



IBSA Sport Administration System User's Guide

Version B – for Member Federations

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Produced by International Paralympic Committee

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1 Introduction

This chapter provides an introduction to the IBSA Sport Administration System, henceforth called ISAS.

1.1 Objective

This document describes how to use the ISAS to securely submit, capture, store and retrieve athletes' personal data, classification, and licensing by member federations (NFs) into a central database for IBSA. This manual is targeted to staff members of national member federations of the International Blind Sports Federation (IBSA) and aims to assist the users in the following areas of the system:

- Participant Management (e.g., athlete registration, biography capture, sport class assignment)
- License Management (e.g., athlete license application and payment).

This manual is provided in different versions to different user groups, as described in chapter 1.3.

1.2 History and Development of ISAS

In December 2013, the International Blind Sports Federation (IBSA) expressed its interest to use the IPC Sport Data Management System (SDMS) to administer its sports and related data including athletes, classification and competitions. SDMS had then been running successfully since 2009, with a number of small expansions, and has now become the IPC's central tool for athlete's data, classification, competition calendar, achieved results, confirmed records, and calculation mechanism of rankings and qualification lists for major events.

After consultations between IPC and IBSA, the federations agreed to realise this new data management system with a separate look and feel, but with an integrated database allowing for the transfer of information between the two federations. Also, IBSA will not be integrating results data into the database. Figure 1.1 shows the division of information between the two applications; note that the licensing system is kept entirely separate.

The user base of the two systems will in many cases be similar, as National Paralympic Committees (NPCs) are also often national members (NFs) of IBSA. By using one central database with two public applications, the processes can remain familiar to users who already

know the SDMS application, and information can be transferred between the two applications as necessary.

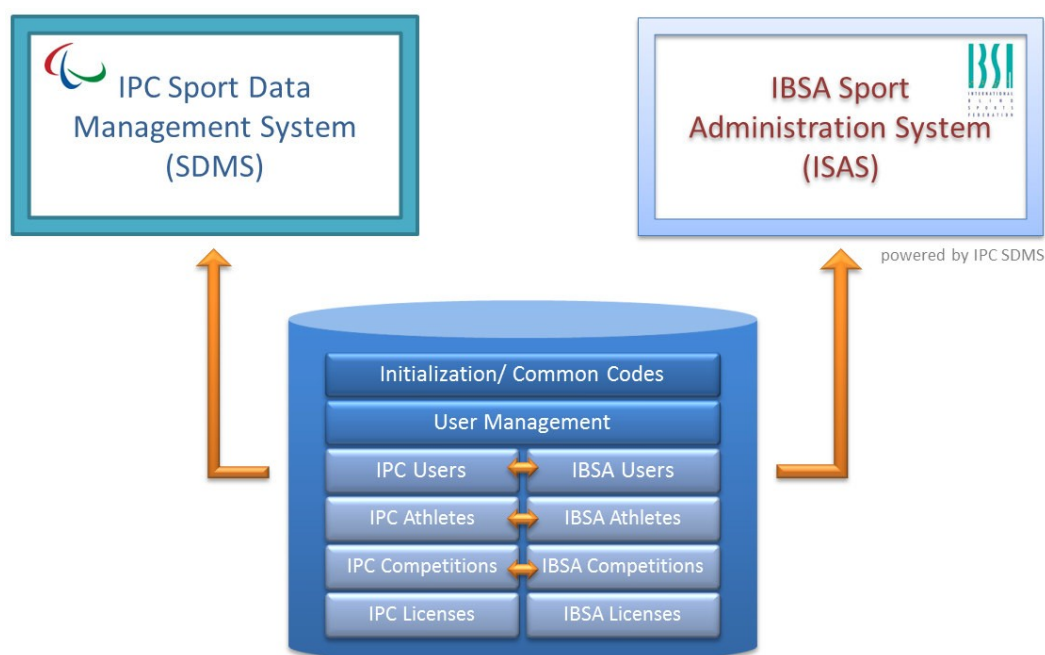


Figure 1.1: Centralized SDMS Database with two applications in different layouts. The double-arrows in the database graphic illustrate potentially overlapping entities.

1.3 Versions of the ISAS Manual

Specific user groups of the application have access to a limited number of screens and functionalities. For better targeting the user's search for information, several versions of the ISAS manual are published to specifically focus the processes each user group needs to be aware of.

- **Version A** – A full document containing all sections of ISAS for overall information for everyone interested in the data processes
- **Version B** (this one) – Registration & Licensing for member federations

The different versions have the same content structures for better cross-references, but unimportant sections are excluded for the respective user group. Hence, chapters 3 and 6 are not included in this version.

1.4 Structure of the ISAS Manual

The current chapter describes the general objective of this manual, its different existing versions and structure as well as briefly summarizes the history of ISAS development.

The second chapter explains how to get an account for ISAS, how to access this central IBSA database, the navigation through the application, the menu bars, general usages of search forms, and buttons appearing on several pages. Please read this chapter if you are not experienced with high security applications in general or with ISAS in specific.

An exact step-for-step instruction for registration of athletes (chapter 4) and license application and payment (chapter 5) supports the user to fulfil the requirements and follow the process efficiently.

The application produces a set of customisable reports for overview of the stored data. These reports are described in chapter 7.

For consistent numbering, chapter 3 and 6 and some subchapters (e.g. 4.6, 4.7, 7.2) are left out of this document. These assist IBSA users with initialisation of the system and competition scheduling.

At the end, some chapters in this document's appendix cover a glossary, related documents, forms, and flow charts which the various chapters and sections of this guide refer to and are especially important for member federations.

1.5 Prospective Developments

The ISAS application will be continuously reviewed in accordance with the introductions of rules, regulations, and policies to ensure a smooth business and administration in the back of house to let its clients focus on the sports and athletes. Updates, changes, or new rules are implemented as soon as possible in the responsible applications, and IPC staff will continue to support IBSA in the development of ISAS under the terms of the contract signed between the federations.

2 ISAS Website, Layout, and Functionalities

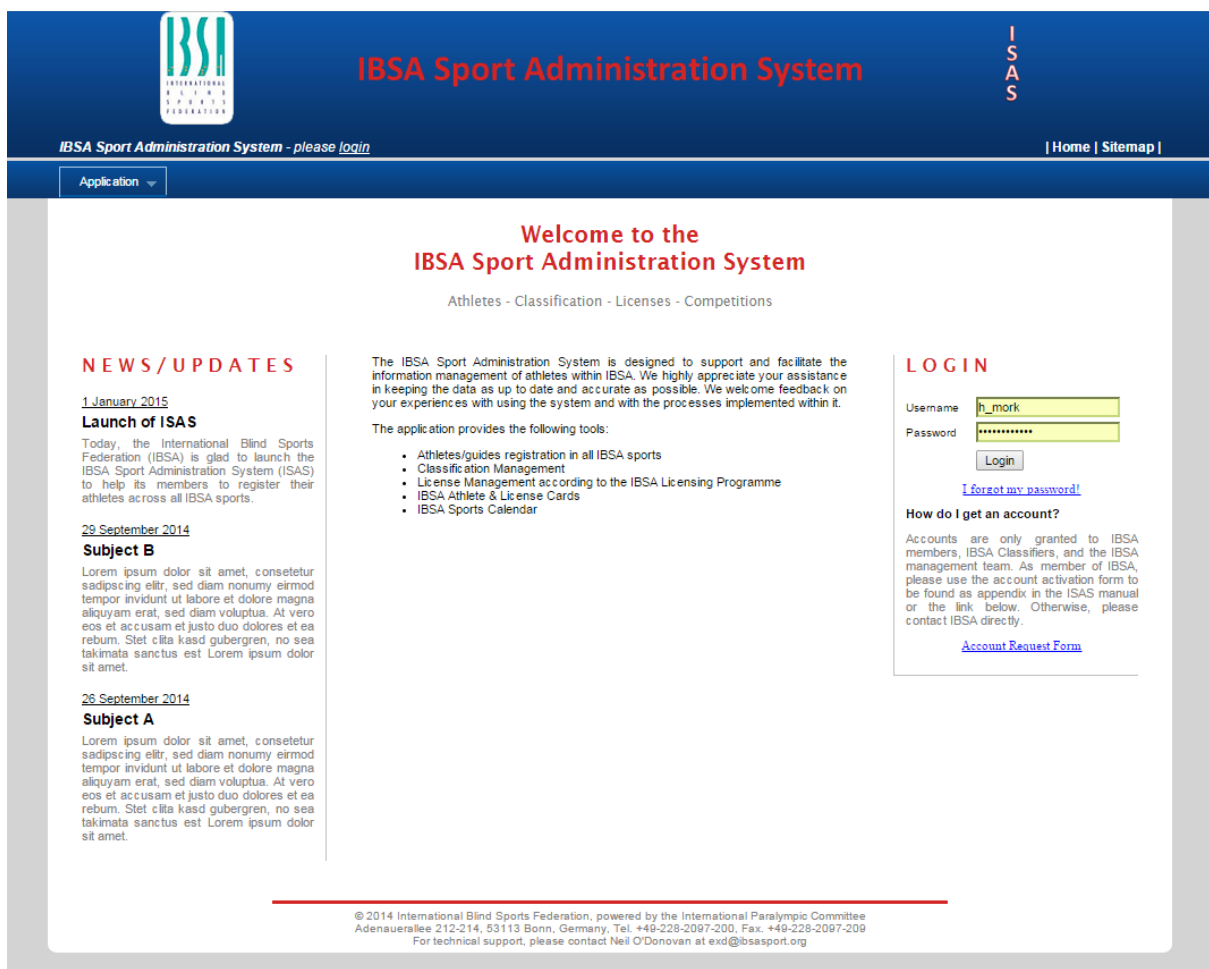
Some general information about the access to ISAS as well as an overview of the structure and general functionalities and tools are outlined in this chapter.

2.1 Access to ISAS

2.1.1 ISAS Websites

The IBSA Sport Administration System is an online application accessible on the Internet by inserting the following URL in the browser of your choice

<http://www.ibsasport.org/isas>



IBSA Sport Administration System

IBSA Sport Administration System - please [login](#)

| Home | Sitemap |

Application

Welcome to the IBSA Sport Administration System

Athletes - Classification - Licenses - Competitions

NEWS/UPDATES

1 January 2015
Launch of ISAS
Today, the International Blind Sports Federation (IBSA) is glad to launch the IBSA Sport Administration System (ISAS) to help its members to register their athletes across all IBSA sports.

29 September 2014
Subject B
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

26 September 2014
Subject A
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

The IBSA Sport Administration System is designed to support and facilitate the information management of athletes within IBSA. We highly appreciate your assistance in keeping the data as up to date and accurate as possible. We welcome feedback on your experiences with using the system and with the processes implemented within it.

The application provides the following tools:

- Athletes/guides registration in all IBSA sports
- Classification Management
- License Management according to the IBSA Licensing Programme
- IBSA Athlete & License Cards
- IBSA Sports Calendar

LOGIN

Username

Password

[I forgot my password!](#)

How do I get an account?

Accounts are only granted to IBSA members, IBSA Classifiers, and the IBSA management team. As member of IBSA, please use the account activation form to be found as appendix in the ISAS manual or the link below. Otherwise, please contact IBSA directly.

