

# Online Tournament Entry

## Instructions for New Players

This guide assumes you are new to competitive badminton and/or have never used Tournament Software (TS), our online tournament system before. If this does not apply to you, please see our '**Instructions for Existing Players**' document.

For new players, following the instructions below will ensure you are eligible & able 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.

1. As membership with Badminton Scotland is required for all tournament entries, you will first need to register your personal details on JustGo (JG), our membership system, and purchase membership with us.

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

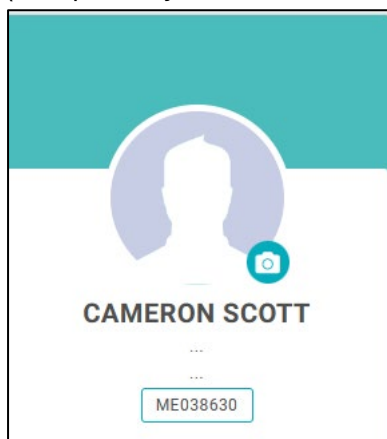
<https://badmintonscotland.justgo.com/Account.mvc/SignIn>

If you are new to JustGo, please register your, or the person you're looking to make an online entry for, 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 a part of the screen that is similar to the example shown here (except with your own information):



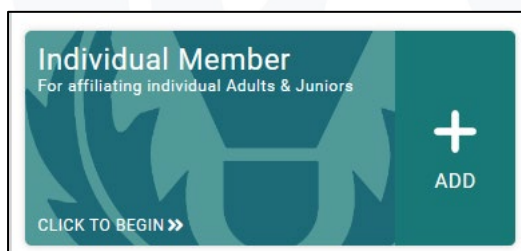
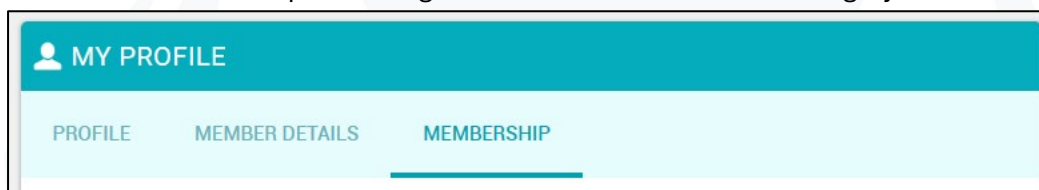


Note that the Tournament ID field cannot be edited by members and will be empty for new users and may also be empty for existing users. You don't need to worry about this, you only need to update your GROUP, LOCAL AUTHORITY and PLAYING NATIONALITY. Your tournament id will be your ME number (as described above) and will be automatically recognized by Tournament Software when you go to activate your account later in this guide.

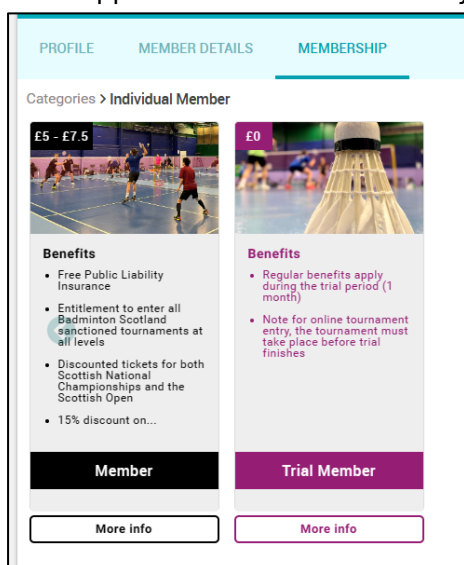
If this field is already populated but the data does **not** have the format 'ME' followed by 6 numbers (ex: ME038630), then you have pre-existing account on Tournament Software that predates our JG/TS update from June 2023. In this case, please see the '**Instructions for Existing Players**' document.

- 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:



- 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:

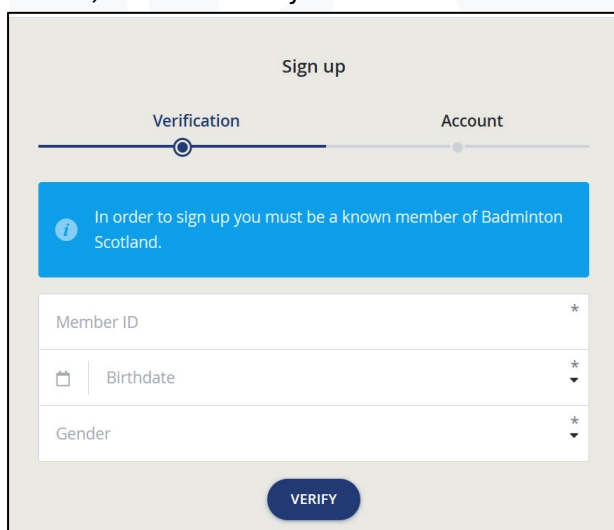


The **'Trial Member'** option is FREE and lasts **2 months** from the date of purchase. This option is for those who are looking to get a feel for competitive badminton but aren't sure about full membership yet. Please note however you can only purchase this once.

The **'Member'** option is £10.00 (£5.00 in 2<sup>nd</sup> half of season) for under 19s and £15.00 (£7.50 in 2<sup>nd</sup> half of season) for those 19+ and lasts the full membership season (1<sup>st</sup> August 202X – 31<sup>st</sup> 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 activate 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 ME number from JustGo, then click verify:



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. 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.

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Should you come across any issues whilst using JustGo/Tournament Software, please don't hesitate to contact us at [emma@badmintonscotland.org.uk](mailto:emma@badmintonscotland.org.uk) or [businessinfo@badmintonscotland.org.uk](mailto: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/>