



# **EMS**

## **Training Management Competition Fees** (incl. update July 2023 on online payments)

PWF - January 2023  
**Updated July 2023 with online payments**  
**Updated March 2024 with minor updates**

# EMS Management of Competition Fees

## 1 - Introduction

You can manage your competition fees (entry fees, training fees, meals, T-shirts, etc.) and use EMS to follow up the payments, whether done in cash or by check, bank transfer, credit card, etc. according to your local usage. You can also use PayPal to collect your payments.

Prerequisite to use the EMS management of competition fees is that your Athletes have been registered as participants to the competition in EMS. If the Scorers/Calculators add Athletes directly in the scoring system, they will escape the EMS payment controls **to the detriment of the Organisers**. It is therefore important to remind your Scorers/Calculators that they should NOT add any Athlete directly in the scoring system but download all their participants from EMS.

As far as **titled events** are concerned, further functions will be added within the next few months to cover the specific needs of such events (intentions to enter, entry lists, payments, etc.). More information will follow.

## 2 - How does the EMS management of competition fees work?

- To activate the function “Competition Fees Management” click on the tab “Finances” on the Competitions Details. **See attachment 1.**
- On “Settings” screen (**see attachment 2**)
  - click the box “Activate Finance” if you want to use the EMS Finance function
  - choose the currency of your competition
  - click the box “Automatic Late Entry Fee” if you want that the Late Entry fee is automatically added to the Competition Fees once the Entry Deadline has expired
  - select a user in the “User Access” box to whom you also want to give access to the Finance functions. Only the Organiser and the selected user as per the “User Access” have access. Federation Admin/User do not have access for data protection reasons
  - click the button “Save”. These settings will activate the Competition Fees Management for the competition.
- The payment status on the “Participation” screens on the Athlete’s “My Competitions” and on the “Participations” screen of the Competition Details for the Organiser will be displayed. If the “Activate Finance” box is not clicked, the status of the payments will not appear.
- It is now mandatory for the Organiser to create his personalized “Competition Fees/Price List”: entry fees, late entry fees, practice fees, meals/dinners (vegetarian or not!), T-shirts, other at his convenience. The Organiser can add local VAT and/or sales tax to his competition fees if necessary and according to local laws. However, the IWWF declines any responsibility/involvement in tax issues.
- Click on the sub-tab “Competition Fees/Price List”, click the button “+” to register your price list options (**see attachment 3**):
  - The “Competition Fees/Price List” is interactive and shows how many of each item (meals/dinners, practice sessions, T-shirts per size, etc. have already been ordered). **See attachment 3.**
  - Some items are mandatory (such as the basic entry fees) or facultative (practice, meals, etc.).
  - Prices options can be set at “0”, for example for Officials skiing or riding free of charge.
  - Late entry fees, if any, are applied automatically according to entry deadline set by the Organiser in the competition details.
  - A discount can be given to an Athlete by the Organiser on the screen “Fees per participants” but of course, this can only be done once the Athlete has registered to the competition. **See attachment 4.**
- The Organiser can use the EMS email system (click Emails tab) to send reminders to the participants for open payments and create.xls document/print out for easier control on site or more details.
- The Athlete clicks the appropriate options when registering to the competition in EMS and is automatically informed of the total amount he has to pay. **See attachment 5.** He also sees whether his payment has been successful on his “My Competitions list” in the Athletes menu. **See attachment 6.**
- The Athlete pays the Organiser by check, bank transfer, cash, credit card, etc. according to instructions of the Organiser (Families and Groups can pay individually or make bulk payments).
- In case of manual payments, the Organiser enters the received amounts manually in his EMS “payments list”. **See attachment 7**, which automatically updates the overview list “Fees per participant”. **See attachment 8.** The column “paid” in the Participants list” is also automatically updated. **See attachment 9.**
- The payment list offers search filters per month of payment, form of payment, etc. with bulk payments details also available by clicking on the “Edit” sign in the last column right. **See attachment 10.**

- If the Organiser is using the EMS Waiting List option, he can approve the Athlete's participation once the Competition Fees have been fully paid.
- These functions can be used to manage the payments, Whether the Athletes register themselves at the competition or are registered by the Organizer.
- Refunds can be booked in EMS on the Competitions Details/Finance/Payment tab with "minus" payment amounts for an approved but especially for a cancelled participant. Cancelled participants are displayed with a red "X" on the "Fees per Participant" and on the "Payments" view.