[Account Request Form](#)

© 2014 International Blind Sports Federation, powered by the International Paralympic Committee
Adenauerallee 212-214, 53113 Bonn, Germany, Tel. +49-228-2097-200, Fax. +49-228-2097-209
For technical support, please contact Neil O'Donovan at exd@ibasport.org

Figure 2.1: ISAS Login Page

2.1.2 Recommended Browsers

It is recommended to use most modern and widely used browsers with recent updates installed in order to ensure stable functionality and security. ISAS runs best under Firefox (current version 32) and Google Chrome (version 37). Users of Internet Explorer (version 9 or higher) shall regularly update and inform about potential general security issues and either care for a stable version or look for alternatives. Additionally, JavaScript has to be enabled for correct functionality of ISAS.

2.1.3 Account Request

Currently, there are four main user groups defined. The most important client group are the member federations (NFs) who maintain data about their own athletes and apply for licenses. Secondly, recognised classifiers have access to the classification section to read out and update information. The IBSA Management Team runs all remaining procedures, e.g. maintaining the calendar, updating classification information, granting user accounts, and supporting the NFs and classifiers. Finally, the super user groups of system administrators have full access to information stored in SDMS and ISAS, and can transfer between them at any point if necessary. Besides those four groups, there are several individual temporary accounts opened for various purposes.

Please share your personal account details with any colleague only if you take on full responsibility for all actions performed through your ISAS account.

2.1.3.1 NF Account

Each Member Federation obtains one (1) SDMS account (**primary user**) to access all athletes in all sports stored in the system. Additionally, IBSA may grant one (1) **additional sport-specific account** per sport. These accounts may be used by employees of the NPC or any national sport federation in order to decentralize the obligation of athletes' registration and licensing. An individual person may hold two or more sport-specific accounts.

A National Paralympic Committee that already has an account in the IPC's SDMS can additionally use their existing primary account in ISAS, as part of the cooperation between IBSA and IPC.

How To: Apply for an ISAS Member Federation account

- 1) Download the Member Federation Account Request Form for ISAS from the front page.
- 2) For the primary user, tick 'no change' if the user remains the same, 'update' for a change of email address or 'new/replace' for replace the responsible person.
- 3) For a sport-specific account, insert the sport and tick 'new/replace'.
- 4) For the case of a National Paralympic Committee wishing to use a duplicate account, indicate this in the correct place on the form. If a new primary user is also required for SDMS, please contact the SDMS Administrator.
- 5) Get the document signed by the president or secretary general of the Member Federation and send it back to the IBSA office as indicated on the form.
- 6) IBSA will send out individual emails to each designated person with his/her personal username and password.

How To: Change or update an ISAS NPC account

- 1) Download the NPC Account Request Form for ISAS.
- 2) For the primary user, tick 'no change' if the user remains the same, 'update' for a change of email address or 'new/replace' for replace the responsible person.
- 3) If one or more sport-specific accounts change, tick 'new/replace' for an entire replacement of the responsible person or 'update' for change of email address.
- 4) Get the document signed by the president or secretary general of the Member Federation and send it back to the IBSA office as indicated on the form.
- 5) IBSA will send out individual emails to each designated person with his/her personal username and password. If an account has been removed in order to create the new one, the previous user will be informed about the new status.

'New/Replace' always leads to the creation of a new username if the individual responsible person has changed. In contrast, 'update' keeps the username as long as the responsible person does not change but only his/her contact details or organization/position.

2.1.4 Security and Passwords

ISAS is a password-protected application. This protection requires high standard beginning with usage of *strong* passwords. Strength of a password is primarily defined by its length and its used character set. To find a compromise between security and user-friendliness, a password for ISAS and all its related modules requires

- ✓ Minimum length of eight (8) characters,
- ✓ At least one (1) lower-case letter [a-z],
- ✓ At least one (1) upper-case letter [A-Z],
- ✓ At least one (1) numeric character [0-9],
- ✓ At least one (1) non-alphanumeric character out of the set [!_%#?-= \$&+].

As it is recommended for all Internet applications like amazon, ISAS automatically reminds the user to change his password when 90 days after last password change have passed.

Your account is automatically disabled after five sequential failed login attempts.

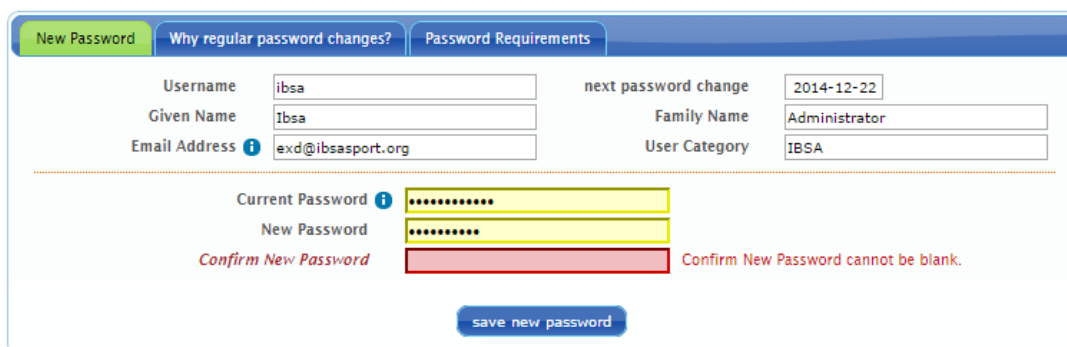
2.1.4.1 Password Reset

The password reset tool can be used if you have forgotten your password, or if the account has been locked as described above. Instructions are given below.

How To: Change your password

- 1) After you have entered the application, go to **Edit Password** at the upper right corner of ISAS. This screen automatically opens after the 90 days period.

Password Reset



The screenshot shows the 'New Password' tab of the ISAS Password Editor. The interface includes fields for Username (ibsa), Given Name (Ibsa), Email Address (exd@ibsasport.org), next password change (2014-12-22), Family Name (Administrator), and User Category (IBSA). Below these are fields for Current Password, New Password, and Confirm New Password, all masked with dots. A red error message 'Confirm New Password cannot be blank.' is displayed next to the Confirm New Password field. A 'save new password' button is at the bottom.

Figure 2.2: ISAS Password Editor

- 2) Enter your current password in the first field. The new password is automatically controlled against the password requirements and is accepted when the blue check mark appears. Confirm your new password and submit.

How To: Reset password when you have forgotten it

- 1) Click on **I forgot my password** or use the menu bar **User Management > Password Reset**.
- 2) Fill out the form by inserting your username and email address which had been registered with your account.
- 3) After submission, you receive an automatically generated email with your new password and a password reset validation link. Check your spam folder if can't find the message in your inbox.
- 4) Click the validation link first, which will take you to the confirmation page in ISAS. Without that step, the newly generated password won't work.
- 5) Go back to the ISAS Login Page and enter the application with the new password.

Passwords are stored encrypted. That means that no one, even not the ISAS Administrator can read out your password. Same security standard is applied to other sensible information.

A user authorised to use both SDMS and ISAS must use the same password in both applications

ISAS logs you out after one hour of inactivity. This counter applies to each window or tab of your web browser independently from each other; but once your session is deleted in one of these tabs, your access in all of them is denied unless you re-login. This reduces the risk that a stranger with access to your terminal manipulates the data through your account with your knowledge. Especially in a public environment, it is highly recommended to click **Logout** when you finished your work in ISAS.

2.2 Header Tools

The header of ISAS and any of its modules consists of three sections. When the user is logged in, the user information field reflects username, last login, and the remaining time before the user session is automatically deleted.

The secondary menu bar is located at the upper right corner.

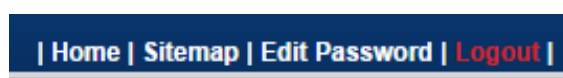


Figure 2.3: Secondary Menu Bar

Following options are available:

Home	Go back to the start page.
Sitemap	Opens the Sitemap, showing all pages of the application
Edit Password	Open the password editor (see chapter 2.1.4).
Logout	Conduct a user logout.

The primary menu bar allows the access to all various sections of ISAS the user is granted to and is located below the user information. The primary menu bar shows the main sections of the application. When using your mouse to hover over a section, the subsections appear to you. You must use a browser enabling drop-down menus for the primary menu bar to work; on a touch-screen browser, please use the Sitemap for navigation.



Figure 2.4: Primary Menu Bar

Currently, six main sections divide the application, they are:

Initialization	Basic data like regional information, sport structure, and season data
Participants	Athletes/Guides registration, classification, doping, duplicate control & handling
License Management	License packages, license overview, invoices, license cards
Calendar	Internal IPC Sports Calendar and officials database
Reports	Classification and license reports
User Management	User roles, groups, individuals, permissions

2.3 Search Forms & Results Matrix

Each section handling one particular data entity of ISAS, e.g. sports, events, organizations or athletes, has a search functionality to target the user's data.

The search page in turns offers a results matrix with an input row for the search criteria. When a new section is opened, the current criteria are automatically applied, along with the user's permission criteria (for example, an NF for Germany will only receive search results about German athletes), and the results are displayed. Generally, the search returns all relevant results when initially opened, and the current criteria can then be modified. When changing the drop-down boxes, the search is automatically reset, while when changing text boxes, users must refresh or press the *Return* key on their keyboard.

	ISO Code	IOC Code	Name	Area [km ²]	Inhabitants	Capital
	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>			<input type="text" value="x"/>
<input type="checkbox"/>	BMU	BER	Bermuda	53	67,800	Hamilton
<input type="checkbox"/>	BOH	BOH	Bohemia	51,947	6,769,500	Prague
<input type="checkbox"/>	BOL	BOL	Bolivia	1,098,581	10,907,700	Sucre
<input type="checkbox"/>	BRA	BRA	Brazil	8,514,877	192,272,900	Brasilia
<input type="checkbox"/>	BRB	BAR	Barbados	431	284,600	Bridgetown
<input type="checkbox"/>	BRN	BRU	Brunei	5,675	388,200	Bandar Seri Begaw
<input type="checkbox"/>	BTN	BHU	Bhutan	38,816	691,100	Thimphu
<input type="checkbox"/>	BVT		Bouvet Island	49	0	
<input type="checkbox"/>	BWA	BOT	Botswana	581,730	1,990,900	Gaborone
<input type="checkbox"/>	BWI	BWI	West Indies Federation	20,253	3,117,300	Chaguaramas
<input type="checkbox"/>	CAF	CAF	Central African Republic	622,984	4,422,000	Bangui
<input type="checkbox"/>	CAN	CAN	Canada	9,984,670	34,260,000	Ottawa
<input type="checkbox"/>	CKK		Cocos Islands	14	600	West Island
<input type="checkbox"/>	CHE	SUI	Switzerland	41,284	7,782,900	Bern
<input type="checkbox"/>	CHL	CHI	Chile	756,950	17,063,000	Santiago de Chile

Figure 2.5: Search Results Matrix of Countries (Initialization > Regional Data > Countries)







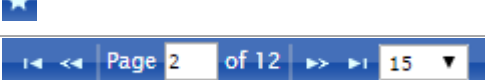




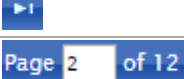

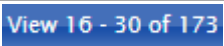
Users specify their search parameters by entering text or selecting items from the dropdown search fields. Each search field only allows for entries with fewer or the same number of characters defined in the database structure.

