


USER MANUAL GUIDELINES TO REGISTER

PORTAL ACCOUNT REGISTRATION



Singapore National Taekwondo Poomsae Championships 2025

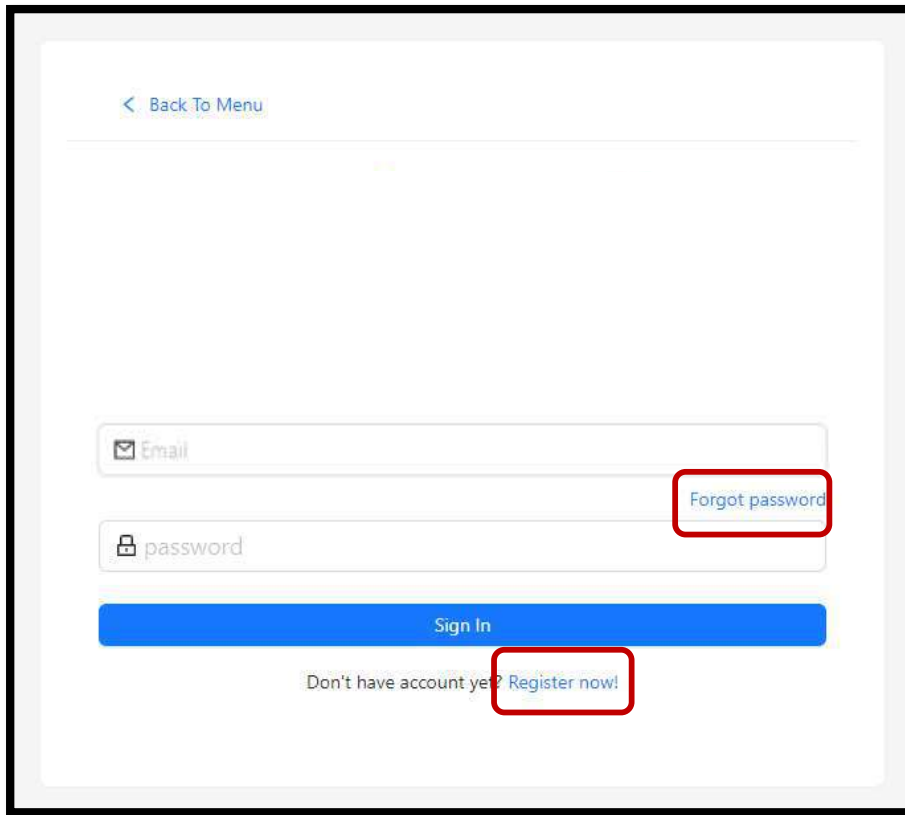
[Forgot password](#)

[Sign In](#)

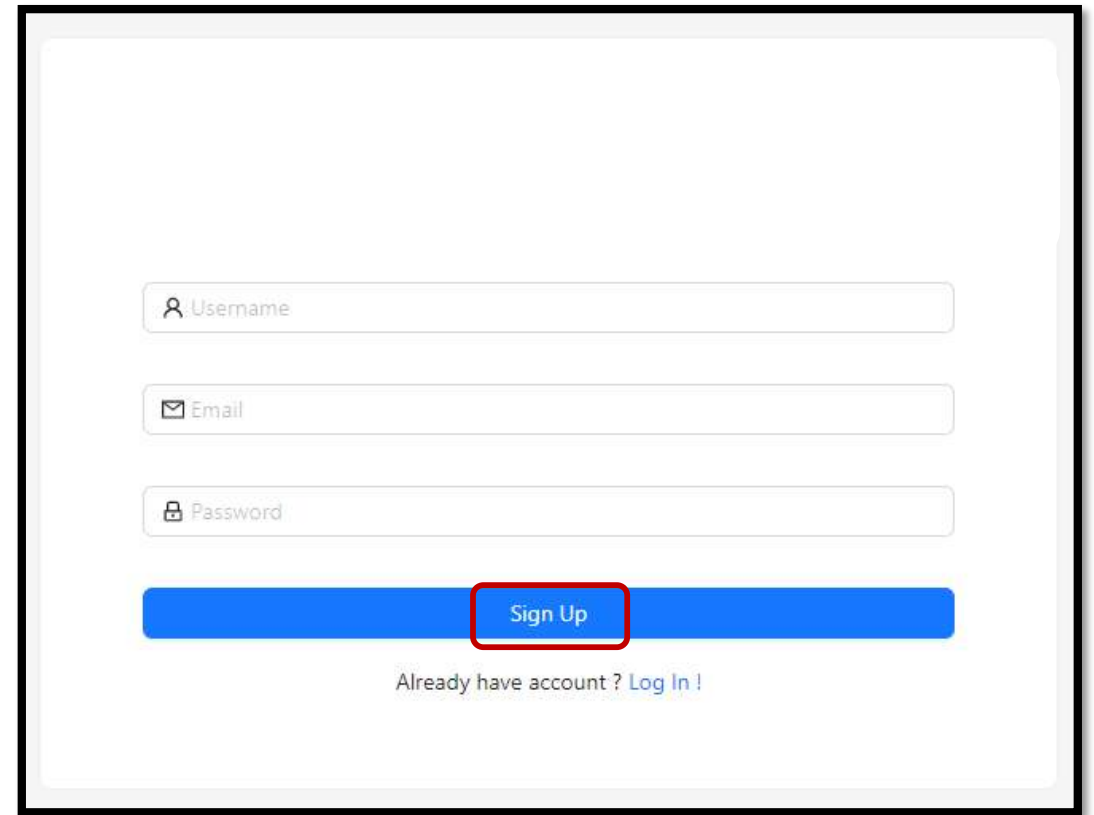
Don't have an account yet? [Register Now!](#) 1.

