Tutorial

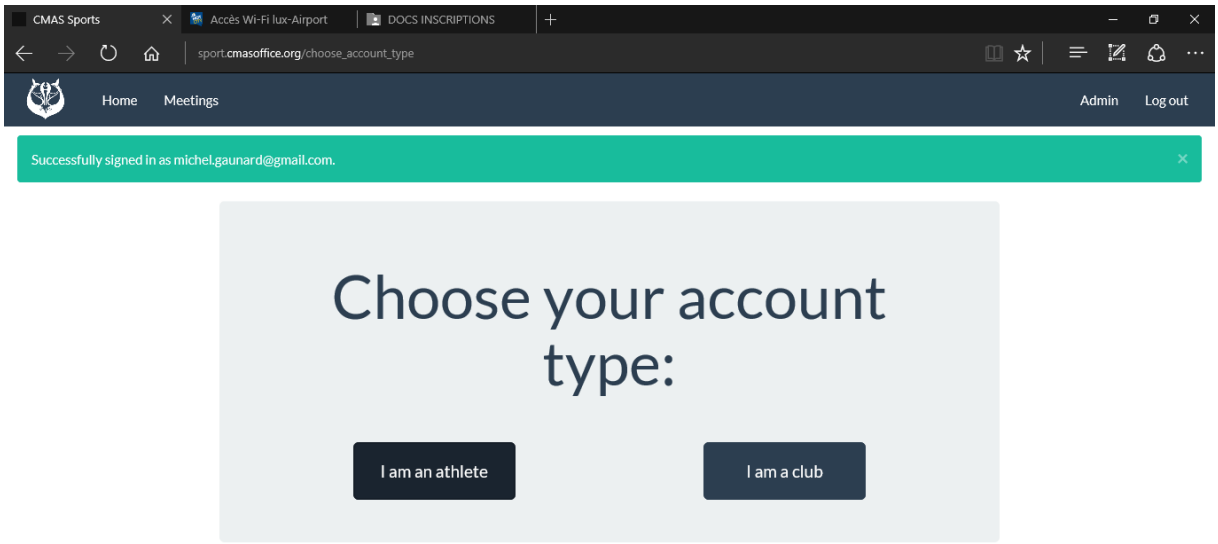
This little tutorial I made with screen shots to help you.

When you begin registration, you have to choice, register as athlete or register athletes through club. Even if you are alone but you swim in a club, make registration like club.

Otherwise, as individual athlete, it will be impossible to insert the name of club. You will swim without club according the rules.

The first step is to create your account with mail address and password like all type of account

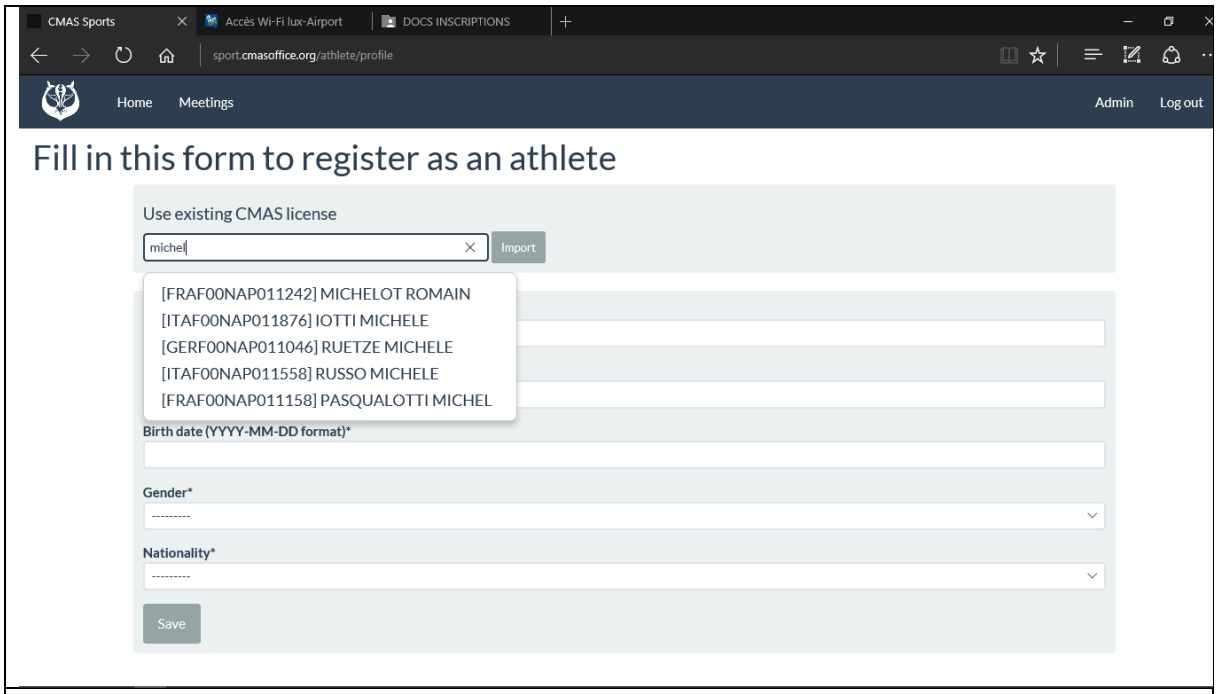
Attention: on this version, you can pay only by credit card. Possibility to pay through Paypal will exist for next event in future and unfortunately not for this.



