Promoter’s Instructional Manual

Official Mixed Martial Arts Registry

Association of Boxing Commissions

Revised March 2015
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I. Requesting Credentials

1) Visit http://abc.mixedmartialarts.com/?fa=login.RequestCreds

2) Enter the requested information, including the e-mail and password you want to use to login.

3) You will receive your information and confirmation e-mail within 24 hours.
II. Enter your event

1) After receiving confirmation e-mail, visit http://events.mixedmartialarts.com to log into events system.

2) Enter your new login credentials:

3) Choose to ‘Add Event’ from the navigation menu.

4) Choose the type of event you are entering:
5) **Search for existing promotion or if necessary create a new promotion.**

Choose what type of event you are having

- **Event Type:**
  - Mixed Martial Arts
  - Grappling
  - Seminar

Continue...

Choose a promoter in our database OR add a new one.

- To search for the parent promotion/organization, use either the full name or abbreviation below. Then either select the correct promotion from the list, or add a new one in the form below the search results.

- **Search By Abbreviation:**
  - (e.g., UFC, IFL, KOTC)

- **Search By Full Name:**
  - (e.g., Ultimate Fighting Championships, King Of The Cage, Mass Destruction, EliteXC)
6) Enter all pertinent information and make sure you are entering the correct athletic commission or sanctioning body:

### MMA Event Details

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Promotion</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Name:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>09/30/2015</td>
<td></td>
</tr>
<tr>
<td><strong>Time:</strong></td>
<td>9:49 AM</td>
<td>e.g. 7:00 pm</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>United States</td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>Alabama</td>
<td></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Name:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Phone:</strong></td>
<td></td>
<td>e.g. 123-456-7890</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td></td>
<td>e.g. 123-456-7890</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td></td>
<td>e.g. <a href="http://www.mixedmartialarts.com">http://www.mixedmartialarts.com</a></td>
</tr>
<tr>
<td><strong>Fights will occur in:</strong></td>
<td></td>
<td>○ Ring ○ Cage</td>
</tr>
<tr>
<td><strong>Is this event under unified rules?</strong></td>
<td></td>
<td>○ Yes ○ No</td>
</tr>
<tr>
<td><strong>Sanctioning Commission</strong></td>
<td></td>
<td>Is this event sanctioned by a government Athletic Commission? No / Not Yet Determined</td>
</tr>
<tr>
<td><strong>Sanctioning Body</strong></td>
<td></td>
<td>Is this event sanctioned by an independent Sanctioning Body? No / Not Yet Determined</td>
</tr>
</tbody>
</table>
7) If applicable, you will be notified of the results fee required by the athletic commission or sanctioning body.

AC Fee

Required Results Fee
The Official Athletic Commission or Sanctioning Body you have selected requires a mandatory fee to be paid to MixedMartialArts.com which is the Official Registry of the Association of Boxing Commissions.

Official Results Entry Fee, as required by AC or SR: $100.00

Message From Athletic Commission:
Please note, promoters may not update their cards within the 48 hours prior to their event without permission from the Nevada State Athletic Commission.

Next Step >>

8) If desire, choose an additional marketing package. There is no cost outside of the results fee required, but you may choose to increase marketing for your event.

MMA EVENTS Add Event My Events Search Events

Event Type Promotion Event Details

Choose A Marketing Package For Your Event

Basic Listing: $0.00
- Event will show on bottom half of events homepage (5,000+ views a day) see example

Premium Listing: $99.95 $29.95 (discounted because of Athletic Commission fee)
- Placed on the homepage of the entire site. (100,000+ views a day) see example
- Placed at the top of the event list on the events homepage (5,000+ views a day) see example
- Placed on the forum homepage (75,000+ views a day) see example

Ultra Listing: $299.95 $199.95 (discounted because of Athletic Commission fee)
- All of the features of Premium and...
- Huge event flyer added to our events homepage until the date of your event see example

Next Step >>
9) **Enter all required billing information to process event order.**

### Billing Information

Please enter your billing information below and click the "Process Order" to complete your event. After processing your order, you can add a flight card to your event.

