



ENTRY SYSTEM USER GUIDE

Version 0.2
2/01/2018

Albert Ferguson
Wilson Ekayapan

myStage User Guide

Document Control

Document Control Information	
Document name	Entry System User Guide
Prepared For	Competitors, Parents and Coaches
File Name	Entry-system-user-guide
Version	0.2
Status	In Draft
Author	Wilson Ekayapan & Albert Ferguson

Revision History

Version	Description	Reviewed By	Date
0.1	Draft	Wilson	02/01/2018
0.2	Review	Claire	4/1/18

Acronyms/Definitions

Acronym	Meaning
MyStage	Competition management software
AWICT	Albert and Wilson IT consulting
CVI	Calisthenics Victoria Inc
Entry System	Functionality within myStage to manage Entries.

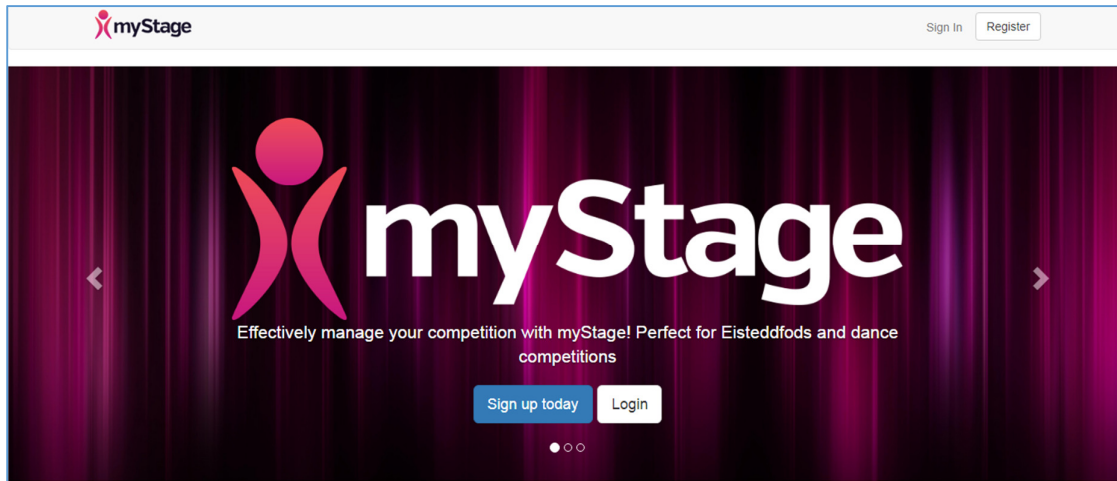


Table of Contents

myStage User Guide.....	1
Document Control.....	1
Revision History	1
Acronyms/Definitions	1
Table of Contents.....	2
What is myStage	3
myStage Entry System Overview	3
1. Create myStage account.	4
2. USER PROFILE Details and features	6
3. Enter Competitions	8
I. Through your profile	8
II. Events Link	9
4. Payment process & Options.....	10
5. Invoices and Receipts.....	13
6. Viewing Entries.....	14
7. Getting Ready for Competitions – Pre-registrations.....	14
8. Help and Support.	14



What is myStage



myStage is a software system that automates manual processes used in running a competition, saving precious time and massively increasing operational efficiency of a competition. With myStage entry system, competitors, parents and coaches can now enjoy a simplified entry system. With just a few clicks a competitor can enter across multiple competitions, view their financial information at ease and update their information at their convenience.

The system's ability to be configurable makes it adaptable to the needs of every organisation and competitors a like.

myStage Entry System Overview

MyStage Entry system, accessible from myStage home page allows competitors, coaches and or parents to view and enter into open competitions. CVI organisation provides entry rules which are enforced into the system. The following are the basics of how the Entry system works and how to enter into open competitions. Also explained are the functionality of a competitor, parent or coach profile.