### Recommendation:

The "Competition Fees/Price List" is very flexible and adaptable to many specific needs. However, the wider the variety of offered fees (for example special fees for families, students, club members, regional discount, etc.) the more care of the Organiser is required to check the payer's eligibility for the chosen option. Therefore, our recommendation is to keep your competition price list as simple and succinct as possible.

## 3 – Update July 2023: Online payment through PayPal

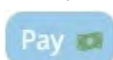
The Event Organisers have also the option (not mandatory) to collect their competition fees online through the PayPal platform. Here is how it works:

### The Organiser:

- Must hold a PayPal BUSINESS account on which the collected competition fees will be credited. Opening such an account is free of charge (see [PayPal BUSINESS account](#)) but If the Organiser already holds a PayPal PRIVATE account, he just needs to upgrade it to BUSINESS under his profile in the account options.
- PayPal will charge standard fees to the Organiser for the collected transactions (approx. +/-3% depending on the countries). Nothing is charged to the Athletes.
- Prepares his competition price list under the "Finance" tab of the EMS "Competition Details", as described in the video tutorial "[Ems Manual payments for Organisers](#)" and the present document (see paragraph 2)
- Indicates his PayPal credentials (client ID, secret code) under "Settings" in the EMS competition details "Finance" tab section. Procedure (account number not necessary):
  - Login to your PayPal Business account and click the menu item "Business Tools" on top in the middle
  - On the Business Tools screen scroll down to the bottom and click the "API Credentials" button and follow the procedure. **See attachment 11.**
  - On the screen "API Credentials", copy the "Client ID" and the "Secret Key" (**attachment 12**) to the same fields on the EMS Finance/Settings tab of your competition. **See attachment 13.**
- For data protection reasons only the "Assigned Organiser" as per the competition details has access to the "Finance" tab of the competition details but he may assign a second User in the field "User Access" of the "Settings" tab. This second User can be a member of the same Club, or an Official or someone from the Federation but must imperatively be registered in EMS as an EMS User. It can also be a Federation Administrator temporarily assigned by the Organiser.

### The Athlete:

- Registers to the competition in EMS and chooses at the end how he wants to pay. This is self-explanatory.
- Has the choice to pay either by credit card or from his PRIVATE PayPal account if he holds one. Opening such an account by PayPal is free of charge (see [PayPal PRIVATE account](#)) and no transaction fees for the payment of EMS competition participations are charged to the Athlete (the Organiser pays).
- If he chooses to pay by credit card, the PayPal system will request his contact details (address, phone, email, etc.) but if he has a PayPal PRIVATE account, he will not have to provide all these information which are already stored in the PayPal system. It is therefore an advantage for the Athletes to hold a PayPal PRIVATE account.
- The Athlete can also pay separately at a later date by clicking the blue "Pay" button on his "My Competition" list in the Member Section.



### General information:

- All payments are processed directly between the Athlete and the Organiser, the IWWF is not a party of those payment transactions and has no access to the details of the payments that the Organiser receives. All payment

links are provided solely for the convenience of the Athlete and Organiser, who are solely responsible for all transactions.

- Refunds (full or partial) if accepted by the Organiser, must be handled directly between the Athlete and the Organiser, through PayPal or otherwise. The IWWF/EMS is not involved in any refund negotiation and/or transaction.
- Family payments (for groups with EMS family accounts) are possible.
- Federation group payments are also possible.

- PayPal sends automatically a payment receipts by email to the Athlete and the Organiser once the payment is done.
- Should an invoice be requested by the Athlete, the Organisers can issue it in the PayPal system.
- Most IWWF Event Organisers are non-profit associations exempt from taxes. However, some Schools/Cableway Operators working on a profit basis may need to include local taxes (VAT, sales taxes, etc.) in their competition prices, according to their local laws and regulations. But as mentioned in the paragraph 2 above, The IWWF declines any involvement/responsibility in tax issues.

