

How To:

Register your team!

**A STEP-BY-STEP GUIDE FOR
NEW MANAGEMENT**



WHAKATĀNE JANUARY
TOUCH TOURNAMENT





WHAKATĀNE JANUARY
TOUCH TOURNAMENT



Introduction

This guide is for Team Management who do not have an active account on our website portal system

Follow the steps to complete the online team registration process

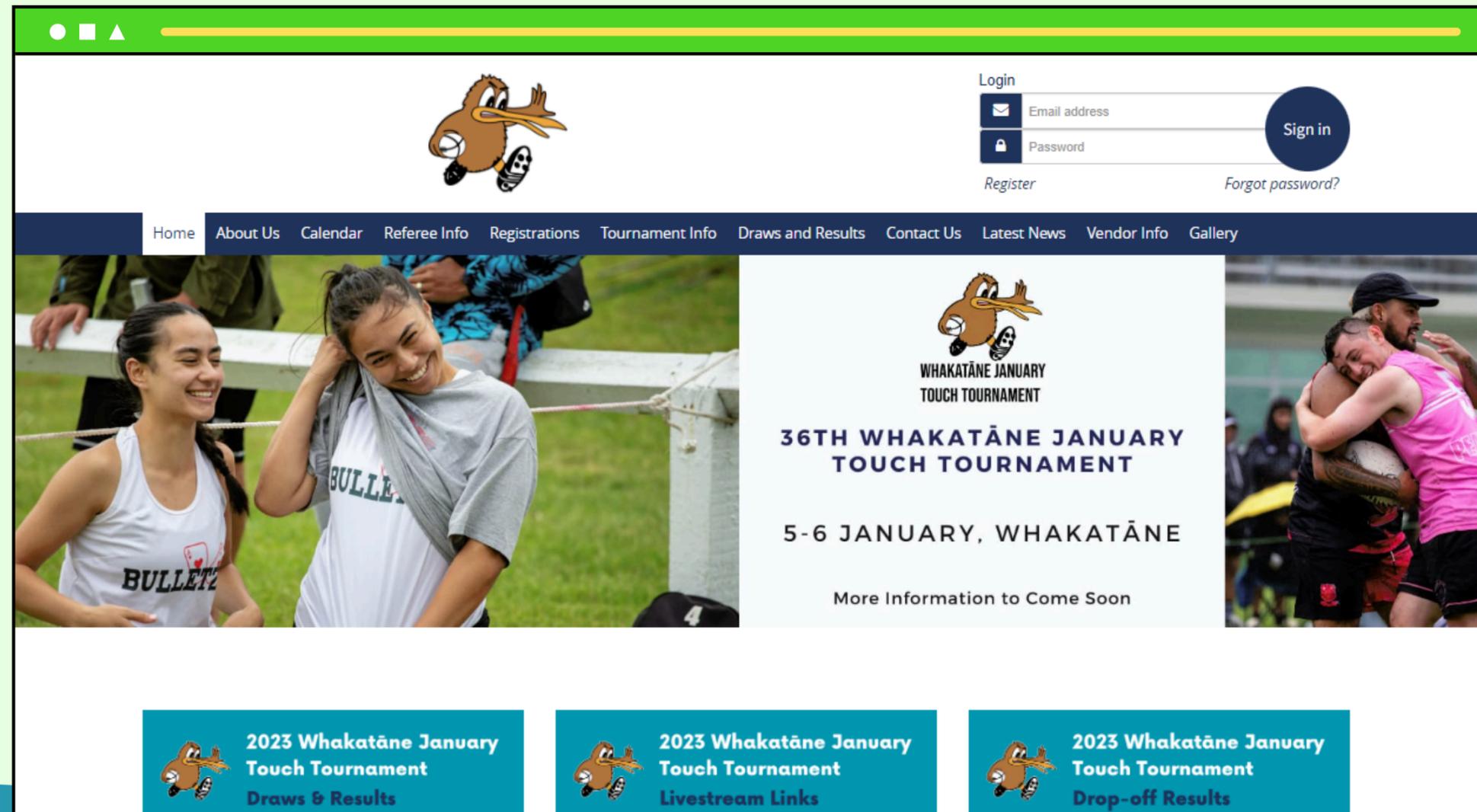
If you do have an active account on our portal system, please refer to our guide for returning Team Management



