01 REGISTRATION GUIDE

HOW TO REGISTER FOR THE 2ND KPNP CUP · WWW.SERJACKO.COM

All registrations for the championship are made online. Open **www.serjacko.com** and press REGISTER NOW in the KPNP CUP section. You will find four registration types. **The club always registers first**, together with its team officials; athletes and the senior team then choose their club from the list.

FOUR REGISTRATION TYPES

STEP 1

TEAM

The club registers once, with all its team officials. Club B can be added free of charge.

START HERE

STEP 2

ATHLETE

One or more athletes in Kyorugi and / or Poomsae, each with a photo and a medical report.

PER EVENT

STEP 3

SENIOR TEAM

Senior mixed team: 2 males, 2 females and an optional reserve.

KYORUGI SENIORS

ANY TIME

REFEREE

Apply to officiate, in coordination with the ETF Referee Committee.

FREE

HAVE THIS READY BEFORE YOU START

- **Names in English**, exactly as on the ID or birth certificate.
- **Date of birth** and **current belt** of each athlete.
- The **Kyorugi weight category** and the **License Number** (WT GMS number) of each athlete.
- A **passport-style photo** (JPG or PNG, face clearly visible) of every athlete, team official and referee.
- A **medical report** for every athlete, as a PDF or a clear photo.
- A **mobile number** and an **email address** for the confirmation.

KEY DATES & RULES

REGISTRATION OPENS	REGISTRATION CLOSES	PLACES PER CATEGORY
5 November 2026	**1 December 2026**	**16 athletes**

English letters only. Every field of the registration accepts English letters only. If a field shows *"English letters only, please."*, retype it in English.

Categories can close early. A Kyorugi weight, a Poomsae division / level and the senior team draw close as soon as they reach 16, even before 1 December. Register early to keep your place.

SCAN TO REGISTER

www.serjacko.com

Open the KPNP CUP section and press **Register now**, or scan the code to go straight to the registration page.

