

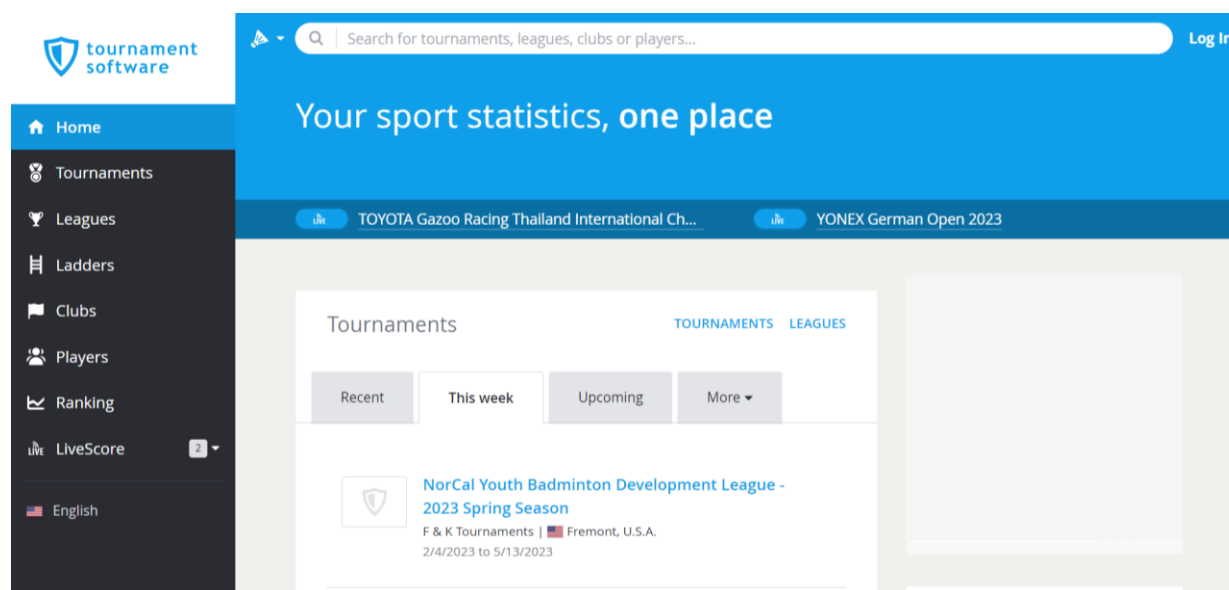
# **INSTRUCTIONS TO CREATE A TOURNAMENT SOFTWARE ACCOUNT AND SUBMITTING THE ONLINE ENTRY**

In the view of minimizing the technical errors done by the players at the time of submitting the online entries through Tournament software, players are advised to follow the guideline mentioned as below.

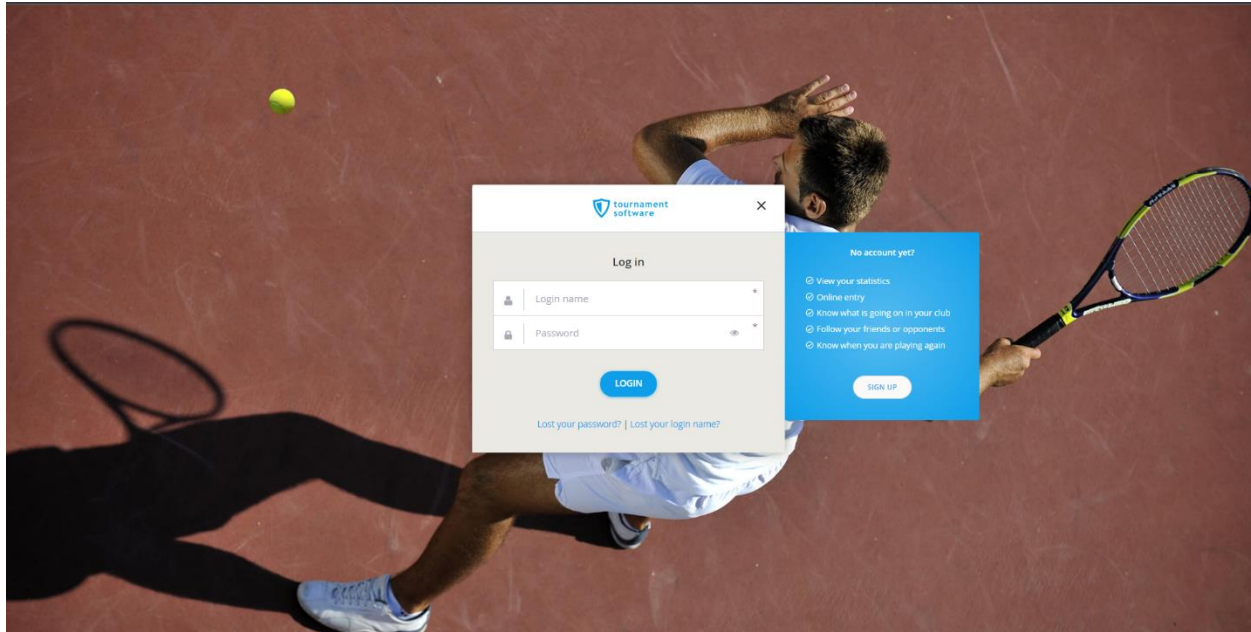
- Part One - Creating Account
- Part Two - Submitting the Online Entry

