

UIPM **NATIONAL FEDERATIONS PORTAL**

LOC REGISTRATION



UNION INTERNATIONALE
DE PENTATHLON MODERNE



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Registration Main Page



NOTE

Some functions of the module will not be available to you.

The registration through the UIPM NF Portal allows you to:

- Register your delegation members by filling in the registration forms online.
- Work on several registrations at the same time - you can leave a registration whenever you want and return to it later, as all the data is saved automatically.
- Submit the registration forms once you consider them as completed, although you are allowed to make corrections as long as the registration process is open.

The registration module consists of several pages, described in the following document.

Overview

Once you have clicked on the entry form button on the UIPM NF Portal, you should see the registration main page.

EOS dashboard

Then you will need to click on registration



The Main page shows the registrations under your responsibility. Registrations are divided into two groups:

- **Pending** registrations are those that you are currently working on
- **Submitted** are those that you consider completed.



NOTE

Double-click on a registration (on the icon or the text under "registration" column) to open it. Registration form will appear where you can enter, view or modify registration data

[Registrations](#)
[Create new registration](#)
[Bulk registration](#)

Registrations

Search/Filter (->)

Refresh

Clear filter

Pending registrations

Select columns



Result: 1 to 1 of 1

<<

<

>

>>

Registration	Created at	Status	First name	Last name	Role	Group	Responsible	Discipline	Arrival date	Departure date
 10003-RO	2/6/14 11:34 AM	Pending	-	-	Team Manager	France	 10003	-	-	-

Export result

Result: 1 to 1 of 1

<<

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Submitted registrations

Select columns

Result: 0 to 0 of 0

<<

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>

>>

Registration	Created at	Status	Submitted at	First name	Last name	Role	Group	Discipline	Responsible	Arrival date	Departure date
-	-	-	-	-	-	-	-	-	-	-	-

Export result

Result: 0 to 0 of 0

<<

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Double click on a registration to open it

Double-click on a registration to open it.

Pending registrations and submitted registrations tables

These tables show the list of pending and submitted registrations, typically one registration per row.

When the list of registrations is too large to fit on a single page, you can use pagination buttons (<<, <, >, >>) in upper right and bottom right corner of the table to move through the list. (Please see, mark A)

Also, you can see how many registrations in total exist in the system. (mark B).

Search/Filter (>>) Refresh Clear filter **C**

Pending registrations

Select columns Result: 1 to 3 of 3 **B**

Registration	Created at	Status	First name	Last name	Role	Group	Responsible	Discipline	Arrival date	Departure date
10017-R0	10/18/13 3:04 PM	Pending	-	-	Manager	France1	10017	-	-	-
10052-R1	10/31/13 9:03 AM	Pending	Valentin	BALAUD	Athlete	France1	10017	-	10/25/13	10/28/13
10028-R1	2/6/14 12:25 PM	Pending	Christopher	PATTE	Athlete	France1	10017	-	10/25/13	10/28/13

Export result Result: 1 to 3 of 3 **A**

Submitted registrations

Select columns Result: 1 to 3 of 3

Registration	Created at	Status	Submitted at	First name	Last name	Role	Group	Discipline	Responsible	Arrival date	Departure date
10049-R0	10/19/13 2:30 PM	Submitted	10/19/13 2:33 PM	Elodie	CLOUVEL	Athlete	France1	-	10017	10/25/13	10/28/13
10050-R0	10/19/13 2:33 PM	Submitted	10/19/13 2:44 PM	Valentin	PRADES	Athlete	France1	-	10017	10/25/13	10/28/13
10051-R0	10/19/13 2:45 PM	Submitted	10/19/13 2:47 PM	Jean-Maxence	BERROU	Athlete	France1	-	10017	10/25/13	10/28/13

Export result Result: 1 to 3 of 3

Double-click on a registration to open it.

Search/Filter can be used to narrow down the list of registrations that will be displayed. Initially, all registrations will be shown (mark C).

Press refresh after having typed in or cleared the filter. You can choose which columns will be displayed in each table.

