

New Online Entry System

British
Gymnastics
More than a sport

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Introduction

With the introduction of the new online membership portal, GymNet, British Gymnastics has been developing an exciting new Online Entry System for our National and Regional Events. This system is now the only point of entry for National events and will soon be in use for Regional Events also.

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

Who can make an entry?

Entries are the responsibility of the club or region that submits them, not the gymnast. As such only Club Secretaries or Coaches who have been granted event entry permissions by their club will be able to submit an entry. These permissions can be assigned by the Club Secretary through the GymNet portal (Club Management/Access Levels), or by emailing the BG Member Services department, membership@british-gymnastics.org, stating that the Club Secretary authorises the permissions to be added to a person's record.

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 either in the National Competition Handbook for the given discipline, which is available to download from the British Gymnastics website (Technical Information & Judges/Competition Handbook PDFs), or by viewing details of the event on the online calendar.

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 National competitions must be 9yrs in the year of Competition and require current Silver Competitive BG membership, with the exception of entrants for The British Vets, who may hold a current Bronze membership.

Gymnasts entering non-competitive events, 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.

Judges - BG does not require judges to complete a criminal record check to judge at BG competitions, as the role that judges fulfill 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 (or may complete a criminal record check by virtue of another role they undertake e.g.

coach). 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 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 as does the DBS and Safeguarding awards for official, as well as the date of the event. People without a current Safeguarding certificate or DBS will not be allowed to enter any Events until BG has received updated paperwork.

New Features and Benefits

Making changes to your entry

If you wish to change your entry once it has been made then the new system allows you to do this yourself without you calling into the office!

This new system allows you to 'un-submit' your entry and make changes then resubmit it right up to the Competition closing date.

The system will recalculate the fee based on the changes you have made and either credit your basket or make an extra charge.

Once you UN-SUBMIT you MUST remember to RESUBMIT otherwise your entry will not be valid.

Adding Music

In the new system you can upload your music straight onto the system at the time of entry.

No further need for piles of CDs!

See page 16 for details

Distribution List

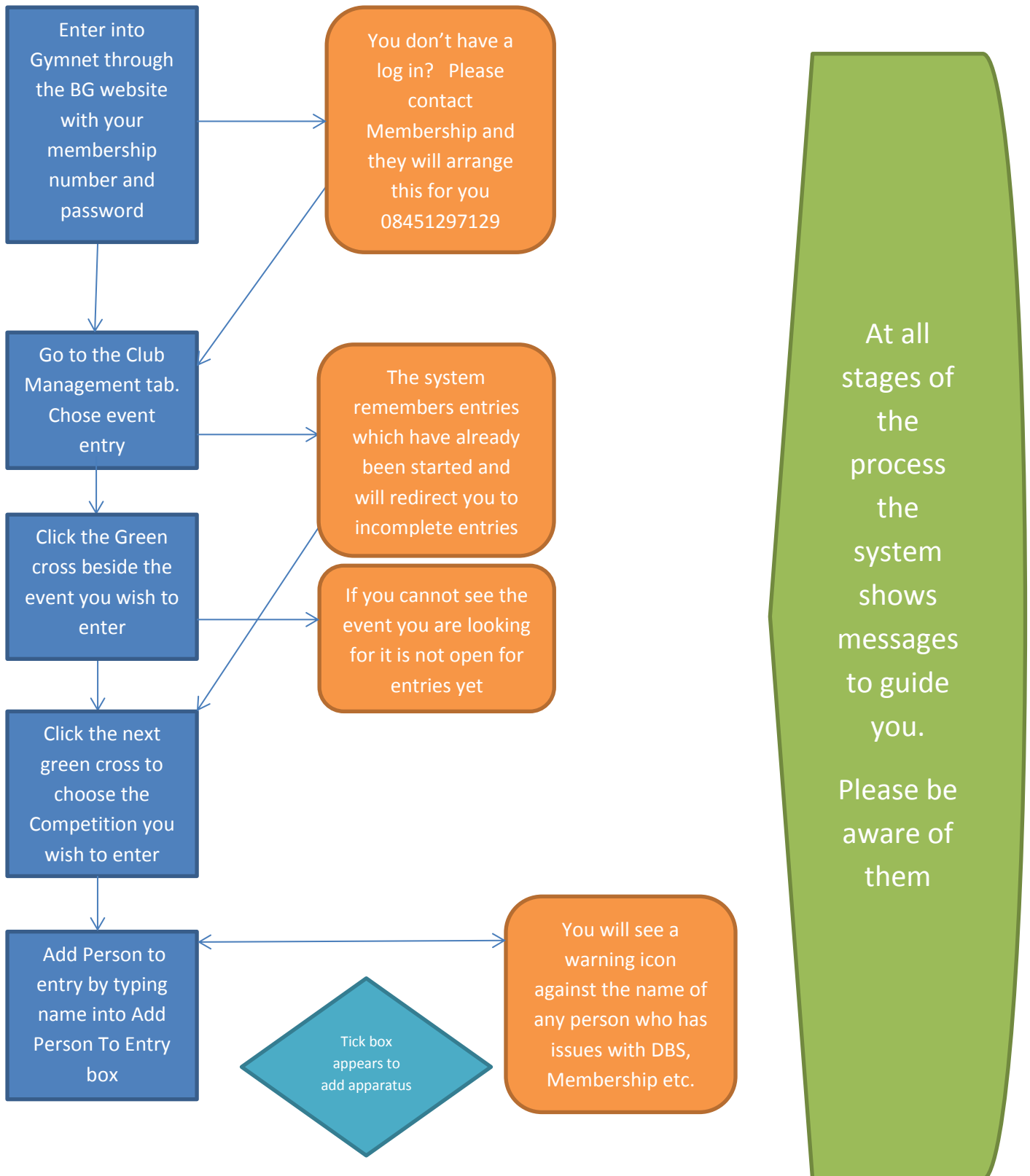
The new system allows you to add email addresses of all of the people you want to have a copy of your entry be it the Coach, Secretary or Welfare Officer, they can all be copied in!