#### Order Details

- Basic Listing Package
  - $0.00
- Official Results Entry Fee
  - $100.00
- Total
  - $100.00

#### Payment

**By Credit Card**

* Card Type: Visa
* Name on Card: 
* Card Number: 
* Expiration Date: 04 / 2015
* Security Code: 

**Billing Address:**

* Country: United States
* Address: 
* City: 
* State: Alabama
* Zip: 

[Process Order]
III. Enter your fight card

1) Once your order is processed, you will receive a confirmation that your event has successfully been created and you can start to enter your fight card. Please enter as much information as possible for first two fighters:

![Image of the fight card interface]

- **Choose Fighters**: Enter the names of the fighters in this fight. If the fighter is already in our database, you will be able to select them, or start a new fighter. If one of the fighters is To Be Decided, check the "To Be Decided" box in the "Fighter 2" section, so you won't have to enter a second fighter.

  - **Search & Choose Fighters**:
    - **Fighter 1**
      - National Id: *100-000*
      - First Name: *Chris*
      - Last Name: *Palmquist*
      - Nick Name: 
      - Date of Birth: *03/23/1988* (mm/dd/yyyy)
    - **Fighter 2**
      - National Id: *
      - First Name: *Jason*
      - Last Name: *Palmquist*
      - Nick Name: 
      - Date of Birth: *03/23/1988* (mm/dd/yyyy)

Although not required, birth date is recommended and will be required in the future.
2) Our system will check your information against existing fighters in the database. Please choose each fighter or select ‘This Is A New Fighter’ to create a new athlete. Athletes whom are highlighted represent an exact match on either National MMA ID or date of birth.

3) Choose to ‘Save Fight’
4) Now enter all the details for that bout and choose to ‘Save & return to card’ or ‘Save & add next fight’. Repeat process until entire card is complete.
IV. Checking suspension status

1) Any athletes who are currently suspended will be listed in yellow at the top of your fight. As a promoter you are only notified that athletes are under suspension, but will need to work with athlete and commission on clearing that suspension.

2) Alternately, you can choose ‘suspensions’ from the main navigation to see a quick list of all fighters on your card who are currently under suspension:
V. Checking status of bout

1) Each bout will have a ‘status’ in blue below the title of the bout. This status indicates the status of the bout with the commission. ‘Open’ is not yet reviewed by commission, ‘Approved’ is reviewed and approved, and ‘Denied’ is a bout review and denied by commission. You can also see any notes left by commission here.
VI. Deleting a bout

1) A bout can be deleted simply by choosing ‘Delete Fight’ in the menu to the right of the fight title.
VII. Replacing a fighter

1) Choose ‘Change Fighter’ from the menu to the right of the fight title. You can choose to ‘Keep a Fighter’. For any fighter you choose not to keep, enter as much pertinent information as possible before choosing to ‘Search Fighters’:

![Change Fighters form]

- Choose ‘Keep a Fighter’.
- Enter as much pertinent information as possible before choosing to ‘Search Fighters’.

![Search & Choose Fighters form]

- Fill in the necessary information for the fighter you wish to replace.
- Click ‘Search Fighters’ to continue.
2) Choose a new fighter from the options listed, or choose to create a new fighter and then click ‘Edit Fight’
VIII. Changing Fight Order

1) From the fight card navigation menu, choose to ‘Change Fight Order’. From here you can click and drag bouts to put them in the correct order. The bouts are listed from top to bottom. The top bout would be the first fight of the night and the bottom bout the main event. Choose to ‘Save Order’
IX. Status of Requirements

1) Each athletic commission has the option to use this system to communicate with the promoter in regards to the requirements required for athletes to compete in the bout. These requirements can be administrative or medical.

If you click ‘Requirements’ in the main navigation, you will get a summary view of your fight card and the status of each requirement for each fighter:

If your commission does not utilize this feature, you will see no requirements listed for the athletes on the card and you should work with the athletic commission directly in any existing method to make sure all athletes are cleared to fight.