



**Vertical-Life**

## **USER MANUAL: UIAA NATIONAL FEDERATION DASHBOARD**

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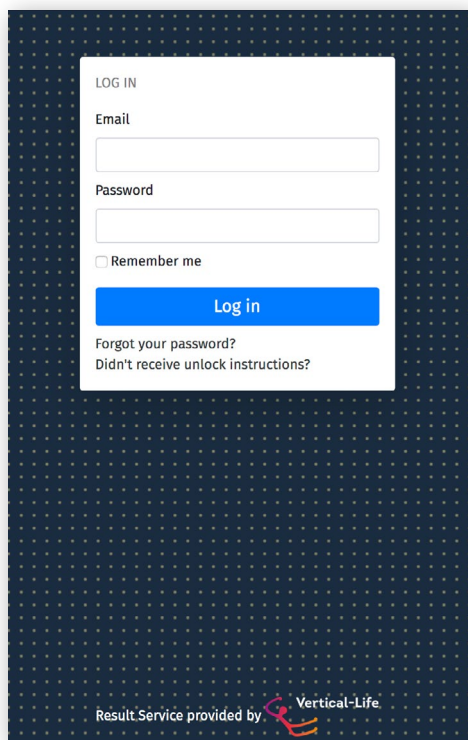
### **Table of contents**

1. First steps:	2
1.1 Log in	2
1.2 Overview of the UIAA National Federation Dashboard	3
1.3 Change your password	4
2. Registering athletes to UIAA competitions	5
3. Athlete Profile Management	6
3.1 Athlete overview	6
3.2 Creating a new athlete profile	6
3.3 Editing an existing athlete profile	7