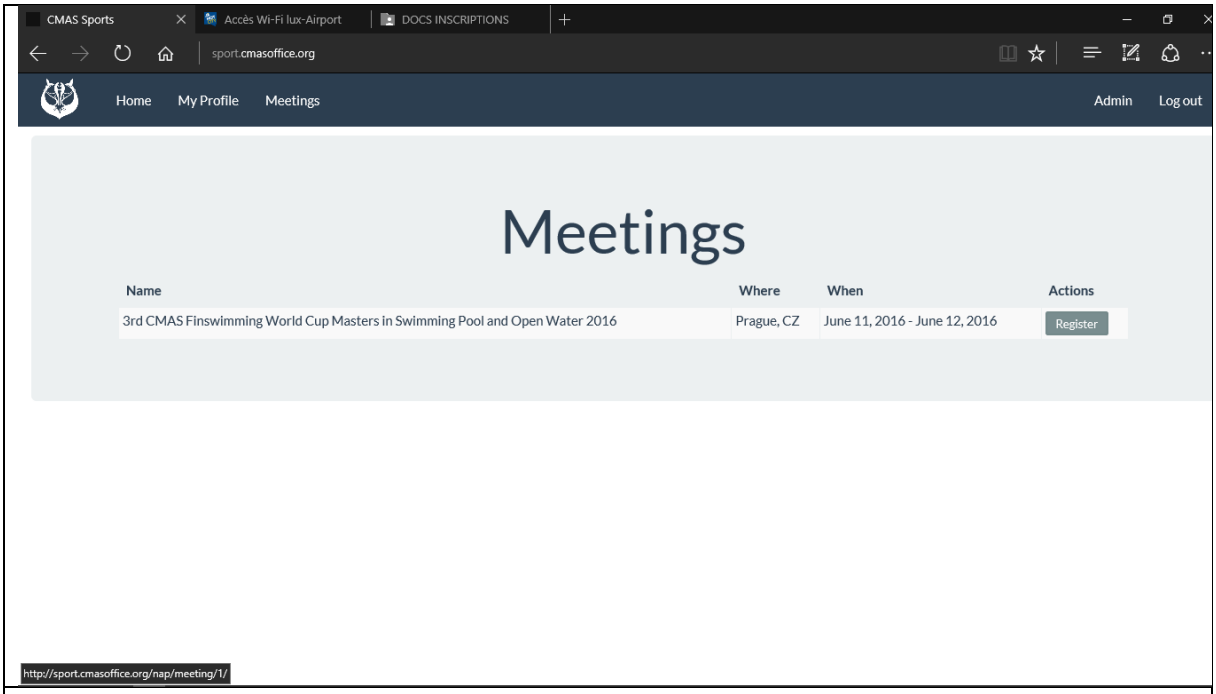
http://sport.cmasoffice.org/athlete/profile/

