

Active Sports Events (ASE) Portal

Event Registration User Guide

Apart from managing your own personal account and organization membership, you can register for events (competitions, workshops, classes, etc.) through the ASE Portal.

Pre-Registration Preparation

You are required to complete the following before you register for an event:

1. Register an **individual account** for all participants
2. Register an **organization account** (if event requires registration via an organization)
3. **Profile updated** for all event participants and organization

Link to ASE Portal: <https://aseactivesports.com/portal>

Download the Individual & Organization Account User Guide:

<https://aseactivesports.com/events/registration>

Access Event Dashboard

To register for the event, you must access the **Event Dashboard**. To access the Event Dashboard, you can access via your Individual or Organization Account Dashboard.

From Individual Dashboard

On your **Individual Dashboard**, scroll down to the **UPCOMING EVENTS** accordion section.

Click on  icon to expand the accordion section. Click on the [\[Event Name\]](#) link.

UPCOMING EVENTS		
Event	Date	Registration closes
Asia Scholastic Championships 2026	22 Aug 2026	—
		Open

From Organization Dashboard

On your **Organization Dashboard**, scroll down to the  **Upcoming events** accordion section.

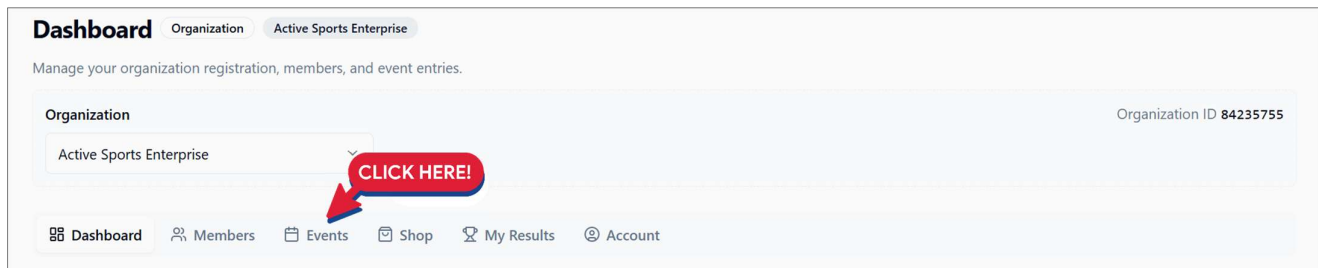
Click on  icon to expand the accordion section. Click on the [\[Event Name\]](#) link; OR

Upcoming events		
Search upcoming events...		
1 row		
Clear filters Columns		
Event	Date	Closes
Asia Scholastic Championships 2026	22 Aug 2026	23 Aug 2026

Access Event Dashboard ...continued

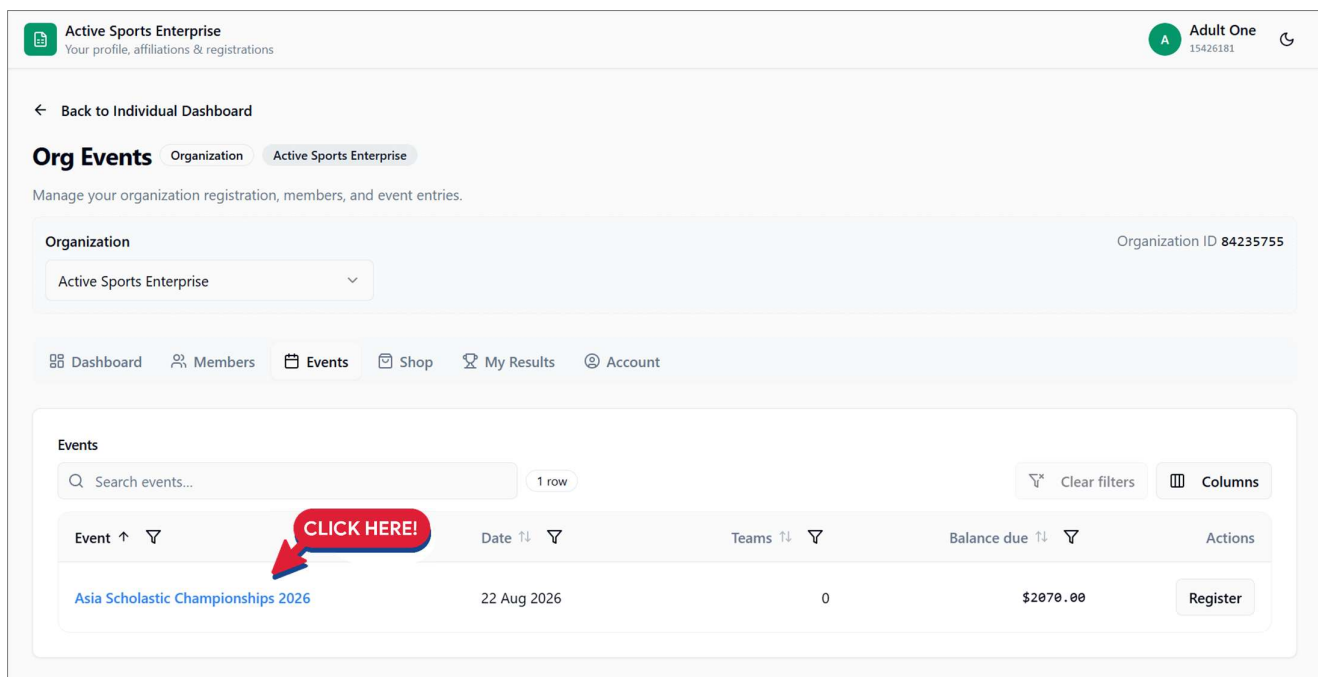
From Organization Dashboard ...continued

On your **Organization Dashboard**, click on the **Events** tab.



The screenshot shows the 'Dashboard' page for 'Active Sports Enterprise'. The 'Organization' tab is selected. A red arrow points to the 'Events' tab in the navigation bar, with a red callout box saying 'CLICK HERE!'. The navigation bar includes links for Dashboard, Members, Events, Shop, My Results, and Account. The main content area shows the organization's name and ID (84235755).

On the **Events** page, click on the **[Event Name]** link.



The screenshot shows the 'Org Events' page for 'Active Sports Enterprise'. The 'Events' tab is selected. A red arrow points to the 'Asia Scholastic Championships 2026' link in the 'Event' column of the table, with a red callout box saying 'CLICK HERE!'. The table has columns for Event, Date, Teams, Balance due, and Actions. The 'Actions' column contains a 'Register' button.

Event	Date	Teams	Balance due	Actions
Asia Scholastic Championships 2026	22 Aug 2026	0	\$2070.00	<button>Register</button>

Event Dashboard

Active Sports Events
Your profile, affiliations & registrations

Adult01 One
15426181

Organization

Asia Scholastic Championships 2026

Organization

Active Sports Enterprise

Event registration

Event information, registration phases, teams, and finance for your organization.

