



Registration User Guide



Registration User Guides

World Aquatics Masters Championships 2024
Doha (QAT)

English
Version



Version
Française



Versión
en Español



Versão
em
Português



**Click
Here**

**Cliquez
Ici**

**Clique
Aquí**

**Clique
Aqui**

World Aquatics Championships 2024
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Version



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Française



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en Español



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Aquí**

Registration User Guide

World Aquatics Masters Championships

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ACTUAL DATA ON SCREEN SHOTS IS PURELY
FOR THE PURPOSE OF DEMONSTRATION AND
DOES NOT REFLECT ACTUAL EVENT
REGISTRATION DETAILS SUCH AS EVENT
NAMES, EVENT DATES, REGISTRATION
DEADLINES, ENTRY FEES ETC.

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TABLE OF CONTENTS

| | |
|---|-----------|
| 1 HOW TO REGISTER? | 2 |
| 2 CREATE AN ACCOUNT | 3 |
| 3 LOGIN | 6 |
| 4 HOME | 7 |
| 5 MY PROFILE | 8 |
| 6 EVENTS | 12 |
| 6.1 Terms and conditions..... | 13 |
| 6.2 Registration..... | 13 |
| 6.3 Event Info | 18 |
| 6.4 Sport Entries for Individual Events..... | 18 |
| 6.4.1 Sport Entries for Swimming | 18 |
| 6.4.2 Sport Entries for Open Water Swimming, Diving, Artistic Swimming | 20 |
| 6.4.3 Payment | 21 |
| 6.4.4 Corrections..... | 22 |
| 6.5 Team Entries (Team Events: relays, duet, team, etc.)..... | 23 |
| 6.6 Travel..... | 27 |
| 6.7 Accommodation..... | 28 |
| 6.8 Payment | 28 |
| 7 ACCOUNT SETTINGS | 30 |
| 7.1 Account Settings | 30 |
| 8 APPENDIX | 31 |
| 8.1 Abbreviations and symbols..... | 31 |

1 HOW TO REGISTER?

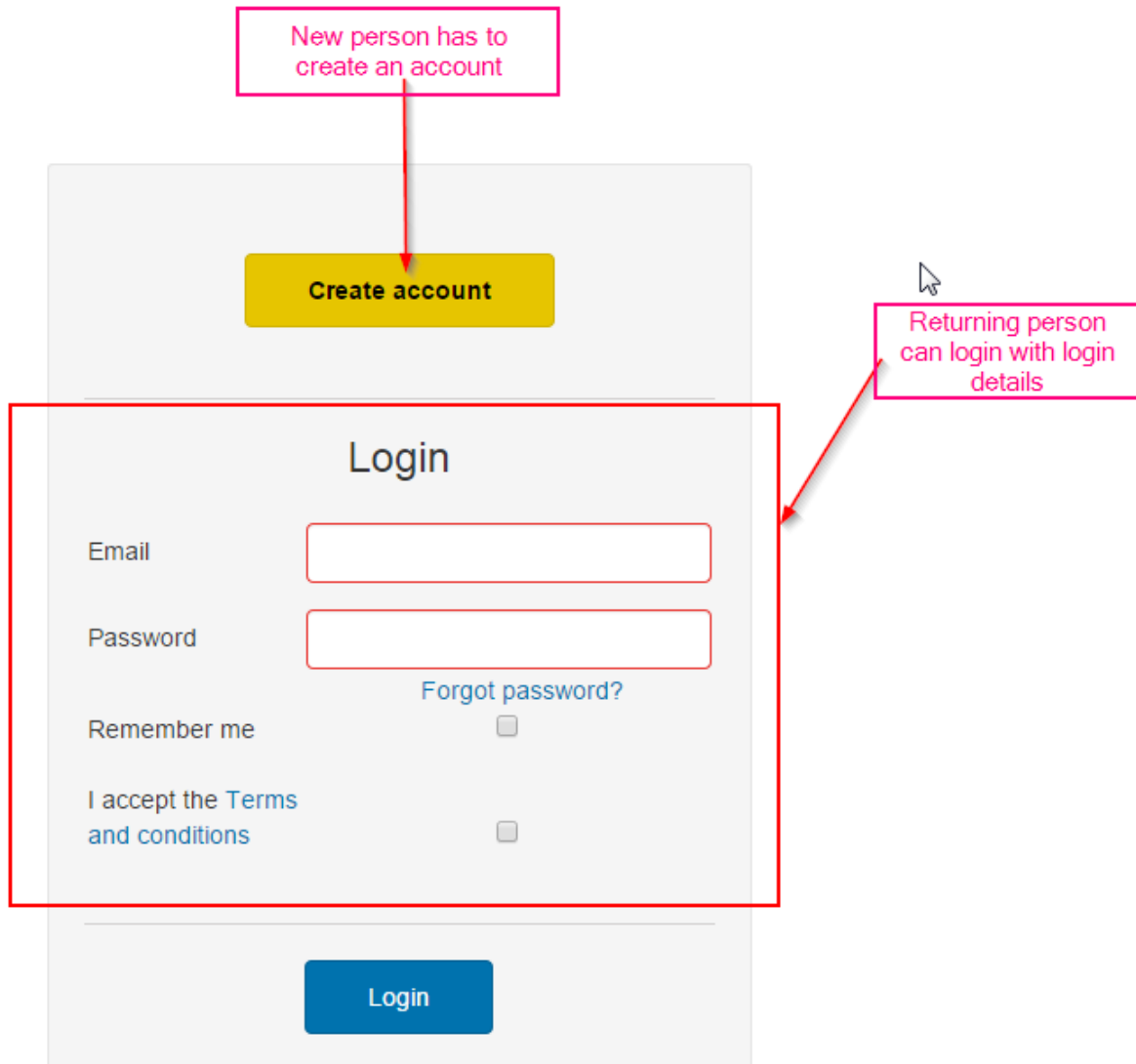
To register for the World Aquatics Masters Championships, you have to go on the World Aquatics GMS (General Management System) Public Portal: [**https://registration.worldaquatics.com**](https://registration.worldaquatics.com)

Public Portal is a part of the World Aquatics registration system which is open to the public. Anyone can create account to then manage their own personal profile and register for available World Aquatics events.

The system is optimized for the latest version of the **Google Chrome** browser.

2 CREATE AN ACCOUNT

If you do not have your account yet you have to create it first. Click on [Create account] to start the process.



The image shows a registration and login form. At the top, there is a yellow button labeled "Create account". A pink box with the text "New person has to create an account" has an arrow pointing to this button. Below the "Create account" button is a "Login" section, which is enclosed in a red rectangular box. This section contains input fields for "Email" and "Password", a "Forgot password?" link, a "Remember me" checkbox, and a checkbox for "I accept the Terms and conditions". A blue "Login" button is located at the bottom of the login section. A pink box with the text "Returning person can login with login details" has an arrow pointing to the red box around the login form.

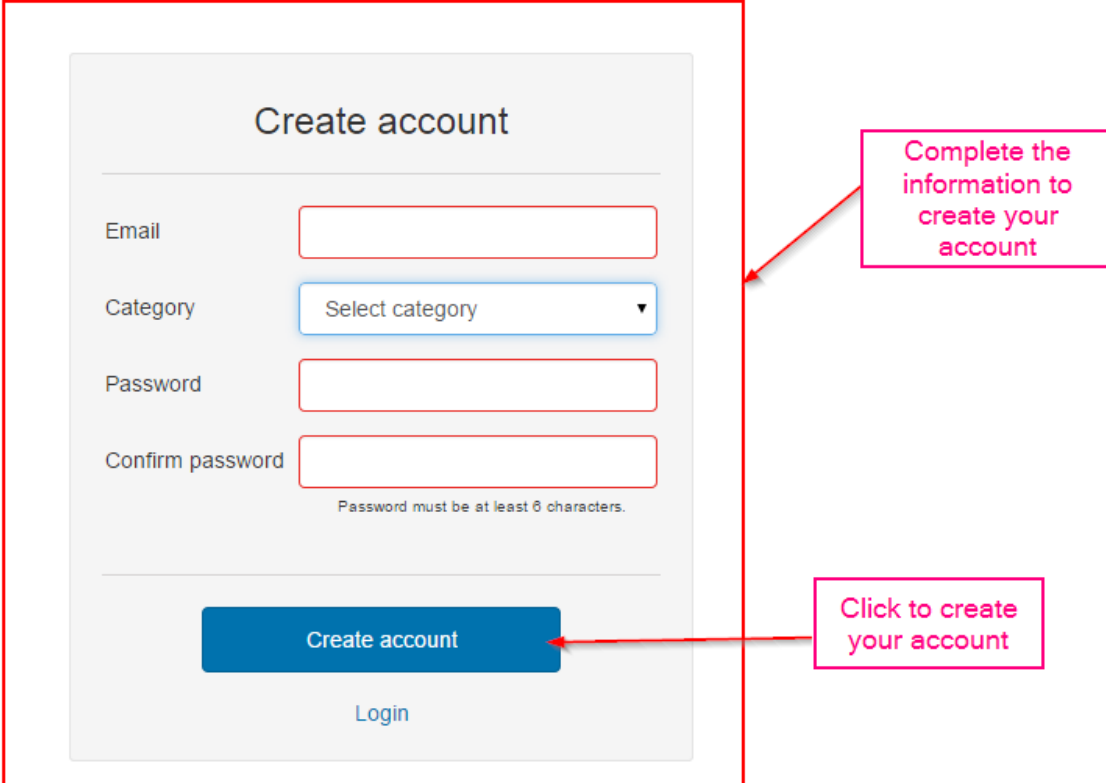
You have to complete all the requested information. Your email address will serve as your user name in future.

For the Category, you have the choice between:

- Masters Athlete (if you are competing)
- Masters Coach (if you are the team coach and don't participate in events as a competitor)
- Masters Accompanying person (for family, friends, support staff....)

Choose the category complying with your function during the event.

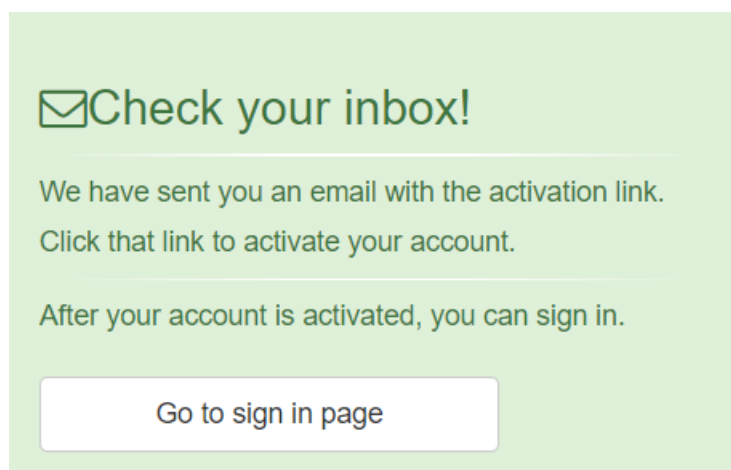
(Particular case: If you are an athlete and a coach, you MUST register as an athlete).



The screenshot shows a 'Create account' form with the following fields: Email, Category (dropdown menu with 'Select category'), Password, and Confirm password. A note below the password field states 'Password must be at least 6 characters.' Below the form are two buttons: 'Create account' and 'Login'. Two red arrows point from pink callout boxes to the form: one points to the input fields with the text 'Complete the information to create your account', and the other points to the 'Create account' button with the text 'Click to create your account'.

When you have completed all information, click on [Create account] to create your account.

An email with confirmation link is sent to you immediately.



Open your inbox and click on the link to confirm that you have requested to create the account.

[World Aquatics Portal] Please confirm account activation

 gms@worldaquatics.com (gms@worldaquatics.com)



Thank you for creating an account in the World Aquatics GMS Portal.

To activate your personal account, please click on the link below or copy it into your browser.

<https://registration.fina.org/account/confirm/2b1df7f5759e4527bda621ade20001e4>

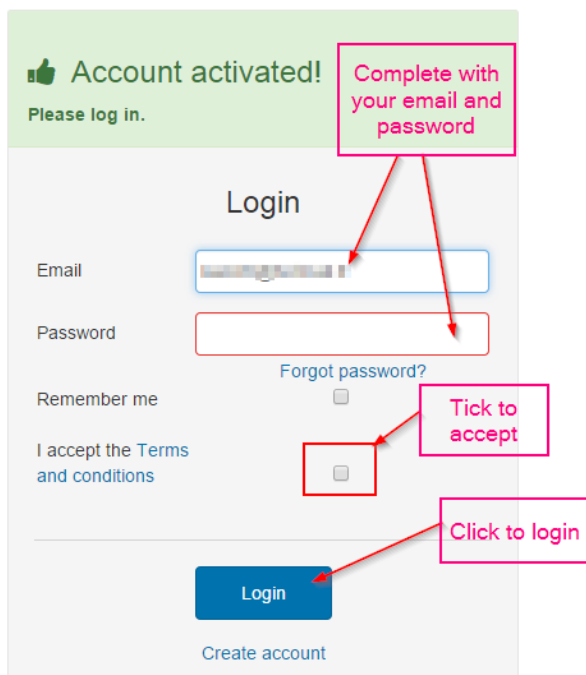
Click to activate your account

Best regards

GMS Support Team |

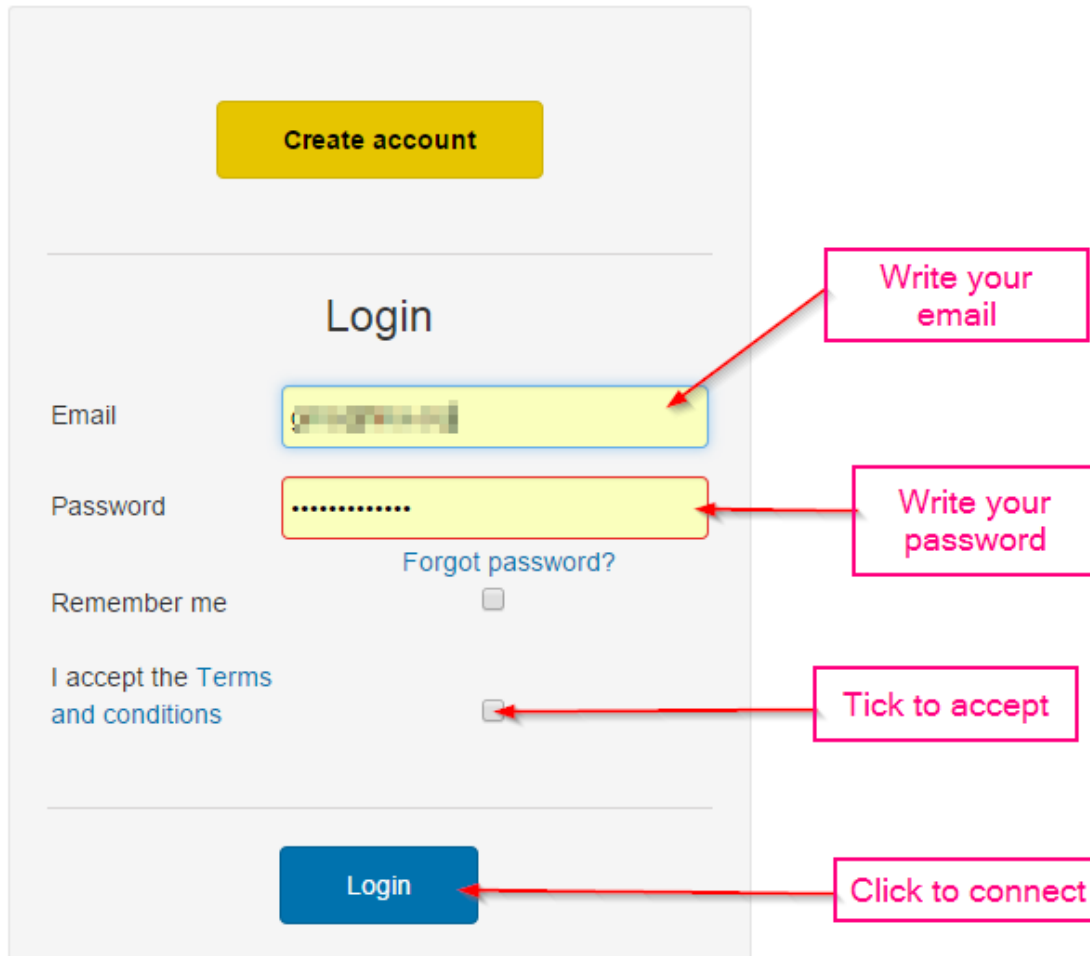
Should you require any assistance, please contact gms@worldaquatics.com

As soon as the account is activated you can log in.

A screenshot of a login page. At the top left, there is a green box with a thumbs up icon and the text 'Account activated! Please log in.'. Below this is a 'Login' section with an 'Email' input field, a 'Password' input field, a 'Forgot password?' link, a 'Remember me' checkbox, and a checkbox for 'I accept the Terms and conditions'. At the bottom of the login section is a blue 'Login' button and a 'Create account' link. Red arrows point from pink text boxes to these elements: 'Complete with your email and password' points to the email and password fields; 'Tick to accept' points to the 'I accept the Terms and conditions' checkbox; and 'Click to login' points to the 'Login' button.

3 LOGIN

The user log-in process is quick and simple. First enter your E-mail Address (User Name) and your password, accept terms & conditions and click on the [Login] button. The terms and conditions can be found at the bottom login screen and every page of the Public Portal or by clicking the text [Terms and Conditions](#).



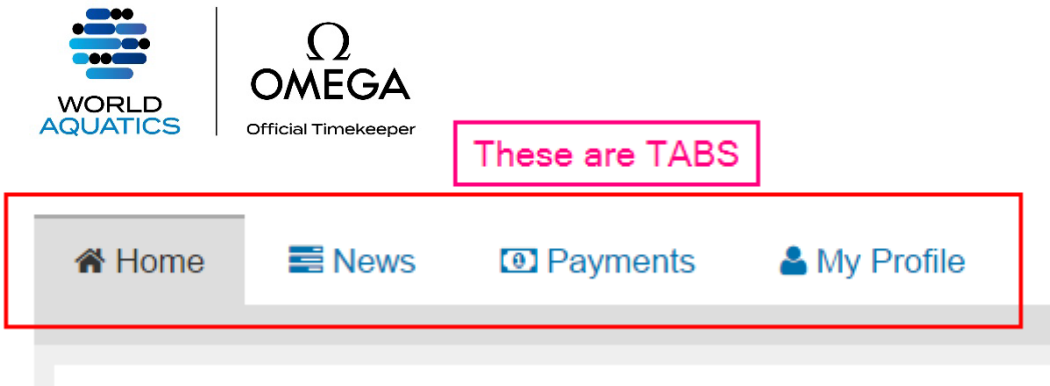
The image shows a login form with the following elements and annotations:

- Create account**: A yellow button at the top.
- Login**: The title of the form.
- Email**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Write your email".
- Password**: A text input field with a red highlight and a red arrow pointing to it from the annotation "Write your password".
- Forgot password?**: A blue link below the password field.
- Remember me**: A checkbox with a red arrow pointing to it from the annotation "Tick to accept".
- I accept the Terms and conditions**: A checkbox with a red arrow pointing to it from the annotation "Tick to accept".
- Login**: A blue button at the bottom with a red arrow pointing to it from the annotation "Click to connect".

If you have forgotten your password, click on the [Forgot Password?] button to receive a link to reset the password via the e-mail address associated with your account.

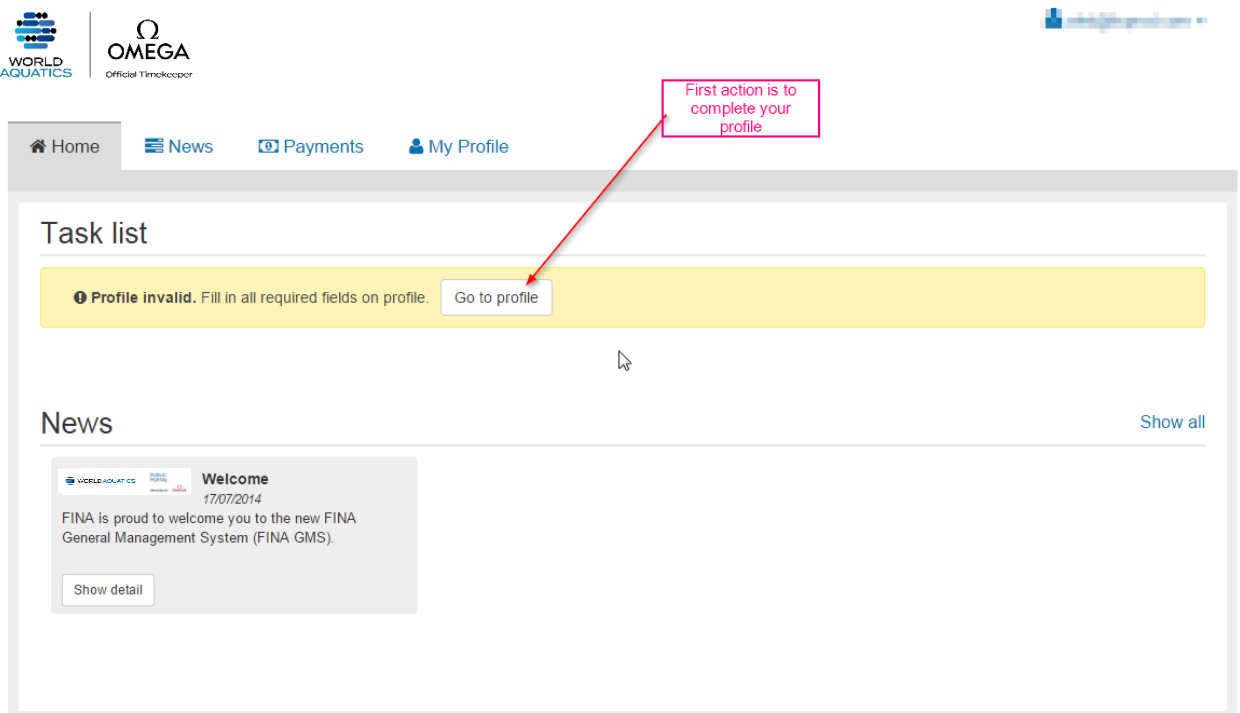
4 HOME

The application is divided into tabs.



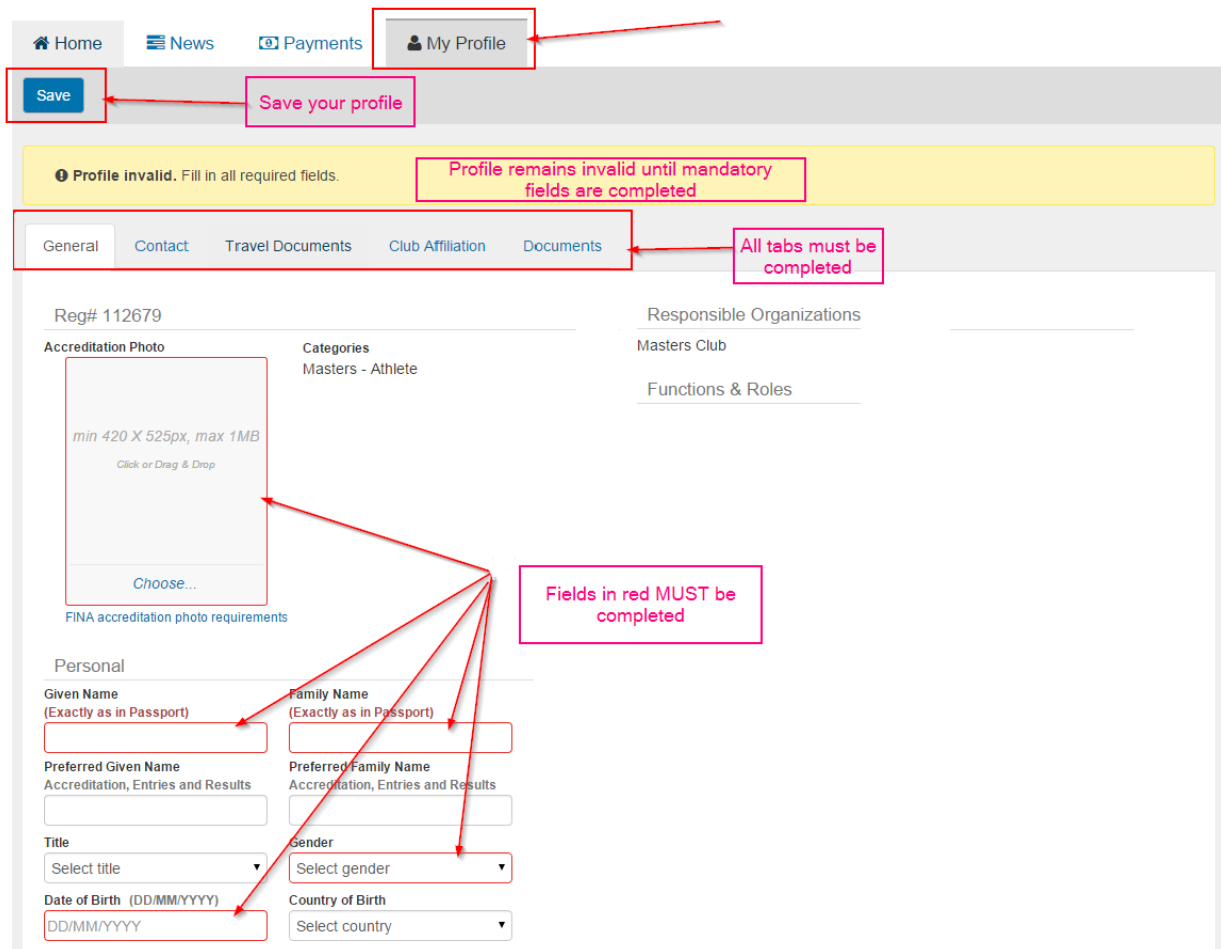
After first login you enter the home tab. Here you will find displayed important communications relating to upcoming events. You can see the detail by clicking on [Show detail] icon. All news may be displayed in the News tab as well.

You have to start with completing your profile by clicking on [Go to profile].



5 MY PROFILE

You have to complete all the fields. Mandatory fields are highlighted in the color red.



Home News Payments **My Profile**

Save Save your profile

Profile invalid. Fill in all required fields. Profile remains invalid until mandatory fields are completed

General **Contact** Travel Documents Club Affiliation Documents

Reg# 112679 Responsible Organizations
Masters Club
Functions & Roles

Categories
Masters - Athlete

Accreditation Photo
min 420 X 525px, max 1MB
Click or Drag & Drop
Choose...
FINA accreditation photo requirements

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

Title Select title Gender Select gender

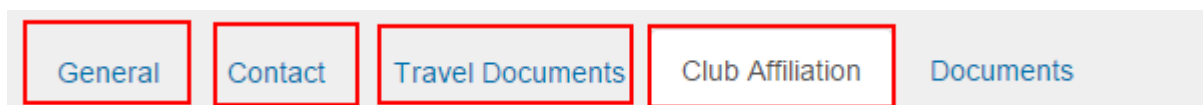
Date of Birth (DD/MM/YYYY) DD/MM/YYYY Country of Birth Select country

Fields in red MUST be completed

All tabs must be completed

Fill in all required information and then click on [Save].

You have to complete the following tabs:



General **Contact** **Travel Documents** **Club Affiliation** Documents

The document tab is where you can find the document you have uploaded (passport copy, photo, etc.). There is nothing to complete.

Add your contact details.

General
Contact
Travel Documents
Club Affiliation
Documents

Street

House Number

Name of Place

City

Zip Code / Postal Code

Region / State / Province

Country


Cell Phone

On the Travel Documents tab, you can add as many travel documents as you want by clicking on [Add Travel Document]. This should be your passport copy uploaded here. Remember to save them by clicking on [Save].

Save
General
Contact
Travel Documents
Media
Documents

Add Travel Document

Travel Document Copy



Choose...

Type

Name

Document Number

Document Nationality

Country of Issue

Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

Issuer

Series

Travel Document Copy

Image or PDF allowed, max 2MB

Click or Drag & Drop

Choose...

Name

Document Number

Document Nationality

Country of Issue

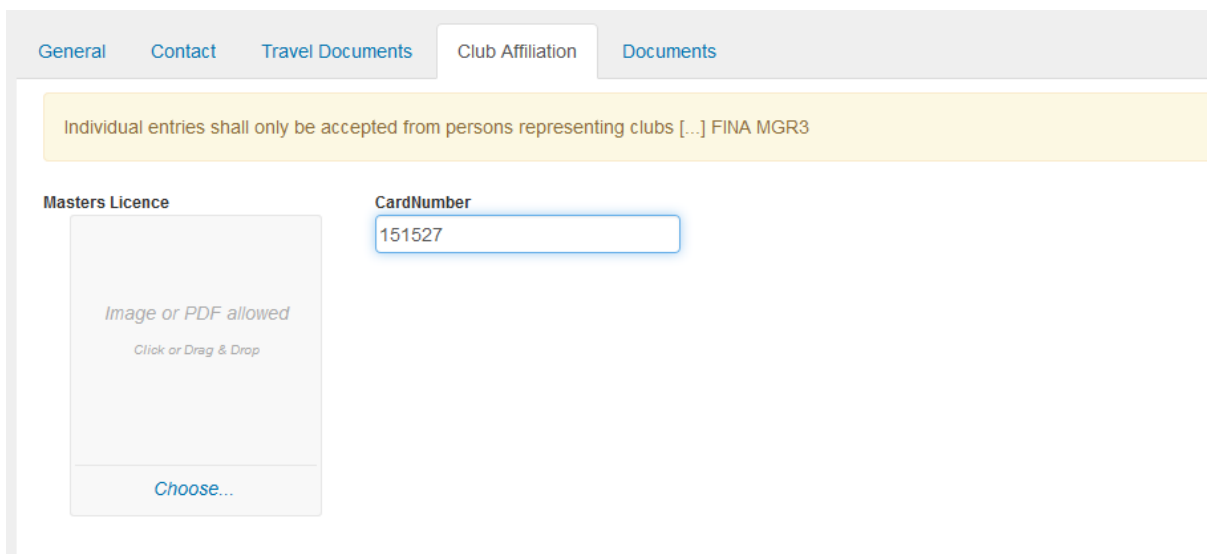
Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

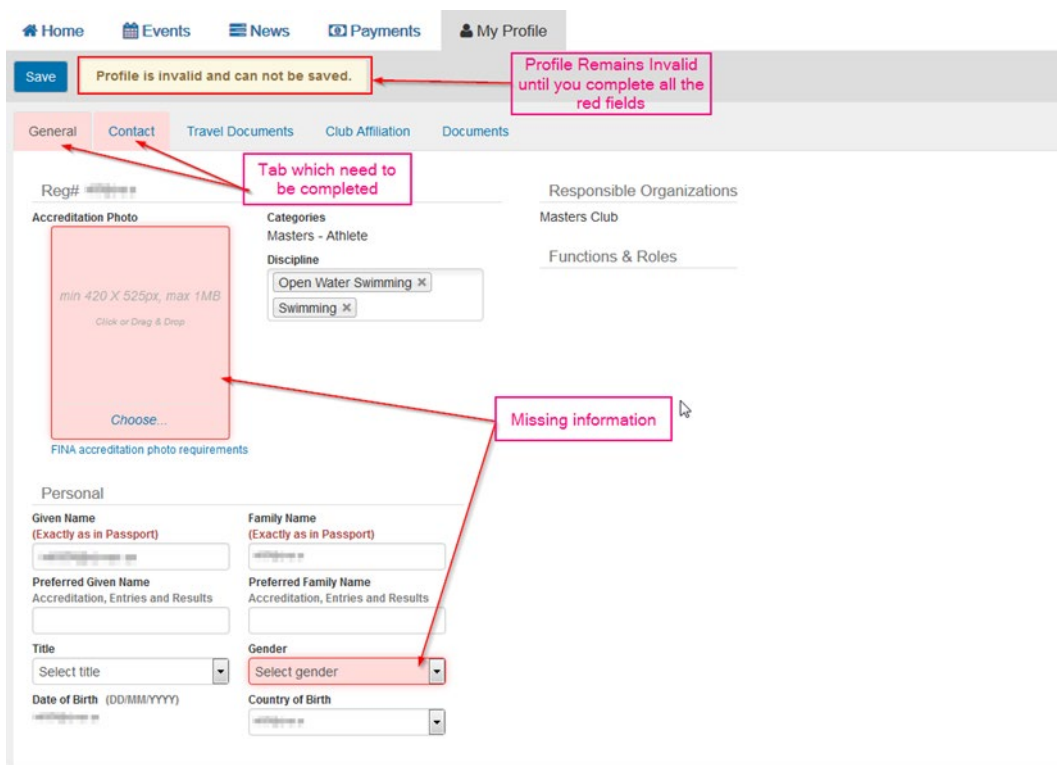
Issuer

Series

Add your Masters Affiliation Card/Licence (any document proving your affiliation to a club).




If some fields or tab are not completed correctly, your profile will remain invalid and you will not be able to continue the registration.



When you profile is completed, you are ready to register!



New tab for registration to events





Message saying that registration to events is now possible

- Home
- Events
- News
- Payments
- My Profile

Save Your profile is complete, you can register to events now. Go to FINANVC Diving World Series 2015 - Kazan (RUS) or Go to events tab

- General
- Contact
- Travel Documents
- Uniform
- Club Affiliation
- Documents

Reg# [redacted]

Accreditation Photo  Choose...    [FINA accreditation photo requirements](#)

Categories: FINA Family, Masters - Athlete

Discipline: Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Personal

Given Name (Exactly as in Passport)

Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results

Preferred Family Name Accreditation, Entries and Results

Title

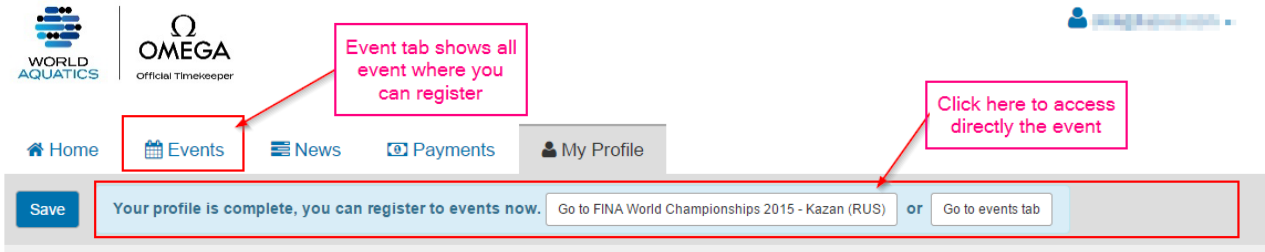
Gender

Date of Birth (DD/MM/YYYY)

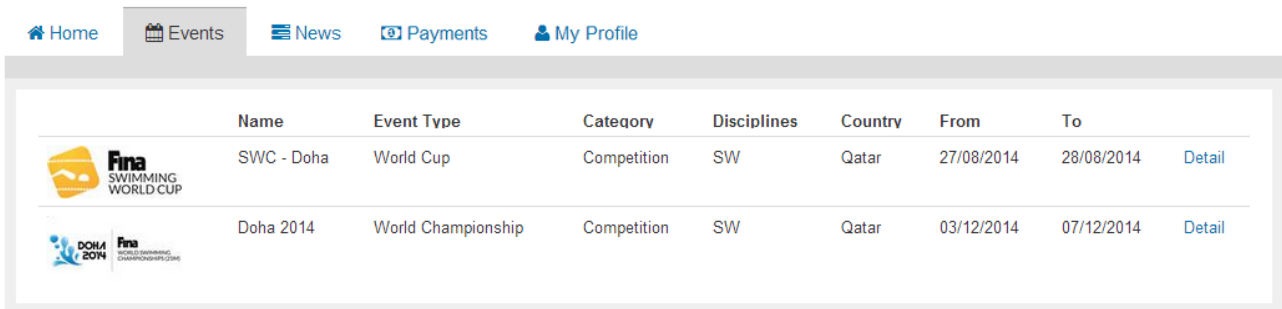
Country of Birth



6 EVENTS

You can go directly to the event registration from your profile:



Or you can access the events in the event tab, as soon as your profile is complete, this new tab “Events” is displayed. There is a list of all events available for registration. Click on [Detail] or the event logo to see more.



| | Name | Event Type | Category | Disciplines | Country | From | To | |
|---|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
|  | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
|  | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

6.1 Terms and conditions

To start the registration, you first have to read and accept the terms and conditions (if you agree of course).

Events / FINA World Masters Championships 2017 - Budapest (HUN)

Back

BUDAPEST 2017
FINA
WORLD MASTERS
CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)
Diving | Open Water Swimming | Swimming | Synchronised Swimming | Water Polo

Registration | Event Info | Disclaimer

You are not yet registered to this event.
You must read and accept the terms and conditions below to proceed

17th FINA World Masters Championships 2017 - Budapest (HUN)
IMPORTANT: THIS IS A LEGAL DOCUMENT, PLEASE READ IN FULL AND UNDERSTAND BEFORE SIGNING.
I understand and accept that my participation in the 17th FINA World Masters Championships 2017 - Budapest (HUN) called hereinafter "the EVENT" is subject to my acceptance of the following terms and conditions:

1. **FINA Rules, Regulations and Procedures:** I agree to be bound by and comply with all FINA Rules^[1], regulations and procedures, as well as their amendments, applicable in connection with the EVENT, including the FINA Code of Ethics and the FINA Code of Conduct. I therefore agree to be submitted to such rules, regulations, and procedures and to the jurisdiction of the bodies, which are in charge of applying them or in respect of any issue arising in connection with my participation in the EVENT.

2. **Use of image, name and likeness:** I understand and accept that FINA and /or the EVENT Organising Committee (or any third party acting on behalf or with the authorisation of such aforementioned parties for the purposes contemplated herein) may (i) film, photograph or

I have read the terms and conditions set forth above, which I fully understand and I agree to be legally bound by them by clicking the "I Accept the Terms and Conditions" checkbox, freely and without any inducements.

[1] FINA Rules are available on the FINA website : <http://www.fina.org>

I accept the Event Terms and conditions

Initials: FIN

Date: 25/01/2017

Proceed to Registration

Tick the box to confirm

Write your initials


Click to proceed with registration


6.2 Registration

You have to complete your registration information:

- Select the disciplines you want to take part in (only disciplines that you have added to your profile will appear here).
- Select your club. (see below detailed explanation).
- Copy the information about your passport. If you have uploaded several passports, choose the one you want to travel with.
- Complete the visa fields with the name of the city where you will apply for a visa and the country.
- Click on Finish registration once everything is completed.

Back
Save
Finish registration
Send your registration E
Cancel registration





FINA World Masters Championships 2017 - Budapest (HUN)

Diving | Open Water Swimming | Swimming | Synchronised Swimming | Water Polo

Registration | **Event Info** | Travel | Accommodation | Disclaimer

Responsible Organization / Club

Masters Club (Masters Club) ▼

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input type="checkbox"/> FINA Family | FINA Operation | FINA Staff |
| <input checked="" type="checkbox"/> Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Open Water Swimming

Swimming


Select Club

Select Club

Travel Document

Copy from person ▼ Changes are not saved to your profile

Default Travel Document



Choose...

Type

Passport ▼

Travel Document Number

Travel Document Nationality

Country of Issue

Issue date (DD/MM/YYYY)

Expiration date (DD/MM/YYYY)

Issuer

Series

Visa

No Visa Required

City where the visa is applied

Country

Complete your visa information

Visa Issue Date (DD/MM/YYYY)

DD/MM/YYYY

Visa No.

Club Search:

To select your club, you have to type at least three letters of your club's name (use key word). A list of clubs will appear and you have to select your club from this list by clicking on it.

(Advice: type key word of your club name. Example: Swimming Club Zaventem, type Zaventem, not swimming or club. It will make it easier to find it).

Disciplines

Swimming

Ams|

Type at least three letters from your club's name

| Code | Country |
|---|--------------------------|
| A M S L FREJUS (AMSL FRÉJUS) | France |
| Academy Masters Swim Team (AMST) | United States of America |
| Afalina Masters Swim Club (AMSC) | Ukraine |
| Aqua Masters Club (AMSC) | Ukraine |
| Ardmore Masters Swim Club (AMSC) | United States of America |
| Auburn Master Swimmers (AMS) | United States of America |
| CAIRNS CLAMS AUSSI MASTERS SWIMMING (QCS) | Australia |
| Central Alabama Master Swimmers (CAMS) | United States of America |

Click on your club's name from the list

Travel Documents

Copy from person

Copy of travel documents

PDF

Choose...

Visa

No Visa Required

If your club is not on the list, you have to click on **NA** button. World Aquatics will then check with the national federation and add your club.

Disciplines

Swimming


Select Club

NA

If your club is not in the list please click NA.

As soon as you click on [Finish Registration], you will be redirected to the payment tab where you have to pay the invoice for your registration fee.

Back
Save
Show pending payment



FINA World Masters Championships 2017 - Budapest (HUN)
Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration
Event Info
Travel
Accommodation
Payments

Back
Pay
Update order

ma1 New

Invoice Date 04/02/2015

Buyer

Email

Name

Bill To Address

Participant Address

Items

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|--------------------------|------------|--------------------|-----------|-----|---------------|
| Athlete Registration Fee | 1 | 60 USD | 60 USD | 0 | 60 USD |
| Total | | | | | 60 USD |

You have to click on the **Pay** button to be directed to the payment website.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

-  **Verified by VISA** Visa
-  **MasterCard SecureCode.** MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

Cancel

Secure payment by

 Certified by VISA / MasterCard

Registration will be submitted only after payment!

There are several statuses for your registration:

Pending: status is pending until you submit your registration

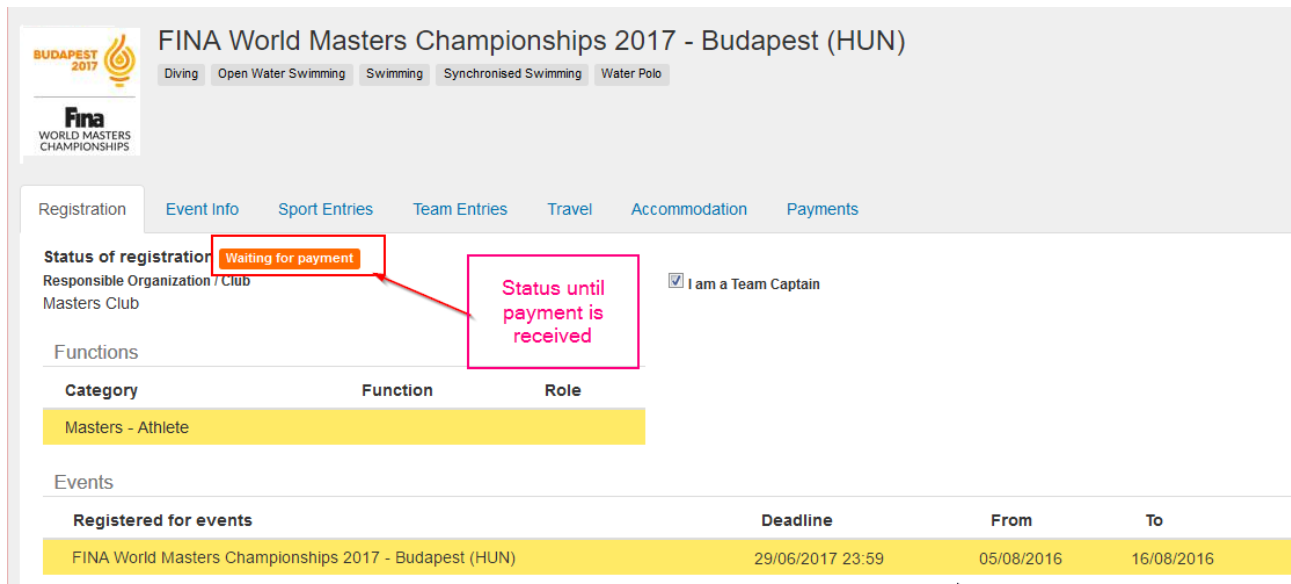
Waiting for payment: status is waiting for payment until you pay the invoice

Submitted: once the fee has been paid, the status goes to submit. It means your registration has been sent to the Organising Committee.

Approved: the submitted registration will be checked by the Organising Committee and approved if everything is in order.

Rejected: your registration has not been approved by the Organising Committee. You will be informed personally of the reason.

Until you have paid your registration will remain with a “waiting for payment” status and you will not be able to register further for the competitions.



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation Payments

Status of registration: **Waiting for payment**

Responsible Organization / Club: Masters Club

Functions:

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events:


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Once your registration fee is paid, you are registered for the World Aquatics Masters Championships.

A new tab appears to allow you to make your sport entries (registration for individual events).


You must make and pay for your sport entries in order to participate as an athlete!

Back
Save



FINA World Masters Championships 2017 - Budapest (HUN)

Diving
Open Water Swimming
Swimming
Synchronised Swimming
Water Polo



Registration
Event Info
Sport Entries
Travel
Accommodation
Payments
Disclaimer

Status of registration Submitted

Responsible Organization / Club: FINA I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Open Water Swimming

✕

If your club is not in the list please click NA.

6.3 Event Info

Event Info tab displays information relevant to the event including Organising Committee contact details.

6.4 Sport Entries for Individual Events

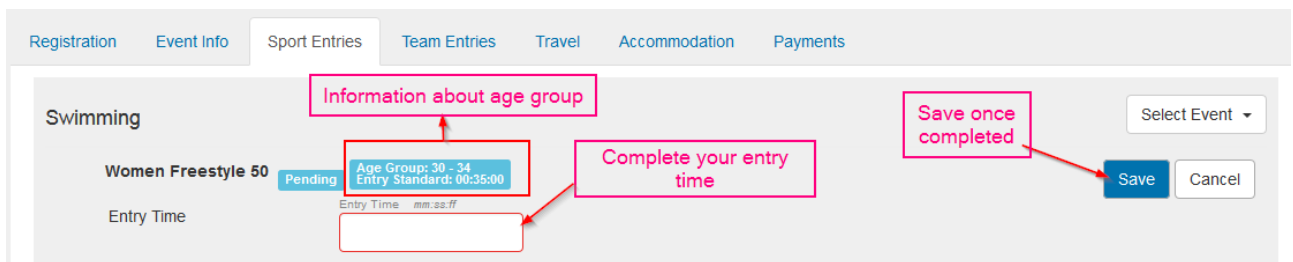
Sport Entries tab allows you to complete your registration for each individual events. There you can add your sport entries (registration for precise event you want to participate) based on registered disciplines. The page is divided by selected disciplines. Each of discipline contains several concrete discipline event.

6.4.1 Sport Entries for Swimming

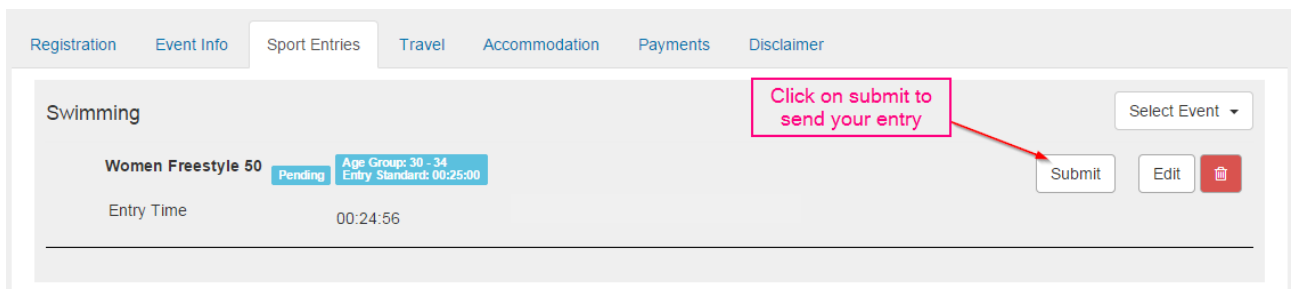
Once in the Sport Entries Tab, you have to select the event you want to register to.



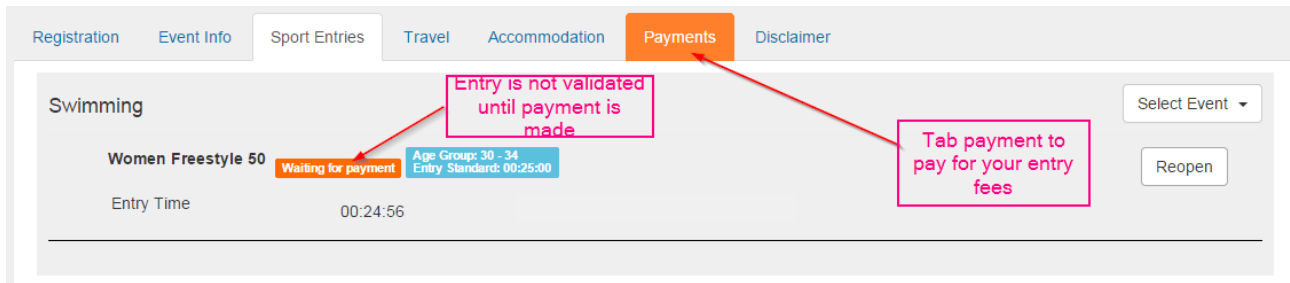
Once you have select an event, you have to complete your entry time, date and place where it was achieved. You will also see your age group and the qualification time for this age group. No entry slower will be accepted.



Once your entry is saved, you can submit it. Only complete and valid sport entries can be submitted.

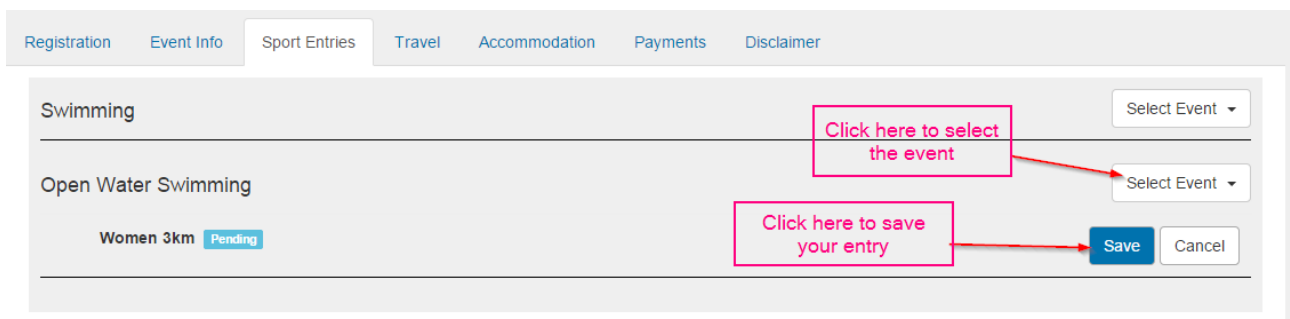


Once your entry has been submitted, an invoice will be created for you to pay the entry fee. Until the entry fee is payment, the status will remain "Waiting for Payment" and the entry will not be considered.

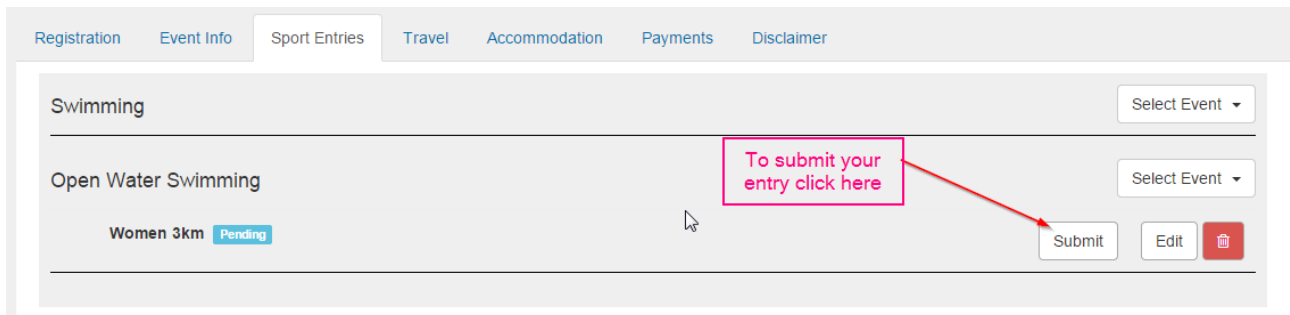


6.4.2 Sport Entries for Open Water Swimming, Diving, Artistic Swimming

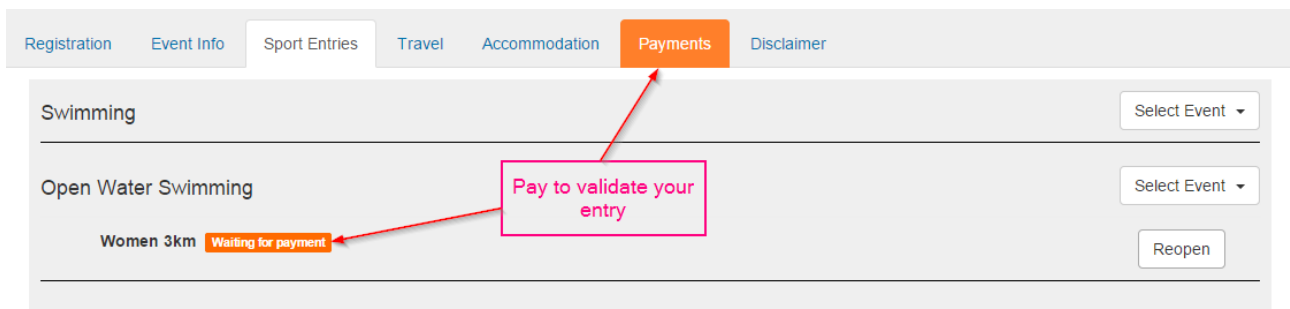
Select the event you want to register to and save your entry.



Once your entry is saved, you can submit it.



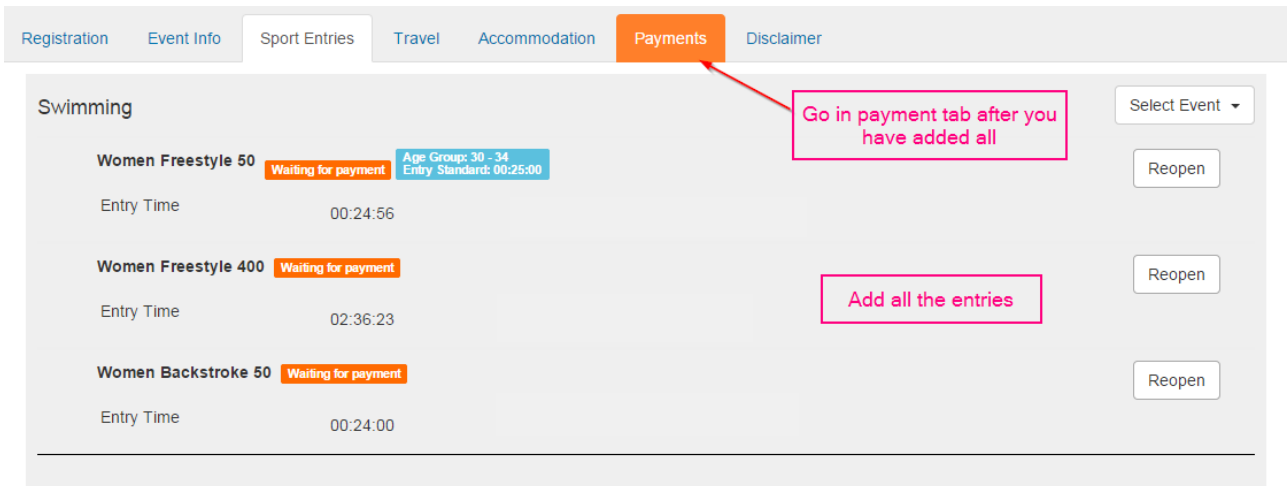
Once your entry has been submitted, an invoice will be created for you to pay the entry fee. Until the entry fee is payment, the status will remain “Waiting for Payment” and the entry will not be considered.



6.4.3 Payment



You don't have to pay after each sport entries you add. If you have several sport entries, you can add all of them and the invoice will be updated with the total amount of fees to be paid.



You will see the total amount you have to pay.



| Order Number | Date | Price | Status | Action |
|--------------|------------|---------|--------|--------|
| | 16/02/2015 | 180 USD | New | Pay |

In detail, you will see the detailed invoice with all the fees.

Registration Event Info Sport Entries Travel Accommodation **Payments** Disclaimer

Back Pay Update order

Invoice Date 16/02/2015

Buyer

Email: [redacted]

Name: [redacted]

Bill To Address: [redacted]

Participant Address: [redacted]

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|-------------------------|------------|--------------------|-----------|--------------|----------------|
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| | | | | Total | 180 USD |

Once entries have been paid, the status will be changed to submitted. It means it has been sent to the Organising Committee.

Registration Event Info Sport Entries Travel Accommodation **Payments** Disclaimer

Swimming

Women Freestyle 50 **Submitted** Age Group: 30 - 34 Entry Standard: 00:25:00

Entry Time: 00:24:59

Open Water Swimming

Women 3km **Submitted**

If no payment are pending, payment tab is not highlighted

Paid entries will have submitted status

Select Event ▼

Reopen

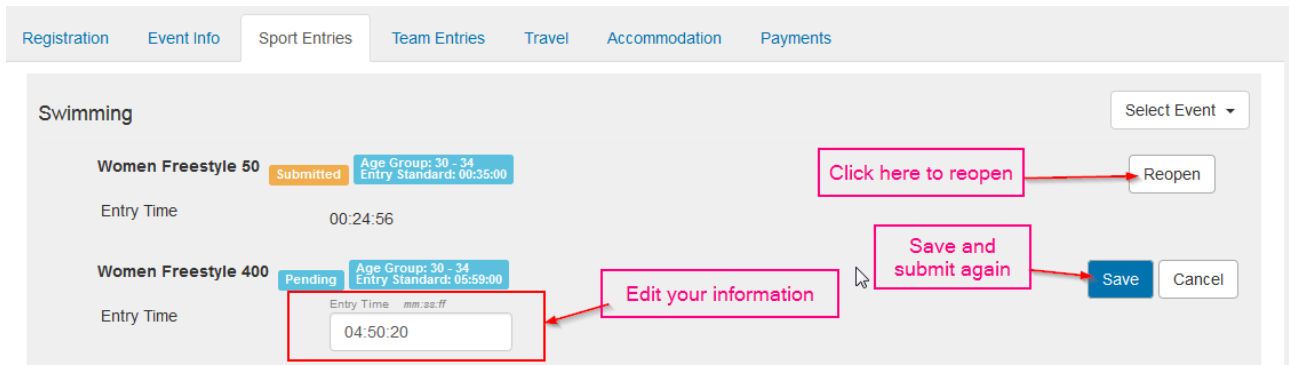
Select Event ▼

Reopen

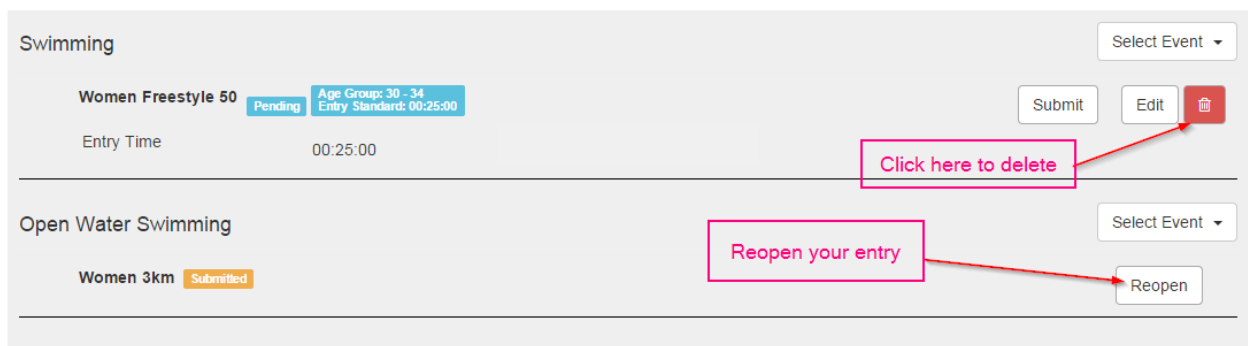
6.4.4 Corrections

You can correct, change or delete your entries any time until the defined deadline, even if it has been submitted.

You just have to click on the **Reopen** button and you will be able to make the changes.



You can also change completely your entries by deleting the previous one and add a new one.




Important: Inside a sport, if you already paid your entry fees, you will be able to delete one entry and add another at its place without having to pay again the fee. Your entry will go directly to submitted status.

6.5 Team Entries (Team Events: relays, duet, team, etc.)


Only a person recognized as a coach or team captain will be able to make Team Entries. If you are a coach, you have to create your account as a Master-Coach. If you are an athlete and a coach or captain of your team, you have to create an account as Masters-Athlete and then click a specific box in the registration stating that you are also a coach/captain. The function of coach/captain gives you access to a specific Tab called Team Entries where you will be able to make your registration for team event.

Back
Save



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming **Swimming** Synchronised Swimming Water Polo



Specific tab for Team Events

Registration
Event Info
Sport Entries
Team Entries
Travel
Accommodation
Payments
Disclaimer

Status of registration Submitted

Responsible Organization
Masters Club

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Diving

Open Water Swimming x

NA

 **As a team coach/captain, you will also be responsible for the payment of the fee to register your team.**

To register your team, you have to go in Team Entries Tab and click “add a team”. Then choose the event you want to register your team to.

Registration
Event Info
Sport Entries
Team Entries
Travel
Accommodation
Payments

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team ▾

Synchronised Swimming Not Available

Open Water Swimming 21st Century Swimming Lessons (United States of America)


Water Polo Newcastle SwimTeam (Great Britain)

Diving Gladstone Gropers Masters Swimming Club (Australia)

Choose your event

- Men Relays Freestyle 4x100
- Men Relays Freestyle 4x200
- Men Relays Freestyle 4x50
- Men Relays Medley 4x100
- Men Relays Medley 4x50
- Mix Relays Freestyle 4x100
- Mix Relays Freestyle 4x50
- Mix Relays Medley 4x100
- Mix Relays Medley 4x50
- Women Relays Freestyle 4x100
- Women Relays Freestyle 4x200
- Women Relays Freestyle 4x50
- Women Relays Medley 4x100
- Women Relays Medley 4x50

Version 1.2

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Page 24

You can add the team members. You can either type the name of the person to select them or click on the button where you will see all team members.



Only people which have completed their registration and paid will appear in the club member list.

Once the team is completed, you have to save it. The age group where the team is registered is automatically calculated.

Once you submit the entry, you have to proceed to the payment to validate it.

Once the payment is done, the team entry is submitted.

Diving Gladstone Gropers Masters Swimming Club (Australia) Add Team ▾

(Men Synchronised 10m) Submitted Team age: 51 Age group: 50 - 99 Reopen Edit 🗑️

.....

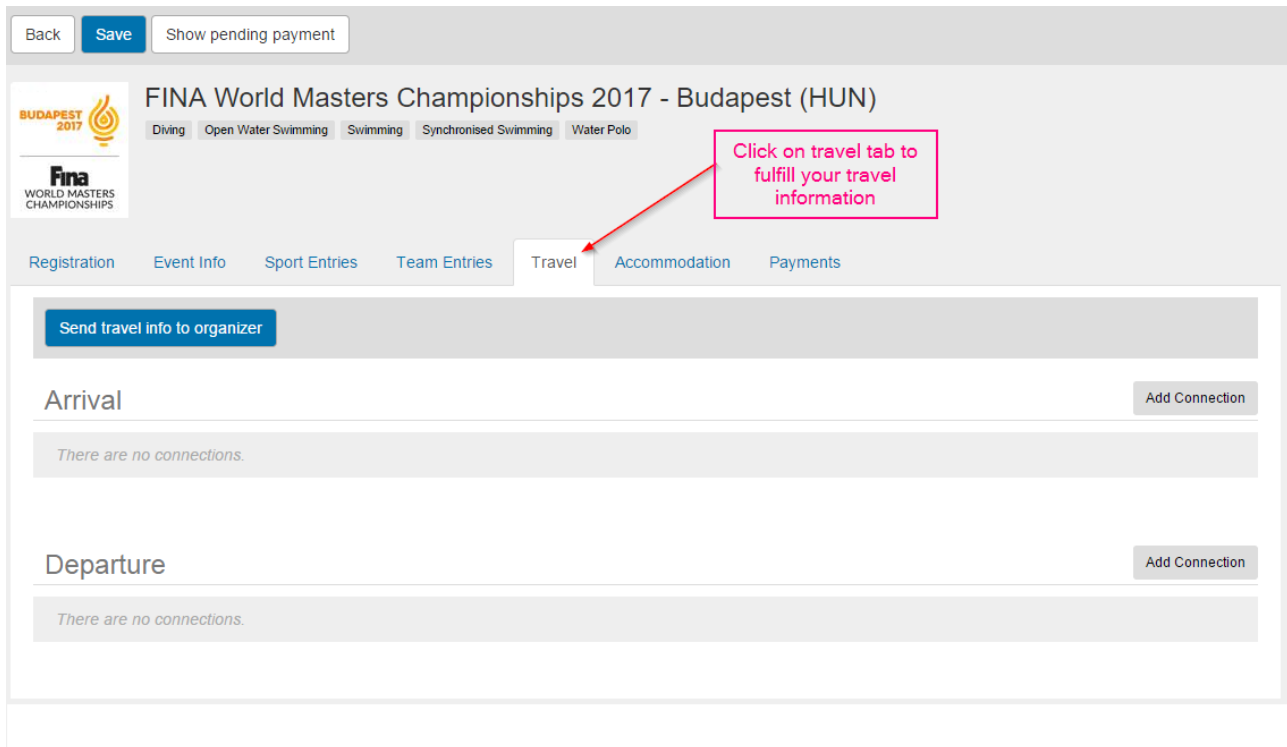
.....

Important note: For diving, the coach/team captain will be able to see the members of its club but also all club's members from his country.

6.6 Travel

Travel information is an important part of the registration process. You have to go on the travel tab to add your travel information.

Important note: travel information may be completed at any time. You don't need to put your travel details the day you register. You can come back and add it later.



Back Save Show pending payment

BUDAPEST 2017

FINA
WORLD MASTERS CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries **Travel** Accommodation Payments

Send travel info to organizer

Arrival Add Connection

There are no connections.

Departure Add Connection

There are no connections.

To add travel information, click on **Add Connection** button. You can add as many connections as you want however, for the organizers the most important part is your arrival to the final destination and your departure because they will use this to organise transportation. Once you fill in travel information click on [Save].

Please have your FINAL ARRIVAL CONNECTION listed as the “Final Arrival” and FIRST DEPARTURE CONNECTION listed as number 1.

Send travel info to organizer
Add a connection

Arrival

| Line Number | From | Date | Time | To | Date | Time | | |
|-------------|---|--------|------------|-------|--------|------------|-------|-------|
| 1 | LX140 Plane | Zurich | 25/07/2015 | 20:50 | Moscow | 25/07/2015 | 22:10 | ↑ ↓ 🗑 |
| 2 | 1355 Train | Moscow | 26/07/2015 | 08:30 | Kazan | 26/07/2015 | 15:30 | ↑ ↓ 🗑 |

Final Arrival

Place of Arrival

< Select >
< Select >
Kazan International Airport
Kazan Railway Station
Kazan Railway Station 2

Comment

Select your place of arrival

Departure

| Line Number | From | Date | Time | To | Date | Time | | |
|-------------|---|---|--|---|---|--|---|-------|
| 1 | <input style="border: 1px solid #ff69b4;" type="text"/> | <input style="border: 1px solid #ff69b4;" type="text"/> | <input style="border: 1px solid #ff69b4;" type="text" value="DD/MM/YYYY"/> | <input style="border: 1px solid #ff69b4;" type="text" value="HH:mm"/> | <input style="border: 1px solid #ff69b4;" type="text"/> | <input style="border: 1px solid #ff69b4;" type="text" value="DD/MM/YYYY"/> | <input style="border: 1px solid #ff69b4;" type="text" value="HH:mm"/> | ↑ ↓ 🗑 |

Place of Departure

< Select >

Comment

6.7 Accommodation

You can find in this tab information about accommodation, but rooms cannot be booked through the GMS. Please follow the links to the official website of the Championships for more information.

Back
Save
Finish registration
Cancel registration

FINA World Masters Championships 2017 - Budapest (HUN)

[Diving](#)
[Open Water Swimming](#)
[Swimming](#)
[Synchronised Swimming](#)
[Water Polo](#)

Registration
Event Info
Travel
Accommodation
Disclaimer

In order to book accommodation for 17th FINA World Masters Championships 2017, please find information on the official website by [CLICKING HERE](#)

General enquires can be made to: masters@fina-budapest2017.com

6.8 Payment

The payment tab is the place where you can see your different invoices and pay it.

Home / FINA World Masters Championships 2015 - Kazan (RUS)

Back Save Show pending payment

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation Payments

| Order Number | Date | Price | Status | Action |
|--------------|------------|--------|--------|------------------|
| ... | 13/02/2015 | 13 USD | New | Pay |
| ... | 13/02/2015 | 60 USD | Paid | Download Invoice |

Annotations:
 - "Invoice already paid" points to the "Paid" status.
 - "Invoice not paid, click here to pay" points to the "Pay" button.
 - A red box highlights the "Paid" status and "Download Invoice" button.

You can download the invoice by clicking on [Download Invoice]. The “pay button” will direct you to the payment page as explained on point 6.2. Follow the instructions on the website to complete the payment.

As soon as the order is paid, the status changes to “Paid”.

Status

Paid Download Invoice

The same tab is also available from the home page of your account. You can see all your orders directly there, without going in the event.

WORLD AQUATICS | OMEGA Official Timekeeper

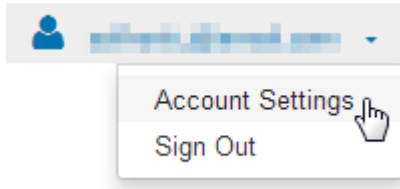
Home Events News **Payments** My Profile

Search...

| Order Code | Event | Price | Invoice Date | Status |
|------------|---|-------|--------------|---------------------------|
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 13 | 13/02/2015 | New Pay |
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 60 | 13/02/2015 | Paid Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Sent Pay Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 120 | 11/02/2015 | Not Paid Pay |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Not Paid Pay |

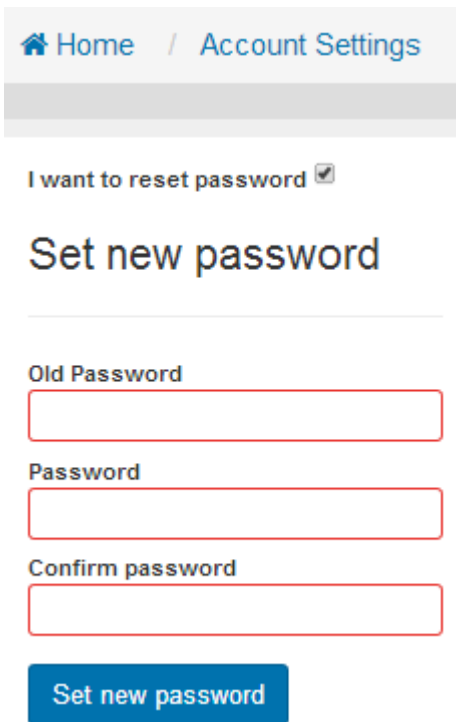
7 ACCOUNT SETTINGS

Click on the user name in the upper right corner to display menu where you can either select account settings or sign out.



7.1 Account Settings

If you want to change your password select the check-box “I want to reset password”. Click on [Set new password].





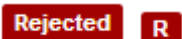




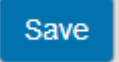
A screenshot of the "Account Settings" page. At the top, there is a breadcrumb trail: "Home / Account Settings". Below this, there is a checkbox labeled "I want to reset password" which is checked. The main heading is "Set new password". Below the heading, there are three input fields: "Old Password", "Password", and "Confirm password". At the bottom of the form, there is a blue button labeled "Set new password".

Click on [Home] to go back to the Home tab.

8 APPENDIX

8.1 Abbreviations and symbols

| Abbreviations | |
|---------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Syntax for buttons, labels, menu items etc. in the applications | |
|---|--|
| Keys, Buttons and labels | [key], [OK], [Result] |
|  | Registration Pending. Further information required |
|  | New request. |
|  | Registration Submitted |
|  | Registration Approved |
|  | Registration Rejected |
|  | Registration Waiting for Payment |
|  | Payment Outstanding |
|  | Payment Made |
|  | Remove button |
|  | Save Button |

Enregistrement Masters

Guide de l'utilisateur

World Aquatics Masters Championships

PROVIDED BY  OMEGA

Version 1.2
Edition janvier 2017

LES INFORMATIONS CONTENUES DANS CE
GUIDE SONT À TITRE INDICATIF.

LES DONNÉES APPARAISSANT SUR LES
CAPTURES D'ÉCRAN ONT UN BUT D'EXEMPLE
ET NE REFLETENT PAS LA REALITÉ DES
DONNÉES DANS L'ENREGISTREMENT RÉEL
TEL QUE NOM DE L'ÉPREUVE, DATES, DÉLAIS
D'ENREGISTREMENT, FRAIS
D'ENREGISTREMENT, ETC.

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SOMMAIRE

| | | |
|----------|--|-----------|
| 1 | COMMENT S'ENREGISTRER ? | 2 |
| 2 | CRÉER UN COMPTE | 3 |
| 3 | LOGIN - IDENTIFICATION | 6 |
| 4 | HOME | 7 |
| 5 | MY PROFILE – MON PROFIL | 8 |
| 6 | EVENTS - ÉVÈNEMENTS | 12 |
| 6.1 | Terms and conditions - Conditions générales | 13 |
| 6.2 | Registration - Enregistrement | 13 |
| 6.3 | Event Info – Informations de l'évènement | 18 |
| 6.4 | Inscription pour les épreuves individuelles | 18 |
| 6.4.1 | Inscriptions aux épreuves individuelles - Natation | 18 |
| 6.4.2 | Inscription aux Epreuves Individuelles - Nage en eau libre, Plongeon, Natation artistique | 20 |
| 6.4.3 | Paie ment | 21 |
| 6.4.4 | Corrections | 22 |
| 6.5 | Inscriptions aux épreuves par équipes (relais, duo, équipe, etc.) | 23 |
| 6.6 | Travel - Voyage | 25 |
| 6.7 | Accommodation - Logement | 26 |
| 6.8 | Payment - Paiement | 27 |
| 7 | ACCOUNT SETTINGS - PARAMÈTRES DU COMPTE | 28 |
| 7.1 | Account Settings – Paramètres | 28 |
| 8 | APPENDIX | 29 |
| 8.1 | Abréviations et symboles | 29 |

1 COMMENT S'ENREGISTRER ?

Pour vous enregistrer pour les Championnats du Monde Masters World Aquatics, vous devez vous rendre sur le portail public du World Aquatics GMS (General Management System) :

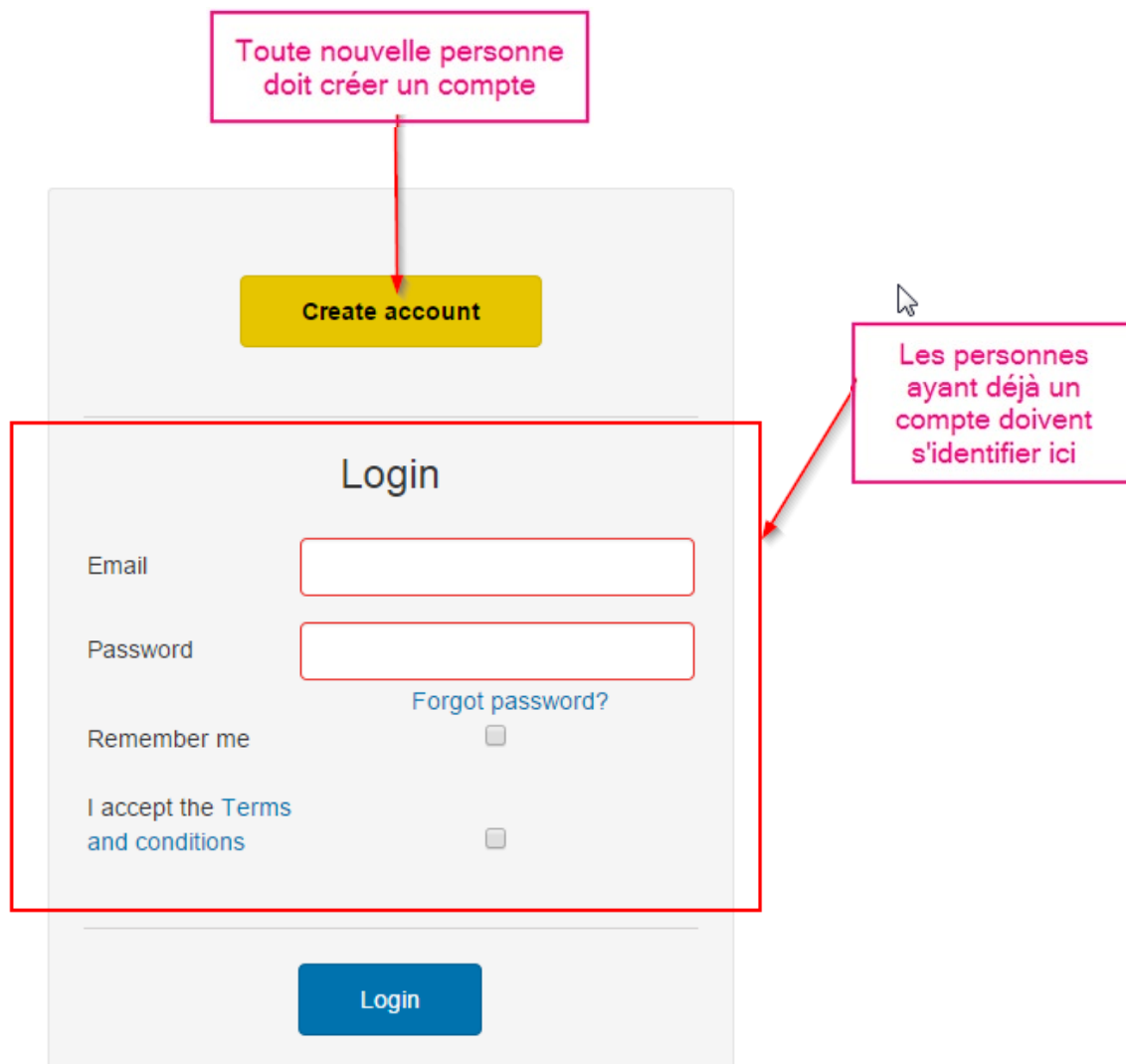
<https://registration.worldaquatics.com>

Le portail public est la partie du système d'enregistrement World Aquatics qui est ouverte au public. Toute personne souhaitant créer un compte pour ensuite s'enregistrer aux événements World Aquatics doit le faire par ce biais.

Le système est optimisé pour la dernière version du navigateur **Google Chrome**.

2 CRÉER UN COMPTE

Si vous n'avez pas encore de compte, vous devez tout d'abord en créer un. Vous devez cliquer sur «Create account» pour commencer la procédure.



The image shows a registration and login form. At the top, there is a yellow button labeled "Create account". Below it is a "Login" section with input fields for "Email" and "Password", a "Forgot password?" link, and checkboxes for "Remember me" and "I accept the Terms and conditions". A blue "Login" button is at the bottom. Annotations in pink boxes with arrows point to the "Create account" button and the "Login" section.

Toute nouvelle personne doit créer un compte

Les personnes ayant déjà un compte doivent s'identifier ici

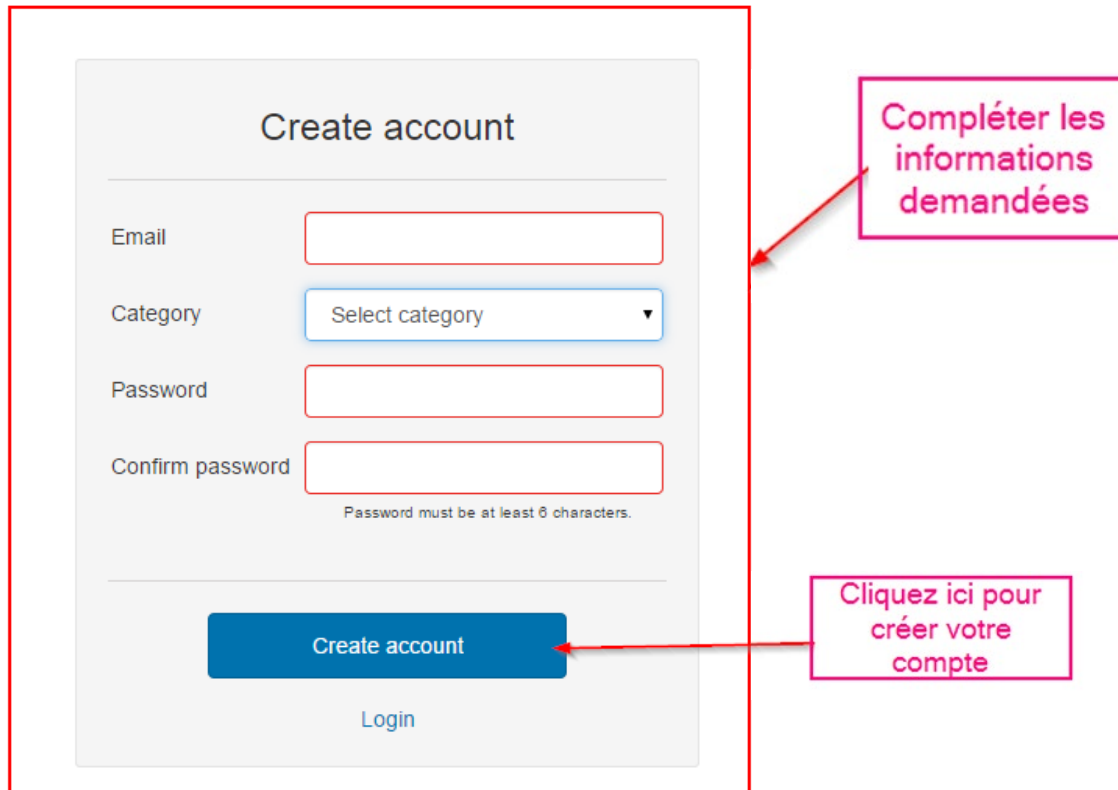
Vous devez ensuite compléter les informations demandées. Votre adresse email servira de nom d'utilisateur pour le futur et sera utilisée pour toutes les communications.

Pour la catégorie, vous avez le choix entre :

- Masters Athlete = Athlète Masters (si vous participez aux compétitions)
- Masters Coach = Coach/Entraîneur Masters (si vous êtes un coach et ne participez pas à la compétition en tant qu'athlète)
- Masters Accompanying person = Accompagnant Masters (si vous êtes de la famille, un ami, etc.)

Choisissez la catégorie qui correspond à votre rôle pendant l'évènement.

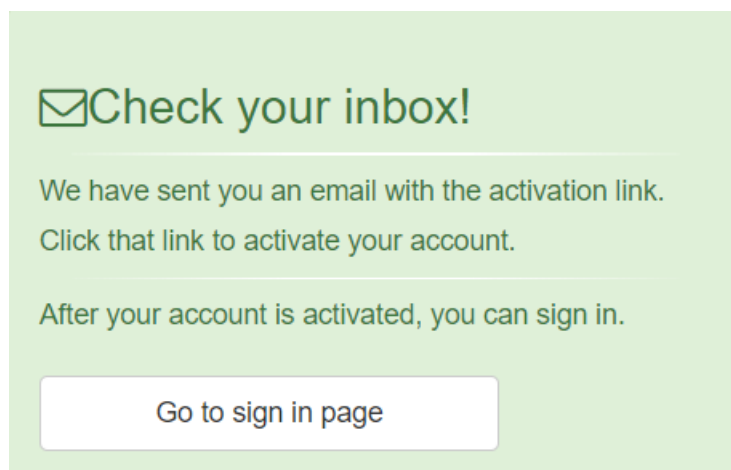
(Cas particulier : si vous êtes à la fois athlète et coach, vous DEVEZ vous enregistrer en tant qu'athlète).



The image shows a 'Create account' form with the following fields: Email, Category (dropdown menu with 'Select category'), Password, and Confirm password. A note below the password field states 'Password must be at least 6 characters.' At the bottom of the form is a blue 'Create account' button and a 'Login' link. Two red arrows point from pink text boxes to the form: one points to the input fields with the text 'Compléter les informations demandées', and the other points to the 'Create account' button with the text 'Cliquez ici pour créer votre compte'.

Une fois les informations complétées, vous pouvez cliquer sur « Create account » pour créer votre compte personnel.

Un email avec un lien de confirmation vous est envoyé immédiatement.



Ouvrez votre boîte mail et cliquez sur le lien pour confirmer votre demande de création de compte.

[World Aquatics Portal] Please confirm account activation



gms@worldaquatics.com (gms@worldaquatics.com)



Thank you for creating an account in the World Aquatics GMS Portal.

To activate your personal account, please click on the link below or copy it into your browser.

<https://registration.fina.org/account/confirm/2b1df7f5759e4527bda621ade20001e4>

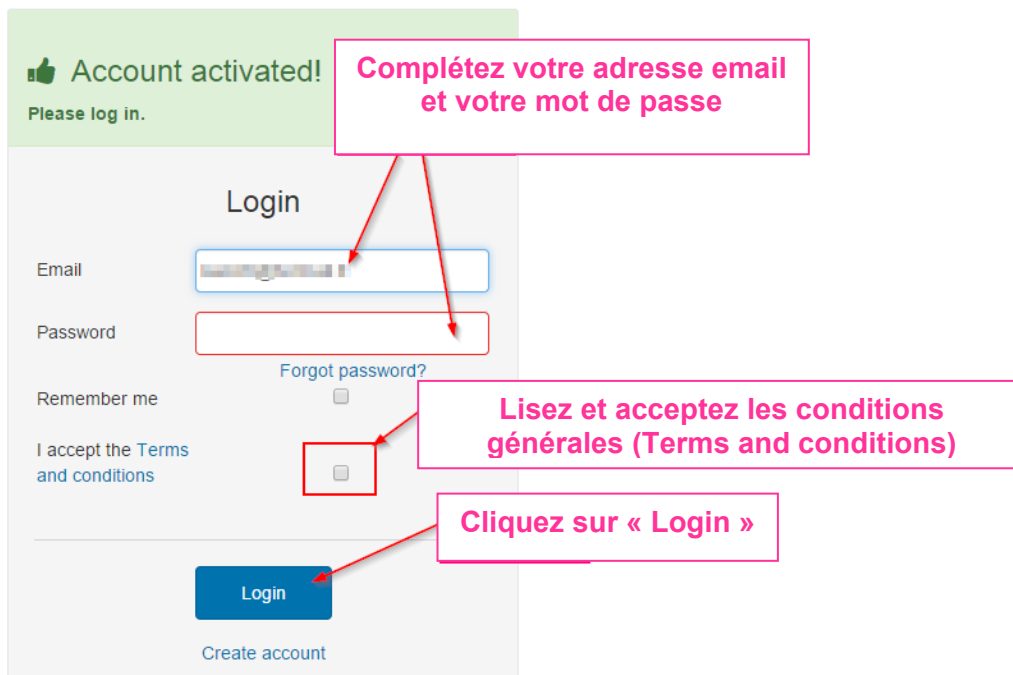
Cliquez ici pour activer votre compte

Best regards

GMS Support Team |

Should you require any assistance, please contact gms@worldaquatics.com

Dès que votre compte est activé, vous pouvez y accéder en vous identifiant.



Account activated!
Please log in.

Login

Email

Password

[Forgot password?](#)

Remember me

I accept the [Terms and conditions](#)

Login

[Create account](#)

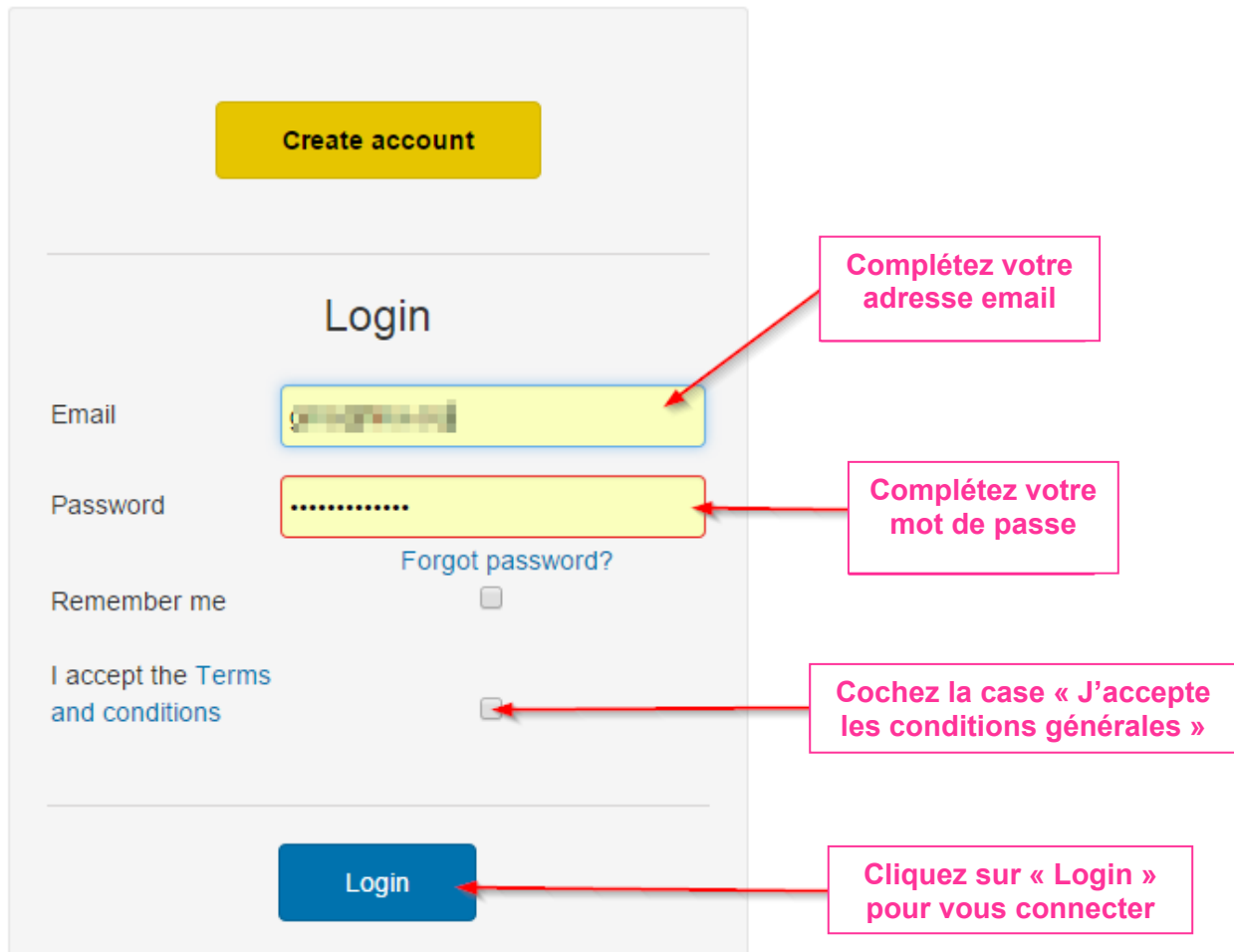
Complétez votre adresse email et votre mot de passe

Lisez et acceptez les conditions générales (Terms and conditions)

Cliquez sur « Login »

3 LOGIN - IDENTIFICATION

Le processus d'identification est simple et rapide. Vous devez entrer votre adresse email et votre mot de passe, puis accepter les conditions générales (Terms and conditions), et enfin cliquer sur « Login ». Vous trouverez les conditions générales au bas de chaque page dans le système ou en cliquant sur « [Terms and conditions](#) ».



The image shows a login form with the following elements and annotations:

- Create account**: A yellow button at the top.
- Login**: The title of the section.
- Email**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Complétez votre adresse email".
- Password**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Complétez votre mot de passe".
- Forgot password?**: A blue link below the password field.
- Remember me**: A checkbox with a label.
- I accept the Terms and conditions**: A checkbox with a label and a red arrow pointing to it from the annotation "Cochez la case « J'accepte les conditions générales »".
- Login**: A blue button at the bottom with a red arrow pointing to it from the annotation "Cliquez sur « Login » pour vous connecter".

Si vous avez oublié votre mot de passe, veuillez cliquer sur « Forgot password? ». Vous recevrez un lien par email pour réinitialiser votre mot de passe.

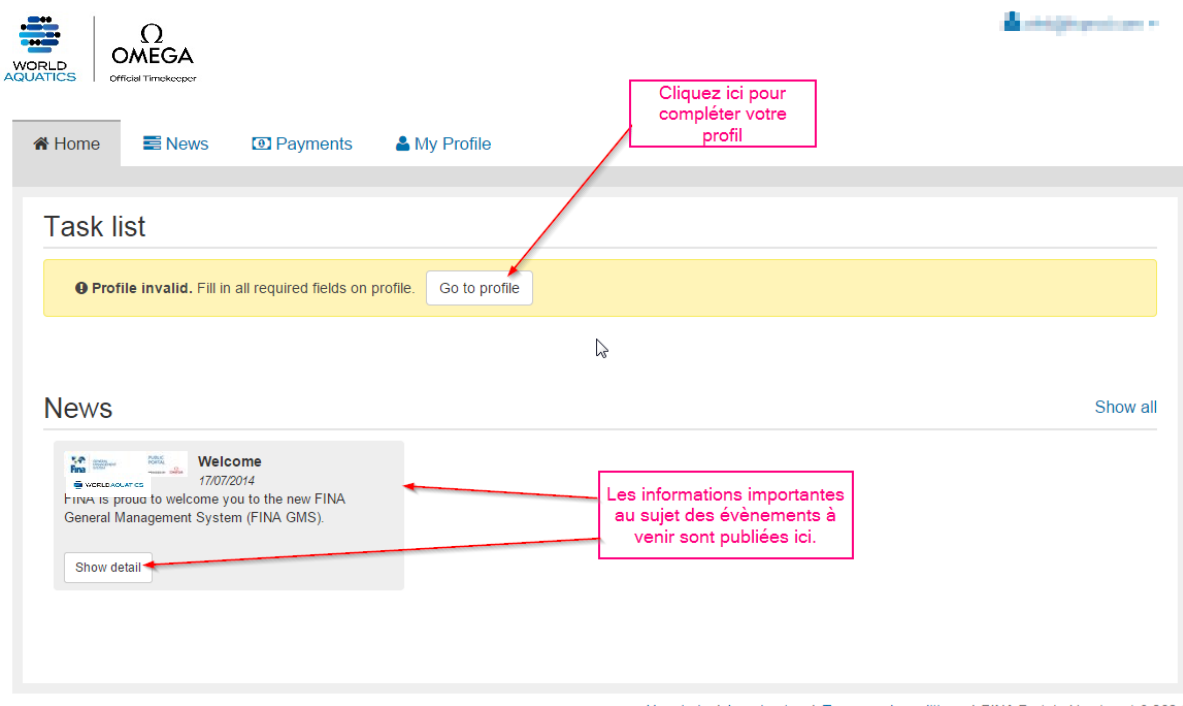
4 HOME

L'application est divisée en onglets.



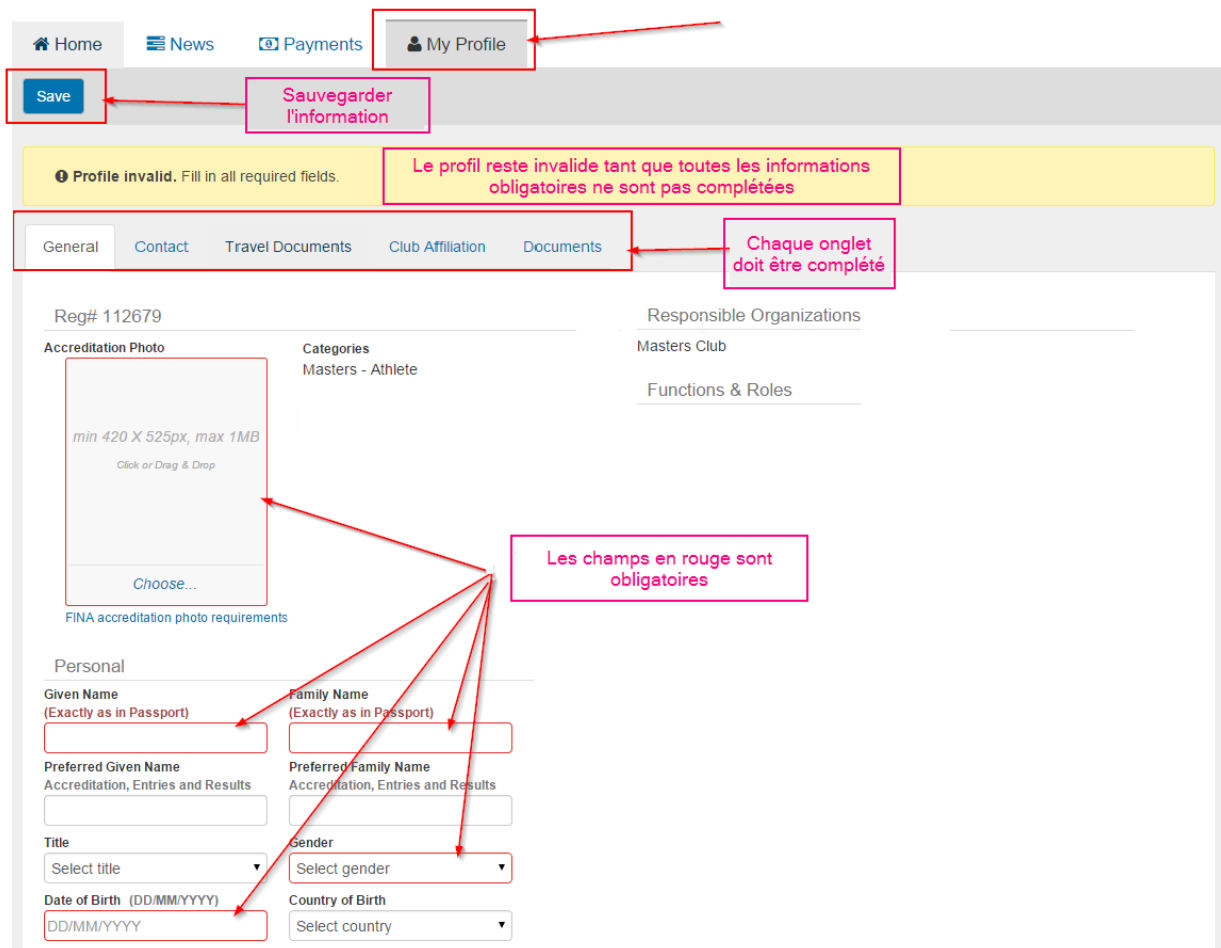
Lors de votre première visite, vous accédez à l'onglet **Home**. Il s'agit de l'endroit où toute communication importante sera affichée dans la partie « News ». Vous pouvez voir l'information en détail en cliquant sur « Show detail ». Toutes les informations sont également disponibles sous l'onglet **News**.

