

BELUM ADA ACCOUNT DENGAN INNOTEK?

JOM BUAT ACCOUNT!

01 BUAT 'ID' DULU

<https://athleticsreg.sportsmanagement.my/signup>

- 1) Isikan 'User Name', 'Email', 'NRIC', 'password' & 'repeat password'
- 2) Click 'Sign Up'

02 ACTIVATE 'ID'

- klik 'activation link' dalam inbox email anda
- jika tak dapat, sila cek dalam SPAM email
- klik dulu 'This is Not Spam' untuk masukkan email kembali ke dalam inbox anda
- buka email & klik 'activation link'.
- **Done! Account is now Activated!** ✓

03 READY TO LOGIN!

<https://athleticsreg.sportsmanagement.my/login>

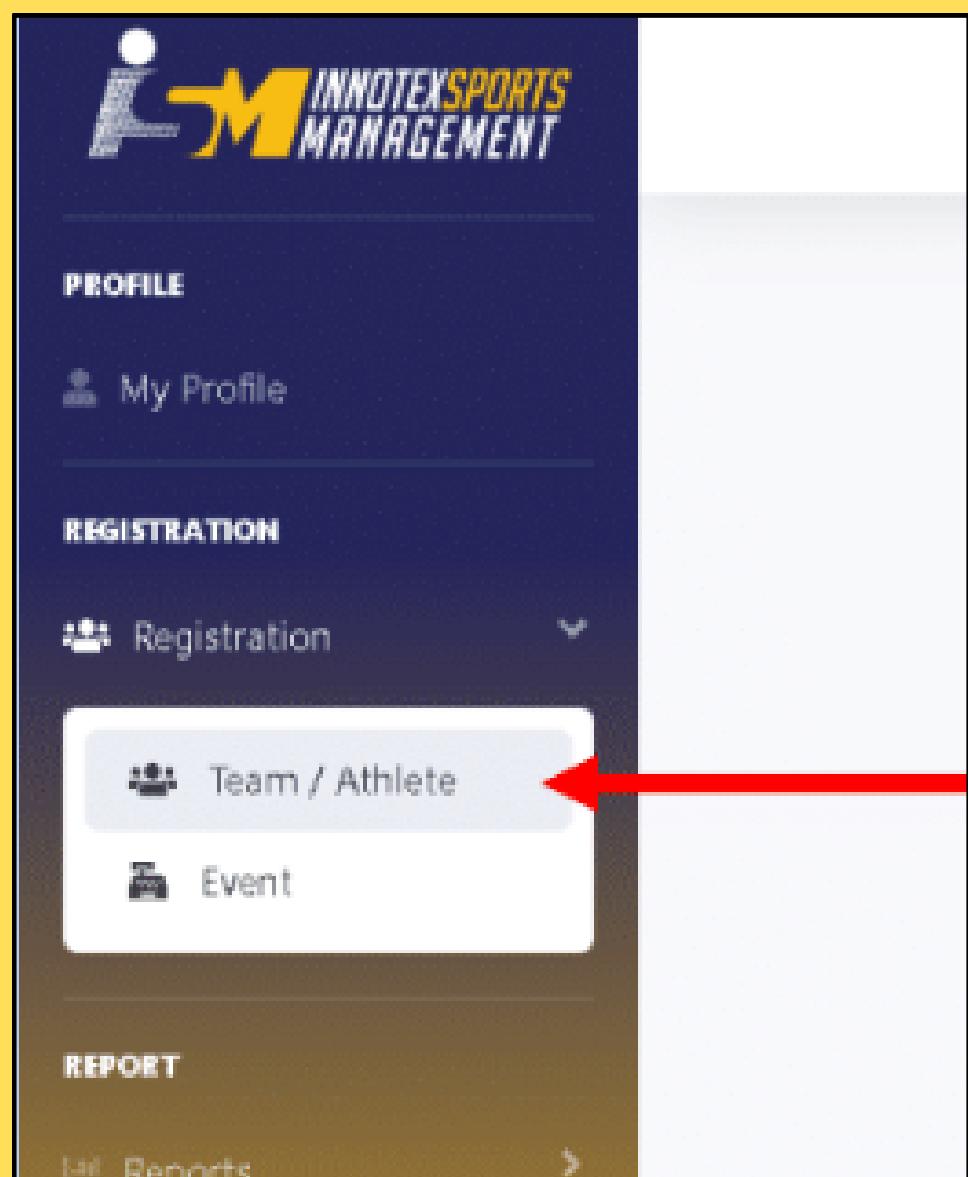
- isikan 'Email' & 'password'
- klik 'Login'

