

SDP User Guide

Online Entries and Accreditation System

For Organising Committees

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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.

Name	Discipline	Country	Event Locati...	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2018 ICF CA...	CANOE SP...	BULGARIA	PLOVDIV	●	01/01/2018	11/05/2018	●	●	01/01/2018	18/07/2018	●
2018 ICF CA...	CANOE SP...	PORTUGAL	MONTEMO...	●	01/01/2018	09/07/2018	●	●	01/01/2018	15/08/2018	●

Numerical entries

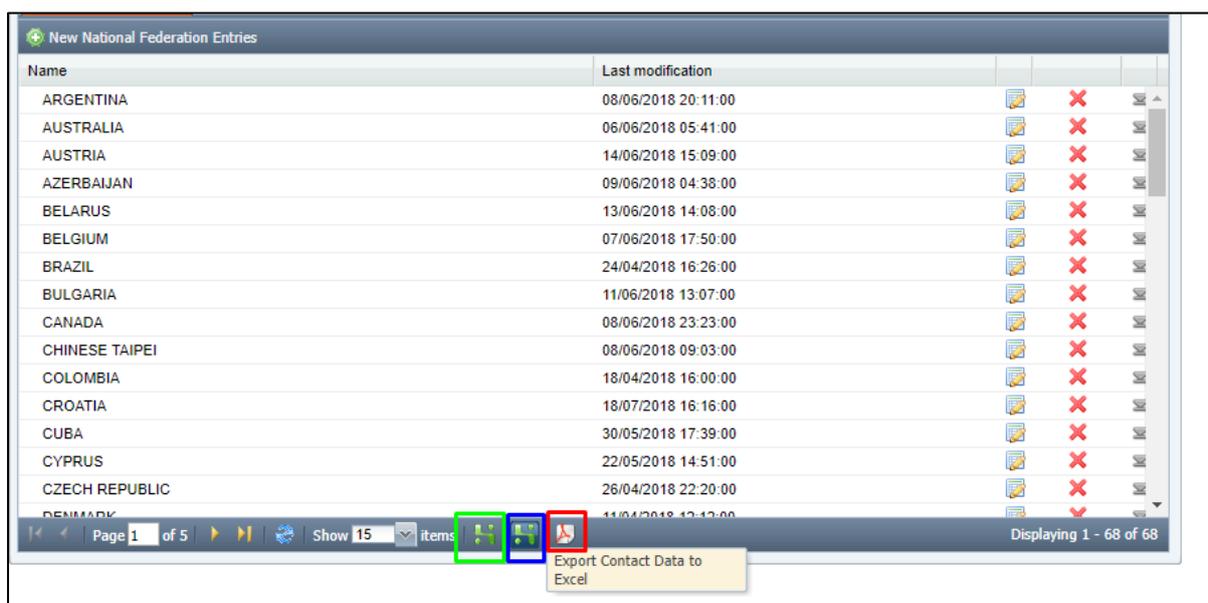
Click the portrait icon next to the numerical entries dates to view current entries

Name	Discipline	Country	Event Locati...	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2018 ICF CA...	CANOE SP...	BULGARIA	PLOVDIV	●	01/01/2018	11/05/2018	●	●	01/01/2018	18/07/2018	●
2018 ICF CA...	CANOE SP...	PORTUGAL	MONTEMO...	●	01/01/2018	09/07/2018	●	●	01/01/2018	15/08/2018	●

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.

Name	Last modification
BRAZIL	11/01/2018 12:46:00
ESTONIA	25/02/2018 09:18:00
THAILAND	18/01/2018 14:49:00
TURKEY	21/02/2018 11:24:00

There are three exports available – Excel (green), Contact data (blue) or pdf (red).

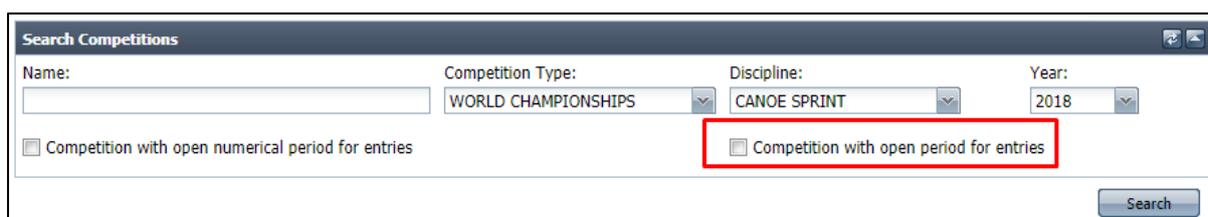


NF contact details

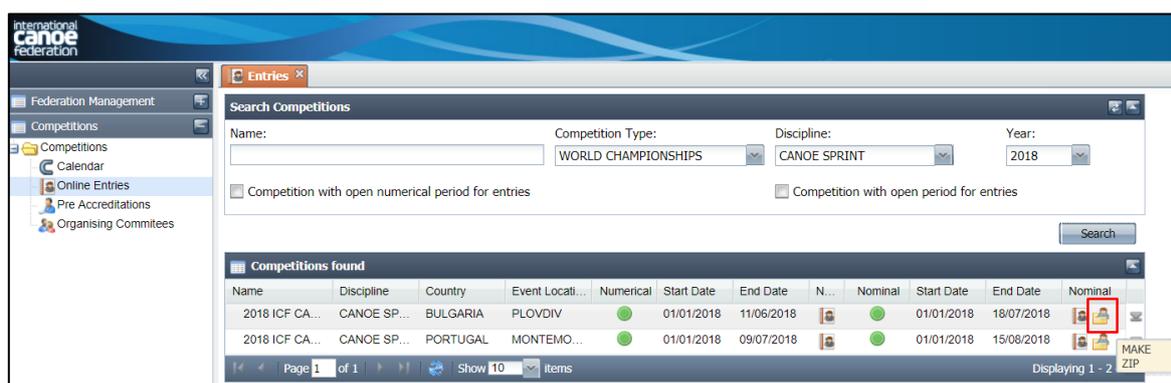
This new export in 2019 allows organisers to export a list of the contacts for each NF that has entered the competition. There are two sets of contact details for each NF. The entries contact is the person who makes the entries, and is the contact person for the ICF if there’s any issues with the entries or accreditations prior to the competition. The on-site contact details (name, phone and email) is for the host organising committee to contact with any last-minute information such as schedule changes, adverse weather conditions, specific team issues etc.

Nominal entries

By default, only competitions with an open period for nominal entries will be shown. After the closing date for your competition, you will need to uncheck the “competition with open period for entries” box before searching for your competition.



Nominal entries can be exported in additional formats. A zip file is available to export in ODF format. The other formats (except Excel) are also included in this folder. 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, csv, txt or Excel format. Excel format ensures that accents on athlete's names render correctly. This is not guaranteed when importing the other formats into Excel.

The screenshot shows the 'Search Competitions' window with filters for 'WORLD CHAMPIONSHIPS' and 'CANOE SPRINT' in 2018. Below the search bar is a table of 'Competitions found' with columns for Name, Discipline, Country, Event Location, Numerical, Start Date, End Date, N..., Nominal, Start Date, End Date, and Nominal. The first row is highlighted, and a context menu is open over it, listing options like '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', and 'Export photo'.

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.

This screenshot is identical to the previous one, showing the same search filters and competition list. The 'Export photo' option in the context menu is highlighted with a red rectangular box.

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

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. As of 2019, late entries incur a fee per athlete.

Final results

At the conclusion of the event, results providers must provide results to the ICF.

For World Championships and World Cups for all disciplines (for Canoe Slalom it will be managed directly by Siwidata) this is 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.

For all other competitions the results can be provided in pdf format for publication on the ICF website and for permanent results archiving.

