



Sports Data Platform (SDP)

International Canoe Federation (ICF)

User Guide



Versión 2.2

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DOCUMENT DETAILS

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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

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This document is a quick-reference guide that describes the functions that can be carried out by the user, according to a particular level of authorization. It primarily deals with athlete registration and competition entries.

USERS

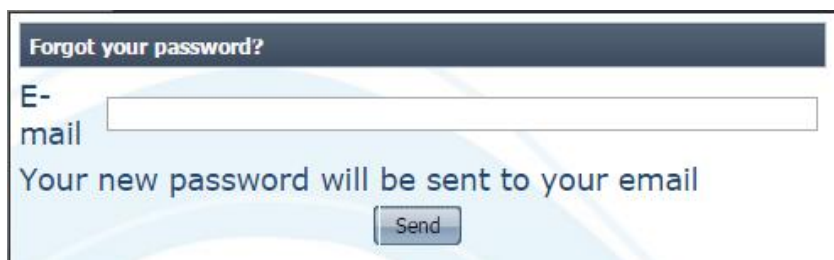
National Federation (NF): Access is restricted to the area of each Federation. The NF will only be able to modify or to create information relative to their own NF, but will be able to view the information of another NF including athletes, ITOs and other persons. Please note confidential information (eg passport number and expiry) is only available to be viewed for your own NF.

To access the system, please follow the steps below:

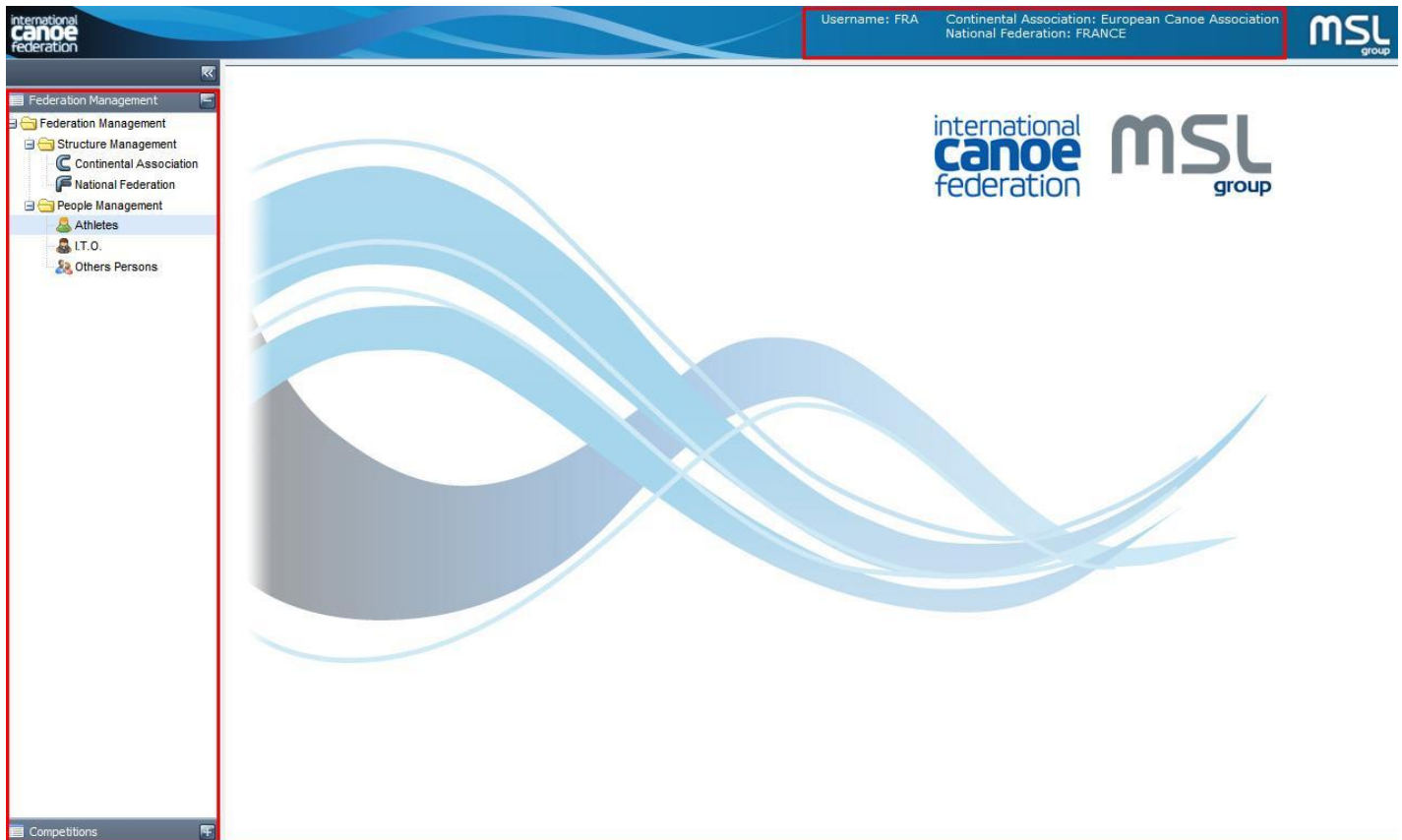
- 1.- Enter the URL: <http://icf.msl.es/icf/main.jsp>
- 2.- Enter your username and password then click ok



If you have forgotten your password, please click on the icon as shown above. The following window will appear on your screen.



Once you have entered the correct username and password you will be able to access the system,. Your username details will then appear on the top right corner of the main screen.



- **Federation management**
 - Structure Management
 - Continental Association
 - National Federation
 - People Management
 - Athletes
 - ITO
 - Other Persons
- **Competitions**
 - Calendar
 - Online Entries
 - Pre Accreditations

1. Federation Management:

1.1. Structure Management

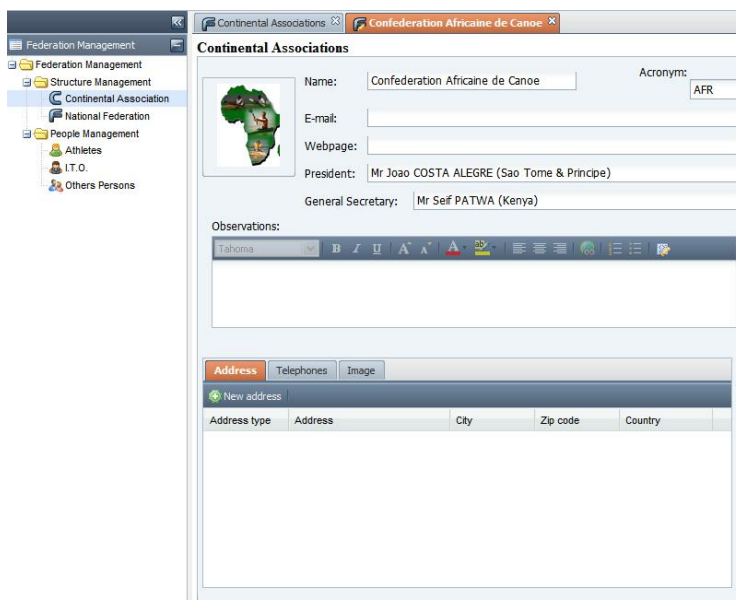
1.1.1. CONTINENTAL ASSOCIATION:

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. You will be able to view the information but not modify it.



The screenshot shows a web application interface for managing Continental Associations. On the left is a navigation tree with 'Continental Association' selected. The main area displays a table of associations with columns for Name, Acronym, Webpage, and E-mail. The 'Confederation Africaine de Canoe' is highlighted. At the bottom, it shows 'Page 1 of 1' and 'Showing 10 items'.

Name	Acronym	Webpage	E-mail
Asian Canoe Confederation	ASI		
Confederation Africaine de Canoe	AFR		
European Canoe Association	EUR		
Oceania Canoe Association	OCE		
Pan American Canoe Federation	PAN		



The screenshot shows the detailed view for the 'Confederation Africaine de Canoe'. It includes a map of Africa, a form for Name and Acronym (AFR), and fields for E-mail, Webpage, President (Mr Joao COSTA ALEGRE), and General Secretary (Mr Sef PATWA). There is also an 'Observations' section with a rich text editor and an 'Address' section with a table for address management.

