



## Registration Manual

- When you already have your login: start (or restart) your registration at:  
<https://dutchtrampolineopen.wrnt.de/en/dutchopen/24/start>
- In case this is your first login: use <https://dutchtrampolineopen.wrnt.de/en> to obtain login information from the administrator of the registration platform. After receiving this information and following the instruction, you can start.

→ Please [Register now](#) for the Dutch Trampoline Open at 16/17 March 2024 in Alkmaar!

→ Finish your registration and bookings on all parts completely (including f.i. actual email address, tel.nr., invoice address, contact info, training preference, teams, judges, delegates and needed services)

→ Download your pre-printed competition cards with athletes/pairs name(s) and competition part before closure date. You can fill out the cards digitally as well.

## Content:

Preparation steps .....	1
Manage your club members .....	2
Own your (FIG licensed) judges .....	3
Club Data .....	3
Delegation members that need accreditation .....	4
Now start with the main competition registration for this edition.....	4
Registration of athletes for individual competition.....	5
Registration of pairs for synchronized competition .....	6
Registration of teams for Team competition .....	7
Registration of judges .....	8
Registration of Training preference (Friday) (and additional – facilities).....	8
Training moment(s) before or after the competition.....	9
Booking of services you will need .....	10
Travel schedule regarding Airport transfers .....	10
Service packs .....	11
Separate services:.....	12
Overview.....	12
Your remarks .....	12
FAQ .....	13
Deadlines .....	13
Definitive registration ends <b>December 31</b> .....	13
Financial settlement of your registration before <b>January 10</b> .....	13
Nominative registration ends <b>January 31</b> .....	13
Service packs (or separate services).....	13

## Preparation steps.

Be sure to always save your entries;

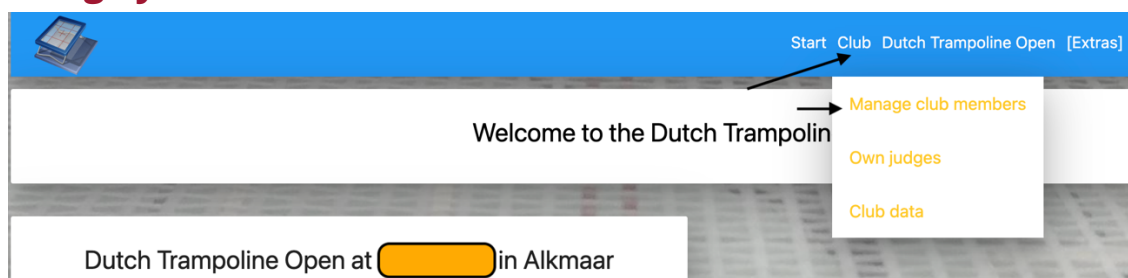
SAVE AND PROCEED WITH CLUB DATA

SAVE AND CONTINUE WITH MORE JUDGES

SAVE AND PROCEED WITH JUDGES

SAVE AND CONTINUE WITH MORE SPORTSMEN/WOMAN

## Manage your club members



manage club members > own judges > club data

SAVE

Search

first name	last name	Year of birth	DTB-ID	FIG license	m/f	

[→The DTB-ID is not needed for this competition.]

**Each athlete that you want to register has to be managed.** (athletes that are already in the range from previous editions just have to be updated with the current FIG license number\*).

→For National teams: when you have not yet finished your qualification procedure, you may call your athletes "Name 1, Name 2, ....." but with the expected gender and est. year of birth; this way we are able to proceed scheduling, while you still have time until **January 31** to fill out the names etc. of the qualified athletes. (in case you need more time than that, Pls contact us at [info@dutchtrampolineopen.com](mailto:info@dutchtrampolineopen.com))

With the year of birth and the gender, the module knows the groups for each athlete in individual, synchronized and team competition. You will only have to use the slides to actual registrate each athlete for the wanted competition parts (making a choice for athletes 17-21 yr old which competition they will compete)

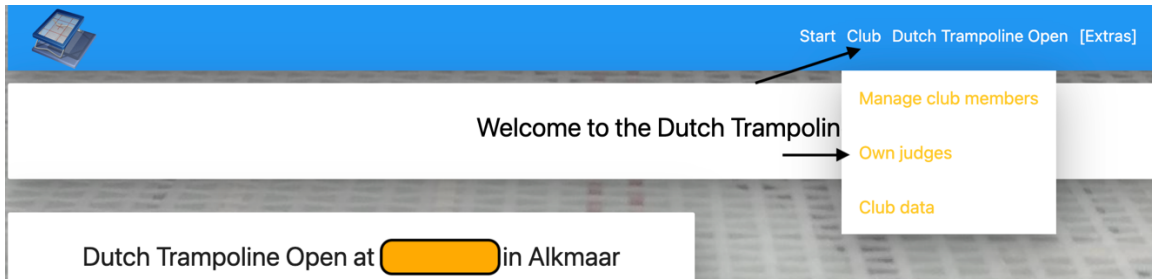
The FIG license number has 8 positions (to be filled out with "0" at the beginning of the number) No license number available yet? This may be completed latest January 31.

