



Step-by-Step Instructions for Athlete Registration on Smoothcomp

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*This document has been produced for members of the **British Council for Chinese Martial Arts (BCCMA)**. If you have any questions or require assistance with **competition registration** or using **Smoothcomp** for BCCMA events, please email us at:*

payam.ezad-panah@bccma.com

This guide is for the **heads of associations** or their **designated person/s** of the association members of the **British Council for Chinese Martial Arts (BCCMA)** to register their athletes for the **National Championships**. This process applies to all competitions organised by the BCCMA throughout the year, including **Taolu and combat disciplines**.

Please note that it is essential for associations to **sign up their members** for events to maintain an accurate **record of participants and medal counts**. However, if **individual non-members of the BCCMA** wish to take part in an **open championship** organised by the BCCMA, they can register by selecting the appropriate option, as outlined later in this document, without the name of association, school or club.

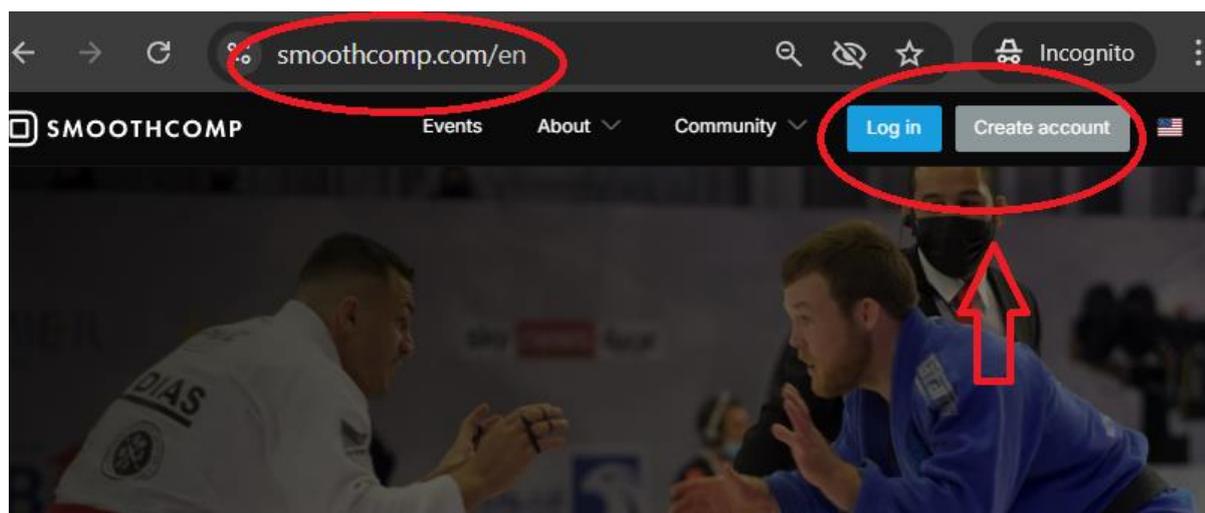
Step 1: Accessing the Competition Management Platform

Please click on the link below or copy and paste it into your browser:

www.smoothcomp.com

This will take you to the **Smoothcomp** platform, where you can begin the athlete registration process.

Step 2: Register an account

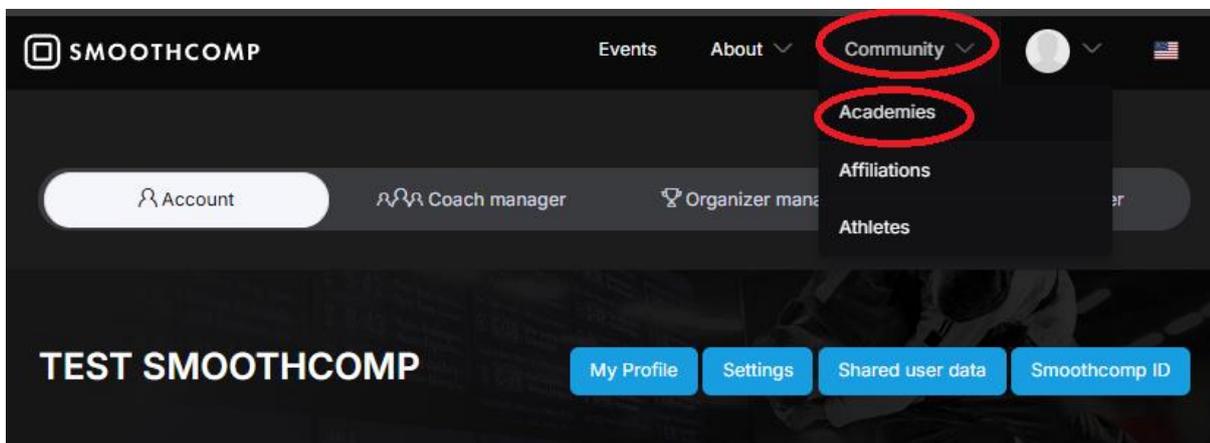


Step 3: First-Time Users on Smoothcomp

If this is your first time using Smoothcomp, after verifying your email address and successfully logging in, click on:

