

Result Service Manual Add.: Licence Applications (NFs and Athletes)

1. LICENCE APPLICATIONS FOR NATIONAL FEDERATIONS

Log in to ifsc.results.info with your federation manager account, and go to licences in the left menu.

For each licence role, there is a tab. **Select the tab according to the licence role** you want to apply to. In the screenshot below, the selected tab is 'athletes applications'.

Registration	Season: 2021 e Athletes Applications Team Officials Applications Paradimining Athletes Applications	Start application for selected role
-/- Athlete Statistics	Filter licences by athlete name, CC	
E Licenses	Number	♦ Status
Federation		

Click "Apply for [role] licence" in the upper right corner and select the athlete you wish to apply for in the modal that opens.

Select person for Season 2021 Athlete applica	ation		×
maxim			
Name	\$	♦ Action	
MUSTERMANN Maxima	2006	continue	

Click continue.

At	hlete application	for Maxima Mustermann, Season 2021	×	
r	Maxima Muste birthday: 2008-02-0 Files IFSC Licence ag	ermann D1 reement (NF for Minors) ticket_ibk_bol_1124.pdf or minors doc, ticket (find document here)		
	I hereby confirm to application is subr	o invite as athlete manager the legal guardian or parent of the athlete for who this licence nitted.		
	Please note that the athlete has not been invited yet. The athlete will be invited with the following information. Please note that for minor athletes the National Federation agreed to include the information of the parents or legal guardian. Please make sure that the information is correct.			
	E-mail Firstname Lastname	! Maxima Mustermann		
		back apply		

Carefully read all the information. Links to all files referred to are in the "files" section. Enter or review the athlete's or their legal guardian / parent's email address (in case the athlete is a minor). **Make sure to enter the correct email address!** Then click apply.

In the licences section, the athlete will be visible with the licence status "Applied by Organisation". To become "confirmed", the athlete needs to confirm the licence.

Season: 2021 \$			apply for ATHLETE licence
Athletes Applications	Team Officials Applications Paraclimbing Athletes App	lications	
Filter licences by athlete na	ne, CC		
Number	💠 Athlete Name	♦ Status	\$
	Mustermann Maxima	applied by organisation	

The athlete / parent will receive an email that takes them to a page where they can set their password and enter the result service to confirm the licence. Please notify them that they should check their email. You may share the manual below (Section 2.) with them.

You will not be able to register the athlete until they have confirmed their licence.

You will know that the athlete/parent has confirmed their licence when their status changes to confirmed in the licence overview.

For Team Officials Applications, proceed analogously. Click on the "Team Officials Applications" tab, then on "Apply for TO Licence". Team Officials must follow the same procedure as athletes.

For Paraclimbers, proceed analogously, with one or two extra steps:

(1): Mandatory: Select the sport class this athlete competes in

Paraclimbing Athlete application for Maxima Mustermann	n, Season 2021
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×

Maxima Mustermann birthday: 2006-01-01 e-mail: maxima.mustermann@exampl	le.com
Files	
gdpr	IFSC_gdpr_athletes.pdf
Licence Agreement (minors)	2021_Licence_Agr_min_para.pdf
licence_agreement	2021_Licence_Agr_sen_para.pdf
I hereby confirm that I have read an	d understood the GDPR Agreement (find document here)
I hereby confirm to have read and u	inderstood the paraclimbing licence agreement for minors (find document
here) I hereby confirm to have read and u Paraclimbing Sport Class:	inderstood the paraclimbing licence agreement (find document here)
select sport class	~
	back apply

(2) Optional: Upload medical documentation

Once you have applied for a paraclimbing licence, you can upload medical documentation for review by the IFSC. Please note that you can upload this only once. Alternatively, the athlete can upload it when they confirm their licence application.

2. CONFIRMING A LICENCE AS AN ATHLETE

After a licence has been applied to by a National Federation, the athlete or parent in question will receive an email inviting them to join the result service. The email contains a link that lets the athlete or parent set their password to access the result service. If an application for two licences is submitted, only one of the links in the emails will work (the most recent one). Please try both.

Please use either Google Chrome, Mozilla Firefox, or Safari as a browser.

After clicking on "Licences" in the menu on the left, the licence application that needs confirmation is visible. Carefully read all the information.

