START HERE

From a new club to your first event entry

An illustrated guide for new club users. Follow the four stages in order.

1

Register your club

Choose the club type and complete sign-up.

PAGES 2-6

2

Sign in

Use the club login email and password.

PAGES 7

3

Add an athlete

Create the record and check approval.

PAGES 8-10

4

Enter the event

Choose the category and save registration.

PAGES 11-13

Have these details ready

Your club and representative details, an email address you can access, a password, and the athlete's correct identity and sporting information. Registration must be open for the event.

Demonstration used throughout

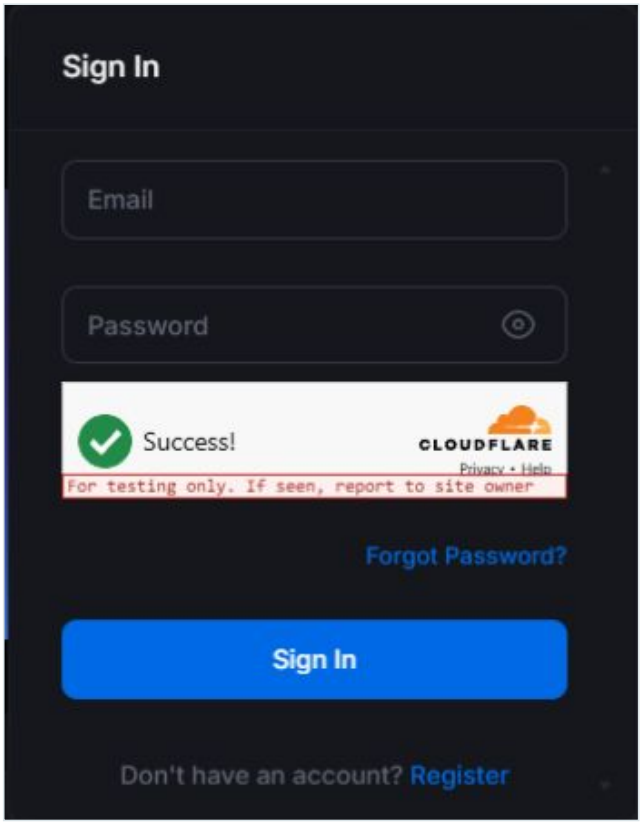
Tutorial Karate Club
Alex Tutorial - born 1 September 2014
Tbilisi Open - 2026 - individual Kata, male, 12-13 years

Screenshots use the English desktop interface on localhost. All example names, identity references, phone numbers and email addresses are fictional. For actual use, enter accurate details and use your organizer's Sportlab site.

STAGE 1 / START SIGN-UP

Open Register and choose the club type

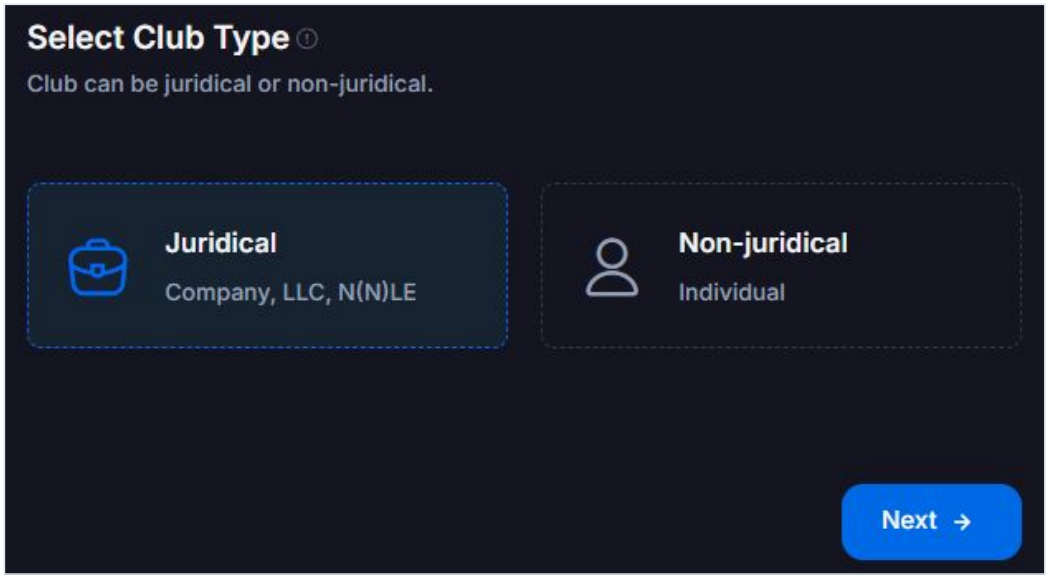
Begin while signed out. The registration wizard will adapt its fields to the club type.