Step 1: Visit Our Website

Get started by going to our official tournament website:

<https://whkjantournament.co.nz/>



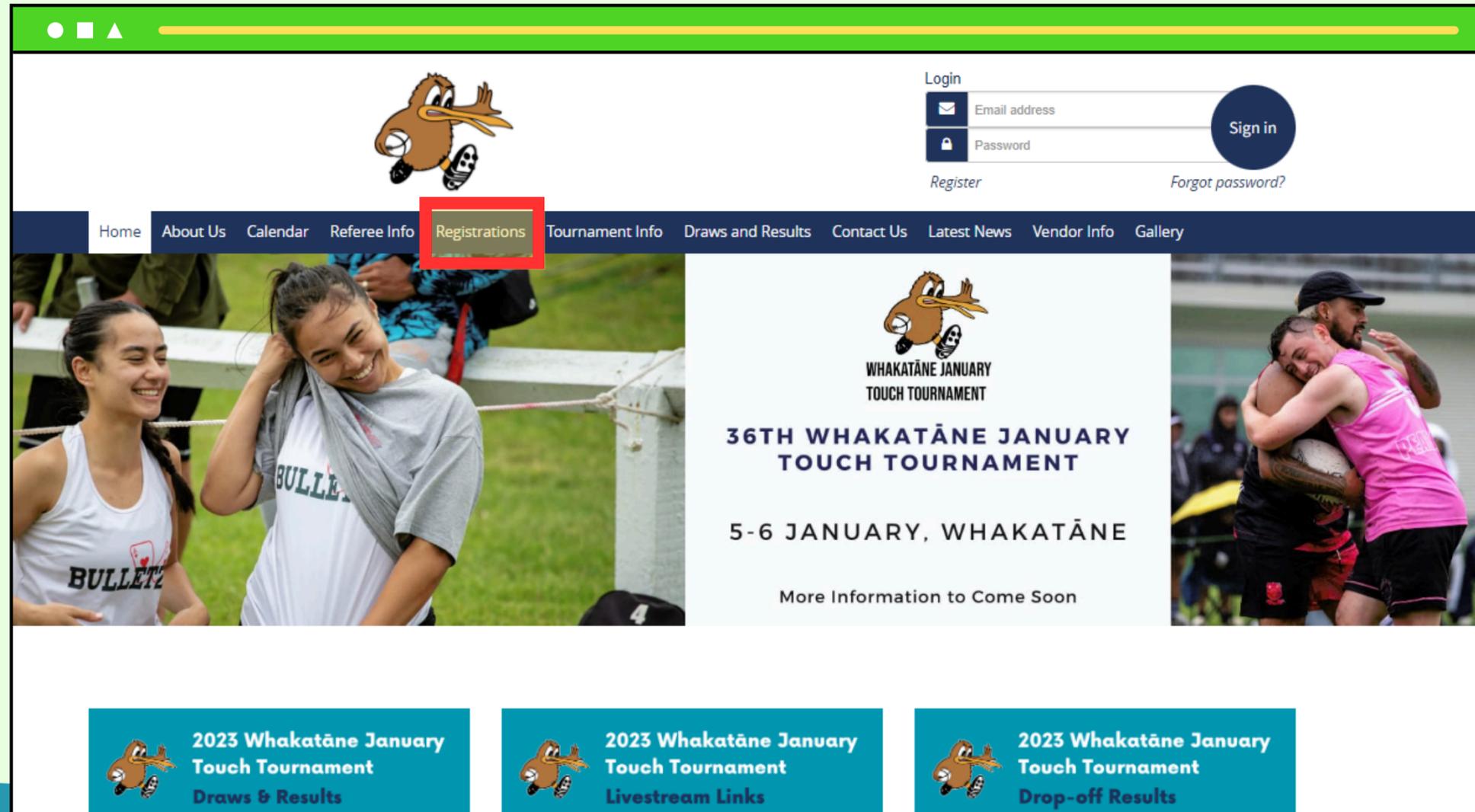
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Step 2: Register into Our Website System

Management who have never registered into our website system are required to create an account. To do this, click on "Registrations" tab.

NOTE: You cannot create a new account until after team registrations have been opened.