In the result of each search conducted the information is displayed in columns and rows (a search results matrix). Users may manipulate the width of each column, change the order of the

columns by drag-and-drop and sort by a column according to need. The current sorting column is indicated by a downwards (ascending) or upwards (descending) pointing triangle.



If you wish to remove or clear a search criterion, click the cross next to its drop down box or text field. The application treats most text searches as asking for text strings that ‘contain’ the supplied text, rather than exact matches.

The footer consists of several icons for handling the data or scroll through the full set of data.

	Deletes the selected row(s). On attempt to delete data which is related to other information or entities, an error message appears.
	Reloads the grid.
	Manipulate order and number of columns supported by a small interface. Hidden columns which do not fit in the default view can be added here if necessary.
	Prints all data based on search criteria and column selection and order in one new window.
	Exports all data based on search criteria and column selection and order into an Excel file.
	Save grid settings for later, will be used as default settings until reset or overwritten
	Tools to select matrix pages.
	Go to first page.
	Go to previous page.
	Go to next page.
	Go to last page.
	Direct page selection: change page number and press ‘Enter’.
	Changes the number of rows per page.
	Shows current position and total data rows based on search criteria.


Each row in the matrix represents one data set with some basic information.

- That row the mouse cursor is just selecting is highlighted in turquoise.
- To select a row for deletion or other actions in specific sections, the user ticks the box on the left hand side. Selected rows are highlighted in yellow. See Figure 2.5. To select all rows, click the checkbox in the header row.
- When a data row is clicked, the detail page opens to review and manipulate. Some screens do not have a detail page; in that case, clicking selects the row.



Underneath the search results matrix, two buttons duplicate the functionality of icons in the matrix footer, namely the **Delete** button (same as ) and the **Grid Export** button (same as )

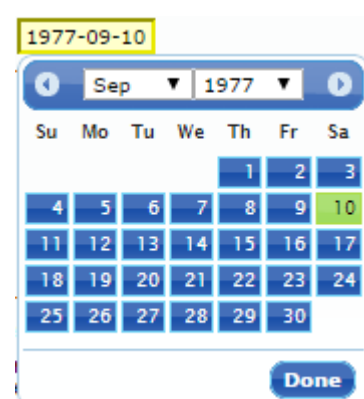
After opening the detail page, you can go back by clicking **Back to Search Results**. This button re-applies the search criteria and opens the previous search results matrix page. Additional buttons on the detail page open a blank form to create a new data set (**Add New X** or **New**), save, refresh, delete, or clear the loaded detail page. Further buttons designed for a specific detail page are described in the respective chapters of this guide.

2.4 Data Fields

Search criteria forms, entity detail pages and similar generally are simple HTML forms and are composed of free text fields, drop down menus, radio, and tick boxes. Each field is labelled according to its value behind. Some fields have prepended a small blue info icon  which contains more explanations and regulations about the field and its content when clicked.

ISAS has a few additional functionalities or tools behind the fields the user must be aware of:

- *Mandatory Fields* – Fields with a light yellow background are mandatory. Leaving such a field blank upon submission will cause an error, and the data set won't be saved unless the field has a valid value.
- *Value Validity Control* – Each field is subject to a set of specific rules. These rules might consider value length (number of characters), value type (integer, float, text, ...) or even specific value formats (dates, country code, ...). On validation failure, an error is thrown.
- *Files* – When a file upload becomes necessary, the file is checked against the maximal file size (in bytes) and file format (photos, PDFs). Photos, in particular, are additionally reviewed for potential limits in image size (in pixels).
- *Character Sets* – As the only language in ISAS is English, all names and other information shall be written in English language and using the English (Latin) alphabet. Most of the fields allow extended Latin characters (like ä, ß, ë, ç) even if not recommended; particularly, names should be supplied using the 26 characters of the English alphabet. Other writing systems (Greek, Cyrillic, Chinese etc) are not supported by ISAS on purpose; exceptions are clearly indicated.
- *Date Field* – The standardized date field format is yyyy-mm-dd (year – month – day). When a date field (e.g., athlete's date of birth) is selected, a small calendar tool appears to automatically allow the user to select the correct date. Drop down boxes on top opens the respective calendar by month and year. The buttons  and  scroll through the calendar by month. Currently selected date is highlighted in green. This small window closes automatically when a date is selected, the button **Done** is clicked or another field is selected.



In some date fields, minimum and maximum dates are set up. The calendar tool for those fields only displays the acceptable date range.

2.5 File Attachments (technical requirements)

General requirements for upload of files to IBSA are outlined here. Following types of documents might or must be attached under certain criteria. Attempts to upload files exceeding maximum file size (in bytes) or wrong file formats will cause an error.

- **IBSA Eligibility Code Form, Copy of Passport/ID Card & IBSA Nationality Validation**

To be submitted as PDF file not exceeding 1 MB. The quality of the scan should ensure that all information is legible. NFs are encouraged to submit them electronically via ISAS or exceptionally by email or in hardcopy.

- **Classification Document**

To be submitted as PDF file not exceeding 2.5 MB. The quality of the scan should ensure that all information is legible.

- **Photo**

Must

- ✓ Be recent and allow for easy recognition of the individual,
- ✓ Be plain white or light blue background with good contrast against the person (face and hair),
- ✓ Not include headgear, dark glasses and hair bands on the individual, except for religious or medical reasons,
- ✓ Have the head of the individual looking face-on,
- ✓ Either be scanned and saved as JPG (preferred), GIF or PNG in medium or high quality. Width-to-height ratio is between 2:3 and 3:4; file size must not exceed 250 kB.

If the photo is submitted in hardcopy, minimum size of the photo must be 35mm x 45mm and include the name and the ID, if known, of the individual on the back.

Photos are only used for license cards. Hence, any uploaded photo is automatically resized to a maximum height of 256 px and a maximum width of 176 px. The user does not need to resize the photo in advance.

2.6 Error Messages and Notices

The application informs the user about the success or error on his actions in any screen or data set. These messages appear at the top of the application, underneath the primary menu bar.

White notices on blue background report on the successful actions like submission of data, creation, update, or deletion of a data set, creation of a new invoice etc.

Data set is successfully saved.

On the other hand, red messages indicate that the intended action was not successfully performed to prevent that incorrect data are stored or data sets removed which are associated with other important data sets.

Passport/ID Card No cannot be blank.

A yellow warning message is displayed when the user's action could cause database integrity issues. Usually, the user's action is not carried out.

The permission type '%' which grants full access cannot be removed.

Notices to the user vanish after a short time; they can also be clicked on to remove them immediately.

Reasons for an error are manifold, the most common errors are

- Mandatory fields were not filled.
- Attached files do not meet the requirements (see chapter 2.5).
- The field value has not the right content or format (see chapter 2.4).
- An essential data set (like an athlete) is attempted to be deleted although other essential data sets (like licenses or classifications) are associated.
- User credentials were incorrect on login attempt (see chapter 2.1.4).

All individual errors are shown at once after data submission. In the data set detail pages, the values that the user changed or included are kept, with the exception of selected files from the user's local computer system for security reasons.

Most of the cases can be resolved by the user reading and applying the instructions of the error message. When an unclear or cryptic error message appears, please contact the ISAS Administrator for explanation and support to fix the issue.

2.7 Language Specific Letters

As English is the language of the International Blind Sports Federation (IBSA), only letters from the English alphabet in Latin writing as well as Arabic numbers shall be used. This especially applies to proper names of athletes.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
a	b	c	d	e	f	g	h	i	j	k	l	m
n	o	p	q	r	s	t	u	v	w	x	y	z
0	1	2	3	4	5	6	7	8	9			

Accents, umlauts, or other language specific letters or characters are not permitted. The following table shows which English letter shall be used for some examples of language specific characters (linguistic transcription):

À Á Â Ã Ä Å à á â ã ä å	>	A, a
Æ æ	>	Ae, ae
Ç ç	>	C, c
È É Ê Ë è é ê ë	>	E, e
Ì Í Î Ï ì í î ï	>	I, i
Đ đ	>	D, d (or Dh, dh)
Ñ ñ	>	N, n
Ò Ó Ô Õ Ö Ø ò ó ô õ ö ø	>	O, o
Ù Ú Û Ü ù ú û ü	>	U, u
Ý ý	>	Y, y
Þ þ	>	Th, th
Š š	>	S, s
Ž ž	>	Z, z

In addition to that, the standard set for punctuation (English grammar) is allowed. For names of persons, only two characters are allowed: the hyphen/dash for names combination (like for Muller-Smith) and the standard apostrophe (like in D'Andrea).

On purpose, ISAS does not store characters in other writing systems. On attempt to store Greek, Cyrillic, Arabic, Chinese etc. characters, only question markers or white boxes return. Only a few fields allow storage of such writing systems. Please check for possible other transcriptions of the name

4 Participants (Athletes & Guides)

This chapter described the ISAS main menu item **Participants**, where users can read and modify personal data relating to the athletes and guides of Paralympic sport. IBSA require a certain amount of personal information before the athletes may compete in IBSA sanctioned competitions, and the personal information is entered and uploaded by the NF through these screens. Also handled here is the classification information of the athletes.

4.1 Registration & Licensing Statuses

IBSA uses two different terms to identify the recognition status of an athlete or guide. In the following section, guides are considered as athletes.

An athlete is considered as **REGISTERED** when all required information and documents (see chapter 4.2) have been uploaded to ISAS and IBSA confirms correctness. The confirmation is automatically done without notification to the NF after the NF has completed the upload of data and files. Registered athletes are those who appear in the IBSA screen **License Management > License Overview & Application** (see chapter 6.2) with a license status of *New* or *Pending*.

The registration of athletes in the central repository tool of the IBSA is free of charge.

Once an athlete is registered in ISAS he obtains a unique identification number, henceforth called the ISAS ID. It is a simple integer unique through all sports, valid for the rest of the athlete's career, and primarily used for identification in results, rankings, any kind of reports and data exchange processes for major events. If transferred from the IPC's repository, the athlete's ISAS ID and SDMS ID shall be the same. The usage of this ID solves the challenges of different spellings or name changes due to marriage.

An athlete is **LICENSED** when the athlete has been registered and officially received a license. Distribution of licenses is handled through license packages (see chapter 5.1). Licensed athletes appear in the ISAS screen **License Overview & Application** with a seasonal license number and license status *Licensed*.

4.2 Registration Process

The NF must register those athletes who compete for the respective country. Complete registration and initialization of the review process by the IBSA requires following information and documents for each athlete:

- ✓ **Personal data** – passport name, preferred name, gender, date of birth
- ✓ **Nationality data** – to confirm the athlete is eligible to compete for the NF
- ✓ **IBSA Eligibility Code Form** – correctly signed (see Appendix)
- ✓ **Photo** – for guidelines see chapter 2.5
- ✓ **Sport Class** – for identification of the sport the athlete shall be licensed in

Guidelines of the registration pathway can be found in chapter 4.4. Please keep in mind that the registration of athletes in ISAS is free of charge and can be done anytime.

