ISIS (Integrated Sport Information System)

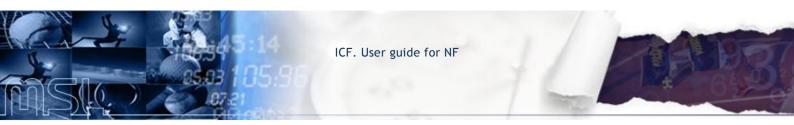
International Canoe Federation (ICF)

User Guide



GBR

Versión 2.0 29/03/2012



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VERSION	DATE	COMMENTS
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The present document is a quick-reference guide that describes the functions that can be carried out by the user, according to a particular level of authorization. It primarily deals with event registration.

USERS

National Federation (NF): The control is restricted to the area of each Federation. The NF only will be able to modify or to create information relative to his NF but it will be able to consult the information of another NF as well as also see athletes, ITO and other persons different from his NF.

In order to properly access the system, please follow the steps below:

Steps:

- > 1.- Enter the URL: <u>http://isis.msl.es/icf/main.jsp</u>
- > 2.- Enter the user ID and the password

Username Password	
OK	8

If you have forgotten the password, please click on the icon as showed above. The following window will appear on your screen.

Forgot you	r password?
E-mail	
Your nev	v key of access will be sent to your e-mail

You will be able to access the system, once you have entered the correct user and password. Your username details will then appear on the top right side of the main screen.



- > Federation management
 - Structure Management
 - Continental Association
 - National Federation
 - People Management
 - Athletes
 - ITO
 - Other Persons
- > Competitions
 - Calendar
 - o Online Entries
 - Pre Accreditations



1. Federation Management:

1.1. Structure Management

1.1.1. CONTINENTAL ASSOCIATION:

When do you click on Continental Associations, you will be able to consult the information of the different ones Continental Associations doing double click on the register of the Continental Associations that you wish or on the gif of 'Edit'. Only you will be able to see his information without being able to modify any of them.

Federation Management	Continental Associations				
Federation Management					
Continental Association	Find Continental Association				
Rational Federation	Name	Acronym	Webpage	E-mail	
eople Management	Asian Canoe Confederation	ASI			
Athletes	Confederation Africaine de Canoe	AFR			2
- 🚨 I.T.O.	European Canoe Association	EUR			
& Others Persons	Oceania Canoe Association	OCE			
	Pan American Canoe Federation	PAN			
		Sa chan	10		Dimbuing t Ee
	Page 1 of 1	詅 Show	10 🔽 items 👫	_	Displaying 1 - 5 o
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eration Management Continents ederation Management Structure Management Continental Association	al Associations 😂 🌈 Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe	×			Displaying 1 - 5 o
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eration Management Continents gistructure Management Continental Association People Management Athletes I T.O.	al Associations Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe E-mail: Webpage:	× .	Acronym:		Displaying 1 - 5 o
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eration Management Continent: Structure Management Continent: Continent Association People Management Artheles T. O. So Others Persons Observation	al Associations Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe E-mail: Webpage: President: Mr Joao COSTA ALEGRE (Sao Tor General Secretary: Mr Seif PATWA (Kenya) ons:	me & Principe)	Acronym:		Displaying 1 - 5 oʻ
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eration Management Continent: Structure Management Continent: Continent Association People Management Artheles T. O. So Others Persons Observation	al Associations Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe E-mail: Webpage: President: Mr Joao COSTA ALEGRE (Sao Tor General Secretary: Mr Seif PATWA (Kenya) ons:	me & Principe)	Acronym:		Displaying 1 - 5 oʻ
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Eddon Management Continents Structure Management Continent Association & tational Pederation Scopie Management Anteles Tr.O. Others Persons Observabi	al Associations Confederation Africaine de Canoe I Associations Name: Confederation Africaine de Canoe E-mail: Webpage: President: Mr Joao COSTA ALEGRE (Sao Tor General Secretary: Mr Self PATWA (Kenya) ons: B Z II A A A A I I I I I I I I I I I I I	me & Principe)	Acronym:		Displaying 1 - 5 o
eration Management Continent: Structure Management Continent: Structure Management Continent Association Fistional Federation Seropie Management Athletes Tr.O. Others Persons Observation	al Associations Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe E-mail: Webpage: President: Mr Joao COSTA ALEGRE (Sao Tor General Secretary: Mr Self PATWA (Kenya) ons: B Z II A A A A E E I E I Telephones Image Hess	me & Principe)	Acronym:		Displaying 1 - 5 o
eration Management Continent: Structure Management Continent: Structure Management Continent Association Fistional Federation Seropie Management Athletes Tr.O. Others Persons Observation	al Associations Confederation Africaine de Canoe al Associations Name: Confederation Africaine de Canoe E-mail: Webpage: President: Mr Joao COSTA ALEGRE (Sao Tor General Secretary: Mr Self PATWA (Kenya) ons: B Z II A A A A E E E E E Telephones Image Hess	me & Principe)	Acronym: AFR		Displaying 1 - 5 o