Select columns Result: 1 to 3 of 3

☒ Registration ☒ Created at ☒ Status ☒ Submitted at ☒ First name ☒ Last name ☒ Role ☒ Group ☒ Discipline ☒ Responsible ☒ Arrival date ☒ Departure date

Registration	Created at	Status	Submitted at	First name	Last name	Role	Group	Discipline	Responsible	Arrival date	Departure date
10049-R0	10/19/13 2:30 PM	Submitted	10/19/13 2:33 PM	Elodie	CLOUVEL	Athlete	France1	-	10017	10/25/13	10/28/13
10050-R0	10/19/13 2:33 PM	Submitted	10/19/13 2:44 PM	Valentin	PRADES	Athlete	France1	-	10017	10/25/13	10/28/13
10051-R0	10/19/13 2:45 PM	Submitted	10/19/13 2:47 PM	Jean-Maxence	BERROU	Athlete	France1	-	10017	10/25/13	10/28/13

Export result Result: 1 to 3 of 3

Double-click on a registration to open it.

Click on select columns and then select the columns by using the check boxes that have appeared underneath. Finally, press refresh.

You may click on the header of a table column to sort the list of registrations accordingly. A triangle indicating the sort order (ascending or descending) will appear next to the column name.

Sort order can be toggled between ascending and descending by clicking on the same column header again.

The list of registrations can be exported as an Excel spreadsheet - click on Export result.



IMPORTANT!

On some browsers, you must allow pop-up windows in order to use the export function.

Description of the columns

The following columns can be included in pending registrations and submitted registrations tables:

Using Search/Filter

- **Registration** – Shows the identifier of the registration. Double- click on it to open the registration forms.
- **Created at** – Date and time when the registration was created.
- **Status** – Pending or submitted.
- **Submitted at** –Date and time when the registration was submitted.
- **First name** – First name(s) of the delegation member being registered.
- **Last name** – Last name(s) of the delegation member being registered.
- **Role** – The role of the delegation member being registered
 - for example: Competitor, Head of Delegation, Technical Staff, etc.
 - A delegation member can have one role only.
- **Group** – For sports events the group is the delegation itself
 - for international events this is typically a country delegation, whereas for smaller events it may denote a club or a team.
 - A delegation member can belong to one group only.
- **Responsible** – The participant identifier of the person responsible for the registration, typically the identifier of the Head of Delegation, i.e. you.
- **Arrival date** – Participant's date of arrival.
- **Departure date** – Participant's date of departure.

Click on Search/Filter to show or hide the search form.

Registrations Create new registration Bulk registration

Registrations
Search/Filter (>>) Refresh Clear filter

Pending registrations

Select columns Result: 1 to 1 of 1

Registration	Created at	Status	First name	Last name	Role	Group	Responsible	Discipline	Arrival date	Departure date
10003-R0	2/6/14 11:34 AM	Pending	-	-	Team Manager	France	10003	-	-	-

Export result Result: 1 to 1 of 1

Submitted registrations

Select columns Result: 0 to 0 of 0

Registration	Created at	Status	Submitted at	First name	Last name	Role	Group	Discipline	Responsible	Arrival date	Departure date
-	-	-	-	-	-	-	-	-	-	-	-

Export result Result: 0 to 0 of 0

Double-click on a registration to open it.



NOTE

Hiding search form has absolutely no effect whatsoever on the search results. Use clear filter button if you want to reset the filter, and then press refresh button.

Both search result tables (pending registrations and submitted registrations) will be updated accordingly once you press refresh.

One or more of the following search criteria can be specified. Effective filter is the conjunction (logical AND) of all non-empty search criteria.

- **Identifier** – Matches all registrations whose registration identifier starts with the given alphanumeric sequence.

- **First name** – Matches all registrations starting with the text typed in.
- **Last name** – Matches all registrations starting with the text typed in.
- **Gender** – Matches all registrations having selected gender.
- **Created from and to** – Matches all registrations that were created between the specified dates.
 - If only "from" is specified, all registrations created after the given date will be matched.
 - If only "to" is specified, all registrations created before the given date will be matched.
- **Submitted from and to** – Matches all registrations that were submitted between the specified dates.
 - If only "from" is specified, all registrations submitted after the given date will be matched.
 - If only "to" is specified, all registrations submitted before the given date will be matched.
- **Select roles** – Matches all registrations whose role is one of the selected roles or a sub-role of one of the selected roles.
 - When Select all is checked, this criteria has no effect.
- **Select disciplines** – Matches all registrations whose discipline is one of the selected disciplines or a sub-discipline of one of the selected disciplines.
 - When Select all is checked, this criteria has no effect.