1. On the Sportlab home page, click **Sign In** in the upper-right corner.

2. At the bottom of the sign-in panel, click **Register**.

3. Choose **Juridical** for a company, LLC or N(N)LE, or **Non-juridical** for an individual. Click **Next**.

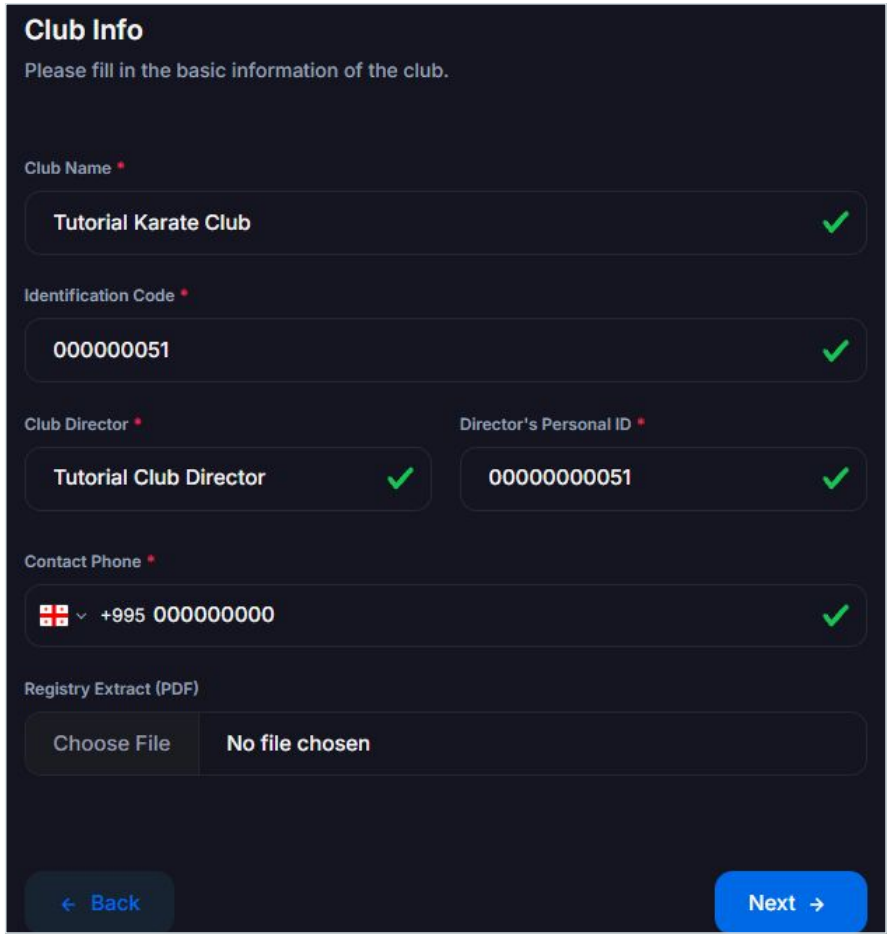


This guide follows the Juridical option. Choose the type that accurately describes your club.

STAGE 1 / CLUB DETAILS

Fill in your club information

Fields marked with an asterisk are required. The screenshot contains fictional example data.



Enter the club's details

Club Name: the club's name.
Identification Code: the organization's identification code.
Club Director: the director's full name.
Director's Personal ID: the director's identity number.
Contact Phone: select the country code and enter the club contact number.

Registry Extract (PDF)

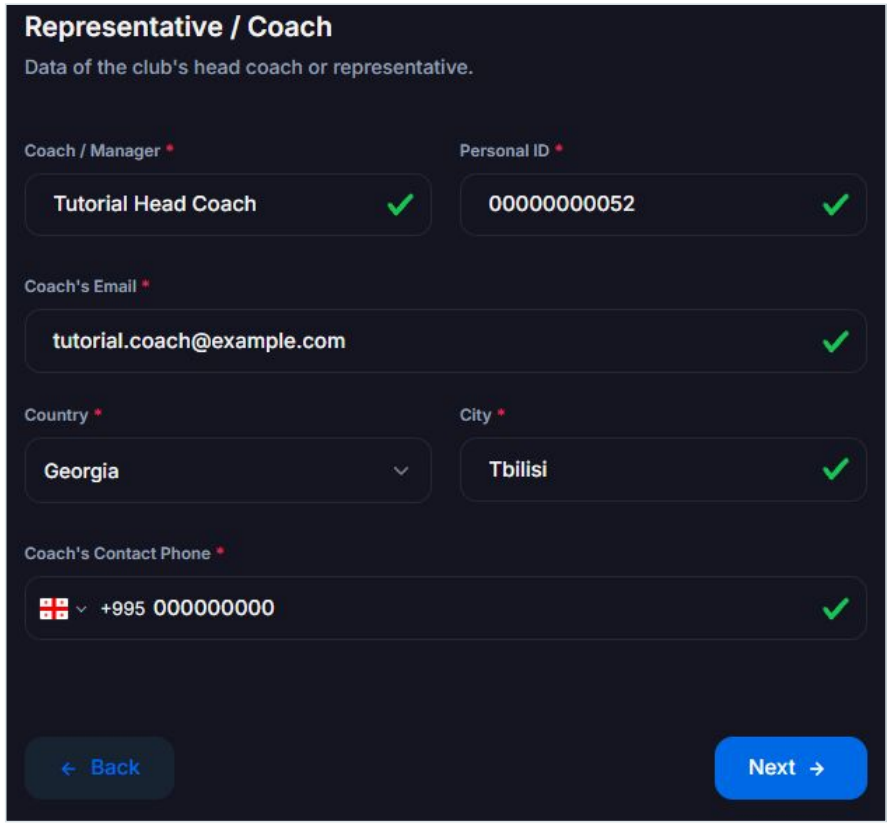
If applicable, use **Choose File** to attach the club's registry extract as a PDF. Review the information, then click **Next**.

