

# **Regional Events – Online Entry System**

**British  
Gymnastics**

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## **Introduction**

This online entry system is used for a lot of Regional events but please be aware not all regions and disciplines use this and require paper entry.

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

## **Who Can Make an Entry?**

Entries in to events are the responsibility of the club, not the individual gymnasts. As such, only Club Secretaries and club officials that have been granted event entry access will be able to submit the entry.

The event entry access can be granted by the club secretary in GymNet (Club Management/Access Levels) or by emailing in to [customersupport@british-gymnastics.org](mailto:customersupport@british-gymnastics.org). This email must come from the Club secretary.

The access level required is either Club Secretaries, Club Coach or Event Entry.

## **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 in either of the places below.

- Regional Handbook (Which may be available to download from the regional website)
- Viewing the details on the Find an Event calendar on the British Gymnastics website
- Using the Event Entry tab within GymNet

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 Regional competitions must be 8yrs in the year of Competition and require current Silver Competitive BG membership.

Gymnasts entering non-competitive events and events that DO NOT follow the National Development Pathway, such as the Gymnastics Festival programme, require current Bronze BG membership.

Coaches 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. Please note that DBS and Safeguarding must be in date at the time of event for the entry to be accepted.

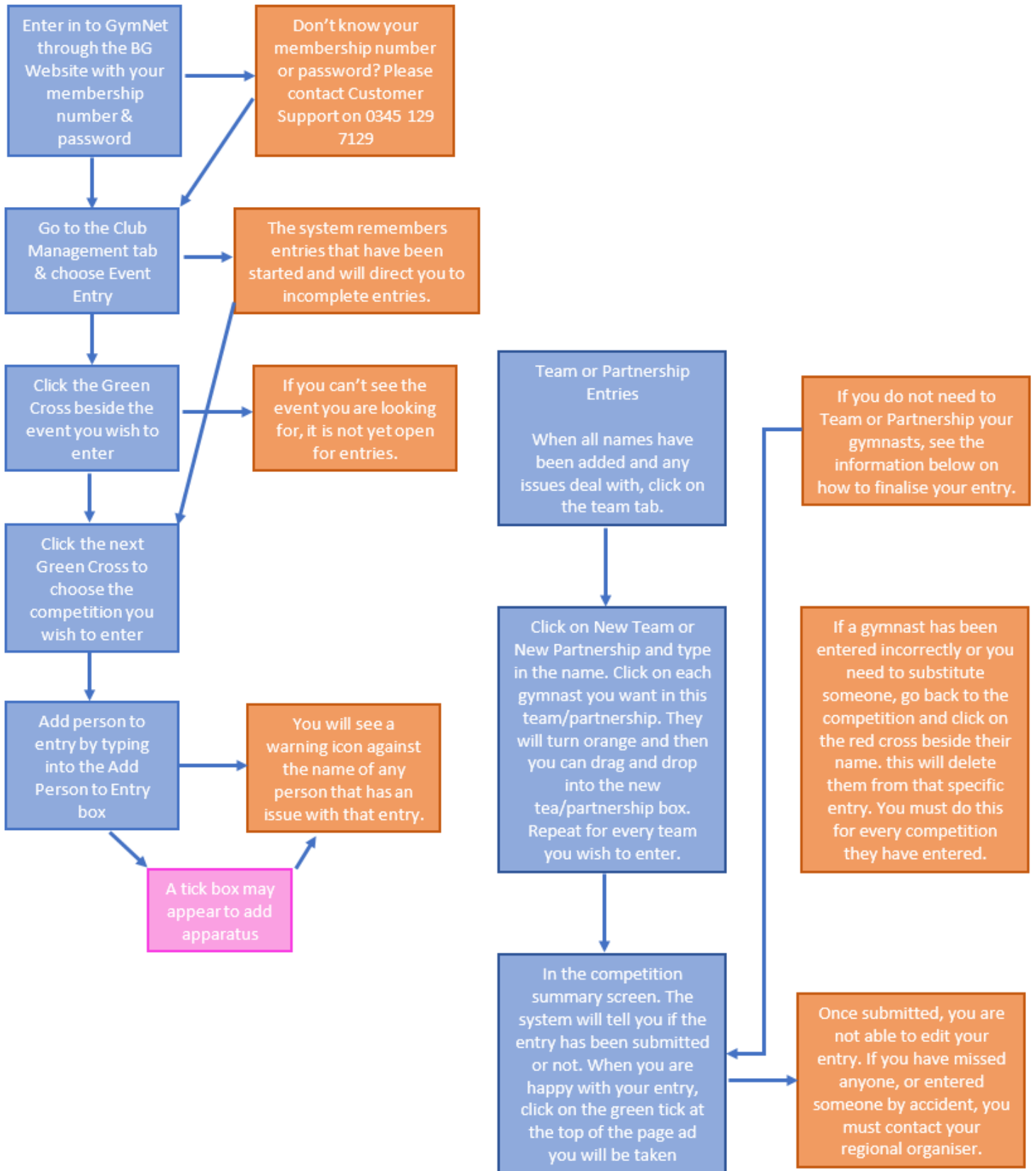
Judges – British Gymnastics do not require judges to complete a DBS to judge at competitions as the role that judges fulfil at the event no longer falls within DBS or Access NI Eligibility\*. However, some judges are actively involved in club gymnastics and may provide judging instruction to children in a training environment or carry out a supervisory role, for which they would require a DVS. As not all judges use their qualification in the same way, it is the club's responsibility to assess the role the judge is undertaking and determine whether the activities involved fall within the eligibility criteria for a criminal record check. BG no longer requires all judges to complete safeguarding training for events, but clubs should ensure any judge who supervise or instructs children has completed appropriate training.

