

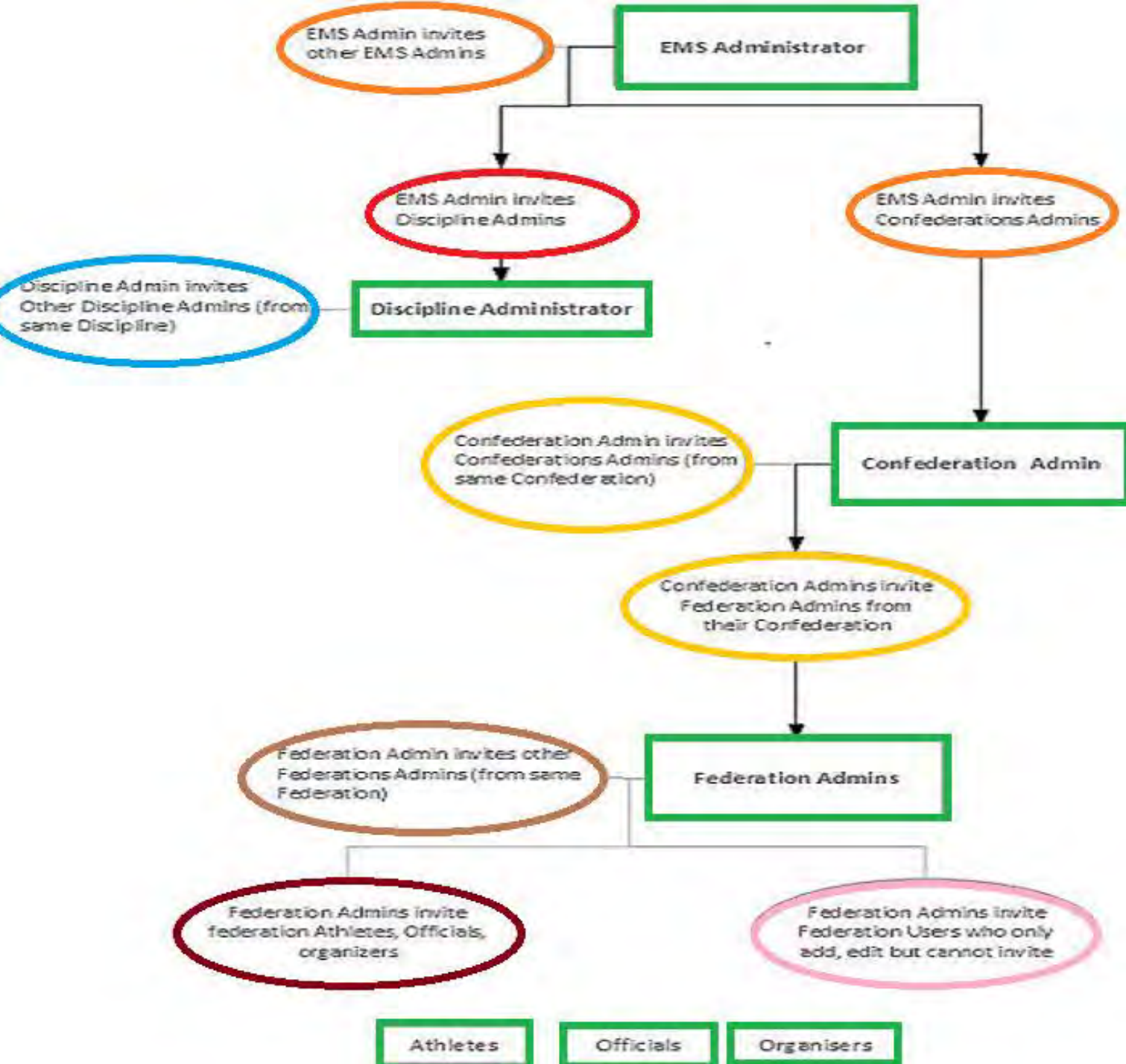


*International Waterski & Wakeboard Federation*

# IWWF EMS **GUIDELINE**