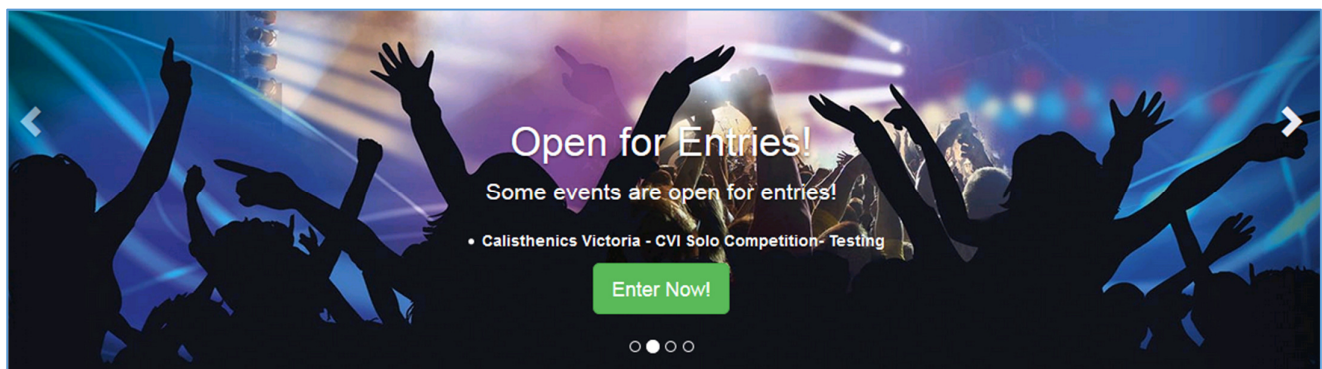


Figure 1 – myStage banner showing Open entries.

Parents or Coaches may enter their competitors to any open Competition of their choice by clicking 'Enter Now' as in the figure 1 above or simply by clicking **Enter Competitions**, once logged into myStage, this is available from the profile page.