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The EMS Team

## ATTACHMENT 1

The screenshot displays the IWWF website interface for a specific competition. The browser address bar shows the URL: <http://iwwfscqbiteq.com/Staging/Organizer/EditCompetition?id=ccf-55a4-2a28-44a5-9618-2ba74f8015bc>. The page title is "Frei's Barefoot Finance Test - 22SUI032".

The left sidebar contains a navigation menu with the following items: My Profile, Federations, Athletes, Members & Officials, Sites, Ranking Lists, My Competitions, My Jury Panels, Competitions, My Users, Licenses, Tools, News, Options, and Staging.

The main content area is divided into two columns:

- Competition Details:**
  - Discipline: Barefoot
  - Competition Type: International competition
  - Code: 22SUI032
  - Name: Frei's Barefoot Finance Test
  - Country: Switzerland
  - Site: Bourg-en-Bresse Exo01 La Rena
  - Start Date: 30/12/2022
  - End Date: 30/12/2022
  - Buttons: Upload Files and Bulletins, Competition Logo
- Event Details:**
  - Slalom (Has part/ons): 2
  - Tricks (Has part/ons): 2
  - Jump (Has part/ons): 2
  - Homologation: Record Capability
  - Age group category: IWWF
  - Options: -10, -8, -12, Dau, Jum, -23, Open (Has part/ons), Se1 (Has part/ons), Se2, Se3, Se4
  - Has Divisions?:
  - Open to foreign Skiers?:

An orange arrow points to a green button labeled "Scoring Software Pass Code" in the top right corner of the main content area. The top right header includes "Go to EMS Public", "peter.frei@freipw.ch", and "Logout".

ATTACHMENT 2

The screenshot shows the IWWF website interface for a competition titled "Frei's Waterski Finance Test - 24SUI037". The user is logged in as "albert.frei27@gmail.com". The "Finances" tab is active, and the "Settings" sub-tab is selected. A red arrow points to the "Activate Finances" checkbox, which is currently unchecked. Other settings include "Automatic Late Entry Fee" (unchecked), "Currency Code" (set to USD), and "User Access" (set to "Only confirmed 'Members & Officials' Users allowed"). A "Save" button is visible at the bottom of the settings form.

ATTACHMENT 3

The screenshot shows the IWWF website interface for a competition titled "Frei's Barefoot Finance Test - 22SUI032". The user is logged in as "albert.frei27@gmail.com". The "Finances" tab is active, and the "Competition Fees/Pricelist" sub-tab is selected. An orange arrow points to the "Settings" sub-tab. Below the sub-tabs is a table listing various fees and items.

Code	Type	Name	#	Is Mandatory	Comments	Amount
* 1000	Entry Fees	Competition Entry Fee		<input checked="" type="checkbox"/>	Officials 1/2/3 Events	CHF 0.00
* 1020	Entry Fees	Entry Fee 1 Events		<input checked="" type="checkbox"/>	Individual	CHF 100.00
* 1030	Entry Fees	Entry Fee 2 Events		<input checked="" type="checkbox"/>	Individual	CHF 120.00
* 1040	Entry Fees	Entry Fee 3 Events		<input checked="" type="checkbox"/>	Individual	CHF 130.00
* 2010	Late Fees	Late Entry Fee	3	<input type="checkbox"/>		CHF 20.00
* 3090	Official Training / Practice F...	Team Practice Fee	8	<input type="checkbox"/>	6 slalom/ 3 jumps / 10' tricks	CHF 30.00
* 4010	Other	Meals	9	<input type="checkbox"/>	Dinner Saturday normal	CHF 35.00
* 4010	Other	Meals	5	<input type="checkbox"/>	Dinner Saturday Vegetarian	CHF 35.00
* 4020	Other	T-Shirt	2	<input type="checkbox"/>	Size L	CHF 15.00
* 4020	Other	T-Shirt	1	<input type="checkbox"/>	Size XL	CHF 15.00
* 4020	Other	T-Shirt		<input type="checkbox"/>	Size S	CHF 15.00
* 4020	Other	T-Shirt		<input type="checkbox"/>	Size M	CHF 15.00



