

# **WORLD SKATE SPORTS ENTRY PLATFORM**

## **INLINE HOCKEY REGISTRATION PROCESS USER GUIDE**

This guide provides all the necessary information to ensure a successful registration process to the World Skate Inline Hockey 2018 World Championships, which will be held in Asiago and Roana (Italy) from July 14<sup>th</sup> to July 28<sup>th</sup> 2018.

The aim of this guide is to provide all the authorized users accessing the Sports Entry Platform with an overview on all the available functions and operational instructions.

The Platform is a web-based system, which requires the users to log in using the access information already in possession of all the National Federations.

Let's start from the beginning!



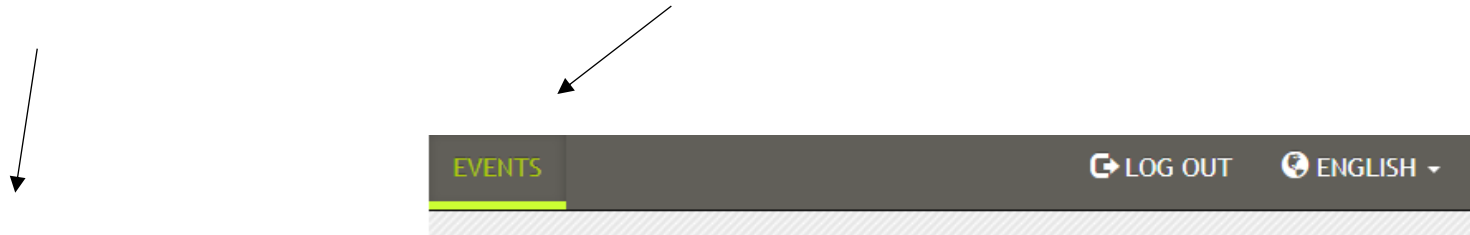
**Log in**

**Log in**


Close

By clicking on LOG IN, a Pop-up shows up and you will be asked to type in your username and password provided by World Skate.

Once you logged into the Platform, you need to select the *Events* section as shown below

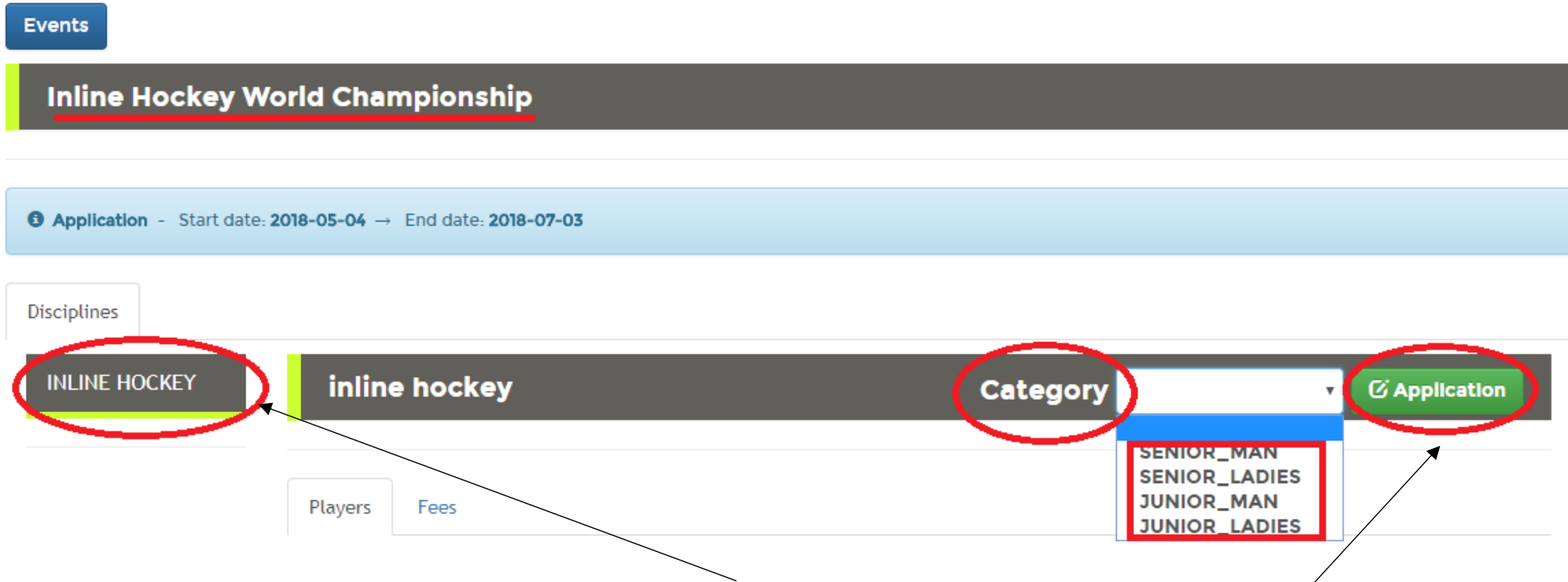


List [Calendar](#)

Name	Start date	End date	Country	City	
Inline Hockey World Championship	2018-07-14	2018-07-28	Italy	Asiago-Roana	

In the Events page, you will find a list of all the events sanctioned by World Skate and you just need to select the relevant one, by clicking on the highlighted icon.

