

# Short Manual for the GTS Regatta Registration Program V7

## 4 steps to registration...

This is a program for registrations to flatwater sprint regattas. It is possible to register for different clubs and you can create and manage regattas.



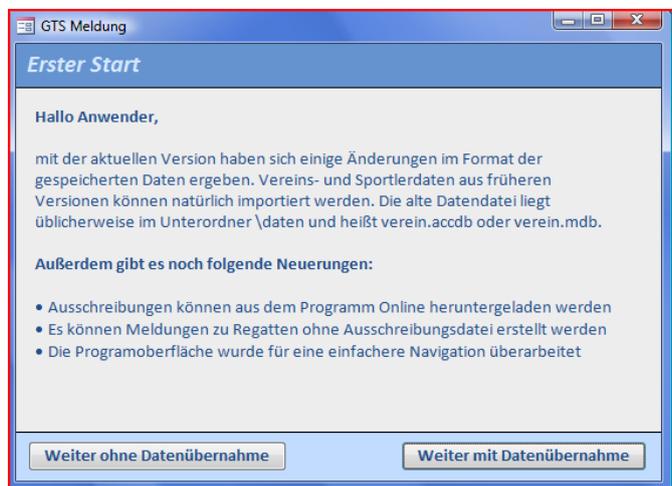
You can find an installation guide for GTS Regatta5 at the end of this document, please take notice of the security settings

Starting the program:

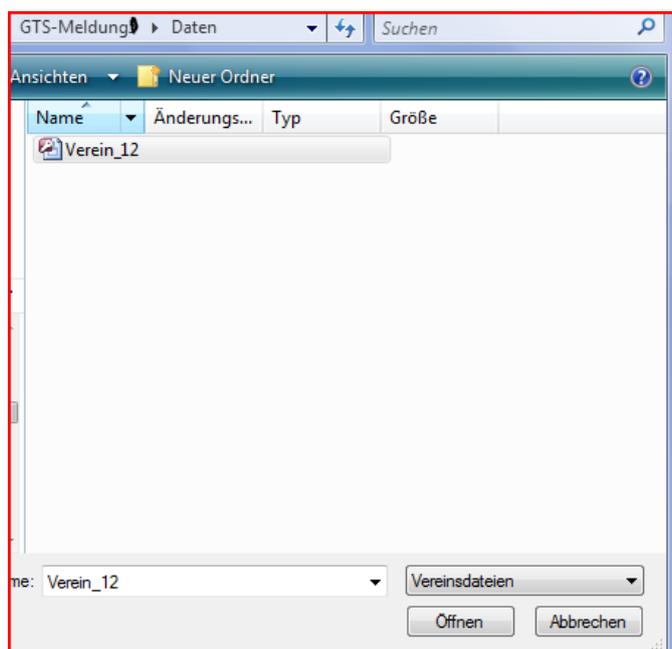


When you use the program for the first time it is possible to transfer data from older versions. It is possible to transfer club data, athlete data as well as Coaches or Officials data.

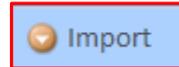
If you don't want to transfer any data, click "ohne Datenübernahme"



