

WORLD SKATE SPORTS ENTRY PLATFORM

ARTISTIC SKATING CLUB PROFILE SET UP NATIONAL FEDERATIONS' GUIDE

This guide is addressed to National Federations and provides all the necessary information to ensure a successful Artistic Skating Club profile set up on our Sports Entry Platform in order to approve and consequently allow the single Clubs to register their athletes to the World Skate Artistic Skating World Cup 2018, which will be held in Pesaro (Italy) from November 7 to November 11, 2018.

The aim of this guide is to provide all the authorized users accessing the Sports Entry Platform with an overview on how to create a Club Profile so that the single approved Clubs can log independently into World Skate Sports Entry Platform.

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!



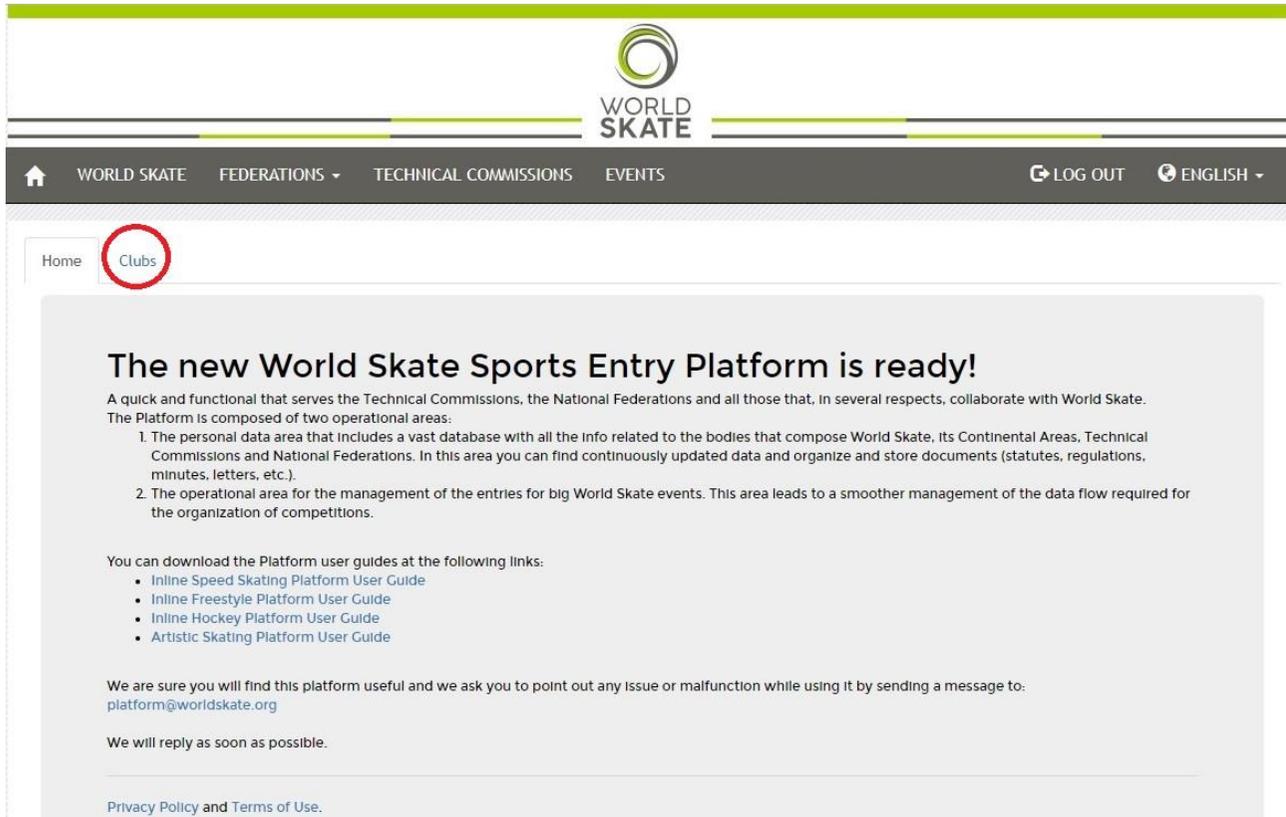
Log in

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 *Clubs* section as shown below



Home **Clubs**

The new World Skate Sports Entry Platform is ready!