Volunteers

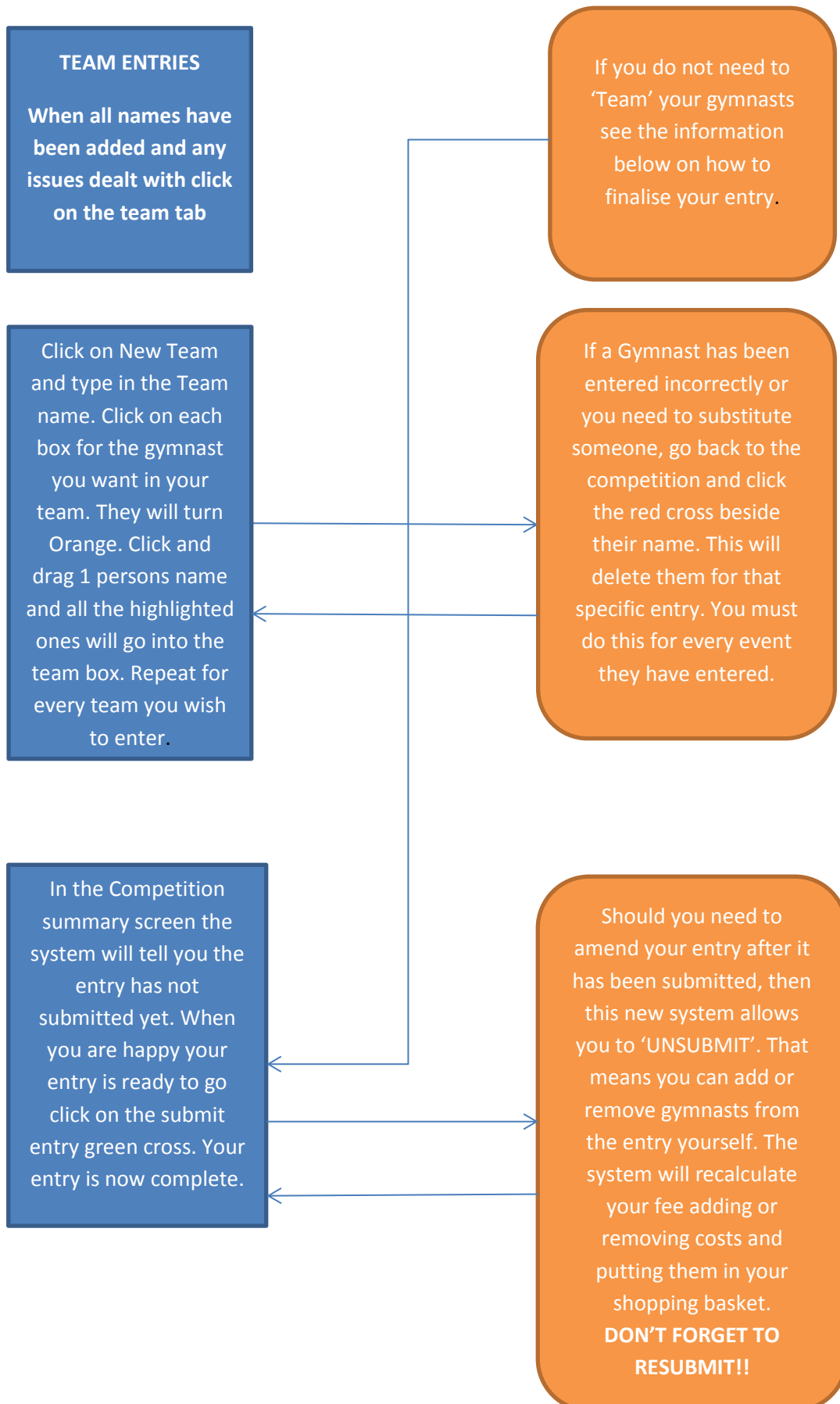
You now enter your volunteers through gymnet.

Add the volunteer to your Club membership then you will be able to choose them during the entry process.