2.	3.	4.
Registration Detail	User Manual	Outline

1. Click on **Register Now** for registration.
2. Click **Registration Detail** to view the full list of registration details.
3. Click on **User Manual** for guidance how to do registration.
4. Click on **Competition Outline** that prepare by organizer



The login page features a 'Back To Menu' link at the top left. Below it, there are input fields for 'Email' and 'password'. To the right of the 'Email' field is a 'Forgot password' link. Below the 'password' field is a blue 'Sign In' button. At the bottom, there is a link 'Don't have account yet? Register now!'.

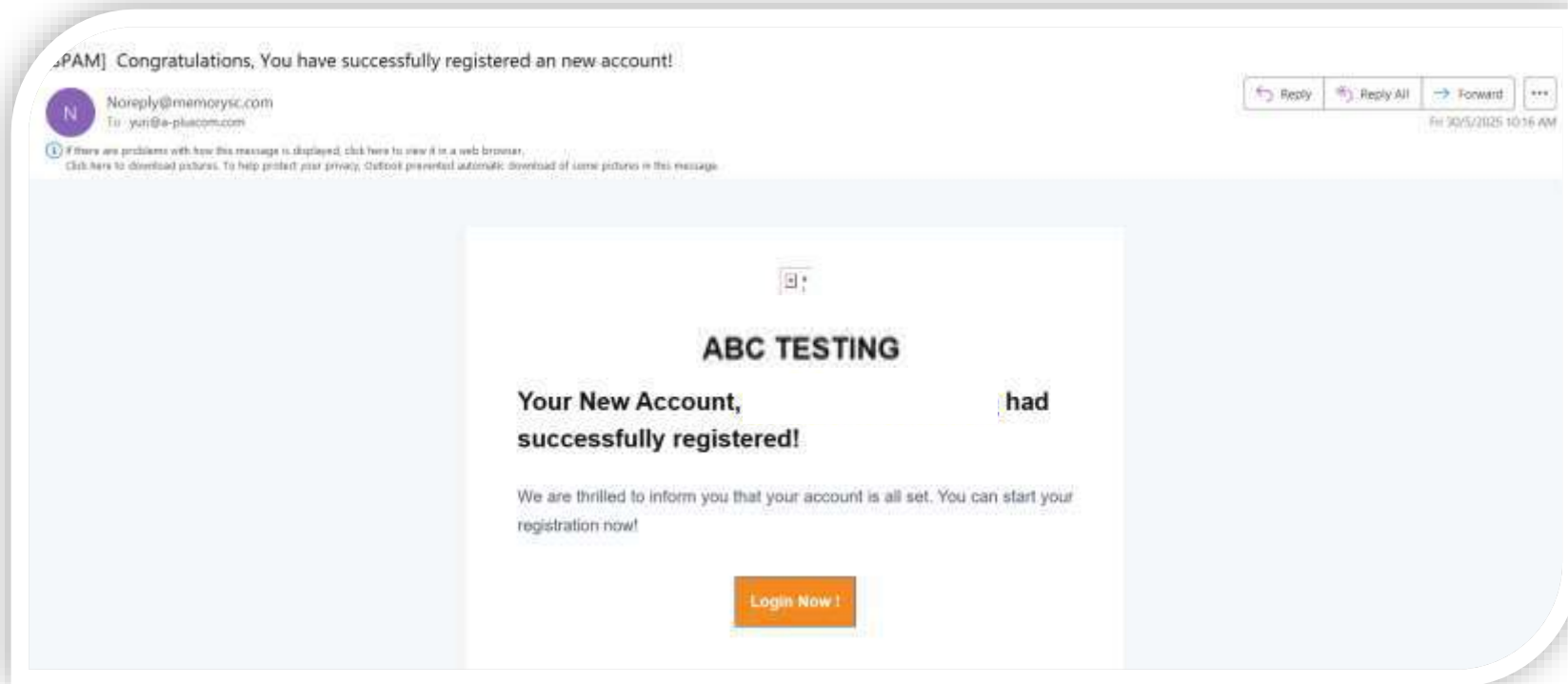


The sign up page features three input fields for 'Username', 'Email', and 'Password'. Below these fields is a blue 'Sign Up' button. At the bottom, there is a link 'Already have account? Log In!'.