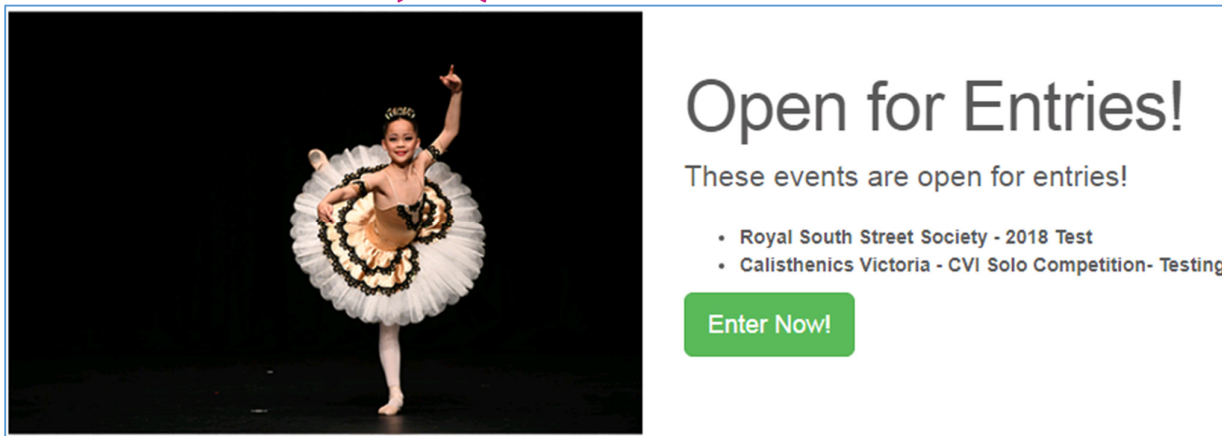


Figure 2 – Open Entries link

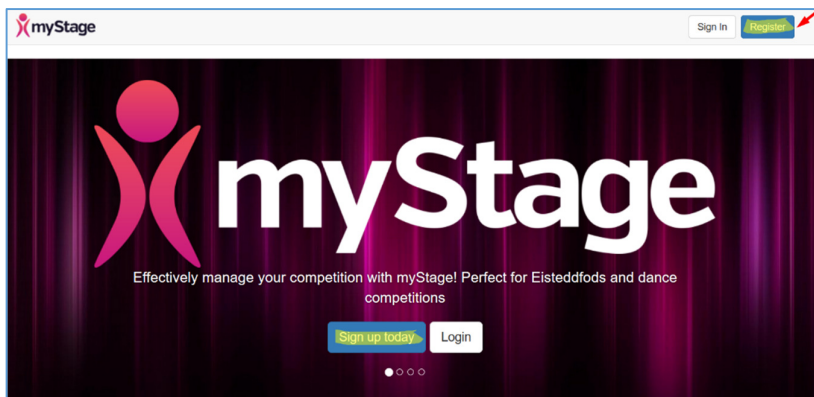
Note: Any competitor or parent who does not have an account in myStage would need to follow the signup process by simply clicking ‘**Sign-up**’ from myStage home page

The following describes the key steps to having your account up and running in minutes, ready to enter into any competition.

1. Create myStage account.

If you don't have a myStage account already, you would need to click sign-up and follow the on screen instructions

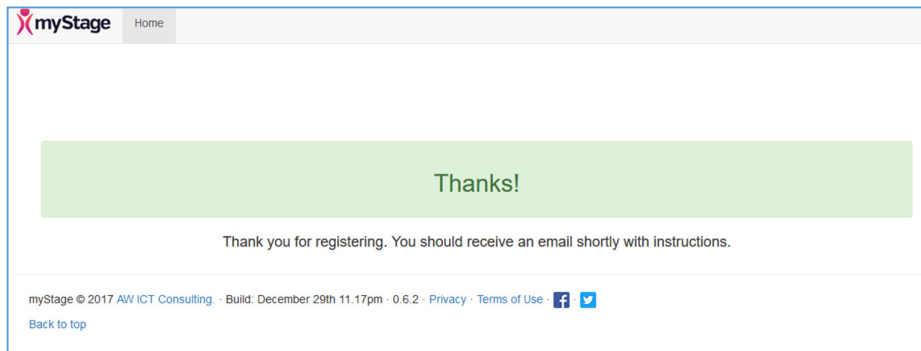
- a) From myStage website, click sign-up or register



- b) Enter the required details, such as your name, date of birth, email address(will be used as your username) set a password you can remember but not simple enough for anyone to guess, check that you agree to myStage Terms and Conditions and their privacy policy, then click ‘Register’

A screenshot of the myStage website's account creation page. The page has a header with the myStage logo and a "Home" link. Below the header is a profile picture placeholder and the heading "Create a myStage account". The form includes fields for "First name", "Last Name", "Date of Birth", "Email", "Password", and "Re-Enter Password". There are two checkboxes for terms and conditions and a "Register" button highlighted with a red box.

- c) You should see a 'Thank you for registering' message, check your email for a link from myStage (info@mystage.net.au) with the title 'myStage Account Verification'.



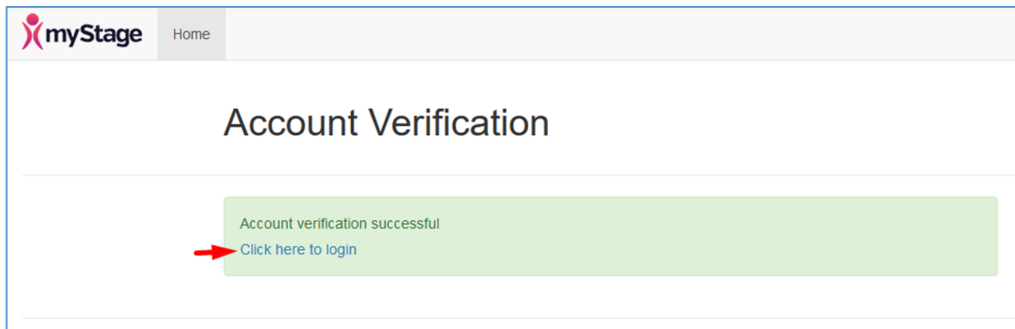
- d) Click on the link provided in the email to take you to the activation page.