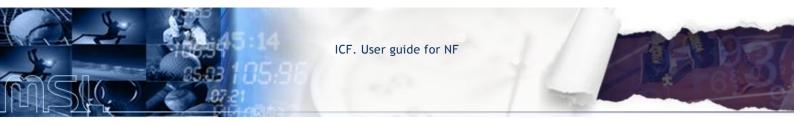
1.1.2. NATIONAL FEDERATION:

When do you click on National Federations, you can search a specific NF by using the filters on the top area. The result of the search will appear in the called area 'Found National Federation'.

🔲 Federation Management 🛛 🗧								
Federation Management G Structure Management	Search National Fe	Search National Federation						
Continental Association	Name:	Continental Association:	National Federation:					
Rational Federation		European Canoe Association 🐣	ANDORRA					
Comple Management Complete Management Complete Athletes Complete Athlete Complete Athlete Complete Athletee			Searc					
28 Others Persons	I Found National	l Federation						
	Name	Full Name	Continental Association					
	Andorra	Andorra Canoeing Federation	European Canoe Association					

You will be able to consult the information of other NF doing double click on the register of the Continental Associations that you wish or on the gif of 'Edit' but it will not be able to modify his information (when you are in a NF different from yours there will not appear the button OK disabling this way any change that it was possible to do on his information).

🛛 Federation Management 🛛 🗧	National Federation			
Federation Management Grade Structure Management	Name*:	Andorra		
C Continental Association	Short Name*:	AND		
🖃 😁 People Management	Full Name*:	Andorra Canoeing Federation		
Athletes	Webpage:			
& Others Persons	Continental Association*:	European Canoe Association	~	
	Country*: ANDORRA			
	🛞 New address			
	Address ty Address	2nd Address Cit	y Zip code C	ountry



A NF will be able to see and to modify his data through the different fields and tabs: Address, Telephones, Emails, President and General Secretary.

2	G France ×					
🧮 Federation Management 🛛 🧧	National Federation					
Federation Management	Country:	France				
Structure Management National Federation	Short Name:	FRA				
People Management Athletes	Full Name:	Fédération Française de	Canoe Kayak FFCK			
- 🛃 I.T.O.	Webpage:					
others Persons	Continental Association:	European Canoe Assoc	iation	~		
	Address Telephones	Emails President Ger	neral Secretary		_	
	Address type Address	2nd Address	City	Zip code	Country	
			ОК			

The fields are:

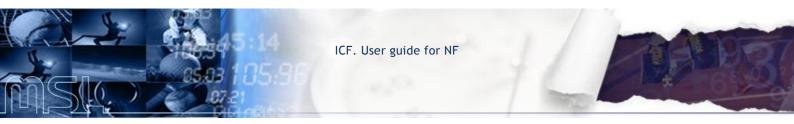
- Country
- Short Name
- Full Name
- Webpage
- Continental Association

The address can be added or edited by clicking on the button wardress button. You can add information by double-clicking on the relevant box, e.g. Address type, Address, 2nd Address, City, Zip code and Country. It is possible to insert the **telephone**, by clicking on the New Telephone button, which will allow you to fill in the fields Phone Type, Country Prefix and Number, just by clicking on their relevant boxes.

1.2. People Management

ATHLETES: 1.2.1.

You can either search a specific athlete by using the filters on the top area or create a new athlete belonging to your NF by clicking on the "New Athlete" button. Also you can consult the information of athletes who do not belong to your NF though you will not be able to modify his information. (When the screen shows $\frac{1}{Page \mid 8}$



information of an athlete foreign to your NF, there will not appear the button OK disabling this way any change that it was possible to do on his information).

.	🚨 Internatio	nal Technical Official 🙁 🛃	Athletes ×					
📰 Federation Management 🛛 🔄	Athletes							
🖃 🔂 Federation Management	Search 😨 🗖							
Gructure Management Gructure Management Gructure Management Formation Formation	Family Nar	me:	First Name:	ICF Number:		Gender:	Discipline:	~
🖃 😋 People Management	Continent	al Association:	National Federat	tion:				
Athletes	Europear	Canoe Association	FRANCE		~			
& Others Persons								Search
		2			~			S. New Athlete
	ICF Number	Family Name	First Name	Gender	Date of	birth	Country	
	{< -< Pa	ge <mark>1</mark> of 1 下 🕂 👻	Show 10 😽 i	tems 🕌				No topics to display

The search can be filtered by:

- Family Name
- First Name
- Id. Doc
- Gender
- Discipline
- Continental Associations (the relevant NF will be shown by default)
 - National Federation (the relevant NF will be shown by default)

The following screen will appear either when clicking on an already existing athlete entry or when creating a new athlete by clicking on the **New Athlete** button, in which case the fields will appear empty and you will have to fill in them with the relevant information (the fields marked in red are mandatory).