ATTACHMENT 4

**Athlete Participation Info**

Athlete: Frei Andreas Code: SUI982014816

Participations: S - Open

Participation Fees

Product	Qty	Price	Disc	Total
1030 - Entry Fee 2 Events (Entr...	1	CHF 150.00	0.00%	CHF 150.00
4020 - T-Shirt (Other) Size XL	2	CHF 20.00	0%	CHF 40.00
4010 - Meals (Other) Dinner Saturda...	1	CHF 25.00	100%	CHF 0.00
4010 - Meals (Other) Dinner Saturda...	1	CHF 25.00	0%	CHF 25.00
				<b>CHF 215.00</b>

ATTACHMENT 5

**Participation Fees**

**Mandatory**

Product	Qty	Price	Total
1020 - Entry Fee 1 Events (Entry Fees) Family...	1	CHF 80.00	CHF 80.00
1020 - Entry Fee 1 Events (Entry Fees) Indivi...	1	CHF 100.00	CHF 100.00
1030 - Entry Fee 2 Events (Entry Fees) Family...	1	CHF 110.00	CHF 110.00
1030 - Entry Fee 2 Events (Entry Fees) Indivi...	1	CHF 120.00	CHF 120.00
1040 - Entry Fee 3 Events (Entry Fees) Family...	1	CHF 110.00	CHF 110.00
1040 - Entry Fee 3 Events (Entry Fees) Indivi...	1	CHF 130.00	CHF 130.00

**Optional**

Product	Qty	Price	Total
3090 - Team Practice Fee (Official Training / ...	1	CHF 30.00	CHF 30.00
4010 - Meals (Other) Dinner Saturday normal	1	CHF 35.00	CHF 35.00
4010 - Meals (Other) Dinner Saturday Veget...	1	CHF 35.00	CHF 35.00
4020 - T-Shirt (Other) Size L	1	CHF 15.00	CHF 15.00
4020 - T-Shirt (Other) Size XL	1	CHF 17.00	CHF 17.00

Total Amount: **CHF 210.00**

ATTACHMENT 6

My Competitions

+ New Participation

Show 10 entries Search: 23sui032

Competition Date	Competition Name	Discipline	Category	Event	Country	Code	Paid	Participation Status
03/12/2022	Ski Dream Challenge test	Waterski	Open	Slalom	SUI	23SUI032	No	Accepted

Showing 1 to 1 of 1 entries (filtered from 20 total entries)

ATTACHMENT 7

Frei's Barefoot Finance Test - 22SUI032

Competition Details Jury Panel Participations **Payments** Results Download File Livestreaming URL Attachments Emails Finances

Competition Fees/Pricelist Fees per Participation **Payments** Settings

Payment DateTime	Code	Country	Amount	Form of Payment	Comments
07/08/2022 12:30	T100032	AUT	CHF 500.00	Bank Transfer	Paid by Federation
31/09/2022 08:33	T100035	SUI	CHF 80.00	Cash	
31/08/2022 08:47	T100036	SUD	CHF 40.00	PayPal	
31/08/2022 08:49	T100037	SUI	-CHF 40.00	Cash	
31/08/2022 08:53	T100038	SUI	CHF 120.00	CreditCard	
02/09/2022 09:15	T100039	SUI	CHF 50.00	PayPal	Paid by Participant: overpayment
18/10/2022 05:54	T100041	SUI	CHF 140.00	Cash	
18/10/2022 06:02	T100042	SUI	CHF 180.00	Cash	
18/10/2022 06:31	T100043	SUI	CHF 100.00	Cash	
18/10/2022 06:31	T100044	SUI	CHF 100.00	Bank Transfer	Refund
18/10/2022 07:01	T100045	SUI	-CHF 30.00	PayPal	Refund to much paid
18/10/2022 07:24	T100046	SUD	-CHF 20.00	PayPal	Refund

ATTACHMENT 8

Frei's Barefoot Finance Test - 22SUI032

Competition Details | Jury Panel | **Participations** | Startlist | Results | Download File | Livestreaming URL | Attachments | Emails | **Finances**

