

Editing athlete biographies

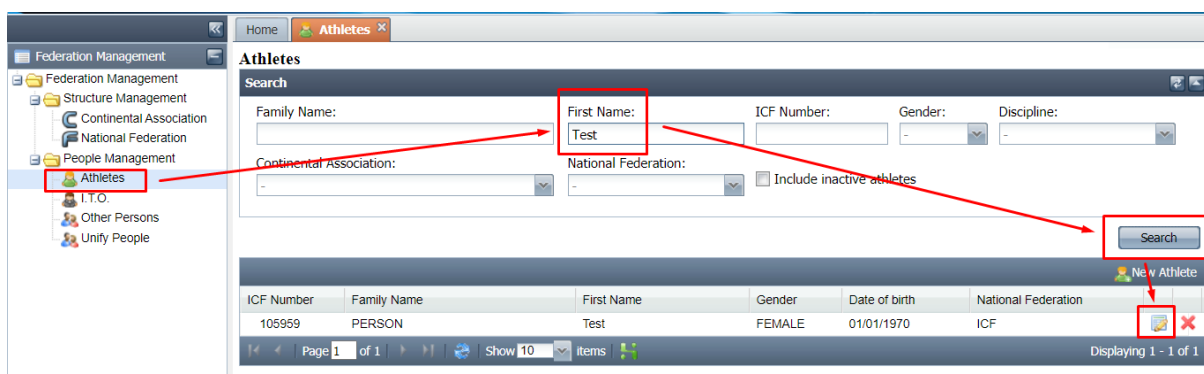
Quick guide for National Federations

All athlete biographies must be edited in SDP. The information will automatically be updated on the ICF website overnight (European time). Therefore any changes you make will appear on the ICF website from the following day.

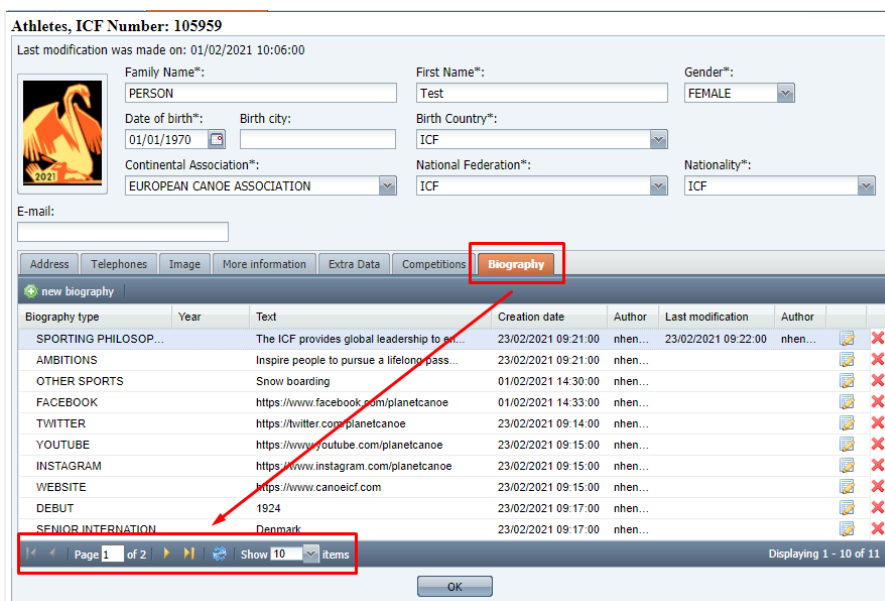
To log in go to: <https://icf.msl.es/icf/main.jsp> and use your national federation login (the same one used to enter athletes into competitions).

Choose “athletes” from the federation management menu, add search criteria to find the athlete, then click on “search”.

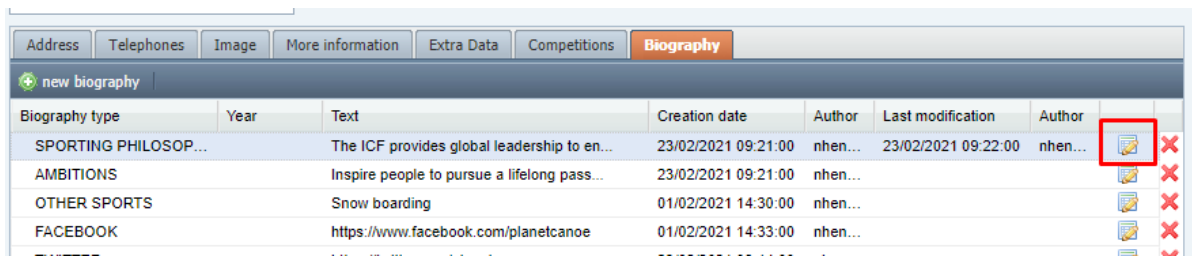
Once you have located the athlete, click on the edit icon to the right of their name.











Go to the “biography” tab and check all existing items on the biography (default view is 10 items per page, please check all pages)

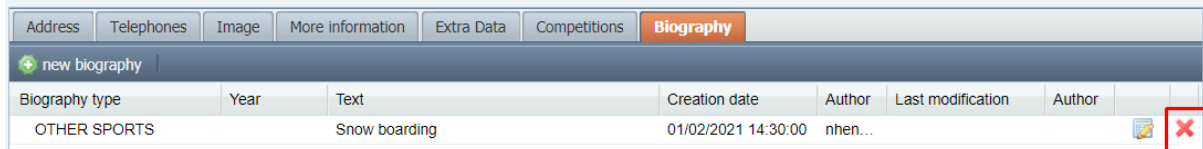




If an item needs updating, edit the item rather than adding a new one by clicking the edit button.



