

WORLD SKATE SPORTS ENTRY PLATFORM

INLINE SPEED SKATING REGISTRATION PROCESS USER GUIDE

This guide provides all the necessary information to ensure a successful registration process to World Skate Inline Speed Skating 2018 World Championships, which will be held in Heerde and Arnhem (Netherlands) from July 1st to July 8th 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!



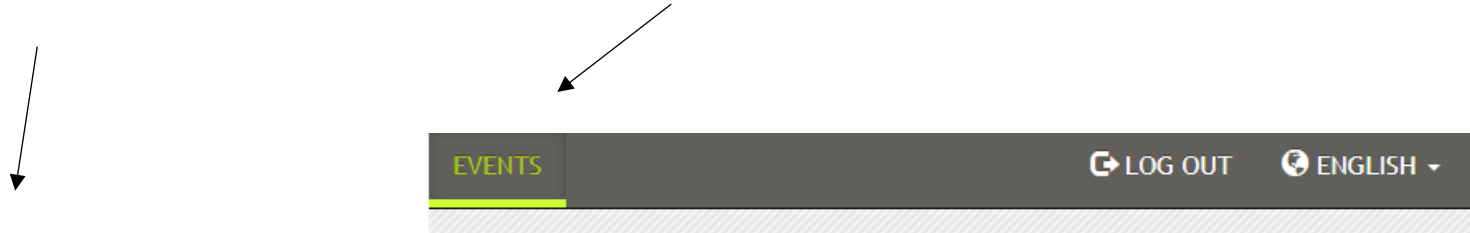
Log in

[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 get logged to the Platform, you need to select the *Events* section as shown below

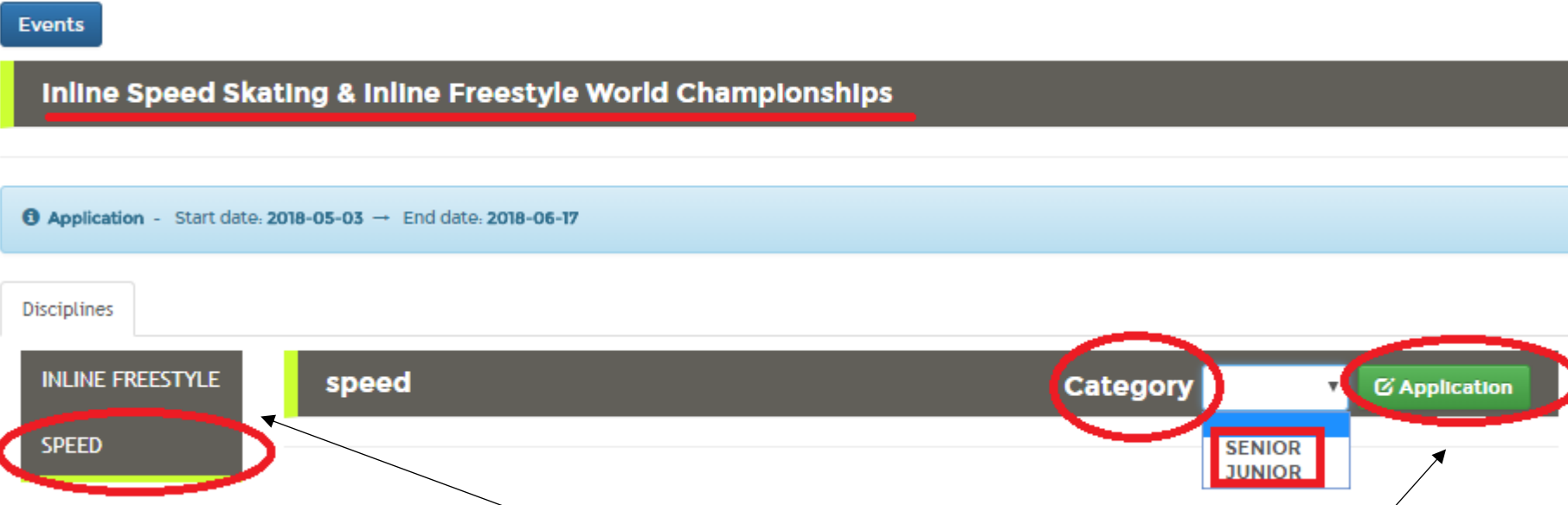


List Calendar

Name	Start date	End date	Country	City	
Inline Speed Skating & Inline Freestyle World Championships	2018-07-01	2018-07-08	Netherlands	Heerde-Arnhem	

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



Events

Inline Speed Skating & Inline Freestyle World Championships

Application - Start date: 2018-05-03 → End date: 2018-06-17

Disciplines

INLINE FREESTYLE

SPEED

speed

Category

SENIOR
JUNIOR

Application

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

Please note that distances are different between senior and junior categories.