Register as individual: like below

Register as club: click here

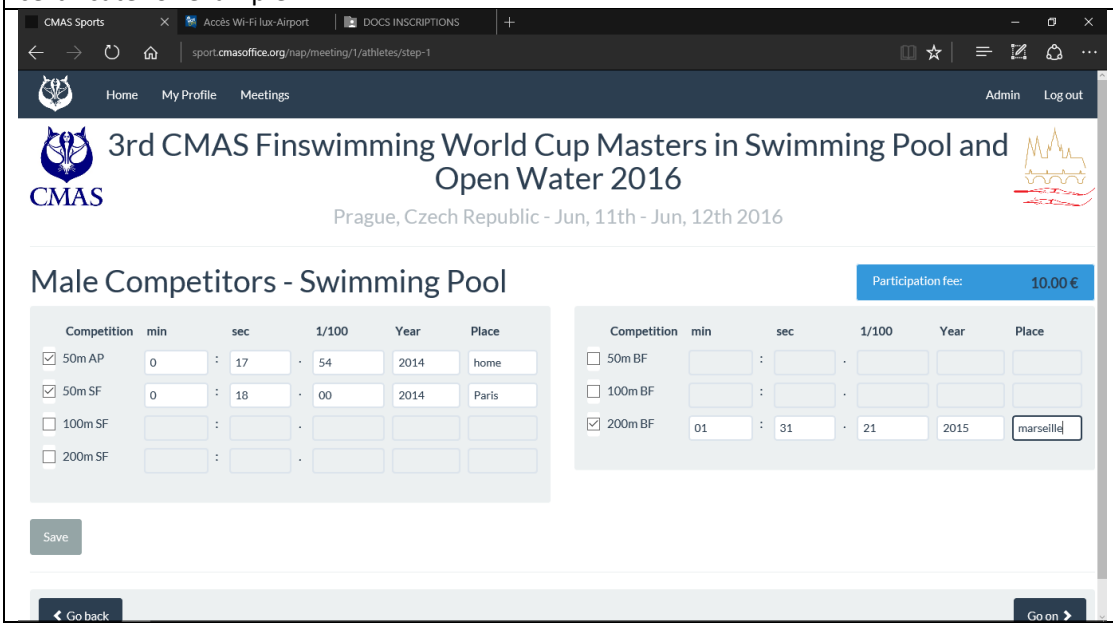


If you have a CMAS finswimming licence, the system can match You, otherwise, you fill manually