The screenshot shows the website's navigation menu with the 'Registrations' tab highlighted in a red box. The page features a login form with fields for 'Email address' and 'Password', a 'Sign in' button, and links for 'Register' and 'Forgot password?'. The main content area includes a banner for the '36TH WHAKATĀNE JANUARY TOUCH TOURNAMENT' held on '5-6 JANUARY, WHAKATĀNE', with a note that 'More Information to Come Soon'. Below the banner are three buttons: '2023 Whakatāne January Touch Tournament Draws & Results', '2023 Whakatāne January Touch Tournament Livestream Links', and '2023 Whakatāne January Touch Tournament Drop-off Results'. The website's logo, a cartoon kiwi, is visible in the top left and bottom right corners.

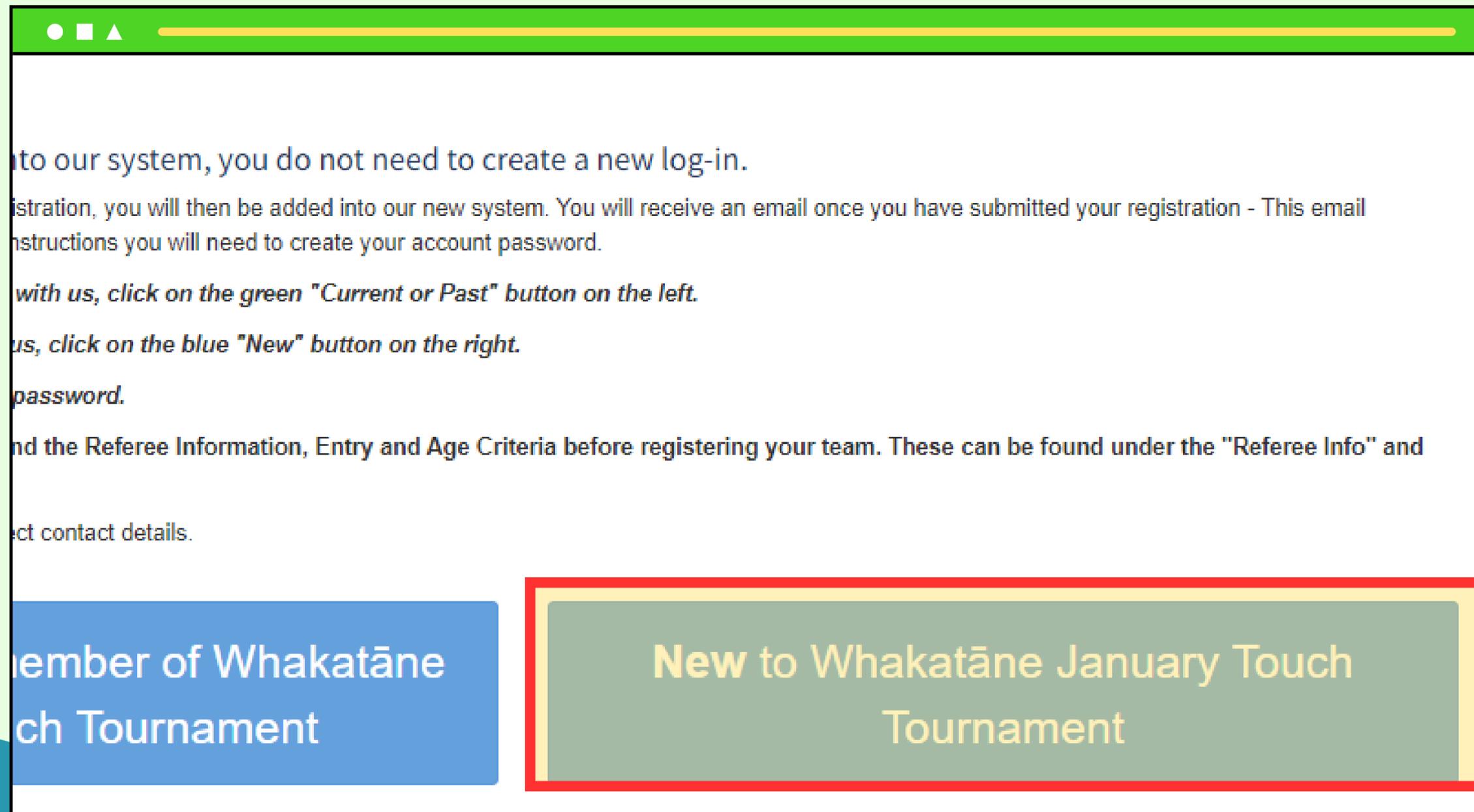


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Step 3: Select The Correct Form