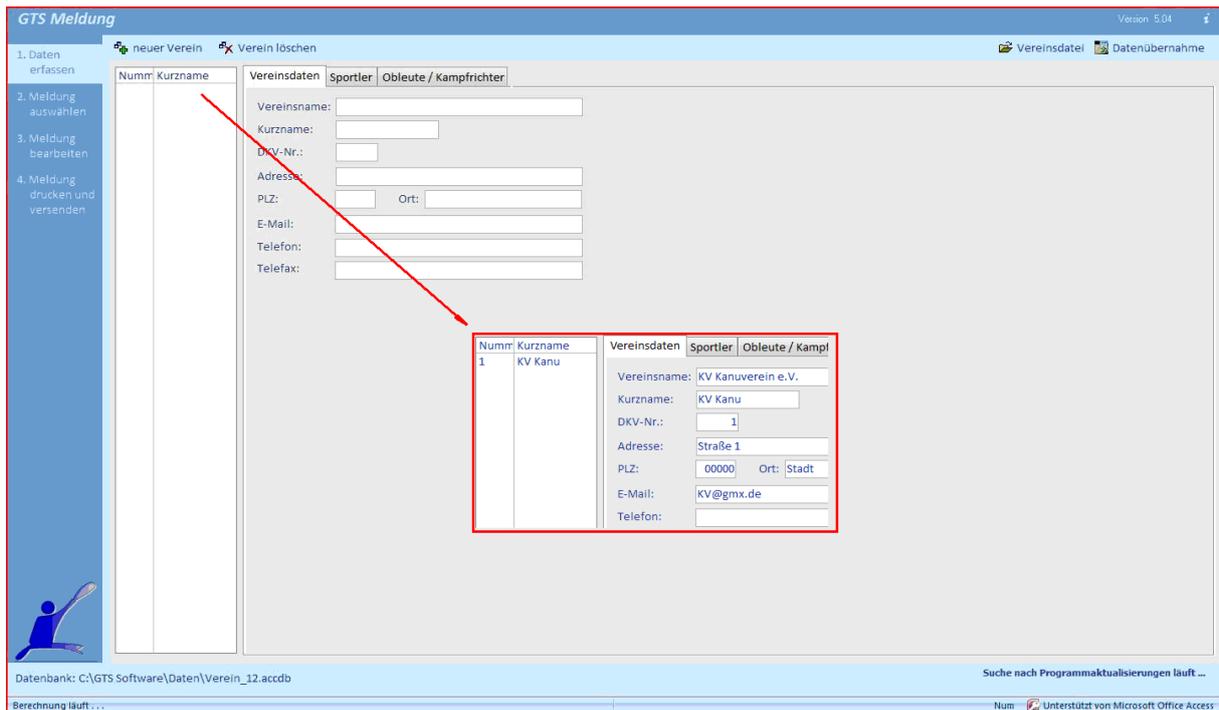
If data transfer was selected, you will be prompted to point to the old data file you want to import. You'll find that file in the folder "Daten" of the old version's installation directory.



Data transfer can be fetched later at any time. Just click the Button "Import" on the right top side of the program window..



With the first use of the program without transferring any data there will be no club data available. If there was already club data or if it was transferred, it will be shown in the Column "Nummer/Kurzname".



The Layout has 4 groups, these are selected in the left navigation bar:

- 1. Master Data:** Adress, Athlete, Coaches and Officials can be filed
- 2. Select registration:** contains regatta registration files
- 3. Edit registration:** here registrations for regattas can be created
- 4. Print and send registration:** save, send and print registration file, fees overview

**Step1:** record Master data

Point 1 in the navigation bar on the left

Master data

If no Club or your Club is not available, click button "new club"

+ New club

A window with all known Clubs is opened. Select your club from the list and click the "use" button to apply your selection..

If your club is not available yet, you can create an entry with clicking the button "new club" A new window is opened with all known clubs, select the button "new club" again at the top left of t window.

Nummer	Vereinsname	Kurzname	Anschrift
1019	Kanuclub Rheinbruder Karlsruhe e.V.	RB Karlsruhe	.
1030	Kanu-Gesellschaft Neckarau e.V.	KG Neckarau	.
1033	Paddelgesellschaft Mannheim	PG Mannheim	, 9876
1035	Wassersportverein Mannheim-Sandhofen e.V.	WSV Mannheim	Anton Kurz Weg 23, 68307 Mannheim
1046	Wassersportverein Schwörstadt e.V.	WSV Schwörst	.
1070	Kanu-Freizeit-Vereinigung Mannheim	KRV Mannheim	.
2001	Kanusportclub Ansbach	KSC Ansbach	testadt 2, 45672 essen
2002	SSKC Poseidon Aschaffenburg	Aschaffenburg	.
2012	Paddel- und Segelclub Coburg	PSC Coburg	.
2013	Schwimmverein Coburg	SV Coburg	.
2028	Kanu- und Ski-Club Gemünden	KSC Gemünden	.
2035	Faltboot-Club Hof e.V.	FBC Hof	.
2043	Wasser-Sport-Gemeinschaft Kleinheubach e.V.	WSG Kleinheubach	Am Schloßblick 7, 63924 Kleinheubach
2050	Turn- und Sportverein Lohr e.V.	TSV Lohr	Egerer Str. 3, 97516 Lohr /Main
2060	MTV München von 1879 e.V.	MTV München	.
2101	Tungemeinde Würzburg - Heidingsfeld e.V.	TG Würzburg	Nikolaus-Fey-Str.44, 97084 Würzburg
2115	Paddel-Sport-Verein Langenprozelten e.V.	PSV Langenprozelten	.
3000	Landeskanuverband Berlin	LKV Berlin	.
3004	Heiligenseer Kanu-Club e.V. Berlin	HKC Berlin	.
3010	Kanuklub Charlottenburg e.V.	KC Charlottb	Blocksfeldstr. 11, 13595 Berlin
3014	Paddelclub "Gut Nass" Tegel 1924 e.V.	PGNT Berlin	.
3017	Postsportverein Berlin e.V.	PSV Berlin	.
3020	Ruder- und Kanuverein von 1928 e.V.	RKV Berlin	verl. Pulvermühlenweg, 13599 Berlin
3022	Tegler Kanu-Verein e.V.	KV Tegel	.
3023	Tungemeinde Berlin 1919 e.V.	TG Berlin	.



