

SAWF

eTMS Manual

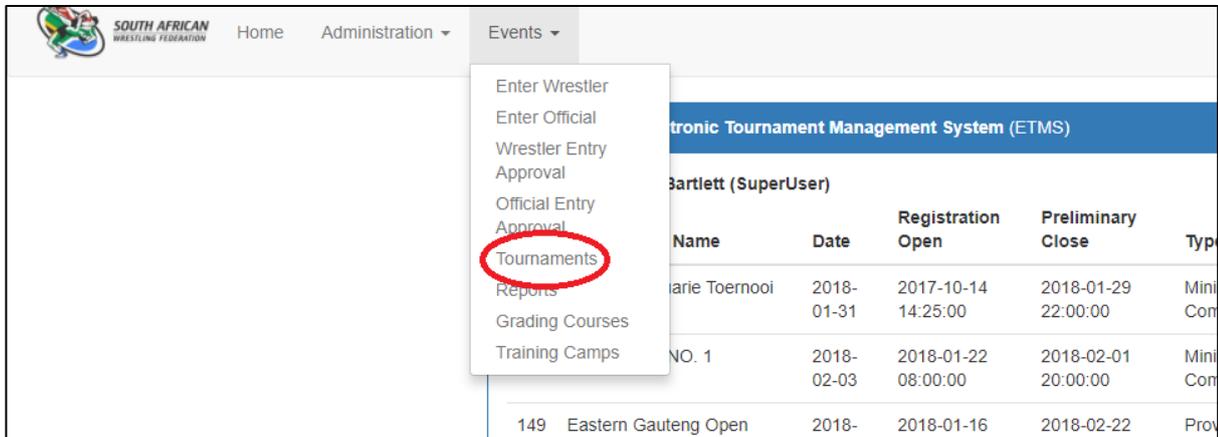
Creating Tournaments, Grading Courses and Training Camps

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Creating a tournament

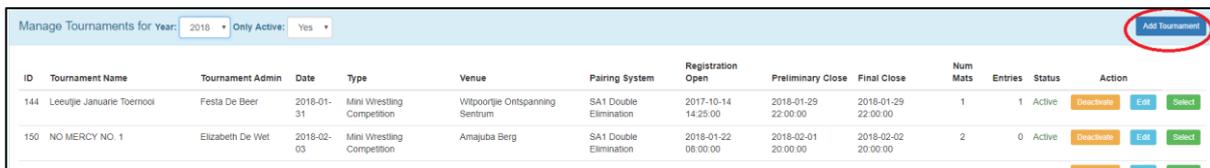
Under the “Events” drop down list select “Tournaments”



The screenshot shows the website's navigation menu. The 'Events' dropdown is open, and 'Tournaments' is circled in red. Below the menu, a table of tournaments is visible.

Name	Date	Registration Open	Preliminary Close	Type
Marie Toernooi	2018-01-31	2017-10-14 14:25:00	2018-01-29 22:00:00	Mini Con
NO. 1	2018-02-03	2018-01-22 08:00:00	2018-02-01 20:00:00	Mini Con
149 Eastern Gauteng Open	2018-	2018-01-16	2018-02-22	Prov

