SDP updates

March 2018

Bugs fixed

The program which runs the accreditation system now works on all browsers.

Automatic logout time has been extended. Please ensure you logout before leaving your computer.

The sort order will be updated on many screens to ensure the most relevant competitions are shown first. The current date will be inserted on the "competitions" screen by default. To see earlier competitions, please remove this date and click search.

The competition entries search will filter by competitions with open nominal entries by default. This can be removed when required by un-checking the "competition with open period for entries" box and searching again. Click on any header, such as "end date", to sort by that field.
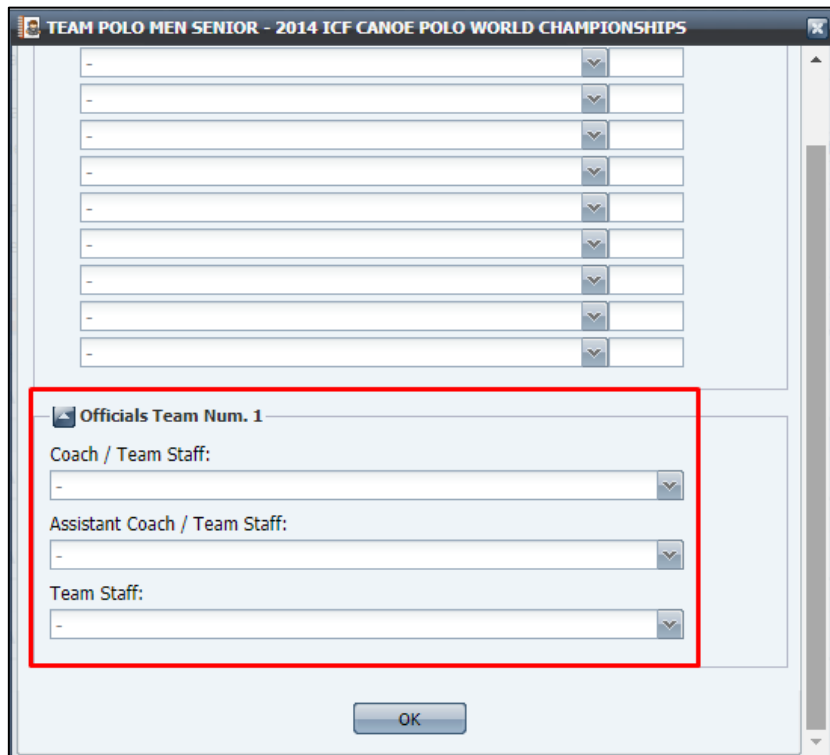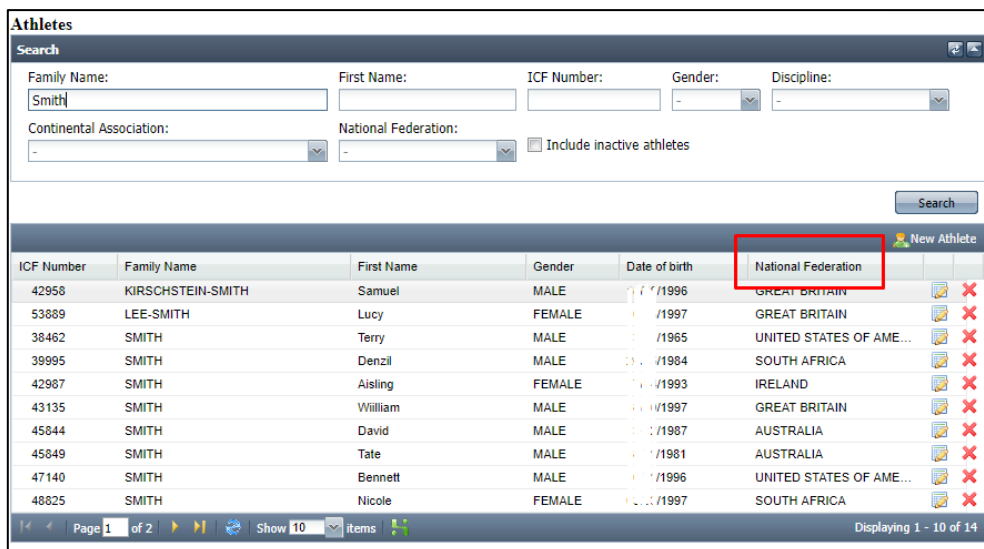
Anyone who tries to log in with the incorrect password too many times will have their account blocked. If a subsequent login does not work because the account is blocked, this will produce the relevant error message. Please specify this when emailing sdp@canoeicf.com to have this rectified.

icftest.msl.es says

Account is blocked, please contact sdp@canoeicf.com.

