National Community Games have developed an Online Registration System which incorporates the previous paper panel form onto a secure encrypted online platform.

Key features of this Online Registration System are as follows -

- Participants who enter multiple events at Area, County or National Level require their details to be only ever entered once.
- Once the Participant’s Date of Birth is entered the System automatically calculates both the under and Over ages and automatically highlights if a participant does not match the criteria of a particular Panel.
- Specific requirements with respect to Gender and whether an all-Boys/Girls or Mixed Panel will also be monitored and the System will generate warning messages to highlight the user of a conflict.
- The Online System will also calculate the Maximum and Minimum required on a Panel and highlight any associated errors.
- A detailed list of County Competition closing dates will also be available on the Area Home Page.
- A user friendly “drag and Drop” feature has being created to simply select the Participant with a PC mouse and drop onto the Online Panel.
- Automatic Submission of Panel to County Secretaries upon saving entry. Likewise County to Provincial / National.
- All Panels can be fully viewed and printed / saved where necessary.
- A unique Registration ID for all Participants will now be available at Area level and detailed on the Panel. It will follow the unique Car Registration system. Example LD - Longford.
- For those who have Smartphones, this System is fully operational on these devices also.
All Area Secretaries and Counties who have submitted their 2015 Affiliation form will receive a new [Communitygames.info](http://Communitygames.info) email address which **must** be used for all Community Games Correspondence.

This email is different from the majority of email systems currently in use in that it is fully encrypted which provides for enhanced security for transmission of correspondence from Areas to Counties/National etc.

All Areas will receive an email from National requiring them to answer 3 security questions which will be used to validate the authenticity of any callers to our dedicated Technical Support line.
Login screen

- The User will login by entering the username and password that will be provided.

- Proceed to press the “Log In” button highlighted below.
Once logged-in this will then bring you to the Homepage whereby you can View Messages from National / County. View Upcoming Closing dates and Connect to other Community Games sites.
Add Participant

In order to add a Participant to a Particular Event please follow the steps below

- Select which type of Event you wish to enter a Participant (i.e. relay, team or squad), in this Example we will select Enter Individual to add a Participant to an Individual Event.
Once you have clicked on Enter Individual the following Screen appears.

Proceed to select from the drop down list highlighted below which Event you wish to add a Participant to.

This List will contain all Individual events that is contained in the National Community Games program of Events. Proceed to Select Start Adding Players also
Once you have selected the **Start adding Players** tab, the following Screen appears (This is the main screen which manages the addition of Participants and creation of the Online Panel).

In the Example Below we have selected the Individual Event ART U12 over 10 Boys Panel.
To add a participant, you should firstly determine whether a Boy or a Girl is to be added to the Online Panel.

If you have selected a Boys only Event - Such as Art U12 Boys, then in this case you must first select the Boys tab and then click the “+” symbol tab.
A pop-up screen will then appear which will require you to enter all the Participants details, as below

Simply fill out all details required above (*Please note in this System ALL Fields are Mandatory*)

**Take care to enter the correct date of Birth and Gender – this cannot be undone at a later stage.**
Proceed to Save Player

DOB must be entered to twice, to avoid errors!
The Participant will then be displayed in either the Boys or Girls “Available Participants” section on the Screen automatically.

Once done this step never has to be repeated. The Participant is readily available for all Panels relevant to his/her age category. All participants added to the Database appear in the above screen.

Here you can see the Participant “Alan Hoysted” is now added to the Database.
Add Manager

To add a manager to a team, you should click the Manager tab first and then select the “+” symbol just as you did when you added a participant above.
A pop up screen for Add Manager will appear as follows - Please proceed to fill in all the Mandatory Fields and proceed to select Save.
Once you have selected Save Manager the Managers name appears in the “Available Participant” section.

Simply select the Manager tab and the details of all Managers added to the System shall appear.

See details below. In this example the Manager, Michael Hoysted has been added to the database along with the other Managers.

**Reminder: The system will not let you save unless all the fields (First Name, Surname, Phone, Email and Address are filled in on the screen shown above).**
Creating the Online Panel

- The next step is to populate your Online Panel. Remember the Event selected above (in that case Art U12 boys) will be the Panel available to populate.
- However, if you wish to create a different Panel simply go back into the Enter Individual/Team/Squad /Relay and select again.
- The Online Panel will display the number of entries per Area eligible to proceed to County.
- This is controlled and set by your County Executive (see next screenshot).
- An Area can add the minimum number of Participants or the Maximum. In this case below for Art U12 Boys the County has set the maximum number as 2 Entries per Area.
Additionally National Community Games require that the number of Participants which took part in the selected Activity be recorded on this Online Panel. This is to provide National with a more accurate account of our Activities Nationwide.

Simply enter in the number of Participants as indicated below.
To Add a Participant - Simply using the Mouse, click on the Name of the Participant you want and drag to the online Panel as detailed below.
Once the correct Information has being entered and there are no errors and warnings the System will indicate a green light which allows you to proceed to save Entry.
From the previous example above, you can see that the following criteria has been met -

A Drag and Drop of the name(s) of the Participant meeting the criteria of the Panel (Correct Under/Overage, Gender)

Number of Participants that took part at Area level in that specific Competition correctly entered.

Manager Name added.

**Immediately your County Secretary will have received this information. Your Online Panel is now completed and submitted.**

NB: If you select a Participant who is either too young or too old for the Event selected, the Participant will flash red indicating that the Participant selected does not meet the criteria of the Panel.