Confederation Africaine de Canoe

Name: Confederation Africaine de Canoe Acronym: AFR

E-mail:

Webpage:

President: Mr Joao COSTA ALEGRE (Sao Tome & Principe)

General Secretary: Mr Sef PATWA (Kenya)

Observations:

Address

Address type	Address	City	Zip code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1.1.2. NATIONAL FEDERATION:

When you click on National Federations, 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.

Name	Full Name	Continental Association
Andorra	Andorra Canoeing Federation	European Canoe Association

You will be able to view the information of other NFs by double clicking on the National Association 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.

National Federation

Name*: Andorra

Short Name*: AND

Full Name*: Andorra Canoeing Federation

Webpage:

Continental Association*: European Canoe Association

Country*: ANDORRA

Address | Telephones | Emails | President | General Secretary

+ New address

Address ty...	Address	2nd Address	City	Zip code	Country

An NF will be able to see and modify their data through the different fields and tabs: Address, Telephones, Emails, President and General Secretary. This information will appear in the NF list on the ICF website.

National Federation

Country: France

Short Name: FRA

Full Name: Fédération Française de Canoe Kayak FFCK

Webpage:

Continental Association: European Canoe Association

Address | Telephones | Emails | President | General Secretary



+ New address

Address type	Address	2nd Address	City	Zip code	Country

OK


The fields are:

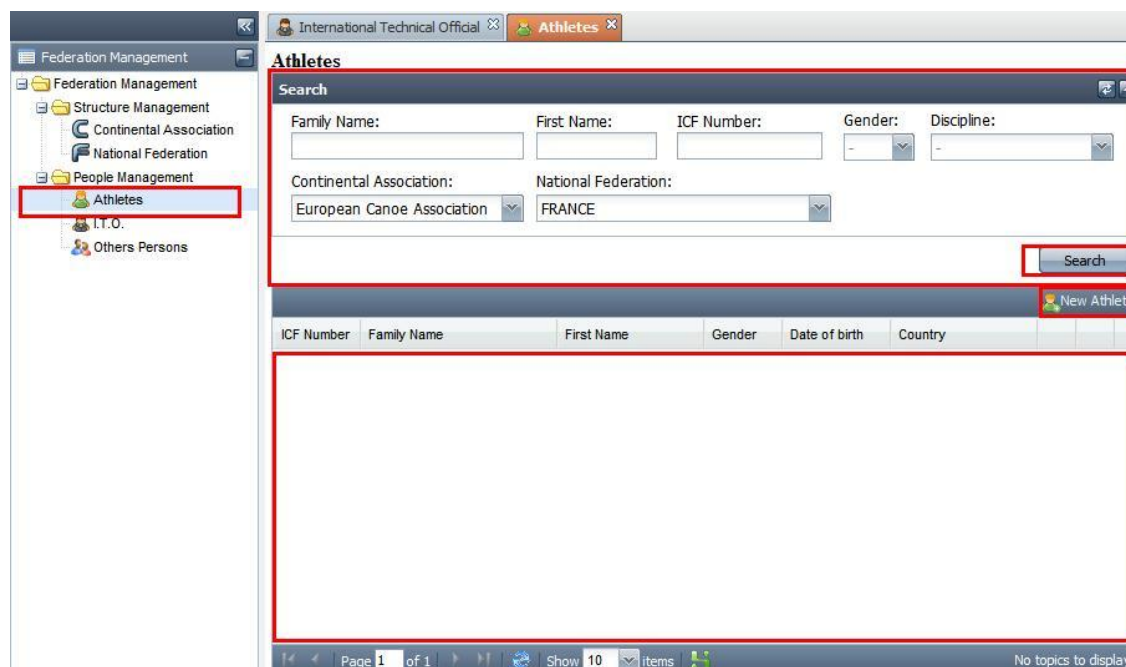
- Country
- Short Name (this should be the country's three letter IOC code)
- Full Name
- Webpage
- Continental Association

The **address** can be added or edited by clicking on the button . You can add information by double-clicking on the relevant box, e.g. Address type, Address, 2nd Address, City, Zip code and Country. It is possible to insert the **telephone**, by clicking on the  button, which will allow you to fill in the fields Phone Type, Country Prefix and Number by clicking on their relevant boxes.

1.2. People Management

1.2.1. ATHLETES:

You can either search for a specific athlete by using the filters on the top area or create a new athlete by clicking on the  button. Also you can view the information of athletes who do not belong to your NF although you will not be able to modify the information. (When the screen shows information of an athlete belonging to another NF, the OK button will not be present, meaning you cannot modify their information).



The screenshot shows a web application interface for managing athletes. On the left is a navigation tree with 'Athletes' selected. The main area is titled 'Athletes' and contains a search form with the following fields: Family Name, First Name, ICF Number, Gender, Discipline, Continental Association (set to 'European Canoe Association'), and National Federation (set to 'FRANCE'). A 'Search' button is located at the bottom right of the form. Below the form is a table with columns: ICF Number, Family Name, First Name, Gender, Date of birth, and Country. The table is currently empty. At the bottom right of the table area is a 'New Athlete' button. The status bar at the bottom indicates 'Page 1 of 1', 'Show 10 items', and 'No topics to display'.

The search can be filtered by:

- Family Name
- First Name
- ICF number

- Gender
- Discipline
- Continental Association (the relevant CF will be shown by default)
- National Federation (the relevant NF will be shown by default)

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.

The screenshot shows a software interface for managing athletes. The main window is titled 'Athletes' and contains a form for entering athlete data. The form is divided into several sections:

- Personal Information:** Fields for Family Name*, First Name*, Gender*, Date of expiration, and Date of birth* (all mandatory).
- Identification:** Fields for Id.Doc. Type (dropdown menu with 'OTHER' selected) and Id.Doc.* (mandatory).
- Location:** Fields for Birth city and Country* (mandatory).
- Association:** Fields for Nationality* (mandatory) and E-mail.
- Continental Association*:** A dropdown menu showing 'European Canoe Association'.
- National Federation*:** A dropdown menu showing 'FRANCE'.

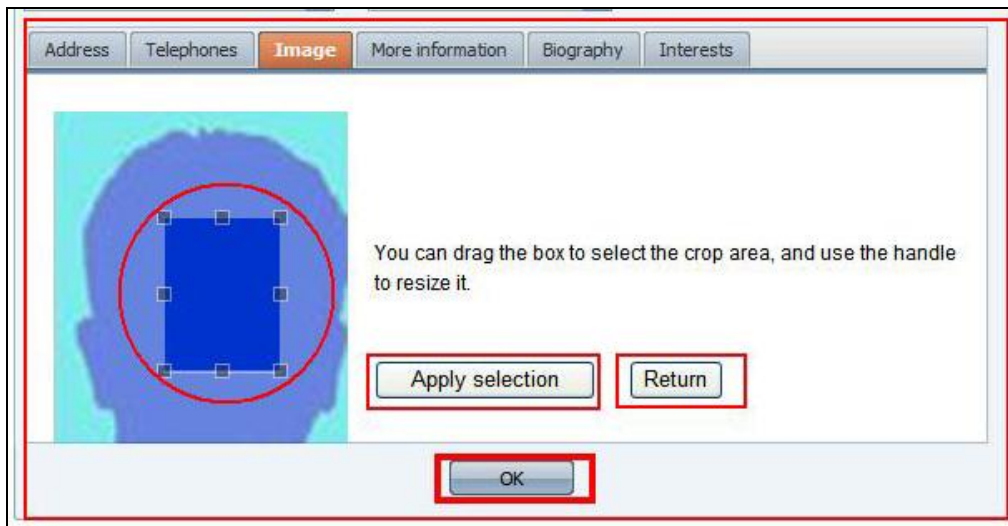
Below the main form, there are several tabs: Address, Telephones, Image, **More information** (selected), Biography, and Interests. The 'More information' tab is active, showing a 'Discipline' section with two columns: 'Available' and 'Selected'. The 'Available' column lists various canoeing disciplines: CANOE SLALOM, CANOE FREESTYLE, PARACANOE, RAFTING, CANOE MARATHON, CANOE POLO, CANOE SPRINT, and DRAGON BOAT. The 'Selected' column is currently empty.

