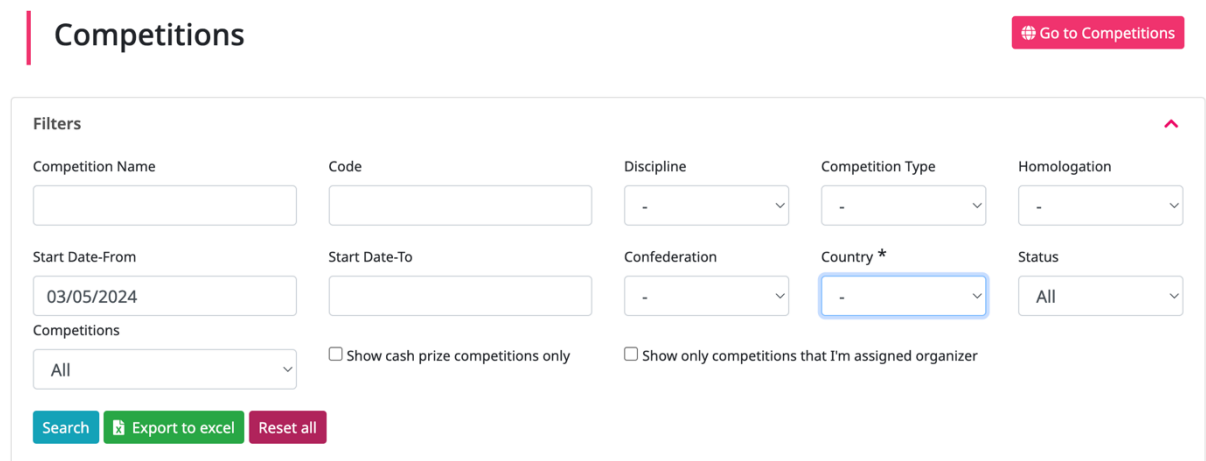


EMS Entry for Skiers for 2024 IWWF Open, U23 and Junior World Championships

1. Nominate Federation representative to add 'Participants'
2. The Federation representative must have "Federation User" in their roles in EMS.
3. Login to EMS
4. Go to Competitions
5. Go to Filters.



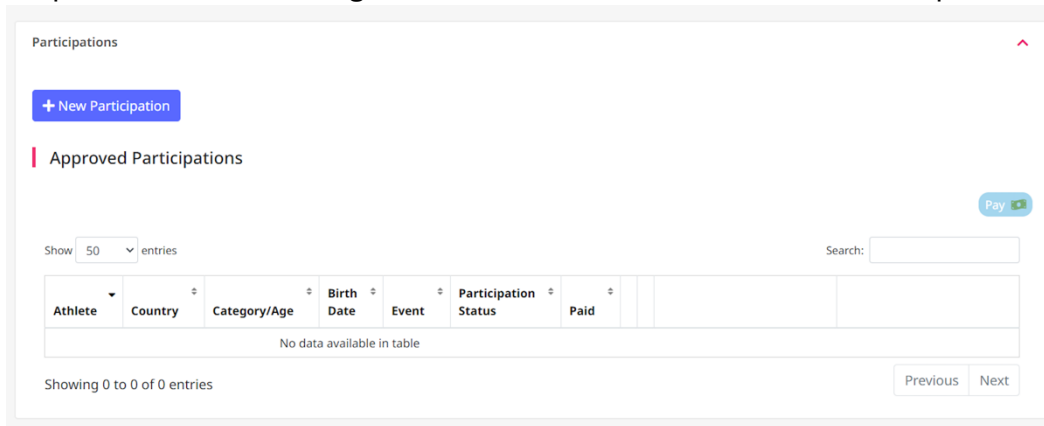
6. Remove your default Country or change to USA



7. Search or Find the "2024 IWWF Open, U23 & Junior World Barefoot Water Ski Championships. (you can filter by discipline-barefoot). In the Filters (see above) you can enter "24iwwf03" into the Code Box.

