

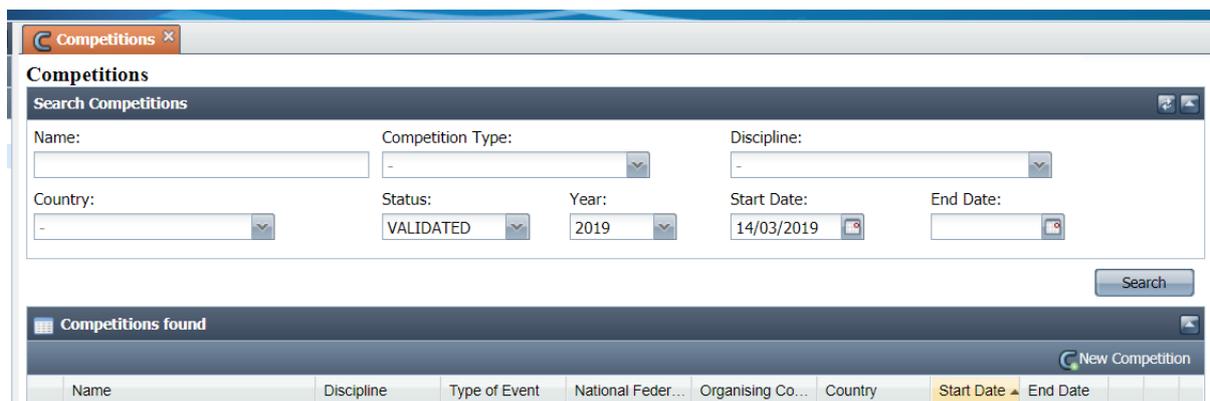
Adding a competition to the calendar Quick guide for National Federations

Log in to <https://icf.msl.es/icf/main.jsp> with your National Federation login

Choose competitions the calendar from the left menu



Check to ensure your competition is not already on the calendar. By default the calendar will show only validated competitions in the current year, after the current date. The search criteria can be modified if required, then click search again.



Name	Discipline	Type of Event	National Feder...	Organising Co...	Country	Start Date	End Date		
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If your competition is not on the calendar, click on the  button.

Competitions

Search Competitions

Name: Competition Type: Discipline:

Country: Status: Year: Start Date: End Date:

Search

Competitions found

New Competition

Name	Discipline	Type of Event	National Feder...	Organising Co...	Country	Start Date	End Date
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Please include as much information as possible, paying attention to the following specifications.

Competitions

Name*:

Event Location:

Country: National Federation*:

Type of Event*: Discipline*:

Status: ICF Number:

Organising Committees:

Age Group

- JUNIOR
- U21
- U23
- SENIOR
- MASTER

Championship data Events Web text Public forms

Competition Dates

Start Date: End Date: Year*:

Entries Dates

Numerical: Start Date: End Date:

Nominal: Start Date: End Date:

Pre Accreditation Dates

Start Date: End Date:

Contact Data

Contact Name:

Address:

Phone:

mobile:

Fax:

Email address:

Event Website:

OK

Name

Please ensure this includes the year and discipline.

Event location

Please keep this as simple as possible, eg the nearest town, avoiding any special characters such as letters with accents or apostrophes. This will form part of the website address for your competition when transferred to the calendar on canoecif.com

Country and national federation

These should match your NF

Type of event

Most competitions created by NFs will be “basic international event”, “continental championships” or “ranking race” if already approved by the relevant ICF committee. “Other” is reserved for competitions such as multi-sport events where canoeing is one discipline, eg Pan American Games. If you are not sure please contact sdp@canoeicf.com.

Discipline

Only one discipline can be selected per competition. If two disciplines will be held in the same competition, please create separate calendar items.

Status, ICF number and Organising Committee

These will be edited by the ICF. Note: the ICF number is required for results for canoe slalom ranking races. This can be seen by NFs once the competition is validated.

Age group

Specify the age groups for your competition (these should be only those age groups for which you will host specific events and award medals).

Competition dates

Add the start date, end date and year of the competition.

Entries dates

These should only be added for competitions where entries are collected in SDP (not available for competition types “basic international event” or “other”).

Numerical entries start and end dates should only be added if numerical entries specifically need to be collected.

Nominal entries end date must be added in accordance with the ICF rules.