DAH BOLEH LOGIN KAN..

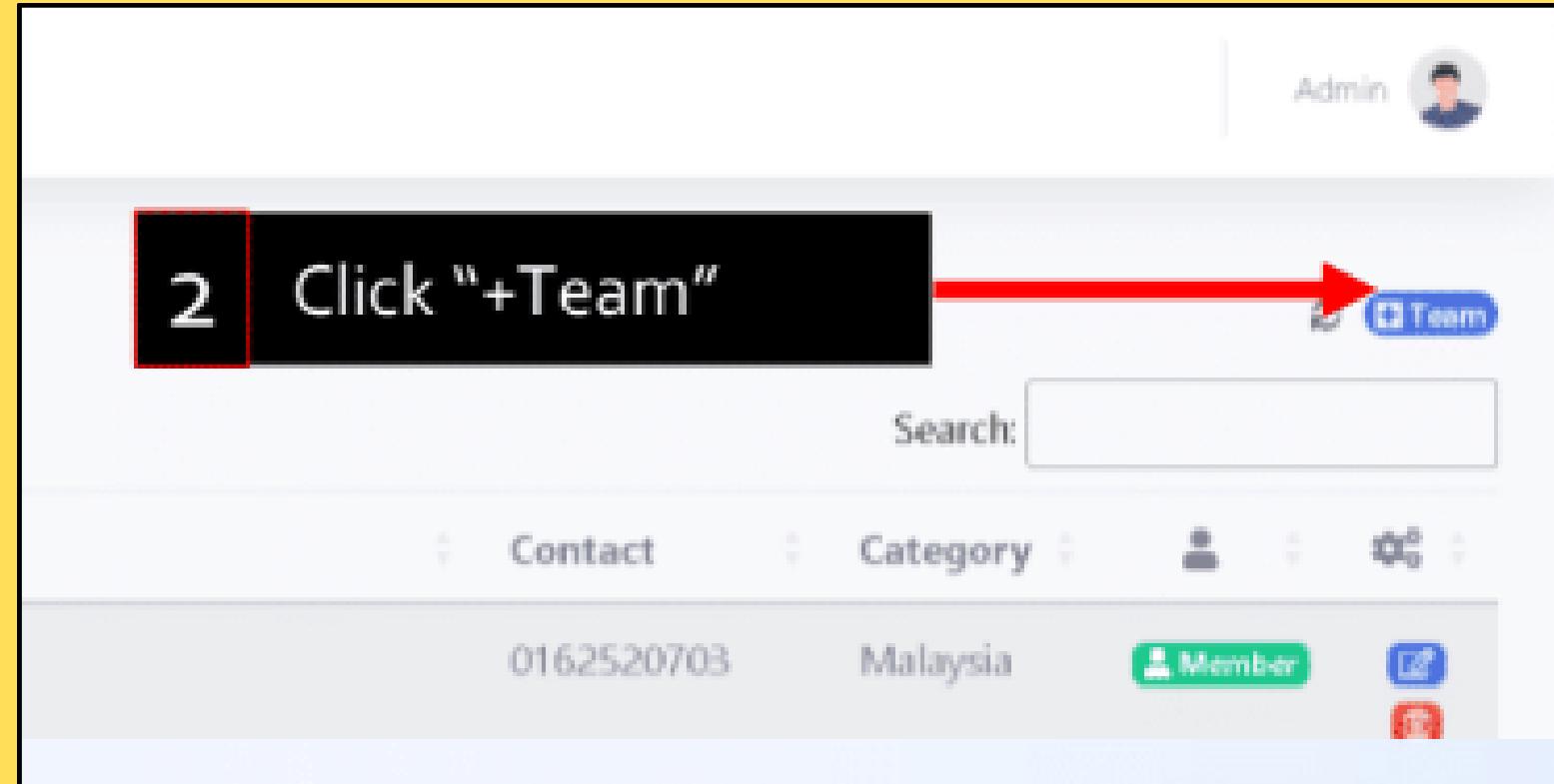
JOM DAFTAR ACARA!

