SDP User Guide

Online Entries and Accreditation System

Designed for Organising Committees

Contents

Online Entries

National Federations submit their own athlete entries through SDP. There are two stages to entries – numerical (indicating the expected number of entries) and nominal (indicating the athletes by name). The online entries screen will show you the opening and closing dates for entries for each of your competitions. A green dot below the heading "numerical" or "nominal" indicates that entries are open.
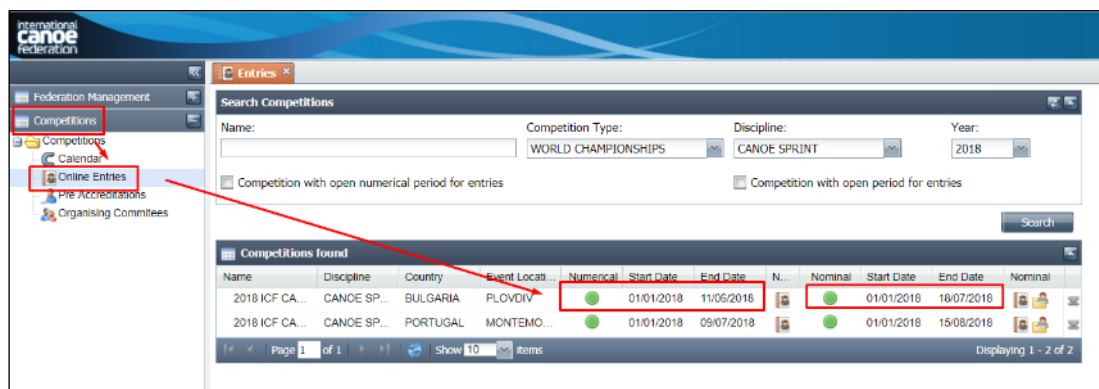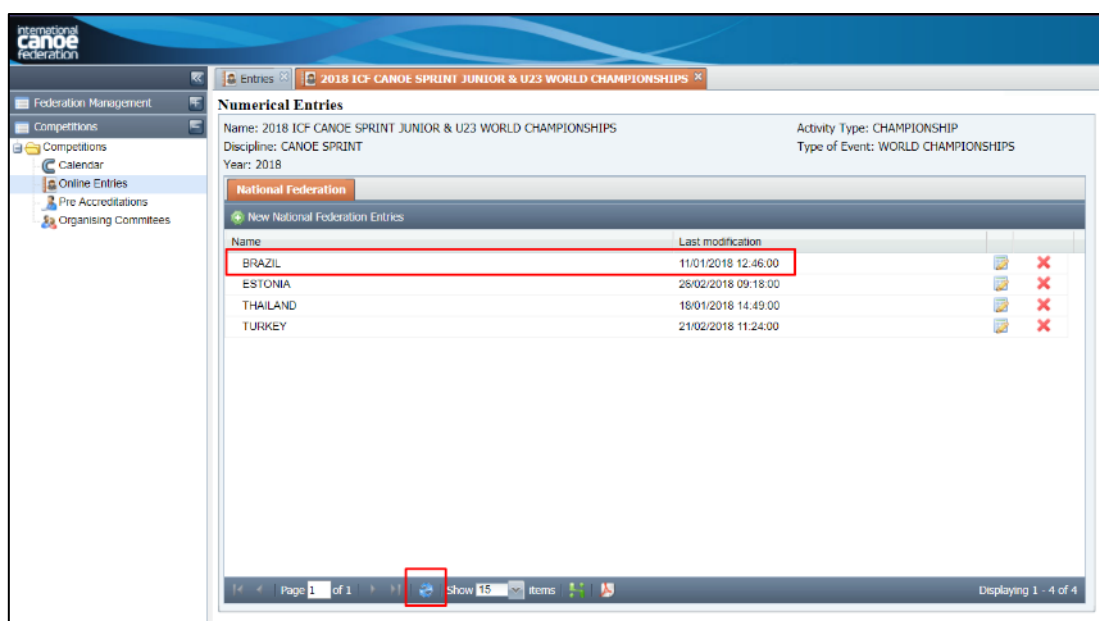

Numerical entries

Click the portrait icon next to the numerical entries dates to view current entries
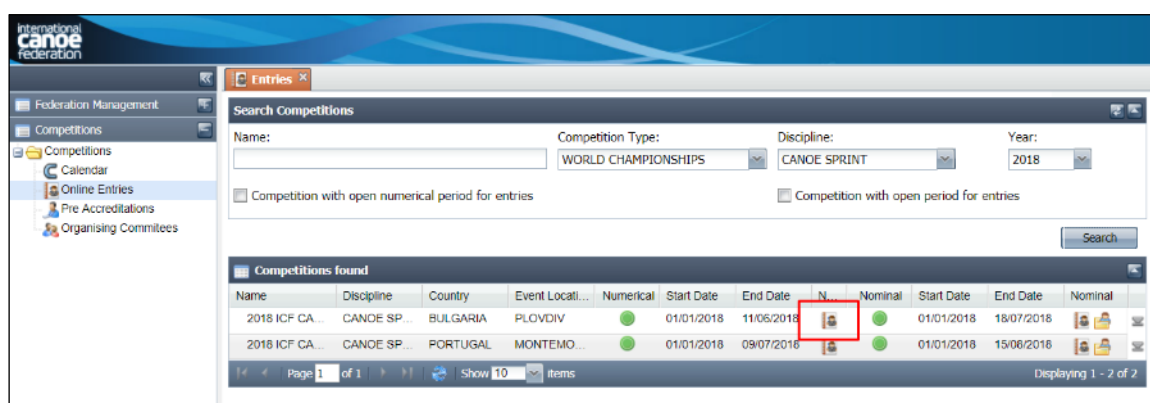
The name of each country which has entered the system will be displayed along with the date they last modified their entries. If you cannot see any nations, click the blue refresh button indicated at the bottom of the screen.

There are two exports available – Excel (green) or pdf (red/white).
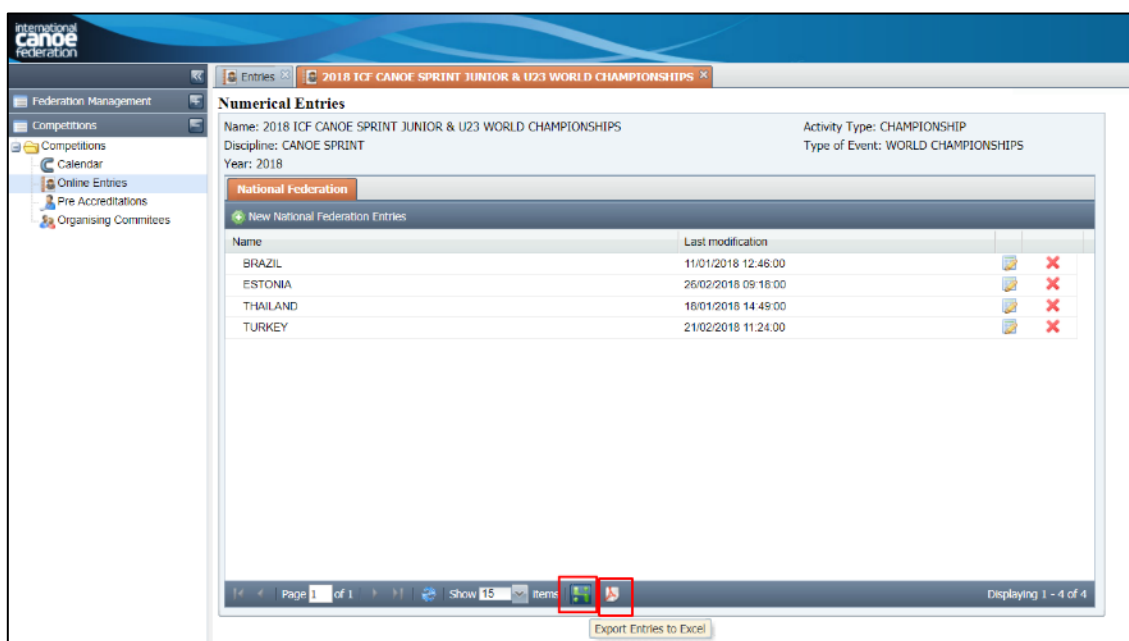
NF contact details

Coming soon! An export is being created to list all National Federations with an entry, including their email address and contact name. This guide will be updated when the feature is available.

Nominal entries

Nominal entries can be exported in additional formats. A zip file is available to export all formats at once. To unzip the folder you will require software such as winzip (free with many versions of Windows) or 7zip (free download).
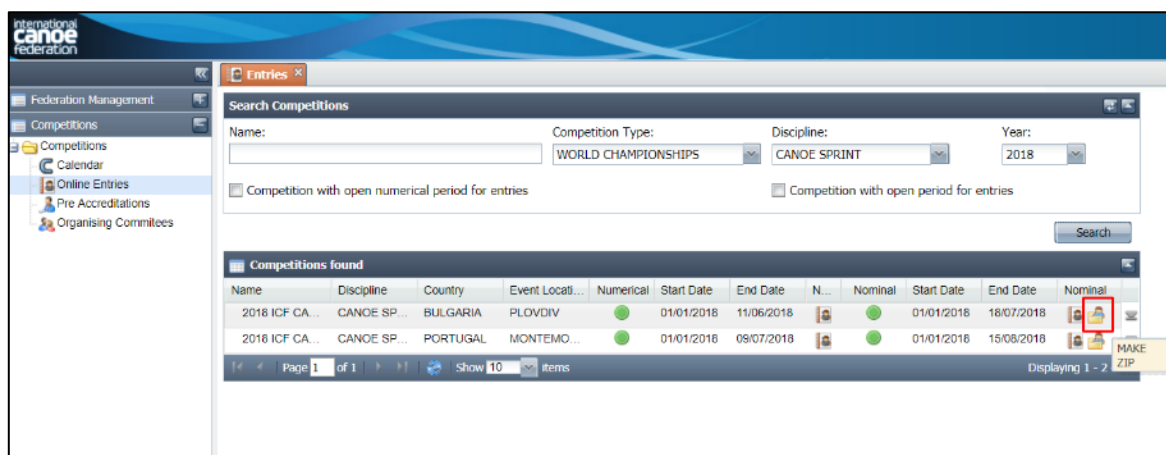
The text documents and xml files are designed to be imported into a results system.

Name	Type	Compressed size	Password ...	Size
20180301101208_COMMONCODES_COUNTRY_897	Text Document	1 KB	No	1 KB
20180301101208_COMMONCODES_EVENT_897	Text Document	1 KB	No	2 KB
20180301101208_COMMONCODES_NOC_897	Text Document	4 KB	No	10 KB
20180301101208_ODF_DT_PARTIC_897	XML File	2 KB	No	12 KB
20180301101208_ODF_DT_PARTIC_TEAMS_897	XML File	1 KB	No	8 KB
20180301101208_PreinscriptionPDF_Events_897	Adobe Acrobat Document	50 KB	No	53 KB
20180301101208_PreinscriptionPDF_Nations_897	Adobe Acrobat Document	50 KB	No	53 KB
20180301101208_Preinscriptions_897	Microsoft Excel Comma S...	1 KB	No	3 KB
20180301101208_Preinscriptions_897_byevent	Text Document	1 KB	No	2 KB
20180301101208_Preinscriptions_897_bynations	Text Document	1 KB	No	2 KB

Alternatively files can be exported individually in pdf or csv format. Excel format will be available soon. Please note the accents on athletes' names may not render correctly from the csv file when opened in Excel, depending on regional settings. If you wish to use the entries in Excel, please use the excel file.
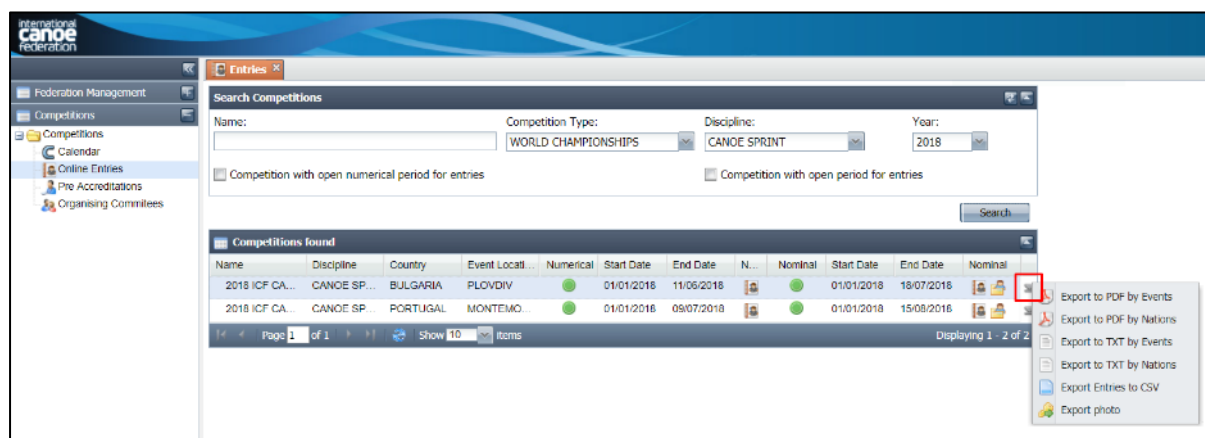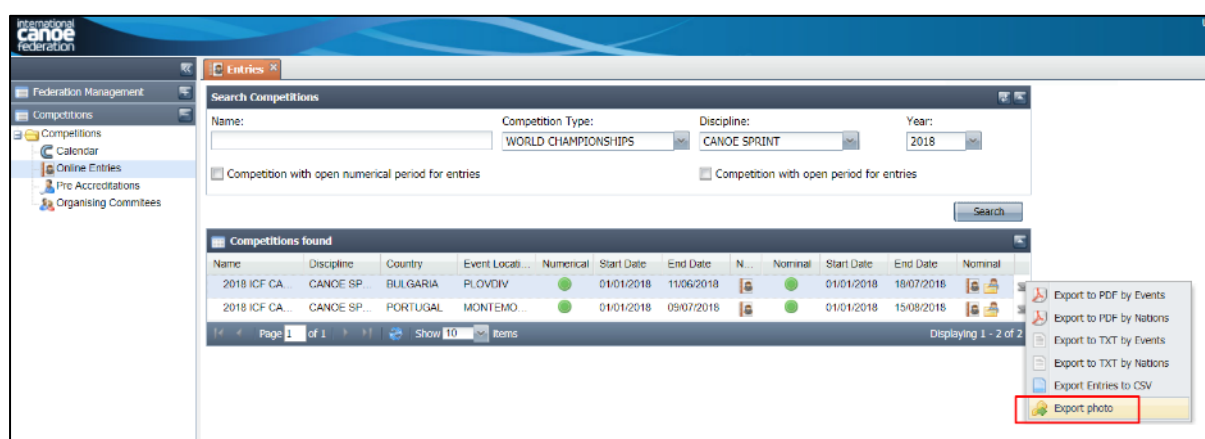

Photo export

Athlete photos can also be exported in a zip file for use in a results system. The files are named with the ICF ID of the athlete competing. This ID is also alongside the name of the athlete in the entries export.

