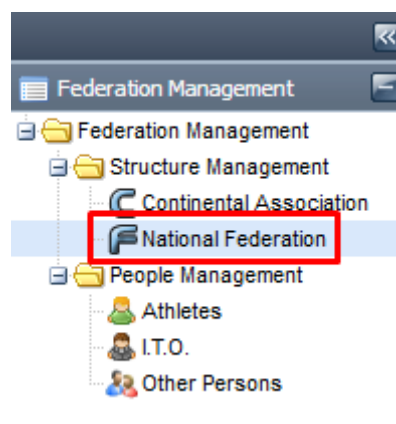


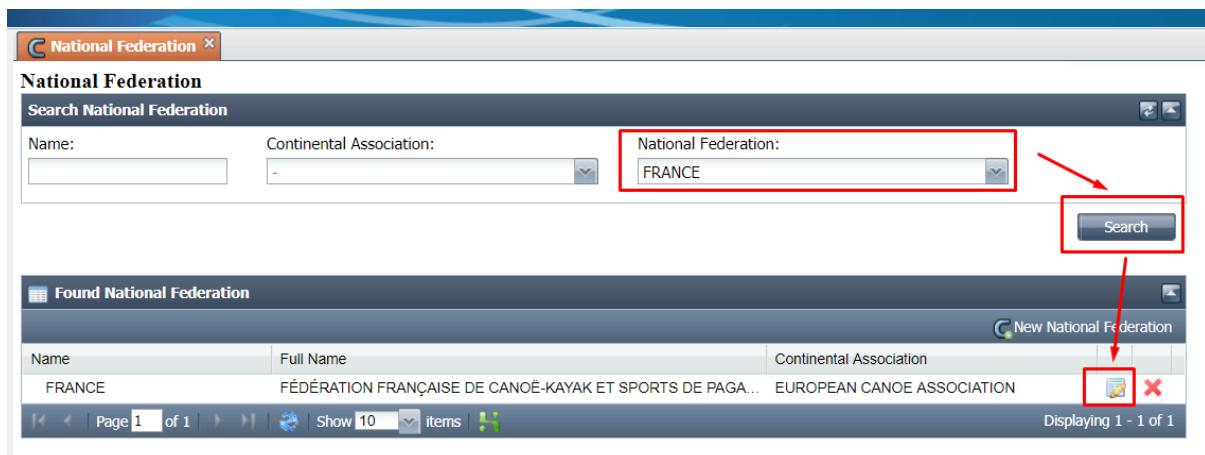
Editing National Federation details Quick guide for National Federations

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

Choose national federation from the left menu



Search for your national federation. Double click your federation or click on the “edit” button.



An NF will be able to see and modify their own NF data through the different fields and tabs: Address, Telephones, Emails, President, General Secretary and Social Media. Changes will appear in the NF list on the ICF website. Updates made in SDP will appear on the ICF website within three hours.

National Federation

Name*:	<input type="text" value="FRANCE"/>	Short Name*:	<input type="text" value="FRA"/>
Full Name*:	<input type="text" value="FÉDÉRATION FRANÇAISE DE CANOË-KAYAK ET SPORTS DE PAG"/>	Webpage:	<input type="text" value="http://www.ffck.org"/>
Continental Association*:	<input type="text" value="EUROPEAN CANOE ASSOCIATION"/>	Country*:	<input type="text" value="FRANCE"/>

Address | Telephones | Emails | President | General Secretary | Social Media

The main fields are:

- Name (country name in English)
- Short Name (this is the country's three letter IOC code. **Do not change this field.**)
- Full Name (official name of the Federation)
- Webpage
- Continental Association
- Country

The **address, telephone and email** can be edited or added by clicking on the relevant button on each tab, eg **New address**. You can add information by double-clicking in the relevant box, e.g. Address type, Address, 2nd Address, City, Zip code and Country. After editing all information on each tab click ok to save.

National Federation

Name*:	<input type="text" value="FRANCE"/>	Short Name*:	<input type="text" value="FRA"/>
Full Name*:	<input type="text" value="FÉDÉRATION FRANÇAISE DE CANOË-KAYAK ET SPORTS DE PAG"/>	Webpage:	<input type="text" value="http://www.ffck.org"/>
Continental Association*:	<input type="text" value="EUROPEAN CANOE ASSOCIATION"/>	Country*:	<input type="text" value="FRANCE"/>

Address | Telephones | Emails | President | General Secretary | Social Media

+ New address

Address type	Address	2nd Address	City	Zip code	Country
GENERIC	BASE NAUTIQUE UCPA	ROUTE DE TORCY	VAIRES-SUR-MAR...	77360	FRA
WORK					
HOME					
GENERIC					
OTHER					

OK

President and Secretary General names should be filled in the field on the relevant tab. Click ok to save.

Address | Telephones | Emails | **President** | General Secretary | Social Media

Name:

Tahoma | B | I | U | A | A | A | ab | [Icons]

To complete the social media fields, click on the social media tab. Fill the field with only the extensions to the address, as shown in the example below. Click ok to save.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Address, Telephones, Emails, President, General Secretary, and Social Media. The Social Media tab is highlighted with a red box. Below the navigation bar is a section titled 'Locations' with a dropdown arrow. Underneath, there are four rows of input fields for social media profiles:

Twitter:	<input type="text" value="https://twitter.com/"/>	<input type="text" value="FF_CanoeKayak"/>
Facebook:	<input type="text" value="https://www.facebook.com/"/>	<input type="text" value="ffcanoekayak"/>
Instagram:	<input type="text" value="https://www.instagram.com/"/>	<input type="text" value="ff_canoekayak"/>
Youtube:	<input type="text" value="https://www.youtube.com/"/>	<input type="text"/>

At the bottom of the form is an 'OK' button.

Additional user guides are available at:

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