

UIPM **NATIONAL FEDERATIONS PORTAL**

HOW TO USE THE UIPM NF PORTAL



UNION INTERNATIONALE
DE PENTATHLON MODERNE



UNION INTERNATIONALE
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.

UIPM PORTAL LOGIN

Username:

Password:

Image 2

Homepage

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

The screenshot shows the UIPM NF Portal homepage. At the top is a navigation bar with links: Home, Athlete, Coach, National Federation, Technical Official, Calendar, My profile, Logout, and Logout. Below this is a welcome message: "Welcome to National Federation Portal". Under the welcome message, there is a section "You have" with links "Inbox", "Sent Items", and "Create New Message". Below this is a section "Next competitions" and "Previous competitions". The "Next competitions" section lists: "WORLD CUP #1" (Wednesday 26th of February 2014), "ODESUR GAMES" (Friday 7th of March 2014), and "GB YOUTH INTERNATIONAL" (Saturday 15th of March 2014). The "Previous competitions" section lists: "OPEN WINTER KAZAKHSTAN CHAMPIONSHIPS" (Friday 14th of February 2014), "INDOOR COMPETITION FOR NURKIN CUP" (Saturday 1st of February 2014), and "PANAM YOUTH OLYMPIC QUALIFICATION" (Saturday 30th of November 2013). At the bottom, there are two "Custom search" sections, each with a search bar and a "Search" button. The first search bar contains "World cup" and has an "Extended view" button below it. The second search bar also contains "World cup" and has an "Extended view" button below it.

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:

Federacion Argentina de Pentathlon Moderno

Personal information

Name:	Federacion Argentina de Pentathlon Moderno
Country:	Argentina
Url:	www.pentathlonmoderno.ar
President:	Jorge SALAS
Sel. General:	Diego Marcelo Gusman
Email:	salasjor@hotmail.com

National Federation Athletes

Name	Birth Date	Gender
ACOSTA Rafael	Monday 11th of February 1974	Men
ANDREATTA Maximiliano	Tuesday 20th of December 1988	Men
ARMANAZQUI Manuel	Tuesday 19th of May 1998	Men
ARMANAZQUI Manuel	Tuesday 19th of May 1998	Men
ARMANAZQUI Manuel	Tuesday 19th of May 1998	Men
AVALOS Cristian	Friday 2nd of May 1980	Men
AVANCINI Jorge	Friday 18th of July 1997	Men
AYALA Enzo	Wednesday 31st of December 1997	Men
BABONI Mabel	Sunday 15th of August 1976	Women
BACHINSKI Pamela	Wednesday 13th of February 1980	Women
BALSALOBRE Ayelen	Wednesday 6th of May 1998	Women
BARRETO Daniel	Thursday 4th of May 1972	Men
BERNATENE Josefina	Friday 18th of August 2000	Women
BERNATENE Sasha	Wednesday 17th of April 1996	Women

National Federation Coaches

Name	Birth Date	Gender
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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)

The screenshot shows the 'Athletes' page of the UIPM system. At the top is a navigation bar with links: Home, Athlete, Coach, National Federation, Technical Official, Calendar, My profile, and Logout. The main heading is 'Athletes'. Below it is a search interface with two main sections: 'Extend search' on the left and 'Athletes search results - 5 results' on the right.

Annotations:

- A:** Points to the 'Custom search' section in the 'Extend search' box.
- B:** Points to the 'Last name' search field in the 'Extend search' box.
- C:** Points to the pagination controls at the bottom of the search results table.
- D:** Points to the 'Generate Login' button for the athlete ZAPATA Ayelen.
- E:** Points to the 'Edit' button for the athlete ZAPATA Ayelen.
- F:** Points to the username 'zapata@pentathlon.org' for the athlete ZAPATA Pamela.
- G:** Points to the 'Create new athlete' button at the bottom of the 'Extend search' box.