Events

Inline Speed Skating & Inline Freestyle World Championships

Application - Start date: 2018-05-03 → End date: 2018-06-17

Disciplines

INLINE FREESTYLE

SPEED

speed

[New] Application

Save

Cancel

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

Players

Staff

Applicants

Name	Surname	Birthdate	Gender	TRACK					ROAD				
				500 m + D	1000 m	3000 m Relay	10 Km Pts Elim	15 Km Elim	100 m	One lap	10 Km Pts	20 Km Elim	
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

This is the athletes' one



And this is the staff one

Events

InLine Speed Skating & InLine Freestyle World Championships

Application - Start date: 2018-05-03 → End date: 2018-06-17

Disciplines

- INLINE FREESTYLE
- SPEED**

speed **SENIOR**

[New] Application Save Cancel

Players **Staff**

Applicants

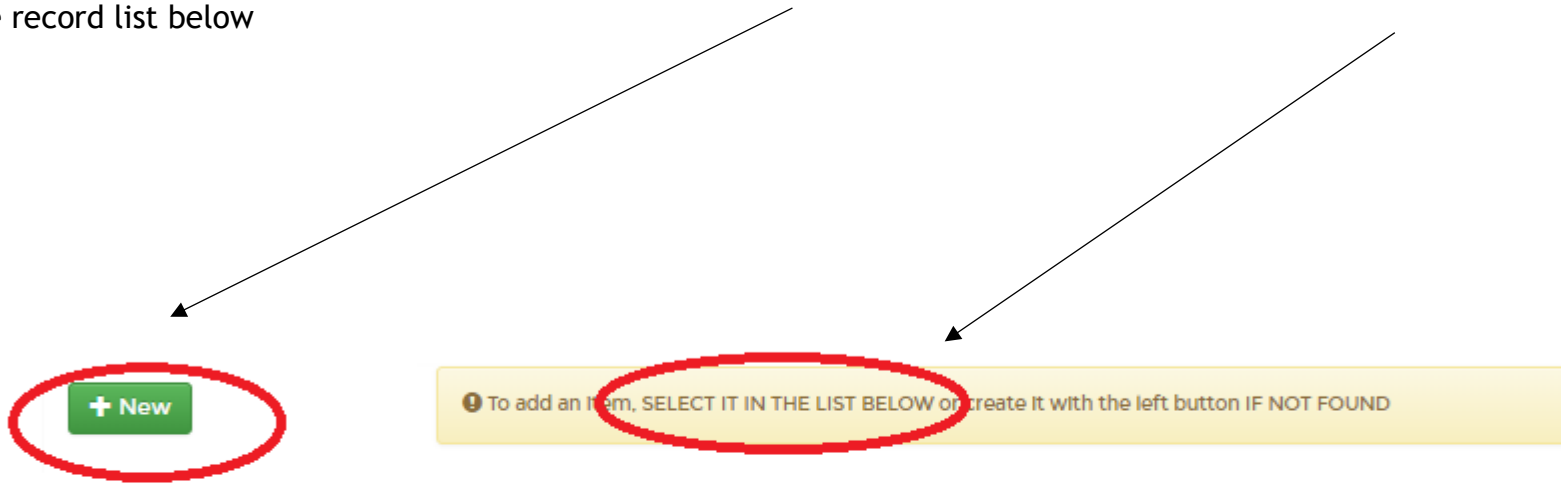
Name	Surname	Birthdate	Role		
No matching records found					

+ New

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

Staff Members will be the same for Seniors and Juniors, therefore if you already registered someone for a role to which only one person can be registered, you will not be able to find the same role again.