📑 Federation Management 🛛 🗧	Athletes						
Federation Management G G Structure Management C Continental Association	Family Name*:			First Name*:	Gender*:		
Contential Association	рното		Id.Doc.*:	Date of expiration:	Date of birth*:		
	Nationality*: Continental Asso European Cano Address Tel Athlete Da Weight:	colation*: e Association v ephones Image M ata Di	E-mail: National Federation*: FRANCE tore information Biog iscipline vailable	vaphy Interests			
	Height: Right hande Left handed	I: CA	NOE SLALOM NOE FREESTYLE RACANOE FTING NOE MARATHON NOE POLO NOE SPRINT				

The information can be completed by going through the following tabs: Address, Telephones, Image, More Information, Biography and Interests. (E.g. you will be able to add new addresses or telephones just by clicking on the Will warderss and Will New Telephone buttons).

Address Te	lephones	Image	More information	Biography	Interests	
💮 New address						
Address type	Address	S 🔺	City	(Zip code	Country
WORK						
HOME	1					
GENERIC						
OTHER						

Once you have clicked on the new address button, the 'Address type' field will be enabled, which will allow you to choose among four options



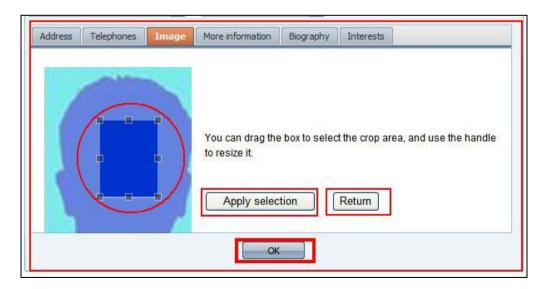


(Work, Home, Generic and Other). The other fields within the Address tab (Address, City, Zip code and Country) can be completed by doubleclicking on them. In order to delete an entry, right-click on the relevant entry and left-click on the 'X' Delete message.

Image. The system allows you to upload photos from your computer. The photo can be searched by clicking on the "Browse" icon.

Address Telephones Image	More information	Biography	Interests	
File:	7			
Browse Check that file extension is GIF, JPC	a or PNG			
File maximum size 512 KB				
	OK			

Once you have decided which photo to be uploaded, the system will allow you to select the desired area by dragging the box over the image, which size can also be modified by using the edges. Finally, in order to save the chosen picture, please click on the "Apply selection" button and click on the **OK** button to save changes. If you want to choose another photo or return to the previous screen without saving the changes, please click on the "Return" button.



It is possible to edit or delete the photo by right-clicking on the picture and selecting the relevant option.





More Information: This tab is divided in two windows. The window on the left side contains the available disciplines that you can assign to the relevant athlete. The window on the right contains the disciplines, which have been assigned to the athlete and can be removed by double clicking on them or using the buttons in the middle column:

This button allows you to place any selected discipline assigned to the athlete (right window) at the top of the list.

This button allows you to move up on the list any selected discipline to the correct position, among those which have already been assigned to the athlete (right window).

This button allows you to add new disciplines on the right window, from the available ones (left window) assigning them to the selected athlete.

This button allows, after selecting a discipline already assigned to the athlete (right window), to move it back to the left windows, returning it to the "available" status (left window) and removing it from the athlete assignment.

This button allows you to move down on the list any selected discipline to the correct position, among those which have been already assigned to the athlete.

This button allows you to put at the bottom of the list, any selected discipline assigned to the athlete (window of the right).

Delete athlete: in order to delete an already existing athlete, please run the search by using the relevant filters. Then right-click on the desired entry and left-click on the 'X' on the 'Delete message '. You can also directly click on the red X icon. A confirmation window will appear,



asking you to confirm that you wish to "**Delete person**". You will see the two options: '**Yes'** and '**No'**. Clicking on the 'Yes' will allow you to delete the selected license.

Federation Management	Athletes						
Federation Management	Search						5
 Structure Management National Federation People Management 	Family Nan	ne:	First Name:	ICF Number:	Gender:	Discipline:	~
La Athletes	Continent	al Association:	National Federation	1:			
I.T.O. Stepsons	European	Canoe Association	FRANCE		*		
							Search
		N.					Rew Athle
	ICF Number	Family Name	First Name	Gender	Date of birth	Country	
	35030	ALAN	PARDO	MAN	01/01/1989		
						🗙 Delete	
						X Delete	
	î≮ ≮ Pag	ge 1 of 1 👌 👌 🎼	Show 10 v item	16 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10			Displaying 1 - 1 of
	j∢ ≮ Pag	ge 1 of 1		15 15			Displaying 1 - 1 of

If you try to delete an athlete who is inscribed in a competition, an error message will appear, and you will not be allowed to carry out the operation: "This person has associated data".

