

Online entries and pre-accreditation Quick guide for National Federations

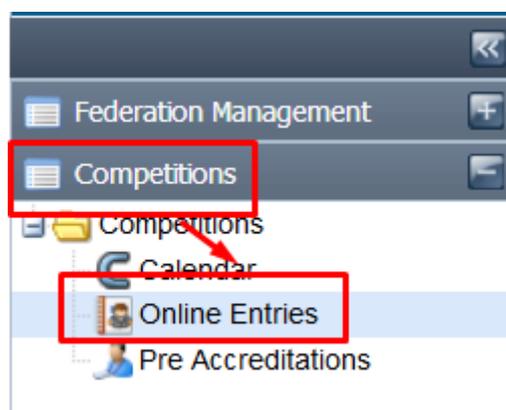
Log in to <https://icf.msl.es/icf/main.jsp> with your National Federation login

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1. Numerical entries

Go to competitions then online entries in the menu on the left.



Entries must be submitted in two phases – numerical entries (indication of the number of entrants and events only) and nominal entries (entry by name for each event). The two phases will have differing start and end dates. Note that not all competitions will collect numerical entries. For these competitions please proceed directly to nominal entries.

The colour of the circle in the corresponding column shows whether entries are open or closed: green (open) or red (closed). Competitions not showing a start and end date do not accept online entries. By default, the search will only show competitions with open period for entries in the current year. The competitions will be sorted by the end date of the nominal entries period (generally the order in which the competitions will be held). You can remove these filters if required, or add filters eg for a specific discipline.

Entries

Search Competitions

Name: Competition Type: Discipline: Year:

Competition with open numerical period for entries Competition with open period for entries

Search

Competitions found

Name	Discipline	Country	Event Locati...	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2019 CANOE ...	CANOE SL...	SLOVENIA	SOLKAN	●				●	01/01/2019	19/03/2019	
2019 CANOE ...	CANOE PO...	AUSTRALIA	PENRITH	●				●	01/01/2019	22/03/2019	
2019 ICF CA...	CANOE SL...	GERMANY	MARKKLEE...	●				●	01/01/2019	26/03/2019	
2019 ECA SP...	WILDWATE...	FYROM	SKOPJE - ...	●				●	01/01/2019	26/03/2019	
2019 PYREN...	CANOE SL...	FRANCE	PAU	●				●	01/01/2019	27/03/2019	
2019 CANOE ...	CANOE SL...	SLOVENIA	LJUBLJANA	●				●	01/01/2019	17/04/2019	
71ST INTERN...	CANOE SL...	SLOVAKIA	LIPTOVSKY...	●				●	01/01/2019	01/05/2019	
2019 ECA WI...	WILDWATE...	SLOVENIA	SOCA	●	01/01/2019	20/04/2019		●	01/01/2019	04/05/2019	

To submit numerical entries, click on the person icon () to the right of the numerical entries closing date.

Contact information must be entered for the NF before the entries can be saved. Firstly the entries contact person information must be entered (contact name and email). This person will be contacted with any issues in the entries or pre-accreditations.

Secondly the on-site contact information must be entered, including the phone number on which the team leader can be contacted. This person will be contacted by the ICF technical committee or organizing committee with any concerns in the days before or during the competition, such as weather issues, schedule changes etc. If this is the same person who is completing the entries, the "same contact details as above" box indicated below in green can be checked, and the information will be copied to the on site contact fields.

Then click ok to proceed with the numerical entries.

This information only needs to be entered once per competition, and will also be visible in the nominal entries section.

NF Numerical Entries

2019 ICF CANOE SLALOM WORLD CHAMPIONSHIPS

National Federation: I accept the ICF waiver form conditions for the whole team for this event

Contact person:

Phone: E-mail:

On site

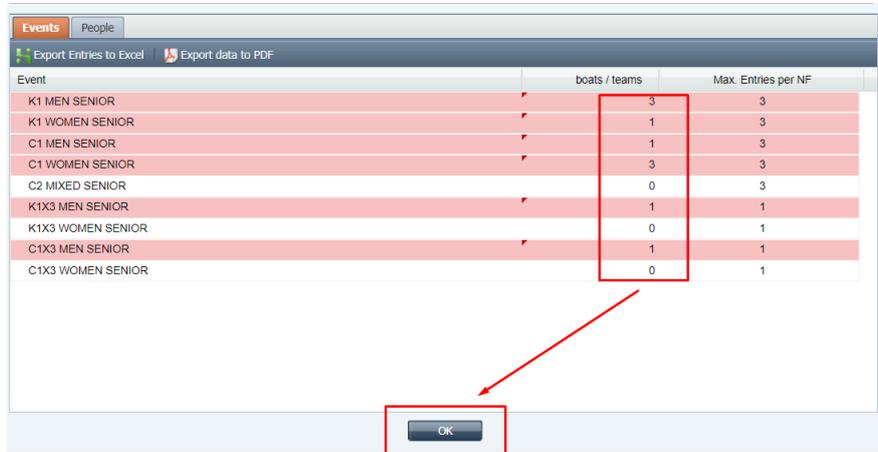
Contact person: Same contact details as above