Aug 23 – Aug 23, 2026

Our Tampines Hub, Community Auditorium, Singapore, Singapore

Your Account ID 15426181
Organization Account ID 84235755

Information

Event Admin

Register

Roster

Finance

Event contact and billing — complete

Your event contact and billing are saved. Invoices use these details; mass communications go to your designated contact(s) only.

Event Admin

Event information

Date

Sunday, 23 August 2026

Location

Our Tampines Hub, Community Auditorium, Singapore, Singapore

Registration phases

Early Bird

7 Jun 2026 – 20 Jul 2026

On-Time

21 Jun 2026 – 20 Jul 2026

Late

21 Jul 2026 – 23 Aug 2026

Register Now

Teams and workflow

ABC Team B

Pending payment

ABC Team A

Pending payment

Review teams on Roster tab

Finance

Balance due: \$1480.00

INV-31362736-00R0

9 Jul 2026 - Asia Scholastic Championships 2026

\$1480.00

Sent

View invoice

Pay / upload receipt

All invoices for this event

Payment instructions

6 waiver(s) pending — [view roster](#)

Roster edit (first team)

Event Navigation Menu

- Information

Your event registration information at a glance
- Event Admin

Your event admin settings (contact person, billing information)
- Register

Register for the event here!
- Roster

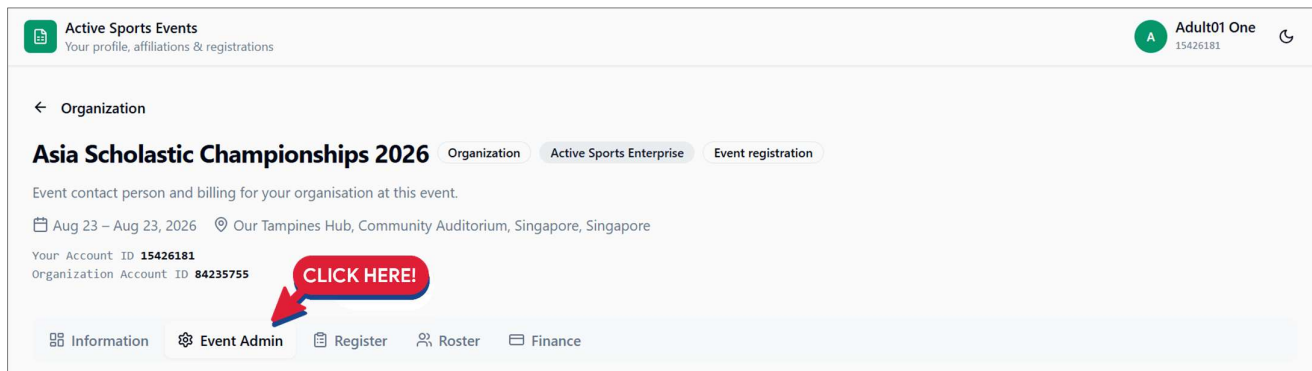
Your registration details – participants & staff, rosters, results, waivers, etc.
- Finance

Your financials for the event – invoices, receipts, payments, statements, etc.

Registration Step 1: Event Admin

As the event administrator (the person responsible for event registration for the event), you are required to appoint the contact person(s) to receive information regarding the event. You will also have the option to change your organization billing information specifically for the event, if necessary.

From the **Event Dashboard**, click on **Event Admin** tab.

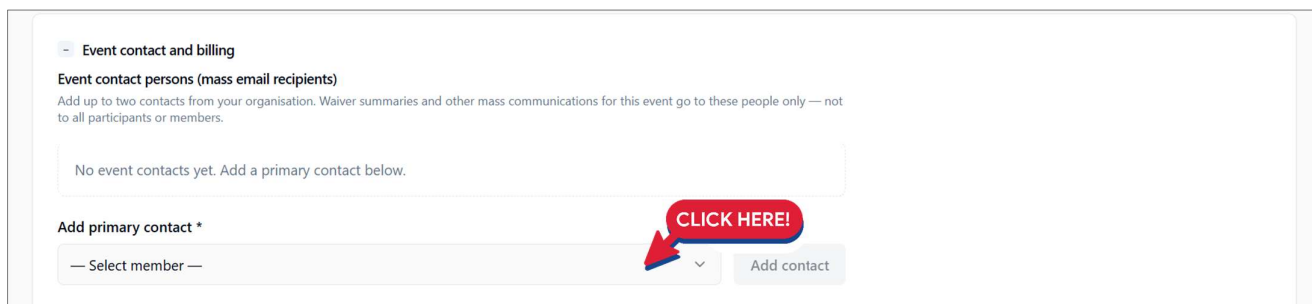


Appoint Contact Person

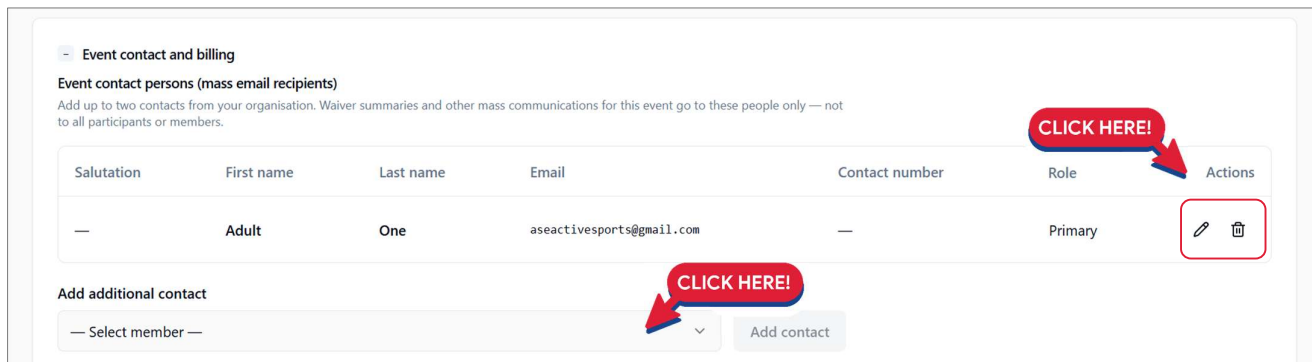
All mass communications regarding the event will be sent to the appointed contact person(s). You can appoint up to 2 contact persons.

On the **Event Admin** page, scroll down to **- Event contact and billing** accordion section. Click on **-** icon to expand the accordion section.

Under **Add primary contact** section, click on the drop-down list to select the primary contact from the organization's members. Once selected, click on **Add contact** button.



When the primary contact person is added, it will appear in the table. You can edit or delete the contact information by clicking on the pencil  (edit) or trashbin  (delete) icon. To add a second contact person, repeat the process by clicking on the drop-down list under **Add additional contact** section.



Registration Step 1: Event Admin ...continued

Change Billing Information

By default, the information in the organization account will be the billing information used in issued invoices and receipts. You can change the billing information specifically for the event. Changes here do not update the main organization account information.