Country	Start Date	End Date	Code	Event Name	Discipline	Category	Location	Start Date	Status	Action	
USA	05/10/2024	12/10/2024	24IWWF03	2024 IWWF Open, U23 & Junior World Barefoot Water Ski Championships	WC	BARE	RC	PANA	25/08/2023	Approved	Select

8. Click 'Select' on far right of screen
9. Scroll down on the page to find "Participations". To open click on the RED dropdown arrow on the right hand side. Click blue box "+ New Participation"



Red drop down arrow HERE

10. In New Participation search for Skier/Athletes Name

New Participation✕

Athlete's name or #code

🔍

Athletes found(2)

✓ -

MOLFORD Justin (12), AUS1015646

MOLFORD Mark (14), AUS1015645

🔄 ResetAdd

11. You will need to know for each skier if you are entering as a Single or Dual Entry skier, what Division/Category in Competition you are entering and whether you are entering as Individual Participant/Team Member under 'Entry Type'.
12. Fill in Category in competition, Click events (Slalom, Trick, Jump) entering, Entry Type,
13. If entering a 2nd Category as a dual entry skier, tick box and enter details for second category.

Real category -12

Category in Competition

Juniors M▼

Events

- | | | |
|-------------------------------------|--------|-------|
| <input checked="" type="checkbox"/> | Slalom | (N/A) |
| <input checked="" type="checkbox"/> | Tricks | (N/A) |
| <input checked="" type="checkbox"/> | Jump | (N/A) |

-

Individual Participant

✓ Team Member

Wild Card

Reserve

Category in Competition

Open M▼

Events

- | | | |
|-------------------------------------|--------|-------|
| <input checked="" type="checkbox"/> | Slalom | (N/A) |
| <input checked="" type="checkbox"/> | Tricks | (N/A) |
| <input type="checkbox"/> | Jump | (N/A) |

Entry Type (2nd category)

Individual Participant▼

14. Next window is 'Participation Fees'.

15. Click on all entry fees applicable to the skier. (See example for the skier example above)

Participation Fees

Mandatory

<input type="checkbox"/>	Product	Qty	Price	Total
<input type="checkbox"/>	1000 - Competition Entry Fee - Reserve Skier	1	\$0.00	
<input checked="" type="checkbox"/>	1000 - Competition Entry Fee - Team Skier	1	\$425.00	\$425.00
<input type="checkbox"/>	1000 - Competition Entry Fee - Test Fee	1	\$1.00	\$1.00
<input type="checkbox"/>	1020 - Entry Fee 1 Events - Dual Cat. Skier 1 Event	1	\$225.00	\$225.00
<input type="checkbox"/>	1020 - Entry Fee 1 Events - Individual Skier 1 Event	1	\$325.00	\$325.00
<input checked="" type="checkbox"/>	1030 - Entry Fee 2 Events - Dual Cat. Skier 2 Events	1	\$275.00	\$275.00
<input type="checkbox"/>	1030 - Entry Fee 2 Events - Individual Skier 2 Events	1	\$375.00	\$375.00
<input type="checkbox"/>	1040 - Entry Fee 3 Events - Dual Cat. Skier 3 Events	1	\$325.00	\$325.00
<input type="checkbox"/>	1040 - Entry Fee 3 Events - Individual Skier 3 Events	1	\$425.00	\$425.00

Optional

<input type="checkbox"/>	Product	Qty	Price	Total
No data				

Total Amount:

16. Press Save. The next box will give you the option to pay now Yes/No
If you would like to make one bulk payment, click No.