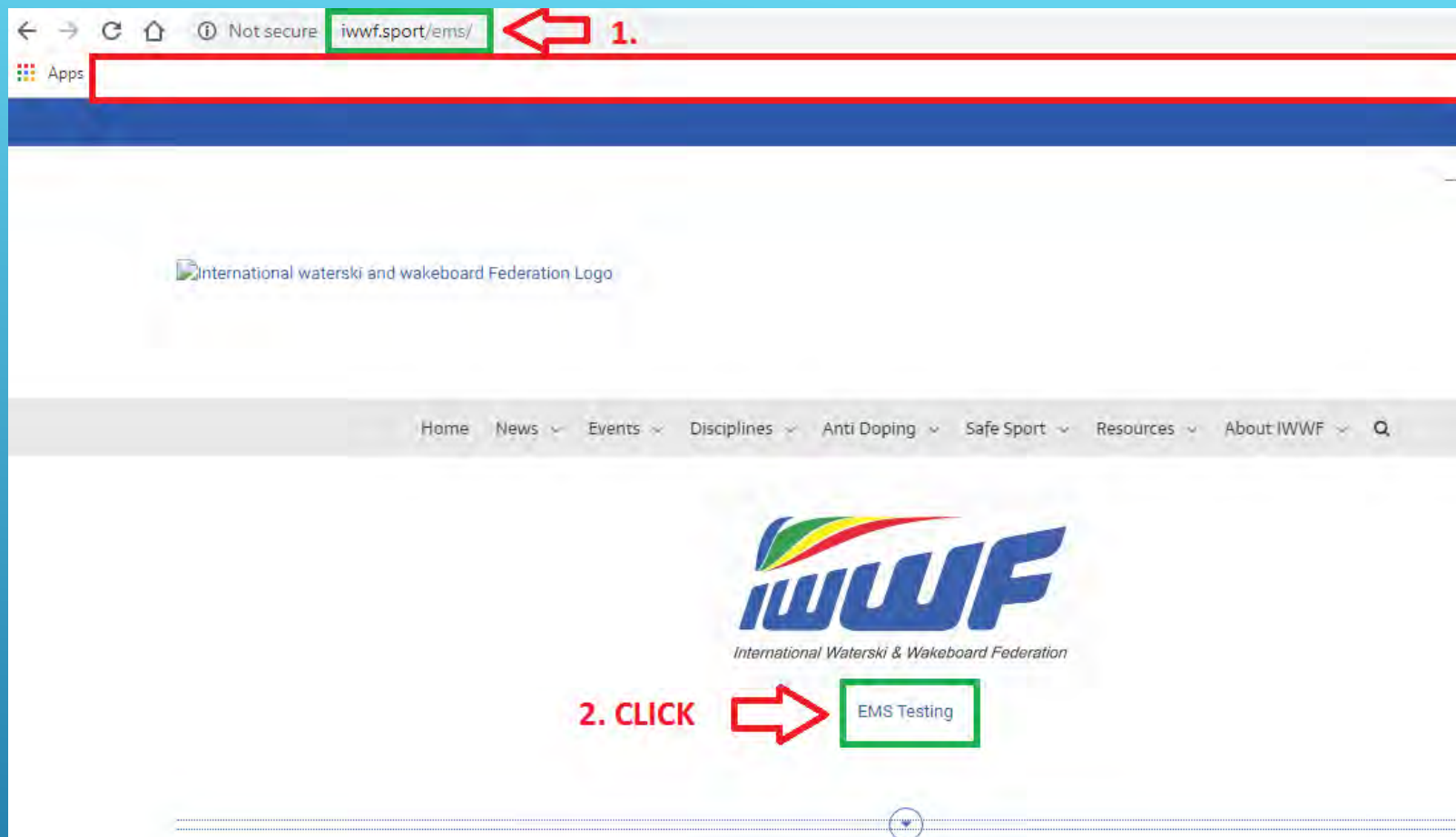
International Waterski and Wakeboard Federation  
Event Management System

