UIPM
NATIONAL FEDERATIONS PORTAL

HOW TO USE THE UIPM NF PORTAL

UIPM

**UNION INTERNATIONALE
DE PENTATHLON MODERNE**

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DE PENTATHLON MODERNE

NF Portal

NF Portal is dedicated for use by National Federation management and administration.

NF Portal is used to:

- Access data about Athletes, Coaches, Technical Officials, National Federations and Competitions
- Have access to internal documents
- Create new athletes in the UIPM database
- Create new coaches in the UIPM database
- Create new officials, team members, NF board members … etc. in the UIPM database

The users of the NF Portal automatically have the access to all information of: Athletes, Coaches and Technical Officials from their own National Federation.

You can find the login link for NF Portal on the official UIPM homepage https://www.uipmworld.org/home (Image 1)

Image 1

Login Page

To access the NF Portal, you need a username and a password that will be sent on your email once it is created. National Federations will have only one username and password, and username will be email provided to UIPM. If you don't have it, please contact UIPM at it@pentathlon.org.

Enter your username and password and then press the Login button (you may also hit the Enter key).

NOTE
It is recommended to change your password after the 1st connection.

Image 2

Homepage

Once you have logged in, you should see the UIPM NF Portal homepage. (Image 3)

Image 3

Main Menu

On the top of the screen you can find Main Menu which contains links to several different sections (Image 3, section A)

- Home – go back to home page
- Athlete – manage Athletes from your National Federation
- Coach – manage Coaches from your National Federation
- National Federation – manage your own National Federation details
- Calendar – list of all Competitions
- My Profile – manage your user profile
- Logout – logout from Portal

Quick Calendar

In quick calendar, you can find a list of the 3 previous and 3 following competitions (Image 3, section D, page 4).

To go to Competition details, simply click on the competition name. If you want to look for a specific competition which is not listed in quick calendar, you can use search textbox where you need to type the competition name you are looking for, or just part of name and to click on Search.

You will be redirected to the page where you can search competitions also by date. When you find the competition you are looking for, simply click on the name of the competition and you will be redirected to the page with the competition information (see Calendar).

National Federation

National Federation profile page

If you click on the National Federation name, you will be redirected to the profile page of your own National Federation. On this page you can see:

Image 4

Athlete

On the athletes' page, you can search through athletes from your National Federation, go to athletes profiles, edit and create/edit their profiles.

Search Athletes

To easily find a specific athlete, you can use the search boxes. Search can be done by:

- UIPM license ID number
- first name
- last name
- custom search which search through all these fields together (Image 5, section A).

In order to search for a specific athlete, you must follow these steps (Image 5, section B):

1. Type the desired search criteria in the textbox
2. Click the button GO just below the textbox

After this, you will get a list of athletes that matches your criteria. If you click on view all athletes, you will get a list of all athletes from your National Federation only.

All results are shown in a list of 10 athletes per page. Use pager to navigate through other pages (Image 5, section C)
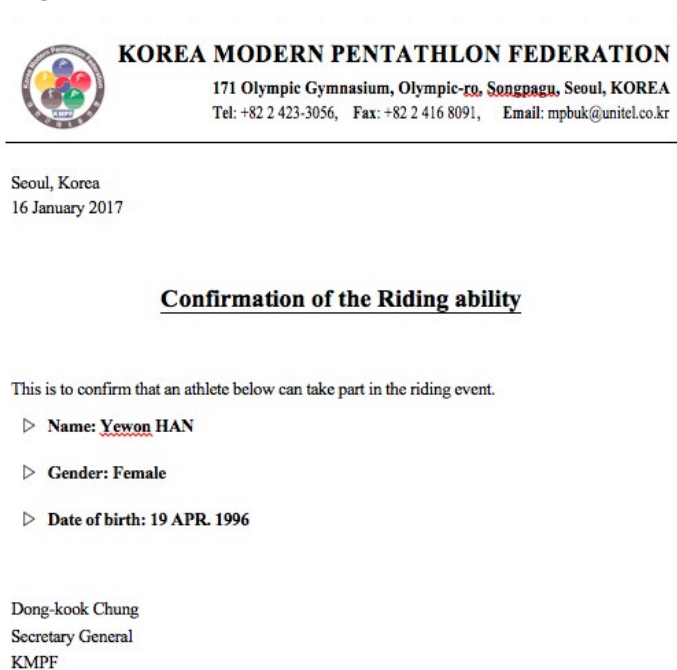
Image 5

