



EMS MANUAL and PROCEDURES

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: address, Phones/ mail/Social media / general
- By clicking the "Public" checkbox the relevant data becomes Public and can be seen by all
- Press Update and then logout

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)
- Click on the desired event and age category
- Press Submit Participation and an automated email will be sent to competition contact
 - after submitting a participation request, athlete can edit or cancel his participation and an automated email will be sent to competition contact
 - Athlete cannot apply for participating in a titled event. Registration is made by Federation user

Procedures for Athlete's application to participate in a competition

After Athlete's application:

a) For National competitions

- Athlete's application accepted by default by Federation user and athlete is automatically entered in competition file and athlete can see his participations
- If application is not approved (rejected), athlete is notified by automated email by his Federation

b) For International competitions – not titled events

- If athlete's application approved by Federation user then Discipline user can reject this application.
- If application is accepted, then athlete is automatically entered in competition file and athlete can see his participations
- If application is not approved (rejected) by Discipline user, athlete is notified by automated email from Discipline user

2) FEDERATIONS PROCEDURES

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 Id will be automatically produced

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

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

- For International Competition, Discipline user can reject
- For national competitions approval is automatic
- Competition's code will be automatically produced

Federation user can see all calendar competitions (with their details) but can only edit its own competitions

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

3) Procedures for Federation's application to inscribe an athlete in a competition

For national competitions

- Choose a competition and then add an athlete of your Federation
- If application entered by Federation user, then athlete is automatically entered in competition file and athlete can see his participations

For International competitions

- Choose a competition and then add an athlete of your Federation
- If application entered by Federation user, it is by default accepted (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
- If application is not approved (rejected) by Discipline Admin, athlete is notified by email

For titled events

- When application is entered by Federation user, it is by default accepted (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
- If application is not approved (rejected) by Discipline Admin, athlete is notified by email

4) Procedures for Federation's to invite officials in a competition

For national and international competitions of the country

- Federation can invite any official in a competition

If invitation is accepted or rejected by the official, Federation Admin can see invitation history.

5) 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 organizer

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
- For International Competition, Federation Admin must approve.
- For National competitions approval is automatic.

Organiser can only edit his own competitions. If an International competition is edited (even after approval) the competition status becomes "pending" and must be reapproved. Federation will receive an automated email.

After re-approval from Federation, an automated email will be sent to registered athletes and registered officials.

6) COMPETITIONS FILES PROCEDURES

Downloading Competition file (not later than start date)

Any of the registered Officials of a competition (Scorer, Judge etc.) can download the competition file of a competition in which he/she is registered.

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
- Changes can be made regarding rounds, events, skier categories in the competition, schedule of events.
- No new athletes can be added directly in the scoring programs

If a new athlete must be added, the athlete must first register in EMS for the specific competition and calculation (scoring). Official must download and reload the competition file.

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

Any of the registered Officials of a competition (Scorer, Judge etc.) can upload the competition file with results of a competition in which he/she is registered

- Export results file from Scoring program and save it in your device
- 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) INTERNATIONAL OFFICIALS PROCEDURES

New International Official by Discipline user

Go to Member Section

- Enter EMS with username and password
- Go to Officials
- Choose New Official
- Choose Official's new qualification and dates
- Press Create Official

Edit existing International Official by Discipline user

Go to Member Section

- Enter EMS with username and password
- Go to Officials
- Choose Official from list and Press Edit
- Choose new qualification and dates
- Press Update and an automated email will be sent to Official

Official's (all levels) registration to competitions (not Titled events)

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)
- Click on the desired position
- Press Submit Participation
 - after submitting a participation request, official can edit or cancel his participation
 - If registration is not approved (rejected) by Federation and/or Discipline Admin, official is notified by automated email

- If invited by Federation, Official can reject the invitation (Federation Admin can see the invitation history)

8) **INTERNATIONAL COMPETITIONS REGISTRATIONS AND PANELS PROCEDURES**

International Competitions approval by Discipline user

Go to Member Section

- Enter EMS with username and password
- Choose a Competition from the Submitted list and press Edit
- You can edit various fields
- Press Approved
- If various fields not populated by organizer (or Federation), contact organizer and/or Federation to edit
- Competition will stay as Submitted and needs preapproval

Approved competitions can be edited only by Discipline Admin.

If Federation Admin or Organiser edit any field, then competition status is submitted and needs new approval form Discipline Admin.

Officials panels of Titled events approval by Discipline Admin

Go to Member Section

- Enter EMS with username and password
- Choose a Competition from the Submitted list and press Edit
- You can edit various fields
- Press Approved

Approved Officials panels can be edited only by Discipline Admin.

9) **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:

- Federations
- Other Confederation users

Discipline admins can invite the following:

- Officials
- Other Discipline users (for own discipline)

Federation admin/user can invite the following:

- Other federation users
- National Officials
- Athletes

10) COMPETITION FILES (not updated yet)

Competition files for Scorers - Download

If you are a member of the Panel of a competition, Go to Member Section

- Enter EMS with username and password
- Go to Competitions
- Choose Competition and Press Download
- Competition file can be saved in your computer. The file contains competition data, officials and athletes registrations.
- Logout

Run any scoring program certified by IWWF and transfer the competitions file.

If athlete is not registered in EMS in the competition he cannot be added in the scoring program. Athlete must register in EMS and competition file must be downloaded again, as by above.

Competition files for Scorers – Upload to EMS

After the end of a competition extract from the scoring program the competition file and save it in your computer.

Go to EMS Member Section

- Enter EMS with username and password
- Go to Competitions
- Choose the Competition and upload the results file
- Logout

Competition files for Homologators – Upload to EMS

After the end of a competition extract from the Homologation program the competition file and save it in your computer.

Go to EMS Member Section

- Enter EMS with username and password
- Go to Competitions
- Choose the Competition and upload the Homologation file
- Logout