A quick and functional that serves the Technical Commissions, the National Federations and all those that, in several respects, collaborate with World Skate. The Platform is composed of two operational areas:

1. The personal data area that includes a vast database with all the info related to the bodies that compose World Skate, its Continental Areas, Technical Commissions and National Federations. In this area you can find continuously updated data and organize and store documents (statutes, regulations, minutes, letters, etc.).
2. The operational area for the management of the entries for big World Skate events. This area leads to a smoother management of the data flow required for the organization of competitions.

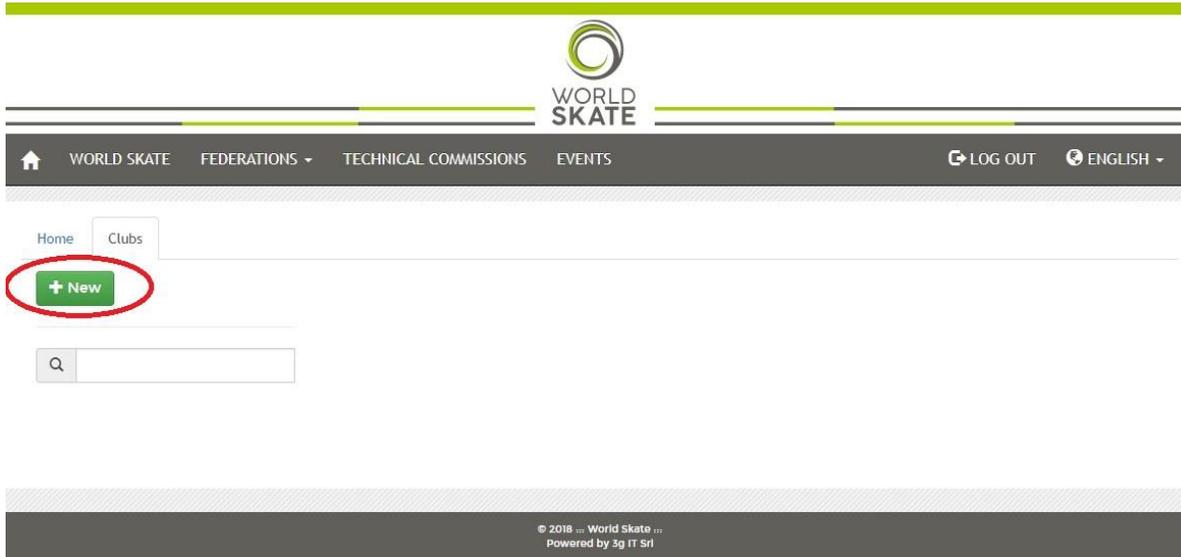
You can download the Platform user guides at the following links:

- [Inline Speed Skating Platform User Guide](#)
- [Inline Freestyle Platform User Guide](#)
- [Inline Hockey Platform User Guide](#)
- [Artistic Skating Platform User Guide](#)

We are sure you will find this platform useful and we ask you to point out any issue or malfunction while using it by sending a message to: platform@worldskate.org

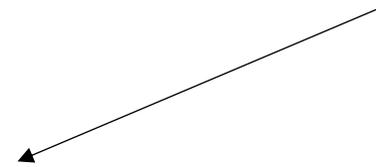
We will reply as soon as possible.

[Privacy Policy](#) and [Terms of Use](#).