apropos: there is no "save" button, all entries will be applied to the database automatically..

Edit Club data: enter Name, Short Name, Address, Club Nr. etc.

!!! Club Number must be a unique number, please take care that it will not double with any existing number, i.e. from clubs from Germany or another country!!!

Nummer	Kurzname
99000	KV Kanu

Club data	Athletes	Coaches / Officials
Club name:	KV Kanu e.V.	
Short name:	KV Kanu	
Club nr:	99000	
Address:	Clubstreet	
Zip code:	00002	City:
Email:		
Phone:		
Fax:		

edit athletes:

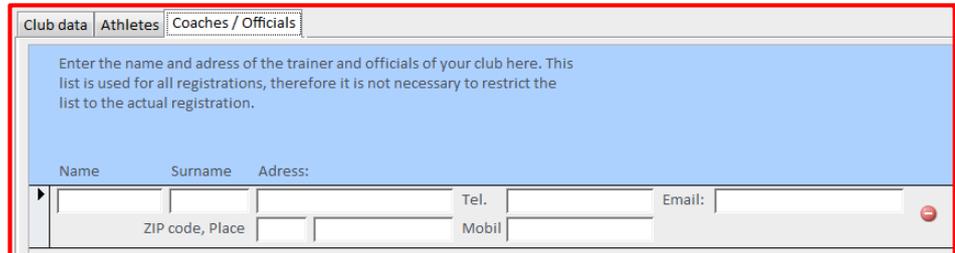
enter Name, Surname, Gender and date of birth.



This List can be used for all regattas you register with GTS, therefore insert all athletes from your club, not only those you want to register for the current competition.

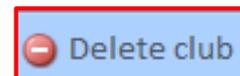
edit Coaches/Officials:

enter Name, Surname and Address etc. please fill in your e-mail Address, it is important for sending the program.



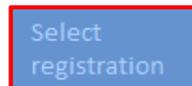
If you want to edit data for additional clubs, repeat from step "new club".

If you want to delete a club from the list, simply select it from the list "Nummer/Kurzname" and click "Delete club".



## Step2: select registration

Point 2 in the navigation bar on the left



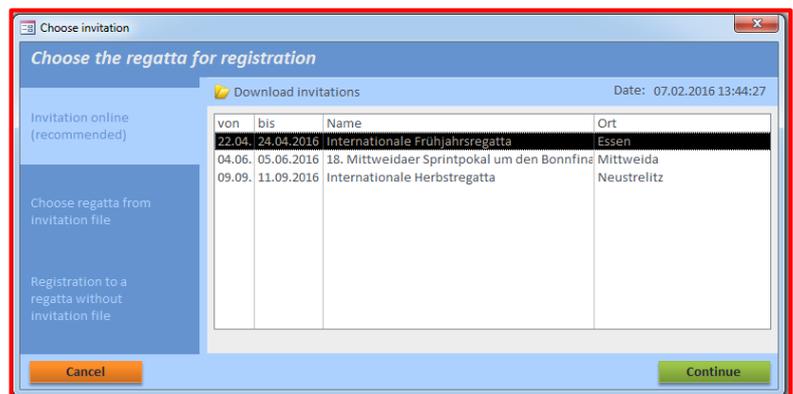
Click the button "Add registration"



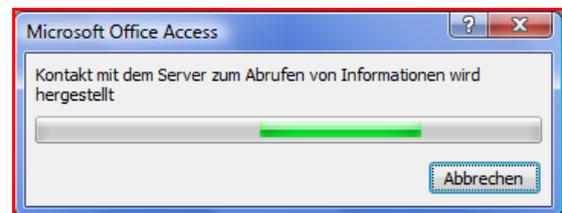
A window is opened, there are three options available:

1. Invitation online (recommended)
2. Choose regatta from invitation file
3. Registration without invitation file

Invitation online: Most of the GTS Regattas are available online. If the regatta requested is missing, click the Button "Download invitations" to refresh the list (internet Connection necessary).



