6th KUSA Games 16 - 22nd December 2017

ONLINE REGISTRATION USER GUIDE FOR PARTICIPATING INSTITUTIONS

www.kusa2017.phixelhosting.com

DEADLINES

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intention to Participate &amp; General Sports Entries</td>
<td>30th September 2017</td>
</tr>
<tr>
<td>Quantitative Entries</td>
<td>15th October 2017</td>
</tr>
<tr>
<td>Individual Entries</td>
<td>15th November 2017</td>
</tr>
<tr>
<td>Payment of fees</td>
<td>15th November 2017</td>
</tr>
</tbody>
</table>

TABLE OF CONTENT

I. Get Started ............................................................................................................... 2
II. Accessing /creating your user Account ........................................................................ 2
III. Entering General Entries .......................................................................................... 4
IV. Entering Quantitative Entries .................................................................................... 7
V. Adding an Individual Entry ........................................................................................ 9
I. Get Started
1. Go to the internet and access the link here http://www.kusa2017.phixelhosting.com/
2. Read the necessary introductory information before proceeding
3. Click the Blue Button “REGISTER YOUR TEAM FOR THE EVENT”

II. Accessing /creating your user Account
1. Click the dropdown “—SELECT YOUR INSTITUTION—” to search for your institution on the existing list.
2. Click the Red tab “MY INSTITUTION IS NOT ON THE LIST” if you have not found your institution on the drop down.
3. If already on the list, your account details and email will appear, enter the password and login or follow procedure to reset your password.
4. If your “INSTITUTION IS NOT ON THE LIST” The form below will appear for you to create an account

5. After creating an account, you will get a success notification on your page advising you to check your mail and activate the account.

6. Open your email, search for new mails inbox (you may also search the spam folder too) to access the mail

7. Click the long blue link to verify and activate your account

You will receive a notification confirming verification of your account. Enter your password and login to start team registration
III. Entering General Entries
When you log in to your account, you will see the screen below.

1. Click the red button, “Continue Application” to proceed and enter General entries or click the blue button, “Update your Profile” to review your User Account

   a. When you click the “Continue application” a form will appear which you should fill in, and leave no empty field.
   
   b. Take note of the “Browse button” Please ensure that you upload the logo of your institution. It must be in picture format. Just as you upload a Facebook profile picture
   
   c. For those, who have ever used the platform for a previous event, the form shall appear with all content, but in editable format

2. After completing the whole form, click “save and continue” at the bottom of the page.
   You will then be directed to another page where you can choose the different sports disciplines you plan to participate in by checking the active boxes.

3. Then Click “save and Complete” at the bottom
4. You will then be directed to a Declaration page. Read the contents carefully and Check the box if you agree with the terms of use.

5. An extra window will pop up asking whether you are sure you want to submit your application. Click okay.

6. Then again click “Submit your Application”

7. A new screen report will appear giving status of your application. You can then signout of the portal and wait for the Event managers to get back to you with the status of your application.

8. You will also receive an email under the subject: 6th KUSA Games 2017 - Application Submitted
Congratulations!!!!!!!!!!!!!!! You have done this section perfectly well. You can get back to your account any time you want by signing in. Until the events managers review your application, you cannot proceed from this point.
IV. **Entering Quantitative Entries**

When the event managers review your entry, an email is sent to you with the appropriate subject. You may be required to resubmit information; your application may be rejected or approved. Follow the instructions in the mail you receive to proceed.

1. If approved, you will receive the mail below.

   ![Application Approved Email]

2. Log in to your platform again, and click “Proceed to Quantitative”

   ![Platform Login]

3. Fill out the form. Note that it is only the events you selected in General Entries that can be accessed by you.

4. Take note also of the provision to submit general team officials, who may not be attached to any sport e.g Head of Delegations, Deans etc..

5. Save and go through the submitting process again as you did with the General Entries.
**Editing approved Quantitative Entries**

The system is scheduled to lock your entry forms after submission. In the event that you want to edit an already submitted form, Contact the Host/Owner for permission. They will have your form re-opened and you follow the procedure below.

1. Click Here

2. Click “Quantitative”

3. Fill in the form. Move a cursor to the box and enter the Men, then women. The totals come automatically. See example with athletics. **Don’t mind the TOTALS**

4. Click “Save”

5. Click “xClose”
Once the quantitative data previously submitted has been approved, Login to your account; you will notice the welcome message has changed to indicate that your entries have been approved.

V. Adding an Individual Entry

1. Click the red button “PROCEED TO INDIVIDUAL ENTRIES” if you want to begin entering new participants for the event

2. To add an athlete, click on the “ADD PARTICIPANT” button

3. Fill in the necessary student information in the given forms. This form has been subdivided into the basic TABS of information required from each student i.e. Bio data [Personal Information],

Page 9 of 11
Academic information, sports data [Previous Competitions participated in], Sport Data [Details of your previous participation in sports events] primary sport [The sport the athlete is registering for], secondary sport [Any other sports the athlete can participate in]. After entering all the relevant data, click save.

4. Once entries are saved, you can view a list of all the entries you have made.
5. Click on the “PRINT INDIVIDUAL ENTRIES” button to print the entry forms for the participants you have added. This generates forms for both officials and athletes.
6. Click on the “ADD OFFICIALS” button to add an official or delegation member.
7. Fill in the necessary information for each official. Make sure you specify the position of each official. Some positions may require additional information e.g. You will have to specify the sport if you register an official as a coach.

### OFFICIALS/DELEGATION ENTRY FORM

<table>
<thead>
<tr>
<th>Intention to Participate</th>
<th>General Entry</th>
<th>Quantitative</th>
<th>Individual Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Photo</td>
<td>Choose File</td>
<td>No file chosen</td>
<td></td>
</tr>
<tr>
<td><strong>Bio Data</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Names</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male ☐</td>
<td>Female ☐</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>YYYY ☑ MM ☑ DD ☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of Birth (see passport)</td>
<td>Place of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National ID Number</td>
<td>National ID Number</td>
<td>Attach National ID: Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>Passport Number</td>
<td>Passport Number</td>
<td>Attach Passport: Choose File</td>
<td>No file chosen</td>
</tr>
<tr>
<td>Country of Residence</td>
<td>Country of Residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Residence</td>
<td>City of Residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>Mobile Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position/Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

Make sure you attach a clear colored passport photo for each individual as this is to be used when generating accreditation cards.

Scan all relevant documentation to be attached. Make sure they are all coloured. Do not scan photocopied documents. Please make sure you have the following documents scanned:

**Athletes**

- Student ID
- Birth Certificate
- Passport or National ID

**Officials**

- Passport or National ID