

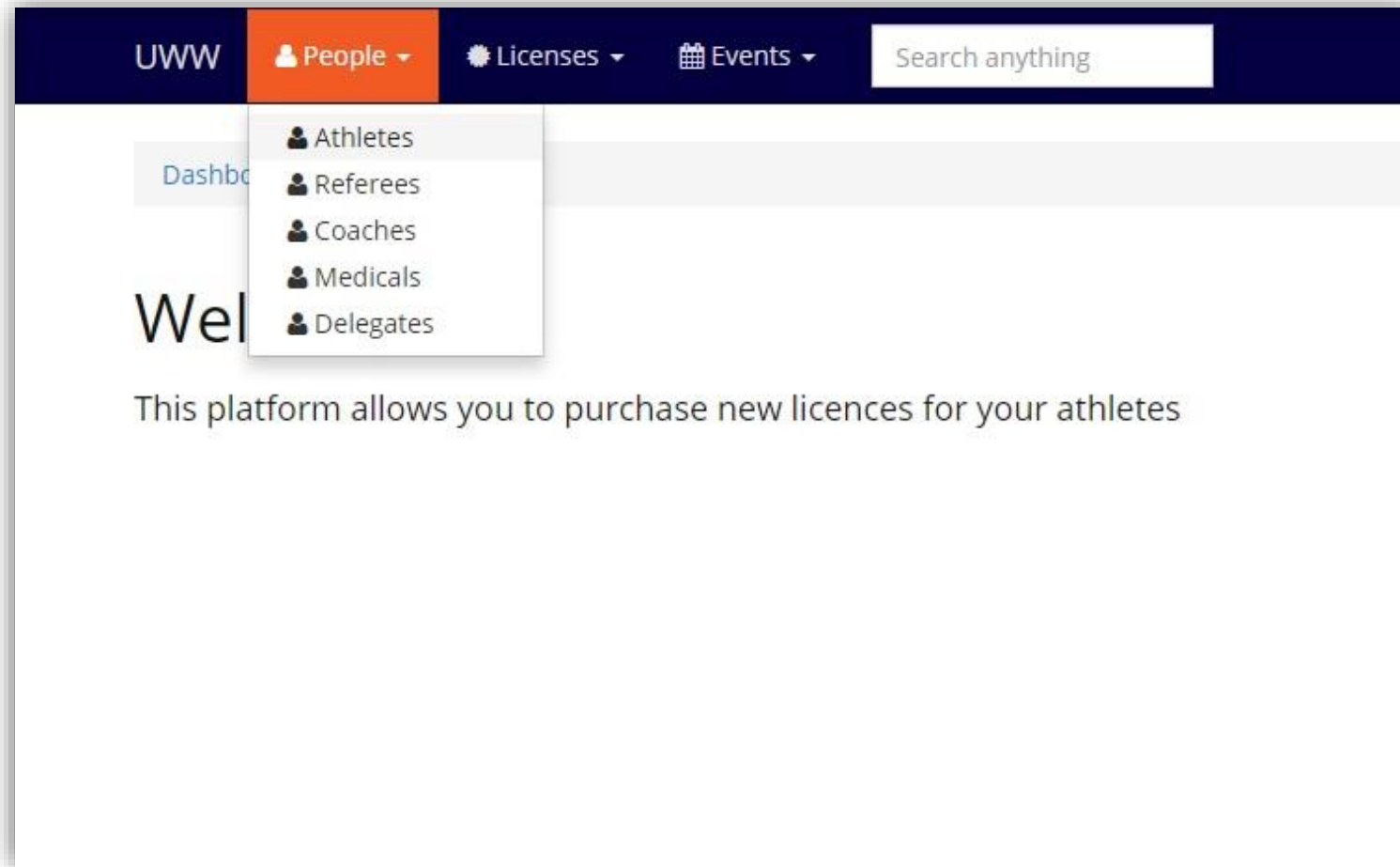
Add an Athlete

Step by step tutorial



UNITED WORLD
WRESTLING

Step 1



Welcome to Athena, to add a new athlete go to [People]->[Athletes] in the top left menu.