Error	
This person has associated da	ata

1.2.2. **I.T.O:**

You can filter your search by 'Other Persons' or create a new Internacional Technical Official belonging to your NF. This section is managed in the same way as the 'Athletes' section.



	🔒 International Technical Official 👂	۲	
🔲 Federation Management 🛛 🔄	International Technical Official		
E G Federation Management	Search		R 🖬
Structure Management Continental Association National Federation	Family Name:	First Name: ICF Number:	Gender: Discipline:
People Management Athletes	Continental Association:	National Federation:	Year: Championship:
Sthers Persons			Search
	ICF Number Family Name	First Name Gender Dat	e of birth Country
	Page <mark>1</mark> of 1	Show 10 🖂 items 👫	No topics to display

Some fields and also the name of some tabs may differ from the athlete section but the basics of the process are similar.

Federation Management 🛛 🗧	International	Technical	Official	1			
Federation Management		Family Name:					Gender*:
Structure Management Continental Association Mational Federation People Management Athletes Athletes	рното	Id.Doc. T Birth city:	~	Id.Doc.*:		Date of expiration	Date of birth*:
& Others Persons						2	
	Nationality*:			E-mail:			
	-		~				
	Continental Ass - Address Te		Image	National Fede	Competitions		
	Discipline		Dat	te or examination			
	CANOE SLALO	м					
	CANOE FREEST	TYLE					
	PARACANOE						
	RAFTING						
	CANOE MARAT	HON					
	CANOE POLO						
	CANOE SPRINT						
		Alfe (100				
	DRAGON BOAT						

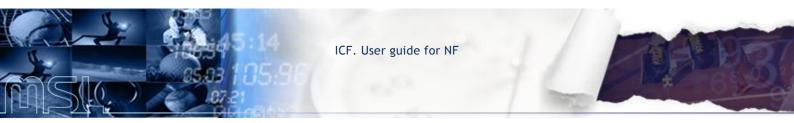
1.2.3. OTHER PERSON:

You can filter your search by 'Other Persons' or create a new person belonging to your NF. This section is managed in the same way as the 'Athletes' section.

🧮 Federation Management 🛛 🔄	Others Per	sons					1
E Green Federation Management	Search						25
Gructure Management Mational Federation Gruppe Management	Family Nam	ne:	First Name:	ICF Number:	Gender:	Discipline:	~
Athletes	Contraction of the	al Association:	National Federation	n:			
S Others Persons	European	Canoe Association	FRANCE		~		
							Search
		_				_	🧸 New Person
	ICF Number	Family Name	First Name	Gender	Date of birth	Country	
	14 K Pag	je <mark>1 of 1 🕨 🕅 🍣</mark>	Show 10 🔽 iter	ns 📙		٦	lo topics to display

Some fields and also the name of some tabs may differ from the athlete and I.T.O section, but the basics of the process are similar.

Federation Management	Others Person	15			
Federation Management	Family Name:			First Name:	Gender*:
Structure Management Fational Federation People Management Athletes LT.O.	рното	Id.Doc. Type:	Id.Doc.*:	Date of expiration	
& Others Persons		Birth City:		country.	
	Nationality*:		E-mail:		
	Continental Ass European Cano	ociation*:	National Federation*:	Person Function:	×
	New address				
	Address type	Address	City	Zip code	Country



2. Competitions:

The section competitions will have three subsections: Calendar, Online Entries and Pre Accreditations.



2.1. Calendar:

Once the user accedes from Competitions tab, the following screen appears when you do click on calendar. You can filter your search by Competitions. The search result will appear in the "Competitions found" area. A NF will be able to consult all the competitions of the calendar but it will not be able to modify any of them.