\* Judges who are involved in Scottish competitions should refer to Scottish Gymnastics for further guidance as to whether a check is required

Membership needs to be current at time of entry for everyone. DBS and Safeguarding is required to be in date at the time of entry and the event for coaches. People without a current Safeguarding certificate or DBS will not be allowed to enter any Events until British Gymnastics has received updated paperwork.

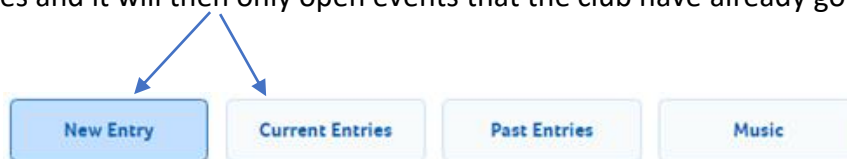
**Please be aware that you are unable to un-submit your entries like you are with British Gymnastics National Events.**

## Event Entry Flow Chart



## Event Entry

If it is a new entry that the club are starting, you will need to ensure that you are on New Entry. If you are returning to update or edit an entry, please ensure you click on Current Entries and it will then only open events that the club have already gone in to.



### New Entry

This page allows you to choose an event and create a new entry. If you try to create an entry into an event you already have an entry for you will be re-directed to that previous entry

Show 10 entries

Search:

Event Name	Discipline(s)	Venue	Competition Level	Date	Number of Days	Entries Close	Create Entry
Womens Artistic NDP 4,3,2,1 2019	Women's Artistic	Fenton Manor Sports Complex	Competition	25/05/2019	2	29/04/2019	+
Womens Artistic National Compulsory Levels 4 3 2 2019	Women's Artistic	Fenton Manor Sports Complex	Competition	11/05/2019	2	29/04/2019	+
Trampoline and Tumbling Spring Event Series 2 2019	Disability Trampoline, Double Mini Tramp, Trampoline Gymnastics, Tumbling	English Institute of Sport, Sheffield	Competition	01/06/2019	2	01/05/2019	+
South East Wales - Talent Taster Day	Women's Artistic	Sport Wales National Centre		14/04/2019	1	05/04/2019	+
South Central Wales - Talent Taster Day	Women's Artistic	Sport Wales National Centre		14/04/2019	1	05/04/2019	+

Click on the Green cross beside the event you wish to enter.