(A) Jom daftarkan team dulu

1) Klik menu ‘team/athlete’

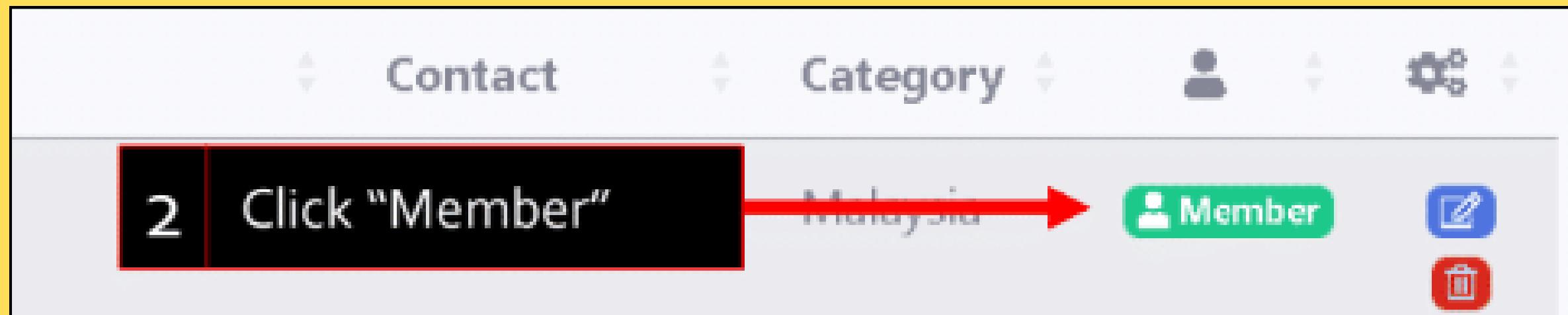


2) Klik ‘+Team’ untuk masukkan maklumat Team anda. Klik SAVE. (Boleh guna nama sendiri sahaja jika mewakili diri sendiri, tanpa team)

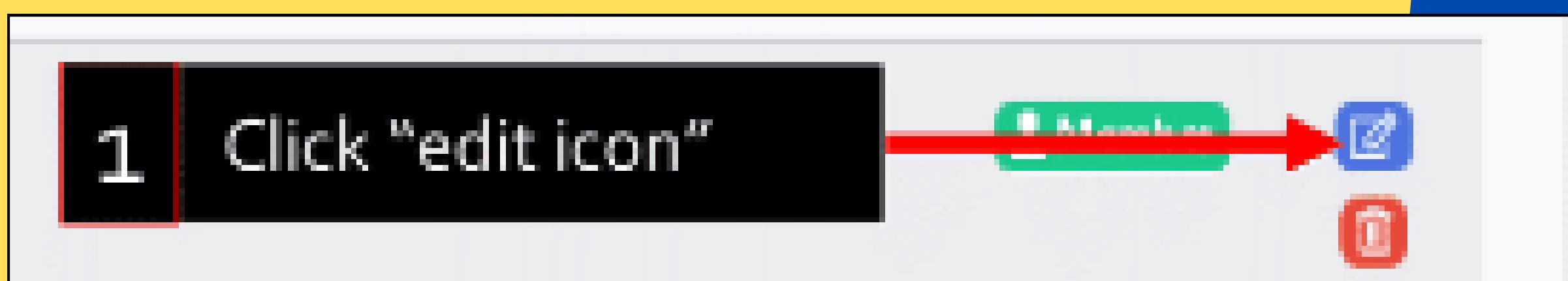


(B) Jom daftarkan members pulak

1) Klik icon ‘member’