## **Part One – Creating Account**

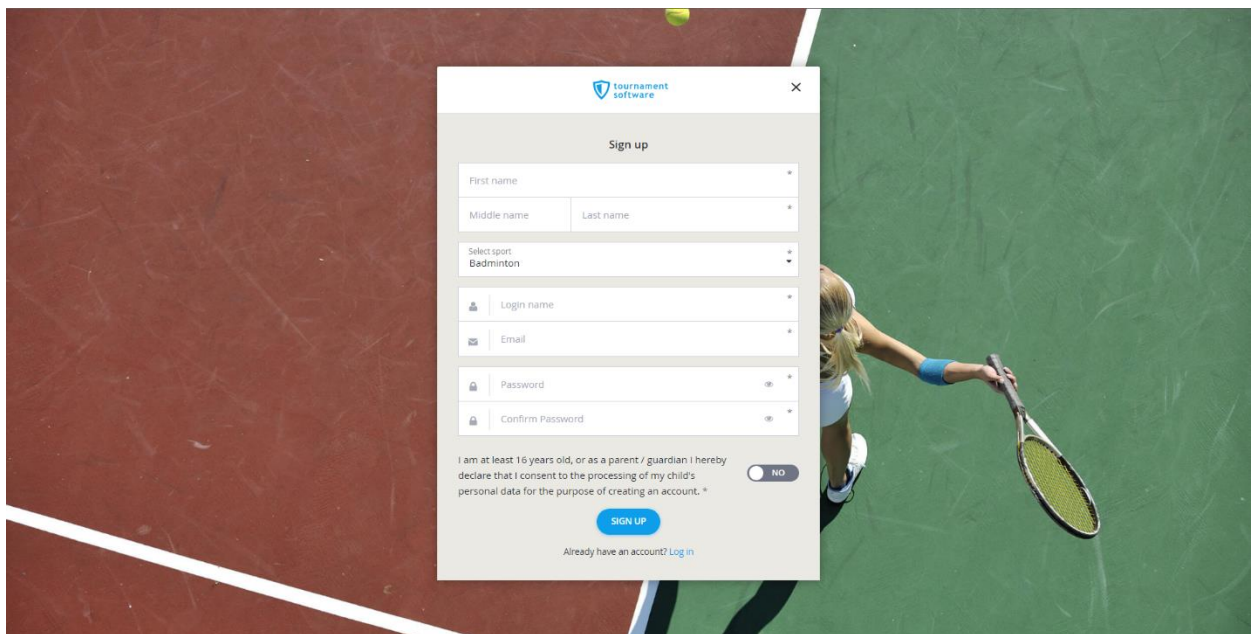
- **Step 1 – Tournament Software Web page.**
  - Open your web browser and visit to [www.tournamentsoftware.com](http://www.tournamentsoftware.com)



