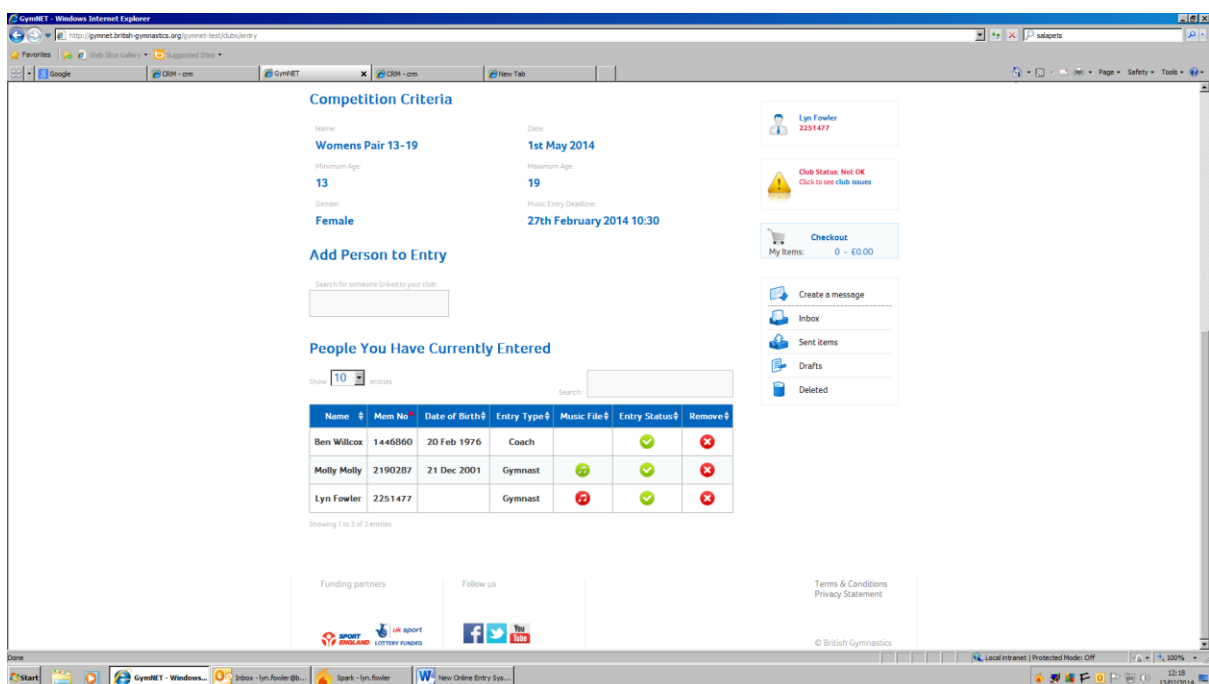
When you have input your gymnasts you will see this icon - .

Click on the icon and in this screen you can upload the music that this entrant will use whilst competing in this competition. You can upload a music file as long as it is one of these formats: MP3, M4A, OGG, WMA, WAV or FLAC.



After uploading a music file please confirm it is correct by using the play button to listen to the uploaded version. A file can be changed as many times as you like as long as the deadline for music upload has not passed. If this gymnast does not require a music file please tick the Music not required option.

If you are uploading music for a partnership or group where one piece of music is for them all, then partner/group them before uploading the music then upload 1 piece against any gymnast in the partnership/group, and the music will cascade to the other gymnasts.

When you have completed uploading your music the icon becomes green  indicating the music upload is OK.



The screenshot shows the GymNET website interface. The main content area displays 'Competition Criteria' for 'Womens Pair 13-19' with a deadline of '1st May 2014'. Below this is an 'Add Person to Entry' section with a search box. A table titled 'People You Have Currently Entered' lists three entries:

| Name        | Mem No  | Date of Birth | Entry Type | Music File  | Entry Status | Remove |
|-------------|---------|---------------|------------|---|--------------|--------|
| Ben Willcox | 1445860 | 20 Feb 1976   | Coach      |   | ✓            | ✗      |
| Molly Molly | 2190287 | 21 Dec 2001   | Gymnast    |  | ✓            | ✗      |
| Lyn Fowler  | 2251477 |               | Gymnast    |  | ✓            | ✗      |

The table indicates that Molly Molly has successfully uploaded music (green icon), while Lyn Fowler has not (red icon). The right sidebar shows user information for Lyn Fowler and a 'Club Status: Not OK' warning.

## Frequently Asked Questions

Q. Where do I get my access to enable me to make entries?

A. Contact Membership 08451297129

Q. When I put a particular gymnast into the entry I see the warning icon. Why?

A. Hover over the warning icon and a message will appear telling you what is wrong with persons entry. Contact Membership for problems with Membership, DBS or Safeguarding.

Q. I cannot 'Team' my Gymnasts


A. Click the icon representing each member of the team you want to put together. They will turn orange. Click and drag on each persons icon and all of them will move so you can place them in the correct team.

Q. What is the difference between Team and Partnerships for 'Teaming' purposes?

A. Teams are i.e. Men's and Women's Artistic and Team Gym and Partnerships are Trampoline Synchro and Acrobatics.

Q. What do the new symbols mean?

A.  = Back to the Competition,  = Enter into Event  = Enter into Competition,

 =Warning there is something wrong

Q. How do I pay for my entry

A. Please see page 13