

FITA

On-line Registration



Management Module

User Guide



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User Guide

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0.02	10.01.2007	Spelling Mistakes Corrected
0.03	01.03.2007	Application changes reflected
0.04	04.04.2007	Logos corrected (FITA)

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1 Overview

1.1 This Document

This document describes a User Guide for FITA On-Line Registration Module, how it will be structured and the way to update/maintain it.

1.2 Objective

FITA On-line Registration application aims to help FITA, Organizing Committee (OC), Member Associations (MA) and Media on their registration process to an event using web applications. With this tool, MAs can register for both preliminary entries and final entries. Additionally, MAs can apply for new archer entries to FITA Archer Database. Media people might have also benefits with this application, by filling the forms and ensuring their data will reach the OC. On the other hand, both OC and FITA will reach the most necessary information which is "participants list" much prior from an event starts. Also additional information about the payments of participating countries will be provided.

2 Registration Management Module

On-Line Registration Module and its components are directly related with our Profile Management Tool which manages the profiles and their rights for this application. While FITA profile can create new events for registration, MA profile can only register for an event or apply for new archer entry.

Each Member Association has got their own username and passwords, leading the application to recognize them. (Fig.1)



Figure 1

Once a MA logs on the system, they have to choose Online Registration tab to complete their registration process in fig.2.



Figure 2

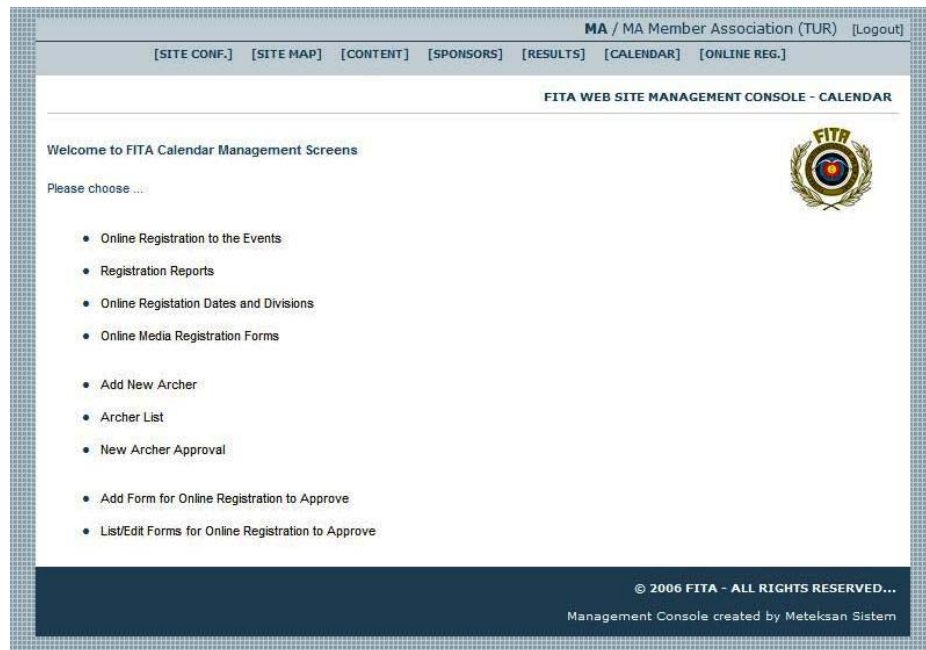
As can be seen on the Fig.3, there are 9 new tabs in totals, and 4 of them are for the use of MAs during their registration process.

Management Modules User Guide

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- On-line Registration to the Events
- Registration Reports
- Add New Archer
- Archer List

and access to these tabs are strictly controlled by Profile Management System.

**Figure 3**

2.1 On-line Registration to the Events

This Tab will be accessible for the Member Associations. Any MA who wants to apply to an event published by FITA, will use these tabs to register their archers.



Figure 4

These modules enable MAs to search an event according to its grade, place and/or date. (Fig. 4)

After MAs enter the search criteria, events will appear as listed events. Additionally without selecting a criteria, any MA can also see all events to be registered below as a list.

