

Kent County Amateur Fencing Union (KCAFU)

Competition Entry System Guide

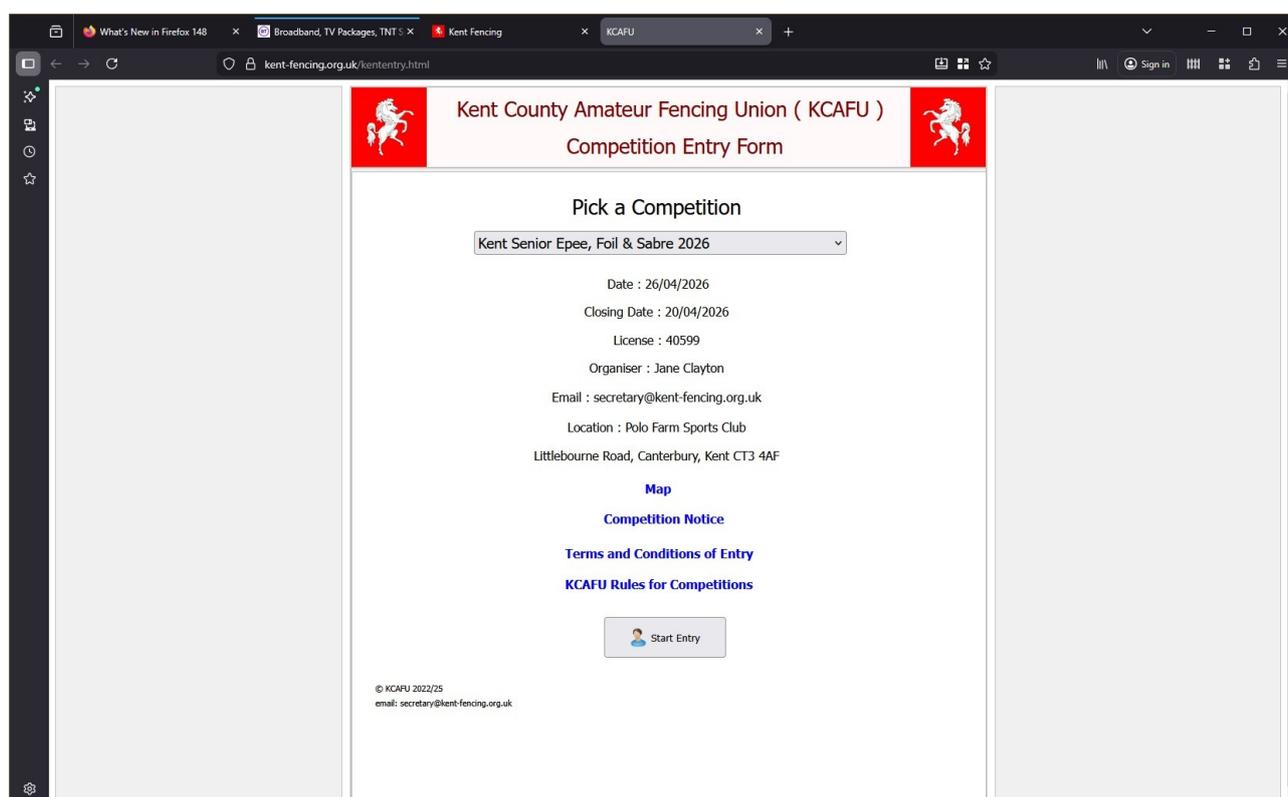
The system accepts entries for Kent County competitions and South East Region competitions run by the KCAFU.

Competition Page

The first page lists the current active competitions that are accepting entries. If there are no active competitions, then the competitions box at the top will be empty and there will be no list available to select from.

If there is only one active competition, then it will be automatically selected and loaded.

If there is more than one competition, then click on the box and select the competition from the drop down list. On selection, the competition details will be loaded and displayed.



The links (in blue) will pop up the relevant information in separate tabs.

Click the "Start Entry" button to continue.

Entry Page

On the entry page, it shows the message "Please start at the top and work down". The entry form performs continuing validation as you enter your details. Trying to pick the events, foil, epee or sabre, first will cause problems with the validation, so please do not do it.

The image shows the adult/senior competition format. All visible data items are required, with the exception of the under 18 check box. This should be checked if the competitor is under 18.

The image shows a screenshot of the Kent County Amateur Fencing Union (KCAFU) Competition Entry Form. The form is titled "Kent County Amateur Fencing Union (KCAFU) Competition Entry Form" and includes a sub-instruction: "(Please start at the top and work down)". The form fields are as follows:

- Surname / Family Name: Smith
- Forename / Known as: John
- BF Number: 123456
- Gender: Male
- Club: Tenterden Swords Fencing Club (with a green cross button for adding a new club)
- Email: john.smith1234@gmail.com
- Event selection: Epee, Foil, Sabre
- Entry Fee: £ 25
- Under 18: Under 18
- Acceptance: I have read and accept the [Terms and Conditions of entry](#)
- Buttons: Back, Pay

Handwritten annotations in red ink provide instructions:

- "Do this" points to the instruction "(Please start at the top and work down)".
- "Newclub" points to the green cross button next to the Club field.
- "depends on events" points to the "Entry Fee £ 25" field.
- "click to enable the accept box" points to the "Terms and Conditions of entry" link.
- "click to enable the pay button" points to the "I have read and accept the" checkbox.
- "tick if v18" points to the "Under 18" checkbox.
- "click to move on" points to the "Pay" button.