Once you get in the selected event page, you will find a list of the disciplines provided for in the relevant event



Events

## Inline Hockey World Championship

Application - Start date: 2018-05-04 → End date: 2018-07-03

Disciplines

INLINE HOCKEY inline hockey Category Application

SENIOR\_MAN  
SENIOR\_LADIES  
JUNIOR\_MAN  
JUNIOR\_LADIES

Players Fees

Now you just need to choose your discipline, your category and start to apply!

Events

## Inline Hockey World Championship

Application - Start date: 2018-05-04 → End date: 2018-07-03

Disciplines

INLINE HOCKEY

inline hockey

[New] Application

Save

Cancel

This is the athletes' one

Players

Staff

← Here you will find two different “labels”, one for the athletes and one for the Staff Members

Applicants

#	Name	Surname	Birthdate	Gender	Position		
No matching records found							

+ New

To add an item, SELECT IT IN THE LIST BELOW or create it with the left button IF NOT FOUND

And this is the staff one

Events

## Inline Hockey World Championship

*Application* - Start date: 2018-05-04 → End date: 2018-07-03

Disciplines

INLINE HOCKEY

## inline hockey

✎ **[New] Application**

Save
Cancel

Players

Staff

Applicants

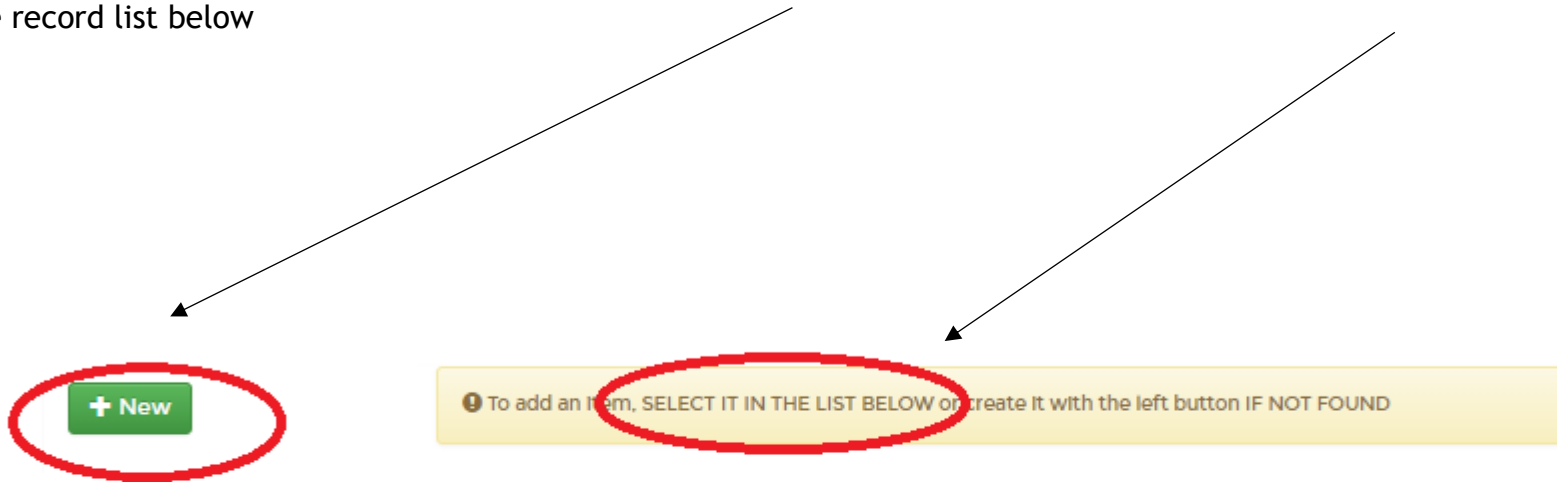
Name	Surname	Birthdate	Role		
No matching records found					

+ New

ⓘ To add an item, SELECT IT IN THE LIST BELOW or create it with the left button IF NOT FOUND

Please note that if you have already applied for a Staff Member role, this will be no longer available for the Team concerned. In the same way note that once a person is registered as Staff Member (for example a *Doctor*), you will not be able to register him/her again but he/she will be registered as Staff Member for the National Federation, no matter what category he/she was initially registered.