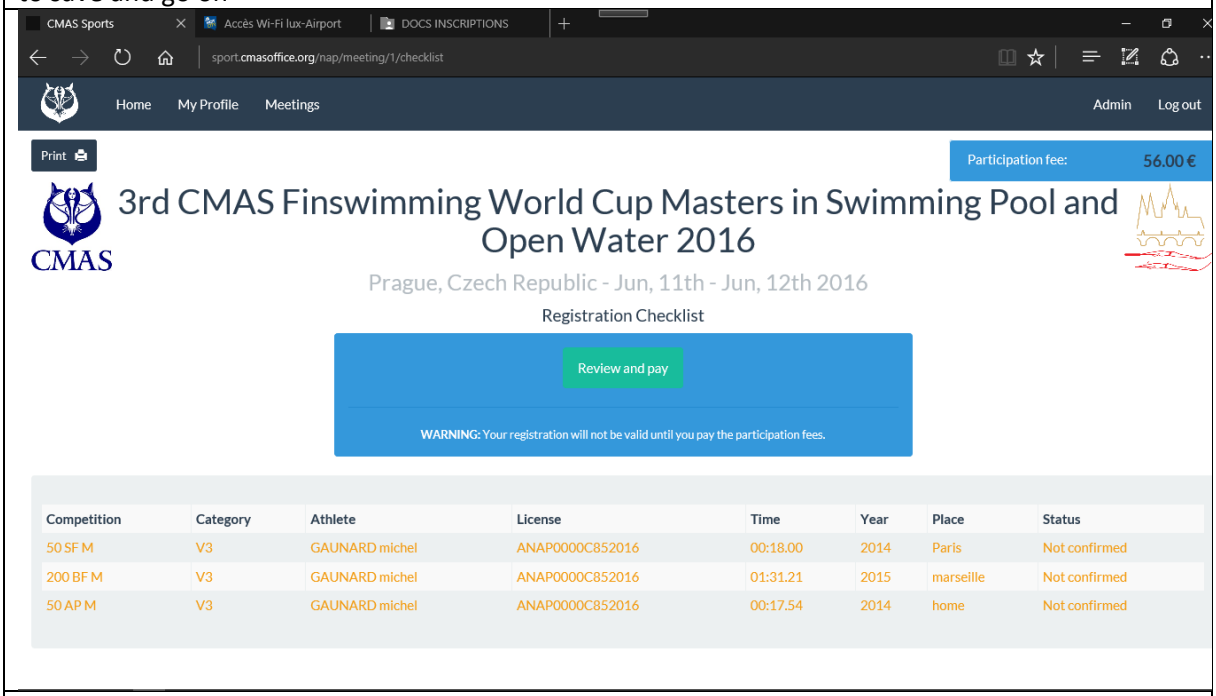


After creation and saving your profile, you arrive on this page, click register

Click register. On this page you can download also easier all document necessary (like medical certificate for example



Choice the events you what to swim with all data it needed, don’t forget to save before to go to next step
After you arrive on page for open water. You click on event if you want to participate. Don’t forget to save and go on