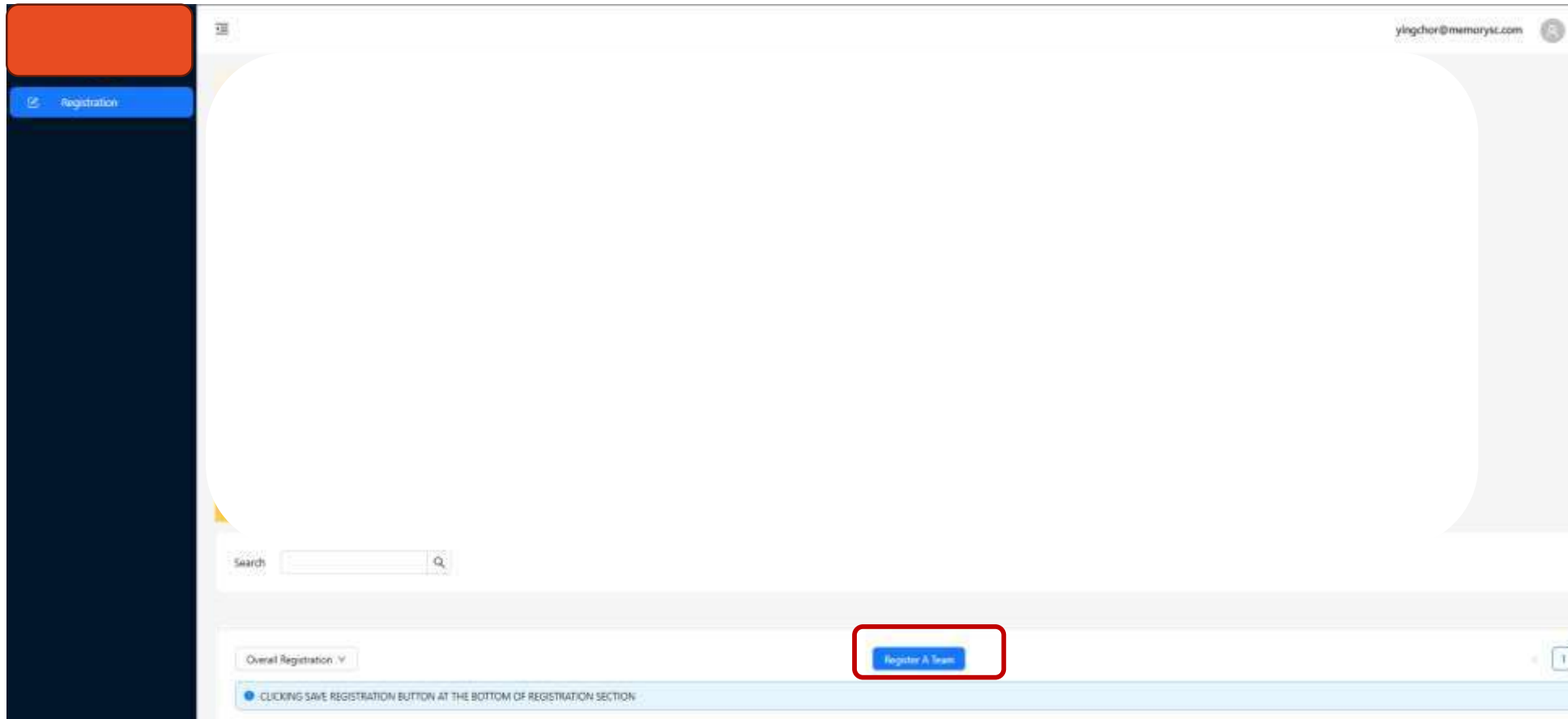
Sign Up Page

1. For first time login user, please click on **Register Now!** Button.
2. For existing user, enter your **Email Address** and **Password** to **login**.
3. If forget your login password, click on **Forget Password**, will receive an OTP to reset your password.

1. Enter your **Username**, **Email Address** and **Password**
2. Click on **Sign Up**
3. You will receive an email as confirmation



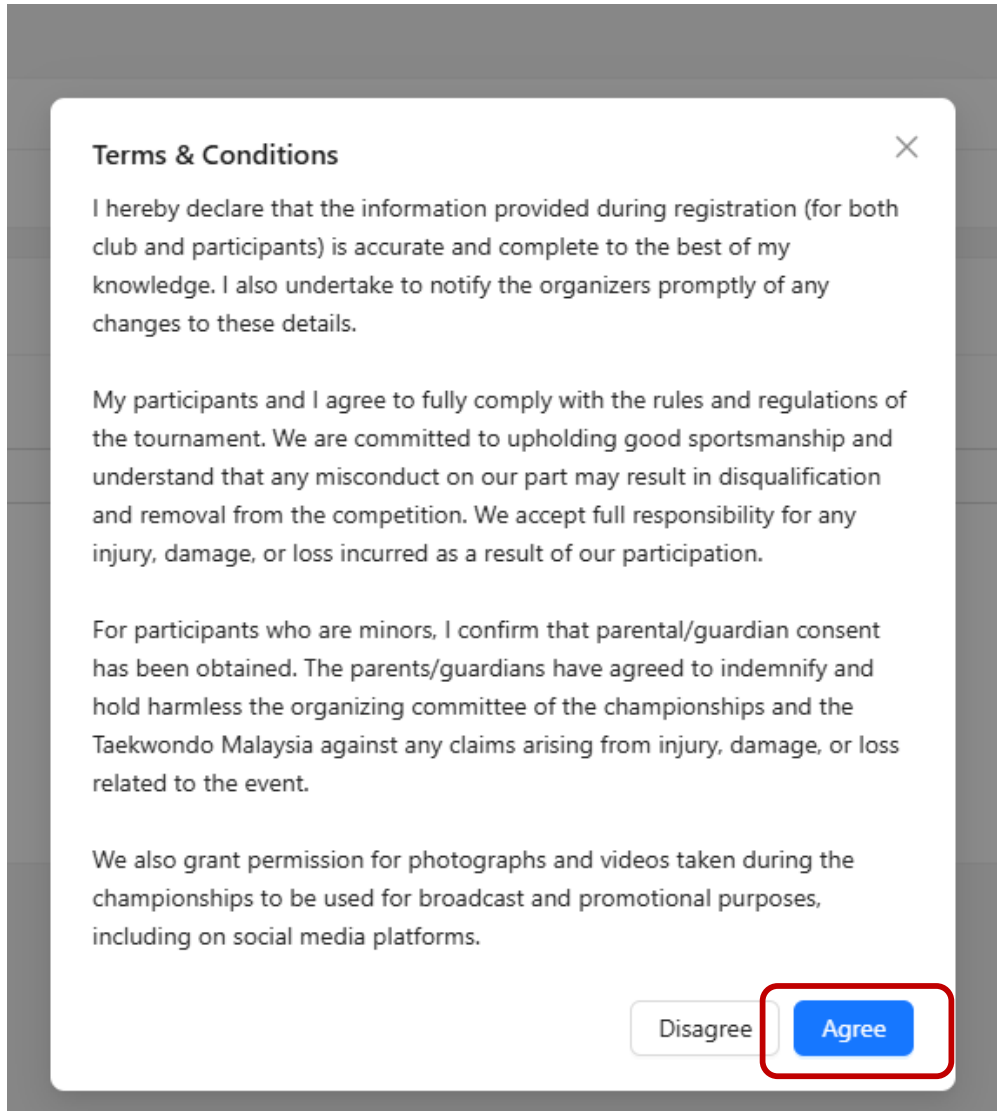
1. You will receive an email confirmation once successful registered



