



ENTRIES TO COMPETITIONS ON www.fie.ch

- On top of the home page, click on « **login** » and enter your « **user's name**», your « **password**», click on « **OK** ».
- **The federations organising competitions** can view the full list of athletes entered in their tournament (as well as the list of officials at World championships) by proceeding in the following way: **go to the** menu « **competitions** », then in the sub-menu « **entry** », select your tournament and open it. Then click on the button « **list** » down and left on the page.
- The date at which the entries of fencers, teams and officials are **closed** is indicated in each competition ("entries **before** dd.mm.yyyy"), and also in the column "**Entry before**" in the sub-menu "**Entries**".
The entries must be done at the latest the day before the date indicated, before midnight (Lausanne time).

1) Entry of fencers

Preamble

- 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.

Procedure

1) On top of the page, go to the scrolling menu "**competitions**". Click on "**entry**". Select the competitions by using the search criteria proposed. Then, 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 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.

4) **Print** the list of fencers entered by clicking on "**fencers entered**", then type "Ctrl" + "p" on your keyboard.

2) Entry of officials

Preamble

- The entry of officials is necessary for the establishment of their accreditations and concern the **World Championships only**.
- The number of "Officials" accreditations granted to each delegation is of :

50 % of the total number of fencers entered in the individual competitions of the World Championships. 1 fencer entered in several competitions counts for 1 athlete and not for several ones.

The officials are : head of delegation, trainer, medical service, technician, accompanying person, others. Their entries in view of their accreditation, are to be made via the FIE Internet website, at the latest 15 days before the date of the 1st event.
- It is necessary to first enter the fencers to be able to enter the officials.
- To remove fencers entered, it is necessary to withdraw first the number of officials required.

Accreditations out of the quota above:

- The President and the Secretary General Secretary of each federation
- The Members of the FIE Commissions
- The Presidents of the FIE Confederations
- The members of the Executive committee of the FIE Confederations

These accreditations out of the quota must be requested to the FIE (info@fie.ch) at the latest 15 days before the date of the 1st event.

If not, a 150-euro fine will be imposed.

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.
- 6) **Print** the list of officials entered by clicking on "**list**".