For Non-juridical clubs, the organization-specific fields are hidden. Continue with the club name and the representative information requested by the wizard.

STAGE 1 / REPRESENTATIVE

Enter the representative or coach details

This section records the club's head coach or representative.



Complete the required fields

Coach / Manager: full name.
Personal ID: the representative's identity number.
Coach's Email: the representative's contact email, when requested.
Country and City: where the club is based.
Coach's Contact Phone: the correct country code and contact number.

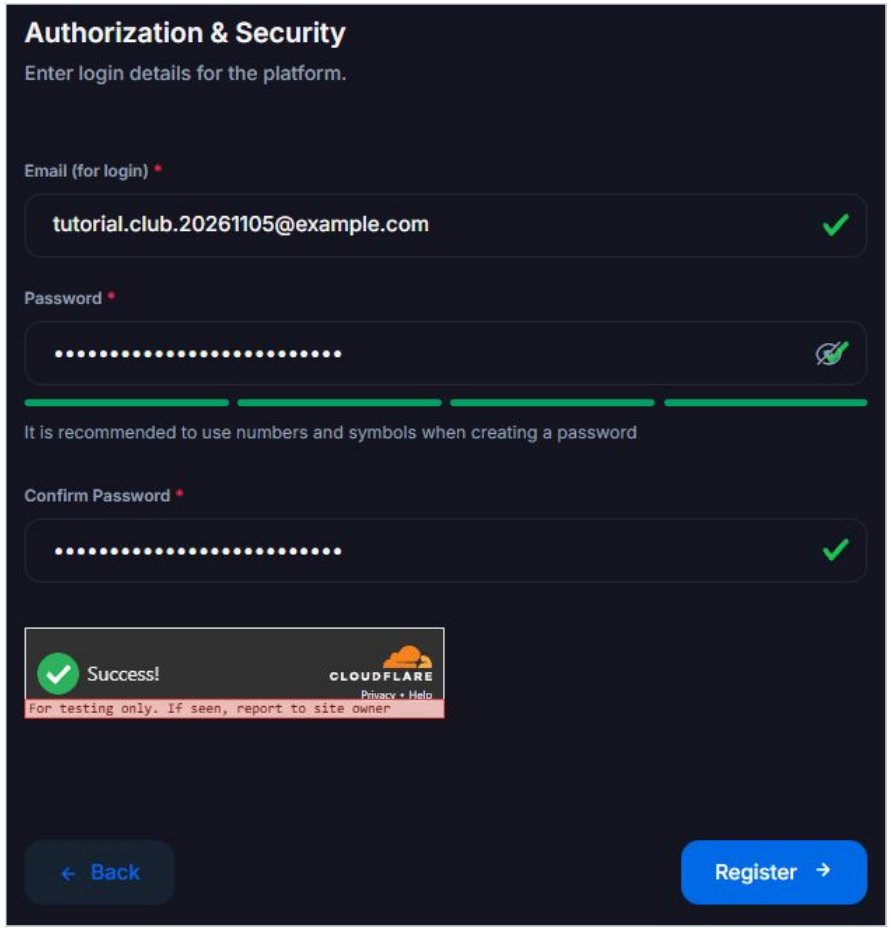
Review before continuing

Use accurate identity and contact details. Click **Back** if you need to correct the previous step, or **Next** to set up the login.

STAGE 1 / LOGIN CREDENTIALS

Set the club login and submit registration

The login email belongs to the club account. Keep access to it and remember the password.



1. Email (for login)

Enter an email address you can access. This is the email you will use to sign in.

2. Password and Confirm Password

Create a strong password and enter it again exactly. Passwords are masked in this guide.

3. Security check

When the Cloudflare security check is shown, wait for it to succeed or complete the requested check. Then click **Register** and wait for the result.