Disclaimer

Do you want to pay now

17. Continue with adding next skier until all skiers (Team/Independent/Dual Entry etc.) have been entered.

18. Close the 'New Participation' box.

19. Under the Participations tab, you will see all Participants that have been added to the competition. When ready to pay bulk entry fees for your Federation, click 'blue Pay' box on right hand side of screen.

| Approved Participations

Show entries Search:

20. Proceed to payment YES

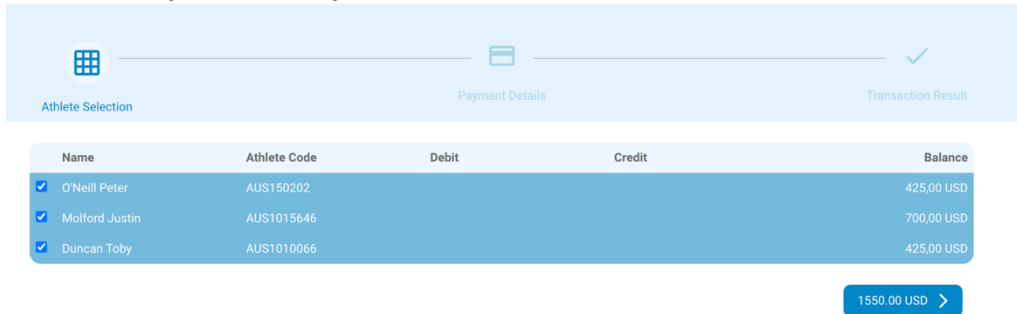
Proceed to payment

Do you want to pay now

Yes

No

21. In a separate tab you will be taken to the payment page. Here you will only see Skiers from your Country.



The screenshot shows a progress bar with three steps: Athlete Selection, Payment Details, and Transaction Result. Below the progress bar is a table with the following data:

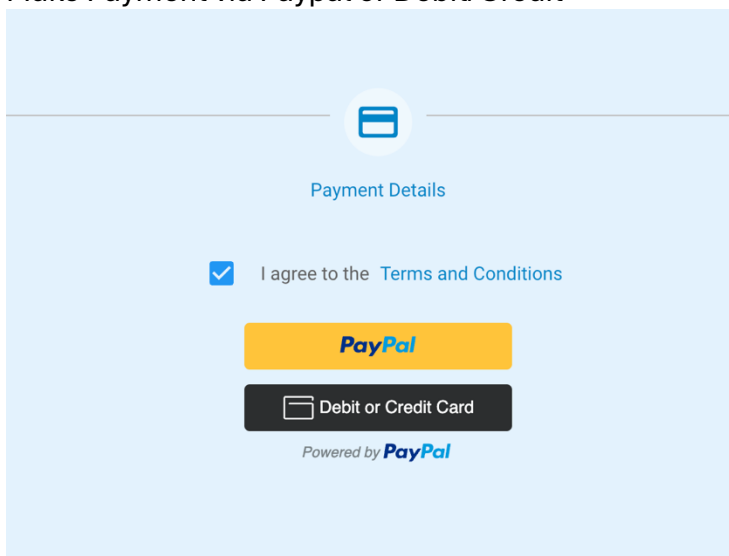
Name	Athlete Code	Debit	Credit	Balance
<input checked="" type="checkbox"/> O'Neill Peter	AUS150202			425,00 USD
<input checked="" type="checkbox"/> Molford Justin	AUS1015646			700,00 USD
<input checked="" type="checkbox"/> Duncan Toby	AUS1010066			425,00 USD

At the bottom right, there is a button that says "1550.00 USD >".