The database is updated if the following window appears.



Always update the database to receive up to date data!

Select the regatta you want to register for and click the button "Continue"

## Choose Club:

choose the club you want to register for the regatta (your club) If your club is not available, it must be entered as described in Step1: Master data...

Numnr	Kurzname
99000	KV Kanu

Name: KV Kanu e.V.  
Short name: KV Kanu  
Club nr: 99000  
Adress: Clubstreet  
Zip code: 00002 City:

after selecting your club click the button "continue".

After confirming the following message, a registration file for the selected club will be created.

Meldung für den Verein KV Kanu erstellen?

You can find the selected registration now in the overview window.

All registrations done will be shown here. If you want to delete a registration, select it and click "delete registration". After confirming the following message, the selected registration will be deleted.

Meldung zur Regatta	Beginn	in	meld Verein
Internationale Frühjahrsregatta	22.04.2016	Essen	KV Kanu

Registration for club: KV Kanu e.V.  
Internationale Frühjahrsregatta  
from: 22.04.2016 till: 24.04.2016 in: Essen  
Registration date: 04.04.2016 Registration to: Marcel Böhm  
Registration open: 08.04.2016 15:00:00 Fahrenberg 33a  
Email: meldung@kanuregatta-essen.de 45257 Essen  
invitation form: from: 01.03.2016

### Step 3: Edit registration

Point3 in the navigation bar on the left

Edit registration

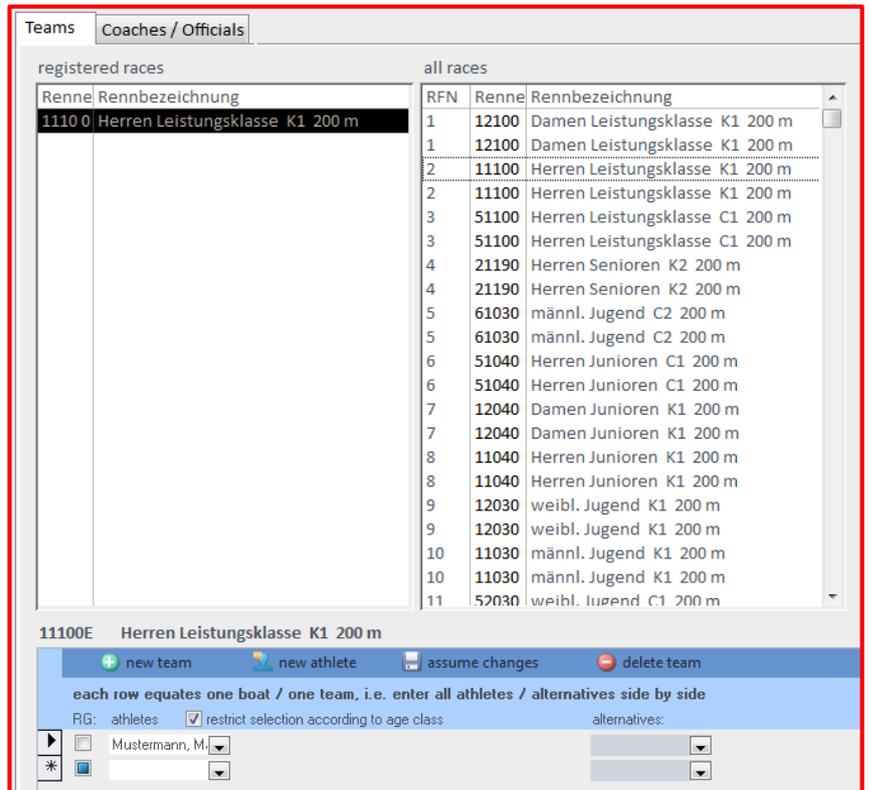
Tab: Teams

On the right side window you'll find a list with all announced races.

On the left side window you'll find a list with the races you registered for.

To register, choose a race from the right window. At the bottom window you can select the athletes from the drop-down menu. In team boat registrations the athletes are selected from parallel fields, as well as a reserve registration athlete.

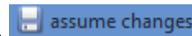
If more than one boat should be registered to a race, the following boat appears in a second line of the list.



if you want to register athletes from other ages classes to a race, deselect the "restrict selection according to age class" field.