ternational Canoe ederation					<	Username:		tal Associal Federation:		ean Canoe Association	n
	~	Competitions ×									
Federation Management	Ŧ	Competitions									
Competitions	-	Search Competitions								1	
Competitions		Name:	Competition Type	:	Year: 2012	Status:		Discipline:		~	
Online Entries		Start Date:	End Date:								
		2								Search	
		E Competitions found									
									C Nev	w Competition	
		Name	Discipline	Type of Event	National Federation	Organising Com	Country	Start Date	End Date		
		2012 AUSTRALIAN CANOE SLALOM	CANOE SLALOM	ICF Ranking Event	AUSTRIA	2012 Oceania C		10/02/20	12/02/20		
		2012 CANOE SLALOM NEW ZEALAN	CANOE SLALOM	ICF Ranking Event	NEW ZEALAND			28/01/20	29/01/20		
		2012 CANOE SLALOM PAN AMERICA	CANOE SLALOM	ICF Ranking Event	BRAZIL		BRAZIL	09/03/20	11/03/20	2	
		2012 ICF CANOE FREESTYLE WORLD	CANOE FREEST	ICF World Cup	UNITED STATES		UNITED STATES	24/08/20	26/08/20		
		2012 ICF CANOE FREESTYLE WORLD	CANOE FREEST	ICF World Cup	UNITED STATES		UNITED STATES	31/08/20	02/03/20		
		2012 ICF CANOE FREESTYLE WORLD	CANOE FREEST	ICF World Cup	UNITED STATES		UNITED STATES	07/09/20	09/09/20		
		2012 ICF CANOE MARATHON WORL	CANOE MARATH	ICF World Champ	ITALY		ITALY	21/09/20	23/09/20		
		2012 ICF CANOE POLO WORLD CHA	CANOE POLO	ICF World Champ	POLAND		POLAND	05/09/20	09/09/20		
		2012 ICF CANOE SLALOM WORLD C	CANOE SLALOM	ICF World Cup	GREAT BRITAIN		UNITED KINGD	08/06/20	10/06/20		
		2012 ICF CANOE SLALOM WORLD C	CANOE SLALOM	ICF World Cup	FRANCE		FRANCE	15/06/20	17/03/20		
		14 - 4 Page 1 of 4 🕨 🔰 🤗	Show 10 💉 items	H					Displaying	g 1 - 10 of 32	

Filters allow the user to filters all the data in the system, according to his needs.

Competitions ×			
Competitions			
Search Competitions		2	
Name:	Discipline:	Year: Status:	
Competition Type:	Start Date:	End Date:	
		Search	

Different combos, help find the most suitable combination, to obtain only really useful data.

Here are the filters that can be used:

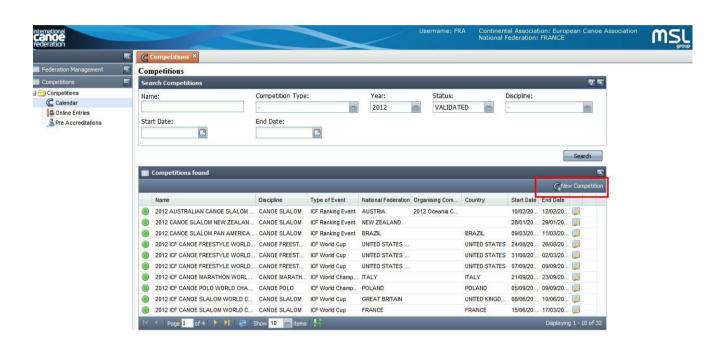
- Name: it is possible to look for and event, introducing the name of it, or part of its name.
- Discipline: it allows finding an event, filtering for the discipline of the event.
- Year: with this filter, the user can decide which year he wants to search the events in.
- Status: every time a new event is created, is has a status. With this filter, the user can decide which events, among those created with different status, he wants to check.
- Competition Type: according to ICF requests, this filter allows to choose among the type of event that the federation authorizes for the championship.



• Start and End date: These two fields give the possibility to select the championship filtering by the day the period in which the Championship will be held.

Creating a new competition

In order to create a "New Competition" the user has a button on the screen.



Through this he can create a new competition with all the information needed.

Federation Management	Competitions			
Competitions	Ame:			
Competitions	Event Location:		Country:	
Calendar			-	~
Conline Entries	National Federation:	Type of Event:	III Age Group	
	FRANCE	-	U21	
	Discipline:	Level of Event:	U23	
	Discipline:	Level of Event:	JUNIOR	
			SENIOR	
	Status:		MASTER	
	Competition Dates	Contact Data		
	Start Date:	Contact Name: Address:		<
	Start Date: End Date: Year:	Contact Name: Address: Phone:		
	Start Date:	Contact Name: Address: Phone: mobile:	Fi	BX:
	Start Date:	Contact Name: Address: Phone: mobile:	Fi	×.





The user will have to fill all the red fields (for they are mandatory) and introduce the proper information.

Events

Once saved all the championship data, the user would be able to add the events for the competition on the other screen. It is possible to add events to it through the button "New Event".