As you are registering for the first time, select the "New to Whakatāne January Touch Tournament" button



to our system, you do not need to create a new log-in.
istration, you will then be added into our new system. You will receive an email once you have submitted your registration - This email
nstructions you will need to create your account password.
with us, click on the green "Current or Past" button on the left.
us, click on the blue "New" button on the right.
password.
nd the Referee Information, Entry and Age Criteria before registering your team. These can be found under the "Referee Info" and
ect contact details.

Member of Whakatāne
ch Tournament

**New to Whakatāne January Touch
Tournament**



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Step 4: Register Your Team

Select the "Team Registrations" button

Team Registrations

For registering teams into the tournament

Referee Registration

For all referees



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Step 4: Enter Your Details

Complete all the fields in the registration form. It's important that you complete all the form fields.

Step 1 Step 2
Terms & Conditions Step 3
Summary

Personal Details

First Name	<input type="text" value="First Name"/>	Last Name	<input type="text" value="Last Name"/>
Gender	<input type="text" value=""/>	Date Of Birth	<input type="text" value="dd/mm/yyyy"/>
Phone	<input type="text" value="Phone"/>	Email	<input type="text" value="Email"/>
Alternate Phone	<input type="text" value="Alternate Phone"/>	Medical Notes	<input type="text" value="Medical concerns only, leave blank"/>

Address

Street	<input type="text" value="Street"/>	Suburb	<input type="text" value="Suburb"/>
City	<input type="text" value="City"/>	Post Code	<input type="text" value="Post Code"/>