Name	Type	Compressed size	Password ...	Size
60658	JPG File	16 KB	No	16 KB
64669	JPG File	13 KB	No	13 KB
66568	JPG File	9 KB	No	9 KB
68979	JPG File	10 KB	No	10 KB
72445	JPG File	13 KB	No	14 KB
75467	JPG File	12 KB	No	12 KB
75468	JPG File	24 KB	No	24 KB
83565	JPG File	13 KB	No	13 KB
83566	JPG File	19 KB	No	19 KB
83567	JPG File	12 KB	No	12 KB
83568	JPG File	17 KB	No	17 KB
83569	JPG File	19 KB	No	19 KB

Late entries

All late entries or changes, including changes made at the team leaders' meeting, must be approved by the discipline chair and sent to sdp@canoeicf.com for adjustment in SDP. This is to ensure that the athlete records for entries are always correct in SDP.

Final results

At the conclusion of the event, results providers must provide an Excel spreadsheet of the complete competition results, including ICF numbers of all athletes competing, to sdp@canoeicf.com. For a sample of the file format for your discipline please request this well in advance of the event from sdp@canoeicf.com.

Accreditation

Accreditations are only required for all World Championships and World Cups for Canoe Sprint, Canoe Slalom and Paracanoe. Accreditations are optional for other discipline World Cups, and are not required for lower level events.

Please first read the Accreditation Guidelines before reading the userguide and attempting to use the accreditation system.

Accreditation matrix
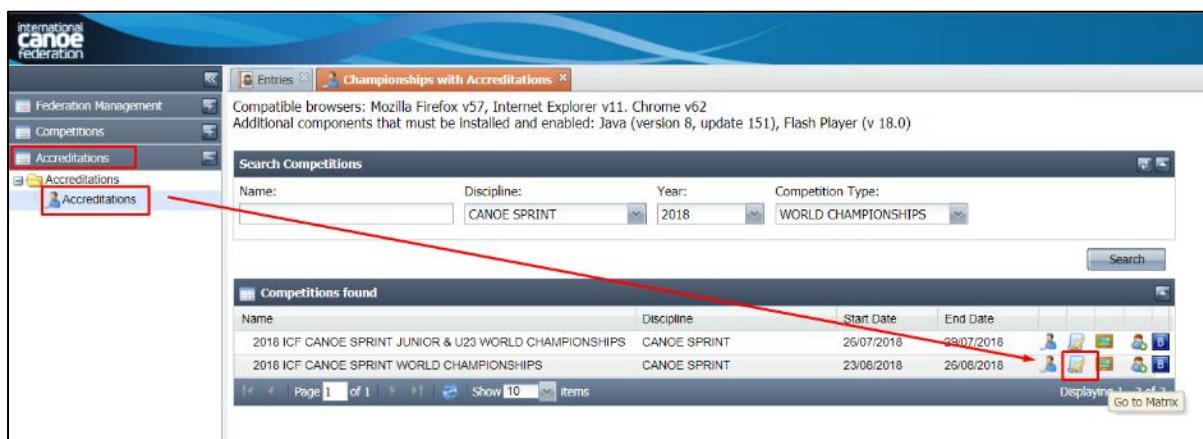
The matrix is set up by the ICF as detailed in the ICF Accreditation Guidelines. This guide also explains collectives, categories, functions and roles.

Organising Committees can make changes to the HOC (Host Organising Committee) functions and zone access if required, within the HOC Family and HOC Workforce categories. OCs are requested not to change any NF, Broadcast/Media or ICF roles and access. Transport, catering and barcodes are exceptions to this - they can be changed as determined by the OC. Transport is currently not selected by default for any function. For any questions or concerns with these functions and zones please contact sdp@canoeicf.com
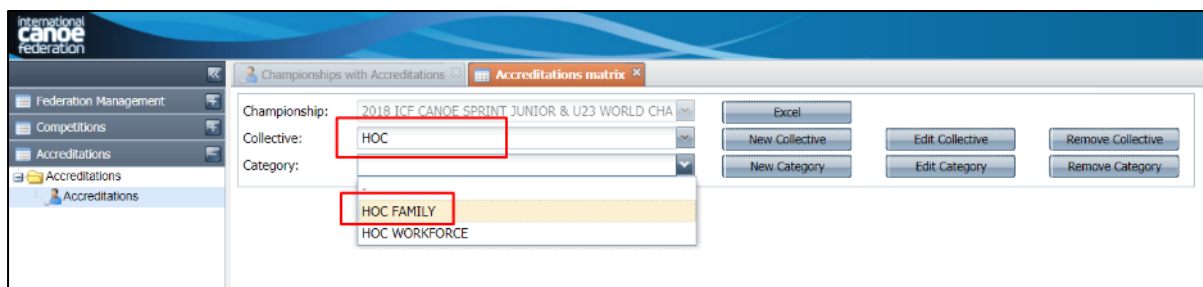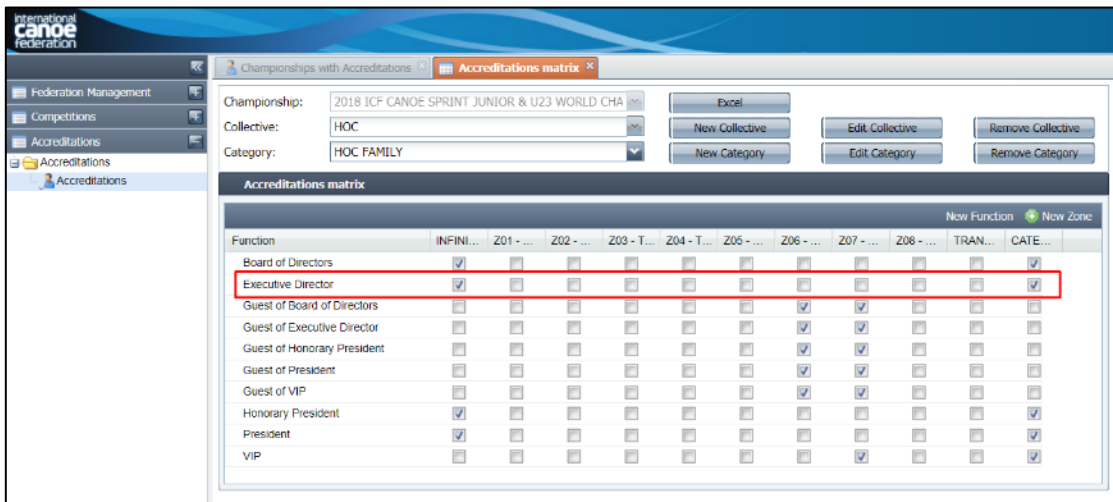
Changes can be made to access by checking or unchecking the access boxes. Changes are automatically saved.
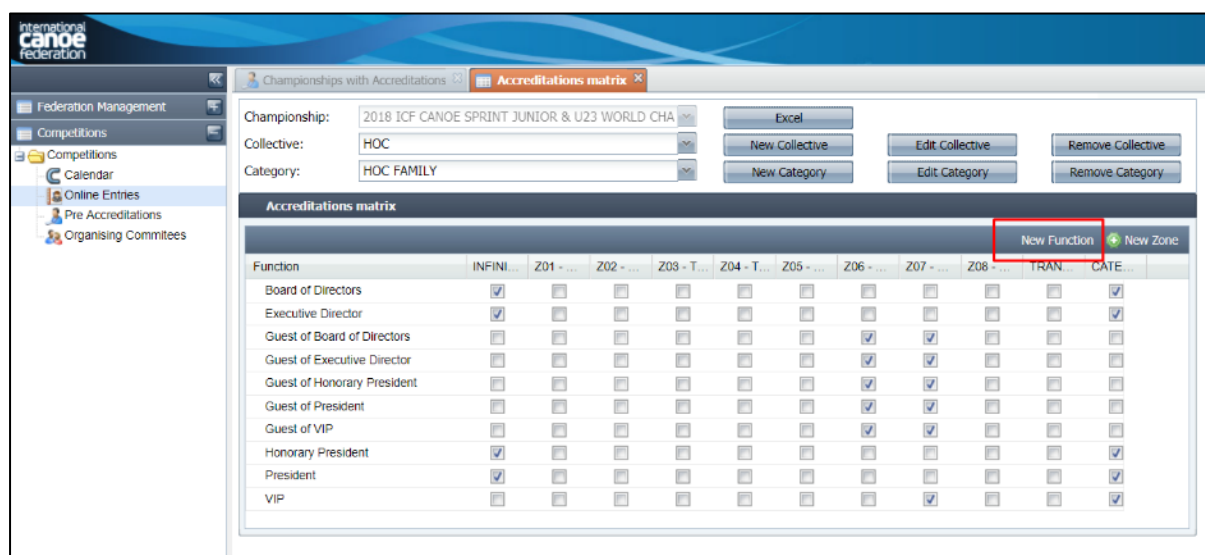
Right click on a function to make changes to the name, turn on the barcode or to delete the function (note – all zone access must be removed before a role can be deleted).
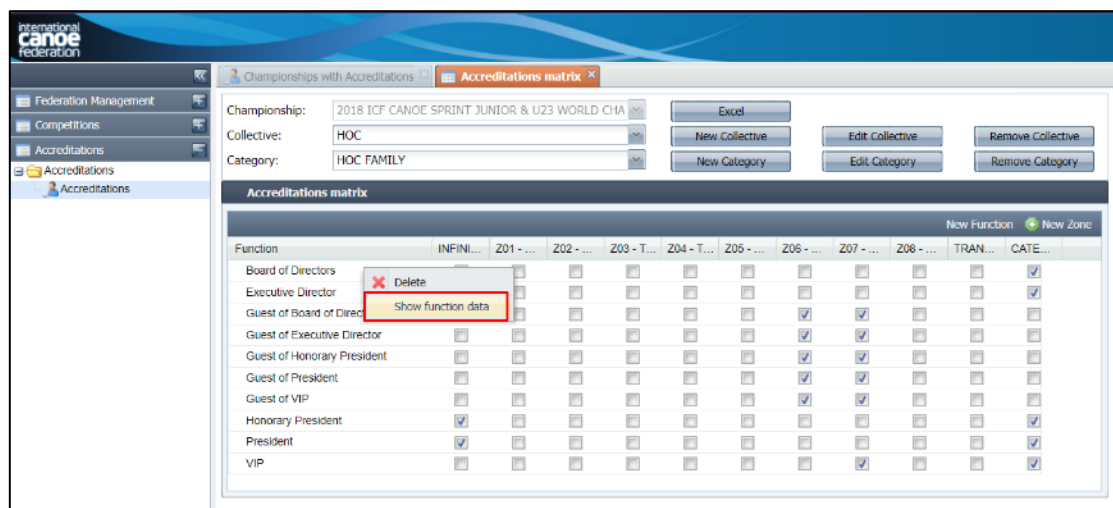
The only items which should be changed in this section are the name, print name and the barcode checkbox. **Do not** change any other settings here.
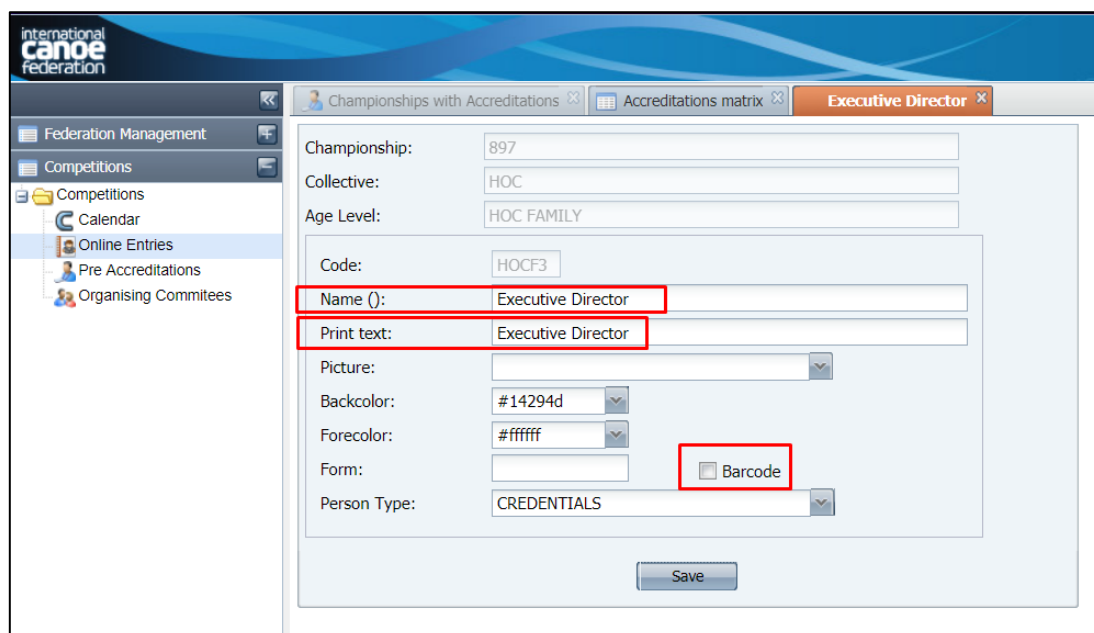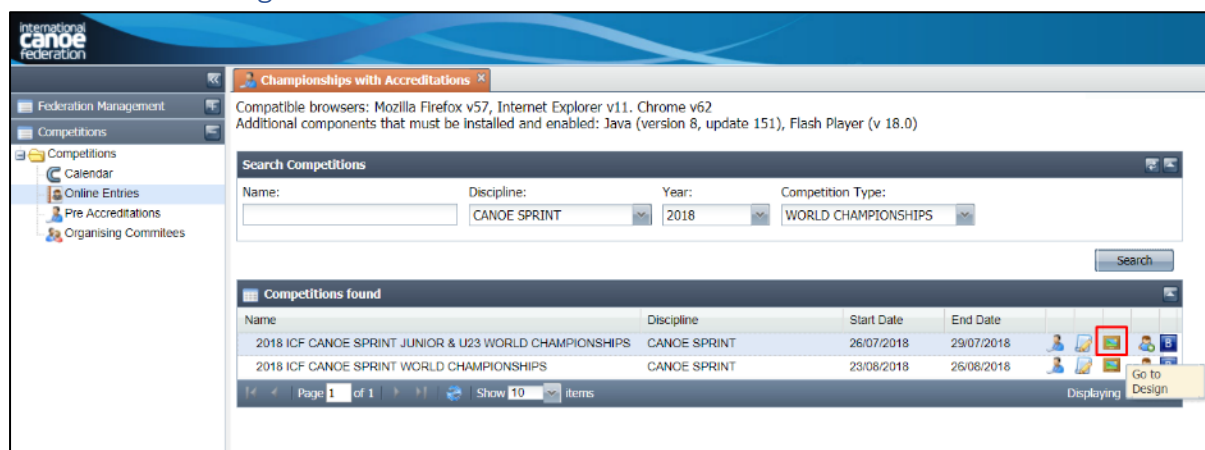
New functions can be added with the "new function" button.