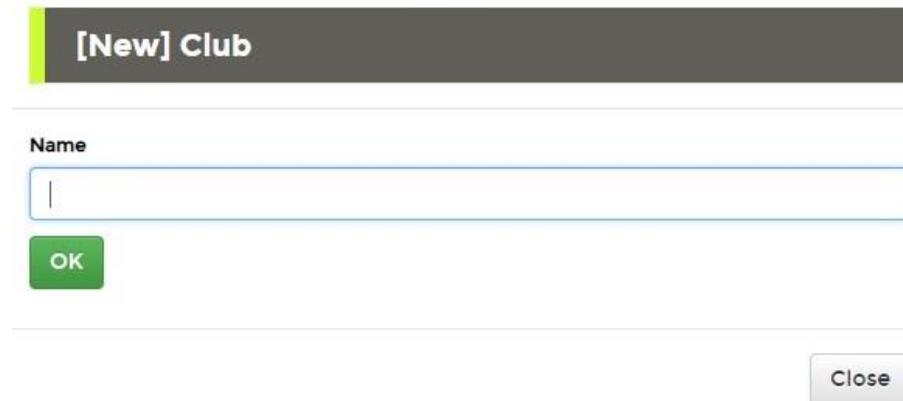


In the Clubs page, you have to create a New Club, by clicking on the highlighted icon.

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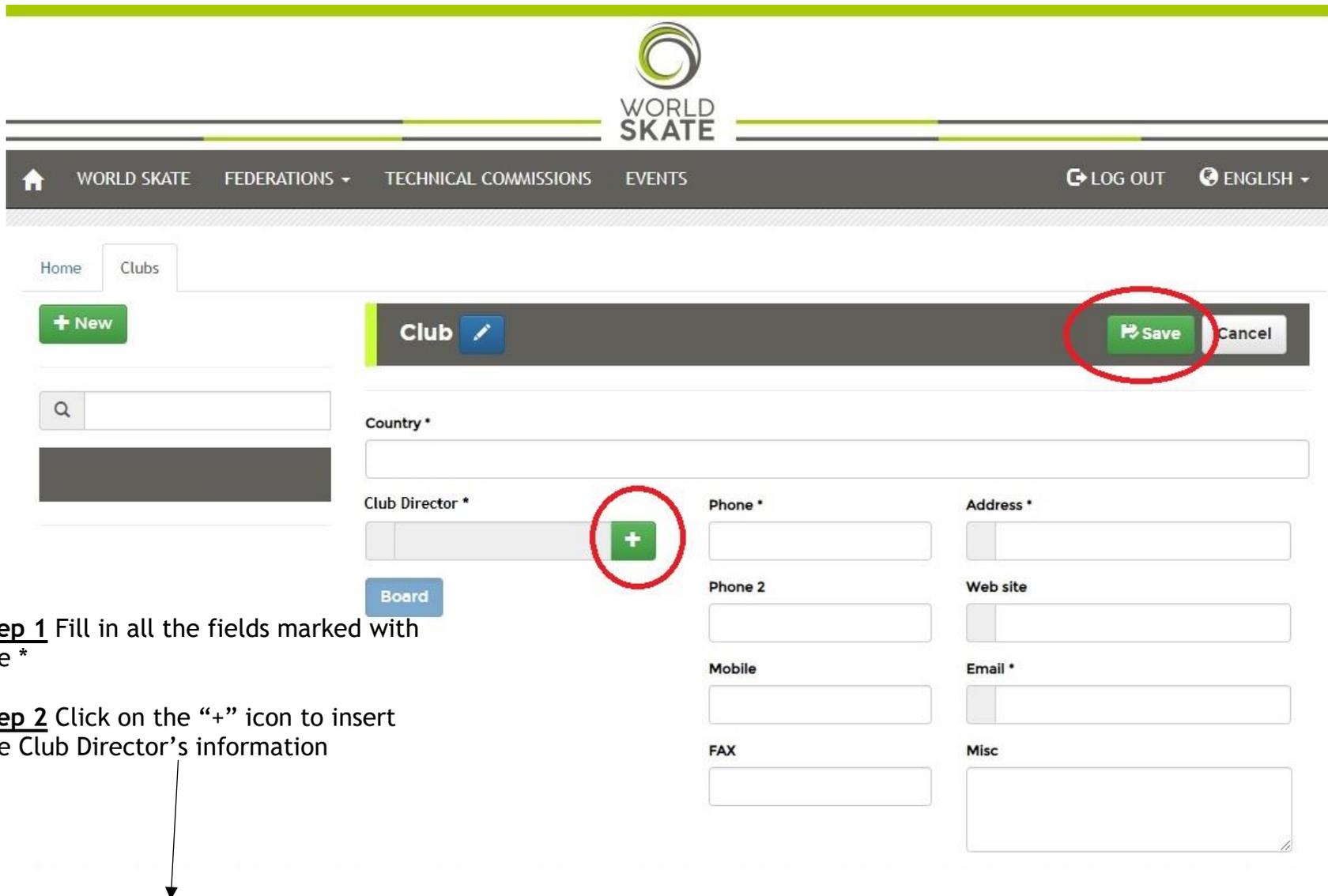