Start the Registration process by clicking on *New* or, in case you have already registered a participant in the past, select him/her in the record list below

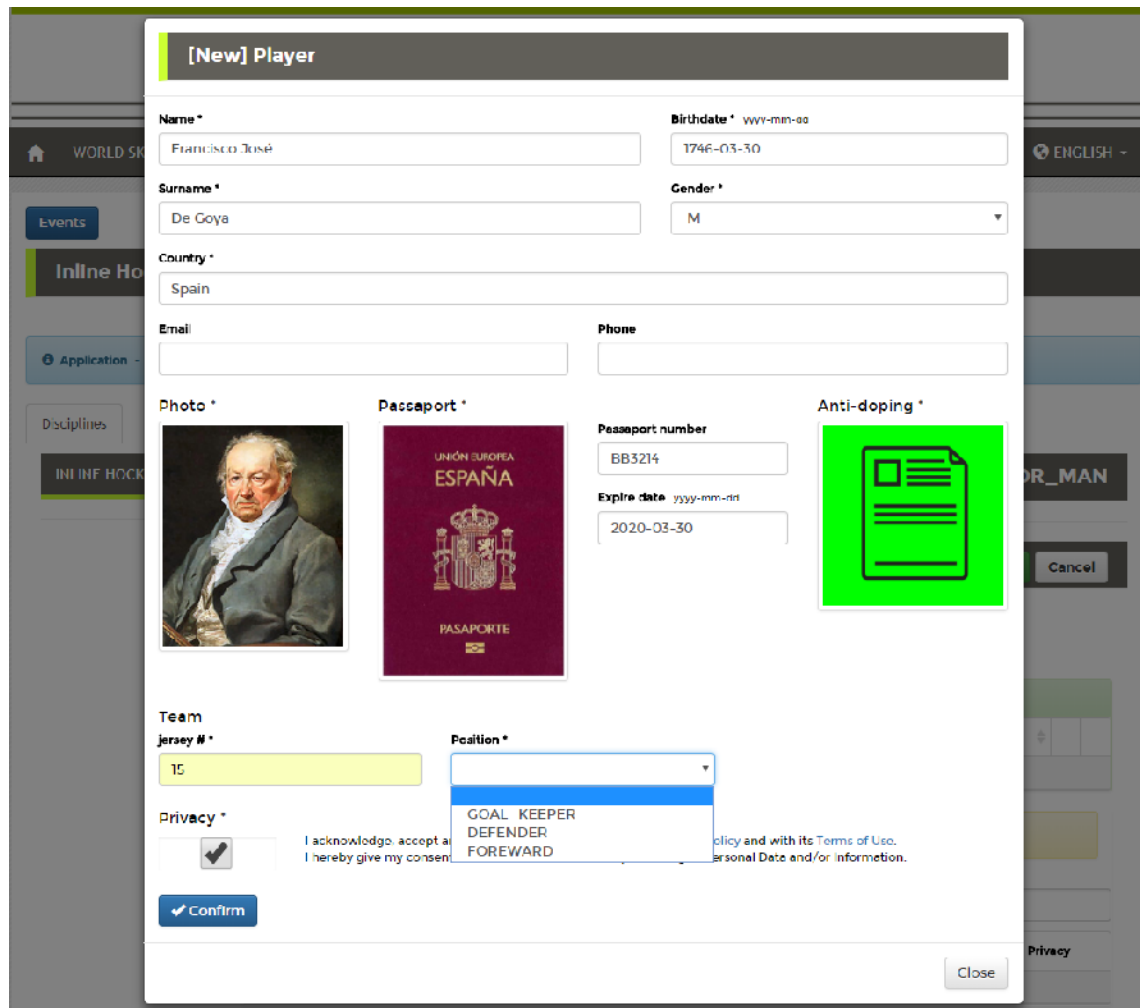


In case of a *New record*, a registration form will show up. Please follow the steps.

## STEP 2

You will be asked to tick the Privacy checkbox.

This last request is very important to us and we strongly recommend you to read and fully understand the accessible Policy and its Terms of Use before giving your consent.



## STEP 1

We kindly ask you to fill in all the fields included in the form or, at least the ones marked with the \*.

You will be also asked to upload three different files:







- A .jpeg picture (headshot) for the Accreditation card
- A .pdf or .jpeg file of your Passport
- A .pdf file of the Anti-Doping Acknowledgement and Agreement form duly signed (Athletes only).

Said files shall be named with the Passport number (i.e. BB3214.jpeg).

Regarding the headshot, even though Mr. Goya's portrait is stunning, we kindly ask you to follow the instructions provided for in the attached picture guidelines.