● Create a new Athlete

To create a new athlete, click on create new athlete at the bottom of the search area (Image 5, section G, page 6) You will be redirected to new page where you have to input all information about Athlete:

- First name (mandatory)
- Last name (mandatory)
- Username / Email
- Photo (mandatory)
- National Federation (mandatory)
- Birth date (note: adjust the YYYY first then MM then DD)
- Gender (mandatory)
- Riding permission if the athlete has (mandatory) (it's under the form of a letter from the Federation certified that this athlete can do the riding event – example in image 6 below)
- Height
- Weight
- Education
- Profession
- Sport reasons
- Interesting stories

KOREA MODERN PENTATHLON FEDERATION
171 Olympic Gymnasium, Olympic-ro, Songpagu, Seoul, KOREA
Tel: +82 2 423-3056,   Fax: +82 2 416 8091,   Email: mpbuk@unitel.co.kr

Seoul, Korea
16 January 2017

Confirmation of the Riding ability

This is to confirm that an athlete below can take part in the riding event.

▷ **Name: Yewon HAN**

▷ **Gender: Female**

▷ **Date of birth: 19 APR. 1996**

Dong-kook Chung
Secretary General
KMPF

Image 6

When finished, click on the save athlete button. The Athlete will be created with auto-generated license ID with format MXXXXXX or WXXXXXX which you will use to register this athlete in UIPM events.

Edit Athlete

To edit the athlete details, click on the edit button (Image 5, section E, page 6) and you will be redirected to the editing page for the athlete details. Procedure for editing is the same as procedure for creating new Athlete.
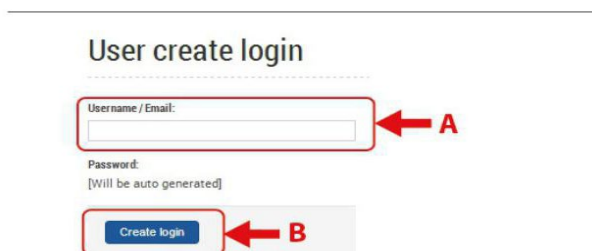
Note: You will not be able to change first and last name of an athlete who is already ranked in PWR.

Manage Athlete users

To create a username for an athlete who doesn't have one, you have to click on generate login next to the athlete you want to create user for (Image 5, section D, page 6).

A popup window will appear where you must enter the email address of this athlete (Image 7, section A). System will not accept an already existing email address when you click on create login (Image 7, section B), system will send an email to this email address with username, generated password and link for login.

To change the athlete's username who already has received the confirmation email, click on his/her email in the list of athletes. (Image 5, section F, page 6). The same popup will appear, and procedure for changing email is the same as for creating new one.
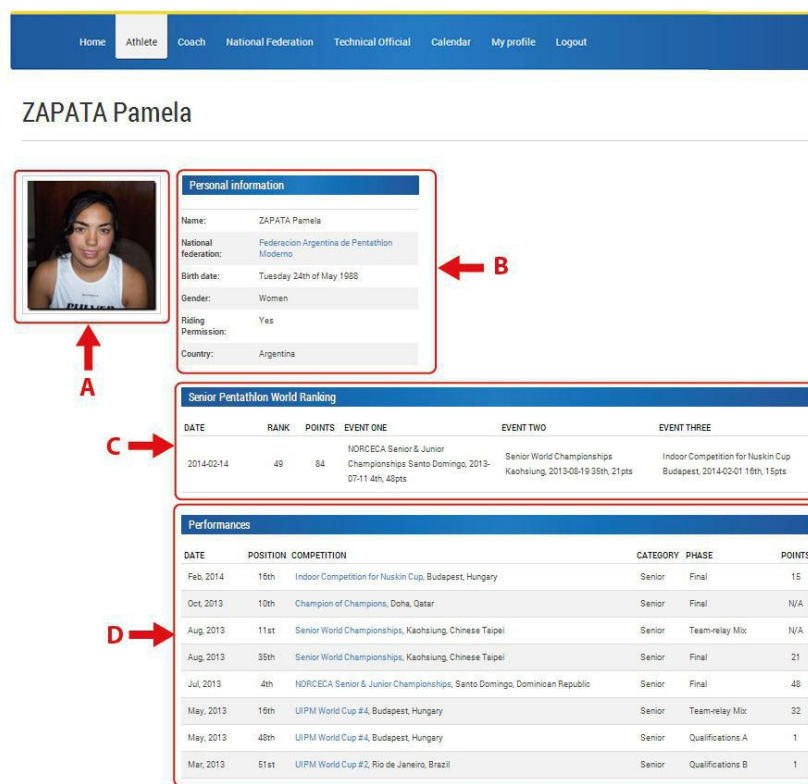
Image 7