Athletes search results - 5 results

NAME	GENDER	UIPM LICENCE ID	USERNAME	ACTION
ZAPATA Emanuel	Men	M005070	Generate Login	Edit
ZAPATA Nahuel	Men	M039326	Generate Login	Edit
ZAPATA Walter	Men	M040726	Generate Login	Edit
ZAPATA Pamela	Women	W037031	zapata@pentathlon.org	Edit
ZAPATA Ayelen	Women	W037854	Generate Login	Edit

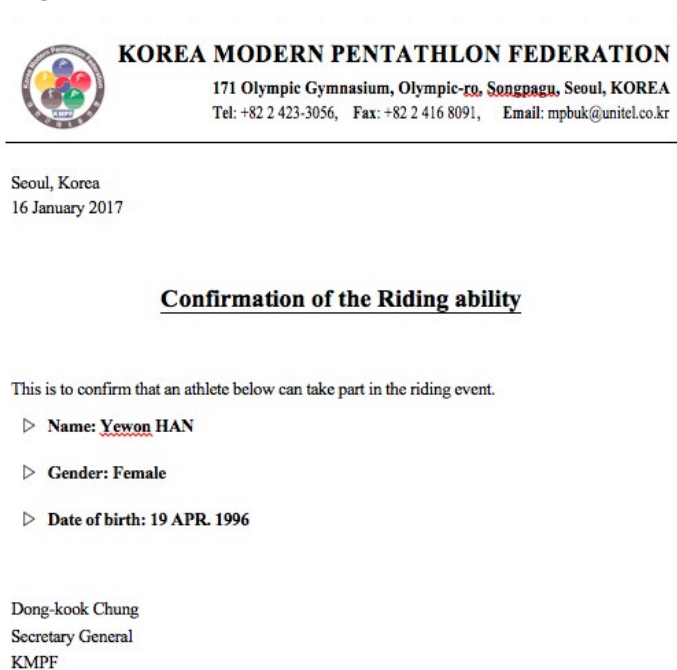
Page 1

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, Songpa-gu, 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.

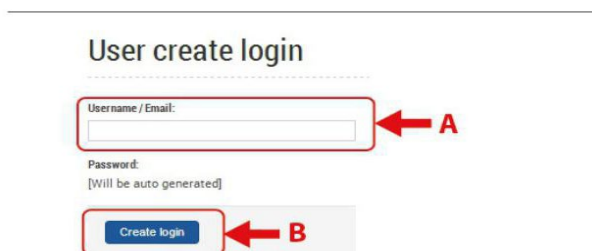
Note: You will not be able to change first and last name of an athlete who is already ranked in PWR.

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.



The image shows a web-based form titled "User create login". It contains a text input field for "Username / Email:" which is highlighted with a red box and a red arrow labeled "A". Below this is a "Password:" label with the text "[Will be auto generated]" underneath. At the bottom of the form is a blue button labeled "Create login", which is also highlighted with a red box and a red arrow labeled "B".