Event Entry Process

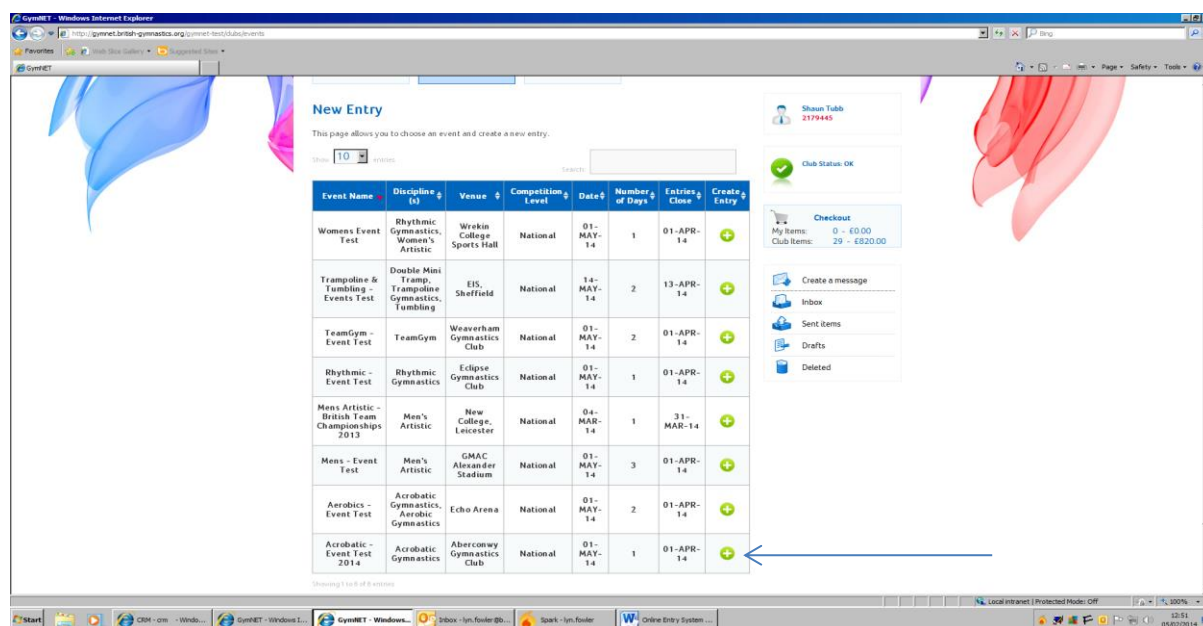



Event Entry Process Continued



Event Entry

This the New event entry screen. It's clean, clear and easy to use.




Click on the green cross  beside the event you wish to enter

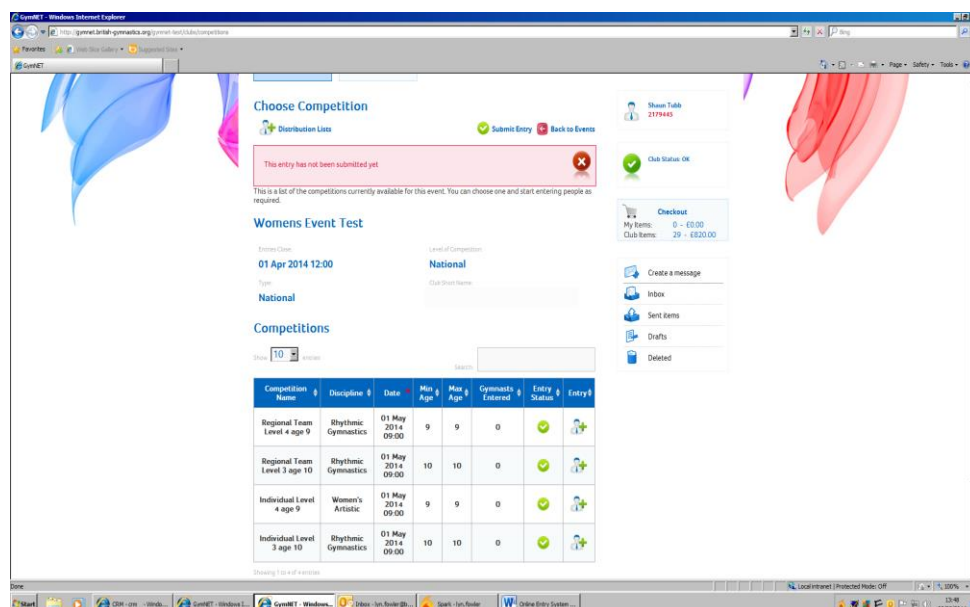
Making your entry

You will find yourself on a screen entitled 'GymNet – Event - Competition'.