- **Step 2 – Signing Up for the account**

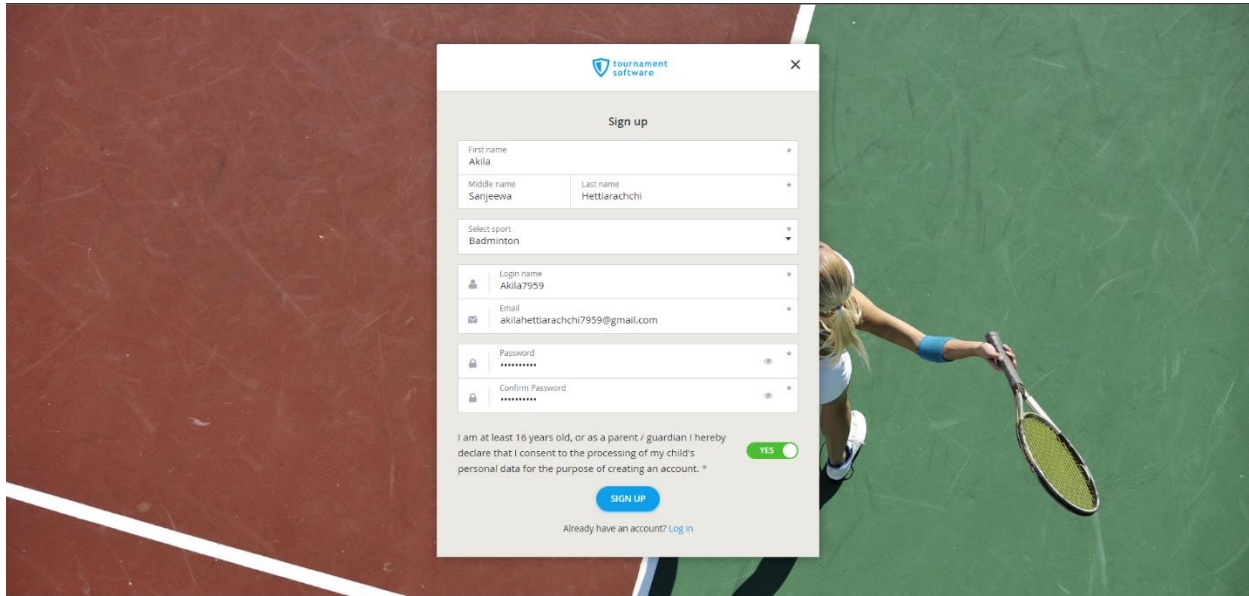


Click the SIGN UP and page will direct to the next page



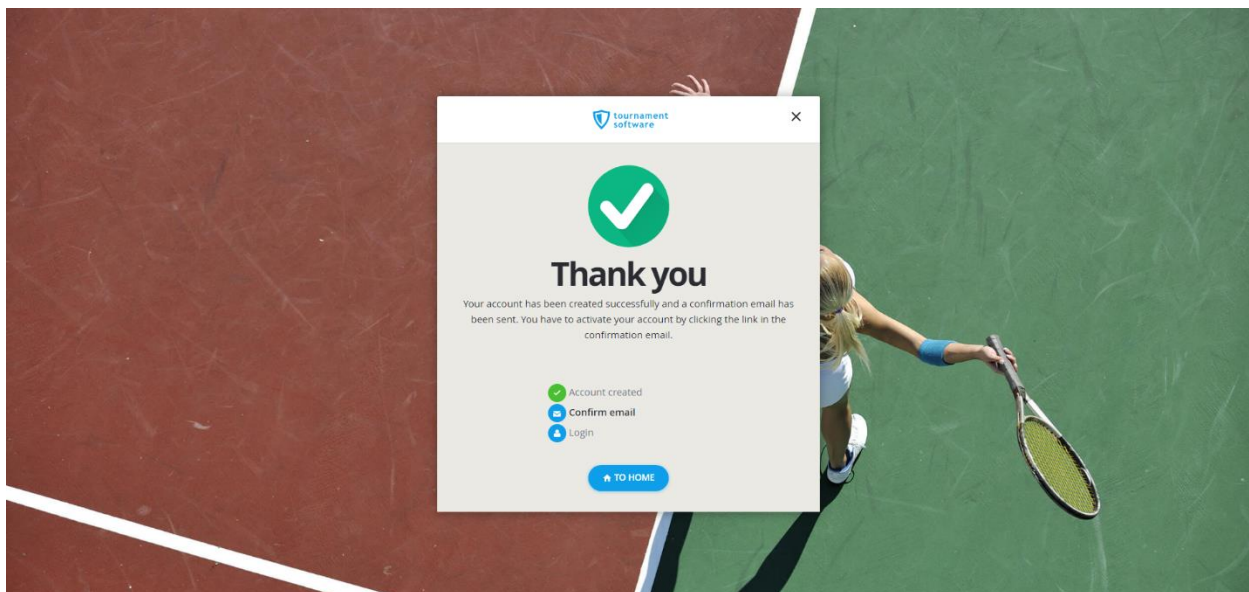
Once click the Sign Up link page will directed to Sign Up page

- **Step 3 – Fill up the details for sign up**



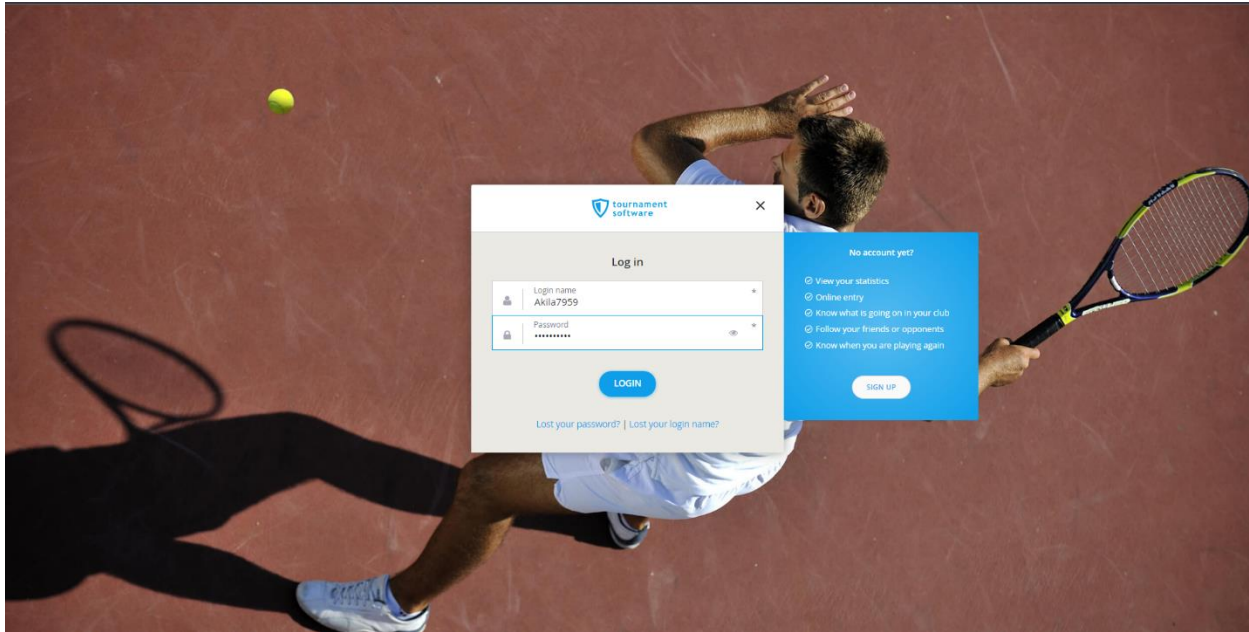
Important :- Please use only three parts of the player’s name as mentioned above. (Ex. If the Player’s full name is “KOTTE HETTIARACHCHIGE DON AKILA SANJEEWA HETTIARACHCHI” use “AKILA SANJEEWA HETTIARACHCHI” as the first, middle and last names. First name should be the known name)