## 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.

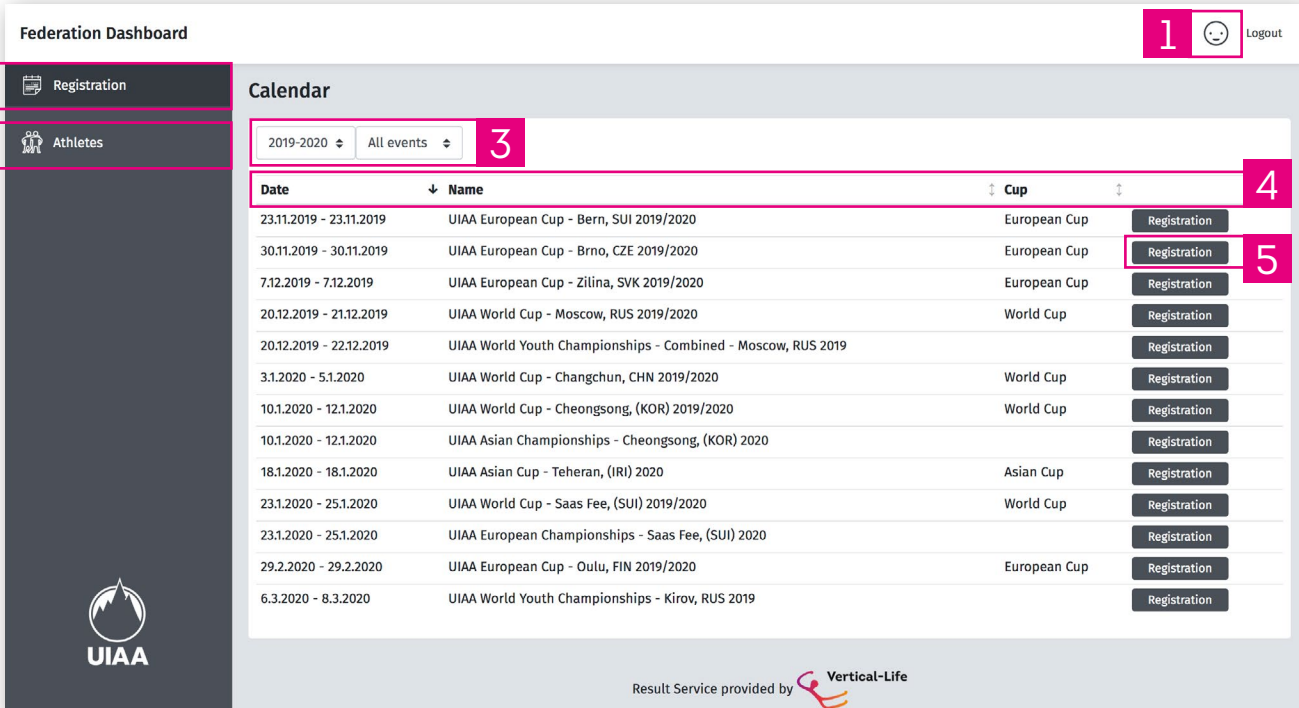


The screenshot shows a login form on a dark blue background with a white grid pattern. The form is titled "LOG IN" and contains the following elements:

- Email:** A text input field.
- Password:** A text input field.
- Remember me
- Log in:** A blue button.
- Forgot your password?
- Didn't receive unlock instructions?

At the bottom of the form, it says "Result Service provided by" followed by the Vertical-Life logo and the text "Vertical-Life".

## 1.2 Overview of the UIAA National Federation Dashboard



The screenshot shows the 'Federation Dashboard' interface. At the top right, there is a user profile icon (1) and a 'Logout' link. On the left sidebar, there are two main menu items: 'Registration' (2) and 'Athletes' (6). The main content area is titled 'Calendar' and features a date range selector (3) set to '2019-2020' and a filter dropdown set to 'All events'. Below this is a table of events with columns for 'Date', 'Name', and 'Cup'. Each row includes a 'Registration' button (4). The first row's 'Registration' button is highlighted with a callout (5). The UIAA logo is visible in the bottom left corner, and the text 'Result Service provided by Vertical-Life' is at the bottom right.

Date	Name	Cup	Registration
23.11.2019 - 23.11.2019	UIAA European Cup - Bern, SUI 2019/2020	European Cup	Registration
30.11.2019 - 30.11.2019	UIAA European Cup - Brno, CZE 2019/2020	European Cup	Registration
7.12.2019 - 7.12.2019	UIAA European Cup - Zilina, SVK 2019/2020	European Cup	Registration
20.12.2019 - 21.12.2019	UIAA World Cup - Moscow, RUS 2019/2020	World Cup	Registration
20.12.2019 - 22.12.2019	UIAA World Youth Championships - Combined - Moscow, RUS 2019		Registration
3.1.2020 - 5.1.2020	UIAA World Cup - Changchun, CHN 2019/2020	World Cup	Registration
10.1.2020 - 12.1.2020	UIAA World Cup - Cheongsong, (KOR) 2019/2020	World Cup	Registration
10.1.2020 - 12.1.2020	UIAA Asian Championships - Cheongsong, (KOR) 2020		Registration
18.1.2020 - 18.1.2020	UIAA Asian Cup - Teheran, (IRI) 2020	Asian Cup	Registration
23.1.2020 - 25.1.2020	UIAA World Cup - Saas Fee, (SUI) 2019/2020	World Cup	Registration
23.1.2020 - 25.1.2020	UIAA European Championships - Saas Fee, (SUI) 2020		Registration
29.2.2020 - 29.2.2020	UIAA European Cup - Oulu, FIN 2019/2020	European Cup	Registration
6.3.2020 - 8.3.2020	UIAA World Youth Championships - Kirov, RUS 2019		Registration


Screenshot 1

- 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.