Version 1 / EMS Administrators



# EMS PROCESS CHART & ADMINISTRATION LEVELS

EXPLAINS WHO WILL  
GRANT ACCESS  
RIGHTS



## WHERE TO LOG IN

1. WEBSITE ADDRESS – [IWWF.SPORT/EMS](http://iwwf.sport/ems/)

2. CLICK – EMS TESTING

1

2

3

Calendar & Results

Member Login

### Calendar

Filters

Date	Discipline	Homologation	Name	Site	Country	Code
25/28 Oct 2019	Waterski	L	20th MICHAILIDIS MASTERS	KAIAFAS LAKE ZAHARO	GRE	-

# LOGIN


1. WEBSITE ADDRESS (WILL BE CHANGED)
2. EMS MAINPAGE (HOME)
3. MEMBER LOGIN

## Login

Email

1 

Password

2. 

Remember me?

3.

1. YOUR EMAIL ADDRESS
2. YOUR PASSWORD
3. CLICK LOG IN



International Waterski & Wakeboard Federation

## Event Management System

[Calendar & Results](#) [News](#) [Athletes](#) [Officials](#) [Sites](#) [Federations](#) [EMS Contact](#) [Home](#)

### Login

Email

admin@qubiteq.com

Password

.....

Remember me?

Log in



4.

3.

Admin Qubiteq | admin@qubiteq.com | Logout

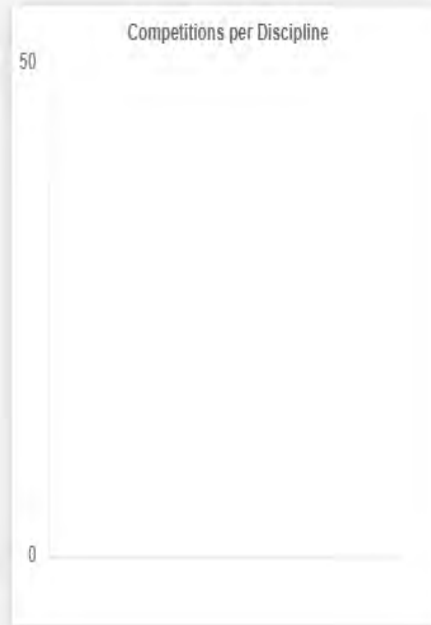
TOTAL ATHLETES

13474



TOTAL COMPETITIONS (CURRENT YEAR)

0



MY ROLES

EMS Administrator

MAINPAGE (AS ADMINISTRATOR)

1. LOGGED ROLE
2. DASHBOARD (HOMEPAGE)
3. DETAILS OF LOGGED USER
4. BUTTON TO CLOSE/OPEN LEFT SIDEBAR

WILL BE UPDATED !



## Member Section

Waterski  
Administrator

Dashboard **Mainpage**

Federations

Athletes 1.

Members 2.

Competitions 3.

My Users 4.

  Hide Left Sidebar

User Details

Waterski Admin

waterski@qubiteq.com

 Logout

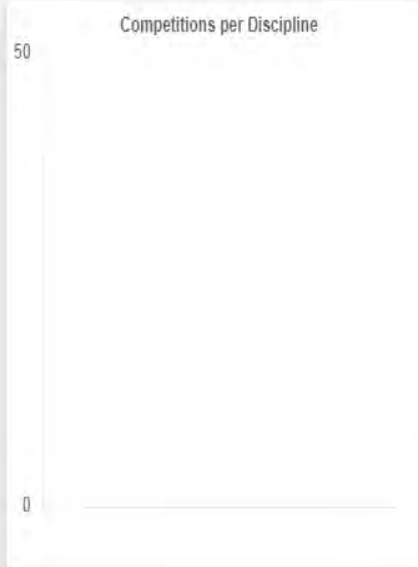
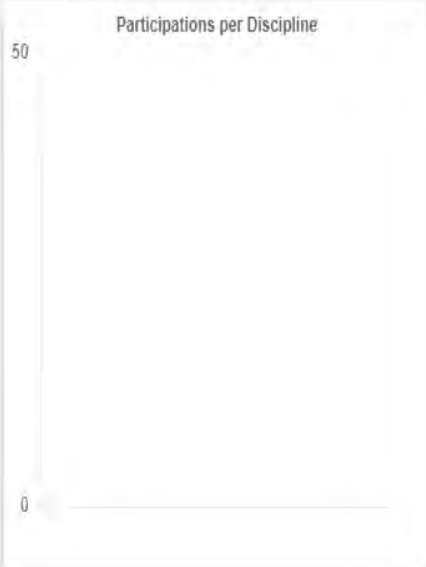
TOTAL ATHLETES