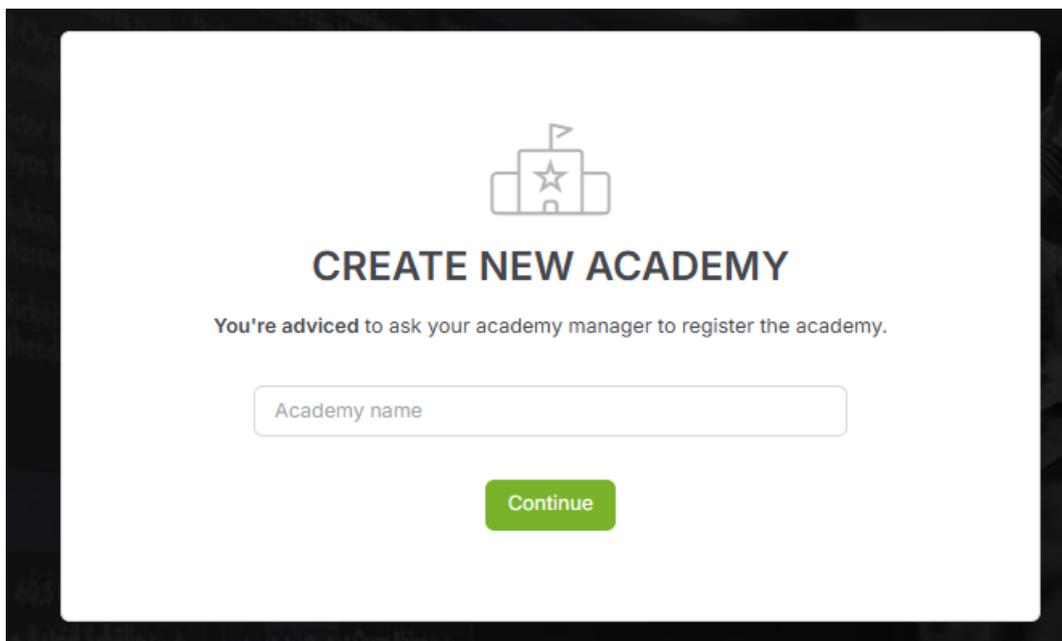
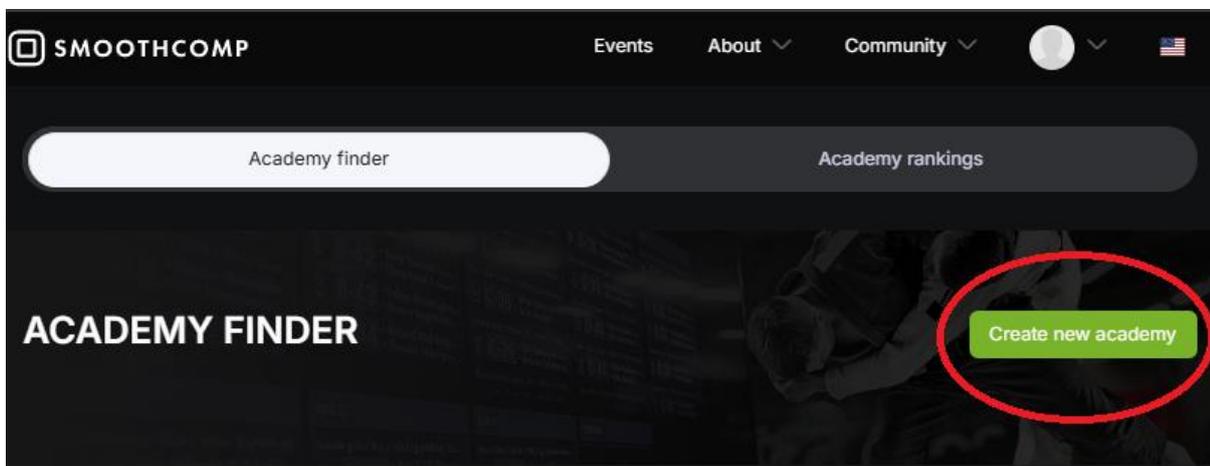
➔ **Community** → **Academies** to register your association.