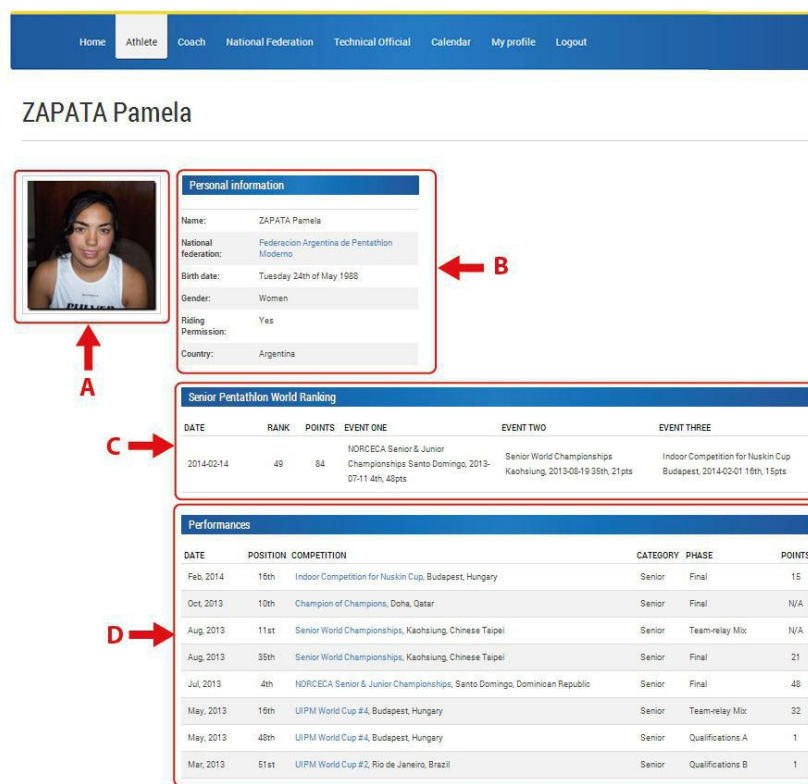
Image 7

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



ZAPATA Pamela

Personal information

Name: ZAPATA Pamela
 National federation: Federación Argentina de Pentathlon Moderno
 Birth date: Tuesday 24th of May 1988
 Gender: Women
 Riding Permission: Yes
 Country: Argentina

Senior Pentathlon World Ranking

DATE	RANK	POINTS	EVENT ONE	EVENT TWO	EVENT THREE
2014-03-14	49	84	NORCECA Senior & Junior Championships Santo Domingo, 2013-07-11 4th, 48pts	Senior World Championships Kaohsiung, 2013-08-19 35th, 21pts	Indoor Competition for Muskini Cup Budapest, 2014-02-01 16th, 15pts

Performances

DATE	POSITION	COMPETITION	CATEGORY	PHASE	POINTS
Feb, 2014	16th	Indoor Competition for Muskini Cup, Budapest, Hungary	Senior	Final	15
Oct, 2013	10th	Champion of Champions, Doha, Qatar	Senior	Final	N/A
Aug, 2013	11st	Senior World Championships, Kaohsiung, Chinese Taipei	Senior	Team-relay Mix	N/A
Aug, 2013	35th	Senior World Championships, Kaohsiung, Chinese Taipei	Senior	Final	21
Jul, 2013	4th	NORCECA Senior & Junior Championships, Santo Domingo, Dominican Republic	Senior	Final	48
May, 2013	16th	UIPM World Cup #4, Budapest, Hungary	Senior	Team-relay Mix	32
May, 2013	48th	UIPM World Cup #4, Budapest, Hungary	Senior	Qualifications A	1
Mar, 2013	51st	UIPM World Cup #2, Rio de Janeiro, Brazil	Senior	Qualifications B	1

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.

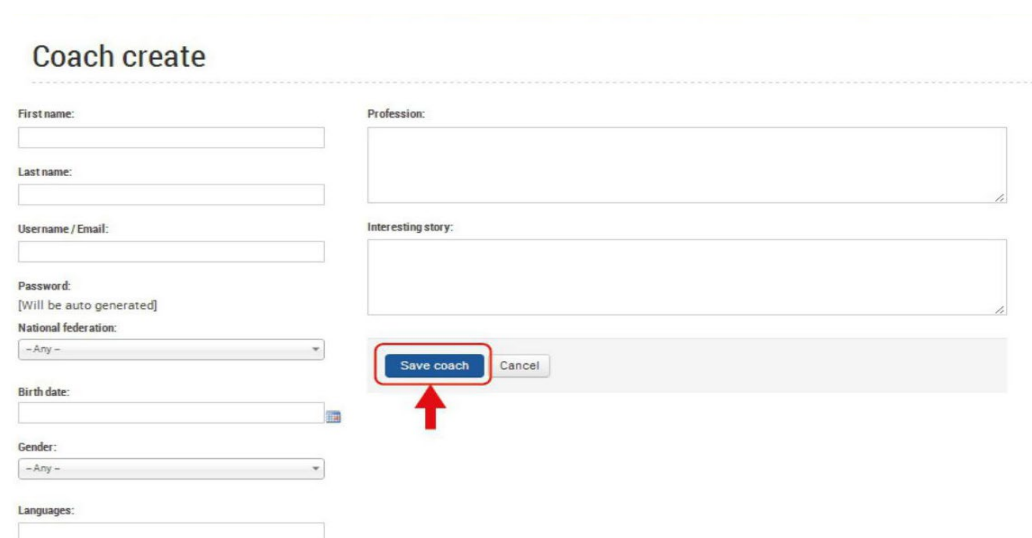
All results are shown in a list of 10 coaches per page. Use the pager to navigate through others pages.

