

## WORLD SKATE SPORTS ENTRY PLATFORM

### ARTISTIC SKATING REGISTRATION PROCESS USER GUIDE

This guide provides all the necessary information to ensure a successful registration process to the World Skate Artistic Skating 2018 World Championships, which will be held in La Vendée (France) from October 3 to October 13, 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.

All the limits set out in the System regarding number of athletes, age etc. are based on the Artistic Skating Official Rulebook.

Let's start from the beginning!



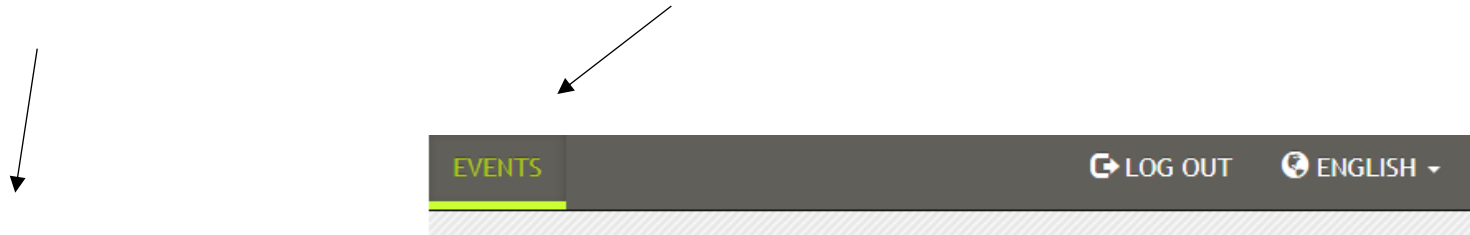
**Log in**

**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

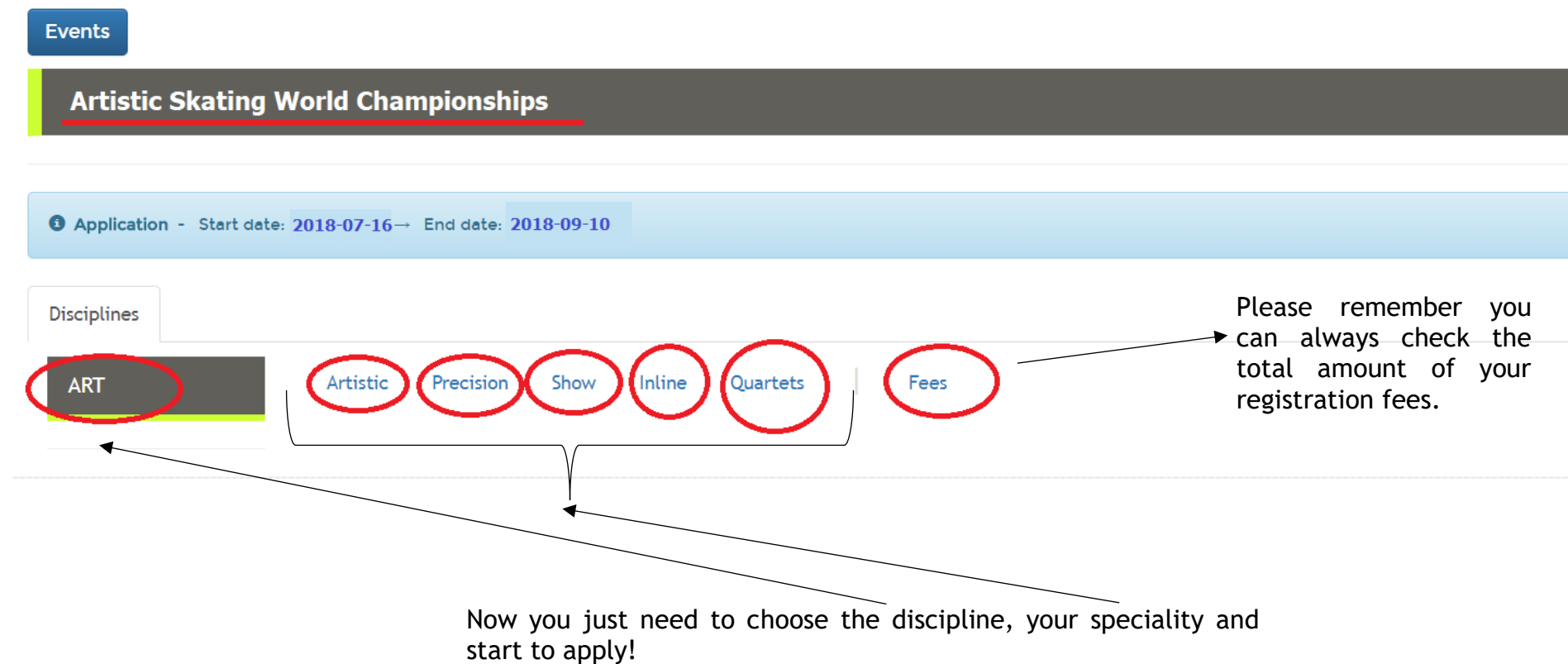


List Calendar

Name	Start date	End date	Country	City	
Artistic Skatin World Championships	2018-10-03	2018-10-13	France	La Vendée	

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



The screenshot shows the 'Events' section of a website. A blue button labeled 'Events' is at the top left. Below it is a dark grey header with the text 'Artistic Skating World Championships' in white. Underneath is a light blue bar with an information icon, the text 'Application - Start date: 2018-07-16 → End date: 2018-09-10', and a right-pointing arrow. Below this is a 'Disciplines' section with a dropdown menu. The 'ART' option is selected and highlighted with a red oval. To the right of 'ART' are five buttons: 'Artistic', 'Precision', 'Show', 'Inline', and 'Quartets', each circled in red. To the right of these is a 'Fees' button, also circled in red. An arrow points from the 'Fees' button to a text box on the right that says 'Please remember you can always check the total amount of your registration fees.' Another arrow points from the 'ART' button to a text box at the bottom that says 'Now you just need to choose the discipline, your speciality and start to apply!'.

Events

## Artistic Skating World Championships

Application - Start date: 2018-07-16 → End date: 2018-09-10

Disciplines

ART

Artistic Precision Show Inline Quartets Fees

Please remember you can always check the total amount of your registration fees.

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

Category  Application

SENIOR  
JUNIOR

Application

Some of the specialities are equipped with an age category filter. In any case you shall select “Application” to start the Registration Process.

Players Staff

No matter to the speciality, when applying you will always find two different “labels”, one for the athletes and one for the Staff Members

Applicants				
Name	Surname	Birthdate	Role	
No matching records found				

**Please remember that once you register staff members, they will be accredited for the whole event, so you don't need to register them several times.**

+ New

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

You shall select “New” when applying for a new athlete or staff member. In case you want to select for this year event someone who has already been registered on the Platform for a past event, please select the persons concerned from the record list you can find on the bottom of the page.