Phone: E-mail:

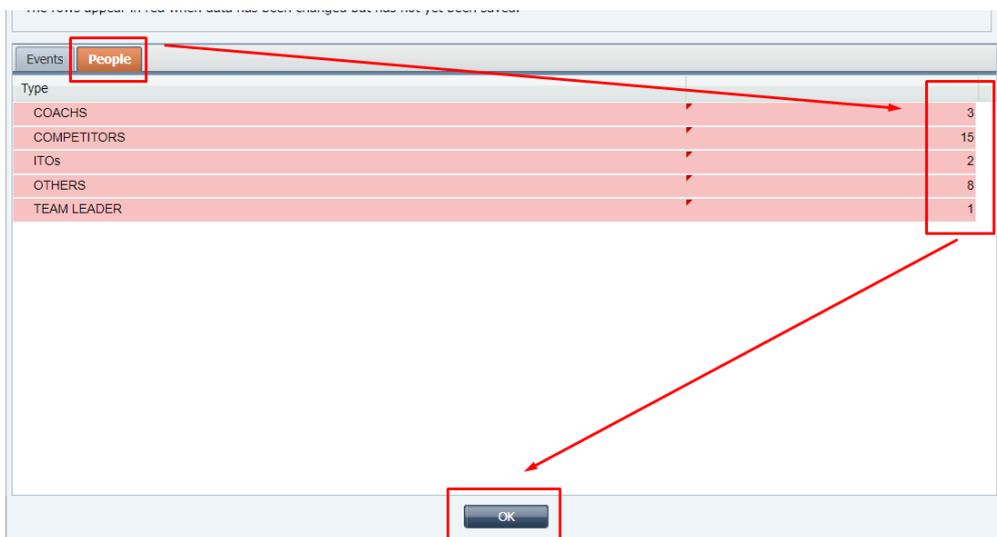
HELP:

The entry can be saved once contact data and email is entered.
To edit a cell, click on it.
The rows appear in red when data has been changed but has not yet been saved.

The lower section allows the NF to choose how many boats/teams they will have competing in each event at the competition. To edit the number, click in the appropriate box under “total entries” and type the number of entries (boats) in each event. The “OK” button on the lower part of the screen will save the changes made to the entry numbers only. Numbers will only be accepted if they are below the maximum entries per NF



Next complete the people tab with the estimated number of personnel who will be travelling to the competition. Click ok to save the updates



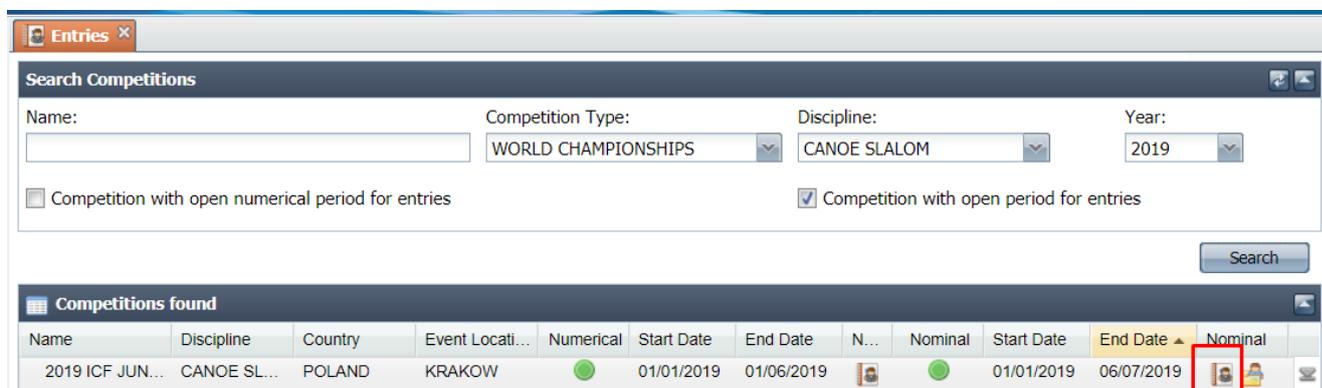
It is important to complete both sections to allow the competition organisers to plan appropriately and for the draft schedule to be as accurate as possible.