As can be seen on Fig.5, MA will see that module to register the event. On the bottom right hand side, any MA will see their preliminary and final entry totals by division.

On-line Registration Module, automatically controls the number of participants that FITA rule book is allowing.

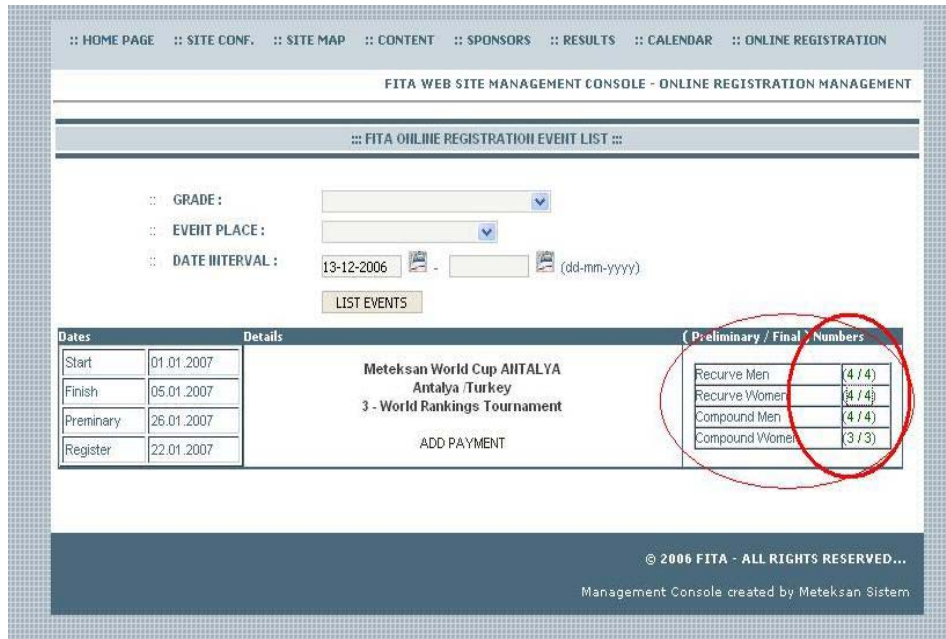


Figure 5

While MA can register their archers to the selected event by clicking on any division, if the profile is FITA, than this user can check all totals for preliminary and final entries for participating countries.

When a MA click to register for a division, all archers of that country in the FITA database will appear on the screen.

MA have access only to enter the number of participants for preliminary entries, or can choose the archers from the list if its a final entry.

If a MA click on the left hand side, this is to enter **Preliminary Entry**. During preliminary entry, a MA can apply only in terms of numbers subject to the preliminary entry deadline. If deadline has passed, its not possible to register preliminary entry for an event, than application has a message about the deadlines. Before deadlines, a MA can not only apply for registration but also edit their previously entered participant numbers later.