First of all the System will ask you the Club name and press ok



The screenshot shows a dialog box titled '[New] Club'. It has a dark grey header with the title in white. Below the header, there is a label 'Name' followed by a text input field. Below the input field is a green button with the text 'OK'. At the bottom right of the dialog box is a grey button with the text 'Close'.

Once you click on the OK button, a Club profile page will show up



Home Clubs

+ New

Club

Save Cancel

Country *

Club Director *

Phone *

Address *

Phone 2

Web site

Mobile

Email *

FAX

Misc

Board

Step 1 Fill in all the fields marked with the *

Step 2 Click on the “+” icon to insert the Club Director’s information

[New]

Name *	Phone *	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname *	Phone 2	Web site
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate yyyy-mm-dd	Mobile	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	FAX	Misc
<input type="text"/>	<input type="text"/>	<input type="text"/>

Close

Step 3 tap in all the Club Director's information

Step 4 Confirm all Data and Information

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Step 5 Once you completed everything, please do not forget to press on the "Save" button!

+ New

Edit Delete

Q

Country*

Board

Phone*

Address*

Phone 2

Web site

Mobile

Email*

FAX

Misc

User accounts

+ New

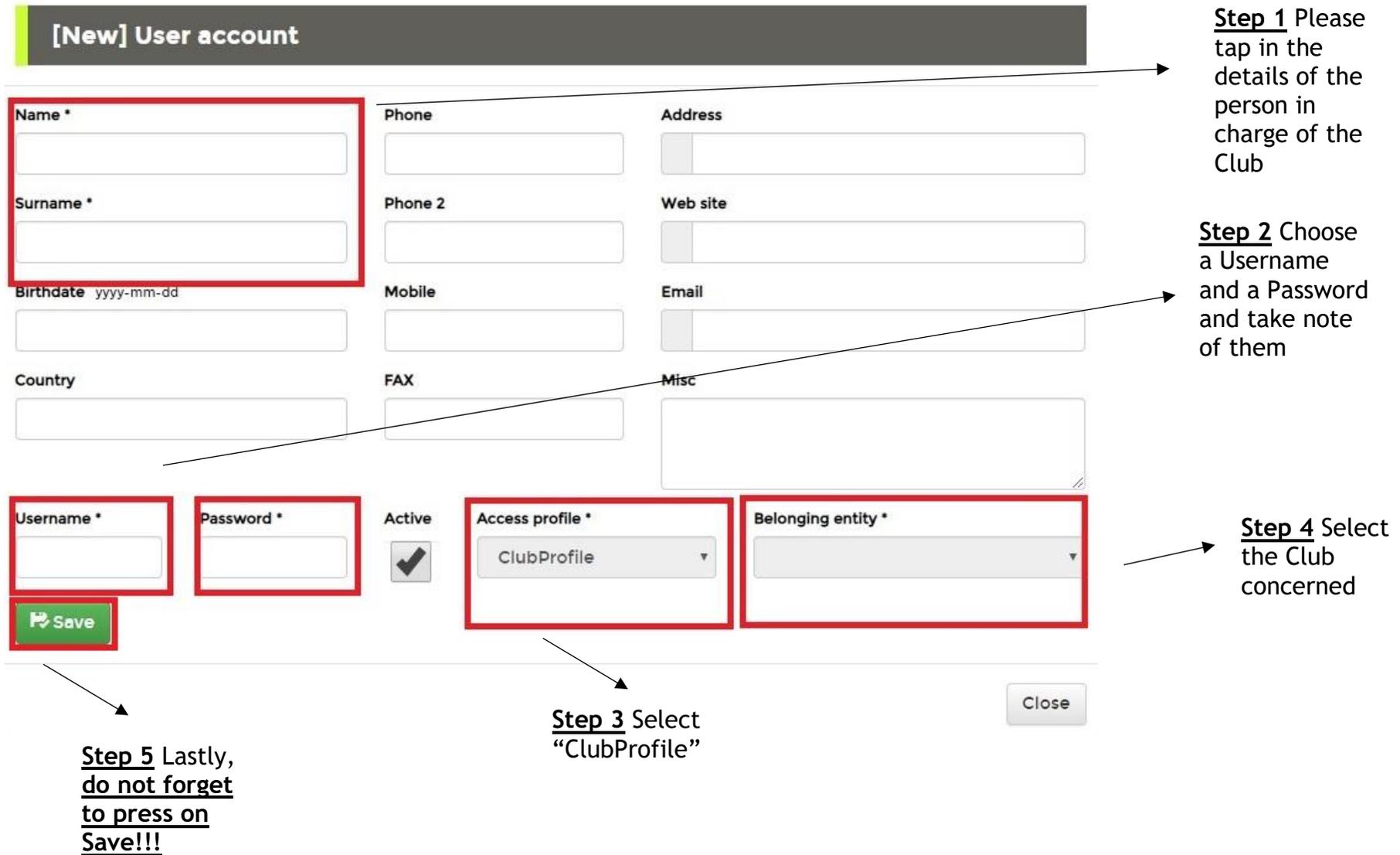
Once you set up the Club Profile, you will see all the fields completed.

Now you have to create a User Account for the Club to let it log into our Sports Entry Platform. At this purpose click on "+ New" button

Search

Username	Active	Access profile	Name	Surname			

A pop up will show up and you will have to fill in the required fields as follows:



[New] User account

Step 1 Please tap in the details of the person in charge of the Club

