

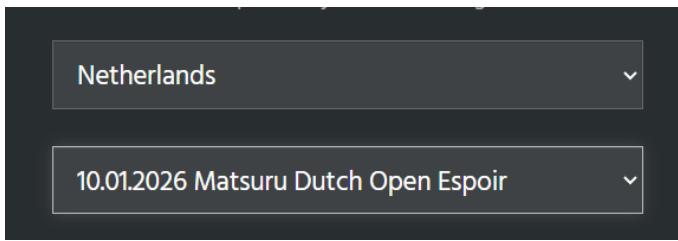
To register as a club for the Matsuru Dutch Open Espoir, or any other Tournament hosted on Judomanager follow this procedure:

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:



- Fill out your own details:

The image shows a vertical stack of five input fields. From top to bottom: 'Name', 'Surname', 'Email address', 'Select country' (with a dropdown arrow), and 'Club name'. Each field is enclosed in a dark grey rectangular box with a thin white border.

And agree to the terms:

* 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.

The image shows a blue horizontal bar with white text. It reads: "Guest account successfully requested. We will send you username and password link shortly, please check your inbox in next 24h hours." Below this bar is a dark grey footer with the text "Back to login" in white.

- 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.

The screenshot shows the JudoManager dashboard. On the left, there's a sidebar with 'Dashboard', 'REGISTER' (Clubs, Persons), and 'COMPETITIONS' (Register guest competitions). The main area is titled 'Dashboard' and shows a competition entry for 'Matsuru Dutch Open Espoir NED' on '10.01.2026'. It indicates 'Applied: 7' and '93 days left'. A large button labeled 'Register competitors' is present.

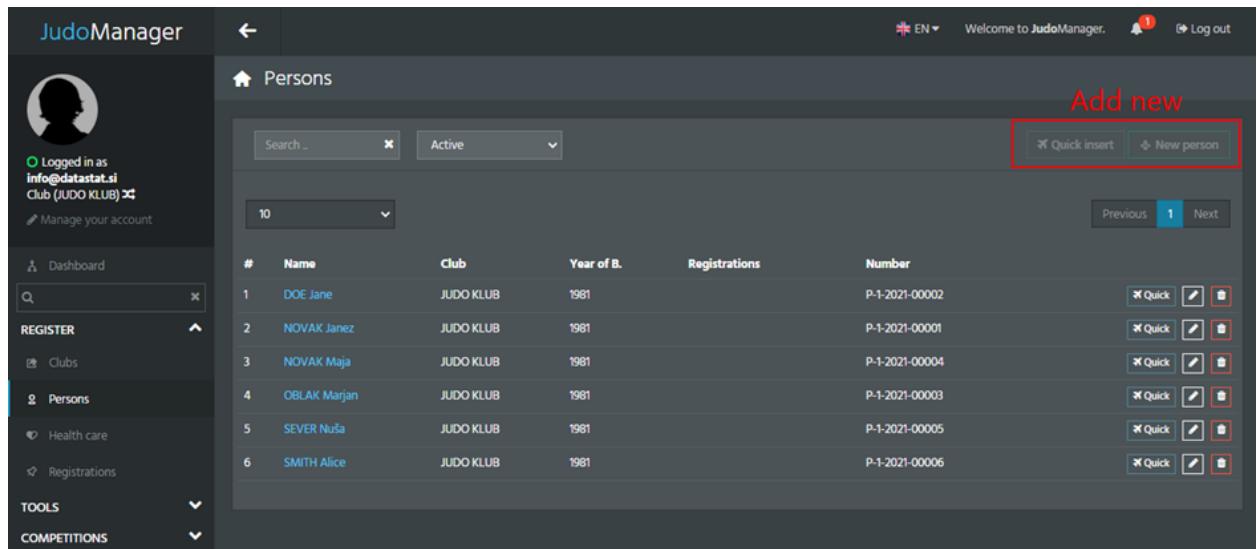
- Click on Clubs under the section Register. Find your club:

The screenshot shows the 'Clubs' page. It has a dropdown for 'Slovenia' and a 'Show 10 entries' button. A table lists one club: '1 JUDO KLUB' with 'JUDO KLUB' as the title, 'Slovenia' as the country, and 'Osrednjeslovenska' as the region. A pen icon is next to the club name. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

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

The screenshot shows the 'Editing club' page for 'JUDO KLUB'. It includes fields for 'Title' (club), 'Official title' (club), 'Identification num. / Tax num.' (Enter club tax num. and Enter club identification num.), 'Location' (Location), 'Street / No.' (Street / No.), 'City / Postal' (City / Postal), 'Country / Region' (Slovenia), and 'Contact type' (select). A 'Report error' button is also present. To the right, there's a 'Club logo' section with a placeholder for a logo and a 'Contacts' section with a note: 'add contact information email, telephone number, skype, web page' and an 'Add' button.

- Click on Persons under the section Register.



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

- 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
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- 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 than clicking Save.

The screenshot shows a 'Quick insert' dialog box. The left side of the dialog displays a list of previous entries with a 'Quick' button next to each. The right side contains input fields for a new person: Last name, Name, International last name, International name, Gender / Date of birth (a dropdown menu with 'select'), Unique identifier, Country (a dropdown menu with 'Slovenia'), Club (a dropdown menu with 'JUDO KLUB'), School (a dropdown menu with 'Search by school ...'), and City of birth. At the bottom, there is a checkbox with text about consent for new member entry, followed by 'Save and close' and 'Save' buttons.

- 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«.

Persons

Inserting person

Family name * / Name *

Enter given name

Intern. family name / name

Enter international name

Family name should not contain local characters

Name should not contain local characters

Gender *

Date of birth * / ID num.

Enter unique identifier

Country * / Club

JUDO KLUB

Location

Enter location (e.g. 133, tržaška cesta), or object (e.g. Stadion Stotice).

Address

Street number

City

Postal code

School

City of birth

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 judonegrier.com)

Save

- Next to each person you are given three options.

- Quick edit: click on the icon »→Quick«

Hitro urejanje

Prejšnja 1 Naslednja

Hitro

Priimek NOVAK

Ime Janez

Mednarodni priimek

Mednarodno ime

Spol / Datum rojstva Moški 07.04.1981

Emžo

Država Slovenija

Klub JUDO KLUB

Šola Išči po šolah ...

Shrani

- 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 NOVAK Janez

Editing person

Family name * / Name * NOVAK 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 Enter location (e.g. 101. Irbitova vrtba, or object (e.g. Shadow Irbita))

Address Titalka 301

City Ljubljana 1000

School select

City of birth Enter city of birth

Save and go to list Save

Image

Drag and drop / upload new picture

Contacts

Contact type Contact Contact person

email Janez@gmail.com Janez Novak

mobile +38621333333 Janez Novak

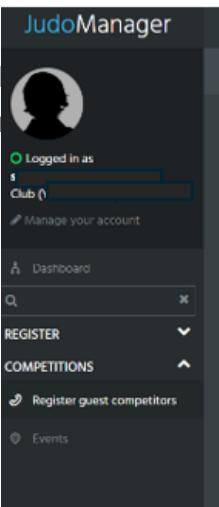
Add

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
-  Find a list of competitions made public in JudoManager. Click on the competition you wish to enter competitors to.

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

- Click on the name of the tournament

- 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 screenshot of a software application window titled "New competitor". At the top, there is a horizontal bar with several weight category buttons: -30 kg, -33 kg, -36 kg, -40 kg, -45 kg, -50 kg, -55 kg, -60 kg, and +60 kg. The "New competitor" title is centered above a form area. The form contains three text input fields: "Last name" (empty), "Name" (empty), and "Gender" (a dropdown menu with the text "select"). At the bottom of the form are two buttons: "Cancel" and "Save".