Players who are below age of 16 years, should use their parent’s or gurdain’s email in order to sign up to the Tournament Software.

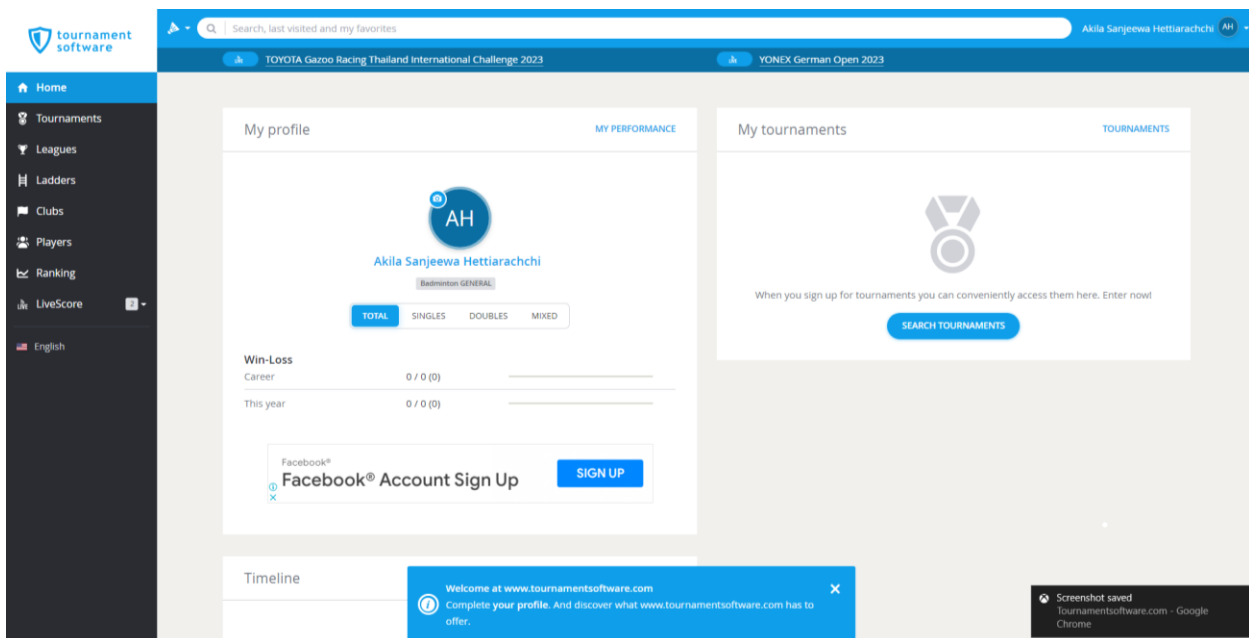


After the Sign In process complete a confirmation email will receive to the email provided and you need to confirm the receipt of the same to activate the account. Once the account you will ask to log in to the account using the Login Name and the Password.