A screenshot of the myStage website's account verification page. The page has a header with the myStage logo and a "Home" link. Below the header is the heading "Account Verification". The form includes an "Email" field with a placeholder "Email Address" and a "Confirm" button highlighted with a red box.

- e) To active your account enter your email address, then press **Confirm**.

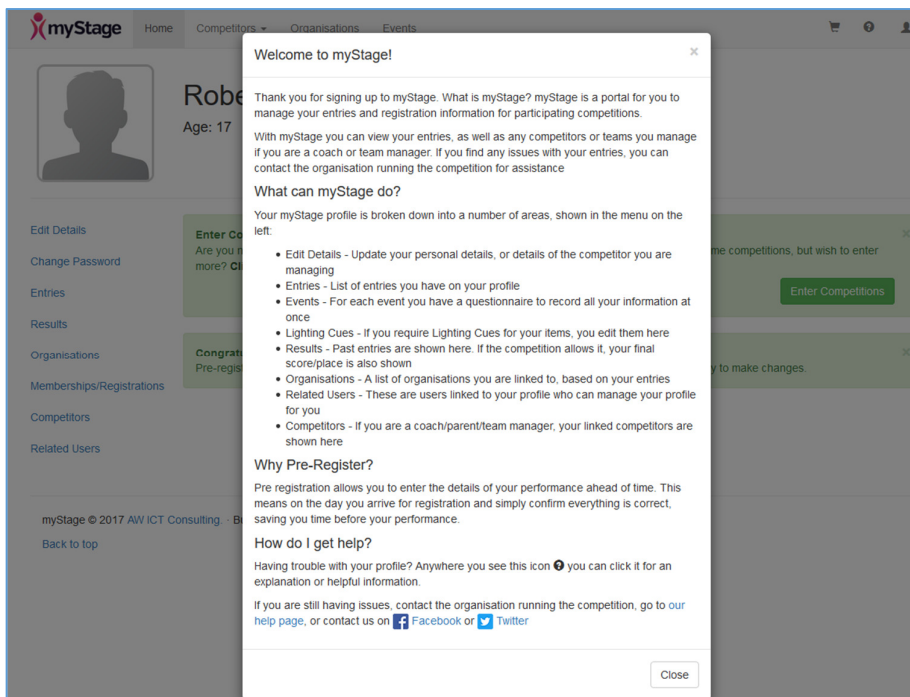


- f) You should have a link you can click on to login into the myStage website, use your email address as your username and the password you set earlier to login.