The information entered on the events and people tabs can be exported to Excel or to pdf by clicking on the appropriate option on the events tab.



2. Nominal entries

To submit nominal entries, click on the person icon () to the right of the nominal entries closing date.

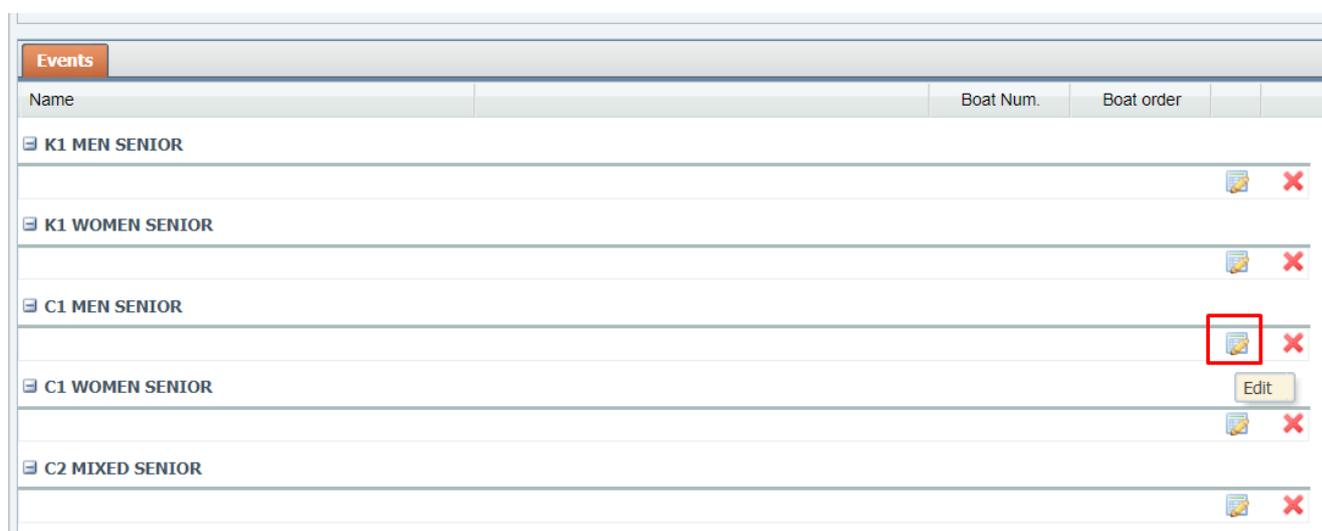


The screenshot shows a web application window titled 'Entries'. It features a 'Search Competitions' section with the following fields: 'Name' (text input), 'Competition Type' (dropdown menu set to 'WORLD CHAMPIONSHIPS'), 'Discipline' (dropdown menu set to 'CANOE SLALOM'), and 'Year' (dropdown menu set to '2019'). There are two checkboxes: 'Competition with open numerical period for entries' (unchecked) and 'Competition with open period for entries' (checked). A 'Search' button is located at the bottom right of the search section.

Below the search section is a table titled 'Competitions found'. The table has the following columns: Name, Discipline, Country, Event Locati..., Numerical, Start Date, End Date, N..., Nominal, Start Date, End Date, and Nominal. The first row of data is: 2019 ICF JUN..., CANOE SL..., POLAND, KRAKOW, a green circle, 01/01/2019, 01/06/2019, a person icon, a green circle, 01/01/2019, 06/07/2019, and a person icon. The person icon in the last column is highlighted with a red box.

As with the [numerical entries](#) section, the upper section of the page contains the team contact details. If this was already filled for the numerical entries, it will be automatically completed. If it was not already filled, it should be completed and click “ok” to make the lower part of the screen accessible for entries.