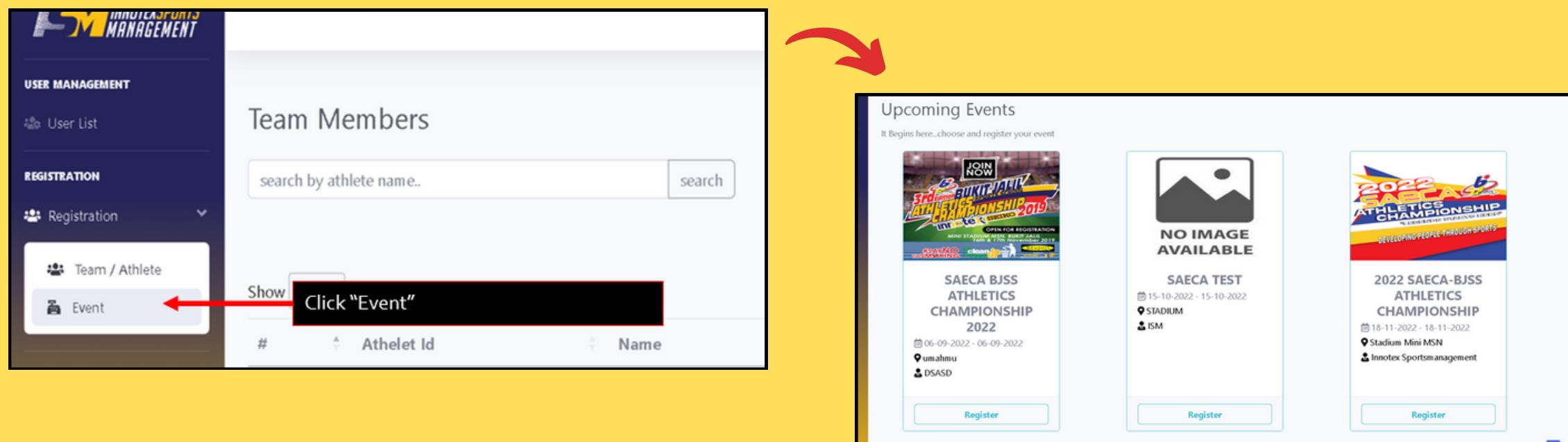


2) Gunakan ‘edit icon’ atau ‘delete icon’ untuk ubah maklumat jika perlu



(C) Daftar Acara (Jenis Perseorangan)