Login Page

1. Once you login, you will be directed to this page
2. Click on **Register A Team**

Step 1 – TERMS & CONDITIONS PAGE



Terms & Conditions ✕

I hereby declare that the information provided during registration (for both club and participants) is accurate and complete to the best of my knowledge. I also undertake to notify the organizers promptly of any changes to these details.

My participants and I agree to fully comply with the rules and regulations of the tournament. We are committed to upholding good sportsmanship and understand that any misconduct on our part may result in disqualification and removal from the competition. We accept full responsibility for any injury, damage, or loss incurred as a result of our participation.

For participants who are minors, I confirm that parental/guardian consent has been obtained. The parents/guardians have agreed to indemnify and hold harmless the organizing committee of the championships and the Taekwondo Malaysia against any claims arising from injury, damage, or loss related to the event.

We also grant permission for photographs and videos taken during the championships to be used for broadcast and promotional purposes, including on social media platforms.

Disagree Agree

1. Terms & Conditions page will pop up, **scroll down** the page by reading it, **Agree button** will be visible for clicking.
2. Click on **Agree Button** in order to proceed.

Step 2 – REGISTER YOUR TEAM

The screenshot shows a web interface for registering a team. At the top, there's a header with a back arrow and the text 'Register Your Team'. Below this is a navigation bar with 'Team Detail' (active) and 'Manager Detail'. The main content area is titled 'Step 1: Fill in Team Info'. It contains five numbered steps: 1. A text input field for 'Team Name' with a red asterisk. 2. A text input field for 'Team Short Code'. 3. A dropdown menu for 'Country' with 'Singapore' selected. 4. A 'Team Logo' section with a 'Select' button and a camera icon. 5. A blue 'Next' button. Red boxes and numbers highlight each step.

← Register Your Team

Team Detail Manager Detail

Step 1: Fill in Team Info

1 * Team Name

2 Team Short Code

3 * Country

4 Team Logo

5 Next

1. Enter your **Team Name**,
2. Fill up **Team Short Code** if needed
3. Select your **Country**
4. Upload your **Team Logo**
5. Click “Next”

Step 3 – **MANAGER INFO**

← Register Your Team

Team Detail Manager Detail

Step 2: Fill in Manager Info

1 * Manager Name: Enter manager's name

2 * Gender: Select gender

3 Contact No.: Enter Contact No.

* Email: Enter Email

4

Name Tag Photo

5 Select

Previous Save 6

1. Enter your **Manager Name**,
2. Select **Gender**,
3. Enter **Contact No**
4. Enter **Email Address**
5. Upload your **Name Tag Photo**
6. Click “Save”

Step 4 – COACH INFO

Participants Info

Coach Info

Player Info

Referee Info

Coach Info Listing

1

+ Add Coach

No.	Name (Only English characters)	Gender	Contact No.	Email	Name Tag Photo	Actions
-----	--------------------------------	--------	-------------	-------	----------------	---------

Add New Coach Info

2

Name (Only English characters)

Gender

Contact No.

3

Enter Name

Select gender

Enter Contact No.

4

Email

Enter Email

Name Tag Photo

Select

5

Submit

1. Click on + **Add Coach** button
2. Enter **Coach Name, Gender** and **Contact No.**
3. Enter **Email Address**
4. Upload your **Name Tag Photo**
5. Click “Submit”

Step 5 – **PLAYER INFO**

Participants Info

Coach Info **Player Info** Referee Info

Player Info Listing

1 **+ Add Player**

Search

No.	Player ID	Name (Only English characters)	Gender	Contact No.	Email Address	Date of Birth	Parent Agreement	Actions
-----	-----------	--------------------------------	--------	-------------	---------------	---------------	------------------	---------

2 **Add New Player Info**

3 * Name (Only English characters) **3** * Gender **4** * Player Date of Birth

7

1. Click on **+ Add Player** button
2. Enter your **Player Name**
3. Select **Gender**
4. Enter player **DOB**.
5. Click “Submit”

Step 6 – REGISTER EVENTS

Registration

Listing

1

Event Registration

Search

Search Player Name

Q

Family Poomsae

Siblings Poomsae

Para Poomsae

Poomsae

Complete Registration

Level	Gender	Age Group	Category	Event Type	Party Type	Player ID	Name (Only English characters)	Weight	Height	Actions
-------	--------	-----------	----------	------------	------------	-----------	--------------------------------	--------	--------	---------

1. Click on + Event Registration button

Registration

Event

Player

Event Detail

Step 1: Select Event Details

Event

Select Event

Gender

Party Type

Level

Step 2: Select Player Participation

Player

Waiting Event Detail . . .