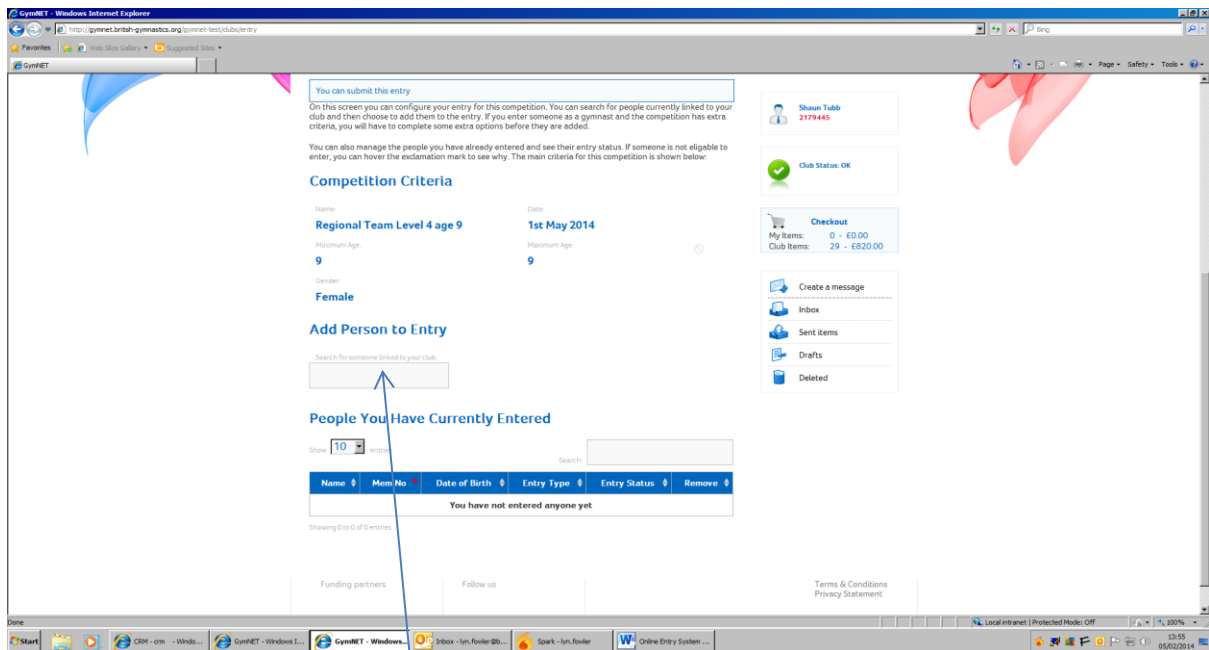
This is your summary screen and will show the status of your entry.

Please note that the online system remembers part completed entries so if you are returning to an entry rather than creating a new entry you will need to click on the CURRENT ENTRIES tab rather than starting a new entry


To begin your entry click on the green cross icon  beside the competition you wish to enter

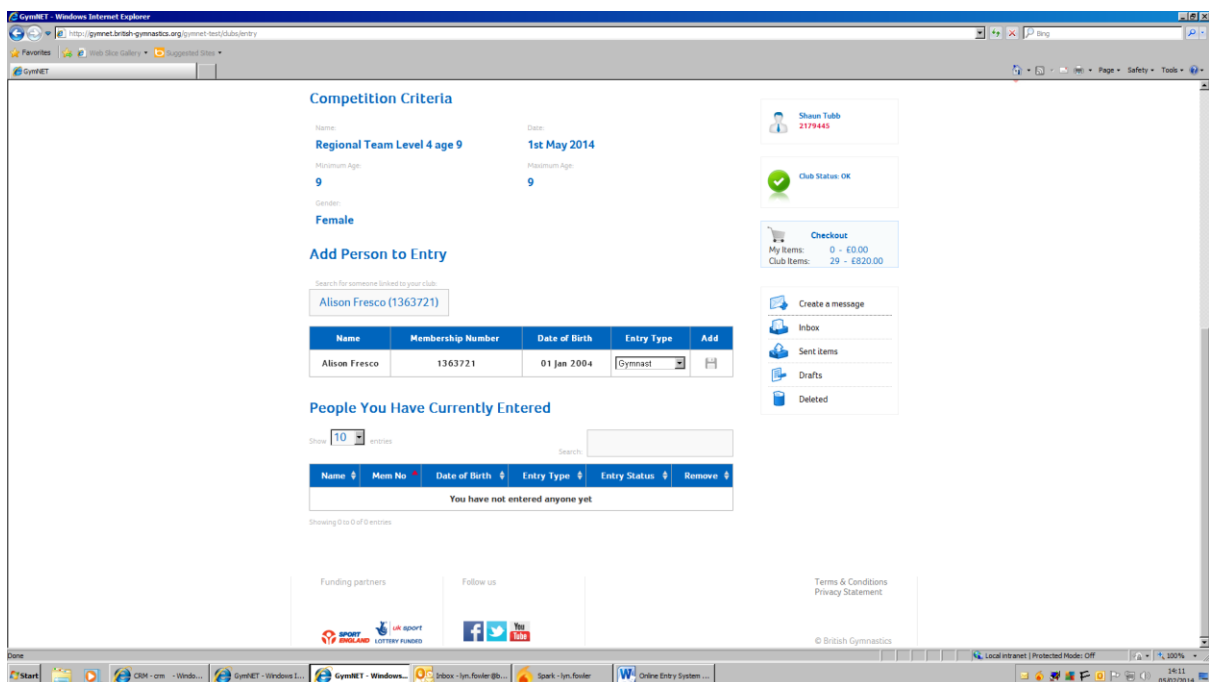


Adding gymnasts



Start typing your gymnasts name and after the second letter a list will appear of the gymnasts you can pick from with the same letters