Will one of your athletes not compete in this or in future editions, you may want to use the "Delete" button in "manage club members"



**Reminder: Be sure to always save your entries.**

## Own your (FIG licensed) judges



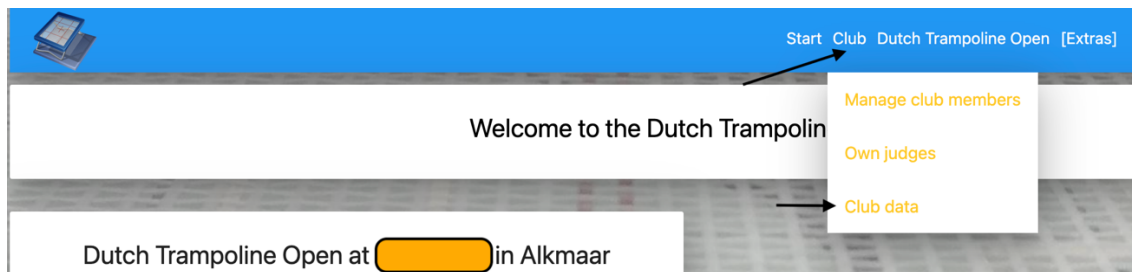
[manage club members](#) > [own judges](#) > [club data](#)

For Dutch-Trampoline-Open only FIG 1 to FIG 4 judges can be registered.

Name	license	license number
------	---------	----------------

Enter the names, license (level) and FIG license number of your judge(s)

## Club Data



Regarding the name of your delegation: pls give us the **(not too long name)** that will be used in the resultprogram also. Also pls give us the email address and the telephone number of the contact persons during your travel to, and stay in Alkmaar.

The screenshot shows the 'Club Data' form with three main sections: Address, E-Mail addresses and phone numbers for questions and confirmations, and Invoice. Each section has several input fields. A 'SAVE' button is located at the bottom right of the form.

Address	E-Mail addresses and phone numbers for questions and confirmations	Invoice
Name of club	Mail address 1	Mail-address for invoice
Coach	Mail address 2	Name for invoice
Street	Mail address 3	Street
Postal code	Phone number 1	Postal Code
City	Phone number 2	City
Country		Country

SAVE

## Delegation members that need accreditation

Overview > Individual > Synchronized > Team > Judges > Training > Service > Delegation

+COACH +HEAD OF DELEGATION +MED. STAFF +OTHERS

First name	Last name	E-mail-address	Telephone	Accreditation	Club	Delete
no data in system						