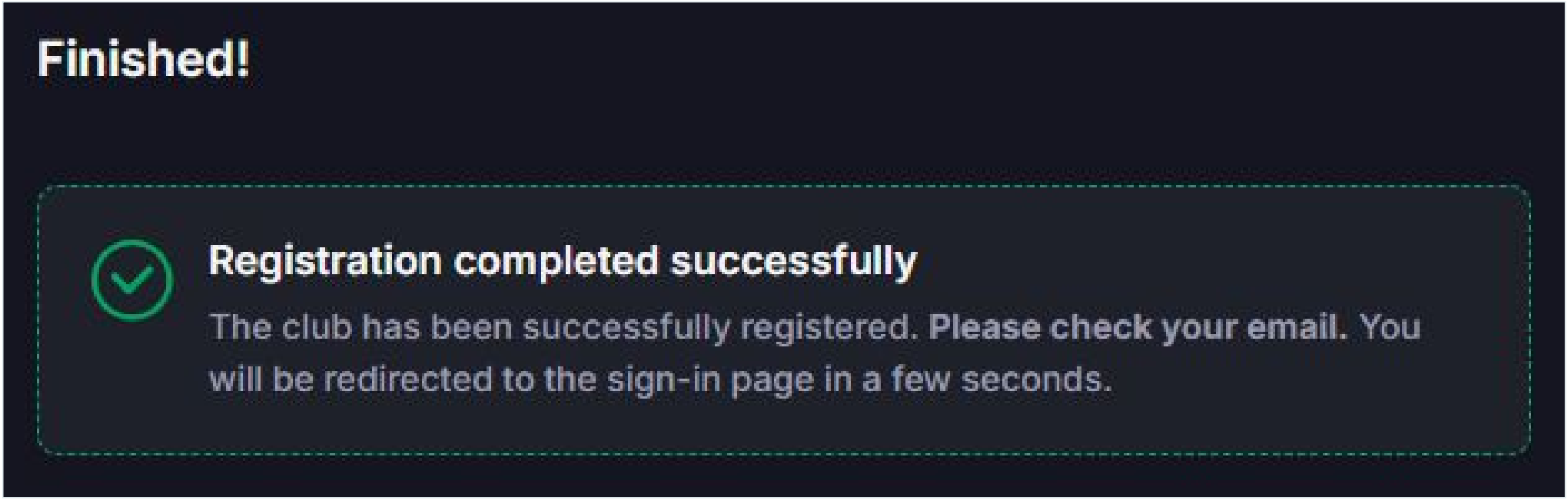
If an error appears

Correct the indicated fields. If the security check expires or fails, let it refresh and try again. Avoid repeatedly submitting while the request is pending.

STAGE 1 / COMPLETION AND APPROVAL

Confirm that the club was registered

A completed sign-up creates the club account. Approval is a separate step.



1. Look for success

The wizard shows **Registration completed successfully** and says that the club has been registered.

2. Check email and approval

Check the email address used for the account. New clubs need administrator activation before managing athletes and event entries.

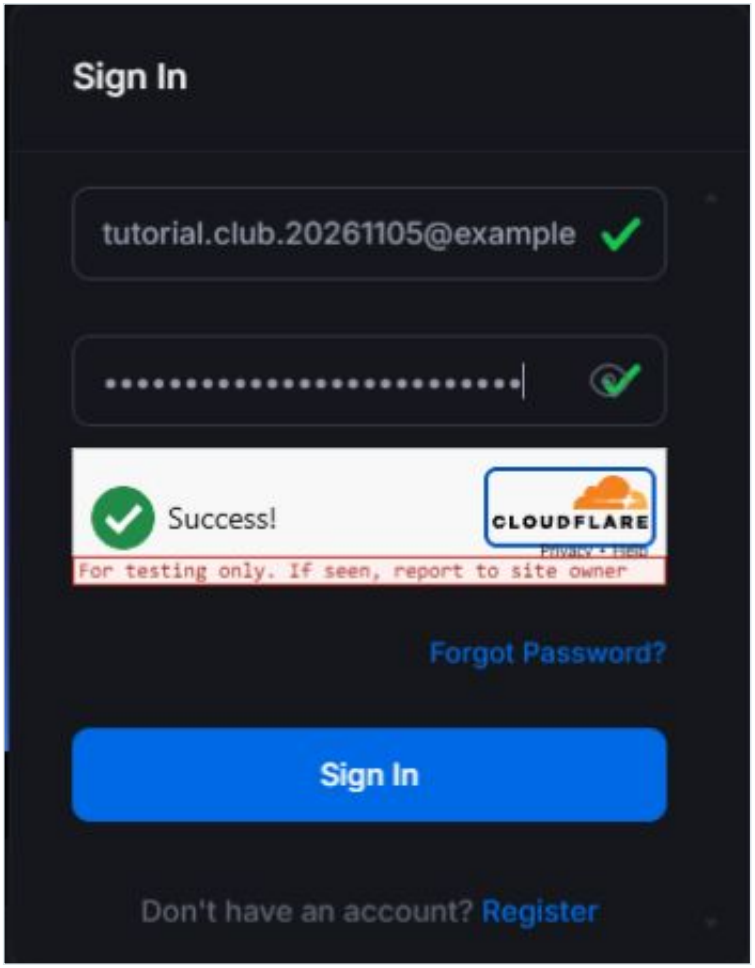
3. Open Sign In

If the page does not redirect automatically, click **Sign In** at the upper right, or return to the home page.

