

Updated May 7th, 2023

TECHNICAL NOTICE:

Registration Process 2023 - V2

Finswimming

World Juniors Championship Swimming Pool – CAIRO (EGY)
World Juniors & Seniors Championship Open Water – BELGRADE (SRB)
European Seniors Championship Swimming Pool - KAPOSVAR (HUN)
Asian Championship PHUKET (THA)
Pan-American Championship Barranquilla (COL)

Sport Diving

5th Sport Diving Seniors World Championships – TARTU (EST)
2nd Sport Diving Juniors World Championships EST)

This note concerns the registration of the sports and competitions above. In 2023, the platform SportId and Sportdata is ready to manage all the process of registration for the national federations.

Consequently, in 2023, we continue to manage one part into the system for CMAS licences 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.

CMAS Championships

a. Registration of your federation2

You know that this year, the fees of registration in the championships were charged in the beginning of the year in the invoice of the annual CMAS fees. Thus, you paid these fees, and your federation is recorded automatically for the championships of the relevant commissions you are affiliated.

b. Order for CMAS licences

Also, as the previous years, you shall connect to www.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 valid, and the list is updated.

I remind you that the licences ordered are 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. Please, notice that the payment by credit card is more efficient and quicker than bank transfer.

c. Last step of registration in SportID 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

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.

Please, check the tutorial, how to add member <https://set.sportdata.org/wp/2014/09/07/sportsid-2-2/>

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.

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.

There is 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/>

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Sport Committee President

Michel GAUNARD