



EMS ROLES and PROCEDURES V2 2025

1) ATHLETES PROCEDURES

Athlete's personal page (edited by Athlete)

Go to member Section

- Enter EMS with username and password
- Go to My Profile
- Changes can be made only for Contact Details (address, phones, mail/ social media, general), portrait picture, action pictures and the Athlete's Information
- By clicking the "Public" checkbox the relevant data becomes Public and can be seen by all
- Press Update

Athlete's registration to competitions (edited by Athlete)

Go to member Section

- Enter EMS with username and password
- Go to My Competitions
- Press new participation
- Choose a Competition (easy search with filters) and select the competition you want to participate (registration can be made only for future competitions).
- Cannot register to Titled Events (only possible by Federation)
- Cannot register to Entry Type Invitational (only possible by Organiser)
- Click on the desired event and age category
- Press Submit Participation
- After submitting a participation request, athlete can edit or cancel his participation and an automated email will be sent to competition contact
- When Organisers collecting Competition Fees (entry fees, practice, meals, etc.) through the EMS Finance function the Athlete can do the payment through a PayPal account or a credit card
- Can see his Competition Participations in the past and in future. Titled Events only from 15 days or younger before Competition start date because of confidentiality reasons.

Procedures for Athlete's application to participate in a competition

After Athlete's application:

- Athlete's application accepted by default by Organiser user and athlete is automatically entered in competition file and athlete can see his participations
- If the Organiser sets an Entry Deadline or a limit of Participants, the registration will be put on the Waiting List and it is up to the Organiser to accept/reject the participation

2) OFFICIALS PROCEDURES

Official's personal page (edited by Official)

Go to member Section

- Enter EMS with username and password
- Go to My Profile
- Changes can be made only for Contact Details (address, phones, mail/ social media, general), portrait picture, the General, the Website and Optional Fields sections
- By clicking the "Public" checkbox the relevant data becomes Public and can be seen by all
- Press Update and then logout
- Official can see his Official levels assigned but cannot change them

Official's registration to Jur Panel of a competition

Go to member Section

- Enter EMS with username and password
- Go to My Jury Panels
- Press new participation
- Choose a Competition (easy search with filters) and select the competition you want to participate (registration can be made only for future competitions)
- Click on the desired Duty
- Press Submit Participation
- After submitting a participation request, official can edit or cancel his participation
- If invited by Organiser, Federation User, Discipline Admin, the Official can accept or reject the invitation

3) FEDERATIONS PROCEDURES

Roles of the Federation User

- Can create/update his Profile
- Can update his Federation Directory
- Can create/update Athletes & Officials
- Can assign national Official functions to Officials (exception Barefoot). International functions can only be created/updated by Discipline Admin
- Can merge Athletes & Officials
- Can create/update Competitions
- Can create/update Sites
- Cannot invite Athletes, Members & Officials
- Cannot assign User roles
- Approval of Competitions:
 - Disciplines Barefoot, Cableski, Disabled, Waterski: Can approve all Homologation Classes except Ranking List and Titled Events
 - Wakeboard Boat & Wakesurf: Can approve all Homologation Classes 1 & 2 but not 3 to 6 (only by Discipline Admin)
 - Cable Wakeboard: Cannot approve any national & international Homologation Classes (only by Discipline Admin)
 - For Approval scroll down to the bottom on the Competition Details and press the Approve or Reject Competition button
- Approval of Officials requesting Participations in the Jury Panel of a competition:
 - Barefoot, Cableski, Disable, Wakesurf, Wakeboard Boat, Waterski disciplines: Can approve all Jury Panel requests from Officials except for Titled Events

- Cable Wakeboard: Can approve requests to National Competitions but not to international competitions 1 to 6 Stars
- For Approval press the Jury Panel tab/section on the Competition Details and press the Accept or Reject button

Roles of the Federation Admin

- Can create/update his Profile
- Can view Athletes but not update
- Can view Officials but not update
- Can invite Users and assign User roles

