

To register as a club for the Matsuru Dutch Open Espoir, or any other Tournament hosted on Judomanager follow this procedure:

1. Register your club account

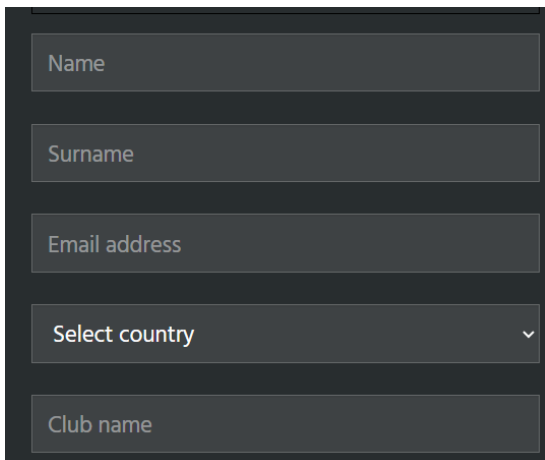
- If you didn't do so already visit <https://admin.judomanager.com/> and request a guest account:



- In the next screen you need to fill out the required details:
Select Netherlands and the Matsuru Dutch Open Espoir:

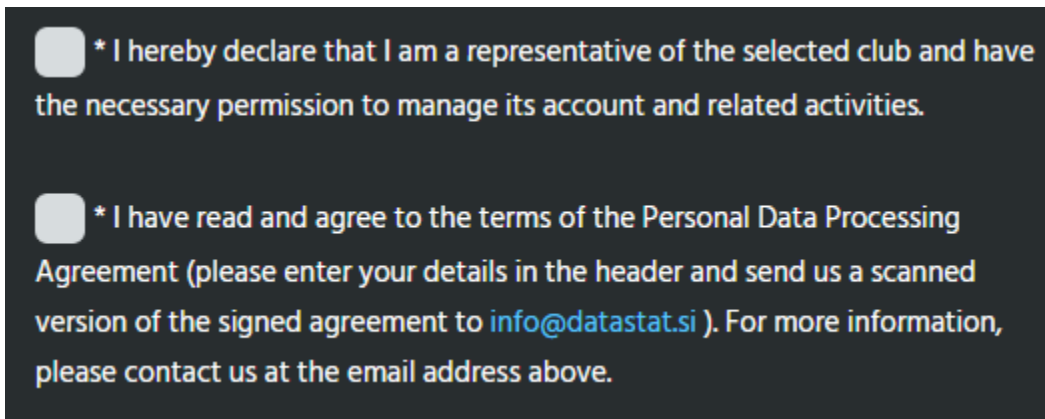
A screenshot of a registration form with two dropdown menus. The first dropdown menu is labeled 'Netherlands' and has a downward arrow. The second dropdown menu is labeled '10.01.2026 Matsuru Dutch Open Espoir' and also has a downward arrow.

- Fill out your own details:



A registration form with five input fields stacked vertically. The fields are labeled 'Name', 'Surname', 'Email address', 'Select country' (with a dropdown arrow), and 'Club name'.

And agree to the terms:

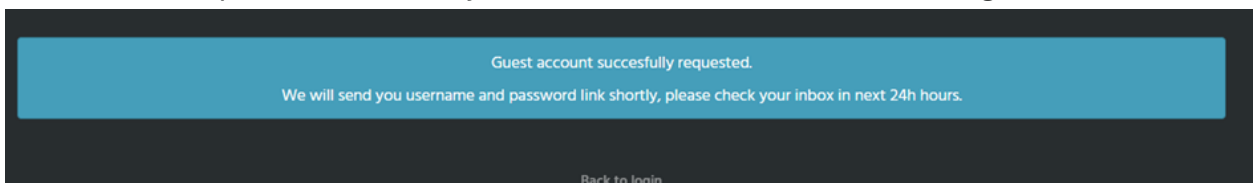


A section for agreeing to terms and conditions. It contains two checkboxes, each followed by a line of text. The first checkbox is for declaring as a club representative. The second checkbox is for agreeing to the Personal Data Processing Agreement.

☐ * I hereby declare that I am a representative of the selected club and have the necessary permission to manage its account and related activities.

☐ * I have read and agree to the terms of the Personal Data Processing Agreement (please enter your details in the header and send us a scanned version of the signed agreement to info@datastat.si). For more information, please contact us at the email address above.

