



## USER GUIDE FOR THE ENTRIES TO COMPETITIONS ON [www.fie.ch](http://www.fie.ch)

### 1) Fencers

- On top of the home page, click on « **login** » and enter your « **user's name**», your « **password**», click on « **OK** ».
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#### Preamble

- A deadline date for the entries of fencers and teams is indicated for each competition concerned. No entry will be possible after this deadline date.
  - Only those fencers having a valid licence for the current season appear on the screen and may be entered in the competitions.
  - If one of the fencers whom you wish to enter has no valid licence, you first have to order the licence for the current season according to the standing procedure. Once the licence is ordered, you can go back to the section "**competitions**", "**entry**" and continue the entry procedure. This procedure is the same for the individual and team competitions.
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#### Procedure

- 1) On top of the page, go to the scrolling menu "**competitions**". Click on "**entry**". The list of the competitions in which you can enter your fencers displays. Click on the wished competition.
- 2) The page of the competition opens, then click on the box "**fencers**" on top right of the window. and the licenced fencers of your federation displays.
- 3) Click on the boxes of the fencers whom you want to enter, then validate by clicking on "**enter**". A window of confirmation displays, indicating how many fencers are properly entered. You can show the list of your fencers entered by clicking on "**fencers entered**". If you wish to modify your entries, click on the box of the fencer concerned, then on "**remove**". Check again the list of fencers if necessary. Your entry has been completed.

## 2) Officials

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### Preamble

- The entries of officials has to be done for the **World Championships only**.
  - The **deadline** for the entries of officials is the same as the deadline for the entries of fencers.
  - The total number of the officials authorized for each federation is of **50 %** of the total number of athletes entered in the **individual competitions** of the World championships.
  - In accordance with the rule above, officials can only be entered in competitions if athletes have already been entered.
  - If you wish to remove fencers entered, you will have to withdraw first the number of officials required.
  - The entries of officials will also be used for their accreditation.
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### Procedure

- 1) After having selected the competition in which you wish to make entries, the window that opens proposes, on top right, a tab "**fencers**" and a tab "**officials**". Click on the tab "**officials**".
- 2) A window displays and the number of officials whom you can enter is indicated.
- 3) For each official, you must write a name, a first name and a function (to be selected in the scrolling menu "**role**"), then click on "**enter**".
- 4) You can see the list of officials entered by clicking on "**list**".
- 5) If you wish to modify your entries, click on "**remove**" on the right of each person you want to withdraw. Check again the list if necessary.