149



TOTAL COMPETITIONS (CURRENT YEAR)

0



MY ROLES

Discipline Admin

LOGGED AS WATERSKI  
ADMINISTRATOR  
(SAME VIEW FOR ALL)

1. FEDERATIONS
2. ATHLETES DATABASE
3. OFFICIALS DATABASE
4. COMPETITIONS
5. LIST OF USER





## Member Section

Barefoot Administrator

2.

Dashboard

Federations

Athletes

Members

Competitions

My Users



1.

Barefoot Admin | barefoot@qubiteq.com

Logout

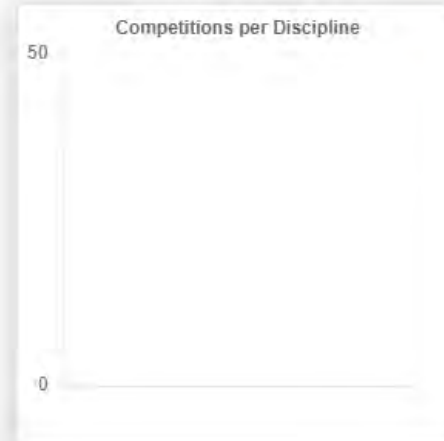
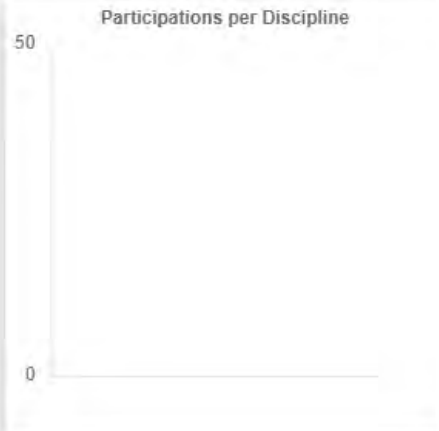
TOTAL ATHLETES

0



TOTAL COMPETITIONS (CURRENT YEAR)

0



MY ROLES

Discipline Admin

LOGGED IN BAREFOOT ADMINISTRATOR

**Athletes** **MANDATORY** As In Official ID or Passport

Invitation (by email) Mandatory To Get Athlete Rights To Register Events

Status	Country	Athlete's Id	Gender	Name	Disciplines
Active	DEN	DEN062012619	M	AAGAARD JOLVER Peter Zakarias	<a href="#">Invite to EMS</a>
Active	NOR	NOR712011207	M	AAL Cato	<a href="#">Invite to EMS</a>
Active	FIN	FIN292007729	F	AARIKKA Heidi	<a href="#">Invite to EMS</a>
Active	NED	NED302000001	M	AARTSEN Bas	<a href="#">Invite to EMS</a>
Active	NED	NED402000127	M	AARTSEN Marcel	<a href="#">Invite to EMS</a>
Active	FIN	FIN272000002	M	AARTSEN Evert	<a href="#">Invite to EMS</a>
Active	FIN		M	AARTSEN JR Evert	<a href="#">Invite to EMS</a>
Active	FIN	FIN242000003	M	AARTSEN JR. Evert	<a href="#">Invite to EMS</a>