Step 2 Choose a Username and a Password and take note of them

Step 3 Select "ClubProfile"

Step 4 Select the Club concerned

Step 5 Lastly, do not forget to press on Save!!!

The form contains the following fields:

- Name *
- Surname *
- Birthdate yyyy-mm-dd
- Country
- Phone
- Phone 2
- Mobile
- FAX
- Address
- Web site
- Email
- Misc
- Username *
- Password *
- Active
- Access profile * (Dropdown menu showing ClubProfile)
- Belonging entity * (Dropdown menu)
- Save
- Close

Now you have created the Club credentials, please keep them safely and **do not forget to send them to the Club concerned.**

You can always check your club User Accounts menu as well as you can change, modify or delete users' profiles, usernames and passwords as shown below

User accounts

+ New

Username	Active	Access profile	Name	Surname			
testClubUsername	✔	ClubProfile	test club user name	test club user surname			

Lastly, we would like to remind you that the Artistic Skating World Cup is an event open to National Federations and to single Clubs. The limit is set on 5 groups for each specialty per Nation (National Federation and/or Club) except for Promotional Quartets and Groups (open category). The Hosting Nation can enter up to 7 groups for each specialty.

The limits are set as per the Artistic Skating Rulebook and any other official communication regarding this event.

The system works in the same way as usual, at this purpose we kindly ask all the National Federations to provide the Clubs with the Artistic Skating Platform User Guide that you can find on the Platform Homepage. The only differences concern the number of disciplines (you will only find “Precision”, “Quartets” and “Show”) and the possibility to choose different categories such as “Youth” and “Promotional”.

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.

World Skate Sports Entry Platform Staff