As soon as all documents have been added to the athlete's ISAS profile, IBSA reviews correctness and adds the athlete to the list of athletes than can be licensed. For user's confirmation, the review process is initialized when the registration status on the profile says *Completed*.

IBSA does not inform the NF that documents are missing. IBSA only informs the NF when signatures on the IPC Eligibility Code Form are missing, photo not being acceptable or other inserted values not fulfilling the requirements.

Feedback about non-accepted documents or data can be found in the comment box in the license overview screen. Only in urgent cases, the NF is individually contacted. In either case, the outstanding information has to be corrected and completed, and IBSA must be personally informed that the reasons for grievance are resolved for IBSA's next review.

4.3 Transferring Athletes between SDMS and ISAS

In general, the National Paralympic Committee shall be responsible for such transfers, using their SDMS primary account which has access to all sports in the system. The ISAS module will only display athletes who have already been registered with an IBSA sport class. Hence, to make an athlete visible in ISAS, the MF primary user must add the new sport of the athlete in SDMS' registration & update section; the NF can then make any modifications within ISAS.

4.4 Registration & Update

Each athlete must be registered and licensed before they are eligible to compete in IBSA competitions. From this menu, users are able to complete all steps in the registration part of the process, as well as search for and update already registered athletes. Data access is restricted by NF and sport affiliation in order to provide more relevant data for the users and to protect personal data of the athletes.

4.4.1 Details


Users must navigate the Registration & Update search screen before they can modify any participant details. By clicking on a row in the grid or on the *New Athlete/Guide* button, users reach the details tab with fields described in the following table.

Field	Format	Searchable	Comments
Basic Information			
ISAS ID	number, automatically assigned on participant creation	Yes	
Athlete/Guide	<i>Athlete or Guide</i>	Yes (as Type)	users set this in creation process, <u>cannot be changed later</u> , obligatory
Career Status	<i>Active, Historical or Retired</i>	Yes	always set to active on creation, must be changed at <i>Career Status Updates</i> tab
Personal Data			
NF	drop down [NF]	Yes	obligatory
no Family Name	checkbox	No	in some cultures, only the given name is used
Family Name (passport)	text (30)	Yes	family name exactly as written in the passport (except for non-English characters).
Given Name (passport)	text (30)	Yes	given name exactly as written in the passport. This is culturally dependent, but usually the name that appears second in the passport
Family name (preferred)	text (30)	Yes	the version of the family name that will be used in all SDMS output. May be left blank on entry, will then be identical to passport name
Given name (preferred)	text (30)	Yes	as above but with given name
Gender	drop down [gender]	Yes	
Date of Birth	date (yyyy-mm-dd)	No	must be older than 10 years at date of modification
Photo	picture file	No	displays photo of athlete and allows upload from user's hard drive or local network. For photo requirements, refer to chapter 0

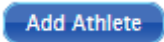
Field	Format	Searchable	Comments
Nationality Information			
Nationality	drop down [country demonym]	No	obligatory, should be the same as NF
Nationality Status	drop down, read-only	No	set by the system and/or IPC in special cases.
Validation Document	drop down [<i>Passport</i> or <i>ID Card</i>]	No	If NF and nationality agree, will read O.K. type of referenced document, obligatory
Passport/ID Card No	alphanumeric (30)	Yes (as <i>Document No</i>)	ID number of the referenced document, obligatory
Date of Expiration	date (yyyy-mm-dd)	No	date this document stops being valid, as determined by the issuing authority. A checkbox may be ticked if the referenced document never expires
Copy of passport/ID card	PDF file	No	to upload a scan of the referenced document from user's hard drive or local network. A link to the document, upload time and timestamp will be displayed as <i>latest version</i> if available only applicable for athletes/guides who have previously competed for other NFs
Select last country	drop down [NF]	No	uploaded by IPC after a nationality issue has been reviewed and confirmed
IBSA Nationality Letter	PDF file	No	
Eligibility			
Eligibility Status	drop down, read-only [<i>Confirmed, Document Missing</i> or <i>Not Eligible</i>]	No	set by the system, depending on upload of PDF file
IBSA Eligibility Code Form	PDF file	No	as with the nationality upload document, for uploading and access to the eligibility code form stored for this athlete
Sport and Sport Class Registration			
Only available and displayed at registration of a new athlete. Any further modification must be done at the <i>Sports & Classes</i> tab.			
Sport	drop down [sport]	Yes	obligatory, upon choosing a sport, the system will display available classes within this sport
1st Class	drop down [class]	No	obligatory
2nd Class	drop down [class]	No	for sports where classification can be different by class group (e.g. athletics, swimming)
3rd Class	drop down [class]	No	
Comments			
NF Comments	text (200)	No	
IBSA Comments	text (200)	No	

description of Athlete/Guide Registration Details tab, continued from page 25

The *searchable* column indicates whether this field is offered as a criterion on the search form. The *family name* and *given name* fields of the search form will match in either the passport or preferred name fields, but only display the preferred name, which may sometimes lead to unexpected search results.

 The 'delete' button is accessible from the participant detail menu, but athletes may not be deleted from the database if they are assigned a sport class. If you have registered an athlete incorrectly, please contact the ISAS Administrator.

How To: Register a New Athlete

1. Obtain a blank athlete detail form (Figure 5.1) by clicking the *Add Athlete button* (from the search form) or the *New* button (from the details page). 
2. Referring to the athlete details table, complete all fields to the best of your knowledge. Cross-check spelling and information with the uploaded documents; for example, the spelling of the passport name should be identical to that of the uploaded ID document, as far as the English alphabet allows.
3. Select the sport of the athlete or guide in from the drop down box *Sport*. For athletes, then enter the classification in the drop down box *1st Class*, and possibly further classifications.
4. Click *Save* to create an ISAS ID for the participant. Note that the athlete or guide status of the participant can no longer be changed.
5. Upload a photo of the participant by clicking *Choose File...* and choosing a file from your local hard drive or network. The requirements for photos are described in chapter 0. For quick reference, the photo should be in passport size format, around 7:10 in aspect ratio, and saved as a JPG file smaller than 250 kB.
6. Obtain a valid copy of the IBSA Eligibility Code Form with a signature from the athlete and/or, if the athlete is younger than 18 years old, their parent or legal guardian. Scan this document, save it as a PDF file, and upload the PDF file under the *Upload Document* field.

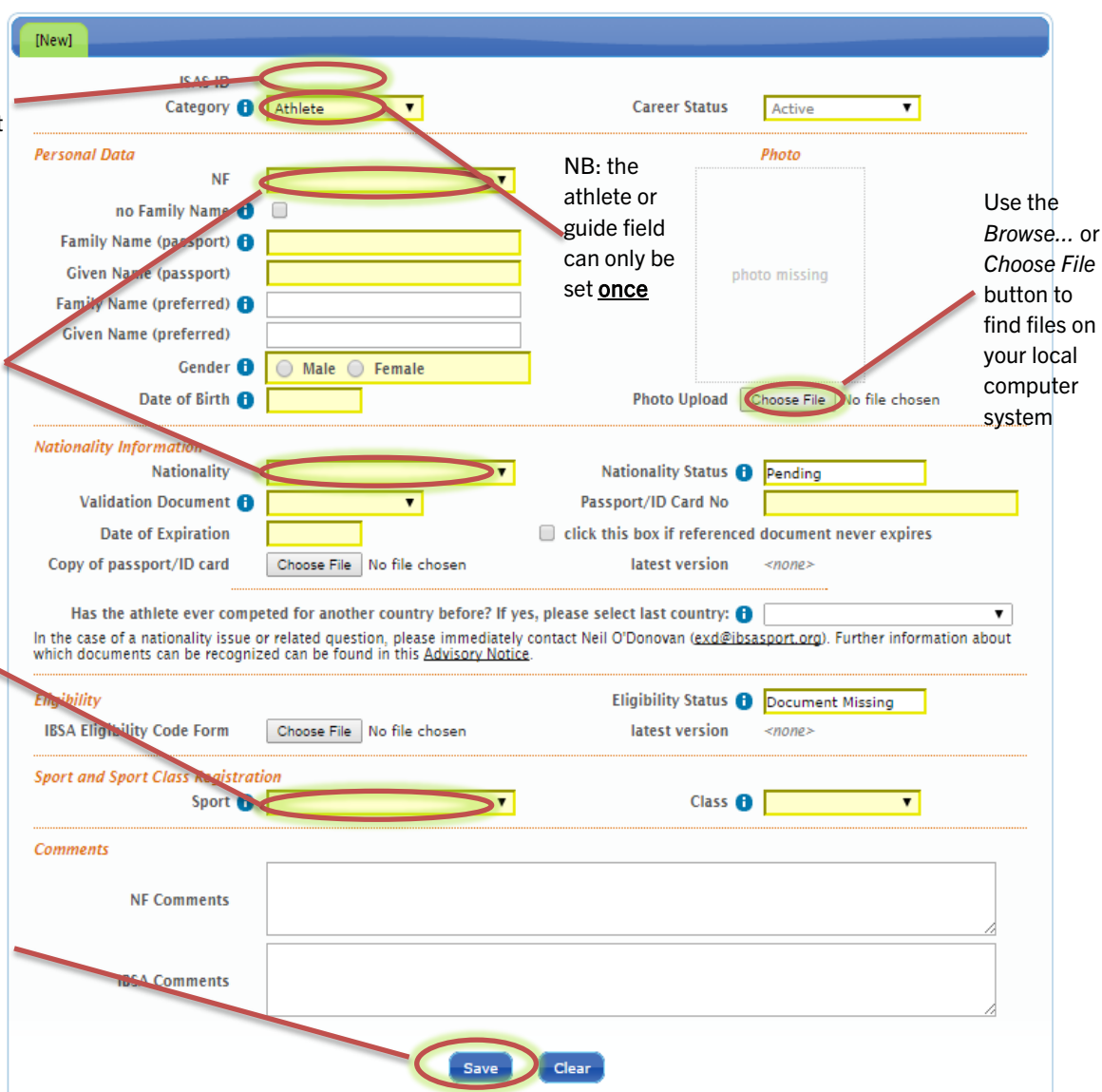
- If all documents have been uploaded correctly, IBSA will be notified and then review the registration for correctness. To view the result of this review, go to the *License Overview & Application* screen (see chapter 5.3). If there are documentation issues or other problems with the registration, IBSA notifies the NF by adding comments to the licence status; if everything is correct, the athlete will appear In the License Overview screen with status *New*.

Automatically set when athlete is registered, not modifiable

Nationality and NF must both be filled in. If they are not equal, contact IBSA to resolve nationality issue.

All pale yellow fields must be completed before athlete is registered

If all data is correctly entered, click 'Save' to allocate an SDMS ID



The form is titled "[New]" and contains the following sections:

- Personal Data:** Includes fields for ISAF ID, Category (set to "Athlete"), Career Status (set to "Active"), NF, Family Name (passport), Given Name (passport), Family Name (preferred), Given Name (preferred), Gender (Male/Female), and Date of Birth. A note states: "NB: the athlete or guide field can only be set once".
- Photo:** Includes a "Photo Upload" section with a "Choose File" button and a "No file chosen" status.
- Nationality Information:** Includes fields for Nationality, Validation Document, Date of Expiration, and Copy of passport/ID card (with a "Choose File" button). It also includes a "Nationality Status" field (set to "Pending") and a "Passport/ID Card No" field.
- Eligibility:** Includes a field for "Eligibility Status" (set to "Document Missing") and a "latest version" field (set to "<none>").
- Sport and Sport Class Registration:** Includes fields for "Sport" and "Class".
- Comments:** Includes fields for "NF Comments" and "IBSA Comments".
- Buttons:** "Save" and "Clear" buttons are at the bottom.