Click Name See Details

## ATHLETES DATABASE

1. STATUS
2. COUNTRY
3. ATHLETE ID (MANDATORY FIELD)
4. GENDER
5. ATHLETE NAME (SURNAME + FIRST NAME) – AS OFFICIAL ID OR PASSPORT
6. INVITE TO JOIN EMS (EMAIL ADDRESS IS NEEDED)

## Athlete's Profile



A circular profile picture of a person wakeboarding is shown on the left, with a red arrow pointing to it from the left. To its right is a green-bordered box containing the text: "AARTSEN Evert", "FIN272000002", and "1967 (52)". A red arrow points from this box to the right. On the far right is another green-bordered box containing a blue plus sign and the text "FIN". A red arrow points from the plus sign box to the right.

## Athlete's Results

ATHLETE DATA (UPDATE BY ATHLETE AND/OR FEDERATION)

RESULTS SECTION WILL BE ADDED



## Member Section

Barefoot  
Administrator

Dashboard

Federations

Athletes

**Members**

Competitions

My Users



Barefoot Admin | barefoot@qubiteq.com

Logout

### Members

+ New Member

← Add New Barefoot Official

Show 10 entries

Search:

Country	Code	Gender	Name	Disciplines/Functions			
	AUT	M	Mr Christian Antos	- President	Edit	Delete	Invite to EMS
	AUT	M	Mr Bernhard Kosch	- Secr. Gen	Edit	Delete	Invite to EMS
	AUT	M	FENZL Martin	WSKI- J2	Edit	Delete	Invite to EMS
	AUT	M	GUSENBAUER Jorg	WSKI- D1	Edit	Delete	Invite to EMS
	AUT	F	KUHN Claudia	WSKI- J2	Edit	Delete	Invite to EMS

DISCIPLINE ADMINISTRATOR CAN

1. ADD OFFICIALS

2. DELETE OFFICIALS

3. EDIT OFFICIALS

4. INVITE OFFICIALS TO JOIN EMS

# Member Section

Waterski  
Administrator

Dashboard

Homepage

Federations

Athletes

Members

Competitions

My Users

## Members

+ New Member

Add New Official

1. Disciplines & Qualifications
2. Edit Official Data
3. Delete Data
4. Invitation Mandatory for Register To Panels

Show 10 entries

Name As Official ID or Passport

Search:

Country	Code	Gender	Name As Official ID or Passport	Disciplines/Functions			
	GBR	M	CAMPBELL Ian	WSKI- D1	Edit	Delete	Invite to EMS
	GBR	M	CISE Tony	1.	2.	3.	4.
	GBR	M	COLLINS Roy	DIS- J2D WSKI- J2	Edit	Delete	Invite to EMS
	GBR	M	COLLINS Peter	WSKI- H1	Edit	Delete	Invite to EMS
	GBR	F	COLLINS Audrey	WSKI- S1	Edit	Delete	Invite to EMS
	GBR	M	DAVIES Peter	DIS- H1 WSKI- H1 D2 J2*	Edit	Delete	Invite to EMS
	GBR	F	ELLIS Claire	WSKI- J2	Edit	Delete	Invite to EMS

# MEMBERS (OFFICIALS) DATABASE



## Member Section

Barefoot  
Administrator

Dashboard

Federations

Athletes

Members

Competitions

My Users



Barefoot Admin

barefoot@qubiteq.com

Logout

## Competitions

Filters

Click here see more



+ New Competition



Add New Competition

Can Approve Or  
Reject Competition

Show 10 entries

Search:



Country	Code	Discipline	Homologation	Name	Start Date	End Date	Submission Date	Status
No data available in table								

Showing 0 to 0 of 0 entries

Previous

Next

DISCIPLINE ADMINISTRATOR CAN:

