## Croquet Queensland Revsports: Entering an Event

From 1<sup>st</sup> July 2022, Croquet Queensland will switch to a new method for entering CAQ Events. The process is simple and complete. By the time you have stepped through the process you will have entered and paid for the event of your choice.

### Step 1

Go to the new webpage: <a href="https://www.croquetqld.org/home/">https://www.croquetqld.org/home/</a>

If using an iPad/tablet, turn it horizontally

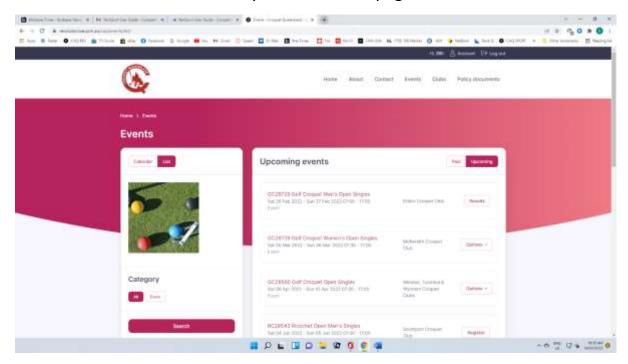
On the top righthand side of the screen hit 'log in'

If you can't remember your log in or this is your visit to the site, simply hit the 'forgot log in details' enter your email address and the system will send you an email telling you how to proceed.

Having logged in successfully, your name will then appear next to the log in icon.

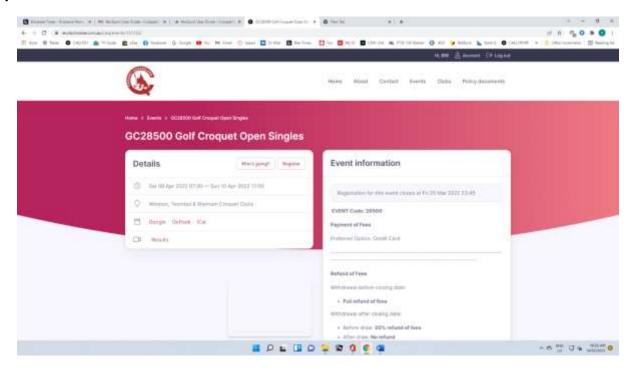
### Step 2

Click on the Events button and you will see this page.



Above the small picture of the croquet balls there is an option to view the event in a calendar mode or a simple list. The default is the list and that list appears on the right-hand side of this page. Simply click on the event you wish to enter and scroll down to see more events.

# Step 3



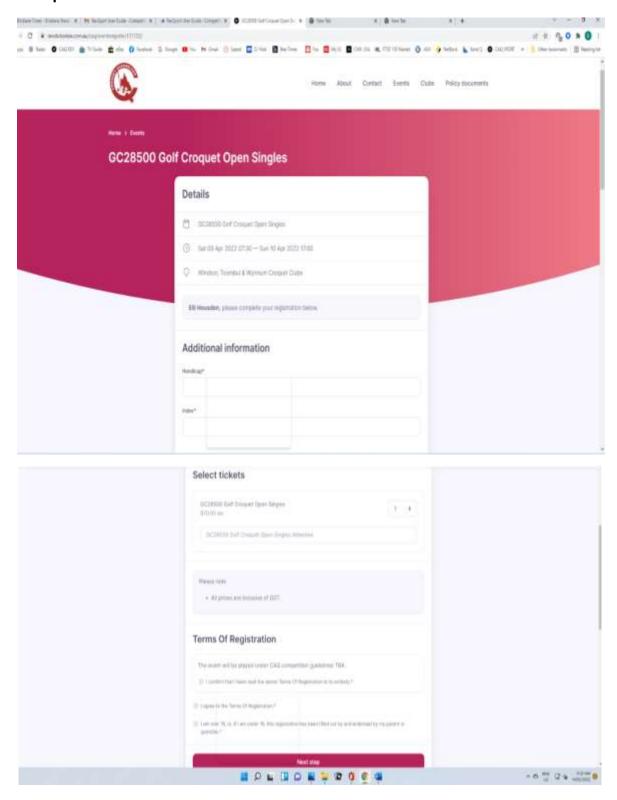
From the screen above, in the "details" box there are a few options.

A: Who's going: this lists all competitors registered for the event. If you are the first person entering the event that list will be blank. Otherwise those already entered will show.

B: If you click on: Google, Outlook, or iCal, the event will be sent to your personal calendar, if you maintain a diary system on your computer or phone.

C: Register: If you want to enter the event click on Register.

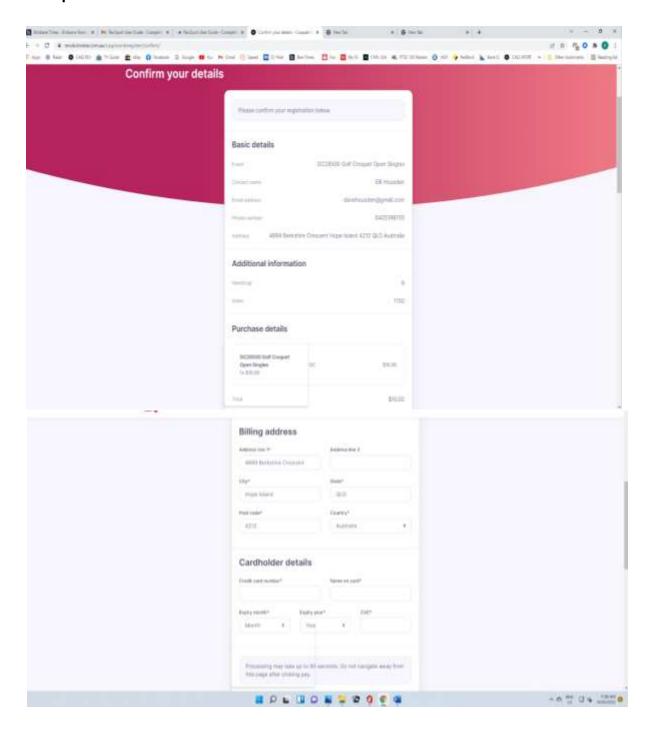
# Step 4



#### **Now Enter Your details:**

- A. Your handicap
- B. Your Index
- C. Select a ticket, enter 1
- D. Accept the Terms of Registration by clicking on all three boxes.

## Step 5



#### This page confirms your details.

- A. This is where you make your payment by credit/debit card.
- B. After completing your credit/debit card details, hit the 'Confirm Registration' button.
- C. The system can take up to 90 seconds to collect your payment, make sure that you stay on that page until you get the message confirming that your entry has been accepted
- D. You will receive an email with the confirmation once you have completed this process