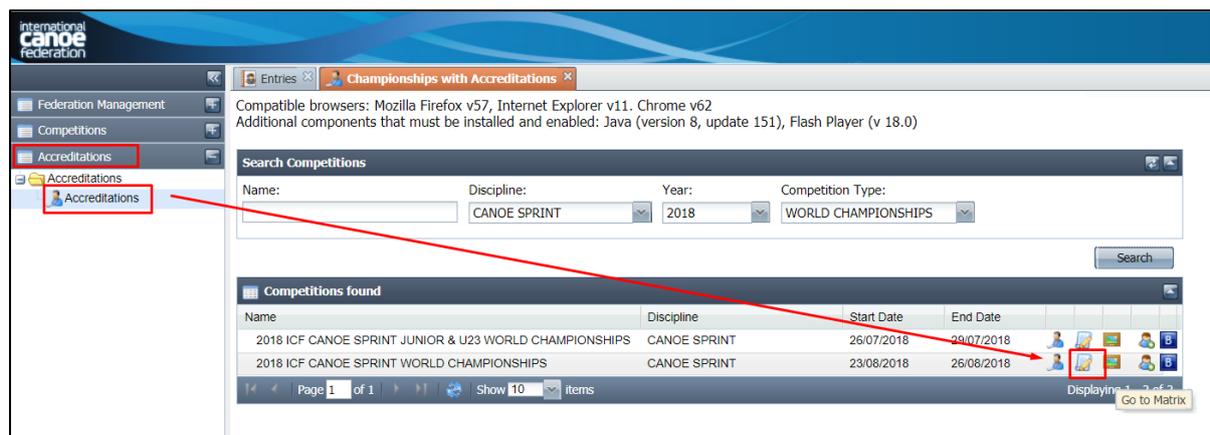
Accreditation

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 user guide and attempting to use the accreditation system.

Accreditation matrix

The accreditation matrix is already set up by default by the ICF after extensive consultation with various organising committees. Changes to this section are not required, and should only be made by advanced users. Other users can skip ahead to [accreditation design](#).



The screenshot shows the ICF Accreditation system interface. The left sidebar contains navigation options: Federation Management, Competitions, Accreditations, and a sub-menu for Accreditations. The main content area displays a search form for competitions with filters for Name, Discipline (CANOE SPRINT), Year (2018), and Competition Type (WORLD CHAMPIONSHIPS). Below the search form is a table titled 'Competitions found' with columns for Name, Discipline, Start Date, and End Date. The table lists two competitions: '2018 ICF CANOE SPRINT JUNIOR & U23 WORLD CHAMPIONSHIPS' and '2018 ICF CANOE SPRINT WORLD CHAMPIONSHIPS'. A red arrow points from the 'Accreditations' menu item in the sidebar to the 'Go to Matrix' button at the bottom right of the table.

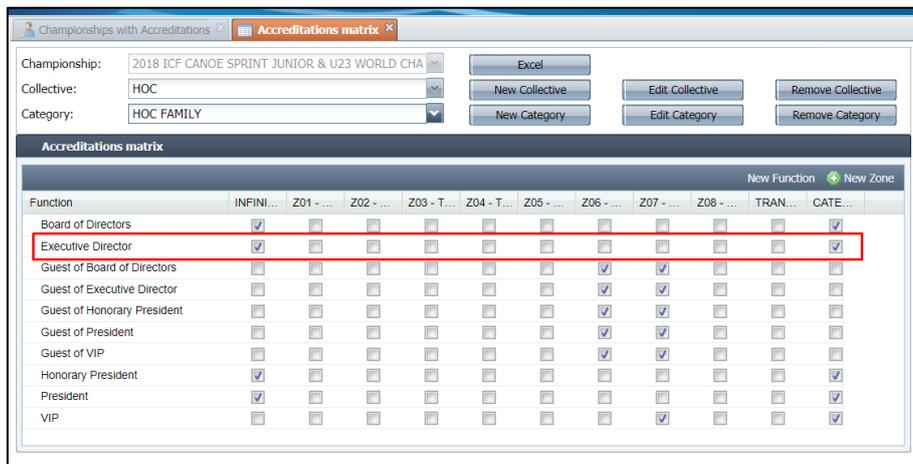
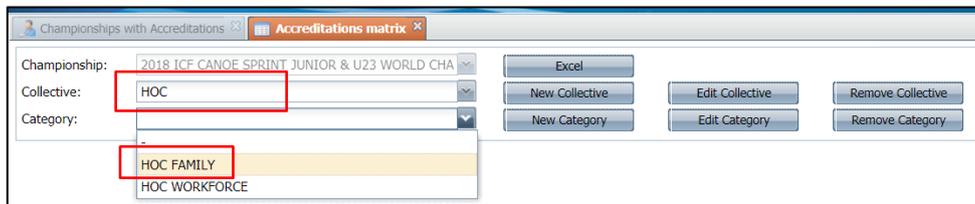
Name	Discipline	Start Date	End Date
2018 ICF CANOE SPRINT JUNIOR & U23 WORLD CHAMPIONSHIPS	CANOE SPRINT	26/07/2018	29/07/2018
2018 ICF CANOE SPRINT WORLD CHAMPIONSHIPS	CANOE SPRINT	23/08/2018	26/08/2018

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 or additions to the HOC (Host Organising Committee) functions and zone access if required, within the HOC Family and HOC Workforce categories. If

If OCs would like to use barcodes or transport functionality, please request this (along with the roles) to sdp@canoeicf.com. For any changes to the default catering selection please email specific roles which should be changed (catering added or removed) to sdp@canoeicf.com.

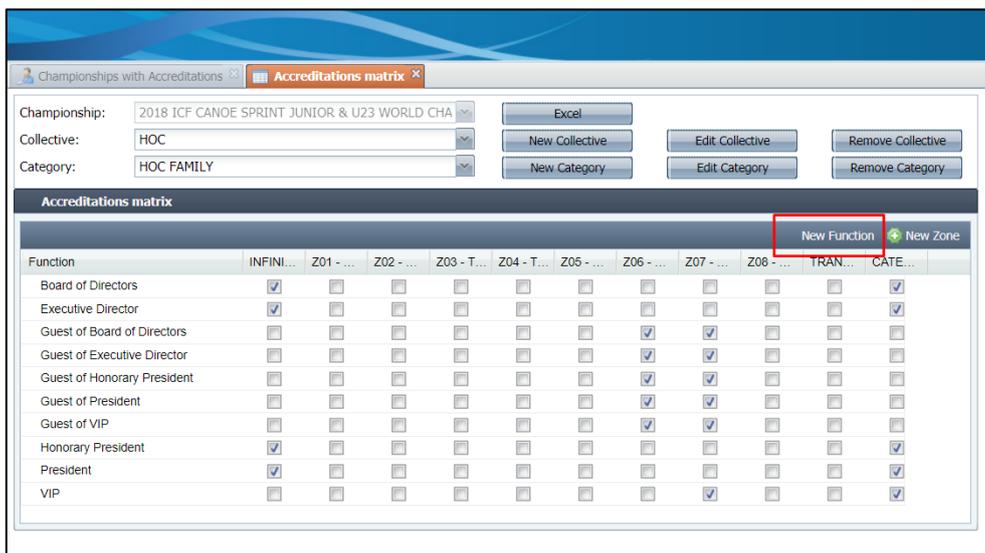
Note: To use barcodes you must have the barcode font installed on all computers printing accreditations.



Changes can be made to access by checking or unchecking the access boxes. Changes are automatically saved.

It is recommended to just add new roles required or change access rather than renaming or deleting any existing functions.

New functions can be added with the “new function” button.



When adding a function, a unique code must be given, from example starting from HOC100. The name will appear in the drop down menu for selection in the accreditation module, and the print name will appear on the accreditation pass. Be careful not to make this too long or it may not fit on the pass.

The bgcolor for HOC is #14294d and the forecolor is #ffffff.

The person type MUST be selected as “credentials” regardless of the role. This is very important for the accurate storage of the data in the database.

Click save after filling all relevant fields.