Annotations and instructions:

- Red circles highlight the "Athlete" dropdown, the "NF" dropdown, the "Choose File" button, the "Nationality" dropdown, the "Sport" dropdown, and the "Save" button.
- Red arrows point from the "Choose File" button to the "Photo" section and from the "Save" button to the "Comments" section.
- Text annotations include: "Automatically set when athlete is registered, not modifiable" (pointing to "Active"), "Nationality and NF must both be filled in. If they are not equal, contact IBSA to resolve nationality issue." (pointing to "NF" and "Nationality"), "All pale yellow fields must be completed before athlete is registered" (pointing to the "Nationality" and "Eligibility" sections), and "If all data is correctly entered, click 'Save' to allocate an SDMS ID" (pointing to the "Save" button).

Figure 4.1: A blank participant form, with some notes about special items

After an athlete has been registered, there may be reason to change the details, for example because of errors or omissions in the data entry process, name changes due to change in marital status, etc.

How To: Change Athlete Details

1. Search for the athlete in question from the Registration & Update search form, and click the row in the search grid corresponding to the athlete to enter the athlete details' page.
2. The data stored about the athlete will appear in the form. Edit the incorrect or missing details and click Save.
3. If you change the passport name and/or the NF of the athlete, a dialogue box (Figure 5.2) appears to ask you to confirm the reason for the name change. Choose one of the three supplied reasons (error, marriage or nationality change) and, if applicable, enter the date from which the change should be effective.
4. If you change the name of the athlete, please bear in mind that changes only apply to the field you enter, i.e., a change of passport name will not change the preferred name, which is what the IBSA will use in their official business. Hence, in case of a name change, please change both fields unless there is a specific reason not to (the athlete wishes to be known under the old name but the passport issuing body will only recognise the new name, for example).



Reason for athlete's name or country change!

You want to change the passport name or country of this athlete. Why?

☒ **by error** Previous spelling of the name was incorrect / country was incorrect.
☐ **by marriage** Athlete changes name by marriage, divorce, or any similar occasion.
☐ **by country/nationality change** Athlete competes now for another country and/or changes one's own nationality. That also might lead to name change by alphabet transcription.

Affective from: **2014-11-10** Default: today

OK Cancel

Figure 4.2: Name change dialogue box

4.4.2 Sports & Classes

This section is designed for non-classifier users who wish to have a quick overview of the

Sport	Class	Status	
Alpine Skiing	B1	Review	<button>remove</button>
Athletics	F11	Confirmed	<button>remove</button>
Athletics	T11	Confirmed	<button>remove</button>
Swimming	S11	Confirmed	<button>remove</button>
Swimming	SB11	Confirmed	<button>remove</button>
Swimming	SM11	Confirmed	<button>remove</button>
new	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

classes the athlete is eligible for, as well as entering and removing the class of athletes which have not yet been classified by international panels (New class status). More detailed manipulation is possible from the Classification section, see chapter 4.5.

Figure 4.3: Summary of athlete's classes

All current classifications, with sport and class, of the athlete are displayed on this menu, along with the status of the athlete within the class. The last row of the table allows for entering of a new sport and/or class; again, this will only be accepted if the athlete is not already classified by international panels. If the registering user does not know which class the athlete will compete in, they may enter the pseudo-class N/A and leave further classification to other users with competence in that field, alternatively enter the sport class B3 which accepts athletes with highest visual function.

For any further classification specific issues, please refer to IBSA rules for that sport.

4.4.3 Career Status Updates

This tab is for modification of the *career status* field from the athlete details page. As this is rarely modified and causes severe changes in the database treatment of the athlete, this is treated apart from the athletes' other data. The change is performed through button clicks, and only those buttons where the status is not equal to that of the current athlete are clickable; e.g. an active athlete can only be changed to retired or historical.

All historic changes to status are also displayed here, along with time stamp and username of the responsible user.

If an athlete is set to the career status *Historical*, they will disappear to all NF users from all outputs (such as classification data and licensing data).

At the start of each year, automatic updates are run on athletes that have not been modified in the system recently. Athletes with status *Active* that have not been modified for the past two years will be moved to *Retired*, and athletes that have been *Retired* for at least two years will automatically be set to *Historical*.

4.4.4 Biography

This tab (Figure 4.4) is designed for adding, modifying and removing data about the athlete's life to date. This is particularly designed for media and fan interaction with the athletes, allowing them to get to know the athletes' personality beyond a statement of their results.

The biography tab is designed to be easily modifiable in case fields need to be added or removed, and should hopefully be self-explanatory.

Fields are labelled in the left-hand column and a more detailed explanation, if necessary, is given in the right-hand column.

4.4.5 Data Sheet

From this tab, users may request a dynamically generated data sheet in PDF format for a quick overview of the participant's career and all information stored in ISAS. All fields included in the data sheet are also accessible from their respective menus. Therefore, they will not be described in this section, but only listed with a reference to the section where information may be found.

Type of Disability		
City/Town of Birth		
State/Prov./Territory of Birth		
Country of Birth		
Marital Status		
Children (Names and Ages)		
Former Names		
City/Town of Residence		
Country of Residence		
Education		
Occupation		
Languages		
Club/Team Name		
Team Position (Ice Sledge Hockey Player)		
Jersey No.		
City/Town of Club/Team		
Country of Club/Team		
Coach		
Preferred Events and Styles		
Debut		
Nickname		
Hobbies		
Sporting Achievements		Most memorable sporting achievements
The most influential person		Who has been the most influential person in your sporting career?
Who is your hero/idol?		
Opponent/Rival		Who is your toughest opponent/rival?
Most humorous sporting episode		
Sporting Philosophy or Motto		
Major Awards (Year/s)		Major awards and honours you have received and in which years
Other Sports		Have you competed in any other sports at international level?
Ambition		What are your ambitions both during and after your sporting career?
		What other information you

Figure 4.4: Biography fields

Section	Included	Manual description
Personal Data	Photo, passport name, preferred name, gender, date of birth, NF, nationality, passport/id card number with expiry date.	4.4 Registration & Update – specifically, 4.4.1 Details
Registration Status	All fields relevant to a complete registration: Nationality status, eligibility status, career status and photo status.	4.4 Registration & Update – specifically, 4.4.1 Details
Registered Sports	All sports where the athlete is registered, along with their historic and current classifications, with class, status and date. Current classifications are bolded	4.5 Classification
Licenses	All historic and current licenses tabulated. Columns: Season, Sport code, License number, Invoice or Package, Status, Validity date	5 License Management

4.5 Classification

More detailed information about classification, including signed forms, information about historic classifications, details about the classification event, and so forth, are accessed from this menu. This also allows for restriction of access, as Paralympic classification involves sensitive medical information that should ideally be accessed by as few people as possible.

The section is organized by athlete, with a specifically designed search form for classification relevant information. The athlete specific screen is then split into 3 tabs: a Classification tab for viewing, modifying, adding, archiving and deleting classifications, a Profile tab where medical information about current classifications may be added as text, and a Documentation tab for upload of PDF scans of forms and sheets.

IBSA employees are tasked with keeping these data accurate, as the sole user group with modify access, while classifiers and NFs have read-only access. NFs are also solely allowed to enter an athlete in a *New* class as they wait for their athletes to be classified, but this must be done in the registration section.

Only active athletes (not guides) are displayed in this section. If an athlete retires, the data is still stored, but inaccessible from the web application.

4.5.1 Search form

In addition to the fields displayed on the athlete search grid, the grid also shows the sport and class of each athlete. The table below lists the possible search fields; none are compulsory, by default the grid displays all athletes which the user can access. Only active athletes are displayed in this search; if a user wishes to access information of retired athletes, they must change the career status (see section 4.4.3) of the athlete before being able to access information from here.

Field	Format	Comments
ISAS ID	integer	
Family name	text (30)	
Given name	text (30)	
Current Class	drop down [class]	populated on sport selection; only athletes with this current class are displayed
NF	drop down [NF]	
Sport	drop down [sport]	
Class	text (50)	Only exact matches permitted

4.5.2 Details

When opening an athlete's classification details page (Figure 4.5), each classification instance has its own row in its respective section (*Current* or *Historical*). This enables NFs to view all results of international classification for their athlete.

In the table below, the fields are listed in the format they can be accessed from the *New Classification* form when defining a new classification for an athlete.

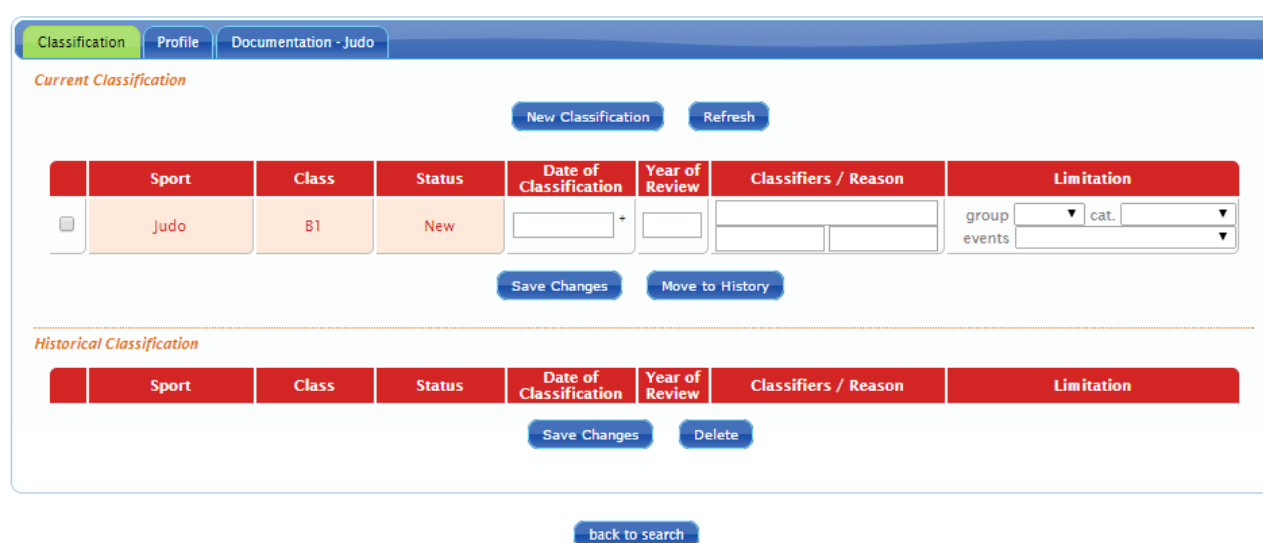


Figure 4.5: Classification Details tab

Field	Format	Comments
Sport	drop-down box [sport]	
Class	3 drop-down boxes [class]	populated on sport selection. A new classification is created on each class selection
Class Status	<i>Confirmed, Review, or New</i>	applies to all selected classes
Date of Classification	date [yyyy-mm-dd]	
Year of Review	year [integer 2000-2100]	year of scheduled review
Classifier 1	name (50 characters)	
Classifier 2	name (50 characters)	
Classifier 3	name (50 characters)	
Limited to	drop-down boxes [class group, category and event type]	only appears in the classification table, restricted to the selected sport

4.5.3 Profile

The *Profile* tab displays information about the athlete's medical details. This tab is organized in sections by sport, with each section having text areas or text fields specific to the classification report compiled by classifiers in each sport. In the following table, the general fields are listed first, followed by sport-specific fields.