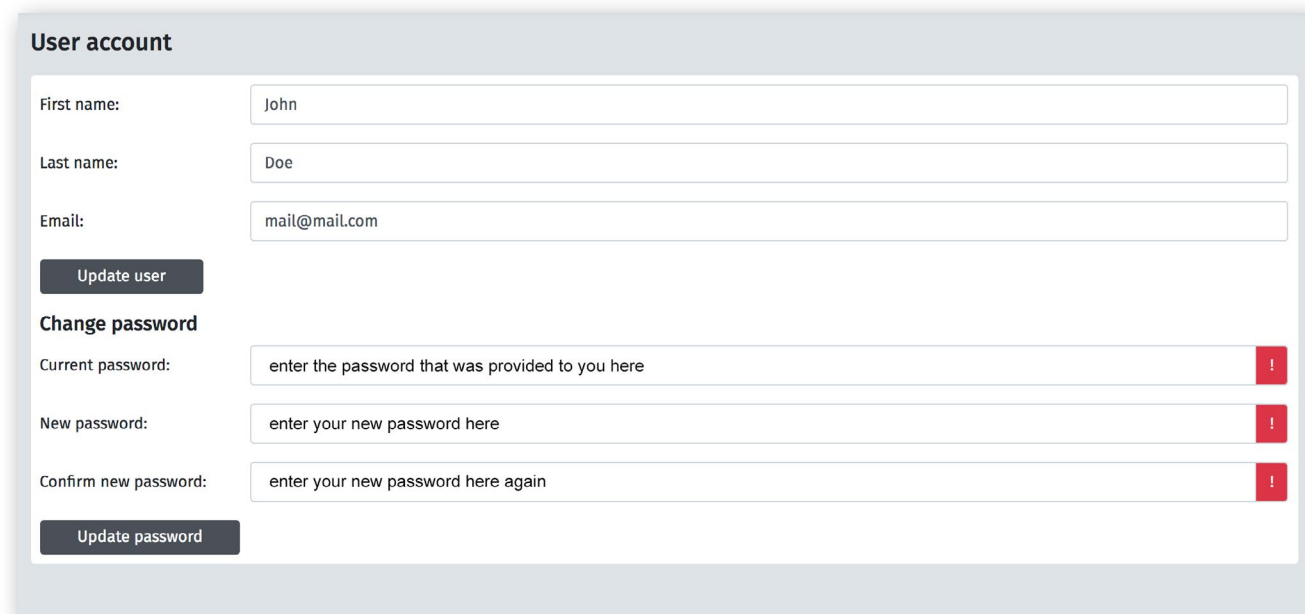


### 1.3 Change your password

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 [  Screenshot 1].

Further instructions are on the screenshot below:




**User account**


First name:


Last name:

Email:

**Change password**

Current password:  

New password:  


Confirm new password:  


Click

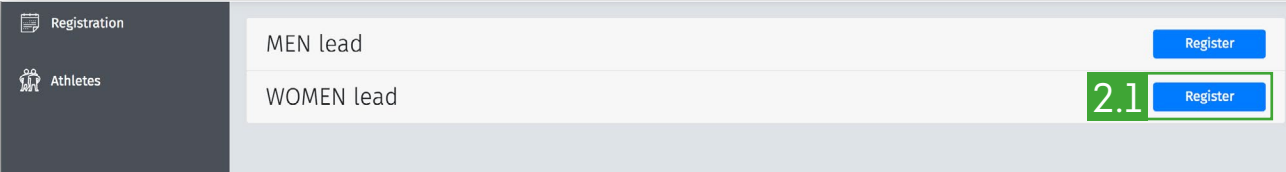
Screenshot 2

## 2. Registering athletes to UIAA competitions

Registration is the default view after login.


Click **Registration** [ 5  Screenshot 1] next to an event to register athletes for that event.

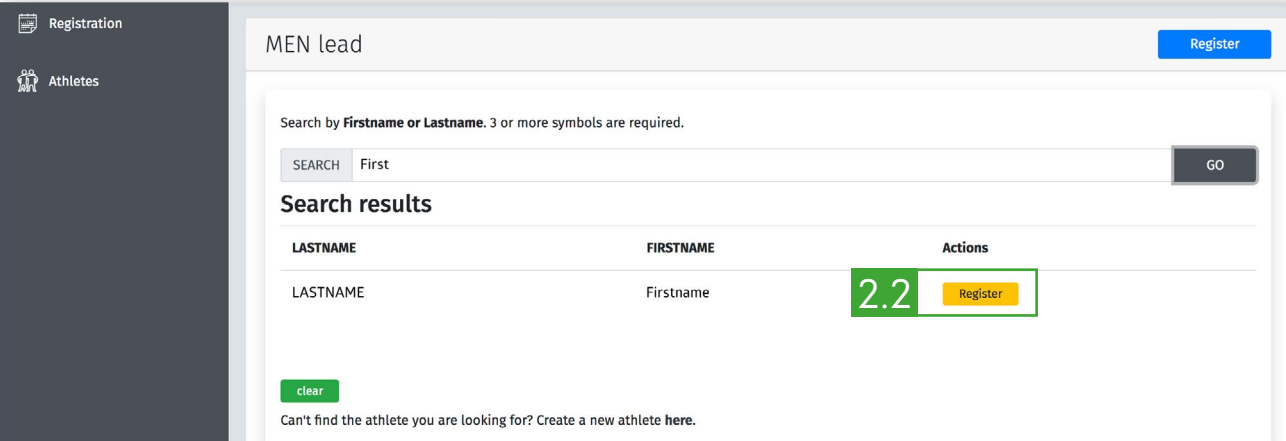
Registration is done by Discipline and Category. Click **Register** [ 2.1  in Screenshot 3] to register your athletes for each discipline.