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.



Coach create

First name:

Last name:

Username / Email:

Password:
[Will be auto generated]

National federation:
- Any -

Birth date:

Gender:
- Any -

Languages:

Profession:

Interesting story:

Save coach Cancel

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.

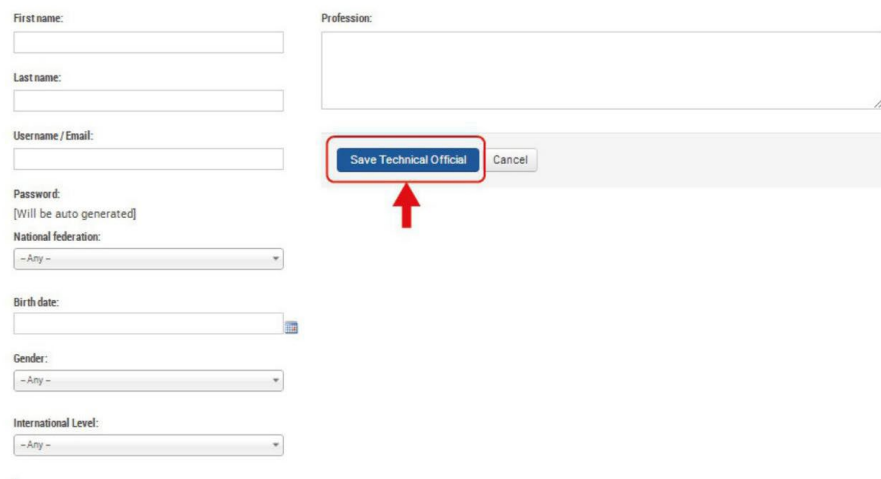
Create Technical Official

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.

Technical Official create



First name:

Last name:

Username / Email:

Password:
[Will be auto generated]

National federation:
- Any -

Birth date:

Gender:
- Any -

International Level:
- Any -

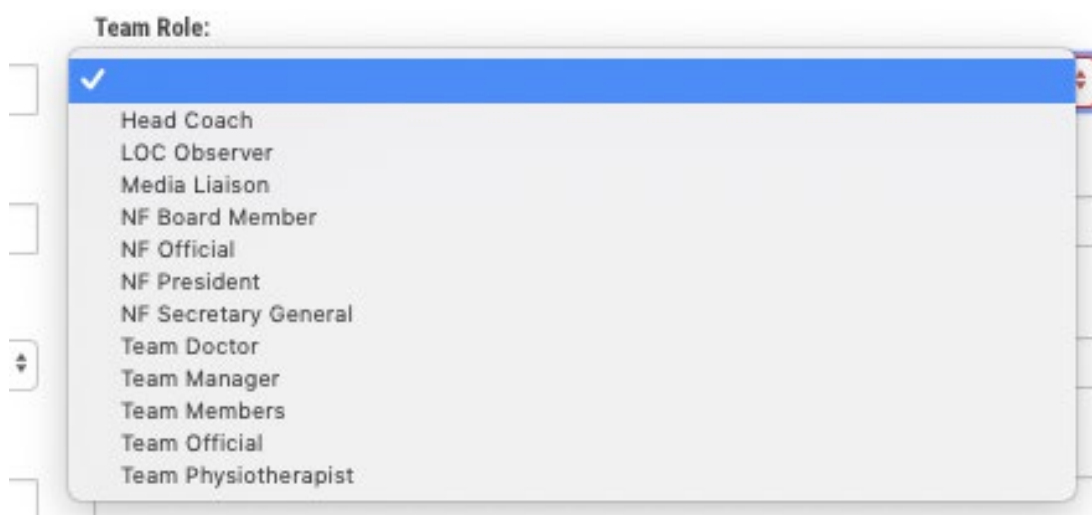
Profession:

Save Technical Official Cancel

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.