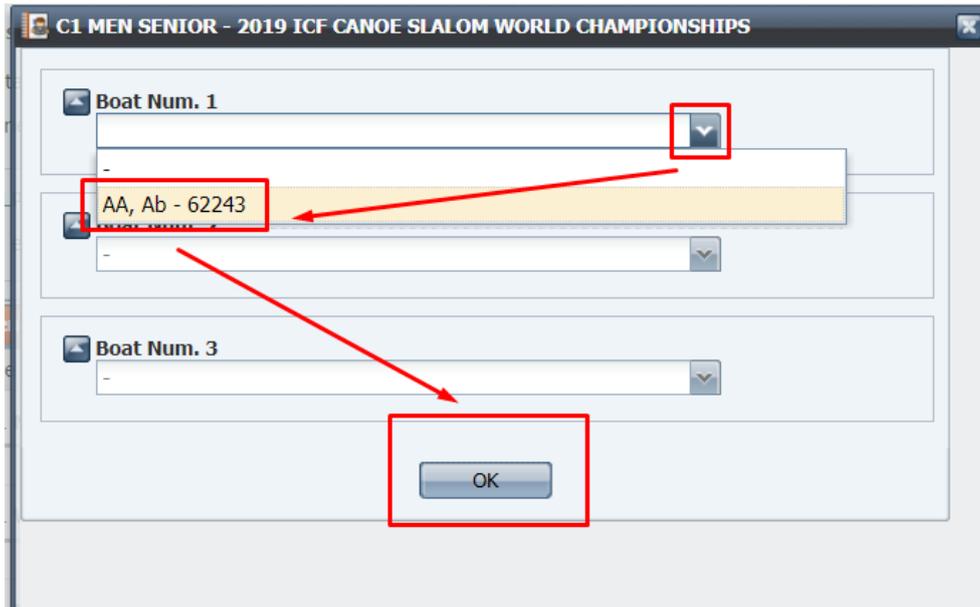
The lower part of the screen lists events available. Athletes can be entered into a specific event by clicking on the “edit” icon alongside the required event.



The screenshot shows a web application window titled 'Events'. It contains a table with the following columns: Name, Boat Num., and Boat order. The table lists several events: K1 MEN SENIOR, K1 WOMEN SENIOR, C1 MEN SENIOR, C1 WOMEN SENIOR, and C2 MIXED SENIOR. Each event row has an edit icon (a person icon) and a delete icon (a red X) on the right side. The edit icon for the 'C1 MEN SENIOR' event is highlighted with a red box.

Click the arrow to select an athlete from the available athletes.

Before an athlete can be registered in a competition, he/she must be registered in the [athletes section in SDP](#). The athlete must also be the correct age and gender for the event, as well as have the appropriate discipline applied. They must also not be marked as “inactive” or “ineligible”. If you have added the athlete in the athletes section but they are not appearing in the menu for the specific event, please check these points.



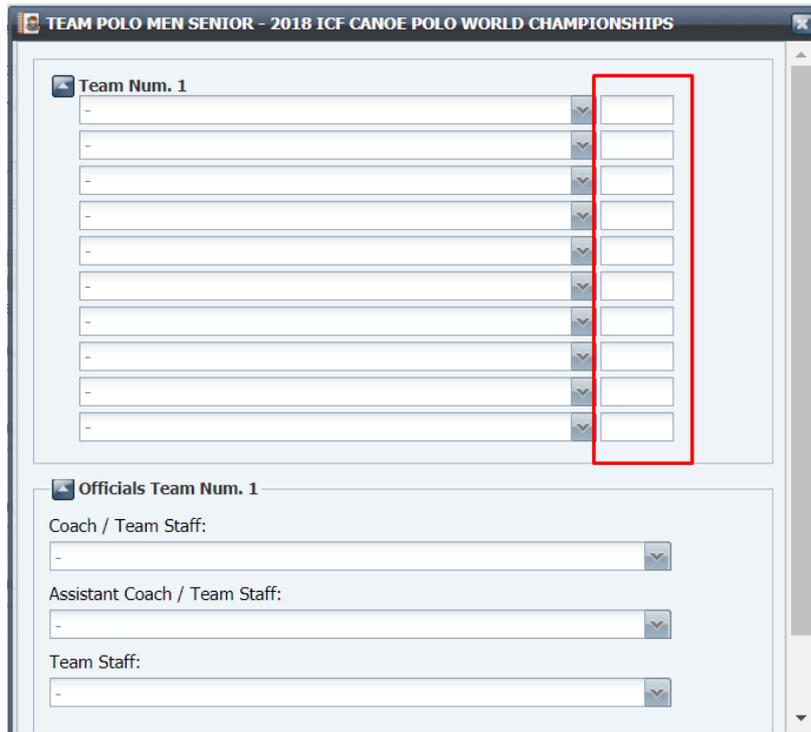
After inscribing an athlete, the screen will show as follows. To delete an athlete in an individual boat, click on the red x to the right of the athlete.

Note: For team boats eg K4 or K1x3, it is not possible to delete one athlete from the team. You must click on the edit button and replace the athlete with another eligible competitor.