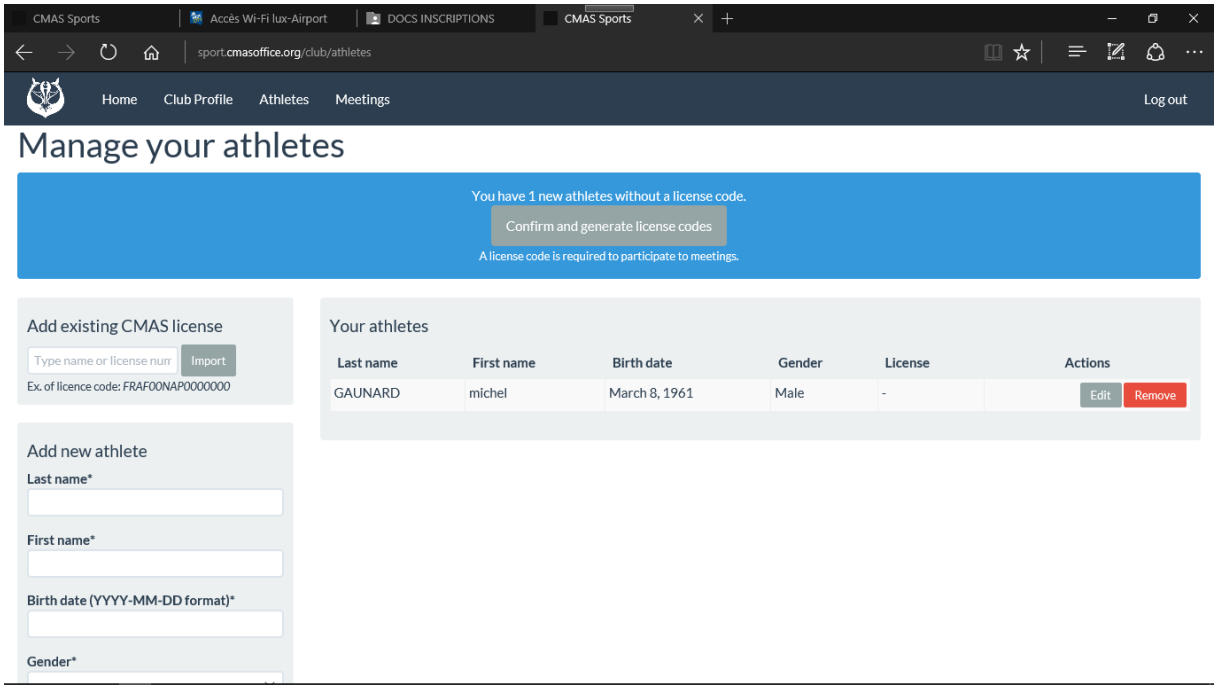


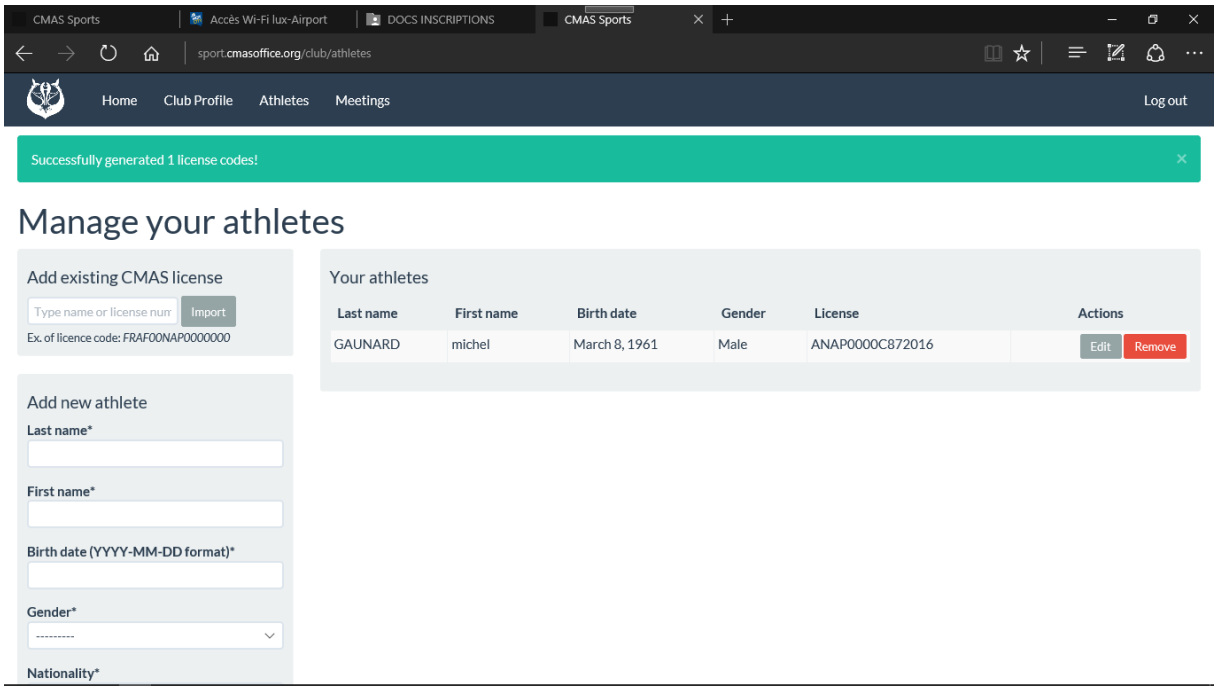
You arrive on this page. You can see all event you are registered. In orange because you didn’t pay yet. If ok, click review and pay
The windows after are to prepare the payment.
Notice. You fill the form for the bill for this first time. For next event, it will be in memory
You can proceed to payment. On page of payment, you have the choice with 12 langages.
After payment, be careful, print immediately and register payment frame and print your bill.
After this, you are register through CMAS and you have to contact to pay the fees to the organizers.

Register like a club:

The step to register as a club have the following steps:

1. Create the profile of the club.
2. Create your athletes in the system. If some have CMAS finswimming licence, the system can match it, otherwise you can create manually. Attention, for non-holder CMAS licence, after creation of the profile of athlete, you have to confirm the generation of temporary licence before to register another athlete