OK
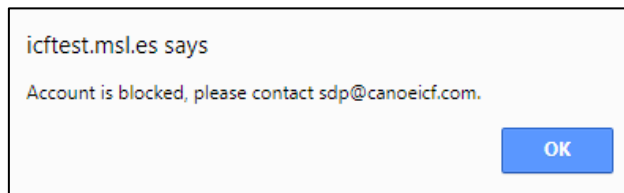
The three team personnel in canoe polo teams will no longer be required fields.

TEAM POLO MEN SENIOR - 2014 ICF CANOE POLO WORLD CHAMPIONSHIPS

Officials Team Num. 1

Coach / Team Staff:
-

Assistant Coach / Team Staff:
-

Team Staff:
-

OK

Athlete search screen will show the "National Federation" field instead of "birth country".

Athletes

Search

Family Name: Smith
First Name:
ICF Number:
Gender: -
Discipline: -

Continental Association: -
National Federation: -
☐ Include inactive athletes

Search

🔲 New Athlete

ICF Number	Family Name	First Name	Gender	Date of birth	National Federation		
42958	KIRSCHSTEIN-SMITH	Samuel	MALE	/1996	GREAT BRITAIN	📄	✖
53889	LEE-SMITH	Lucy	FEMALE	/1997	GREAT BRITAIN	📄	✖
38462	SMITH	Terry	MALE	/1965	UNITED STATES OF AME...	📄	✖
39995	SMITH	Denzil	MALE	/1984	SOUTH AFRICA	📄	✖
42987	SMITH	Aisling	FEMALE	/1993	IRELAND	📄	✖
43135	SMITH	Wiilliam	MALE	/1997	GREAT BRITAIN	📄	✖
45844	SMITH	David	MALE	/1987	AUSTRALIA	📄	✖
45849	SMITH	Tate	MALE	/1981	AUSTRALIA	📄	✖
47140	SMITH	Bennett	MALE	/1996	UNITED STATES OF AME...	📄	✖
48825	SMITH	Nicole	FEMALE	/1997	SOUTH AFRICA	📄	✖

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Clarification of birth country versus nationality (passport held) versus National Federation representing.

Faulty "new athlete" button removed from the entries screen. Instead search for the athlete in the athletes section. If the athlete cannot be found, then they can be added in the athletes section.

Password limit of 8 characters has been increased to 20.

An Excel export has been added as an option for the entries export, to avoid the issue of accents on names being incorrectly imported to Excel. The csv is still available, but not recommended for importing into Excel.

The "person function" field in the "other persons" area will be editable.

Records cannot be saved without a photo in any part of the federations nor accreditation system.

Biographies will have the "make public" box selected by default.

Numerical entries opening and closing dates will be included in the competitions export.

The accreditation matrix has been revised and updated, including correcting some errors. The role "coach" for National Federations accreditation has been added. For more information please read the ICF Accreditation Manual – 2018 version. Any person added directly in the "pre-accreditation" or "accreditation" sections of SDP with any role, will not be saved. If you wish to be able to re-use a person's profile for future events, they must be added in the "people management" area of SDP, under the appropriate category. Please check if the person already exists in the database before creating a new record.
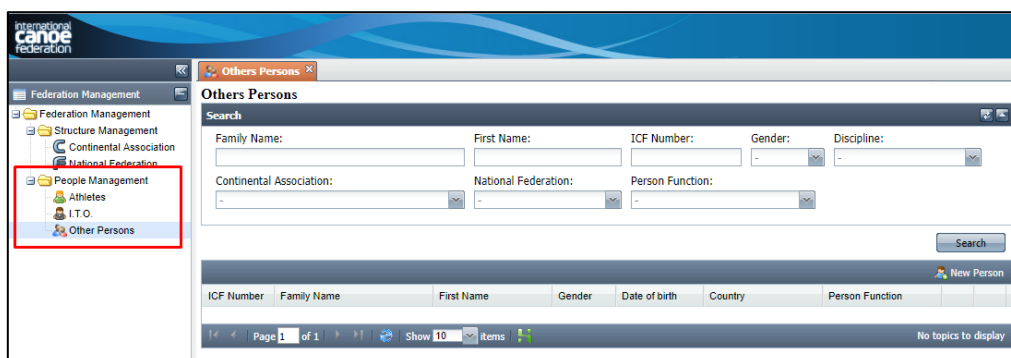