Step 2

UWW People Licenses Events Search anything sui EN

Dashboard / Athletes management

Your athletes

Add a new athlete

Family Name: Given Name:

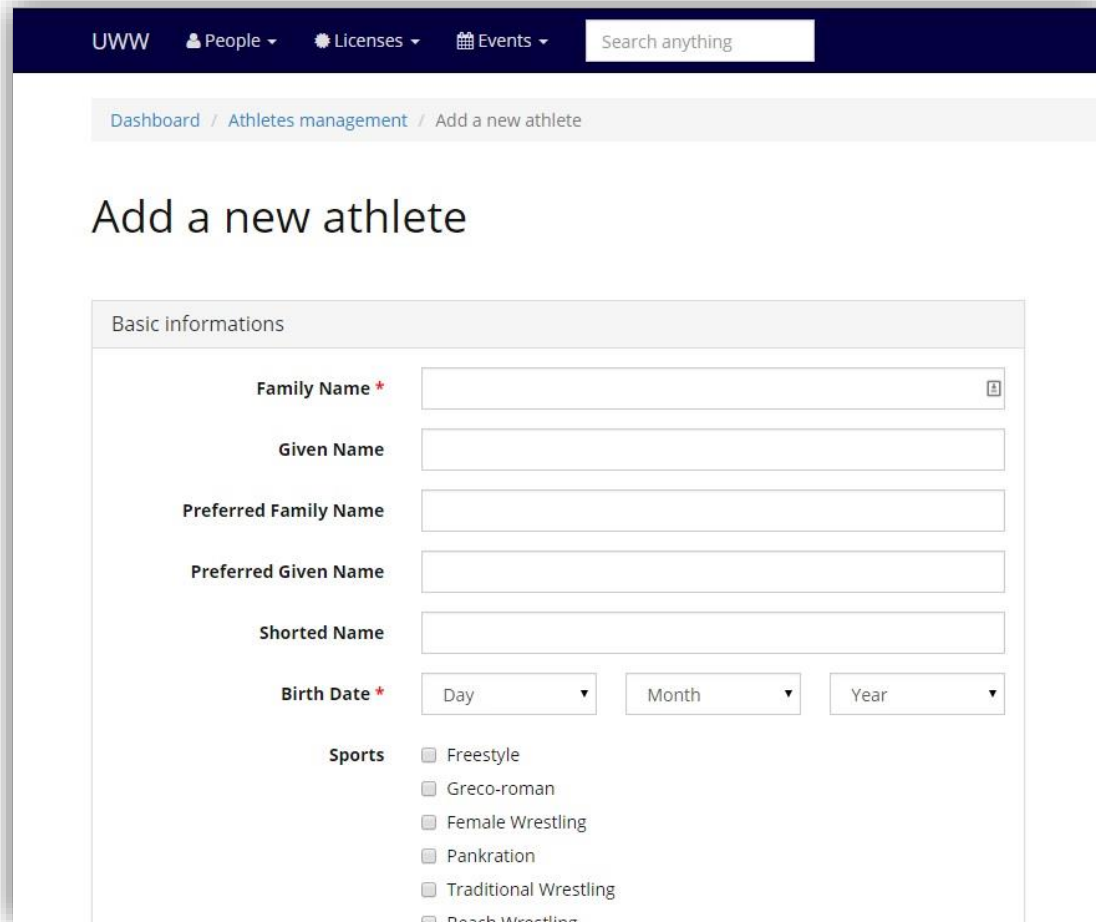
Birthdate (DDMMYYYY): Licenced: Passport: all Image: all

Apply Reset

ID	Photo	Family name	Given name	Birthdate	Licenses	Passport	Actions
e545dd...		ALBISSER	Jonas	Aug 26, 1982	2006 - SUI	YES	Buy a new license Edit
1e817f...		ALTER	Laurent	Sep 22, 1989	2008 - SUI	NO	Buy a new license Edit
4772aa...		ANNEN	David	Aug 27, 1990	2007 - SUI 2008 - SUI	NO	Buy a new license Edit

Here is the list of your athletes, to create a new one, click on the button [Add a new athlete] in the top right corner

Step 3



The screenshot shows a web interface for adding a new athlete. At the top, there is a dark blue navigation bar with 'UWW' and menu items for 'People', 'Licenses', and 'Events'. A search bar is also present. Below the navigation bar, a breadcrumb trail reads 'Dashboard / Athletes management / Add a new athlete'. The main heading is 'Add a new athlete'. The form is titled 'Basic informations' and contains the following fields:

- Family Name ***: A text input field with a small icon on the right.
- Given Name**: A text input field.
- Preferred Family Name**: A text input field.
- Preferred Given Name**: A text input field.
- Shorted Name**: A text input field.
- Birth Date ***: Three dropdown menus for 'Day', 'Month', and 'Year'.
- Sports**: A list of checkboxes for 'Freestyle', 'Greco-roman', 'Female Wrestling', 'Pankration', 'Traditional Wrestling', and 'Beach Wrestling'.

Fill in the following form.

Family Name (Last name) is the name written in his passport
Given Name (First name) also the passport version.

Preferred Family Name, write the family name that the athlete use everyday (example : Vera Gomez = Gomez)

Preferred Given Name, write the given name that the athlete use everyday (example : Juan Eduardo = Juan)

Shorted Name is used for TV, it's a limited name of maximum 12 characters.

Step 4

The screenshot shows the UWW Athletes management interface for GUENAT Sébastien. The top navigation bar includes 'UWW', 'People', 'Licenses', 'Events', a search bar, and user information 'sui' and 'EN'. The breadcrumb trail is 'Dashboard / Athletes management / GUENAT Sébastien'. The main heading is 'GUENAT Sébastien'. Below it are tabs for 'General', 'Passports', 'Pictures', 'Licenses', 'Suspensions', and 'Messages'. The 'General' tab is active, showing 'Basic informations' with fields for Family Name (GUENAT), Given Name (Sébastien), Preferred Family Name, Preferred Given Name, Shorted Name, Birth Date (31/01/1983), and Sports (Freestyle, Greco-roman, Female Wrestling). To the right, the 'Licenses' section has a 'View licences' link and a 'Buy a new license' button. Below that is the 'Passport' section, followed by the 'Picture' section with a 'View pictures' link. At the bottom right, the 'QR code (short ID: 255)' section displays a QR code.

Congratulation, your athlete has been created.

That was the first step, to get a license you need first, to add a picture and a passport.

Now you can see different tabs :
[General / Passport / Pictures / Licenses / Suspensions / Messages]

Click on Passport

Step 5 : Add a passport

The screenshot shows the UWW Athletes management interface for GUENAT Sébastien. The top navigation bar includes 'UWW', 'People', 'Licenses', 'Events', a search bar, and user information 'sui' and 'EN'. The breadcrumb trail is 'Dashboard / Athletes management / GUENAT Sébastien'. A green notification bar at the top says 'Passport added.' Below this, the name 'GUENAT Sébastien' is displayed. The interface has tabs for 'General', 'Passports', 'Pictures', 'Licenses', 'Suspensions', and 'Messages'. The 'Passports' tab is active, showing a 'Passport list' section with 'Active passport' (No active passport) and 'Other passports' (a table with one entry). To the right is the 'Add a new passport' form with fields for 'File upload', 'Passport number', 'Passport validity' (Day, Month, Year), and 'Nationality', along with an 'Add new passport' button.

UWW People Licenses Events Search anything sui EN

Dashboard / Athletes management / GUENAT Sébastien

Passport added.

GUENAT Sébastien

General Passports Pictures Licenses Suspensions Messages

Passport list

Active passport
No active passport

Other passports

Passport number	Valid until	Uploaded Date	Status	Actions
X2112813	04/2024	Oct 28, 2015 4:10 PM	○ pending	Download Edit

Add a new passport

File upload * Choisissez un fichier Aucun fichier choisi
Upload a scanned passport (JPG/PNG/PDF)

Passport number *

Passport validity Day Month Year

Nationality -- Nationality --

[Add new passport](#)


On the right side you will see the form to add a new passport, on the left side you will see the list of your passports (if you have any).

To add a passport : Select your file, fill in the passport number and the validity, select the country written in the passeport

By default your passport will stay “pending” until an UWW employee will check it for validation.

Step 6 : Add a picture

The screenshot shows the UWW Athletes management interface for GUENAT Sébastien. The top navigation bar includes 'UWW', 'People', 'Licenses', 'Events', a search bar, and user information 'sui' and 'EN'. The breadcrumb trail is 'Dashboard / Athletes management / GUENAT Sébastien'. A green notification bar at the top says 'Image added.' Below this, the name 'GUENAT Sébastien' is displayed. The 'Pictures' tab is selected in the navigation menu. On the left, the 'Picture list' section shows 'Active picture' (No active picture) and 'Other pictures' with a table containing one entry:

	Uploaded Date	Status	Actions
	Oct 28, 2015	O pending	Edit

On the right, the 'Add a new picture' form is visible, featuring a 'File upload' section with a file selection button labeled 'Choisissez un fichier' and the text 'Aucun fichier choisi' and 'Upload an image (JPG/PNG/GIF)'. Below the form is a blue 'Add new picture' button.

On the picture tab

On the right side you will see the form to add a new picture, on the left side you will see the list of your pictures (if you have any).

By default your picture will stay “pending” until an UWW employee will check it for validation.

TIP : You can propose a new picture whenever you want for any athlete.

Step 7 : Buy a license

The screenshot shows a web application interface for managing licenses. At the top, there is a dark blue navigation bar with the text 'UWW' and several menu items: 'People', 'Licenses', and 'Events'. A search bar is located in the center of the navigation bar, and the user's name 'sui' and language 'EN' are displayed on the right. Below the navigation bar, a breadcrumb trail reads 'Dashboard / Athletes management / GURTNER Pascal'. The main content area features the name 'GURTNER Pascal (m) May 25, 1988' and a set of tabs: 'General', 'Passports', 'Pictures', 'Licenses', 'Suspensions', and 'Messages'. The 'Licenses' tab is currently selected. Below the tabs, there is a section titled 'GURTNER Pascal licenses' containing a table with the following data:

Year	Fed.	Category	Medical certificate	Status	Payment	Status date	Created at	Printed at	Actions
2007	SUI	junior	No certificate	Validated	n/a	Mar 27, 2015	Mar 26, 2007		

Below the table, there is a green button with a plus icon and the text 'Buy a new license'.

On the licenses tab

Here is a list of your licenses.
To buy a new one click on the button [Buy a new license]

WARNING : To be able to buy a new license you need first to have a picture and a passport.

Step 8 : Buy a license

censes ▾ Events ▾ Search anything

Add a license for GUENAT Sébastien (SUI)

Year *

2015

2016

Age category *

senior (CHF 100.00.-)

Medical certificate file

Choisissez un fichier DSC_0735.jpg

Back Add to cart

Select the year for the license (current or next year).

Different age categories will be available only if the athlete has this possibility.

WARNING : Medical certificate is mandatory.

Step 8

UWW People Licenses Events Search anything sui EN

Dashboard / Licences cart

Item has been added to cart.

Licences cart

Back to athletes list

Athletes

Athlete ID	Last name	First name	Birthdate	Category	Year	Price	Actions
c6d43b91-7d85-11e5-97e0-0050569b5d53	Sébastien	GUENAT	Jan 31, 1983	senior	2016	CHF100.00	Remove from cart
Total						CHF100.00	Checkout

Here is a list of your purchases.

To pay click on the button [Checkout]

TIP : Before the checkout, you can go back to the list and buy more licenses, this way you will have to pay only one time for all the licenses.

Step 9

UWW People Licenses Events Search anything sui EN

Dashboard / Licences cart / Checkout

Checkout

Licenses	Price
GUENAT Sébastien (Jan 31, 1983)	CHF100.00
Total	CHF100.00

Payment details

Pay online (+3%)
 Pay online with a credit card (+3%)

Bank transfer
 Recieve a bill

Beneficiary
United World Wrestling (UWW)
Rue du Château 6
CH-1804 Corsier-sur-Vevey

Name and address of the bank
UBS SA
Case postale
CH-1002 Lausanne

Account number
243-295064.01N

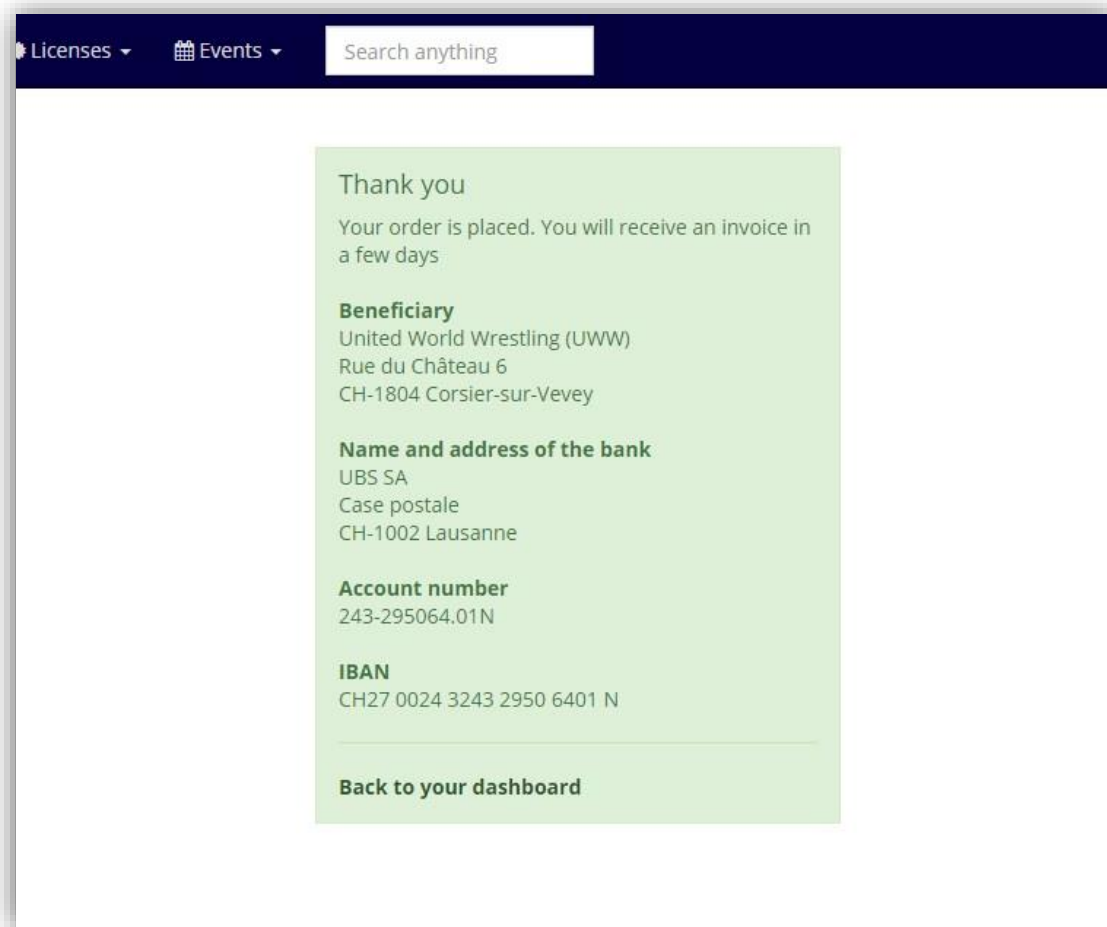
IBAN
CH27 0024 3243 2950 6401 N

Proceed checkout

You can pay with credit card or by bank transfer.

When everything is all right click on “Proceed Checkout”

Step 10



Congratulation, you have now an athlete with a license.

You can now register him to a competition, edit his profile, propose new pictures and so on.