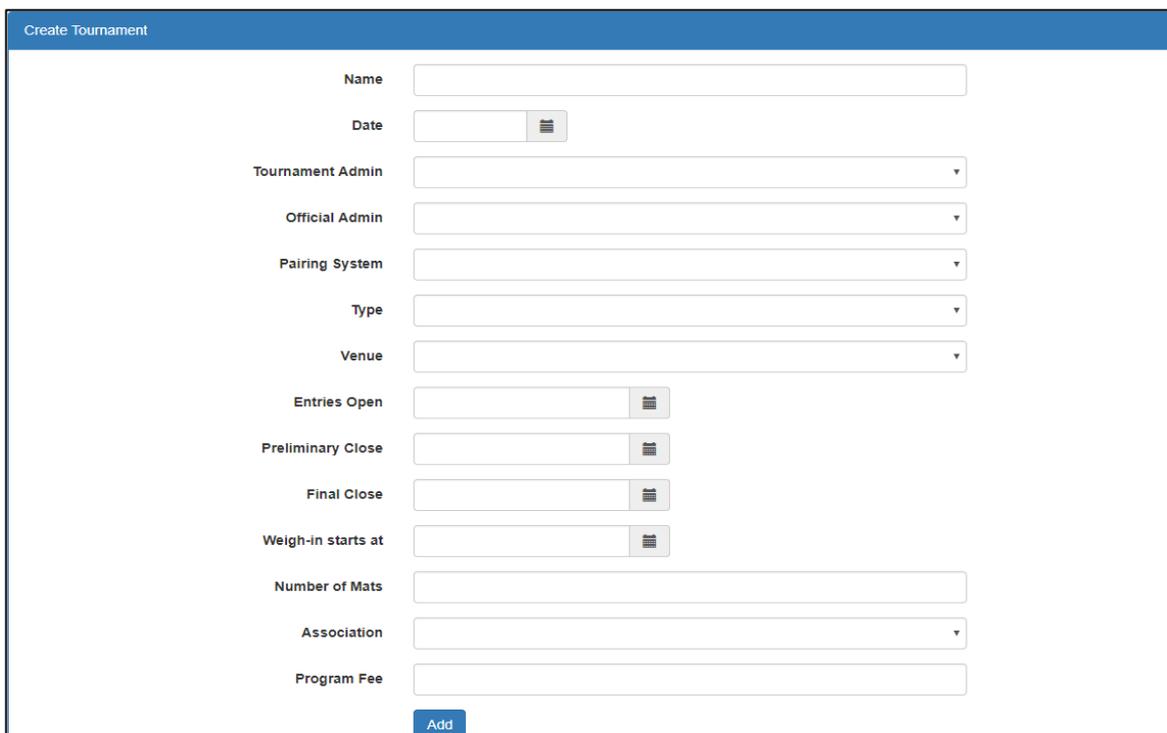
This will take you to the “Manage Tournaments” screen. To add a tournament click on the blue “Add Tournament” button.



The screenshot shows the 'Manage Tournaments' screen for the year 2018. The 'Add Tournament' button is circled in red. Below the button is a table of existing tournaments.

ID	Tournament Name	Tournament Admin	Date	Type	Venue	Pairing System	Registration Open	Preliminary Close	Final Close	Num Mats	Entries	Status	Action
144	Leeuwig Januarie Toernooi	Festa De Beer	2018-01-31	Mini Wrestling Competition	Witpoortjie Ontspanning Sentrum	SA1 Double Elimination	2017-10-14 14:25:00	2018-01-29 22:00:00	2018-01-29 22:00:00	1	1	Active	Deactivate Edit Select
150	NO MERCY NO. 1	Elizabeth De Wet	2018-02-03	Mini Wrestling Competition	Amajuba Berg	SA1 Double Elimination	2018-01-22 08:00:00	2018-02-01 20:00:00	2018-02-02 20:00:00	2	0	Active	Deactivate Edit Select

This will open up the “Create Tournament” box. Fill in the details for your tournament and click the blue “Add” button when you are done.



The screenshot shows the 'Create Tournament' form with the following fields:

- Name:
- Date: (calendar icon)
- Tournament Admin: (dropdown arrow)
- Official Admin: (dropdown arrow)
- Pairing System: (dropdown arrow)
- Type: (dropdown arrow)
- Venue: (dropdown arrow)
- Entries Open: (calendar icon)
- Preliminary Close: (calendar icon)
- Final Close: (calendar icon)
- Weigh-in starts at: (calendar icon)
- Number of Mats:
- Association: (dropdown arrow)
- Program Fee:
- Add:

NOTE:

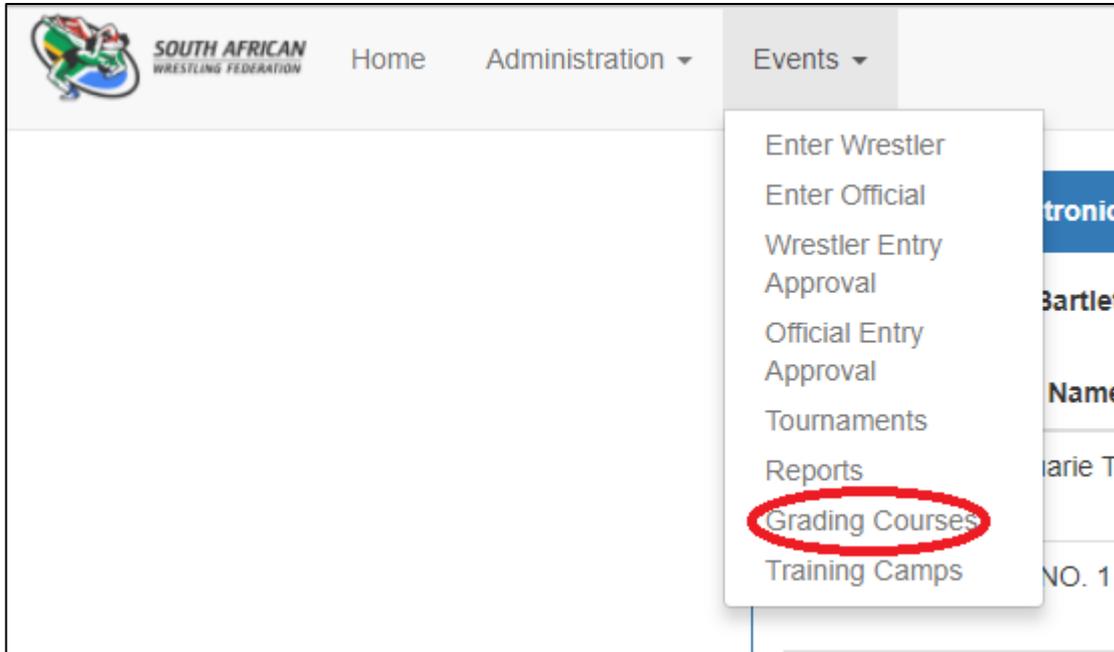
1. You must select a tournament Admin who will be in charge of the tournament (your “toernooi sekretaris”) here you will only be allowed to choose from a list of registered admin officials.
2. You must select an “Official Admin” this is the official in charge of the day (the “Hoof Beampte”). Once again you will only be allowed to choose from a list of registered officials.
3. You must select the pairing system that you will use for the tournament. This can be either SA double elimination or Fila.
4. You must select a “type” for your tournament. The type can be: a club open competition, club team championship, mini wrestling competition, national championships, national regional championships, national trials, provincial open competition or provincial team championships.
5. You must select a venue.
6. You must select when your entries will open and close. There is a preliminary closing date and a final closing date.
7. You must select when your weigh in and medical will start.
8. You must state how many mats will be wrestled on.
9. You must select your association.
10. You must state how much your program fees are.

If you later wish to change the details of the tournament you can edit it by clicking on the light blue “Edit” button.

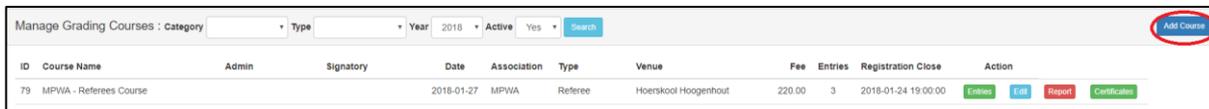
ID	Tournament Name	Tournament Admin	Date	Type	Venue	Pairing System	Registration Open	Preliminary Close	Final Close	Num Mats	Entries	Status	Action
144	Leeuëjie Januarie Toernooi	Festa De Beer	2018-01-31	Mini Wrestling Competition	Witpoortjie Ontspanning Sentrum	SA1 Double Elimination	2017-10-14 14:25:00	2018-01-29 22:00:00	2018-01-29 22:00:00	1	1	Active	Disable Edit Select

Creating a grading course

In the “Events” drop down list select “Grading Courses”.



