

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 screenshot shows the 'Competitions' search interface. The 'Start Date' field is highlighted with a red box and contains the date 27/02/2018. Below, a table of 'Competitions found' is shown, with the 'Start Date' column highlighted by a red box.

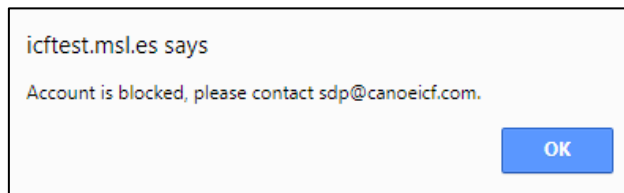
Name	Discipline	Type of Event	National Feder...	Organising Co...	Country	Start Date	End Date		
2018 ICF JUNIOR AND U23 CAN...	CANOE SPRINT	ICF WORLD C...	BULGARIA		BULGARIA	17/04/2018	16/04/2018		
2018 ICF CANOE POLO WORLD...	CANOE POLO	ICF WORLD C...	CANADA		CANADA	13/06/2018	10/06/2018		
2018 ICF CANOE MARATHON M...	CANOE MARA...	ICF WORLD C...	PORTUGAL		PORTUGAL	04/09/2018	09/09/2018		
2018 YOUTH OLYMPIC GAMES	CANOE SPRINT	OLYMPIC TES...	ARGENTINA		ARGENTINA	01/10/2018	2/10/2018		
2018 ICF CONGRESS	ICF	ICF WORLD C...	HUNGARY		HUNGARY	21/11/2018	22/11/2018		

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.

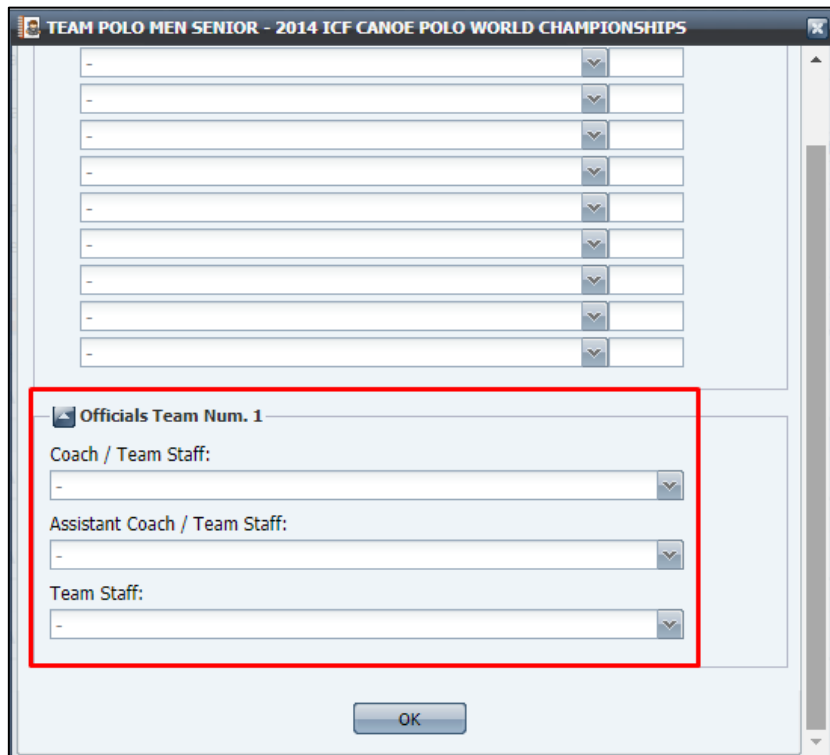
The screenshot shows the 'Entries' search interface. The 'Year' dropdown is set to 2018 and the checkbox 'Competition with open period for entries' is checked. Below, a table of 'Competitions found' is shown, with the 'End Date' column highlighted by a red box.

Name	Discipline	Country	Event Location	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2018 ICF CAN...	CANOE POLO		WELLAND	●				●	01/01/2018	13/03/2018	
2018 ICF JUN...	CANOE SP...		PLOVDIV	●				●	01/01/2018	16/04/2018	
2018 ICF CAN...	CANOE MA...		PRADO VIL...	●				●	01/01/2018	04/08/2018	
2018 ICF CAN...	CANOE MA...		PIETERMA...	●	01/01/2018	31/12/2018		●	01/01/2018	31/12/2018	

