

GUEST ACCOUNT

Access, club setup and competitor preparation

For a club representative or coach registering competitors for a specific tournament.

01

STEP BY STEP

ACCESS

DATA

REGISTRATION

Want to register for competition with guest
account?

Request guest account

[Privacy policy](#)

Button used to start a Guest account request.

1

Open admin.judomanager.com select
“Request guest account” on the login screen.

2

Select a tournament made publicly available
by the organizer.

3

Enter your details: full name, club and email
address.

4

Submit the form. The request will be sent to
the federation or tournament organizer.



Good practice: Use an email address you can access at all times. Your login details and link with password set up will be sent to this address.



Example email with a button linking to the login page.

1

After your request is approved by administrator, you will receive an email.

2

Click "Go to Login" or open admin.judomanager.com.

3

Log in using the details.

4

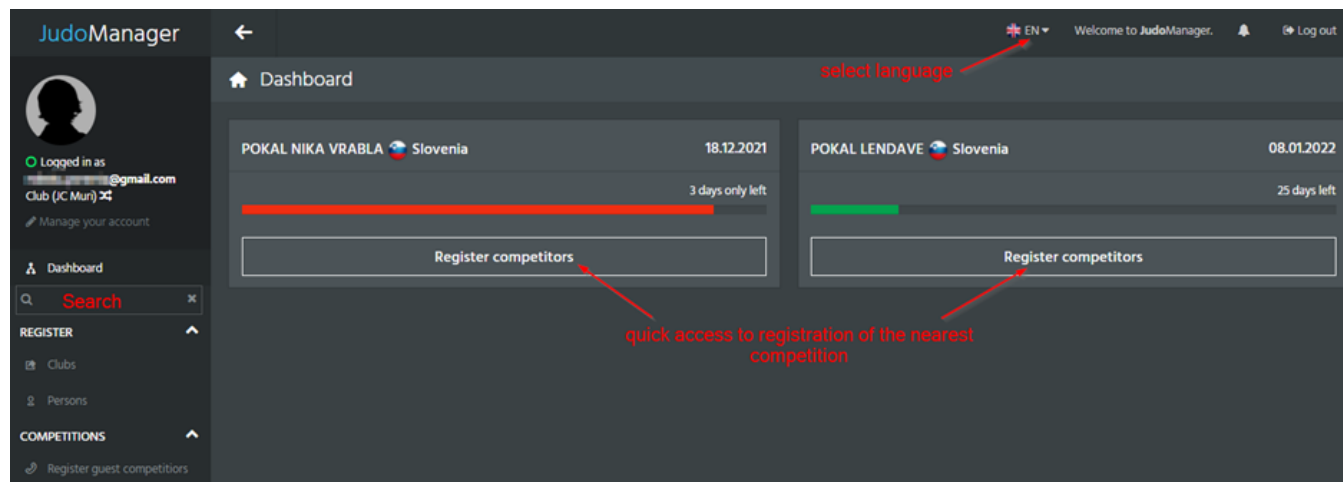
If the email has not arrived, check Spam and contact the organizer.



Security: Do not share login details with anyone who is not responsible for the club's registrations.

3

Dashboard and key menu items



Guest account dashboard and key navigation elements.

1

After login, the system opens the Dashboard.

2

You can change the interface language in the top-right corner.

3

Under Register, you will find Clubs and Persons.

4

Under Competitions, select Register guest competitors to open registration.



Note: Menu labels may differ slightly for a Club account, but the workflow is the same.

4

Check and complete the club details

Clubs

Slovenia

Show 10 entries

#	title	official title	country	region
1	JUDO KLUB	JUDO KLUB	Slovenia	Osrednjeslovenska

Showing 1 to 1 of 1 entries

Previous 1 Next

Club list. The pencil icon opens the edit form.

1 Under Register, select Clubs.

2 Find your club in the list.

3 Click the pencil icon on the right.

4 Complete or correct the club details and save the changes.



Check carefully: The official club name, country and region. An incorrect club assignment can make competitors difficult to find.

A. Quick insert

Quick entry of basic competitor details.

Use this to quickly create a profile with basic information. When finished, click Save.

B. New person

Full new-person form.

Use this to enter more detailed information immediately. When finished, click Save.



Minimum details: Family name, first name, gender, date of birth, country and correct club. Check spelling and year of birth before saving.

How to find a competitor

- Filter the list by country and club.
- Search by first name, family name, club or year of birth.
- Click Name, Club or Year of B. to change the sorting order.

How to edit details

- 1 Click Quick to edit basic details.
- 2 Click the pencil icon to open the full person profile.
- 3 Click Save after every change.
- 4 Do not create a second profile if the competitor already exists - search first.



Most common error: A duplicate competitor with a different name spelling or incorrect year of birth. This may create two separate profiles.



Before registering competitors

Checklist

✓ The Guest account is active and you can log in.

✓ The correct tournament is visible on the Dashboard.

✓ The club details are correct.

✓ All competitors are listed under Persons.

✓ Names, gender and dates of birth are correct.

✓ There are no duplicate competitor profiles.

READY

The data is ready for competitor registration.

Next document: Guide 02 - Registering Competitors

admin.judomanager.com