If you can't see the green cross, you may have to scroll to the bottom of the page and scroll across.

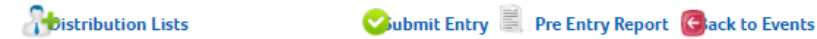
Once you have gone in to the event you would like to enter, this is the screen that you will be taken to. The next page goes in to more detail on what all the buttons and options are on this page.

If you are in the Competitions area, this will list all the competitions at this event available to enter.



Some events do offer merchandise to buy online. If available, you can view and purchase for the event here.

### Choose Competition



This is a list of the competitions currently available for this event. You can choose one and start entering people as required.

### Hannah Test

This is your event information.



This is the status of your entry. Once it has been submitted, this will change to

### Competitions

If you are entering a judge or coach in to multiple competitions, you can enter them here. Page 11 goes into more detail on this.

**NEW!** You can now add Coaches and Judges to multiple competitions with one click - first select the tick boxes in the list below for the competitions you would like to add them to, and search for the Coach or Judge below.

Search for someone connected to your Club to add to selected competitions:

Show  entries Search:

Competition Name	Discipline	Date	Min Birth Year	Max Birth Year	Gymnasts Entered	Entry Status	Entry	Select
DMT	Double Mini Tramp	23/05/2019 00:00	2019	1913	0	✓	+ person	<input type="checkbox"/>
Trampoline	Trampoline Gymnastics	25/05/2019 00:00	2014	1901	0	✓	+ person	<input type="checkbox"/>
Tumble	Trampoline Gymnastics	11/05/2019 03:30	2011	1909	0	✓	+ person	<input type="checkbox"/>

Here is the list of all competitions that you can enter in to.

To enter gymnasts in to a category, click on the plus sign.

Showing 1 to 3 of 3 entries Previous 1 Next

Cost of Entry £0.00

This shows the total cost of your entry and will also show if you have any additional fees (I.E. Judge levy, late entry fee)

The green tick shows that everything is ok for your entry. If there are any issue with your entry, the green tick will show as the warning triangle below.



## Breakdown of Event Entry

Once you have gone in to the competition you are entering gymnasts in to, you will get the breakdown of the category as shown below.

### Competition Criteria

Name:	DMT	Date:	23rd May 2019
Minimum Birth Year:	2019	Maximum Birth Year:	1913
Gender:	Both	Music Entry Deadline:	19/05/2019 00:00

## Adding Gymnasts/Coaches/Judges

### Add Person to Entry

Search for someone linked to your club:

### People You Have Currently Entered

Show  entries

Search:

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
You have not entered anyone yet						

Showing 0 to 0 of 0 entries

PreviousNext

Back to Competitions

Step 1: To add a person to this entry, you will need to start typing their name in to the box above and after the second letter, a list will appear of the club members with the same letters for you to chose from. When the name you are looking for appears, please ensure to click on it.

Step 2: When you have selected the person to enter, the box below will appear where you will need to select what type of entry this person is (whether it be gymnast, coach, judge, etc.).

Search for someone linked to your club:

Name	Membership Number	Date of Birth	Entry Type	Add
Hannah Tamplin (331301)	331301	14 Mar 1991	Gymnast	

The entry type (normally) auto populates to gymnast. To change the type, just click on the drop-down box and select what it should be.

Once done, click on the Add button.

Step 3: Once you have added everyone in that needs to be in this category, they will be listed like below.

### People You Have Currently Entered

Show  entries Search:

Name	Mem No	Date of Birth	Entry Type	Entry Status	Remove
Boy 1999	1366490	24 Feb 1999	Gymnast	✔	✘
Girl 2005	1860312	01 Jan 2005	Gymnast	✔	✘
Boy 1991	2288292	04 Sep 1991	Judge	⚠	✘
le Test	3660210	30 May 1994	Coach	⚠	✘
Test Child 2 Test Child 2	3688979	01 Mar 2019	Gymnast	⚠	✘

Showing 1 to 5 of 5 entries Previous 1 Next

If an entrant meets all the requirements, they will show a green tick.