Roles of a Member

- Can create/update his Profile
- As the Lead for a Group or Family account can act in the name of his Dependents
- But cannot execute any other function

Roles Federation Admin & User

- Can do all functions as per the Federation Admin & Federation User role above
- Can invite Athletes and Members & Officials as Users and assign roles

New athlete by Federation User

Go to Member Section

- Enter EMS with username and password
- Go to Athletes
- Go to New athlete
- Enter athlete's data and photo
- Press Create
- Athlete's IF will be automatically produced for all countries except AUS, CAN, COL, IWWF, NZL, USA

New National Official by Federation User

Go to Member Section

- Enter EMS with username and password
- Go to Officials
- Go to New Official
- Enter Officials data and photo
- Add Officials Function and dates
- Press Create: Officials ID will be automatically produced by EMS

New Competition by Federation User

Go to Member Section

- Enter EMS with username and password
- Go to Competitions
- Press New Competition (only future competitions can be created)
- Choose Discipline and Competition type
- Enter competition Details / events / categories/ contact information
- Press Submit. The Competition Code will be automatically produced by EMS
- Federation User can see all calendar competitions (with their details) but can only edit its own competitions
- For approval of Competitions see above

New Site by Federation User

Go to Member Section

- Enter EMS with username and password
- Go to Sites
- Press New Site
- Enter Site Details / name / code (max 8 characters ex. FRA12345 or GREPOROS) / location/ long & lat
- Press Create Site

Registration of Athlete to participate in a competition by Federation User

For national, international Competitions and Titled Events organized in another country:

- Enter EMS with username and password
 - Choose a competition, scroll down on the Competition Details
 - Click the New Participation button and then add an athlete of your Federation
 - When application is registered by Federation User, it is by default accepted (Organiser, Discipline Admin can reject this application)
 - If application is not rejected, then athlete is automatically entered in competition file and athlete can see his Participations

Invite Official to the Jury Panel of a Competition organized by the country of the Federation User

Go to Member Section with username and password

- Enter EMS with username and password
- Go to Competitions
- Choose a Competition (easy search with filters) and select the competition)
- Select the Jury Panel tab
- Press +Add/Edit Official
- Select the Official (easy search with filters) and select the competition you want to add an Official in the Jury Panel
- Click on the desired Duty
- Press Submit Participation: after submitting a participation request, the Federation User can edit or cancel his participation
- The Official receives an email and is requested to enter EMS and accept or reject his participation

4) ORGANISERS PROCEDURES

New Competition by Organiser

Go to Member Section

- Enter EMS with username and password
- Go to Competitions
- Press New Competition (only future competitions can be created)
- Choose Discipline and Competition type
- Enter competition Details / events / categories/ contact information
- Press Submit and automated email will be sent to Federation
- For International Competition, Federation Admin must approve.
- For National competitions approval is automatic.

- Federation Admin can edit and/or reject country's international competitions
- Discipline Admin can reject all own discipline international competitions
- Competition's code will be automatically produced when competition is approved.

Editing an approved Competition by Organiser

Go to Member Section

- Enter EMS with username and password
- Go to Competitions
- Choose Competition
- Edit competition Details / events / categories
- Press Submit and automated email will be sent to Federation
- All competitions must be approved by Federation User
- If the Homologation Class is Record Capability for the disciplines Barefoot, Cableski, Disabled or 3 to 6 Stars for Wakeboard Boat and Wakesurf, 1 to 6 Stars national or international for Cable Wakeboard, the Discipline Admin must approve it
- Organiser can only edit his own competitions. If one of the data fields Start/End Date, Homologation Class or Site is changed, the approval of the Federation User/Discipline Admin is necessary again.

