

# WTT ONLINE ENTRY SYSTEM (OES) USER GUIDE FOR MEMBER ASSOCIATIONS

# **Contents**

1.	INTRODUCTION	3
2.	LOGIN INTO OES	3
2.1.	LOGIN	3
2.2.	RESET PASSWORD	4
3.	PROFILE	6
4.	EVENT INFO	6
4.1.	DEFINITIONS & TERMS	7
4.2.	PROSPECTUS	8
5.	PLAYERS INTO SUB-EVENTS	8
5.1.	ADD PLAYERS (SINGLES)	8
5.2.	REMOVE PLAYERS (SINGLES)	10
5.3.	CANCEL PLAYERS (SINGLES)	11
5.4.	REPLACE PLAYERS (YOUTH EVENTS - SINGLES)	12
5	.5.1. entry list status	13 13 13



5.6. ADD PAIRS (DOUBLES/MIXED)	14
5.6.1. partner wanted	15
5.7. REMOVE PAIRS (DOUBLES/MIXED)	16
5.8. CANCEL PAIRS (DOUBLES/MIXED)	16
5.9. ENTRY LIST (DOUBLES/MIXED)	17
5.9.1. entry list status	17
5.9.2. terms / definitions	17
5.10.WILDCARDS	18
6. ADD NON-PLAYING PARTICIPANTS	19
6.1. CONTACT INFORMATION	19
6.2. PARTICIPANT ENTRIES	20
6.3. ACCOMMODATION DETAILS	20
6.4. TRAVEL DETAILS	21
6.5. VISA DETAILS	21
6.6. MISCELLANEOUS	21
6.7. REPORTS	22



## 1. INTRODUCTION

Over the past months, WTT has been working to develop a new Online Entry System (OES) (<a href="https://oes.worldtabletennis.com">https://oes.worldtabletennis.com</a>) that will provide an improved and seamless experience for the Member Associations (MA) to enter players into Events and to register participants who are travelling with them.

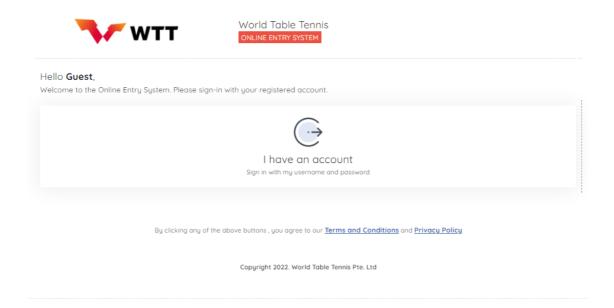
This guide covers the basic functions and procedures to be followed by the MAs to enter players and other participants into OES.

The OES will grow and evolve over the coming months as WTT scales up its functionality and capability. If you do experience any issues or have any feedback about the OES, please contact us at <a href="mailto:entries@worldtabletennis.com">entries@worldtabletennis.com</a> and we will be happy to help you through the process.

#### 2. LOGIN INTO OES

#### 2.1. LOGIN

- 1. Open your browser and type in the OES web address.
- 2. You will be redirected to:





3. Click on the arrow to move to the login page.



4. Fill in your credentials (email and password) and click "SIGN IN".

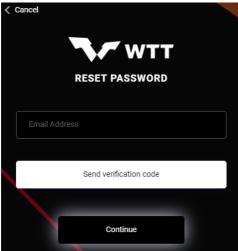
#### 2.2. RESET PASSWORD

This procedure should only be followed in case you wish to reset your password.

1. Click on the "Reset Password".



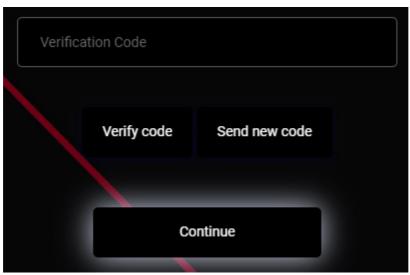
2. You will be moved to:



- 3. Type in your email address which is associated with your account and click "Send verification code".
- 4. The verification code will be sent to the email you typed in.



5. You will be redirected to a page where you need to type the verification code you received.



- 6. Type the code and click on "Verify code".
- 7. You will be redirected to a page where you will be asked to change your email address or reset the password. Click to reset the password.
- 8. You will be redirected to another page where you will fill in the new password.

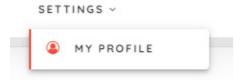


9. Type in the new password in both fields and click continue.



## 3. PROFILE

After your login you can view and edit your Profile by clicking on the below, which can be found on the top of the page.

