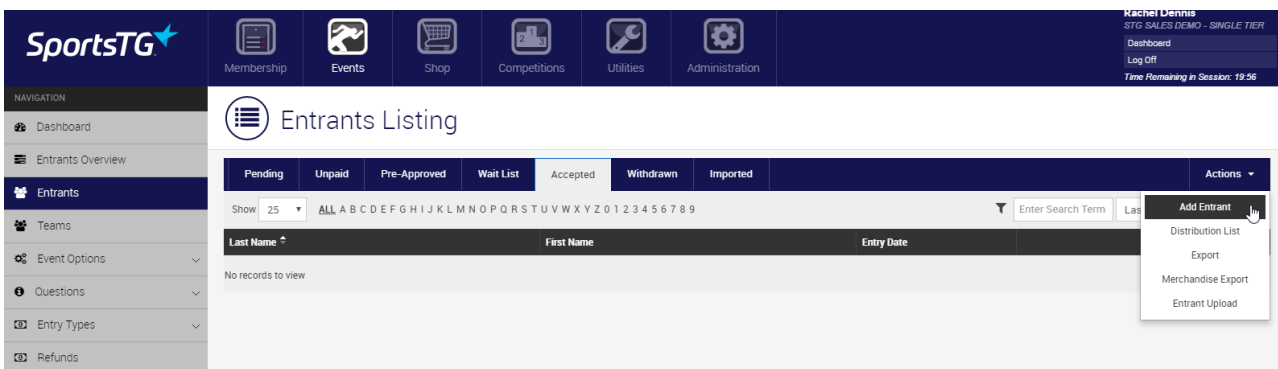


Adding an Individual Entrant

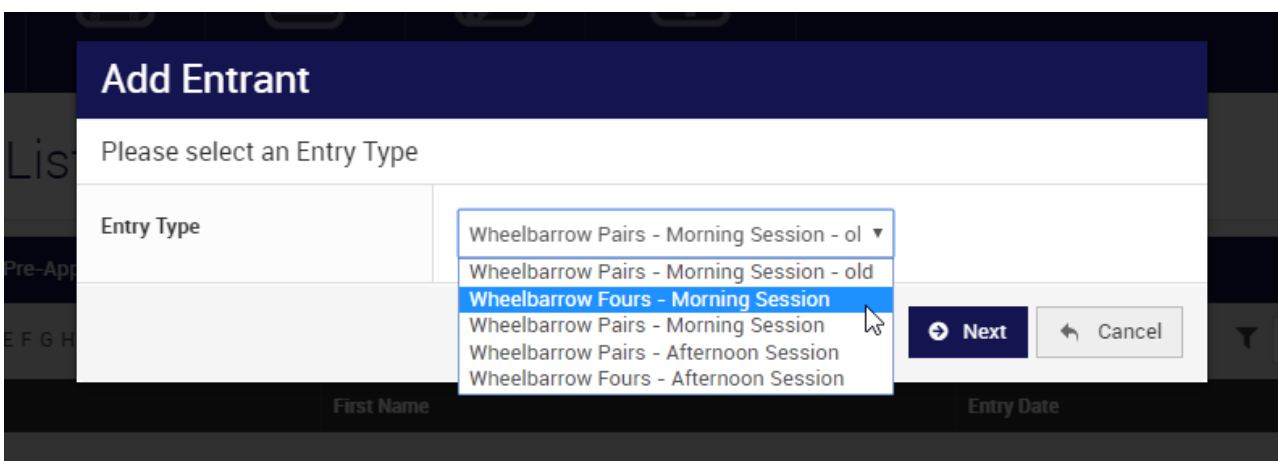
Last Modified on 21/03/2017 12:48 pm AEDT

It is possible to add a single entrant to your event from the back end of the platform. To do this you will need to follow the below steps

