

## COMPETITION ENTRIES ON [www.fie.ch](http://www.fie.ch)

- Click on "**Login**" at the top of the homepage, enter your "**User name**", your "**Password**" and click on "**OK**".
- **Federations organising competitions** can view the full list of athletes entered in their event (as well as the list of the officials at the World championships). To do this, go to the "**Competitions**" menu and click on "**Entries**" in the sub-menu, select the event and open it. Then click on the "**List**" button at the bottom left of the page.
- 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).**

### 1) Entering Fencers

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#### 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 "**Competitions**" section, then "**Entries**", and continue the entry procedure. This procedure is the same for individual and team competitions.
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#### Step-by-Step Procedure

1) Go to the "**Competitions**" drop-down menu at the top of the page and click on "**Entries**". 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.

2) The competition's page opens up and lists your federation's licensed fencers.

3) 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 "**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.

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

## 2) Entering Referees

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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.

### Procedure

- Go to « **competitions** » at the top of the FIE homepage. Choose « **entries** » from the drop-down 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.
- Clicking on the selected competition will open a window with two tabs in the top-right corner: « **fencers** » and « **referees** ». Select « **referees** ».
- To see the list of eligible referees, click on « **new entries** ». 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 « **referees entered** ». Your registration is now complete.
- To modify your entries, check the box of the chosen referee and click « **remove** ». If necessary, verify the list of referees entered.
- **Print or save** the list of referees entered by selecting « **list** » in the top left corner of the screen.

## 3) Entering Officials

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### Preamble

- Entry by name of the officials is necessary to create their accreditations and only concerns the **World Championships**.
- The number of accreditations for Officials granted to each delegation is:

**50%** of the number of fencers entered in the **individual competitions** of the World Championships. A fencer entered in several competitions counts as 1 athlete, not several.

The officials include: heads of delegation, trainers T, medical staff, technicians, accompanying persons. In order to get accreditations for them, their entries must be made via the FIE website, at the latest 15 days before the date of the 1<sup>st</sup> event.

- The fencers must be entered first in order to be able to enter the officials.
  - In order to remove fencers which have been entered, the right number of officials must be removed first.
  - **The accreditations of the trainers are transferable and not nominal. Names and first names ( Transferable Trainer) are automatically shown by the system. The photo of the trainer is replaced by the flag of the country.**
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## Step-by-Step Procedure

- 1) After selecting the competition in which you wish to make entries, a window opens with a "Fencers" tab and an "Officials" tab. Click on the "Officials" tab.
- 2) A window opens up displaying the total number of officials you can enter.
- 3) For each official, you must specify his/her surname, given name and role (selected by using the "Role" drop-down menu), and 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" to the right of each person you want to remove. Check the list if necessary.
- 6) **Print** the list of officials entered by clicking on "List".

## 4) Entering out-of-quota officials

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### Preamble

- These out-of-quota entries must be done via the FIE website.
  - These out-of-quota entries are not included in the count of entries of the other officials (head of delegations, coaches, etc.) which depend on the number of fencers entered.
  - **The following persons can be entered out of the quota:**
    - The President and Secretary General of each Federation
    - The Members of the FIE Commissions
    - The Presidents of the Confederations of the FIE
    - The Members of Honour of the FIE
    - The Members of the FIE Executive Committee
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### Step-by-step Procedure

- 1) After following the same steps as for the other officials (log in, go to the menu "Competitions", "Entries"), choose World Championship and click on a weapon.
- 2) At the top right-hand corner of the window, click on the box "Officials". There will be two boxes in the middle of the window: "Last Name, First Name" on the left and "Out of the Quota" Role on the right. In the name box, the drop-down menu shows the list of all the officials (National

Federation Presidents, Secretary Generals, Members of the commissions, Members of Honour, Members of the Executive Committee). Only the names of the Federation Presidents and Secretary Generals which have been given to the FIE by each National Federation appear.

- 3) Choose the name of each official you wish to enter, and then validate it by clicking on "**Enter**". Officials correctly entered will appear at the top of the page. Once the officials are entered, you can modify / cancel your entries by clicking on "**Remove**" next to the person in question.