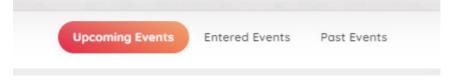


You can log out by clicking on the logout link which can be found on the top of the page on the right side.



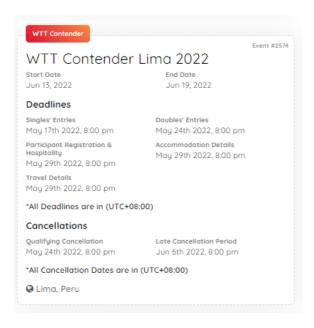
# 4. EVENT INFO

After your successful login you will be landed in the Events page where you can see Upcoming (Future Events), Entered (Events you entered players) and Past Events (Completed events).



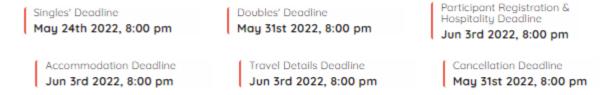
Click on the Event card to move on the Event page.





#### 4.1. DEFINITIONS & TERMS

- 1. Deadlines (all Deadlines appear in UTC+08:00).
  - a. **Participant Registration & Hospitality Deadline**: Deadline to register other participants.
  - b. Singles' Deadline: Entries Deadline for Singles sub-events.
  - c. **Doubles' Deadline**: Entries Deadline for Doubles/Mixed Doubles sub-events.
  - d. Accommodation Deadline: Deadline to provide the accommodation details.
  - e. Travel Details Deadline: Deadline to provide the travel details.
  - f. Cancellation Deadline: Qualifying cancellation deadline.





#### 4.2. PROSPECTUS

 The prospectus is accessible through the sub-events page at any time by clicking on the below:



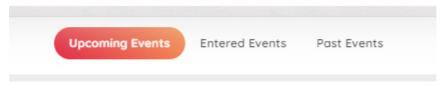
2. By clicking on the button "Actions" you can export as PDF or print.



## **5. PLAYERS INTO SUB-EVENTS**

## 5.1. ADD PLAYERS (SINGLES)

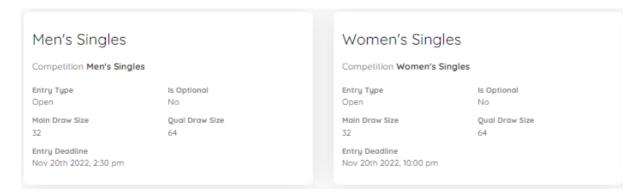
1. After your login you will be redirected to the Events page where you can see Upcoming (Future Events), Entered (Events where you entered players) and Past Events (Completed events).



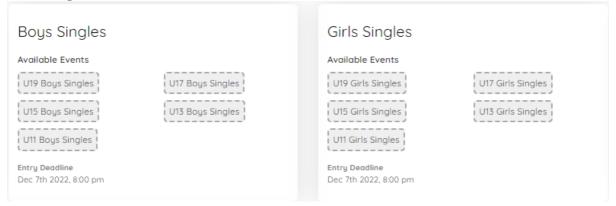
- 2. Select the Event you wish to enter players at.
- 3. You will be redirected to the sub-events page for the Event you selected.

Senior Singles sub-events:





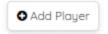
## Youth Singles sub-events:



- 4. Select the sub-event. For example, "Men's Singles".
- 5. Click on "Edit".



6. Click on "Add player".

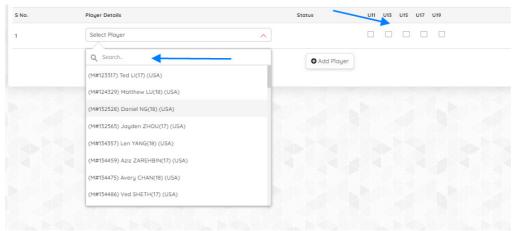


7. Search the player by typing his name in.



In Youth Events you have to select also the sub-events (age categories).





- 8. Repeat steps 6,7 to enter more players.
- 9. When finish click "Submit" to submit the players.



- 10. If you cannot find the player it means that either the player is not registered in the ITTF Players Database, or he/she does not have a valid "Condition of Participation Form" uploaded. In this case send an email to <a href="mailto:entries@worldtabletennis.com">entries@worldtabletennis.com</a>
- 11. Note that all new players (without ITTF ID issued yet) must now be registered in the ITTF database at least 7 days prior to the entry deadline of respective Event(s) you would like to participate in. ITTF/WTT will reserve the right to decline new players' entries to Events if registration requests of new players are submitted later than this.