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Step 4: Create Your Academy (Association)

If your association is already registered, you can **skip this step** and move on to the next one.



Add as much information as possible when creating your academy. This will help identify members, track rankings, and maintain accurate records.

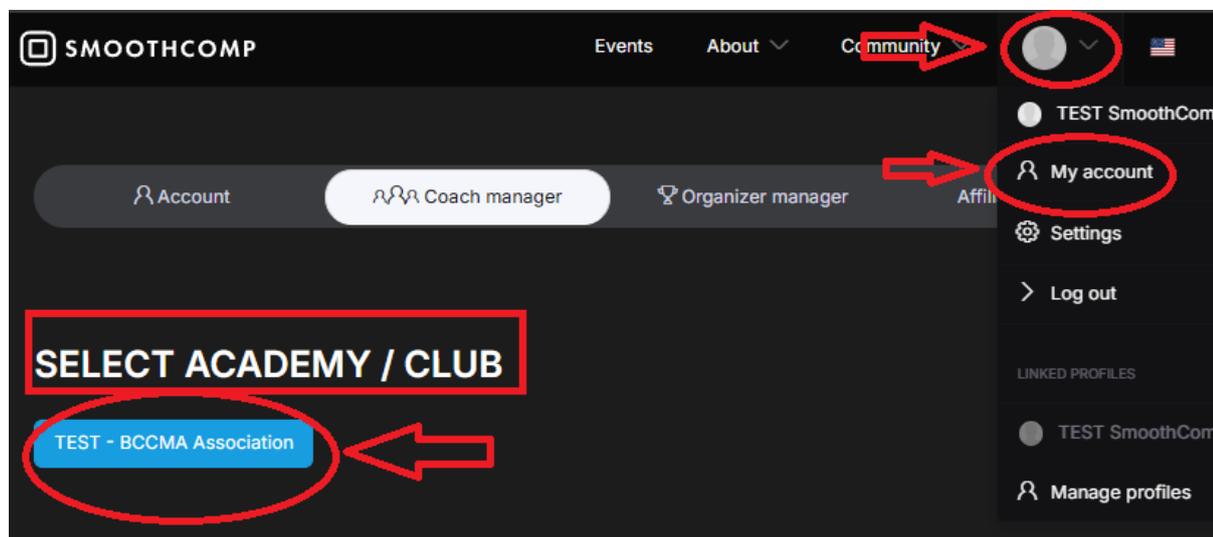
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Step 5: Managing Your Academy/Association

Once your **academy/association** has been created:

1. Click on your **profile name**.
2. Select **My Account**.
3. Go to **Academy/Club**.

From here, you can manage your association and its members.



Step 6: Adding Members to Your Academy

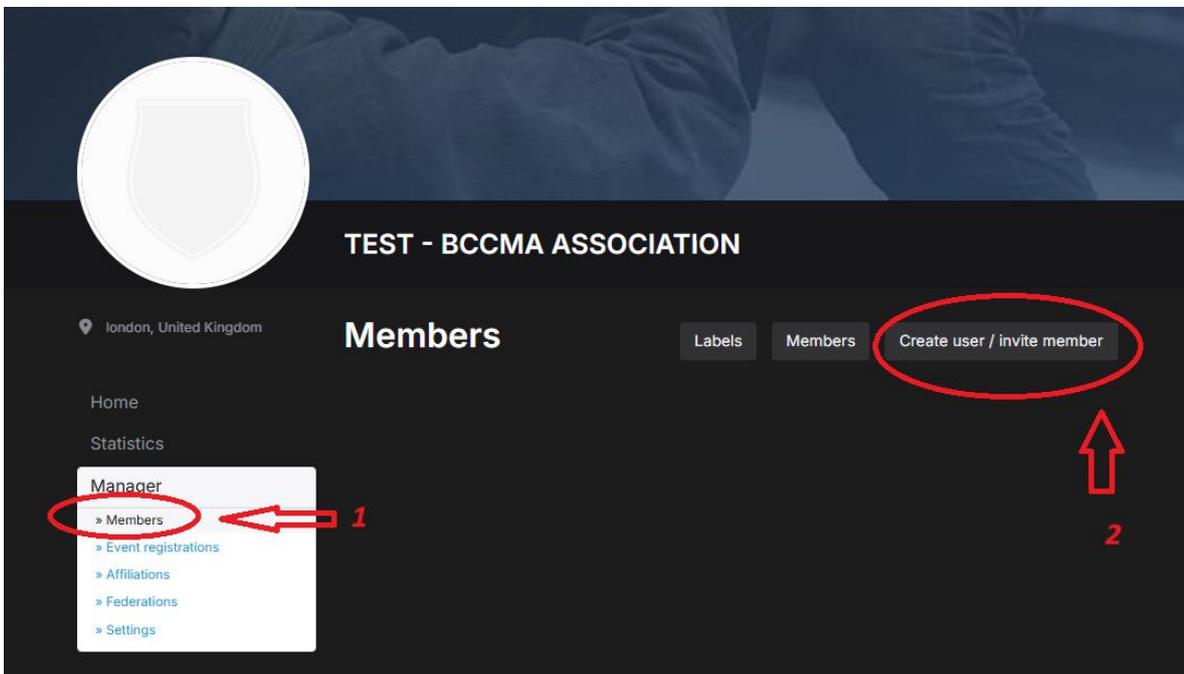
Under your **academy**, select **Members**. This is where you can **add the complete details** of all your competitors.

