

## WORLD SKATE SPORTS ENTRY PLATFORM

### SKATEBOARDING REGISTRATION PROCESS USER GUIDE

This guide provides all the necessary information to ensure a successful registration process to the 2018 Park Skateboarding World Championships, which will be held in Nanjing (China) from October 29 to November 4, 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!



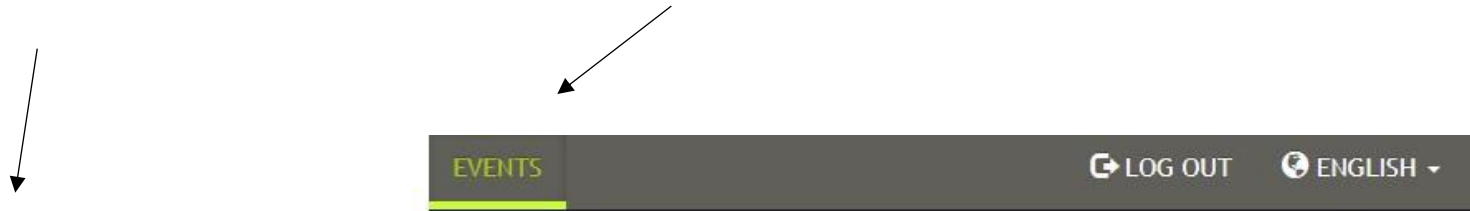
**Log in**

**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		
Park Skateboarding World Championships	2018-10-29	2018-11-04	China	Nanjing		

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 sports provided for in the relevant event. Choose yours and move forward.



The screenshot displays the World Skate website's navigation and event selection interface. At the top, a dark grey header contains a home icon, the text 'WORLD SKATE', and a menu with 'FEDERATIONS', 'TECHNICAL COMMISSIONS', and 'EVENTS' (highlighted in green). On the right of the header are 'LOG OUT' and 'ENGLISH' options. Below the header is a blue 'Events' button. A dark grey banner below that features the text 'Skate test'. Underneath is a light blue bar with an information icon and the word 'Application'. A 'Disciplines' section is shown below, with a dark grey button labeled 'SKATEBOARDING' circled in red.

Now you just need to choose your discipline among the ones provided for the event concerned and start to apply!



Home WORLD SKATE FEDERATIONS TECHNICAL COMMISSIONS **EVENTS** LOG OUT ENGLISH

Events

## Skate test

Application

Disciplines

**SKATEBOARDING** | Downhill | StreetLuge | Vert | Street | Park | Fees

**Step 1** click on  
“Application”.

Downhill StreetLuge Vert Street **Park** Fees

skateboarding/Park **Application**

skateboarding/Park

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

**Step 2** You will find two different “labels”, one for athletes and one for Staff Members, please make sure to select the correct one before starting to apply.

**Players** **Staff**

Applicants: 0

Name	Surname	Birthdate	Gender		
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

Search

	Name	Surname	Birthdate	Gender	Privacy
<b>Application</b>	Test	Person	0000-00-00	F	<input checked="" type="checkbox"/>

**Step 3:**

Click on “New” to register a new athlete or, in case you already registered a person (Athlete or Staff Member) to a previous event, select him/her from the red highlighted list on the bottom of the page.

**IMPORTANT:**

Staff Members are subject to a quantitative restriction. 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.

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

### Step 1:

Fill in all the fields marked with a \*.

### Step 2:

Upload a Picture (headshot) according to the attached photo guidelines (.jpeg).

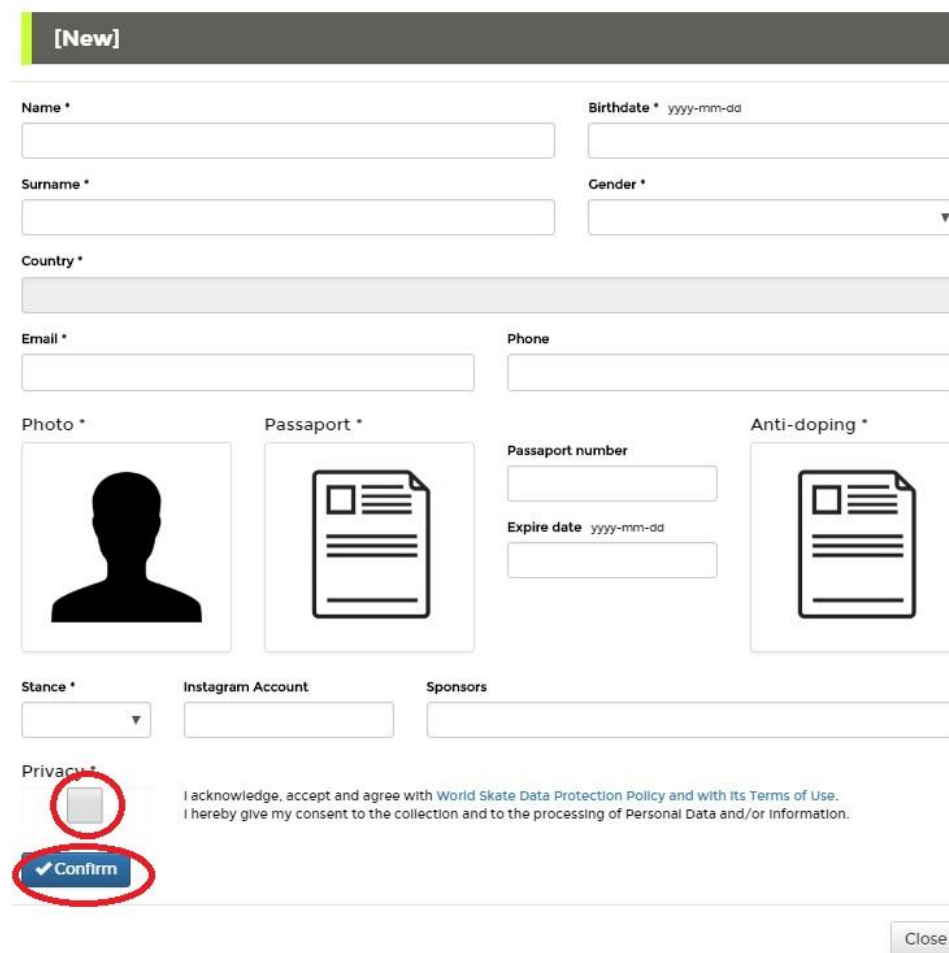
### Step 3:

Upload a copy of the Passport (.pdf or .jpeg).

### Step 4:

(Athletes only)

Upload the Anti-Doping Acknowledgement and Agreement form duly signed (.pdf file).



The registration form is titled "[New]" and contains the following fields and sections:

- Name \*** (text input)
- Birthdate \*** yyyy-mm-dd (text input)
- Surname \*** (text input)
- Gender \*** (dropdown menu)
- Country \*** (text input)
- Email \*** (text input)
- Phone** (text input)
- Photo \*** (image upload area with a silhouette icon)
- Passport \*** (image upload area with a passport icon)
- Passport number** (text input)
- Expire date** yyyy-mm-dd (text input)
- Anti-doping \*** (image upload area with a document icon)
- Stance \*** (dropdown menu)
- Instagram Account** (text input)
- Sponsors** (text input)
- Privacy \*** (checkbox) with text: "I acknowledge, accept and agree with World Skate Data Protection Policy and with Its Terms of Use. I hereby give my consent to the collection and to the processing of Personal Data and/or Information."
- Confirm** (blue button with a checkmark icon)
- Close** (grey button)

### Step 5:

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 6:

Press on "Confirm".

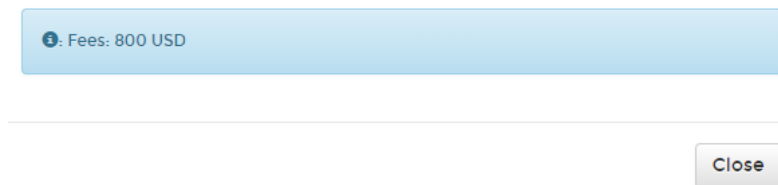
**IMPORTANT: All the files shall be named with the Passport number (i.e. BA4321.jpeg).**

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.



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

This report can also be downloaded as a pdf file 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 Skateboarding 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.

### **Fees: 800 USD**

Description	Base fee	Qty	Amount	Notes
	400	1	400	
	100	1	100	
	100	1	100	
	100	1	100	
	100	1	100	
Total fee			800	

### **Players**

Name	Surname	Birthdate	Gender	Disciplines

### **Staff**

Name	Surname	Birthdate	Role



## 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*