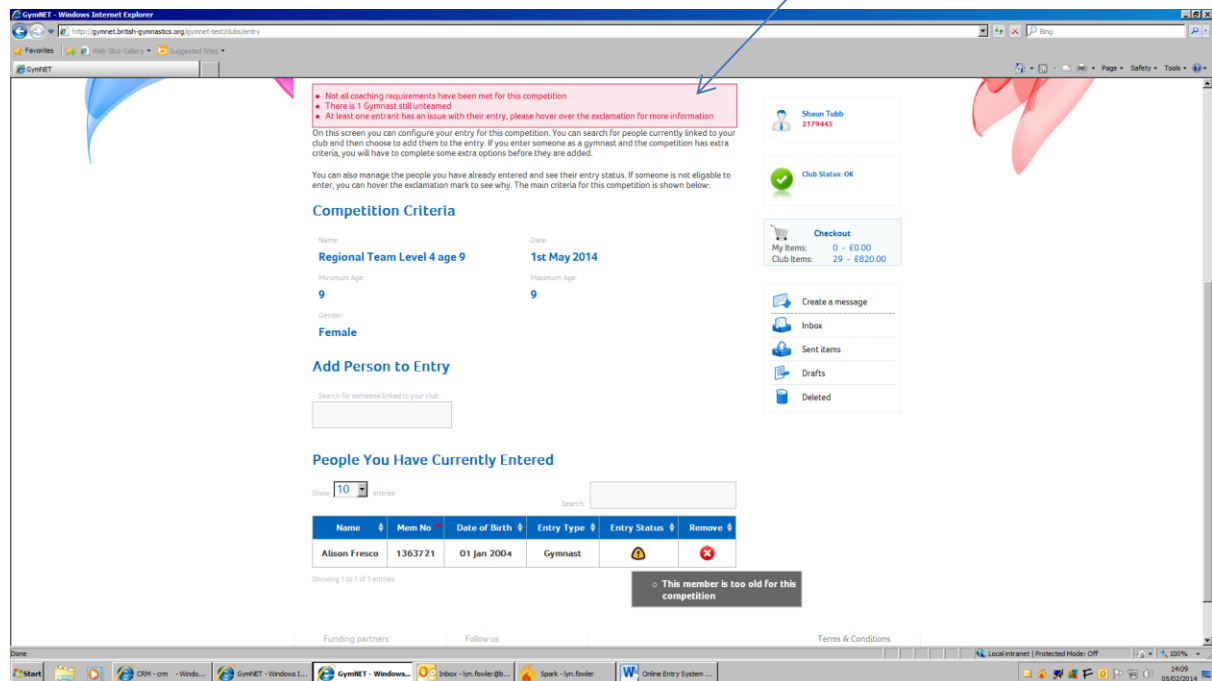
When you have chosen the name of your gymnast/coach/judge – from the drop down chose the position they will have at the event i.e. gymnast/coach/judge/volunteer then click on the file icon  to add them to the event



- If the competition uses several pieces of apparatus please tick the appropriate boxes to indicate which pieces are being performed. These appear in a separate screen when you have clicked on the file icon
- For team entries it is often possible to nominate a reserve. Enter the names along with everyone else, they are teamed differently in this system.

Once you have entered your gymnast/coach/judge the name appears in a screen below

At all stages the system shows messages, please be aware of them



This icon tells you there is a problem with the person you have entered or your entry as a whole. If you hover over the icon the message revealed explains the issue. This can be because they are out of age for a competition, or they do not have the correct membership level for the event. Should you believe that we have incorrect details for the gymnast on our database, please contact the BG Member Services department to have these corrected.

If you are unable to find a gymnast name in the drop-down list then it is likely that they are not correctly attached to your club on our database, please check in the Club Management tab under Club Members. If they are missing you can add them in the same tab under Add Member

The entry system will not allow you to submit an entry without all the mandatory requirements being met. Hovering over this icon will list the things that are preventing the entry from being submitted.

Each event has different requirements for the number of coaches or judges that need to accompany an entry. All entries require at least one level 2 coach (please see handbooks for clarification) but not all entries will require judges or volunteers. *Events that are team competitions or that involve gymnasts being paired together, such as Acrobatics competitions, will also require these teams/partnerships to be 'Teamed'.*

When adding judges

As the regulations regarding supplying officials for events allow clubs to utilise the services of a judge from another club, it is possible to add the judge as a member of the club. This will be done prior to the entry being made to enable the enterer to choose them when making the entry. *Please note: Once the entry has been submitted an email will be sent to the Judge to ensure that they agree to stand for you, so you must secure the agreement of the person in question to officiate on your club's behalf before adding them to an entry.*

Adding Volunteers

Some disciplines will request volunteers.

If volunteers are required then you will be advised via your TC and the Competition handbook.