- **Step 4 – Completion of the account settings**

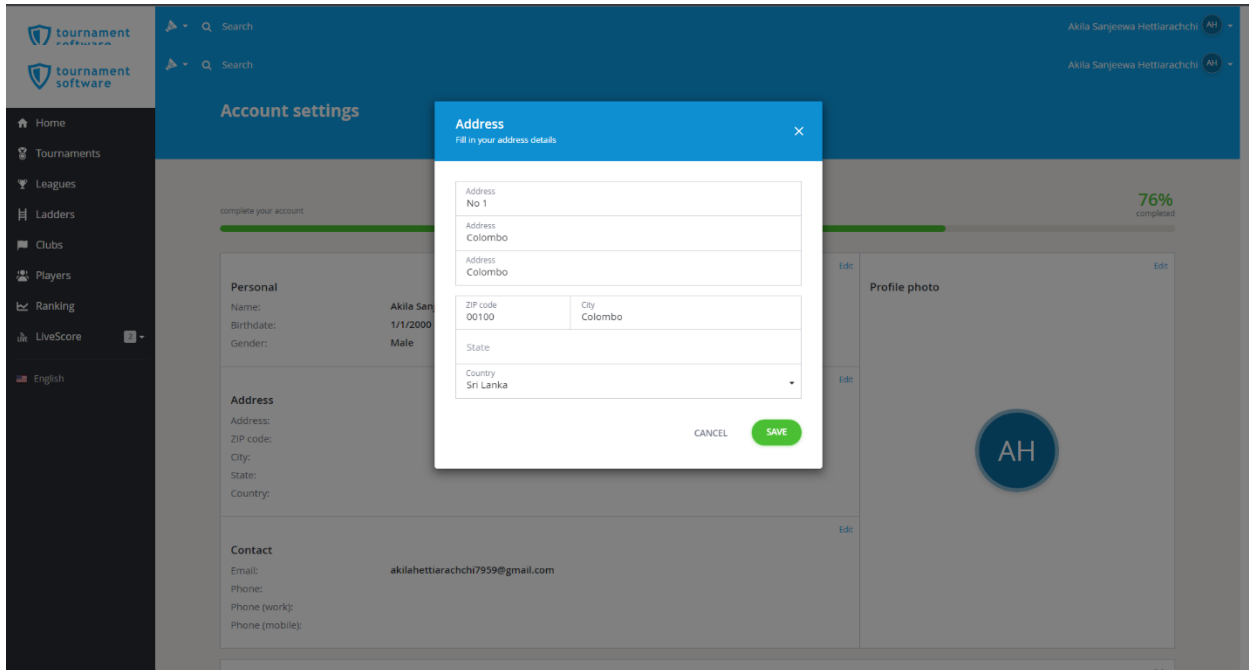


- **Log in to the account using the existing Login Name and the Password**

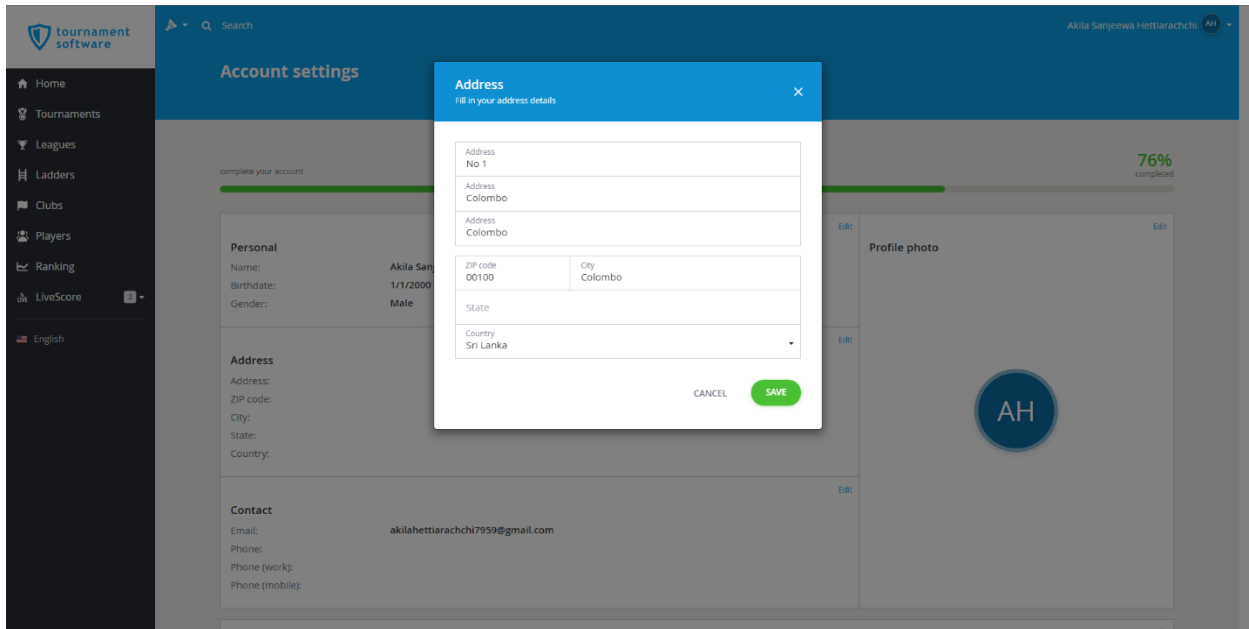


Once logged in you direct to account homepage and click the marked link to go to account setting and update the player's personal details as shown below.