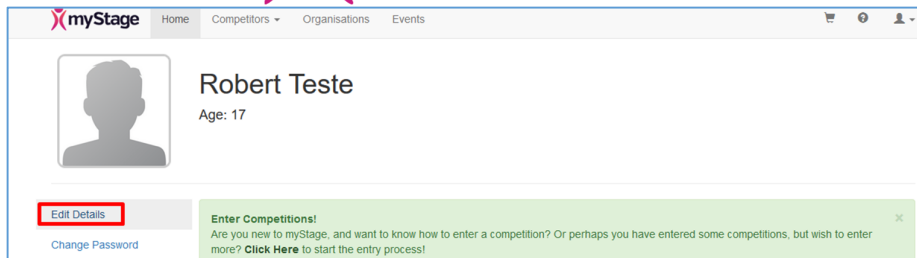


2. USER PROFILE Details and features

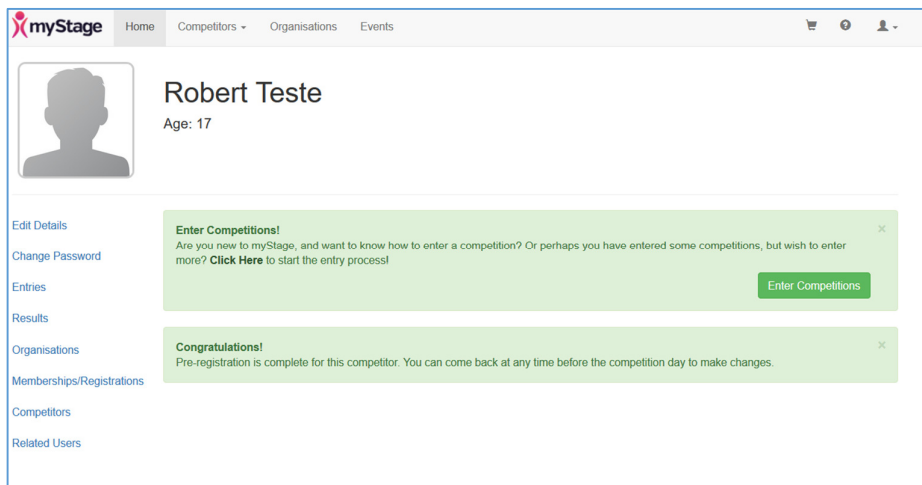
- a) Once you have logged into myStage for the first time, you should receive a **Welcome to myStage** message, similar to the one shown below. This message then goes to explain your account profile features and where you can get help if you need. Once you have read the message, you may click 'close' button at the bottom right of the screen.




- b) Edit your profile details and those of the competitors you are attached with. Make sure date of birth is accurate for each competitor and other information such as an address, phone number, coach and clubs details as current as possible, **see figure 10 below**


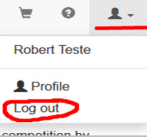


Once you have your profile up to date, explore your other account profile features.



Competitor/Parent or Coach Profile functions.

Function/Link	Explanation/Meaning
Home	Your profile home page when you click 'home' button or the little stick person from anywhere within myStage site, you are taken back to your profile home page
Competitors	You can access your list of competitors you manage as a parent or a coach, by click on competitors link
Organisations	This is a list of organisations you are linked with through entries.
Edit Details	This is where you update and keep your personal details up to date, and/or details of the competitors you are managing
Entries	List of entries you have on your profile
Lighting Cues	If you require Lighting Cues for your items, you edit them here
Results	Past entries are shown here. If the competition allows it, your final score/place is also shown
Related Users	These are users linked to your profile who can manage your profile for you
Competitors	If you are a coach/parent/team manager, your linked competitors are shown here, and you can add competitors and update their profiles.
Events	A list of all competitions you can enter whether they are open for entries or not
	Shopping Cart, if there are any items in the cart

	Click here for help information, including contacting support.
	To logout myStage application, click on profile icon and click logout.

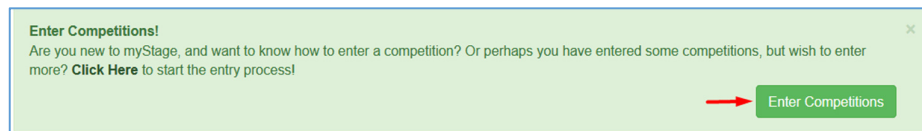
3. Enter Competitions

Once you are logged into myStage, you can enter into any open competitions as long as you are eligible to enter them, example, you can only enter into items appropriate to your age group. Please ensure to read each competition's rules prior to entry.