If you cannot find your club in the list of clubs, a new club can be added using the button with the green cross.

Checking and unchecking the event boxes will change the entry fee display.

For senior competitions, if the fencer is under 18, then tick the U18 check box. This will cause the parent/guardian box to be shown. Please enter the name of the parent/guardian here. See below.

Now, to move on to the next page, the pay button has to be activated.

To activate the pay button, you have to check the accept check box.

To activate the accept check box, you have to click on the terms and conditions link.

If you clicked the terms and conditions link on the first page, then the accept box will already be activated and it will not be necessary to click the terms link again.

If it is a schools competition, then there will be a couple of extra things to set: the age group and the year of birth for the competitor. These are provided as drop down lists.

Set the age group first, because the list of relevant years will be dependent on the age group selected.

The under 18 check box will also be automatically checked for age group competitions, and the parent/guardian information will be required. Should the competitor be 18 years old, then uncheck the under 18 box.

The payment form offers two forms of payment, by bank transfer or via Paypal, which includes card payments. It is not necessary to have a Paypal account in order to pay by card.

If paying by bank transfer, then please note down the bank details for the payment and then click the "Enter Now" button to complete the entry. You do, of course, need to make the payment before the competition.



Kent County Amateur Fencing Union (KCAFU)
Competition Entry Form

Entry Fee £ 25

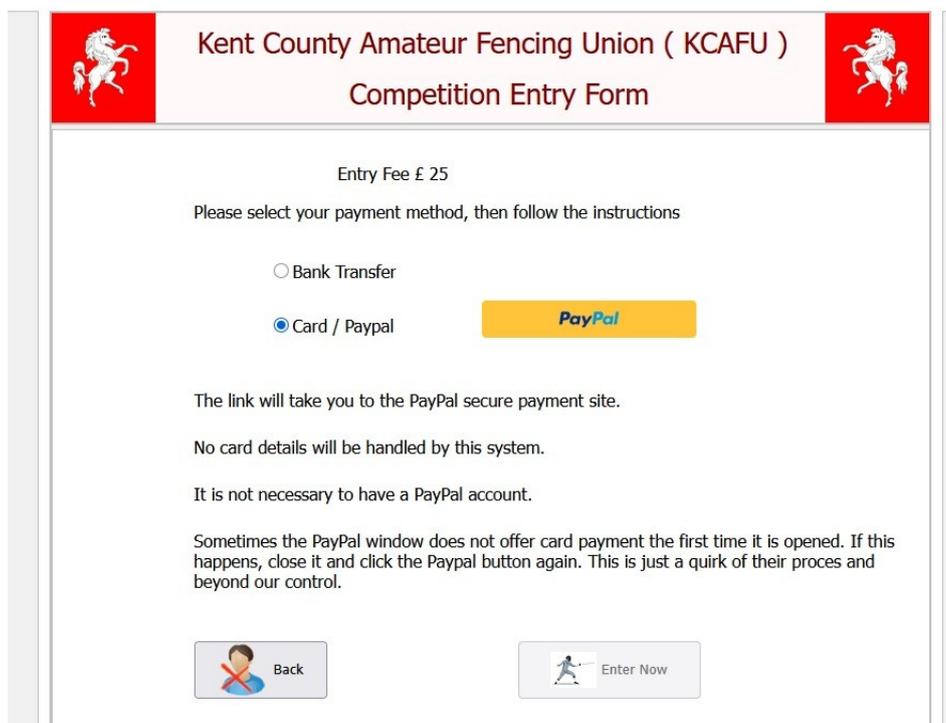
Please select your payment method, then follow the instructions

Bank Transfer
 Card / Paypal

Sort Code : 30-97-12
Account no : 01831739
Account Name : Kent County Amateur Fencing Union
Please use reference KFES followed by your license

 Back  Enter Now

The card payments are handled by the secure Paypal payment process, so no card details are known to the entry system. Paypal simply tells the entry system whether the payment process succeeded or failed.



Kent County Amateur Fencing Union (KCAFU)
Competition Entry Form

Entry Fee £ 25

Please select your payment method, then follow the instructions

Bank Transfer
 Card / Paypal 

The link will take you to the PayPal secure payment site.
No card details will be handled by this system.
It is not necessary to have a PayPal account.
Sometimes the PayPal window does not offer card payment the first time it is opened. If this happens, close it and click the Paypal button again. This is just a quirk of their proces and beyond our control.

 Back  Enter Now

If the card payment succeeded, then the entry process will continue automatically and move on to the confirmation page, otherwise it will display error messages.