1. Click on **Create User / Invite Member**.
2. Enter the details for each competitor, ensuring all information is accurate.

This process applies to **all members**, regardless of their **rank or position** within the system. **It must be completed before you can select individual members and add them to a specific competition or event.**

At this stage, **add all your members one by one** to ensure they are correctly registered in the system.

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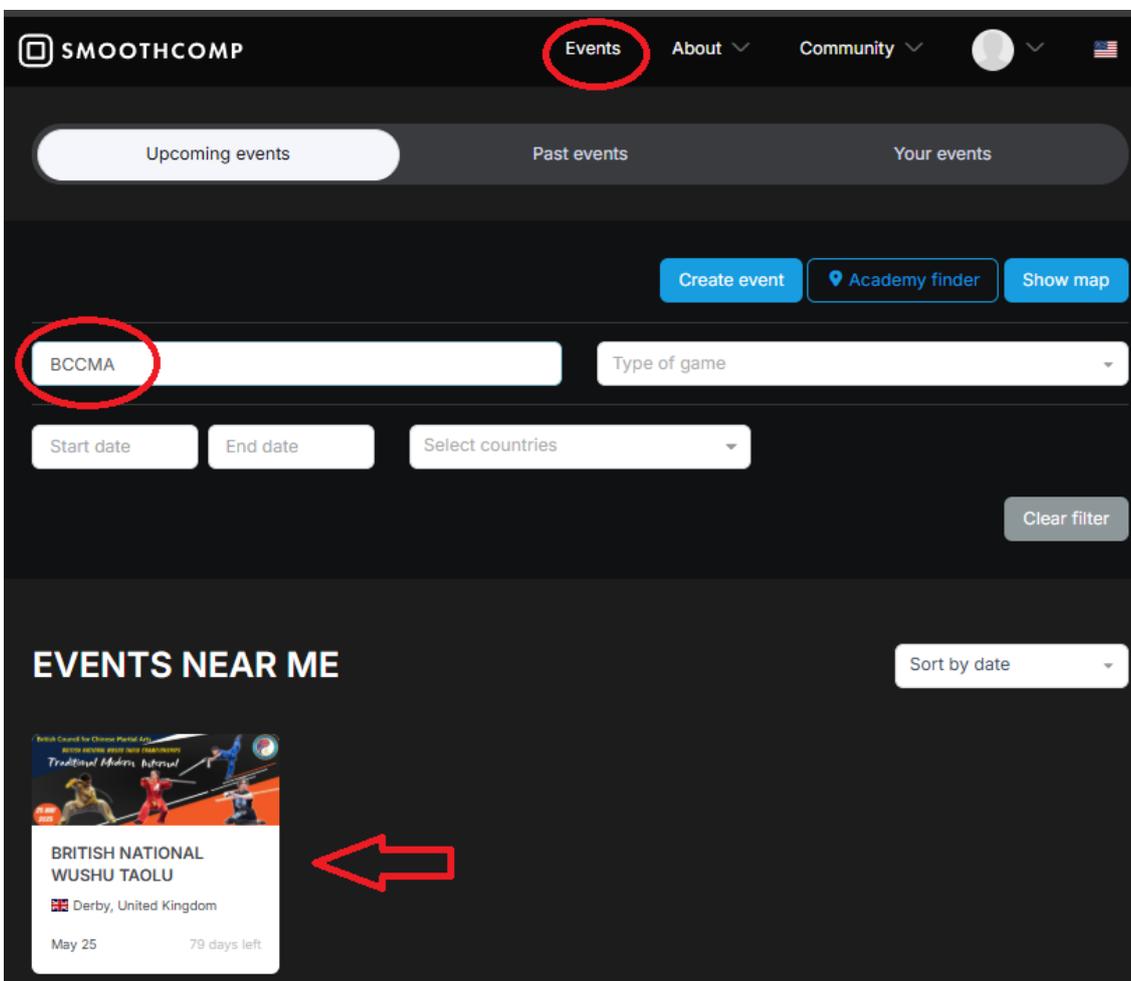