Events				
Name	Boat Num.	Boat order		
K1 MEN SENIOR				
K1 WOMEN SENIOR				
C1 MEN SENIOR				
AA, Ab	1	1		

Note: The number of boats available matches the maximum number of entries permitted per NF. For competitions where this number is unlimited the number of boxes will be between 20 and 50 to ensure that the screen does not take too long to load. If you need to enter more athletes than the number of boxes for competitions with unlimited entries, please email sdp@canoeicf.com with the competition, the event(s) and the number of athletes you wish to enter.

For canoe polo teams, the number which the player wears should also be added at the same time as the nominal entries.

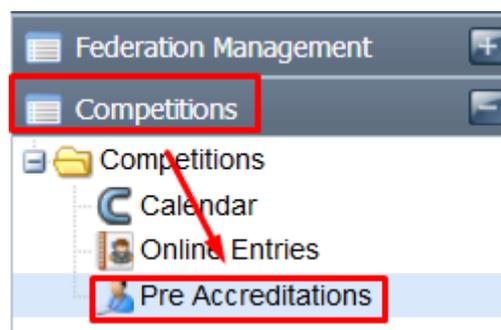


To export the entries, return to the entries screen and choose the down arrow on the far right of the menu, and choose “export to PDF by events”.



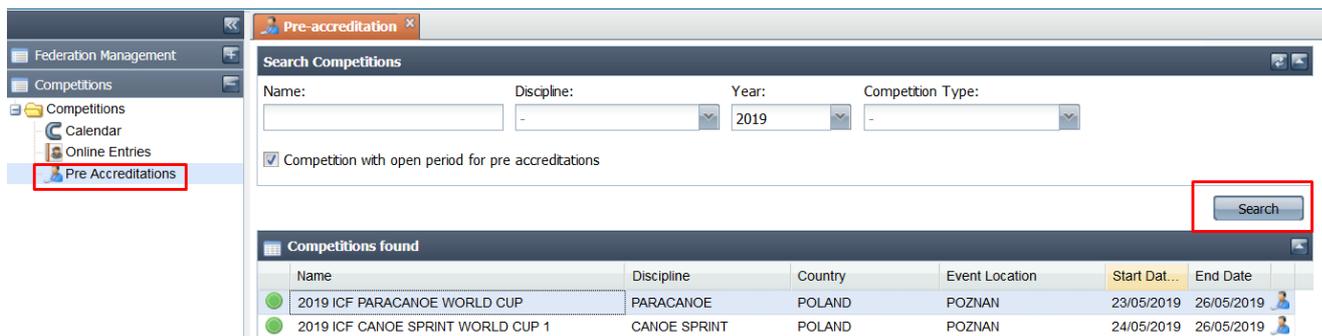
3. Pre Accreditation

Choose pre accreditations from the menu on the left.



Important note: Athletes should never be added directly into the pre-accreditations section of SDP. They will automatically be added once they have been officially entered into the competition through the nominal entries.

You can apply filters to narrow down your search. Once you have run the search, the system allows you to pre-accredit team personnel.

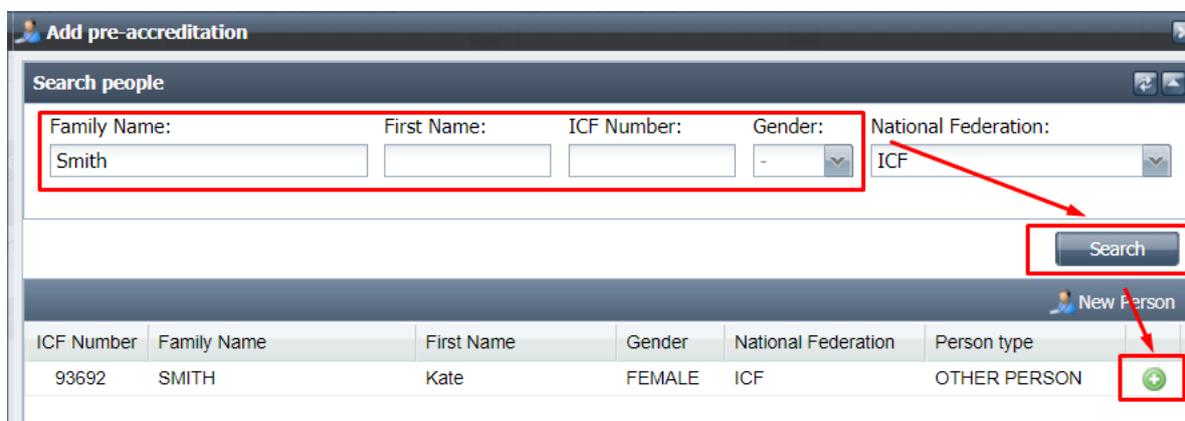


The following screen will appear when double-clicking on the relevant "competitions found" entry, in which you wish to inscribe the person, or when you click on the right-side icon. You can filter your search by pre-accredited people (the athletes who have already been inscribed in a competition through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

For most competitions, unless otherwise notified, all ITOs will be accredited directly by the administrators. You will see these ITOs in your list with a green dot next to their name.