On the **Event Admin** page, scroll down to ☐ **Event contact and billing** accordion section. Click on ☐ icon to expand the accordion section.

Under **Billing information**, edit your organization billing information. Click on **Save Event Admin** button to save the changes.

Billing information
Pre-filled from your organisation account. Edit for this event only — changes here do not update your main organisation profile. Invoices for this event use these details.

Organization *
ABC School

Billing email * asiascholastics@gmail.com **Attention to** ABC School

Address line 1 *
123 Event Avenue

City * Singapore **Country *** Singapore (SG)

Postcode *
123456

Address line 2

Save Event Admin

Registration Step 2: Register for Event

From the **Event Dashboard**, click on **Register** tab.

Active Sports Events
Your profile, affiliations & registrations

Adult01 One
15426181

← Event dashboard

Asia Scholastic Championships 2026 Organization Active Sports Enterprise Event registration

Event Registration workbook — team information, roster, division, summary, and card.

Aug 23 – Aug 23, 2026 Our Tampines Hub, Community Auditorium, Singapore, Singapore

Your Account ID 15426181
Organization Account ID 84235755

Register

Registration Step 2: Register for Event ...continued

Step 1: Team Information

Fill in your **Team Name** and edit **Organization Represented** (default value: Organization) if needed. If you are registering the team under another organization, please select the organization from the **Organization** dropdown list.

Please indicate in **Pronunciation** if your team name has a unique pronunciation. If you would like your team to be tagged on social media, please include the information under **Social Media**. You may also upload a team picture. You can edit these information after registration before team registration ends.

Event Registration

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Step 1 Step 2 Step 3 Step 4 Step 5

Cart

Event Registration - Team Information

STEP 1

Event
Asia Scholastic Championships 2026
2026-08-23

Organization*
Active Sports Enterprise

Team name*
Cheer All Star

Pronunciation
Special pronunciation, if any

Organization represented
Active Sports Enterprise
Auto-populated from your organisation profile. You may edit this for this team.

Social media
By providing your social media handle, your team agrees to be tagged on social media

Instagram	Facebook
TikTok 抖音	RedNote 小红书

Team picture
Choose File No file chosen

CLICK HERE!

Continue to team roster →

Click on Continue to team roster → button to go to step 2 to add participants to the team roster.

Registration Step 2: Register for Event ...continued

Step 2: Team Roster

Add athletes, substitutes, coach(es) and entourage members to your team roster.

Scroll down to **Add team members** section. Your organization members are all listed in the table.

Pro Tip: You can use the search bar to search for athletes using their account ID, first name, or last name. You can sort the members in alphabetical or chronological order by clicking on the arrow icon $\updownarrow$ beside the table headers.

Event Registration

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Step 1 **Step 2** Step 3 Step 4 Step 5 Cart

Event Registration - Team Roster

STEP 2

Total Team Pax: 0 · Athletes: 0 · Substitutes: 0 · Coach: 0 · Entourage: 0

[Refresh profiles from accounts](#) Reload age, grade, and gender after members update their individual profile.

Account ID $\updownarrow$	First name $\uparrow$	Last name $\updownarrow$	Date of birth $\updownarrow$	Age $\updownarrow$	Grade $\updownarrow$	Gender $\updownarrow$	Position $\updownarrow$
No team members yet. Use Add team members below.							

ADD TEAM MEMBERS

Search Account ID, first name, last name... [Refresh](#)

Search by Account ID, first name, last name, or full name. Leave blank to browse all organisation members. Age shown as at 31 Dec 2026.

6 selected

☐	Account ID $\updownarrow$	First name $\uparrow$	Last name $\updownarrow$	Age $\updownarrow$	Grade $\updownarrow$	Gender $\updownarrow$	Position $\updownarrow$	
☒	15426181	Adult01	One	26	Adult	female	Athlete	Add to team roster
☒	80118354	Adult02	Two	43	Adult	female	Athlete	Add to team roster
☒	57013008	Adult03	Three	30	Adult	female	Athlete	Add to team roster
☐	80914460	Adult04	Four	38	Adult	male	Athlete	Add to team roster
☐	80823867	Adult05	Five	40	Adult	male	Athlete	Add to team roster

[Back](#) [Continue to select division \$\rightarrow\$](#)

At least one coach is required on every team roster.

[Add selected to roster \(6\)](#)

[CLICK HERE!](#)

[CLICK HERE!](#)

Athlete $\downarrow$

Select position

☒ Athlete [Add to team roster](#)

☐ Substitute [Add to team roster](#)

☐ Coach [Add to team roster](#)

☐ Manager/Director [Add to team roster](#)

☐ Safety Spotter [Add to team roster](#)

☐ Media Staff [Add to team roster](#)

☐ Staff [Add to team roster](#)

☐ Official [Add to team roster](#)

☐ Team Admin [Add to team roster](#)

☐ Chaperone [Add to team roster](#)

Add single member to roster: Click on the [Add to team roster](#) button against the member name.

Add multiple members to roster: Click on the checkbox ☐ against the members' name and click on [Add selected to roster](#) button.

Edit position: You can edit the member's position before adding to the team roster, or you can edit under the team roster table after adding them to the team roster.

Registration Step 2: Register for Event ...continued

Step 2: Team Roster ...continued

Once you have added the members in the roster, it will be reflected in the team roster table above the **Add team members** section. Click on [Continue to select division →](#) button to go to step 3.

Edit position: You can edit the member's position by clicking on the position dropdown list against the member's name.

Remove member from roster: To remove the member from the team roster, click on the trashbin  (delete) icon against the member's name.

Event Registration

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Step 1

Step 2

Step 3

Step 4

Step 5

Cart

Event Registration - Team Roster

STEP 2

Total Team Pax: 6 · Athletes: 2 · Substitutes: 1 · Coach: 1 · Entourage: 2

Athlete eligibility (as at 31 Dec 2026): 13 to 15 years · Grade Grade 7 to Grade 9 · Gender: female, female, female

Refresh profiles from accounts

Reload age, grade, and gender after members update their individual profile.

Account ID ↑↓	First name ↑	Last name ↑↓	Date of birth ↑↓	Age ↑↓	Grade ↑↓	Gender ↑↓	Position ↑↓	
57887149	Adult01	One	2000-01-01	26	Adult	female	Coach	
57013008	Adult03	Three	1996-01-01	30	Adult	female	Team Admin	
19855220	Adult04	Four	1988-01-01	38	Adult	male	Chaperone	
17992139	Athlete01	One	2013-01-05	13	Grade 7	female	Athlete	

ADD TEAM MEMBERS

Search Account ID, first name, last name...

Search by Account ID, first name, last name, or full name. Leave blank to browse all organisation members. Age shown as at 31 Dec 2026.

Tick members to add several at once, or use the per-row button.