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

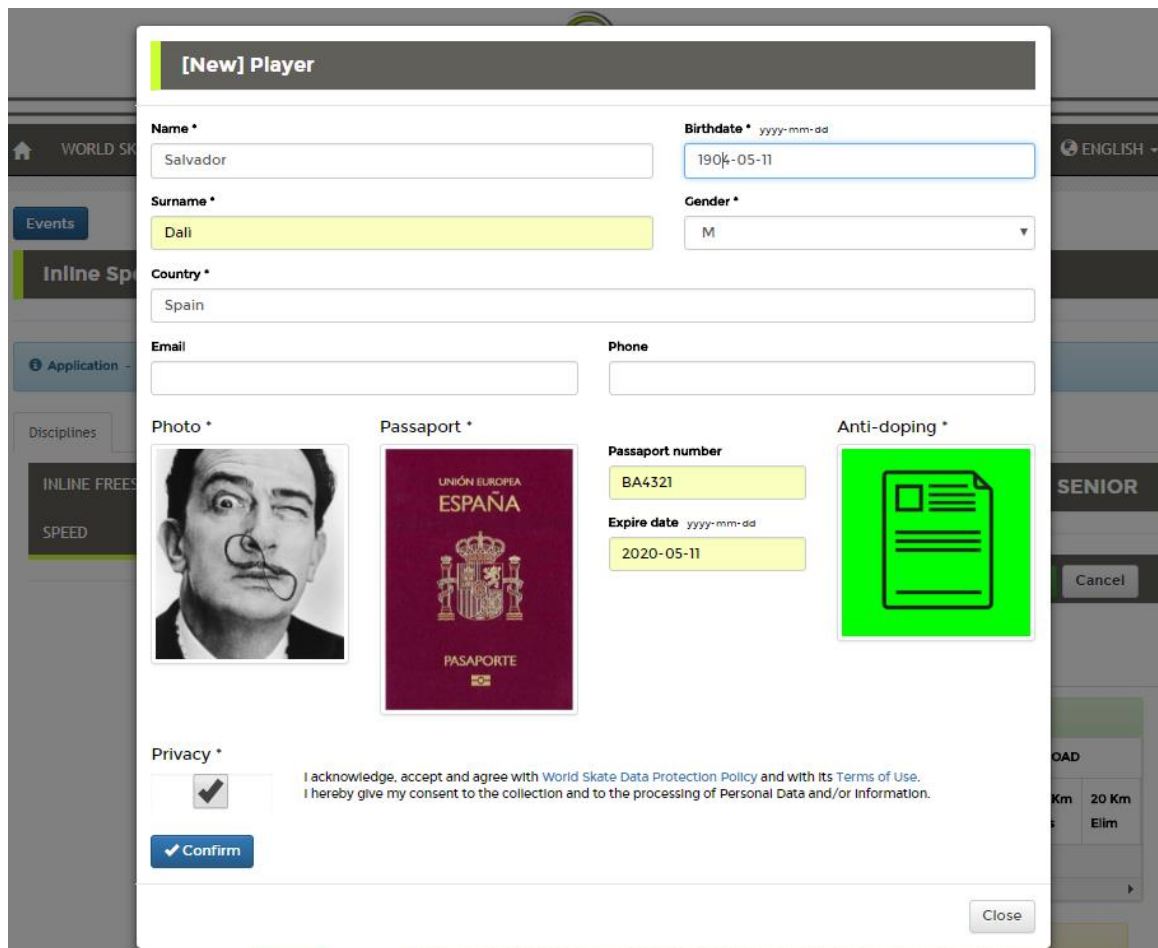


In case of a *New record*, a registration form will show up. Please follow the steps.

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).

We strongly recommend you to save the files as per the Passport number.

Regarding the headshot, even though Mr. Dali's picture 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	