Additional information can be completed by going through the following tabs: **Address, Telephones, Image, More Information, Biography and Interests**. You will be able to add new addresses or telephones by clicking on the **+ New address** and **+ New Telephone** buttons.

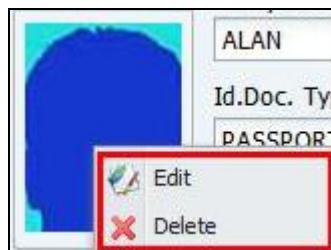
Once you have clicked on the new address button, the ‘Address type’ field will be enabled, which will allow you to choose among four options (Work, Home, Generic and Other). The other fields within the Address tab (Address, City, Zip code and Country) can be completed by double-clicking on them. In order to delete an entry, right-click on the relevant entry and left-click on the 'X' **Delete** message.

Image. The system allows you to upload photos from your computer. The photo can be searched by clicking on the "Browse" icon.

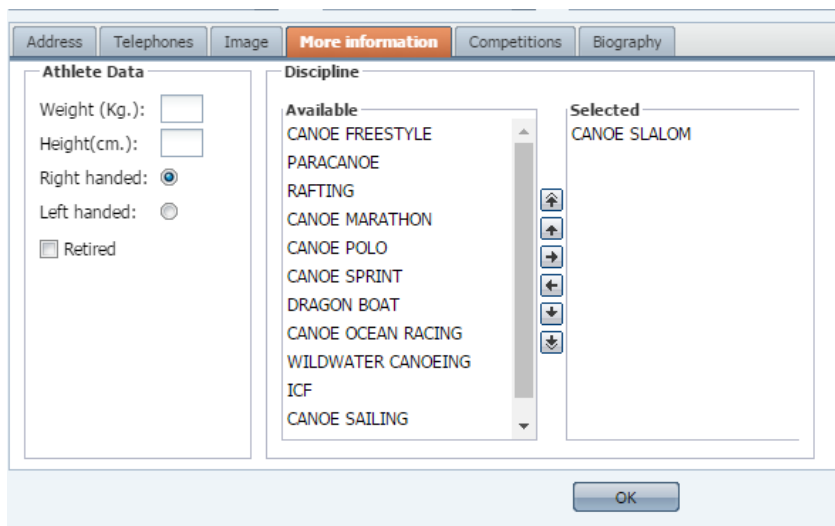
Once you have selected the photo to upload, the system will allow you to select the desired area by dragging the box over the image. The size can also be modified by clicking and dragging the corners. Finally, in order to save the chosen picture, click on the "Apply selection" button and click on the **OK** button to save changes. 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.





It is possible to edit or delete the photo by right-clicking on the picture and selecting the relevant option.





More Information: This tab is divided in two windows. The window on the left side contains athlete data. The disciplines section shows the available disciplines that you can assign to the relevant athlete. The section on the right contains the disciplines, which have been assigned to the athlete and can be removed by double clicking on them or using the buttons in the middle column:





 This button allows you to place any selected discipline assigned to the athlete (right window) at the top of the list.

 This button allows you to move up on the list any selected discipline to the correct position, among those which have already been assigned to the athlete (right window).

 This button allows you to add new disciplines on the right window, from the available ones (left window) assigning them to the selected athlete.

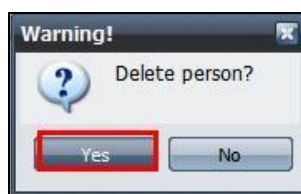
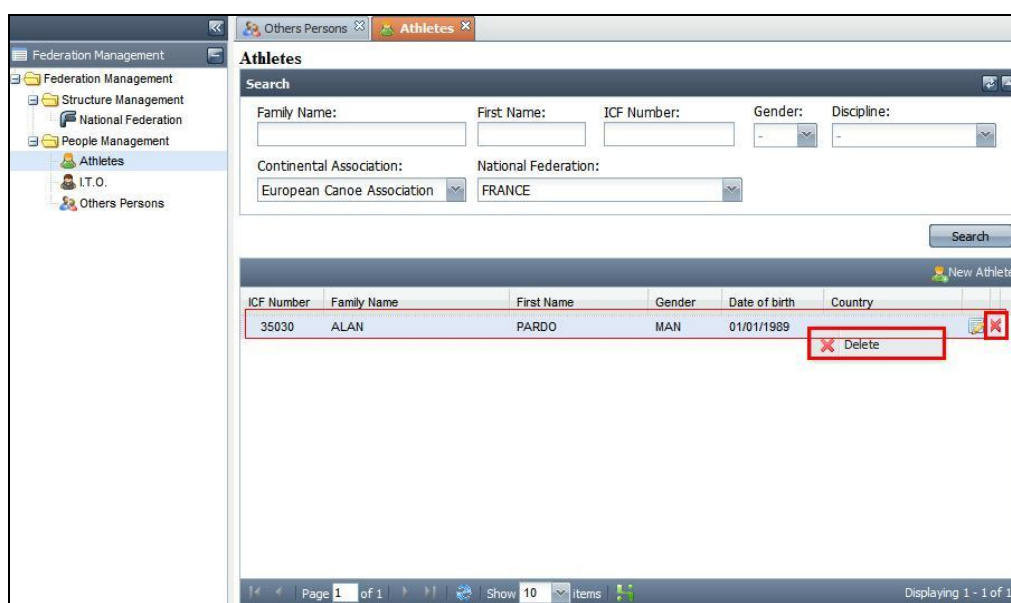
 This button allows, after selecting a discipline already assigned to the athlete (right window), to move it back to the left windows, returning it to the “available” status (left window) and removing it from the athlete assignment.

 This button allows you to move down on the list any selected discipline to the correct position, among those which have been already assigned to the athlete.

 This button allows you to put at the bottom of the list, any selected discipline assigned to the athlete (window on the right).

Delete 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.



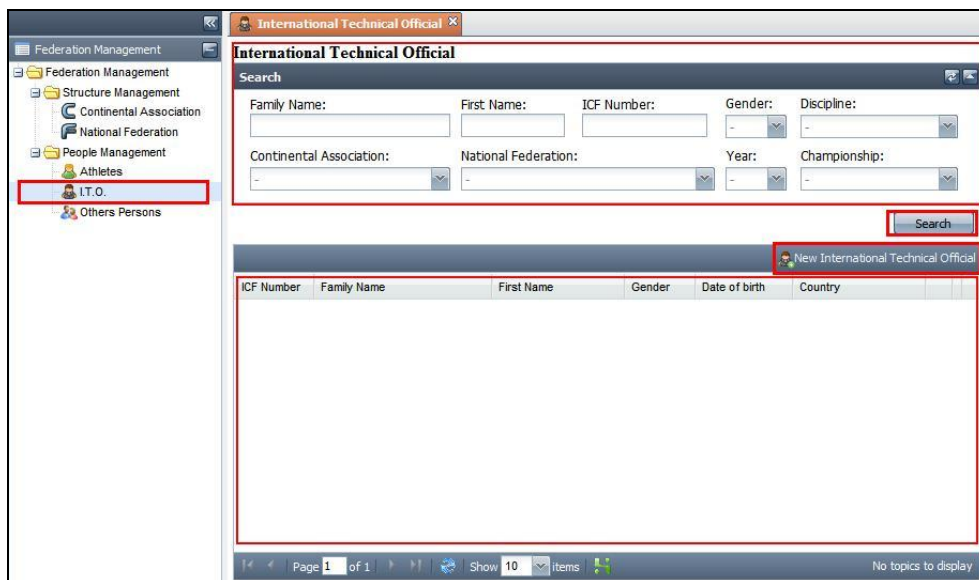
If you try to delete an athlete who is inscribed in a competition or has been in the past, an error message will appear, and you will not be allowed to carry out the operation: "This person has associated data". This is to ensure all historical records remain in the database.