OCs are requested **not** to change any zones without prior approval from the ICF. Please contact sdp@canoeicf.com.

Accreditation design

Accreditation template

There are five different templates available for printing accreditation passes.

A6: Prints on A6 size paper on one side only. Recommended for pre-printed double sided waterproof paper which does not require laminating

A5 (2xA6): Prints on an A5 piece of paper. Recommended for regular paper (to be folded and laminated) which has had the background pre-printed. If printing the background and overlay details at the same time, there will be a white border around the printed pass.

A5 (2xA6) – Details: Includes the details field (when completed) in the same location that the bib number is printed. The details field for athletes and the bib number cannot both be used on the same pass.

A4 (2xA6): Prints an A5 accreditation pass (to fold to make a double sided A6 pass) in the middle of an A4 piece of paper. Recommended for when printing the accreditation background and overlay details at the same time. A template is available to have perforated paper prepared to remove the outside of the pass. If required, please request this from sdp@canoeicf.com

A4 (2xA6) – Dates: As above, but with the arrival and departure dates shown (when they are included in the accreditation system.

An accreditation template must be applied for the accreditations to preview and print.
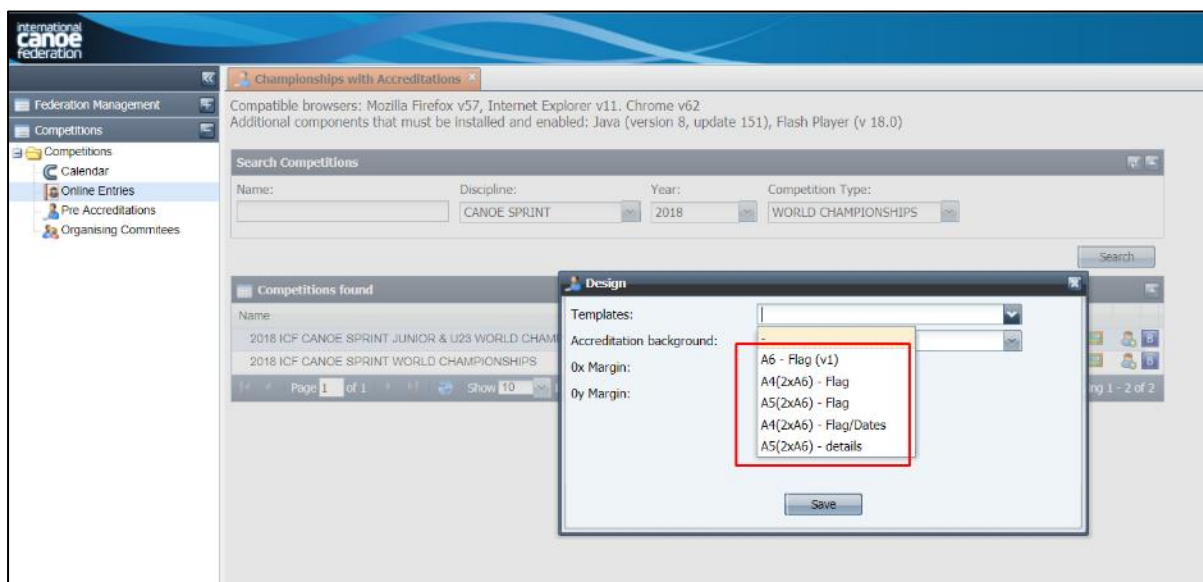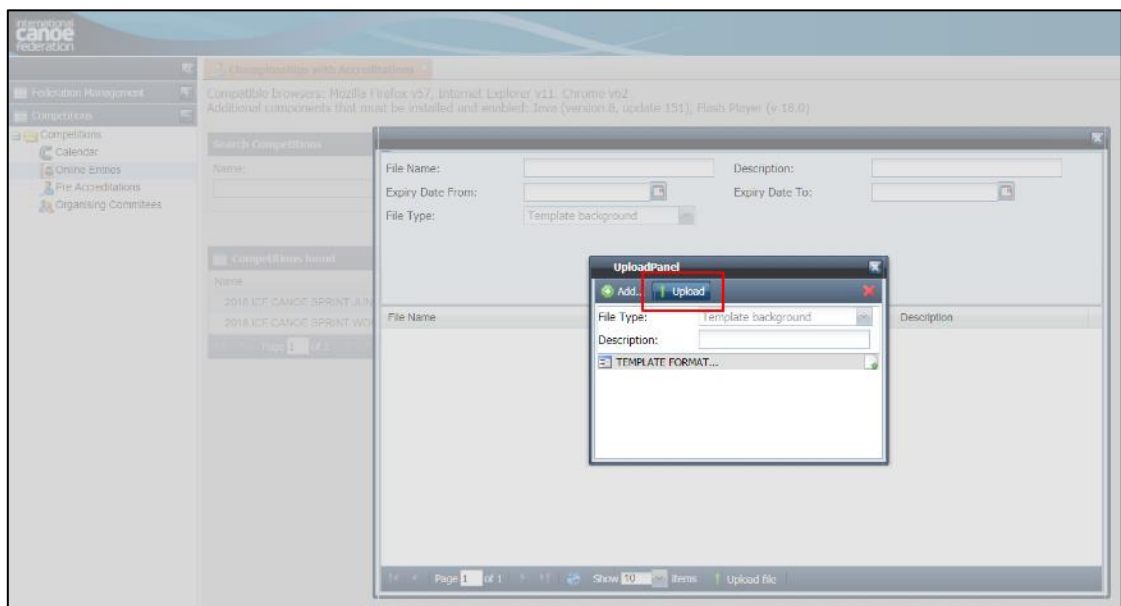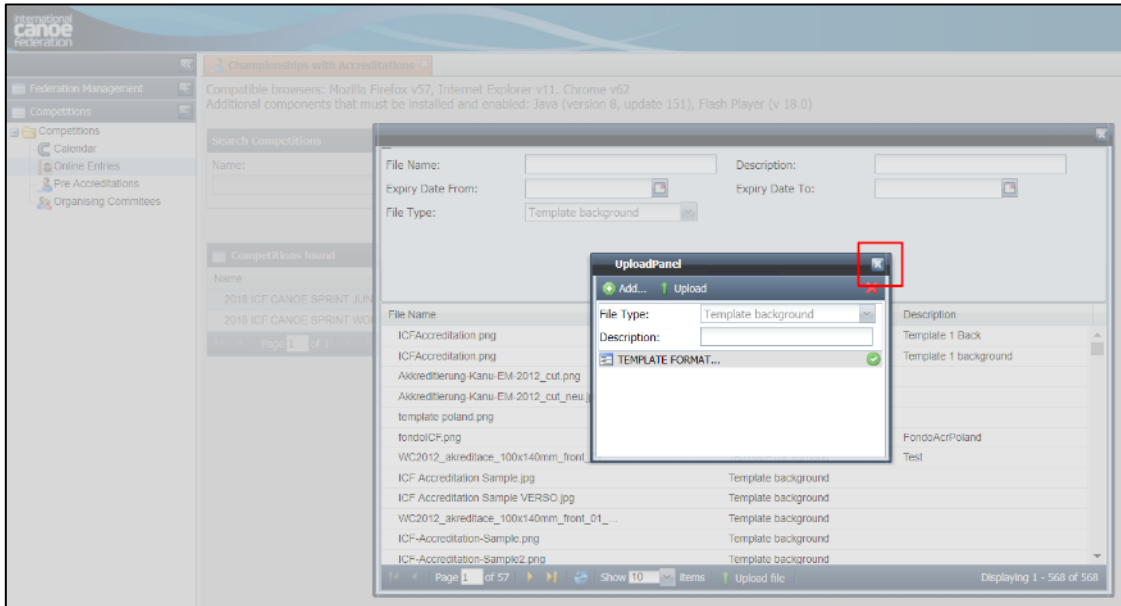