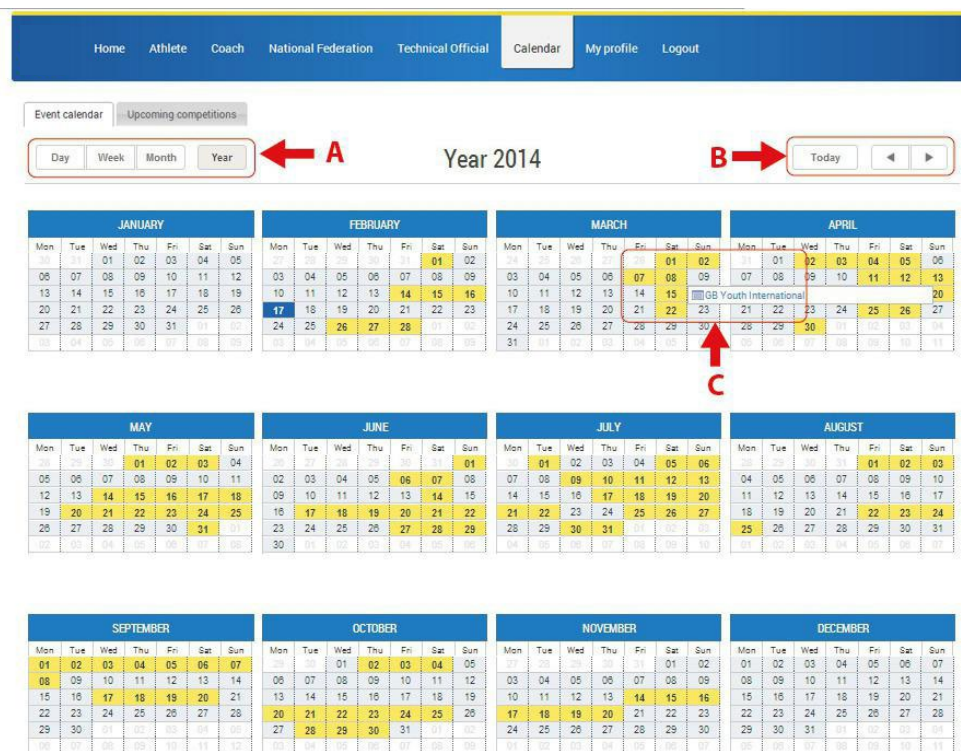


Image 11

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



A

Competition Information	
Name:	European Continental Olympic Qualifier for Tokyo 2020
Start Date:	Thursday 1st of August 2019
End Date:	Monday 9th of August 2019
Registrations Open Date:	Monday 18th of February 2019
Registrations Close Date:	Monday 19th of July 2019
Country:	Great Britain
City:	Bristol
Competition Type:	Continental Championships
Competition Format:	modern pentathlon
Age Category:	Senior
Age Group:	Seniors

B

C

Entry forms

Export arrivals & booking

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.

Edit profile

Username / Email:

← A

Password:

Password confirm:

← B

Save profile

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).