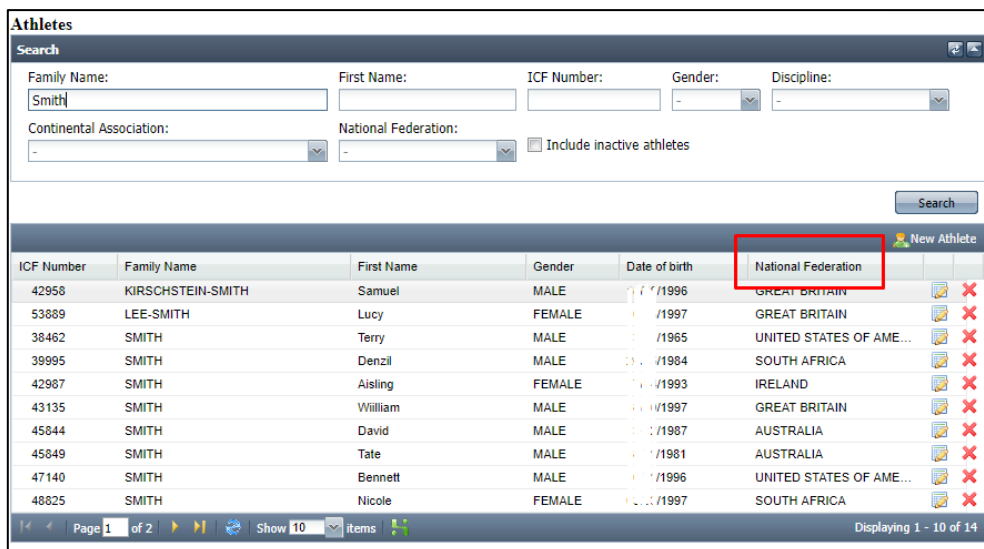
Anyone who tries to log in with the incorrect password too many times will have their account blocked. If a subsequent login does not work because the account is blocked, this will produce the relevant error message. Please specify this when emailing sdp@canoeicf.com to have this rectified.



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



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



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

Athletes, ICF Number: 63970
 Last modification was made on: 01/09/2017 09:41:00

Family Name*: PERSON
 First Name*: Test
 Gender*: MALE

Id.Doc. Type: Id.Doc.: Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFIDERATIOI National Federation*: AFGHANISTAN E-mail:

Address Telephones Image **More information** Extra Data Competitions Biography

Athlete Data
 Weight (Kg.): Height(cm.):
 Right handed: Left handed:
 Retired

Discipline
 Available: CANOE FREESTYLE, RAFTING, CANOE MARATHON, CANOE POLO, CANOE SPRINT, DRAGON BOAT, CANOE OCEAN RACING, WILDWATER CANOEING, CANOE SAILING, ICF
 Selected: CANOE SLALOM, PARACANOE

Class Information (PARACANOE)
 Kayak: Medical Class: Status: Expiry Date:
 Va'a: Medical Class: Status: Expiry Date:

OK

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.

International canoe federation

Entries

Search Competitions
 Name: Competition Type: Discipline: Year: 2018
 Competition with open numerical period for entries Competition with open period for entries

Search

Competitions found

Name	Discipline	Country	Event Location	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2018 ICF JUN...	CANOE SP...	BULGARIA	PLOVDIV	●				●	01/01/2018	16/04/2018	
2018 ICF CAN...	CANOE MA...	PORTUGAL	PRADO VIL...	●				●	01/01/2018	04/08/2018	
2018 ICF CAN...	CANOE MA...	SOUTH AF...	PIETERMA...	●	01/01/2018	31/12/2018		●	01/01/2018	31/12/2018	

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Export to PDF by Events
 Export to PDF by Nations
 Export to TXT by Events
 Export to TXT by Nations
 Export Entries to CSV
Export Entries to Excel
 Export photo

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

Others Persons, ICF Number: 51848
Last modification was made on: 19/03/2014 10:24:00

Family Name*: MSL TEST
First Name*: Msl Test
Gender*: FEMALE

Id.Doc. Type: OTHER Id.Doc.: XXX
Date of expiration: Date of birth*: 11/03/2014

Birth city: Birth Country*: ALBANIA
Nationality*: -

Continental Association*: - National Federation*: - E-mail: -

Person Function: -

ASSISTANT COACH
COACH
MASSEUR
MEDICAL
MEDIA
MANAGER
PRESIDENT
SECRETARY GENERAL

Address Telephones Image **Disciplines**

Discipline	
CANOE SLALOM	<input type="checkbox"/>
CANOE FREESTYLE	<input type="checkbox"/>
PARACANOE	<input type="checkbox"/>
RAFTING	<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"/>
CANOE SAILING	<input type="checkbox"/>
ICF	<input type="checkbox"/>

OK

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.