To search for a person to pre-accredit, add some information to the search criteria fields then click search. The ICF number will allow you to easily find the correct person. Click on the green plus next to the correct person to add the pre-accreditation.



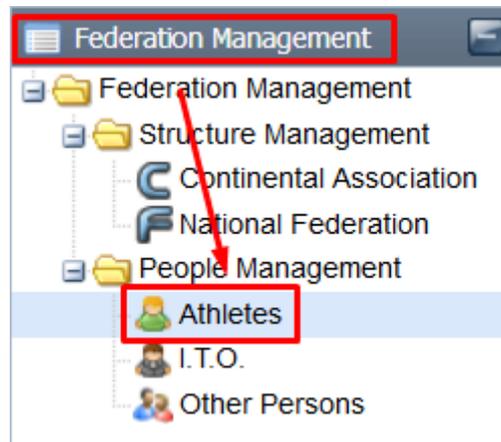
Complete the relevant collective, category and function then click ok.

Note: the President and Secretary General roles must only be selected for the people who these positions in your NF. If a different person is selected, or your President and Secretary General information is not up to date in the National Federation area in SDP, these accreditations will not be approved and the person responsible for entries will be contacted to resolve the situation. If you wish to accredit VIPs or accompanying persons of the President or Secretary General, please contact the Organising Committee for the competition to confirm the process for payment, limit of accreditations per NF etc.

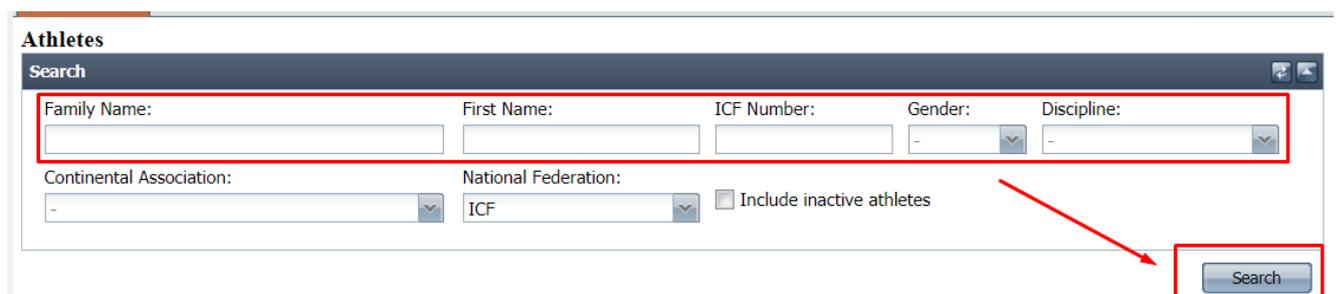
Note: If you click on the “new person” button to add an accreditation, the person you create will only be created for this specific competition. The person’s records will not be saved anywhere (eg the other persons section), and therefore will not be available to be selected for future competitions. It is not recommended to use this field, instead the record should be created in the [“other persons” section](#) of SDP and added through the search function.

4. Adding athlete profiles

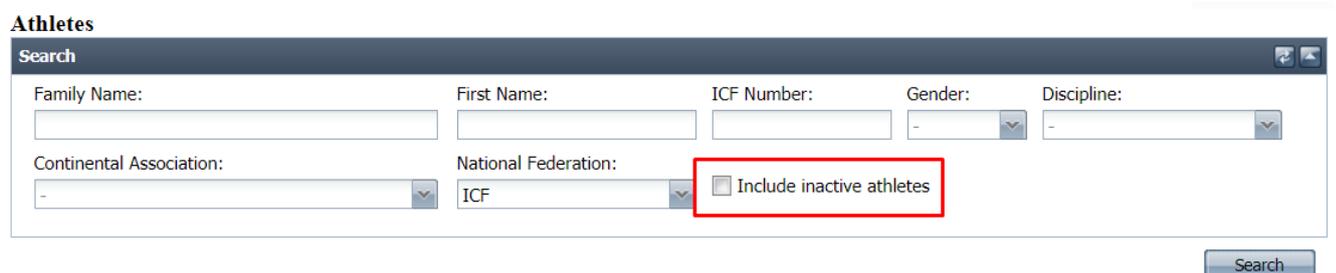
To review your athlete list and add a new athlete if required, go to athletes in the federation management section in the left menu



Before adding an athlete, check that the athlete does not already have a profile. Click the search button to see all athletes from your National Federation. You can also set filters to find specific athletes.