SAVE

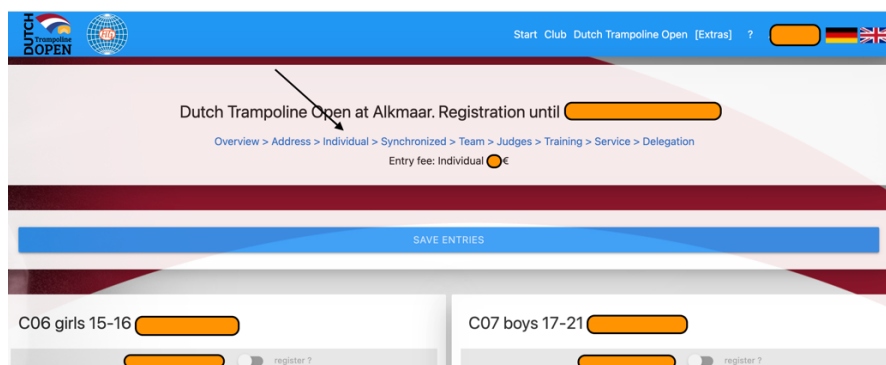
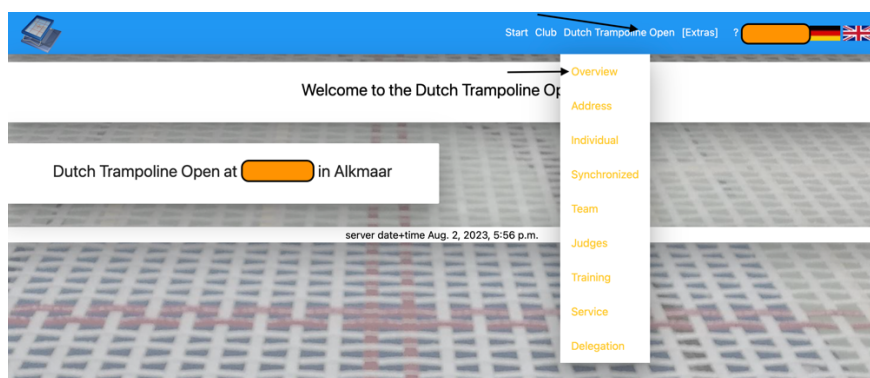
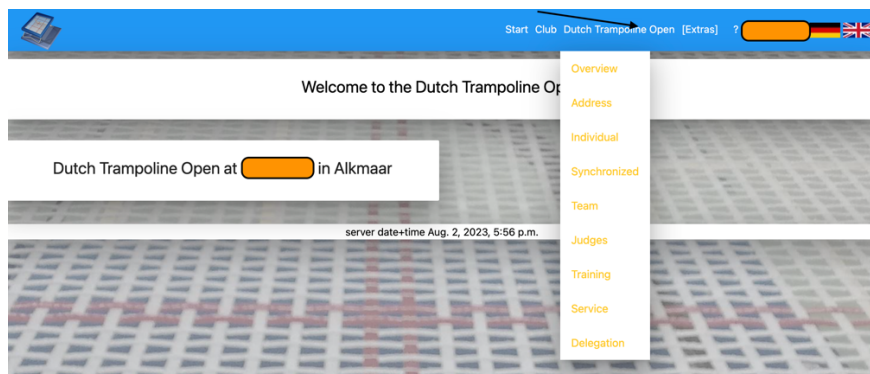
All participating coach(es) and delegation members that need accreditation have to be filled out at the section “Delegation” of your registration.

The preparation steps so far, for Club members, judges and club data will have to be entered only once; **you will only have to update them** when registering for future editions.

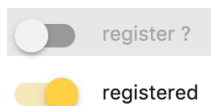
## Now start with the main competition registration for this edition

# Registration of athletes for individual competition

## Start



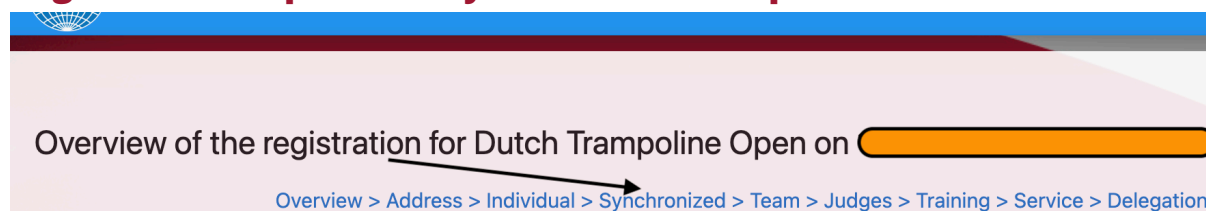
You will see all club members in their group. (athletes aged 17-21 y will be shown in their 2 possible groups). Just mark them registered when they are participating in this edition.



Be sure to save your entries.



## Registration of pairs for synchronized competition



You will find all managed athletes of your delegation, ranged per category; for each competitor you have a pulldown option list of suitable synchronized partners; the pairs will be registered in the group according to the eldest athlete.

In case you have athletes who want to compete but have no partner yet:

-----  without partner ? by other club  
-----  without partner ? by other club

You may register them “without partner” when you are searching for a partner

without partner by other club

Or as soon as a partner is found already from another club:

- 1) One club has to chose "by other club" and save the data.

by other club  
|

- 2) After that, the other club can chose that competitor and save the whole pair !

**Be sure that this is well communicated and both clubs do their part of the registration.**  
(the registration fee for the pair will be divided between the 2 clubs)

## Registration of teams for Team competition

Dutch Trampoline Open at Alkmaar. Registration until [ ]

Overview > Address > Individual > Synchronized > Team > Judges > Training > Service > Delegation

Entry fee: Team € 0,00

SAVE ENTRIES

C30 Age Group Team (2 [ ] and younger)

[ ] -- register individual first --

[ ] ag1 ? [ ] ag2 ?

C31 Senior Team (2 [ ] and older)

[ ] -- register individual first --

[ ] s1 ? [ ] s2 ?

Team AG1  ag2 ?

Max. 2 Age Groups Teams (AG1 and AG2)

s1 ?  s2 ?

