

Tutorial

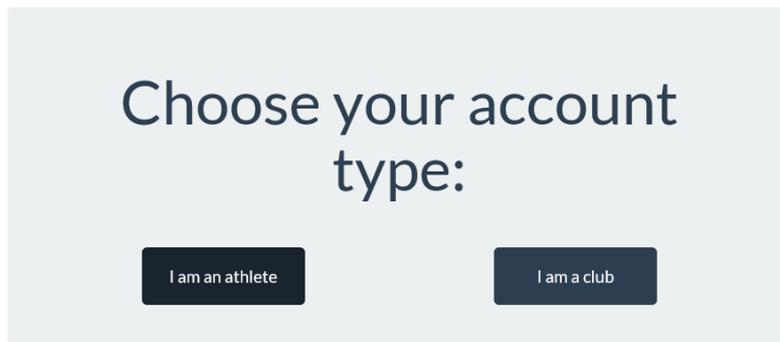
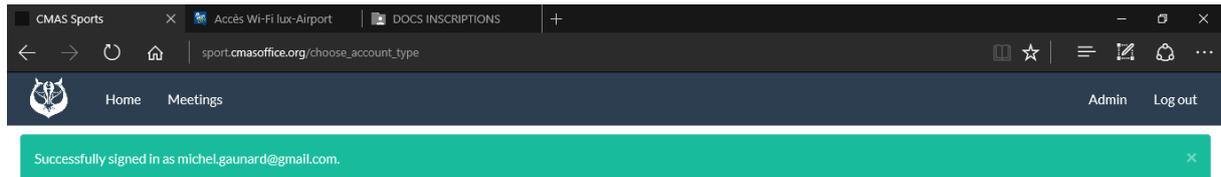
This little tutorial I made with screen shots to help you.

When you begin registration, you have to choice, register as athlete or register athletes through club. Even if you are alone but you swim in a club, make registration like club.

Otherwise, as individual athlete, it will be impossible to insert the name of club. You will swim without club according the rules.

The first step is to create your account with mail address and password like all type of account

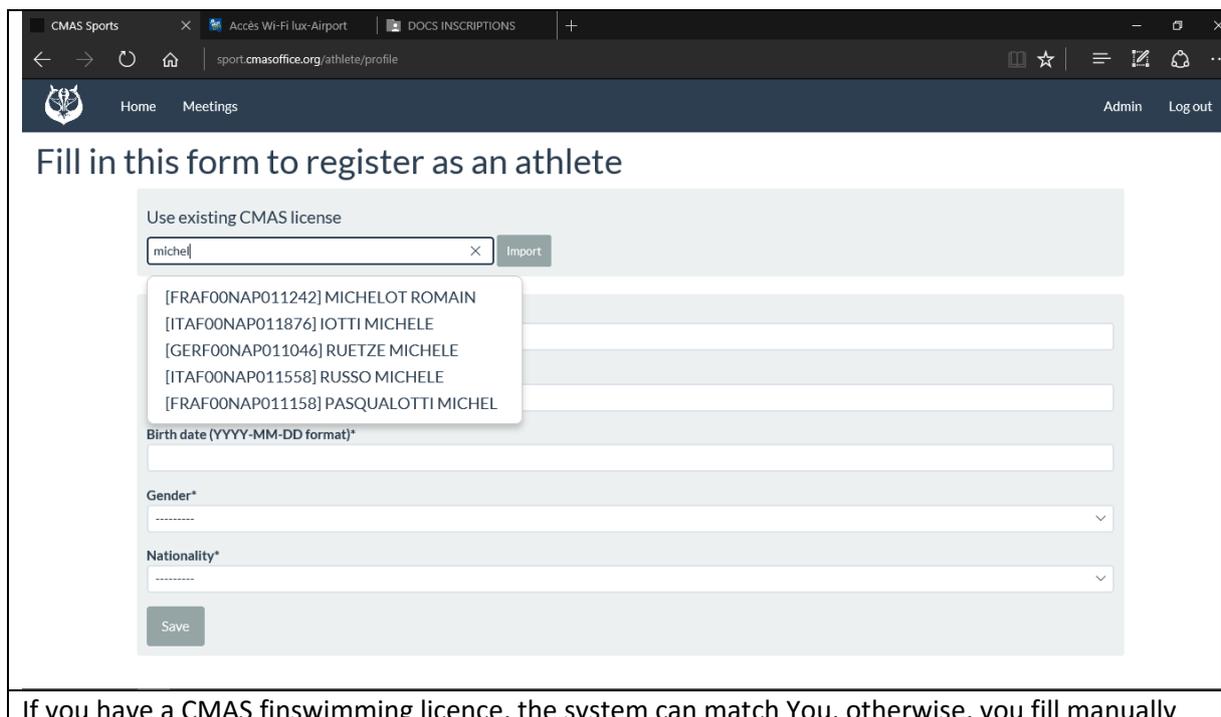
Attention: on this version, you can pay only by credit card. Possibility to pay through Paypal will exist for next event in future and unfortunately not for this.