STAGE 2 / LOGIN

Sign in with the new club account

Use the login email and password entered in the Authorization step.



1. Click **Sign In** on the home page.

2. Enter the club's login **Email** and **Password**.

3. Complete the security check if it is shown, then click the blue **Sign In** button.

4. Confirm that the header shows your club and that **My Club** is available in the sidebar.

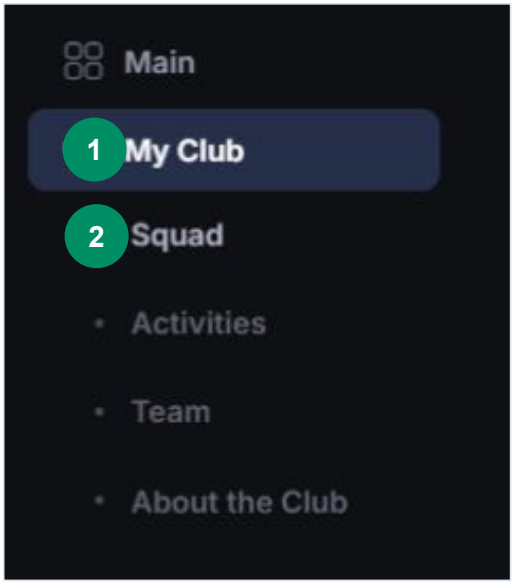
Login and approval

Signing in and approval are different. If club actions are unavailable because the club is inactive, contact the administrator. Use **Forgot Password?** if you cannot remember your password.

STAGE 3 / CLUB ATHLETE RECORD

Open Squad and add your first athlete

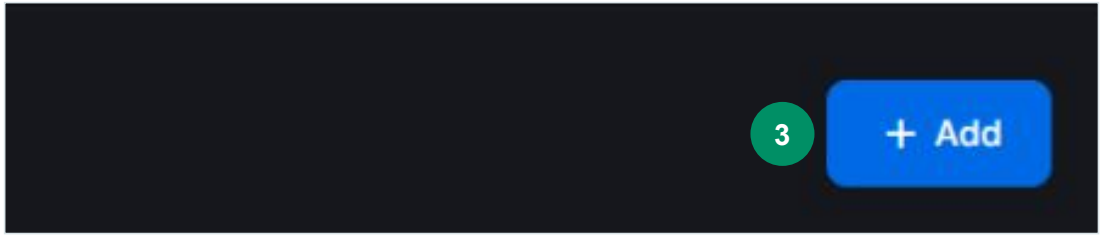
Sportlab uses the word "Sportsman" for an athlete in the forms and lists.