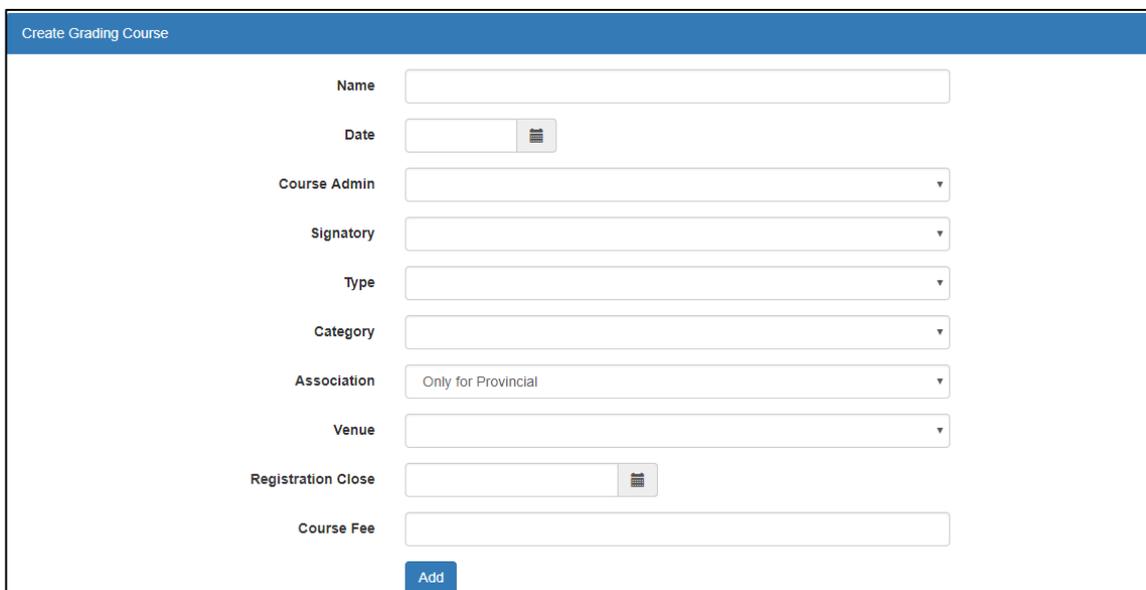
This will take you to the “Manage Grading Courses” window. To add a course click the blue “Add Course” button.



The screenshot shows the 'Manage Grading Courses' window with a search bar and a table of existing courses. The 'Add Course' button is circled in red.

ID	Course Name	Admin	Signatory	Date	Association	Type	Venue	Fee	Entries	Registration Close	Action
79	MPWA - Referees Course			2018-01-27	MPWA	Referee	Hoerskool Hoogenhout	220.00	3	2018-01-24 19:00:00	Filter Full Report Certificates

This will open the “Create Grading Course” box. Fill in all the details for the course and click the blue “Add” button.



The screenshot shows the 'Create Grading Course' form with the following fields:

- Name:
- Date: 
- Course Admin:
- Signatory:
- Type:
- Category:
- Association:
- Venue:
- Registration Close: 
- Course Fee:

NOTE:

1. You must select a course admin. This is the person who will be in charge of the course. This will be a list of officials that you must choose from.
2. You must select a signatory. This is the person who's signature must be on the certificates of participation for the course. This will be a list of officials that you must choose from.
3. You must select a type, category, association and venue. You must also select the date that registrations close on and the course fee.
4. Once you select your association the certificates of participation will all bear your provinces logo.

The system allows everyone to enter for a tournament even though they are not the correct "type" of official for the course, as selected in the "Type" drop down. Therefore if your association presents two courses as one (e.g. a Team Manager and Admin course) you do not have to create two events.

Simply name the course a "Team Manager and Admin course".

Similarly the system allows officials from other provinces to enter for your course regardless of whether or not you selected a specific province or association.

Editing a grading course

If at a later stage you wish to change your course you can do it by selecting the light blue “edit” button.