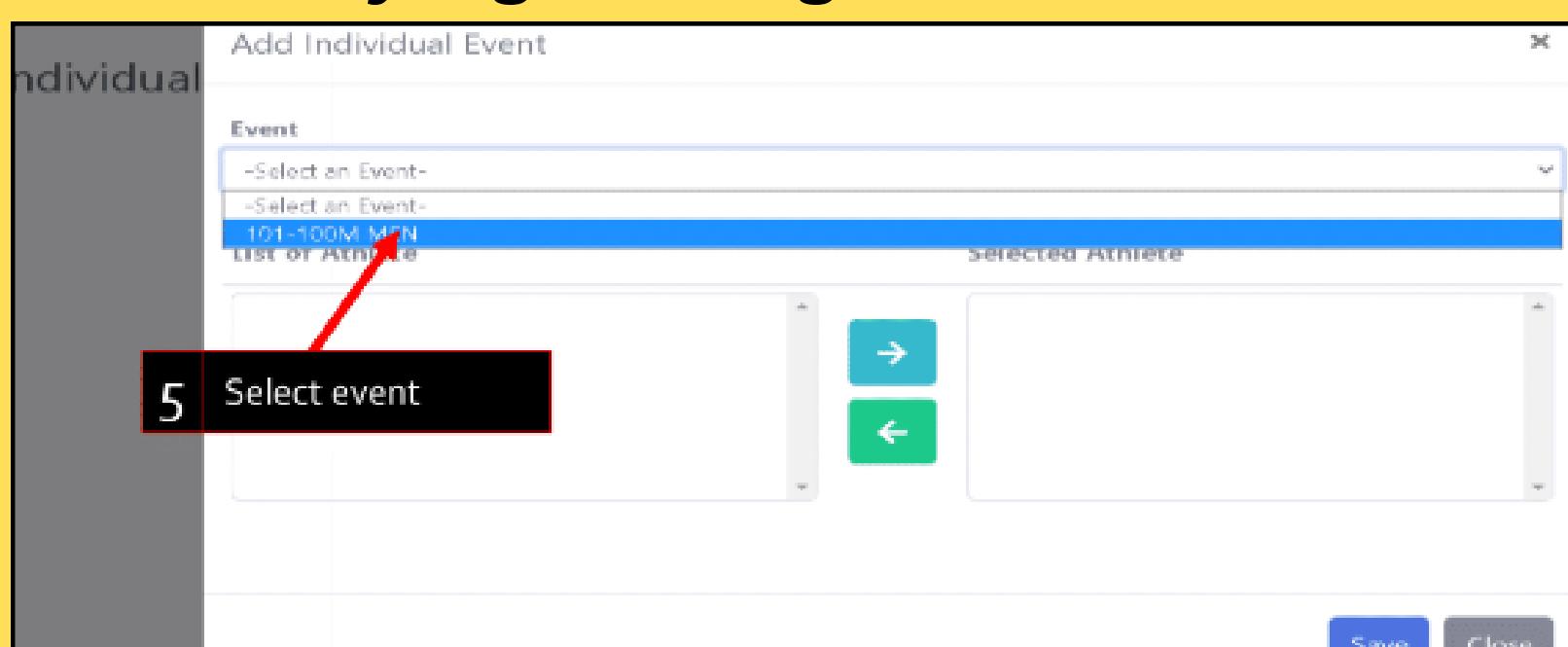
1) Klik menu ‘Event’ & pilih kejohanan yang ingin disertai. Klik ‘Register’



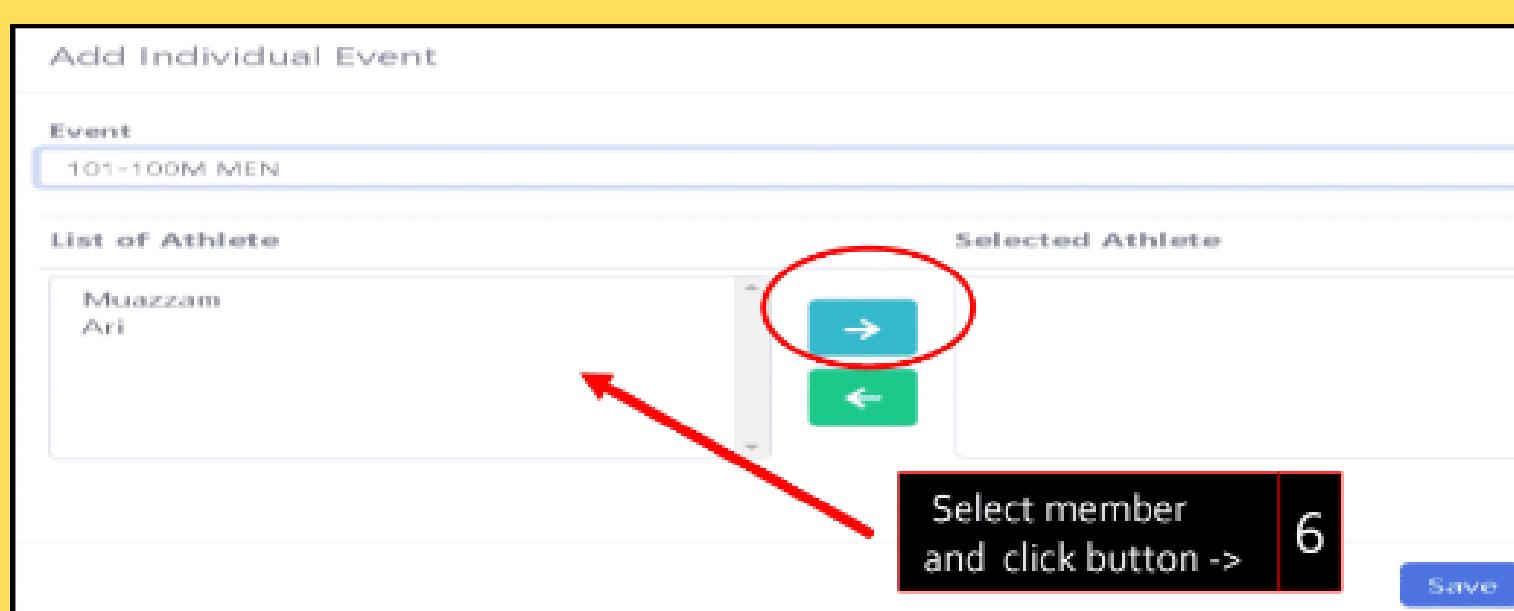
2) Klik icon ‘I’ untuk buka senarai acara jenis perseorangan/ *individual*