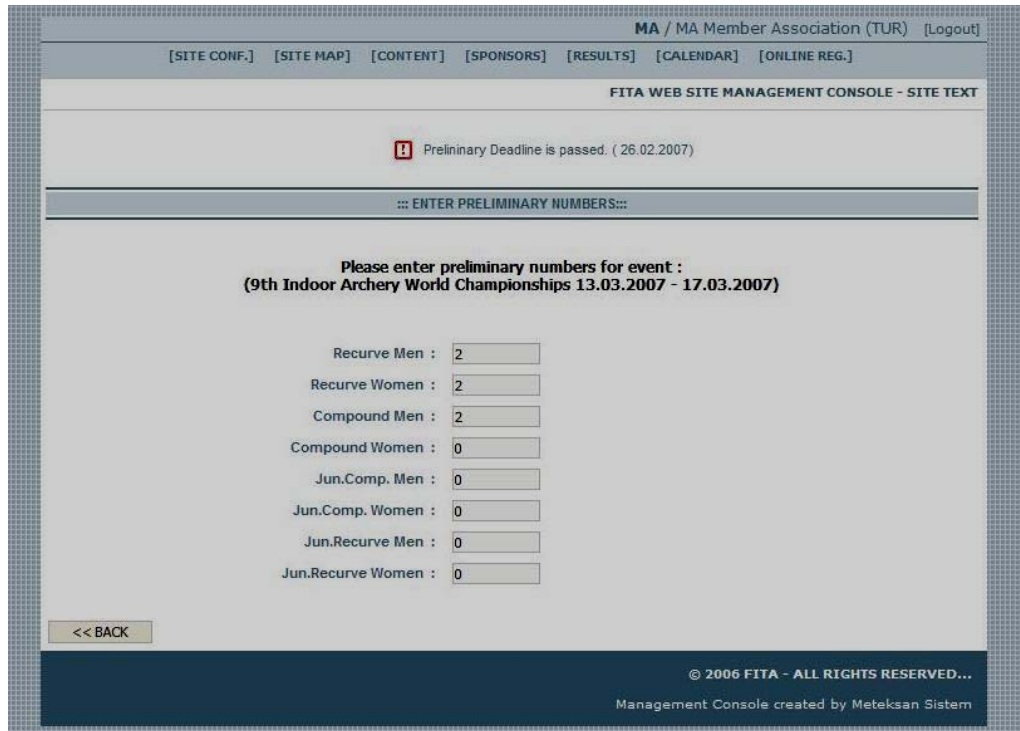


Figure 6

If a MA click on the left hand side, this is to enter **Final Entry**.

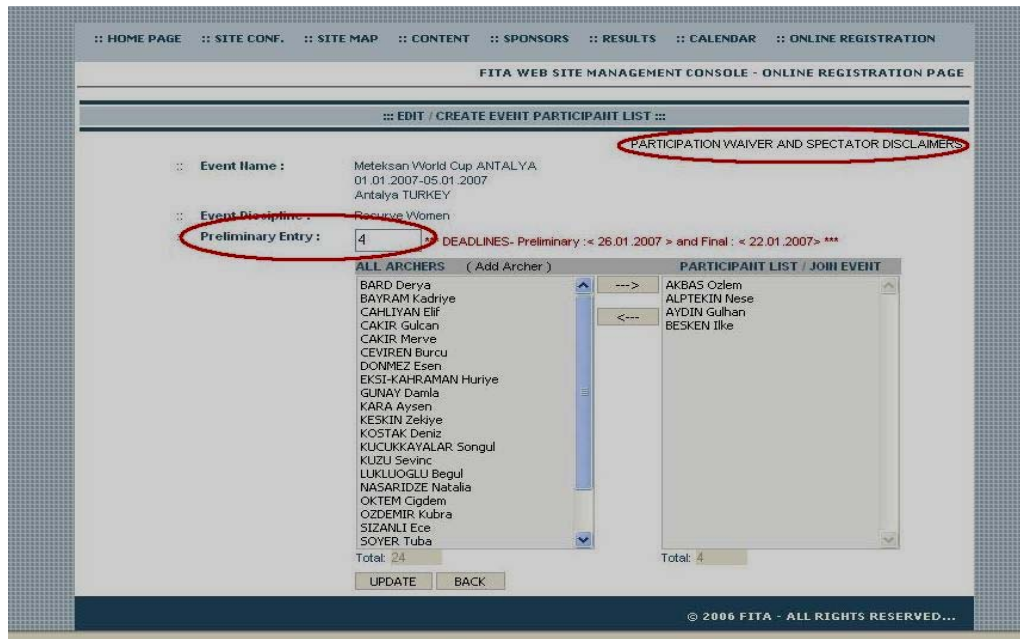


Figure 7

At the beginning of each year all archers (or MA on behalf of their archers) should read and accept PARTICIPATION WAIVER AND SPECTATOR DISCLAIMERS form and ANTI-DOPING RULES.