Field	Format	Comments
Diagnosis	text area	
Physical Assessment	text area	
Medical Assessment	text area	
Observation	text area	
Exceptions	text area (30 characters)	
Comments	text area	
Training Sessions per Week	text field	should be given as a number

4.5.4 Documentation

The Documentation tab allows for uploading and accessing sheets and forms relating to classification issues. Each athlete has one documentation tab per sport they are classified in.

NFs can upload medical diagnostic forms for each athlete, the classification sheets are uploaded by IBSA. The files are stored in one of two sections, current or historical. ISAS currently allows for eight files to be stored in the current classification form, and as many as required in the historical classification, which acts as an electronic archive.

The current file slots available are:

1. Classification Sheets 1, 2, 3, 4 (official reports signed by classifiers and athletes)
2. Medical Form 1
3. Medical Form 2 (Medical Data Submission)
4. TSAL Form
5. Protest Sheet

4.8 Duplicate Control

The duplicate control functionality is used to produce PDF reports indicating possible duplicate entries in ISAS. The search is customizable and automatically restricted by user data access.

The search criteria are specified by the following fields:

Field	Format	Comments
NF	drop down [NF]	restriction, default (<All>) searches all NFs available to user – can restrict to 1 NF
Sport	drop down [Sport]	as above
Equality criteria		
Family Name (passport)	tick box	Unlike most other SDMS name fields, does not search preferred field. These are default selections if no other criteria are applied.
Given Name (passport)	tick box	
NF	tick box	
Gender	tick box	
Date of Birth	tick box	
Passport/ID Card No	tick box	

The criteria work in conjunction – the search only returns items that are equal on all selected criteria, within any possible restriction by NF and/or sport.

Clicking the Search button opens a new tab in the browser with a PDF of the matches. Except for sport, all personal data which can be searched is also displayed here, along with the career status of the athlete.

5 License Management

This chapter describes the main menu item **Licenses & Invoices**, where information about the licensing status of athletes within the IBSA sports and the IBSA Licensing Programme is stored. The licence application process is described in detail in the introduction section of this chapter, followed by a description of each screen.

The process can be quickly summarised as follows: NFs apply and pay for licences for their athletes for each sport the athlete will compete in that season. IBSA do not review the licence applications individually, but rather ensure that the athletes are eligible to compete with complete registrations before they are made available to NFs to be licensed.

The main elements of ISAS handled through this menu item are payments and invoices, available licences by sport and NF, and the licence status of individual athletes. The menu item is accessible to IBSA users and NF users.

5.1 License Application Process

This chapter provides a basic step-for-step instruction from registration to final licensing, especially to underline the difference between individual license applications and license packages. Details on the processes and related technical steps in SDMS are outlined in the respective chapters of this guide.

5.1.1 License Packages

How To: License an athlete

1. Register a new athlete or update an existing athlete by uploading all required data and documents as explained in chapter 4.2.
2. At the same time, purchase a new license package or ensure that one or more packages have left-overs for the actual season (see chapter 5.2 and 5.3). During the purchase, the package invoice shall be printed and immediately paid. Currently, only bank transfer payments are accepted for license packages.
3. Wait until IBSA has reviewed the registration so that the athlete appears in the license section with status *New* (see chapter 5.3.1).

- a. If the status is not valid, comments explain the issue to be resolved. Once resolved, IBSA shall be contacted for review request of the updated documents or data.
 - b. If the athlete does not appear after the 1-3 working days, ensure that all documents and data are uploaded as required, and nationality is confirmed.
 - c. If the athlete still does not appear although the profile is correctly filled, please contact IBSA.
4. Wait for 1-3 weekdays until IBSA has confirmed the payment of the license package (see chapter 5.5). The duration of confirmation might take up to five (5) weekdays depending on your home country and way of payment.
 - a. If the payment status of the package and related invoice is still pending after five (5) weekdays, IBSA has to be contacted and provided with any kind of proof (signed bank transfer documents, receipts...).
5. Go to the license page, and select the athlete(s) to be licensed in a specific sport for the actual or next season (see chapter 5.3.2). After final confirmation, all athletes are immediately *Licensed*.

5.1.2 Payment Options

The standard payment option is the bank transfer order. The IBSA bank account details are indicated on the invoice. The payer shall ensure that he bears the costs for any additional bank fees.

The invoice number or numbers covered by the payment shall be indicated during the remittance order. The payer's effort in this regard is appreciated for simplification of payment identification and to avoid delays in the licensing process.

In exceptional cases, a specific request for an alternative solution may be sent to IBSA if the standard method of money transfer does not work due to country-specific restrictions and limitations.

5.1.3 License Fees and Validity

The license fee and validity policy might vary from season to season by sport. IBSA will start with the following prices for license packages in the 2015 season:

Package Size	Package Fee	Average
5	75.-- €	15.-- € / license
10	130.-- €	13.-- € / license
20	220.-- €	11.-- € / license
40	410.-- €	10.25 € / license

License packages are only valid for one season. Left-overs are not transferable. Only due to these policies, IBSA can offer larger packages with the discount. Multiples of the largest package (80, 120, 160) are available, too, for the same multiple package fee.

The validity of a license generally begins on the day when the NF officially licensed the athlete with help of purchased and paid license package until the 31 December of the respective season. Since the licensing programme usually opens in October or November, meaning two or three months before the start of the season, licenses allocated before 1 January are valid from the start of the season onwards.

5.2 License Packages for NFs

For individual sports, NFs acquire licences in packages and then issue them to their athletes. This section lists all registered packages that the user can access, past and current, with most information about the package directly available from the result matrix. Users can restrict the list by NF season, sport and invoice number.

Field	Format	Comments
Licence Package	Code	allocated on package purchase, same as invoice number
NF	Read-only text field	drop down box on package purchase form
Season	Read-only text field	drop down box on package purchase form
Sport	Read-only text field	drop down box on package purchase form; default is to make available to all sports
Status	Read-only text field	confirmed on payment reception
Invoice Recipient	Read-only text area [specified on application]	not viewable from result matrix
Package Price	Read-only integer	package price in EUR without VAT
Package Name	Read-only text field	
Available Licences	Read-only integer	current count of available remaining licences under this package.
Total Licences	Read-only integer	all licences in the package
NF Comments	text area	editable from the detail page for any comments from NF side regarding the application

NFs acquire packages through clicking the *Add License Package* button, either from the search form or from the details screen. This form, shown in Figure 5.1, is specifically designed to only provide the relevant options for a purchase, and to illustrate possible savings by buying in bulk.

A buyer then enters their specific data in the fields, as described in the table below, before clicking *Submit Order* to complete the purchase.

Field	Format	Comments
NF	Drop-down box [NF]	restricted by permission – usually only one choice for any user, e.g. NF Japan can only select Japan
Season	Drop-down box [season]	only seasons with <i>Active</i> status are selectable
Sport	Drop-down box [sport]	Default:
License Package	Radio boxes, choose one	all <i>Active</i> packages are listed with name, number of licenses, price in EUR and comments
Payment Method	Radio box, choose one	currently, only bank transfer is offered; please contact IBSA for other arrangements
Invoice Recipient		
If empty, the NF default address - currently consisting of the official NF name only - is printed on the invoice PDF as recipient. Otherwise, the address specified here is used in the invoice's header.		
Address of Recipient	Drop-down box	The address of a previously saved recipient can be loaded from here. This will disable the other input fields.
Organisation	Text field	Postal name
Street / P.O Box	Text field	Address
Postal Code & City	Text field	
Country	Text field	Name in English
Save in address box	Checkbox	Tick to save for use later (see chapter 5.6)

Once the order is submitted, the user processes the invoice and bank payments, and then waits for IBSA to confirm the payment using the Invoices screen of ISAS. This is described in more details in chapter 5.5. The package is listed as 'Pending' from the search form until this confirmation is obtained, and the package can not be used to license further athletes until payment is confirmed and the status is changed to 'Paid'.

Order Form

Package Size
Select your desired package size. All available packages including size and price are listed below. Make sure that NF and season, especially in season transition phases, are correctly selected.

NF

Season

Sport Tipp: Using one package for all sports saves money!

License Package

Package Name	Licences	Price	Comments
<input type="radio"/> Package #1 [5]	5	75 €	
<input type="radio"/> Package #2 [10]	10	130 €	instead of 10 * 15 € = 150 €
<input type="radio"/> Package #3 [20]	20	220 €	instead of 20 * 15 € = 300 €
<input type="radio"/> Package #4 [40]	40	410 €	instead of 40 * 15 € = 600 €
<input type="radio"/> Package #5 [80]	80	820 €	instead of 80 * 15 € = 1200 €
<input type="radio"/> Package #6 [120]	120	1230 €	instead of 120 * 15 € = 1800 €
<input type="radio"/> Package #7 [160]	160	1640 €	instead of 160 * 15 € = 2400 €

Payment

Payment Method ☒ via bank transfer

Notes Please make sure that all payments are free of charge for IBSA. Incomplete amounts will not result in payment confirmation in this application. Payment of license packages is only offered via bank transfer order. If you have problems to transfer money in your country to an account abroad, please contact IBSA to find out another solution.

Invoice Recipient
The invoice recipient can be flexibly defined. You can either select an existing address from your address book, let the system take the default organisation address or enter a new one. The new address can be saved in your private address book.

Address of Recipient

Organization

Street/ P.O. Box

Postal Code & City

Country

save in address book ☐

Comments

Save Clear

Figure 5.1: Buy NF License Package form

5.3 License Overview & Application

The licensing of individual athletes and guides is completed from this screen, which is designed as a step-by-step process to guide NF users through the process of licensing. Several participants within the same sport may be licensed at once; however, only within one particular sport in one license process. The licensing of guides of IBSA athletes is determined by the rules in each particular sport, but in principle guides are licensed using the same process and for the same fees as for licensing other IBSA athletes, and the word athlete will be used for simplicity from here on.

This screen also functions as a search form for already existing licences, in case users want an overview of an NF's licensed athletes within a sport or needs information about the status of one particular participant or application.

5.3.1 Available Athletes, Status and Process

Not all athletes registered in SDMS are available to be licensed immediately, in order to

restrict NFs from licensing athletes that are not eligible to compete in IBSA competitions. However, the fact that an athlete is listed in this section does not mean they are licensed. Athletes are added to this section in one of two ways:

1. Carried over from previous season. This applies to all athletes that were available in the previous season, as long as they are still listed with *Active* career status.