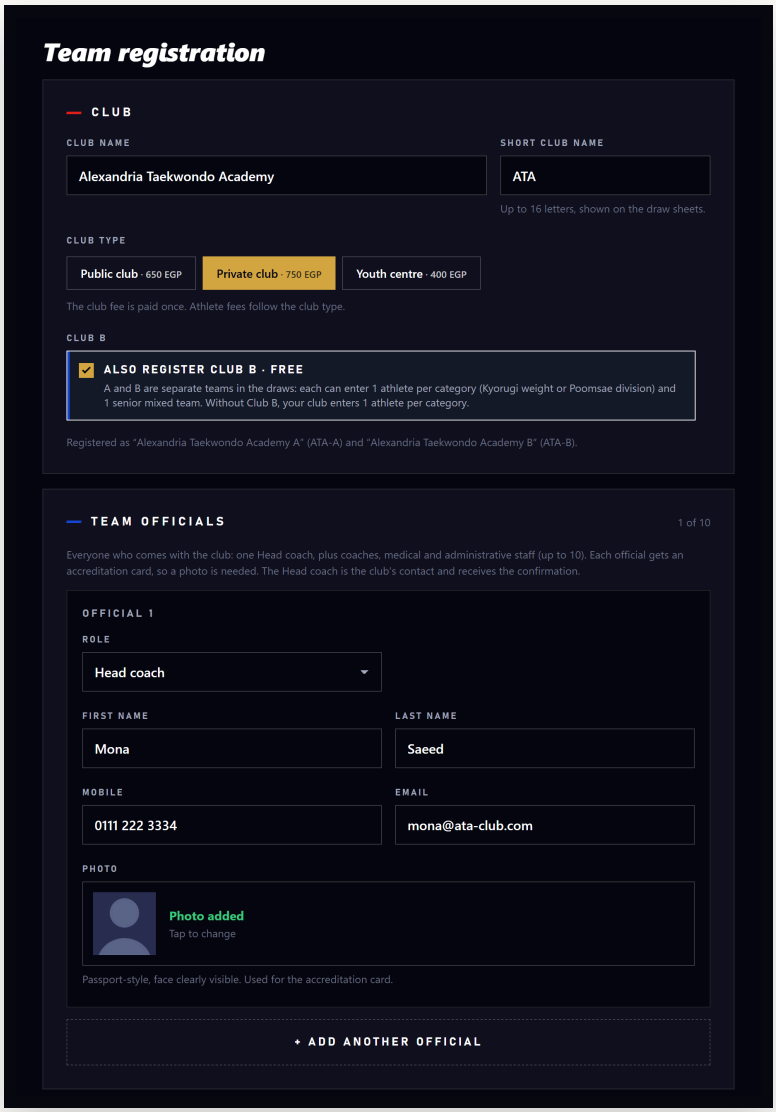
02 STEP 1 · TEAM

CLUB REGISTRATION · WITH THE TEAM OFFICIALS · ONCE PER CLUB

1. On the registration page, choose `TEAM`.
2. Enter the **club name** and a **short name** (up to 16 letters, used on the draw sheets).
3. Choose the **club type**: Public club, Private club or Youth centre. The club type also sets the athlete fees.
4. **Club B (optional, free):** tick `ALSO REGISTER CLUB B` to enter a second team. The club is then listed as **"Club A"** and **"Club B"**.
5. Add the **team officials**: one **Head coach**, then coaches, medical and administrative staff with `+ ADD ANOTHER OFFICIAL`. For each: role, first and last name, mobile, email and a passport-style photo (for the accreditation card).
6. Press `CONTINUE TO PAYMENT` and complete the registration on the next page.

> **Why Club B?** A and B are separate teams in the draws. Each can enter **1 athlete per category** (each Kyorugi weight, each Poomsae division and level) and **1 senior mixed team**. Without Club B, the club enters 1 athlete per category.

CLUB A	CLUB B
Alexandria Taekwondo Academy A	**Alexandria Taekwondo Academy B**
ATA-A · CLUB FEE	ATA-B · FREE



THE TEAM FORM

Once the club is registered, it appears in the club list of the Athlete and Senior Team forms, and a confirmation email is sent to the Head coach. Team officials need no separate registration.

NEXT

Your club is in. Now the team.

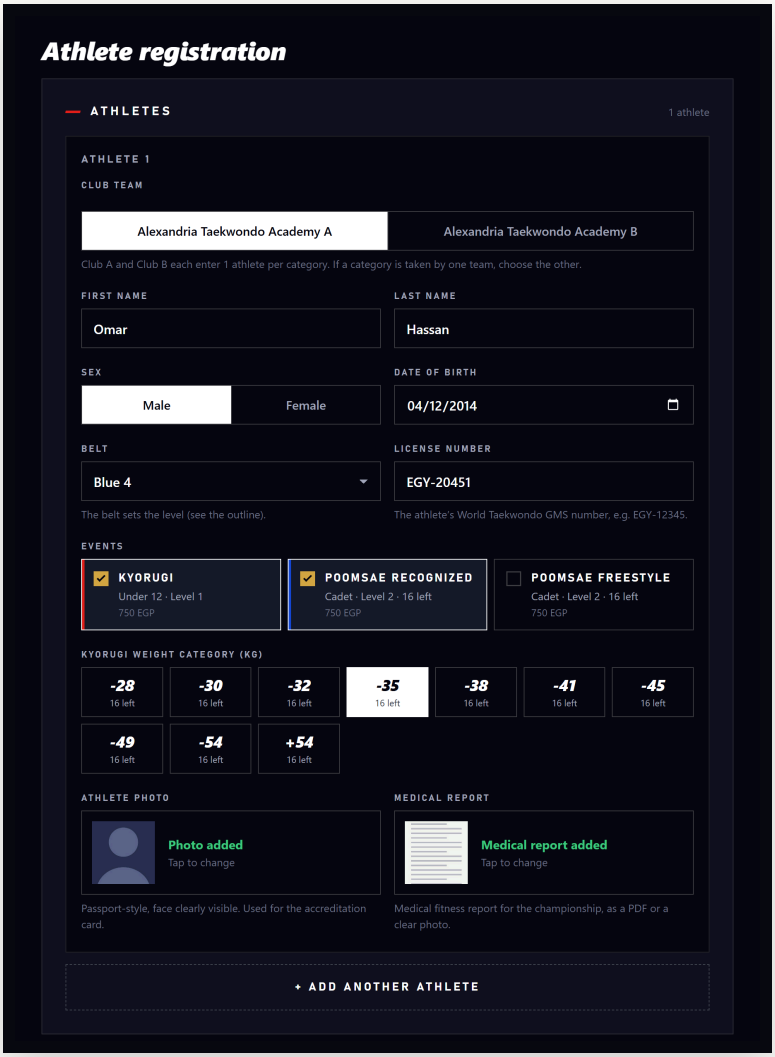
02 Your athletes under **Athlete**
PAGE 3

03 The senior mixed team under **Senior Team**
PAGE 4

03 STEP 2 · ATHLETE

KYORUGI · POOMSAE RECOGNIZED · POOMSAE FREESTYLE

1. Choose `ATHLETE`, then pick the **club** from the list (Club A or Club B).
2. For each athlete choose the **club team** (Club A or Club B, if your club has both), then enter **first and last name**, **sex**, **date of birth** and the **License Number**.
3. Choose the **belt**. The site places the athlete in the right **division and level** automatically.
4. Tick the **events**: Kyorugi, Poomsae Recognized and / or Poomsae Freestyle. Each event shows its division, level and the places left.
5. For Kyorugi, choose the **weight category**.
6. Add the athlete's **photo** and **medical report**. Each file uploads as soon as you choose it.
7. `+ ADD ANOTHER ATHLETE` adds the next one; then add a **contact** (coach or parent) and press `CONTINUE TO PAYMENT`.