Name: Event Location:	****		1
Evene Eocadon.		Country:	000000000000000000000000000000000000000
		country.	~
National Federation:	Type of Event:	🔳 Age Group	
FRANCE	-	U21	
Discipline:	Level of Event:	U23	100
	-	JUNIOR	[1]
		SENIOR	0
Status:		MASTER	0
Page 1 of 1	🤃 Show 10 😽 items	_	
	FRANCE	FRANCE Image: Championship data Level of Event: Image: Championship data Events Image: Championship data Events	FRANCE Wat XOP OUDP Discipline: U21 Status: Wat XOP OUDP Status: MASTER Championship data Events Wext Event Birth date from Event Age Level Gender Distance Birth date from Birth date to Max. Entries pe Event Nr

This will open a new screen in order to introduce all the event data and define the most important features like kind of boats, age level, gender, and limit the range of the birth date e number of entries.

stance:	Age Level*: SENIOR Gender*:
Participants Age Rang	
Birth date from*:	31/12/1914
Birth date to*:	01/01/1998
Max Number of entrie	5
Max. Entries per Compe	tition:
Max. Entring for ME*1	
Max. Entries per Compe Max. Entries for NF*:	



Once the competitions are created it will have the "**requested**" status, which means that before that competition will be available for calendar of ICF, it shall have to be validated by ICF (Chairman). The information of the competition, once validated, already will not be able to be modified by the NF. ICF also will be able to decline the requested competition by NF. In this case, the competition will not be added to the calendar of the ICF.

When the Chairman validates or rejects our competition, we will receive an e-mail with ICF's decision.

We can know the status of a competition across the section of calendar for the color of the circle that appears before the column that contains the name of the competition: green (validated), yellow (requested) and red (declined).

						GNew	Compe
Name	Discipline	Type of Event	National Federation Organising Com	Country	Start Date	End Date	
2012 ICF CANOE SLALOM WORLD C	CANOE SLALOM	ICF World Cup	SPAIN	SPAIN	22/06/20	24/06/20	
2012 ICF CANOE SLALOM WORLD C	CANOE SLALOM	ICF World Cup	CZECH REPUBLIC	CZECH REPUB	24/08/20	26/08/20	
2012 ICF CANOE SLALOM WORLD C	CANOE SLALOM	ICF World Cup	SLOVAKIA	SLOVAKIA	31/08/20	02/09/20	
2012 ICF CANOE SPRINT WORLD CUP	CANOE SPRINT	ICF World Cup	POLAND	POLAND	18/05/20	20/05/20	
2012 ICF CANOE SPRINT WORLD CUP	CANOE SPRINT	ICF World Cup	GERMANY	GERMANY	25/05/20	27/05/20	
2012 ICF CANOE SPRINT WORLD CUP	CANOE SPRINT	ICF World Cup	RUSSIA	RUSSIA	01/06/20	03/06/20	
2012 ICF DRAGON BOAT WORLD CH	DRAGON BOAT	ICF World Champ	ITALY	TALY	30/08/20	02/09/20	
2012 ICF PARACANOE WORLD CHA	CANOE SPRINT	ICF World Champ	POLAND	POLAND	16/05/20	17/05/20	
2012 ICF RANKING CANOE SLALOM	CANOE SLALOM	ICF Ranking Event	GERMANY	GERMANY	30/03/20	01/04/20	
2012 ICF WILDWATER CANOEING W	WILDWATER CA	ICF World Champ	FRANCE	FRANCE	26/06/20	01/07/20	

Excel files

Excel files can be obtained by selecting the desired data with the filters and then press the correct button.

							New C	ompetit
lame	Discipline	Type of Event	National Fed	Organising	Country	Sta	End	
2012 AUSTRALIAN CANO	CANOE SL	ICF Ranking	AUSTRIA	2012 Ocean		10/	12/	
2012 CANOE SLALOM NE	CANOE SL	ICF Ranking	NEW ZEAL			28/	29/	N
2012 CANOE SLALOM PA	CANOE SL	ICF Ranking	BRAZIL		BRAZIL	09/	11/	2
2012 ICF CANOE FREEST	CANOE FRE	ICF World Cup	UNITED STA		UNITED STA	24/	26/	🔊 🏹
2012 ICF CANOE FREEST	CANOE FRE	ICF World Cup	UNITED STA		UNITED STA	31/	02/	N
2012 ICF CANOE FREEST	CANOE FRE	ICF World Cup	UNITED STA		UNITED STA	07/	09/	N
2012 ICF CANOE MARATH	CANOE MA	ICF World C	ITALY		ITALY	21/	23/	N
2012 ICF CANOE POLO W	CANOE POLO	ICF World C	POLAND		POLAND	05/	09/	
2012 ICF CANOE SLALOM	CANOE SL	ICF World Cup	GREAT BRI		UNITED KIN	08/	10/	N
2012 ICF CANOE SLALOM	CANOE SL	ICF World Cup	FRANCE		FRANCE	15/	17/	





This will allow obtaining an Excel with the desired fields and elements.

