

Updated September 4<sup>th</sup>, 2023

# TECHNICAL NOTICE:

## Registration Process 2023

### Finswimming Freediving

1<sup>st</sup> Finswimming and Freediving World Championship for Disabled – LIGNANO (ITA)

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

Consequently, in 2023, we will continue to manage one part of the system for CMAS licences [www.cmasoffice.org](http://www.cmasoffice.org), which only you have used for a long time and the second part, the same steps as last year, SportId/Sportdata to manage the registration of the competitions.

To register the athletes on the platform, please respect the deadline of October 16<sup>th</sup>. After this date, the start lists will be edited; no modification or addition will be possible.

#### **CMAS Championships**

*a. **Preamble: Registration of your federation***

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

*b. **Step1: Order for CMAS licences***

Also, as in previous years, you shall connect to [www.cmasoffice.org](http://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.

Remember that the licences ordered are valid, not when you pay but when the related amount is credited to the CMAS Bank account. You must know if the delay for the international transfer takes time or not. Please notice that payment by credit card is more efficient and quicker than bank transfer.

*c. **Step 2: Registration in SportID***

**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 have not gotten your username and password yet, don't hesitate to get in touch with us at [support@sportsid.org](mailto:support@sportsid.org)

#### **Where do I start?**

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

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

## How do I add a new member?

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

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 essential 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, click on their name and then select “Edit” in the top right-hand corner.

**Be careful. Uploading a photo in the format of an ID card in the platform SportsID is mandatory for each member (athlete, coach, officials, etc.) because the system will automatically edit the accreditation after the registration deadline. Print at least with a photo upon arrival on the site is subject to additional fees.**

**IMPORTANT:** When you enter a member, be careful to type the same letters if the fields of SportsID

### *d. Step 2: Registration in SportData*

## How do I register members for a championship?

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

You can click “Add individual entry” to register a competitor there. To register a coach, referee or 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 you have entered into the system. So, any participants at a championship, be they athletes, coaches, referees or officials, must first be present in the members list in SportsID.

\*\*\*\*\* End of text \*\*\*\*\*