speed **SENIOR**

[New] Application **Save** **Cancel**

Players **Staff**

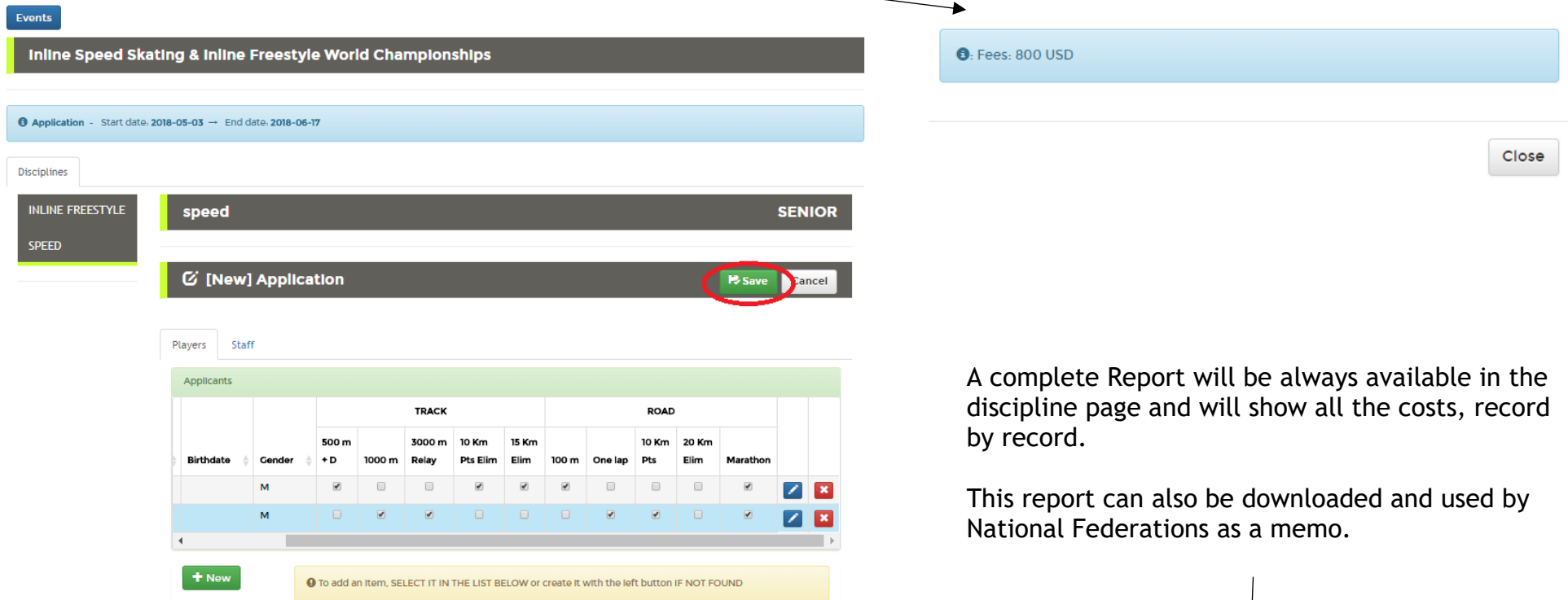
Applicants													
Birthdate	Gender	TRACK					ROAD						
		500 m + D	1000 m	3000 m Relay	10 Km Pts Elim	15 Km Elim	100 m	One lap	10 Km Pts	20 Km Elim	Marathon		
	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Once you register a new record or in case you add it from the already registered records in the list below, you will be asked to choose the different distances among the two specialities (Track and Road) to which the participant will take part.

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.



The screenshot displays the registration interface for the 'Inline Speed Skating & Inline Freestyle World Championships'. The 'Events' section is active, showing the event name and application dates (2018-05-03 to 2018-06-17). Under 'Disciplines', 'SPEED' is selected. The 'Players' section shows a table of applicants with columns for 'TRACK' and 'ROAD' events. A green '+ Save' button is circled in red. On the right, a blue box displays 'Fees: 800 USD' and a 'Close' button.

Birthdate	Gender	TRACK					ROAD							
		500 m	1000 m	3000 m Relay	10 Km Pts Elim	15 Km Elim	100 m	One lap	10 Km Pts	20 Km Elim	Marathon			
	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 Speed Skating Technical Regulations.

The System will check everything during the saving 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 to all the pages and even modify and manage their own personal Page. In this page you will be also able to upload documents!

Inline Speed Skating & Inline Freestyle World Championships (Heerde-Arnheim, 2018-07-01 - 2018-07-08)

Fees: 800 USD

Description	Base fee	Qty	Amount	Notes
Fee per Federation	400	1	400	
SENIOR ROAD	100	1	100	Picasso Pablo
SENIOR TRACK	100	1	100	Picasso Pablo
SENIOR ROAD	100	1	100	Dall Salvador
SENIOR TRACK	100	1	100	Dall Salvador
Total fee			800	

Players

Name	Surname	Birthdate	Gender	Disciplines
Salvador	Dall	1994-05-11	M	speed
Pablo	Picasso	1991-10-25	M	speed

Staff

Name	Surname	Birthdate	Role
president_name	president_surname	1950-01-01	PRESIDENT



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.

World Skate Sports Entry Platform Staff

