

**USER GUIDE**  
**To the new FIE website**  
**National Federation Administrative Panel**

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## 1. Home page

This page contains information about national federation such as contact details, name of President and GS. Also you can see current Euro balance of NF.

### BRITISH FENCING ASSOCIATION



Country: GREAT BRITAIN

President: Hilary PHILBIN

E-mail: [hilaryphilbin@aol.com](mailto:hilaryphilbin@aol.com)

Secrétaire Général: Peter KING

Address: 1 Baron's Gate

33/35 Rothschild Road

Phone: +44 208 742 30 32

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E-mail:

[headoffice@britishfencing.com](mailto:headoffice@britishfencing.com)

URL:

<http://www.britishfencing.com>

ON YOUR BALANCE

**1500** EURO

ADD FUNDS

Want to change some info?

SEND US AN E-MAIL



LICENSES

ENTRIES

PAYMENTS

COMPETITIONS

There is a button "**send us an e-mail**" to contact with site administration if you want to change some info on page of NF.

## 2. Licenses

Licenses page allows you to make all actions related to FIE licenses. It also shows you your NF's current amount of available licenses.

The screenshot shows the top navigation bar with 'LICENSES' selected. Below it is a search form with fields for Last Name, Gender (Select), Season (2014/2015), Lic No, and License Type (Fencer). A blue 'SEARCH' button is centered below the form.

YOU HAVE 9 LICENSES AVAILABLE

### 2.1 Order licenses

This sub-menu allows you to order licenses for persons who previously had one. You can search licenses by "**Last name**", "**Gender**", "**Season**", "**Lic No**" and "**License Type**".

This is an identical screenshot to the one above, showing the navigation bar, search form, and 'SEARCH' button.

YOU HAVE 9 LICENSES AVAILABLE

select	Last Name	First Name	Birth Date	Gender	Lic No	Profile Status	Licence status
<input type="checkbox"/>	ABDUL	Nicole	26.07.1987	Women	26071987001	Complete	<a href="#">order licence</a>
<input type="checkbox"/>	ABERDEEN	Iain	06.06.1973	Men	06061973000	Complete	<a href="#">order licence</a>

To see the list of all persons available for ordering licenses press "**search**" without entering any information to popup menus. If you need to specify search options or order the license for one concrete person enter corresponding information to popup menus.

After completing search you will see the list of persons who had a license before. From this list you can order either one license for certain person by pressing "**order license**" next to persons name (last column "**Action**") or order multiply licenses by marking persons in column "**select**" and pressing button "**order multiply**".

If you want to switch to next page you should save the entered data by pressing "**order multiply**" button.

Note: If license orders are made for a person who has several roles (referee, fencer and/or member), the cost of only one license will be debited from the federation's account for that person.

## 2.2 Add person

This sub-menu allows you to order licenses for new fencers, referees or members.

The screenshot shows a navigation bar with a home icon on the left and four main menu items: 'LICENSES' (highlighted in dark blue), 'ENTRIES', 'PAYMENTS', and 'COMPETITIONS'. Below this bar is a secondary navigation bar with several links: 'ORDER LICENSES', 'ADD PERSON' (the active link), 'SEARCH PERSON', 'BUY LICENSES', 'PURCHASE HISTORY', and 'ORDERED LICENCES'.

\* You can't modify the marked fields. If you need to modify them please [send the request to the FIE](#)

\* Please, use English alphabets only

Addr Type \*

Person

Lng \*

Select

Addr Status \*

Complete

Last Name \*

First Name \*

Nationality \*

GBR

There are two types of fields in this sub-menu: one in with information that you can't modify without sending request to the FIE (gray field) and other one that you can fill with necessary information.

Fields marked with \* are obligatory to fill.

PERSONAL

ADDRESS

TELECOM

Photo

Выберите файл

Файл не выбран

Gender \*

Select

Birth Date \*

Height

Weight

Handed \*

Right handed

Left handed

Marital Status

Select

Children (numbers only)

Formation

Job

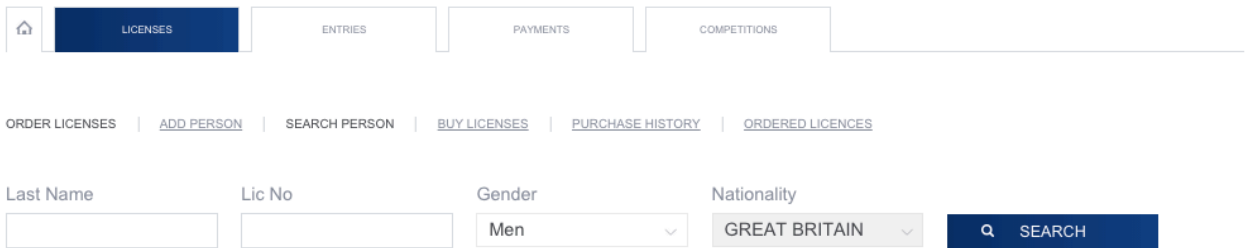
SAVE

RESET



After completing entering the information in sub-menus (personal\*, address\* and telecom) you can save or reset entered information.