Biography

Type*: INJURIES
Year: -

Public Biography

Text

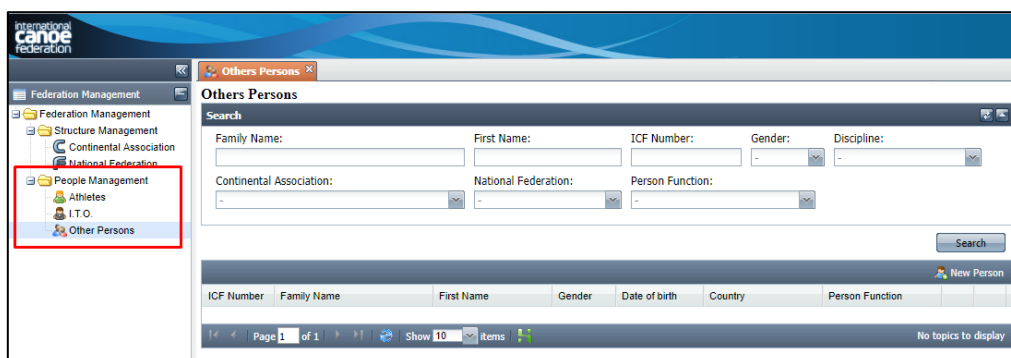
Broken wrist in 2015 from a snowboarding accident

OK

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

1	Name	Discipline	Type of Event	Competition Start Date	Competition End Date	Year	Numerical Entries Start Date	Numerical Entries End Date	Nominal Entries Start Date	Nominal Entries End Date
2	2018 ICF CANOE MARATHON WORLD CHAMPIONSHIPS	CANOE MARATHON	ICF WORLD CHAMPIONSHIPS	28/01/2018	31/01/2018	2018	01/01/2018	31/12/2018	01/01/2018	31/12/2018

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.

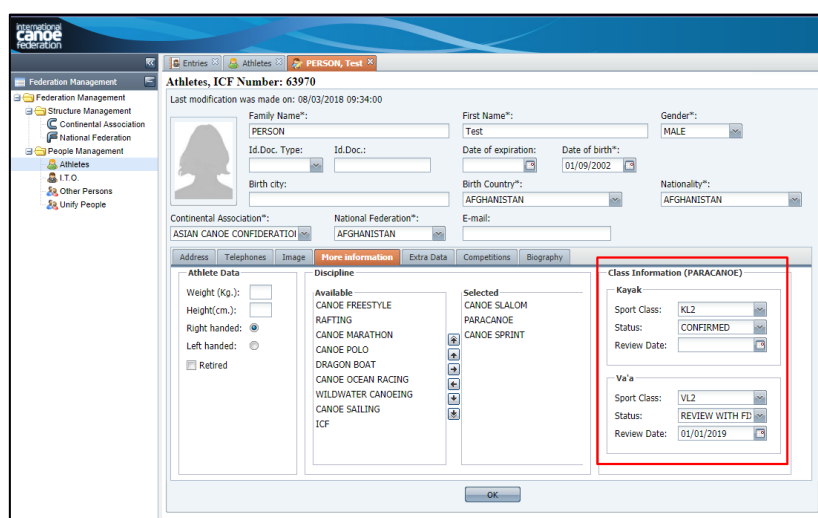


Upgrades

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.

Athletes, ICF Number: 63970
 Last modification was made on: 08/02/2018 10:47:00


 Family Name*: PERSON
 First Name*: Test
 Gender*: MALE
 Id.Doc. Type: [dropdown] Id.Doc.: [input]
 Date of expiration: [input] Date of birth*: 01/09/2017
 Birth city: [input] Birth Country*: AFGHANISTAN
 Nationality*: AFGHANISTAN
 Continental Association*: ASIAN CANOE CONFIDERATIOI
 National Federation*: AFGHANISTAN
 E-mail: [input]

Address Telephones Image More information **Extra Data** Competitions Biography

Athlete Data
 Ineligible:
 Inactive:
 Validated:
 Talent Identification Program: [dropdown]

Antidoping
 Education:
 Certification Date: [input]

OK

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.

Athletes, ICF Number: 63970
 Last modification was made on: 08/02/2018 10:47:00

Family Name*: PERSON
 First Name*: Test
 Gender*: MALE

Id.Doc. Type: Id.Doc.:
 Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN
 Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFIDERATIOI
 National Federation*: AFGHANISTAN
 E-mail:

Address Telephones Image More information **Extra Data** Competitions Biography

Athlete Data
 Ineligible:
 Inactive:
 Validated:
 Talent Identification Program:

Antidoping
 Education:
 Certification Date:

OK

Athletes

Search

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

Continental Association: -
 National Federation: -
 Include inactive athletes

Search

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.