Registrations

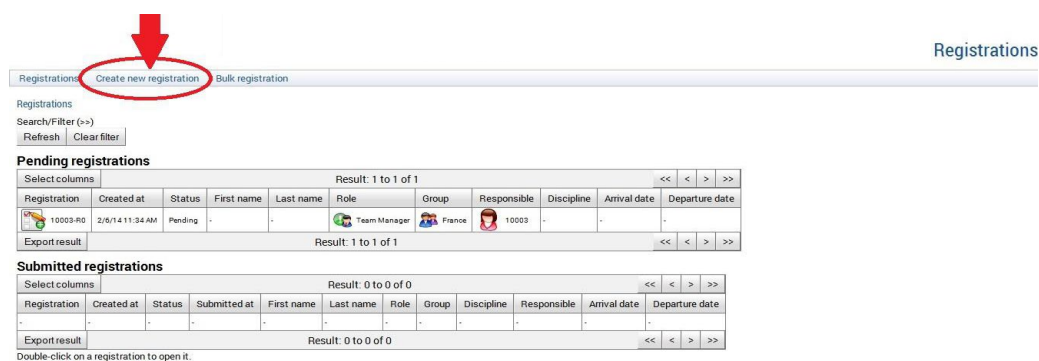
Search/Filter (<<)

Identifier:	Created from:	Select roles	Select disciplines
First name:	To:		
Last name:	Submitted from:	<input checked="" type="checkbox"/> Athlete <input checked="" type="checkbox"/> Team Members <input checked="" type="checkbox"/> Team Manager <input checked="" type="checkbox"/> Head Coach <input checked="" type="checkbox"/> Coach <input checked="" type="checkbox"/> Team Doctor <input checked="" type="checkbox"/> Team Physiotherapist...	
Gender:	To:	<input checked="" type="checkbox"/> Select all	<input checked="" type="checkbox"/> Select all
Has photo:			

Refresh Clear filter

● Creating New Registration

Click on create new registration in the menu to start the wizard.



Registrations

Registrations Create new registration Bulk registration

Registrations

Search/Filter (->)

Refresh Clear filter

Pending registrations

Select columns Result: 1 to 1 of 1

Registration	Created at	Status	First name	Last name	Role	Group	Responsible	Discipline	Arrival date	Departure date
10003-RD	2/8/14 11:34 AM	Pending	-	-	Team Manager	France	10003	-	-	-

Export result Result: 1 to 1 of 1

Submitted registrations

Select columns Result: 0 to 0 of 0

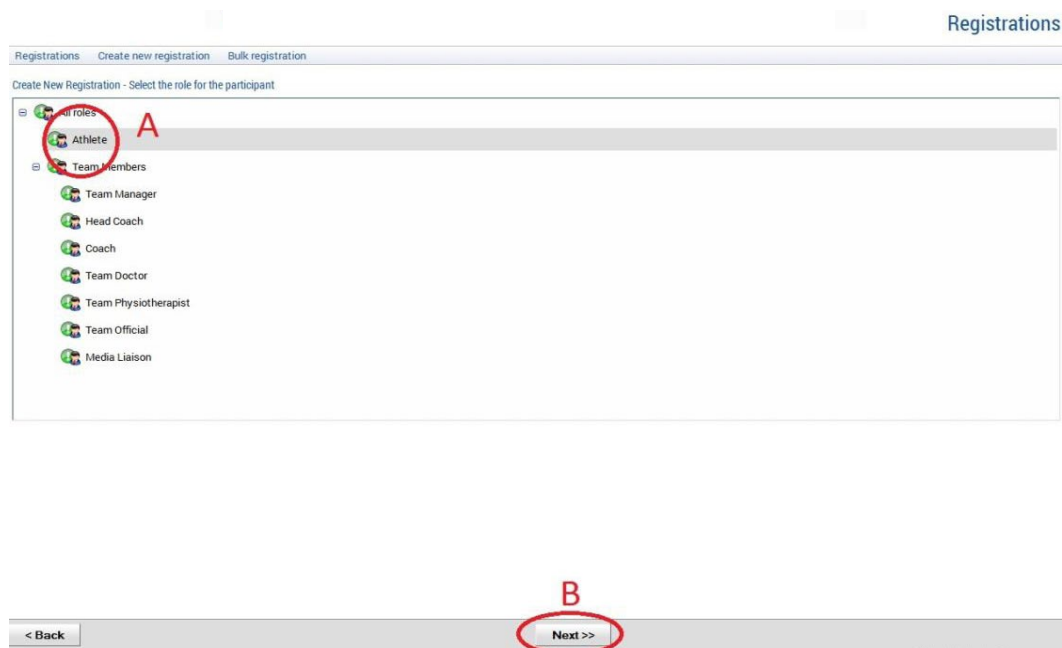
Registration	Created at	Status	Submitted at	First name	Last name	Role	Group	Discipline	Responsible	Arrival date	Departure date
-	-	-	-	-	-	-	-	-	-	-	-