Accreditation background

The background is the image to be printed around / behind the personal details of each pass. If using pre-printed paper an accreditation background does not need to be applied. If using an accreditation background the size used must match the template, otherwise the accreditation will not display/print. For the correct background size please specify your template to sdp@canoeicf.com to be sent the file. Please ensure you read the ICF Accreditation Guidelines for more information about accreditation backgrounds.
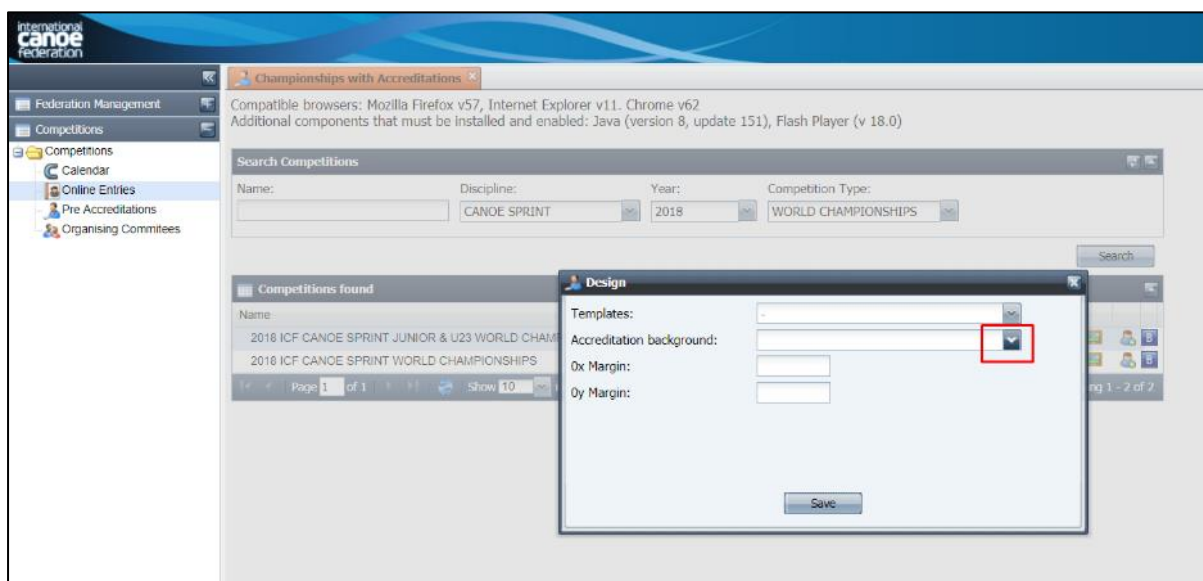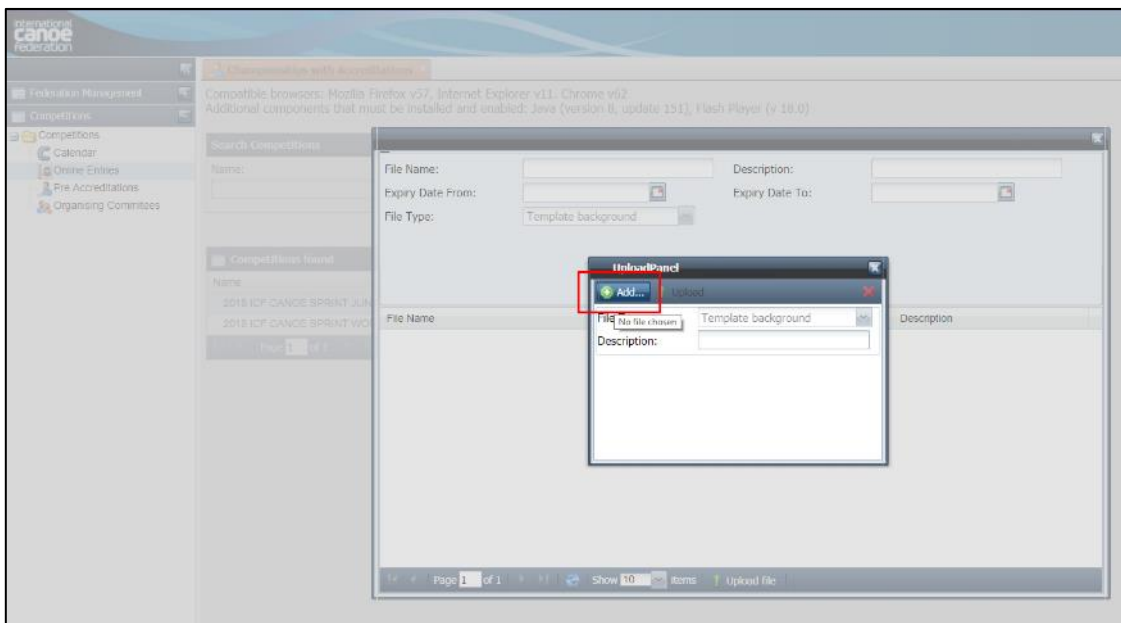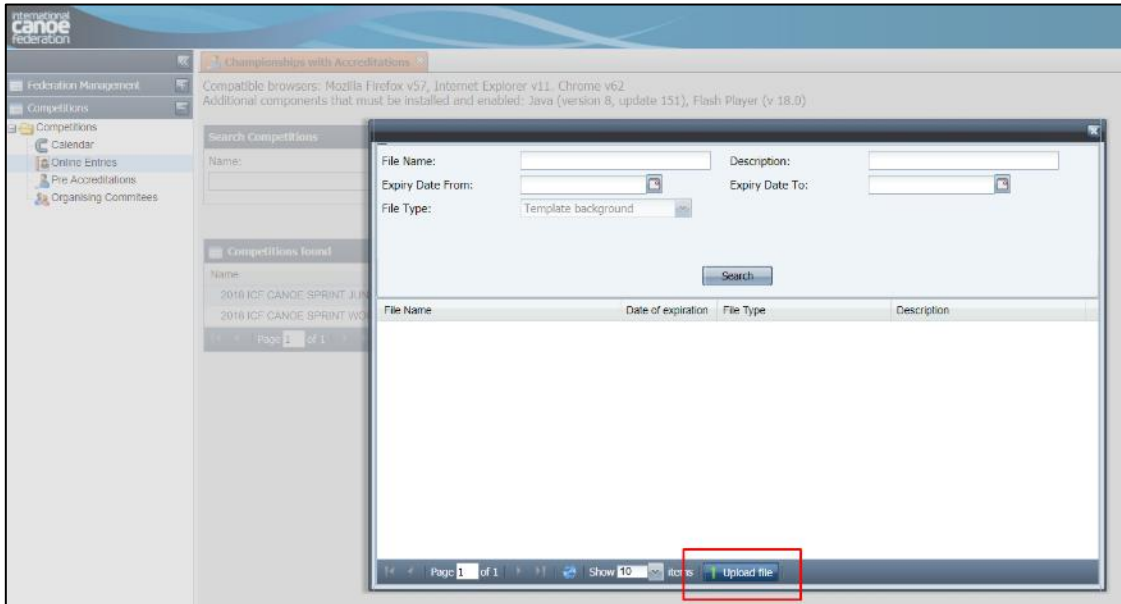
Choose the file from your computer then click upload

Enter the file name, click search, then double click the file you wish to select.

Bib numbers

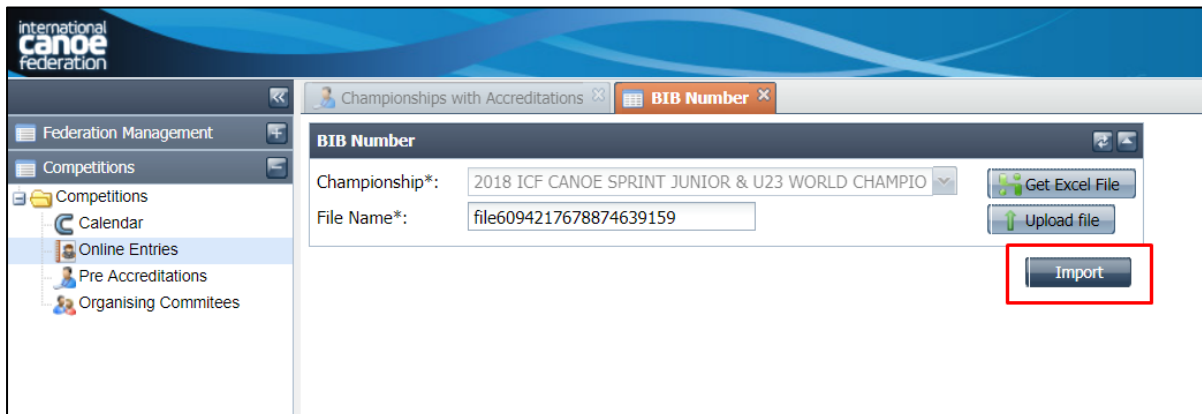This will provide an Excel spreadsheet with all entered athletes. Open the file in Excel, complete the "bib no." field and save.

Import the file
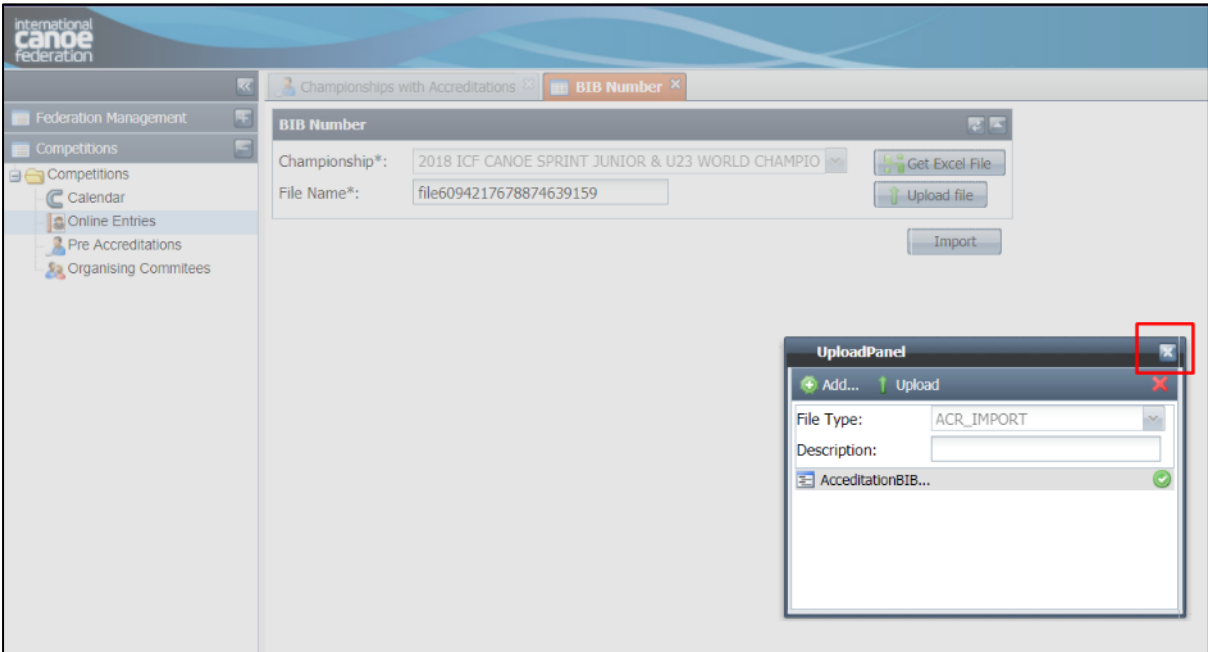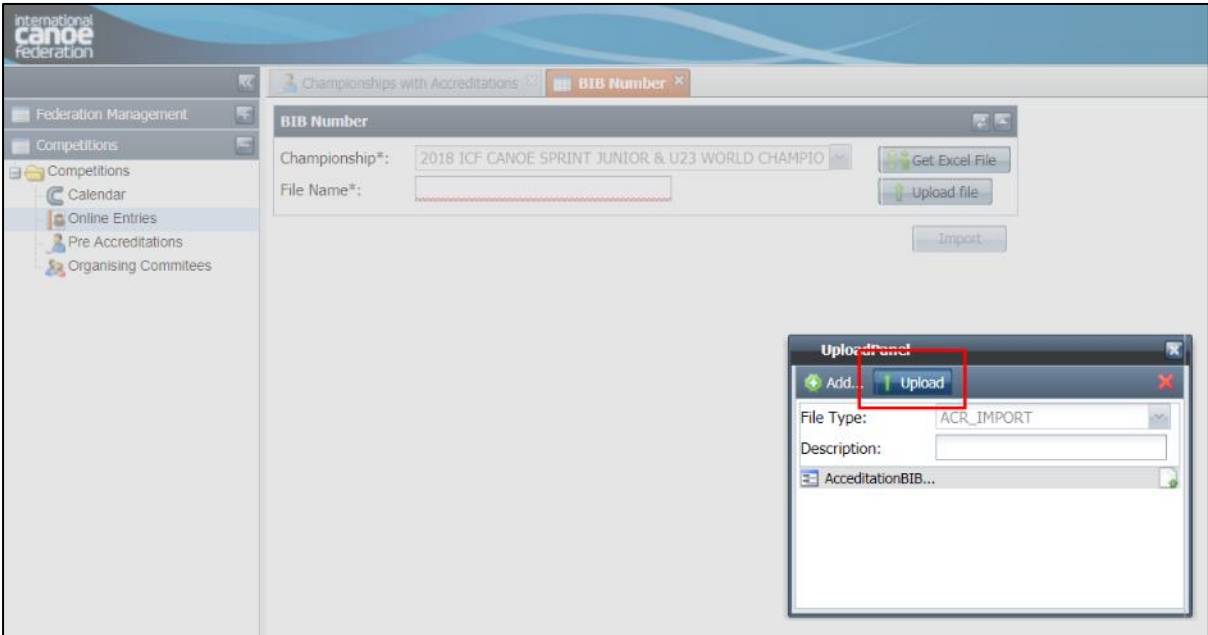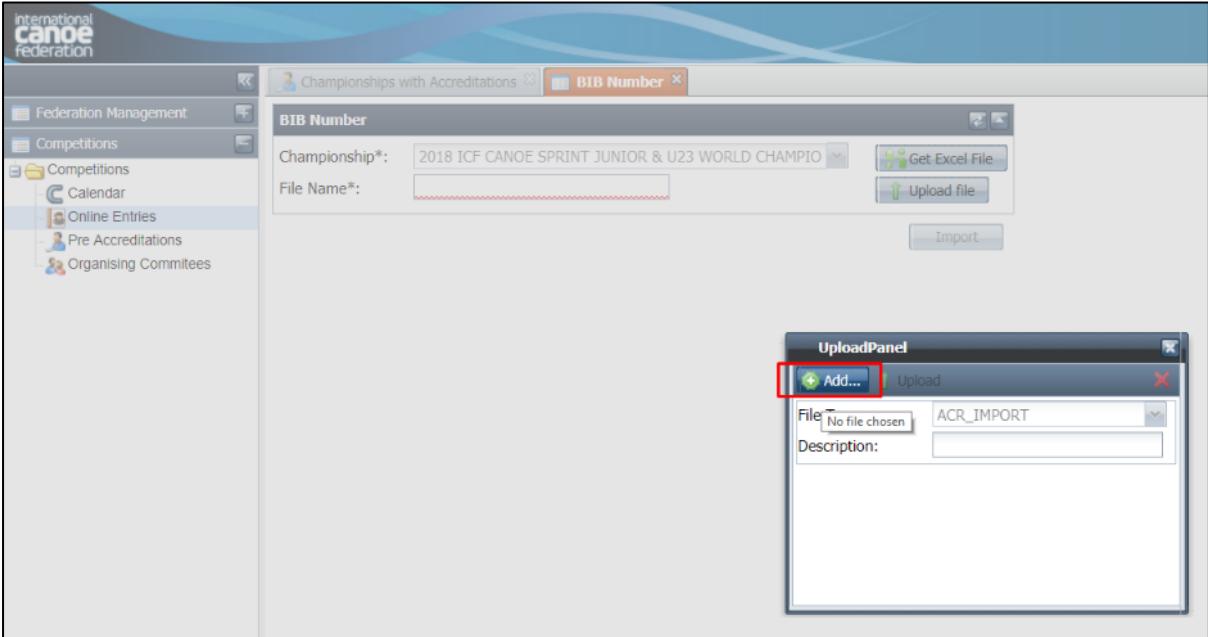
Bib numbers will now appear on accreditation passes and will be included in the barcode for each athlete.