# 5.2. REMOVE PLAYERS (SINGLES)1

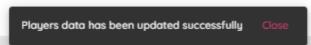
- 1. Click on "Edit" button.
- 2. You can remove a player by clicking "Remove Player".



3. Click on "Submit" button to submit the change.



4. You will receive a pop-up message as below:



5. <u>IMPORTANT</u>: If you remove a player, before the entries deadline please make sure you delete him/her from the "Participant Registration & Hospitality" page by clicking on the

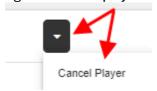
<sup>&</sup>lt;sup>1</sup> Before the entry deadline.





# 5.3. CANCEL PLAYERS (SINGLES)<sup>2</sup>

1. You can request to cancel a player from a sub-event<sup>3</sup> by clicking on the black arrow on the right side of the player entry.





- 2. You select the cancellation category.
- 3. You type the cancellation reason.
- 4. In case the cancellation is due to injury you select "Injury"



<sup>&</sup>lt;sup>2</sup> After the entry deadline.

<sup>&</sup>lt;sup>3</sup> For Youth Events you need to cancel the player from both singles sub-events if he/she is not going to participate in the Event.



5. You upload the injury related document.

Related Document



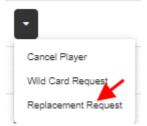
- O Cancellation from this event may result in Zero Ranking and Financial Penalties
- 6. After finishing you click on "Send request".



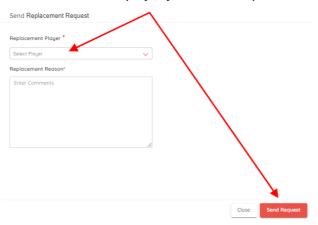
7. Your cancellation request will be sent to WTT for review and action.

## 5.4. REPLACE PLAYERS (YOUTH EVENTS - SINGLES)4

 You can request to replace a player from a sub-event by clicking on the black arrow on the right side of the player entry.



2. You choose the new player you want to replace the existing player with.



<sup>&</sup>lt;sup>4</sup> After the entry deadline. This change can only take place in the same sub-events as the previously entered player (e.g. if a player is entered in U13 and U15 singles, the replacement player must only be entered in U13 and u15 and cannot be entered in U11, U17 or U19 singles) In case a player is cancelled, the NA can't add another player to replace the cancelled player.



- 3. You type the replacements reason.
- 4. After finishing you click on "Send request"
- 5. Your replacement request will be sent to WTT for review and action.

## 5.5. ENTRY LIST (SINGLES)

1. You can view your entries for the specific sub-event by clicking on "My Entries". You can view all entries by clicking on "Preliminary Player Entries".



2. After the entries deadline and after the sub-event lists are published you can see all entries by clicking on the "Final Entry Lists".



#### 5.5.1. ENTRY LIST STATUS

1. The status of the entry list can be:



- 2. Open: Before the entries deadline.
- 3. Closed: After the entries deadline.
- 4. Pending Approval: Before processing.
- 5. Published: After processed and published on the OES.

## 5.5.2. TERMS / DEFINITIONS

- 1. Draw
  - a. M: Main Draw
  - b. Q: Qualifying
  - c. W: Wait List
- 2. Entry Type
  - a. AER: Automatic Entry
  - b. WC: Wild Card
  - c. WTT: WTT Nomination (Senior Events)
  - d. WYN: WTT Youth Nomination (Senior Events)
  - e. PDR: Play Down Restriction (Senior Events)

<sup>&</sup>lt;sup>5</sup> Before the entry deadline and before the entries approval by the Event Supervisor.



#### 3. Status

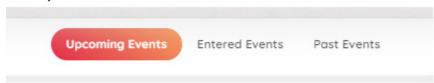
a. Entered: Before processing

b. Confirmed: After processing and acceptance

c. Canceled: Canceled

# 5.6. ADD PAIRS (DOUBLES/MIXED)

 After your login you will be redirected to the Events page where you can see Upcoming (Future Events), Entered (Events where you entered players) and Past Events (Completed Events).



- 2. Select the Event you wish to enter pairs on.
- 3. You will be redirected to the sub-events page for the Event you selected.
- 4. Select the sub-event. For example "Men's Doubles".
- 5. Click on "Edit".



