



How To:

Register your team!

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





WHAKATĀNE JANUARY
TOUGH TOURNAMENT

Introduction

This guide is for Team Management who have an active account on our website portal system

Follow the steps to complete the online team registration process

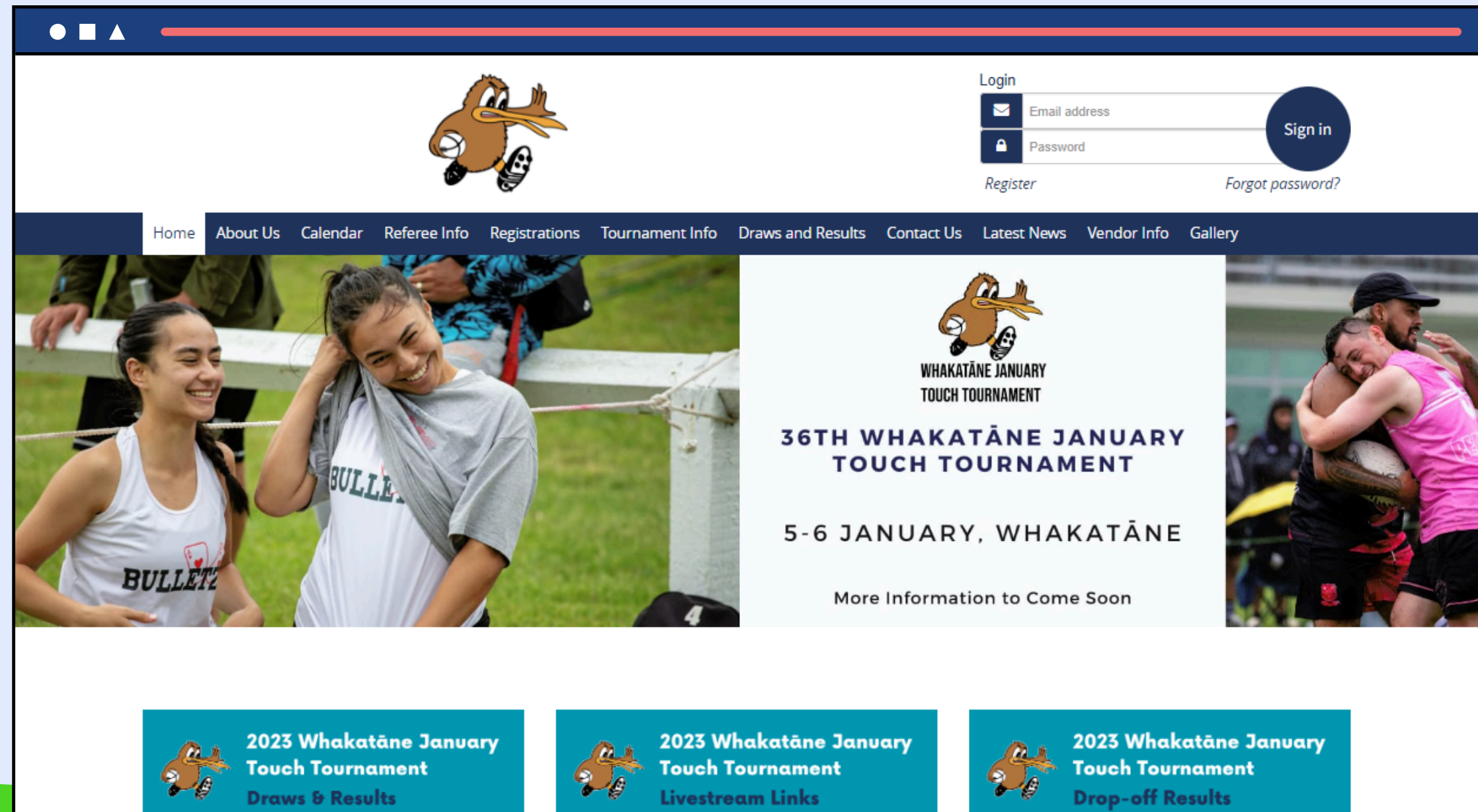
If you do not have an active account on our portal system, please refer to our guide for new Team Management