To add missing bib numbers, complete the same process again. Already imported bib numbers will appear on the Excel spreadsheet. Complete the blanks and import again.

Import accreditations

Accreditations should only be imported for HOC functions and media / broadcast if not already entered into the database through the ICF or the online form.


Choose "Get Excel File" to obtain a blank import spreadsheet with the headers to indicate which field belongs in which column.
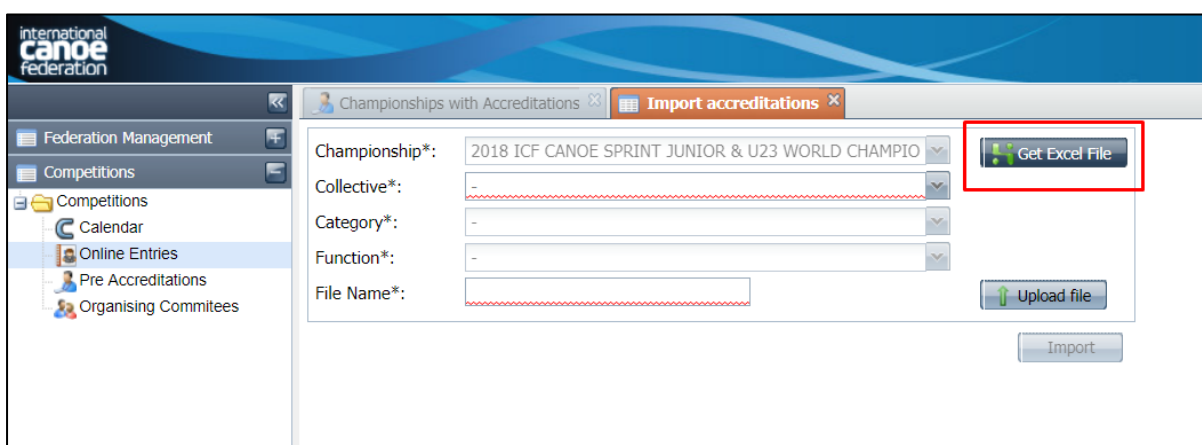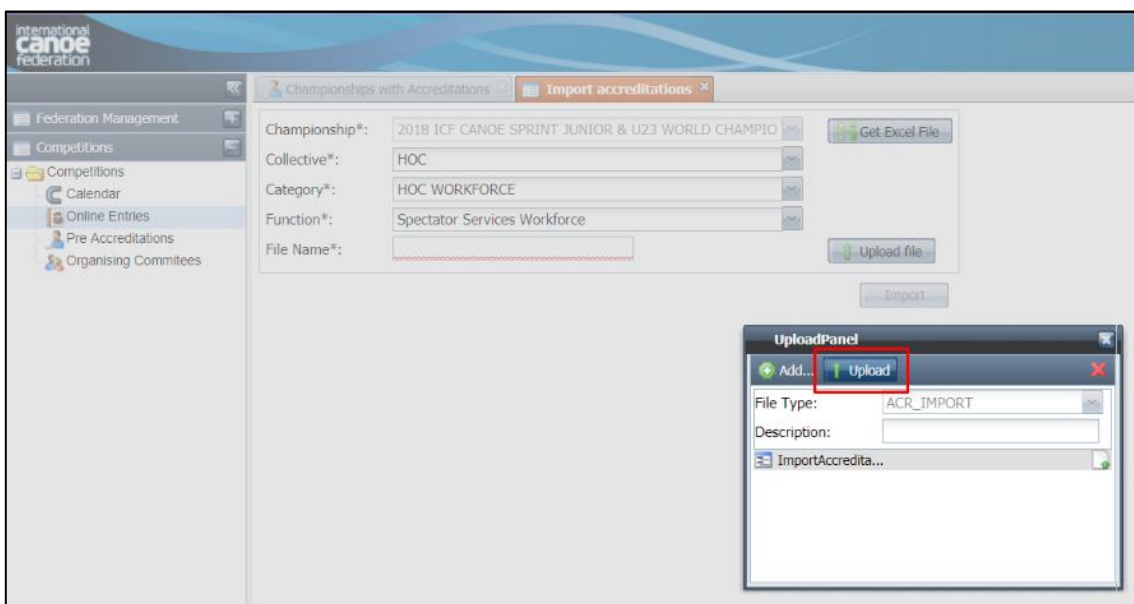

Complete the fields on the spreadsheet and save the file. One spreadsheet is required **per function**.
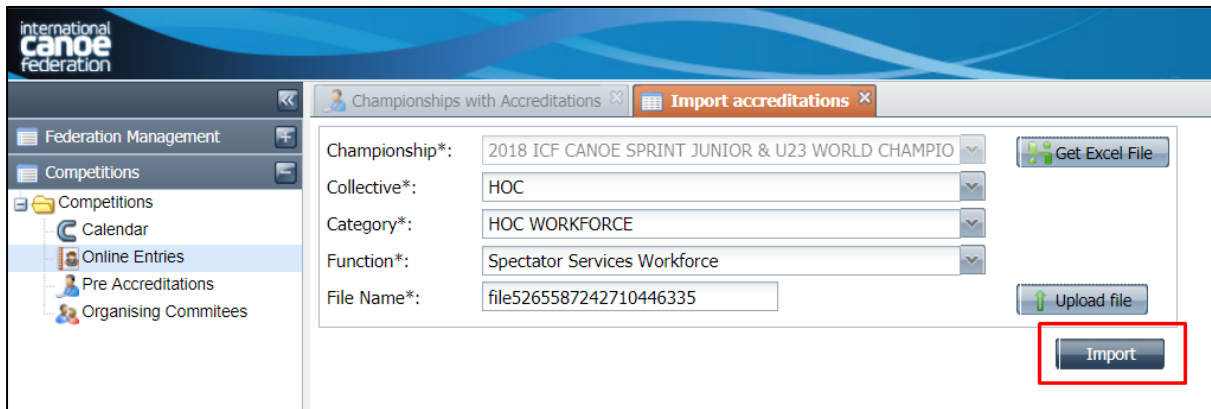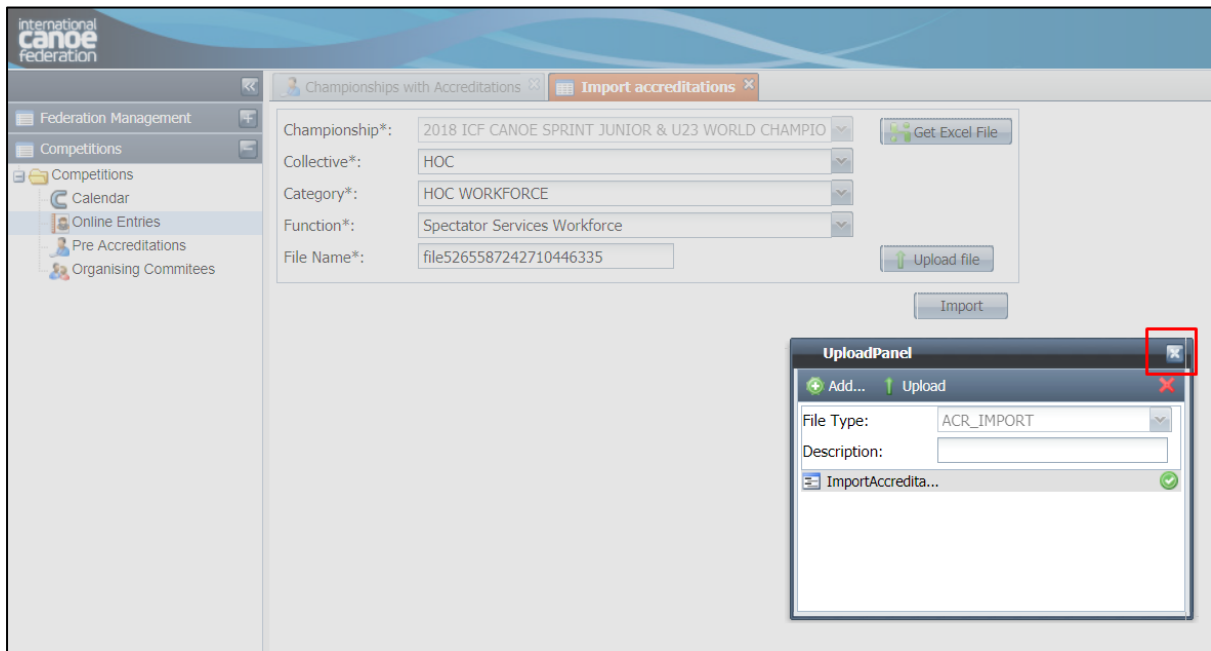
	A	B	C	
1	Name	FamilyName	Observations	
2	Test	Person		
3	Example	Two		
4				
5				