Step 3: Select Category Details

Age Group

Category

Submit

FAMILY POOMSAE

1. Start from **Step 1:**

Event : Choose “**Family Poomsae**”

Step 1: Select Event Details

Event

Family Poomsae

Siblings Poomsae

Para Poomsae

Poomsae

Party Type

Level

1.1 Gender: Choose “**Mix**”
Register for
Mixed Gender Family

Step 1: Select Event Details

Event

Family Poomsae

Gender

Male Female **Mix**

Party Type

Team

Level

Select Level

Family of 2

Family of 3

Family of 4

Family of 5

1.2 Gender : Choose “**Male**” or “**Female**”
Register for Male Family / Female Family

Step 1: Select Event Details

Event

Family Poomsae

Gender

Male Female Mix

Party Type

Team

Level

Select Level

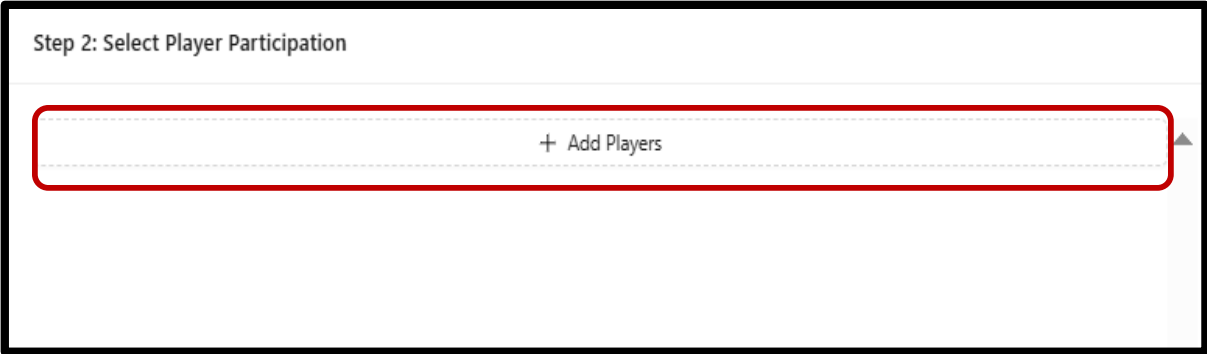
Family of 2

Family of 3

Family of 4

Family of 5

2. Continue to **Step 2:**



Step 2: Select Player Participation

+ Add Players

This screenshot shows the 'Step 2: Select Player Participation' screen. A red rectangle highlights the '+ Add Players' button, which is located in a light gray box at the top of the main content area.

2.1 Click the + Add Players button



Step 2: Select Player Participation

Players

THAI

THAI
Date of Birth: 2014-09-18
Gender: Female

Please Select Player

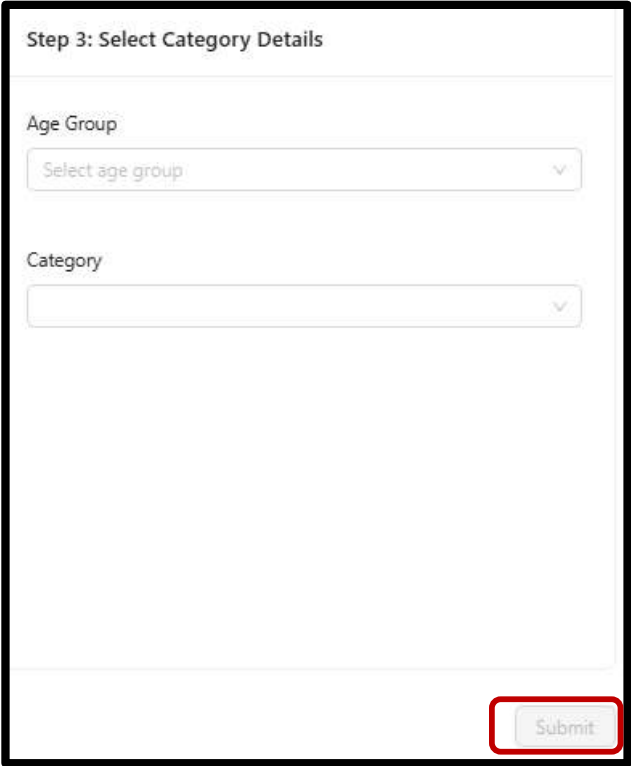
YURI

JANE

This screenshot shows the 'Step 2: Select Player Participation' screen after clicking the '+ Add Players' button. A red rectangle highlights the 'JANE' option in a list of players. Above the list, there is a 'Players' dropdown menu currently showing 'THAI'. Below the dropdown, a player card for 'THAI' is visible, showing a date of birth and gender. A search bar with the placeholder 'Please Select Player' is also present.

2.2 Select for "Players Name"

3. Followed by **Step 3:**



Step 3: Select Category Details

Age Group

Select age group

Category

Submit

This screenshot shows the 'Step 3: Select Category Details' screen. It features two dropdown menus: 'Age Group' with the placeholder 'Select age group' and 'Category'. A red rectangle highlights the 'Submit' button at the bottom right of the form.

3.1 Select for "Age Group"

3.2 Choose for "Category"

3.3 Click **Submit**

SIBLINGS POOMSAE

1. Start from **Step 1:**

Event : Choose “**Siblings Poomsae**”

Step 1: Select Event Details

Event

Siblings Poomsae

Family Poomsae

Siblings Poomsae

Para Poomsae

Poomsae

Party Type

Team

Level

1.1 Gender: Choose “**Mix**”
Register for
Mixed Gender Family

Step 1: Select Event Details

Event

Siblings Poomsae

Gender

Male Female **Mix**

Party Type

Team

Level

Select Level

Siblings of 2

Siblings of 3

Siblings of 4

1.2 Gender : Choose “**Male**” or “**Female**”
Register for Male Family / Female Family

Step 1: Select Event Details

Event

Siblings Poomsae

Gender

Male Female Mix

Party Type

Team

Level

Select Level

Siblings of 2

Siblings of 3

Siblings of 4

2. Continue to **Step 2**:



Step 2: Select Player Participation

+ Add Players

This screenshot shows the 'Step 2: Select Player Participation' form. A red rectangle highlights the '+ Add Players' button, which is located at the top of the form.

