Sports Data Platform (SDP)

International Canoe Federation (ICF)

User Guide

Version 3.0
20/03/2019

DOCUMENT DETAILS

DOCUMENT TITLE	ICF. - Detailed user guide for National Federations
VERSION	V3.0
RELEASE DATE	20/03/2019
DOCUMENT REFERENCE	UG-SS-EN-V3.0

VERSION HISTORY

VERSION	DATE	COMMENTS
V2.0	29/03/2012	User Guide for NF. Includes: Structure Management, People Management and Competitions (Calendar, Online Entries and Pre accreditations)
V2.1	21/01/2016	Changed URLs and product name
V2.2	01/03/2017	Language clarified, numerical entries section added, some screenshots updated
V3.0	20/03/2019	Content updated with 2018 and 2019 system upgrades

TABLE OF CONTENTS

This document is a detailed guide that describes all functions that can be carried out by National Federation users.

1. Accessing SDP

Access is restricted to the area of each National Federation to view and edit their own athletes, ITOs and other persons. Some fields are locked for editing only by the system administrators.

To access the system, please follow the steps below:

➢   1.- Enter the URL: https://icf.msl.es/icf/main.jsp
➢   2.- Enter your username and password then click ok
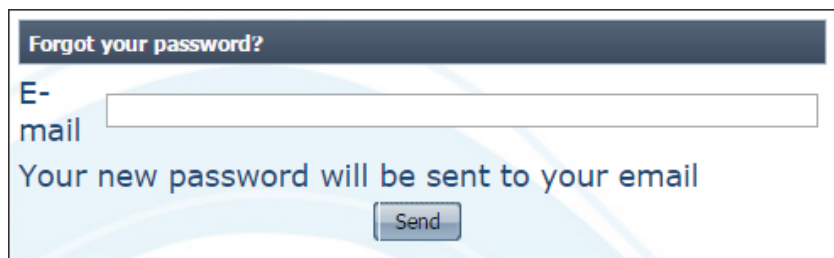
1.1.1.   FORGOTTEN PASSWORD

If you have forgotten your password, please click on the icon as shown below.

The following window will appear on your screen. Enter your email address and click send. You will receive your username and a new password in an email from sdp@canoeicf.com. If you do not receive this within 30 minutes, please check your spam folder. If you have not received it there please contact sdp@canoeicf.com.

Once you have entered the correct username and password you will be able to access the system. The menu items appear on the left side of the screen.
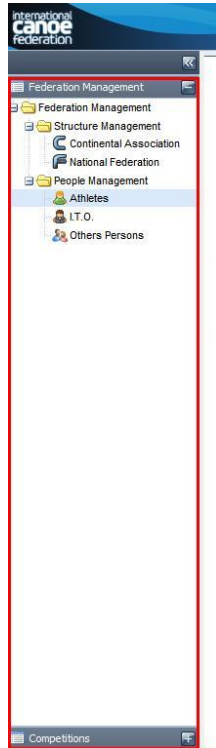
1.1.2. CHANGE PASSWORD

To change your password click on the button in the lower right corner.

Note: this will change the password for all NF users from your federation.

1.1.3. LOGGING OUT

To exit SDP click on the button in the lower right corner of the screen.

2.   Federation Management

2.1. Continental Associations

After choosing Continental Association from the left menu, you will be able to view specific Continental Association information by double clicking on the Continental Association that you wish to view, or by clicking on the 'Edit' icon. As a National Federation, you will be able to view the information but not modify it.

2.2. National Federations

Choose national federation from the left menu
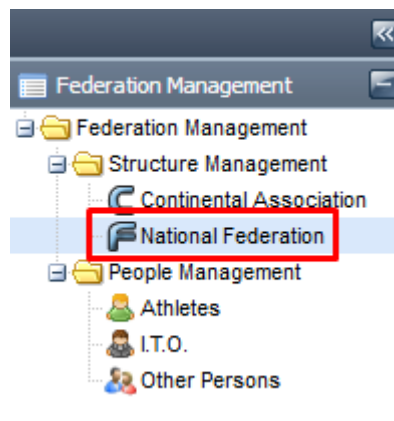
You can search a specific NF by using the filters in the top section. The result of the search will appear below in the 'Found National Federation' area.
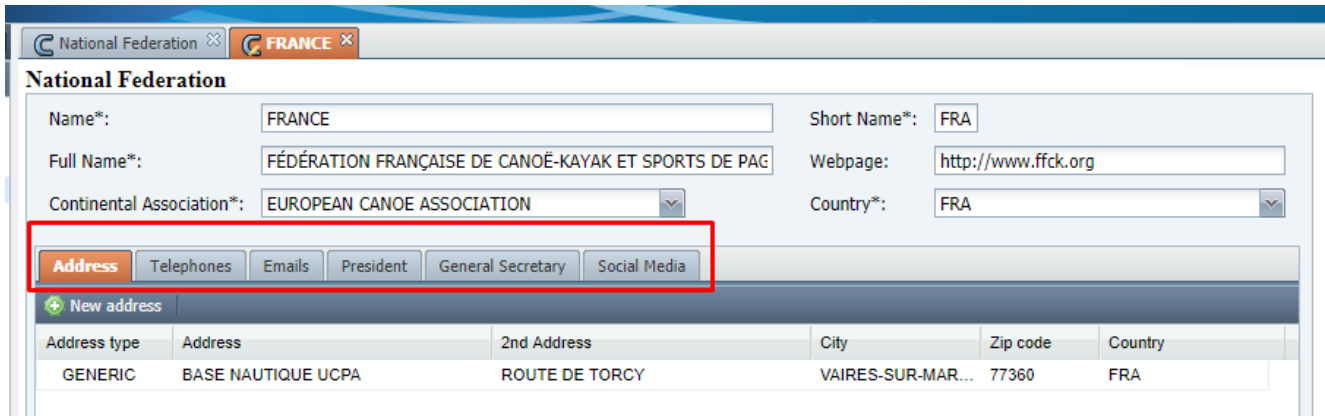
You will be able to view the information of other NFs by double clicking on the National Federation you wish to view, or on the 'Edit' icon. *Note: The "OK" button will not appear when you are viewing details of another NF so you cannot update their information.*

