

# Tutorial (concern registration by clubs)

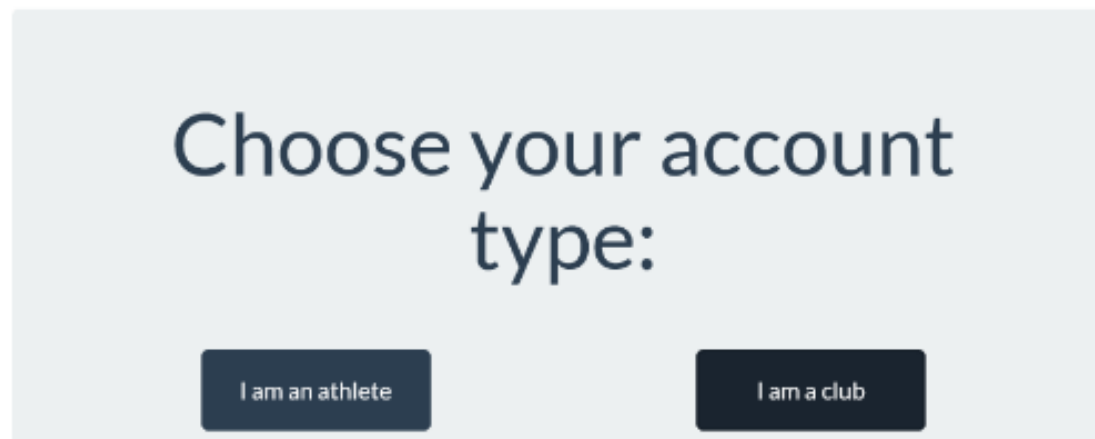
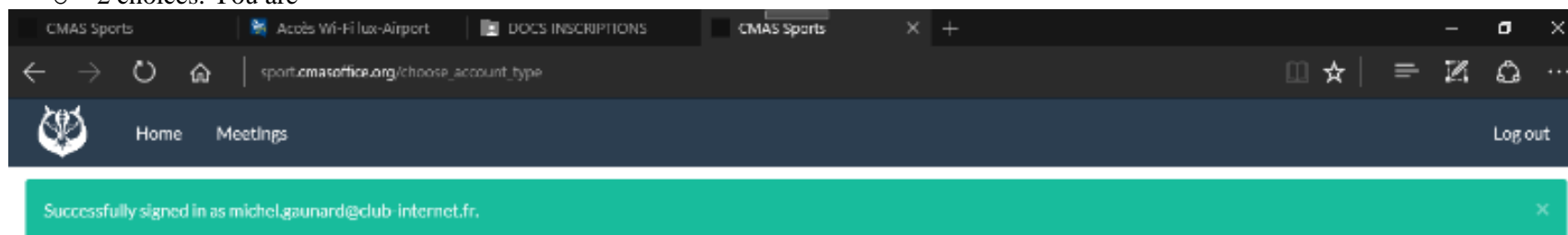
**Preamble:** This tutorial was made for World Cup. But, the process is same for World Master's Championships even if some screenshots are different. For CMAS licences holders, please follow strictly this tutorial to import correctly the CMAS licences in the system.

for any problem, I stay at disposal by mail, [michel.gauvard@gmail.com](mailto:michel.gauvard@gmail.com), phone +33 6 03 55 87 88. Please, contact me before payment online because after payment, I can't do anything for you

I can assist you directly on your computer through the software Teamviewer (free for personal using) <https://www.teamviewer.com>

\*\*\*\*\*

- Connect to <http://sport.cmasoffice.org>
- 1<sup>st</sup> connection
  - Creation of your account.  
Like any account creation, you must proceed with one e-mail
- When connected
  - 2 choices. You are



- ✓ athlete (no member of one club). If you create an individual account, you can't move in a club after. If you have valid CMAS license, you can import directly data. **This step is important because it's at this moment the system defines if it must attribute you CMAS licence or Temporary licence.** If you have no valid licence, fill all fields manually.

### Fill in this form to register as an athlete

Use existing CMAS license

Import

[FRAF00NAP011242] MICHELOT ROMAIN  
[ITAF00NAP011876] IOTTI MICHELE  
[GERF00NAP011046] RUETZE MICHELE  
[ITAF00NAP011558] RUSSO MICHELE  
[FRAF00NAP011158] PASQUALOTTI MICHEL

Birth date (YYYY-MM-DD format)\*

Gender\*

Nationality\*

Save

Or

- ✓ A club

In all case, fill all fields

Events Log out

Name of the club  
Test Club Michel GAUNARD

Country\*  
France

Phone (with international prefix)\*  
0033603558788

Official email\*  
michel.gaubard@sfr.fr

Contact person

Contact person first name\*  
GAUNARD

Contact person last name\*  
Michel

Contact person email\*  
michel.gaubard@sfr.fr

Contact person phone\*  
0033603558788

Address  
5 rue Toto

Address (line 2)