If you need to delete a person from the entry, you will just need to click on the Remove button.

If there is an issue with any of the entrants, the warning triangle will show.

[Back to Competitions](#)

Please be aware that this only removes them from this competition and not the whole event.

## Partnering Gymnasts

If you are required to partner your gymnasts, you will have the option that says 'Configure Partnerships' below your entrants or will have a tab above stating 'Partnerships'.

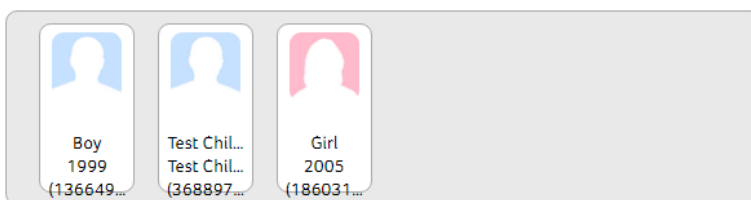
### Configure Partnerships

[Back to Competitions](#)

On this screen you can configure the partnerships that will be entering this competition. You can create new partnerships and then drag single or multiple gymnasts into those groups. Please see the partnership criteria below:

Partnership Minimum: **2** Partnership Maximum: **3**

### Unpartnered Gymnasts



This is the Partnership option at the bottom of the list of entrants.

### Partnerships

Add a New Partnership

[Back to Competitions](#)



This is the Partnerships option that sits above the entrant list.



## Configure Partnerships

[← Back to Competitions](#)

On this screen you can configure the partnerships that will be entering this competition. You can create new partnerships and then drag single or multiple gymnasts into those groups. Please see the partnership criteria below:

Partnership Minimum:

2

Partnership Maximum:

3

### Unpartnered Gymnasts



### Partnerships

Add a New Partnership

[← Back to Competitions](#)

Step 1: To start the partnership, you will need to click on the 'Add a New Partnership' tab. This will pull up a new box for you to type in your Partnership Name. You will need to name this as what you and the gymnasts are happy to be announced as on the event day.

**New Partnership**

**New Partnership**

Please choose a name for this Partnership. The name is only for your reference on this page for now but in the future we could use these names in the events.

Trio 1

Confirm Cancel

Type the name in the box and then click 'Confirm'.

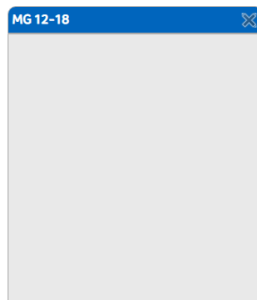
Step 2: Click on the gymnasts within the Unpartnered Gymnasts and they will highlight orange.

### Unpartnered Gymnasts



### Partnerships

Add a New Partnership



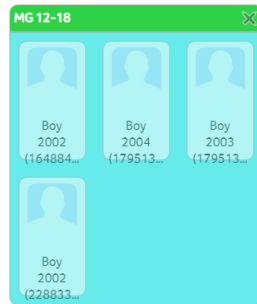
Step 3: Click on the highlighted orange boxes and then drag down to the Partnerships Box that you have previously created.

#### Unpartnered Gymnasts



#### Partnerships

Add a New Partnership



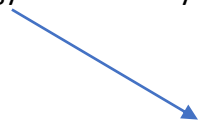
When the correct number of gymnasts are in the Partnership box, the box will turn green as shown above.

### Teaming Gymnasts

If you are entering in to a competition where you are required to Team your gymnasts, you will need to follow the above process as for Partnering and start in the section that says 'Configure Teams'.

### Synchro Partners

When entering in to a Synchro event, you will need to start by adding in the name of the gymnast from your club.



#### Add Person to Entry

Search for someone linked to your club:

#### People You Have Currently Entered

Show  entries

Name	Mem No	Date of Birth	Entry Type	Entry Status	Remove
You have not entered anyone yet					

Once you have clicked on the first person you want to enter as a gymnast, the box on the next page will appear with the option to link their Synchro partner.

