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Instructions to Submit Event Report Online

Step 1: eService Portal

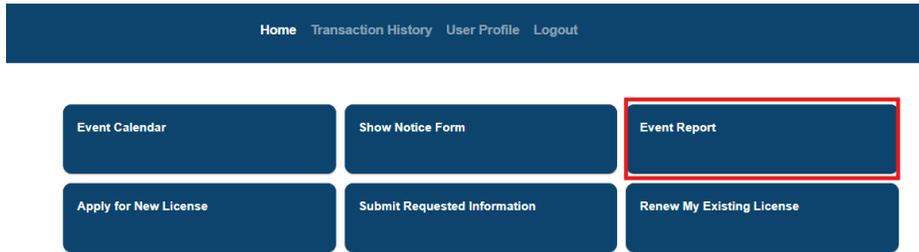
- Go to Kentucky Boxing and Wrestling Commission website, <https://kbwc.ky.gov>
- Click eServices.

The screenshot shows the homepage of the Kentucky Boxing and Wrestling Commission (KBWC). At the top left is the logo for 'TEAM KENTUCKY PUBLIC PROTECTION CABINET Boxing and Wrestling Commission'. The main header reads 'KENTUCKY BOXING AND WRESTLING COMMISSION'. Below this is a paragraph describing the commission's mission. An 'UPDATED MEETING INFORMATION' section provides details about a virtual meeting. A navigation menu at the bottom includes 'Licensing', 'Forms and Applications', 'Event Calendar', and 'eServices', with 'eServices' highlighted in a red box. Three columns of content are visible: 'HOW DO I?' with a list of actions like 'Apply for a license as a contestant in combat sports'; 'LATEST NEWS' with recent updates; and 'QUICK LINKS' with links to 'Staff Directory', 'Online License Application', and other resources.

- Enter your account Email and Password, click Login.

The screenshot shows the login interface. At the top center is the KBWC logo. Below it are two tabs: 'Sign In' (selected) and 'Sign Up'. There are two input fields: 'Email: *' with an envelope icon and 'Password *' with an eye icon. Below the password field is a link for 'Forgot Password?'. A large blue 'Login' button is centered below the fields. At the bottom, there is a link 'Don't have an account? Create Account' and a 'Please note' section stating that account creation is only for those with a current or previous license. A final note mentions that first-time applicants should use a specific link to submit an initial application.

Step 2: Click 'Event Report'.



Step 3: Ticket Sales

- Answer contracted/paid show question.
- If 'Was this a contracted/paid show?' is 'No' then enter the Ticket Sales details and click 'Save and Continue'.

Event Report

License Number: 170662 | License Type: Wrestling Promoter | Show Date and Time: 4/2/2025, 05:00 PM | Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40001

Ticket Sales | Contestant Details

Was this a contracted/paid show (i.e. Fair, Festival etc.):? Yes No

Please provide additional comments

Ticket Types	Number of Tickets	Price	Amount
Advanced Ticket Sales	25	\$7.50	\$187.50
Door Ticket Sales	100	\$9.50	\$950.00
Kids Ticket Sales	0	\$0.00	\$0.00
Other Ticket Sales	0	\$0.00	\$0.00
Complimentary Tickets	0	\$0.00	\$0.00
			Total Ticket Sales Amount = \$1137.50
			Tax = (5%)
			Total Tax Due = \$56.88

- If 'Was this a contracted/paid show?' is 'Yes' then enter the amount paid, upload the contract document and click 'Save and Continue'

License Number: 170662 | License Type: Wrestling Promoter | Show Date and Time: 3/31/2025, 10:10 AM | Location Name and Address: Henry Ford, 90 Street Smart Road, Canada, Kentucky 41519

Ticket Sales

Was this a contracted/paid show (i.e. Fair, Festival etc.):? Yes No

Enter the amount paid for show: | Tax = (5%) | Total amount due: \$172.84

The Contract Document needs to be uploaded to submit the event report.
Acceptable file types are: .msg, .pdf, .xlsx, .xls, .csv, .jpg, .jpeg, .doc, .docx, .png, .bat

Contract Documents Upload

Select files

Contract_Document.pdf

Action	Name	Action
No records available.		

Note: If you are a wrestling promoter, the Contestant and Participants details need to be provided. Skip steps 4 and 5 if you are not a wrestling promoter.

Step 4: Contestant Details

- If the number of contestants is more than 20, using the drop down select the appropriate number.

Event Report

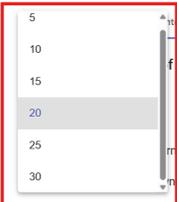
License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Contestant Details

Please list the names of all contestants and their KYBWC License #, in the order they competed, along with the results of the contest.

On entering contestants' information, click 'Save and Continue' if you need to add more contestant rows. If you fail to do it, you will lose all the details entered.

You can click on the dropdown to increase the number of contestant rows if needed.



- Enter the contestant's information, click 'Save and Continue'

Event Report

License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Ticket Sales Contestant Details

Please list the names of all contestants and their KYBWC License #, in the order they competed, along with the results of the contest.

20

On entering contestants' information, click 'Save and Continue' if you need to add more contestant rows. If you fail to do it, you will lose all the details entered.

You can click on the dropdown to increase the number of contestant rows if needed.

[Save and Continue](#)

Row Number	Contestant Name	License #	V	Opponent Name	License #	Result of Contest
1	John Doe	12345	V	John Smith	67890	John Doe
2			V			
3			V			

Step 5: Participant Details

- If the number of participants is more than 20, use the drop down to select the appropriate number.