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. This information will appear in the NF list on the ICF website. Updates made in SDP will appear on the ICF website within three hours.

The fields are:
- Name (country name in English)
- Short Name (this is the country's three letter IOC code and must not be changed)
- Full Name (official name of the Federation)
- Webpage
- Continental Association
- Country

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

President and Secretary General names should be filled in the field on the relevant tab.

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.

3.   People Management

3.1. Athletes

3.1.1.   Searching athletes

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.

3.1.2.   Editing or adding an athlete

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 [New Athlete] 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.

3.1.3. Image tab

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.
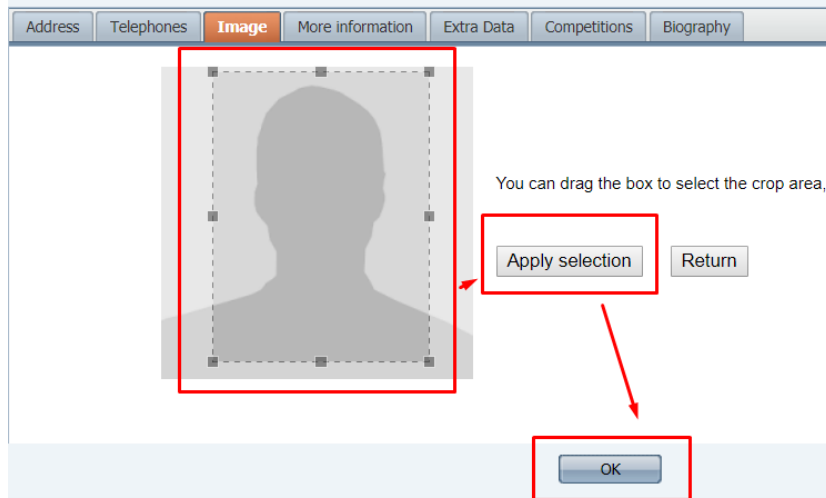
3.1.4. More information tab

Many additional fields are available in SDP for administration purposes. These can all be seen by the National Federation, but only some can be edited. All of this information is also shown in the athlete export for easy reporting by NFs and administrators.

If you believe there are any errors in the fields which you cannot edit please email the athlete's name, ICF number and correct information to sdp@canoeicf.com and the request will be passed on to the appropriate person.

Paracanoe information will be added to all paracanoe athletes who have undergone international classification. This information will be used to compare to entries to ensure the athlete is entered into the correct event. It will also be used to evaluate which athletes require classification at each competition.
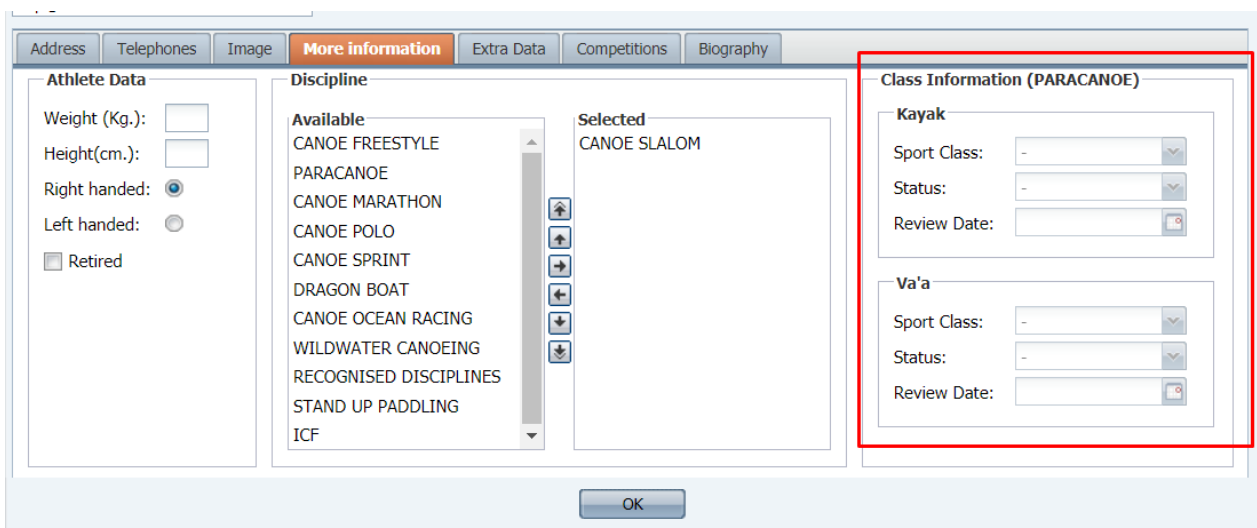
3.1.5. Extra data tab

This contains various options for record keeping and reporting purposes. If you believe there are any errors in the fields which you cannot edit please email the athlete's name, ICF number and correct information to sdp@canoeicf.com and the request will be passed on to the appropriate person.