A	В	C	D	E	F	G	Н		J	
Name	Activity Type	Level of Event	Discipline	Type of Event	Start Date	End Date	Year	Start Date	End Date	Er
2012 ICF RANKING CANOE SLALOM MARKKLEEBE	Championship	ICF RANKING	CANOE SLALOM	ICF Ranking Event	30/03/2012	01/04/2012	2012	05/03/2012	21/03/2012	
2012 ICF PARACANOE WORLD CHAMPIONSHIPS &	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Championships	16/05/2012	17/05/2012	2012	05/03/2012	27/04/2012	
2012 ICF CANOE SPRINT WORLD CUP RACE 1	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Cup	18/05/2012	20/05/2012	2012	05/03/2012	27/04/2012	
2012 ICF CANOE SPRINT WORLD CUP RACE 2	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Cup	25/05/2012	27/05/2012	2012			
ANALAS ANNAS ADDRESSADALA AND AVAS A	and the set		A LUGE OF BUT	Log Mr. Line .			60.00			

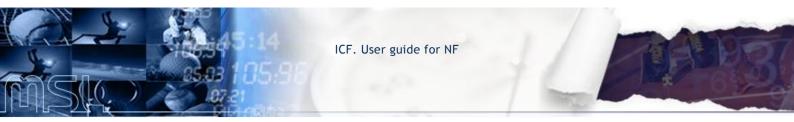
If previously agreed, columns of the Excel can be chosen and organized in order to better suit the information needs of the user.

2.2. Online Entries:

You can filter your search by Competitions. The search result will appear in the "Competitions found" area. We can know if the period for entries to a competition is opened or closed by the color of the circle that appears before the column that contains the name of the competition: green (open) and red (close).

petitions		Compatibles Topol		Dissisting		Mara	22
Impetitions	Name:	Competition Type:	(cite)	Discipline:		Year	
Calendar		a	*	3		201	.2
Online Entries	Competition with op	en period for entries					
Pre Accreditations							
							Sea
	11	r					
	Competitions found	Ì	_	_	_	_	
	Name		Discipline		Start Entry	Date Entry T	0
	2012 AUSTRALIAN	CANOE SLALOM OPEN	CANOE S	LALOM	01/01/2012	25/01/2012	15
	2012 CANOE SLALC	DM NEW ZEALAND OPEN	CANOE SLALOM		01/01/2012	15/01/2012	
	2012 CANOE SLALO	M PAN AMERICAN CHAMPIONSHIPS	CANOE S	LALOM	01/03/2012	02/03/2012	L
	2012 ICF CANOE FR	EESTYLE WORLD CUP 1	CANOE F	REESTYLE			
	2012 ICF CANOE FR	EESTYLE WORLD CUP 2	CANOE F	REESTYLE			
	2012 ICF CANOE FR	EESTYLE WORLD CUP 3	CANOE F	REESTYLE			13
	2012 ICF CANOE MA	RATHON WORLD CHAMPIONSHIPS	CANOE M	ARATHON			E
	2012 ICF CANOE PO	LO WORLD CHAMPIONSHIPS	CANOE P	OLO			
	2012 ICF CANOE SL	ALOM WORLD CUP RACE 1	CANOE S	LALOM			13
	2012 ICF CANOE SL	ALOM WORLD CUP RACE 2	CANOE S	LALOM			15

On this screen "Competitions found", you can find the competition in which an athlete will be registered. (Before registering an athlete in a competition, he/she must be registered in the database.) Once you have located the competition, double-click on the registration form to enter the 'NF Entries'.



Federation Management	5ea	rch Competitions								4
Competitions	a Nam	ne:		Competition Type:		Discipline:		Ye	ear:	
Competitions				-	*	-		20	012	1
Calendar	1100					8				-
Conline Entries	C	Competition with ope	n period for	entries						
M FIE ACCIEULALIONS	02									_
								l	Sea	rch
	m	Competitions found								
		Name			Discipline	ŝ	Start Entry	Date Entry	To	
					and a second		Start Entry	Date Entry		
		2012 ICF CANOE SLA			CANOE S					
		2012 ICF CANOE SLA			CANOE S					
		2012 ICF CANOE SLA			CANOE S	79/670/02/2				1
		2012 ICF CANOE SLA	LOM WORLD	CUP RACE 5 (FINAL)	CANOE S	LALOM			12	
		2012 ICF CANOE SPR	INT WORLD C	UP RACE 1	CANOE S	PRINT	05/03/2012	27/04/2012	2	
		2012 ICF CANOE SPR	INT WORLD C	UP RACE 2	CANOE S	PRINT	Go	to entries	17	1
		2012 ICF CANOE SPR	INT WORLD C	UP RACE 3	CANOE S	PRINT		ort to PDF l	by 1	
	۲	2012 ICF DRAGON BO	DAT WORLD C	HAMPIONSHIPS	DRAGON	BOAT	Ever			1
		2012 ICF JUNIOR AND	U23 CANOE	SLALOM WORLD CHAMPIONS	CANOE S	LALOM	(i)		13	
		2012 ICF PARACANO	E WORLD CH	AMPIONSHIPS & OLYMPIC QU	CANOE S	PRINT	05/03/2012	27/04/2012	2 📘	-
		(particular)							_	_
		4 Page 2 of 4	🕨 🕅 😸	Show 10 😽 items				Displayin	q 11 - 7	20 (

The following window will appear on your screen when double-clicking on one of the competitions found (it will show the default NF).