Championship: 897 2018 ICF JUNIOR & U23 CANOE SPRINT WORLD CHAMPI

Collective: HOC

Age Level: HOC FAMILY

Code:

Name ():

Print text:

Picture:

BackColor:

Forecolor:

Form: Barcode

Person Type: CREDENTIALS

Zone 8 has been left customisable for each OC should they wish to add an additional space on their venue plan. For assistance setting this up please contact sdp@canoeicf.com.

Accreditation design

Championships with Accreditations

Compatible browsers: Mozilla Firefox v57, Internet Explorer v11, Chrome v62
Additional components that must be installed and enabled: Java (version 8, update 151), Flash Player (v 18.0)

Search Competitions

Name: Discipline: CANOE SPRINT Year: 2018 Competition Type: WORLD CHAMPIONSHIPS

Competitions found

Name	Discipline	Start Date	End Date	
2018 ICF CANOE SPRINT JUNIOR & U23 WORLD CHAMPIONSHIPS	CANOE SPRINT	26/07/2018	29/07/2018	<input type="button" value="Go to Design"/>
2018 ICF CANOE SPRINT WORLD CHAMPIONSHIPS	CANOE SPRINT	23/08/2018	26/08/2018	<input type="button" value="Go to Design"/>

Page 1 of 1 Show 10 items Displaying

Accreditation template

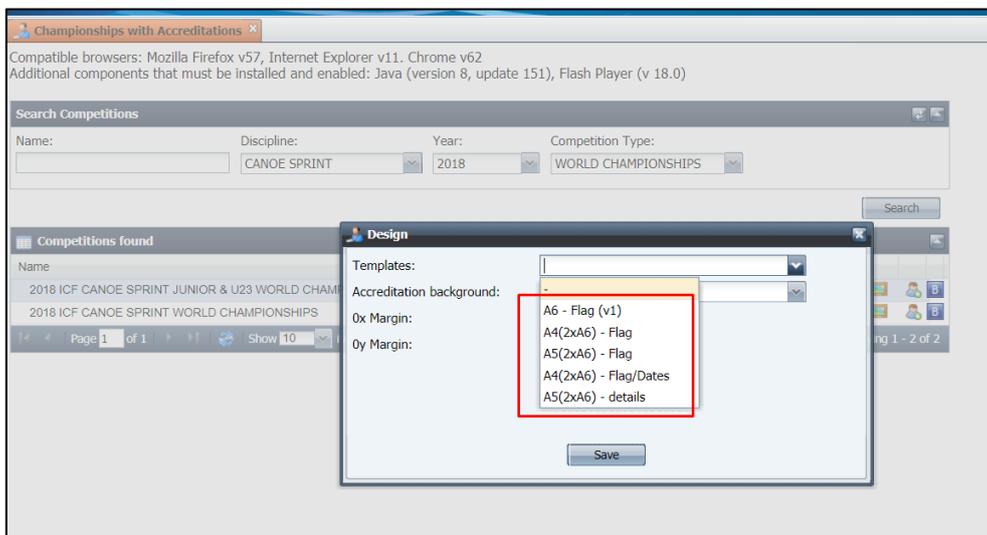
The two recommended templates are:

A6 – Flag (v1): Prints on A6 size paper on one side only. Recommended for pre-printed double sided waterproof paper which does not require laminating

A4 (2xA6) – Flag/Details: 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. This template will include the details field when it is filled in the accreditation system.

Note: an A5 template is available for A5 background with the paper pre-printed. However, generally this proves problematic to find a printer which prints close enough to the edges of A5 paper to use this template. If you wish to try, please ensure you test this with your own printer which you will have on site, well in advance.

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



Accreditation background

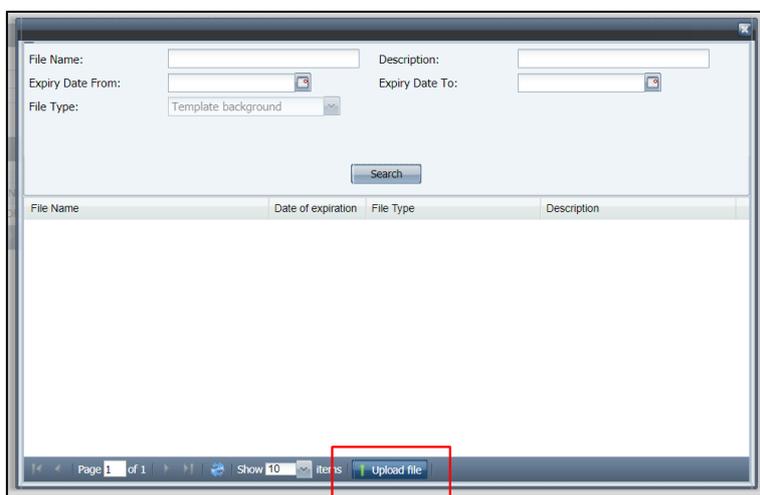
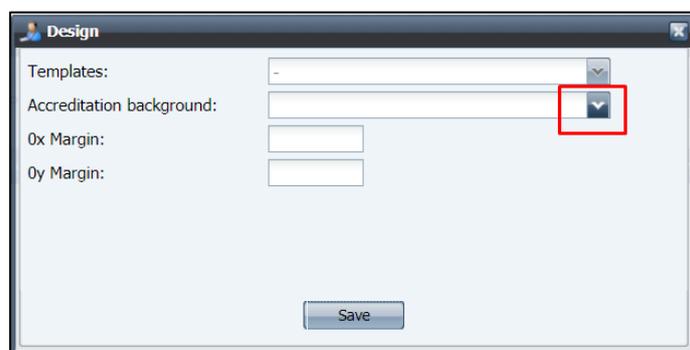
The background is the image to be printed around / behind the personal details on each pass. If using pre-printed paper an accreditation background does not need to be applied in the system.

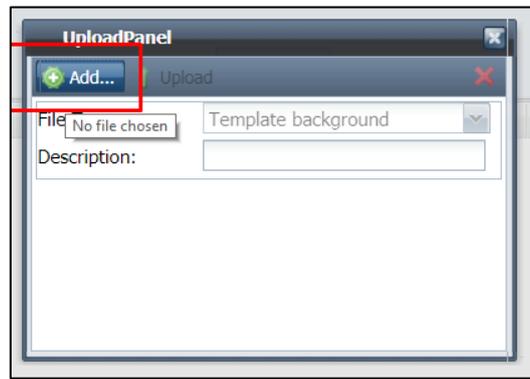
The ICF has a default background for addition in the system or for pre-printing. These are psd files with layers which should be opened in photoshop or a similar free program like Gimp, and edited by the organisers for their specific competition. You can download these background files here:

A6 – Flag (v1) – for pre-printing – [ICF front](#) – [ICF back](#) – [Non-ICF front](#) – [Non-ICF back](#)
 A4 (2xA6) – Flag/details – [ICF](#) – [Non-ICF](#)

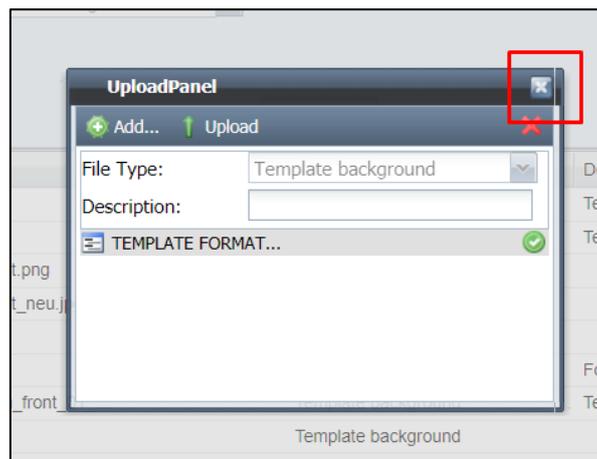
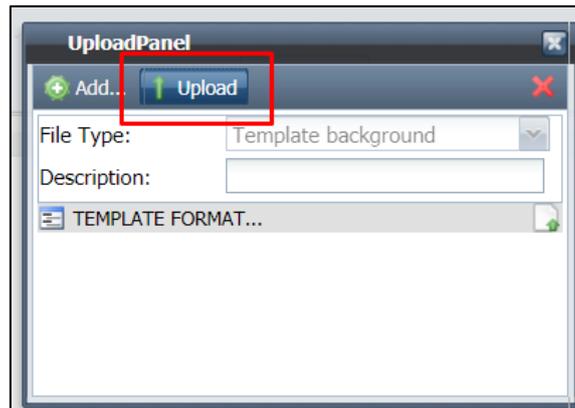
Please ensure you read the ICF Accreditation Guidelines for more information about accreditation backgrounds.