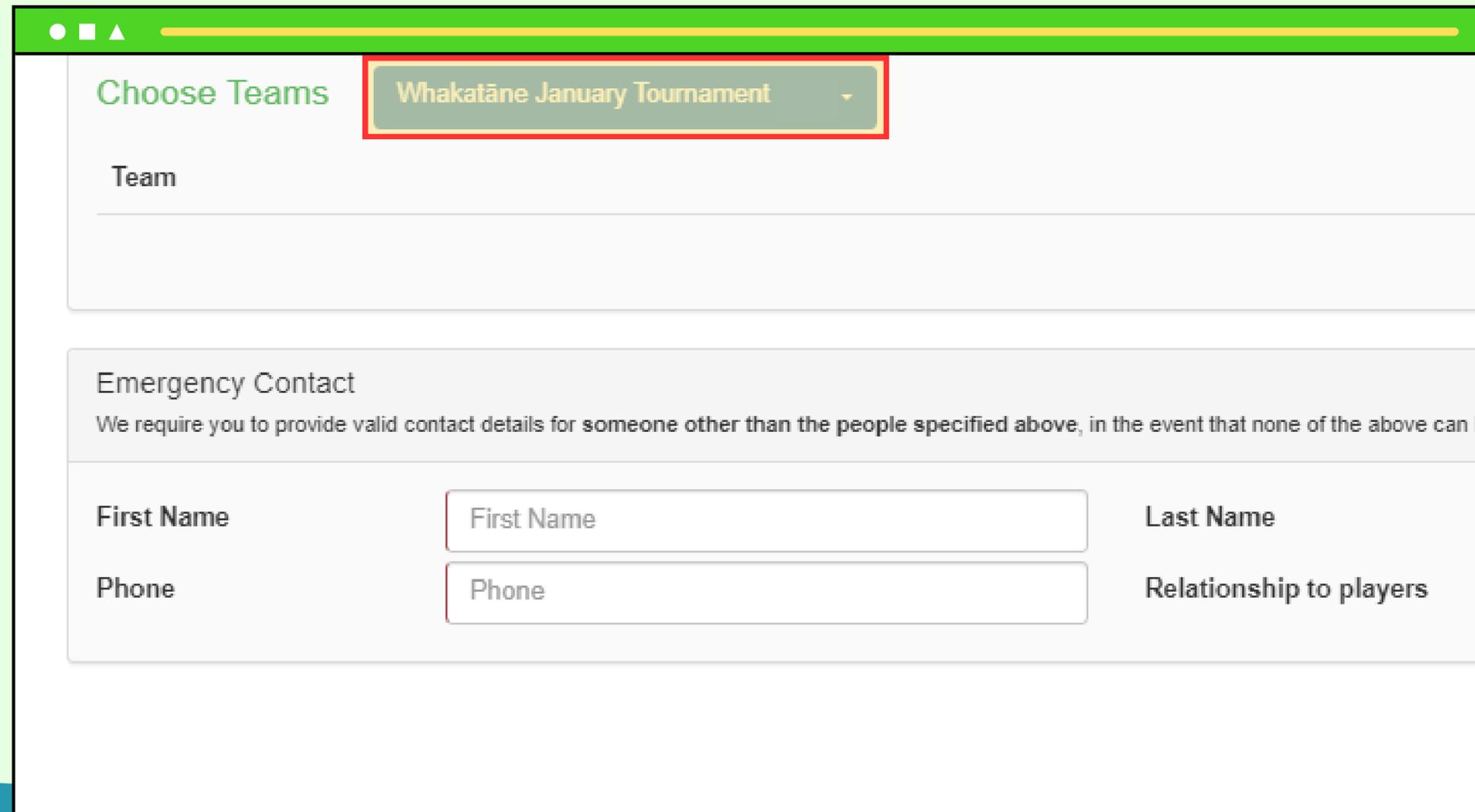


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Step 5: Select Your Team Grade

To select your team grade, select the "Whakatāne January Touch Tournament" drop-down button then select your grade from the drop-box options before proceeding to the Terms & Conditions page.



The screenshot shows a web browser window with a green title bar. The page content includes a "Choose Teams" section with a dropdown menu currently set to "Whakatāne January Tournament". Below this is a "Team" label and an empty input field. The "Emergency Contact" section contains a sub-header, a note about providing contact details, and four input fields: "First Name", "Last Name", "Phone", and "Relationship to players".

Choose Teams Whakatāne January Tournament

Team

Emergency Contact

We require you to provide valid contact details for someone other than the people specified above, in the event that none of the above can be