Export result Result: 0 to 0 of 0

Double-click on a registration to open it.

● Step 1 – Roles selection

Select one of the available roles and press Next >>. (Please see image below, mark A and B). A new registration will be created for a delegation member with the selected role.



Registrations

Registrations Create new registration Bulk registration

Create New Registration - Select the role for the participant

All roles

Athlete A

Team Members

- Team Manager
- Head Coach
- Coach
- Team Doctor
- Team Physiotherapist
- Team Official
- Media Liaison

B

< Back Next >>

Step 2 - Fill out the registration form

A registration form consists of fields that are organized into one or more tabs.



NOTE

Some registration forms may contain additional tabs and fields, depending on the role and discipline of the participant being registered that have been selected.

Use << Previous and Next >> buttons to cycle between tabs (mark A) or click on the tab header to jump to that tab directly (mark B).

Data that is needed for registration process is, in most cases, separated by type:

- Personal data – name, surname, date of birth, nationality, photo...
- Contact data – address, phone number, e-mail...
- Arrival/Departure details – day of arrival/departure, time of day of arrival/departure, flight number...
- Some fields are mandatory (*), while some others are optional. However, the workflow is always the same.

How to use picture/file upload

Use the file picker to locate a file on your computer, then press upload to transfer the file to the server.

Photo type



IMPORTANT!

Please upload a photo that can be used for accreditation pass.

Before you upload the photo in the system, you must prepare the photo to fulfill some main criteria:

- Photo must be in .jpg file format
- Photo must fulfill 3:4 portrait ratio
- Participant face must cover at least 60% of photo
- Photo file size shouldn't be higher than 100KB

Step 3 - Submitting registrations

Once you complete a registration form, you may submit it by clicking on submit button in the bottom of the page.

When a registration is submitted, its registration form becomes read-only.

If the registration form has mandatory fields, the registration may be submitted only when all of them are filled out properly. Mandatory fields are marked with an asterisk (*).

When you try to submit a registration without having filled all mandatory fields, you will receive a warning message telling you what fields you have not filled out.

The screenshot shows the 'Edit registration' form for a participant named Christopher PATTE. The form is divided into tabs: Personal Data, Contact Data, Arrival/Departure details, and Competition Details. The 'Personal Data' tab is active, showing fields for Name (*), Surname (*), Gender (*), Date of Birth (*), Nationality (*), and Passport N°. The 'Gender' field is set to 'Male' and is highlighted as mandatory. A warning message box is displayed over the form, stating: 'The following fields are mandatory: - Gender: on tab Personal Data'. Below the message is a checkbox labeled 'Prevent this page from creating additional dialogs' and an 'OK' button. At the bottom of the form, there are navigation buttons: '<< Previous' and 'Next >>'. The top of the page has buttons for '< Back', 'Submit', 'Discard', and 'Leave'.

Once you have entered the data in the system there is still the possibility to change this data.

Change/Modify the registration editing pending registrations

Pending registrations may be edited at any time. All data is saved automatically. You may leave a registration form whenever you want, either by pressing leave button or by navigating away from the page or by closing your browser. You may return to a registration at any time and continue your work.

Modifying submitted registrations

Do not worry if you have accidentally submitted an incomplete or incorrect registration. By double-clicking on the registration icon in the submitted table you will be able to see modify button for a submitted registration. It will be back to pending state, where it can be modified freely.

Discarding modifications

Discard button is used to revert modifications made to the registration after it was submitted the last time. If it is a new registration that has never been submitted it will simply be deleted.

< Back	Modify	Cancel	Leave
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