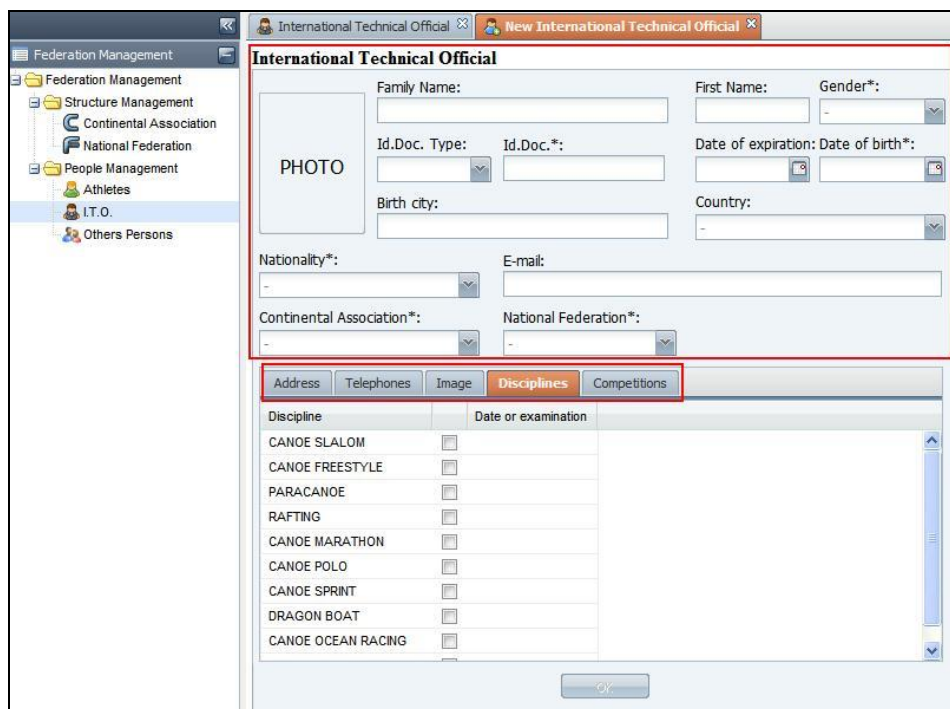
Important note: If a person already exists in the database with the same document ID number as the person you are trying to add, you will see the notification: "warning - this ID document is already in the database". You will not be able to save the data of the person you are trying to add. Instead, search for the person to update their details instead of adding a new person. This person could also appear with a different function, eg I.T.O. If you cannot find this person please contact sdp@canoeicf.com and include the ID document number which is causing the issue.

1.2.2. I.T.O.:

You can filter your search by "I.T.O." or create a new International Technical Official belonging to your NF. This section is managed in the same way as the 'Athletes' section.

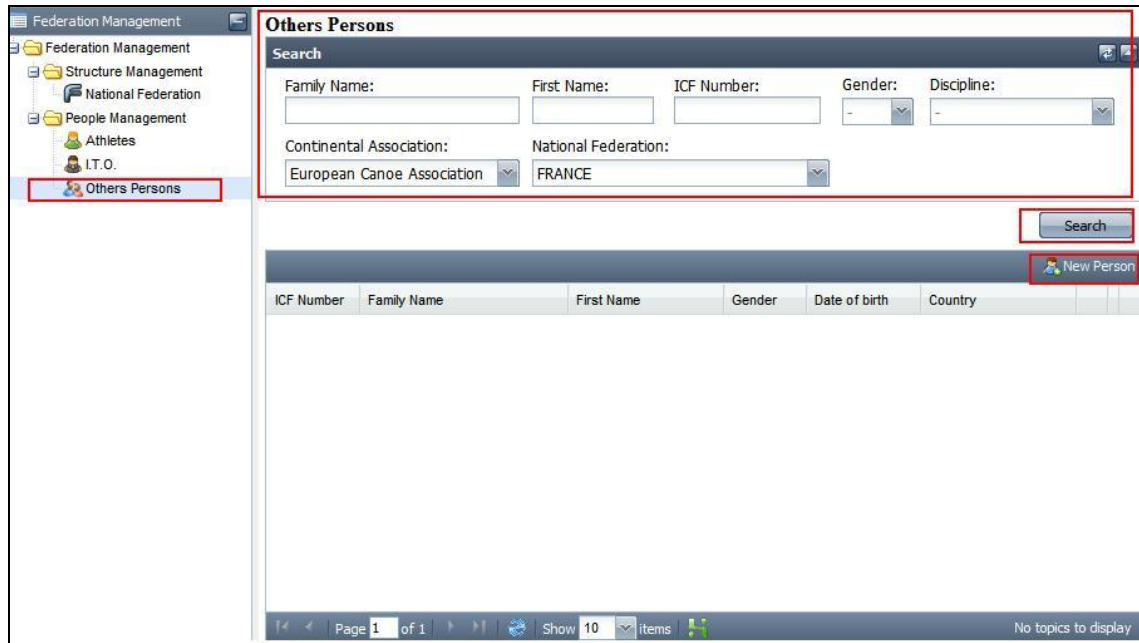


Some fields and also the name of some tabs may differ from the athlete section but the basics of the process are similar.

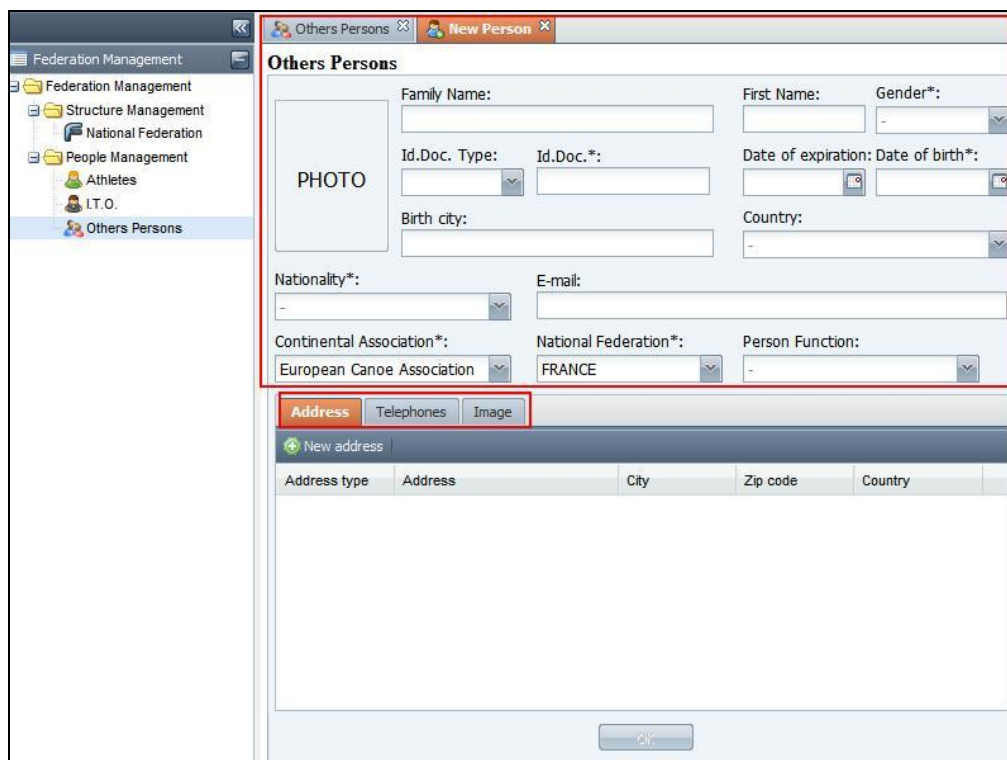


1.2.3. OTHER PERSONS:

You can filter your search by 'Other Persons' or create a new person belonging to your NF. This section is managed in the same way as the 'Athletes' section.



Some fields and also the name of some tabs may differ from the athlete and I.T.O. section, but the basics of the process are similar.