Athletes New Athlete

Athletes

Family Name*: PERSON First Name*: Test Gender*: MALE

Id.Doc. Type: Id.Doc.: Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFIDERATIOI National Federation*: AFGHANISTAN E-mail:

Address Telephones **Image** More information Extra Data Competitions Biography

File: Choose File No file chosen
Check that file extension is GIF, JPG or PNG.
File maximum size 1024 KB

Warning!
An athlete already exists with these details. Please check your athlete list for an existing record, including all disciplines and inactive athletes.

Don't Save Save Anyway

Click to enable Adobe Flash Player

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.

Athletes, ICF Number: 63970

Last modification was made on: 08/02/2018 12:01:00

Family Name*: PERSON First Name*: Test Gender*: MALE

Id.Doc. Type: Id.Doc.: Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFIDERATIOI National Federation*: AFGHANISTAN E-mail:

Address Telephones **Image** More information **Extra Data** Competitions Biography

Athlete Data

Ineligible:

Inactive:

Validated:

Talent Identification Program:

Antidoping

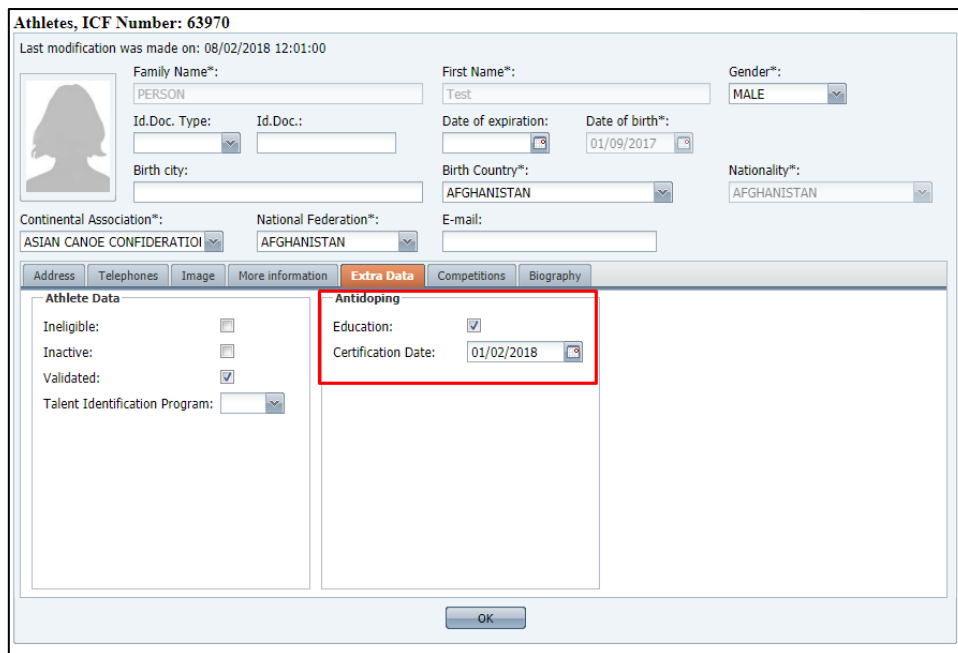
Education:

Certification Date:

OK

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.



Athletes, ICF Number: 63970
Last modification was made on: 08/02/2018 12:01:00

Family Name*: PERSON
First Name*: Test
Gender*: MALE

Id.Doc. Type: Id.Doc.:
Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN
Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFEDERATIOI
National Federation*: AFGHANISTAN
E-mail:

Address Telephones Image More information **Extra Data** Competitions Biography

Athlete Data

Ineligible:
Inactive:
Validated:
Talent Identification Program:

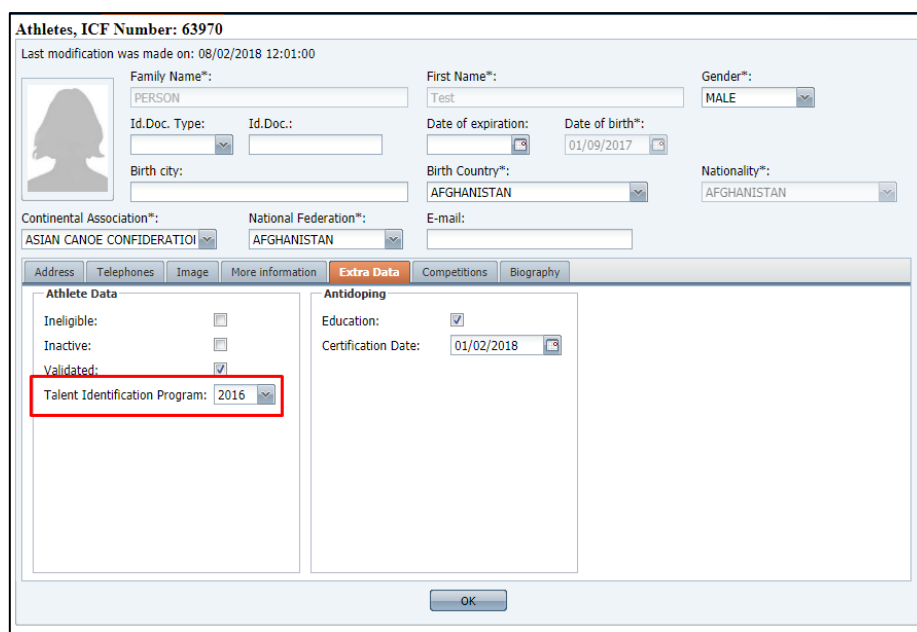
Antidoping

Education:
Certification Date: 01/02/2018

OK

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.



Athletes, ICF Number: 63970
Last modification was made on: 08/02/2018 12:01:00

Family Name*: PERSON
First Name*: Test
Gender*: MALE

Id.Doc. Type: Id.Doc.:
Date of expiration: Date of birth*: 01/09/2017

Birth city: Birth Country*: AFGHANISTAN
Nationality*: AFGHANISTAN

Continental Association*: ASIAN CANOE CONFEDERATIOI
National Federation*: AFGHANISTAN
E-mail:

Address Telephones Image More information **Extra Data** Competitions Biography

Athlete Data

Ineligible:
Inactive:
Validated:
Talent Identification Program: 2016

Antidoping

Education:
Certification Date: 01/02/2018

OK

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.

NF Entries
2014 ICF CANOE POLO WORLD CHAMPIONSHIPS

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

Contact person:

Phone: E-mail:

HELP:
The entry can be saved once contact data and email is entered.

Events

Name	Player Number	Boat Num.	Boat order
TEAM POLO MEN SENIOR			
TEAM POLO WOMEN SENIOR			
TEAM POLO MEN U21			
TEAM POLO WOMEN U21			

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.

This number cannot be greater than 1

Entries 2018 ICF CANOE MARATHON WORLD CHAMPIONSHIPS NF Entries

NF Numerical Entries

2018 ICF CANOE MARATHON WORLD CHAMPIONSHIPS

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

Contact person:

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.

Events People

Export Entries to Excel Export data to PDF

Event	boats / teams	Max. Entries per NF
K1 26200 WOMEN SENIOR	0	1
K2 MEN SENIOR	0	2
K1 WOMEN SENIOR	0	2
K2 WOMEN SENIOR	0	2
C1 MEN SENIOR	0	2
C2 MEN SENIOR	0	2
C1 WOMEN SENIOR	0	2
K1 MEN U23	0	2
K1 WOMEN U23	0	2
C1 WOMEN U23	0	2
K1 MEN JUNIOR	0	2
K1 WOMEN JUNIOR	0	2
K2 MEN JUNIOR	0	2
K2 WOMEN JUNIOR	0	2
C1 MEN JUNIOR	0	2

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>.

National Federation GREAT BRITAIN

Name*: GREAT BRITAIN Short Name*: GBR

Full Name*: BRITISH CANOEING Webpage: http://www.britishcanoeing.org.uk

Continental Association*: EUROPEAN CANOE ASSOCIATION Country*: UNITED KINGDOM

Address Telephones Emails President General Secretary Social Media

Locations

Twitter:

Facebook:

Instagram:

Youtube:

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.

The screenshot shows the 'National Federation' management page for 'AFGHANISTAN'. The 'President' and 'General Secretary' tabs are highlighted with red boxes. The 'Name' field under the President tab is also highlighted with a red box. The form includes fields for Name*, Short Name*, Full Name*, Webpage, Continental Association*, Country*, Address, Telephones, Emails, and Social Media. An 'OK' button is located at the bottom of the form.

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.

Athletes

Search

Family Name: test First Name: Person 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	
64000	TEST	Person	FEMALE	09/01/2018	KOREA	
64004	TEST	Person	FEMALE	09/01/2018	KOREA	

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