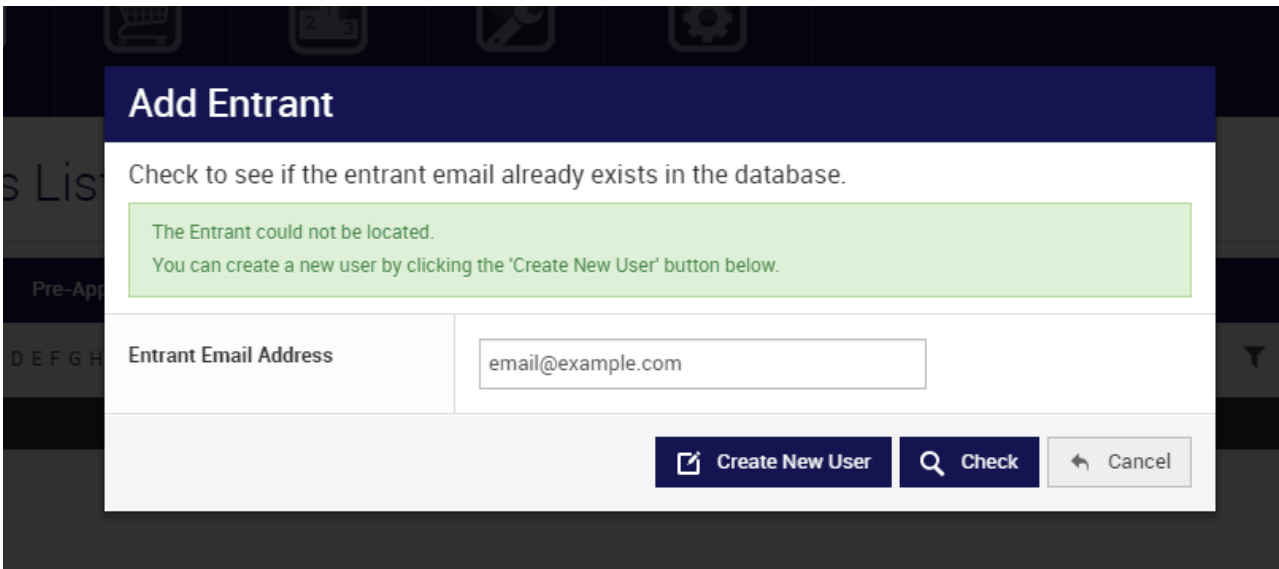
1. Go to your event in the listing and select **View**
2. From here select the **Entrants** menu from the left hand side
3. Once you are viewing your Entrants Listing select **Actions** and **Add Entrant**



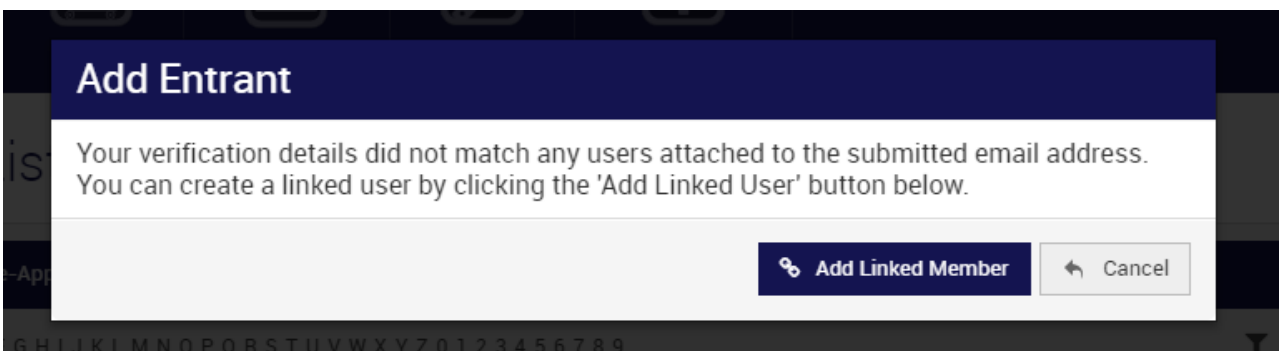
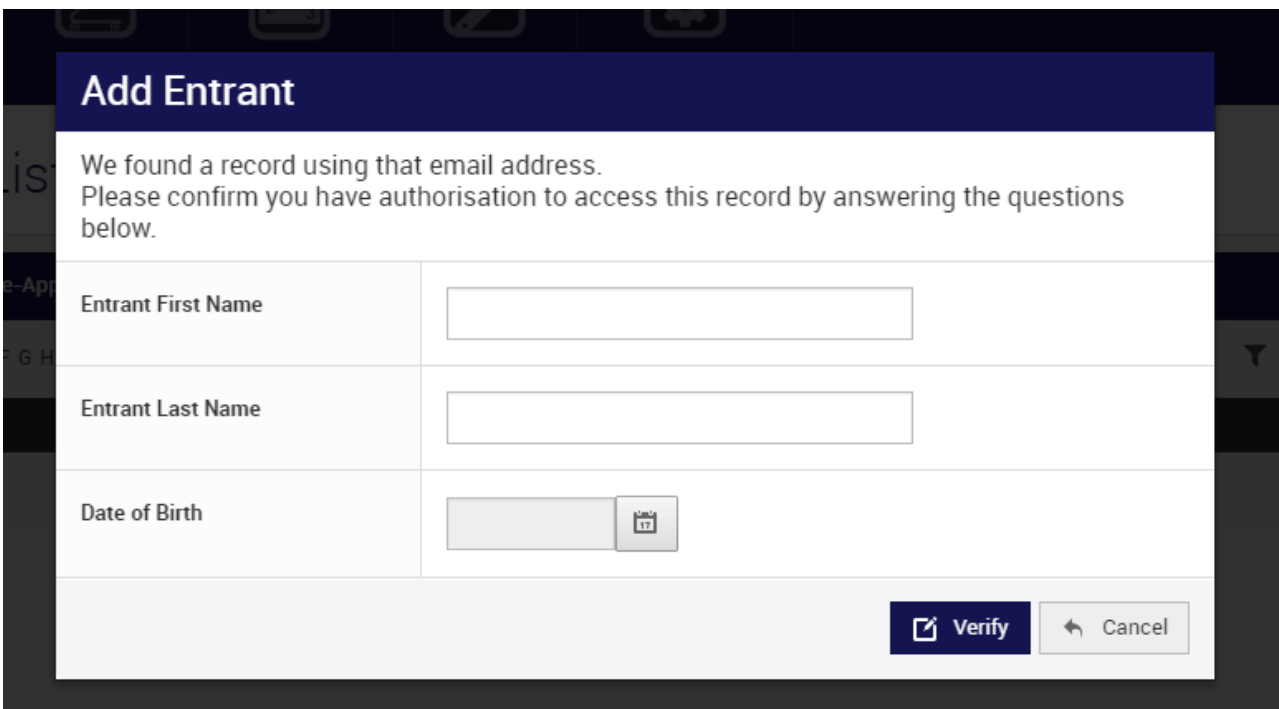
4. You will then be asked to select an **Entry Type**