Max. 2 Senior Teams (T1 and T2)

You will find all your athletes (so all “Club members” managed), but only the ones that have been registered for the individual competition are available to compose your teams

Athletes that have not yet been registered for the individual competition are marked:

-- register individual first --

Teams are mixed and have 4 athletes; teams with 3 athletes can be registered also.



## Registration of judges

As part of your “Club Data” you have already owned your judges. Now each of your FIG-licensed judges has to be registered if they participate; you have an option to give us their preferred position (we try to fit this in).

In regard to the rules for registering judges and to avoid penalty fee: Judges are allowed being registered for only 1 of 2 days; than you will have to register another of your judges for the other day

(Judges fee will be taken into account in the **Overview** you can see when charged)

The screenshot shows the registration interface for judges. At the top, it says "Dutch Trampoline Open at Alkmaar. Registration until 31.12.2023 23:59:59". Below this, there is a breadcrumb trail: "Overview > Individual > Synchronized > Team > Judges > Training > Service > Delegation". The main text states: "You have to register: 3-9 competitors: 1 judge, 10 competitors or more: 2 judges". A note below says: "FIG-licensed Judges have to be available for both competition days. If not, a penalty of € 25,- will be calculated for each registered competitor. The same penalty will be payable in case of withdrawal or last minute absence of Judges." There are three "SAVE ENTRIES" buttons. Below the buttons, there are three columns of registration options for "Tag 1" and "Tag 2". Each column has a "gemeldet für Tag" and "register day" section with radio buttons. Below that is a "preferred position" section with radio buttons for "E", "D", "CJP", "exec. ?", "diff. ?", and "CHM ?".

## Registration of Training preference (Friday) (and additional - facilities)

On Friday, all athletes have training facilities according to the Directives. Each group has their time in the stretching hall, the training hall and after that in the competition hall. Your 1st, 2nd and 3rd preferred time range is needed because each group has a limited availability, except for the last and free training group.

The screenshot shows the registration interface for training preferences on Friday. At the top, it says "Dutch Trampoline Open at Alkmaar. Registration until [orange box]". Below this, there is a breadcrumb trail: "Overview > Individual > Synchronized > Team > Judges > Training > Service > Delegation". There is a "SAVE ENTRIES" button. Below the button, it says "Training on friday". Underneath, there is a section for "All competitors" with a yellow box containing the number "0". Below this, there are three rows for "1. preferred time range", "2. preferred time range", and "3. preferred time range". To the right of these rows is a dropdown menu with a list of training options: "Training 2", "Training 0", "Training 0", "Training 1", "Training 2", "Training 3", "Training 4", and "free training".

Also you can register

## Training moment(s) before or after the competition

Based on first come first served within availability

(email [info@dutchtrampolineopen.com](mailto:info@dutchtrampolineopen.com) for confirmation of your booking).

### Training monday to thursday before competition

Training before the competition  take part !

Questions and wishes for transfer and meals

Training before competition

Monday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>
tuesday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>
wednesday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>
thursday	<input type="text" value="0"/>	<input type="text" value="2 x Training per day"/>

### Training monday to friday after the competition





Training after the competition  take part !

Questions and wishes for transfer and meals

Training after the competition

Monday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>
tuesday	<input type="text" value="0"/>	<input type="text" value="2 x Training per day"/>
wednesday	<input type="text" value="0"/>	<input type="text" value="2 x Training per day"/>
thursday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>
Friday	<input type="text" value="0"/>	<input type="text" value="1 x Training per day"/>

## Booking of services you will need



Start Club Dutch Trampoline Open [Extras] ? 



Dutch Trampoline Open at Alkmaar. Registration until

[Overview](#) > [Individual](#) > [Synchronized](#) > [Team](#) > [Judges](#) > [Training](#) > [Service](#) > [Delegation](#)

SAVE ENTRIES

### Airport transfer

Judges	arrival	<input type="text"/>	departure	<input type="text"/>
1. group	arrival	<input type="text"/>	departure	<input type="text"/>
2. group	arrival	<input type="text"/>	departure	<input type="text"/>
3. group	arrival	<input type="text"/>	departure	<input type="text"/>

### Service

Judges	<b>Full service for all F.I.G. judges</b>	<input type="text" value="2"/>	x € 0,00 = € 0,00
1. group	Count of persons with full service	<input type="text" value="1"/>	x € <input type="text"/> = € <input type="text"/>
	Only shuttle from airport	<input type="text" value="1"/>	x € <input type="text"/> = € <input type="text"/>
2. group	Count of persons with full service	<input type="text" value="3"/>	x € <input type="text"/> = € <input type="text"/>
	Only shuttle from airport	<input type="text" value="2"/>	x € <input type="text"/> = € <input type="text"/>
3. group	Count of persons with full service	<input type="text" value="0"/>	x € <input type="text"/> = € 0,00
	Only shuttle from airport	<input type="text" value="0"/>	x € <input type="text"/> = € 0,00

### Travel schedule regarding Airport transfers

You are asked to give us your flight information when you registered for transportation service: (this may be added to your registration after you have booked your flight, but latest January 31).

