



event in skåne
part of business region skåne

Quick reference guide – Booking system

This booking system is used in the process of gathering relevant information about the participating teams, booking of packages, team members for accreditation and upload of music for the competition.

You find the link on the website www.teamgym2010.se

Please follow the steps for your booking, if you have any questions please send an e-mail to info@teamgym2010.se

Every delegation and each team has its own login but each country share a password. If you have any problems logging in please contact us.

You will find more information about the packages and other information about the European Championships in the Bulletins.

Official Contact

TeamGym 2010
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E-mail: info@teamgym2010.se



Please visit our website for more information

www.teamgym2010.se





Step 1

TEAMGYM 2010

Teamgym 2010 Start Logout

Step 1 - Contact information

Name:

E-mail address:

Telephone number (incl. country code):

Mobile phone number (incl. country code):

Team:

Discipline:

Competition:

Invoice address:

Address1:

Address2:

ZIP code and town:

Other information:

File upload (music in mp3 format):

(max 10MB fil)

I accept that all items that are in the system at the end of 2010-08-20 will be ordered. See conditions of cancellation.

On this page you fill in the information about your team, invoice address and contacts. This is also where you upload the music for your team as well as your National Anthem.

1. Name, the name is given to you by the OC
2. E-mail address, please fill in the e-mail address you wish to have the invoice sent to.
3. Telephone number to the person responsible for the booking.
4. Mobile phone number to the person responsible for the booking.
5. Team, the name is given to you by the OC
6. Discipline Teamgym
7. Competition Teamgym 2010
8. Invoice address
9. Post code
10. Other information important to the LOC.
11. A: File upload of music- **Upload file Music for Floor, Tumbling and Trampett.**
The music for each apparatus should be marked as your username ending with (_Floor), (_Tumbling) or (_Trampett) **For example:** AUT_team1_SW_Floor
- B: File upload of music- **The National Anthem.**
The National Anthem should only be uploaded by the Federations and marked as your username ending with (_National_Anthem) **For example:**
AUT_National_Anthem
12. To continue to the next page please click the "I accept that all items that are in the system at the end of 2010-08-20 will be ordered..." You will find the rules of cancellation in Bulletin No 2 June.



TEAMGYM
8TH EUROPEAN CHAMPIONSHIPS
MALMÖ SWEDEN · 21-23 OCTOBER 2010



Step 2

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Step 2 - Add all participants
Please enter information about the persons who the booking refers to - their name, Date of Birth, sex and their function (coach, gymnast etc.) and upload a picture of the participant.

Added names will be printed onto the accreditation ID card.

Participant:

Given name	Family name	Date of Birth (YYMMDD)	Sex	Function	Add picture
<input type="text"/>	<input type="text"/>	<input type="text"/>	Female	Gymnast	<input type="text"/> Bläddra...
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>				<input type="button" value="Preview"/>

Preview picture before Add/save

Please enter information about the persons who the booking refers to:

Their name, Date of Birth, sex and their function (coach or gymnast) and upload a picture of the participant. It is only the Federations that can enter information about Head of Delegation, Judge and Team Physician.

Added names will be printed onto the accreditation ID card.

The booking system is open until 2010-08-20. Should you wish to fill in or change names of the gymnasts or coaches after this date you have to contact the LOC. This can be done until the nominative deadline 2010-09-29. It is important that you fill in the correct number of participants even though you do not yet know the name of the person.

PICTURE:

The Picture has to be of the face of the person that the information is regarding. This photo will be checked against your passport during the accreditation.



Delegations who omit sending in photos at the Nominative Entry deadline will have to pay 5 EUR for each photo that has to be taken by the LOC during accreditation.





Step 3

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Step 3 - Place your order
Add a product to one participant or to all participants. You can add products from different categories.

*For any special dietary requirements – place the order for all participants and then remove the ones with special dietary requirements. Add them again by choosing Special dietary requirements and specify under Complementary information what these requirements are.

1. Choose category

2. Choose one participant or all participants:

3. Choose products and click Add.

Complementary information (allergies etc.):

Redo step 1-3 for each product! When done, proceed with step 4 by clicking next.

1. Choose category: Packages, Packages (special dietary requirements) or Clothes, to place an order. You will find information about the clothes on the website, please note that there is a discount for preordering.
2. Choose one or all participants.
3. Complementary information is information of special dietary requirements.

IMPORTANT INFORMATION ABOUT THE PACKAGES

Please note that there is a limited capacity for each category of hotels. The earlier you book and make the necessary payments, the more chance you have of getting the package of your choice. You will be contacted after you have made your choice of Packages.

We offer three packages from which the delegations can choose. All the packages are complemented with transport from railway station – youth hostel/hotel, competition arena.

PACKAGE 1:

90 EUR per person / day
Accommodation in Youth
Hostel or Hotel
(2-4-beds/room)

- Half board: breakfast at youth hostel or hotel and lunch at the competition venue.
- Banquet (3 course dinner)

PACKAGE 2:

110 EUR per person / day
Accommodation in hotel
(3-beds/ room)

- Half board: breakfast at hotel and lunch at the competition venue.
- Banquet (3 course dinner)

PACKAGE 3:


130 EUR per person / day
Accommodation in hotel
(double room)

- Half board: breakfast at hotel and lunch at the competition venue.
- Banquet (3 course dinner)



Step 4

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Step 4 - Summary of your order

This is a summary of your order. The summary is divided into the cost for each participant as well as the total cost of your order.

Participants	Product	Sum	Price	Info
Anna Hansson	Package 1 Thursday 19th October	1	€ 90,00	
	Package 1 Wednesday 20th October	1	€ 90,00	
	Package 1 Thursday 21st October	1	€ 90,00	
	Package 1 Friday 22nd October	1	€ 90,00	
	Package 1 Saturday 23rd October	1	€ 90,00	
	Official T-shirt size S	1	€ 10,00	
	Summa:		€ 460,00	
	Total Summa:		€ 460,00	

In this final step of your booking you will find the information about the choices you have made.

On 2010-08-20 an invoice will be send to the e-mail address you have stated in **step 1**.

If you find that something is incorrect you can always go back and remove the items.