To upload the file follow the steps below, or send your completed background along with the name of your competition to sdp@canoEICF.com for upload.

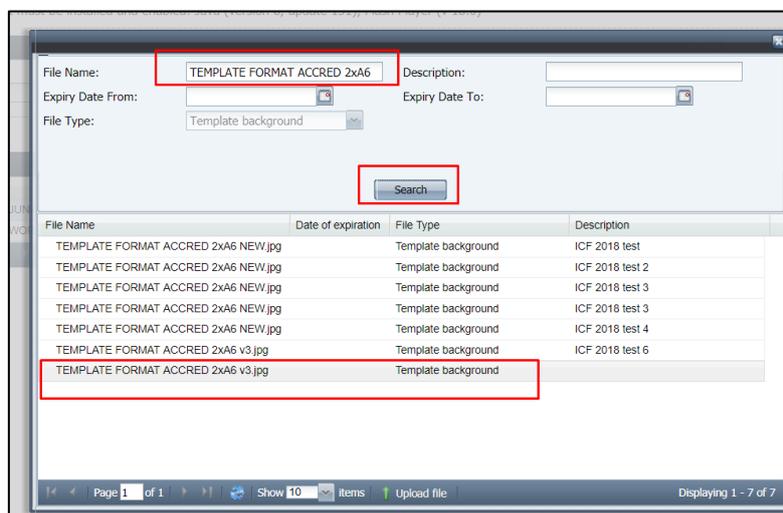


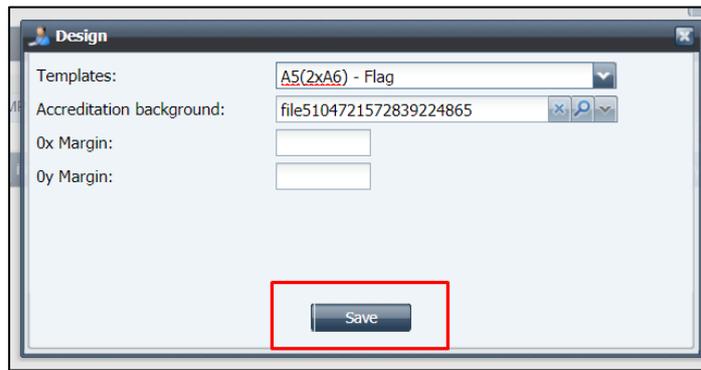


Choose the file from your computer then click upload



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

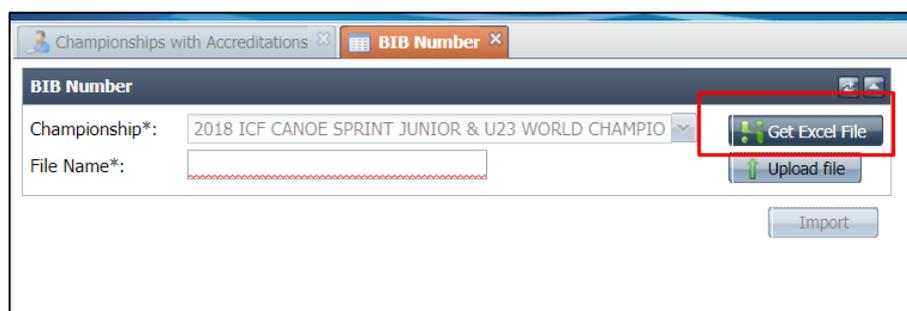
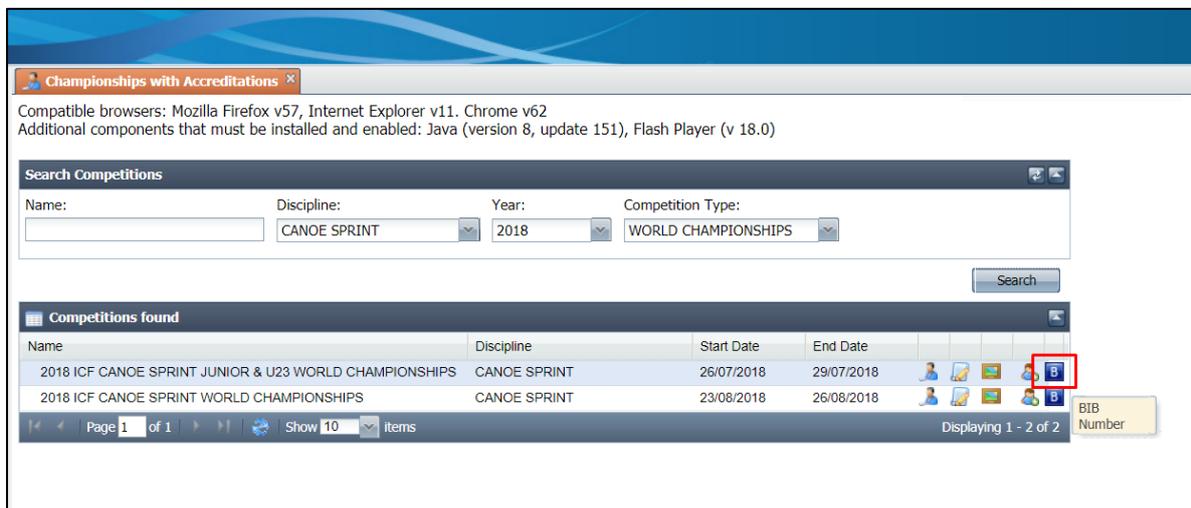




Bib numbers

Bib numbers can be imported into SDP. These will then print on all athlete accreditation passes. The bib numbers will also then export in the ODF file for individual entries.

