



Finswimming Commission

To: All National Federation  
Affiliated to Finswimming



## TECHNICAL NOTICE:

### Registration Process 2022

**World Championships Swimming Pool (Seniors) – CALI (COL)**  
**World Championships Open Water (Juniors/Senior) – VIVERONE (ITA)**  
**European Juniors Championships Swimming Pool - POZNAN (POL)**

This note concerns the registration of the two competitions above. Since last year, we are working with this platform for some championships.

In 2022 in next years, we'll continue to proceed into Sportdata.

But, in 2022, the new platform SportId and Sportdata is not ready to manage all the process of registration for the national federations instead for the world cups and the Master's championships for which the system is full operational.

Consequently, in 2022, we continue to manage one part into the system [www.cmasoffice.org](http://www.cmasoffice.org), you use since a long time and the second part, the same steps as the last year, SportId/Sportdata to manage the registration of the competitions.

#### **1/ CMAS Championships - Swimming Pool and Open Water**

##### **a. Registration of your federation2**

As previously, you shall connect to [cmasoffice.org](http://cmasoffice.org) with your cmas account, subscribe to the related Championships and pay the fees (106 € for World Championships) like each time.

##### **b. Order for CMAS licences**

Also, as previously, if your athletes are not CMAS holders 2022, you shall connect to [cmasoffice.org](http://cmasoffice.org) with your cmas account and order all CMAS licences for the athletes participating in the Championships. After payment and incoming in the CMAS bank account, the licences are validate and the list is updated within the next five days in the platform SportId/Sportdata platform.

I recall you that the licence ordered is valid, not when you pay but when the related amount is credited on the CMAS Bank account. You must know if the delay for the international transfer takes time or not.

##### **c. Last step of registration in SportSID and SportData**

**National Federation Link : <https://cmas.sportsid.org/>**

You will then find yourself on the welcome page, which provides an overview of the system and some quick links to get you going. If you did not get your username and password yet, please contact us: [support@sportsid.org](mailto:support@sportsid.org)

## **Where do I start?**

When you click on “Members” you will see all the athletes that you have already registered for previous CMAS championships. You can also add new members here, as described below.

Any competitors, referees, coaches or officials need to be added to the system.

## **How do I register members for a championship?**

When you click on the menu option “Championships” you will see a list of relevant championships. By selecting one of the championships you can register athletes, coaches, referees and officials for this competition. For registration, select an event from the list and click “Registration” to the left and then click hover your mouse over competitor, coach, referee or official.

There you can click “Add individual entry” to register a competitor. To register a coach, referee or an official, click “Register new coach/official/referee”, depending on which category of member you want to register. When registering members for a championship, you can select participants from a list of all the members that you have entered in the system. So any participants at a championship, be they athletes, coaches, referees or officials, must first be present in the members list.

## **How do I add a new member?**

Select the menu option “Members”. On the top right is a button “Add New Member”, which you can click to add a new member. It is important to give a member a role. A role can be selected by clicking on the tabs offered (athlete, coach, referee, official) and ticking the checkbox to indicate their role. You can see the member’s role in the members list. If you want to change any information about a member, using the member list you can click on their name and then select “Edit” in the top right-hand corner.

## **Video Tutorials**

Here you can find a short video tutorial showing how to manage your member profiles:

<https://set.sportdata.org/wp/2014/09/07/sportsid-2-2/>

There is also a video tutorial available to demonstrate how you can register your members to CMAS events:

<https://set.sportdata.org/wp/2014/09/07/sportsid-2-2/>

Thank you for your commitment.

Kind regards,

**Director Finswimming Commission**

**Alexandros I. XIARCHOS**