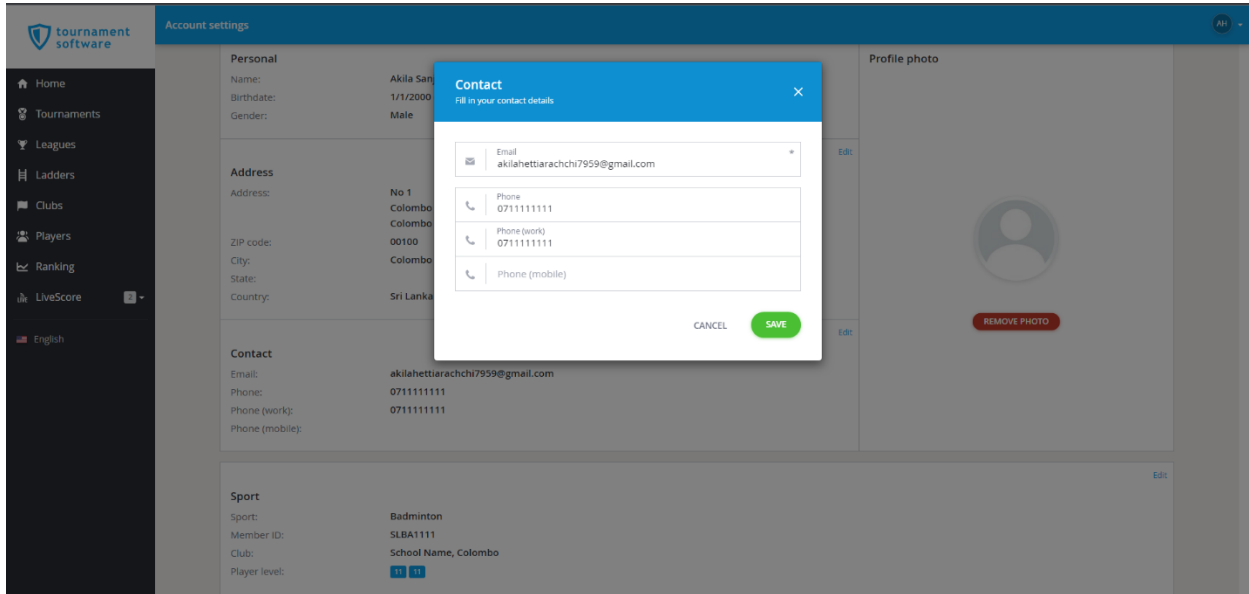
- Updating the player's personal details



- Updating player's address

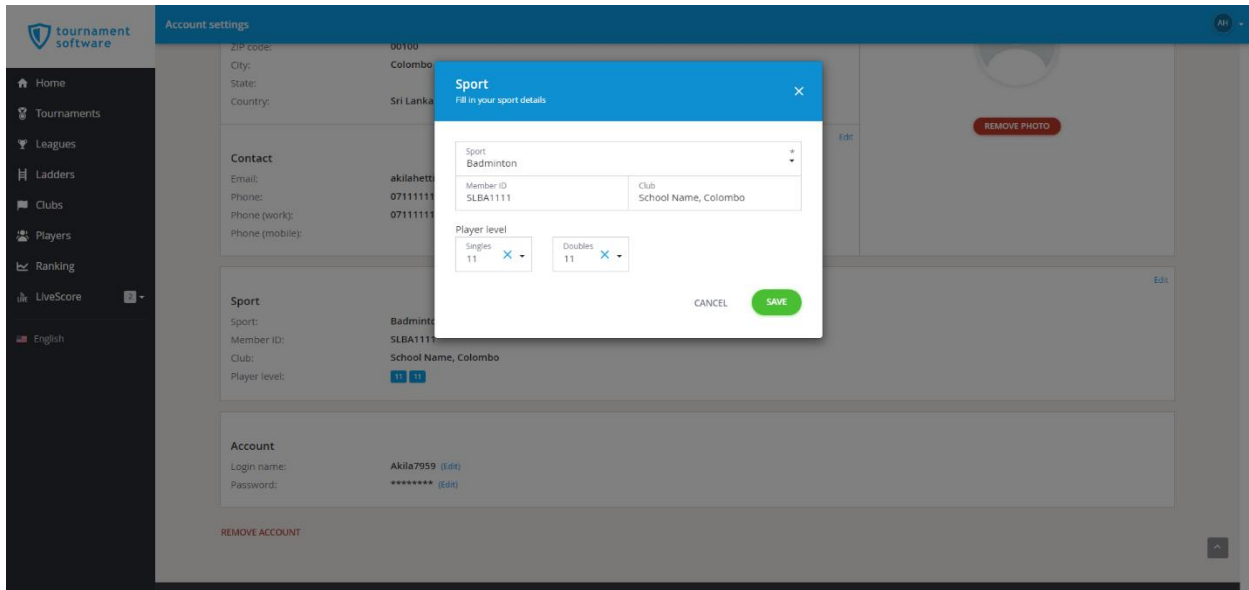


- **Updating player's contact details**



**Important :-** Player below age of 16 years should use their parent's or Guardian's contact details to update the contact details.

- **Updating player's sport, member ID and Club details**



**Important :-** Players must obtain a valid Member ID in order to update the member ID. Entries with fake or invalid member ID's will be rejected. Please refer the special instruction guidelines published on the web site for more information.