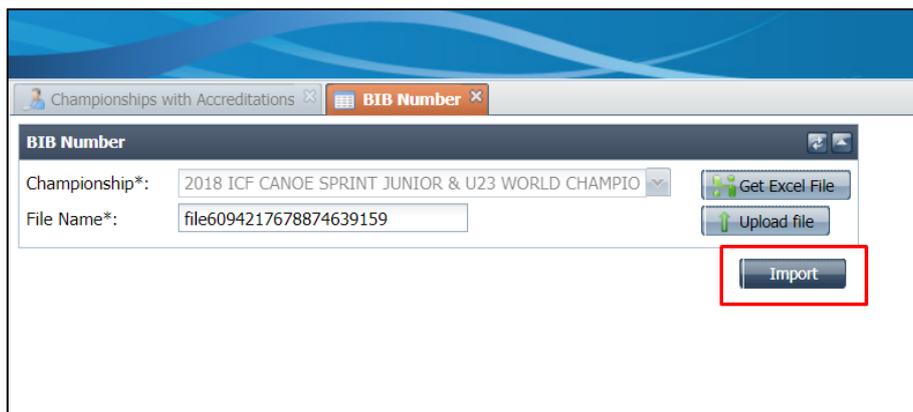
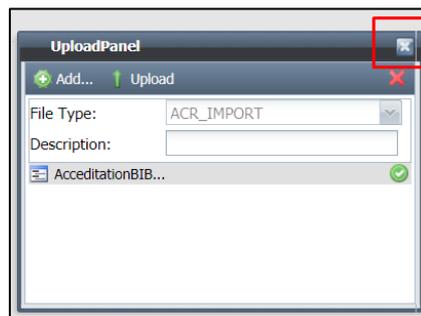
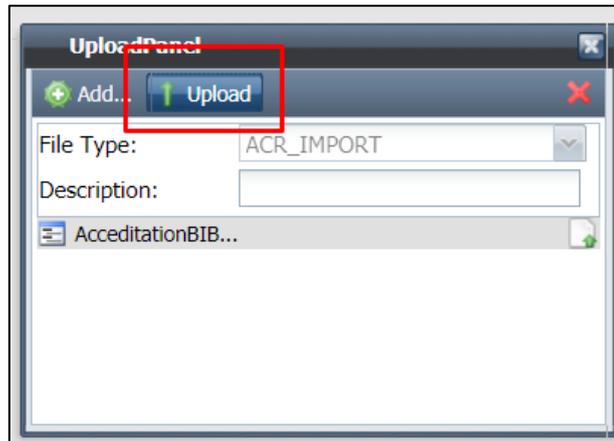
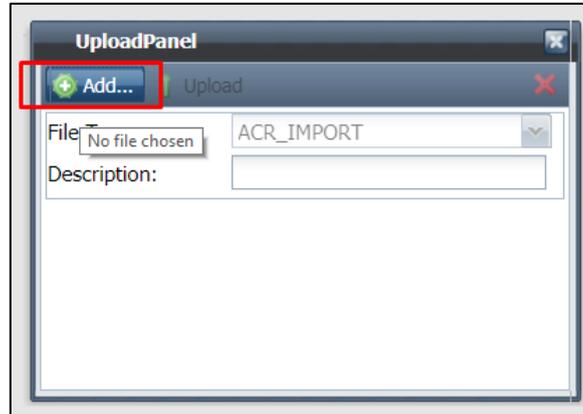
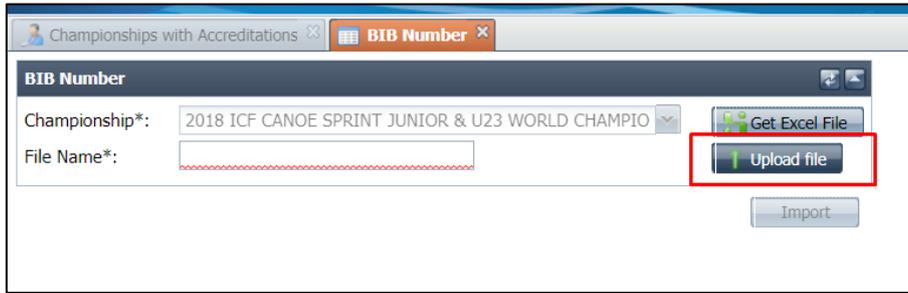
Note: the bib number prints in the same space on the accreditation as the “details” field, so the details field should not be used for athletes if bib numbers are imported.



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

	A	B	C	D	E	F	G	H
1	ICF Numbe	Family Name	First Name	Nationality	Date of birth	Id.Doc.	National Federation	BIB Number
2	70658	Test	Person	TURKEY	1/01/2000	XXX	TURKEY	
3	73468	Another	Example	THAILAND	1/01/2001	XXX	THAILAND	

Import the file



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

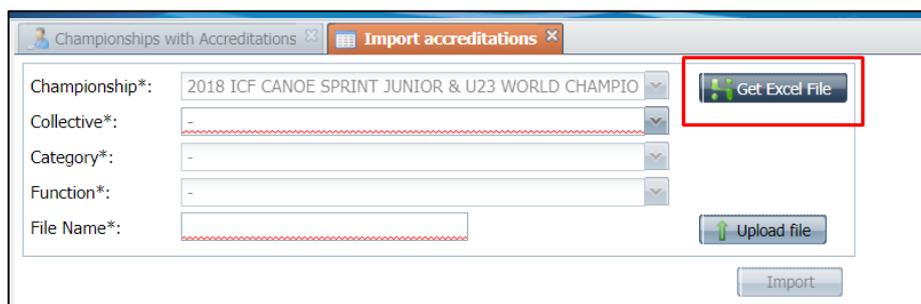
To add missing bib numbers, complete the same process again. Already imported bib numbers will appear on the Excel spreadsheet. Complete the blanks and import again.

Import accreditations

Accreditations should only be imported for HOC functions and media / broadcast if not already entered into the database through the online form. For small teams and for personnel already saved in SDP, this step can be skipped and [accreditations can be added manually](#).



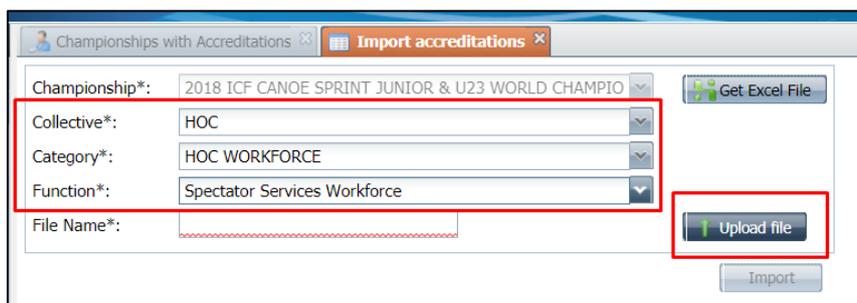
Choose "Get Excel File" to obtain a blank import spreadsheet with the headers to indicate which field belongs in which column.

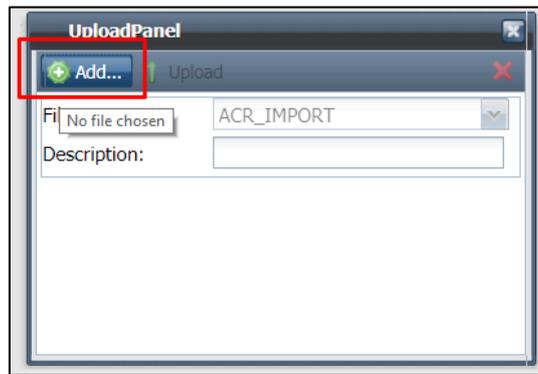


Complete the fields on the spreadsheet and save the file. One spreadsheet is required **per function**.

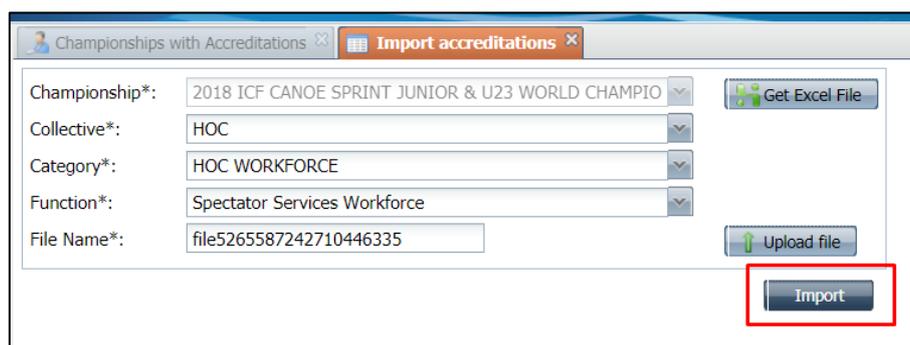
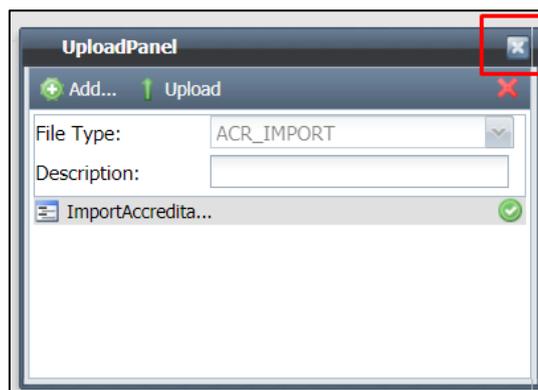
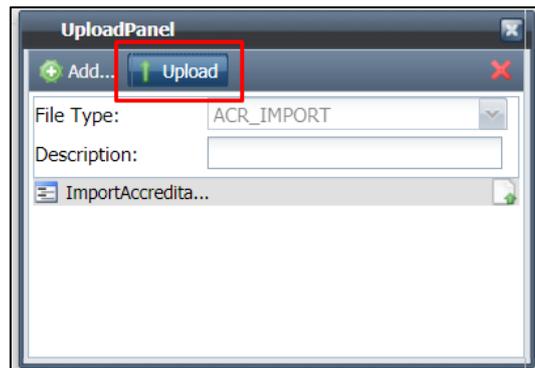
	A	B	C
1	Name	FamilyName	Observations
2	Test	Person	
3	Example	Two	
4			
5			

Choose the collective, category and function and upload the appropriate spreadsheet.