- Click “Send Request” after which you will receive a confirmation message.



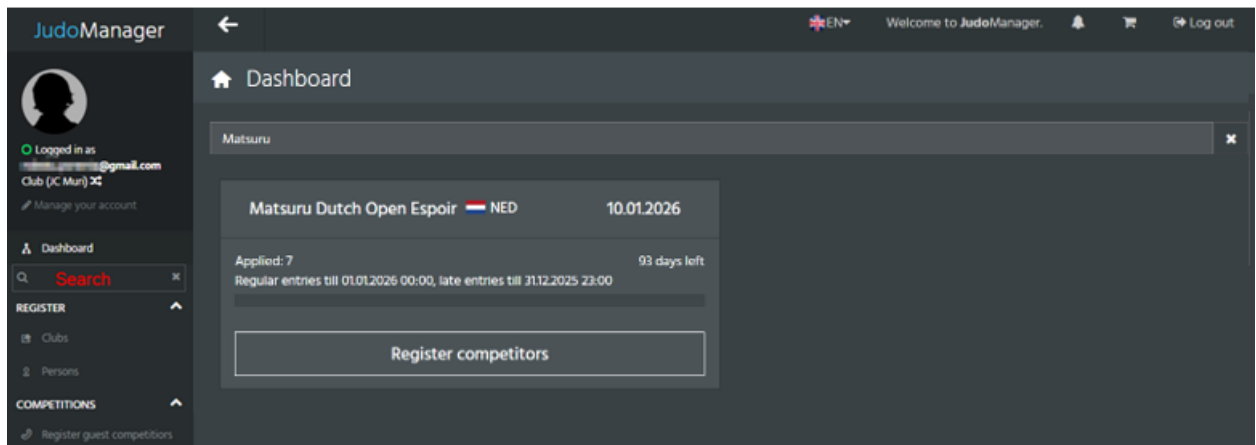
A confirmation message displayed in a blue box. The text reads: 'Guest account successfully requested. We will send you username and password link shortly, please check your inbox in next 24h hours.' Below the box is a link that says 'Back to login'.

- A Federation admin will review the request and create the account.

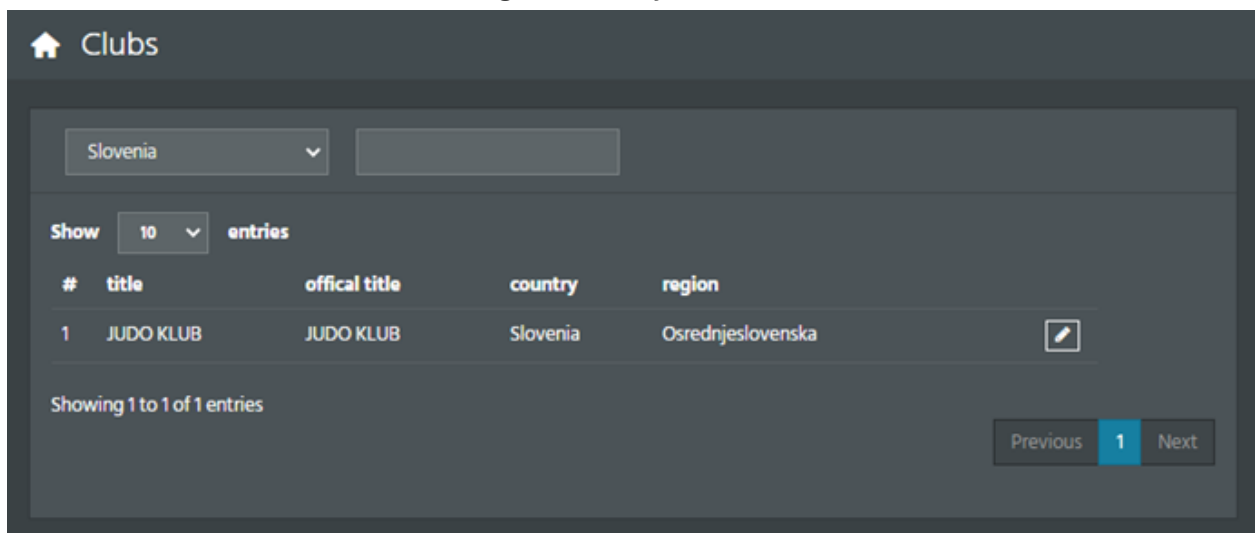
Once completed you will receive a confirmation email. The email will contain the follow-up instructions on how to set a password. If you are unsure if the request was completed successfully, please contact registrations@dutchopenespoir.nl.