You will need to start typing the name of the partner in this box here.

If the Synchro partner is representing another club, you will need to tick the box here to allow their club to also enter them in to the event.

**Extra Entry Options**

This Competition has Extra Options

Before you can add this person to the entry you need to complete the further options below.

If you press **cancel** then the person will not be added to the entry. Pressing **Submit** will go ahead and add the selected person to the entry with the further options you have selected.

### Select Synchro Partner

Search for someone linked to your club:

Synchro partner is representing another club:

Once completed, click submit.

Once the synchro entry is complete, they will show as normal in your 'People You Have Currently Entered' section.

People You Have Currently Entered

Show 10 entries Search:

Name	Mem No	Date of Birth	Entry Type	Entry Status	Remove
<a href="#">Girl 2005</a>	1498370	01 Jan 2005	Gymnast	✓	✗
<a href="#">Girl 2005</a>	1860312	01 Jan 2005	Gymnast	✓	✗

Showing 1 to 2 of 2 entries Previous1Next

If your gymnast's synchro partner is from your club, they will show in the list like the example above. If the partner is representing another club, they will not show in your club's entry.

## Adding Coaches/Judges to Multiple Entries

If you have any coaches or judges that will be entering into multiple competitions, you are now able to add them all in at the same time, which means saving more time for you.

For this, you will need to go back the home screen of your event entry where all the competition categories are listed.

The process for adding coaches/judges into multiple competition categories are listed on the next page for you.

Step 1: As before, start by typing the name of either the coach or judge that you would like to add in to competitions.

Entries Close: 01/06/2019 09:30    Level of Competition: Competition    Number of Days: 2  
 Type: Regional    Club Short Name:

**Competitions**

NEW! You can now add Coaches and Judges to multiple competitions with one click - first select the tick boxes in the list below for the competitions you would like to add them to, and search for the Coach or Judge below.

Search for someone connected to your Club to add to selected competitions:

Show 100 entries    Search:

Competition Name	Discipline	Date	Min Birth Year	Max Birth Year	Gymnasts Entered	Entry Status	Entry	Select
DMT Test	Double Mini Tramp	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Syncro Test	Trampoline Gymnastics	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Trampoline Test	Trampoline Gymnastics	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Tumble Test	Tumbling	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>

Showing 1 to 4 of 4 entries    Previous1Next

Cost of Entry: £0.00

[Distribution Lists](#)    [Submit Entry](#)    [Pre Entry Report](#)    [Back to Events](#)

Step 2: Once the name appears, click it and the option box will appear below where you will need to select what type you are entering them in as.

### Competitions

NEW! You can now add Coaches and Judges to multiple competitions with one click - first select the tick boxes in the list below for the competitions you would like to add them to, and search for the Coach or Judge below.

Search for someone connected to your Club to add to selected competitions:

Hannah Tamplin (331301)

Name	Membership Number	Date of Birth	Entry Type	Add
Hannah Tamplin (331301)	331301	14 Mar 1991	Judge	

Step 4: Last step, click Add and then this person will be added in to all the selected competition for you.

Show 100 entries    Search:

Competition Name	Discipline	Date	Min Birth Year	Max Birth Year	Gymnasts Entered	Entry Status	Entry	Select
DMT Test	Double Mini Tramp	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Syncro Test	Trampoline Gymnastics	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Trampoline Test	Trampoline Gymnastics	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>
Tumble Test	Tumbling	20/10/2019 03:30	2015	1900	0	✓		<input type="checkbox"/>

Showing 1 to 4 of 4 entries    Previous1Next

Step 3: You will then just need put a tick in the 'select' boxes for the competitions you are entering this person in to.

## Adding Volunteers

If the event you are attending requires you to add in volunteers, you can only do this if who you are entering holds current British Gymnastics membership and is linked to your club.

You would follow the same processes as above for adding gymnasts/coaches/judges in to the entry and just change the drop down in the entry type.