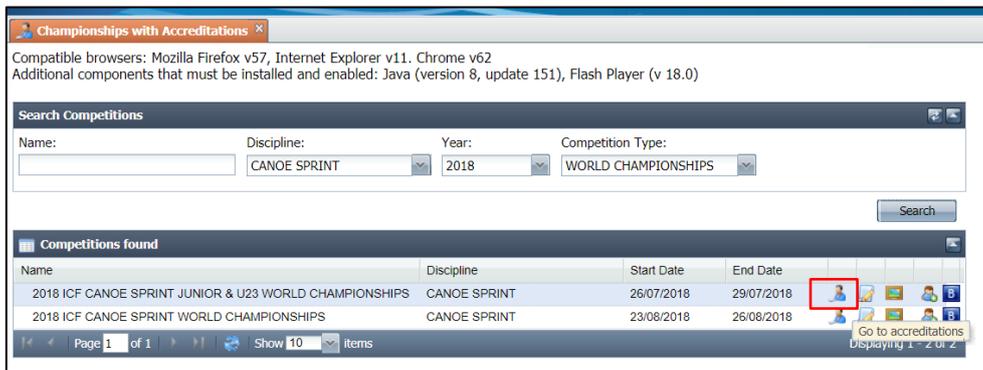
Select the file from your computer then choose “upload”



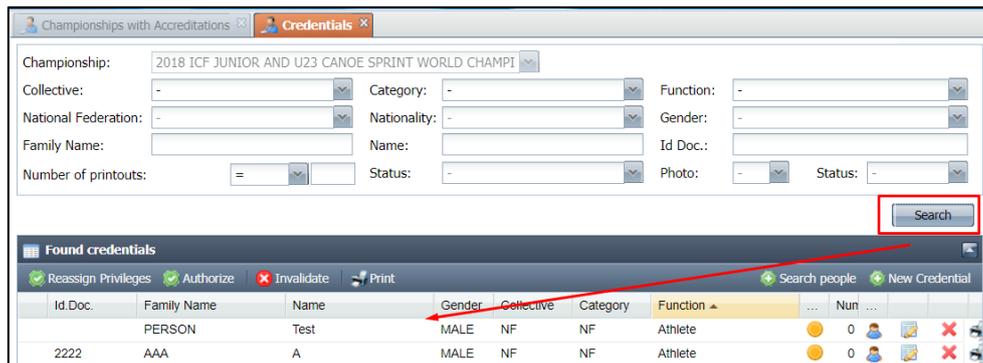
Complete this process for each function. Photos will need to be applied to each person imported via the “add accreditations” function.

[Add accreditations manually](#)

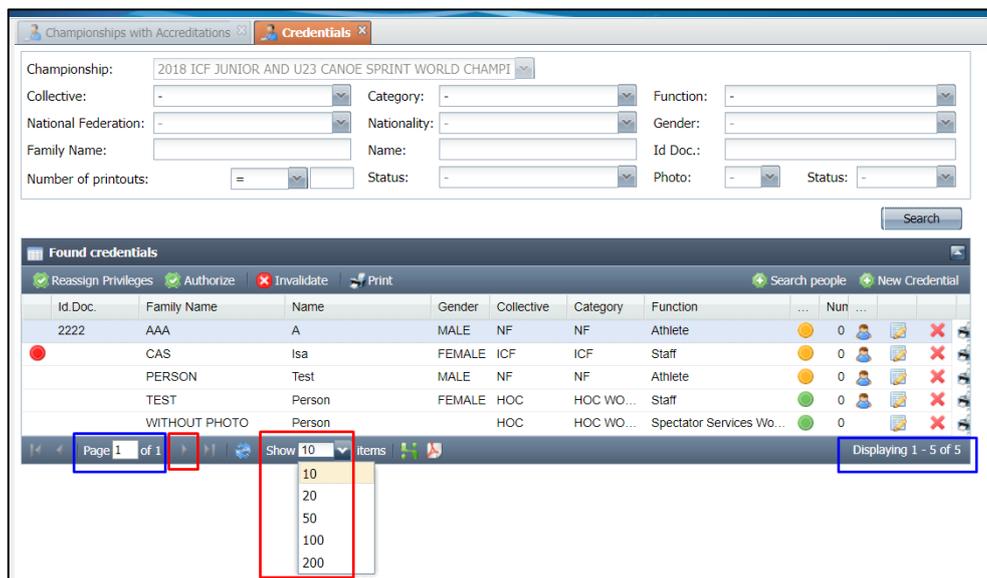
Click the person icon to see the accreditation list.



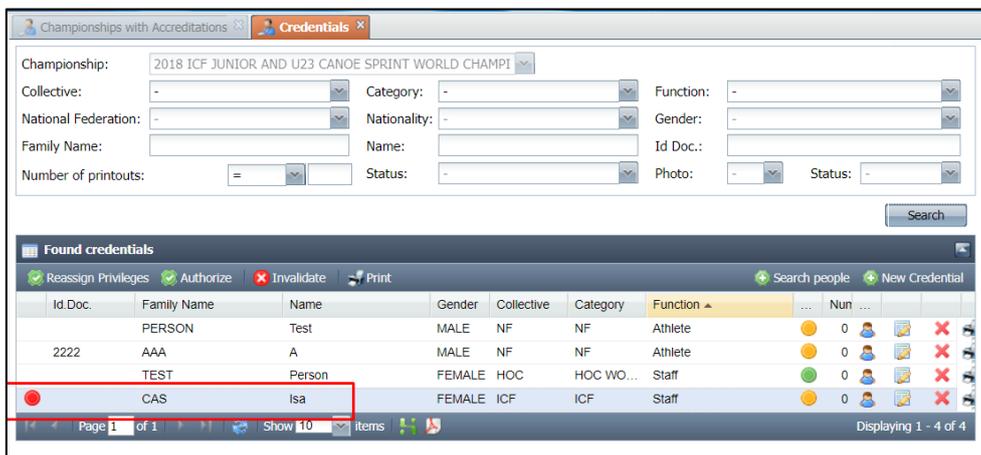
Click search to see the names of all pre-accredited and accredited personnel.



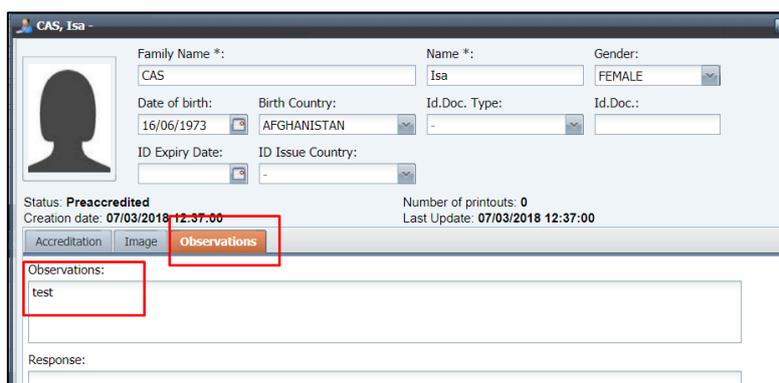
To see additional records, change the number of items shown per page at the bottom of the screen, or use the arrows to go to the next screen. The total number of records and pages is shown in the bar at the bottom of the screen.