2. Added as new registrations during the season
Whether an athlete is registered as licensed within SDMS or not is shown by the

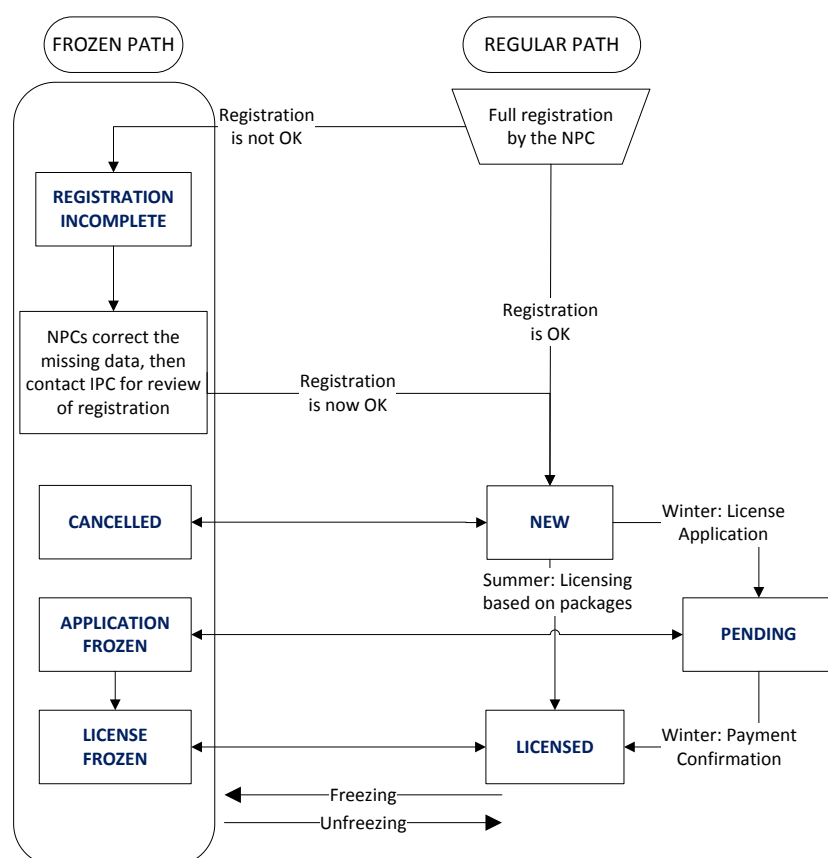


Figure 5.2: Possible license statuses and paths

license *status*. At the beginning of the season, all athletes carried over from the previous season are assigned the license status *New*, and when the licensing process is complete for that athlete, the status changes to *Licensed*. All possible statuses, and how they can be changed by the respectively authorised users, are shown in Figure 5.2.

Within a season, athletes are not removed from this section. If the athlete is for some reason not eligible to compete, they should be moved into the frozen path. Their license status will then depend on where they were in the licensing process before the freezing occurred. The athlete can also be unfrozen if the issue causing ineligibility is resolved. E.g., athletes with incomplete registration would be frozen, but can be unfrozen again and receive status *New* if correct documents are uploaded.

5.3.2 License Search Form

The following criteria are available from the section's search form:

Field	Format	Comments
Season	drop-down box [Season]	obligatory, currently active seasons listed on top. Seasons with read-only status can be selected for archive purposes.
Sport	drop-down box [Sport]	obligatory, populated upon season choice
NF	drop-down box [NF]	obligatory, automatically selected for you
ISAS ID	integer	search for a particular ID
Family Name	text field	
Given Name	text field	
Licence No	text field	code of issued licence (printed on licence card)
Invoice No	text field	code of invoice for licence or licence package
Status	drop-down box	the license status reflects the progress of the application

After selecting the season and sport in the search form, the matching athletes appear in the search grid of *Athlete Licenses*. In addition to information about their current license status, the date of validity (for licensed athletes) and any comments from IBSA are displayed.

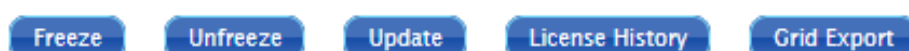


Figure 5.3: License search form action buttons

With this search, users can perform a number of actions relating to the license status of the searched athletes. IBSA users can go through the exact same process as NF users, if they require assistance or are unfamiliar with the process.

NF users can begin the application process by selecting athletes and clicking the *Add to My Team* button. The application process will be described in detail in sections 5.3.3 through 5.3.4. Also, the *License History* button allows for access to a page with all status changes of a particular athlete, with date and the username responsible for each change listed.

Additionally, IBSA users have three extra buttons available to change the status of a license application: *Freeze*, *Unfreeze* and *Update*. These can all be applied to several athletes at a time. The Freezing and Unfreezing buttons are for moving athletes between the frozen and regular paths of license application: on clicking, a dialogue box is brought up showing the changes between the paths and with a text area for entering any comments.

The date of validity of the license can be changed by clicking the *Update* button: again, a comment field is provided for entry of reasons for the update, if necessary.

5.3.3 Selecting and Controlling Teams

This section describes steps 2-4 in the license application process. After obtaining a list of athletes, users select the athletes to be licensed by clicking anywhere in the athlete's search row and then clicking the *Add to My Team* button (step 2). This updates the counter of athletes in the *Control your team* section (step 3) and colours all selected athletes in red. There is also a *Clear My Team* button, which removes all selected athletes and returns to the start of step 2; another option to remove athletes is described in the following section, License Application Completion.

Notes on Adding Athletes

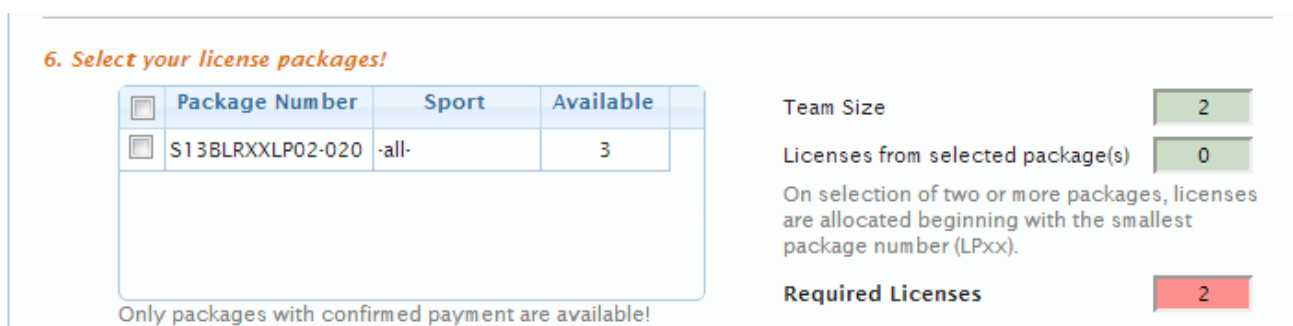
1. Adding athletes from several different search grids with one click is currently not supported. Users from countries with many athletes can change the number of athletes displayed on each page (default 10).
2. All athletes in the search grid may be selected for licensing by checking the box in the upper left corner.
3. Athletes already licensed may be selected from the grid, but will not be added to the team by the *Add to My Team* functionality.

Once the user has selected all athletes to licence, step 4 is completed by clicking the *License my Team* button. The user is then taken to the *License Application Completion* screen for steps 5 through 7, which are different depending on whether the sport uses packages or individual licensing.

5.3.4 License Application Completion

Step 5 is a checking step to ensure that the correct athletes have been transferred from the previous screen. All athletes selected in the previous process are displayed in a table, with ID, family name, given name and type (athlete or guide). The codes for the NF, season and sport are also shown here.

Step 6, shown in Figure 5.4, asks the user to select one or several license packages for this application. All packages with free licenses are displayed and can be selected by clicking the associated row in the grid.



6. Select your license packages!

<input type="checkbox"/>	Package Number	Sport	Available
<input type="checkbox"/>	S13BLRXXLP02-020	-all-	3

Only packages with confirmed payment are available!

Team Size: 2

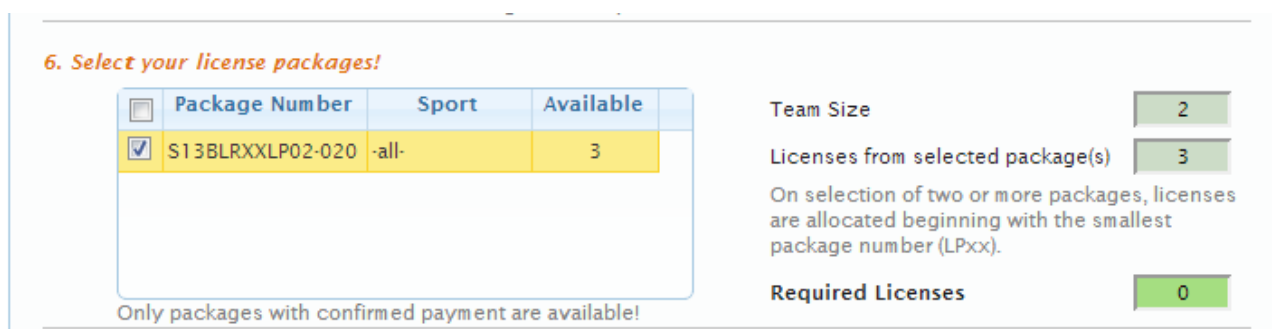
Licenses from selected package(s): 0

On selection of two or more packages, licenses are allocated beginning with the smallest package number (LPxx).

Required Licenses: 2

Figure 5.4: Step 6, before selection of available packages (screenshot)

Clicking the row updates the counter of Licenses from selected packages. If enough licenses are available through the selected package, the required licenses counter changes colour to green, as shown below. If more packages are required to complete the application, the colour stays red and the counter is updated to show the remaining number required.



6. Select your license packages!

<input type="checkbox"/>	Package Number	Sport	Available
<input checked="" type="checkbox"/>	S13BLRXXLP02-020	-all-	3

Only packages with confirmed payment are available!

Team Size: 2

Licenses from selected package(s): 3

On selection of two or more packages, licenses are allocated beginning with the smallest package number (LPxx).

Required Licenses: 0

Figure 5.5: Step 6, sufficient packages have been selected (screenshot)

The final step of the process is completed by clicking the *Confirm & License* button. As long as enough packages have been selected to cover the required amount, the licenses will then be allotted by ISAS automatically. Each licence is assigned an ID for use on the licence card, with season, sport, nation and a random 8-digit number. The license is also associated with the correct license package, and the current date is stored as the license's validity date.

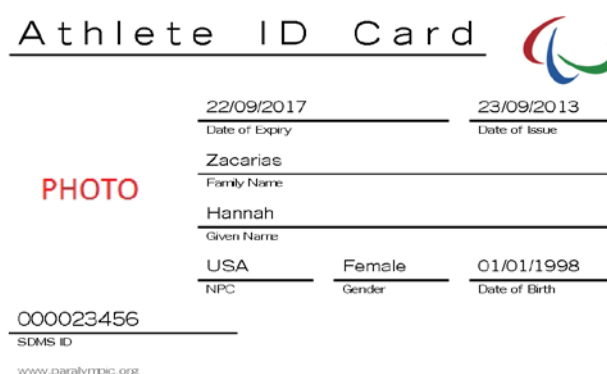
Warning: Assigning a license from a package to an athlete is binding – it is not possible to cancel an athlete's license in order to get more available licenses in the package.