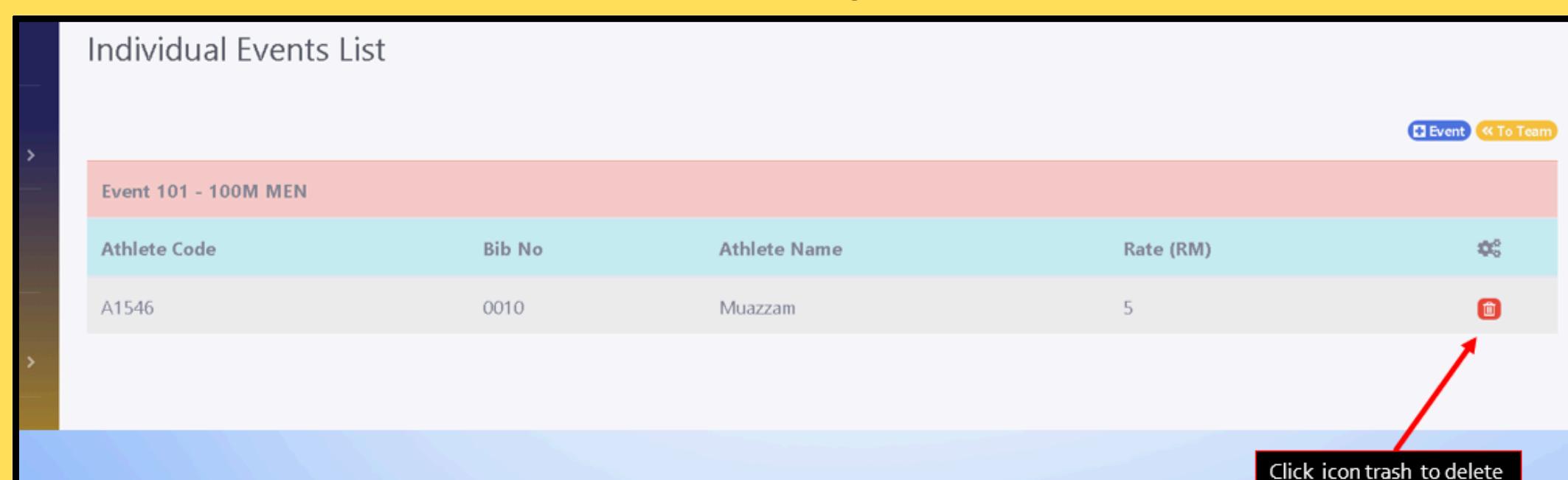
3) Pilih acara yang anda ingin sertai dari senarai itu.



4) Tandakan peserta dari senarai di sebelah kiri dan klik butang ‘-->’ untuk pilih peserta yang menyertai acara tersebut.
Klik butang ‘<--’ jika tak jadi pilih. Klik ’SAVE’ untuk simpan.