Pre Accreditation dates should only be added for competitions where accreditation passes will be printed through SDP. End date should be the same as the nominal entries.

If you are requesting to collect entries through SDP please contact sdp@canoeicf.com to finalise the competition setup including events, organizing committee access, and accreditation setup.

Contact data

Please fill as much information as possible. This will all be displayed on the event page on the ICF website for this competition.

Competition validation process

Once a competition is created it will have the “**requested**” status, which means that it is awaiting validation by the relevant ICF Chair before appearing on the calendar. The details of the competition, once validated, will not be able to be modified by the NF. Competitions must be submitted prior to the deadline noted in the specific discipline rule book.

If the ICF Chair declines the requested competition, the competition will not be added to the ICF calendar.

The Chair may email the NF or competition organizer directly to request more information before approving a competition. When the Chair validates or rejects a competition, the NF will receive an e-mail with ICF's decision. This will be sent to all email addresses registered to that NF in the email addresses section of the National Federations area.

Approved competitions will appear on the calendar on the ICF website within three hours of the approval email (after the next website refresh).

The status of a competition is shown by the coloured circle to the left of the "name" column: green (validated), orange (requested) and red (declined).

Exporting competitions

Excel files can be obtained by selecting the desired data with the filters and then clicking the green button shown below.

Competitions found

Name	Discipline	Type of Event	National Feder...	Organising Co...	Country	Start Date	End Date
2019 ICF CANOE SLALOM RAN...	CANOE SLAL...	RANKING RA...	SWITZERLAND	SWITZERLAND	SWITZERLA...	16/03/2019	17/03/2019
ICF RANKING CLASSIC FULDA ...	WILDWATER ...	RANKING RA...	GERMANY		GERMANY	16/03/2019	17/03/2019
GLORIA CANOING CUP 5000M ...	CANOE SPRINT	BASIC INTER...			TURKEY	16/03/2019	17/03/2019
XI TORNEO INTERNACIONAL S...	CANOE POLO	BASIC INTER...	SPAIN		SPAIN	16/03/2019	17/03/2019
ICF RANKING SPRINT, US OPE...	WILDWATER ...	RANKING RA...	UNITED STAT...		UNITED STA...	23/03/2019	24/03/2019
2019 ICF CANOE SPRINT ITO S...	CANOE SPRINT	OTHER	GREAT BRITAIN		UNITED KIN...	23/03/2019	31/03/2019
2019 OPEN INTERNATIONAL C...	CANOE SPRINT	BASIC INTER...	INDIA		INDIA	23/03/2019	25/03/2019
ICF RANKING CLASSIC, RUR RI...	WILDWATER ...	RANKING RA...	GERMANY		GERMANY	24/03/2019	24/03/2019
2019 CANOE SLALOM RANKIN...	CANOE SLAL...	RANKING RA...	SLOVENIA	SOLKAN2012	SLOVENIA	29/03/2019	30/03/2019
IX CAMPEONATO IBERICO DE ...	CANOE POLO	BASIC INTER...	SPAIN		SPAIN	30/03/2019	31/03/2019

Export Entries to Excel

This will download an Excel file with the available fields.

	A	B	C	D	E	F	G	H
1	Name	Discipline	Type of Event	Competition Start Date	Competition End Date	Year	Numerical Entries Start Date	Numerical Entries End Date
2	2019 ICF CANOE SPRINT WORLD CHAMPIONSHIPS	CANOE SPRINT	WORLD CHAMPIONSHIPS	21/08/2019	25/08/2019	2019	01/01/2019	07/07/2019
3	2019 ICF CANOE SLALOM WORLD CHAMPIONSHIPS	CANOE SLALOM	WORLD CHAMPIONSHIPS	25/09/2019	29/09/2019	2019	01/01/2019	11/08/2019
4	2019 ICF CANOE FREESTYLE WORLD CHAMPIONSHIPS	CANOE FREESTYLE	WORLD CHAMPIONSHIPS	29/06/2019	06/07/2019	2019	01/01/2019	15/05/2019
5	2019 ICF WILDWATER CANOING WORLD CHAMPIONSHIPS	WILDWATER CANOING	WORLD CHAMPIONSHIPS	25/09/2019	29/09/2019	2019	01/01/2019	11/08/2019

Additional user guides are available at:

https://www.canoeicf.com/sports-data-platform#user_guide