SAWF

eTMS Manual

Creating Tournaments, Grading Courses and Training Camps

Contents

Creating a tournament

Under the "Events" drop down list select "Tournaments"
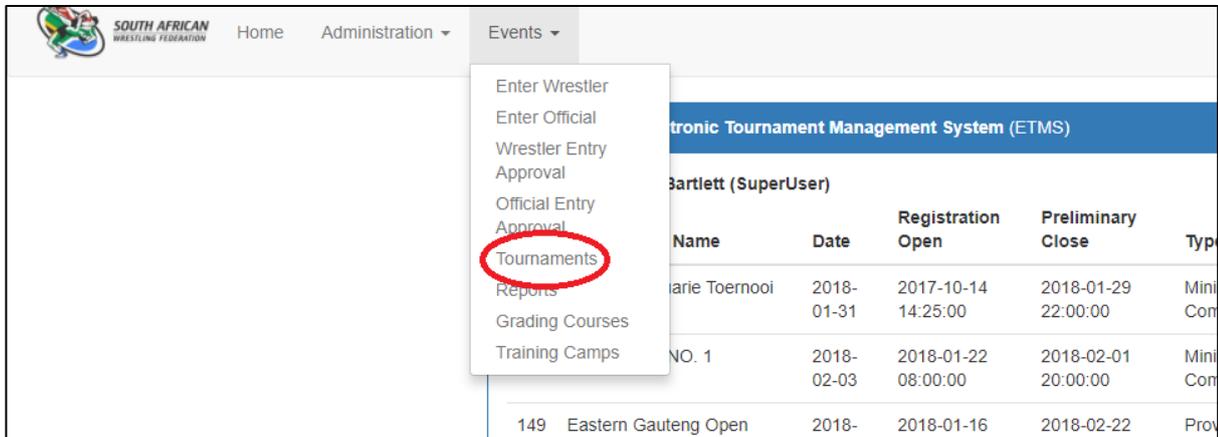
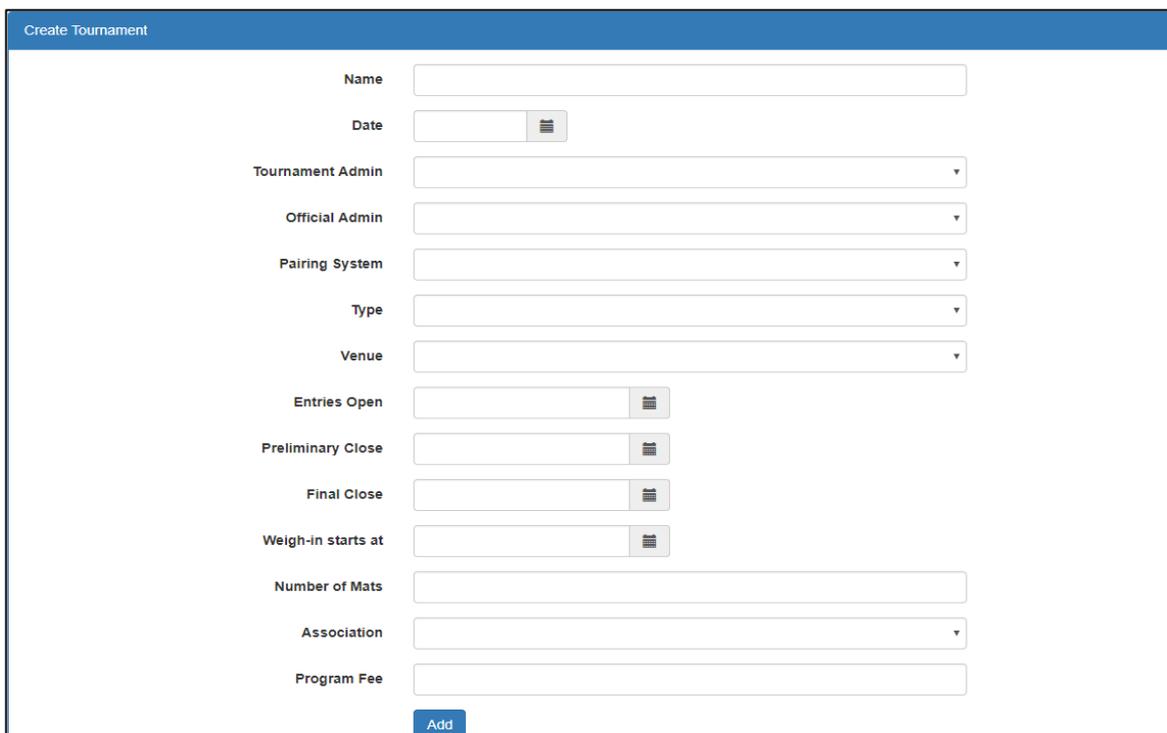This will take you to the "Manage Tournaments" screen. To add a tournament click on the blue "Add Tournament" button.