6. Click on "Add Pair".



7. Select or search the players' names.



- 8. Repeat steps 6,7 to add more pairs.
- 9. When finish click "Submit" to submit the pairs.



10. If you cannot find the player it means that either the player is not registered in the ITTF Players Database, or he/she does not have a valid "Condition of Participation Form" uploaded. In this case send an email to <a href="mailto:entries@worldtabletennis.com">entries@worldtabletennis.com</a>



11. In case you want to request for a "mix pair" (pair consisting of players from different MAs) you can select both players and the system will show the pair is awaiting approval from the other MA.

Awaiting Approval From (

12. The respective Member Association will see the proposed pair under "My entries" tab and will need to approve or reject the pair request.



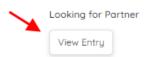
- 13. <u>IMPORTANT</u>: Approval or Rejection must take place before the doubles' deadline. If not, the proposed pair will be removed after the closing of the doubles' deadline.
- 14. Upon Approval the pair will be entered and marked as "MIX".

#### 5.6.1. PARTNER WANTED

In case a player is looking for a Partner you must mark the player with "Partner Wanted" accordingly.

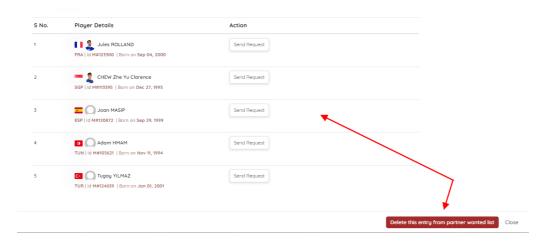


## Clicking on View Entry,



you can see list of other Partner Wanted players and Send Request or Delete your player from the Partner Wanted list.





All the partner wanted players are visible by clicking on "Partner Wanted List".



# 5.7. REMOVE PAIRS (DOUBLES/MIXED)<sup>6</sup>

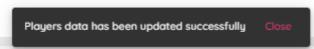
- 1. Click on "Edit" button.
- 2. You can remove a pair by clicking "Remove Pair".



3. Click on "Submit" button to submit the change.



4. You will receive pop-up message as below.



# 5.8. CANCEL PAIRS (DOUBLES/MIXED)

1. You can request to cancel a pair from a sub-event by clicking on the black arrow on the right side of the pair entry like in Singles (see procedure above).

<sup>&</sup>lt;sup>6</sup> Before the entry deadline.



## 5.9. ENTRY LIST (DOUBLES/MIXED)

1. You can view your entries for the specific sub-event by clicking on "My Entries". You can view all entries by clicking on "Preliminary Player Entries".



2. After the entries deadline and after the sub-event lists are published you can see all entries by clicking on the "Final Entry Lists".



## 5.9.1. ENTRY LIST STATUS

The status of the entry list can be:



- Open: Before the entries deadline
- Closed: After the entries deadline
- Pending Approval: Before processing
- · Published: After processed and published on the OES

## 5.9.2. TERMS / DEFINITIONS

#### Draw

a. M: Main Draw

b. Q: Qualifying

c. W: Wait List

### **Entry Type**

a. AER: Automatic Entry

b. WC: Wild Card

## Status

a. Entered: Before processing

b. Confirmed: After processing and acceptance

c. Canceled: Canceled

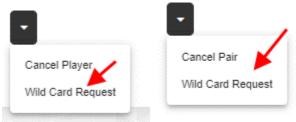
<sup>&</sup>lt;sup>7</sup> Before the entry deadline and before the entries approval by the Event Supervisor.



#### 5.10. WILDCARDS

Wildcards can be requested after the entry list is published on the OES. Procedure is as follows:

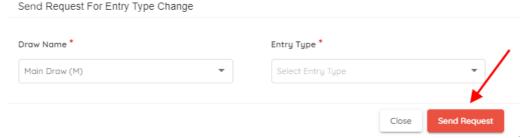
1. On the right side of the "player entry you click on the black arrow button and click on Wildcard request.



2. Select the Draw and then you select the Wildcard type.



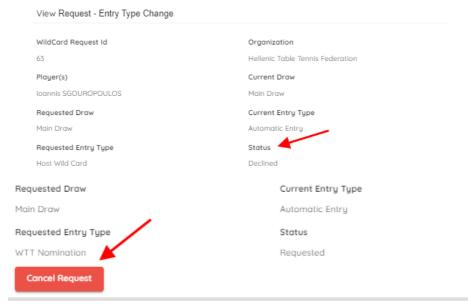
3. Click on "Send Request" button.