The ineligible tab is only editable by the database administrators and will be checked if an athlete has a doping ban, has changed sporting nationality, has officially retired for anti-doping record keeping purposes etc. This will prevent the athlete from appearing in the drop down menu for entry into competitions.

The inactive checkbox will be marked for athletes who have not been entered into a competition for the previous four years. NFs can check or uncheck this box as desired.

The validated box will be checked when the athlete's passport has been reviewed at a competition. This will lock the first name, family name, date of birth and nationality fields from being edited. NFs cannot edit this checkbox.

The talent identification program box allows administrators to identify athletes who have taken part in these programs, to report on future success of these athletes.

Anti-doping education fields will be kept up to date by the ICF each week during competition season based on athletes who have passed their certification in the ADAMS system. These fields cannot be edited by NFs.

3.1.6. Competitions tab

Championship	Category	Function
2014 ICF CANOE POLO WORLD CHAMPIONSHIPS	NF	Athlete
2015 ECA CANOE POLO EUROPEAN CHAMPIONSHIPS	NF	Athlete
2016 ICF CANOE POLO WORLD CHAMPIONSHIPS	NF	Athlete
2017 ECA CANOE POLO EUROPEAN CHAMPIONSHIPS	NF	Athlete

This tab shows all competitions for which an athlete has had an **accreditation printed.** Please note this will not be a complete list of all competitions the athlete has entered as some competitions do not print accreditation passes.

3.1.7. Biography tab

The biography tab will show the biographical information relating to the athlete, as submitted by the NF or collected by the ICF's biographer. This information is transferred to the athlete's biography on the ICF website once per week*. Any interesting information for the media relating to the athlete can be added or updated here.
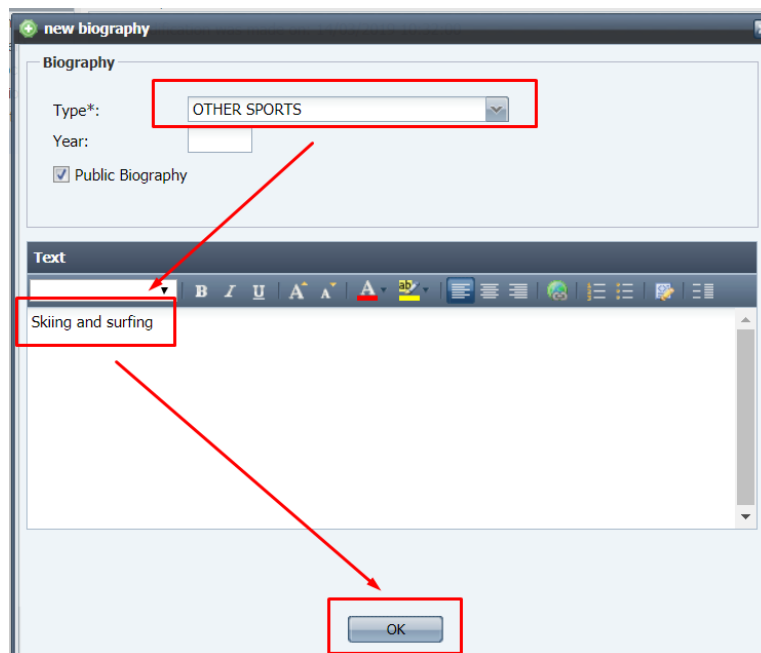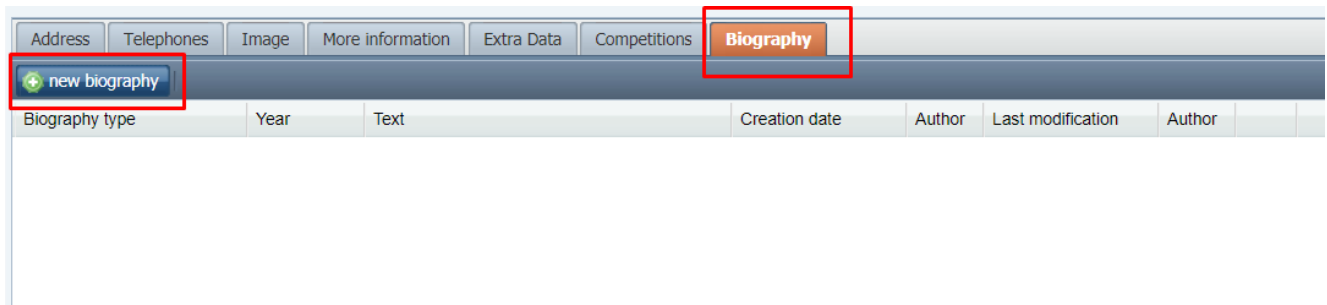
If an athlete changes their name (eg due to marriage) the previous name should be added here when the athlete's name is changed.

It is anticipated this will be implemented for the 2019 European summer season.

3.1.8. Exporting athletes

To evaluate athlete information in bulk, it is possible to export all athletes. After searching with the required criteria, click the green "export entries to excel" icon.