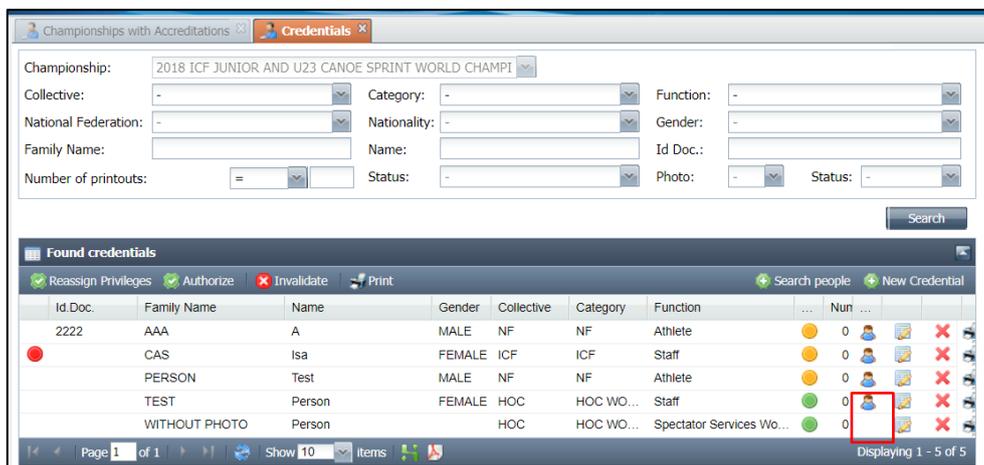
Any person with a red dot to the left of the name has information in the "observations" field (generally entered via the media application form).



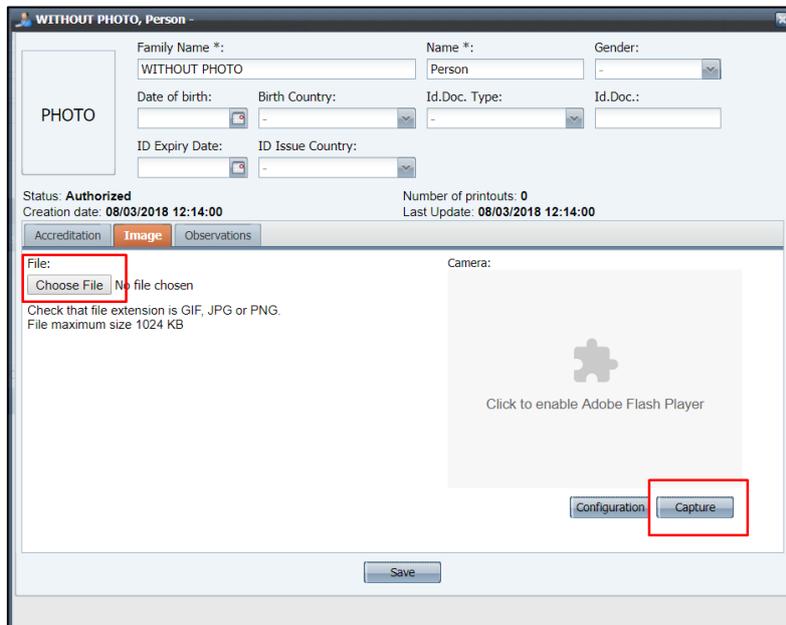
Double click on the person's record, then click the "observations" tab to review the additional information.



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.

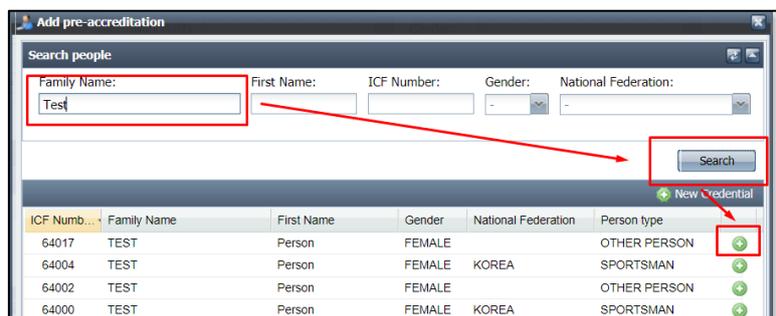


There are two options to add new people: “search people” or “new credential”.



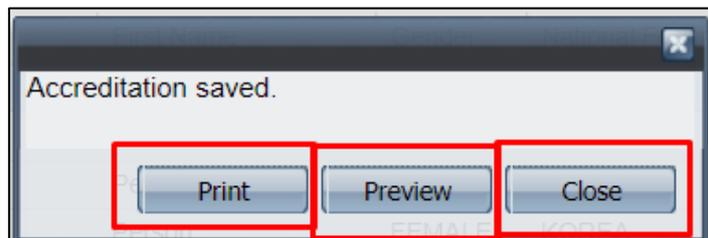
Search people

This 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. Information can be added to the “details” field if required.

After saving the changes you can either print the accreditation immediately, preview the accreditation, or close the window and add another person.



New credential

This allows the user to add a completely new person to the database.

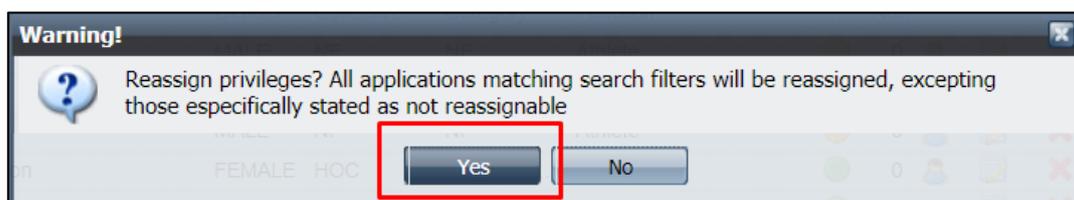
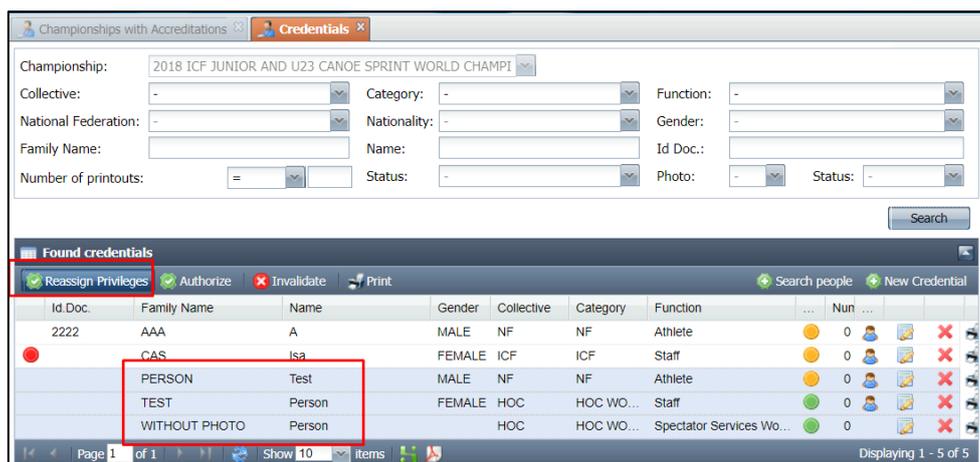
Note: any person added directly into the accreditation system will not have their profile saved for use on future events.

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 or entries opened, 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”.