R	Entries 🛱 💽 New National Federation Entries 🗙
📰 Federation Management 🛛 💽	NF Entries
Competitions	2012 OCEANIA CANOE SLALOM CONTINENTAL CHAMPIONSHIPS National Federation: FRANCE
Pre Accreditations	Name Boat Num. ▲ Boat order ■ C1 MEN SENIOR ■ C1 X3 MEN SENIOR ■ C2 MEN SENIOR ■ C1 X3 MEN SENIOR ■ C2 MEN SENIOR ■ C1 X3 MEN SENIOR ■ C2 MEN SENIOR ■ C1 X3 MEN SENIOR ■ C2 MEN SENIOR ■ C1 X3 MEN SENIOR

The athletes will be registered in their relevant event by clicking on the box that appears under the name of the event or also on the "Edit" icon. Once you click on one of buttons, the following window will appear on your screen:



AAA, AAA - 23232		
KOWALSKI, ADAM - 123123		
KOWALSKI, JAN - AE8989289	98398	
Boat Num. 3		
	×	

Athletes who fulfill the requirements to be inscribed in the competition will appear on this list. If no athlete appears on the list and we want to inscribe him/her, you can click on the 'New Athlete' button.

After inscribing an athlete, the screen will show as follows:

2012 OCEANIA CANO	E SLALOM CONTINENTAL	CHAMPIONSHIPS		
National Federation:	POLAND	×		
Events Name		Boat Num. 🔺	Boat order	1.1
C1 MEN SENIOR				

Podemos conocer si el periodo de inscripición para una competición está abierto o cerrado

2.3. Preaccreditations:

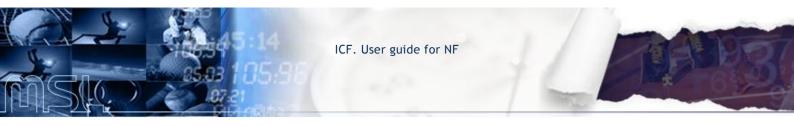
You can filter your search by Competitions. Once you have run you search, the system allows you to inscribe athletes in a specific competition.



	~	🥻 Pre-accreditatio	n ×							
Federation Management	Ŧ	Preaccreditations	5							
Competitions		Search Competition	ns							2
Competitions Calendar Online Entries Pre Accreditations Organising Commitees		Name:		Discipline:	v	Year: 2012	X	Competition		arch
		Competitions fo	ound		Discipline			Start Date	End Date	E
		-	NOF SLALOM CONT	INENTAL CHAMPIONSHI		ALOM		24/02/2012	26/02/2012	
		< ≺ Page <mark>1</mark> c	of 1 📔 🕴 🖁 🖑	Show 10 💎 items					Displaying :	1 - 1 of 1

The following screen will appear when double-clicking on the relevant competitions found entry, which you want to inscribe the athlete in or when you click on the right-side icon. You can filter your search by preaccreditated people (the athletes who have already been inscribed in a competition are automatically preaccreditated). You can add new preaccreditations by clicking on the "Add pre-accreditation" button.

ions IIII Pre-Accredited Persons in this Competition IIII Pre-Accredited Persons in this Competition				02 10100 0012000 0010	server and the server
mmilees	Family Na	me: F	irst Name:	Continental Association:	National Federation
mmitees				European Canoe Association	FRANCE
mmitees	is and the second se	68 - 23	8		6 752
mmitees	tations				
Pre-Accredited Persons in this Competition	Commitees				
	III Pre-A	ccredited Persons in	this Competition		
					Add 💮
Family Name First Name National Federation Category Function	Family Nar	ne First Name	National Federation	Category	Function



When searching for people to be preaccredited, you can filter by ID Number. The "Pre Accreditation Data" screen will show the person's details. Just click on the OK button to run the preaccreditation.

🝌 Add pre-accreditation-und	efined	
Search persons		
ID Number:	Search	
Pre Accreditation Data		
ID Number:	First Name:	Family Name:
Gender:	Date of birth:	Passport:
National Federation:	Category:	Function:
Date of arrival:	Date of departure:	
	OY.	