

## **Online Entry System Procedure**

All Member Associations must submit the entries through BWF Online Entry System for all Level 1-4 and junior international tournaments.

BWF will provide a username and password to an authorized representative. This will be used by the Member Association for using the BWF Online Entry System.

If, for any unforeseen circumstances, a Member Association is unable to submit its entry(s) through BWF Online Entry System contact the BWF staff for assistance.

Upon publication of the tournament prospectus at least 97 days in advance of the tournament, BWF will provide a link on its website for submitting the entries online.

This link will automatically close on reaching the deadline for submitting entries at the closing date specified in the prospectus – which is Tuesday, midnight BWF Headquarters time (Malaysian Time) which is +08.00 GMT.

Please refer to the operating manual for the step by step process for entering the entries in the BWF Entry System.

Once the entries are submitted by clicking "Submit" button on the entry screen, BWF Online Entry System will acknowledge the receipt of your entries by an automatic email response giving details of the entries appearing in the system in each event for a particular tournament.

The email will be sent to the email ID of the authorized representative.

The receipt of such email is confirmation of entries executed by the Member Association for that particular tournament as specified in the email.

If the Member Association has not received such an email, it needs to resubmit the entries or contact BWF immediately. The confirmation of entries will not be given over phone or on personal email ID.

The official email address submitted by each Member Association will be linked in the system and any alternate email addresses entitled to receive this email confirmation will be entered in the system by the Member Association.

In case of any login issues, please contact BWF staff immediately.



In cases of doubles events, if a Member Association submits the entry with a player from another Member Association, the entry can be accepted only after receipt of online confirmation from both Member Associations.

After the closing date, the BWF Online Entry System will send a memo to all participating Member Associations confirming the receipt of their respective final entries.

Receipt of this memo is the conclusive evidence of receipt of entries before the deadline.

The Member Associations should contact BWF immediately if such memo is not received by 12:00 Wednesday BWF Headquarters time (+08.00 GMT) following close of entries.

If no objection is received by 23:59 on Thursday 23.59 hours BWF Headquarters time (+08.00GMT) following the close of entries, the entries shall be deemed to be correct.

No complaints / objections shall be entertained after this point.

For level 2-3 tournaments, BWF will prepare and publish the MQ report on the Friday following the close of entries. Continental Confederations will do the same for level 4 and junior international tournaments.