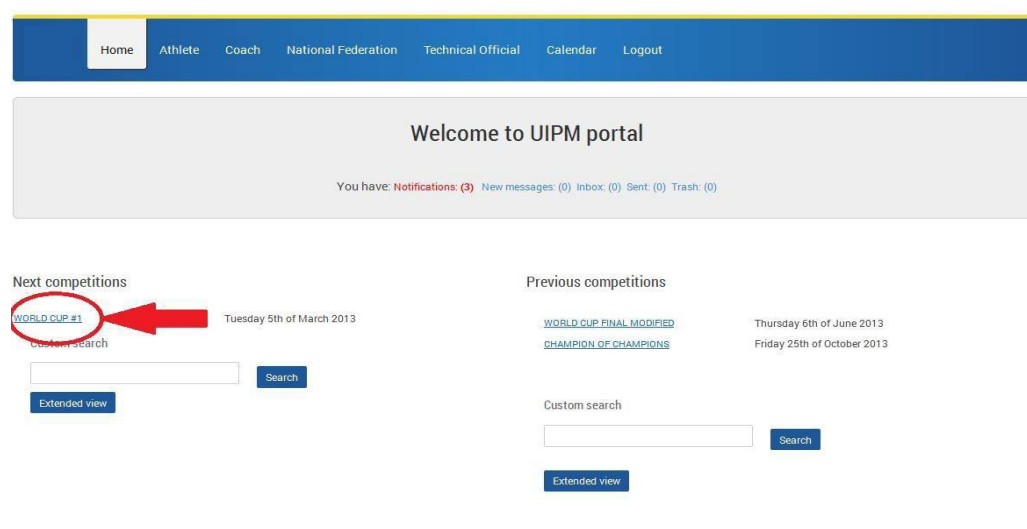


Image 2

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

Competition Events		
Name	Start Date	End Date

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.



NOTE

Some functions of the module will not be available to you

Overview

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

Competition - UIPM World Cup I - Entry Forms

Athletes Coaches Technical officials Other team members UIPM members **Booking** Confirm paid registrations

Search athletes:

Licence ID:

First name:

Last name:

☐ Registered Only

Q Search **Create new athlete**

NAME	LICENCE ID	REGISTRATION STATUS	ACCOMMODATION STATUS
Adam KERTESZ	M000001	Pending	
Attila FULEP	M000003	Pending	
Stefano PECCI	M000004	Pending	
Niklaus BRUENISHOLZ	M000002	Pending	
Carlos SOROLLA	M000005	Pending	
Martin DVORAK	M000014	Pending	
Michal JANCA	M000015	Pending	
Emad EL GEZIRY	M000024	Pending	
Raouf ABD EL-RAOUF	M000025	Pending	
Mohamed ABDEL RAOUF	M000026	Pending	

« 1 2 3 4 5 6 7 8 ... 1352 1353 »

Image 4


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

Personal data Contact info Arrival/Departure details Competition info



UIPM Licence ID:

Date of birth (*):

First name (*):

Nationality (*):

Last Name (*):

Passport (*):

Gender (*):

Shoes size:

Clothes size:

Edit personal details **Next**

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.

Personal data	Contact info	Arrival/Departure details	Competition info
Date of Arrival (*):		Date of Departure (*):	
<input type="text"/>		<input type="text"/>	
Time of Arrival (*):		Time of Departure (*):	
<input type="text" value="00"/> : <input type="text" value="00"/>		<input type="text" value="00"/> : <input type="text" value="00"/>	
Departure from city and flight N°:		Arriving to city and flight N°:	
<input type="text"/>		<input type="text"/>	
Means of transport:		Means of transport:	
<input type="text"/>		<input type="text"/>	
Place of arrival:		Place of departure:	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>			

Add the Pistols information

Under the competition, pistols' information must be added.

1st Pistol Model:	2nd Pistol Model:	3rd Pistol Model:
<input type="text"/>	<input type="text"/>	<input type="text"/>
1st Serial Number:	2nd Serial Number:	3rd Serial Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/> <input type="button" value="Submit"/>		