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.
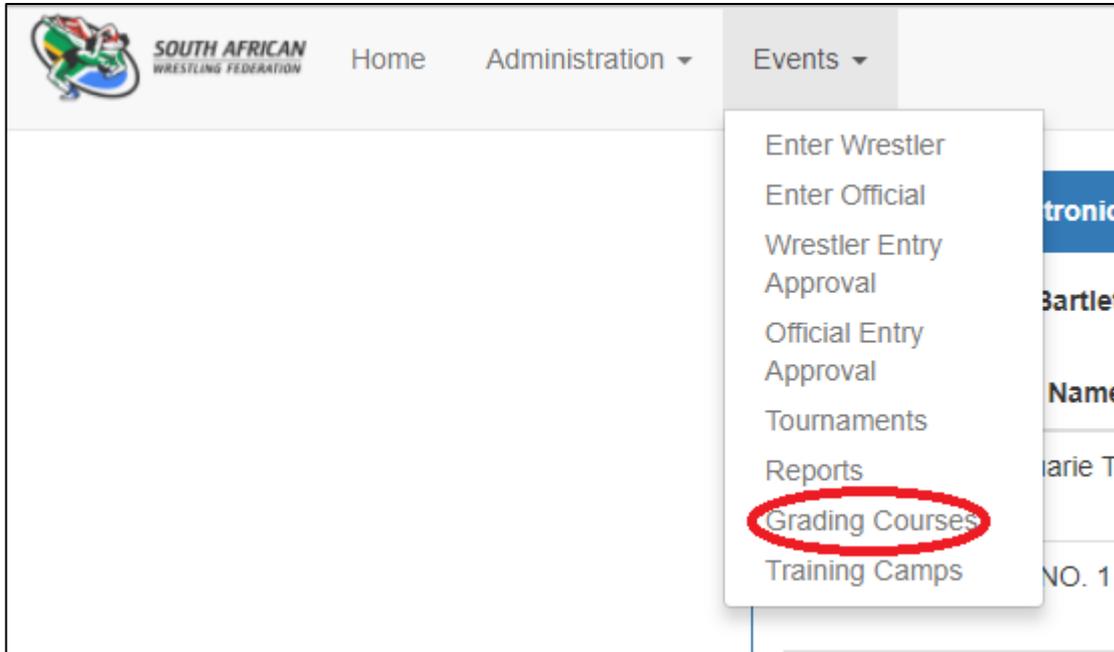
NOTE:

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.
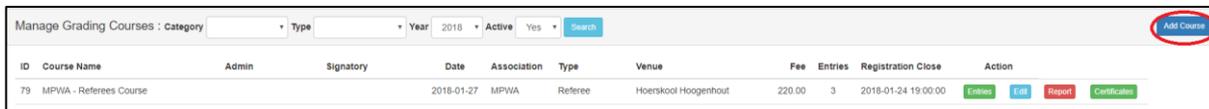
Creating a grading course
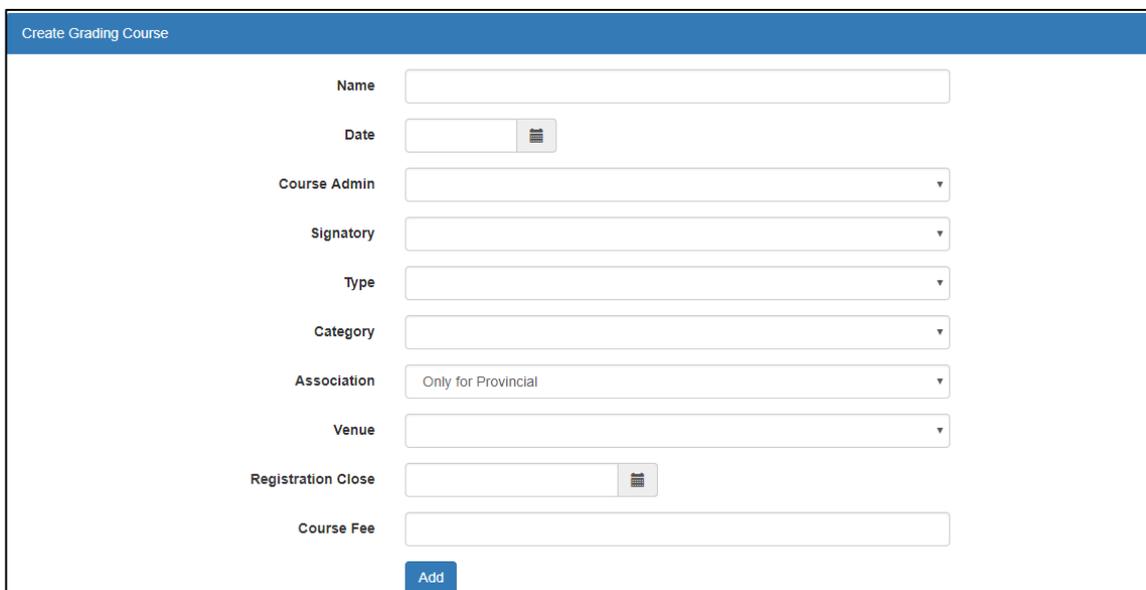
In the "Events" drop down list select "Grading Courses".

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

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

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.

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

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

This will bring up a list of participants. Select the light blue edit button next to the participants' name.

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

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.

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.

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

Member Shani Bartlett has not been entered for this course
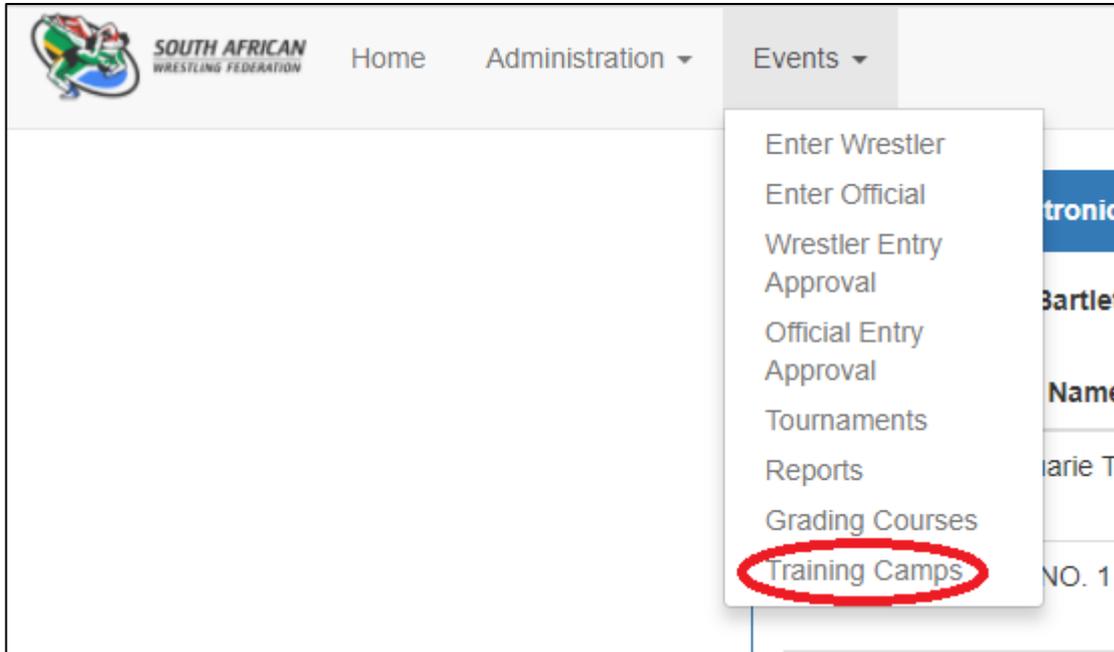
Would you like to be added as a late entry ? [Yes] [No]