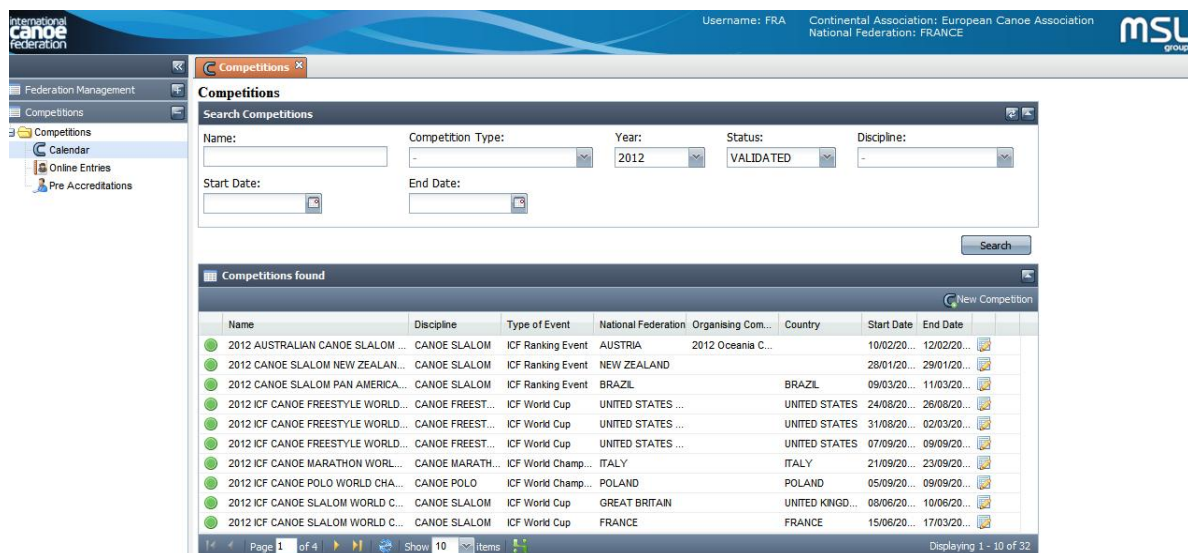
2. Competitions:

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

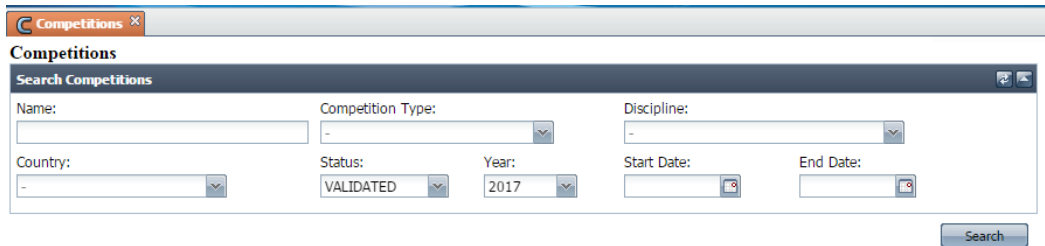


2.1. Calendar:

Once the user selects the Competitions tab then the calendar option, the following screen appears. You can filter your search by Competitions. The search result will appear in the "Competitions found" area. An NF will be able to view all the competitions on the calendar but will not be able to modify any of them.



Filters allow the user to view specific events, according to their needs.



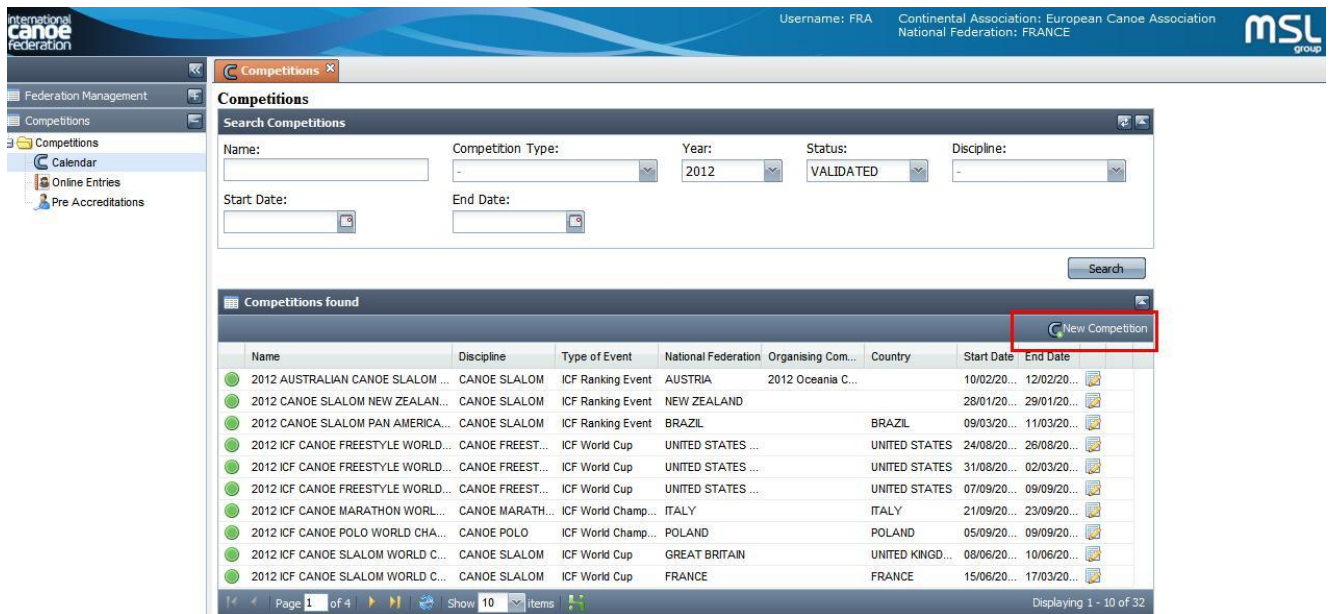
Searching using multiple fields will help ensure more accurate and refined search results.

The filters that can be used are:

- Name: it is possible to look for an event, using part or all of the name.
- Competition Type: this filter allows to choose the competition type from those in the drop-down menu eg World Cup, World Championships
- Discipline: allows filtering for the discipline of the event from the drop down menu.
- Country: allows filtering for events in a specific country
- Status: this is set to validated by default. To view competitions which have not yet been validated, the user must change this option.
- Year: with this filter, the user can decide in which year to search for the event. By default this is set to the current year.
- Start and End date: These two fields give the possibility to select the period in which the competition will be held.

Creating a new competition

To create a new competition, click on the  button.

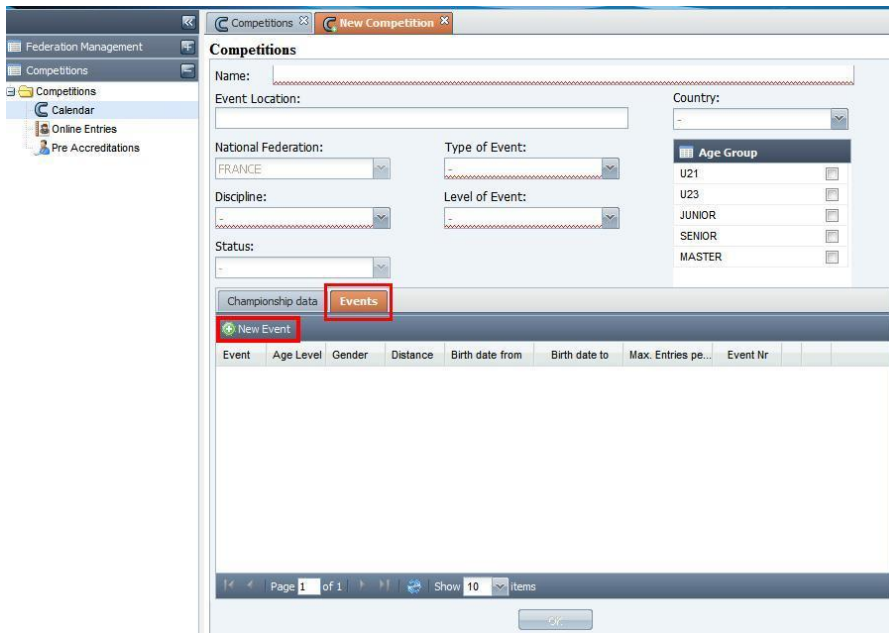


Here you can create a new competition with all the information needed.