5. You will then need to enter an email address for your entrant. Once the email address is entered select **Check**. This will search the system for the email address entered
6. You will get one of two results. Either the email will not already be in the system and you will be able to create a new user or the email will be in the system and you will be asked to enter the entrants details



7. If you enter the details and the entrant is in the system you will either enter details that match an existing user or details that will create a linked member



8. You will now be able to complete the personal details and entry form questions for the entrant and their entry type. You will not be able to bypass any mandatory questions on your form so ensure that you have all the necessary information before you start
9. Once all fields have been completed select **Save**
10. Your saved entrant will now be a Pending Entrant and we will now need to promote them to the Accepted Listing. To do this select the **Pending** tab on your Entrants Listing
11. To make your entrant an Accepted Entrant you have three choices. You can either **Promote** your entrant which will make them accepted without having them pay, you can process a **Manual Payment** which records a payment made directly to you by the entrant or you can process a **Credit Card Payment** and you will need to enter credit card details in the system in order for the entrant to be Accepted

The screenshot shows the 'Entrants Listing' page in the SportsTG system. The top navigation bar includes icons for Membership, Events, Shop, Competitions, Utilities, and Administration. The user is identified as Rachel Dennis, STG SALES DEMO - SINGLE TIER. The main content area is titled 'Entrants Listing' and features a tabbed interface with 'Pending' selected. Below the tabs is a search bar and a table of entrants. The table has columns for Last Name, First Name, and Entry Date. An 'Actions' dropdown menu is open for the first entrant, showing options: View, Edit, Promote, Manual Payment, Credit Card Payment, and Delete.

Last Name	First Name	Entry Date	Actions
Dennis	Rachel	21-Mar-2017 09:56	View, Edit, Promote, Manual Payment, Credit Card Payment, Delete
Equid	Dale	13-Jan-2015 11:09	View, Edit, Promote, Manual Payment, Credit Card Payment, Delete
Equid	Dale	02-Jun-2015 14:38	View, Edit, Promote, Manual Payment, Credit Card Payment, Delete
Equid	Dale	30-Jun-2015 14:23	View, Edit, Promote, Manual Payment, Credit Card Payment, Delete
Equid	Dale	24-Jul-2015 09:13	View, Edit, Promote, Manual Payment, Credit Card Payment, Delete

Once the Entrant has been promoted you will then find them in the Accepted Entrants Listing

Please Note: If your form is in Athletics or Multis mode you will need to add the events for your entrant in a separate process. You will not be able to apply a PIN to an entrant if you add them to your form manually and you will not be able to add Merchandise to their entry

Related Articles

[template("related")]