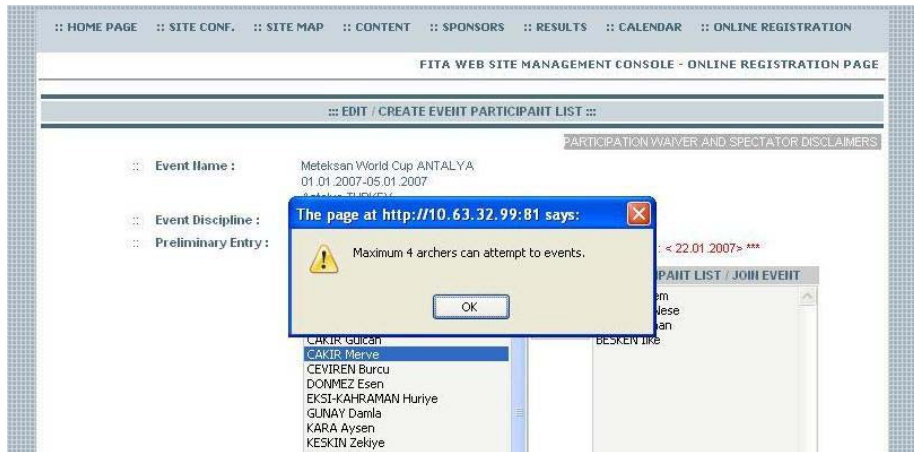


Figure 8

On-line Registration application also controls the max. number of entries for a MA. In case of this number exceeded, a message warns the user as can be seen in Fig.8. Please keep in mind that, for any World Champs, application lets you to enter at most with 3 archers, and for any World Cup Events this limit is set as 4 (except 6 for the host country). Same control is also in use for Preliminary Entries.

Additional to the preliminary or final entries, MAs can also inform OC about their payment (entry fee) details.



Figure 9

IF MAs already made their payments, they can inform OC about it and also give their payment account details.

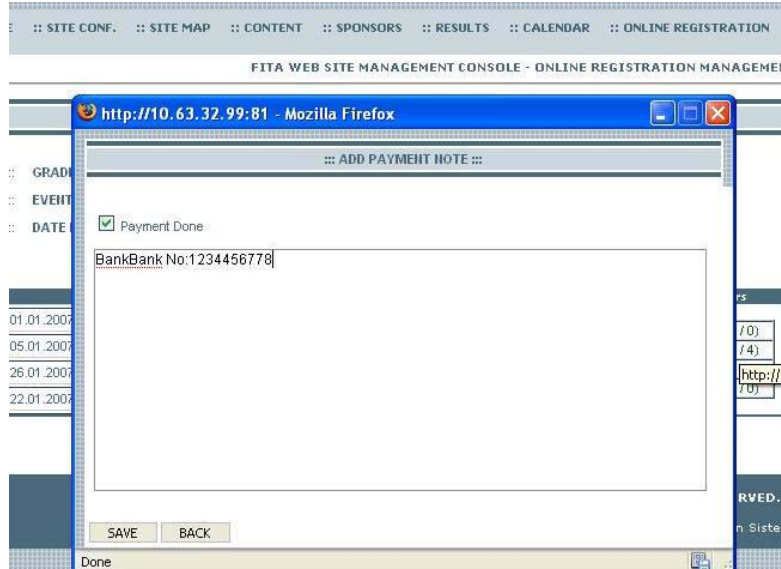


Figure 10

2.2 On-Line Registration Reports

Either MA or FITA can take reports for events regarding their profiles. Since a MA can take reports only for their country, OCs can take all reports related with their events and FITA can take all reports for all events.