The user will have to fill in the mandatory fields, marked in red.

Events

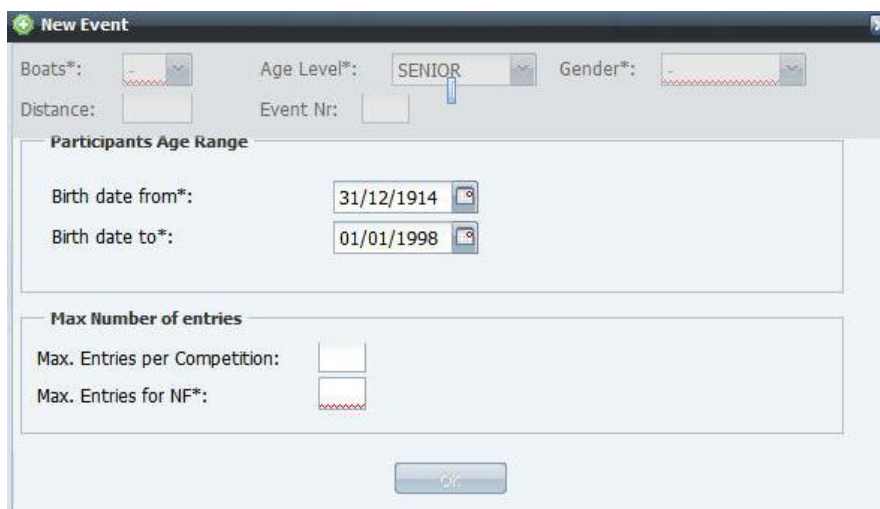
Once all the championship data has been saved, the user can add the events for the competition on the other screen. It is possible to add events using the button “New Event”.



This will open a new screen in order to add all the event data and define the most important features like kind of boats, age level, gender, and limit the range of the birth dates and number of entries.

The birth date range will adjust by default based on the age level selected and the year of the event.

The “max entries for NF” field will automatically restrict the number of entries each NF can enter in this specific event. If there is no restriction, enter a number larger than the maximum you expect from an NF, eg 20. Please note the max entries per competition is currently not restricting overall entries.



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 Date noted in the specific discipline rule book.

If the ICF Chairman declines the requested competition, the competition will not be added to the ICF calendar.

When the Chairman validates or rejects a competition, the NF will receive an e-mail with ICF's decision.

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

The screenshot shows a table titled "Competitions found" with the following columns: Name, Discipline, Type of Event, National Federation, Organising Com..., Country, Start Date, and End Date. A red box highlights the first eight rows, which all have a green status indicator. The ninth row has a yellow status indicator, and the tenth row has a red status indicator. The table is displayed on page 2 of 4, showing 10 items.

Name	Discipline	Type of Event	National Federation	Organising Com...	Country	Start Date	End Date
2012 ICF CANOE SLALOM WORLD C...	CANOE SLALOM	ICF World Cup	SPAIN		SPAIN	22/06/20...	24/06/20...
2012 ICF CANOE SLALOM WORLD C...	CANOE SLALOM	ICF World Cup	CZECH REPUBLIC		CZECH REPUB...	24/08/20...	26/08/20...
2012 ICF CANOE SLALOM WORLD C...	CANOE SLALOM	ICF World Cup	SLOVAKIA		SLOVAKIA	31/08/20...	02/09/20...
2012 ICF CANOE SPRINT WORLD CUP...	CANOE SPRINT	ICF World Cup	POLAND		POLAND	18/05/20...	20/05/20...
2012 ICF CANOE SPRINT WORLD CUP...	CANOE SPRINT	ICF World Cup	GERMANY		GERMANY	25/05/20...	27/05/20...
2012 ICF CANOE SPRINT WORLD CUP...	CANOE SPRINT	ICF World Cup	RUSSIA		RUSSIA	01/06/20...	03/06/20...
2012 ICF DRAGON BOAT WORLD CH...	DRAGON BOAT	ICF World Champ...	ITALY		ITALY	30/08/20...	02/09/20...
2012 ICF PARACANOE WORLD CHA...	CANOE SPRINT	ICF World Champ...	POLAND		POLAND	16/05/20...	17/05/20...
2012 ICF RANKING CANOE SLALOM ...	CANOE SLALOM	ICF Ranking Event	GERMANY		GERMANY	30/03/20...	01/04/20...
2012 ICF WILDWATER CANOEING W...	WILDWATER CA...	ICF World Champ...	FRANCE		FRANCE	26/06/20...	01/07/20...

Excel files (exports)

Excel files can be obtained by selecting the desired data with the filters and then clicking the green button shown below.

The screenshot shows the same "Competitions found" interface, but with a different set of events. A red box highlights a green button with a document icon in the bottom right corner of the table area, which is used for exporting data to Excel. The table is displayed on page 1 of 4, showing 10 items.

Name	Discipline	Type of Event	National Fed...	Organising ...	Country	Sta...	End...
2012 AUSTRALIAN CANO...	CANOE SL...	ICF Ranking ...	AUSTRIA	2012 Ocean...		10/...	12/...
2012 CANOE SLALOM NE...	CANOE SL...	ICF Ranking ...	NEW ZEAL...			28/...	29/...
2012 CANOE SLALOM PA...	CANOE SL...	ICF Ranking ...	BRAZIL		BRAZIL	09/...	11/...
2012 ICF CANOE FREEST...	CANOE FRE...	ICF World Cup	UNITED STA...		UNITED STA...	24/...	26/...
2012 ICF CANOE FREEST...	CANOE FRE...	ICF World Cup	UNITED STA...		UNITED STA...	31/...	02/...
2012 ICF CANOE FREEST...	CANOE FRE...	ICF World Cup	UNITED STA...		UNITED STA...	07/...	09/...
2012 ICF CANOE MARATH...	CANOE MA...	ICF World C...	ITALY		ITALY	21/...	23/...
2012 ICF CANOE POLO W...	CANOE POLO	ICF World C...	POLAND		POLAND	05/...	09/...
2012 ICF CANOE SLALOM...	CANOE SL...	ICF World Cup	GREAT BRI...		UNITED KIN...	08/...	10/...
2012 ICF CANOE SLALOM...	CANOE SL...	ICF World Cup	FRANCE		FRANCE	15/...	17/...

This will download an Excel with the available fields.

Name	Activity Type	Level of Event	Discipline	Type of Event	Start Date	End Date	Year	Start Date	End Date	Er
2012 ICF RANKING CANOE SLALOM MARKKLEEBEIB	Championship	ICF RANKING	CANOE SLALOM	ICF Ranking Event	30/03/2012	01/04/2012	2012	05/03/2012	21/03/2012	
2012 ICF PARACANOE WORLD CHAMPIONSHIPS &	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Championships	16/05/2012	17/05/2012	2012	05/03/2012	27/04/2012	
2012 ICF CANOE SPRINT WORLD CUP RACE 1	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Cup	18/05/2012	20/05/2012	2012	05/03/2012	27/04/2012	
2012 ICF CANOE SPRINT WORLD CUP RACE 2	Championship	INTERNATIONAL	CANOE SPRINT	ICF World Cup	25/05/2012	27/05/2012	2012			

2.2. Online Entries:

You can filter your search by Competitions. The search result will appear in the “Competitions found” area. Entries must be submitted in two phases - numerical entries (indication of the number of entrants only) and nominal entries (entry by name for each event). The two phases will have differing start and end dates.

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.

The screenshot shows the 'Entries' application interface. At the top, there is a search filter with fields for Name, Competition Type, Discipline, and Year (set to 2017). Below the search filter is a table titled 'Competitions found'. The table has columns for Name, Discipline, Country, Event Location, Numerical, Start Date, End Date, Nominal, and another Start Date/End Date. Red and green circles in the Numerical and Nominal columns indicate the status of entries. A person icon is visible in the Numerical column for each row.

