



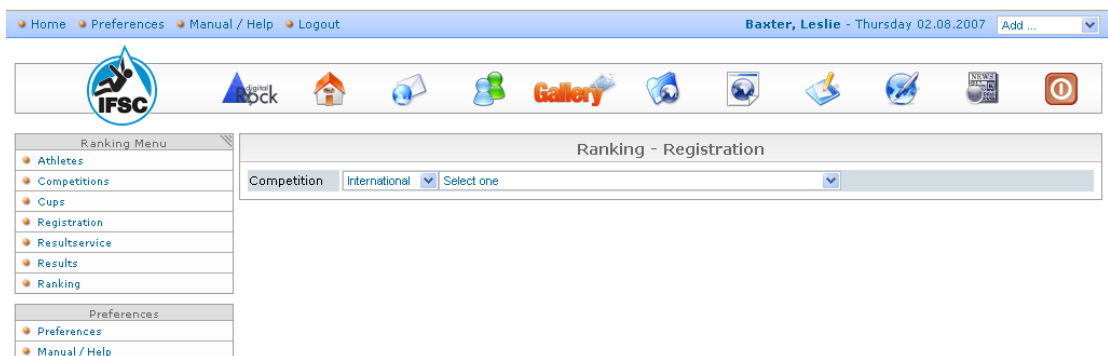
## IFSC Athletes License Online Application Rules and Procedure

### Registration “Rules”

1. All competitors **must** be registered via the on-line registration system (sending names by email, letter, or form is not enough).
2. All competitors **must have applied for a License** to register. This means the online License status is “Applied” or “Confirmed” (not “None”), and that your Federation has sent in the paper form with the stamp of the National Federation (NF) and the Athletes signature. It is important that you do both: the paper form as original copy duly signed and stamped, and the online procedure to control that only Licensed Athletes are registered.
3. The IFSC Office cannot do the above in place of the NF: it is important that NFs manage their own Athletes data and registrations in the database. The IFSC Office specifically cannot apply for the License (a legal point).

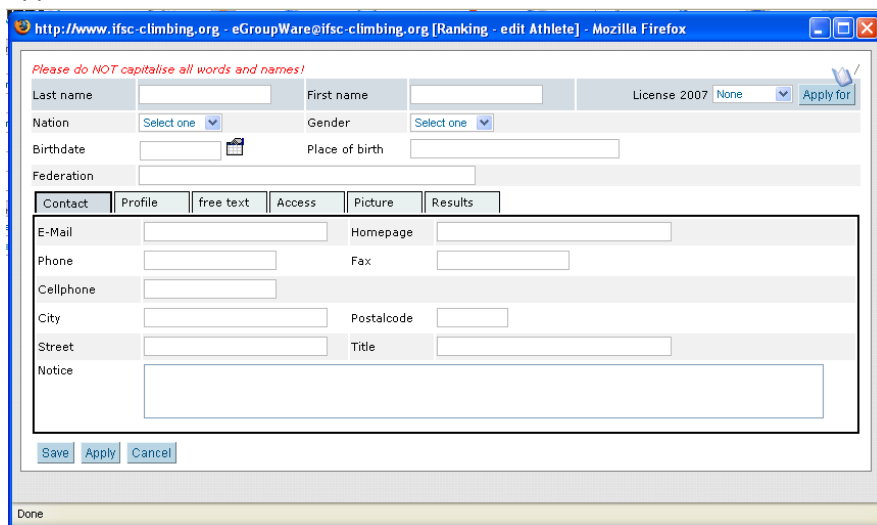
### Registration Procedure

1. Online registration link is: <https://ifsc.egroupware.net/egw/login.php>
2. User ID and password are individual and granted through the IFSC Office to one representative/National Federation. Only IFSC Member Federations can have access to the system. If you need a new password, please contact [administration@ifsc-climbing.org](mailto:administration@ifsc-climbing.org) :
  - a. It is requested that you do not share log-in information within your Federation, it will help us track if there is a problem.
  - b. You can change your password clicking on “Preferences”.
3. The default page after logging-in is the competition registration page (similar to the screenshot below).



To **add Athlete(s) to the database** (when the Athlete is not in the database and has no international License):

- Select the link "Athletes", from the left side navigation (see above screen shot).
- Make sure that the Athlete does not already exist by reviewing the names of all the Athletes in the database for your country.
- For Athletes NOT in the database, Select the button "Add", and a pop-up will appear:



The screenshot shows a web browser window with the URL <http://www.ifsc-climbing.org>. The page title is "eGroupWare@ifsc-climbing.org [Ranking - edit Athlete] - Mozilla Firefox". A red warning message at the top reads: "Please do NOT capitalise all words and names!". The form contains the following fields:

- Last name:
- First name:
- License 2007:
- Nation:
- Gender:
- Birthdate:
- Place of birth:
- Federation:

Below these fields are tabs for "Contact", "Profile", "free text", "Access", "Picture", and "Results". The "Contact" tab is active, showing:

- E-Mail:
- Homepage:
- Phone:
- Fax:
- Cellphone:
- City:
- Postalcode:
- Street:
- Title:
- Notice:

At the bottom of the form are buttons for "Save", "Apply", and "Cancel".

- Enter the Athletes data. The Nation is your country by default.
- From here you can already apply for the License (see below, point 4).

#### 4. To **apply for Licenses**

- You can apply for an online License in two ways:
  - New Athlete: when adding a new Athlete in the data pop-up box (see above), select the button in the upper right hand corner "Apply for";
  - Existing Athlete: when registering an existing Athlete without a License, in the pop-up box (see below) under "License YEAR" will say "None" and there will be a button "Apply for".
- All required data must be completed for the License application to be valid (notes are in red as a reminder);
- Select "Save" when you have completed the application, the status of the License 2010 should update from "None" to "Applied".
- The system will generate your License in a Word document with all the Athlete's data. Once this has been duly stamped and signed by the Athletes and NF, please send it to the IFSC:

*IFSC Office*

*Via Carlo Matteucci 4, 10143, Torino, Italy*

Please note that Licenses not completed or signed in full will not be considered valid.

- The status of the online application will be updated by the IFSC to "confirmed" upon receipt of the paper form.



5. To register Athletes for competitions

- Select the link "Registration" from the left-side navigation.
- Select the competition from the drop-down menu.
- Select the "Register" button, and a pop-up will appear:



- Select the box "Show Athletes from all categories".
  - Select the category (Women/Men + Discipline) from the drop down box.
  - Select the button "Register" under Action, for the desired Athlete.
  - If there is no License (status=none), then the "Register" button will not appear (see above how to apply for a License).
  - When you have completed the registration(s), check that the main registration page has been properly updated with all registrations, and confirm these are correct before closing the pop-up box.
6. Other
- If you make a mistake during the above procedure, you can remove an Athlete from the registration list.
  - For any other problem or any question you may have, please contact the [IFSC Office](#).