One field available in the export which is not shown elsewhere is the field "last championship" (column V). This field shows the latest date competition in which the athlete has been entered or has recorded results (note this may show different data to the "competitions" tab in the athlete record). The last competition may be in the future. The data in this field is what is used to annually automatically mark athletes as inactive.

Please ensure that any data exported from SDP is stored, utilised and transferred is a secure manner.

3.1.9. Deleting an athlete

In order to delete an already existing athlete, please run the search by using the relevant filters. Then right-click on the desired entry and left-click on the '**X**' on the '**Delete** message '. You can also directly click on the red X icon. A confirmation window will appear, asking you to confirm that you wish to "**Delete**

person". You will see the two options: **'Yes'** and '**No'**. Clicking on the 'Yes' will allow you to delete the selected record.
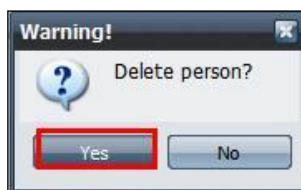
An athlete cannot be deleted if they have ever been entered into a competition, have been accredited for a competition or have associated results. This is to ensure all historical records remain in the database. If you try to delete an athlete who is inscribed in a competition or has been in the past, an error message will appear "**This person has associated data**" and you will not be able to carry out the operation.
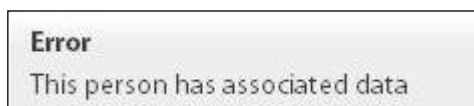
If you no longer wish to see this athlete in the drop down menu for entry into competitions, you can instead mark the athlete as "inactive".

3.2. ITOs

The ITOs section is managed in the same way as the athletes, with a few additional features specifically for ITOs.

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

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

To view 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 and image are managed in exactly the same way as in the athletes section.

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

For the disciplines, these should only be selected when 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.

3.3. Other Persons

You can filter your search to find and update a specific person or create a new person belonging to your NF. This section is managed in the same way as the 'Athletes' section.

These people can be coaches, team leaders, VIPs etc, and can be accredited for any competition once they are in the NF's list.

4.   Competitions

The competitions section has three subsections: Calendar, Online Entries and Pre Accreditations.

4.1. Calendar

Once the user selects the Competitions tab then the calendar option, the following screen appears. The default search criteria is for all validated competitions in the current year, after the current date. Competitions will be sorted in order with the earliest start date shown first.
The search result will appear in the "Competitions found" area. An NF will be able to view all competitions on the calendar but will not be able to modify any of them.

The search criteria can be modified if required, and the sort order can be adjusted by clicking on the column heading.

Double click a competition to see more information.

4.1.1. Creating a new competition

To create a new competition, click on the ⟨ New Competition button.

Please include as much information as possible, paying attention to the following specifications.

Name
Please ensure this includes the year and discipline.

Event location
Please keep this as simple as possible, eg the nearest town, avoiding any special characters such as letters with accents or apostrophes. This will form part of the website address for your competition when transferred to the calendar on canoeicf.com

Country and national federation
These should match your NF

Type of event
Most competitions created by NFs will be "basic international event", "continental championships" or "ranking race" if already approved by the relevant ICF committee. "Other" is reserved for competitions such as multi-sport events where canoeing is one discipline, eg Pan American Games. If you are not sure please contact sdp@canoeicf.com.

Discipline
Only one discipline can be selected per competition. If two disciplines will be held in the same competition, please create separate calendar items.

Status, ICF number and Organising Committee
These will be edited by the ICF. Note: the ICF number is required for results for canoe slalom ranking races. This can be seen by NFs once the competition is validated.

Age group

Specify the age groups for your competition (these should be only those age groups for which you will host specific events and award medals).

Competition dates

Add the start date, end date and year of the competition.

Entries dates

These should only be added for competitions where entries are collected in SDP (not available for competition types "basic international event" or "other").

Numerical entries start and end dates should only be added if numerical entries specifically need to be collected.

Nominal entries end date must be added in accordance with the ICF rules.

Pre Accreditation dates should only be added for competitions where accreditation passes will be printed through SDP. End date should be the same as the nominal entries.

If you are requesting to collect entries through SDP please contact sdp@canoeicf.com to finalise the competition setup including events, organizing committee access, and accreditation setup.

Contact data

Please fill as much information as possible. This will all be displayed on the event page on the ICF website for this competition.
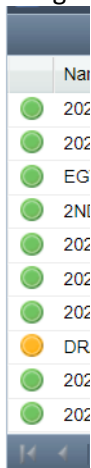
4.1.2. Competition validation process

Once a competition is created it will have the "**requested**" status, which means that it is awaiting validation by the relevant ICF Chair before appearing on the calendar. The details of the competition, once validated, will not be able to be modified by the NF. Competitions must be submitted prior to the deadline noted in the specific discipline rule book.

If the ICF Chair declines the requested competition, the competition will not be added to the ICF calendar. The Chair may email the NF or competition organizer directly to request more information before approving a competition. When the Chair validates or rejects a competition, the NF will receive an e-mail with ICF's decision. This will be sent to all email addresses registered to that NF in the email addresses section of the National Federations area.

Approved competitions will appear on the calendar on the ICF website within three hours of the approval email (after the next website refresh).

The status of a competition is shown by the coloured circle to the left of the "name" column: green (validated), orange (requested) and red (declined).

