



Vertical-Life

USER MANUAL: IFSC COMPETITION MANAGEMENT SOFTWARE

*Version 3.1 –National Federations Dashboard
Last updated on Nov 11, 2020*

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A. Overview

A. 0. Glossary

Athlete: refers to anyone with an “athlete id”. E.g., active athletes *and* team officials. “Athletes” can be registered to competitions.

Admin Judge: The person who uses the Result Service during an event to enter, review or edit scores, ideally on a laptop / desktop computer.

Admin Judge View: The interface used by the Event Official who uses the result service to review the scores entered via the Judge Client. Best used on a desktop computer or laptop. *Requires a good internet connection.*

Judge Client: The web application that the judge who judges a route, lane or boulder uses to enter scores. Mobile friendly.

Live Ranking: The ranking at the bottom of the Admin Judge View. Updated automatically in near real time.

Main menu: The dark gray navigation bar on the left in the main page of the Admin Dashboard and the National Federation Dashboard. Its contents depend on the dashboard and the user’s access rights.

Navigation Bubbles: Clickable circle icons that lead directly to different rounds/stages of competitions. The state of each round/stage is reflected by the color of the bubble.

Season-League: the entity in which a competition is located in the system. It is the framework for the competition calendar organisation. The users responsible for the Calendar Management define the season-league structure for their organisation.

Score Table: Where the Event Official reviews or enters scores in the Admin Judge View. Best used on a laptop or desktop computer.

User: a personal account with login credentials. Users can log in and use (parts of) the CMS.

A. 1. The use of this manual

This manual describes all features of the Vertical-Life Competition Management Software (CMS). If you are not a “super-admin” of the IFSC, you do not have access to all features of the CMS. Refer to [Section A.2](#) for an overview of different roles.

In order to learn the system and try out a season-league set-up or judging, you might have received access to the Stage Website, which can be accessed at <https://ifsc-stage.results.info>. The manual structure is such that after reading Section A, the Sections [B \(Admin Dashboard\)](#), [C \(Judge Client\)](#) and [D \(National Federation Dashboard\)](#) can be read independently. [Section B.5 \(Result Service\)](#) can also be read independently of the others.

When sharing different parts of the manual with different users, always include section A.

A. 2. The main parts and users of the IFSC CMS

The competition management software is used by the IFSC to organise competitions and members. Different users might be in charge of different tasks in the system.

There are three main parts of the system: the **Admin Dashboard** (includes the Calendar Management, the Licence Management and the Result Service), the **Registration / National Federation Dashboards** and the (mobile) **Judge Client**.

Each of them can be accessed through <https://ifsc.results.info/users/login>. Depending on the access rights of the user who logs in, they are immediately redirected to the relevant part of the system. If a user has access to different parts of the system, the following direct links should be used to change dashboards:

<https://ifsc.results.info/federation/dashboard> to access a National Federation Dashboard

<https://ifsc.results.info/admin> to access the Admin Dashboard

The Admin Dashboard is where the IFSC super-admins handle the CMS Users, the Calendar Management, the Licence Management and the Result Service. Super-admins are the only users who can access the Calendar -, the Licence-, and the User Management.

The Result Service can be accessed on an event-by-event basis by other users if they have been assigned to a given event as IFSC Officials (aka Event Officials), Result Service Manager (RSM) or Event Organiser (EO) by a Super-Admin. These three roles have different access.

- The *Event Organiser* can only access the registration for a given event. They can confirm and remove athletes at the venue of an event and assign bibs.

- The *IFSC Officials* and the *Result Service Manager* can access the result service of an event that they have been assigned to by the IFSC office. Only IFSC Officials with the roles “Technical Delegate” and “Jury President” have the privilege of creating a new User who they can assign as Result Service Manager to the event that they are responsible for. See [Section B](#) for details.

The Mobile Judge Client is only accessible to one user, the generic Judge Account, named Generic Judge User. It is used to judge a single route, boulder or lane of a round at a competition. Using the Judge Client, an athlete's scores can be entered and edited once the start list is created. Edits can be performed up until the round's results have been made official. See [Section C](#) for details.