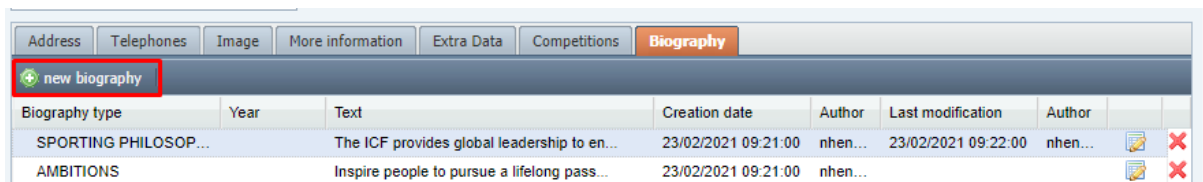
Biography type	Year	Text	Creation date	Author	Last modification	Author		
SPORTING PHILOSOP...		The ICF provides global leadership to en...	23/02/2021 09:21:00	nhen...	23/02/2021 09:22:00	nhen...		
AMBITIONS		Inspire people to pursue a lifelong pass...	23/02/2021 09:21:00	nhen...				
OTHER SPORTS		Snow boarding	01/02/2021 14:30:00	nhen...				
FACEBOOK		https://www.facebook.com/planetcanoe	01/02/2021 14:33:00	nhen...				





To delete an existing biography item, click on the delete icon next to the item



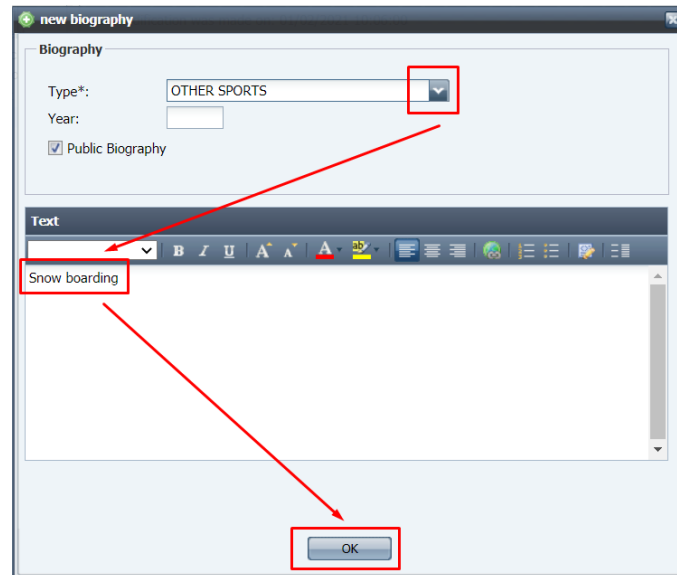
Biography type	Year	Text	Creation date	Author	Last modification	Author		
OTHER SPORTS		Snow boarding	01/02/2021 14:30:00	nhen...				

If an item is not already on the biography, click on the “new biography” button



Biography type	Year	Text	Creation date	Author	Last modification	Author		
SPORTING PHILOSOP...		The ICF provides global leadership to en...	23/02/2021 09:21:00	nhen...	23/02/2021 09:22:00	nhen...		
AMBITIONS		Inspire people to pursue a lifelong pass...	23/02/2021 09:21:00	nhen...				

Choose the biography type from the drop down menu, add the appropriate text in the box, then click “ok”.



new biography

Biography

Type*: OTHER SPORTS

Year:

Public Biography

Text

Snow boarding

OK

IMPORTANT! If you are entering a website or social media link, please ensure you include the complete link (including the https://www.....) so that it is clickable when shown on the ICF website (it is automatically reformatted on the website from the complete link added in SDP). For Facebook pages, please ensure that only public "sportsperson" pages are linked here, not private pages.

The screenshot shows a web form titled "new biography". It has two main sections: "Biography" and "Text". In the "Biography" section, the "Type*" dropdown menu is set to "FACEBOOK". Below it, there is a "Year:" field and a checked checkbox for "Public Biography". The "Text" section contains a rich text editor with a toolbar. The text area contains the URL "https://www.facebook.com/planetcanoe". At the bottom of the form, there is an "OK" button. Red boxes and arrows highlight the "FACEBOOK" dropdown, the URL in the text field, and the "OK" button.

Once you have finished editing the biography, close the athlete tab and repeat the search for a new athlete.

The screenshot shows an athlete profile page for "PERSON, Test" with ICF Number 105959. The page includes a profile picture placeholder and various fields for personal information: Family Name (PERSON), First Name (Test), Gender (FEMALE), Date of birth (01/01/1970), Birth city, Birth Country (ICF), Continental Association (EUROPEAN CANOE ASSOCIATION), National Federation (ICF), and Nationality (ICF). There is also an E-mail field. Below the profile information, there are tabs for "Address", "Telephones", "Image", "More information", "Extra Data", "Competitions", and "Biography". The "Biography" tab is active, showing a table with two entries:

Biography type	Year	Text	Creation date	Author	Last modification	Author	
OTHER SPORTS		Snow boarding	01/02/2021 14:30:00	nhen...			
FACEBOOK		https://www.facebook.com/planetcanoe	01/02/2021 14:33:00	nhen...			

For further assistance please email sdp@canoeicf.com.