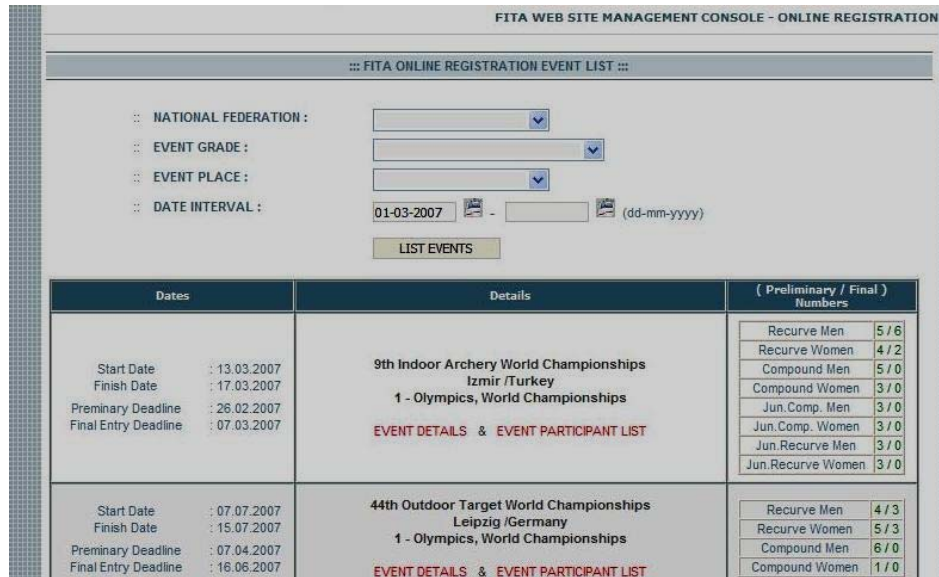


Figure 11

Event details gives a brief information about the participant countries, about their payments, preliminary and final entry totals for each division. Events Participation List gives the name lists of archers for each participating country.



admin / Admin Fita - Tech [Logout]
 [SITE CONF.] [SITE MAP] [CONTENT] [SPONSORS] [RESULTS] [CALENDAR] [ONLINE REG.]
 FITA WEB SITE MANAGEMENT CONSOLE - ONLINE REGISTRATION
 ::: Event Details :::

Country	Paid	Payment Note	CM	CMJ	CW	CWJ	RM	RMJ	RW	RWJ	Total Preliminary	CM	CMJ	CW	CWJ	RM	RMJ	RW	RWJ	Total Final
Colombia	Yes	I paid on cash yesterday	3	3	3	3	3	3	2	3	23	-	-	-	-	2	-	2	-	4
Turkey	No	-	2	-	-	-	2	-	2	-	6	-	-	-	-	4	-	-	-	4

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Figure 12



admin / Admin Fita - Tech [Logout]
 [SITE CONF.] [SITE MAP] [CONTENT] [SPONSORS] [RESULTS] [CALENDAR] [ONLINE REG.]
 FITA WEB SITE MANAGEMENT CONSOLE - ONLINE REGISTRATION
 ::: Event Details :::

Country	Disipline	Archer ID	Archer SURNAME	Archer NAME
Colombia	Recurve Men	4989	ALVAREZ	Robinson
Colombia	Recurve Men	3766	ECHAVARRIA	Juan Carlos
Colombia	Recurve Women	3733	ECHAVARRIA	Maria Victoria
Colombia	Recurve Women	4220	LONDONO	Natalia
Total : 4				
Turkey	Recurve Men	4981	AGDERE	Bahadir
Turkey	Recurve Men	391	AKBAL	Ozdemir
Turkey	Recurve Men	1367	BAYDAR	Belhul
Turkey	Recurve Men	1920	DAGLI	Mehmet
Total : 4				

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Figure 13

2.3 Creating an Event for On-Line Registration

This module allow FITA to manage the events to be published on On-Line Registration module on the web.

FITA can list the events according to Grade, Nation and/or Date Interval as seen in Fig.14.



Figure 14

This search criteria is connected to Calendar database, and all related events will come from calendar events.



Figure 15

As seen on the Fig.16 FITA can manage any of the listed events by editing that event. If the information coming from calendar database should be updated, application allows user to make necessary changes.