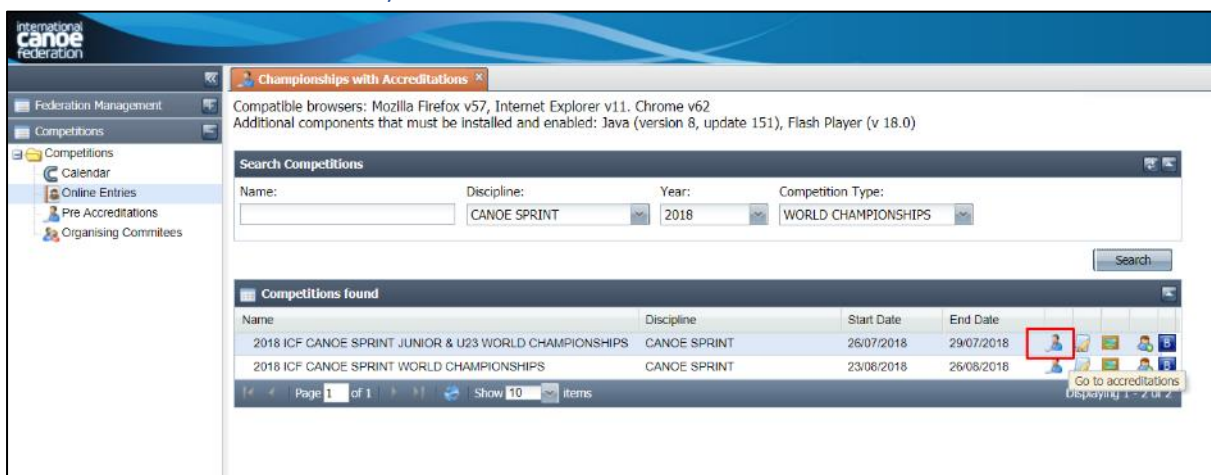Choose the collective, category and function and upload the appropriate spreadsheet.
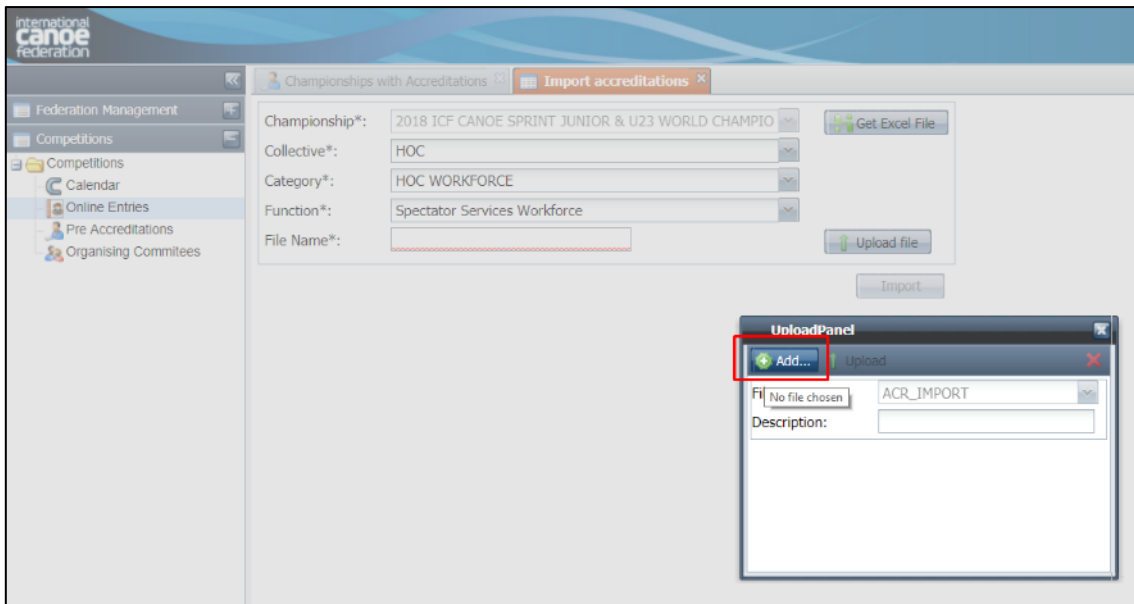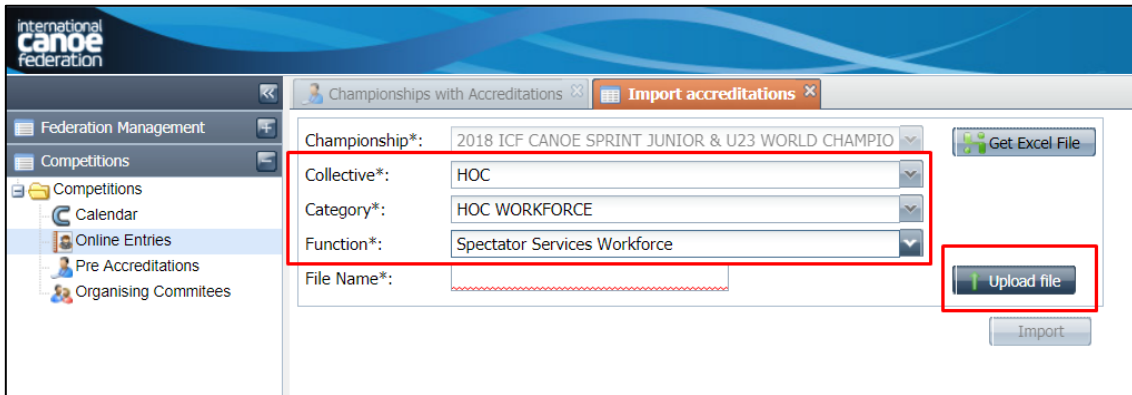
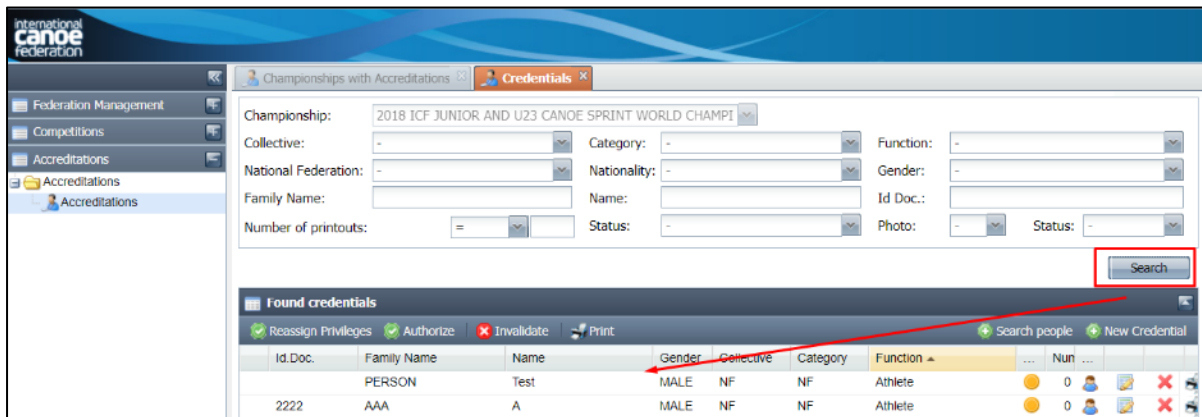Select the file from your computer then choose "upload"

Complete this process for each function. Photos will need to be applied to each person imported via the "add accreditations" function.
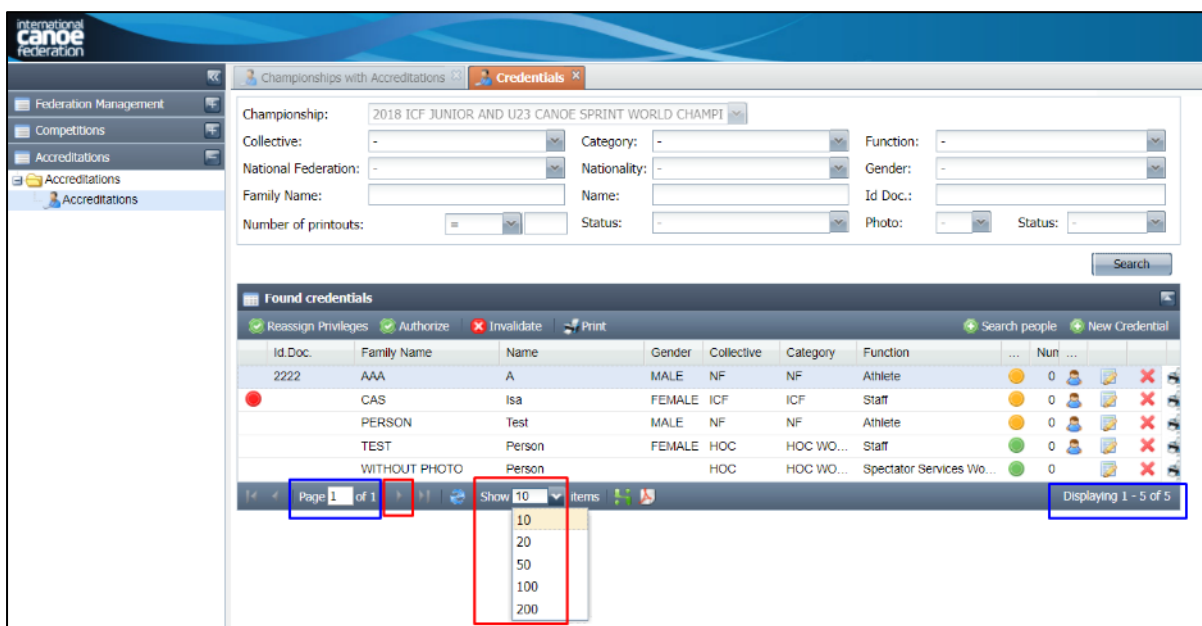
Add accreditations manually

Click search to see the names of all pre-accredited and accredited personnel.

To see additional records, change the number of items shown per page at the bottom of the screen, or use the arrows to go to the next screen. The total number of records and pages is shown in the bar at the bottom of the screen.


Any person with a red dot to the left of the name has information in the "observations" field (generally entered via the media application form).
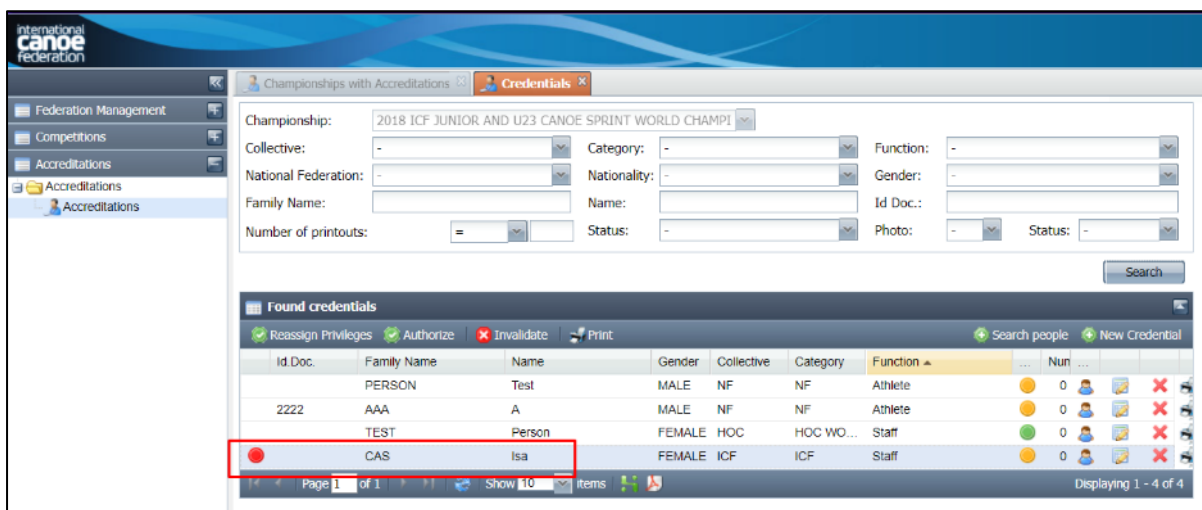

Double click on the person's record, then click the "observations" tab to review the additional information.
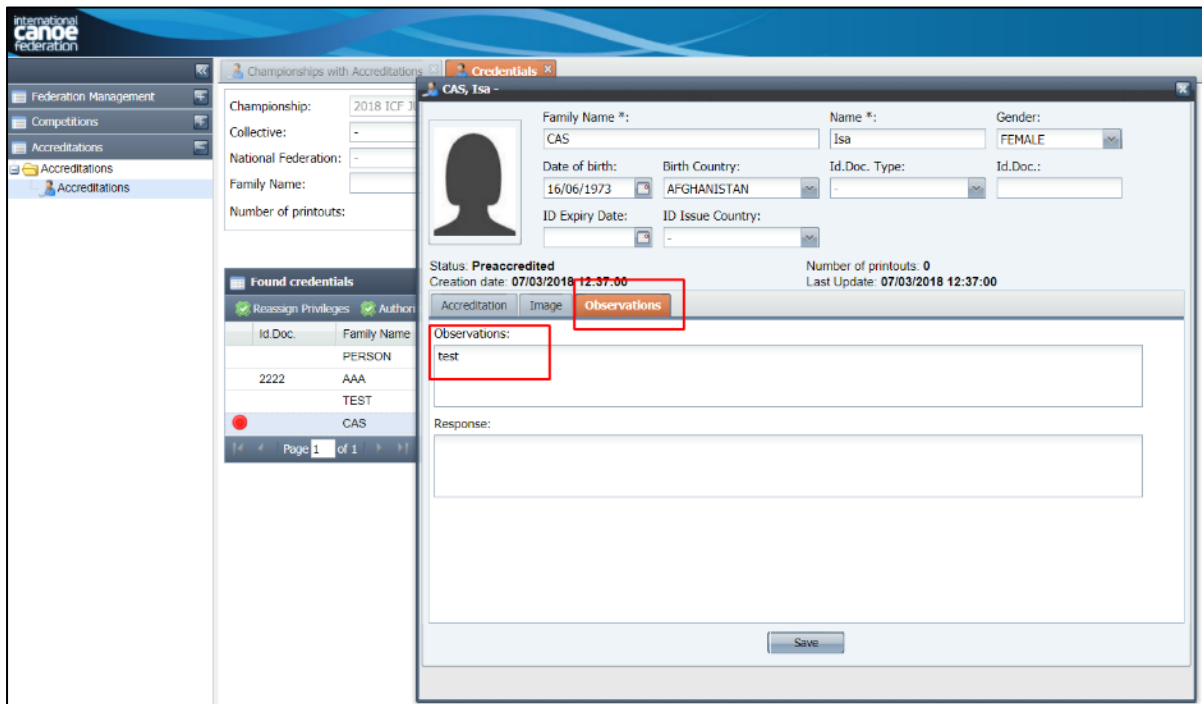
The small person symbol indicates whether the record has a photo or not. Any person imported through the import function will not have a photo, and will need to have their photo added before printing the accreditation.
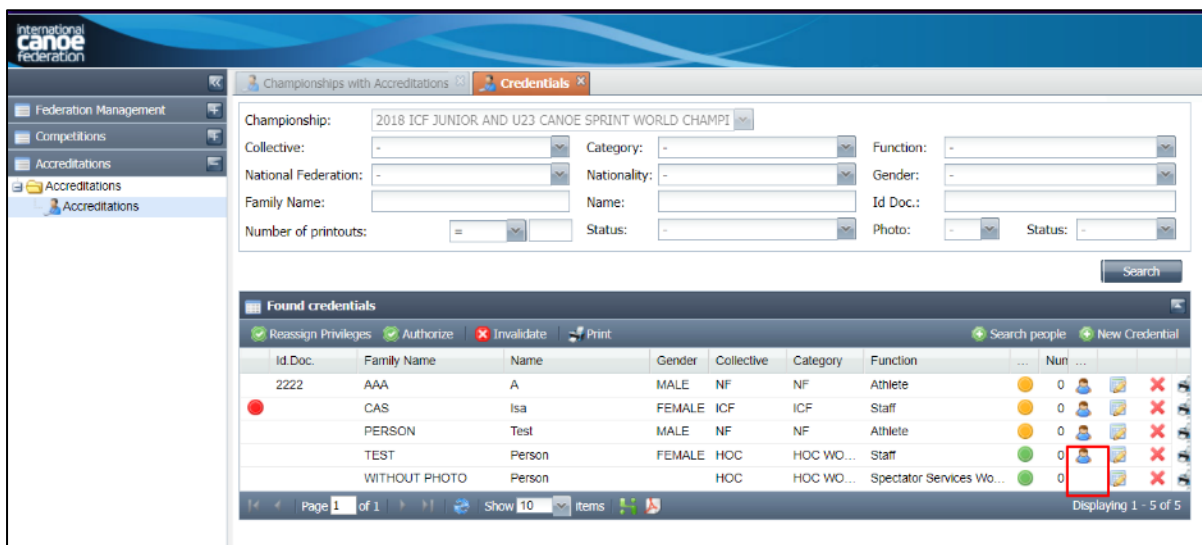