The screenshot shows a sidebar with 'Registration' and 'Athletes' options. The main content area displays a list of disciplines: 'MEN lead' and 'WOMEN lead'. The 'WOMEN lead' row is highlighted, and a blue 'Register' button is visible next to it, enclosed in a green box with the number '2.1'.

Screenshot 3


Search for your athlete by typing her or his name into the search bar and clicking **GO** [  ].




The screenshot shows the search interface. At the top, there's a search bar with the text 'First' and a 'GO' button. Below the search bar, there's a section titled 'Search results' with a table. The table has three columns: 'LASTNAME', 'FIRSTNAME', and 'Actions'. The first row of the table shows 'LASTNAME' and 'Firstname'. The 'Actions' column for this row contains a yellow 'Register' button, which is highlighted with a green box labeled '2.2'. There is also a 'clear' button and a message: 'Can't find the athlete you are looking for? Create a new athlete here.'

Screenshot 4

Click **Register** [ 2.2  in Screenshot 4] next to an athlete to register that athlete.

The athlete will then show up in the list as **REGISTERED** [  ]. 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** [  ]:




The screenshot shows a single row in a table. The first cell contains the text 'Last Name Firstname'. The second cell contains a red 'remove' button. The third cell contains a green 'REGISTERED' button.

Screenshot 5

## 3. Athlete Profile Management


### 3.1 Athlete overview

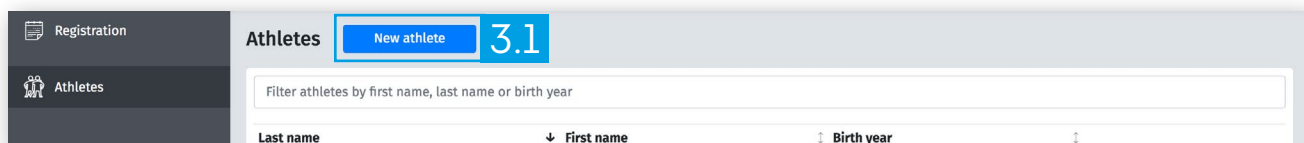
Click on **Athletes** (  in Screenshot 1) in the main menu to see all your athlete profiles.

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

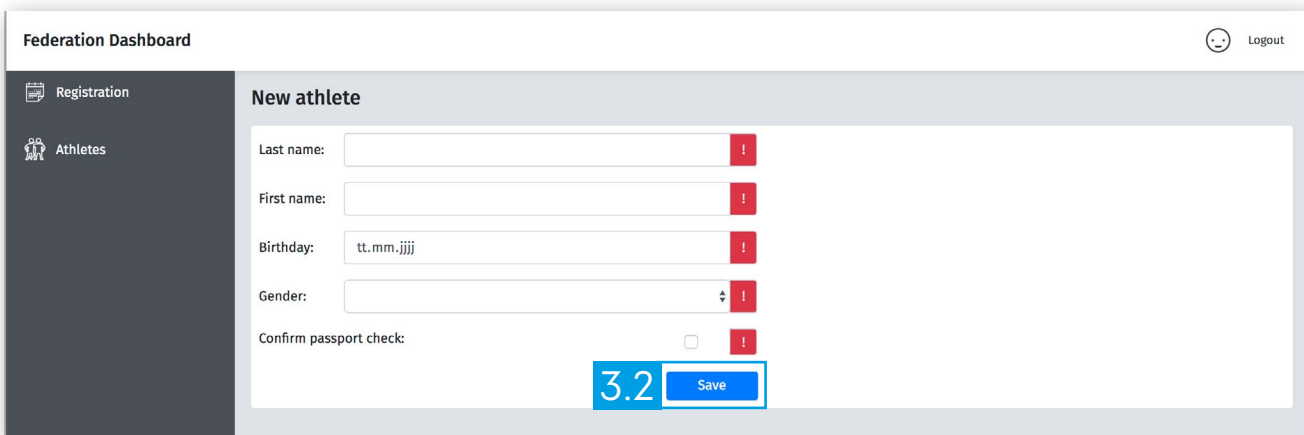
For athletes that you plan to register for the first time to a UIAA competition, click „New athlete“ (  ).