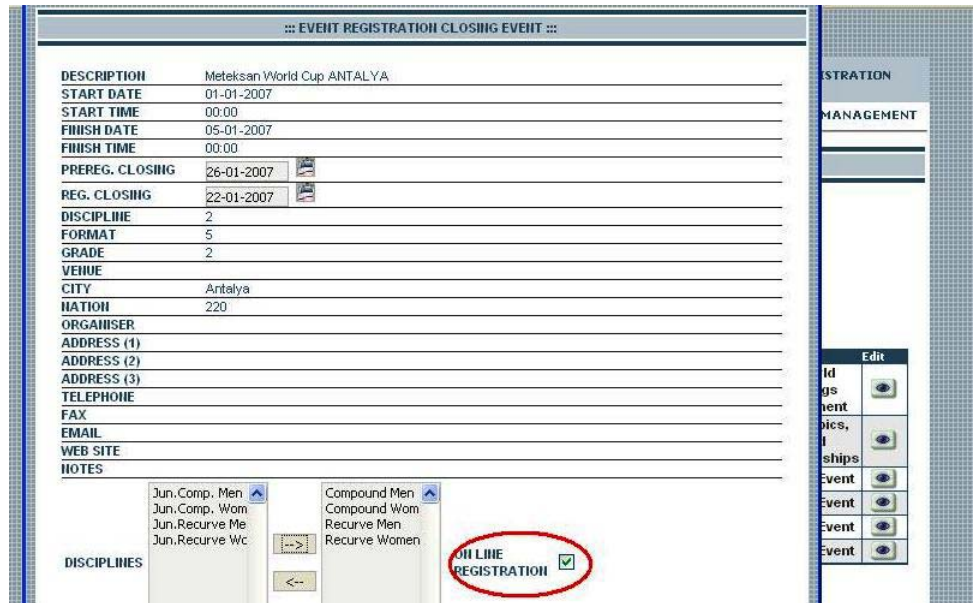


Figure 16

After all information and dates are checked by FITA, this event can be published on the web.

FITA admins can also manage the disciplines for the selected event, additional to this, one can define preliminary and final entry deadlines.



Figure 17

Last step is saving the changes. Later that system gives a message about the update means event is ready to be published.

2.4 Media Accreditation

This module is dedicated to Media Accreditation. Again depending on the profile, system guides to the users automatically. If FITA admins would like to review the media applications to an FITA event, they can list the events and check applications form which is also defined by FITA.



Navigation: :: HOME PAGE :: SITE CONF. :: SITE MAP :: CONTENT :: SPONSORS :: RESULTS :: CALENDAR :: ONLINE REGISTRATION

FITA WEB SITE MANAGEMENT CONSOLE - ONLINE REGISTRATION MANAGEMENT

Media Accreditation Forms

GRADE: [dropdown]
 NATION: [dropdown]
 DATE INTERVAL: [input] - [input] (dd-mm-yyyy)
 LIST CALENDAR

Start Date	Finish Date	Description	Nation	Grade	Media Forms
01.01.2007	05.01.2007	Meteksan World Cup AHITALYA	Turkey	3 - World Rankings Tournament	(5)
06.12.2006	06.12.2006	bu bir denemedir	Algeria	1 - Olympics, World Championships	(2)
07.09.2005	07.10.2005	Euronations2	Great Britain	7 - Other Event	(0)

Figure 18



Navigation: :: HOME PAGE :: SITE CONF. :: SITE MAP :: CONTENT :: SPONSORS :: RESULTS :: CALENDAR :: ONLINE REGISTRATION

FITA WEB SITE MANAGEMENT CONSOLE - ONLINE REGISTRATION MANAGEMENT

Media Accreditation Forms

Surname	Name	Nation	Media Type	Media	Passport Number	Reg Date	Detail
cvcxv	cvcxv	Algeria	Tv	v	xcvx	11.12.2006 10:49:48	[Detail]
xcvx	vxvxcv	Algeria	Tv	vcxv	xcvx	11.12.2006 10:50:40	[Detail]
fsdfds	fsdf	Algeria	Tv	sdfsd	dsfd	11.12.2006 11:20:15	[Detail]
fsdfds	fsdf	Algeria	Tv	sdfsd	dsfd	11.12.2006 11:20:20	[Detail]
fsdfds	fsdf	Algeria	Tv	sdfsd	dsfd	11.12.2006 11:20:31	[Detail]

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Figure 19

As can be seen on Fig.19, admin user can see the media accreditation details, including Nation, Media Type, Passport number, etc.

When a Media profile enters the system, or a link to the media accreditation is announced on the web page, they have access only fill the single media accreditation form on Fig.20.