First Name Last Name

Phone Relationship to players

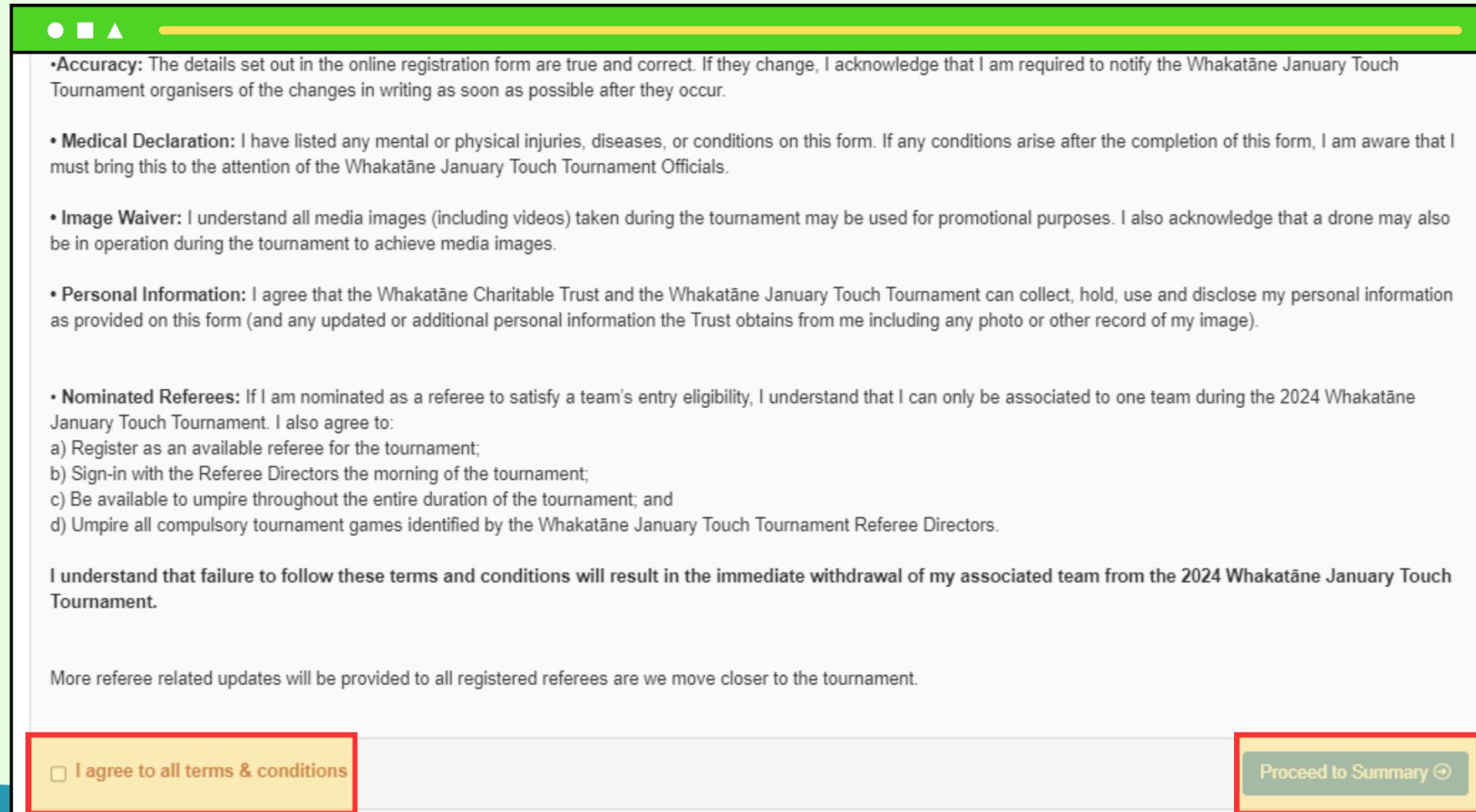


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Step 6: Read & Agree To T&Cs

Make sure you read and understand the T&Cs. Once done, check the agree box and proceed to the Summary page



• **Accuracy:** The details set out in the online registration form are true and correct. If they change, I acknowledge that I am required to notify the Whakatāne January Touch Tournament organisers of the changes in writing as soon as possible after they occur.

• **Medical Declaration:** I have listed any mental or physical injuries, diseases, or conditions on this form. If any conditions arise after the completion of this form, I am aware that I must bring this to the attention of the Whakatāne January Touch Tournament Officials.

• **Image Waiver:** I understand all media images (including videos) taken during the tournament may be used for promotional purposes. I also acknowledge that a drone may also be in operation during the tournament to achieve media images.

• **Personal Information:** I agree that the Whakatāne Charitable Trust and the Whakatāne January Touch Tournament can collect, hold, use and disclose my personal information as provided on this form (and any updated or additional personal information the Trust obtains from me including any photo or other record of my image).

• **Nominated Referees:** If I am nominated as a referee to satisfy a team's entry eligibility, I understand that I can only be associated to one team during the 2024 Whakatāne January Touch Tournament. I also agree to:

- a) Register as an available referee for the tournament;
- b) Sign-in with the Referee Directors the morning of the tournament;
- c) Be available to umpire throughout the entire duration of the tournament; and
- d) Umpire all compulsory tournament games identified by the Whakatāne January Touch Tournament Referee Directors.

I understand that failure to follow these terms and conditions will result in the immediate withdrawal of my associated team from the 2024 Whakatāne January Touch Tournament.

More referee related updates will be provided to all registered referees as we move closer to the tournament.

I agree to all terms & conditions

Proceed to Summary →



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Step 7: Submit Your Registration

Submit your registration by clicking the "Register" button.

The screenshot shows a registration form with the following elements:

- A header bar with window control icons (minimize, maximize, close) and a green progress bar.
- A section titled "ary" (partially visible).
- A table with columns "Team", "Season", and "Fee".
- A row with a hyphen "-" in the "Fee" column.
- A summary row showing "Fee Total: \$0.00".
- A section titled "ents" (partially visible).
- A text input field with the placeholder "any notes or comments you would like to add...".
- A dropdown menu labeled "gin details to:".
- A "Signup" button highlighted with a red border.



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ALL DONE!

Yay! You've completed your team registration.

You can sign into your account to update your details or manage your account.

If you are registering multiple teams, you will need to repeat the process for each team registration

Registration Complete!

Thank you for registering with the Whakatāne January Touch Tournament!

[Return to profile](#)



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