## 2.3 Search person

From this page you can find and edit information about persons that previously had FIE license.



### LICENSE STATUS

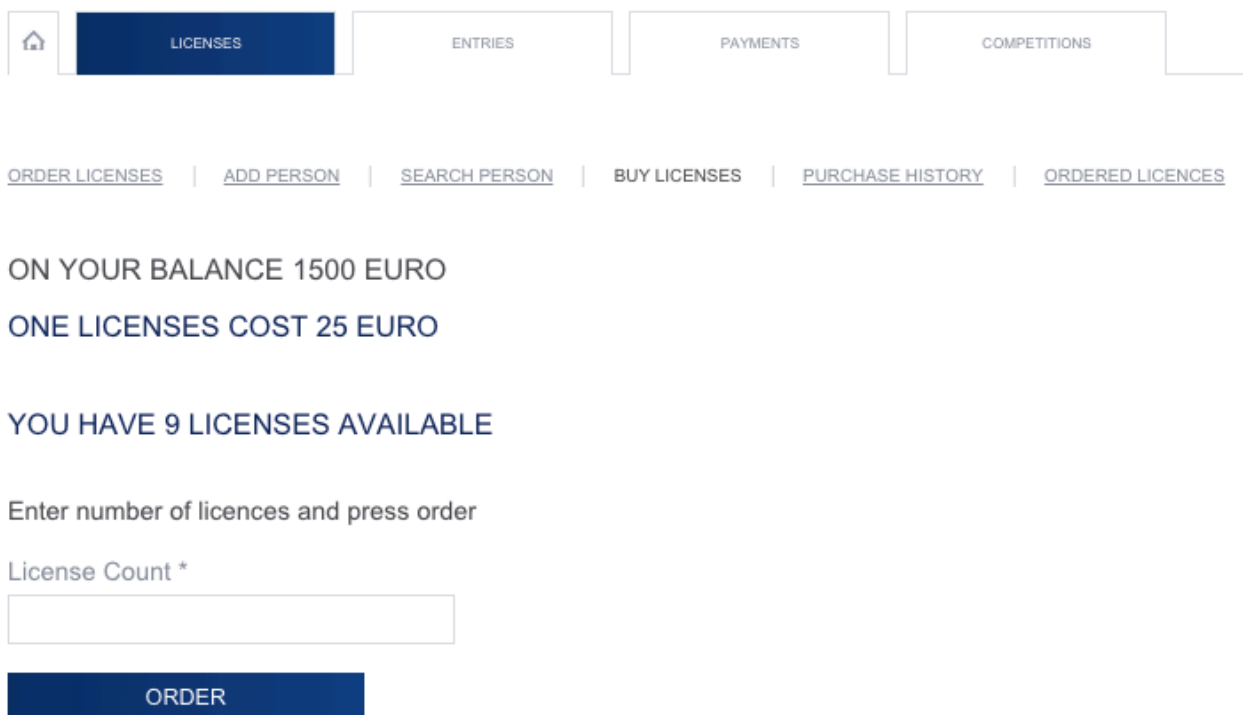
Address number	Last Name	First Name	Gender	Licence #	Nationality	Actions
3076	ABERDEEN	Iain	Men	06061973000	GBR	
3077	ABIDOGUN	Kola	Men	05061966000	GBR	

To find a person enter last name or license No and press **"search"** button.

To edit information press edit button on the right column (pen).

## 2.4 Buy licenses

This sub-menu allows you to buy licenses.



The maximum amount of licenses that you can buy is limited by your balance that you can see on this page.

Note: if you do not have enough credit, you will need to make a payment to our bank - stating the country and number of licenses for which you are paying - and we will immediately credit your account.

## 2.5 Purchase history

This sub-menu allows you to watch your purchase history. You can see the date of purchase, number of licenses purchased and remarks about each payment.