2. Check your club information

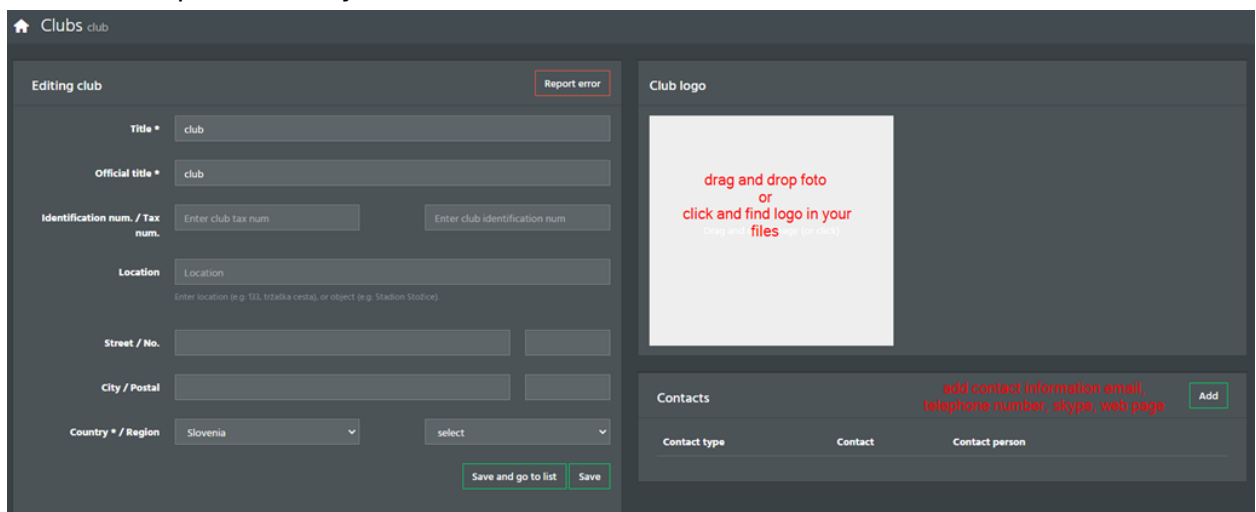
- Visit <https://admin.judomanager.com/>
- Upon login you will be redirected to your dashboard.



- Click on Clubs under the section Register. Find your club:



- Click on the pen icon so you can add or edit information about the club.



- Click on Persons under the section Register.

JudoManager EN Welcome to JudoManager. 1 Log out

Persons

Search ... Active

Add new

Quick insert New person

10 Previous 1 Next

#	Name	Club	Year of B.	Registrations	Number	Quick	Edit	Delete
1	DOE Jane	JUDO KLUB	1981		P-1-2021-00002	Quick		
2	NOVAK Janez	JUDO KLUB	1981		P-1-2021-00001	Quick		
3	NOVAK Maja	JUDO KLUB	1981		P-1-2021-00004	Quick		
4	OBLAK Marjan	JUDO KLUB	1981		P-1-2021-00003	Quick		
5	SEVER Nuša	JUDO KLUB	1981		P-1-2021-00005	Quick		
6	SMITH Alice	JUDO KLUB	1981		P-1-2021-00006	Quick		

- You may filter the list by country and club. In the search box you can filter by name, family name, club and year of birth.

#	Name	Club	Year of B.	Registrations
---	------	------	------------	---------------

- By clicking on either name, Club or Year of B. it will rearrange by alphabetical order A - Z, Z - A, highest year - lowest year, lowest year - highest year.
- Adding new persons can be done two ways:

- By clicking on Quick insert, entering data of a new person in the new window on your right and then clicking Save.

The screenshot shows a software interface for managing a database of people. On the left, a sidebar contains a 'Quick insert' button (highlighted with a red box) and a list of existing entries, each with a 'Quick' button. The main area on the right is the 'Quick insert' form, which is a modal window. It contains the following fields:

- Last name
- Name
- International last name
- International name
- Gender / Date of birth (with a dropdown menu)
- Unique identifier
- Country (Slovenia)
- Club (JUDO KLUB)
- School (Search by school ...)
- City of birth

At the bottom of the form, there is a declaration checkbox: "I declare that I have obtained a suitable consent for the entry of a new member (e.g. an application form and the rules of the association, or a special written statement that the user agrees with the processing of his or her personal data at judoregister.com)". Below this, there are two buttons: "Save and close" and "Save".