4. After the request the following will appear on the right side of the player entry. By clicking on the link, you can see the status of the wildcard request(s) or cancel wildcard requests.







5. Wildcard requests will be reviewed by WTT and/or the LOC and processed in due time.

# **6. ADD NON-PLAYING PARTICIPANTS**

You can add non-playing participants (e.g. coaches, accompanied persons) for an Event through "Participant Registration & Hospitality".

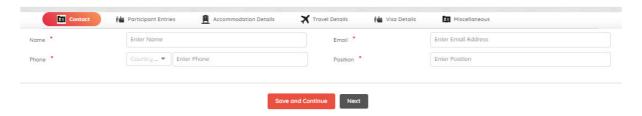


You must fill the information as needed to the below tabs.



#### **6.1. CONTACT INFORMATION**

1. By clicking on the contact information tab, you will be redirected to the below page.





- 2. Fill in all the information as needed.
- 3. Click "Save and Continue".
- 4. You will be redirected to Participant Entries.

#### 6.2. PARTICIPANT ENTRIES

- 1. If you have already entered players in sub-events they will appear on this page.
- 2. If you want to enter another participant (i.e coach), click on "Add Entry".



3. A new empty entry will appear.



- 4. Select the participant from the dropdown or search him/her by typing his/her name.
- 5. Fill in the rest of the mandatory information.
- 6. If you cannot find the participant's name it means that he/she is not entered in the Database, and you must create his/her profile by clicking on "Create new".
- 7. A pop-up form will appear, and you have to fill in all the details.
- 8. Click on "Verify and Save" button to create the Profile and add the participant.
- 9. Click on "Save" or "Save and Continue" to continue with the next Tab. (IMPORTANT: Make sure that you have filled in all the mandatory information for already added participants or players otherwise the system will return error.)

#### 6.3. ACCOMMODATION DETAILS

Click on "Add Entry".



2. A new empty entry will appear.

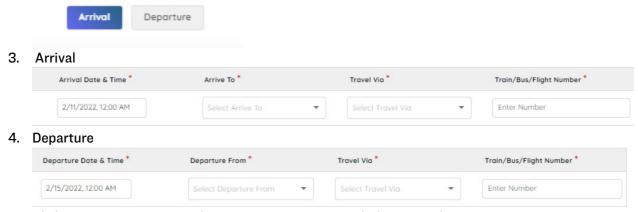


- 3. Fill in the details as appropriate.
- 4. On the right side you can delete or clone the entry.
- 5. Repeat the steps to add accommodation details for more participants.
- 6. Click on "Save" or "Save and Continue" to continue with the next Tab.



#### 6.4. TRAVEL DETAILS

- 1. On this page you will see all the participants which are entered in the "Participant entries" page.
- 2. Fill in the travel details by clicking on Arrival and Departure.



5. Click on "Save" or "Save and Continue" to continue with the next Tab.

#### 6.5. VISA DETAILS

- 1. On this page you will see all the participants that are entered in the "Participant entries" page.
- 2. In case a participant requires visa click on the checkbox.



3. Fill in the rest of details as needed.



4. Click on "Save" or "Save and Continue" to continue with the next Tab.

## 6.6. MISCELLANEOUS

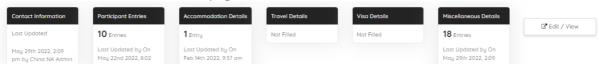
1. On this page you will see all the participants that are entered in the "Participant entries" page.



2. If a player or another participant has any special request, click on the appropriate checkbox, and type any comments.



- 3. Click on "Save" or "Save and Continue" to continue.
- 4. You will be redirected to the initial page.

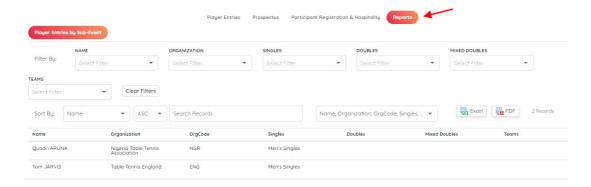


5. You can edit or view the entries on the "Participant Registration & Hospitality" depending on the respective deadlines.



#### 6.7. REPORTS

On this page you will see all the player entries by sub-event.



Use the "Filter by" and "Sort by" features to narrow your search and present the result in ascending or descending order.