Step 7: Registering for a Competition

To register for a competition, you can:

1. Click on the competition link provided.
2. Or, search for "BCCMA" in the Events section using the search bar.

This will allow you to **filter and select the correct event** for registration.



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Step 8: Selecting the Event

Once you have selected the correct event, click on the **Register** button and follow the steps to complete the process.

Please note: Before proceeding, make sure to read all the details in the **information pack**. If you have any questions, click on **Contact Us** to email the event manager for assistance.

SMOOTHCOMP Events About Community

British National Wushu Taolu Championships (Traditional & Modern) - BCCMA 25 May Register

Information Athletes Brackets Matches Schedule Results

Information Location & Accommodation

British Council for Chinese Martial Arts
BRITISH NATIONAL WUSHU TAOLU CHAMPIONSHIPS
Traditional Modern Internal

25 MAY 2025

Normal registration
13 Feb - 10 May 22:59
Event starts
25 May

British National Wushu Taolu Championships (Traditional & Modern) - BCCMA

British National Traditional and Modern Wushu Taolu Championships Date: 25th May 2025 Location: Allestree

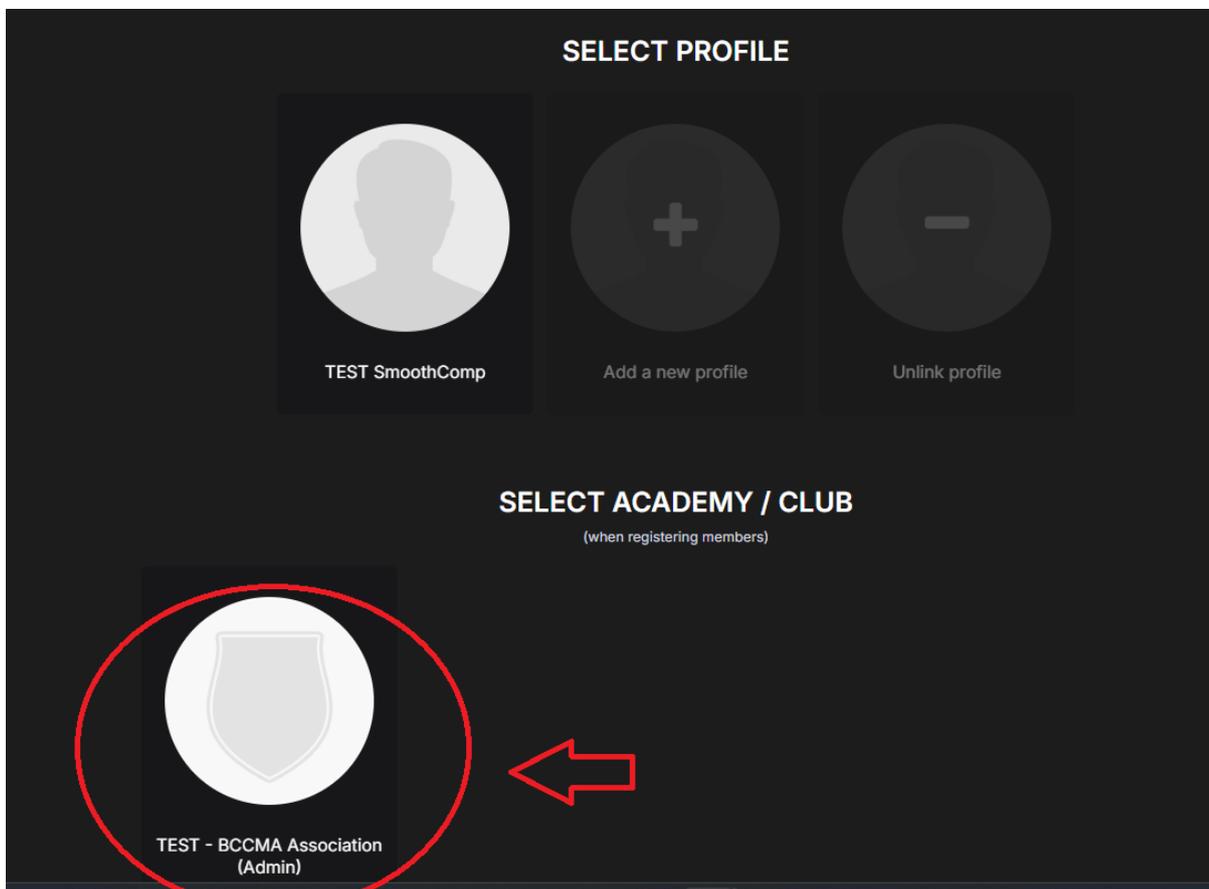
Organizer & merchant
British Council for Chinese Martial Arts
7 months on Smoothcomp