::: MEDIA ACCREDITATION :::

Event	Description: Meteksan World Cup ANTALYA Start Date: 01.01.2007 Finish Date: 05.01.2007 Grade: 3 - World Rankings Tournament
Nation	<input type="text" value="Algeria"/>
Applicable Media	<input type="text" value="Tv"/>
INFORMATION	
Media	<input type="text"/>
Family Name	<input type="text"/>
First Name	<input type="text"/>
Passport Number	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>
Comments	<input type="text"/>

Figure 20

2.5 New Archer Applications

One of the most important modules in the On-line Registration application is archer module. This module is for the use of MAs, enabling them introducing new archers to FITA database.

When a MA would like to register an archers who is not listed in the FITA database, then the MA should apply FITA with using this module in Fig.21.



Figure 21

While MAs can apply FITA for new archer registration and following their registration process, FITA can approve or decline these requests and inform MAs.

As can be seen on Fig.22, MAs can keep track of their new archers registration process, or they can enter new archers' details to the system for FITA to approve them. They can also change their current applications.



Figure 22

When a MA apply for a new archer registration, they have to fill a form that can be seen on Fig.23, which contains some mandatory and optional fields for the biographies database needed for FITA.

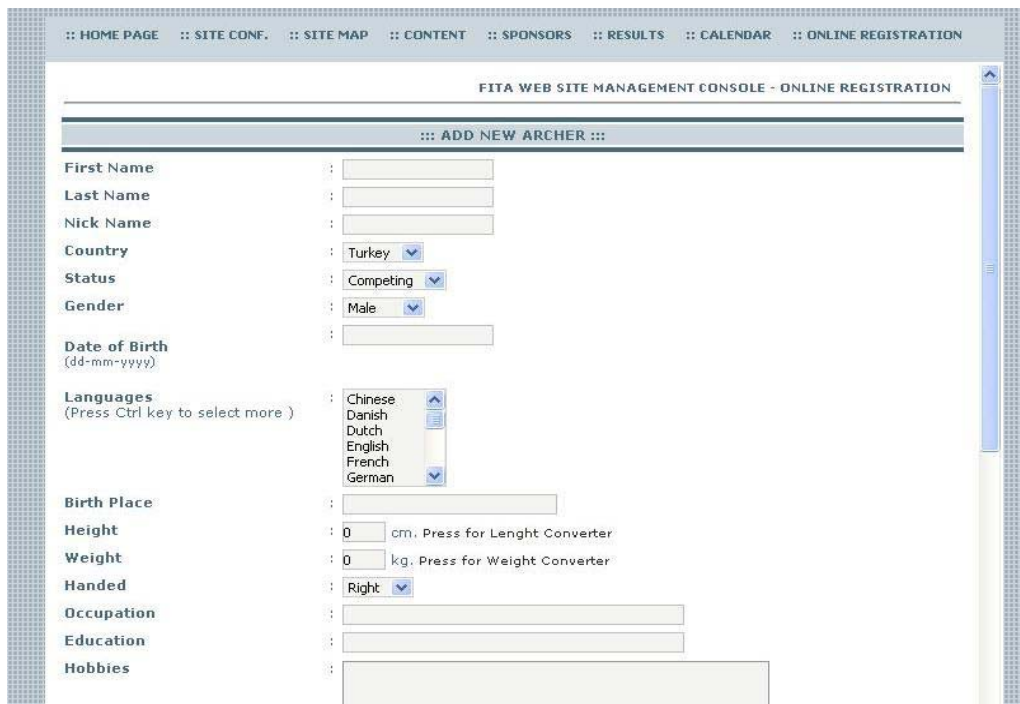


Figure 23

After these applications from different MAs has reached FITA, last step is approval.

FITA can investigate current applications Fig24, and after that investigation, applications can be approved or declined by FITA in Fig.25.



Surname	Name	Nation	Date	Detail
DFSGDF	FGDSGF	Turkey	13.12.2006 14:05:05	

Figure 24**Figure 25**

Observations form

If you have any observation about this document, that is items which you think should be changed, included or deleted, please enter here your comments and return this page to the document's owner.

For MA, please send this form by email to FITA
(jcholgado@archery.org), or by fax to FITA office +41 216 14 30 55.

Observations by

Name:

Date:

Phone no.: