

Register someone for a competition

Step by step tutorial



UNITED WORLD
WRESTLING

Step 1

Welcome to Athena !

To register somebody for a competition, click on [Events]->[Competitions].

Here is the list of the competitions in which you can take part. Please note that it also displays the time left to complete the registration.

Click on the name of the competition for which you want to register people.

Step 2 : Pre-registrations

Senior World Championships

☰ Pre-registrations ○ Pending entries 🧑 Entry list 💰 Registration Fees 🚗 Transportation

SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂)

Pre-registration

You have until Aug 19, 2018 to pre-register your delegation.
You won't be able to modify numbers afterwards. Try to be as accurate as possible.

| Freestyle (Senior) | Greco-roman (Senior) | Women's Wrestling (Senior) |
|--|--|--|
| Num. of Athletes <input type="text"/> | Num. of Athletes <input type="text"/> | Num. of Athletes <input type="text"/> |
| Num. of Team Leaders <input type="text"/> | Num. of Team Leaders <input type="text"/> | Num. of Team Leaders <input type="text"/> |
| Num. of Coaches <input type="text"/> | Num. of Coaches <input type="text"/> | Num. of Coaches <input type="text"/> |
| Num. of Medical staff <input type="text"/> | Num. of Medical staff <input type="text"/> | Num. of Medical staff <input type="text"/> |
| Arrival date * Oct 18 2018 | Arrival date * Oct 22 2018 | Arrival date * Oct 26 2018 |
| Departure date * Oct 22 2018 | Departure date * Oct 26 2018 | Departure date * Oct 30 2018 |

At pre-registration step, you will need to fill in the number of people in each style and age category if necessary.

WARNING: From now on, if an athlete, a Team Leader, a coach or a medical staff member is involved in several styles or/and age categories, pre-registrations and registrations must be coherent. Two examples are given hereafter.

Example 1 – Medical staff for several styles

The image shows a software interface for pre-registering medical staff. A modal window titled "MICHAUD Gilles (NF Medical Staff)" is open, displaying the following details:

- Access category:** NF Medical Staff
- Person:** MICHAUD Gilles (Apr 8, 1985) - SUI
- Position:** Masseur
- Stay from:** Oct 20, 2018
- Stay to:** Oct 28, 2018
- Age categories:** senior
- Sports:** Freestyle (checked), Greco-roman (checked), Women's Wrestling (unchecked)

Below the modal, the main page shows the pre-registration for "SUI - Fédération Suisse de Lutte Amateur (FS|GR|WW|BW♀|BW♂)". A yellow warning banner states: "You have until Aug 19, 2018 to pre-register your delegation. You won't be able to modify numbers afterwards. Try to be as accurate as possible." The registration is divided into three columns for different styles:

| Freestyle (Senior) | Greco-roman (Senior) | Women's Wrestling (Senior) |
|------------------------------|------------------------------|------------------------------|
| Num. of Athletes: [] | Num. of Athletes: [] | Num. of Athletes: [] |
| Num. of Team Leaders: [] | Num. of Team Leaders: [] | Num. of Team Leaders: [] |
| Num. of Coaches: [] | Num. of Coaches: [] | Num. of Coaches: [] |
| Num. of Medical staff: 1 | Num. of Medical staff: 1 | Num. of Medical staff: [] |
| Arrival date: Oct 18, 2018 | Arrival date: Oct 22, 2018 | Arrival date: Oct 26, 2018 |
| Departure date: Oct 22, 2018 | Departure date: Oct 26, 2018 | Departure date: Oct 30, 2018 |

Two orange arrows point from the "Num. of Medical staff" input fields in the Freestyle and Greco-roman columns to the "Sports" section of the modal window, specifically to the checked boxes for Freestyle and Greco-roman, illustrating that one medical staff member is assigned to both styles.

This is how the pre-registration and the registration of a medical staff involved in several styles would look.

WARNING: Pay attention to the fact that the person is pre-registered for both styles.

Example 2 – Team leader for a whole style

MICHAUD Gilles (Team Leader)

Access category * Team Leader Stay from * Oct 6 2018

Person * MICHAUD Gilles (Apr 8, 1985) - SUI Stay to * Oct 7 2018

Require a Visa Require a VIP pass

Sports * Men's Beach Wrestling Women's Beach Wrestling

Age categories * cadet junior senior

Add a comment ?

Pre-registrations

SUI - Fédération

Pre-registration

You have until Sep 6, 2018 to pre-register your delegation.
You won't be able to modify numbers afterwards. Try to be as accurate as possible.

| Women's Beach Wrestling (Cadet) | Men's Beach Wrestling (Cadet) | Women's Beach Wrestling (Junior) |
|---------------------------------|-------------------------------|----------------------------------|
| Num. of Athletes | Num. of Athletes | Num. of Athletes |
| Num. of Team Leaders 1 | Num. of Team Leaders 1 | Num. of Team Leaders 1 |
| Num. of Coaches | Num. of Coaches | Num. of Coaches |
| Num. of Medical staff | Num. of Medical staff | Num. of Medical staff |

| Men's Beach Wrestling (Junior) | Women's Beach Wrestling (Senior) | Men's Beach Wrestling (Senior) |
|--------------------------------|----------------------------------|--------------------------------|
| Num. of Athletes | Num. of Athletes | Num. of Athletes |
| Num. of Team Leaders 1 | Num. of Team Leaders 1 | Num. of Team Leaders 1 |
| Num. of Coaches | Num. of Coaches | Num. of Coaches |
| Num. of Medical staff | Num. of Medical staff | Num. of Medical staff |

Let's take the case of a team leader of all the athletes of a style and whatever their age categories. This person should also be pre-registered for all styles and age categories.

Step 3 - Participants

The screenshot shows the UWW system interface for the Senior World Championships. The top navigation bar includes 'UWW', 'People', 'Licenses', 'Events', 'Cart', 'sui', and 'EN'. The breadcrumb trail is 'Dashboard / Competitions / Senior World Championships / Participants'. The main heading is 'Senior World Championships', with sub-tabs for 'Pre-registrations', 'Pending entries', 'Entry list', 'Registration Fees', and 'Transportation'. The 'Entry list' tab is active. Below the tabs, there is a search form with a 'Gender' dropdown menu (set to 'Choose'), a 'Name' input field, a blue 'Search' button, and a 'Reset' link. A 'More filters' link is also present. Below the search form, the 'Participants' section is visible, featuring an 'Export' dropdown menu and a green '+ Person' button. A yellow message box states: 'No participant found. Please check the pending entries, for which you may need to pay the accomodation fees.' The footer indicates 'Version 2.1.6.dev'.

To register a participant (athlete / referee / coach / president / medical / etc.) use the green “+ Person” button.

Step 4 – Registrations

The screenshot shows a web application interface for managing registrations. At the top, there is a dark blue navigation bar with 'UWW', 'People', 'Licenses', and 'Events' on the left, and 'Cart', 'sui', and 'EN' on the right. Below this is a breadcrumb trail: 'Dashboard / Competitions / Senior World Championships / Participants'. The main heading is 'Senior World Championships'. A secondary navigation bar contains 'Pre-registrations', 'Pending entries', 'Entry list', 'Registration Fees', and 'Transportation'. The current page is for 'SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂)', with 'Save' and 'Cancel' buttons. A green button 'Add another person to this form' is visible. A yellow warning box contains a checkbox and the text: 'I declare that all the personal data has been collected with the consent on every person and I agree that the data can be used by the organizer for logistic, statistic or security purposes only.' The 'New registration' form has a red close button. It includes: 'Access category *' with a dropdown menu showing 'Choose a type of accreditation'; 'Person *' with a text input field; 'Stay from *' with date pickers for month (Oct), day (20), and year (2018); 'Stay to *' with date pickers for month (Oct), day (28), and year (2018); and two checkboxes: 'Require a Visa' and 'Require a VIP pass'. A link 'Add a comment ?' is at the bottom left. The footer shows 'Version 2.1.6.dev'.

The registration form now has all person types (athletes, referees, coaches, medicals and delegates) at the same place. Chose the accreditation type, so you can fill in the next fields.

TIP: The “Add another person to this form” button allows you to register a new person without leaving the page. You will be able to save all people at once with the “Save” button.

WARNING: As long as an error warning is displayed in red above the form, nothing will be saved.

Example 3 – Registration error(s)

The screenshot shows a web application interface for managing participants in a competition. At the top, there is a navigation bar with 'UWW', 'People', 'Licenses', and 'Events' on the left, and 'Cart', 'sui', and 'EN' on the right. Below this is a breadcrumb trail: 'Dashboard / Competitions / Senior World Championships / Participants'. The main heading is 'Senior World Championships', with sub-tabs for 'Pre-registrations', 'Pending entries', 'Entry list', 'Registration Fees', and 'Transportation'. The current view is 'Entry list', showing a list of participants for 'SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂)'. A red error message is displayed at the top of the form: 'This collection should contain 1 element or more.' Below the error message is a green button 'Add another person to this form'. A yellow banner contains a checkbox: 'I declare that all the personal data has been collected with the consent on every person and I agree that the data can be used by the organizer for logistic, statistic or security purposes only.' The main form area is titled 'New registration' and contains several fields: 'Access category *' (Athlete), 'Person *' (empty), 'Stay from *' (Oct 20 2018), and 'Stay to *' (Oct 28 2018). There are also checkboxes for 'Attend congress', 'Require a Visa', and 'Require a VIP pass'. At the bottom, there is a dropdown menu for 'Senior - Freestyle - 57 kg' and an 'Is starter' checkbox.

Registration error messages are displayed at the top of the form.

If they mention someone, you may try to correct the error.

If it is not possible, you can delete the person by using the red button to remove them from the form, so you can save the other people.