Competition Fees/Pricelist | **Fees per Participation** | Payments | Settings

Country	Athlete	Code	Events	Fees	Credit	Balance	Status	Transaction Code
AUT	Ahammer Elena	AUT022017535	1	CHF 100.00	CHF 136.25	-CHF 36.25	Paid	T100032
AUT	Ahammer Vincent	AUT352019270	1	CHF 135.00	CHF 171.25	-CHF 36.25	Paid	T100032
GER	Bonnemann Carlotta	GER652012761	1	CHF 200.00	CHF 195.00	CHF 5.00	Partially Paid	
SUI	Frei Albert	SUI982014733	1	CHF 20.00	CHF 20.00	CHF 0.00	Paid	More
SUI	Frei Alois	SUI982014622	1	CHF 200.00	CHF 0.00	CHF 200.00	Unpaid	
SUI	Frei Andreas	SUI982014816	1	CHF 120.00	CHF 140.00	-CHF 20.00	Paid	T100041
SUI	Frei Bob	SUI982014616	3	CHF 195.00	-CHF 110.00	CHF 305.00	Unpaid	T100038
SUI	Frei Catherine	SUI982014633	1	CHF 120.00	CHF 120.00	CHF 0.00	Paid	T100053
SUI	Frei Jakob	SUI982014736	2	CHF 165.00	CHF 0.00	CHF 165.00	Unpaid	
SUI	Frei Julien	SUI982014618	1	CHF 120.00	CHF 0.00	CHF 120.00	Unpaid	
				CHF 1,865.00	CHF 1,475.00	CHF 390.00		

ATTACHMENT 9

Competition Details | Jury Panel | **Participations** | Startlist | Results | Download File | Livestreaming URL | Attachments | Emails | Finances