Players from the same club or school should update the name of the club/school identically in same manner with the name of the located district or city. Players who submit entries without club should update their club name as District Association.

School level players are allowed to use their school name or club name. None of any player is allowed to use "SLBA" or "Sri Lanka Badminton Association" as their club name

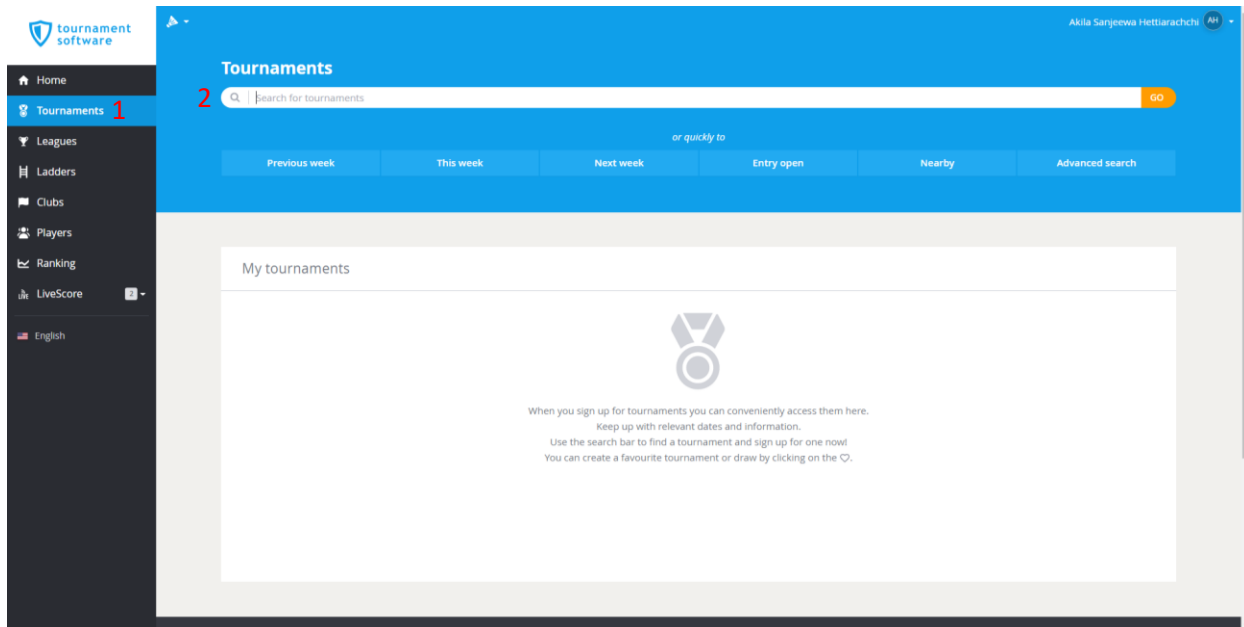
- **Updating player's profile photo**

Players are advised to use their recent photograph as their profile photograph. (Please refer the web page for the photograph specification)

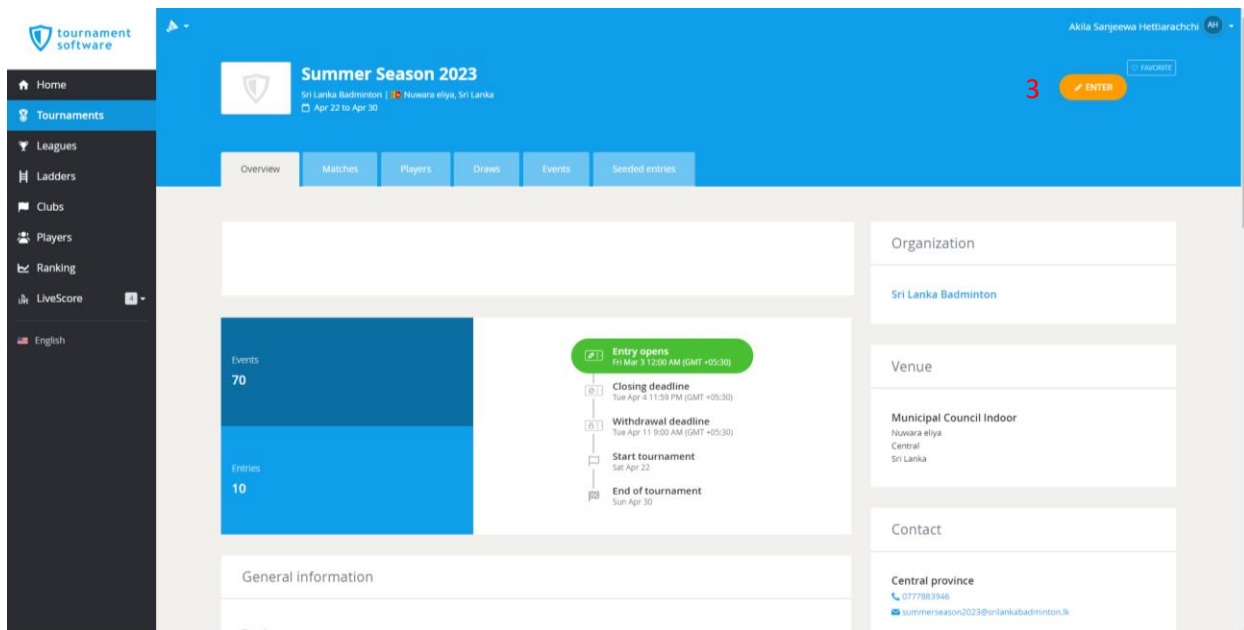
## **Part Two - Submitting the Online Entry**

After completing the account opening and activation process players are allowed to submit entries online. Please follow the following steps to make the online entry.

