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.
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.
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.

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.

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.

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.

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

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.

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.

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