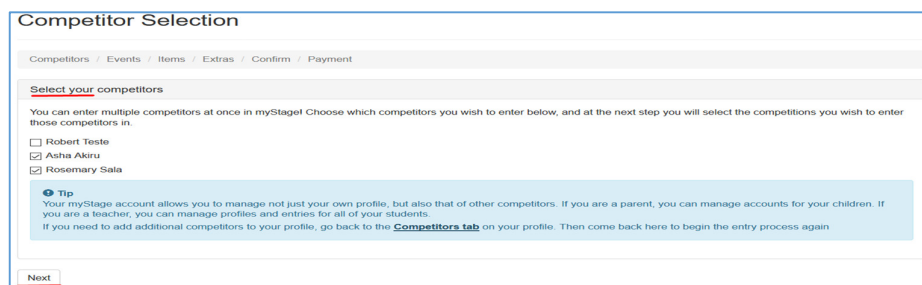
To enter into competitions, there are two ways

I. Through your profile

- a) From your profile, click on '**Enter Competitions**' link. Make sure you have created at least one competitor, this could just be yourself and ensure your contact details as a parent or coach are current.



- b) Select your competitor/s to enter into a competition, then press next



- c) Select your Event/s or competition/s to enter, then press next



Event/Competition Selection

[Competitors](#) / [Events](#) / [Items](#) / [Extras](#) / [Confirm](#) / [Payment](#)

Select your events/competitions

Here you choose the event/competition you wish to enter. If your competitors will enter a mix of competitions choose them all.

- CVI Solo 2017 Test *Calisthenics Victoria*
- Eastern Starz Solo Competition *Eastern Starz*
- Ballaarat Solo Competition 2017 TEST *Ballaarat Solo Comp*

[Next](#)

d) Add Items to your Cart for each of your competitors, once done, click view Cart or click on Cart icon on top menu

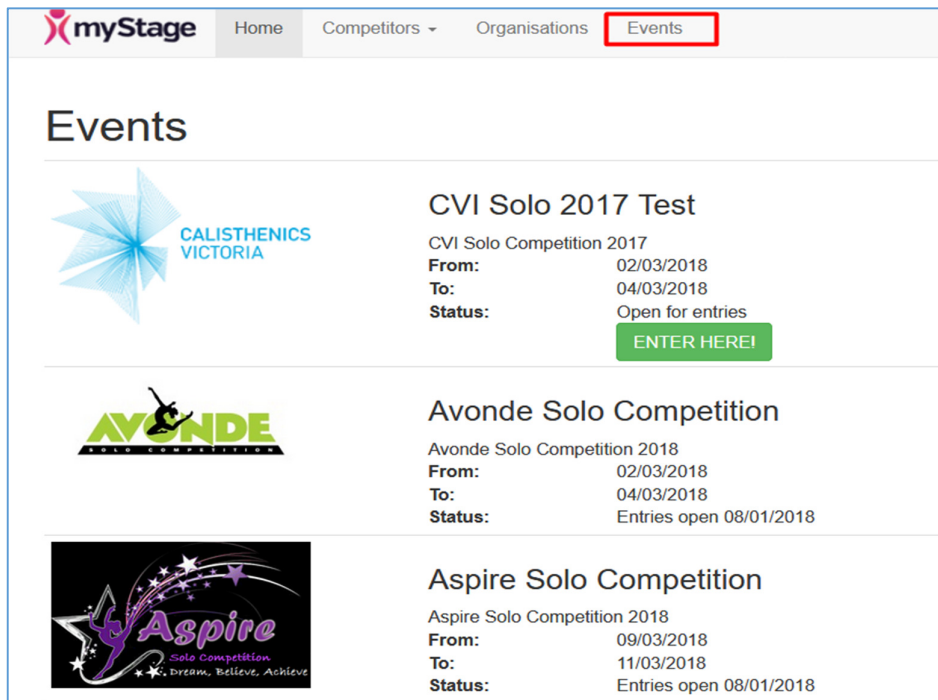
CVI Solo 2017 Test <i>Calisthenics Victoria</i>		
From: 02/03/2018 To: 04/03/2018		
Section	Entry Fee	Options
16 years Graceful Novice Solo	\$ 33.09	View cart
16 years Graceful Open Solo	\$ 33.09	Add to cart
16 years Graceful Open Reserve Solo	\$ 33.09	Add to cart
Intermediate Duo	\$ 44.31	Add to cart
Senior Duo	\$ 44.31	Add to cart

