



Event Management System

Newsletter #26

March 24, 2024

Sent to the EMS Federation Administrators

Missed the previous Newsletters? See <https://ems.iwwf.sport/Home/News>

IWWF Directories Maintenance

Federation Directory – Update your Federation contact information

The IWWF Office has asked the Federation Presidents to ensure that their Federation's profile is complete, accurate and up to date in the EMS Federation Directory <https://ems.iwwf.sport/Federation> . It is important not only for the public, sponsors, media, etc. but for the internal communication within the IWWF Community since the EMS Federation database is the base for all IWWF mailings to IWWF Federations. We therefore kindly ask you to update your Federation contact information in the **Member Section**:

- 1) On the Federation Menu item, update your:
 - Federation's address
 - Federation's Email
 - Federation's Phone (with country code +XX)
 - Federation logo (should be a .jpg file, maximum 3MB)
 - Website, Facebook, Instagram links if any (with http:// at front)
- 2) In the Member & Official Menu item, create/update your responsible persons and their functions (scroll down to the bottom on the profile, click on the "+Add Function" button and scroll down on the function list to the bottom where you will find the "Federation Functions"):
 - Federation President (please indicate "Start Date")
 - Federation Vice-President(s)
 - Federation Secretary General
 - Federation Treasurer
 - Federation Staff (for any further person who should receive communications from the IWWF)

Competition Sites Directory – Update your Sites information

The EMS "Sites" Directory <https://ems.iwwf.sport/Site> also needs to be maintained by the Federation Administrators. We therefore kindly ask you to update the Competition Sites of your country in the **Member section** with the following data:

- Contact name
- Address
- Phone (with country code +XX)
- Email
- Location details
- Website, Facebook & Instagram links if any (with http:// at front)
- Picture of the site (should be a .jpg file in **landscape format**, maximum 3MB).

These data automatically appear under "Sites" in the EMS public section, together with the list of competitions that are organized on the site. It is therefore interesting for potential skiers/riders to reach your clubs and schools.

Athletes Directory - Remind your Athletes to update their EMS profile

Please ensure that all your athletes participating in World or Confederation Events (World and Confederation Championships, World Cups, World Games, Pro Tour, etc.) are invited as EMS Users in the IWWF EMS system and have updated their IWWF EMS Athlete's profile with pictures and their bio information (Hobbies, Training Site(s), Coach(es), Sponsors, etc.). This is mandatory: the IWWF Media Team needs this information for the Event speakers. Thanks for your understanding and support.

Event Calendar - A competition is cancelled?

In the interest of the participants, please remind the Event Organiser to cancel it in EMS (click the red button at the bottom of the "competition details" page) to release the single IWWF licenses for another competition. If they don't cancel it in EMS, the single IWWF licenses will remain redeemed to this cancelled competition and will therefore be lost for the participants.

We thank you in advance for your help. For any question, please contact Bernhard Kosch b.p.kosch@gmail.com

The EMS Team

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