22. Select Athletes that you wish to pay for. Click Dark Blue Button to proceed to payment.

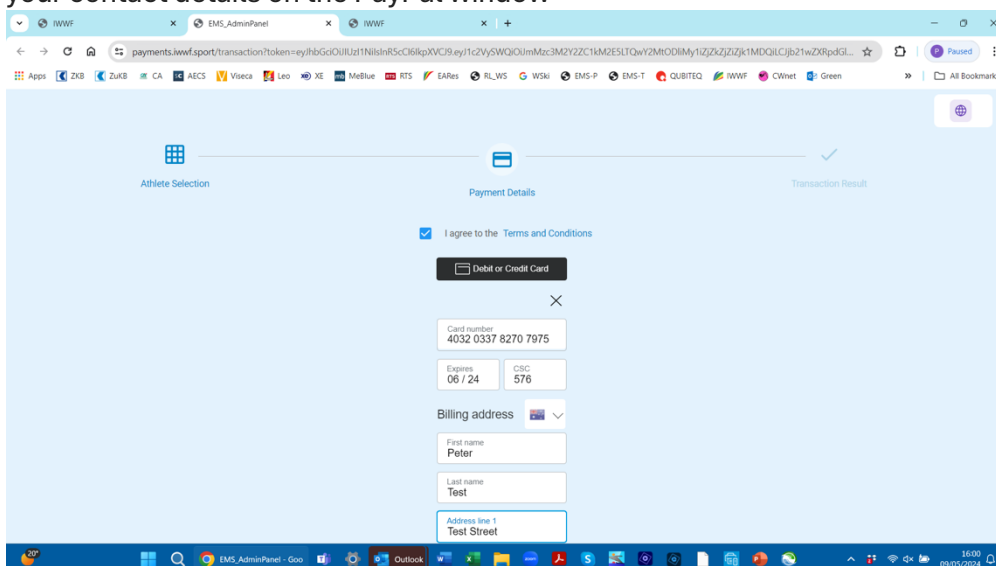
23. Payment Details. Agree to terms and conditions.

24. Make Payment via Paypal or Debit/Credit



The screenshot shows the "Payment Details" page. It features a progress bar with three steps: Athlete Selection, Payment Details, and Transaction Result. Below the progress bar, there is a checkbox labeled "I agree to the Terms and Conditions" which is checked. There are two payment options: a yellow "PayPal" button and a black "Debit or Credit Card" button. Below the "Debit or Credit Card" button, it says "Powered by PayPal".

25. If you have clicked the black "Debit or Credit Card" button you will need to register your contact details on the PayPal window



The screenshot shows a browser window with the URL "payments.iwff.sport/transaction?token=eyJhbGdOUIlzd1NlksR5cCI6IkpXVCJ9.eyJ1c2V5SWQlUmMzc3M2Y2ZC1kM2ESLTQwY2MhODImY1ZkZkZk1MDQlCjBj21wZkRpdG...". The page shows the "Debit or Credit Card" payment option selected. Below the "Debit or Credit Card" button, there is a form with the following fields:

- Card number: 4032 0337 8270 7975
- Expires: 06 / 24
- CSC: 576
- Billing address: [Country dropdown]
- First name: Peter
- Last name: Test
- Address line 1: Test Street

The browser's taskbar at the bottom shows the date and time as 16:00 09/05/2024.

26. Scroll down to finish the registration and click on the “Pay now” button

The screenshot shows a web browser window with the URL `payments.iwwf.sport/transaction?token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2Vy5WQ0IjMzc3M2Y2ZC1kM2E5LTQwY2MtODIiMy11ZjZkZjZiZjE1MDQlCjE2wZXRpdG...`. The page is titled 'Test' and contains a registration form with the following fields:

- Address line 1: Test Street
- Address line 2: (empty)
- Suburb: (empty)
- State/Territory: New South Wales
- Postcode: 2289
- Mobile: +61 4445 556 66
- Email: mark.test22@gmail.com

Below the form, there are two checked checkboxes:

- Ship to billing address
- I confirm that I am of legal age and agree to the PayPal [Privacy Statement](#)

A blue 'Pay Now' button is located at the bottom of the form. Below the button, it says 'Powered by PayPal'. The browser's taskbar at the bottom shows the system tray with the date 09/05/2024 and time 16:00.

27. If the system does not react it may mean that there is an issue with your payment details; scroll up to the top and you will see the PayPal error message

The screenshot shows the same PayPal payment page as above, but now with an error message displayed in a red box. The error message reads: 'We weren't able to add this card. Check all the details are correct and try again or try a different card.' The error message is circled in blue. Below the error message, the card details are visible:

- Card number: 4032 0337 8270 7975
- Expires: 06 / 24
- CSC: 576

The billing address is also visible, with the first name 'Peter'. The browser's taskbar at the bottom shows the system tray with the date 09/05/2024 and time 16:01.