Step 9: Select Your Academy

After starting the registration process, you will need to **select your academy** from the list.

Make sure to choose the correct academy/association to ensure that your competitors are correctly registered under the right organisation.

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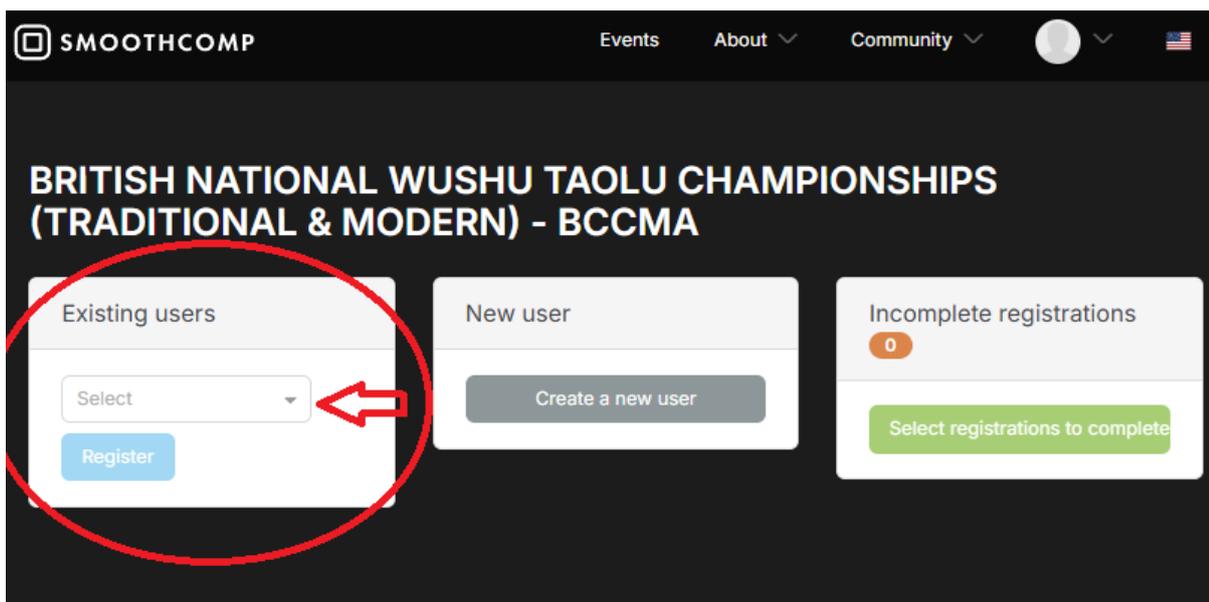


Step 10: Selecting and Registering Members

To register your members for the event:

1. Click on the **dropdown menu** under **Existing User** to select the member you wish to register.
2. If the member does not appear in the list, click on **Create a New User** and enter their details.

Ensure all details are correct before proceeding with the registration.



After selecting a member, carefully **review and confirm their details** before proceeding.

- Ensure that their **Date of Birth** is entered correctly, as the system will only allow registration in the appropriate age category.
- For **combat disciplines**, make sure the **competitor's weight** is accurately entered to ensure they are placed in the correct weight category.

Double-check all information to avoid any registration issues. [Return to Index](#)

Step 11: Select a Category

The example below is for the **Taolu Championships**, but the registration process remains the same for all competitions.