Eastern Starz Solo Competition <i>Eastern Starz</i>		
From: 23/03/2018 To: 25/03/2018		
Section	Entry Fee	Options
16 years Calisthenics Novice Solo	\$ 26.36	View cart
16 years Calisthenics Open Solo	\$ 26.36	Add to cart

II. Events Link

The second way to enter into a competition is by clicking on **Events** menu at the top of your profile screen as shown in the screenshot below, all available events will be listed, choose one you would like to enter and press **'Enter Here'** link

a) Click on Events.



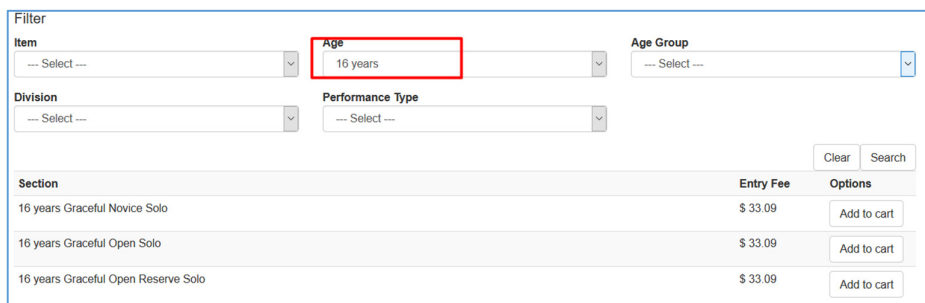
Events

CVI Solo 2017 Test
 CVI Solo Competition 2017
From: 02/03/2018
To: 04/03/2018
Status: Open for entries
 ENTER HERE!

Avonde Solo Competition
 Avonde Solo Competition 2018
From: 02/03/2018
To: 04/03/2018
Status: Entries open 08/01/2018

Aspire Solo Competition
 Aspire Solo Competition 2018
From: 09/03/2018
To: 11/03/2018
Status: Entries open 08/01/2018

b) Filter based on the **Age** of competitor and click **Search** as shown below



Section	Entry Fee	Options
16 years Graceful Novice Solo	\$ 33.09	Add to cart
16 years Graceful Open Solo	\$ 33.09	Add to cart
16 years Graceful Open Reserve Solo	\$ 33.09	Add to cart

c) Click to add the item to your Cart, then go to Cart for next step.

4. Payment process & Options

Now that you have selected items for each one of your competitors, it is now time to make purchases. Follow on the screen steps to purchases DVDs, photos or filming option for each of the competitors you have selected.

a) Once you are happy with the items in the Cart, click **Check-Out** to go to the next step



Entries

Name	Quantity	Sub-Total	Options
16 years Graceful Novice Solo <i>Calisthenics Victoria</i>	1	\$ 33.09	Remove
16 years Calisthenics Novice Solo <i>Eastern Starz</i>	1	\$ 26.36	Remove
Total:		\$ 59.45	

Tip
 You can enter multiple items and competitions at once, for multiple competitors
 Either [click here](#) to start by selecting the competitor, or go to the **Events** page to see other events to enter

- b) Choose your entry extras such as DVD, Photos etc for each of competitors and then click **update totals** then click next. You can add or remove a competitor from this screen.

Competitors / Events / Items / Extras / Confirm / Payment

16 years Graceful Novice Solo

Calisthenics Victoria

Competitor 1: [Remove](#)

Asha Akiru

<input type="checkbox"/> Entry Fee	Item entry fee	\$ 33.09
<input checked="" type="checkbox"/> DVD	DVD	\$ 25.00
<input type="checkbox"/> Winkipop Photos	Winkipop photography package	\$ 25.00

Total: \$ 33.09

[+ Add another competitor](#)

16 years Calisthenics Novice Solo

Eastern Starz

Competitor 1: [Remove](#)