Add selected to roster

☐	Account ID ↑↓	First name ↑	Last name ↑↓	Age ↑↓	Grade ↑↓	Gender ↑↓	Position ↑↓	
☐	15426181	Adult01	One	26	Adult	female	Coach	Add to team roster
☐	80118354	Adult02	Two	43	Adult	female	Athlete	Add to team roster
☐	80914460	Adult04	Four	38	Adult	male	Chaperone	Add to team roster
☐	82872867	Adult05	Five	18	University	male	Athlete	Add to team roster
☐	84999696	Athlete03	Three	13	Grade 6	male	Athlete	Add to team roster

Back

Continue to select division →

Members added to roster
6 added

Registration Step 2: Register for Event ...continued

Step 3: Division

Select the division(s) you want your team to participate in.

Event Registration

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Step 1 Step 2 Step 3 Step 4 Step 5

Cart

Event Registration - Select Division

STEP 3

Athletes (team size / gender rules): 2

Age range: 13 to 15 years old

Competitors (age / grade rules): 3 (1 substitute)

Grade range: Grade 7 to Grade 9

Select division*

Select division...

Showing 72 of 1106 divisions eligible for your roster (age/grade, 2 athletes, gender).

Team crossover: perform one routine in additional divisions

My team would like to crossover to additional divisions (perform one routine one time)

Back to roster

Continue to team summary →

Scroll down to **Select division*** section. Click on the dropdown list to select the division the team is participating in. You can filter the list or search divisions using the filter bar at the top.

Ev

Type to filter...

Drat

All categories

72 of 72 shown - fees shown beside each division

S

✓ No division

Doubles Contemporary / Lyrical Junior High Intermediate

CP \$140.00 - AD \$90.00 (Early bird)

Doubles Contemporary / Lyrical Junior High Novice

CP \$140.00 - AD \$90.00 (Early bird)

Doubles Contemporary / Lyrical Junior High Premier

CP \$140.00 - AD \$90.00 (Early bird)

Doubles Contemporary / Lyrical Secondary Intermediate

CP \$140.00 - AD \$90.00 (Early bird)

Doubles Contemporary / Lyrical Secondary Novice

CP \$140.00 - AD \$90.00 (Early bird)

Select division...

Showing 72 of 1106 divisions eligible for your roster (age/grade, 2 athletes, gender).

Team crossover: perform one routine in additional divisions

My team would like to crossover to additional divisions (perform one routine one time)

Back to roster

Continue to team summary →

Competitors (age / grade rules): 3 (1 substitute)

Grade range: Grade 7 to Grade 9

Once you have selected your division, the estimated competition fees for the athletes/substitutes will be reflected at the bottom of the page. If your team is not doing team crossover, click on **Continue to select team summary →** button to go to step 4 to view your team roster summary.

Gender: Unified

Estimated Competition Fees for Athletes/Substitutes: \$420.00

• Doubles Hip Hop Junior High Intermediate — commuter package (CP): \$420.00 (3 athlete/substitute × \$140.00 - first event entry)

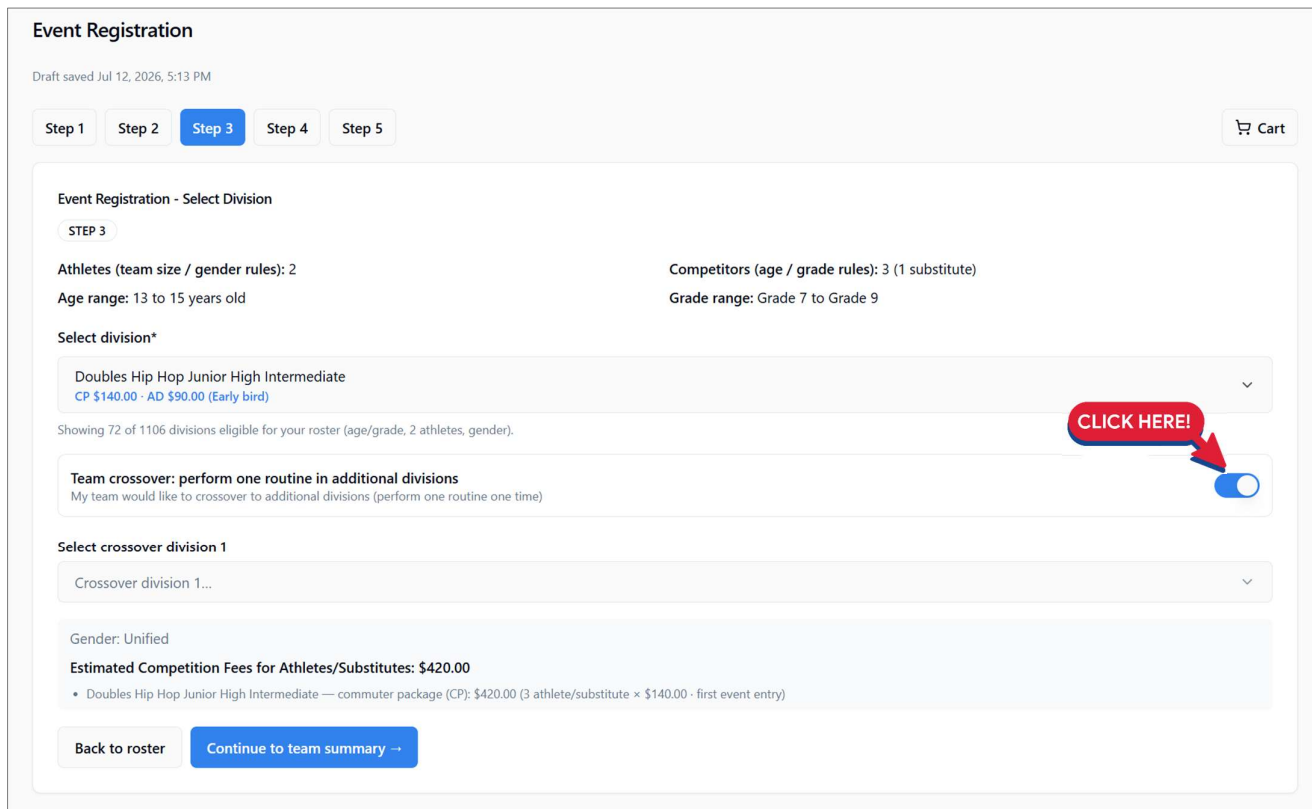
Back to roster

Continue to team summary →

Registration Step 2: Register for Event ...continued

Step 3: Division ...continued

Team Crossover: If your team is doing a team crossover (one team – one routine in multiple divisions across different age division, perform one time), click on the toggle button  under the **Team crossover: perform one routine in additional divisions** section.



Event Registration

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Step 1 Step 2 **Step 3** Step 4 Step 5 Cart

Event Registration - Select Division

STEP 3

Athletes (team size / gender rules): 2 Competitors (age / grade rules): 3 (1 substitute)

Age range: 13 to 15 years old Grade range: Grade 7 to Grade 9

Select division*

Doubles Hip Hop Junior High Intermediate
CP \$140.00 · AD \$90.00 (Early bird)

Showing 72 of 1106 divisions eligible for your roster (age/grade, 2 athletes, gender).