The system will automatically display only the **relevant categories** based on the participant's:

- **Age**
- **Gender**
- **Weight** (for combat disciplines)

Select the appropriate category for your competitor before proceeding.

Your academy and team/association

Affiliation/Team

No team/association

Entries

By registering to British National Wushu Taolu Championships (Traditional & Modern) - BCCMA you agree to their [Terms of Service](#).

Adults - Modern Taolu (BCCMA Members ONLY) 25 GBP Add
Your membership details will be checked, please make sure you have a valid membership on the day of the event.

Under 18 - Modern Taolu (BCCMA Members ONLY) 20 GBP N/A [Why?](#)
Your membership details will be checked, please make sure you have a valid membership on the day of the event.

Adults - Traditional Taolu (BCCMA MEMBERS ONLY) 25 GBP Add
Your membership details will be checked, please make sure you have a valid membership on the day of the event.

Under 18 - Traditional Taolu (BCCMA MEMBERS ONLY) 20 GBP N/A [Why?](#)
Your membership details will be checked, please make sure you have a valid membership on the day of the event.

NON - BCCMA Members 30 GBP Add
*Please note - This is for NON BCCMA members!

1. **Select the correct category** for your competitor.
2. **Read and accept the terms and conditions** to proceed.
3. Click **Continue** to finalise the registration.

Ensure all details are correct before moving forward.

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REGISTER FOR BRITISH NATIONAL WUSHU TAOLU CHAMPIONSHIPS (TRADITIONAL & MODERN) - BCCMA

USER DETAILS > ENTRIES > PAYMENT

Coach registration

Selected user: TEST SmoothComp

Your academy and team/association

Affiliation/Team

No team/association

Pending registrations

Adults - Traditinal Taolu (BCCMA MEMBERS ONLY) 25 GBP

Adults - Traditional Wushu Taolu: Immitation Styles

Total: 25 GBP

Add coupon code

Entries

By registering to British National Wushu Taolu Championships (Traditional & Modern) - BCCMA you agree to their [Terms of Service](#).

Adults - Modern Taolu (BCCMA Members ONLY) 25 GBP Add
Your membership details will be checked, please make sure you have a valid membership on the day of the event.

Continue

Step 12: Finalising Registration

You can **add multiple competitions/categories** to the registration list before proceeding.

Once all selections have been made, click on **Complete Registration** to proceed to checkout and finalise the process.

BRITISH NATIONAL WUSHU TAOLU CHAMPIONSHIPS (TRADITIONAL & MODERN) - BCCMA

Existing users

Select

Register

New user

Create a new user

Incomplete registrations

1

Select registrations to complete

INCOMPLETE REGISTRATIONS

Toggle all

TEST SmoothComp Add more Cancel Complete registration

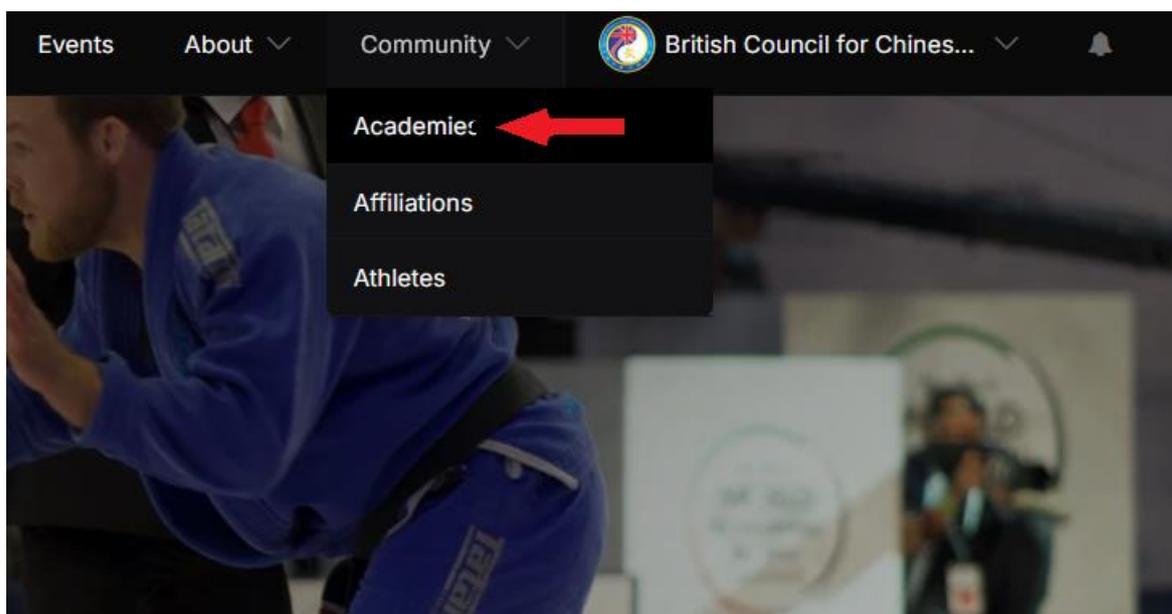
Adults - Traditinal Taolu (BCCMA MEMBERS ONLY) / Immitation Styles Edit