Event Report

License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Contestant Details Participant Details

Please list all other participants, including their license # and classification (such as judge, trainer, manager, referee, timekeeper, second, physician, or event staff).

On entering participants' information, click 'Save and Continue' if you need to add more participant rows. If you fail to do it, you will lose all the details entered.

You can click on the dropdown to increase the number of participant rows if needed.

[Save and Continue](#)

Row Number	Name	License #	Classification
1			

- Enter the participant's information and click 'Save and Continue'.

Event Report

License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Ticket Sales Contestant Details Participants Details

Please list the names of all other participants, including their license # and classification (such as judge, trainer, manager, referee, timekeeper, second, physician, or event staff).

20

On entering participants' information, click 'Save and Continue' if you need to add more participant rows. If you fail to do it, you will lose all the details entered.
You can click on the dropdown to increase the number of participant rows if needed.

Save and Continue

Row Number	Name	License #	Classification
1	John Junior	54321	Trainer
2			

Step 6: Attestation

Answer the injuries question.

Enter signature.

Check 'I agree' check box and click 'Submit'

Event Report

License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Ticket Sales Contestant Details Participants Details Attestation

Did any injuries occur to any person in attendance, including contestants? * Yes No

Attestation

Signature: Eric Carle Date: 4/4/2025

I certify under penalty of perjury that the above is a true and complete return.

I agree

Submit

Step 7: Invoice

Click Checkout/Complete Order

Event Report

License Number: 179662 License Type: Wrestling Promoter Show Date and Time: 4/2/2025, 05:00 PM Location Name and Address: Pelican, 123 west avenue, Frankfort, Kentucky 40601

Ticket Sales Contestant Details Participants Details Attestation Invoice

Description	Amount
Total Ticket Sales Amount	\$1,137.50
Total Tax Due	\$56.88

Checkout/Complete Order **Cancel Order**

Step 8: Payment

- Select Payment Type

Kentucky Boxing & Wrestling Commission

Select Payment Type



ACH / ELECTRONIC CHECK



CREDIT CARD

Summary

Event Tax	\$56.88
Item Price: \$56.88	
Quantity: 1	

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[Policies](#) [Security](#) [Disclaimer](#) [Accessibility](#)

TEAM KENTUCKY

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- Enter payment details, Click 'Next'

Kentucky Boxing & Wrestling Commission

Select Payment Type



ACH / ELECTRONIC CHECK



CREDIT CARD

Summary

Event Tax	\$56.88
Item Price: \$56.88	
Quantity: 1	
Sub Total	\$56.88
Total	\$56.88

Card Details

Card Number (required)

Expiration Date (required) 01 2025

Security Code (required)

[Help](#)



Cardholder Details

Name (required)

Country (required) United States

Address Line 1 (required)

Address Line 2

City (required)

State (required) KY

Zip Code (required)

NEXT

- Click 'Pay Now'

Kentucky Boxing & Wrestling Commission

Visa Card Details [EDIT](#)

Card Number ***** [REDACTED] Expiration Date 6/2025

Cardholder Details [EDIT](#)

Eric Carle
100 East Street
[REDACTED] United States

PAY NOW

[Cancel and return to Kentucky Boxing & Wrestling Commission](#)

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TEAM KENTUCKY

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Summary	
Event Tax	\$56.88
Item Price: \$56.88	
Quantity: 1	
Sub Total	\$56.88
Total	\$56.88

Step 9: Transaction Details

Invoice can be printed by clicking on 'Print Copy of Invoice'.

To go back to the account home page, click 'Home' or 'Go Home'.

[Home](#) [Transaction History](#) [User Profile](#) [Logout](#)

Transaction / Order Information

Your order has been processed.

Transaction Details

Transaction Status: Complete
Transaction/Order Number: 74238476
Transaction Date: 04/04/2025

Payment Summary

Description	Quantity	Amount
Event Report	1	\$56.88

Total Charged: \$56.88

[Print Copy Of Invoice](#) [Go Home](#)

Step 10: Check Email

Check your personal email address that you provided during the license application submission to view:

○ The payment transaction email and

Your Recent Online Transaction with Kentucky Boxing and Wrestling Commission



Dear Eric Carle,

Thank you for your recent online transaction with the KY Boxing and Wrestling Commission.

Below are the details of your transaction:

KBWC Transaction ID: 184

Transaction Details

.....

Transaction/Order Number: 74238476

Transaction Date: 04/04/2025

Payment Method: Visa Ending with 1111

Account Holder Information

.....

Name: Eric Carle

Address: 100 East Street, Canada, KY, 41519

Item(s) Checked Out are:

.....

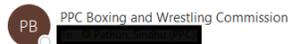
Description	Quantity	Amount
Event Tax	1	\$56.88

Total Amount Charged/Debited to your credit card or checking account: \$56.88

If you should have any questions or problems regarding this transaction, please contact the Kentucky Boxing and Wrestling Commission for assistance at kbwc@kv.gov

○ Event report is under review email

Event Report submitted on 04/04/2025 for event held on 04/02/2025 05:00 PM is under review



Dear Eric Carle,

The Kentucky Boxing and Wrestling Commission received your Event Report on 04/04/2025 for the Wrestling - Pro/Am event held on 04/02/2025 05:00 PM at Pelican, 123 west avenue, Frankfort, KY 40601.

Your Event Report is under review.

If you have any questions or problems regarding this application, please contact our help desk for assistance at (502)564-0085, Monday - Friday, 8:00 a.m. until 4:30 p.m., EST or kbwc@ky.gov via email.

Kind Regards,
Kentucky Boxing and Wrestling Commission