- Clicking »New persons« and you will be directed to a new window where you can add more detailed information about the new person. After entering the

information press »Save«.

The screenshot shows a web form titled "Persons" with a sub-header "Inserting person". The form contains several input fields and dropdown menus:

- Family name * / Name ***: Two text input fields labeled "Enter family name" and "Enter given name".
- Intern. family name / name**: Two text input fields labeled "Enter international family name" and "Enter international name". Below these fields is a note: "Family name should not contain local characters" and "Name should not contain local characters".
- Gender ***: A dropdown menu with "select" as the current value.
- Date of birth * / ID num.**: A text input field labeled "Enter unique identifier".
- Country * / Club**: A dropdown menu with "Slovenia" selected, and another dropdown menu with "JUDO KLUB" selected.
- Location**: A text input field labeled "Enter location". Below it is a note: "Enter location (e.g. 111, trženska cesta), or object (e.g. Stadion Šiške)".
- Address**: Two text input fields labeled "Enter street" and "Street number".
- City**: Two text input fields labeled "Enter city / place" and "Postal code".
- School**: A dropdown menu with "select" as the current value.
- City of birth**: A text input field labeled "Enter city of birth".

At the bottom of the form, there is a checkbox with the text: "I declare that I have obtained a suitable consent for the entry of a new member (e.g. an application form and the rules of the association, or a special written statement that the user agrees with the processing of his or her personal data at judoregister.com)". A green "Save" button is located at the bottom right.

- Next to each person you are given three options.
 - Quick edit: click on the icon »✈️Quick«

The screenshot shows a web form titled "Hitro urejanje" (Quick edit) for a person. The form contains several input fields and dropdown menus:

- Primek**: Text input field with "NOVAK" entered.
- Ime**: Text input field with "Janez" entered.
- Mednarodni primek**: Text input field.
- Mednarodno ime**: Text input field.
- Spol / Datum rojstva**: A dropdown menu with "Moški" selected, and a text input field with "07.04.1981" entered.
- Emšo**: Text input field.
- Država**: A dropdown menu with "Slovenija" selected.
- Klub**: Text input field with "JUDO KLUB" entered.
- Šola**: Text input field with "išči po šolah ..." entered.

A green "Shrani" button is located at the bottom right. On the left side of the form, there is a sidebar with a list of people. The first person in the list is highlighted with a red box, and the "Hitro" (Quick) icon next to it is also highlighted with a red box.

- Information about the person: click on the pen icon and it will lead you to a new page with more detail information that you can view and/or edit. After you finish editing press »Save«.

Persons NOVIK, JANEZ

Editing person Report error

Family name * / Name * NOVIK JANEZ

Intern. family name / name Enter international family name Enter international name

Gender * male

Date of birth * / ID num. 01041981 Enter unique identifier

Country * / Club Slovenia JUDO KLUB

Location Enter location

Address Idrija 811

City Ljubljana 1000

School select

City of birth Enter city of birth

Image Drag and drop / upload new picture

Contacts

Contact type	Contact	Contact person
email	Janez@gmail.com	Janez Novik
mobile	+38691111111	Janez Novik

Add

Save and go to list Save

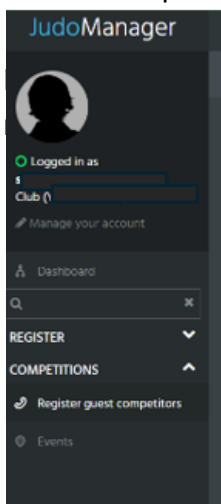
Add email, mobile number, skype name and website

Insert the picture a picture by pressing on the upload button or drag and drop a photo(must be in ether of the formats: .jpeg, .png, .gif, .bmp). In the upper ribbon you can move from Basic to Extra and Personal folder. In the tab Extra you can view information about the persons registrations, health insurance, belts, functions, referee licences, coach licences file uploaded and certificates. Files uploaded and Certificates can be downloaded in pdf form.