A screenshot of the 'Athletes' search form. The form has a dark header with the title 'Athletes' and a 'Search' button. Below the header, there are several input fields: 'Family Name:', 'First Name:', 'ICF Number:', 'Gender:', and 'Discipline:'. There are also dropdown menus for 'Continental Association:' and 'National Federation:'. A checkbox labeled 'Include inactive athletes' is present. A red box highlights the search button, and a red arrow points from the 'Include inactive athletes' checkbox to the search button.

Tick the checkbox “include inactive athletes” to include in the search any athlete who has not competed in the previous four years.

A screenshot of the 'Athletes' search form, similar to the one above. The 'Include inactive athletes' checkbox is now checked and highlighted with a red box. The search button is also visible at the bottom right of the form.

If the athlete already has a profile but could not be entered into the specific competition, check that they have the relevant discipline selected, they are not marked as inactive (on the “extra data” tab), and they have the correct gender and date of birth. If any of these are incorrect they should be corrected the athlete’s record saved, then return to the entries section and try to enter the athlete again.

Double click on an athlete to see / edit their details. If the athlete does not already have a profile in SDP, you can click on the  button to add an athlete. Please be very careful to avoid creating duplicates.

If you try to create an athlete with the same name and date of birth as an existing athlete, you will receive an error message. Please do not save the athlete record, but return to the search and look for this athlete (including in inactive athletes).

If you do encounter two records for the same athlete please email the athlete's name and ICF numbers to sdp@canoeicf.com so the issue can be resolved.

The following screen will appear either when clicking on an already existing athlete entry or when creating a new athlete (in which case the fields will appear empty and you will have to fill in the relevant information). Note: the fields with an asterisk and underlined in red are mandatory.

Athletes, ICF Number: 62243
Last modification was made on: 25/02/2019 17:01:00

 Family Name*: First Name*: Gender*:

Date of birth*: Birth city: Birth Country*:

Continental Association*: National Federation*: Nationality*:

E-mail:

Address | Telephones | Image | **More information** | Extra Data | Competitions | Biography

Athlete Data

Weight (Kg.):

Height(cm.):

Right handed:

Left handed:

Retired

Discipline

Available

- CANOE FREESTYLE
- PARACANOE
- CANOE MARATHON
- CANOE POLO
- CANOE SPRINT
- DRAGON BOAT
- CANOE OCEAN RACING
- WILDWATER CANOEING**
- RECOGNISED DISCIPLINES
- STAND UP PADDLING
- ICF

Selected

- CANOE SLALOM

Class Information (PARACANOE)

Kayak

Sport Class:

Status:

Review Date:

Va'a

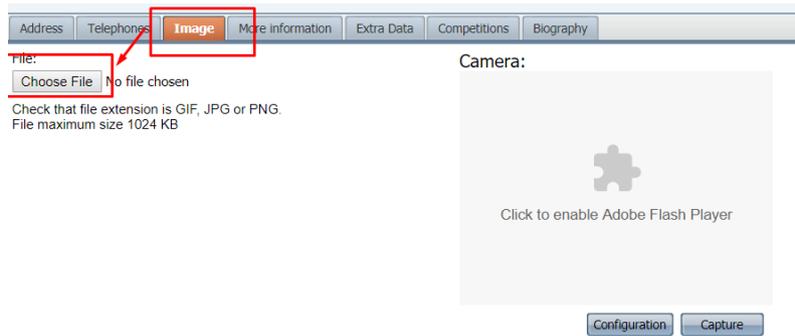
Sport Class:

Status:

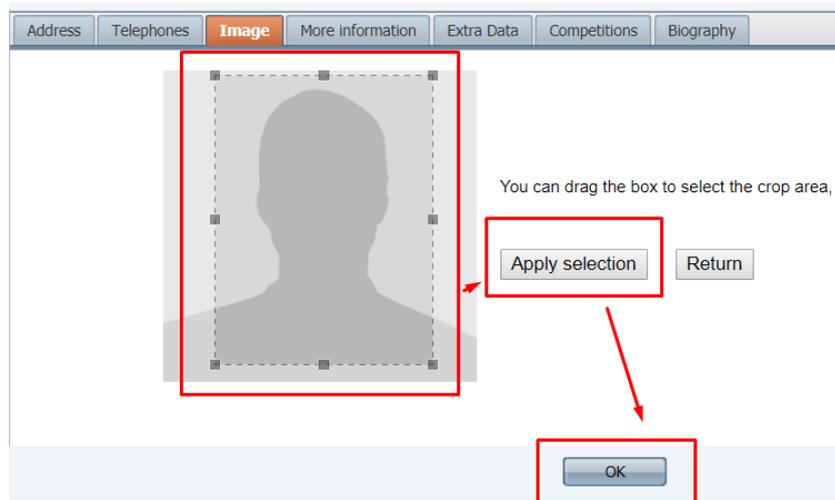
Review Date:

At least one discipline must also be selected for each athlete. The disciplines selected will determine in which disciplines the athlete appears in the drop down menu for entry into events. Additional disciplines can be added at any time.

The athlete's photo can be added from your computer by clicking on the "choose file" button on the "image tab". Note the required image type and maximum file size.



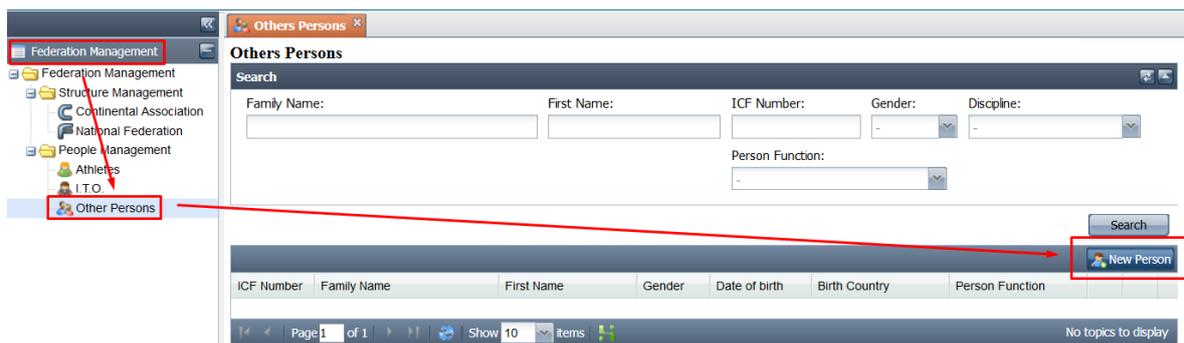
Once you have selected the photo to upload, the system will allow you to select the desired area by dragging the box over the image. The size can also be modified by clicking and dragging the corners. Finally, in order to save the chosen picture, click on the "Apply selection" button and click on the **OK** button to save the athlete's record. If you want to choose another photo or return to the previous screen without saving the changes, click on the "Return" button. Photos should adhere to regular passport specifications.



Once your athlete has been saved you can return to the [nominal entries section](#) and enter the athlete into their competition.

5. Adding other persons profiles

To add team personnel, create a profile in the "other persons" section under federation management on the left menu. Click the "new person" button to create a new profile.



Complete all required fields (marked in red), add a photo on the "image" tab in the same way as an athlete profile, then click ok to save the record.

Others Persons

The screenshot shows a web form for adding a person's record. The form is titled "Others Persons" and has a "PHOTO" tab on the left. The form fields are as follows:

- Family Name* (text input, red box)
- First Name* (text input, red box)
- Gender* (dropdown menu, red box)
- Id.Doc. Type (dropdown menu)
- Id.Doc. (text input)
- Date of expiration (date picker)
- Date of birth* (date picker, red box)
- Birth city (text input)
- Birth Country* (dropdown menu, red box)
- Nationality* (dropdown menu, red box)
- Continental Association* (dropdown menu, red box)
- National Federation* (dropdown menu, red box)
- E-mail (text input)
- Person Function (dropdown menu)

Below the form are tabs for "Address", "Telephones", "Image", and "Disciplines". The "Disciplines" tab is active, showing a list of sports disciplines with checkboxes:

- CANOE SLALOM
- CANOE FREESTYLE
- PARACANOE
- null
- CANOE MARATHON
- CANOE POLO
- CANOE SPRINT
- DRAGON BOAT
- CANOE OCEAN RACING
- WILDWATER CANOEING
- EXTREME CANOE SLAL...
- STAND UP PADDLING
- RECREATION PADDLING

An "OK" button is located at the bottom center of the form, highlighted with a red box.

Return to the [pre accreditations section](#), search for the person, then add their pre accreditation.

Additional user guides are available at:

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