Double click on the person to open their file. Click the word photo or the image tab. For the photo, select "choose file" to upload from your computer, or "capture" to take a photo with a webcam. Configuration will allow you to adjust the settings for the webcam if required.
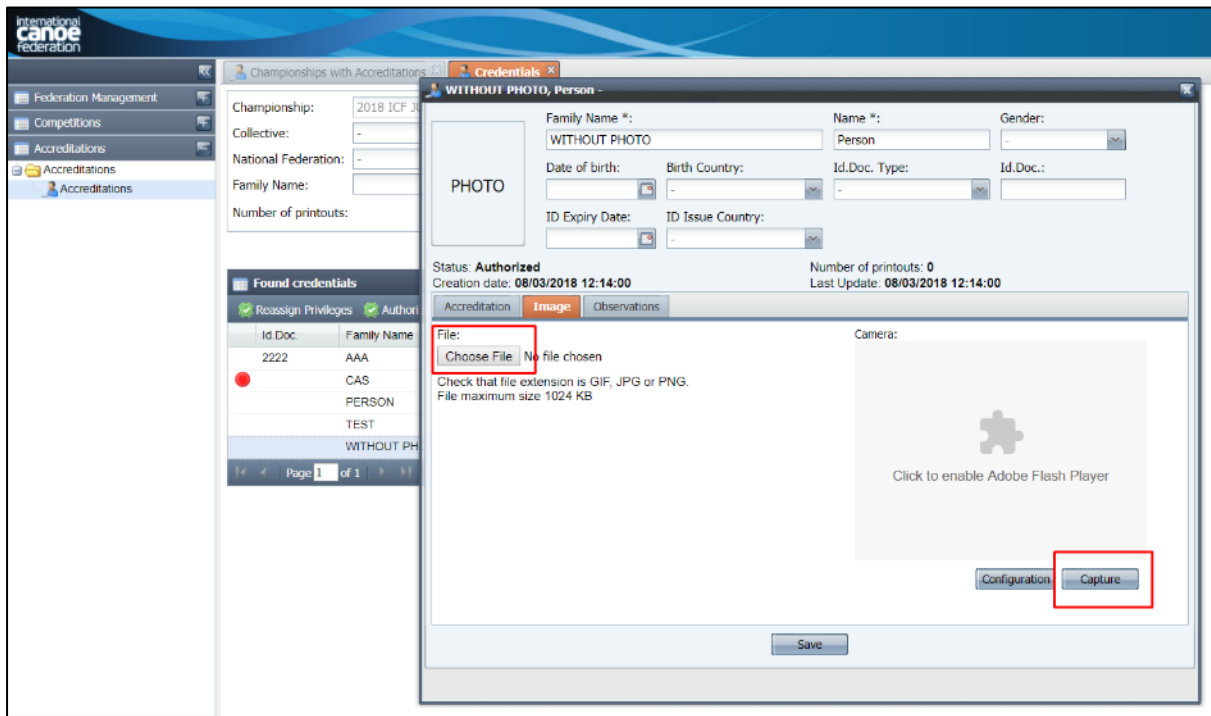
There are two options to add new people: "search people" or "new credential".
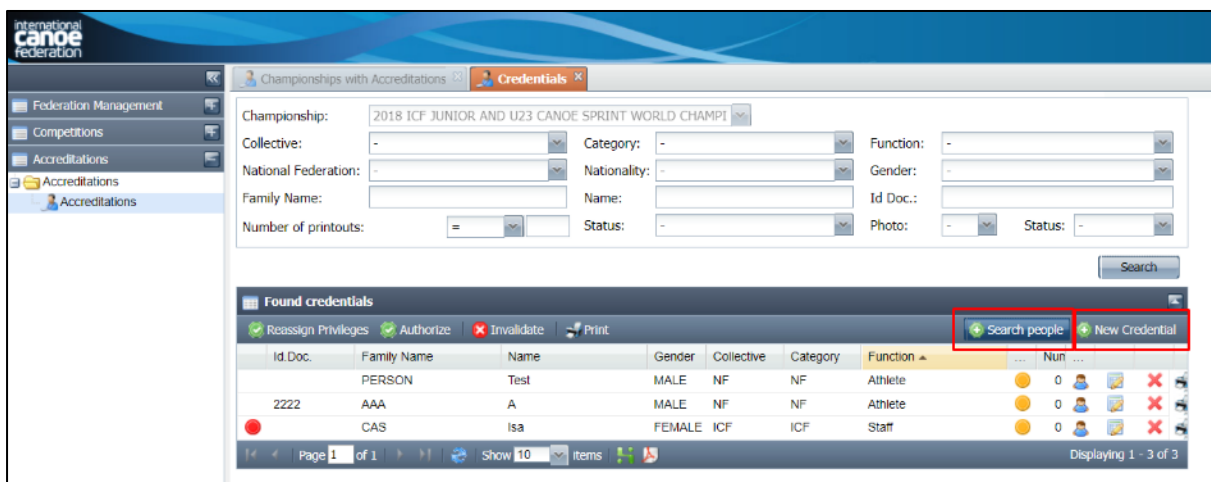
"Search people" allows the user to check for an already existing profile and add the accreditation directly to the existing profile. Complete one or more of the fields then click search. When you find the person you are looking for, click the green plus next to their name to add their accreditation.
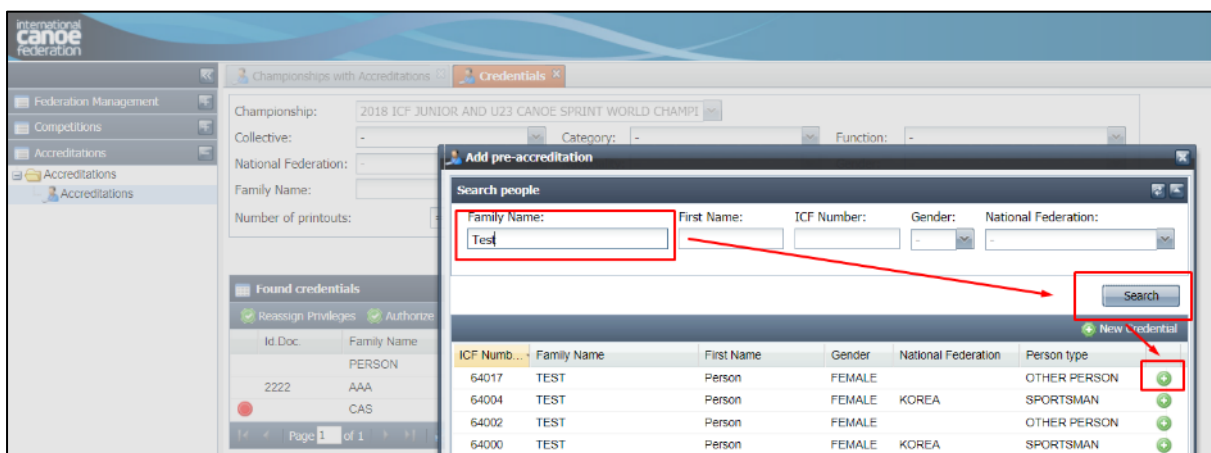

Next select the collective, category and function, then click save. The zones will automatically be applied based on the accreditation matrix.
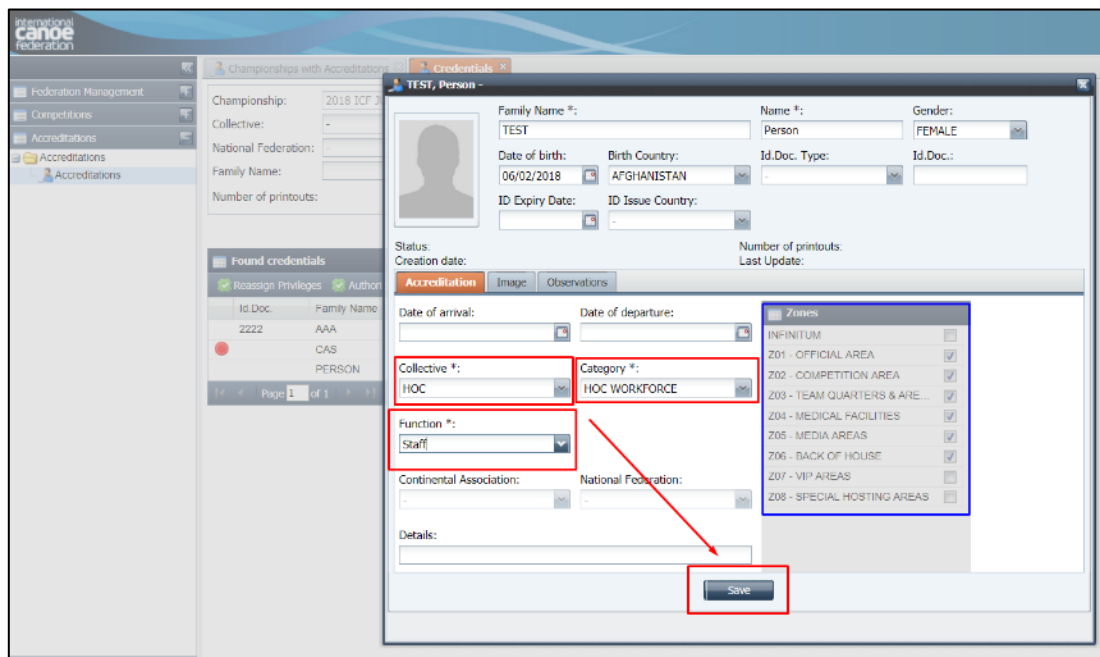
After saving the changes you can either print the accreditation immediately, preview the accreditation, or close the window and add another person.
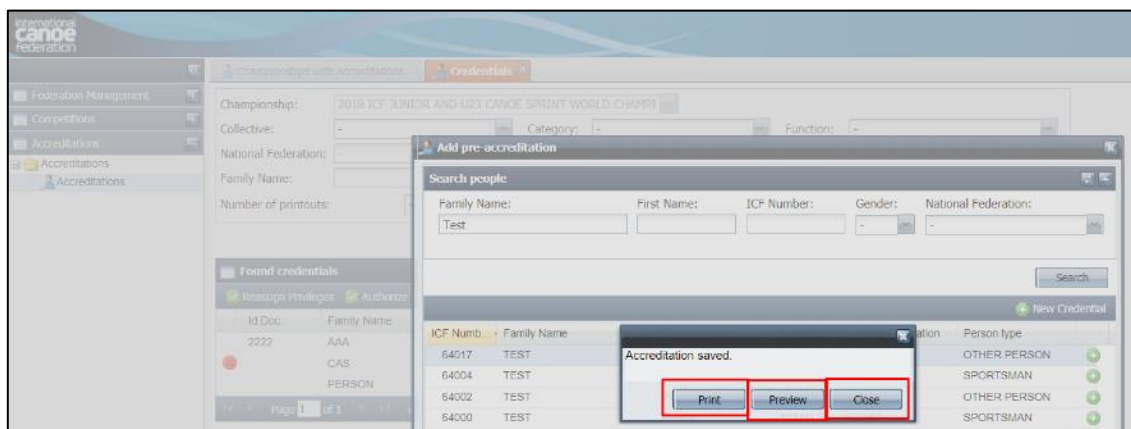
"New credential" allows the user to add a completely new person to the database. Note: any person added directly into the accreditation system will not have their profile saved for use on future events.
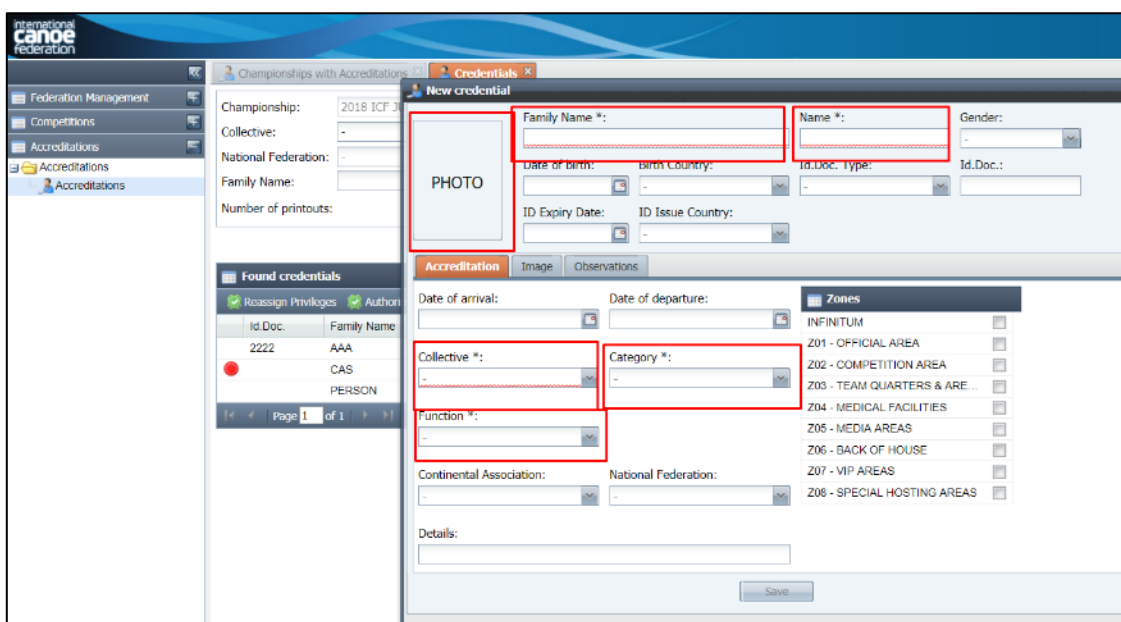
Complete all of the required information (marked with an asterisk), including the photo. Once you have done this, click save.