13. Create a Smoothcomp Account for individuals and linking to association

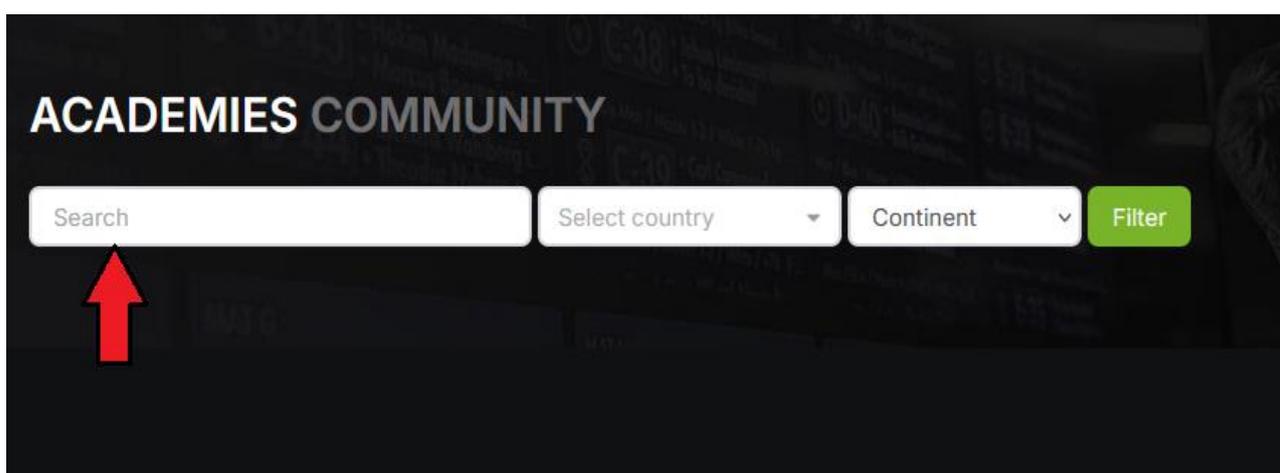
1. Go to www.smoothcomp.com
2. Click **Sign Up** in the top right corner.
3. Fill in your name, email, password, and click **Create Account**.

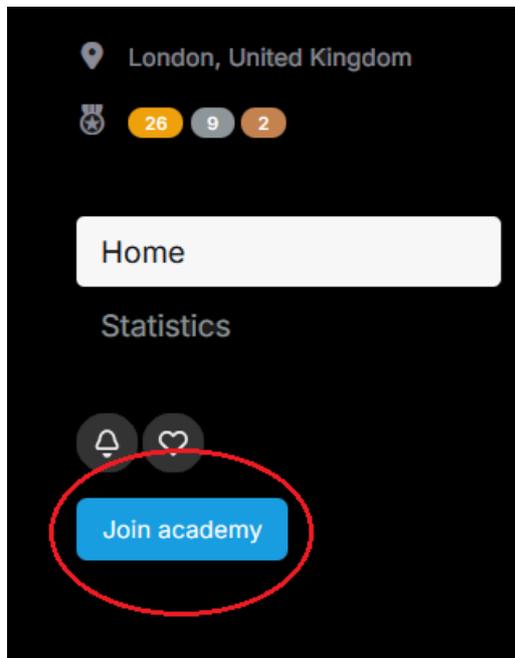
Step 2: Join an Existing Academy

1. After logging in, click Community in the top right, then “Academies”.



2. In the search bar, type the name of your academy (e.g., *Shaolin Temple Martial Arts*), then click **Join**. Once the list appears click on the academy and click join!





Your request might need to be approved by the academy admin before it's confirmed.

Step 3: You're In!

Once approved, your name will be listed as an athlete under that academy. You can now register for events and represent your team!

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