

Promoter's Instructional Manual

Official Mixed Martial Arts Registry



Association of Boxing Commissions

Revised March 2015

Mixed Martial Arts LLC

Official Mixed Martial Arts Registry



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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:



MMA EVENTS Add Event My Events Search Events Logout

Login

Email

Password

[Request Promoter Credentials](#)

- 3) Choose to 'Add Event' from the navigation menu.
- 4) Choose the type of event you are entering:

Event Type

+ Choose what type of event you are having

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

Continue...

[Back to top](#)

5) Search for existing promotion or if necessary create a new promotion.

Event Type Promotion

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

i 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)

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6) Enter all pertinent information and make sure you are entering the correct athletic commission or sanctioning body:

Event Type Promotion **Event Details**

+ MMA Event Details

* Event Name:

* Date: 

* Time:
e.g. 7:00 pm

* Country: 

Address:

City:

State: 

Zip:

Contact Name:

Contact Phone:
e.g. 123-456-7890

Fax:
e.g. 123-456-7890

Email:

Website:
e.g. http://www.mixedmartialarts.com

* Fights will occur in: Ring Cage

* Is this event under unified rules? Yes No

* Sanctioning Commission
 

* Sanctioning Body
 

[Next Step >>](#)

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 SB: **\$100.00**

Message From Athletic Commission:

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

[Next Step >>](#)

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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](#)



[Logout](#)

[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.

[Event Type](#) [Promotion](#) [Event Details](#)

+ 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 fight 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:

* Name on Card:

* Card Number:

* Expiration Date: /

* Security Code:

American Express: Last 4 digits in small print on the front of card.

Visa,Master Card,Discover: Last 3 digits on back of card.



Billing Address:

* Country:

* Address:

* City:

State:

* 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:

 Your event has been created successfully ✕

Fightcard [Add Next Fight](#) [Edit Fight Card](#) [Edit Event Details](#) [Requirements](#) [Suspensions](#) [Change Fight Order](#)

+ Add Fight : UFC 300

Thank you for entering your event

Your event has been created successfully. You may update your event at any time by going to "My Event" in the event drop down in the primary navigation. You may also add a password to allow others to manage the event information.

Would you like to Build Your Fightcard online?

Below you can create your event fight card, which we will display on your event detail page for increased marketing. It will link to the fighters details and their stats.

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		Fighter 2 To Be Decided <input type="checkbox"/>	
National Id: *	<input type="text" value="100-000"/>	National Id: *	<input type="text"/>
OR		OR	
First Name: *	<input type="text" value="Chris"/>	First Name: *	<input type="text" value="Jason"/>
Last Name: *	<input type="text" value="Palmquist"/>	Last Name: *	<input type="text" value="Palmquist"/>
Nick Name:	<input type="text"/>	Nick Name:	<input type="text"/>
Date of Birth:	<input type="text" value="03/23/198"/> (mm/dd/yyyy)	Date of Birth:	<input type="text" value="03/23/198"/> (mm/dd/yyyy)
Although not required, birth date is recommended and will be required in the future.			
Search Fighters			

- 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.

Search Fighters

* Highlighted Fighter denotes an exact match based on National ID or date of birth.



Chris Palmquist (100-000)

"Christopher David Palmquist"

Record: 1-1-0 [\(view all\)](#)

Age: 33

Height: 5' 6"

Weight: 180

Living In: MA

Fight History:

- 3/14/15 Test Live Checkout Vs. Jason Palmquist
- 9/28/07 Full Force Productions: Untamed 16 Vs. Chris Simmons



Jason Palmquist (104-275)

Record: 3-1-0 [\(view all\)](#)

Age: 33

Height: 5' 7"

Weight: 155

Living In: MA

Fight History:

- 3/14/15 Test Live Checkout Vs. Jason Palmquist
- 8/23/02 Mass Destruction 9 Vs. Ryan Ciotoli

This Is A New Fighter

First Name: *

Last Name: *

Nickname:

Sex: Male Female

Height:

Weight: lbs.

State:

(2-letter abbreviation)

DOB: (Ex: 4/16/1980)

Hide Fight

Save Fight

- 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.

Fightcard **Add Next Fight** **Edit Fight Card** **Edit Event Details** **Requirements** **Suspensions** **Change Fight Order**

✓ Match Details - Chris Palmquist vs Jason Palmquist

Pro Fight? Yes No

Title Fight? Yes No

Exhibition Fight? Yes No

Elbows to face allowed standing? Yes No

Knees to face allowed standing? Yes No

Rounds And Time Scheduled x x x x
Example: 5x5x5 is three five-minute rounds

Weight Class:

Fight is hidden?

<- Save & return to card **Save & add next fight ->**

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.