5.4 Print Licence Cards

IBSA issues license and ID cards through ISAS, for use as proof of identification at competitions and at other IBSA sanctioned events. The license card is particularly important for major competitions where licenses are required for entry, and is valid for the length of the season in conjunction with an ID card. The ID card, which also includes the athlete's photo, is valid for four (4) years after the date of issue. New cards can be issued at any time, as long as the athlete is licensed in a currently running season.

Sample pictures of the license and ID cards are shown in Figures 6.8 and 6.9. The standard personal information such as name, NF, gender and date of birth are included on both; the ID card includes a photograph and the dates of issue and expiry, while the license card includes details on the sport the athlete is licensed to compete and the timeframe of validity for the license.

For athletes licensed to compete in shooting, the license cards include classification data in place of the name and ID section – such as the sport class, class status, and details about the allowed weapons and assistance. If the athlete is classified in several classes, these are separated by slashes. The only personal identification on the shooting license card is the SDMS ID, which can be cross-checked with the ID card.



Athlete ID Card

22/09/2017 Date of Expiry 23/09/2013 Date of Issue

PHOTO

Zacarias Family Name

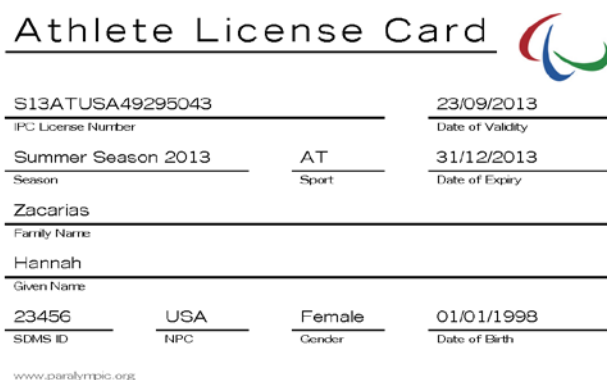
Hannah Given Name

USA NPC Female Gender 01/01/1998 Date of Birth

000023456 SDMS ID

www.paralympic.org

Figure 6.8: Sample athlete ID card (photo: placeholder)



Athlete License Card

S13ATUSA49295043 IPC License Number 23/09/2013 Date of Validity

Summer Season 2013 Season AT Sport 31/12/2013 Date of Expiry

Zacarias Family Name

Hannah Given Name

23456 SDMS ID USA NPC Female Gender 01/01/1998 Date of Birth

www.paralympic.org

Figure 6.9: Sample athlete licence card (screenshot)

5.5 Invoices

Once an invoice has been issued by the system after an application by an NF, it must be stored so that it can be accessed by IBSA for an eventual confirmation of the payment status. These invoices are accessible from this section, along with invoices issued for other IBSA processes such as competition participation or approval. Invoices can not be created or deleted directly from this screen: instead, they are created as a result of other processes within ISAS. The invoice details are displayed in a table, with printable PDFs available for archiving and documentation.

Field	Format	Comments
Invoice Number	Code	use this in correspondence between IBSA and NF
Season	Text field	
NF	Text field	
Sport	Text field	
Type	Text field	only Licence Packages implemented
Recipient	Text field	not viewable from search form
Licence Packages – specific fields		
License Package Name	Text field	fee per athlete licensed in this invoicing
Price	Integer (currency)	fee per guide licensed in this invoicing
License Package Comments	Text field	further comments
Payment Details section		
Total Amount	Currency	total amount (in EUR) charged by IBSA
Tax	Percentage	VAT is added to all invoices within the European Union
Paid Amount	Currency	Amount paid by NF
VAT Number	Text field, country-specific format	deductible within EU
Status	Text field	Paid, Pending or Cancelled
Payment Method	Read-only text field	bank transfer
Date of Payment	Date field	the official date when payment is recorded with the IPC's bank account. Obligatory if status is Paid
Date of Validity	Date field	normally, licenses are valid from the date of payment, but can be set to a different date in exceptional circumstances. This different validity date is specified in this field.
Comments	Text area	Comments from IBSA added when processing payments

5.6 Address Book

The address book shows all addresses that users from your NF saved from the ordering sections of ISAS, and which can be recalled later. Your private addresses can not be seen by anyone else in the application; public addresses, such as the IBSA address are available for everyone.

The postal address will be printed on the invoices, which you can print off for your archives.

Field	Format	Comments
NF	Drop-down box [country]	
Organization	Text field	postal address
Street/ P.O. Box	Text field	
City	Text field	
Country	Text field	
VAT	Text field	Value-added tax number (for EU countries)

7 Reports

When administrating large numbers of athlete data, it is often a good idea to print database extracts as PDF files or Excel files as a Report. These can be produced as exports from each search table, but to combine data from different database tables, you should use the specially designed Report section.

The Report section is available to both IBSA and NF users. NF users can only download data relating to their country's own athletes.

7.1 Classification Report

The *Classification Report* is the main report produced by ISAS, and the one with the most customizable options. It can be used to prepare classification schedules for competitions, get an overview of all athletes from a country, region, and or sport. It can also be used to review the registration and licence status, if this is necessary. For example, it may be desirable to only include already licensed athletes when entering athletes for the schedule, or if one would like an overview of all information an NF has entered about an athlete.

A classification report can only be produced for one sport at a time; therefore, the *Sport* drop-down box is compulsory. It is populated based on the selection in the *Season* drop-down box, which by default selects the most current summer season. To switch between winter and summer sports, you must therefore select a winter season.

7.1.1 License Status

The final compulsory field is the *License Status* drop-down box. This controls the license status of the included athletes. By default, the report only includes athletes who are (were, for past seasons) licensed for the selected season. To change this, there are five options:

- Active: shows only athletes with an active license for the selected season
- Active & Pending: also include athletes with *Pending* status (payment pending, only for winter sports)
- Registered: shows all athletes who do not have a cancelled license status, i.e., those whose registrations have been reviewed and approved in the *License Renewal* section
- Registered & Cancelled: shows all athletes in the license database for that particular season
- Complete Database: shows all athletes with an ISAS ID. Choose this option if you do not want to restrict the search to a particular season.

7.1.2 Other Options

A comprehensive table of all search options follows.

Field	Format	Comments
Season	Drop-down box [season]	
Sport	Drop-down box [sport]	Populated on season choice, as explained earlier
Region	Drop-down box [region]	Select by region (continent)
NF	Drop-down box [country]	Defaults to your country
License Status	Drop-down box	Compulsory field, see section 7.1.1
Competition Code	Text field and drop-down box	For restricting to a specific competition
Only active	Checkbox	Include athletes with Active career status (ticked), or all career statuses.
Classification Profile Data		
Field name	Checkboxes	These are the classification fields as can be entered from the <i>Profile</i> section. See section 4.5.3 for a list of field meanings
Sorting		
Sort Order	Radio boxes	The report is always sorted by NF first. Ordering within NF can be done by <i>Name</i> or by <i>SDMS ID</i> .
Specifications – for Excel report only		
Show License Status	Checkbox	When ticked, license status (e.g. New, Licensed, etc.) of the athlete for the selected season and sport is printed
(with comments)	Checkbox	Any IPC comments about licensing or registration are printed.
Registration Status	Checkbox	Complete or Incomplete, see section 4.1 for the criteria for a complete registration.
Class Sheet	Checkbox	Truth value: whether or not a file is uploaded in the 'Classification Sheet 1' field in the classification section
Protest Sheet	Checkbox	Truth value for the 'Protest Sheet' field
Medical Sheet 1	Checkbox	Truth value for the 'Medical Sheet 1' field
Medical Sheet 2	Checkbox	Truth value for the 'Medical Sheet 2' field

7.1.3 PDF Export

PDF reports are printed in landscape format, with a set number of columns (6-8 depending on the sport) when you click the *Open as PDF* button. The report is also timestamped and verified with the official logos of IBSA and ISAS.

From the left, each row includes personal data – ISAS ID, family name, given name, gender, date of birth – the athlete’s current class in each of the major class groups, the class status, and the year of review. If the athlete is in different classes for different events and/or disciplines, this is also shown next to the class name.

Athletes with Guide as typed are simply listed with ‘Guide’ next to personal data, and no classification data is loaded.

If the tickboxes of classification profile data is included in the report, each additional field is printed on a separate row below the personal and classification data. The field name is printed in italics below the gender column, and the field content below the class data.

If an athlete is registered with two or more current classes in the same event type, an error message is printed in red below the athlete’s row.

7.1.4 Excel Export

The Excel export is similar to the PDF, but meant for internal use and manipulation. The athletes are listed in rows by the sorting order specified; as there is no restriction on horizontal space in a spreadsheet, all classification data is displayed in a single row.

This also allows space to include some extra columns with registration, licensing, and uploaded form data; these are listed as *Specifications* in the Other Options table.

In Excel, you can manipulate the report with search filters, sorts, etc., but this is spreadsheet-specific, and outside the scope of this manual.

7.3 License Report

The license report can be used to keep track of all licensed athletes, with name, date and other information. There are fewer customisable options here, as this is only used for licenses and associating athletes with invoices: it should be used for financial archives and for keeping track of which athletes are licensed for a particular season. By default, all license applications submitted by an NF are included in the report, independent of finance status; however, completely registered athletes who have not yet been licensed or who are suspended will not be listed.

The section is available to both IBSA and NF users. The search options are as follows:

Field	Format	Comments
Season	Drop-down box [season]	
Sport	Drop-down box [sport]	Populated on season choice
Region	Drop-down box [region]	Select by region (continent)
NF	Drop-down box [NF]	Defaults to your country
Only Pending	Checkbox	Only list those invoices (for license packages) or athletes (for winter licenses)
Only credit cards	Checkbox	Only list licenses associated with credit card payment.

Also, there are three different report types, selectable from a drop-down box, and three different output types, selectable as buttons. By default, the licenses are grouped by NF in the printed reports; the report types allow you to select more relevant groupings.

- *Invoices & Athletes*: list all invoices and athletes licensed.
- *Invoices*: list only the invoice data.
- *Athletes*: list only the athlete data, but still sorted by invoice number.

In the report output, athletes are always sorted by their invoice number, and then by family name and first name. For each invoice, the date of issue, payment option, amount paid, and payment status and date are all included. The athletes licensed with ISAS ID number, name, gender, date of birth, license ID, license status, and license validity date.

The different output types are

- *Open as PDF*: PDF output with each licensed athlete as a separate row, in sections by invoice. The invoice details are printed in each header row.
- *Open as Excel*: Excel output: invoice details and athlete details are combined in the same row, meaning that the same invoice details are reprinted many times.

- *Open as Map:* Shows a colour-coded world map of licensed athletes. Should only be used for regions or the whole world, and can not be used to show details of single athletes, only counts for one sport or all sports.

8 Glossary

ECF

IPC Eligibility Code Form for athletes and guides

IBSA

International Blind Sports Federation

ID

Identification (as unique identifier)

IF

International Federation

IOC

International Olympic Committee

IPC

International Paralympic Committee

ISAS

IBSA Sport Administration System

LOC

Local Organising Committee

MF

Member Federation

NE (class)

Not Eligible

NF

National Federation

NOC

National Olympic Committee

NPC

National Paralympic Committee

STC

Sport Technical Committee

VAT

Value Added Tax

VI

Visual Impairment

9 Appendix