Team crossover: perform one routine in additional divisions
My team would like to crossover to additional divisions (perform one routine one time)

Select crossover division 1

Crossover division 1...

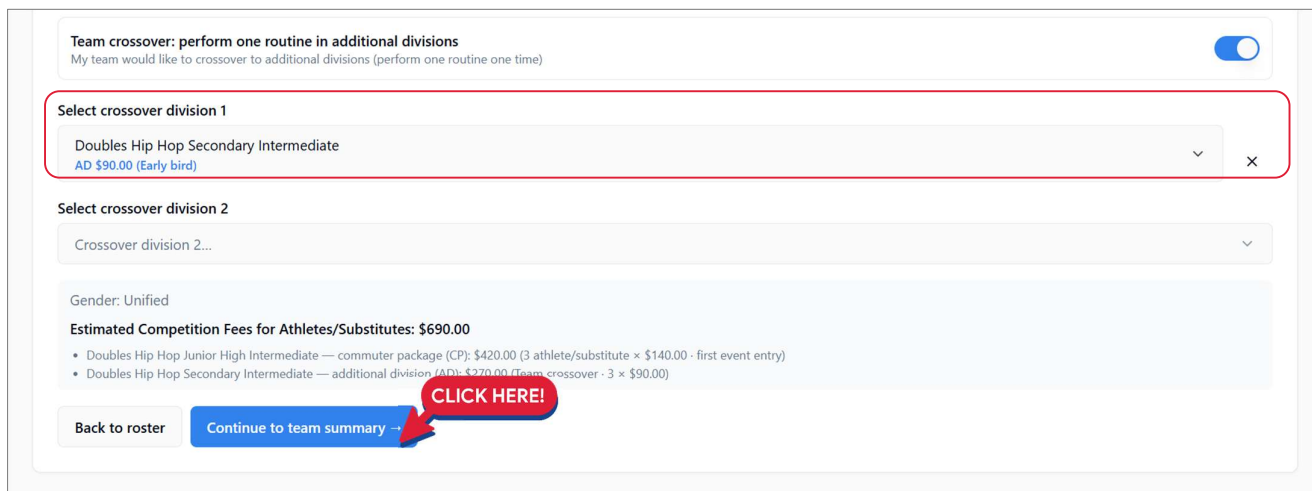
Gender: Unified

Estimated Competition Fees for Athletes/Substitutes: \$420.00

- Doubles Hip Hop Junior High Intermediate — commuter package (CP): \$420.00 (3 athlete/substitute × \$140.00 · first event entry)

Back to roster Continue to team summary -->

Select your crossover division in the **Select crossover division 1** dropdown list. You can select more than 1 crossover division. Additional crossover division dropdown list will appear when you have selected your crossover division.



Team crossover: perform one routine in additional divisions
My team would like to crossover to additional divisions (perform one routine one time)

Select crossover division 1

Doubles Hip Hop Secondary Intermediate
AD \$90.00 (Early bird)

Select crossover division 2

Crossover division 2...

Gender: Unified

Estimated Competition Fees for Athletes/Substitutes: \$690.00

- Doubles Hip Hop Junior High Intermediate — commuter package (CP): \$420.00 (3 athlete/substitute × \$140.00 · first event entry)
- Doubles Hip Hop Secondary Intermediate — additional division (AD): \$270.00 (Team crossover · 3 × \$90.00)

Back to roster Continue to team summary -->

Once you have selected your team crossover division(s), the estimated competition fees for the athletes/substitutes will be reflected at the bottom of the page. Click on **Continue to select team summary -->** button to go to step 4 to view your team roster summary.

Registration Step 2: Register for Event ...continued

Step 4: Team Summary

Check your team information, division(s), and team roster and ensure that you have the correct information, division(s), athletes and/or substitutes, coach(es), and entourage member(s).

Save as draft: You can save your registration as a draft by clicking on [Save as draft](#) button and exit the page if you need more time to confirm your registration details. You can come right back to it by clicking on the [Register](#) tab on the [Event Dashboard](#).

Add to cart: You can add the team to your cart by clicking on [Add to cart →](#) button to proceed to step 5 of the registration.

Event Registration

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[Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#)

[Cart](#)

Event Registration - Team Summary

STEP 4

Event

Asia Scholastic Championships 2026

Pronunciation

—

Division

Doubles Hip Hop Junior High Intermediate

Crossover division 1

Doubles Hip Hop Secondary Intermediate

Team name

ABC Team A

Organization represented

ABC School

Crossover division 2

Doubles Hip Hop U14 Intermediate

Total Team Pax: 6 · Athletes: 2 · Substitutes: 1 · Coach: 1 · Entourage: 2

Estimated competition fees (this team): \$960.00

- Doubles Hip Hop Junior High Intermediate — commuter package (CP): \$420.00 (3 athlete/substitute × \$140.00 - first event entry)
- Doubles Hip Hop Secondary Intermediate — additional division (AD): \$270.00 (Team crossover - 3 × \$90.00)
- Doubles Hip Hop U14 Intermediate — additional division (AD): \$270.00 (Team crossover - 3 × \$90.00)

Commuter package (CP) applies once per athlete/substitute on their first division entry for this event. Additional division (AD) applies when the same person registers again on another team or crossover. Coach / entourage commuter (EP, if applicable) appears on the cart total in Step 5.

Account ID	Full name	Age	Gender	Grade	Position
57887149	Adult01 One	26	female	Adult	Coach
80118354	Adult02 Two	43	female	Adult	Team Admin
57013008	Adult03 Three	30	female	Adult	Chaperone
17992139	Athlete01 One	13	female	Grade 7	Athlete
55111770	Athlete03 Three	14	female	Grade 8	Athlete
03742011	Athlete04 Four	15	female	Grade 9	Substitute

Tip: Save as draft if you are unsure of registering the team. Add to cart when you are ready to register the team. Team will be deleted if removed from cart.

[Back to division selection](#) [Save as draft](#) [Add to cart →](#)

Registration Step 2: Register for Event ...continued

Step 5: Event cart

On the **Event cart** page, you will be able to see the competition fees, including the entourage commuter package. To delete a team, click on the **Remove from cart** button corresponding to the team.

Event Registration
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Step 1Step 2Step 3Step 4Step 5

Cart (1)

Event Registration - Event Cart
STEP 5

Team ID: **draft-66**

Team name: ABC Team A

Division: Doubles Hip Hop Junior High Intermediate

Doubles Hip Hop Junior High Intermediate — commuter package (CP) (3 athlete/substitute × \$140.00 · first event entry)

Doubles Hip Hop Secondary Intermediate — additional division (AD) (Team crossover · 3 × \$90.00)

Doubles Hip Hop U14 Intermediate — additional division (AD) (Team crossover · 3 × \$90.00)

Remove from cart

EP — 3 Entourage Package(s) (coach / entourage, one-time each)

\$150.00

Discount code

Apply

TOTAL

\$1110.00

By submission of the registration, on behalf of the team, I confirm that:

☐ All participants, coaches, administrators and entourage have read, understood, and agree to comply with the Information Package, official website materials, and Rule Book.