Maxima Mustermann Dasl	aboard		. Logout
Profile	Licence Applications		
-\- Statistics	Season:		
	2021		÷
Registration	Licence Number	-	
i≡ Licences	Licence Role	Athlete	
	Status	Applied By Organisation	
	Files		
	GDPR Agreement	GDPR.pdf	
	IFSC Licence Agreement (minors)	2021_Licence_Agr_minors.pdf	
	Please Confirm		
	I hereby confirm to have read and understood the GDPR agreement (find document here)		
	I hereby confirm to have read and understood the licence agreement for minors (find document here)		
	I hereby confirm to be the legal guardian or parent of the athlete for who this licence application is submitted.		
		Confirm	

Once the licence is confirmed, the National Federation can register the athlete. If the person in question is a parent of several athletes, there is a tab for each athlete.

For paraclimbers, the licence application requires the upload of a medical document, unless the federation has uploaded this document.

For persons who will be taking part in IFSC events in more than one role (e.g. Paraclimber and Team Official), the role has to be selected in the dropdown below the season selection (blue

frame in the screenshot below), each application requiring separate confirmation:

Licence Applications		
Season:		
2021		\$
Paraclimbing Athlete		\$
Licence Number	-	
Licence Role	Paraclimbing Athlete	
Sport Class	Visually Impaired Climbing: B2	
Sport Class State	Review	
Status	Applied By Organisation	
Files		
gdpr	IFSC_gdpr_athletes.pdf	
Licence Agreement (minors)	2021_Licence_Agr_min_para.pdf	
licence_agreement	2021_Licence_Agr_sen_para.pdf	
Required File Uploads		
Medical Document:	Ť	

3. RE-INVITE ATHLETES INTO THE SYSTEM

If your athletes did not receive an invitation to join the result system, please ask them to check their SPAM email.

Additionally, you can re-invite your athletes through the following procedure:

Go to Athletes and Team Officials and go to the profile of the athlete in question.

In the first tab (general information) you will find the Log-in email'. This is the email with which the athlete is currently managed / able to access the system.

The status of the invitation is visible below, as well as the status of each licence that the athlete / TO holds.

Resending invitations is only possible once per day. This is to avoid that athletes try to accept invitations with tokens that are no longer valid, because it's only the most recent token that is valid.

You can change the log in email at any time.

Additionally, you can re-invite your athletes through the following procedure

Federazione Italiana Arramp	icata Sportiva Dashboard			C: Logout
🛱 Registration	Athletes and Team Officials	New Profile C	Treate User Credentials	
M Athletes and Team Officials	Filter by first name, last name or birth year			
-/	Last name	First name	Birth year	≜ ∀

Please access the section "Athletes and Team Officials" and click "Create User Credentials". Please remember to check and agree to the yellow box on top of the page, no actions will be allowed otherwise.

Please click on "Invite individual athletes/team officials" Please click on "Re-invite"

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👯 Apps 🏾 👧 Home 🛛 🛛 Calendar	🗻 BaseCamp (commu 🕻	S VL production	VL stage 🛛 Jugizu Backoffice 🧃	Egroupware 🐹 ifsc - Administration 🏾 🧑	Event Regulations S EOH 2021		
Federazione Italiana Arramp	icata Sportiva Dashk	poard			C: Loga		
🛱 Registration	Athletes and Te	am Official Cr	edentials				
Athletes and Team Officials	For athletes starting Athletes for which t	g the current season a his applies are marked	s minors I confirm to enter the em d by a *	ail address of their legal guardian or pa	rent. 🗸		
-/- Athlete Statistics	Invite multiple /	Invite multiple Athletes by Season Invite individual Athletes/Team Officials					
≣ Licenses	Search by Firstnam	e or Lastname. 3 or r	nore symbols are required.				
	SEARCH ghise	bl			GO		
	Search resu	ults					
	LASTNAME	FIRSTNAME	Email	Account Email	Actions		
	GHISOLFI	Claudia	test@ifsc-climbing.org		Invite		
	GHISOLFI	Stefano	sport@ifsc-climbing.org	sport@ifsc-climbing.org	Re-invite		
© Vertical-Life	clear						

If you have entered the wrong email address in the first place, click the red **x** symbol, then edit the email and invite again. Re-invitation is only possible until the athlete has accepted their invite. If they no longer know their password, they can reset it on the login page, by clicking reset password.