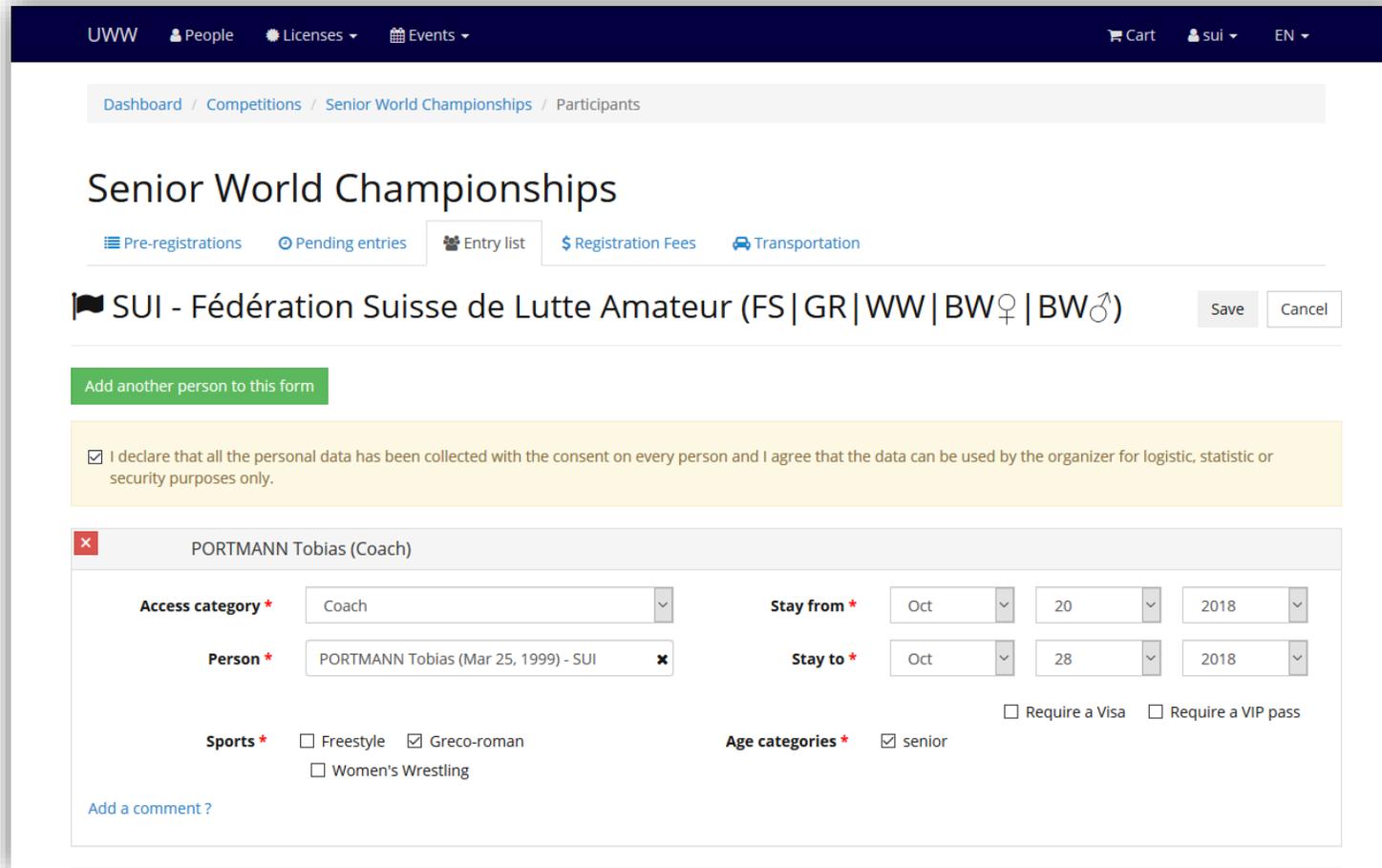
Step 4 - Athletes

The screenshot shows the UWW registration interface for the Senior World Championships. The breadcrumb trail is: Dashboard / Competitions / Senior World Championships / Participants. The main heading is "Senior World Championships" with sub-tabs for Pre-registrations, Pending entries, Entry list, Registration Fees, and Transportation. The current selection is "SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂)" with "Save" and "Cancel" buttons. A green button "Add another person to this form" is visible. A yellow banner contains a declaration: "I declare that all the personal data has been collected with the consent on every person and I agree that the data can be used by the organizer for logistic, statistic or security purposes only." Below this is a form for "PORTMANN Michael (Athlete)". The form includes: "Access category" (Athlete), "Person" (PORTMANN Michael (Jun 25, 2001) - SUI), "Stay from" (Oct 20, 2018), "Stay to" (Oct 28, 2018), and checkboxes for "Require a Visa" and "Require a VIP pass". A dropdown menu shows "Senior - Greco-roman - 55 kg" with an "Is starter" checkbox. A green button "Add a weight category" is at the bottom.

When you want to register an athlete, a new “Add a weight category” button appears. By clicking on this new button, you will be able to fill in the weight category(-ies).

WARNING: Athletes taking part in several styles must have been pre-registered for each of them

Step 4 – Coaches, Team Leaders and Medicals



The screenshot shows the UWW registration interface. At the top, there is a navigation bar with 'UWW', 'People', 'Licenses', and 'Events' on the left, and 'Cart', 'sui', and 'EN' on the right. Below this is a breadcrumb trail: 'Dashboard / Competitions / Senior World Championships / Participants'. The main heading is 'Senior World Championships'. There are several tabs: 'Pre-registrations', 'Pending entries', 'Entry list' (which is active), 'Registration Fees', and 'Transportation'. Below the tabs, there is a dropdown menu for 'SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂)' with 'Save' and 'Cancel' buttons. A green button says 'Add another person to this form'. A yellow box contains a declaration: 'I declare that all the personal data has been collected with the consent on every person and I agree that the data can be used by the organizer for logistic, statistic or security purposes only.' Below this is a form for 'PORTMANN Tobias (Coach)'. The form has several fields: 'Access category' (Coach), 'Person' (PORTMANN Tobias (Mar 25, 1999) - SUI), 'Sports' (Freestyle, Greco-roman, Women's Wrestling), 'Age categories' (senior), 'Stay from' (Oct 20, 2018), and 'Stay to' (Oct 28, 2018). There are also checkboxes for 'Require a Visa' and 'Require a VIP pass'. At the bottom left of the form, there is a link 'Add a comment?'.

For coaches, team leaders and medical staff, you will need to fill in the style(s) and age category(-ies) they will be in charge of.

WARNING: To register a coach, a team leader or a medical staff involved in several styles or/and age categories, the person should be pre-registered to each of them (see examples 1 et 2)

Step 4 – Officials and media

UWW People Licenses Events Cart sui EN

Dashboard / Competitions / Senior World Championships / Participants

Senior World Championships

Pre-registrations Pending entries **Entry list** Registration Fees Transportation

SUI - Fédération Suisse de Lutte Amateur (FS | GR | WW | BW♀ | BW♂) Save Cancel

Add another person to this form

I declare that all the personal data has been collected with the consent on every person and I agree that the data can be used by the organizer for logistic, statistic or security purposes only.

New registration

Access category * NF Secretary General **Stay from *** Oct 20 2018

Person * WIELAND Renate (Feb 4, 1976) - SUI **Stay to *** Oct 28 2018

Require a Visa Require a VIP pass

Add a comment ?

PORTMANN Tobias (Coach)

The most simple display is for the five following categories:

- NF President
- NF Secretary General
- NF Official
- NF Media
- Video Analyst