1. Expand **My Club** in the left sidebar.

2. Select **Squad** to open **Club Squad**.

3. Click the blue **+ Add** button above the table.



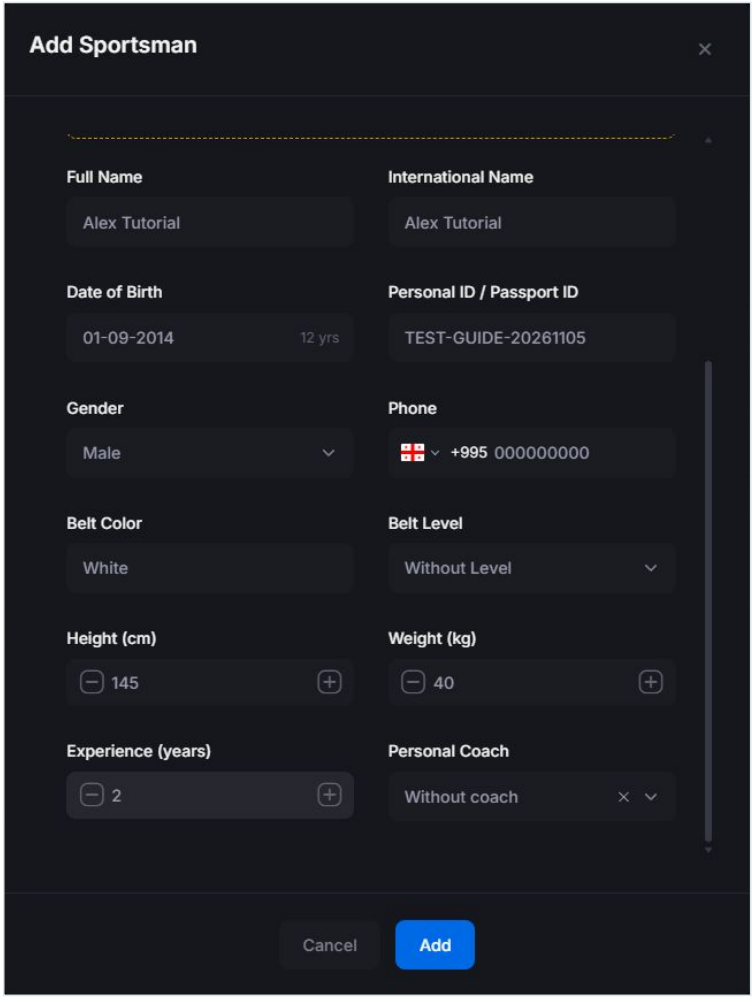
Choose Sportsman

In the Add Sportsman form, keep **Sportsman** selected. The **Coach** option creates a different type of club member.

STAGE 3 / ATHLETE DETAILS

Complete the athlete record and save it

Scroll inside the form to reach all fields. Check the information before adding the record.



Identity and contact details

Enter **Full Name**, **International Name**, **Date of Birth**, **Personal ID / Passport ID**, **Gender** and **Phone**. Dates display as **DD-MM-YYYY**. In the calendar, use the heading to choose a year and month, then select the day.

Sporting information

Enter **Belt Color**, **Belt Level**, **Height (cm)**, **Weight (kg)** and **Experience (years)**. Select the **Personal Coach**, or **Without coach** if appropriate. A photo can be added at the top with **Change photo**.

Save and confirm

Click **Add** at the bottom. Wait for the success message and click **OK**. If a field is rejected, correct it and submit again.

Example: Alex Tutorial, born 1 September 2014, male, 145 cm and 40 kg. Use accurate details for actual athletes.

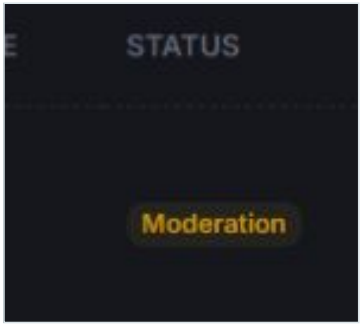
STAGE 3 / ATHLETE APPROVAL

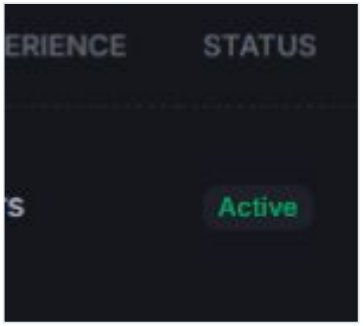
Check the athlete status before entering an event

A saved athlete must be active before appearing in the event registration list.

1. Find the athlete in **Squad**. Use the table search if your club has many members. Check the name and birth date.







Moderation

New athlete records start in **Moderation**. Ask the administrator to review and activate the athlete. A pending record will not appear in the event list.

Active

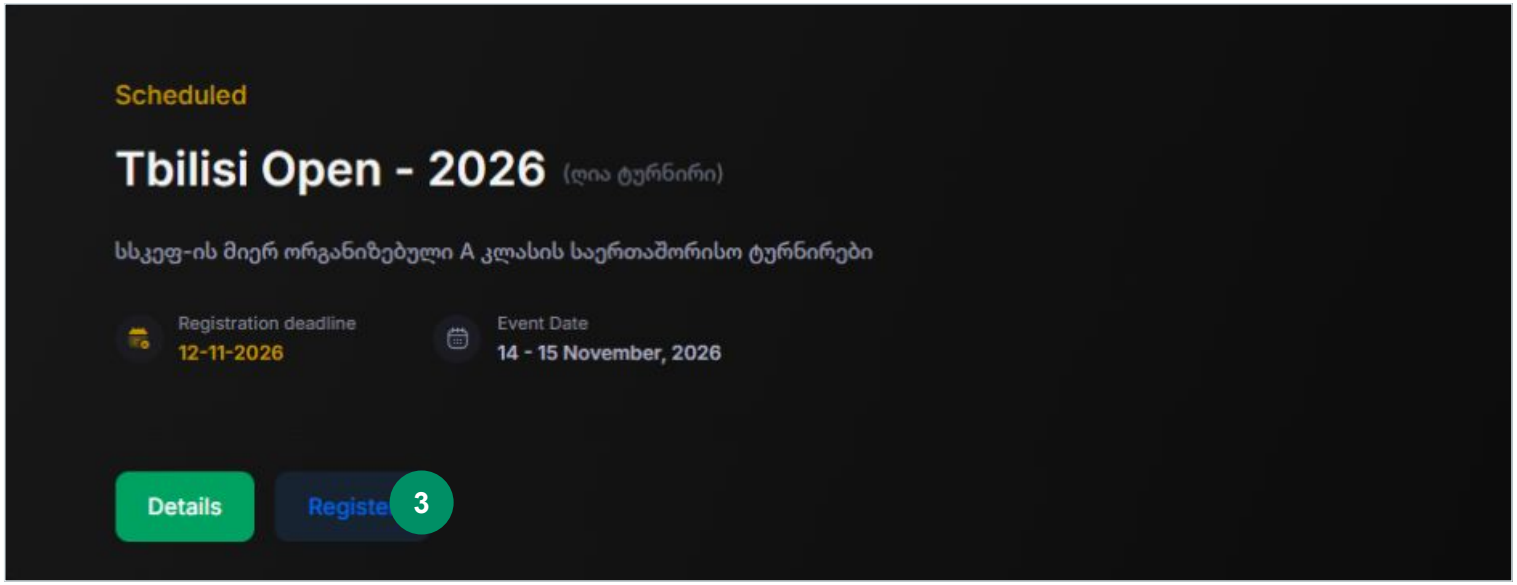
Refresh the roster after approval and confirm the green **Active** status. Then continue to the event. Club approval and athlete approval are separate.