4.1.3. Exporting competitions

Excel files can be obtained by selecting the desired data with the filters and then clicking the green button shown below.
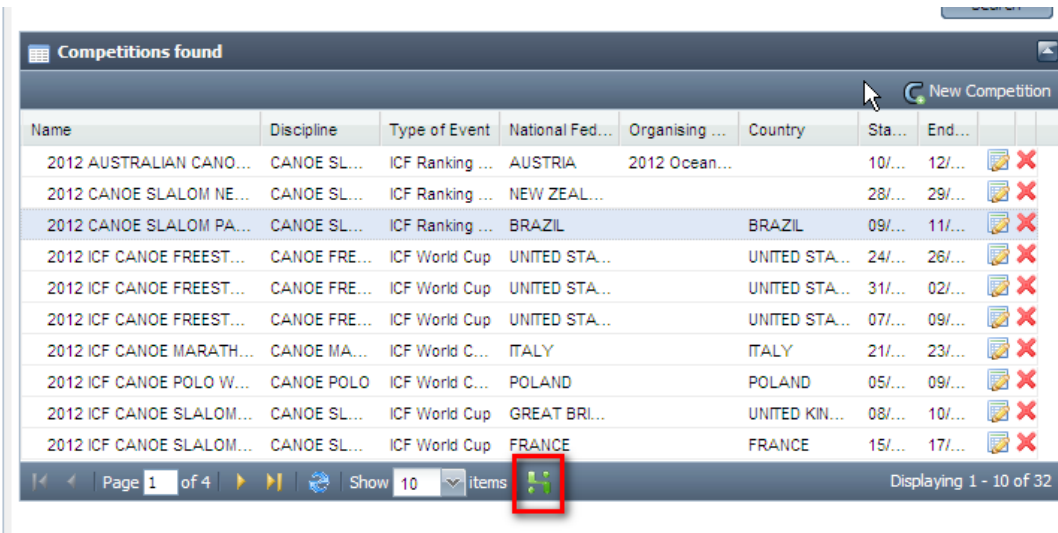
This will download an Excel file with the available fields.

4.1.4. Events within a competition

The events tab will show all available events for that competition, into which athletes can be entered in the "online entries" section. This list can be exported to excel if desired with the green "export entries to excel" icon shown below.
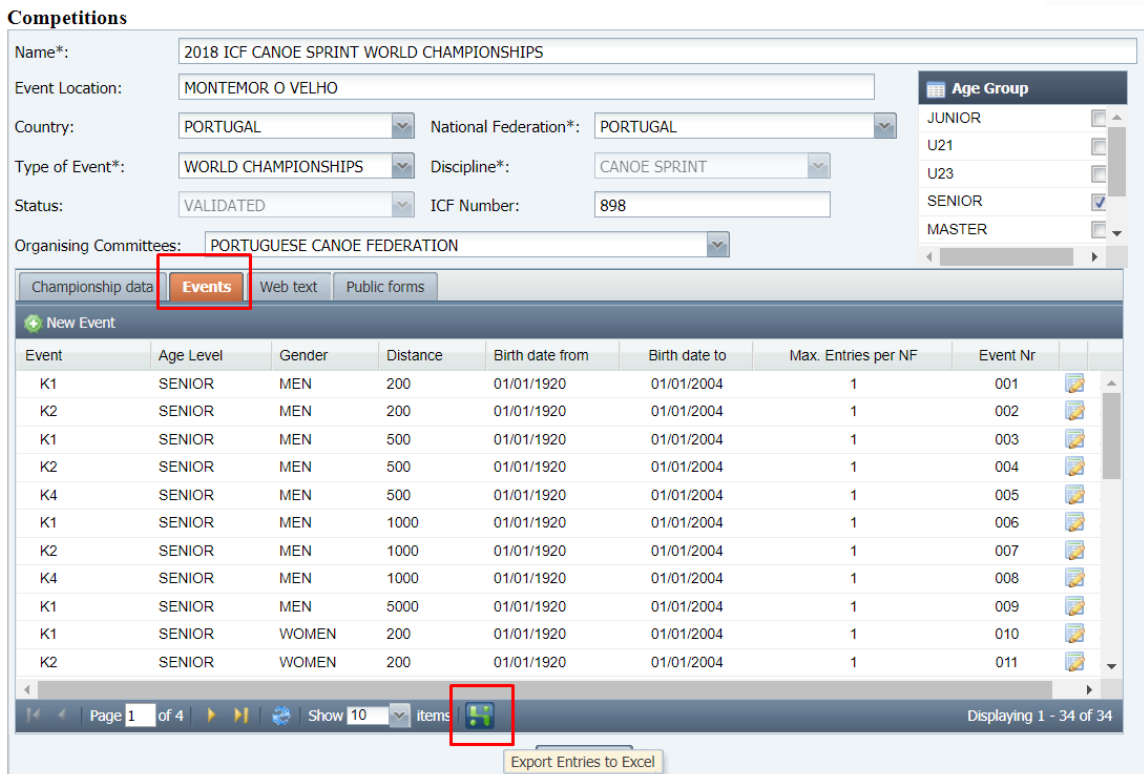
4.2. Online Entries