☐ All registered participants meet the eligibility requirements for their respective divisions.

☐ The Event Administrator and coach acknowledge that fielding an ineligible athlete will result in automatic disqualification and may require eligibility verification upon request.

☐ All registered participants meet the eligibility requirements for their respective divisions.

☐ The Event Administrator and coach acknowledge that fielding an ineligible athlete will result in automatic disqualification and may require eligibility verification upon request.

☐ The Team Manager(s) and/or Coach(es) accepts responsibility for the conduct of the team and delegation and confirms compliance with venue policies, Singapore law, and all applicable competition rules and procedures.

☐ The Event Administrator understands and agrees that once an invoice is issued, the organisation remains liable for payment in accordance with the payment policy, even if the registration is later cancelled or withdrawn, subject to the withdrawal policy.

☐ All submitted information is true, accurate, and complete.

Add more teams

Register teams →

If you have a discount code, you can type the discount code under the **Discount code** section and click on **Apply** button. The discount will be reflected immediately.

Discount code

Apply

CLICK HERE!

Discount code

BACKAGAIN10 — 10% off total

Remove

Discount (BACKAGAIN10) · 10%

-\$111.00

TOTAL

\$999.00

Registration Step 2: Register for Event ...continued

Step 5: Event Cart ...continued

Add More Teams

If you have more teams to register for the event, click on [Add more teams](#) button. Repeat the registration process from [Registration Step 2: Register for Event](#)

By submission of the registration, on behalf of the team, I confirm that:

- ☐ All participants, coaches, administrators and entourage have read, understood, and agree to comply with the Information Package, official website materials, and Rule Book.
- ☐ All registered participants meet the eligibility requirements for their respective divisions.
- ☐ The Event Administrator and coach acknowledge that fielding an ineligible athlete will result in automatic disqualification and may require eligibility verification upon request.
- ☐ All registered participants meet the eligibility requirements for their respective divisions.
- ☐ The Event Administrator and coach acknowledge that fielding an ineligible athlete will result in automatic disqualification and may require eligibility verification upon request.
- ☐ The Team Manager(s) and/or Coach(es) accepts responsibility for the conduct of the team and delegation and confirms compliance with venue policies, Singapore law, and all applicable competition rules and procedures.
- ☐ The Event Administrator understands and agrees that once an invoice is issued, the organisation remains liable for payment in accordance with the payment policy, even if the registration is later cancelled or withdrawn, subject to the withdrawal policy.
- ☐ All submitted information is true, accurate, and complete.

[Add more teams](#)[Register teams →](#)

Submit Registration

If you have no more teams to add to your registration, check all the boxers confirming your acknowledgement and agreement to the competition terms and conditions and click on [Register teams →](#) button to register your team for the event.

By submission of the registration, on behalf of the team, I confirm that:

- ☒ All participants, coaches, administrators and entourage have read, understood, and agree to comply with the Information Package, official website materials, and Rule Book.
- ☒ All registered participants meet the eligibility requirements for their respective divisions.
- ☒ The Event Administrator and coach acknowledge that fielding an ineligible athlete will result in automatic disqualification and may require eligibility verification upon request.
- ☒ The Team Manager(s) and/or Coach(es) accepts responsibility for the conduct of the team and delegation and confirms compliance with venue policies, Singapore law, and all applicable competition rules and procedures.
- ☒ The Event Administrator understands and agrees that once an invoice is issued, the organisation remains liable for payment in accordance with the payment policy, even if the registration is later cancelled or withdrawn, subject to the withdrawal policy.
- ☒ All submitted information is true, accurate, and complete.

[Add more teams](#)[Register teams →](#)

Register teams opens the Payment page (Event Reg Payment tab) per the workbook.

Registration Step 3: Payment

After you have registered the teams in your cart, you will be directed to the **Payment** page. The payment page will include the following sections:

1. Payment Procedure
Payment procedure steps summary
2. Payment Summary
Your invoice summary and invoice download
3. (Instructions) Step 1: Make Payment
Payment methods and information
4. Step 2: Upload Proof of Payment
5. (Instructions) Step 3: Payment Confirmation

You can exit the **Payment** page by clicking on [Back to event hub](#) button which takes you back to the **Event Dashboard**. To access the **Payment** page, from the **Event Dashboard**, click on [Finance](#) tab. Click on [Make payment](#) button.

← Event dashboard

Asia Scholastic Championships 2026

Organization

Active Sports Enterprise

Event registration

Invoices, payments, and receipts for this event.

Aug 23 – Aug 23, 2026

Our Tampines Hub, Community Auditorium, Singapore, Singapore

Your Account ID **15426181**
Organization Account ID **84235755**

Information

Event Admin

Register

Roster

Finance

Account statement

Showing the statement for Asia Scholastic Championships 2026. [Show all events](#)

Each registration creates its own invoice (a record of that submission). The **outstanding balance** below is your running total for this event — all invoices and credits minus payments — like a bank statement. Roster changes may add a separate adjustment invoice or credit when fees change.

Date	Description	Owed	Received	Balance	Action
12 Jul 2026	Invoice INV-53739279-S5J7 - Asia Scholastic Championships 2026	+\$999.00	—	\$999.00	Make payment
				Total invoiced	\$999.00
				Total received	-\$0.00
				Outstanding balance	\$999.00

[Back to event hub](#)

Registration Step 3: Payment ...continued

Invoice

To view/download your invoice, on the **Payment** page, scroll down to the **Payment summary** section and click on [View invoice](#) button.

Payment summary

Invoice INV-53739279-S5J7

Amount due: **\$999.00**

Team: ABC Team A

Doubles Hip Hop Junior High Intermediate — commuter package (CP) **\$420.00**

Commuter package (CP)

3 athlete/substitute × \$140.00 · first event entry

Doubles Hip Hop Secondary Intermediate — additional division (AD) **\$270.00**

Additional division (AD)

Team crossover · 3 × \$90.00

Doubles Hip Hop U14 Intermediate — additional division (AD) **\$270.00**

Additional division (AD)

Team crossover · 3 × \$90.00

Team: EP — 3 Entourage Package(s) (coach / entourage, one-time each)

EP — Entourage Package **\$150.00**

Coach / entourage

3 × \$50.00 · one-time per person

Team: Discount (BACKAGAIN10)

Discount — BACKAGAIN10 (10% off total) **-\$111.00**

Discount

Include invoice number **INV-53739279-S5J7** in your bank payment reference or remarks.

[View invoice](#)

You can also access your invoice from the **Event Dashboard**, click on **Finance** tab. Click on the invoice number.

CLICK HERE!