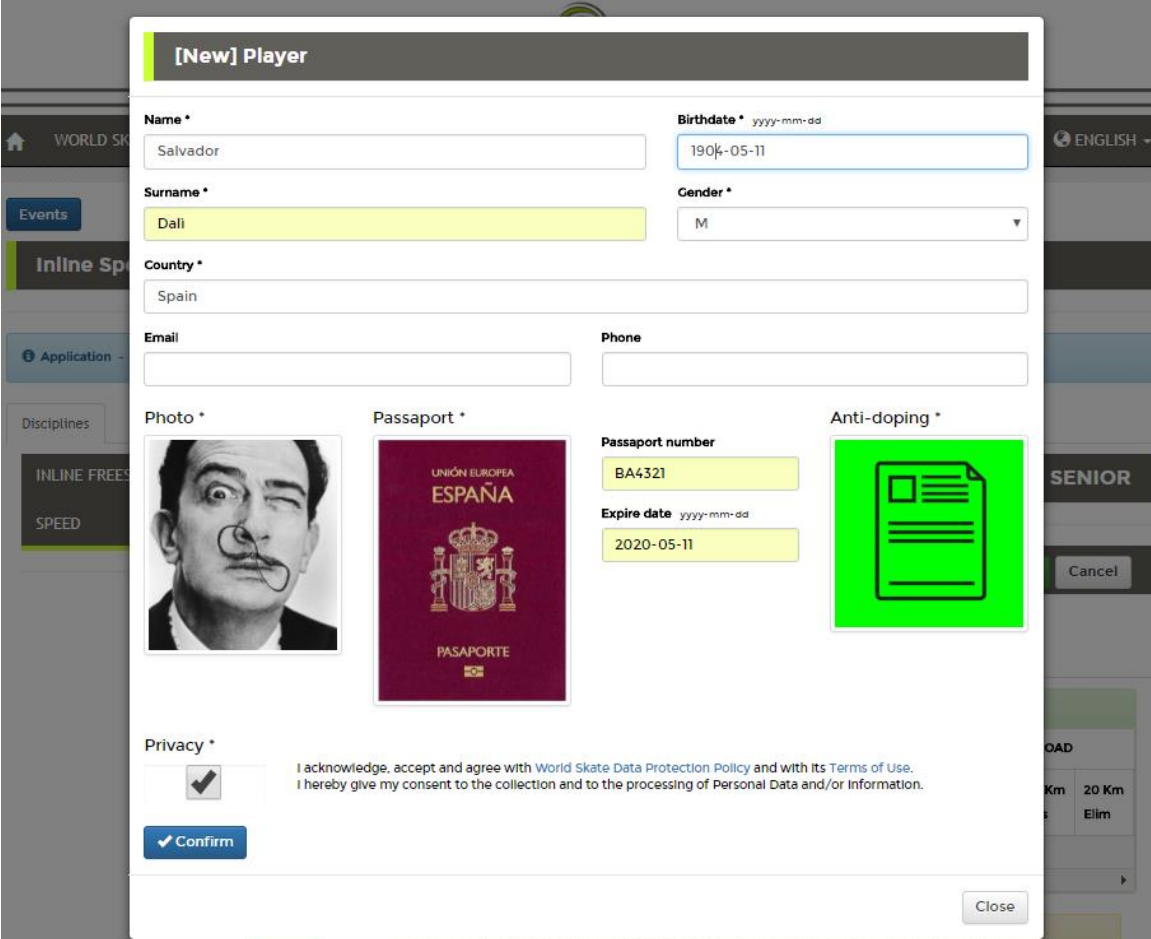
	Name	Surname	Birthdate	Gender	Privacy
<input type="checkbox"/>			2004-05-01	M	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>			1985-05-23	M	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>			2000-01-01	M	<input checked="" type="checkbox"/>

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:

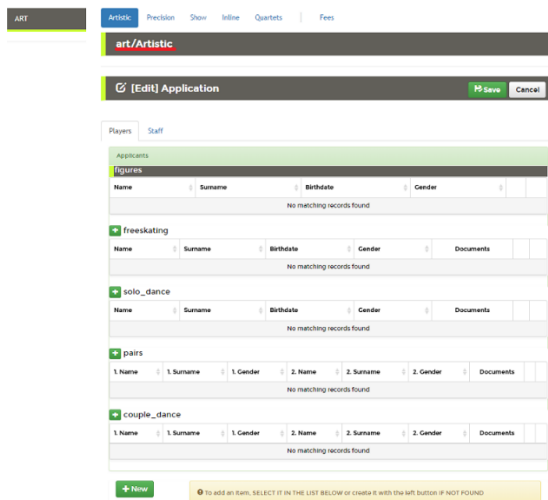
- A .jpeg picture (headshot) for the Accreditation card
- A .pdf or .jpeg file of your Passport
- A .pdf file of the Anti-Doping Acknowledgement and Agreement form duly signed (Athletes only).

Said files shall be named with the Passport number (i.e. BA4321.jpeg).

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.

Let's start with the single specialities!

## ART AND INLINE:

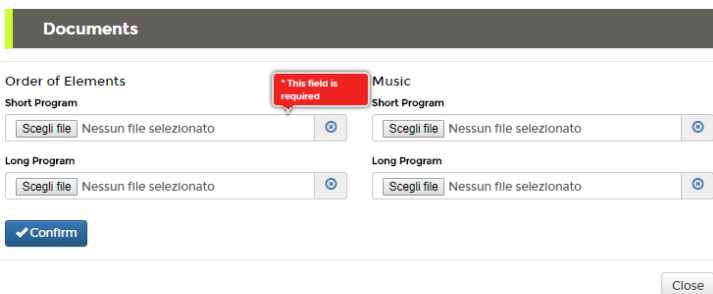


Inside the specialities, you might find sub-disciplines, such as:

- Figures.
- Freeskating.
- Solo Dance.
- Pairs.
- Couple Dance.