4.2.1. Numerical entries

Entries must be submitted in two phases – numerical entries (indictation 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.
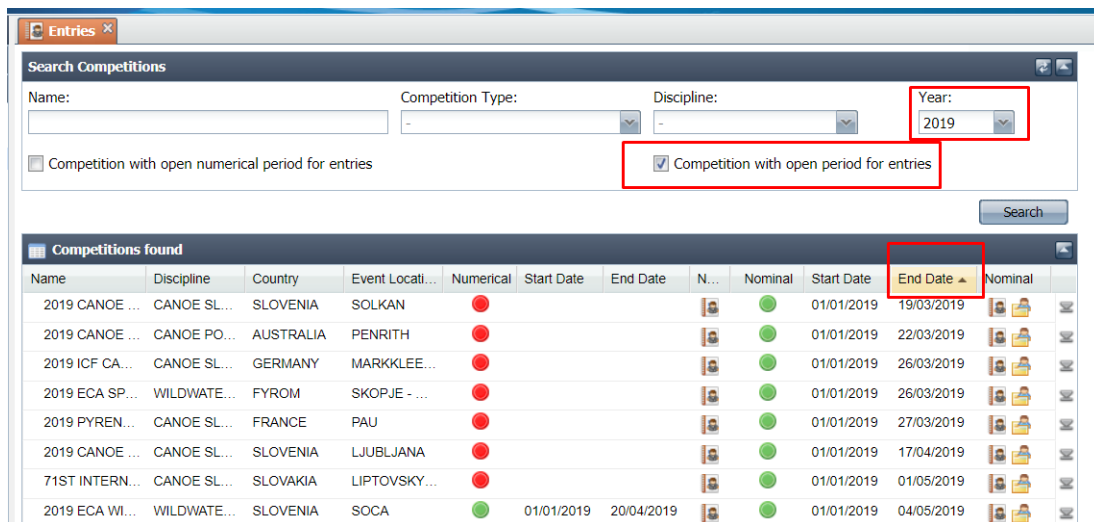
By default, the search will only show competitions with open period for entries in the current year. The competitions will be sorted by the end date of the nominal entries period (generally the order in which the competitions will be held). You can remove these filters if required, or add filters eg 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.

NF Numerical Entries

2019 ICF CANOE SLALOM WORLD CHAMPIONSHIPS

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

Contact person: |
Phone: — E-mail: — OK

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.
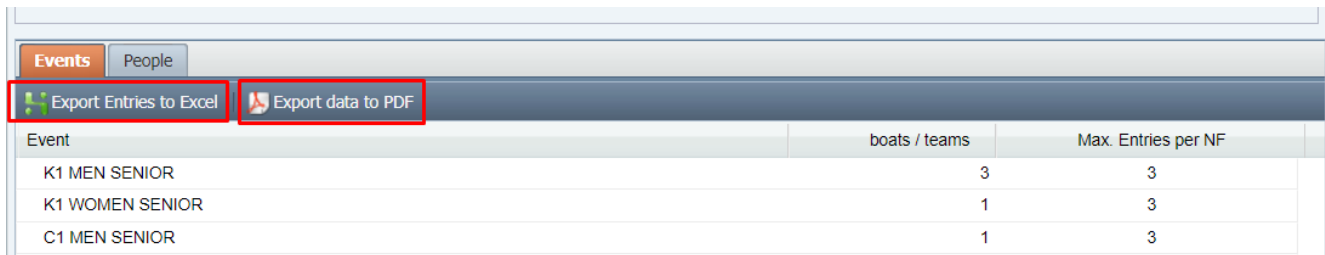
4.2.2. Nominal entries

To submit nominal entries, click on the person icon ( ) to the right of the nominal entries closing date.
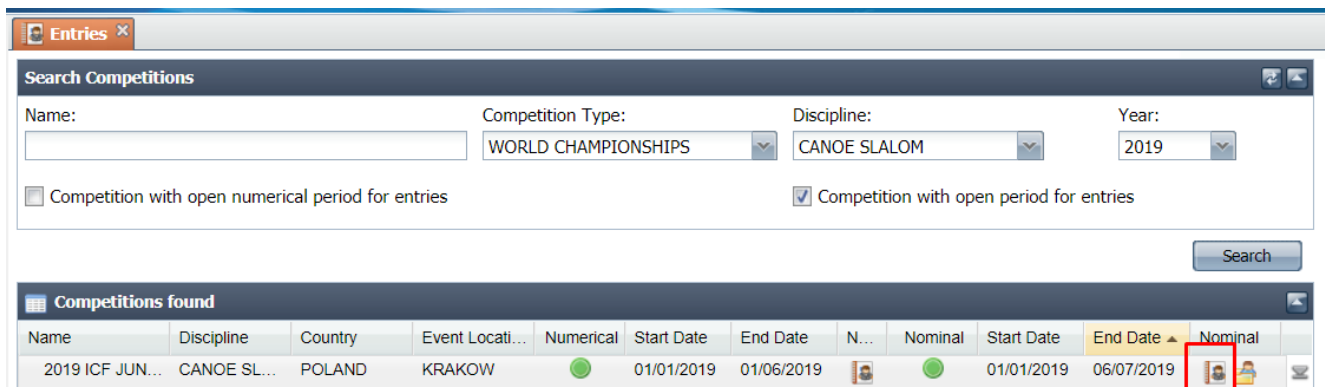
As with the numerical entries section, the upper section of the page contains the team contact details. If this was already filled for the numerical entries, it will be automatically completed. If it was not already filled, it should be completed and click "ok" to make the lower part of the screen accessible 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.
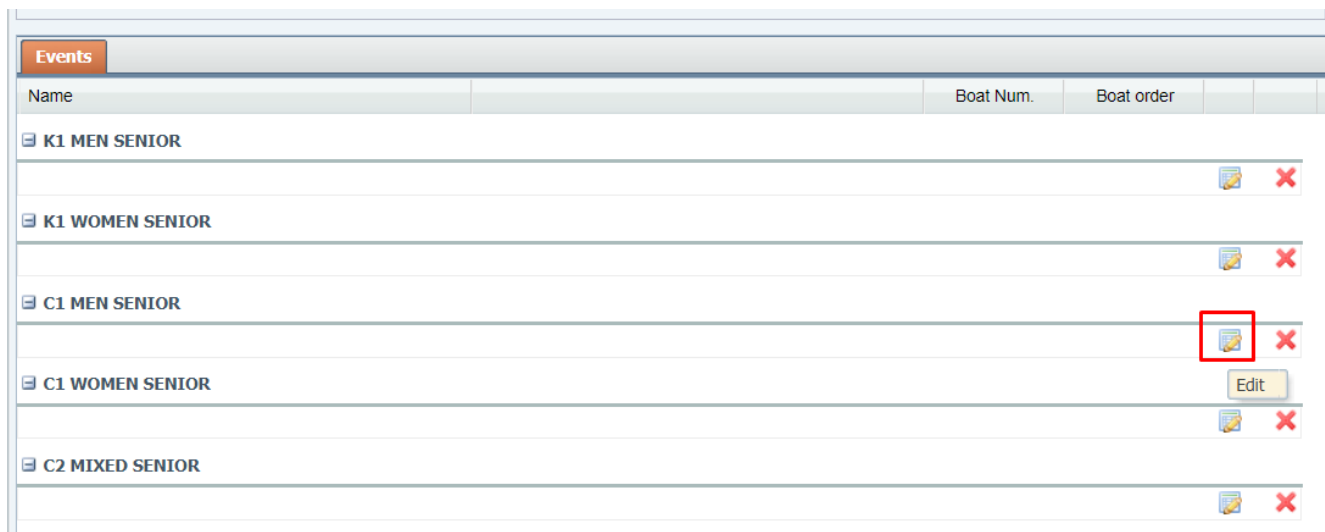
Click the arrow to select an athlete from the available athletes.