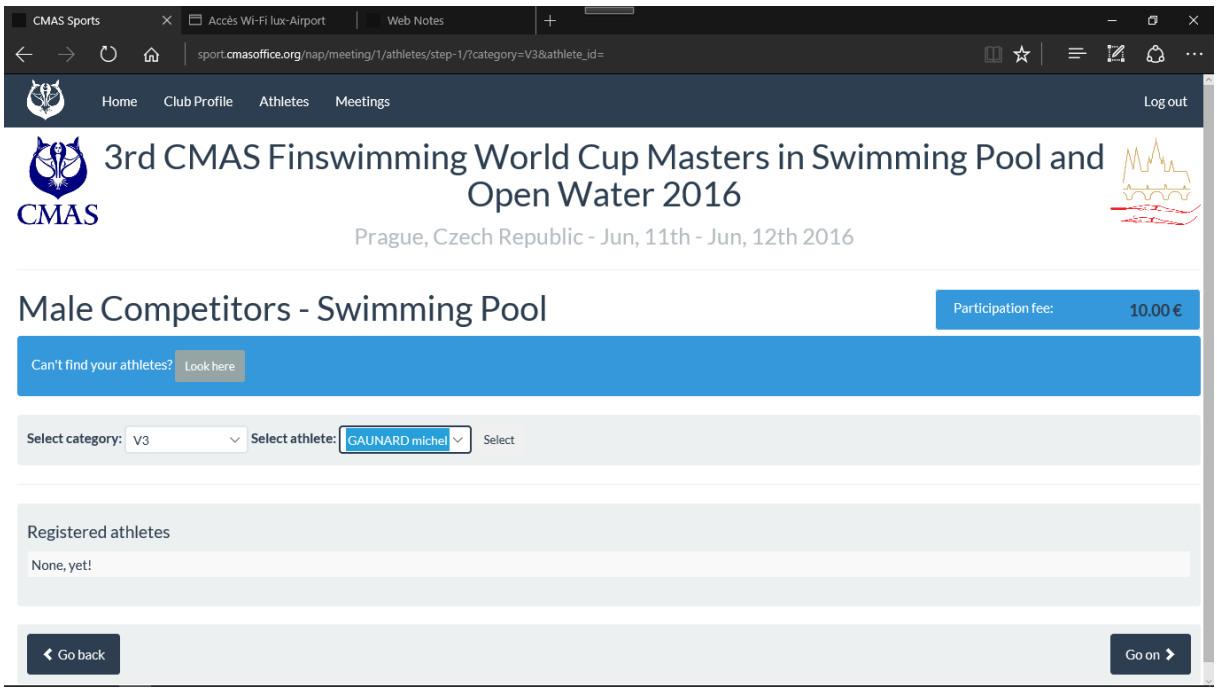


3. When you are entered all your athletes, you can go on meetings menu to register the events.

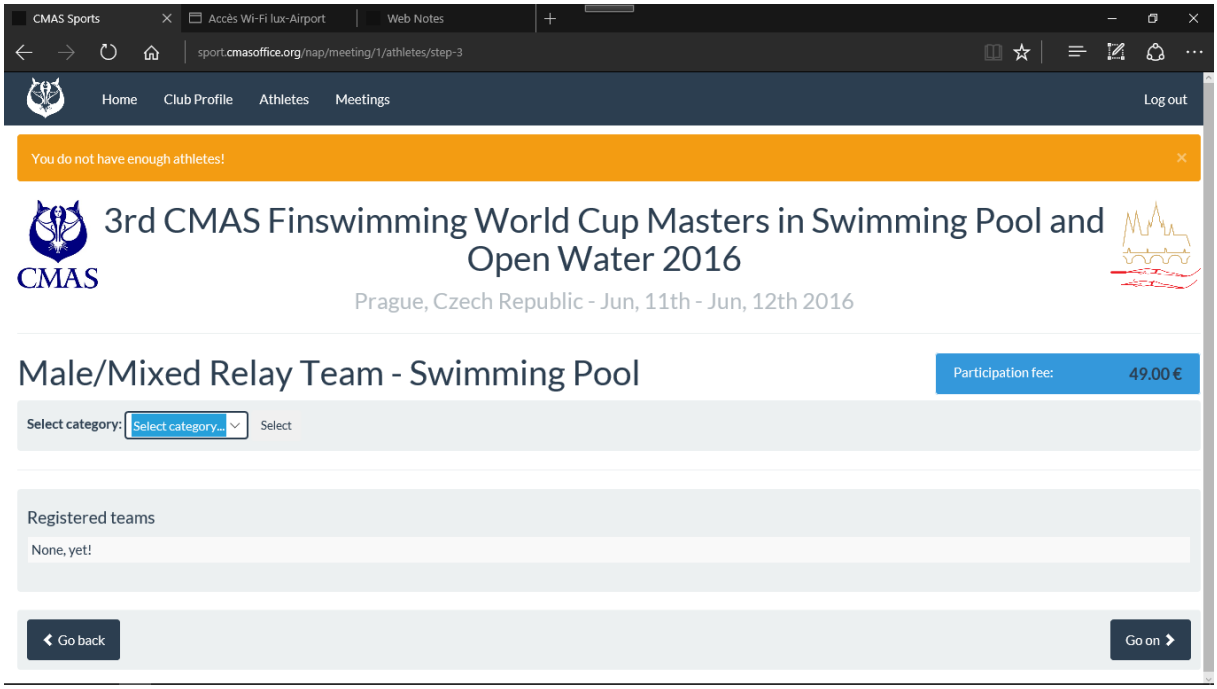
The order is following (for the same athlete)