Step 1: Visit Our Website

Get started by going to our official tournament website:

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



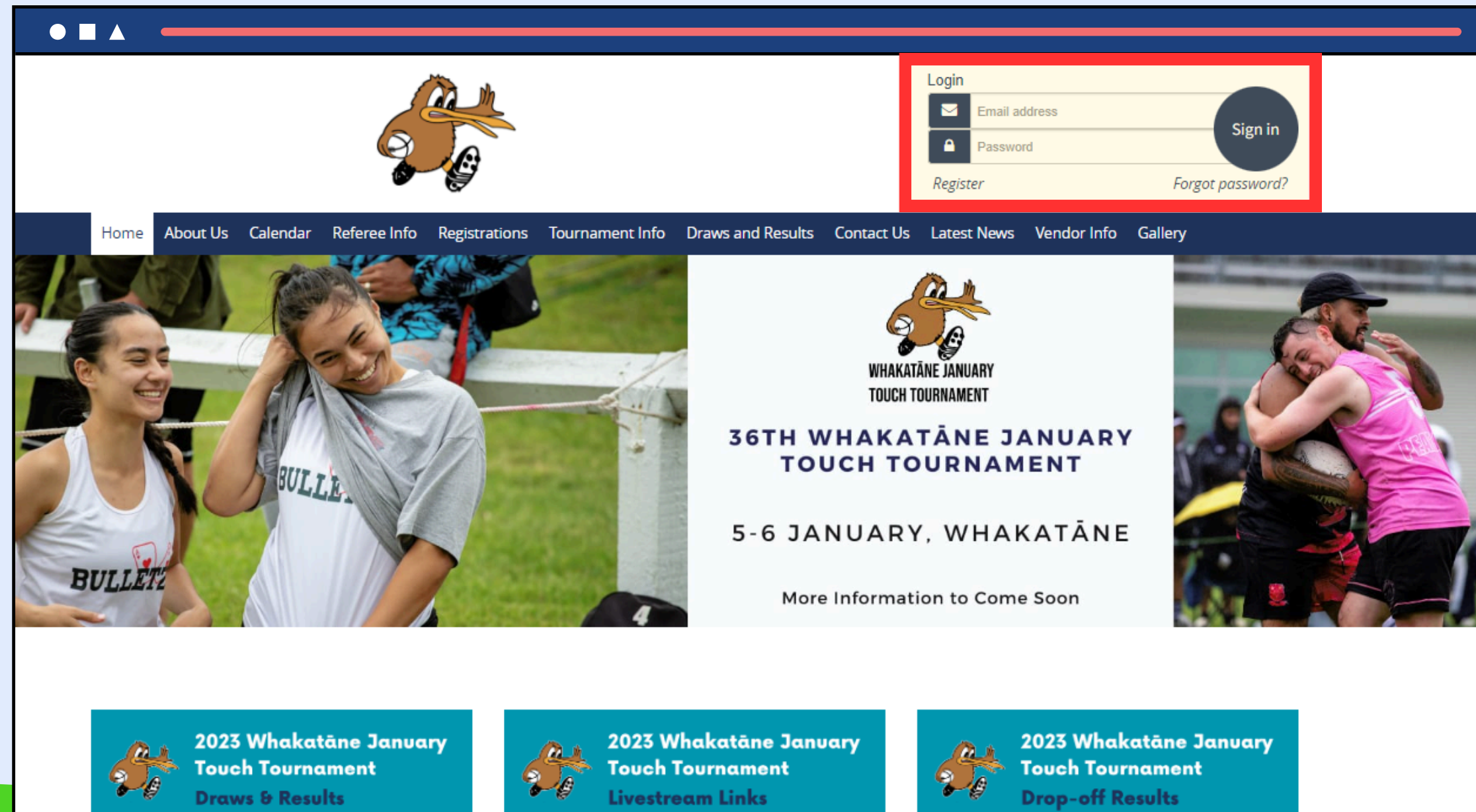
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Step 2: Log Into Your Portal

Log into your web portal.