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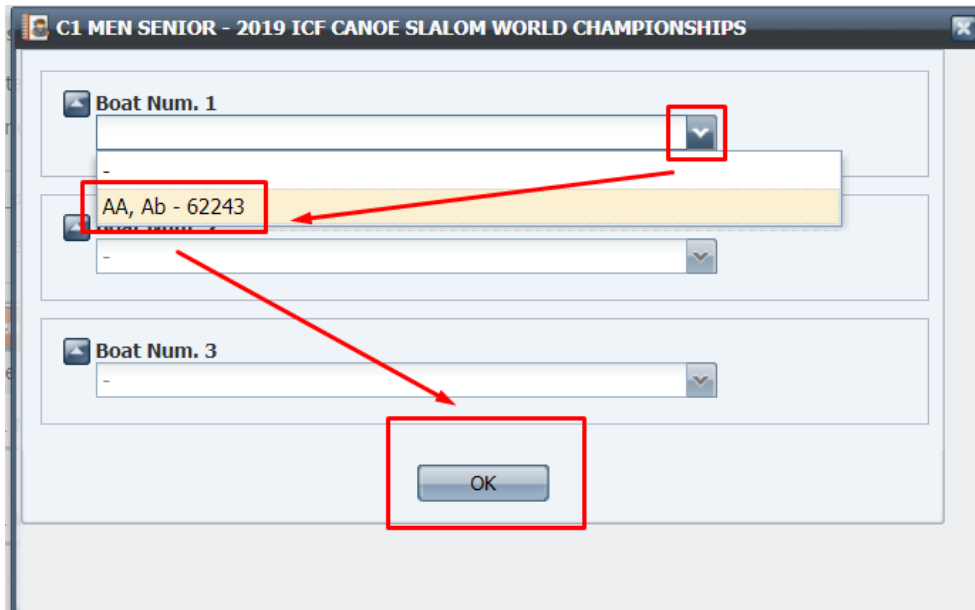
After inscribing an athlete, the screen will show as follows. To delete an athlete in an individual boat, click on the red x to the right of the athlete.

*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.