The National Federation Dashboard is where users who manage a National Federation can create and edit athlete profiles, apply for licences, view the calendar and the starters for different events and register athletes for competitions. See [Section D](#) for details.

A.3 The first log in

For testing, go to <https://ifsc-stage.results.info/users/login> and log in with your credentials. If you are using the system for an actual event go to <https://ifsc.results.info/users/login>. Get in touch with the federation office if you have not received credentials. If you forgot your password, click reset password.

Before the first log in, you are asked to set your password. Then, you are immediately redirected to the part of the system that you can access based on your user privileges: the Admin Dashboard, the NF Dashboard, or the Judge Client.

You can **change your password** by clicking on the profile icon in the upper right of the screen.

A.4. Recommended use of the CMS for a competition

Use an up-to-date version of **Google Chrome** when using the CMS on a laptop or desktop computer.

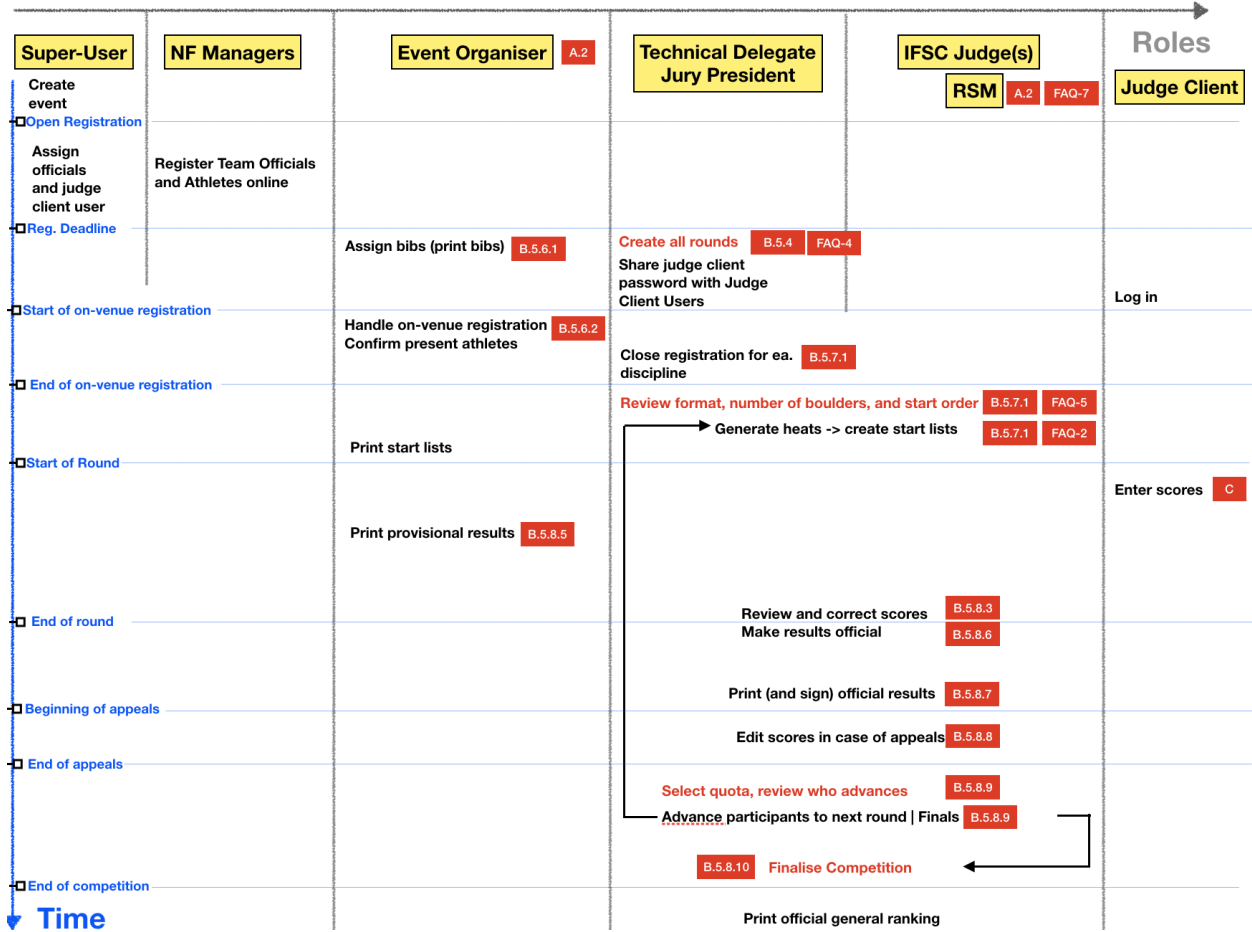
If you are using the judge client on **iOS**, use an **up-to-date version of Safari**. On android, use Google Chrome.

