==TECHNICAL NOTICE FOR NATIONALS FEDERATIONS==

This notice concerns specifically <u>Freediving Championships.</u>

Registration Process 2023

World Championships Freediving Indoor and Outdoor.

This note concerns the CMAS Championships Indoor and Outdoor registration in Freediving for the registration process. We are specifying that from this year if the national Federation also register the Masters for the Freediving Master's World Championships, the registration is also working in SportsID.

Since 2023, like the other commissions, Freediving has joined the platform SportsID and SportData to manage all the registration processes for the national federations (Point N°1).

Because in Freediving, CMAS also accepts individual registration for the athletes they want to participate in the case no National Federation exists for the sport of Freediving (No Federation or Federation affiliated to CMAS but not for Freediving). This notice also explains the process for this category of athletes (Point N°2).

1. Process of registration by the National Federations

First, I remind you, "Entry fees for championships are also included in the commission prices" since January 1st, 2023. You were informed by the letter (410/KOS/2022) from December 20ᵗʰ, 2022, with the list of prices 2023 for the National Federations. Thus, to register your athletes for the CMAS Championships, the only operation you must do in cmasoffice is to order the Sports Licences for the athletes of your National Team.

a. <u>Step 1: sports licences in the system</u> www.cmasoffice.org

Also, as previously, you shall connect to 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 validated, and the list is updated in the cmasoffice system.

I recall that the **licence ordered is valid**, not when you order or pay but **when the corresponding amount is credited to the CMAS Bank account**. You must know if the delay for the international transfer takes time or not (The delay can be 10 or 12 days. It means you cannot proceed in the next step before this delay except if the payment time between your country and CMAS bank is less. CMAS is not responsible for this delay if you cannot register because payment is not yet in our bank account. You must keep in mind this delay to respect the deadlines. Penalties may apply in this case of late registration.

<u>It's important to know because the SportData system checks before accepting the registration if the athlete has a valid licence.</u>

b. <u>Step2: Management in SportsID</u>

SportsID is fully integrated with the SportData platform and it´s where you can manage your athletes. When your athlete is in SportsID, you can manage it whatever the sport and with only one account for all CMAS Sports if you are affiliated. For this reason, you record only one time your athlete is in the system. We remind you that in the file of your athlete, you have a frame on the left side to type the athlete's data in your national language, and the frame on the right is for international typing in English, which is used by the registration system.

Enter the system with the link, https://cmas.sportsid.org/#pages.login.You will 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 receive your username and password yet, don't hesitate to get in touch with us at support@sportdata.org

When you click "Members," you see all the athletes you have already registered for previous CMAS championships. You can also add new members here, as described below. We notify:

- Competitors,
- Referee (judge)s,
- Coaches, or
- Officials need to be added to the system.

It is essential to give a member a good role. A role can be selected by clicking on the tabs offered (athlete, coach, referee (judge), official) and ticking the checkbox to indicate their role. You can see the member's role in the member list. If you want to change any information about a member using the member list, you can click on their name and select "Edit" in the top right-hand corner.

Indeed, the system edits all accreditations for the Championships. It's your responsibility to enter all these categories of participants or attendees. Penalties may apply for information or photos missing, and it needs to edit at least the accreditations.

To register your team athlete, coach, referee (judge), or official in an event, we pass on the last part, step 3.

When all your data are in SportsID, you click on the menu "CMAS Championships" in the toolbar of SportsID to access the platform to register your athlete in the championships. In the toolbar of SportsID, you have the list of the authorised championships you can register regarding the sports you are affiliated with CMAS

c. Step3: Management in SportData

After clicking on the related championships, you arrive directly at the event opened in Sportdata.

For National Federation, **you can enter to register only through SportID, as described in Step 2**. It is not working in you click directly on the event in the SportData platform.

Any competitors, referees (judges), coaches or officials need to be added to the system in their related categories to edit the accreditation you receive upon arrival.

How do I register members for a championship?

Click "Registration" to the left, and then hover your mouse over the competitor, coach, referee (judge), or official category.

There you can click "Add individual entry" to register a competitor. To register a coach, referee (judge) or official, click "Register new coach/official/referee (judge)", 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 you have entered into SportsID. So any participants at a championship, be they athletes, coaches, referees (judges) or officials, must first be present in the member's list in SportsID. Otherwise, you must go back to step 2 to enter the related data.

After you have entered the related data in the fields of the events, you want to register your athlete. When you want to validate, it's at this step that the system checks whether the athlete has a valid CMAS licence. If the system doesn't find it, you have an error message, and you have to check in your cmasoffice account what the problem is.

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Video Tutorials

Here you can find short video tutorials showing how to manage your member profiles and how you can register your members to CMAS events:

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

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