



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

- On top of the home page, click on « login » and enter your « **user's name** », your « **password** », (the same as those you use for the order of licences), click on « **OK** ».

---

### **Preamble :**

**Important: 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 for the season 2003/2004, 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.**

---

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.

- The page of the competition opens and the licenced fencers of your federation display.
- 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.

**For the 2003/2004 season**, the maximum number of fencers who can be entered per country and per weapon is of 8, plus the quotas of countries per weapon, if any (cf. article o.86).

**You can process entries or modifications of entries up to the Tuesday preceding each competition. Beyond this date, the system will be blocked and no entry nor modification can intervene.**