2.1 Click the + **Add Players** button



Step 2: Select Player Participation

Players

THAI

THAI
Date of Birth: 2014-09-18
Gender: Female

Please Select Player

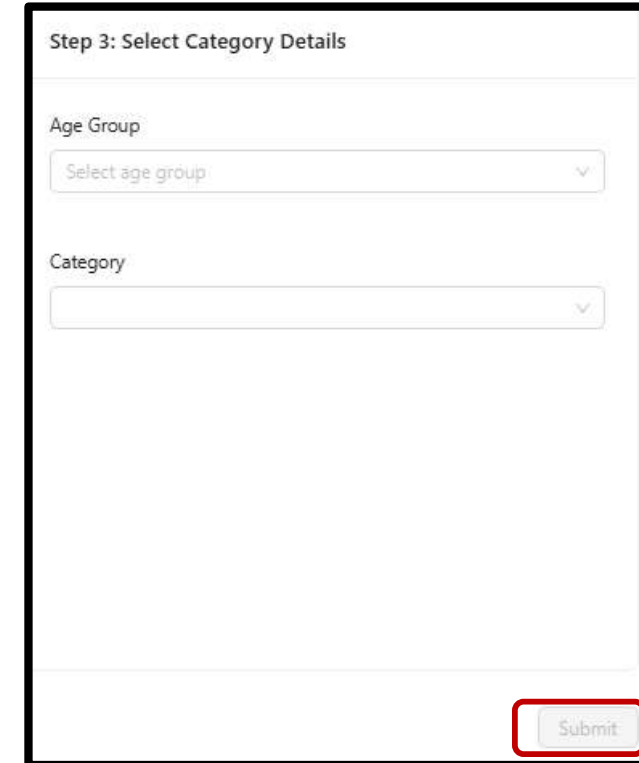
YURI

JANE

This screenshot shows the 'Step 2: Select Player Participation' form after clicking the '+ Add Players' button. The form now displays a list of players. A red rectangle highlights the 'YURI' player name in the list.

2.2 Select for "Players Name"

3. Followed by **Step 3**:



Step 3: Select Category Details

Age Group

Select age group

Category

Submit

This screenshot shows the 'Step 3: Select Category Details' form. The form contains two dropdown menus: 'Age Group' and 'Category'. A red rectangle highlights the 'Submit' button at the bottom right of the form.

3.1 Select for "Age Group"

3.2 Choose for "Category"

3.3 Click **Submit**

PARA POOMSAE

1. Start from **Step 1**:

Event : Choose “**Para Poomsae**”

Step 1: Select Event Details

Event

Para Poomsae

Family Poomsae

Siblings Poomsae

Para Poomsae

Poomsae

Party Type

Level

1.1 Gender : Choose “**Male**” or “**Female**”

Register for Male Individual

Register for Female Individual

1

Gender

☒ Male ☐ Female

2

Party Type

☒ Individual

3

Level

Select Level

Para Poomsae

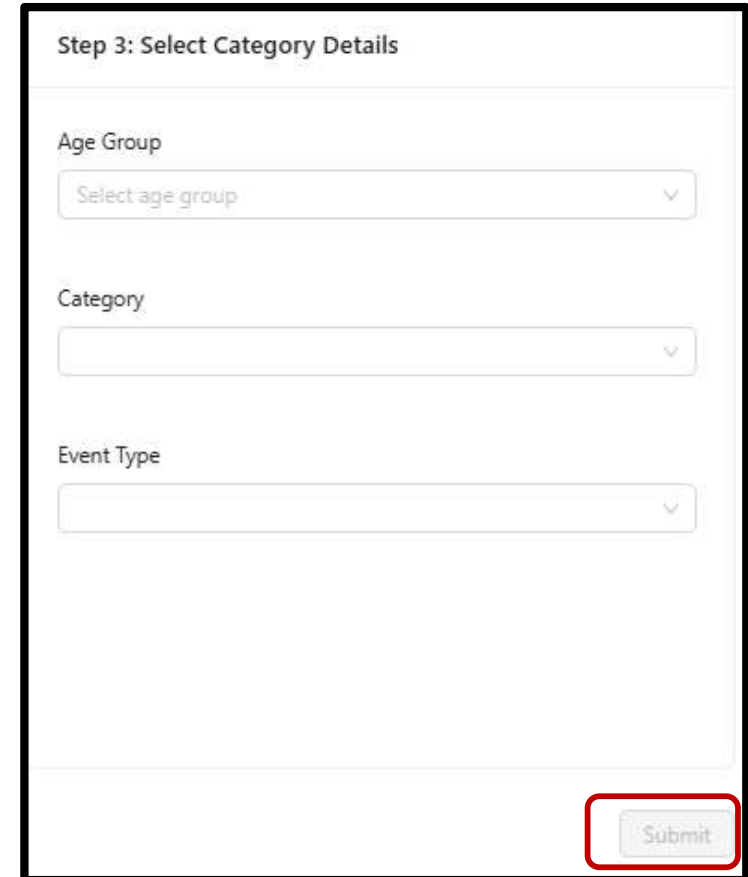
2. Continue to **Step 2**:



The screenshot shows a web form titled "Step 2: Select Player Participation". It features a label "* Player" followed by a search input field with the placeholder text "Please Select Player". Below the input field, a dropdown menu is open, displaying three options: "YURI", "THAI", and "JANE". A red rounded rectangle highlights the dropdown menu. A small upward-pointing triangle is visible on the right side of the form.