For IFSC Officials and Event Organisers:

View this PDF File to see how the CMS is recommended to be used at competitions:

<https://drive.google.com/file/d/1NGwBwOy4cbRZucUdn5Dzv8AZq3dOJNx5/view?usp=sharing>

Red background refers to sections of the manual. Red text indicates critical steps



D. National Federation (Club) Dashboard

D. 1. Overview

The National federation Dashboard is accessed by Users who are managers of a National Federation or Club. Every user is automatically redirected to their National Federation or Club when logging in, unless they are also super-admin, then they choose the dashboard.

After logging in, you see the calendar list of all events in the current season.



Figure 28: The online registration dashboard. Here you see all FED events.

1: Clicking on the icon takes you to your user profile. This is where you edit your information and your password. See section A.3. of this document.

2: The athletes management dashboard. Here you can see all your athletes that can be registered if they have a licence. You can also create new athlete profiles. See section D. 2 of this document.

3: The licence management dashboard. Here you can download licence applications for your athletes. You can also upload your applications to the system so that the IFSC can review and confirm the application. See section 4 of this document.

4: Clicking on **Registration** takes you the registration of the given event. See section D.4. The control **Starters** takes you to the list of registered athletes of the event.

5: Instead of showing “All events”, you can apply a filter to only show events of one league.

6: Download link to the current event info sheet

7: Your Federation Profile

D. 2. Athlete Management

D. 2. 1. Athlete overview

Click on “Athletes” (**2** in Fig. 28) in the main menu to see all your athlete and **team official** profiles.

All athletes in the IFSC database that have been registered by your National Federation have automatically been transferred to the new system.

In order to register an athlete or team official to a competition (see section 2), the athlete or team official needs to have an “athlete” profile.

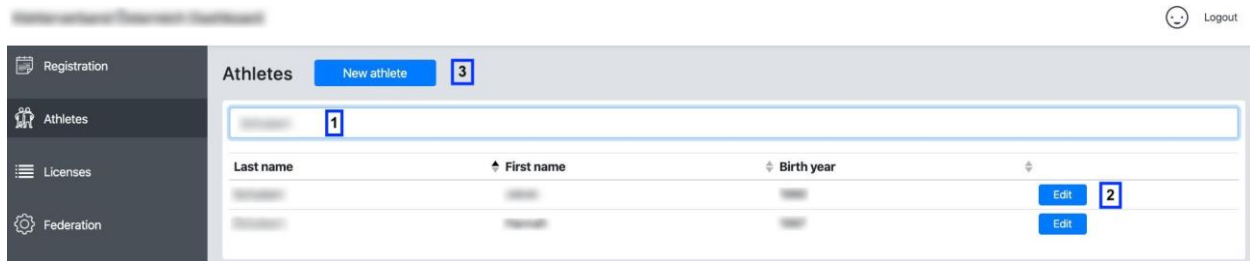


Figure 29: National Federation Athlete Overview

- 1 : Search for an athlete by Name
- 2 : Edit the athlete profile
- 3 : Create a new athlete

D. 2. 2. Creating a new athlete profile

For athletes or team officials that you plan to register for the first time to a IFSC competition, click **New athlete** (3 in Fig. 29)

This opens up the following window:

The screenshot shows a form titled 'Edit Musterfrau Maxima'. It has four input fields: 'Last name' with the value 'Musterfrau', 'First name' with 'Maxima', 'Birthday' with '01/01/1990', and 'Gender' with a dropdown menu showing 'female'. A blue 'Save' button is located at the bottom right of the form.

Figure 30: Creating a new athlete

Enter all the fields and click save.

