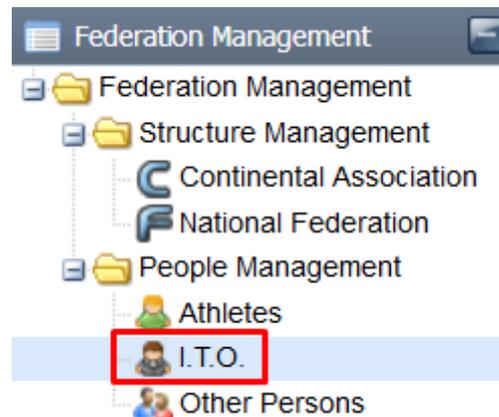


Managing ITOs in SDP Quick guide for National Federations

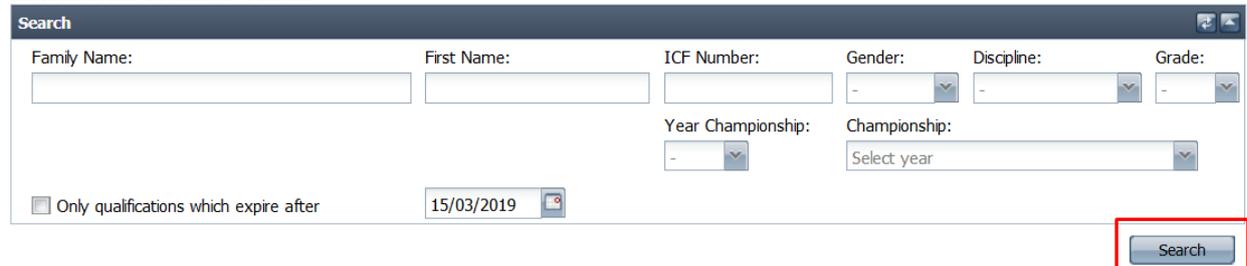
Log in to <https://icf.msl.es/icf/main.jsp> with your National Federation login

Choose ITO from the left menu



To search for all ITOs registered to your NF click "search"

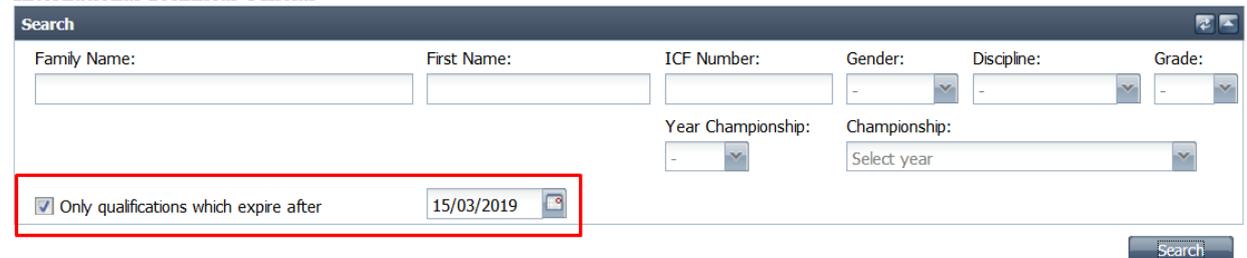
International Technical Official



The search form includes the following fields: Family Name, First Name, ICF Number, Gender, Discipline, Grade, Year Championship, and Championship. There is also a checkbox for 'Only qualifications which expire after' with a date field set to 15/03/2019. The 'Search' button is highlighted with a red box.

You can also filter for specific disciplines, or filter for only ITOs with a current ITO card. To do this check the box "only qualifications which expire after". The default date is the current date, but this can be edited as desired.