Reassign privileges

If the accreditation matrix has been changed after accreditations have started being selected, you will need to "reassign privileges" to update the privileges already assigned to accredited personnel. Click on the first person you wish to reassign, then hold shift and click the last person you wish to reassign, then click "reassign privileges". If you wish to only select some people from the list, use ctrl click instead.

Authorise records

All athletes entered into events will automatically appear in the accreditation section of the database as "pre-accredited" (orange dot). National Federations can also pre-accredit other personnel eg. Team leader, coach, President etc. These personnel will also appear as "pre-accredited".

To be able to preview and/or print an accreditation, you will need to "authorise" the accreditation application. It is important to ensure you do not "authorise" any NF personnel until after the entries deadline, as it will affect their ability to change their entries. Therefore it is best to test preview and printing of accreditations with workforce records.
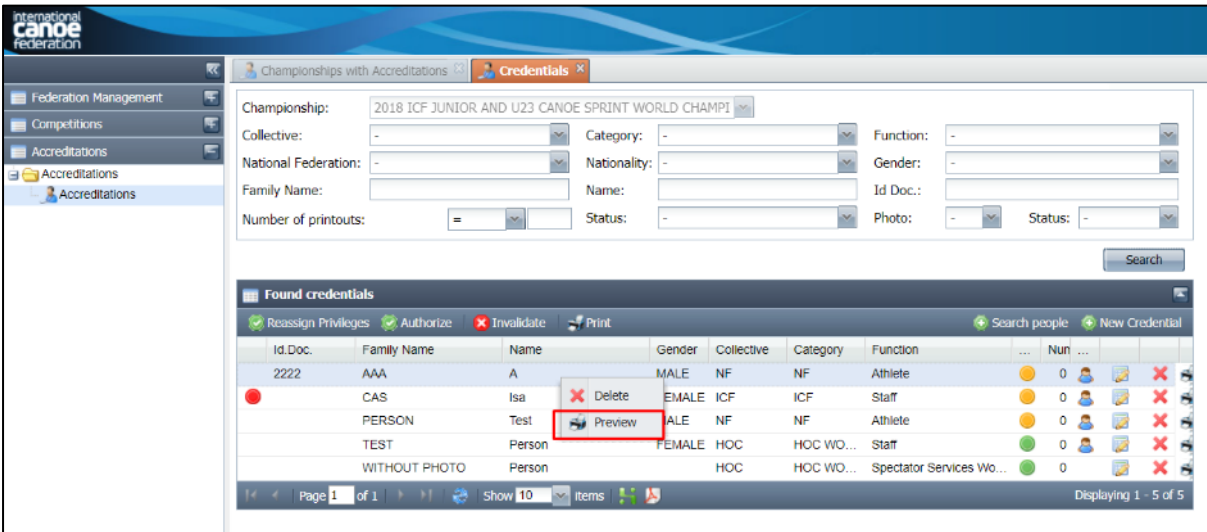
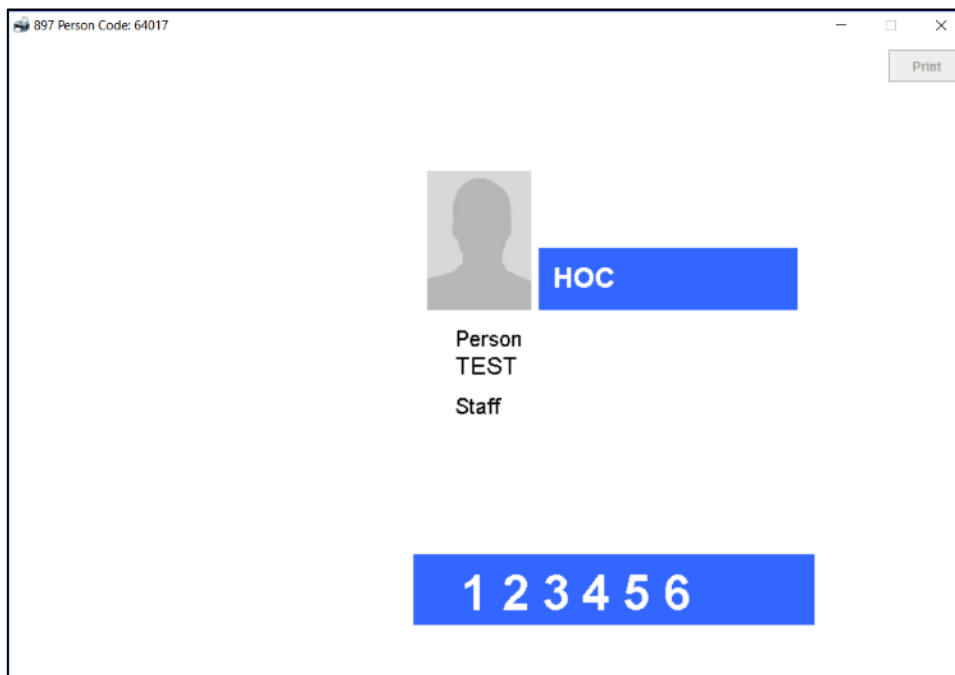To authorise records, click on the record then click authorise.
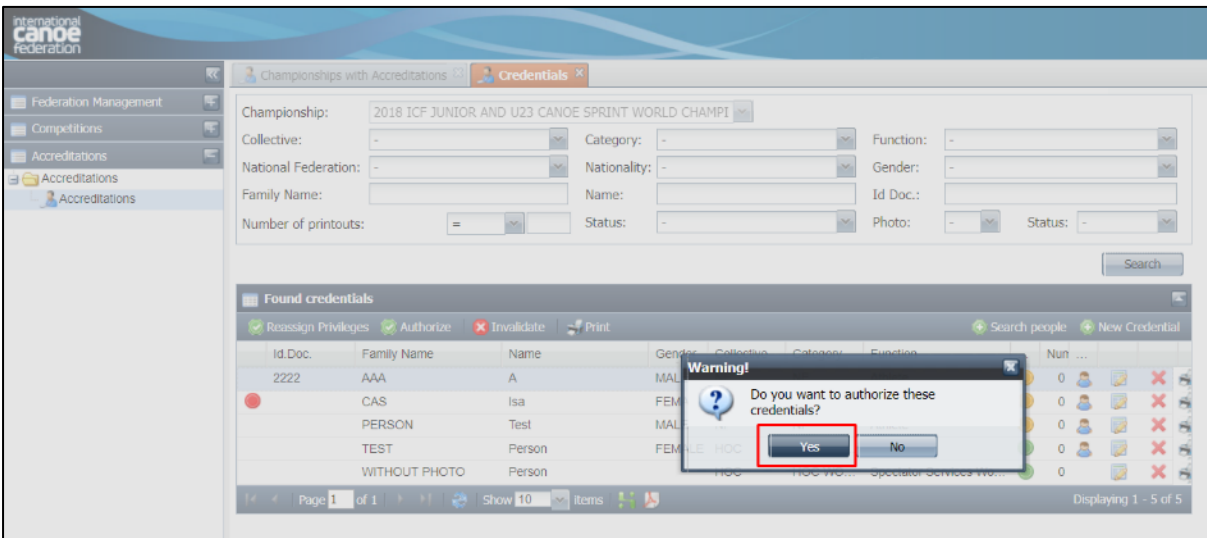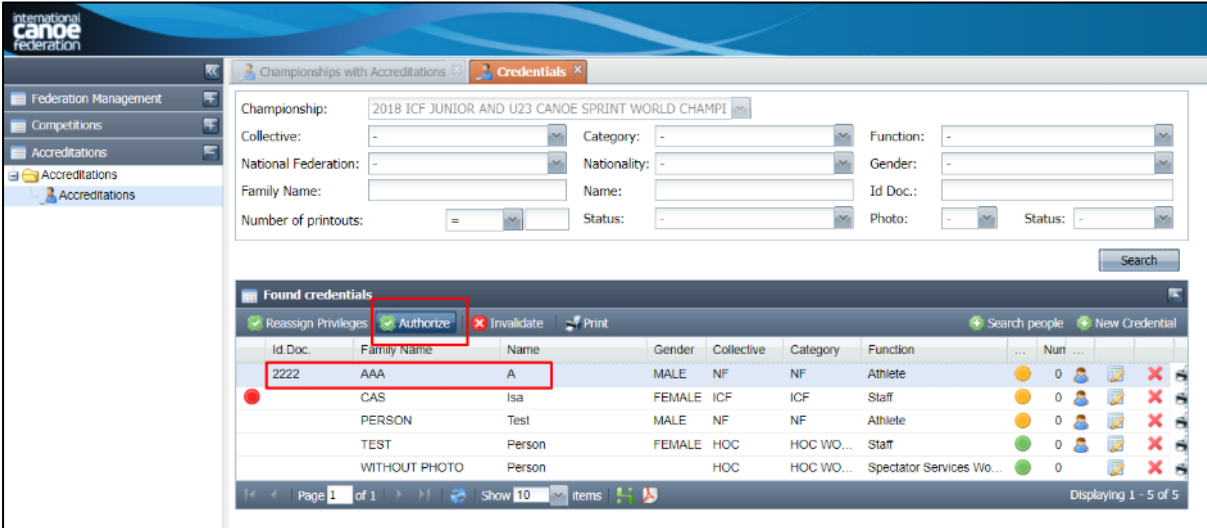
As with reassigning privileges, you can authorise multiple records at the same time by using the shift click or ctrl click functions.

Preview accreditations

To preview an accreditation, right click on the record name and choose preview.

Note: currently you cannot print directly from the preview screen.

Print accreditations

To print, select the record(s) that you would like to print and choose print from the options. Note: there is no printer dialogue box, it will automatically print to your default printer with your default printer settings (eg paper size, colour or black and white, paper tray). To adjust these settings, this needs to be done through the printer settings on your computer.
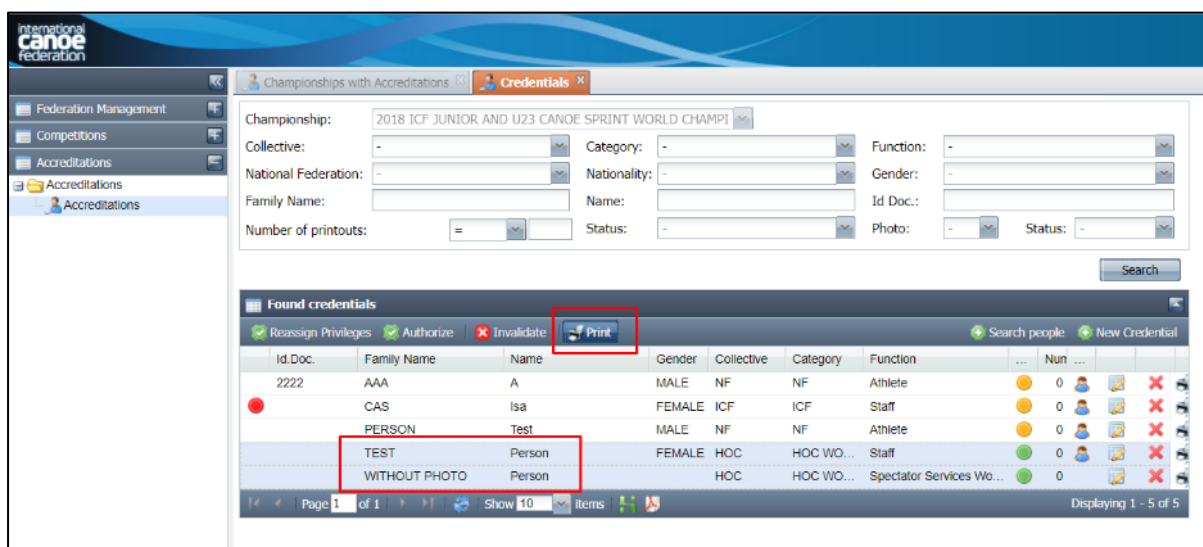
It is recommended to first print just one record until you are sure all of your settings are correct.

If you have any questions or concerns please contact sdp@canoeicf.com.