[Home](#) | **LICENSES** | [ENTRIES](#) | [PAYMENTS](#) | [COMPETITIONS](#)

[ORDER LICENSES](#) | [ADD PERSON](#) | [SEARCH PERSON](#) | [BUY LICENSES](#) | [PURCHASE HISTORY](#) | [ORDERED LICENSES](#)

### HISTORY OF PURCHASED LICENSES

Buy Date	Nb Lic	Remark
08.10.2014	150	selon e mail 8.10.2014 MB/

## 2.6 Ordered licenses

From this menu you can find licenses that you ordered in current or any other season.

[Home](#) | **LICENSES** | [ENTRIES](#) | [PAYMENTS](#) | [COMPETITIONS](#)

[ORDER LICENSES](#) | [ADD PERSON](#) | [SEARCH PERSON](#) | [BUY LICENSES](#) | [PURCHASE HISTORY](#) | [ORDERED LICENSES](#)

Last Name:  Gender:  Season:  Lic No:  License Type:

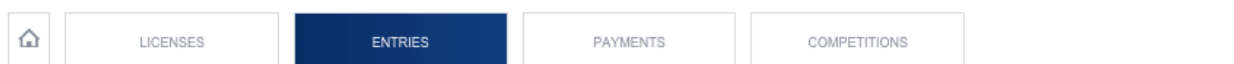
**SEARCH**

Last Name	First Name	Birth Date	Gender	Lic No	Addr Status	Licences
BRAINE	Gildas	22.12.1977	Men	22121977000	Complete	Referee



### 3. Entries

From this page you can enter athletes and referees for upcoming competitions. You can search competitions to enter by "**Category**", "**Weapon**", "**Gender**", "**Event**", "**Type**" and "**Zone/Country**".



#### BEFORE DEADLINE YOU CAN CHANGE FOR FREE.

Before deadline you can make changes without fine  
 After deadline 1 every change - 150 Euro.  
 After deadline 2 every change - 250 Euro.  
 To make the changes after deadline 1 please contact FIE office [info@fie.ch](mailto:info@fie.ch).

 EXTRACT FROM FIE RULES CONCERNING ENTRIES TO THE FIE COMPETITIONS

Category  Weapon  Gender  Event

Type  Zone / Country

Last column shows the number of entered fencers and referees (after "+" for junior competitions).

Competition	Place	Start	Deadline 1	Deadline 2	Weapon	M/F	Cat.	Type	Event	Status	Entries
<a href="#">Trophée Maître Roger Nigon</a>	Bâle	17.01.15	11.01.15	13.01.15	E	M	J	A	I	Initial	0+0
<a href="#">Challenge International de Paris</a>	Paris	18.01.15	12.01.15	18.01.15	F	M	S	EQ	E	Modified	0
<a href="#">Coupe du Monde par équipes</a>	Gdansk	18.01.15	12.01.15	18.01.15	F	F	S	EQ	E	Initial	0
<a href="#">Tournoi de la ville de Dijon</a>	Dijon	18.01.15	12.01.15	13.01.15	E	F	J	A	I	Modified	0+0
<a href="#">Coupe du Monde par équipes</a>	Bâle	18.01.15	12.01.15	18.01.15	E	M	J	EQ	E	Initial	0+0
<a href="#">Heidenheimer Pokal</a>	Heidenheim	22.01.15	16.01.15	20.01.15	E	M	S	A	I	Initial	0
<a href="#">Ciudad de Barcelona</a>	Barcelona	23.01.15	17.01.15	20.01.15	E	F	S	A	I	Initial	0

The deadline for entering fencers, teams and officials is indicated in each competition ("entries before dd.mm.yyyy"), and also in the column "Entry before" in the sub-menu "Entries". All entries must be done at the latest the day before the date specified, before midnight (Lausanne time).

### 3.1. Entering Fencers

Preamble:

- Only the fencers who have a valid license for the current season appear on the screen and may be entered in the competitions.
- If one of the fencers you wish to enter does not have a valid license, you first have to follow the standing procedure to order a license for the current season for that fencer. Once the license has been ordered, you can go back to the **"entries"** page and continue the entry procedure. This procedure is the same for individual and team competitions.

#### Step-by-Step Procedure

- a) Go to the **"entries"** menu. Use the search criteria proposed to search for the competitions and display the list of competitions in which you can enter your fencers. Select the competition you are interested in.
- b) The competition's page opens up and lists your federation's licensed fencers.
- c) Click on the fencers whom you wish to enter, then validate by clicking on **"enter"**. A confirmation window opens up stating the number of fencers who have been correctly entered. You can see the list of fencers you entered by clicking on **"view fencers entered"**. If you wish to alter your entries, click on the box of the fencer concerned, then on **"remove"**. Check the list of fencers if necessary to make sure your entry and any changes have been processed by the system.
- d) Print the list of fencers entered by clicking on **"view fencers entered"** and then typing "Ctrl" + "p" on your keyboard.