Name	Discipline	Country	Event Location	Numerical	Start Date	End Date	Nu...	Nominal	Start Date	End Date	No...
2016 ICF OCE...	CANOE OCE...	MAURITIUS	MAURITIUS	●			👤	●			👤
2017 ASIAN CA...	CANOE SLA...	THAILAND	KUNDANPR...	●	01/01/2017	03/02/2017	👤	●	01/01/2017	09/02/2017	👤
2017 CANOE S...	CANOE SLA...	SPAIN	LA SEU D'UR...	●	01/01/2017	10/04/2017	👤	●	01/01/2017	05/05/2017	👤
2017 ICF CAN...	CANOE FRE...	ARGENTINA	SAN JUAN	●			👤	●			👤
2017 ICF CAN...	CANOE MAR...	SOUTH AFR...	PIETERMAR...	●			👤	●			👤
2017 ICF CAN...	CANOE MAR...	SOUTH AFR...	PIETERMAR...	●	01/01/2017	25/07/2017	👤	●	01/01/2017	24/08/2017	👤
2017 ICF CAN...	CANOE MAR...	CHINA	SHAOXING ...	●	21/03/2017	05/09/2017	👤	●	01/04/2017	07/10/2017	👤
2017 ICF CAN...	CANOE MAR...	BELGIUM	HAZEWINKEL	●	16/11/2016	11/04/2017	👤	●	24/02/2017	12/05/2017	👤
2017 ICF CAN...	CANOE SAIL...	UNITED KIN...	PWLLHELI S...	●			👤	●			👤
2017 ICF CAN...	CANOE SLA...	SLOVAKIA	BRATISLAVA	●	01/01/2017	02/06/2017	👤	●	01/01/2017	03/07/2017	👤

To submit numerical entries, click on the person icon (👤) to the right of the numerical entries closing date.

NF Numerical Entries

2017 CANOE SLALOM PYRENEES CUP 2

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

Contact person:

Phone: E-mail:

HELP:
To edit a cell, click on it.
The rows appear in red when data has been changed but has not yet been saved.

Events **People**

Event	Total entries
CSLX WOMEN SENIOR	0
C1 WOMEN SENIOR	0
C2 MEN SENIOR	0
K1 WOMEN SENIOR	0
C1 MEN SENIOR	0
CSLX MEN SENIOR	0
K1 MEN SENIOR	0

The upper section allows you to enter information about the National Federation contact for the specific event entered. The “OK” button to the right of this section saves information entered only in the upper section of the page.


The lower section allows the NF to choose how many representatives 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.

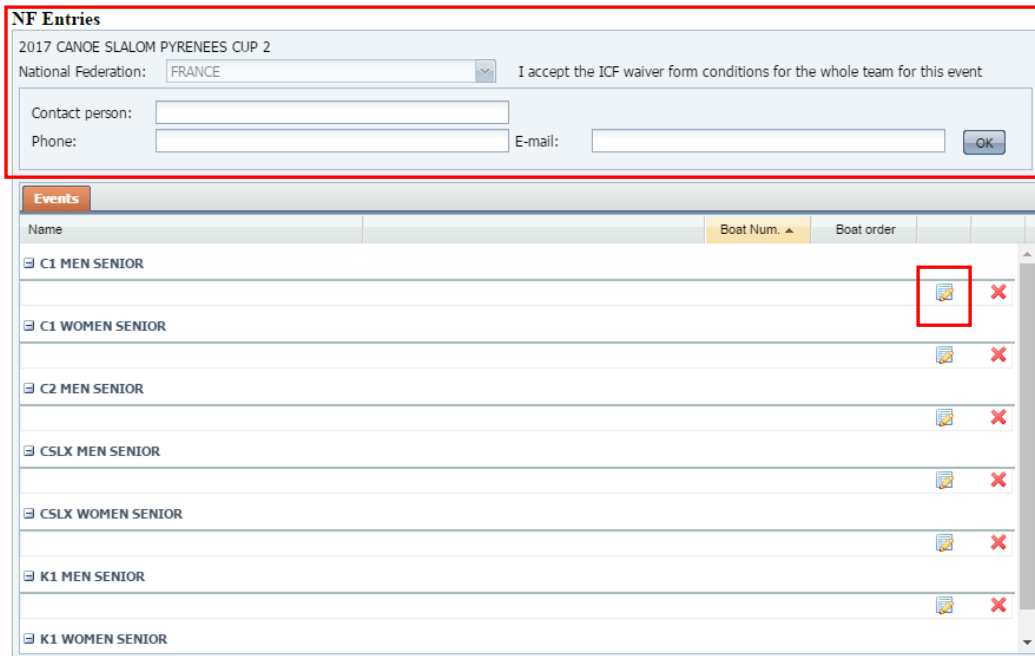
The people tab allows for the entry of additional team personnel who will be travelling with the team to the event. This can be edited in the same way as the events tab.

Events **People**

Type	
COACHS	0
COMPETITORS	0
ITOs	0
OTHERS	0
TEAM LEADER	0

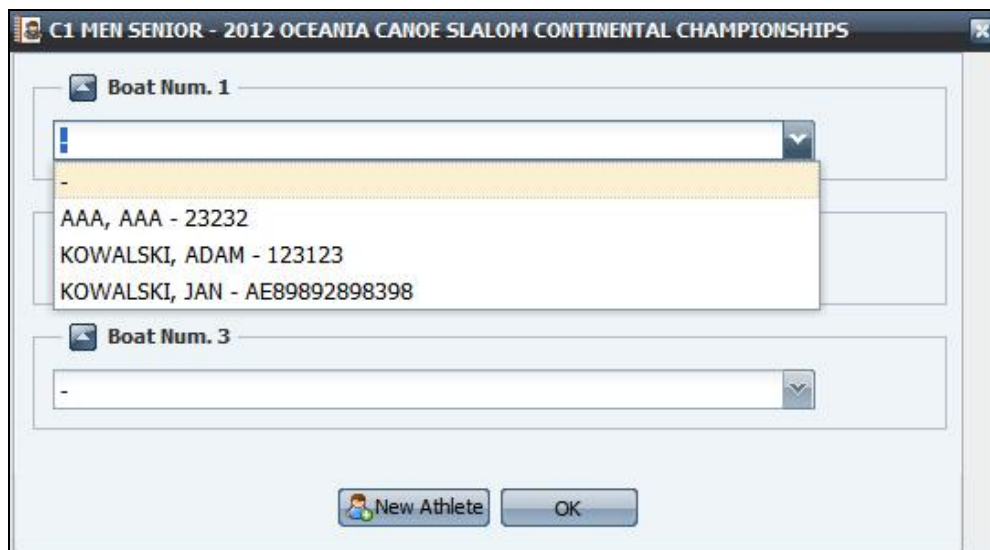
The information entered on the events and people tabs can be exported to Excel or to pdf by clicking on the appropriate option on the events tab.

To submit nominal entries, click on the person icon () to the right of the nominal entries closing date. Before an athlete can be registered in a competition, he/she must be registered in the athletes section in the database.



Name	Boat Num.	Boat order
C1 MEN SENIOR		
C1 WOMEN SENIOR		
C2 MEN SENIOR		
CSLX MEN SENIOR		
CSLX WOMEN SENIOR		
K1 MEN SENIOR		
K1 WOMEN SENIOR		

As with the numerical entries section, the upper section of the page contains the team contact details, and is updated with the “OK” button on the right. The lower part of the page lists events available. Athletes can be entered into a specific event by clicking on the “edit” icon alongside the required event.



