

FIL ONLINE REGISTRATION

USER MANUAL

V1.1

01. SEPTEMBER 2016

1. LOGIN



The login button is located on the right side, after clicking it you will be prompted to enter your username and password. Press "Login" to finish the login procedure.

After you logged in the button on the right will change to "logout" and you can logout whenever you want by pressing it.

2. EVENT SELECTION

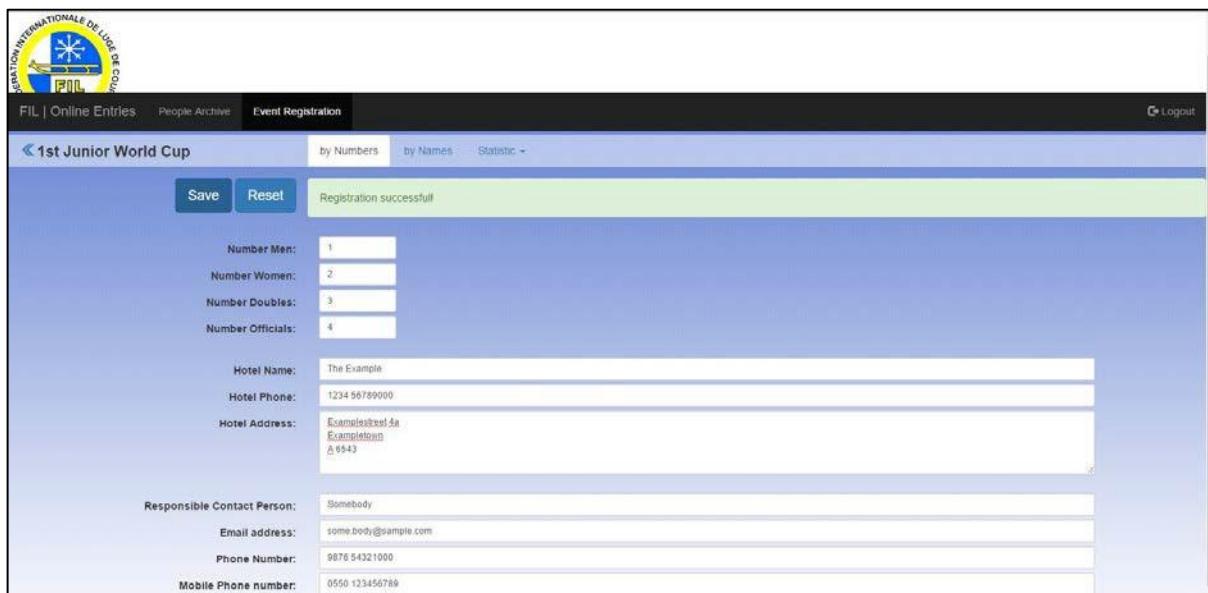
Event Name	Location	Registration Deadline (Numbers)	Registration Deadline (Names)
Annual Accreditation 2015/2016	FIL	13.10.2015	13.10.2015
1st Junior World Cup	Lillehammer	02.11.2015	11.11.2015
2nd Junior World Cup	Sigulda	09.11.2015	18.11.2015
1st World Cup	Innsbruck-Igls	09.11.2015	18.11.2015
2nd World Cup	Lake Placid	16.11.2015	26.11.2015
3rd Junior World Cup	Königssee	16.11.2015	25.11.2015
3rd World Cup	Park City	23.11.2015	02.12.2015
4th Junior World Cup	Innsbruck-Igls	23.11.2015	02.12.2015
4th World Cup	Calgary	30.11.2015	09.12.2015
5th World Cup	Sigulda	21.12.2015	30.12.2015

On the "Event Registration" tab all events are listed in their chronicle order.

On the right side of the table are two dates, the 1st one is the deadline for the registration by numbers the one in the 2nd line is the deadline for the registration by names

If you want to enter your numbers or names and also if you want to check your current entered data you have to click on the desired event (event-row).

3. REGISTRATION BY NUMBERS



The screenshot shows the FIL registration interface for the "1st Junior World Cup". The page has a dark header with the FIL logo and navigation links: "FIL | Online Entries", "People Archive", "Event Registration", and "Logout". Below the header, there are tabs for "by Numbers", "by Names", and "Statistic". A green banner at the top of the form area says "Registration successful!". Below this, there are two buttons: "Save" and "Reset". The form contains several input fields: "Number Men:" (1), "Number Women:" (2), "Number Doubles:" (3), "Number Officials:" (4), "Hotel Name:" (The Example), "Hotel Phone:" (1234 56789000), "Hotel Address:" (Examplestreet, da Exampletown, A 6543), "Responsible Contact Person:" (Somebody), "Email address:" (somebody@sample.com), "Phone Number:" (9876 54321000), and "Mobile Phone number:" (0550 123456788).

First you have to enter

- your numbers of men, women, doubles and officials
- the name, phone number and address of your lodging
- the contact person's name, email address, phone and mobile number

The registration will only be successful if everything is entered, after clicking the "Save" button a green box with "Registration successful!" indicates the successful completion of your registration by numbers.

Notice that the form will not be emptied after your registration, here you can also check your entered data at any time and change if needed (and within the deadline).

[A complete listing of all your data is available at the statistic tab (see 5. MY DATA)]

If you want to undo your changes and have not clicked "Save" yet, simply click on "Reset".

4. REGISTRTRION BY NAMES



The screenshot shows the FIL registration interface for the "1st Junior World Cup". The page has a dark header with the FIL logo and navigation links: "FIL | Online Entries", "People Archive", "Event Registration", and "Logout". Below the header, there are tabs for "by Numbers", "by Names", and "Statistic". A red banner at the top of the form area says "Attention! You have to complete by Numbers first!". Below this, there are two buttons: "Save" and "Reset". At the bottom of the form, there is a table with the following columns: "Enter", "Enter DbI", "FIL ID", "Family Name", "Given Name", "G", "Year", "Categorie", "Add. St.", "Rooky", and "Function".

Before you can enter your Names you have to complete your registration by Numbers, otherwise the "Save" button will be disabled and a warning will appear.

The active Athletes and Officials are listed into four different Categories: Men, Women, Doubles and Officials. You can navigate to your different Athletes/Officials by clicking on the corresponding Tab, no Selection will be dropped by navigating between these Tabs.

To register an Athlete/Official you have to click the Checkbox in the Enter Column.

Additionally you have to select whether the selected Athlete is an Additional Starter/a Rooky or not by selecting "YES" or "NO" in the column " Add. St. "/" Rooky "

Furthermore if the event is a junior event you have to select the Category.

When selecting an Athlete in the Category Doubles the matching Partner is automatically selected, same thing happens for deselecting. Please make sure you haven't accidentally deselected a Pair.

For officials you have to select their Function

If everything is entered you can finish your registration by names with a Click on the "Save" button, again a green box with "Registration successful!" will confirm your registration.

You can save everything with one Click on the "Save" button, you don't need to save every Category separately.

If you cannot complete the registration because athletes or officials are not available or the wrong double-pair is auto-selecting, contact FIL to update your athletes/officials data before finishing the registration by name.

5. MY DATA



You can View your complete Data on the "Statistic" tab, here you can choose to view it online or to download your registration as a PDF or EXCEL file