ID	Course Name	Admin	Signatory	Date	Association	Type	Venue	Fee	Entries	Registration Close	Action
79	MPWA - Referees Course			2018-01-27	MPWA	Referee	Hoerskool Hoogenhout	220.00	3	2018-01-24 19:00:00	Entries Edit Report Certificates
65	SAWF - Admin Officials Course (PTA)	Van Den Berg, Lollie	Van den Berg, Marie	2018-01-27	National	Admin Official	Gaugeng North Wrestling Hall	310.00	22	2018-01-21 22:00:00	Entries Edit Report Certificates
66	SAWF - Admin Officials Course (CTN)	Steenberg, Alet	Van den Berg, Marie	2018-01-27	National	Admin Official	Olympians Wrestling Club	310.00	4	2018-01-21 22:00:00	Entries Edit Report Certificates

Grading Participants and Printing Certificates

After the grading course is complete you can print out certificates of participation for all the officials who attended. This is done by clicking the green “Certificates” button

ID	Course Name	Admin	Signatory	Date	Association	Type	Venue	Fee	Entries	Registration Close	Action
79	MPWA - Referees Course			2018-01-27	MPWA	Referee	Hoerskool Hoogenhout	220.00	3	2018-01-24 19:00:00	Entries Edit Report Certificates
65	SAWF - Admin Officials Course (PTA)	Van Den Berg, Lollie	Van den Berg, Marie	2018-01-27	National	Admin Official	Gaugeng North Wrestling Hall	310.00	22	2018-01-21 22:00:00	Entries Edit Report Certificates
66	SAWF - Admin Officials Course (CTN)	Steenberg, Alet	Van den Berg, Marie	2018-01-27	National	Admin Official	Olympians Wrestling Club	310.00	4	2018-01-21 22:00:00	Entries Edit Report Certificates

Your participants can also be graded on the system. Start by selecting the green “Entries” button.

64	EGWA - Admin Officials Course	Bartlett, Shani	Bartlett, Gussie	2018-01-20	EGWA	Admin Official	Brakpan Indoor Sport Center	220.00	10	2018-01-19 08:00:00	Entries Edit Report Certificates
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This will bring up a list of participants. Select the light blue edit button next to the participants’ name.

9	Suzette Keyrnans	2018-01-18	Benoni Wrestling Club	EGWA	0.00	2018-01-20 07:23:59	Edit Print Certificate
10	Anneline Russell	2018-01-18	Benoni Wrestling Club	EGWA	0.00	2018-01-20 07:28:32	Edit Print Certificate

This will bring up the “edit entries” box. Here you can grade your participant, add a comment and adjust the fee charged to them.

Edit Entries for Hendrina Nicoleen Meyer

Fee:

Exam Score:

Practical 1 Score:

Practical 2 Score:

Final Score:

Comment:

In the list of participants you can also print out an individual certificate of participation by selecting the green “Certificate” button next to their name.

Clocking in, late entries and Reports

On the day of the tournament you can also clock in your participants instead of signing an attendance register. On the home screen select the light blue “clock in” button next to your active grading course.

Home Administration Events

Welcome to the Electronic Tournament Management System (ETMS)

Welcome : Shani Bartlett

ID	Tournament Name	Date	Registration Open	Preliminary Close	Type	Venue	Pairing System	Entries
144	Leeutjie Januarie Toernooi	2018-01-31	2017-10-14 14:25:00	2018-01-29 22:00:00	Mini Wrestling Competition	Witpoortjie Ontspanning Sentrum	SA1 Double Elimination	1
150	NO MERCY NO. 1	2018-02-03	2018-01-22 06:00:00	2018-02-01 20:00:00	Mini Wrestling Competition	Amajuba Berg	SA1 Double Elimination	11
149	Eastern Gauteng Open Championships	2018-02-24	2018-01-16 09:52:00	2018-02-22 23:00:00	Provincial Open Competition	John Barrable Hall	SA1 Double Elimination	10
147	PAROW TOERNOOI LTPD OGGEND	2018-03-03	2018-01-15 21:00:00	2018-02-26 21:00:00	Club Open Competition	Proteaville Hall	SA1 Double Elimination	0
148	PAROW TOERNOOI MIDDAG	2018-03-03	2018-01-15 22:55:00	2018-02-26 21:00:00	Club Open Competition	Proteaville Hall	SA1 Double Elimination	0
151	DRC Mpumalanga Ope Kampioenskap	2018-03-03	2018-01-25 10:47:00	2018-03-01 22:00:00	Provincial Open Competition	Middelburg Banquet Hall	SA1 Double Elimination	0

