



## Change Details Portal

### Updates you can make:

- [Changes to your personal details](#) – email address, address, phone number, emergency contact

*Please note that if you would like to update your Name, DOB or Gender please email us with your changes on [info@mastersgames.com.au](mailto:info@mastersgames.com.au)*

- [Add further events to your current sports](#)
- [Add additional sports to your registration](#)
- [Add yourself to a sport as a Non- Playing Official](#)
- [Upgrade your registration to a Competitor or Non- Playing Official](#)
- [Update sport details](#) (membership numbers, club/association details)
- [Change your team](#) (within same division)

*Please note that if your new team is in a different division to your current team please contact us via email to complete this update for you - [info@mastersgames.com.au](mailto:info@mastersgames.com.au)*

- [Add additional items](#) (Personalised Card or Sport Card)
- [Resend your confirmation email](#)
- [View and download your confirmation PDF](#)
- [View your invoice](#)
- [Transfer your Entry to another Entrant](#)
- [Downgrade your competitor entry to a non-playing official or supporter](#)

To make the following updates please email us on [info@mastersgames.com.au](mailto:info@mastersgames.com.au) or call us on 07 5668 9888:

- Change your team (new team is in a different division to current team)
- Update your Name, DOB and Gender (only available via our entry change form due to age and gender restrictions on sports)

## Change your personal details:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)  
Your confirmation number (from your confirmation email)

2. Select Update Personal Details from the Update Options Menu:

Update Personal Details

Update the details you wish to change and press save.

*Please note: to make updates to your Name, DOB and Gender please email us with your changes on [info@mastersgames.com.au](mailto:info@mastersgames.com.au) (only available via email due to age and gender restrictions on sports)*

3. If you would like to resend your confirmation email utilise the Resend Email Confirmation option

## Add further events to your current sports: (same sport, second team)

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)  
Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select the **Add Event** option listed next to your current sport.  
*If you wish to be a non playing official for the second team please select the Add NPO Event option.*

### Your Sports and Events

ID	Sport / Event		
Edit	Hockey	Add Event	Add NPO Event
Edit	- Mens 50+ - TEAM A		

Add a Sport as a Non-playing Official

Add a Sport as a Competitor

Done

4. Select the event/division/team you wish to enter and click on next
5. Make payment if required
6. If you would like to resend your confirmation email utilise the Resend Email Confirmation option

## Add additional sports to your registration:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select the **Add a Sport as a Competitor** option listed below your current sport details:

### Your Sports and Events

ID	Sport / Event		
Edit	Hockey	Add Event	Add NPO Event
Edit	- Mens 50+ - TEAM A		

Add a Sport as a Non-playing Official

Add a Sport as a Competitor

Done

4. Select the sport you wish to register for from the drop down menu of sport options
5. Complete the required details and make payment.
6. If you would like to resend your confirmation email utilise the Resend Email Confirmation option

## Add yourself to a sport as a Non- Playing Official:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select the **Add a Sport as a Non-Playing Official** option listed below your current sport details:

Your Sports and Events

ID	Sport / Event		
Edit	Hockey	Add Event	Add NPO Event
Edit	- Mens 50+ - TEAM A		

**Add a Sport as a Non-playing Official** Add a Sport as a Competitor Done

4. Select the sport you wish to register for from the drop down menu of sport options and complete the required details.
5. If you would like to resend your confirmation email utilise the Resend Email Confirmation option

### Upgrade your registration to a Competitor or Non- Playing Official

1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select the **Add a Sport as a Non-Playing Official** or **Add a Sport as a Competitor** option (select option dependant on what you wish to be registered as):

Upgrade options:

Supporter upgrade to Non Playing Official (required to pay difference in Games Entry Fee)

Supporter upgrade to Competitor (required to pay difference in Games Entry Fee and selected sports fees)

Non Playing Official upgrade to a Competitor (required to pay difference in Games Entry Fee and selected sports fees)

Your Sports and Events

ID	Sport / Event		
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**Add a Sport as a Non-playing Official** Add a Sport as a Competitor Done

4. Complete required details and make payment
5. If you would like to resend your confirmation email utilise the Resend Email Confirmation option

## Update sport details:

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1. Login to the Change details portal:

<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select Edit next to your sport listing:

ID	Sport / Event		
Edit	Softball	Add Event	Add NPO Event
Edit	- Female Division 1: 35+ C Grade - TEAM A		

4. Change the required details and press save.

## Change your Team:

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1. Login to the Change details portal:

<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Update/Add Sports/Events from the Update Options Menu:

Update/Add Sports/Events

3. Select Edit next to your team listing:

ID	Sport / Event		
Edit	Softball	Add Event	Add NPO Event
Edit	- Female Division 1: 35+ C Grade - TEAM A		

4. Select the team you would like to play with from the drop down menu, enter the team pin and press save. Please note that if your team has not yet been confirmed it will not appear on this menu.

To change to a team within a different division please email us on [info@mastersgames.com.au](mailto:info@mastersgames.com.au)

## Add additional items (Go Card Pass)

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Add Additional Items from the Update Options Menu:



Add Additional Items

3. Select the items you would like to purchase and click on next to make payment.

## Resend your Confirmation Email:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Resend Confirmation Email from the Update Options Menu:



Resend Email Confirmation

3. Complete the I'm not a robot confirmation and press Send Email.

## View and download your confirmation PDF:

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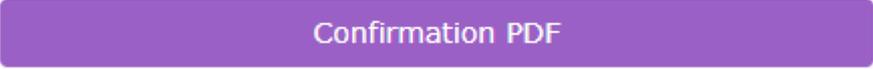
1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Confirmation PDF from the Update Options Menu:



Confirmation PDF

3. Your Confirmation PDF will open in a separate window for printing and download.

## View your Invoice/s:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select View Tax Invoice from the Update Options Menu:

View Tax Invoice

3. Click on the Payment ID number of the invoice you wish to view and your invoice will display in a new window:

Payment ID	Date Paid	Amount
<u>4758</u>	25-Jun-2018 at 13:17:12	192.30
<u>5087</u>	04-Jul-2018 at 11:23:00	15.18

## Transfer your Entry to another Entrant:

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1. Login to the Change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Transfer Entry from the Update Options Menu:

Transfer Entry

3. Complete the details of the new Entrant and click on Transfer NOW.
4. The new entrant will be emailed a copy of their confirmation email.

### PLEASE NOTE FOR TEAM SPORTS:

You will only be able to complete the transfer for an entrant within the same sport and team. If the entrant needs to change their team or sport please email [info@mastersgames.com.au](mailto:info@mastersgames.com.au)

## Downgrade your competitor entry to a non-playing official or supporter:

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1. Login to the change details portal:  
<https://entermastersgames.com/changedetails>

Details required:

Email address (that is attached to your registration)

Your confirmation number (from your confirmation email)

2. Select Downgrade to NPO or Supporter

Downgrade to NPO or Supporter

3. Select what you would like to downgrade to – if you no longer wish to downgrade click Done to go back to the update portal menu

Downgrade to NPO >>

Downgrade to Supporter >>

Done

4. For a non-playing official click on your NPO role and confirm the downgrade.
5. To downgrade to a supporter confirm downgrade.