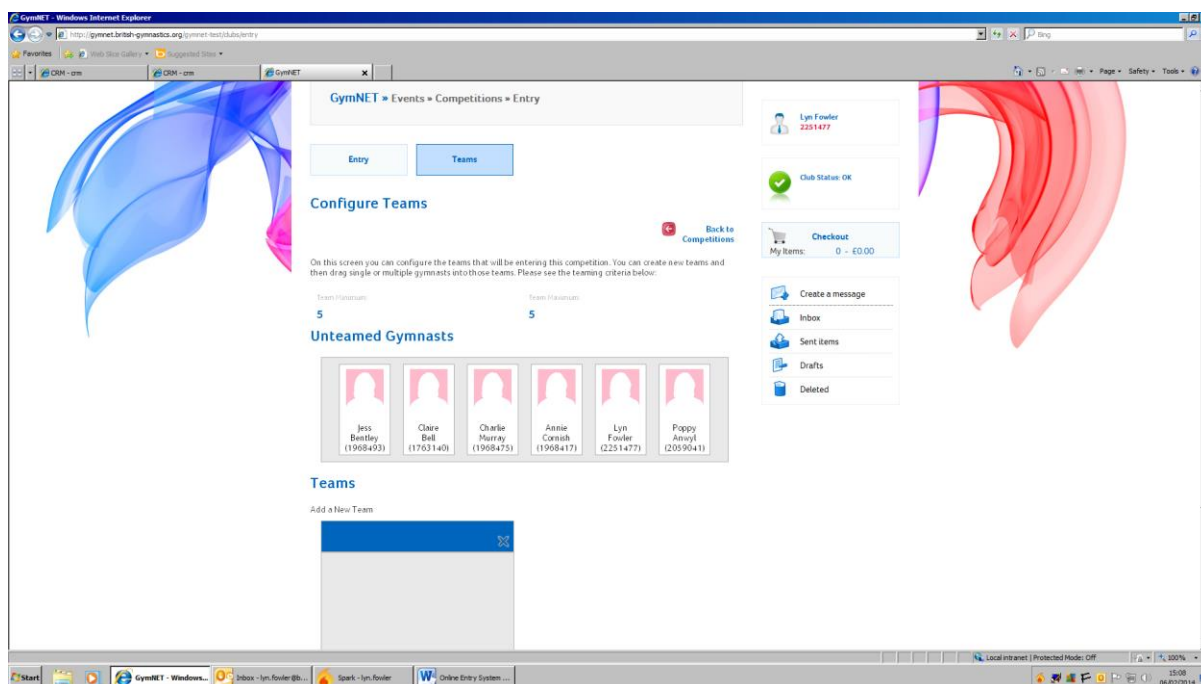
To add volunteers to your entry you must first add them to your membership list so they can be chosen in event entry in exactly the same way as you would chose a gymnast/coach or judge.

Grouping gymnasts

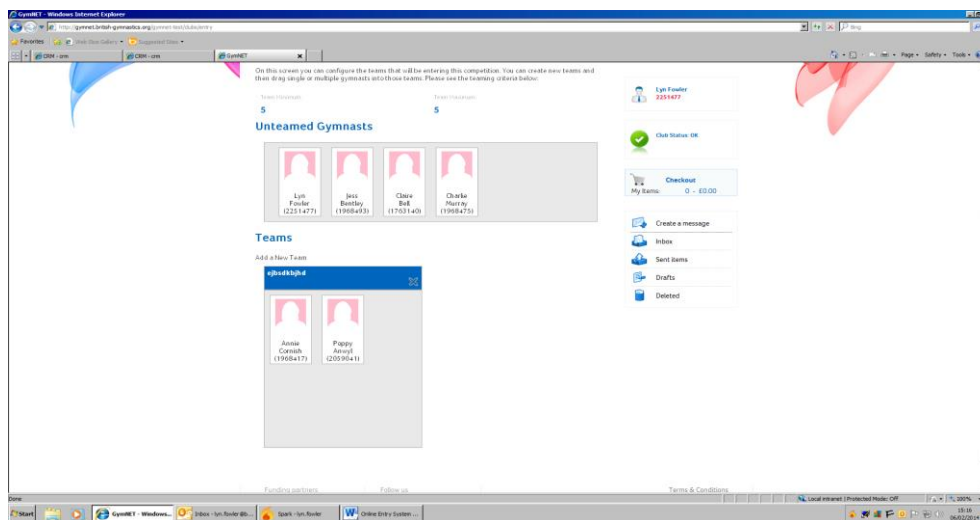
When making entries to team/partnership competitions, or those that include gymnast pairings (eg. Acrobatics), it is necessary to 'team' or 'Partner' the gymnasts in order for the system to correctly identify each gymnast.

See the FAQs for more information about Teams & Partnerships

- Click on the Team or Partnership tab




- You can then see the 'Un-teamed'/ partnered Gymnasts you have entered
- Click on add a New Team/Partnership and type in the Team/Partnership name
- Click on the boxes which contain the names of the Gymnasts you wish to enter in the team/partnership, they will go orange. Click and drag one box and they will ALL go into the team/partnership box below.
- If you are entering more than one team/partnership in a category, click the Add New Team/Partnership and follow the process again.