Athlete's profile page

If you click on the athlete's name, you will be redirected to his profile page. On this page you can see:

- Profile picture (Image 8, section A)
- Athlete BIO (Image 8, section B)
- PWR performances (Image 8, section C)
- All performances (Image 8, section D)

From this page, you will be able to navigate to other pages through existing links like National Federation of the athlete and competitions he participated

Image 8

● Coach

On the coaches' page you can search all coaches from your National Federation, go to coaches' profiles, edit and create their profiles.

● Search Coaches

To easily find a specific coach you can use the search boxes. Search can be done by:

- UIPM license ID number
- first name
- last name
- custom search which search through all these fields together.

In order to search for a specific coach, you must follow these steps:

1. Type the desired search criteria in the textbox
2. Click button GO just below the textbox

After this you will get a list of coaches that matches your criteria. If you click on view all coaches, you will get a list of all coaches again.
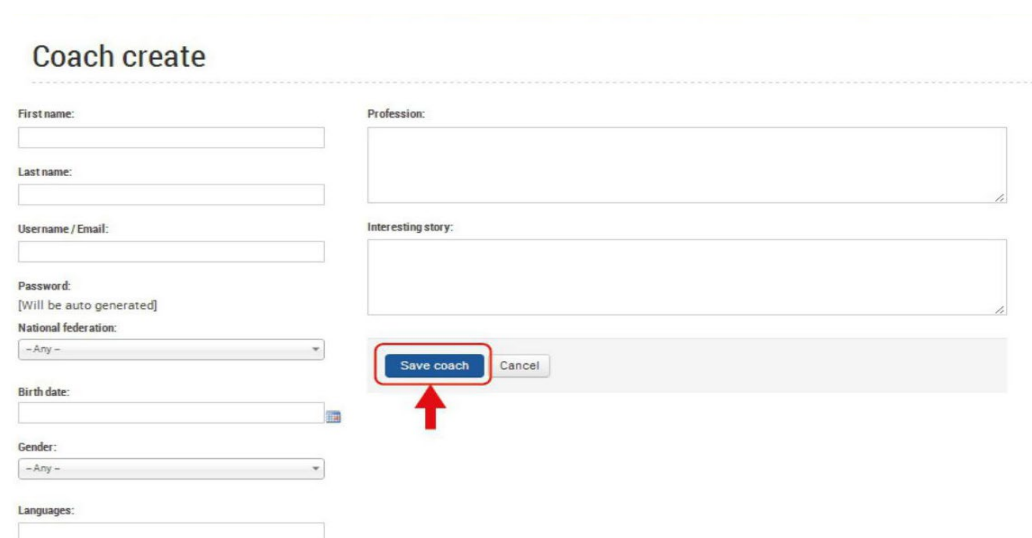
All results are shown in a list of 10 coaches per page. Use the pager to navigate through others pages.

Create a new Coach

To create a new coach, click on create a new Coach at the bottom of the search area. You will be redirected to a new page where you must input all information about the coach:

- First name (mandatory)
- Last name (mandatory)
- Username / Email
- Photo
- National Federation (mandatory)
- Birth date
- Gender (mandatory)
- Profession
- Interesting story

When finished, click on the save coach button (Image 9). The coach will be created with an auto-generated UIPM license ID number with format CXXXXXX where XXXXXX. If the email already exists in the database, the system will not accept it and the new coach will not have a generated username and password. If the email is new, the system will send message to this email with login credentials.

Image 9

● **Edit Coach**

To edit the coach details, click on the edit button and you will be redirected to the edit page for the coach's details. Procedure for editing is same as procedure for creating new Coach.

● **Manage Coach users**

Please see manage athlete users, procedure is the same (page 8).

● **Coach profile page**

If you click on the coach's name you will be redirected to his profile page. On this page you can see:

- Coach BIO

● Technical officials

On the technical official page, you can search all technical officials from your National Federation, go to technical officials' profiles, edit and create their profiles.

● **Search Technical Official**

To easily find a specific technical official, you can use the search boxes. Search can be done by:

- UIPM license ID
- first name
- last name
- custom search which search through all these fields together.