ONE ATHLETE CARD: EVENTS, WEIGHTS, PHOTO AND MEDICAL REPORT

GOOD TO KNOW

- **One entry per event:** an athlete in Kyorugi and Recognized Poomsae has two entries.
- A category shown as `FULL` has reached 16 athletes; `CLUB HAS ONE` means that club team already has an athlete in that weight or Poomsae category — switch the athlete to the other team under `CLUB TEAM`.
- **Seniors** (born 2006 and earlier) enter Kyorugi only in a **senior mixed team** (Step 3); they can still enter Poomsae here.

EXAMPLE: HOW AN ATHLETE IS PLACED · all divisions are in the outline

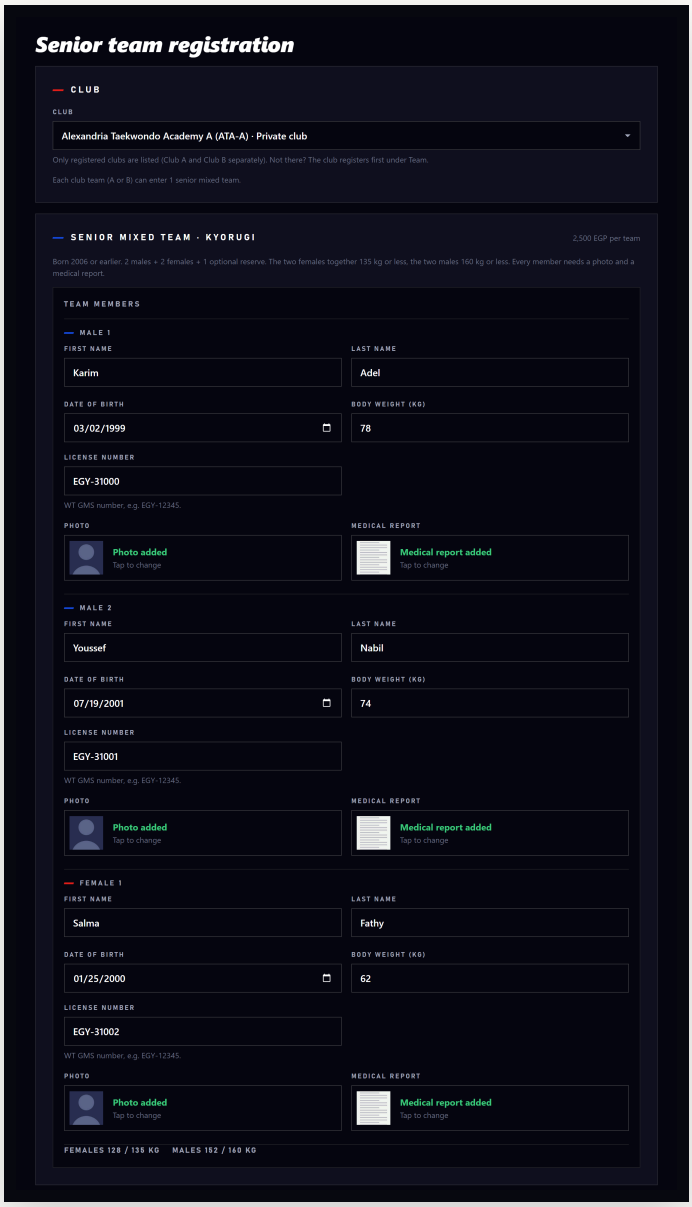
ATHLETE	KYORUGI	POOMSAE RECOGNIZED	POOMSAE FREESTYLE
Born 2014 · Blue 4	Under 12 · Level 1	Cadet · Level 2	Cadet · Level 2
Born 2010 · Red 2	Under 17 · open level	Junior · Level 2	Junior · Level 1
Born 1998 · Black	Senior Team only	Under 30 · Level 1	Under 30 · Level 1

04 STEP 3 · SENIOR TEAM

KYORUGI · SENIOR MIXED TEAM · BORN 2006 AND EARLIER

1. Choose **SENIOR TEAM** and pick the **club** (Club A or Club B).
2. Fill in **Male 1, Male 2, Female 1 and Female 2**: name, date of birth, body weight, License Number, photo and medical report.
3. The **reserve** is optional: add a name, sex, date of birth, weight, photo and medical report, or leave it empty.
4. Check the **total weight** under the team: the two females together 135 kg or less, the two males 160 kg or less.
5. Add a contact and press **CONTINUE TO PAYMENT**.