Upgrades

Athlete records

Paracanoe classes

Fields will be added for Paracanoe class, class status and review date (if applicable). There will be separate fields for Kayak and Va'a classes. These will be visible and exportable for NFs but only editable by ICF staff / classifiers. Once added to SDP, these details will be used for the classification master list on the ICF website and to validate Paracanoe competition entries. This will not restrict the entry possibility for NFs. If you think the classification information is incorrect for any of your athletes please send the name and ICF number to classification@canoeicf.com along with the sport class, class status and expiry date which you believe is correct.
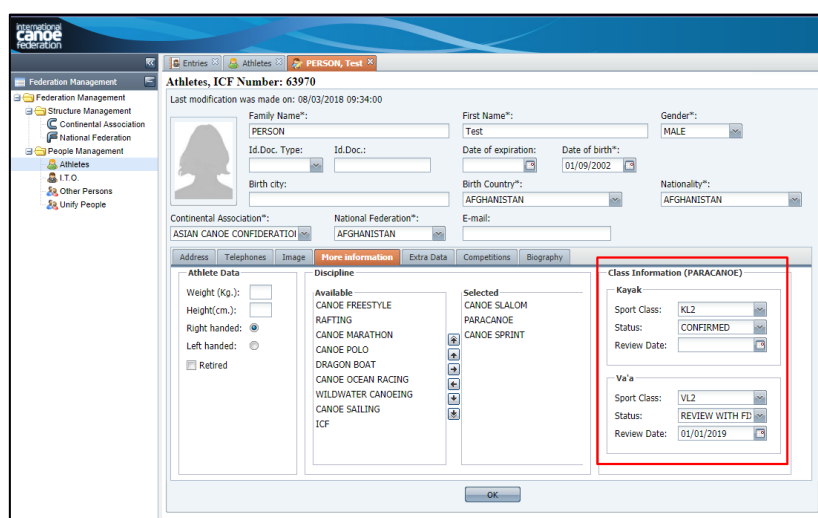
Y	Z	AA	AB	AC	AD	AE
Kayak Sport Class	Kayak Status	Kayak Review Date	Va'a Sport Class	Va'a Status	Va'a Review Date	Discipline
KL2	Confirmed		VL2	Review with Fixed Date	01/01/2019	CANOE SLALOM

Ineligible athletes

Any athlete who is currently serving a doping suspension, has officially retired and been removed from the testing pool, or an athlete who has had a change of nationality approved away from the NF, will be marked as "ineligible" and will not appear in the drop down menu for selection for an event. Their key personal information will also be greyed out, and not editable by the NF. Once the doping ban is completed or if the athlete returns from retirement, the athlete will be enabled again. The ineligible field can be seen but not edited by NFs. If you need clarification on why an athlete has been marked as ineligible, or feel an athlete has been incorrectly marked as ineligible, please email the athlete's name and ICF number to sdp@canoeicf.com.

Inactive athletes

Athletes who have not competed in more than four years will be marked as inactive at the end of the year. This will be first completed at the end of 2018. All information about the athlete will be retained, however these athletes will not show up in a search by default, and will not appear in the competition entry drop down menu. This will prevent these menus becoming too long with athletes who no longer compete. If you wish to enter an athlete who has been marked as inactive, search for the athlete in the athlete area, and uncheck the box "inactive". The athlete will then be available for selection. Please ensure you search for the athlete including ineligible athletes, rather than just adding a new record.

Duplicate avoidance

To try to prevent duplicate athlete records from occurring, the system has been updated to notify if an athlete is being added who has the exact same first name, last name and date of birth. If you see this error message, please double check your current list of athletes (including inactive athletes) for an existing record for the same athlete. If you find the athlete, you can add additional disciplines to the same athlete to allow them to show up in the drop down menu. If you cannot find the athlete please email the first name, last name and date of birth to sdp@canoeicf.com for resolution.

This duplicate resolution only occurs within the athletes section and only affects new athletes. Any person who is already an ITO or "other person" will not prevent the addition of an athlete. Furthermore, the ID doc field will no longer be a required field, and will not cause a duplicate alert.

Athletes must never be added directly to the "pre-accreditation" or "accreditation" sections of the database by any user. Any athlete added here will not have their information saved in the athletes section and will not be eligible for accreditation as an athlete at an event. Only athletes with a valid entry are eligible to compete and receive an accreditation.

Personal details validation

Once an athletes' passport has been checked and verified, their personal details (first name, last name and date of birth) will be locked in SDP and greyed out, and it will not be possible for the NF to change them. This will show on the export that their details have been validated. This means athletes will only need to have their passport checked once, rather than at every competition.