Boat Num. 1

- AAA, AAA - 23232
- KOWALSKI, ADAM - 123123
- KOWALSKI, JAN - AE89892898398

Boat Num. 3

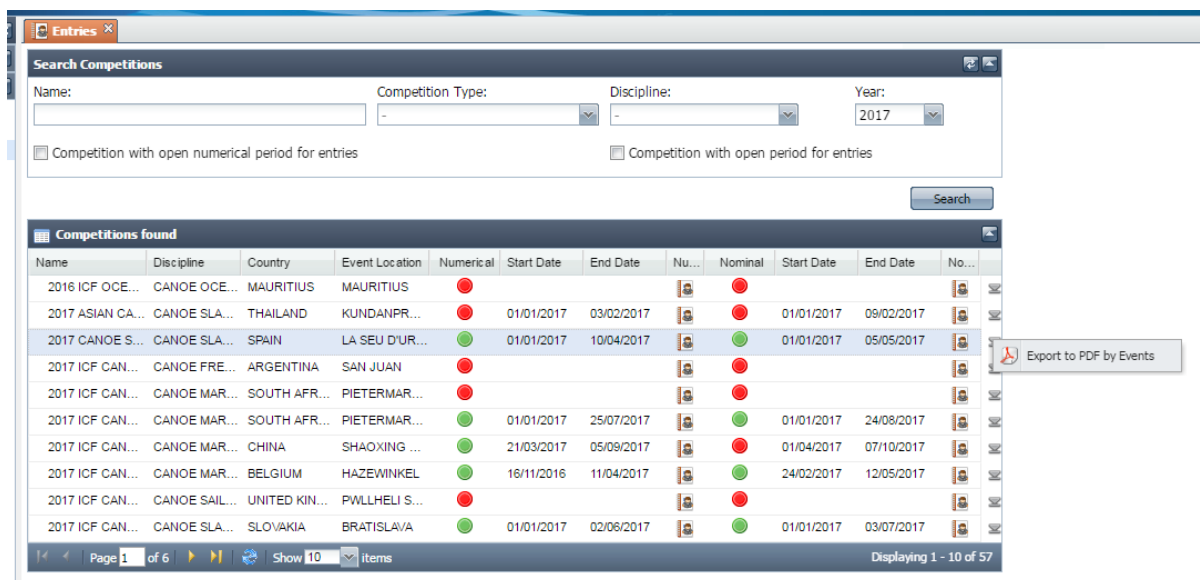
New Athlete OK

Athletes who fulfill the requirements to be inscribed in the competition will appear on this list. If no athlete appears on the list, check to ensure the athlete is registered in the database, and their date of birth corresponds with the age group for the competition.

After inscribing an athlete, the screen will show as follows:

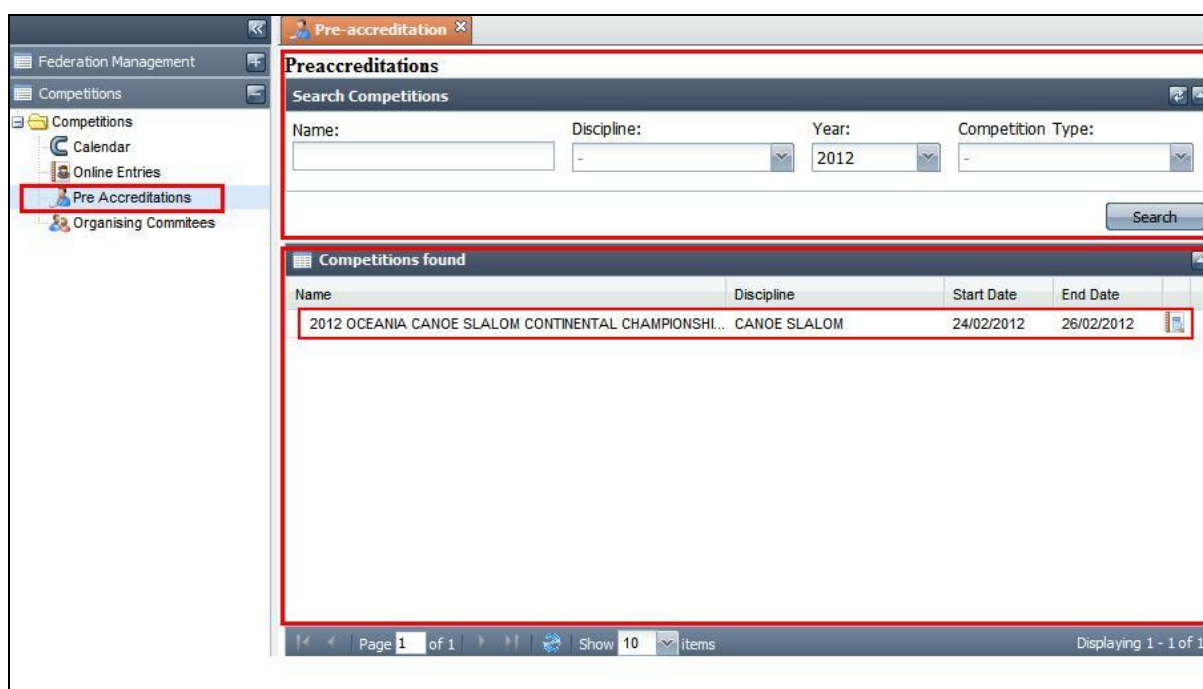


To export the entries, return to the entries screen and choose the additional options on the far right of the menu, and choose “export to PDF by events”.

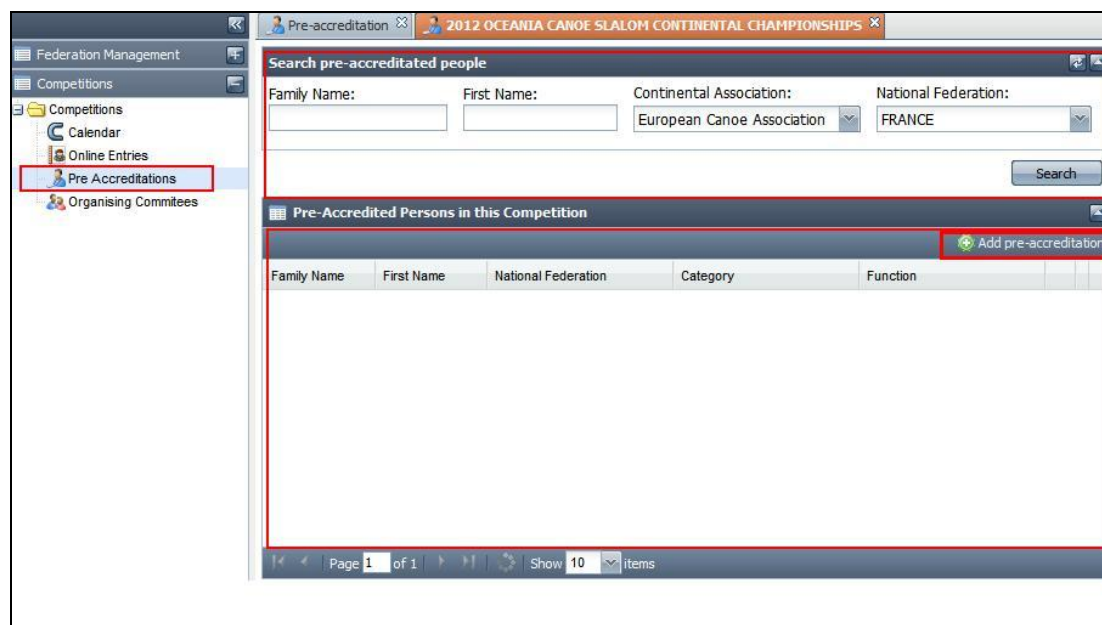


2.3. Preaccreditations:

You can filter your search by Competitions. Once you have run the search, the system allows you to pre-accredit personnel from any category (athletes, I.T.O.s, 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-accréditated people (the athletes who have already been inscribed in a competition are automatically pre-accréditated). You can add new pre-accréditations by clicking on the "Add pre-accréditation" button.



When searching for people to be pre-accréditated, the ID number search will allow you to accurately select the correct person. The "Pre Accréditation Data" screen will show the person's details. Click on the OK button to add the pre-accréditation for the selected person.

Add pre-accreditation-undefined

Search persons

ID Number: Search

Pre Accreditation Data

ID Number:	First Name:	Family Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender:	Date of birth:	Passport:
<input type="text"/>	<input type="text"/>	<input type="text"/>
National Federation:	Category:	Function:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of arrival:	Date of departure:	
<input type="text"/>	<input type="text"/>	