1. ADD COMPETITION
2. APPROVE COMPETITION
3. EDIT COMPETITION
4. REJECT COMPETITION



## Member Section

Barefoot  
Administrator

Dashboard

Federations

Athletes

Members

Competitions

My Users



Barefoot Admin | barefoot@qubiteq.com

Logout

## Competitions

Search Criteria Select Any Field and Find Competitions



### Filters

Competition Name

Code

Automatic



Discipline

Barefoot

Competition Type

Date From

Date Till

Country

Homologation

Search

Reset all



Click Search

+ New Competition



Add New Competition

# HOW TO FIND AND ADD COMPETITION

## Member Section

### Barefoot Administrator

[Dashboard](#)[Federations](#)[Athletes](#)[Members](#)[Competitions](#)[My Users](#)

## Create Competition

Discipline

Barefoot

Next

3. CLICK

1. SELECT DISCIPLINE

Competition Type

-

-

National competition

National Championships

International competition

Confederation Championships

World Championships

2. SELECT TYPE OF EVENT

# CREATE A COMPETITION – STEP 1



Create Competition

Added Automatically

WILL BE AUTOMATIC

Competition Details

Discipline: Barefoot  
 Competition Type: International competition  
 Code: [Empty]

Name: [Empty]

Country: [Dropdown]  
 Site: [Dropdown]

Start Date: [Empty] End Date: [Empty] Homologation: [Dropdown]

Upload Files: Choose file No file chosen

Competition Logo: Choose file No file chosen

Competition CV

Organiser "own story"

Events / Age Categories

Select

slalom  tricks  jump  
 [Dropdown] [Dropdown] [Dropdown]

U17  Open  35+

Open to foreign Skiers?

CashPrize?

Towboat Make and Model: [Empty]

Remarks: [Empty]

Bulletin To Add



Competition Logo To Be Used

Federation Contact Person

MANDATORY FIELDS TO FILL !!!

Organizer Contact Person

Name: [Empty]

Position: [Empty]

Email: [Empty] Mobile Phone: [Empty]

Name: [Empty]

Position: [Empty]

Email: [Empty] Mobile Phone: [Empty]

Back

Submit



WHEN READY, CLICK SUBMIT, IF SOMETHING IS MISSING, EVENT IS NOT SUBMITTED !!!

## Member Section

Barefoot  
Administrator

Dashboard

Federations

Athletes

Members

Competitions

My Users

### My Users

Show 10 entries

Search:

[Edit User Data](#)

Username	Roles	Email Confirmed	Invitation Sent	
	EMS Administrator EMS Discipline Admin Waterski Official Confederation Admin Europe	Yes	No	<a href="#">Edit</a>
test@qubiteq.gr	EMS Administrator EMS Discipline Admin Waterski Redactor EMS Confederation Admin Europe	Yes	Yes	<a href="#">Edit</a>
	EMS Administrator EMS Discipline Admin Waterski Redactor EMS	Yes	Yes	<a href="#">Edit</a>
disabled@qubiteq.com	Discipline Admin Disabled Ski	Yes	No	<a href="#">Edit</a>
	Discipline Admin Waterski Redactor EMS Confederation Admin Europe	No	Yes	<a href="#">Resend Invitation</a> <a href="#">Edit</a>
wakeboard@qubiteq.com	Discipline Admin WakeBoard	Yes	No	<a href="#">Edit</a>
barefoot@qubiteq.com	Discipline Admin Barefoot	Yes	No	<a href="#">Edit</a>
disciplineAdmin@test.com	Discipline Admin Waterski	No	No	<a href="#">Resend Invitation</a> <a href="#">Edit</a>
cableski@qubiteq.com	Discipline Admin Cableski	Yes	No	<a href="#">Edit</a>

**User has not responded to Invitation**

DISCIPLINE ADMINISTRATOR CAN:

1. ADD USER

2. EDIT USER

3. INVITE NEW USER / RE-SEND INVITATION

4. SEE USER DETAILS – EMAIL & ACCESS RIGHTS



### Edit User Roles

Email

First Name

ALL FIELDS ARE MANDATORY

Last Name

### Available Roles

<input checked="" type="checkbox"/> Discipline-Admin	-
--	---



Drop down (Barefoot)

Back

Update



Remember click !!!

# DISCIPLINE ADMINISTRATOR EDIT USER