International Technical Official



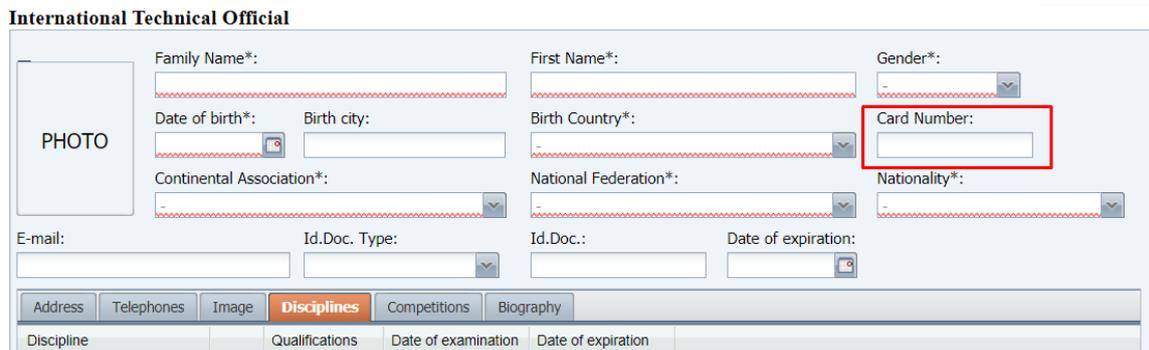
The search form is identical to the previous one, but the checkbox for 'Only qualifications which expire after' is checked, and the date field is highlighted with a red box.

To view / edit an ITO double click their record. To add a new ITO who is not already in your list click on the  button

The basic information for the ITO should be added / edited as required. Fields underlined in red and marked with a star are required before the ITO can be saved.

The card number can be added by the NF, but should not be changed if already existing for the ITO.

International Technical Official



Family Name*: First Name*: Gender*:

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

Continental Association*: National Federation*: Nationality*:

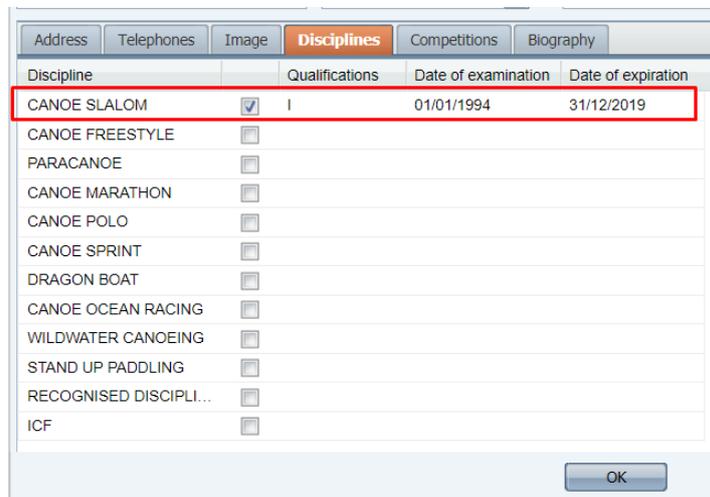
E-mail: Id.Doc. Type: Id.Doc.: Date of expiration:

Address | Telephones | Image | **Disciplines** | Competitions | Biography

Discipline	Qualifications	Date of examination	Date of expiration
CANOE SLALOM	<input checked="" type="checkbox"/>	01/01/1994	31/12/2019
CANOE FREESTYLE	<input type="checkbox"/>		
PARACANOE	<input type="checkbox"/>		
CANOE MARATHON	<input type="checkbox"/>		
CANOE POLO	<input type="checkbox"/>		
CANOE SPRINT	<input type="checkbox"/>		
DRAGON BOAT	<input type="checkbox"/>		
CANOE OCEAN RACING	<input type="checkbox"/>		
WILDWATER CANOEING	<input type="checkbox"/>		
STAND UP PADDLING	<input type="checkbox"/>		
RECOGNISED DISCIPLI...	<input type="checkbox"/>		
ICF	<input type="checkbox"/>		

A discipline should be selected only if the ITO has an ITO accreditation.