5) Klik icon ‘trash’ untuk hapus penyertaan acara bila perlu.



(D) Daftar Acara (Jenis Relay)

1) Klik menu ‘Event’ & pilih kejohanan yang ingin disertai. Klik ‘Register’

2) Klik icon ‘R’ untuk buka senarai acara jenis relay

The first screenshot shows the 'Event' menu with various filters like 'To Pay', 'Total Paid', and 'Invoice'. A red box highlights the 'R' icon in the top right corner of the menu area. A red arrow points from this box to the second screenshot. The second screenshot shows a list titled 'click '+ Relay Event''. It includes columns for 'Group ID', 'Athlete', 'Rate (RM)', and a settings gear icon. A red box highlights the 'Relay Event' button at the top right of the list.

3) Pilih acara yang anda ingin sertai dari senarai itu.

This screenshot shows the 'Add Event' page. A red box highlights the 'Select event' button. A red arrow points from this button to a dropdown menu where '102-4x100 Man 15 & Under' is selected. Another red arrow points from the 'Select event' button to the 'List of Athlete' section, which contains a list of names: muhammad farhim haziq, muhammad adam firdaus, mohd hariz haziq, muhammad hafiy, and mohd hazwan. There are also two blue arrows (one pointing right, one pointing left) and a 'Selected Athlete' section.

- Tandakan peserta dari senarai di sebelah kiri & klik butang ‘-->’ untuk pindahkan ke kanan.
- Klik butang ‘<--’ jika perlu kembalikan semula.
- Klik ‘SAVE’ untuk simpan.

4) Klik icon ‘edit’ apabila perlu mengemaskini senarai peserta

This screenshot shows the 'Relay Events List' page. A red box highlights the 'Edit' icon (pencil symbol) in the 'Selected Athlete' row for the entry 'muhammad farhim haziq'. A red arrow points from this icon to the 'Click icon 'edit'' button at the bottom of the list.

5) Gunakan butang ‘-->’ atau ‘<--’ dan klik SAVE untuk simpan senarai peserta yang sudah diubah.

This screenshot shows the 'Edit Relay' dialog box. A red box highlights the text 'Select or unselect members to edit member list'. Two red circles highlight the blue 'right arrow' and green 'left arrow' icons in the athlete selection interface. A red box highlights the 'Save' button. A red arrow points from the 'Save' button to the 'Click Save' button at the bottom right of the dialog.

(E) Masukkan data 'Season Best'

1) Klik icon 'PB' di sebelah nama peserta

#	Team Code	Team Name	To Pay	Total Paid	Invoice	Registration Status	Event Book
1	ABRAR	ABRAR					
2	AH100M	AMANDA HURIN					

2) Pilih acara dari senarai

B	80 HURDLES 100 HURDLES 100 METER 110 HURDLES 200 METER 200 HURDLES 400 HURDLES 400 METER 800 METER 1500 METER 2000 WALK 2000 METER 3000 STEEPECHASE 5000 STEEPECHASE 5000 WALK 10000 METER -Select an Event-	select event
	Bib No	Athlete
	Event	Best Time

3) Isikan masa terbaik (*best time*) tanpa tanda pemisah. Contoh:

Jika best time 13.9, hanya masukkan 139, jika 13.79, hanya masukkan 1379

Best Time (Season Best)

Best Time

Event: 100 METER

Bib No: 0010 Athlete: Muazzam Event: 101 - 100M MEN

Enter best time without time separator (time only)

Best Time:

Save

click save

To Team

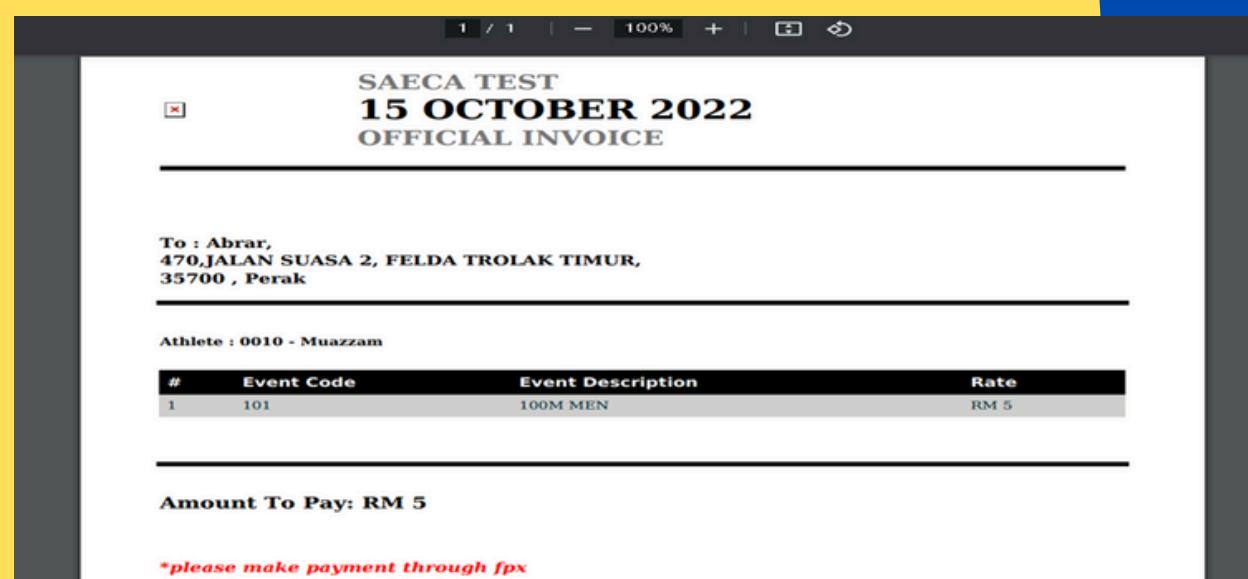
(F) Cetak Invoice

1) Klik menu 'Event' & pilih kejohanan yang sudah disertai.

2) Dalam 'Event Registration', klik icon 'invoice' untuk dapatkan invoice keseluruhan

To Pay	Total Paid	Invoice	Registration Status
3	Click icon invoice	0	Pending

invoice akan terus dimuat-turun ke peranti anda



(F) Buat Bayaran

1) Klik menu ‘Event’ & pilih kejohanan yang sudah disertai.

2) Klik icon ‘Pay’

The screenshot shows a table titled 'Event Registration' with columns: #, Team Code, Team Name, To Pay, Total Paid, Invoice, Registration Status, and actions. One row is selected, and a red box highlights the 'Pay' button in the toolbar below the table. A red arrow points to this button.

3) Tentukan cara pembayaran pilihan anda /‘payment method’

The screenshot shows a 'Payment Method' section with a dropdown menu labeled 'Payment Method'. The dropdown menu has three options: '--Select--', '--Select--', and 'FPX'. A red box highlights the 'FPX' option, and a red arrow points to it from the left. A red box also highlights the 'Save' button at the bottom right.

4) Pilih nama bank anda & klik SAVE. Seterusnya, anda akan dibawa ke ‘login page’ online banking pilihan anda untuk menyelesaikan pembayaran.

The screenshot shows a 'Choose Bank' dropdown menu with many banking options listed. A red box highlights the 'Select bank' button at the bottom left, and a red arrow points to it. Another red arrow points to the 'Save' button at the bottom right. A red box highlights a message at the bottom center: 'Click Save. System will redirect to selected bank (login page)'.

5) Isikan maklumat yang diperlukan oleh bank sehingga selesai. Anda akan dibawa kembali ke halaman di bawah setelah pembayaran selesai.

The screenshot shows a dashboard with several cards for different events. From left to right: 1. 'User List' card. 2. 'Upcoming Events' card with a banner for 'SRI MULIA SUKITA JAYA ATHLETICS CHAMPIONSHIP 2019'. 3. 'SAECA TEST' card, which has a placeholder image and says 'NO IMAGE AVAILABLE'. 4. '2022 SAEC ATHLETICS CHAMPIONSHIP' card.