In this example below the Participant Joe Bloggs was added to the Panel. However as he is U9 and the Panel criteria is U12 and Over 10 the Participant details flash red indicating an error.

Additionally in the error and warnings section on bottom right hand side on screen this message is also highlighted stating “There is 1 Underage Participant”.

The system does all calculations relative to the 31st July in the Year of National Competition and determines if a Participant is either Overage or Underage.
Deleting a participant from the panel sheet

Simply drag to the recycling bin!

The Participant details are **NOT deleted** but simply added back into the available participants section for selection at a later date for a different panel if required.
Likewise if the Incorrect gender for the Panel is selected for Example - A Girl participant is selected for a Boys Panel the System will also identify this and the Participant details will flash red along with the Error Message indicating “This is a boys competition please remove any girls from the List”
Relay/Squads and Teams

For All Team entries and Relay / Squads - the procedure is exactly the same, you simply Select Relay / Squads to enter a relay or a Swim Squad or for a Team select Enter Team for all Team Events.

The same procedure follows as detailed above.

The Online Registration System will calculate the age of each Participant, the Gender, and the Minimum and Maximum number of Participants required for each Panel etc. For Example in Tag Rugby it will require that 2 girls be added to the Panel before allowing you to save Entry.
View Individual/Relay-Squads/Teams

In these tabs the Area Secretary has the ability to view all entries submitted on an online printable Panel sheet.

In the Example above we entered Participants in the Boys Art U12 over 10 Event.

If we select the View individual Tab the following screen appears.
In order to view the Panel submitted, simply select the panel using the mouse and select.

This will then display the panel as detailed below

**Note the following Features -

- First Name
- Last Name
- Gender
- Automatic Participant ID Number
- Team Manager Name and Details

The option to either save this entry or Print this entry is available by moving the Mouse to bottom right hand side screen and these functions will automatically appear.
CHANGES

The Edit Function, as highlighted below, allows the User to make changes to the Panel submitted BEFORE the closing date as set by the County Executive.
Once selected this brings the user back to the Online Panel Screen allowing Users to recycle Participants and replace if required. Again before the County Closing Date.
Pick Team Tab

In a lot of Counties, Participants at Area level are allowed to compete in multiple Events (Individual/Teams etc.).

It is not unusual to find the same Participant competing in, a Chess, Tag Rugby and Table Tennis Team.

However Once the County Competitions have been held the Participant must make a choice on which of these Teams he/she wishes to go forward to Provincial to represent their County.

In order to facilitate this on the Online Registration System, the following occurs,

- The County Secretary must input those Areas going forward to represent their County at Provincial.
- When this is done the System performs a scan of all Participants that are on a winning team and identifies any Participant on more than one team. It records this.
- The Area Secretary must then proceed to their page and select the Pick Team tab as indicated on the next slide.
When Pick team is selected, the User is brought to the following Screen below.

![Screen Screenshot]

<table>
<thead>
<tr>
<th>Participant</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maleachi Heywood - AMG</td>
<td>Select Preference</td>
</tr>
<tr>
<td>Michael Heywood - AMG</td>
<td>Badminton U19 &amp; O12 Boys Longford</td>
</tr>
<tr>
<td>Stephen Heywood - AMG</td>
<td>Chess U16 &amp; O12 Boys/Girls/Wildcard Longford</td>
</tr>
</tbody>
</table>
If a Participant is on more than one Team it will be displayed here, otherwise it will display a blank page.

In the example below you can clearly see that there are several teams with the same Participant. The User simply selects the Team the Participant wishes to go forward in and once selected, the System will flash Updating/updated temporarily.

The County/Provincial System has now being updated.

**It is Important to Note that this should only be done when an Area is 100% positive that the Participant wishes to proceed with that Event. There is no option to undo this.**
Automatically when the User completes this action, the System then puts a Line through the name of the Participant and highlights the Name in red, Indicating that this Participant is on the Panel but not eligible to Compete as he/she is competing on another Panel at Provincial.

Please see Example below. You can see in this Example that Participant Martin Hoysted was a strikethrough on the Project team.

<table>
<thead>
<tr>
<th>National Community Games 2015</th>
<th>Team Manager: Enda Hoysted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project U16 &amp; O6 Boys/Girls/Mixed</td>
<td>Address: ardfogh Longford</td>
</tr>
<tr>
<td>COUNTY: Longford</td>
<td>Phone: 0873333</td>
</tr>
<tr>
<td>AREA: AMG</td>
<td>Email: <a href="mailto:mndq@hotmail.com">mndq@hotmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Participant ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malachy</td>
<td>Hoysted</td>
<td>B</td>
<td>LD-AMG2-0539</td>
</tr>
<tr>
<td>Martin</td>
<td>Hoysted</td>
<td>B</td>
<td>LD-AMG2-0564</td>
</tr>
</tbody>
</table>

Last updated: 3rd Feb 2015
Need Help?

**Contacting Support**
You can contact support by sending an email in first instance to helpdesk@communitygames.info and leaving a detailed comment or if the query is urgent you can call the help line which is available;

Tuesday, Wednesday, Thursday & Friday 10:00AM - 1:00PM Telephone: 090 64 33392

**Forgot your password**
If you have logged on to the system before and you are unable to gain access due to forgetting your password, you should contact the support team at the National HQ at 090 64 33392