City\*  
Longwy

Zip code\*  
54400

Country\*  
France

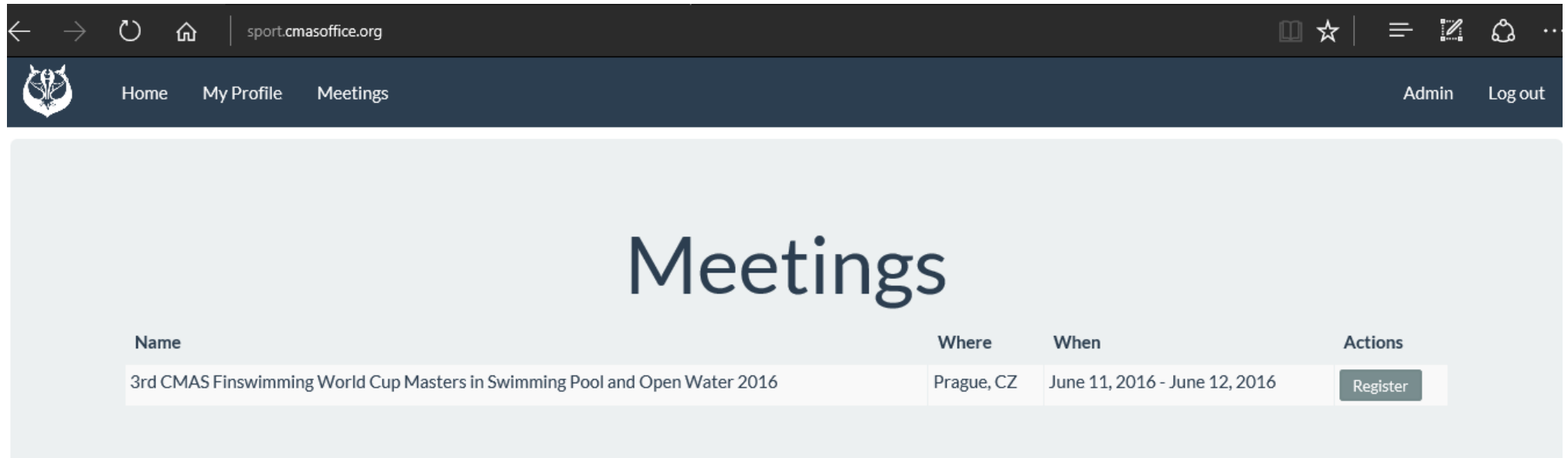
President information

President first name\*  
Michael

President last name\*  
Finswimming


Save

The previous screen must be filled only one time.  
After these first operations, you can go to the main page of the website to manage the competitions.



← → ↻ 🏠 | sport.cmasoffice.org

📖 ☆ | ☰ ✎ 🔔 ⋮

 Home My Profile Meetings Admin Log out

# Meetings

Name	Where	When	Actions
3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016	Prague, CZ	June 11, 2016 - June 12, 2016	<a href="#">Register</a>

**For the clubs, to import athletes, the next steps are the most important to import CMAS licence or determine temporary licence for the Year.**

**Be careful on this page. If you want import athlete with CMAS licenses, please step 1. If data don't appear in the field "add existing CMAS licence, please click again. If you want import athlete with CMAS licenses, never enter data in fields under Add new athlete, otherwise, the system will give you automatically temporary licenses and you have to pay it again**

1 Click on the button to synchronize CMAS licences.

2 This banner informs you how many CMAS licences the system match

3 To import swimmers with CMAS licence, type the name or number of licence and the system matches immediately and click "import". If the system doesn't match, no valid CMAS licence exists. Contact your federation to check and know the reason because if you continue, the system will give automatically a number of temporary licence.

4 after clicking import, the data of related athlete go to the right part of the window.

5 If no valid licence, you can enter data of athlete for temporary licence and valid

After all athletes entered in the system, you can go to the next step to enter them in the related competition. On the main page, click on the button to register

You arrive on first page concerning male competitors registration.

## Male Competitors - Swimming Pool

Can't find your athletes? [Look here](#)

Select category:

- Select category...
- A
- B-C-D
- B-C

Registered athletes

First choose category "A" for senior, "BCD" for juniors

## Male Competitors - Swimming Pool

Can't find your athletes? [Look here](#)

Select category:

## Male Competitors - Swimming Pool

Can't find your athletes? [Look here](#)

Select category:  Select athlete:

- Select athlete...
- Toto titi

Choose the name of the athletes imported in the base

## Male Competitors - Swimming Pool

Can't find your athletes? [Look here](#)

Select category:  Select athlete:

Click "select"

Team Profile Athletes Events Log out

Can't find your athletes? [Look here](#)

Select category:  Select athlete:

### Toto titi

\*OoR: Out of race competition

Competition	min	sec	1/100	Year	Place	OoR*
<input checked="" type="checkbox"/> 50m AP	<input type="text" value="00"/>	<input type="text" value="13"/>	<input type="text" value="86"/>	<input type="text" value="2017"/>	<input type="text" value="obligation"/>	<input type="checkbox"/>
<input type="checkbox"/> 50m SF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 100m IM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 200m BF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 400m SF	<input type="text" value="03"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="2017"/>	<input type="text" value="obligation"/>	<input type="checkbox"/>

Choose the events and fill all the fields. **Click in the box OoR\* only for out of races registration**  
At the end, click "save"

Team Profile Athletes Events Log out

Competition	min	sec	1/100	Year	Place	OoR*
<input checked="" type="checkbox"/> 50m AP	<input type="text" value="00"/>	<input type="text" value="13"/>	<input type="text" value="86"/>	<input type="text" value="2017"/>	<input type="text" value="obligation"/>	<input type="checkbox"/>
<input type="checkbox"/> 50m SF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 100m IM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 200m BF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 400m SF	<input type="text" value="03"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="2017"/>	<input type="text" value="obligation"/>	<input checked="" type="checkbox"/>

Registered athletes

\*Out of race

Toto titi	A	50m AP, 400m SF*	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
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sport.cmasoffice.org/nap/meeting/8/athletes/step-2/

After saving, the races registered for the athletes appears at the bottom. Also, 1<sup>st</sup> level of check. You can see the star (\*) near the race declared "out of Race"

When you finish to register the male athletes, click "Go on".

Team Profile Athletes Events Log out

## 12th CMAS WORLD CUP GOLDEN FINAL

Antalya, Turkey - Sep, 22nd - Sep, 24th 2017

### Female Competitors - Swimming Pool Participation fee: 15.00 €

Can't find your athletes? [Look here](#)

Select category:

Registered athletes

\*Out of race

None, yet!

You arrive on female page registration. You must proceed in the same way as for Men

Click "Go on"

Team Profile Athletes Events Log out

You do not have enough athletes! ✕

## 12th CMAS WORLD CUP GOLDEN FINAL

Antalya, Turkey - Sep, 22nd - Sep, 24th 2017

### Male Relay Team - Swimming Pool Participation fee: 15.00 €

Select category:

Registered teams

None, yet!

You arrive on male relay page registration. You must proceed in the same way as previous page

Click "Go on"

Team Profile Athletes Events Logout

You do not have enough athletes! ✕

## 12th CMAS WORLD CUP GOLDEN FINAL

Antalya, Turkey - Sep, 22nd - Sep, 24th 2017

### Female Relay Team - Swimming Pool Participation fee: 15.00 €

Select category:

Registered teams  
None, yet!

You arrive on female relay page registration. You must proceed in the same way as previous page

Click "Go on"

Team Profile Athletes Events Logout

Participation fee: 15.00 €

## 12th CMAS WORLD CUP GOLDEN FINAL

Antalya, Turkey - Sep, 22nd - Sep, 24th 2017

### Registration Checklist

WARNING: Your registration will not be valid until you pay the participation fees.

Competition	Category	Athlete	License	Time	Year	Place	Status
50 AP M	A	Toto titi	ANAP00016D62017	00:13.86	2017	obligation	Confirmed
4000 SF A*	A	Toto titi	ANAP00016D62017	00:00:00	2017	-	Confirmed
400 SF M*	A	Toto titi	ANAP00016D62017	03:00.00	2017	obligation	Confirmed

\*Out of race

You arrive on the last page before finalization

1 You can see the total amount of the invoice when you'll pay

2 in the bottom on the page, you have the summary of all the registration

3 With this button, you can print the summit of registration for all athletes registered. You visualize also the type of licence for each athlete, temporary or CMAS licence. Second level and last checking to prevent mistake of registration (race, category, type of licence, OoR\* races).

**At this level, you have the possibility to go back to make all type of modification in your registration.**

4 When all is checked and ok, you can click "Review and pay"



checklist.pdf - Adobe Acrobat Pro DC

Fichier Edition Affichage Fenêtre Aide

Accueil Outils checklist.pdf x 141% Michel

# 12th CMAS WORLD CUP GOLDEN FINAL

Antalya, Turkey - Sep, 22nd - Sep, 24th 2017

## Registration Checklist

Competition	Category	Athlete	License	Time	Year	Place	Status
50 AP M	A	Toto titi	ANAP00016D62017	00:13.86	2017	obligation	Confirmed
4000 SF A*	A	Toto titi	ANAP00016D62017	00:00:00	2017	-	Confirmed
400 SF M*	A	Toto titi	ANAP00016D62017	03:00.00	2017	obligation	Confirmed

\*Out of race

This is the screen shot of the pdf file after clicking on the button "print".

**After clicking on "Review and pay", you arrive on the secure page to proceed to the payment like all merchant websites**

for any problem in the process, I stay at disposal by mail, [michel.gaubard@gmail.com](mailto:michel.gaubard@gmail.com) , phone +33 6 03 55 87 88.  
I can assist you directly on your computer through the software Teamviewer (free for personal using) <https://www.teamviewer.com>