Asha Akiru

<input type="checkbox"/> Entry Fee	Item entry fee	\$ 26.36
<input checked="" type="checkbox"/> Performance USB	Video of your performance on USB	\$ 22.00

Total: \$ 26.36

[+ Add another competitor](#)

- c) At the Order confirmation screen, enter your billing and shipping address but if they are the same, simply check **'use billing address'** checkbox. Confirm your order is correct, tick to agree to the competitions rules and regulations then click **'Payment'**

Order Confirmation

Competitors / Events / Items / Extras / Confirm / Payment

Your Details

Billing Address

Line 1

City

State

Postcode

Shipping Address

Use Billing Address

Line 1

City

State



- d) Once you have confirmed to proceed to payment screen, you should see an invoice with summary of your purchases as below.

myStage		TAX INVOICE	
AWICT Consulting PTY LTD 26 Willoby Drive ALFREDTON VICTORIA, 3350		Invoice Number: 6 Date: 04/01/2018 ABN: 22 621 343 137 Total: \$ 109.62	
Invoice to: Robert Teste 4 Ninox Ballarat Vict, 3350			
16 years Graceful Novice Solo - Asha Akiru A <i>- Calisthenics Victoria</i>	1		\$ 33.09
DVD	1		\$ 25.00
16 years Calisthenics Novice Solo - Asha Akiru <i>- Eastern Starz</i>	1		\$ 26.36
Performance USB	1		\$ 22.00
Processing Fee	1		\$ 3.17
Tax			\$ 6.96
Total			\$ 109.62



- e) Click on **Paypal Check Out** button to pay using Paypal or Credit card.
- f) A receipt will be emailed to you and records will be updated from myStage to show status of your invoices.

5. Invoices and Receipts

Your receipts will be emailed to the email address you have registered with. If you have any outstanding invoices, these will be highlighted as below on your myStage profile page. To view all of your other invoices, click on **'Invoices'** located in your profile on the left hand side menu.

a) Unpaid Invoices

Unpaid Invoices ✕

You have unpaid invoices. Until invoices are paid, your entries are not confirmed.

To review and pay your invoices, go to the **Invoices** tab, and click "Pay Now".

b) Emailing Receipt sample.

info@mystage.net.au
Fri 29/12/2017, 7:00 AM
You ✕

📧
↶

📎

Invoice #1.pdf

6 KB

⌵

Download Save to OneDrive - Personal

Hi Jose Jose1

Thank you for your entry! Your invoice is attached.

If you have any questions please contact the organisation running the competition you have entered.

Thanks,
The myStage Team

c) Invoices view from myStage – profile page

Invoices			
Invoice Number	Date	Total	Owing
4	01/01/2018	\$ 99.63	Paid
5	01/01/2018	\$ 170.68	\$ 170.68 Pay now



6. Viewing Entries

To view your entries, simply click on **Entries** from the left hand side menu as shown the below diagram.

Enter Competitions!
Are you new to myStage, and want to know how to enter a competition? Or perhaps you have entered some competitions, but wish to enter more? [Click Here](#) to start the entry process!

Enter Competitions

Entries			
Esther Mckee	16 years Graceful Novice Solo	Entered	Pre-Register
Esther Mckee	16 years Graceful Novice Solo	Entered	Pre-Register
Esther Mckee	16 years Calisthenics Novice Solo	Entered	Pre-Register

7. Getting Ready for Competitions – Pre-registrations

Before the day of the competition, you may like to pre-register, meaning provide some information required by the competition such as title of the piece you are going to perform or anything else that would need to be collected at registration but you can provide earlier to save time. This would make registration on the day faster. To pre-register, click on Entries then click on the **‘Pre-register’** link to see what information is required.

8. Help and Support.

If you need any assistance at any time, you can click on the ? icon shown in the top right hand corner for details to contact myStage support. You are also encouraged to provide feedback to help the myStage team improve the product so it is efficient and effective for both competitors and convenors a like.