- **Step one – Selecting the tournament**



Select the 'Tournaments' tab from the left side and type the name of the tournament in the search bar. Online entry link also published with the tournament Prospect as well.



Select the tournament wish to apply and click enter to create the online entry form.

- **Step two – Online Entry Form**

The screenshot shows the 'Enter online' form for the Summer Season 2023 tournament. The form is titled 'Enter online' and includes the following information:

- Tournament:** Summer Season 2023
- Location:** Sri Lanka Badminton, Nuwara eliya, Sri Lanka
- Dates:** 4/22/2023 to 4/30/2023
- Entry deadline:** 4/4/2023 11:59 PM
- Withdrawal deadline:** 4/11/2023 5:30 AM
- User Profile:** Akila Sanjeeva Hettiarachchi (AH), Male, 01 Jan 2000 (23), akilahettiarachchi7959@gmail.com
- My details:** Check if your details are correct, and change them if necessary.
- Address:** No 1, Colombo, 00100, Sri Lanka, Phone: 0711111111
- Sport:** School Name, Colombo, Member ID: SLBA1111

Check my detail section before select the events wish to participate.

The screenshot shows the 'Enter online' form with the 'Events' section. The user is prompted to select events from a drop-down menu. The form includes the following information:

- Events:** Events are filtered by your gender (Male) and date of birth (01 Jan 2000). The user is prompted to select events from a drop-down menu.
- Remarks:** A text area for providing remarks.
- Buttons:** WITHDRAW, BACK, and SUBMIT.

Select the eligible events from the drop down menu and complete the required details to proceed.

Players who submit entry for double, please make a remark at the given space mentioning which player makes the payment for the double entry. Remark must contain the name of the player with the player ID No who makes the payment and name of the double partner with Player ID No.



Once the entru form submitted following message will be displayed and a cofirmation email will be received to provided email with entry details.

**tournament software** Enter online

**Thank you**  
We have received your entry

This tournament starts  
Saturday, April 22, 2023

- The entry confirmation will be sent to [akilahettiarachchi7959@gmail.com](mailto:akilahettiarachchi7959@gmail.com). Please check your spam folder if you can't find it in your inbox.
- You can **change** your entry until: Tuesday, April 4, 2023 or **withdraw** your entry until: Tuesday, April 11, 2023
- Draws and scheduled matches are usually available after all entries have been processed. You will find all information on [the tournament page](#)

**Gmail** Search mail

Compose

Inbox 1

Entry confirmation Summer Season 2023

Tournamentsoftware.com -moregzy@tournamentsoftware.com  
to me

THIS IS AN AUTOMATED EMAIL MESSAGE, REPLIES ARE IGNORED.

**tournament software**

**Entry confirmation**

Summer Season 2023  
Sri Lanka Badminton | Nuwara eliya, Sri Lanka  
4/22/2023 to 4/30/2023

Dear Akila Sanjeeewa Hettiarachchi,

Thank you for your entry for Summer Season 2023. Below you will find your personal entry details.

Click the following button if you want to view or change your entry if necessary.

**VIEW ENTRY**

**Entry Details**

**Personal Details**

Entry ID: E2023030918467386  
First name: Akila  
Middle name: Sanjeeewa  
Last name: Hettiarachchi  
Member ID: SLBA1111  
Club: XXXXXXXXXXXX College, Colombo

**Events**

Event 1:	MS	\$0.00
Event 2:	XD Shenaya Akashi (SLBA3333)	\$0.00

**Remarks**

Payment made for MS, XD by Akila Hettiarachchi (SLBA1111)

Important:

- Always update the profile with the Player Member ID provided by Sri Lanka Badminton Association. Players are advised to cross check their Member IDs from the list published on the web and those who does not have the Member ID must obtain the Member ID from SLBA.
- Pay attention when entering the name of the Club/School name. All the players from the same club or school should update the name in identically same manner.
- A player must use only one account under his name to submit the entry. If any player submit two entries using different profiles, will result to reject both the entries and payment will not be refunded.
- After submitting the online entry, avoid sending entry manually which will result adding a duplicate entry. In such instances both entries will be rejected without refund.
- Payments related to the entry should be done as per the instructions given in the prospect and Special Instructions for Tournament Entries & Fees payment published on the SLBA website.

For further assistance please contact – Ms Himasha Chathurya  
+94 74 137 7203  
it@srilankabadminton.lk