**This is only for if the event organiser requires you to include  
Volunteers with your online entry.**

## **Removing People from Your Entry**

If, for any reason, you need to remove someone that you have entered in already, just click the Red cross button as shown below.

People You Have Currently Entered

Show  entries Search:

Name	Mem No	Date of Birth	Entry Type	Entry Status	Remove
Danielle Hoyle	2856857	21 Feb 2008	Gymnast	✓	✗

Showing 1 to 1 of 1 entries Previous1Next

## **Submitting your Entry**

For all regional and home country events, please be aware that once you submit your entry, this is final, and changes cannot be made.

To submit your entry, click the 'Submit Entry' button.

Choose Competition

[Distribution Lists](#) [Submit Entry](#) [Pre Entry Report](#) [Back to Events](#)

✗ This entry has not been submitted yet

This is a list of the competitions currently available for this event. You can choose one and start entering people as required.

### Hannah Test

Entries Close:	Level of Competition:	Number of Days:
<b>01/06/2019 09:30</b>	<b>Competition</b>	<b>2</b>
Type:	Club Short Name:	
<b>Regional</b>	<input type="text"/>	

Next to the 'Submit Entry' button, there is a Pre Entry Report which you can download that shows everyone that has already been entered in to each competition. This is designed to make it a bit easier for you to see.

If you require to make any changes to your entry (whether this be adding an additional coach or gymnast or having to withdraw for any reason) you will need to speak to the event

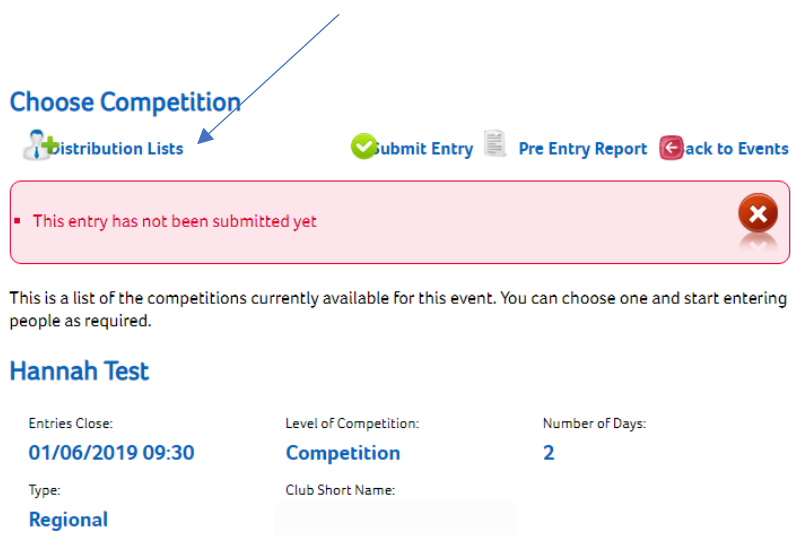
organiser. If you are unsure of who the event organiser is, you can follow the link below to find the event that you are attending.

<https://www.british-gymnastics.org/find-an-event>

If you are still unable to find the contact details, please contact Customer Support on 0345 129 7129 but **please be aware that they will be unable to make any changes etc.** and will only be able to give you the contact details of the organiser.

## **Distribution Lists**

For Regional Events, please be aware that there is no option to have a Distribution List as unfortunately, this isn't anything that Regional Event Organisers have access please.