Do not create a duplicate athlete to work around a pending status or identity warning. Check the existing record or contact the administrator.

STAGE 4 / FIND THE EVENT

Open the event registration page

Confirm the correct event and its registration deadline before entering an athlete.



1. Open **Main > Events**.

2. Find **Tbilisi Open - 2026**.

3. Click **Register** on the event card.

If it is not featured, find it in **All Events** and open its details.

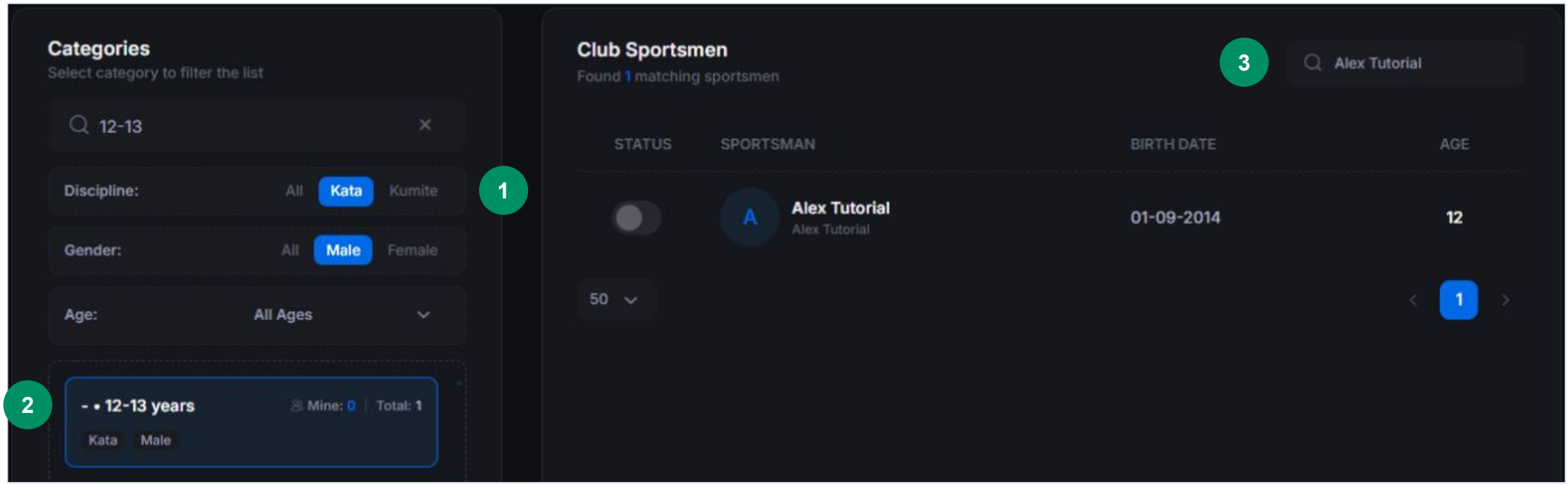
Check the event dates

The example deadline is **12 November 2026**; the event takes place on **14-15 November 2026**. Registration must be enabled and the deadline must not have passed.

STAGE 4 / CATEGORY SELECTION

Choose a category and find the athlete

Use the individual "Register by Categories" section near the top of the registration page.



1. Filter categories

Choose **Kata** and **Male**. Type **12-13** into Search category or use the Age filter.

2. Select the category

Click the **12-13 years** card marked **Kata / Male**. For Kumite, also choose the correct weight category.