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]
Shirley Augusta Bartlett	Brakpan Wrestling Club	EGWA	2017-11-15	[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.
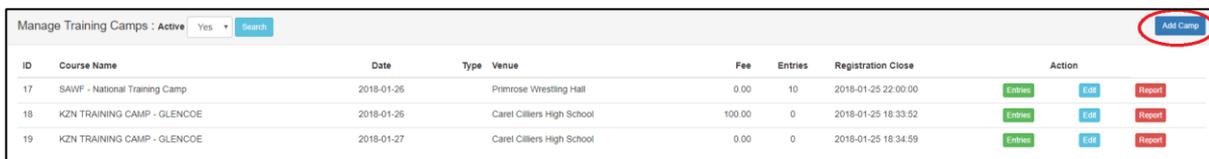
The red "reports" button next to the course will generate a course entry report.

Creating a training camp
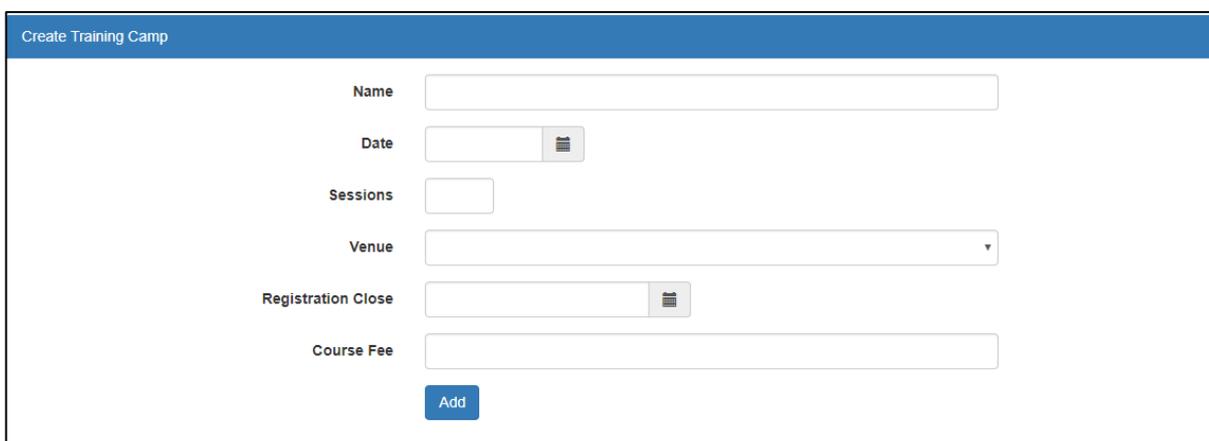
In the "Events" drop down list select "Training Camps".

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

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

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.