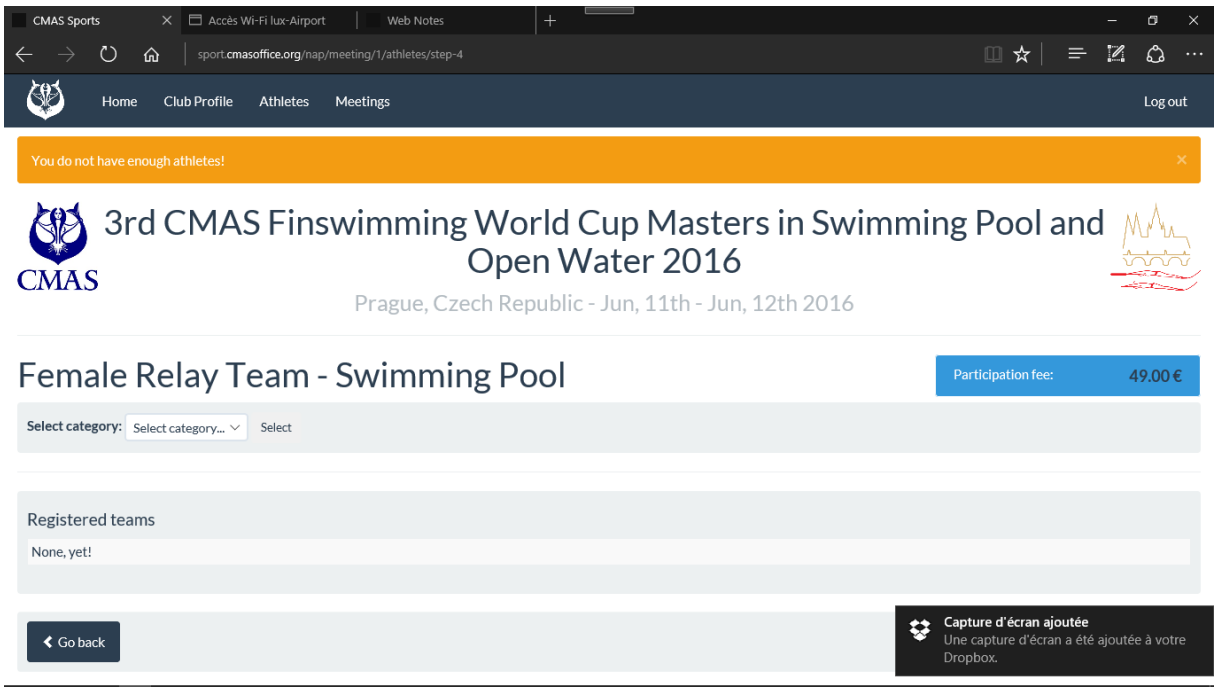
- Events in swimmingpool
- Relays
- Event in open water

Attention: you must select manually the category and after select name of athlete it appears in the good category according the age entered in the profile. This step is manually because many categories. If no swimmer appear in frame, it's because you haven't registered in this category.



Proceed the same for relay





After relays, you can enter open water.

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You can proceed to payment. On page of payment, you have the choice with 12 languages.
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