2.1 Select for "Players Name"

3. Followed by **Step 3**:



The screenshot shows a web form titled "Step 3: Select Category Details". It contains three dropdown menus: "Age Group" with the placeholder "Select age group", "Category", and "Event Type". A "Submit" button is located at the bottom right of the form, highlighted with a red rounded rectangle.

3.1 Select for "Age Group"

3.2 Choose for "Category"

3.3 Select for Event Type"

3.4 Click **Submit**

***Step 7 – “SAVE REGISTRATION”

Registration Listing Event Registration

Search

Search Player Name

Family Poomsae

Siblings Poomsae

Para Poomsae

Poomsae

1

Complete Registration

Level	Gender	Age Group	Category	Event Type	Party Type	Player ID	Name (Only English characters)	Weight	Height	Actions
-------	--------	-----------	----------	------------	------------	-----------	--------------------------------	--------	--------	---------

Sign Here to Complete Registration

1. Participant

I agree to comply with all rules and regulations of the tournament. I am committed to demonstrating good sportsmanship at all times and understand that any misconduct on my part may result in removal from the tournament and disqualification from the competition. I accept full responsibility for any injury, damage, or loss that may occur as a result of my participation in this Championship.

2. Parent/Guardian of Participant

I give my consent for the participant to take part in this Championship and agree to indemnify and hold harmless the organizing committee of the Championship and the Taekwondo Malaysia from any claims arising from injury, damage, or loss sustained or caused during the participant's involvement in the event.

3. Team Manager/Coach, Participant, and Parent/Guardian of Participant Under 21 Years Old

We give our consent for photographs and videos taken during this Championship to be used for broadcasting purposes and promotional content, including distribution on social media platforms.

After saving your registration, a team report PDF will be sent to the team manager's email.

2



Clear

Save

1. Click on **Complete Registration**
2. Signage Page will pop up, **Sign** as confirmation and click **“Save”**

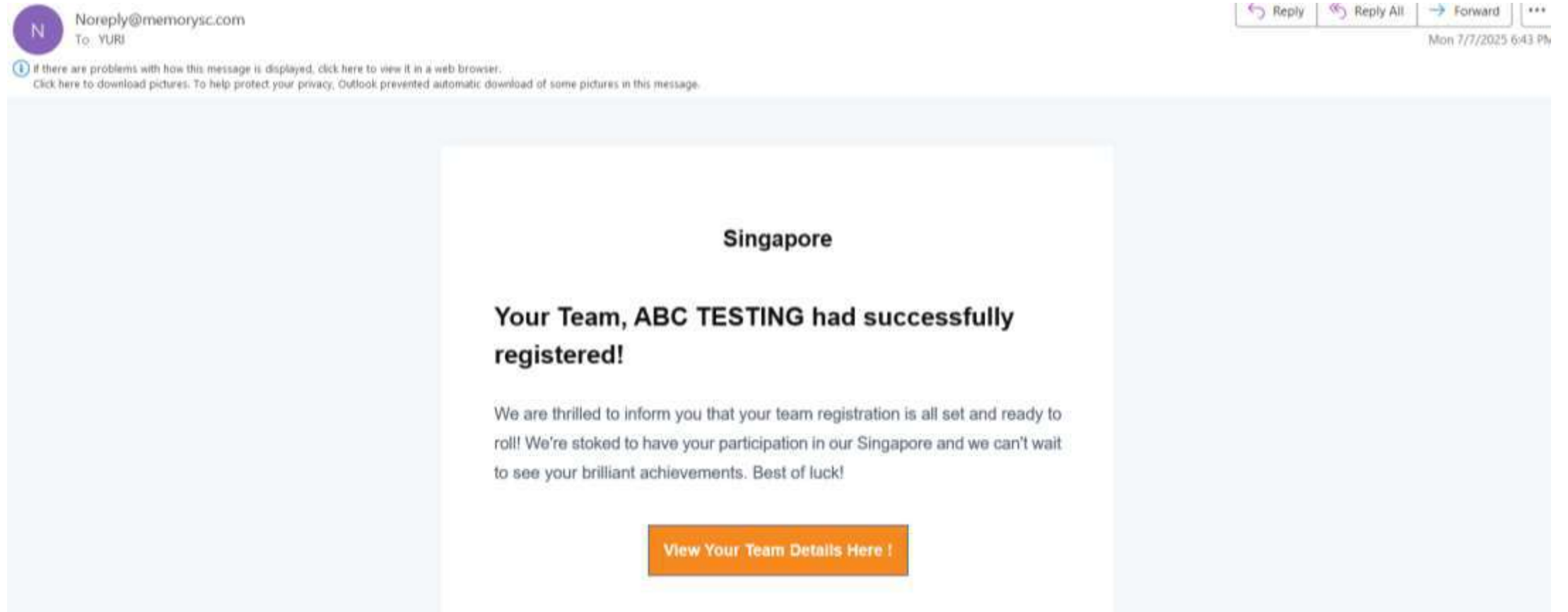
***Step 8 – “COMMIT REGISTRATION”

CLICK THIS IF DONE AND COMPLETE ALL EVENT REGISTRATION
ONCE COMMIT, TEAM MANAGER WILL RECEIVE AN EMAIL FOR THE INDEMNITY FORM

1	<input type="checkbox"/> COMMIT REGISTRATION ⓘ	
ABC TESTING		
 View	2 <input type="checkbox"/> Print Team Report	 More

1. Click on **Commit Registration**
2. Team manager can get a full PDF details from here

Successfully registered Email



1. You will receive an email confirmation that attached with registration details once done

INDEMNITY FORM



Noreply@memorysc.com
To YURI

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [...](#)

Wed 9/7/2025 4:40 PM

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Singapore

Congratulations, Your Team, ABC TESTING had been finalized and Confirmed!