- In the Personal folder you have a collection of the following data: Personal data, registration, health insurance, competitions, belts functions, referee licences and coach licence. In the top right corner we have the option of transporting all of that data into a PDF file and in JSON standard format.

3. Register your competitors

- Under Competitions, click Register Guest Competitors



- Under Competitions, click Register Guest Competitors

Under Competitions, click Register Guest Competitors. Click on the competition you wish to enter competitors to.

← EN Welcome to JudoManager. Log out

Register guest competitors

Register to competition

#	Competition	Date from - to	Deadline	
3	NED, Eindhoven	Matsuru Dutch Open Espoir	10.01 - 11.01.2026	31.12.2025 23:00 Regular entries till 01.01.2026 00:00, late entries till 31.12.2025 23:00

[Print](#) [Register](#)

You can filter on the tournaments to easily find the Matsuru Dutch Open Espoir.

- Click on the name of the tournament

Register guest competitors

Registration deadline is 23.01.2022 39 days and 8 hours left to register

Select age groups and weigh category

U15 - male U15 2007 - 2010

U15 - Female U15 2007 - 2010

U13 - Male U13 2009 - 2012

U13 - Female U13 2009 - 2012

U11 - Male U11 2011 - 2014

U11 - Female U11 2011 - 2014

U9 - Male U9 2013 - 2015

U9 - Female U9 2013 - 2015

Print All

-30 kg

-33 kg

-36 kg

-40 kg

-45 kg

-50 kg

-55 kg

-60 kg

+60 kg

Unregistered competitors

Add Competitors from the list or add [new competitors](#)

Show 10 entries

Search: Find by name

Competitor

Club

Category

+ Register

Registered competitors

Please print your team, and bring it to competition

Select age group to see registered competitors

BREITSCHEID Noah

SUI / JC Muri

-30 kg

-33 kg

-36 kg

-40 kg

-45 kg

-50 kg

-55 kg

-60 kg

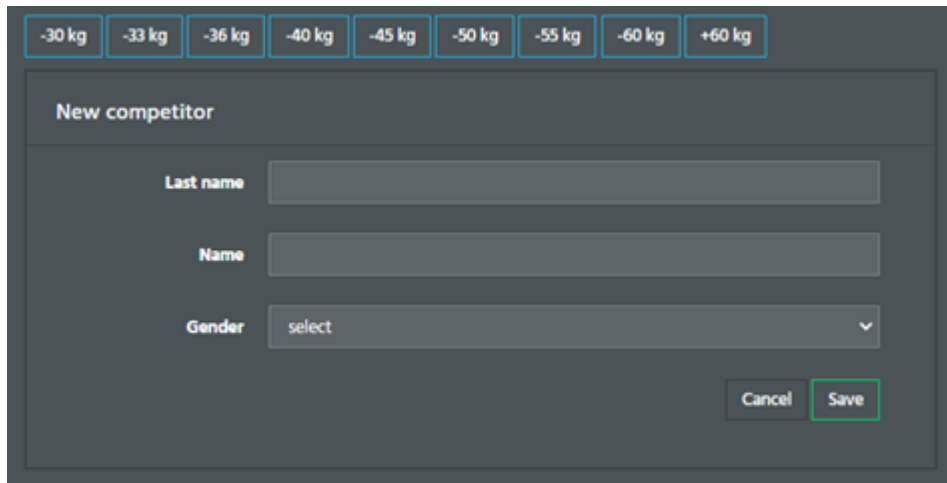
+60 kg

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

- Find your clubs athletes and add them to the competition by clicking on “+Register”. The athletes weigh category can be selected before or after adding on the right side.

- If you can not find your athlete on the list you may add a new person by clicking “New competitor” and fill in basic information of the person.



The image shows a user interface for adding a new competitor. At the top, there is a horizontal row of nine buttons representing weight classes: -30 kg, -33 kg, -36 kg, -40 kg, -45 kg, -50 kg, -55 kg, -60 kg, and +60 kg. Below this row is a dark gray panel titled "New competitor". Inside this panel, there are three input fields: "Last name", "Name", and "Gender". The "Gender" field is a dropdown menu currently showing "select". At the bottom right of the panel are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green border.

-30 kg -33 kg -36 kg -40 kg -45 kg -50 kg -55 kg -60 kg +60 kg

New competitor

Last name

Name

Gender

Cancel Save