Information Event Admin Register Roster **Finance**

Account statement

Showing the statement for **Asia Scholastic Championships 2026**. [Show all events](#)

Each registration creates its own invoice (a record of that submission). The **outstanding balance** below is your running total for this event — all invoices and credits minus payments — like a bank statement. Roster changes may add a separate adjustment invoice or credit when fees change.

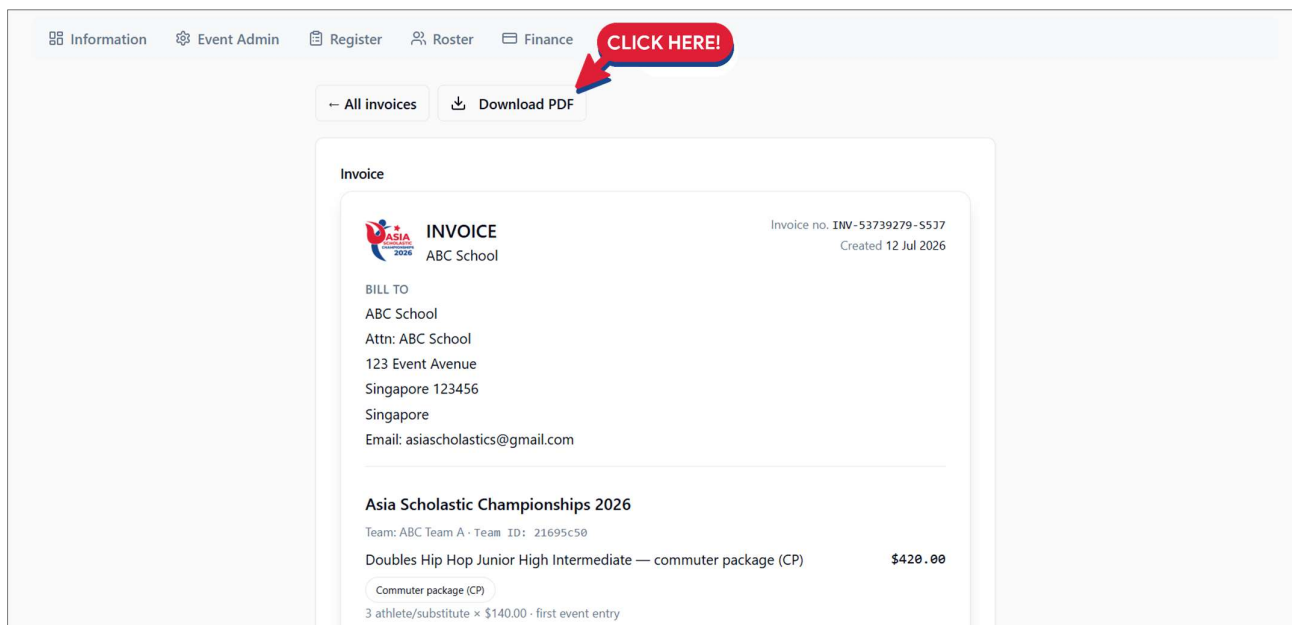
Date	Description	Owed	Received	Balance	Action
12 Jul 2026	Invoice INV-53739279-S5J7 · Asia Scholastic Championships 2026	+\$999.00	—	\$999.00	Make payment
		Total invoiced		\$999.00	
		Total received		-\$0.00	
		Outstanding balance		\$999.00	

[Back to event hub](#)

Registration Step 3: Payment ...continued

Invoice ...continued

To download the invoice, click on [Download PDF](#) button.

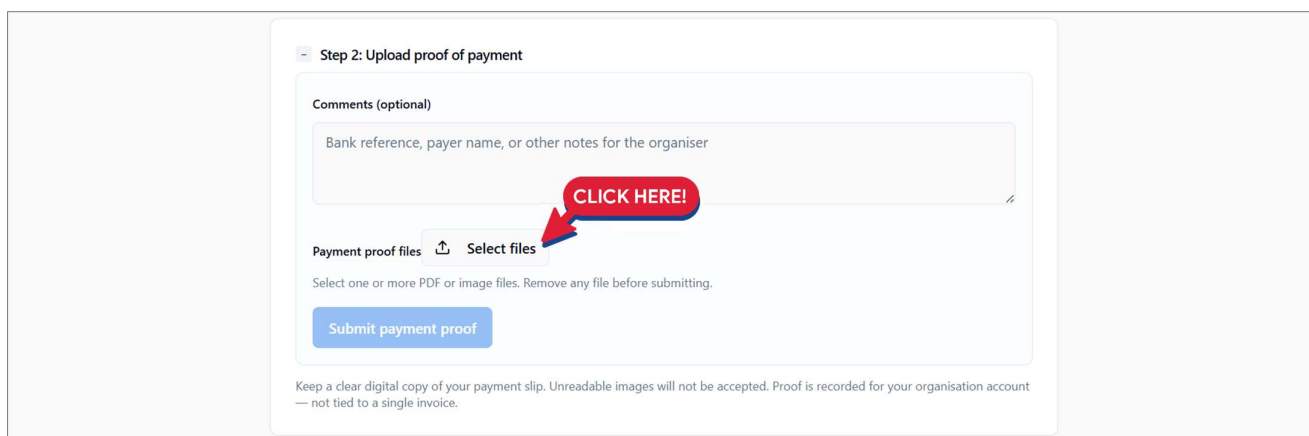


The screenshot shows the 'Finance' section of the registration system. A red arrow points to the 'Download PDF' button, which is labeled 'CLICK HERE!'. Below this, the 'All invoices' section displays an invoice for 'ABC School'. The invoice details include the school's name, address, and contact information. The invoice number is INV-53739279-5537, created on 12 Jul 2026. The invoice is for the 'Asia Scholastic Championships 2026' and lists a 'Doubles Hip Hop Junior High Intermediate — commuter package (CP)' for \$420.00. The package details are: 3 athlete/substitute x \$140.00 - first event entry.

If there are any discrepancies with the invoice, please contact the competition office via email.

Submit Proof of Payment

After payment is made (refer to **Step 1: Make Payment** section on the **Payment** page), submit your proof of payment on the **Step 2: Upload Proof of Payment** section on the **Payment** page.