Grading Courses

Name	Date	Category	Type	Venue	Closed	Fee	
SAWF - eTMS Course	2018-01-27	National	Club Volunteer	Gauteng North Wrestling Hall	2018-02-15 20:00:00	100.00	Clock-In
MPWA - Referees Course	2018-01-27	Provincial	Referee	Hoerskool Hoogenhout	2018-01-31 19:00:00	220.00	

Grading Course Clock-In : **SAWF - eTMS Course on 2018-01-30**

Scan Member Barcode

Full Name	Club	Association	Date Entered	Clock In Time
Laurika de Villiers	Soshanguve Wrestling Hub	NGWA	2017-11-14	Clock-in
Kgaogelo Gloria Lubesi	Soshanguve Wrestling Hub	NGWA	2017-11-14	Clock-in

If you have a person who has not entered for your course the system will pick it up when he tries to scan his card to clock in. The system will then inform you that he is not entered and ask if you would like to enter him as a late entry. The system will then automatically add a late entry fee to his name under the entry list.

Member not found for this Grading Course

Grading Course Clock-In : **SAWF - eTMS Course on 2018-01-30**

Scan Member Barcode

Member Shani Bartlett has not been entered for this course

Would you like to be added as a late entry ?

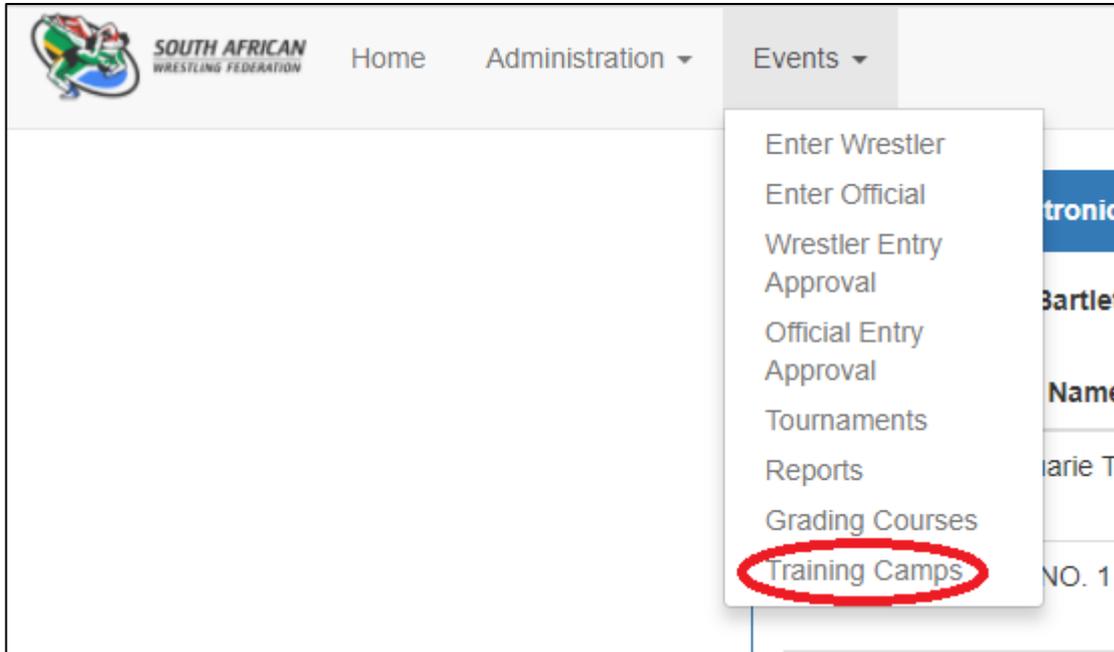
Full Name	Club	Association	Date Entered	Clock In Time
Laurika de Villiers	Soshanguve Wrestling Hub	NGWA	2017-11-14	<input type="button" value="Clock-in"/>
Kgaogelo Gloria Lubesi	Soshanguve Wrestling Hub	NGWA	2017-11-14	<input type="button" value="Clock-in"/>
Shirley Augusta Bartlett	Brakpan Wrestling Club	EGWA	2017-11-15	<input type="button" value="Clock-in"/>

NOTE: only the course admin can clock people in at the course and the clock in button will only be displayed on the date of the course.