+ New Participation | Export participations

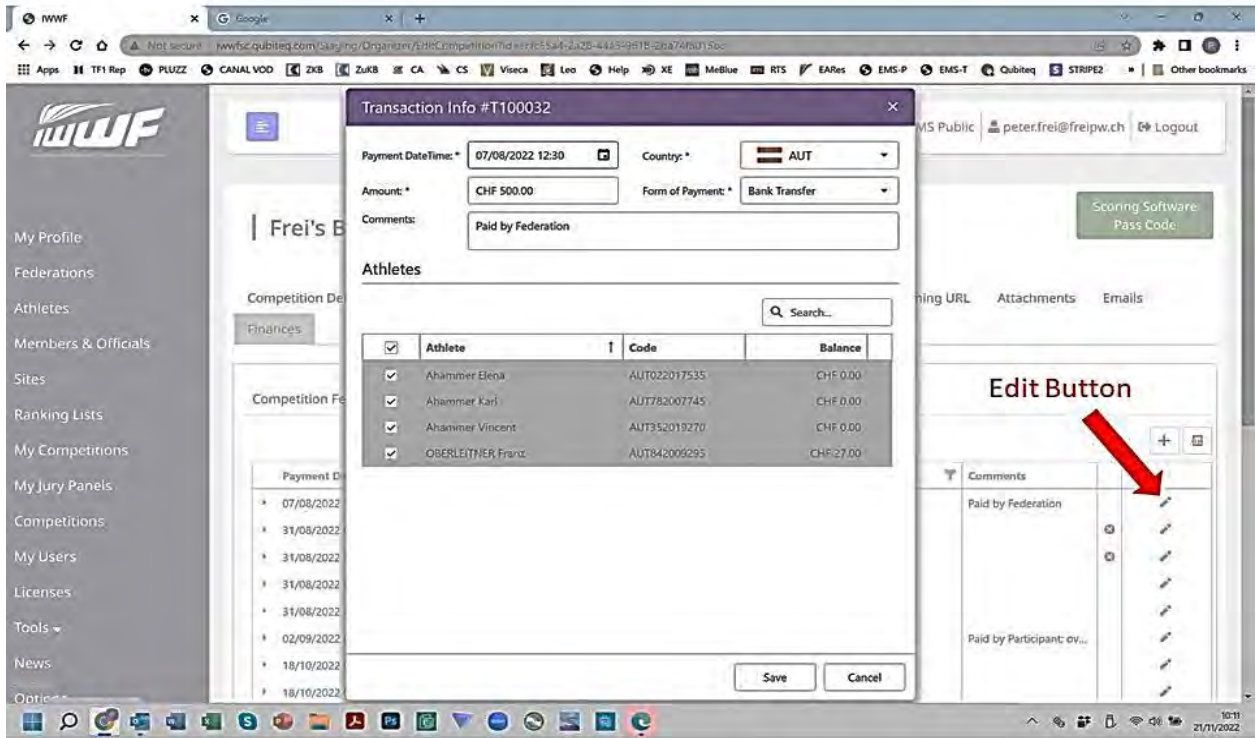
Approved Participations

Show 50 entries

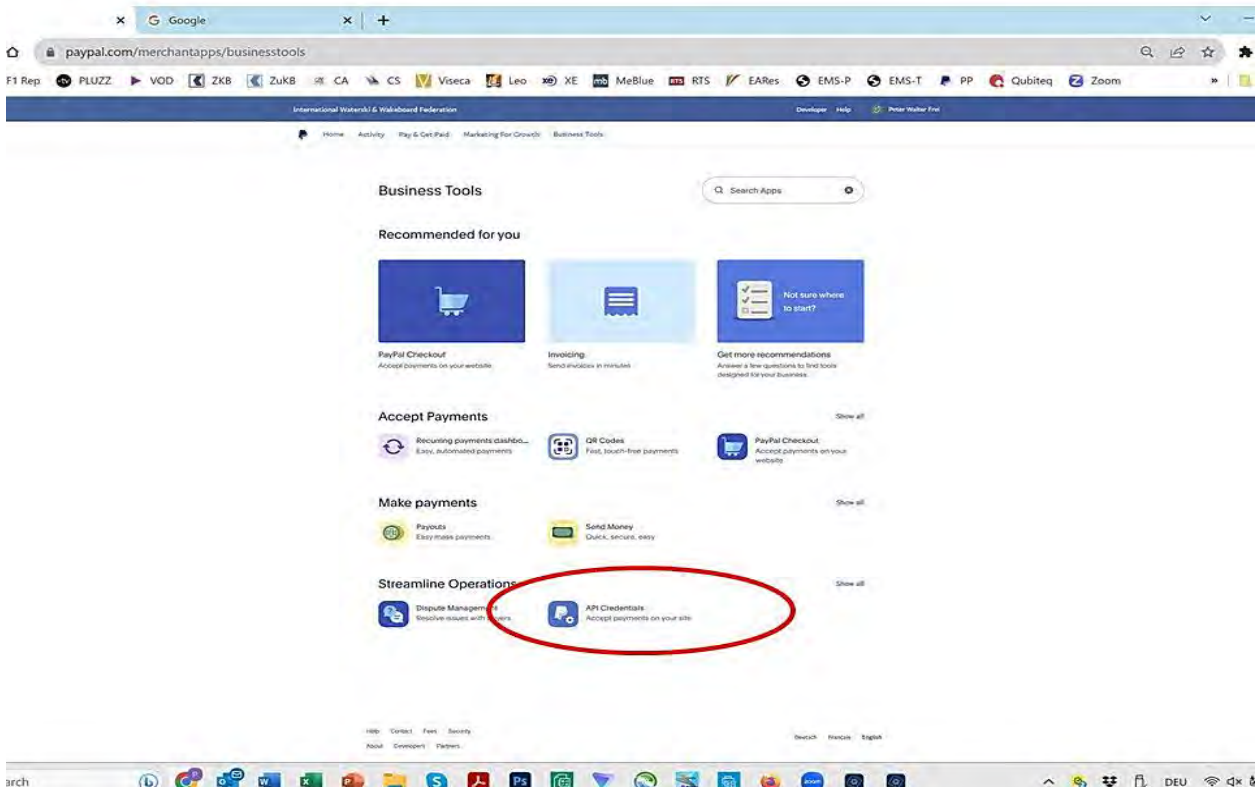
Athlete	Country	Category/Age	Birth Date	Event	Participation Status	Paid	Entry Date
AHAMMER Karl (AUT782007745)	AUT	Open M (53)	01/01/1969	Slalom	Accepted (IP)	Yes	18.11.2022 23:07
AHAMMER Vincent (AUT352019270)	AUT	Open M (17)	01/01/2005	Slalom	Accepted (IP)	Yes	15.11.2022 20:53
BONNEMANN Carlotta (GER652012761)	GER	Open F (23)	01/01/1999	Slalom	Accepted (IP)	Partial	25.10.2022 20:59
FREI Albert (SUI982014733)	SUI	Open M (25)	02/10/1997	Slalom	Accepted (IP)	Yes	07.08.2022 14:40
FREI Alberto (SUI982014637)	SUI	Open M (16)	01/04/2006	Slalom	Accepted (IP)	No	16.11.2022 10:11
FREI Alois (SUI982014622)	SUI	Open M (20)	01/04/2002	Slalom	Accepted (IP)	No	10.11.2022 18:25
FREI Balz (SUI222017496)	SUI	Se4 M (71)	01/09/1951	Slalom	Accepted (IP)	Yes	14.11.2022 21:16
FREI Bernadette (SUI982014632)	SUI	Open F (19)	01/04/2003	Slalom	Accepted (IP)	No	14.11.2022 20:27



