



Online Tournament Entry

Instructions for Existing Players

This guide assumes you have competition history saved on Badminton Scotland's Tournament Software (TS) under an 'SC' number, but have not yet personally reactivated your TS account since the JustGo/Tournament Software update in June 2023. If you have already reactivated your account, you do not need to follow this guide, however you may wish to keep this handy should you need a reminder on how to update your personal details/membership on JustGo (JG), our membership system.

If you are new to competitive badminton, please use our '**Instructions for New Players**' document.

For Existing players, following the instructions below will ensure you are able to regain access to your TS account and be eligible to make competition entries online. If you encounter any issues that stop you from completing these steps, please see our contact information at the bottom of this document.

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1. As membership with Badminton Scotland is required for all tournament entries, you will first need to make sure you have registered your personal details on JustGo and purchased membership with us.

You can access the sign-up / login page for JustGo here:

<https://badmintonscotland.justgo.com/Account.mvc/SignIn>

If you are new to JustGo, please register your, or the person this TS online entry concerns, details. If the latter, make sure you have the person's permission to do so.

If you have an existing profile on JustGo, please log into this. Existing users who are having difficulty accessing their profile should use the 'Forgot Password' or 'Recover Profile' functions. If you're still unable to access your profile, contact us for assistance. **Please do not create a second profile.**

If you are unsure whether or not you have a profile on JustGo, you should ask your club administrator (if applicable) or contact us. **Please do this before creating a potential duplicate profile.**

2. Once your profile has loaded, you will see the 'Basic details' section already open, as shown below but with your own details:

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Basic Details
Review and update your personal details [Update Details](#)

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You can check/update the following here:

- FULL NAME
- DATE OF BIRTH
- GENDER
- EMAIL ADDRESS
- POST CODE

After confirming you're happy with the details here, go to the 'Member Details' tab and make sure your 'Additional details' are entered. The screen will look similar to this:

MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

Badminton Scotland

Badminton Scotland Profile

ADDITIONAL DETAILS EQUALITY FORM COACHES ONLY

Tournament ID
ME034050

Group - select the region you represent:
Glasgow & North Strathclyde

Local Authority
Glasgow City

Playing Nationality
Scotland

You can check/update the following here:

- GROUP
- LOCAL AUTHORITY
- PLAYING NATIONALITY

Note that the Tournament ID field cannot be edited by members and depending on circumstances one of the following will apply:

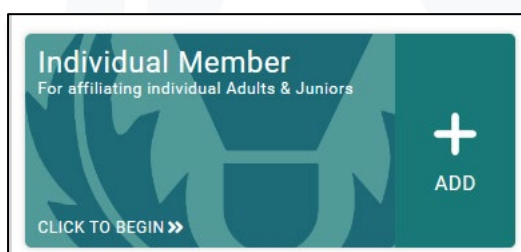
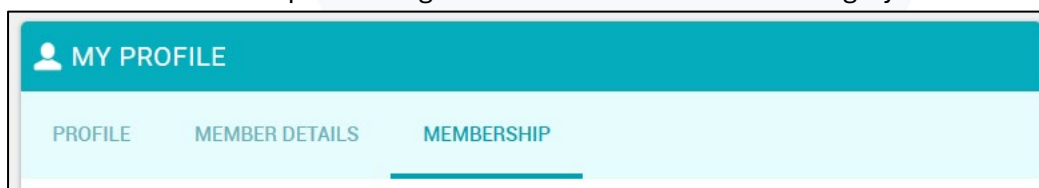
- For existing JustGo users, your tournament id field should be completed with your SC number ('SC' followed by 5 numbers). Please take a note of this number as you will need it later when reactivating your TS account. You should then move on to step 3.

If the field is empty or completed with your 'ME' number (ME followed by 6 numbers) however, please contact us before proceeding. You may have a duplicate profile set up on either JG or TS which we will need to merge and link up, so you don't face issues with tournament entry in future.