In order to search for a specific technical official, you must follow these steps:

1. Type desired search criteria in the textbox
2. Click button GO just below the textbox

After this, you will get a list of technical officials that matches your criteria. If you click on view all technical officials, you will get a list of all technical officials from your National Federation again.

All results are shown in list of 10 technical officials per page. Use pager to navigate through other pages.
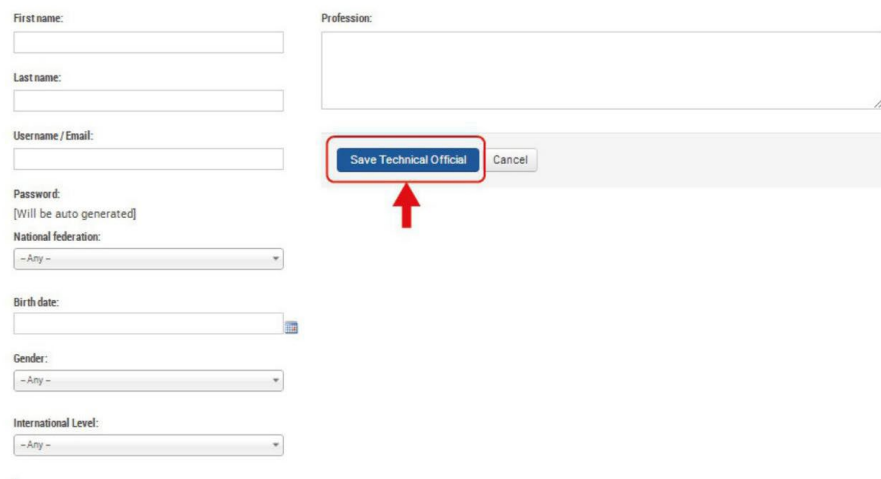
● **Create Technical Official**

To create a technical official, click on create new technical official at the bottom of the search area. You will be redirected to a new page where you must input all information about Technical Officials:

- First name (mandatory)
- Last name (mandatory)
- Username / Email
- Photo
- National Federation (mandatory)
- Birth date
- Gender (mandatory)
- International level (mandatory)
- Profession

When finished, click on the save technical official button (Image 10) and the technical official will be created with an auto-generated UIPM license ID number with format TXXXXXX. If the email already exists in the database, the system will not accept it and the new technical official will not have generated username and password. If the email is new, the system will send a message to this email with login credentials.

Image 10

● Team members

Under the team page, with the same steps, you can create in the UIPM NF portal the following roles:
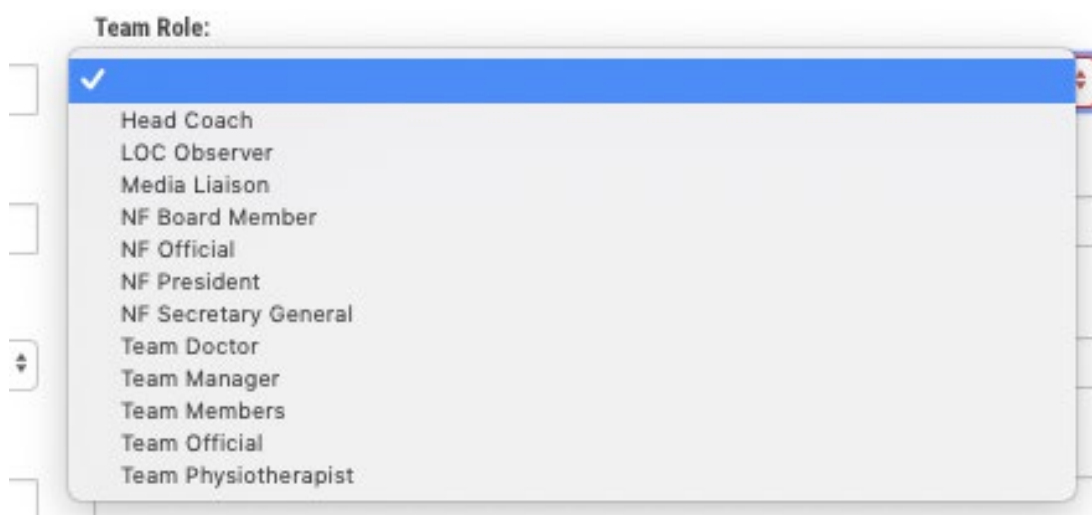
● Calendar

On this page, you can find all competitions (past or future). You can change the appearance clicking on the daily, weekly, monthly or yearly buttons (image 11, section A). You can easily go back to the current date or navigate through next or previous days with the buttons in section B (image 11).

