



## REGISTRATION ON SPORTDATA

For the individual or team registrations, PROCEED IN THE FOLLOWING WAY:

1. Go on the site of SPORTDATA: <https://www.sportdata.org/>.
2. Among the choice of martial arts appearing in the list, select KARATE.
3. Below the logo of Karate  , click on "Login" to create an account for yourself (or your team), if you do not already have one.
4. In the section "connection club / team ", write your username and password, if you already have an account OR, at the bottom of the window, click on "create a new account ".
5. Fill the fields marked with an asterisk, check the box of "acceptance of the conditions" and click the tab "send".
6. As soon as you will receive a confirmation by e-mail of the opening of your account, you can start registering your athletes. You can make one or several registrations at the same time. Make sure to have a credit card to settle the on-line payment. **No payment by mail will be accepted.**
7. When your account is activated, (or already created), click on the tab « login » and in the section « club / team login », indicate your username and password being aware that they are case-sensitive (upper case and lower case).
8. At the top of the page, click on the tab "All events"  and select « Karaté Canada » in the unfolding menu.
9. Select « MONTREAL OPEN INTERNATIONAL 2014 » by clicking on the name of the event.

10. Click on the tab « Registration »  .

11. By using the following menu,



register your athletes, coaches and referees.


12. To add an athlete not showing in the unfolding menu, click on « create/edit a competitor ».
13. For an athlete not showing in the list, click on the tab "Add new competitor ».



14. Fill the registration form by indicating the following mandatory informations :
  - a. First name
  - b. Last name
  - c. Birthday
  - d. Weight / kg

15. When you have registered all your athletes and categories for each of them, click on the tab « My current entries/Payment ».



16. Click on the PayPal logo  **PayPal**
17. At the bottom right hand side of the page, click on [Pay with a bank card or with Bill Me Later](#)
18. Fill in the information and click on "Pay" at the bottom of the form.

**If you wish to delete a registration, you can proceed by clicking on the tab « My current Entries /Payment ». Click on the figure indicating the number of your athletes already registered and after, click on the trash can appearing at the right hand side of the name to be deleted. You will receive a message to confirm this action (YES or NO). Click on the appropriate tab.**