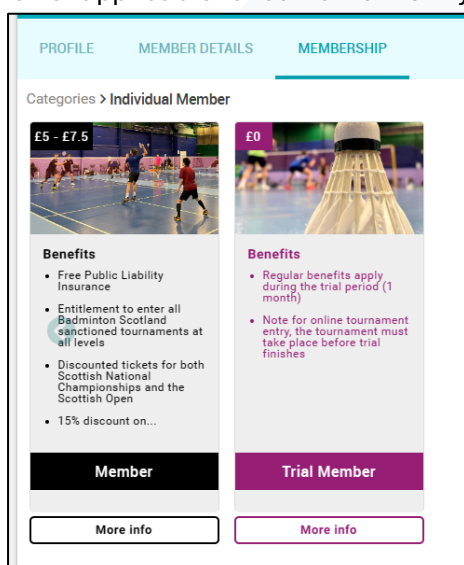
b) For new JustGo users, this field will be empty. You will need to contact us so our staff can make sure your new JG and existing TS accounts are linked. Once this is done, you can proceed to the next step.

3. Now that your personal details are up to date, you will need to set up your Badminton Scotland membership (if you are an existing JustGo user and already have an active 'Member' or 'Trial Member' membership, or are part of one of our performance squads, you can skip forward to step 6).

Select the 'Membership' tab and go to the 'Individual Member' category:



4. All newly registered JustGo users, as well as existing users who have never held a Badminton Scotland membership before, will see the 'Member' and 'Trial Member' options as shown below. If you are an existing user who has been an active member in the past, you will only see the 'Member' option. If you fill an administrative role with an affiliated member club, you will see the 'Club Helper' option, however this is not applicable to tournament entry and should be ignored for the purpose of this guide:

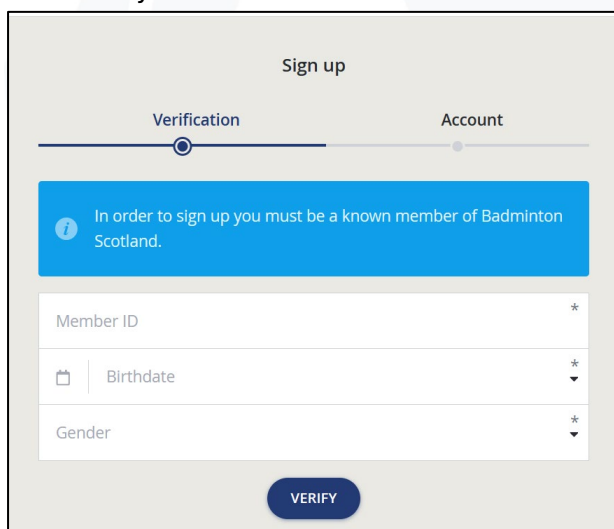


The 'Trial Member' option is FREE and lasts **2 months** from the date of purchase. This option is for those who are looking to get a feel for competitive badminton but aren't sure about full membership yet. Please note however you can only purchase this once.

The **'Member'** option is £10.00 (£5.00 in 2nd half of season) for under 19s and £15.00 (£7.50 in 2nd half of season) for those 19+ and lasts the full membership season (1st August 202X – 31st July 202X+1). If you already have an active **'Club Helper'**, **'Coach'**, **'Assistant Coach'** membership, then this membership will be FREE.

You must have at least one of these two memberships active for the date(s) of the competition in order to make your online entry.

5. Proceed to the checkout and confirm your purchase. Once you have bought your membership, please wait a minimum of **10 minutes** before moving onto step 6. This will give our JG-TS interface time to upload/update your active membership data.
6. You now need to reactivate your TS account. Go to the sign-up/verification page for Tournament Software here: <https://badmintonscotland.tournamentsoftware.com/user/signup/link>
7. Enter your information where required, remembering your member id will be your SC number. Click verify when ready:



Sign up

Verification Account

In order to sign up you must be a known member of Badminton Scotland.

Member ID *

Birthdate *

Gender *

VERIFY

8. After successfully verifying your details, you will be able to set up your log in credentials. Once you have done this, you will now have full access to the site and be able to look through and make online entries for applicable competitions. Your full competition history should be available. After logging out, to easily access Tournament Software in future, you can log in here: <https://badmintonscotland.tournamentsoftware.com/user?returnUrl=%2F>

From this point on, your JG & TS accounts will be permanently linked, so any information you need to update/edit for your Tournament Software profile can be done on JustGo. If your Badminton Scotland membership expires, you will need to renew it on JustGo before you can enter another competition. Note that you need to have an active membership on JustGo for your TS account details to be updated.

Should you come across any issues whilst using JustGo/Tournament Software, please don't hesitate to contact us at emma@badmintonscotland.org.uk or businessinfo@badmintonscotland.org.uk and we will be happy to assist.

For your interest, you can learn more about membership with us on our website: <https://badmintonscotland.org.uk/membership/>