Once the required fields have been entered and the profile is created, you can enter additional information below.

Edit Musterfrau Maxima

Last name:

First name:

Birthday:

Gender:

Contact Information Biographic Data Favourite Things Social Media Other Information

Email

Phone

Mobile

Address

Zip

City

Figure 31: Additional athlete information

Note that there are several tabs. Click Save Profile at the bottom of the page after updating the additional information.

D. 3. Licence Management

Click on Licences (**3** in Fig. 28) in the main menu to see all your athlete licences applications. Only when the status is “applied”, “confirmed” or “pending” can an athlete be registered to an event.

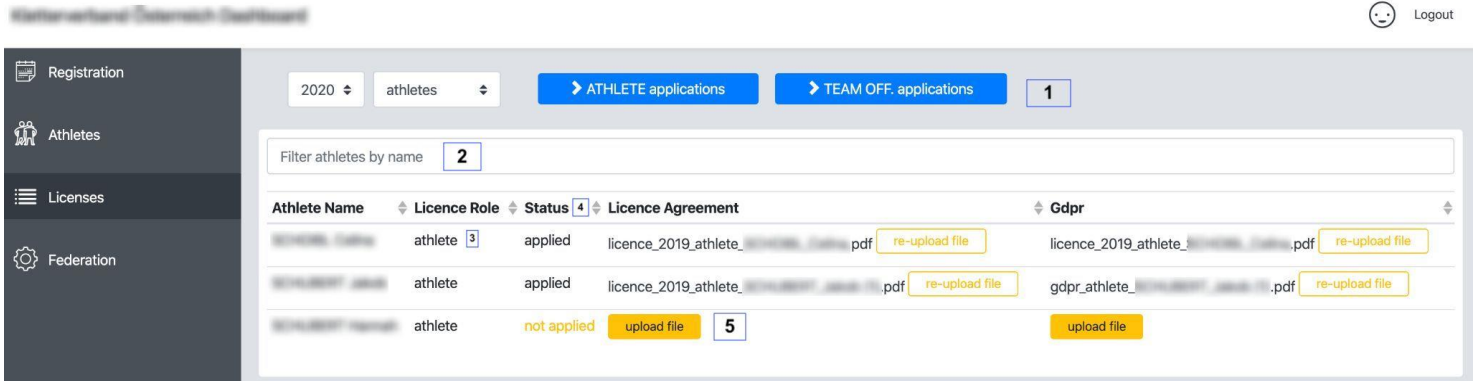


Figure 32: National Federation Licence Overview

- 1: Download new applications
- 2: Search for athletes / team officials in the list
- 3: Licence role is either Team Official or Athlete
- 4: Status is either “not applied”, “applied”, “confirmed”, “pending” or “suspended”. You can sort the list by Status by clicking Status next to 4.
- 5: Upload the application and the GDPR agreement to change the status from not applied to applied. **Only then can an athlete be registered to a competition!**

D.3.1. Applying for a licence

[See HERE](#)

D. 4. Registrations

Don't forget that you need to upload the licence applications before you can register athletes (Section D. 3) Click **Registration** (4 in Fig. 28) next to an event to register athletes for that event.