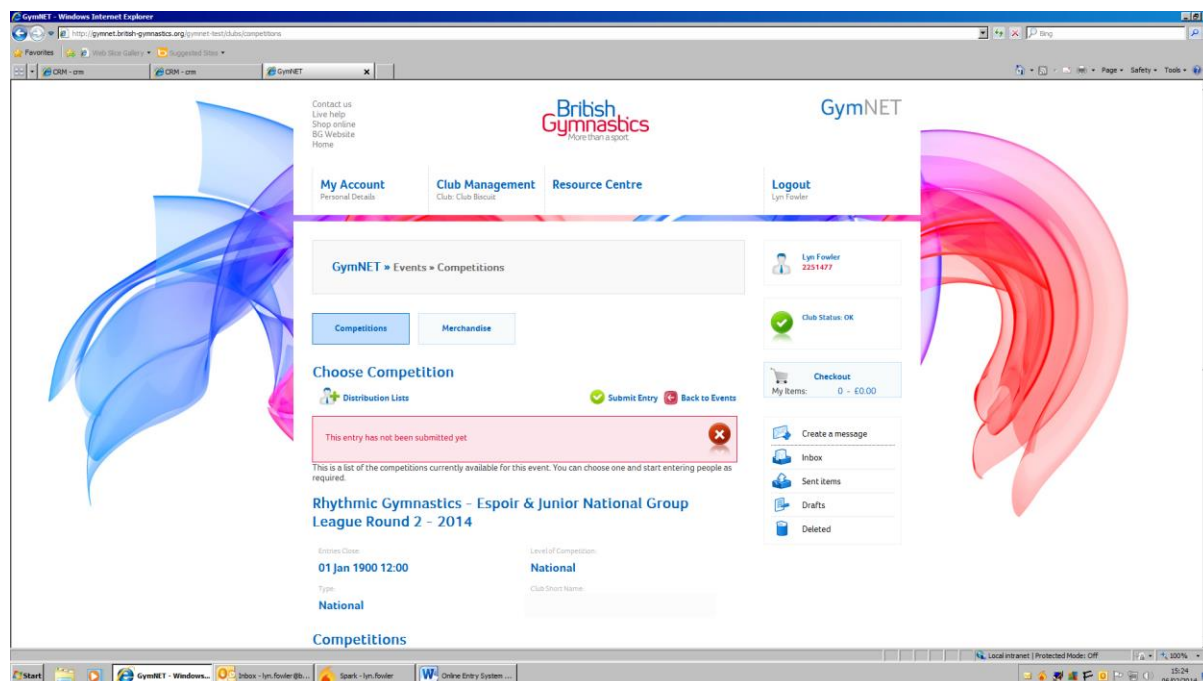
When all gymnasts are teamed or partnered click on the back to competition icon 


Removing people from an entry

If a person has been added to an entry incorrectly or there is a need to substitute a gymnast, go back into the competition where they appear and click on the  next to their name on the summary screen. This will delete the person from the entry. However, please be aware that *if the person has been added to multiple categories, each separate reference to their name will need to be removed.*

Submitting the entry

Once you have added everyone to your entry and any eligibility issues have been addressed, the 'Current Entry Status' in the middle of the summary screen should read; 'This entry has not yet been submitted yet'



When you are happy with the entry, click the 'Submit Entry'  and the entry will be final. Please check your entry carefully before submitting, as *changes may be refused by the Technical Committee after the closing date.*

Once your entry is submitted you will receive an automated email detailing the entry breakdown and informing you that the entry fee has been placed into your club's online BG shopping basket and payment is due

Should you need to amend your entry after it has been submitted, then this new system allows you to un-submit it. That means you can add or remove gymnasts from the entry yourself. Once the entry has been paid for then you can still make amendments and the system will recalculate your fee adding or removing costs and putting them in your shopping basket.

This can only be done until the entry has closed.

Do NOT forget to resubmit your entry!

Paying for the entry

National Events

For National Events, payment can be made online by BACs transfer, or Credit/Debit Card, by Club Secretaries and those with access to the club shopping basket.

For all National Events, payment should be received no later than 48 hours after the entry has been submitted.

Regional Events


For Regional Events, the system asks for a credit card payment before the entry may be submitted.

Late Entry Fees

In the unlikely event you are allowed to make a late entry, you may be charged an extra fee.

This will be added to your entry fee and payment will be required immediately after the entry has been submitted.