Each club team (A or B) enters one senior mixed team.



TEAM MEMBERS AND THE WEIGHT TOTAL

05 PHOTOS & MEDICAL REPORTS

FOR EVERY ATHLETE, TEAM OFFICIAL AND REFEREE

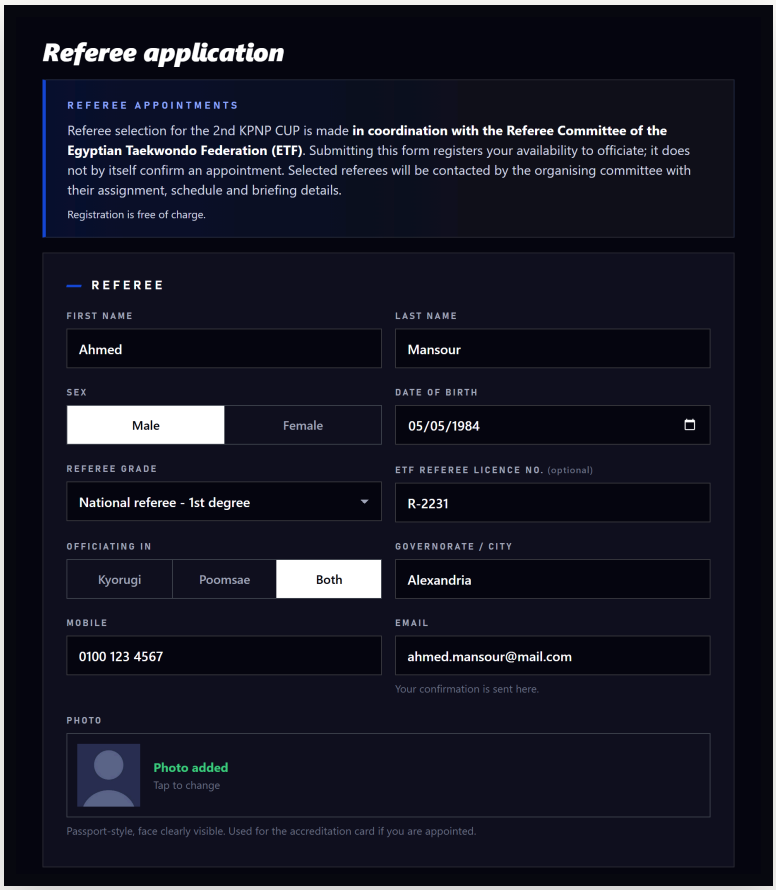
- **Photo:** passport-style, face clearly visible, plain background. A JPG or PNG from the phone camera is fine. It is printed on the **accreditation card**.
- **Medical report** (athletes and senior team members): the medical fitness report as a **PDF** (up to 6 MB) or a **clear photo** of the paper.
- Each file **uploads as soon as you choose it**: wait for **PHOTO ADDED** / **MEDICAL REPORT ADDED** before you continue.
- If a file shows *"Upload failed"*, tap it and choose the file again.

06 REFEREES

FREE · IN COORDINATION WITH THE ETF REFEREE COMMITTEE

1. Choose **REFEREE**.
2. Enter your **name**, **sex**, **date of birth**, **referee grade** and ETF licence number (optional).
3. Choose whether you officiate in **Kyorugi, Poomsae or both**, and add your governorate / city.
4. Add a **photo** and your contact, then press **SUBMIT APPLICATION**.

> Referee appointments are made **in coordination with the Referee Committee of the Egyptian Taekwondo Federation**. Selected referees are contacted by the organising committee with their assignment and schedule.



THE REFEREE APPLICATION

AFTER YOU REGISTER

- The confirmation screen shows your **reference number**; keep it for any question about your registration.
- A **confirmation email** from **KPNP CUP · info@serjacko.com** is sent to the email you entered.
- The **weigh-in** and **competition schedules** of each division are published on www.serjacko.com and in the coaches' WhatsApp group.

MESSAGES YOU MAY SEE

MESSAGE	WHAT TO DO
English letters only, please.	Retype the field in English letters.
Choose your club from the list	The club is not registered yet: register it first under Team.
Full	The category reached 16 athletes. Choose another event, or contact the organisers.
Club has one	That club team already has an athlete in this category. Choose the other team (Club A / Club B) under Club team.
Already registered	This person is already entered in that event or role. Contact us if this is a mistake.

Need help? Email us at **info@serjacko.com**