<http://sport.cmasoffice.org/athlete/profile/>

Register as individual: like below

Register as club: click [here](#)



Fill in this form to register as an athlete

Use existing CMAS license

michel Import

[FRAF00NAP011242] MICHELOT ROMAIN
[ITAF00NAP011876] IOTTI MICHELE
[GERF00NAP011046] RUETZE MICHELE
[ITAF00NAP011558] RUSSO MICHELE
[FRAF00NAP011158] PASQUALOTTI MICHEL

Birth date (YYYY-MM-DD format)*

Gender*

Nationality*

Save

If you have a CMAS finswimming licence, the system can match You, otherwise, you fill manually

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Home My Profile Meetings Admin Log out

Meetings

Name	Where	When	Actions
3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016	Prague, CZ	June 11, 2016 - June 12, 2016	Register

http://sport.cmasoffice.org/nap/meeting/1/

After creation and saving your profile, you arrive on this page, click register

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3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016

Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Register to this meeting

Attachments:

- Read me first!
 - [readme_firstV2.pdf](#)
- Rules 2016
 - [WC_Masters_2016.pdf](#)

13:00 05/05/2016

Click register. On this page you can download also easier all document necessary (like medical certificate for example)

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3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016

Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Participation fee: 10.00 €

Competition	min	sec	1/100	Year	Place
<input checked="" type="checkbox"/> 50m AP	0	17	54	2014	home
<input checked="" type="checkbox"/> 50m SF	0	18	00	2014	Paris
<input type="checkbox"/> 100m SF					
<input type="checkbox"/> 200m SF					

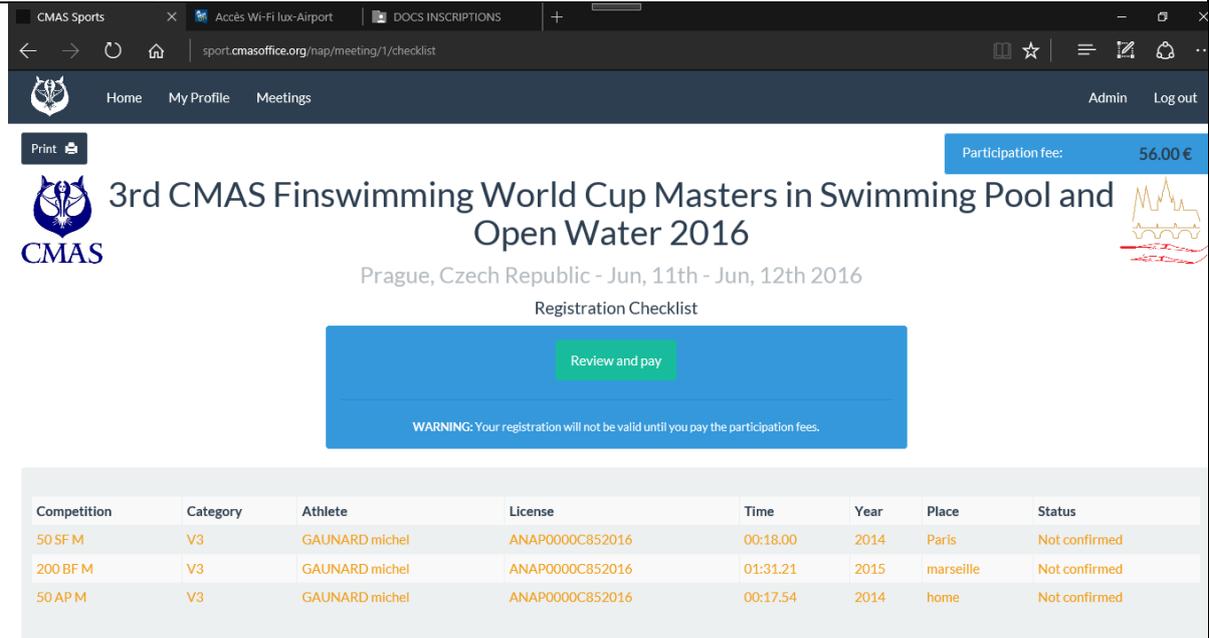
Competition	min	sec	1/100	Year	Place
<input type="checkbox"/> 50m BF					
<input type="checkbox"/> 100m BF					
<input checked="" type="checkbox"/> 200m BF	01	31	21	2015	marseille

Save

Go back Go on

Choice the events you what to swim with all data it needed, don't forget to save before to go to next step

After you arrive on page for open water. You click on event if you want to participate. Don't forget to save and go on



The screenshot shows a web browser window with the URL sport.cmasoffice.org/nap/meeting/1/checklist. The page title is "3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016" held in Prague, Czech Republic from June 11th to 12th, 2016. A participation fee of 56.00 € is displayed. A prominent blue button labeled "Review and pay" is centered on the page, with a warning below it: "WARNING: Your registration will not be valid until you pay the participation fees." Below this is a table of registered events:

Competition	Category	Athlete	License	Time	Year	Place	Status
50 SF M	V3	GAUNARD michel	ANAP0000C852016	00:18.00	2014	Paris	Not confirmed
200 BF M	V3	GAUNARD michel	ANAP0000C852016	01:31.21	2015	marseille	Not confirmed
50 AP M	V3	GAUNARD michel	ANAP0000C852016	00:17.54	2014	home	Not confirmed

You arrive on this page. You can see all event you are registered. In orange because you didn't pay yet. If ok, click review and pay

The windows after are to prepare the payment.

Notice. You fill the form for the bill for this first time. For next event, it will be in memory

You can proceed to payment. On page of payment, you have the choice with 12 languages.

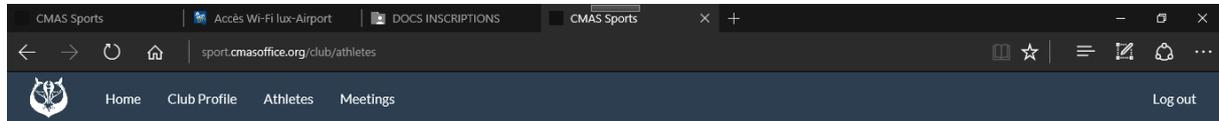
After payment, be careful, print immediately and register payment frame and print your bill.

After this, you are register through CMAS and you have to contact to pay the fees to the organizers.

Register like a club:

The step to register as a club have the following steps:

1. Create the profile of the club.
2. Create your athletes in the system. If some have CMAS finswimming licence, the system can match it, otherwise you can create manually. Attention, for non-holder CMAS licence, after creation of the profile of athlete, you have to confirm the generation of temporary licence before to register another athlete



Manage your athletes

You have 1 new athletes without a license code.

[Confirm and generate license codes](#)

A license code is required to participate to meetings.

Add existing CMAS license

Type name or license num

Import

Ex. of licence code: FRAFOONAP0000000

Add new athlete

Last name*

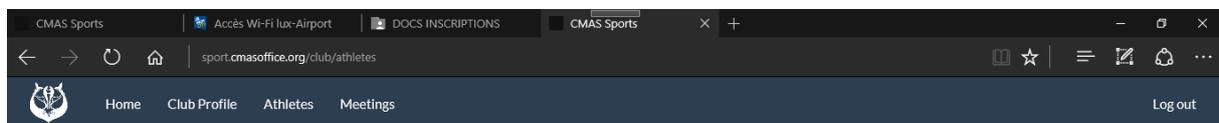
First name*

Birth date (YYYY-MM-DD format)*

Gender*

Your athletes

Last name	First name	Birth date	Gender	License	Actions
GAUNARD	michel	March 8, 1961	Male	-	Edit Remove



Successfully generated 1 license codes!

Manage your athletes

Add existing CMAS license

Type name or license num

Import

Ex. of licence code: FRAFOONAP0000000

Add new athlete

Last name*

First name*

Birth date (YYYY-MM-DD format)*

Gender*

Nationality*

Your athletes

Last name	First name	Birth date	Gender	License	Actions
GAUNARD	michel	March 8, 1961	Male	ANAP0000C872016	Edit Remove

3. When you are entered all your athletes, you can go on meetings menu to register the events.

The order is following (for the same athlete)

- Events in swimmingpool
- Relays
- Event in open water

Attention: you must select manually the category and after select name of athlete it appears in the good category according the age entered in the profile. This step is manually because many categories. If no swimmer appear in frame, it's because you haven't registered in this category.

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← → ↻ 🏠 | sport.cmasoffice.org/map/meeting/1/athletes/step-1

Home Club Profile Athletes Meetings Log out

3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016

Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Male Competitors - Swimming Pool

Participation fee: 10.00 €

Can't find your athletes? [Look here](#)

Select category:

Registered athletes

None, yet!

◀ Go back Go on ▶

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← → ↻ 🏠 | sport.cmasoffice.org/map/meeting/1/athletes/step-1/?category=V3&athlete_id=

Home Club Profile Athletes Meetings Log out

3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016

Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Male Competitors - Swimming Pool

Participation fee: 10.00 €

Can't find your athletes? [Look here](#)

Select category: Select athlete:

Registered athletes

None, yet!

◀ Go back Go on ▶

Proceed the same for relay

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Home Club Profile Athletes Meetings Log out

You do not have enough athletes!

3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016
Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Male/Mixed Relay Team - Swimming Pool Participation fee: 49.00 €

Select category: Select

Registered teams
None, yet!

◀ Go back Go on ▶

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Home Club Profile Athletes Meetings Log out

You do not have enough athletes!

3rd CMAS Finswimming World Cup Masters in Swimming Pool and Open Water 2016
Prague, Czech Republic - Jun, 11th - Jun, 12th 2016

Female Relay Team - Swimming Pool Participation fee: 49.00 €

Select category: Select

Registered teams
None, yet!

◀ Go back

Capture d'écran ajoutée
Une capture d'écran a été ajoutée à votre Dropbox.

After relays, you can enter open water.

The windows after are to prepare the payment.
Notice. You fill the form for the bill for this first time. For next event, it will be in memory
You can proceed to payment. On page of payment, you have the choice with 12 languages.
After payment, be careful, print immediately and register payment frame and print your bill.
After this, you are register through CMAS and you have to contact to pay the fees to the organizers.