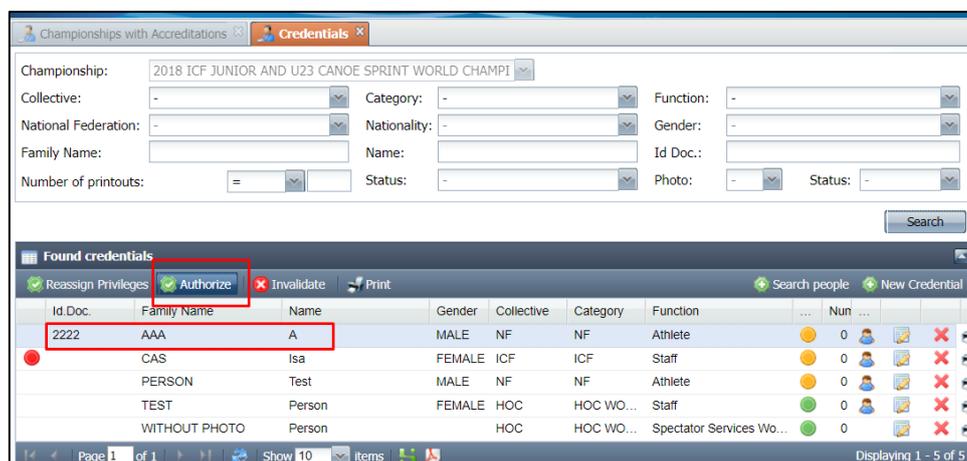
For ICF World Championships and Sprint / Slalom World Cups, the authorisation of records will be completed by the ICF the morning after entries close. OCs will be informed of any personnel who are left as “pre-accredited” and the reason.

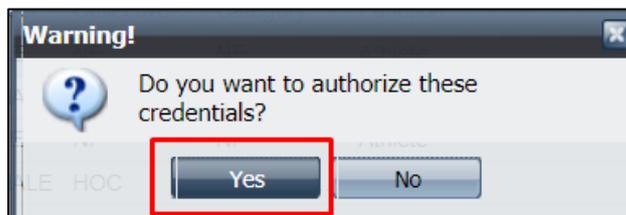
To be able to preview and/or print an accreditation, you will need to “authorise” the accreditation application. Ensure you test preview and printing of accreditations with workforce records.

Important note: Do not “authorise” any NF personnel until after the entries deadline, as it will affect their ability to change their entries.

All records added by the OC or the ICF staff will automatically show as “authorised”

To authorise records, click on the record then click authorise.





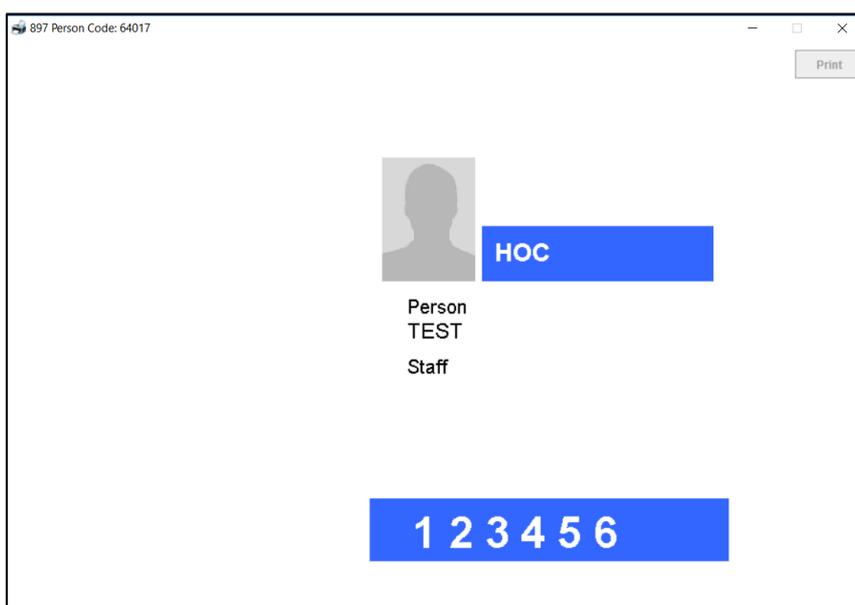
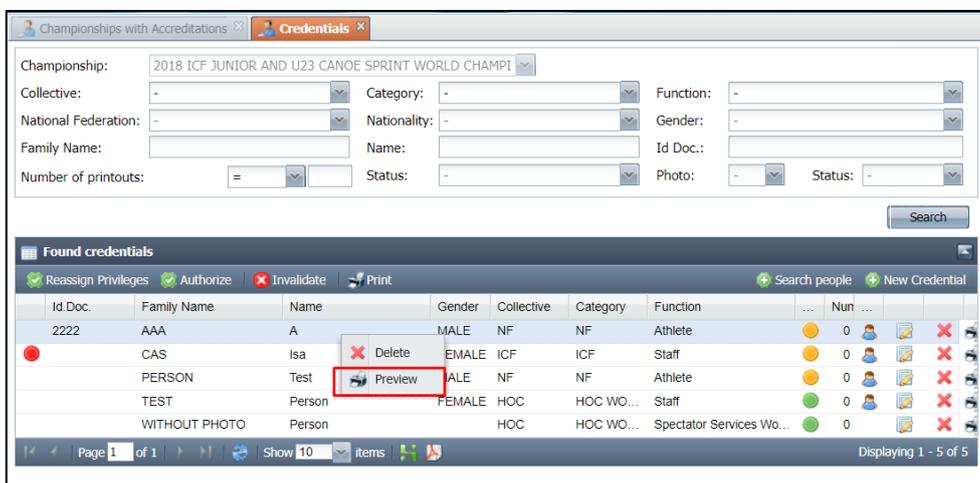
As with reassigning privileges, you can authorise multiple records at the same time by using the shift click or ctrl click functions.

Preview accreditations

Note: you will need to have java installed on your computer to be able to preview and print accreditations. You may also need to allow a security exception for <https://icf.msl.es> in the Java settings.

As Java does not work on Mac OS, you will not be able to preview or print accreditations from any Mac computer.

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

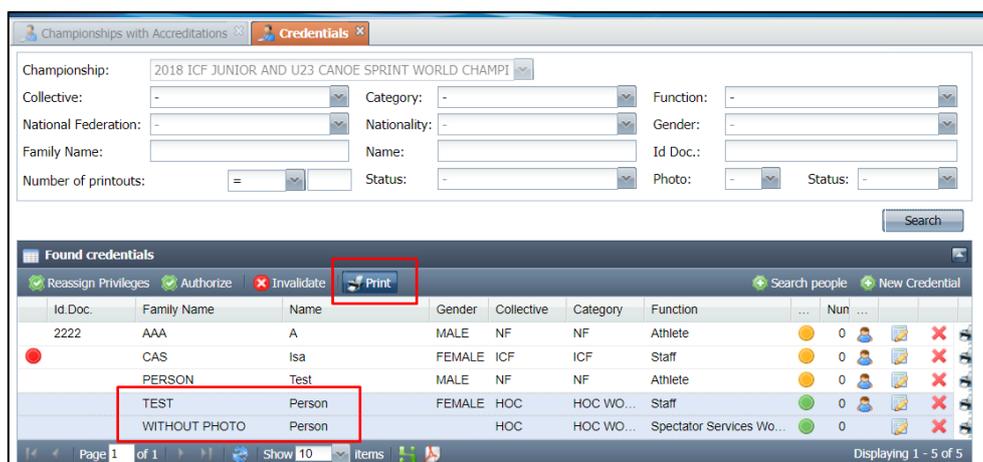


Note: currently you cannot print directly from the preview screen.

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 must first be done through the default printer settings on your computer.



It is recommended to first print just one record until you are sure all of your settings are correct.

*Note: **There is an ongoing issue with the bulk printing feature in Google Chrome** which we are seeking to resolve, but for which we do not yet have a solution. Currently when multiple records are selected, only one record will print. Bulk printing appears to work correctly in Mozilla Firefox or Internet Explorer.*

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