Hold the mouse on highlighted dates and the name of the competition will appear. Click on the name of the competition and you will be redirected to the competition page.

To see the upcoming competitions, click on the upcoming competitions tab just next to the event calendar tab. On this page you can see competitions sorted by dates, where the first competition are the earliest ones.
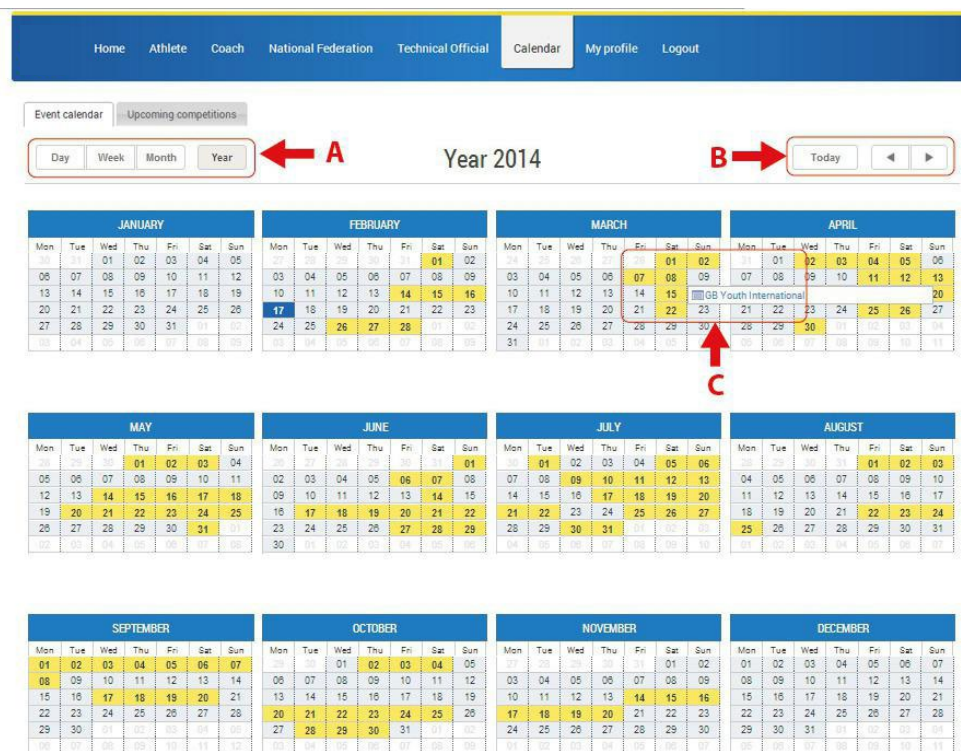
Image 11

● Competition

All competitions are created through the Competition Management System (CMS). The NF user can see following information:

- Competition logo (Image 12, section A)

- Competition information (Image 12, section B)

- Link for Entry forms. Click on this button if you want to submit your entry forms for the competition you have selected. To know more about how to proceed with registrations, please read the user manual for registrations. (Image 12, section C)

Competition - European Continental Olympic Qualifier For Tokyo 2020

Image 12

My Profile

You can change your username/email (Image 13, section A) and/or password (Image 13, section B) through this page. The system will accept only available emails. New credentials will be sent to your new email when you click on the save profile button.

Image 13

HOW TO REGISTER FOR COMPETITIONS USING THE UIPM NF PORTAL

● Event Organization System (EOS)

● Registration Module

The registration module provides an online tool to register individuals and groups for UIPM events.

You can access the registration module via the UIPM NF Portal

● Registration via the UIPM NF Portal

As a National Federation, you can register your delegation members via the UIPM NF Portal. To do that, you need to login on the Portal first. You can find the link to login on the UIPM website homepage https://www.uipmworld.org/home.

● UIPM Portal – Registration Form

Once you have logged in, you should see the UIPM NF Portal main page.