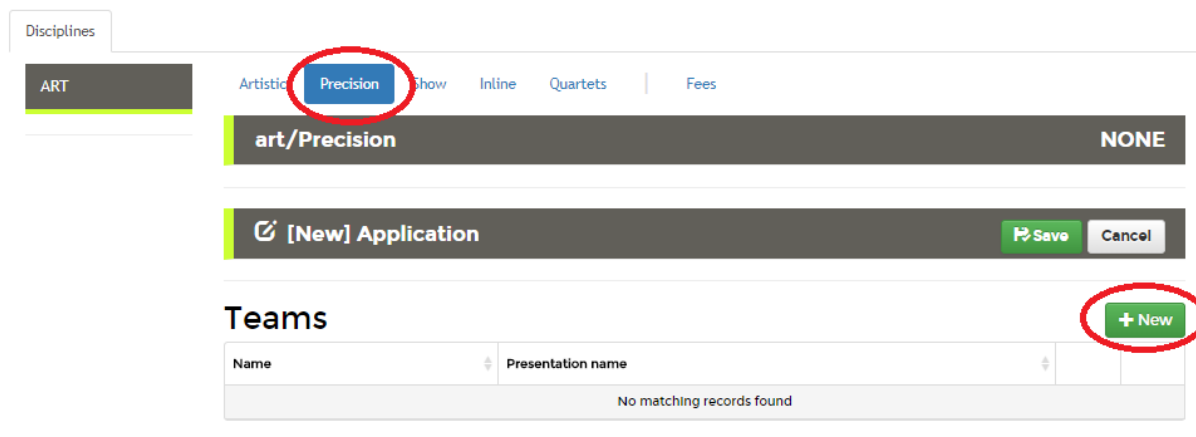
**You just need to select the relevant sub-discipline and start registering your athletes.**

**Please be aware that some of the sub-disciplines require the uploading of documents, as you can see in the screenshot below.**



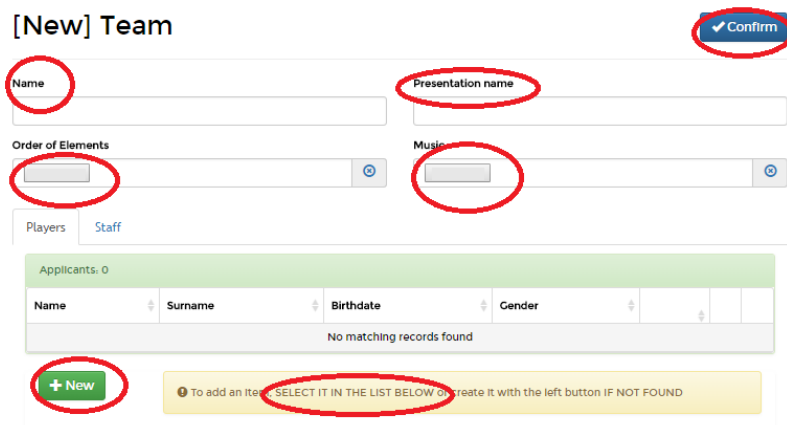
## PRECISION, SHOW AND QUARTETS:

In these specialities, first and foremost, you have to create a team as shown in the screenshot below:



The screenshot shows the 'Disciplines' menu with 'ART' selected. Under 'ART', 'Precision' is highlighted with a red circle. Below this, a dark bar displays 'art/Precision' and 'NONE'. A '[New] Application' button is visible with 'Save' and 'Cancel' options. The 'Teams' section features a table with columns for 'Name' and 'Presentation name', and a '+ New' button circled in red. The table currently shows 'No matching records found'.

Type in the name and the presentation name for the group, upload the order of elements and the music (.mp3 format) and start registering your athletes as shown in the screenshot below.