To produce the athlete waiver document, right click on the athlete's name in the entries list and choose "athletes waiver form".
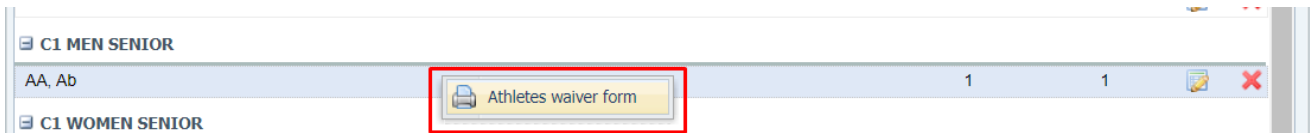
For canoe polo teams, the number which the player wears should also be added at the same time as the nominal entries.
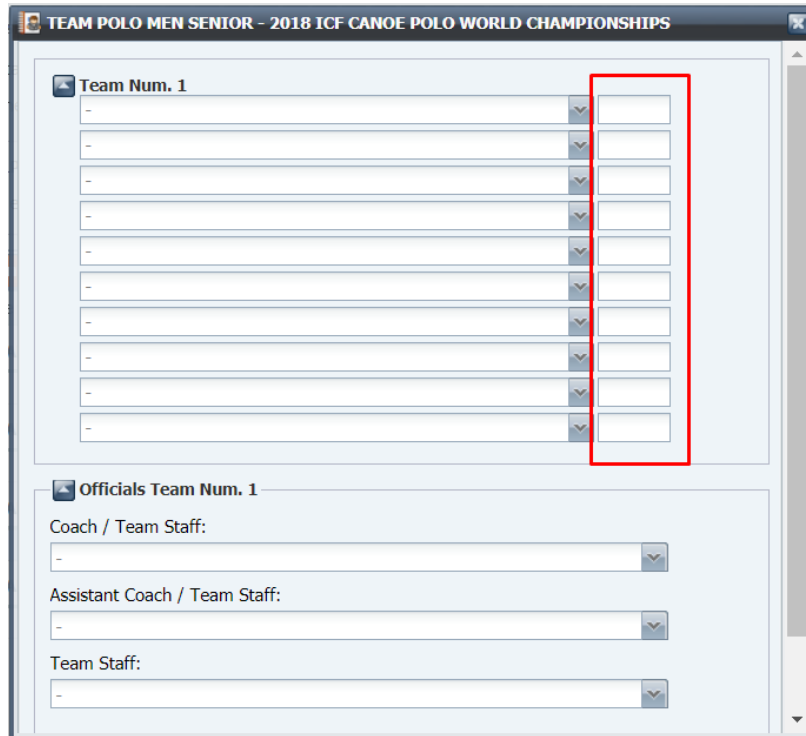
To export the entries, return to the entries screen and choose the down arrow on the far right of the menu, and choose "export to PDF by events".

4.3. Pre Accreditations

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 filter your search by Competitions. Once you have run the search, the system allows you to pre-accredit ITOs and other persons.
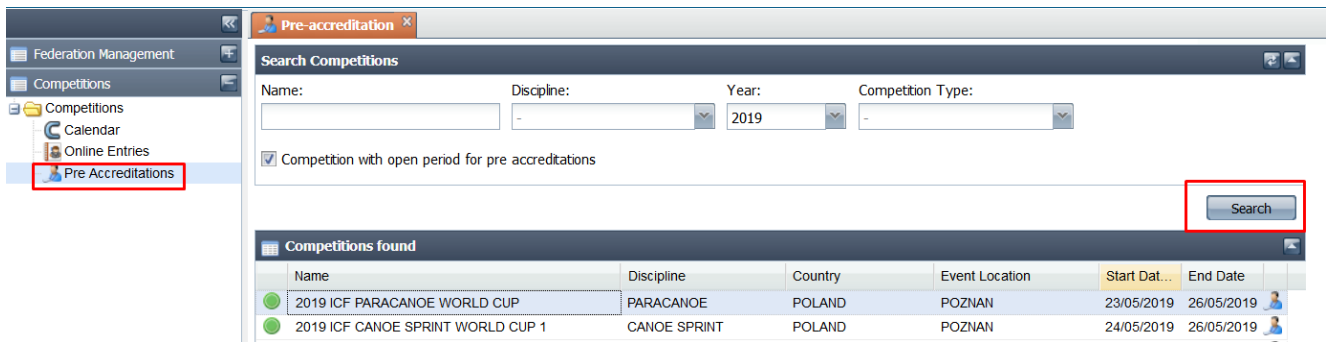
The following screen will appear when double-clicking on the relevant "competitions found" entry, in which you wish to inscribe the person, or when you click on the right-side icon. You can filter your search by pre-accredited people (the athletes who have already been inscribed in a competition through 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.
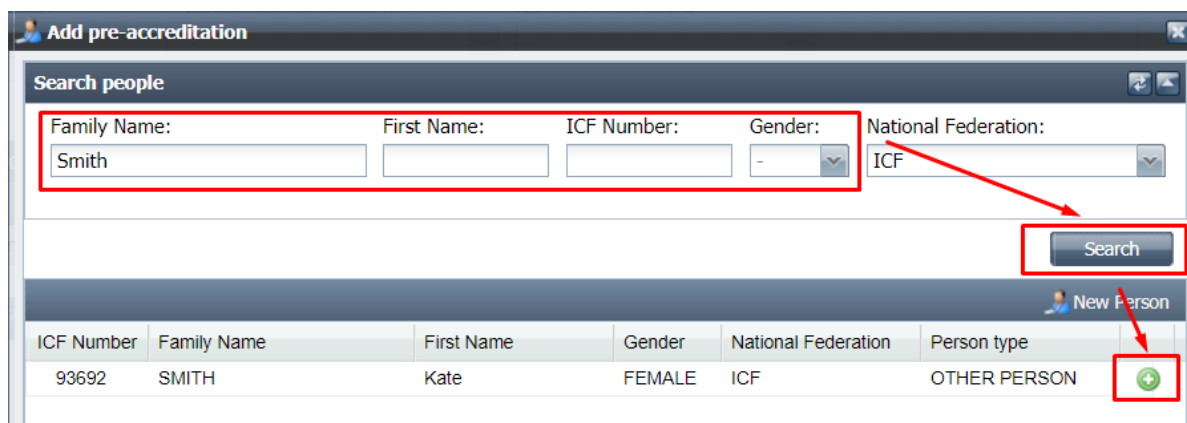
Complete the relevant collective, category and function then click ok.

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.

Additional user guides are available at: https://www.canoeicf.com/sports-data-platform#user_guide.