If changes to these details are required, please provide the reason (eg new passport with different name translation to English) and a copy of the new ID document to sdp@canoeicf.com.
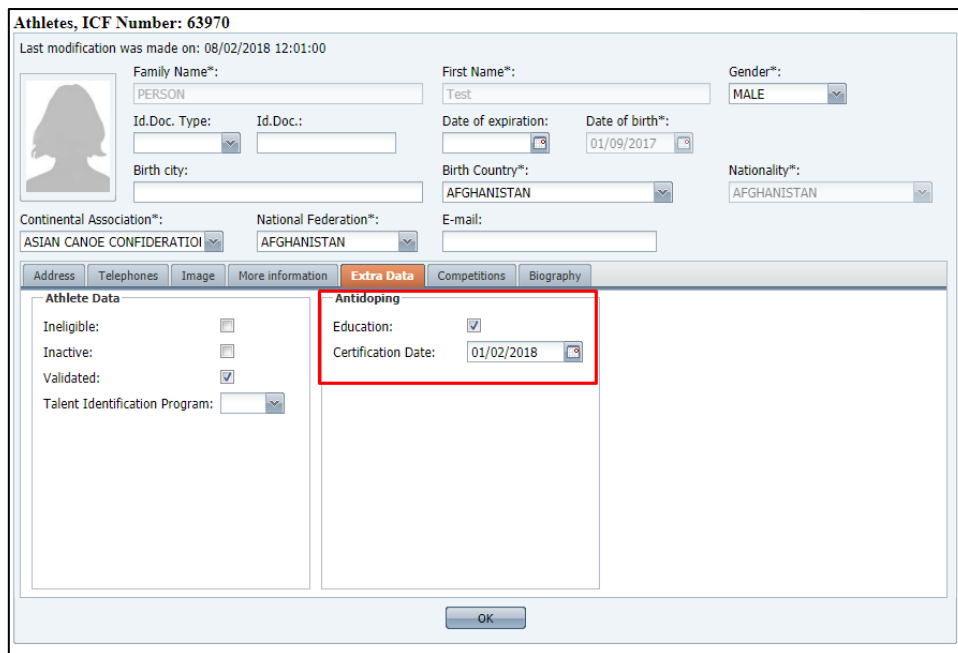
Anti-doping certification

A field will be added to specify when an athlete has completed an online anti-doping certification, and the date on which it was completed. This will be viewable by the NF but only editable by the ICF. Any certificates missing from this field should be sent to michel.alarcon@canoeicf.com with the athlete's ICF number for addition.

Talent Identification field

A field will be added to show the year in which a person was last a member of an ICF talent identification program. This will be included in the athlete information export and will be used to track future competition participation and success of TIP athletes. If you believe this information is incorrect for any athlete please email the correction with the athlete's name and ICF number to sdp@canoeicf.com.

Entries

Contact details for team organiser

The fields for "contact name" and "contact email address" will be required fields when submitting nominal or numerical entries. If the information is entered into the numerical entries section, it will automatically be saved for the nominal entries. You will not be able to enter any athletes into a boat in the nominal entries section until these two fields have been saved. In the case of any issues with entries, this person will be contacted for clarification. These contact details will be exportable for event organisers to contact all team organisers with important competition information.

Numerical entries

The maximum number of entries per NF will show on the numerical entries tab. This will also prevent the user from entering a number higher than the maximum. Please ensure you enter the number of boats not people, eg 1 K4 boat should be entered as 1. The second tab allows you to specify the expected number of athletes and other team personnel.

Please ensure these numerical entries are completed as accurately as possible to allow competition organisers to plan draft schedules in advance of the final entry by name.

This print screen shows the error message when trying to enter a "2" into the boats / teams field in the first row. An incorrect value will not save.

National Federation details

We are adding four fields to collect NF social media details – Facebook, Twitter, Instagram and YouTube. Please check and complete these fields. The details will be displayed on the ICF website from April, along with the existing National Federation details here: https://www.canoeicf.com/icf-structure#NF. There could be a delay of up to three hours for new or corrected information in SDP to appear on the website. We will also add these channels to our social wall if they are not there already: https://www.canoeicf.com/social-wall.

Other reminders

Please check your National Federation details are up-to-date including email addresses and the name of your President and Secretary General. These last two fields will be used when verifying accreditation requests for the role of President and Secretary General. All fields are displayed on the ICF website in the National Federations section.

All athletes who have a competition entry will automatically be added to the accreditation list as an athlete. Please do not pre-accredit any personnel as an athlete. The only personnel who should receive an athlete accreditation are those with an official entry.

If you find any athletes who are duplicates within your NF list, please send the correct ICF number (eg if two records are for the same athlete, but one has a correct date of birth and one has an incorrect date of birth), and the number(s) you would like merged to sdp@canoeicf.com.