The '[New] Team' form includes a 'Confirm' button at the top right. The 'Name' and 'Presentation name' fields are circled in red. Below them are 'Order of Elements' and 'Music' upload fields, also circled in red. A 'Players' tab is active, showing an 'Applicants: 0' table with columns for 'Name', 'Surname', 'Birthdate', and 'Gender'. A '+ New' button is circled in red at the bottom left. A yellow tooltip at the bottom states: 'To add an item, SELECT IT IN THE LIST BELOW or create it with the left button IF NOT FOUND'.

**Please remember to press “confirm” everytime you finish and don’t forget to press the “Save” button before you change page or when you are logging out. Otherwise you will lose all of your work.**



In Show and Quartets section you will also find the “Description” field in English and Spanish to be filled in with 0-25 words text.

## [New] Team

✓ Confirm

Name

Presentation name

Description (ENG)

Description (ESP)

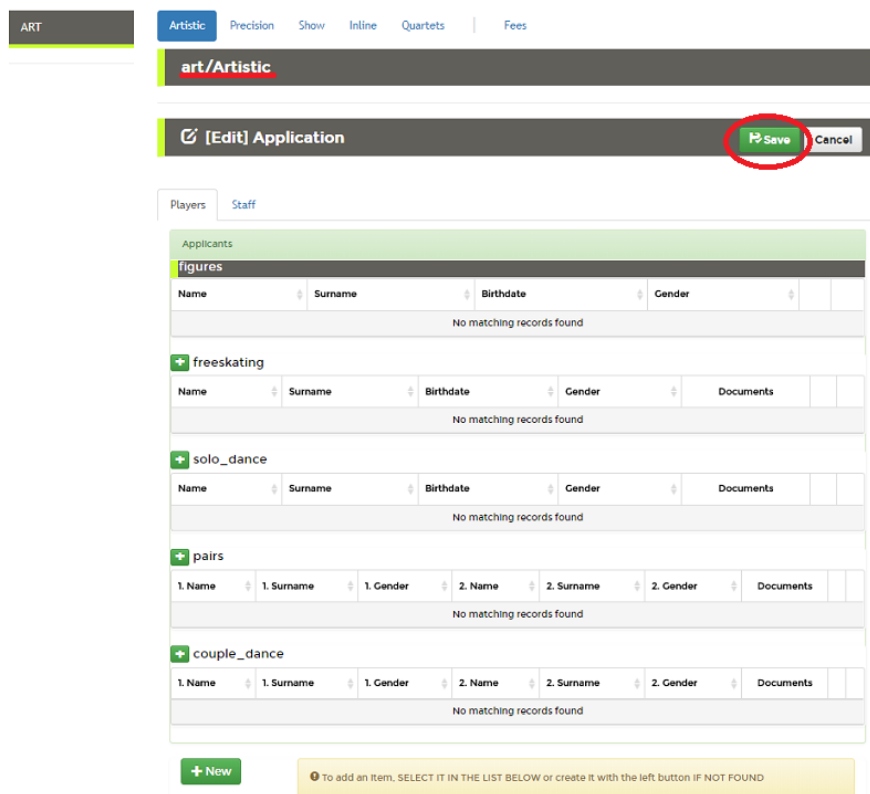
Music

Scegli file Nessun file selezionato 

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, every time you press the “Save” button, a a quick fee recap will be shown.



€ Fees: 800 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 Speed Skating 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.

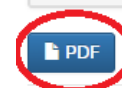
**Artistic Skating**

Artistic Skating World Championships 2018

Description	Base fee	Qty	Amount	Notes
Fee				
Fee				
Total fee				

Players				
Name	Surname	Birthdate	Gender	Disciplines

Staff			
Name	Surname	Birthdate	Role



Close

## 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.

Lastly we would like to remind you to check again and again your data during the Registration Process because it will not be possible to modify them after the expiration of the deadline.

At this purpose we strongly recommend you to assign the proper role to each staff member. World Skate reserves the right to check all data and information loaded on the Platform as well as the possibility to review or modify incorrect data (e.g. staff members registered as “President”).

Thank you for your attention.

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*