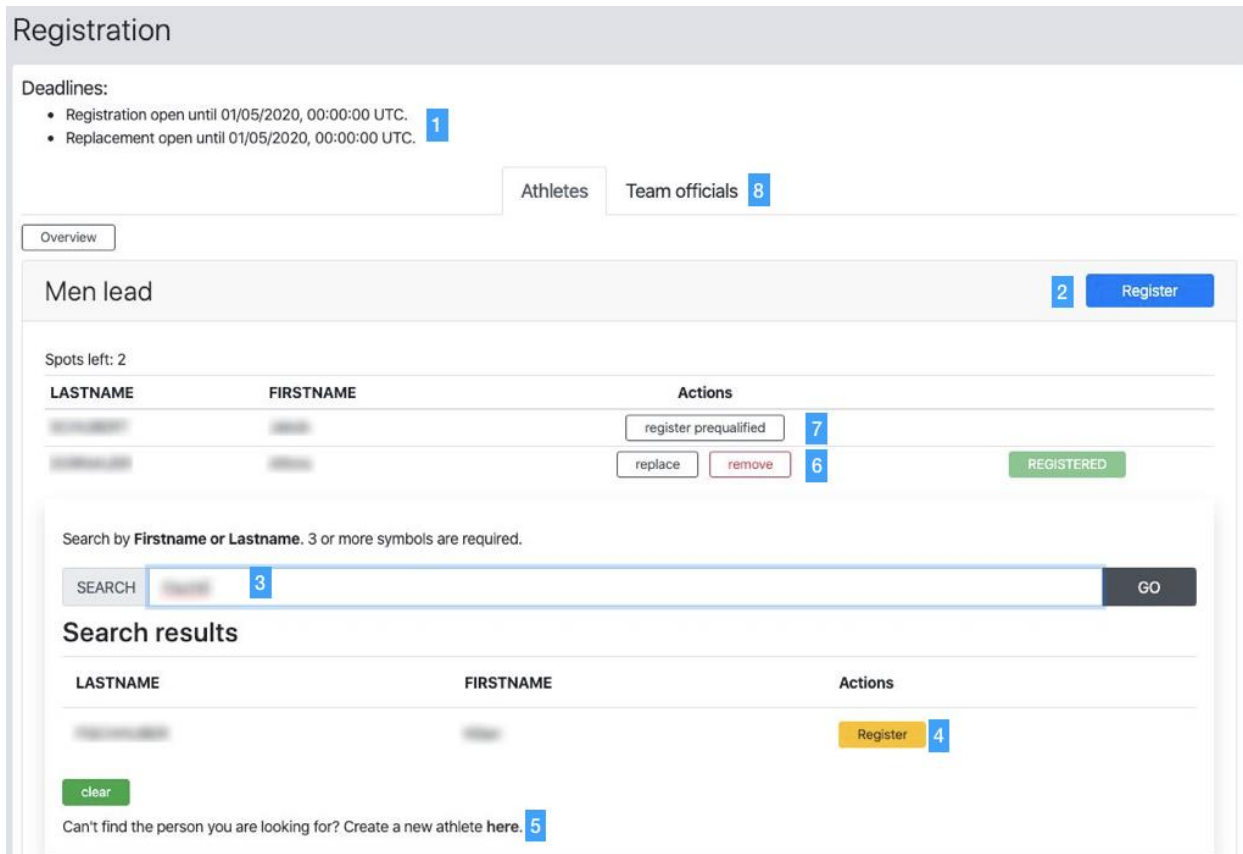


Figure 34: The event registration

- 1: The registration deadline is shown in UTC (Coordinated Universal Time), with the browser's local time in parentheses.
- 2: Opens the registration for a discipline category.
- 3: Search by name for athletes prior to registering them. The search automatically filters by gender and age.
- 4: Click Register to register an athlete that you searched for
- 5: Click "here" to add a new athlete, if the athlete you want to register doesn't have a profile.
- 6: Once registered, you can replace an athlete by clicking replace and searching for a new athlete in the dialogue that opens. Click remove to remove the athlete.
- 7: This control registers pre qualified athletes. If you have a pre qualified athlete in an event, they show up in the list. If you do not click "register pre qualified" they are **not** registered!
- 8: Team official registration

To register an athlete, proceed as follows:

- 1) Registration is done by Discipline and Category. Click **Register** (2 in Fig. 34) to register your athletes for each discipline.
- 2) Search for your athlete by typing her or his name into the search bar 3 and clicking **GO**.
- 3) Click **Register** (4 in Fig. 34) next to an athlete to register that athlete.

- 4) The athlete will then show up in the list as **REGISTERED**. If you cannot find an athlete, he or she may not be in the database. Click on the link below the search bar to create a new athlete profile. Note that athletes that don't have a birthday in the database cannot be registered.
- 5) You can replace an athlete by clicking "replace", and remove an athlete from a registration list by clicking remove **6**.

D. 5. Federation Profile

By clicking on Federation in the main menu, you reach your federation's information. Please enter the contact-, office- and additional information here.

If the person who manages your National Federation Dashboard changes, please get in touch with the IFSC. They can change the Manager email address.

