USER MANUAL: UIAA NATIONAL FEDERATION DASHBOARD

Version 1.0, published on November 06, 2019

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1. First steps

1.1 Log in

Go to https://uiaa.result.site/federation/dashboard and log in with the credentials that were provided to you via e-mail.
1.2 Overview of the UIAA National Federation Dashboard

1. Clicking on the icon takes you to your user profile. This is where you edit your information and your password. See section 1.3 of this document.

2. The online registration dashboard. Here you see all UIAA events.

3. Instead of showing All events, you can apply a filter to only show UIAA or Youth events.

4. You can sort the events by date, name or cup.

5. Clicking on Registration takes you the registration of the given event. See section 2.

6. The athletes management dashboard. Here you can see all your athletes that can be registered. You can also create new athlete profiles. See section 3 of this document.
1.3 Change your password

You should change your password in your user profile. You can access your user profile by clicking on the profile icon on the upper right corner of the page, next to Logout [1 Screenshot 1].

Further instructions are on the screenshot below:
2. Registering athletes to UIAA competitions

Registration is the default view after login.

Click Registration (Screenshot 1) next to an event to register athletes for that event.

Registration is done by Discipline and Category. Click Register (in Screenshot 3) to register your athletes for each discipline.

Search for your athlete by typing her or his name into the search bar and clicking GO (Screenshot 4).

Click Register (in Screenshot 4) next to an athlete to register that athlete.

The athlete will then show up in the list as REGISTERED (in Screenshot 5). If you cannot find an athlete, he or she may not be in the database. See section 3 of this document for how to create new athlete profiles.

You can remove an athlete from a registration list by clicking remove (Screenshot 5):
3. Athlete Profile Management

3.1 Athlete overview

Click on Athletes (in Screenshot 1) in the main menu to see all your athlete profiles.

All athletes in the UIAA database that have been registered by your National Federation since 2018 have automatically been transferred to the new system. You can view all your athletes by clicking “Athletes” in the menu on the left of the page.

In order to register an athlete to a competition (see section 2), the athlete needs to have a profile.

3.2 Creating a new athlete profile

For athletes that you plan to register for the first time to a UIAA competition, click „New athlete” (in Screenshot 1).

It takes you the athlete creation form:

All information is mandatory. Click Save (in Screenshot 7) once all fields are filled. Once a profile is successfully created, you receive a success message.
3.3 Editing an existing athlete profile

You can edit athletes profiles by clicking Edit [3.3 in Screenshot 8] next to the athlete in the athlete overview page:

Saving a change requires you to confirm a passport check. You thereby confirm that the information you entered is correct.