### 3.2. Entering referees

For Junior World Cups only, delegations must enter their referees through the FIE website.

The entry procedure for the referees and the athletes is the same. The entry deadline is also the same.

Preamble:

- Only referees with valid licenses for the present season will appear on the screen. These are the only referees eligible for entry.
- If your delegation wishes to register an unlicensed referee, it must follow the regular license purchasing procedure for the season underway. Once ordered, you may return to the « competitions » rubric under « entry », and continue the entry process.

### **Step-by-Step Procedure**

- a) Go to the "**entries**" menu. Enter the appropriate criteria in the search fields to display the list of competitions for which your referees are eligible. Select the desired competition.
- b) Clicking on the selected competition will open a window with "**enter fencers**", "**view fencers entered**", "**enter referees**" and "**view referees entered**" tabs. Select "**add referee**".
- c) To register, check the boxes of the referees you wish to enter and confirm by clicking on "**Enter**". A confirmation window displaying the number of properly entered referees will appear. To see the list of referees entered, click on "**view referees entered**". Your registration is now complete.
- d) To modify your entries, check the box of the chosen referee and click "**remove**". If necessary, verify the list of referees entered.
- e) Print the list of fencers entered by clicking on "**view referees entered**" and then typing "Ctrl" + "p" on your keyboard.

## 4. Payments

This menu allows you to manage your NF's payments and see financial history.

### 4.1. Status & payments

From this menu you can pay all fees and fines. Also this menu allows you to buy license credits.

HOME | LICENSES | ENTRIES | **PAYMENTS** | COMPETITIONS

STATUS & PAYMENTS | HISTORY

ON YOUR BALANCE 1500 EURO

YOU HAVE 9 LICENSES AVAILABLE [BUY LICENSES](#)

#### FEES TO BE PAID BY FEDERATIONS

- Annual fee - 375 euro  
You need to pay Before March 15th of the current civil year
- Competitions fees - 550 euro  
Eden Cup - Londres - GBR - 10.01.15  
Weap - F. M\F - M. Cat. - J. Type - A  
Before the 1st day of competition

Choose a fees and press "pay"

[PAY](#)

#### UNPAID FINES

Choose a fines and press "pay"

[PAY](#)

Button "**buy licenses**" will forward you to page where you can buy licenses (point 2.4).

To pay fees, such as annual or competitions fee, check it in the boxes and press "**pay**" button. Do the same for unpaid fines.

Note: if you do not have enough credit, you will need to make a payment to our bank - stating the country and number of licenses for which you are paying - and we will immediately credit your account.

## 4.2. History

This sub-menu allows you to see the history of income and outcome from NF's balance.



[STATUS & PAYMENTS](#) | [HISTORY](#)

### HISTORY OF PAYMENTS

Payment Date	Change	Type	Status	Remark
06.12.2014 15:35:45	1500	income	approved	add money by admin

## 5. Competitions

This menu is available only for those NFs that organize FIE competitions. It allows you to upload and update information about competitions.



Competition	Place	Country	Start	End	Weapon	M/F	Cat.	Type	Event	Status	Links	Update
Eden Cup	Londres	GREAT BRITAIN	10.01.15	10.01.15	F	M	J	A	I	Initial		<a href="#">Update</a>
Leon Paul satellite fleuret masculin	Londres	GREAT BRITAIN	11.01.15	11.01.15	F	M	S	SA	I	Initial	<a href="#">Invitation</a>	<a href="#">Update</a>
Cole Cup	Londres	GREAT BRITAIN	25.04.15	25.04.15	S	M	S	SA	I	Initial		<a href="#">Update</a>
Tournoi satellite	Londres	GREAT BRITAIN	25.04.15	25.04.15	S	F	S	SA	I	Initial		<a href="#">Update</a>
Cole Cup	Londres	GREAT BRITAIN	26.04.15	26.04.15	E	F	S	SA	I	Initial		<a href="#">Update</a>

After pressing the **"update"** (last column) button next to competitions name you will be forwarded to competition's page where you can add following information: competitions description, upload cover image and invitation file, enter links\* for website, live stream and live results.

After completing entering this information you should save it by pressing **"save"** button. All entered information will be shown in **"links"** column.

\* - enter full address of the link, starting with **"http://"**. Otherwise the link will not work.