*Normally you will only have to use the first line (1.group)*

*Pls notice the Directives regarding conditions in case of f.i. traveling schedule with more than one travel moment, late travel information or alterations.*

## Service packs

Now you might want to register for each of above group(s) full service. This contains:

- dinners (Fri, Sat, Sun) and lunches (Sat, Sun)
- both ways airport transportation
- busshuttle between hotels and the venue

**You have to register the service pack(s) or airport shuttle(s) for judge(s) also, but separately because those are free of charge.**

Hotel	<input type="text" value=""/>	
Friday	Number of persons without full service and without judges	
Bus from hotel to venue	<input type="text" value="1"/>	x € <input type="text" value="0"/> = € 0,00
Dinner	<input type="text" value="1"/>	x € <input type="text" value="0"/> = € 0,00
Saturday	Number of persons without full service and without judges	
Bus from hotel to venue	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00
Lunch	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00
Dinner	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00
Sunday	Number of persons without full service and without judges	
Bus from hotel to venue	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00
Lunch	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00
Dinner	<input type="text" value="0"/>	x € <input type="text" value="0"/> = € 0,00

For planning of the local transportation, we need to know the name of your Hotel as soon as soon as you have made your hotel reservation:

Hotel	<input type="text" value=""/>
	<input checked="" type="checkbox"/> Hotel Zuiderduin <input type="checkbox"/> Beach Hotel Golfzang <input type="checkbox"/> Hotel De Boel <input type="checkbox"/> Hostel Stayokay

For the **2024** edition the preferred hotel (with busshuttle) is **Hotel Golfzang** for all delegations

## Separate services:

If you do not need the above full services packs,

You might want to book airport transportation (both ways), per day bus transport between hotel and venue, or meals separately.

Be sure not to choose both packs as well as the services that are included in the packs already.

## Overview

You can see at all times your Overview with totals based on your registration so far.

Also, at the bottom of the Services page you will find a financial overview of all sums for your registration as is:

The screenshot shows a registration overview page with the following sections:

- Sums**: A list of services and their costs, with a highlighted 'Sum =' field. The services listed are: Registration fee single, Entry fee synchronized, Teams, Judges for day 1, Judges for day 2, Judge fees, Service, and Training.
- Extras**: A section for 'Special wishes or announcements of volunteers of your club' with a highlighted yellow box for input.
- SAVE ENTRIES**: A blue button at the bottom of the page.

Hotels and flights are not part of your registration and therefore will not be mentioned at the overview.

## Your remarks

(Let us know at the bottom of the service section f.i. special meal requests)

The screenshot shows the 'Extras' section of the registration overview page, with a highlighted yellow box for input. The text reads: 'Special wishes or announcements of volunteers of your club'.

# FAQ

## Deadlines

### **Definitive registration ends December 31**

All athletes, pairs, teams, judges, coaches & other delegation members as well as services have to be registered. After this date you are allowed to change names and are obliged to add FIG license numbers, flight schedule and hotel information (all latest January 31)

### **Financial settlement of your registration before January 10**

After Definitive Registration–deadline December 31 you will receive the invoice based on your registration and bookings per that date. [Cancellation policy is mentioned in the Directives.]

You will receive an invoice by email before January 5; payment is due before January 10. Any alteration in costs because of extra bookings after that until January 31 will be invoiced separately.

When also the nominative registration is closed, that is after January 31, a confirmation e-mail is available with all your entries and the calculated costs.

### **Nominative registration ends January 31**

Be sure to complete all sections before that date. After that, no alterations can be made in the module any more (you will have to inform us about withdrawals or changes in pairs or teams separately by email at [info@dutchtrampolineopen.com](mailto:info@dutchtrampolineopen.com) until one week before competition start, or latest together with your accreditation in the Competition Office when arriving in Alkmaar

After this date only the competition cards (with names and competition parts) can be downloaded (with or without digitally filled excersises)

### **Service packs (or separate services)**

The full pack contains:

- Meals (all at the venue), lunches on Saturday and Sunday and dinner on Friday, Saturday and Sunday
- Transport between airport and hotel (both ways)
- buss shuttle between the hotel and the venue on Friday (training day), and on Saturday and Sunday all day