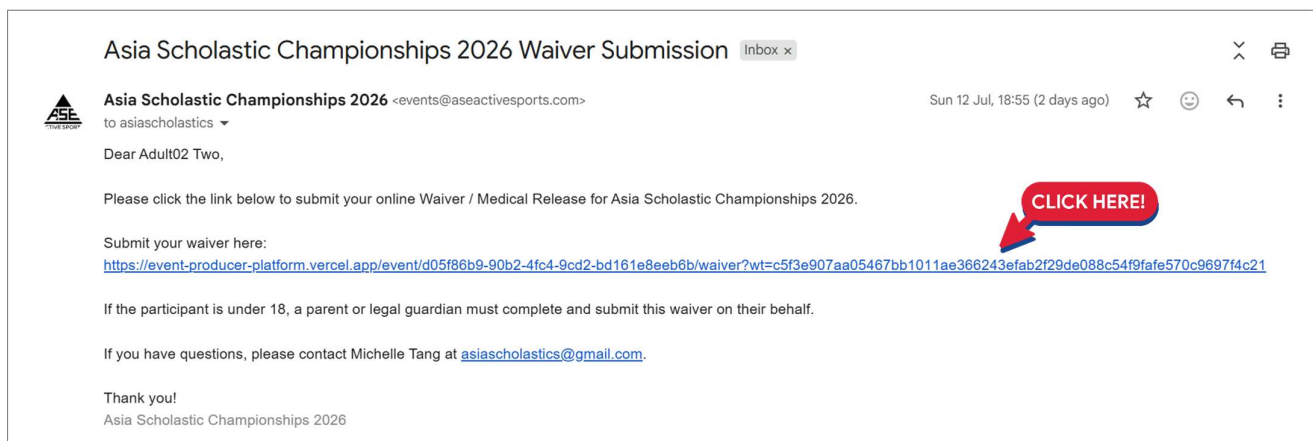


The screenshot shows the 'Step 2: Upload proof of payment' form. It includes a 'Comments (optional)' section with a text area for 'Bank reference, payer name, or other notes for the organiser'. Below this is the 'Payment proof files' section, which has a 'Select files' button. A red arrow points to the 'Select files' button, which is labeled 'CLICK HERE!'. At the bottom of the form is a 'Submit payment proof' button. A note at the bottom states: 'Keep a clear digital copy of your payment slip. Unreadable images will not be accepted. Proof is recorded for your organisation account — not tied to a single invoice.'

Registration Step 4: Waiver Submission

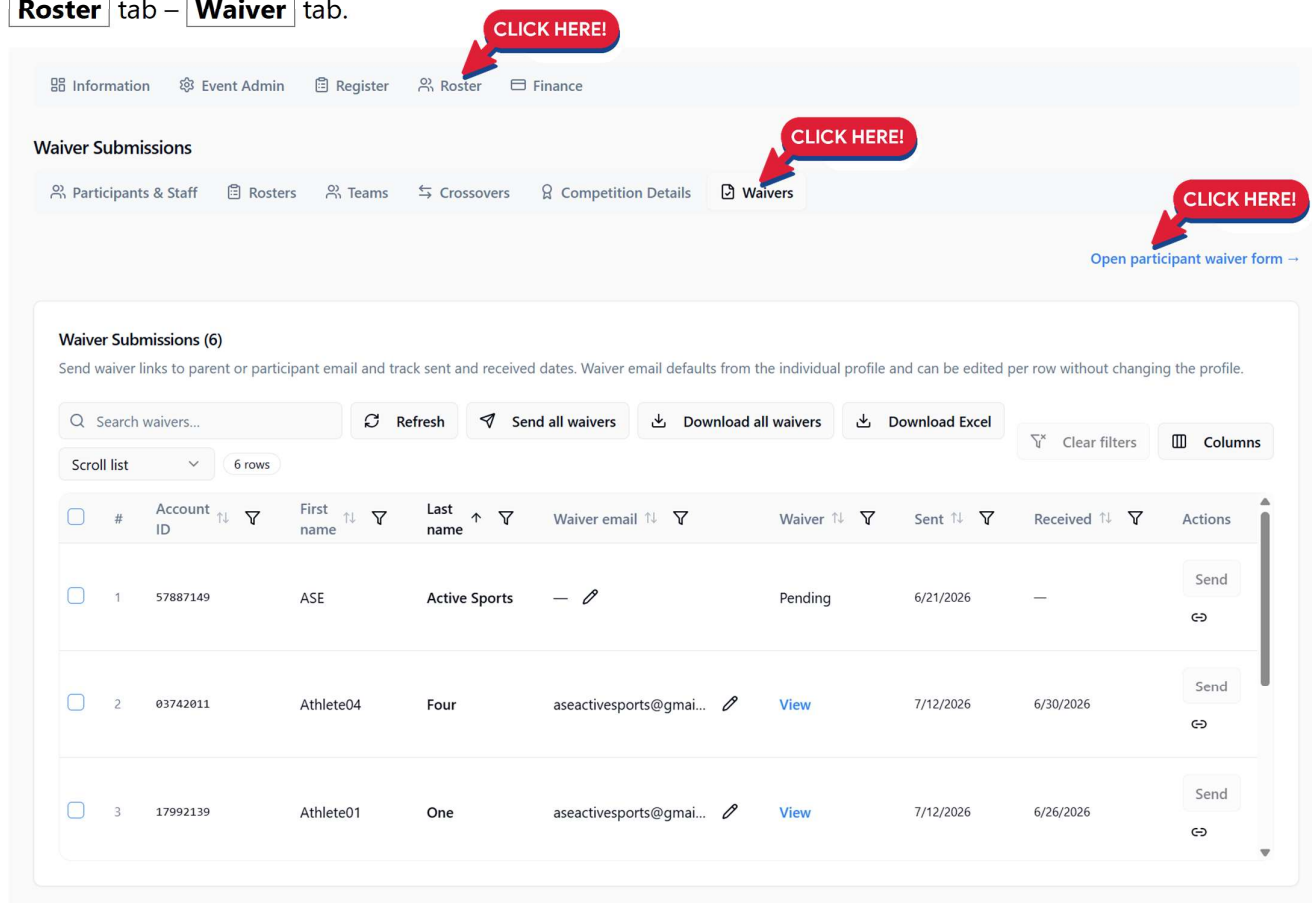
After the team registration has been submitted, each registered person will receive a link in their contact/parent email to submit the waiver.

Click on the link to submit your waiver.



Fill in the waiver form. For athletes age 11 and below, please have the legal parent/guardian fill in the waiver form.

Event Administrators can access the waiver submission status from the **Event Dashboard**, clicking on **Roster** tab – **Waiver** tab.



Event Administrators may also fill in the waiver forms on behalf of the athletes and/or athlete's parent/guardian by clicking on the **Open participant waiver form** → link on the **Waivers** page

Registration Step 4: Waiver Submission ...continued

On the Participant Waiver Form page, click on **Help a participant** button. Key in the participant account ID and click on **Load waiver** button. Fill in the waiver form.

[← Organization](#)

Asia Scholastic Championships 2026 [Organization](#) [Active Sports Enterprise](#) [Event registration](#)

Event information, registration phases, teams, and finance for your organization.

📅 Aug 23 – Aug 23, 2026 📍 Our Tampines Hub, Community Auditorium, Singapore, Singapore

Your Account ID **15426181**
Organization Account ID **84235755**

[Information](#) [Event Admin](#) [Register](#) [Roster](#) [Finance](#)

If the participant is under 18, a parent or legal guardian must complete and submit this waiver on their behalf.

[My waiver](#) [Help a participant](#)

Organisation administrators can open a participant's waiver by Account ID and complete it on their behalf (for example when a parent is not available).

Participant Account ID

[Load waiver](#)