Please complete the Indemnity Form and upload the payment slip as soon as possible using the link provided in this email. This step is required for the parents of all participants.

[Here is Your Idenity Form!](#)

1. Team manager will receive a link by email to send for parents to fill up players' info by their parents or guidance.

INDEMNITY FORM

Fill up all the info and click “Submit”

← Singapore INDEMNITY FORM

ABC TESTING

Player

ISAAC ONG

Passport/IC Number (Without Dash)

Enter Passport / IC (Without Dash -)

Email Address

Enter Email Address

Contact No.

Enter Contact No.

ISAAC ONG - ABC TESTING

Player ID : P2025-0085

Date of Birth: 13 Jun 2014

Gender : Male

Name Tag Photo

↓ Select

Event Registered

Event	Level	Gender	Category	Age Group	Event Type
<div><div></div><div>No data</div></div>					

Submit

Terms & Conditions

1. Participant

I agree to comply with the rules and regulations of the tournament. I will demonstrate good sportsmanship and understand that any misconduct on my part may lead to removal from the tournament and disqualification from the competition. I accept full responsibility for any injury, damage, or loss incurred as a result of my participation in this Championship.

2. Parent/Guardian of Participant

I give my consent for the participant to take part in this Championship and undertake to indemnify and hold harmless the organising committee of the Championship and the Taekwondo Malaysia from any claims arising from injury, damage, or loss suffered or caused during the course of the participant's involvement in the event.

3. Team Manager/Coach, Participant, and Parent/Guardian of Participant Under 21 Years Old

We consent to the use of photos and videos taken during this Championship for broadcasting purposes and promotional content, including publication on social media platforms and related media.

Sign Here to Submit

Clear

Save

Signage Page will pop up, Parents or guardian go through all the terms and conditions **Sign** as confirmation and click **“Save”**

Player Info Listing

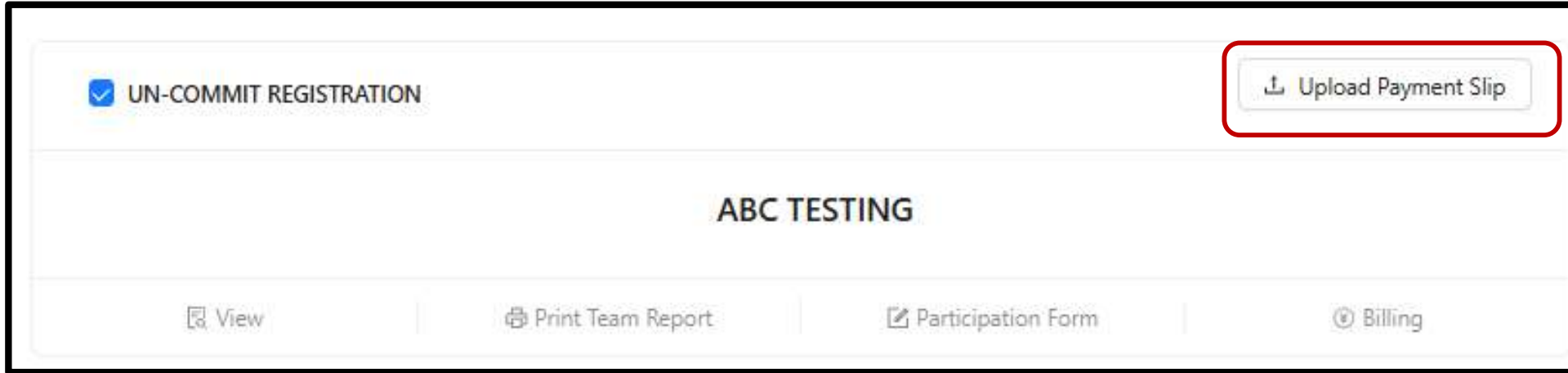
Search 

No.	Player ID	Name (Only English characters)	Name in Native Alphabet	Gender	Passport/IC Number (Without Dash)	Contact No.	Email Address	Date of Birth	Name Tag Photo	Parent Agreement	Actions
1	P2025-0085	ISAAC ONG		Male	1234567890	2121212	admi@gmail.com	13 Jun 2014		Approved	
2	P2025-0082	YURI		Female				21 Jun 2014		Pending	
3	P2025-0083	THAI		Female				18 Sept 2014		Pending	
4	P2025-0084	JANE		Female				14 May 2014		Pending	

Showing 4 record(s) of total 4

1. Team manager can check the “Parent Agreement Status” by logging inside the system.

UPLOAD PAYMENT SLIP



The screenshot shows a web interface for "ABC TESTING". At the top, there is a navigation bar with a checked box and the text "UN-COMMIT REGISTRATION" on the left, and a button labeled "Upload Payment Slip" on the right. The button is highlighted with a red rectangular border. Below the navigation bar, the text "ABC TESTING" is centered. At the bottom, there is a row of four buttons: "View", "Print Team Report", "Participation Form", and "Billing".

1. Login to your account
2. Click on **“Upload Payment Slip”** and attached your proof of payment.

THANK YOU