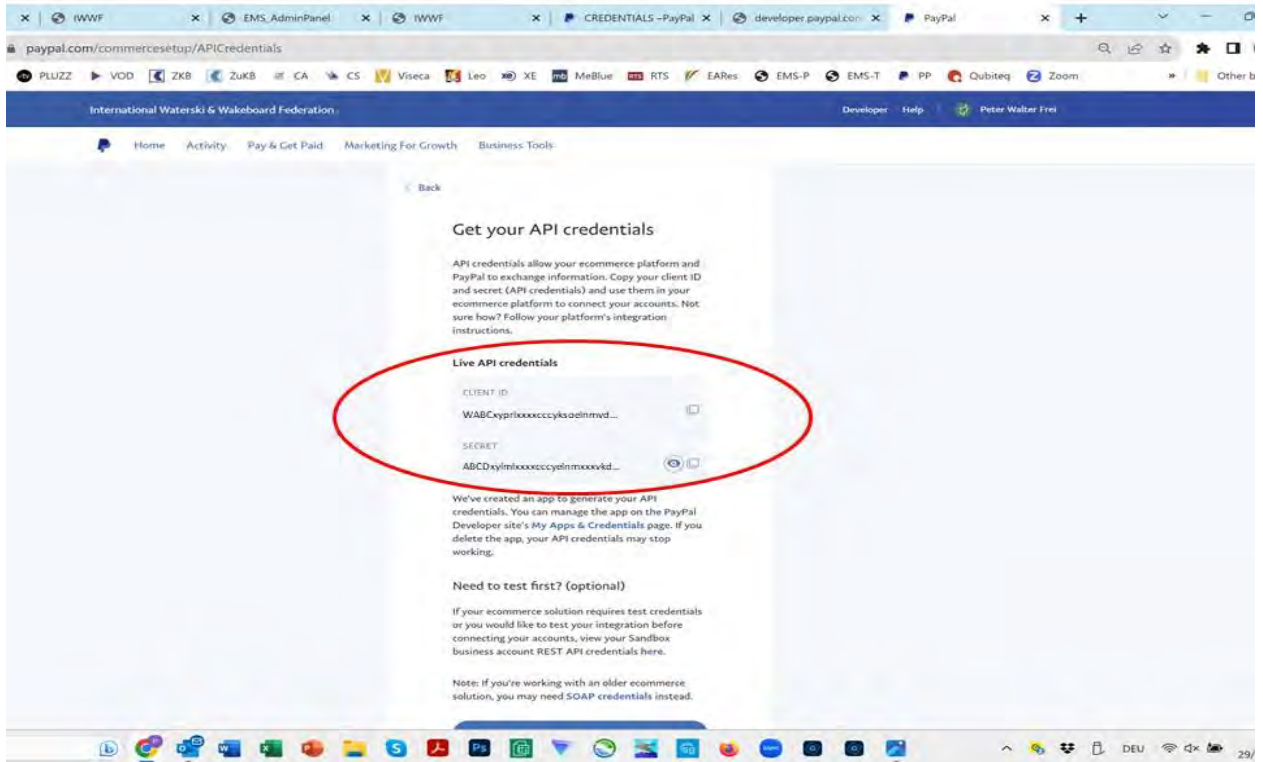
ATTACHMENT 10



ATTACHMENT 11



ATTACHMENT 12



ATTACHMENT 13