3. Find the athlete

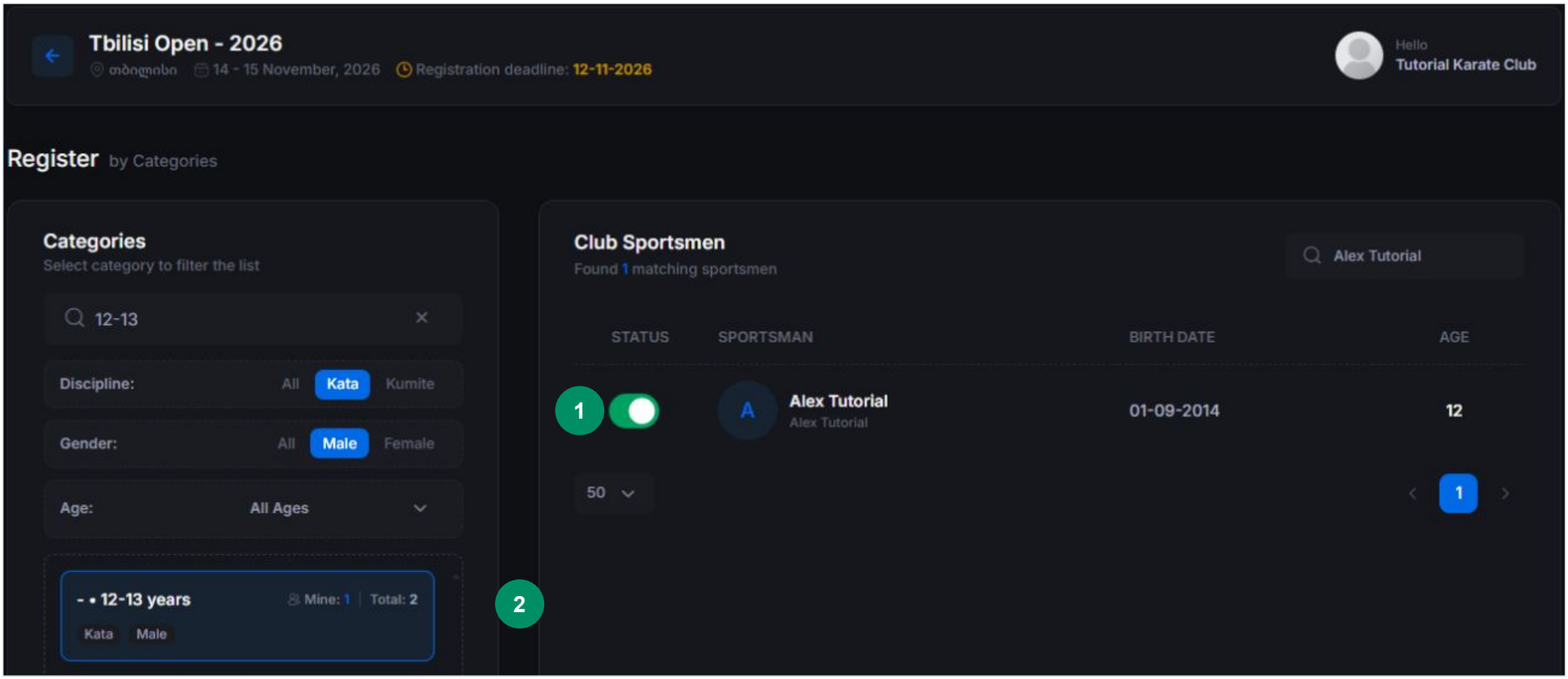
Use the **Club Sportsmen** search to find **Alex Tutorial**. Confirm the name and date of birth.

Athlete eligibility depends on active status, gender and age on the event start date. Team categories are in a separate section farther down the page.

STAGE 4 / REGISTER AND VERIFY

Switch registration on and confirm it is saved

The Status switch saves the athlete entry for the selected event category.



1. Switch **Status** on beside the athlete and wait for the request to finish. The saved switch is green.

2. Check the count: **Mine** is your club's entries; **Total** includes all clubs. Reload and select the same category to confirm the switch remains on.

REFERENCE

Common problems and your final check

Use this reference if sign-up, approval or event registration does not proceed as expected.

What you see	What to check
Club sign-up does not complete.	Complete all required fields, check matching passwords and wait for the security check. Read the error before retrying.
Your club is inactive.	Ask the administrator to activate the new club. Club creation and approval are separate steps.
You cannot sign in.	Use the login email from Authorization. Check the password or use Forgot Password?
The athlete is missing from the event list.	Check athlete Active status, club approval, the selected gender and age category, and the name search. Age is evaluated on the event start date.
A duplicate identity warning appears.	Look for an existing record with that identity reference. Ask the administrator to help resolve it.
The event entry does not save.	Check that registration is open, the deadline has not passed and you are signed in. After saving, reload and verify the same category.

Before finishing

Confirm the **event**, **category** and **athlete**. Check that registration stays **on after a reload**. Repeat the category and registration steps for any additional eligible entries.