Using the Finance module for collecting Competition Fees

- Follow the explanations as per the separate Training Document for Management of Competitions Fees as per the Public Section Video Tutorials
- Only the Organiser registered as Assigned Organiser on the Competition Details has access to the Finance tab/section
- The Organizer may assign an additional User for the access to the Finance function in the User Access field of the Finance Settings

5) APPROVAL PROCEDURE COMPETITIONS/JURY PANELS

Competitions

- Titled Events all disciplines can only be approved by Discipline Admin
- Competitions with Homologation Class Ranking List for the disciplines Barefoot, Cableski, Disabled, homologation 3 to 6 Stars Wakeboard Boat, Wakesurf, all 1 to 6 Stars competitions national & international Wakeboard Cable and Titled Events can only be approved by a Cable Wakeboard Discipline Admin
- All other Competitions can be approved by a Federation User
- Go to Member Section
- Enter EMS with username and password
- Select a Competition from the submitted list. It is possible to search for competitions with Pending Discipline Admin approvals through the filter Status
- Scroll down to the bottom and press the Approve or Reject Competition button
- If not approved, Competition will stay as not approved

Jury Panel participation requested by an Official

- Jury Panels of Titled Events all disciplines can only be approved by a Discipline Admin
- Jury Panels of other competitions than Titled Events for disciplines Barefoot, Cableski, Disabled, Wakesurf and Wakeboard Boat can be approved by the Organizer, Federation User or Discipline Admin
- Jury Panels of Cable Wakeboard international competitions 1 to 6 Stars can only be approved by a Discipline Admins

- Jury Panels of Cable Wakeboard national competitions can be approved by a Federation User
- If an Official invited to a Jury Panel has not approved Participation, the Discipline Admin, Chief Judge/Scorer and their Assistants can approve

Go to Member Section

- Enter EMS with username and password
- Select a Competition from the Submitted list and press Edit
- Accept or Reject the participation request with the appropriate button. With the Edit button it is also possible to edit/change/remove a participation

6) **COMPETITIONS FILES PROCEDURES**

Downloading Competition file

The Chief Judge/Scorer and their assistants, the Organiser of a competition and a Federation User, Discipline Admin can download the competition file of a competition:

Go to Member Section

- Enter EMS with username and password
- Go to Competitions
- Choose Competition
- Press Download and save the file in your device
- Run Scoring program and import the saved file
- If changes occur or a new Participant must be added, it must be done in EMS and not in the Scoring System and a new download to the Scoring System needs to be done. Downloads can be repeated as many times as needed

Uploading Competition file (any moment during or after start date)

The Chief Judge/Scorer and their assistants, the Organiser of a competition and a Federation User, Discipline Admin can download the competition file of a competition:

- Export results file from the Scoring System under Print/Individual Classification/Export to XML file (EMS) and save the file
- Go to Member Section
- Enter EMS with username and password
- Go to Competitions
- Choose the specific Competition
- Press Upload and choose the saved results file from your device

7) **SPECIAL ROLES PROCEDURE (Chief Judge/Scorer and Assistants)**

- Can edit/update Competition Details
- Can add/edit Participations
- Can add/edit Jury Panel Officials
- Can send emails
- Can download participation files to the Scoring System
- Can upload results from the Scoring System
- When Registration Status is Closed, can still edit/update/add Participations (only Chief Judge/Scorer but not Assistants) which is not possible for other users

Go to Member Section

- Enter EMS with username and password
- Select a Competition from the Submitted list and press Edit
- Accept or Reject the participation request with the appropriate button. With the Edit button it is also possible to edit/change/remove a participation

8) **INVITATION PROCEDURES**

EMS Admin can invite the following admins/users:

- Confederation admins
- Discipline admins
- Federations
- Other Confederation users
- Officials
- Other Discipline users (for the same discipline)
- Other federation users
- National Officials
- Athletes

Confederation Admins can invite the following from their own Federation:

- Other Confederation Users
- Federation Users

Discipline Admins can invite the following:

- Other Discipline Users (for own discipline)

Federation Admins can invite the following:

- Other Federation Admins and Users
- Members

Federation User cannot invite others

Federation Admins & Users can invite the following of their own Federation:

- Other Federation Admins and Users
- Athletes
- Officials
- Organisers