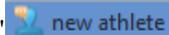
Changes will be applied after clicking the "assume changes" button.



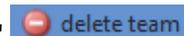
by clicking the button "new team" the cursor will be set to a new line to enter a new boat.



If an athlete is missing (because he/she was not inserted in step 1 Master data) it is possible to insert by clicking the button "new athlete"



By clicking the button delete team" you delete a the boat which is selected



If the field "RG" is selected, it is possible to select athletes from other clubs if you like to race a combination crew from several clubs. (Only if allowed in the invitation).

if all boats for one races are entered, click the button "assume changes" and continue with the next race.

#### Tab: Coaches/Officials

For registration insert the clubs coaches and officials ( judges) here. Also select where to send the program.

Teams Coaches / Officials

Choose the trainer and officials who attend to this regatta

Trainer 1:  Official 1:

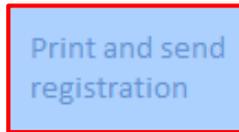
Trainer 2:  Official 2:

Trainer 3:  Official 3:

Send program to  Club: Clubstreet, 2  
 Trainer 1:  
 Trainer 2:

#### Step 4: Print and send registration

Point 4 on the left navigation bar.



In this section all data for registration is summarized and the registration file is saved and sent.

There are different types for registration available, default registration type is "Meldung".

You can see a preview of the file by clicking on the button "preview".

By clicking the button "create files" you physically create the registration file and a corresponding pdf-file in the selected file path.

**Print registration (Meldung)**

Meldung  
DKV-Sammelmeldung, Seite 1  
DKV-Sammelmeldung, Seite 2  
DKV-Einzelmeldung  
DKV-Einzelmeldung, nur Daten  
DKV-Einzelmeldung, nur Daten, rechts

Meldung mit Adresse des Veranstalters (für Briefumschläge mit Fenster), Teilnehmerliste und gemeldete Mannschaften

Preview  
Print

**Create registration files**

The registration files consists of the registration data file (extension .rmd) and a PDF-Version of the registration to be found in the specified folder.

Create files

File: uments\GTS Software\daten\Regattameldung\_99000\_KV Kanu\_22042016

**Send registration files**

Copy the registration data file and the PDF-Version to a data medium and send them with a Copyprint of the registration to the regatta organizer. Or send the two files by email.

Email: meldung@kanuregatta-essen.de Open email template

by clicking the button "open email template" an email with a standard text is opened in your default email program. There you have to add both registration file and PDF and then send it.



If changes in the registration are made, the registration file must be recreated! Please always send both .PDF und .RMD files.

## Template of Registration File:

Site 1 Master Data of the club

Site 2 List of the athletes

Site 3 List of the registered races and the starting fees (Sometimes the organizer don't take starting fees, but it will show always in the registration file)

Sommerregatta 286. Regatta		Meldung
KV Kanuverein e.V., Straße 1, 00000 Stadt		
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div>           14774 Brandenburg         </div>		
Verein:	KV Kanuverein e.V.	
Kurzname:	KV Kanu	Nummer: 1
Straße:	Straße 1	Telefon:
PLZ:	00000 Ort: Stadt	
E-Mail:	KV@gmx.de	
Obmann 1:		
Obmann 2:		
Obmann 3:		
Kampfrichter 1:		
Kampfrichter 2:		
Kampfrichter 3:		
Bitte das Programm an die Adresse vom Verein senden.		
<small>Ich / Wir erkläre(n), daß der Verein (Abtlg.) / das Einzelmitglied mit seinen finanziellen Verpflichtungen gegenüber dem Verbands nicht im Rückstand ist. Die Deutschen Wettkampfbestimmungen für den Kanusport sind beachtet.</small>		
....., den .....		(Vereinsstempel) (Unterschrift)
<small>erstellt mit GTS-Meldung</small>		1 von 3

Meldung KV Kanu			
Teilnehmerliste			
Name	Geburtsjahr	Verein	Nr.
1 Sportler1, Max	2000	KV Kanu	1
2 Sportler2, Moritz	2000	KV Kanu	1

erstellt mit GTS-Meldung 2 von 3

Meldung KV Kanu			
21070 E	Schüler B 00/01 K2 200 m		26.08.2012
Mannschaft	Ersatz	Startgebühr	
Sportler1 - Sportler2			2,50 €
			2,50 €
<b>Summe der Startgebühren (KV Kanu): 2,50 €</b>			
<small>erstellt mit GTS-Meldung</small>		3 von 3	