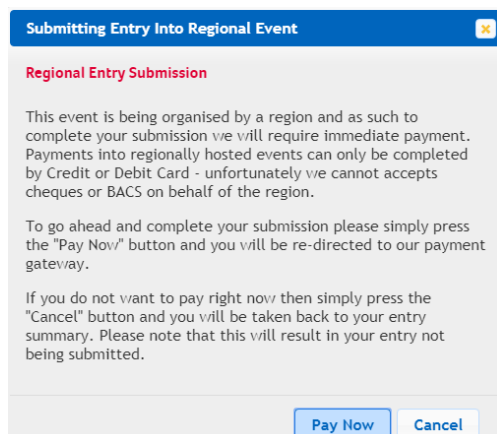
The screenshot shows a web interface for 'Choose Competition'. At the top, there are navigation links: 'Distribution Lists' (with a blue arrow pointing to it), 'Submit Entry' (with a green checkmark icon), 'Pre Entry Report' (with a document icon), and 'Back to Events' (with a red arrow icon). Below the navigation is a red-bordered box with a white background containing the message: 'This entry has not been submitted yet' with a red 'X' icon in the top right corner. Below this box is a paragraph: 'This is a list of the competitions currently available for this event. You can choose one and start entering people as required.' Underneath is the heading 'Hannah Test'. Below the heading are four fields: 'Entries Close:' with the value '01/06/2019 09:30', 'Level of Competition:' with the value 'Competition', 'Number of Days:' with the value '2', and 'Type:' with the value 'Regional'. There is also a 'Club Short Name:' field which is currently empty.

**Please do not rely on a Distribution List for Regional Events**

## **Paying for your Entry**

For regional and home country events, please be aware that payment is by card only. Once you click 'Submit Entry', the box below will appear. You will need to click on Pay Now in order for you to be taken to the payment screen.




**Until Payment has been completed, your entry has not been submitted.**



The screenshot shows a dialog box titled 'Submitting Entry Into Regional Event'. The main heading is 'Regional Entry Submission'. The text inside the dialog reads: 'This event is being organised by a region and as such to complete your submission we will require immediate payment. Payments into regionally hosted events can only be completed by Credit or Debit Card - unfortunately we cannot accept cheques or BACS on behalf of the region. To go ahead and complete your submission please simply press the "Pay Now" button and you will be re-directed to our payment gateway. If you do not want to pay right now then simply press the "Cancel" button and you will be taken back to your entry summary. Please note that this will result in your entry not being submitted.' At the bottom of the dialog are two buttons: 'Pay Now' and 'Cancel'.

## Uploading Required Music

If you are required to upload music for the event, when a gymnast is added an additional box will show and to start with it will be a red circle as shown below.

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
Hannah Tamplin	331301	14 Mar 1991	Gymnast			



Step 1: Click on the music file and the box below will appear.

**Music Upload**

**Music upload**

Using this screen you can upload 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 could you confirm it is correct by using the play button to listen to the uploaded version. Once confirmed this is the file that will be used during the gymnasts performance. A file can be changed as many times as you like as long the deadline for music upload has not passed. If this gymnast does not require a music file please tick the Music not Required option.

Name	Upload	File	Delete	Confirm	Music not Required
Floor	 Drag & Drop Files	No File		<input type="checkbox"/>	<input type="checkbox"/>

[Close](#)

Step 2: Click on the upload button and select the music that you wish to upload. All music files must be one of these formats: MP3, M4A, OGG, WMA, WAV or FLAC.

Step 3: Listen to the music back, it is your responsibility to ensure the correct music is uploaded.

Step 4: Tick the 'Confirm' box and click Close.

Once the music has been uploaded correctly and confirmed. The red circle will change to Green.

You are able to upload music after the event closing date but before the music closing date. If you have submitted your entry and still need to do your music, you will need to go the Event Entry home page and click on the Music option.



## **Frequently Asked Questions**

Q. How can I gain access to make event entries for my club?

A. The club secretary will need to contact Customer Support by email on [customersupport@british-gymnastics.org](mailto:customersupport@british-gymnastics.org) or can give you this access via their GymNet log in details.

Q. Why am I seeing a warning icon?

A Hover over the warning icon and a message will appear over the top telling you what is wrong.

Q. What is the difference between a Team or a Partnership?

A. Teams are when individuals compete, and their scores are totalled together, I.E. Men's and Women's Artistic. Partnerships is where gymnasts compete together and get one score, I.E. Acro, TeamGym

Q. I've missed the entry deadline, can I still enter the event.

A. You will need to enter