The screenshot shows the 'Athletes' overview page. On the left is a dark sidebar with 'Registration' and 'Athletes' (selected) menu items. The main content area has a header with 'Athletes' and a blue 'New athlete' button with a '3.1' callout. Below the header is a search bar with the placeholder text 'Filter athletes by first name, last name or birth year'. At the bottom of the header area, there are three columns: 'Last name', 'First name', and 'Birth year', each with a small downward arrow icon.


Screenshot 6

It takes you the athlete creation form:



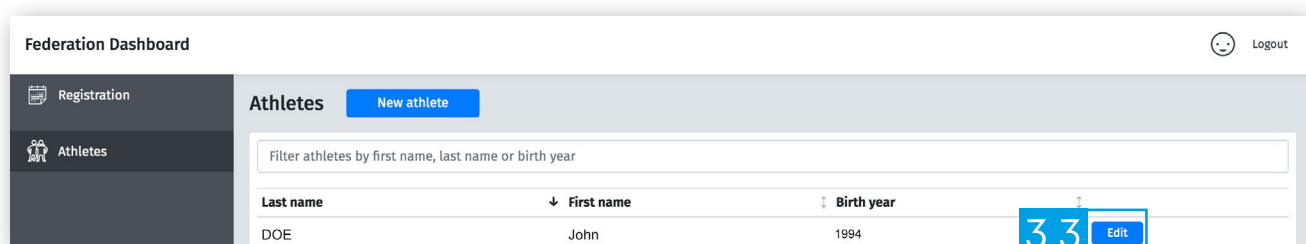
The screenshot shows the 'New athlete' creation form. The sidebar on the left has 'Registration' and 'Athletes' (selected) menu items. The main content area has a header with 'New athlete' and a 'Logout' link. The form contains five fields: 'Last name', 'First name', 'Birthday' (with a placeholder 'tt.mm.jjjj'), 'Gender' (a dropdown menu), and 'Confirm passport check' (a checkbox). Each field has a red exclamation mark icon to its right. At the bottom right of the form is a blue 'Save' button with a '3.2' callout.

Screenshot 7

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.

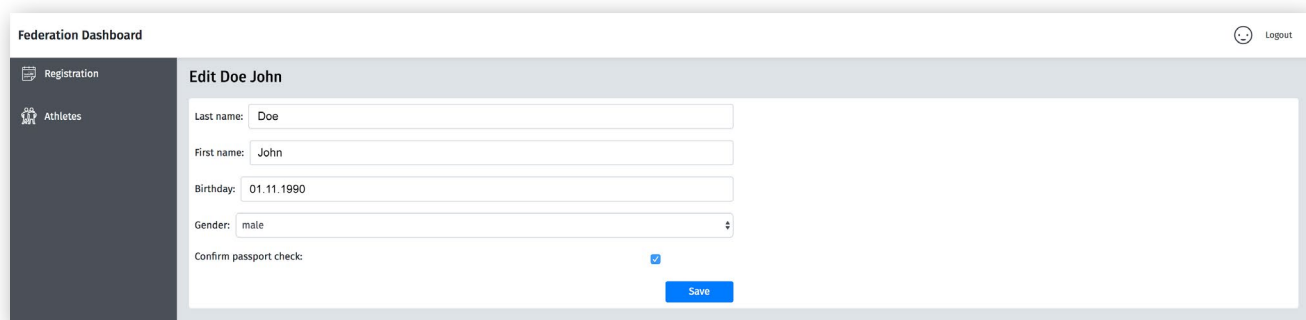
### 3.3 Editing an existing athlete profile

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



Screenshot 8

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



Screenshot 9