If you have forgotten your password, click the "Forgot password?" button to reset it.



The screenshot shows the website's header with a navigation menu: Home, About Us, Calendar, Referee Info, Registrations, Tournament Info, Draws and Results, Contact Us, Latest News, Vendor Info, Gallery. A login form is highlighted with a red border, containing fields for Email address and Password, a Sign in button, and links for Register and Forgot password?. Below the header is a banner for the 36th Whakatāne January Touch Tournament, held on 5-6 January in Whakatāne. The banner features a cartoon kiwi mascot and two photos of players. At the bottom, there are three teal buttons: "2023 Whakatāne January Touch Tournament Draws & Results", "2023 Whakatāne January Touch Tournament Livestream Links", and "2023 Whakatāne January Touch Tournament Drop-off Results".



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Step 3: Register Your Team

Once logged in, select the "Register Now" button.

If you cannot see this button, click the menu in the top right corner and select "Register (Whakatāne January Touch Tournament)"

The screenshot shows a web browser window with the Whakatāne January Touch Tournament website. The page is titled "Whakatāne" in the top right corner. A navigation bar at the top contains a logo on the left, a greeting "Hi Test, you are viewing:" followed by a dropdown menu showing "Test Test", and "Edit" and "Menu" buttons on the right. Below the navigation bar is a dark grey bar with three icons: "Profile", "Events", and "Competitions". A yellow button with a plus icon and the text "Register (Whakatāne January Tournament)" is highlighted with a red box. Below this is a light blue banner that says "Whakatāne January Tournament is currently open for registration" with a "Register Now" button highlighted in a red box. The main content area shows a registration form with fields for Name, Address, Email, and Primary Phone, and a Medical section.

Name	Test	Test	Address	zfdgdb	
				zdfbzdfb	
Email	returningmanager@email.com			bzdfb	zdfbdb
Primary Phone			Medical		



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Step 3: 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: Check Your Details

As you are already in the system, your details will automatically roll over into the new registration form. All you need to do is check that the details are updated and correct.

The screenshot shows a registration form with three steps: Step 1 (Personal Details), Step 2 (Terms & Conditions), and Step 3 (Summary). Step 1 is currently active. The form fields are as follows:

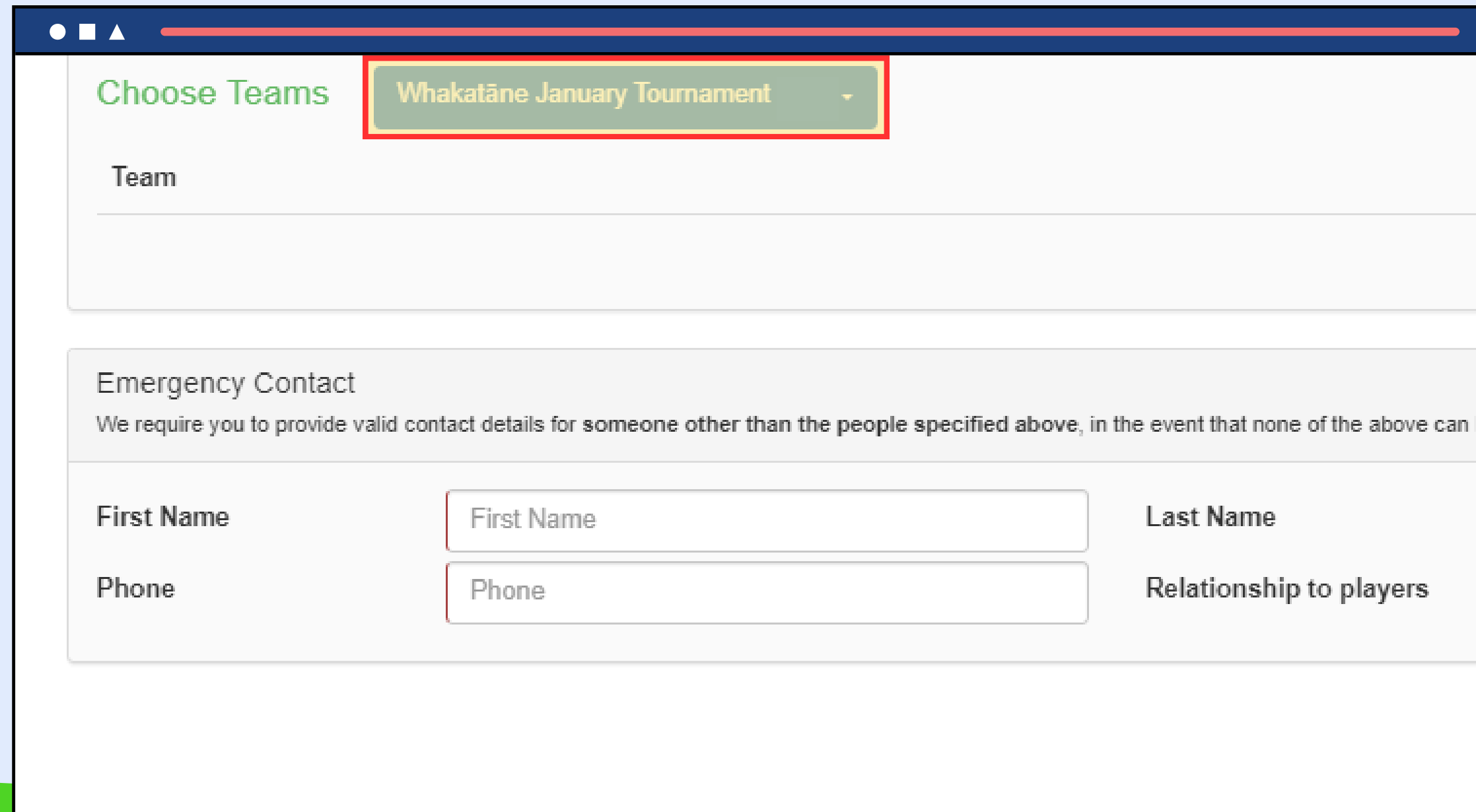
Personal Details			
First Name	<input type="text" value="Test"/>	Last Name	<input type="text" value="Test"/>
Gender	<input type="text" value=""/>	Date Of Birth	<input type="text" value="dd/mm/yyyy"/>
Phone	<input type="text" value="Phone"/>	Email	<input type="text" value="returningmanager@email.c"/>
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"/>



Step 5: Select Your Team Grade

Choose your team grade by clicking the "Whakatāne January Touch Tournament" drop-down button then selecting your grade from the drop-box options before proceeding to the Terms & Conditions page.



The screenshot shows a web browser window with a registration form. At the top left, there is a tab labeled "Choose Teams". To its right is a drop-down menu currently displaying "Whakatāne January Tournament", which is highlighted with a red rectangular border. Below this, there is a "Team" label followed by a large empty text input field. Further down, the "Emergency Contact" section is visible, with a sub-header and a note: "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". This section contains four input fields: "First Name" (with a placeholder "First Name"), "Last Name", "Phone" (with a placeholder "Phone"), and "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:

- Register as an available referee for the tournament;
- Sign-in with the Referee Directors the morning of the tournament;
- Be available to umpire throughout the entire duration of the tournament; and
- 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 ➔

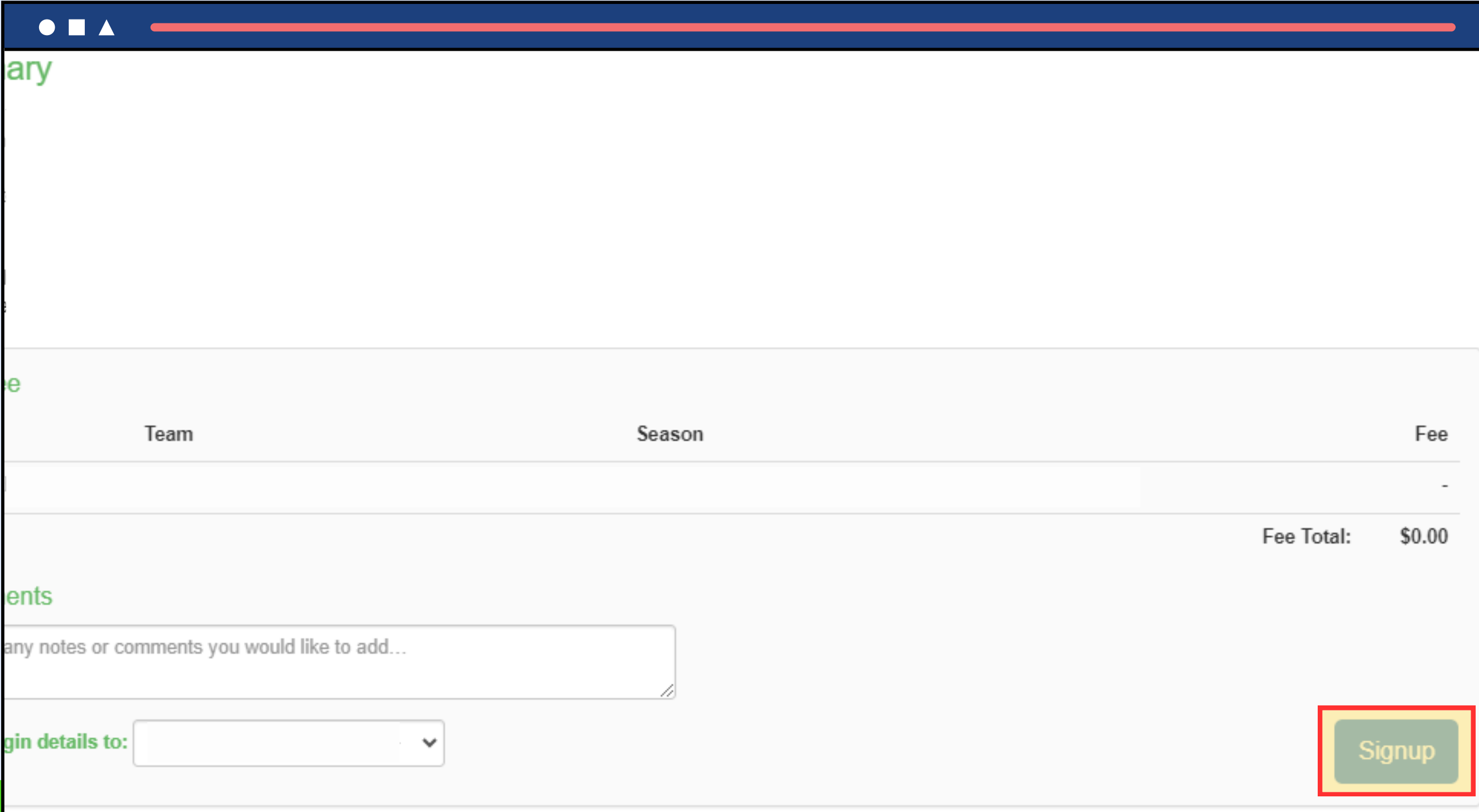


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Step 7: Submit Your Registration

Submit your registration by clicking the "Register" button.



The screenshot shows a web browser window with a registration form. The form includes a table for selecting a team and season, a text area for notes, and a dropdown menu for login details. A red box highlights the "Signup" button.

Team	Season	Fee
		-
		Fee Total: \$0.00

any notes or comments you would like to add...

login details to:

Signup



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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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