Appendix - Music Upload Instructions

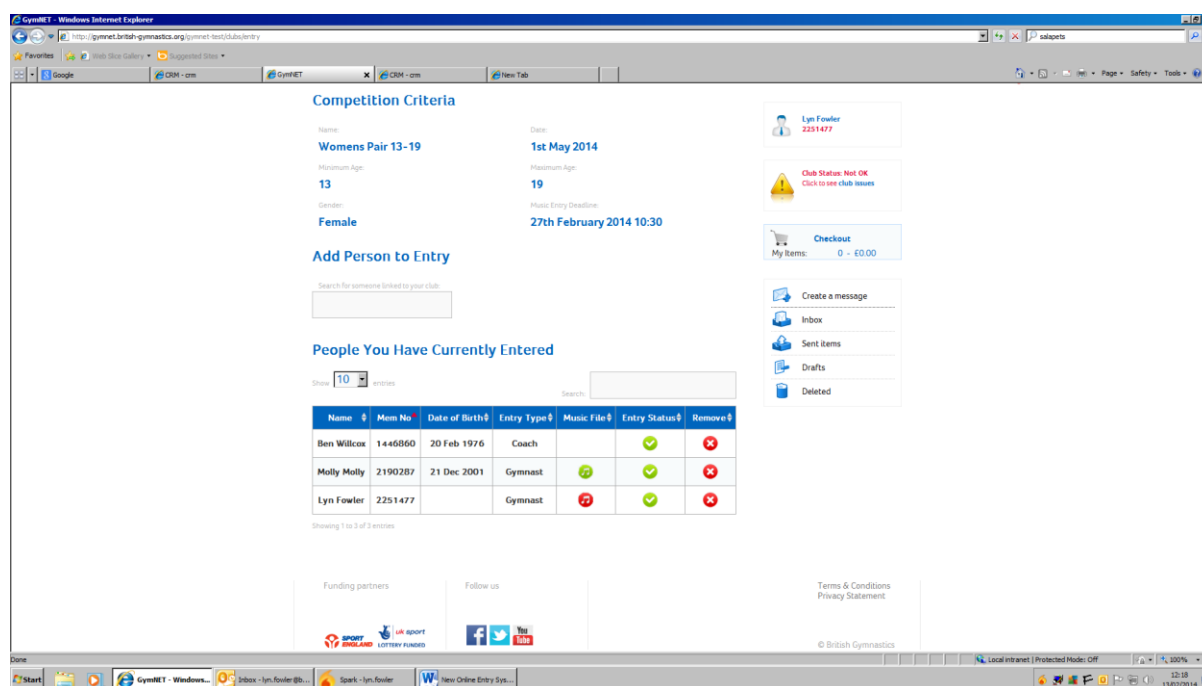
When you have input your gymnasts you will see this icon - .

Click on the icon and in this screen you can upload the 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 confirm it is correct by using the play button to listen to the uploaded version. A file can be changed as many times as you like as long as the deadline for music upload has not passed. If this gymnast does not require a music file please tick the Music not required option.

If you are uploading music for a partnership or group where one piece of music is for them all, then partner/group them before uploading the music then upload 1 piece against any gymnast in the partnership/group, and the music will cascade to the other gymnasts.

When you have completed uploading your music the icon becomes green  indicating the music upload is OK.



The screenshot shows the GymNET website interface. The main content area is titled 'Competition Criteria' and lists details for the 'Womens Pair 13-19' event, including the date '1st May 2014', minimum age '13', gender 'Female', and music entry deadline '27th February 2014 10:30'. Below this is a section 'Add Person to Entry' with a search box. The 'People You Have Currently Entered' section displays a table of entrants:

Name	Mem No	Date of Birth	Entry Type	Music File	Entry Status	Remove
Ben Wilcox	1445860	20 Feb 1976	Coach		✓	✗
Molly Molly	2190287	21 Dec 2001	Gymnast		✓	✗
Lyn Fowler	2251477		Gymnast		✓	✗

Below the table, it says 'Showing 1 to 3 of 3 entries'. The right sidebar contains user information for 'Lyn Fowler' (2251477), a 'Club Status: Not OK' warning, a 'Checkout' button showing 'My Items: 0 - £0.00', and a list of links: 'Create a message', 'Inbox', 'Sent Items', 'Drafts', and 'Deleted'. The footer includes 'Funding partners' (Sport England, UK Sport Lottery Funded), 'Follow us' (Facebook, Twitter, YouTube), 'Terms & Conditions', 'Privacy Statement', and '© British Gymnastics'.

Music for Regional Entries

Clubs who have been entered by their Region for a competition, have the ability to upload their own gymnasts music by logging onto event entry in gymnet and clicking on the music tab. This will bring forward events where music is required by your gymnasts. To upload, follow information above.

Frequently Asked Questions

Q. Where do I get my access to enable me to make entries?

A. Contact Membership 03451297129

Q. When I put a particular gymnast into the entry I see the warning icon. Why?

A. Hover over the warning icon and a message will appear telling you what is wrong with persons entry. Contact Membership for problems with Membership, DBS or Safeguarding.

Q. I cannot 'Team' or 'Partner' my Gymnasts

A. Go to the Team or Partnerships tab. Create a team/partnership box. Click the icon representing each member of the team/partnership you want to put together. They will turn orange. Click and drag on each persons icon and all of them will move so you can place them in the correct team/partnership.

Q. What is the difference between Team and Partnerships for 'Teaming' purposes?

A. Teams are i.e. Men's and Women's Artistic and Partnerships are Trampoline Synchro and Acrobatics.

Q. What do the new symbols mean?

A.  = Back to the Competition,  = Enter into Event  = Enter into Competition,



=Warning there is something wrong

Q. How do I pay for my entry

A. Please see page 13