Edit Fight Card

Ultimate Fighting Championship > UFC 300

Fighters with Current or Pending Suspensions
Please contact the Athletic Commission regarding these fighters:

- Joseph Lauzon

- 2) Alternately, you can choose 'suspensions' from the main navigation to see a quick list of all fighters on you card who are currently under suspension:

[Add Next Fight](#) [Edit Fight Card](#) [Edit Event Details](#) [Requirements](#) [Suspensions](#) [Change Fight Order](#)

Suspensions for UFC 300

	Name	Start Date	End Date	Reason	Detail
1	Joseph Lauzon	1/31/15	4/2/15		No contact until 03/18/15

Event Details

UFC 300

Ultimate Fighting Championship

Type: Mixed Martial Arts

Date: Apr 4, 2015 9:55 AM

Address: 466 Rockland Street
Abington, Massachusetts 02351 USA

Contact: Chris Palmquist

Phone: 5085179896

Email: chris@mixedmartialarts.com

Fights will occur in a Cage

Unified Rules

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.

Chris Palmquist vs. Jason Palmquist		View Results	Edit Details	Change Fighter	Delete Fight
Status: Open					
Name	Chris Palmquist (100-000)		VS.	Name	Jason Palmquist (104-275)
Height	5' 6" (167.64 cm)			Height	5' 7" (170.18 cm)
Weight	180 (81.65 kg)			Weight	155 (70.31 kg)
Pro Record	1-1-0 (Win-Loss-Draw)			Record	2-1-0 (Win-Loss-Draw)
Team	Team Aggression			Team	Reality Self Defense
To Be Decided					

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.

Chris Palmquist vs. Jason Palmquist View Results Edit Details Change Fighter Delete Fight

Status: Open

Name	Chris Palmquist (100-000)		Name	Jason Palmquist (104-275)	
Height	5' 6" (167.64 cm)		Height	5' 7" (170.18 cm)	
Weight	180 (81.65 kg)		Weight	155 (70.31 kg)	
Pro Record	1-1-0 (Win-Loss-Draw)		Record	2-1-0 (Win-Loss-Draw)	
Team	Team Aggression		Team	Reality Self Defense	

To Be Decided

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

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.

Current Fighters In This Fight



Chris Palmquist

Height: 5' 6" Weight: 180

VS



Jason Palmquist

Height: 5' 7" Weight: 155

Search & Choose Fighters

Chris Palmquist Keep Fighter

Jason Palmquist Keep Fighter

To Be Decided

National Id: *

National Id: *

OR

OR

First Name: *

First Name: *

Last Name: *

Last Name: *

Nick Name:

Nick Name:

Date of Birth:

 (mm/dd/yyyy)

Date of Birth:

 (mm/dd/yyyy)

Although not required, birth date is recommended and will be required in the future.

Search Fighters

2) Choose a new fighter from the options listed, or choose to create a new fighter and then click 'Edit Fight'

Search Fighters

You have chosen to keep this fighter so no search is necessary.



Kirik Jenness (100-001)

Record: 2-0-0 ([view all](#))

Age: 54

Height: 6' 3"

Weight: 205

Living In: ma

Fight History:

- 6/3/06 Mass Destruction 22.5 Vs. Kirik Jenness
- 4/14/01 Mass Destruction 1 Vs. Kirik Jenness

This Is A New Fighter

First Name: *

Last Name: *

Nickname:

Sex: Male Female

Height:

Weight: lbs.

State:

(2-letter abbreviation)

DOB: (Ex: 4/16/1980)

Hide Fight

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'

[Add Next Fight](#) [Edit Fight Card](#) [Edit Event Details](#) [Requirements](#) [Suspensions](#) [Change Fight Order](#)

Change Fight Order

Drag and Drop Fights to desired location, then click the Save Order button to change fight order

	Joe "J-Lau" Lauzon	VS		Dany "The Upgrade" Lauzon
	Chris Palmquist	VS		Kirik Jenness

[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:

* UFC 300 Requirements

Chris Palmquist vs. Kirik Jenness - Commission Status: Open

Chris Palmquist Requirements:	VS	Kirik Jenness Requirements:
Application		Application
Birth Certificate		Birth Certificate
License		License
CT Scan/MRI		CT Scan/MRI
Dialated Eye Exam		Dialated Eye Exam
EKG		EKG
Hepatitis B		Hepatitis B
Hepatitis C		Hepatitis C
HIV		HIV
Physical		Physical

Event Details

UFC 300

Ultimate Fighting Championship

Type: Mixed Martial Arts

Date: Apr 4, 2015 9:55 AM

Address: 466 Rockland Street
Abington, Massachusetts 02351 USA

Contact: Chris Palmquist

Phone: 5085179896

Email: chris@mixedmartialarts.com

Fights will occur in a Cage

Unified Rules

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.