In case you need to select a participant who was already registered, select him/her from the list which you can find on the bottom of the page

	Name	Surname	Birthdate	Gender	Privacy
	Francisco	Goya	2004-05-01	M	
	Joan	Miró	1985-05-23	M	
	Pedro	Machuca	2000-01-01	M	

You are currently allowed to register at least 8 and up to 25 players for each team. Before the end of the Registration Process you will receive a notice from World Skate which will ask you to reduce the number of players to 16 (2 goalkeepers and 14 floor players).

In case you will not fulfil this duty within July 3<sup>rd</sup> (Registration Process expiration term), the Inline Hockey Technical Commission will **arbitrarily** proceed to reduce the number of players to 16 with no right to appeal.

Once you have finished to register Athletes and Staff Members, you need to click the **Save** button. In this way you will save all of your records, which you may change again and again until the end of the registration Process.

Please note that if you do not press the **Save** button and try to carry out another activity, you will lose all the records which have not been saved.

Lastly, a quick fee recap will be shown.

Events

**Inline Hockey World Championship**

Application - Start date: 2018-05-04 → End date: 2018-07-03

Disciplines

INLINE HOCKEY | **Inline hockey** | SENIOR\_MAN

[New] Application **Save** Cancel

Players | Staff

Applicants

#	Name	Surname	Birthdate	Gender	Position		
15	Francisco José	De Goya	1746-03-30	M	GOAL_KEEPER		
1	Pablo	Picasso	1881-10-25	M	GOAL_KEEPER		
2	Salvador	Dali	1904-05-11	M	DEFENDER		
3	Joan	Mirò	1893-04-20	M	DEFENDER		
4	Diego	Velázquez	1599-06-06	M	DEFENDER		
5	Santiago	Rusiñol	1861-02-26	M	FOREWARD		
6	Ignacio	Zuloaga	1870-07-26	M	FOREWARD		
7	Joaquín	Sorolla	1863-02-27	M	FOREWARD		

**+ New** | To add an item, SELECT IT IN THE LIST BELOW or create it with the left button IF NOT FOUND

€ Fees: 1100 USD

Close

A complete Report will be always available in the discipline page and will show all the costs, record by record.

This report can also be downloaded and used by National Federations as a memo.



**NOTA BENE:**

All the sports records for both Athletes and Staff Members, such as the choice of the specialities, the number of participants for each speciality etc., must be in compliance with the limits set out in the World Skate Inline Hockey Technical Regulations.

The System will check everything during the saving process and, every time it notices errors, mistakes or in case of a misuse of the Platform (i.e. limits exceeding, documents missing etc.), the System will automatically generate a red flag notice which will inform you about the kind of error that occurred and what needs to be done in order to solve the problem.

All the authorized users can access all the pages and also modify and manage their own personal Page. In this page you will be also able to upload documents.

Inline Hockey World Championship (Asiago-Roana, 2018-07-14 - 2018-07-28)

**Fees: 1100 USD**

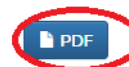
Description	Base fee	Qty	Amount	Notes
Fee per Federation & Players inline hockey	1100	1	1100	
Total fee			1100	

**Players**

Name	Surname	Birthdate	Gender	Disciplines
Francisco José	De Goya	1746-03-30	M	inline hockey
Pablo	Picasso	1881-10-25	M	inline hockey
Salvador	Dalí	1904-05-11	M	inline hockey
Joan	Miró	1893-04-20	M	inline hockey
Diego	Velázquez	1599-06-06	M	inline hockey
Santiago	Rusiñol	1861-02-26	M	inline hockey
Ignacio	Zuloaga	1870-07-26	M	inline hockey
Joaquín	Sorolla	1863-02-27	M	inline hockey

**Staff**

No content to display



## PHOTO GUIDELINES:

### I. Digital ID Photos

#### (I) Photo-taking requirements

1. The photo must be a colored digital photo of a full-face bareheaded head portrait of the applicant taken within six months.
2. The background of the photo must be in light color, such as white or light blue, and the clothing color must be different from the color of the background.
3. Do not wear hats or scarves on head (except those worn for religious reasons, but the eyebrows, eyes, nose, mouth, face, and ears must be exposed clearly). The neck must be exposed clearly without wearing any scarf.
4. Look straight ahead with a natural expression when having the photo taken.
5. Do not wear sunglasses (unless you are a blind person), lens less glasses, or glasses with dark lenses through which the eyes cannot be seen.

#### (II) Specification requirements

1. The aspect ratio of the photo is 2:3 with the width no less than 32 mm and the height no less than 48 mm. Example:



2. The photo must be in 24-bit RGB true color with a resolution of 300 DPI or above. There must be a blank margin between the top of the head and the edge of the photo.

We hope this guide can be useful and will help you throughout the whole Registration Process.

In case of need please do not hesitate to contact us at [platform@worldskate.org](mailto:platform@worldskate.org).

*World Skate Sports Entry Platform Staff*