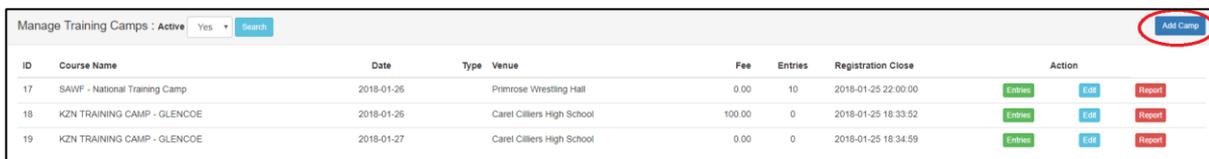
The red “reports” button next to the course will generate a course entry report.

Creating a training camp

In the “Events” drop down list select “Training Camps”.



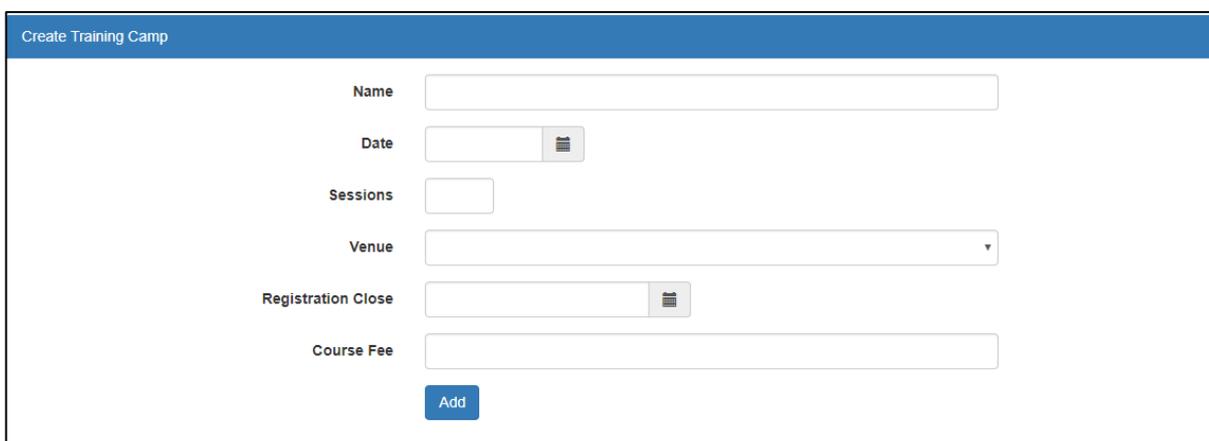
Once in the “manage training camps” screen click on the blue “Add Camp” button.



The screenshot shows the 'Manage Training Camps' screen. At the top right, there is a blue 'Add Camp' button circled in red. Below it is a table with the following data:

ID	Course Name	Date	Type	Venue	Fee	Entries	Registration Close	Action
17	SAWF - National Training Camp	2018-01-26		Primrose Wrestling Hall	0.00	10	2018-01-25 22:00:00	Entries Edit Report
18	KZN TRAINING CAMP - GLENCOE	2018-01-26		Carel Cilliers High School	100.00	0	2018-01-25 18:33:52	Entries Edit Report
19	KZN TRAINING CAMP - GLENCOE	2018-01-27		Carel Cilliers High School	0.00	0	2018-01-25 18:34:59	Entries Edit Report

This will bring up the “Create Training Camp” box. Fill in the details for your camp and click on the blue “Add” button.



The screenshot shows the 'Create Training Camp' form. It contains the following fields and buttons:

- Name:
- Date: (with a calendar icon)
- Sessions:
- Venue: (with a dropdown arrow)
- Registration Close: (with a calendar icon)
- Course Fee:
- Add:

Once again you can edit the camp later on by clicking on the light blue “edit” button next to the camp. You can also generate a report by selecting the red “report” button.