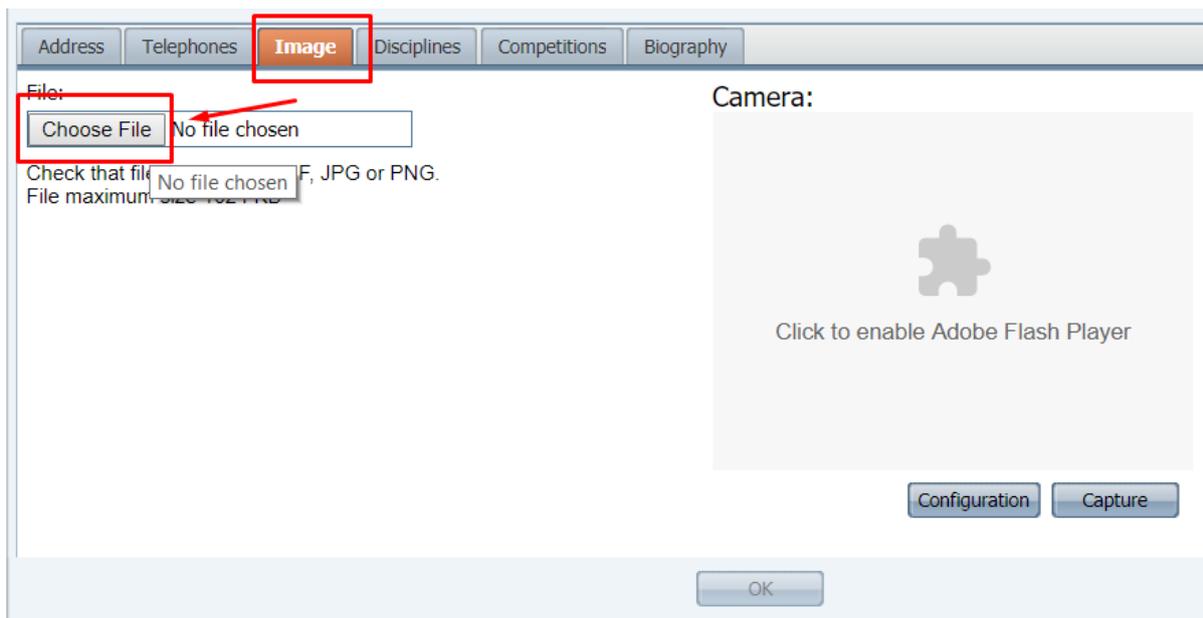
The qualifications, date of examination and date of expiration fields are managed by the ICF. For any issues with these fields please email sdp@canoeicf.com. To renew ITO accreditations please follow the normal process with the ICF for each discipline, or email info@canoeicf.com if you are unsure how to proceed.



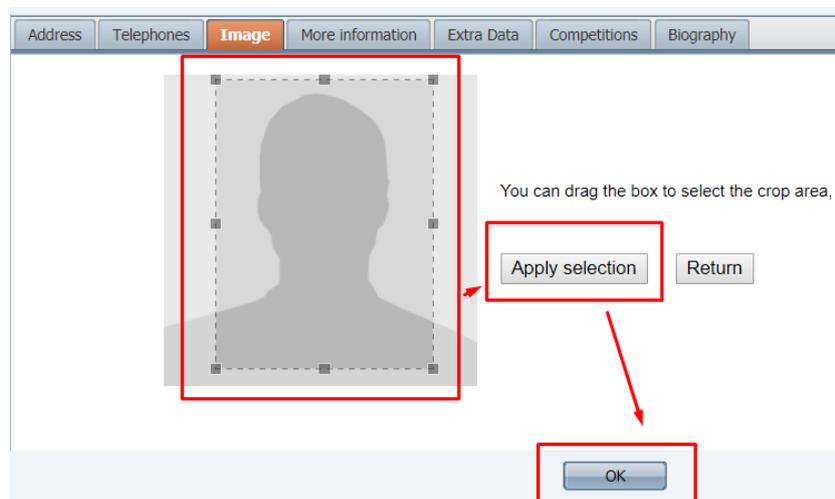
Discipline	Qualifications	Date of examination	Date of expiration
CANOE SLALOM	<input checked="" type="checkbox"/>	01/01/1994	31/12/2019
CANOE FREESTYLE	<input type="checkbox"/>		
PARACANOE	<input type="checkbox"/>		
CANOE MARATHON	<input type="checkbox"/>		
CANOE POLO	<input type="checkbox"/>		
CANOE SPRINT	<input type="checkbox"/>		
DRAGON BOAT	<input type="checkbox"/>		
CANOE OCEAN RACING	<input type="checkbox"/>		
WILDWATER CANOEING	<input type="checkbox"/>		
STAND UP PADDLING	<input type="checkbox"/>		
RECOGNISED DISCIPLI...	<input type="checkbox"/>		
ICF	<input type="checkbox"/>		

OK

The ITO'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.



Additional user guides are available at:

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