Under the next competitions section, you can choose for which competition you want to register for (Image 2).
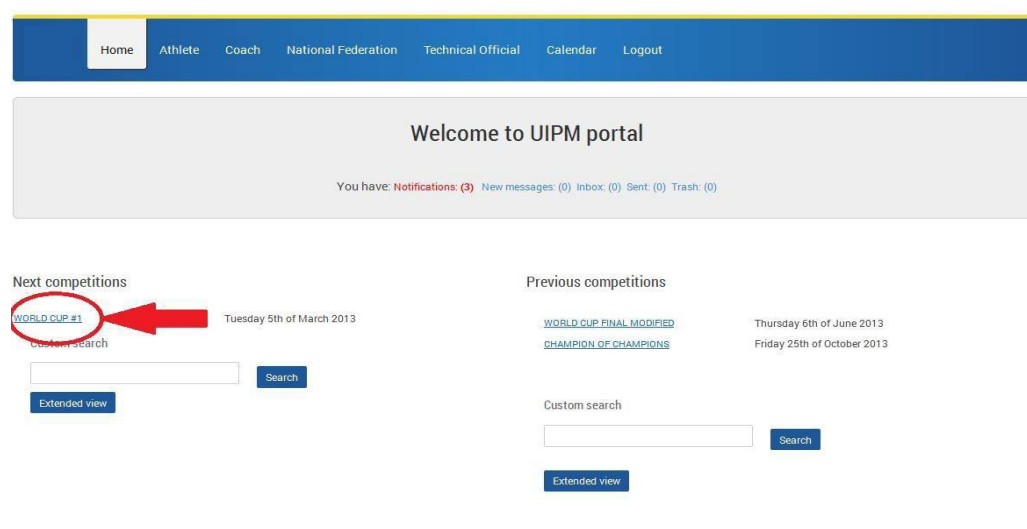
Image 2

After choosing the competition, you will be redirected to the competition main page where you will find the entry form button (Image 3).

Image 3

● Registration Main Page

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 open whenever you want and return to it later, as all the data is saved automatically.
- Submit the registration forms once you consider them completed, although you can make corrections as long as the registration process is open.

● Overview

Once you have clicked on the entry form button on the UIPM NF Portal, you should see the registration main page (Image 4).

Image 4

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 the registration data.

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 the registrations considered as completed.

Add an athlete to the event

You will be able to add an athlete using his UIPM License ID number or the first or last name. Once you clicked on the athlete's name, you will see his/her informati

Image 5

Add the arrival & departure information

The arrival and departure information need to be added in order to submit the registration. After that, you will need to submit.

Add the Pistols information

Under the competition, pistols' information must be added.
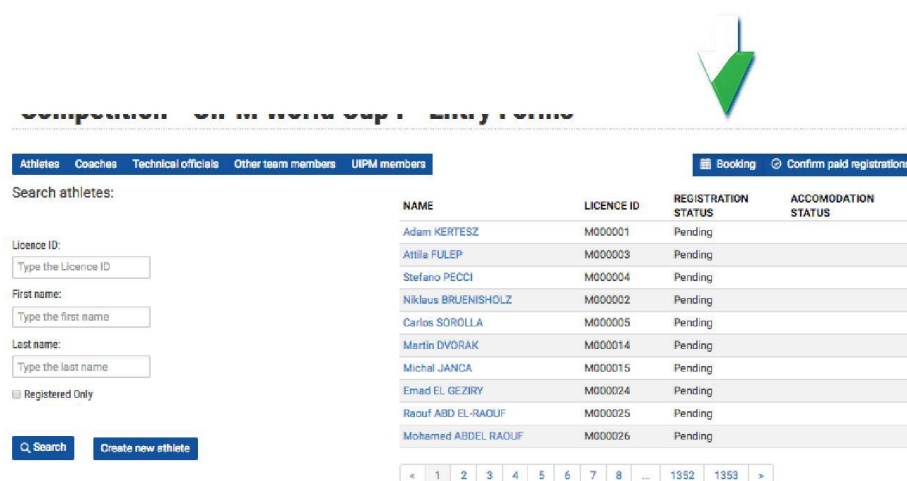
Approve the terms and conditions

Under the arrival and departure, you need to choose between the full board or accreditation only.

● Hotel booking

To access the booking, you need to click on the booking button.

● Chose the room type

You will need to find your athlete then click on his additional information and chose the room type then save (yellow and red arrows).

You can also allocate a roommate to the athlete on this page then save (blue arrows).

● Add the coaches and team officials

It is the same process as for the athletes.

If you have any problems during the registration process, please do not hesitate to contact us:

- mail: it@pentathlon.org
- mobile: +201001454372
- skype: tamersamy77

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