



GLAM CUP

KRAKOW 2018

Registration System Manual

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New player/visitor registration:

1. On the login page choose Register



Registration

Login (e-mail):

Password:

Haven't registered yet?

Any questions ?

[Email Us.](#)

2. Fill the form and accept the hereby. You will be also able to switch from Player to Visitor and opposite way after login to your account.

Registration

First Name
Only letters and white spaces allowed

Last Name
Only letters and white spaces allowed

E-mail

Phone No
with country code ex.
+48 23 456 789

Password
Minimum 8 characters
must contain at least:
1 digit, 1 capital and 1 lowercase

Confirm password

Player Visitor



I hereby authorize Krakowski Klub Sportowy Krakerys to process my personal data included in my registration form for the needs of the organization and realization of Glam Cup Krakow tournament (according to the Act of personal data protection, dated 29 of August 1997, Dz. U. nr 133 Poz. 883).

Rejestrując się, wyrażam zgodę na zbieranie i przetwarzanie danych osobowych zawartych w formularzu rejestracyjnym przez Krakowski Klub Sportowy Krakerys na potrzeby organizacji turnieju Glam Cup Krakow (zgodnie z Ustawą o Ochronie danych osobowych z dnia 29.08.1997, Dz.U. 1997 nr 133 poz. 883).

I hereby accept tournament regulations.

Akceptuję regulamin turnieju.

3. Click "Register"

Then you should see information like:

Registration

Your account has been successfully registered.
You will receive activation e-mail to *[redacted]*
Check your SPAM folder, if you did not receive activation email.
Logging in will be available only if you activate your account.
If you didn't get the activation e-mail please contact us
on e-mail *registration@kkskrakersy.pl*

4. Activate your account

To be able to login to your newly created account you have to activate it.

You should get the e-mail with the activation link - just click the link.

If you didn't get activation e-mail check if the address is correct, check the spam folder. If your address email is correct but you still cannot find the activation email, please let us know.

The email should look like example below.

 **Glam Cup Registration** <registration@kkskrakersy.pl>
do mnie ▾

 angielski ▾ > polski ▾ [Przetłumacz wiadomość](#)

Hello!

Thank you for registering for Glam Cup Krakow 2018 tournament.

For account activation click: [here](#)

A registered team must contain **at least 5 players**. If there is less, you will be placed in the waiting list.

If you would like to apply for Outreach Support or chip in to support others, please click [here](#).

You can find details on fees and deadlines at [Registration](#) site.

Best Regards, Pozdrawiamy

Krakersy

When activation went correct you should see the confirmation.

Registration

Account had been activated

Now you are able to log in.

Login:

1. Fill the login credentials (e-mail and password).

Registration

Login (e-mail):

Password:

Haven't registered yet?

Any questions ?
[Email Us.](#)

2. Click "Login".

Team selection:

1. Choose the level that you will be playing on or will be supporting as visitor.

Your team

Level Volleyball B Volleyball C
 Volleyball B+

Team

2. The list of registered teams will appear.

Your team

Level Volleyball B Volleyball C
 Volleyball B+

Team Testing team1 (2)
 Testing team2 (1)

3. Choose the one of the team.

Your team

Level Volleyball B Volleyball C
 Volleyball B+

Team Testing team1 (2)
 Testing team2 (1)

Confirm the team using below button

4. Confirm your choose clicking button "Confirm The Team".
If you are the first player go to section "team registration".

Number in brackets lets you know how many players/guest (depending on your role in the tournament) are already registered and linked to the team. If number of players/visitors exceed the limit (7 players + captain, 2 for visitors) there will not be possibility to join to the team. If you are sure, that you should be in this team, please contact with your team leader to check the list and solve the issue. If you don't know who the team leader is contact us and we will help to solve the problem.

After confirming the team list will disappear and the leader name will appear.

Your team

Level	Volleyball B
Team	Testing team1
<input type="button" value="Leave The Team"/>	

Your team leader
Roscislaw Jan

You still have possibility to change the team by choosing „Leave The Team” option. Than from the beginning you will need to choose and confirm the team.

Additional data:

Fill the data about brunch and comments.

Brunch	<input type="radio"/> Yes <input checked="" type="radio"/> No
Comments (allergy, diet, etc.)	
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
<input type="button" value="Save"/>	

Team registration:

If your team is not on the list (you are the first participant who is registering to the tournament) you have to create the team. It is connected with the responsibility for proper team registration.

If the number of teams on the particular level will exceed you can create the team on reserve list.

Your team		Your team	
Level	<input checked="" type="radio"/> Volleyball B <input type="radio"/> Volleyball B+ <input type="radio"/> Volleyball C	Level	<input checked="" type="radio"/> Volleyball B <input type="radio"/> Volleyball B+ <input type="radio"/> Volleyball C
Team	<input type="radio"/> Testing team1 (2) <input type="radio"/> Testing team2 (1)	Team	<input type="radio"/> Testing team1 (2) <input type="radio"/> Testing team2 (1)
<input type="button" value="Create New Team"/>		<input type="button" value="Create New Team (Reserve list)"/>	

1. Click "Create New Team"

Creating new team

Team Level	Volleyball B
Team Name	<input type="text" value="Testing Team 3"/>
Country	<input type="text" value="Test"/>
City	<input type="text" value="Test"/>
<input type="button" value="Save New Team"/>	
<input type="button" value="Cancel"/>	

2. Fill the form and click "Save New Team". Your team will appear on the list and participants will be able to join it.

When creating the new team you are automatically assigned to this team. As team leader you are able to delete the team, but you can do it only when you are the only member. To do it choose option "Delete Team". To change the team, in case when the other participants are assigned to your team, you have to give the leader position to other player (look below).

Your team			
Level	Male B		
Team	Testowa		
<input type="button" value="Delete Team"/>			

Team list			
ID	Name	Payment	Change Leader
L27			NO

As a team leader you have access to the participants list assigned to your team with the payment information (but only if it's done or not).

You also have possibility to nominate other participant as a leader (only one of the players) if there would be need to change the team or unregister. To delegate the team leadership choose option "Change Leader" next to the player you want to nominate.

ID explanation: L-Leader, P-Player, V-Visitor.

Your team		
Level	Volleyball B	
Team	Testing Team 3	

Team list		
ID	Name	Payment Change Leader
L15	[blurred]	NO
P14	[blurred]	OK <input type="button" value="Change Leader"/>

Payments:

When doing the payment, in the transfer title put the tournament name and your individual ID ex: **Glam Cup P15** – you can see it on the top of registration form site.

Registration

Your money transfer title: **GlamCup P15**

When the payment will be realized and registered by Glam Team the value will appear in registration form.

Payment	35.00 EUR
Brunch	No

From that moment you cannot change information about Brunch but you can still update the comments.
If you need to update the Brunch info please contact with us.

Logging out:

To log out just click .

However after 5 minutes of inactivity you will be automatically logged out.

Unregistering:

You will have possibility to unregister (the button is active) under few conditions:

- You didn't make a payment (if you did the payment you will need to contact with us)
- You're not in any team (if would need to use option "Leave the team")
- Registration is still opened.

1. To unregister choose .

You want to unregister your account.
You will not be able to restore any of your data
Are you sure, you want to unregister your account?

2. Confirm the un-registration choosing "Yes, I am sure". After that all your data will be removed from the system.

Registration

Your account had been removed

To be a part of the tournament you have to go through whole registration process.

Forgot your password?

Sometimes it happens that you forget your password to some systems.

Passwords in our system are stored encrypted (ex. b20195d2cdb6bc225f3014be7b85a6d1), so there is no possibility to just remind it to you. Because of that you need to change your password by yourself.

1. On the login page choose „Reset Password”.

Login (e-mail):

Password:

Haven't registered yet?

Any questions ?

[Email Us.](#)

2. Put the e-mail that was used for registration and click "Reset Password"

Forgot your password ?

E-mail:

3. You will see the confirmation.

**Forgot your password?
Check your e-mail.**

4. You will get the link to change your password by e-mail

Glam Cup Krakow - Password Reset

The screenshot shows an email interface. At the top, it says "Glam Cup Registration przez gmail.com" with a dropdown menu for the recipient's email address. Below that, the text reads: "You have requested a password reset. Here are your login information: Login: [redacted]@gmail.com". At the bottom, there is a link that says "Click here to proceed: [here](#)".

5. Clicking the link "Click here to proceed: **here**" you will be moved to the site where you will set the new password.

The screenshot shows a form for changing a password. It has three input fields: "Password:", "Confirm password:", and "E-mail:". The "Password:" field has a tooltip that says "Minimum 8 characters must contain at least: 1 digit, 1 capital and 1 lowercase". Below the "E-mail:" field is a "Change Password" button.

6. After confirming your new password by choosing "Change Password" you will be able to log in using the new one.

Your password has been changed

Helpline/Contact:

If you have any questions contact us e-mail on registration@kkskrakersy.pl

Endnotes:

Why do we need your data?

Name – to know who you are.

E-mail – to be able to contact with you, send you information like: tournament venues, timing, game system, post tournament survey, invite you to next edition. Also, as we are not able to remind you the password you would need it to change the password in case you will forget it (so better not to use the "5 minute mails").

Phone no – can be used by us only in really urgent situation to contact with you.