

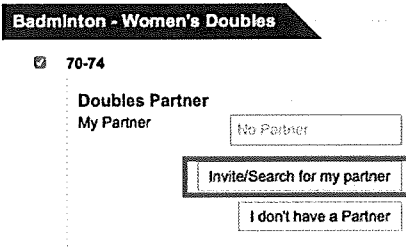
How does someone register whose partner is not yet registered?

There are four ways to select a doubles partner during the registration process:

1) Invite a Past Participant:

Example: Betsy and Kendall met at the 2014 South Carolina Games and decided they wanted to partner up for the 2015 Badminton competition. Betsy is the first to register for 2015 and would like to send Kendall an invitation to join her doubles team.

When Betsy registers, she will click "Invite/Search for my Partner."



Badminton - Women's Doubles

70-74

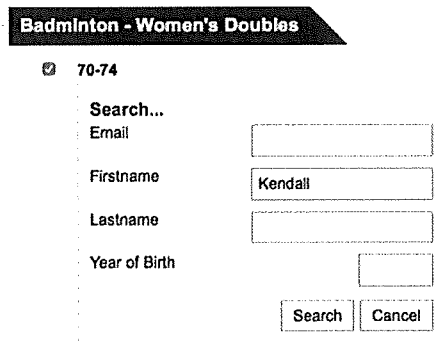
Doubles Partner
My Partner

No Partner

Invite/Search for my partner

I don't have a Partner

She will then enter Kendall's name, and click "Search."



Badminton - Women's Doubles

70-74

Search...
Email

Firstname Kendall

Lastname

Year of Birth

Search Cancel

A list of matches will appear, showing names and the last Games played.

Badminton - Women's Doubles

70-74

Select your partner

Kendall Bugnacki
Last event: None

Kendall Schooler
Last event: 2015 Southeast Idaho Senior Games

Kendall TAMLYN
Last event: None

Kendall Utz
Last event: 2015 Wisconsin Senior Olympics

Betsy should select the correct Kendall from the list. Then the following screen will appear:

Badminton - Women's Doubles

70-74

Partner successfully chosen!

Doubles Partner
My Partner

This means that an email will automatically be sent to Kendall inviting her to register and join Betsy's team **when Betsy completes registration**. If Betsy stops mid-way through the registration process, the invitation is not sent.

When Kendall receives the email, she will have the option to either register using the link available and agree to be Betsy's partner, or to decline the invitation.

2) **Invite someone who was not a Past Participant (when you DO have their email address)**

Example: Betsy wants to invite her friend Lauren to play on her Shuffleboard doubles team this year.

Lauren has never previously participated in a Senior Games competition. Betsy registers first and wants to send Lauren an invitation to join her team.

During registration, Betsy will select "Invite/Search for my Partner"

Shuffleboard - Womens Doubles

70-74

Doubles Partner

My Partner No Partner

Invite/Search for my partner

I don't have a Partner

She first must enter Lauren's information – just to make sure Lauren isn't already in the database from a prior competition.

Shuffleboard - Womens Doubles

70-74

Search...

Email

Firstname

Lastname

Year of Birth

She will see the following screen. Betsy will then select "Invite Partner."

Shuffleboard - Womens Doubles

70-74

There were no people in the system who matched these details.

Would you like to invite your partner to join, search again using different details?

Invite partner

She will then enter Lauren's email address and select "Invite"

Shuffleboard - Womens Doubles

70-74

Invite your partner to join
Fill in the details below and your partner will be invited via email.

Email

Firstname

Lastname

Year of Birth

The following screen will appear:

Shuffleboard - Womens Doubles

70-74

An email will be sent to invite your partner!

Doubles Partner
My Partner

This means that an email will automatically be sent to Lauren inviting her to register and join Betsy's team **when Betsy completes registration**. If Betsy stops mid-way through the registration process, the invitation is not sent.

When Lauren receives the email, she will have the option to either register using the link available and agree to be Betsy's partner, or to decline the invitation.

3) Invite someone who was not a Past Participant (when you do NOT have their email address)

Example: Betsy wants to invite Michelle Smith to join her Table Tennis doubles team. Michelle has not previously completed in a Senior Games competition. Betsy doesn't know Michelle's email address.

During registration, Betsy will select "Invite/Search for my Partner"

Table Tennis - Womens Doubles

70-74

Doubles Partner
My Partner

No Partner

Invite/Search for my partner

I don't have a Partner

She first must enter Michelle's name – just to make sure Michelle isn't already in the database from a prior competition.

Table Tennis - Womens Doubles

70-74

Search...
Email

Firstname: Michelle

Lastname

Year of Birth

Search Cancel

This screen will appear. Betsy will select "Not in this List."

Table Tennis - Womens Doubles

70-74

Select your partner

Michelle ADAMS
Last event: None

Michelle BAILEY
Last event: None

Michelle Baney
Last event: 2014 Pasadena Senior Games

Michelle BAST
Last event: None

Michelle BERNARD
Last event: None

1 2 3 ... 21

Not in this list Search again

She will then be taken to the screen below, where she will type in Michelle's First and Last name, and select "Invite"

Table Tennis - Womens Doubles

70-74

Invite your partner to join
Fill in the details below and your partner will be invited via email.

Email

Firstname

Lastname

Year of Birth

The following screen will appear:

Table Tennis - Womens Doubles

70-74

Your intended partner has been noted but as no email was provided no notification will be sent

Doubles Partner
My Partner

This means that Betsy's request to be partnered with Michelle Smith has been sent to the Games Administrator. If Betsy stops mid-way through the registration process, the note is not sent.

The Administrator will be able to run the "Doubles Comeitors Without Partners" report showing that Betsy and Michelle requested to be partners – and then can assign the pair and notify them of the match.

4) **Ask the Administrator to assign a Partner**

This option is only available if the Administrator decides to allow it.

Example: Betsy wants to play doubles Bowling, but doesn't know anyone else competing in that sport, or doesn't know who she wants to be her partner. She would like the Administrator to assign her a partner.

During registration, Betsy will select "I don't have a Partner"

Bowling - Womens Doubles

70-74

Doubles Partner
My Partner

No Partner

Invite/Search for my partner

I don't have a Partner

The following screen will appear:

Bowling - Womens Doubles

70-74

No Partner
You have chosen not to invite a partner.
If you would like to invite your own partner please use the option below.

Invite my partner

This means that Betsy's request will be sent to the Administrator when Betsy completes her registration. If Betsy stops mid-way through the registration process, the request is not sent.

Note – Betsy should not click "Invite my partner." That button will take Betsy back through the process as if you know who you want to invite.

The Administrator will be able to run the "Doubles Competitors Without Partners" report showing that Betsy wants a partner– and then can assign Betsy a partner and notify her of the match.