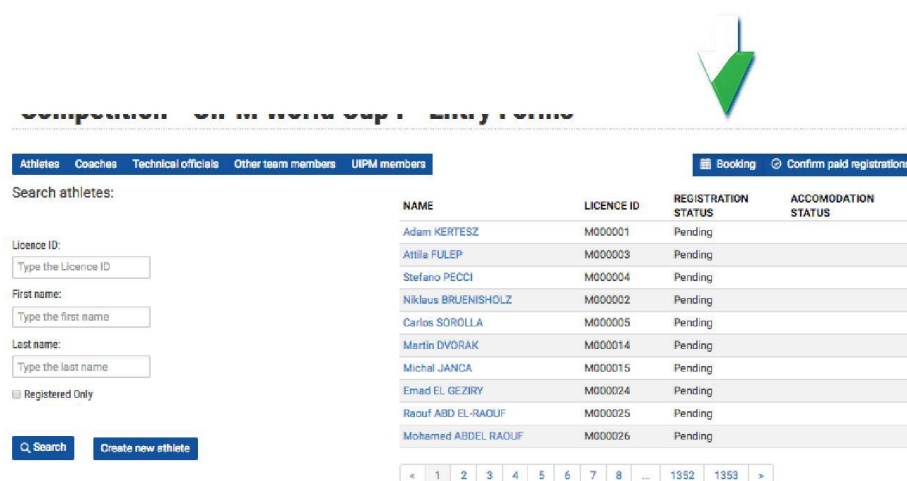
Approve the terms and conditions

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

Booking (*): <input checked="" type="radio"/> FULL BOARD PACKAGE * including: full board accommodation Breakfast (open Buffet), Lunch packets at Hotel or Venue), Diner (open Buffet), airport transfers from Cairo International Airport, ground transportation during competition from the competition hotel. <input type="radio"/> Only ACCREDITATION PACKAGE ** including: lunch packets, ground transportation during competition from the competition hotel. Delegations who wish to arrange their own accommodation must pay an accreditation fee per participant to the LOC. The amount of the accreditation fee is set at 75€ per day per person with a minimum payment of 4 days (300€)	Tolip Golden Plaza/Galaa Hotel Masaken Al Mohandesin Nasr City, Cairo
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● Hotel booking

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



competition - UIPM World Cup 1 - Entry forms

Athletes Coaches Technical officials Other team members UIPM members **Booking** Confirm paid registrations

Search athletes:

Licence ID:
Type the Licence ID

First name:
Type the first name

Last name:
Type the last name

☐ Registered Only

Q Search **Create new athlete**

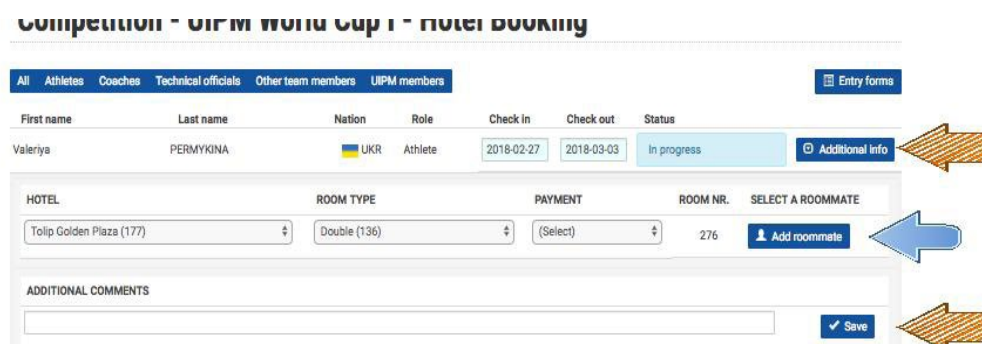
NAME	LICENCE ID	REGISTRATION STATUS	ACCOMMODATION STATUS
Adam KERTESZ	M000001	Pending	
Attila FULEP	M000003	Pending	
Stefano PECCI	M000004	Pending	
Niklaus BRUENISHOLZ	M000002	Pending	
Carlos SOROLLA	M000005	Pending	
Martin DVORAK	M000014	Pending	
Michal JANCA	M000015	Pending	
Emad EL GEZIRY	M000024	Pending	
Racuf ABD EL-RAOUF	M000025	Pending	
Mohamed ABDEL RAOUF	M000026	Pending	

< 1 2 3 4 5 6 7 8 ... 1352 1353 >

● 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).



competition - UIPM World Cup 1 - hotel booking

All Athletes Coaches Technical officials Other team members UIPM members **Entry forms**

First name	Last name	Nation	Role	Check in	Check out	Status	
Valeriya	PERMYKINA		Athlete	2018-02-27	2018-03-03	In progress	Additional info

HOTEL **ROOM TYPE** **PAYMENT** **ROOM NR.** **SELECT A ROOMMATE**

Tolip Golden Plaza (177) Double (136) (Select) 276 **Add roommate**

ADDITIONAL COMMENTS

Save

● 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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