Pour commencer, vous devez compléter votre profil en cliquant sur « Go to profile ».



5 MY PROFILE – MON PROFIL

Vous devez compléter tous les champs. Les champs obligatoires sont de couleur rouge.



Home News Payments **My Profile**

Save Sauvegarder l'information

Profile invalid. Fill in all required fields. Le profil reste invalide tant que toutes les informations obligatoires ne sont pas complétées

General **Contact** Travel Documents Club Affiliation Documents Chaque onglet doit être complété

Reg# 112679 Responsible Organizations
Masters Club

Categories
Masters - Athlete

Functions & Roles

Accreditation Photo
min 420 X 525px, max 1MB
Click or Drag & Drop
Choose...
FINA accreditation photo requirements

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

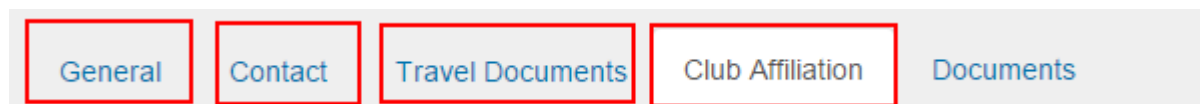
Title Select title Gender Select gender

Date of Birth (DD/MM/YYYY) DD/MM/YYYY Country of Birth Select country

Les champs en rouge sont obligatoires

Une fois les informations complétées, cliquez sur « Save ».

Vous devez compléter chaque onglet :



General **Contact** Travel Documents Club Affiliation Documents

L'onglet **Documents** est l'endroit où vous trouvez les documents que vous avez importé (copie du passeport, photo, etc.). Il n'y a rien à compléter ici.

Ajoutez vos coordonnées dans l'onglet **Contact**.

General
Contact
Travel Documents
Club Affiliation
Documents

Street

House Number

Name of Place

City

Zip Code / Postal Code

Region / State / Province

Country

Switzerland
▼

Cell Phone


Dans l'onglet **Travel Documents**, vous pouvez ajouter autant de documents que vous souhaitez en cliquant sur « Add Travel Document ». Vous devez sauvegarder la/les copie(s) de votre passeport. N'oubliez pas d'enregistrer en cliquant sur « Save ».

Save

General
Contact
Travel Documents
Media
Documents

Add Travel Document

Travel Document Copy



Choose...

Type

Passport
▼

Name

Document Number

Document Nationality

▼

Country of Issue

▼

Issue Date (DD/MM/YYYY)

📅

Expiration Date (DD/MM/YYYY)

📅

Issuer

Series

Travel Document Copy

Image or PDF allowed, max 2MB

Click or Drag & Drop

Choose...

Type

▼

Name

Document Number

Document Nationality

Select country
▼

Country of Issue

Select country
▼

Issue Date (DD/MM/YYYY)

DD/MM/YYYY
📅

Expiration Date (DD/MM/YYYY)

DD/MM/YYYY
📅

Issuer

Series

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Page 9

Ajoutez votre Carte d'affiliation/Licence Masters dans l'onglet **Club Affiliation** (tout document prouvant votre appartenance à un club Masters).

General
Contact
Travel Documents
Club Affiliation
Documents

Individual entries shall only be accepted from persons representing clubs [...] FINA MGR3

Masters Licence

Image or PDF allowed
Click or Drag & Drop

Choose...

CardNumber



Si certains champs ou onglets n'ont pas été complétés correctement, votre profil restera invalide et vous ne pourrez pas continuer l'enregistrement.

Home
Events
News
Payments
My Profile

Save

Profile is invalid and can not be saved.

Le profil reste invalide tant que les champs en rouge n'ont pas été complétés

General
Contact
Travel Documents
Club Affiliation
Documents

Reg# 104793

Accreditation Photo

min 420 X 525px, max 1MB
Click or Drag & Drop

Choose...

FINA accreditation photo requirements

Categories
Masters - Athlete

Discipline

Responsible Organizations
Masters Club

Functions & Roles

Personal

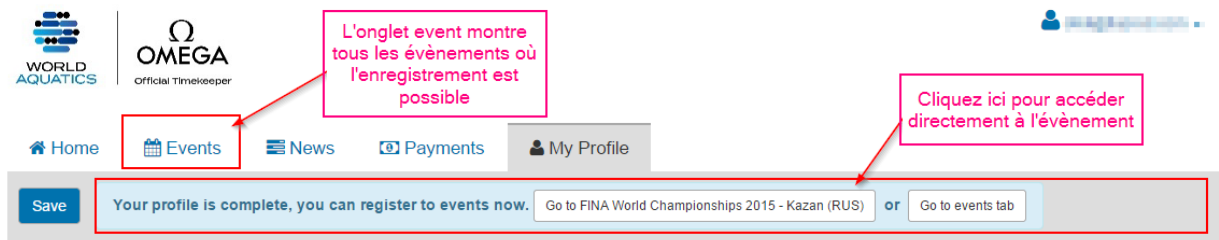
| | |
|---|--|
| <p>Given Name <small>(Exactly as in Passport)</small></p> <input style="width: 90%;" type="text" value="Ophélie"/> | <p>Family Name <small>(Exactly as in Passport)</small></p> <input style="width: 90%;" type="text" value="KLAIS"/> |
| <p>Preferred Given Name <small>Accreditation, Entries and Results</small></p> <input style="width: 90%;" type="text"/> | <p>Preferred Family Name <small>Accreditation, Entries and Results</small></p> <input style="width: 90%;" type="text"/> |
| <p>Title</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="button" value="Select title"/> </div> | <p>Gender</p> <div style="border: 1px solid red; padding: 2px;"> <input type="button" value="Select gender"/> </div> |
| <p>Date of Birth (DD/MM/YYYY)</p> <input style="width: 90%;" type="text" value="20/11/1983"/> | <p>Country of Birth</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="button" value="France"/> </div> |

Quand votre profil est complet, vous êtes prêt pour vous enregistrer !

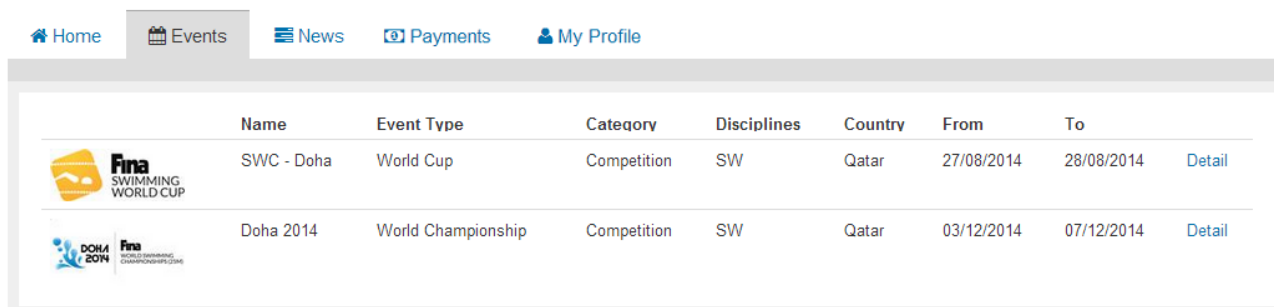
The screenshot shows the user's registration profile page. At the top left are the logos for WORLD AQUATICS and OMEGA Official Timekeeper. A navigation bar includes Home, Events, News, Payments, and My Profile. A red box highlights the 'Events' tab with the annotation: "Nouvel onglet pour s'enregistrer aux événements". A message bar at the top states: "Your profile is complete, you can register to events now. Go to FINANVC Diving World Series 2015 - Kazan (RUS) or Go to events tab". A red arrow points to this message with the annotation: "Message informant l'utilisateur de la possibilité de s'enregistrer". The profile details include: Reg# 104793, Accreditation Photo (with a 'Choose...' button and 'FINA accreditation photo requirements'), Categories (FINA Family, Masters - Athlete), Discipline (Diving, Open Water Swimming, Swimming, Synchronised Swimming, Water Polo), and Personal information (Given Name, Family Name, Preferred Given Name, Preferred Family Name, Title, Gender, Date of Birth, Country of Birth).



6 EVENTS - ÉVÈNEMENTS

Vous pouvez accéder directement aux évènements depuis votre profil :



Vous pouvez également accéder aux évènements depuis l'onglet **Events** qui est accessible dès que votre profil est complet. Vous y trouverez la liste des évènements où vous pouvez vous enregistrer. Cliquez sur « Detail » ou sur le logo de l'évènement pour poursuivre.



| | Name | Event Type | Category | Disciplines | Country | From | To | |
|---|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
|  | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
|  | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

6.1 Terms and conditions - Conditions générales

Pour commencer l'enregistrement, vous devez tout d'abord lire et accepter les conditions générales (si vous êtes d'accord bien sûr).

Events / FINA World Masters Championships 2017 - Budapest (HUN)

Back

BUDAPEST 2017
FINA WORLD MASTERS CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)
Diving | Open Water Swimming | Swimming | Synchronised Swimming | Water Polo

Registration | Event Info | Disclaimer

You are not yet registered to this event.
You must read and accept the terms and conditions below to proceed

17th FINA World Masters Championships 2017 - Budapest (HUN)
IMPORTANT: THIS IS A LEGAL DOCUMENT, PLEASE READ IN FULL AND UNDERSTAND BEFORE SIGNING.
I understand and accept that my participation in the 17th FINA World Masters Championships 2017 - Budapest (HUN) called hereinafter "the EVENT" is subject to my acceptance of the following terms and conditions:

1. **FINA Rules, Regulations and Procedures:** I agree to be bound by and comply with all FINA Rules^[1], regulations and procedures, as well as their amendments, applicable in connection with the EVENT, including the FINA Code of Ethics and the FINA Code of Conduct. I therefore agree to be submitted to such rules, regulations, and procedures and to the jurisdiction of the bodies, which are in charge of applying them or in respect of any issue arising in connection with my participation in the EVENT.

2. **Use of image, name and likeness:** I understand and accept that FINA and /or the EVENT Organising Committee (or any third party acting on behalf or with the authorisation of such aforementioned parties for the purposes contemplated herein) may (i) film, photograph or

I have read the terms and conditions set forth above, which I fully understand and I agree to be legally bound by them by clicking the "I Accept the Terms and Conditions" checkbox, freely and without any inducements.

[1] FINA Rules are available on the FINA website: <http://www.fina.org>

I Accept the Event Terms and conditions

Initials: FIN

Date: 25/01/2017

Proceed to Registration


Clicker annotations: Cliquez pour confirmer, ECRIVEZ VOS INITIALES, Cliquez pour continuer l'enregistrement

6.2 Registration - Enregistrement

Vous devez compléter les informations de votre enregistrement :


- Sélectionnez les disciplines auxquelles vous participez (seules les disciplines que vous avez ajouté à votre profil apparaissent ici).
- Sélectionnez votre club (voir ci-dessous l'explication détaillée).
- Copiez l'information relative à votre passeport. Si vous avez importé plusieurs passeports dans votre profil, choisissez celui que vous utiliserez pour vous rendre à l'évènement.
- Complétez les champs relatifs au visa, vous devez indiquer la ville où vous ferez la demande de visa ainsi que le pays.
- Cliquez sur « Finish registration » une fois que vous avez tout complété.

Back
Save
Finish registration
Envoyer votre enregistrement
E
Cancel registration



FINA World Masters Championships 2017 - Budapest (HUN)

Diving
Open Water Swimming
Swimming
Synchronised Swimming
Water Polo



Registration
Event Info
Travel
Accommodation
Disclaimer

Responsible Organization / Club
 Masters Club (Masters Club)

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input type="checkbox"/> FINA Family | FINA Operation | FINA Staff |
| <input checked="" type="checkbox"/> Masters - Athlete | | |

Events


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

| | |
|---|-------------|
| <input checked="" type="checkbox"/> Open Water Swimming | Select Club |
| <input checked="" type="checkbox"/> Swimming | Select Club |

Travel Document

Copy from person Changes are not saved to your profile



PDF

Default Travel Document

Choose...

Type: Passport

Travel Document Number: [input]

Travel Document Nationality: [input]

Country of Issue: [input]

Issue date (DD/MM/YYYY): [input]

Expiration date (DD/MM/YYYY): [input]

Issuer: [input]

Series: [input]

Visa

No Visa Required

City where the visa is applied: [input]

Country: [input]

Visa Issue Date (DD/MM/YYYY): [input]

Visa No.: [input]

Copiez votre passeport

Choisissez vos disciplines

Tapez le nom de votre club et sélectionnez-le dans la liste


Complétez les informations pour votre visa

Rechercher votre club :

Pour chercher votre club, vous devez taper au moins trois lettres du nom de votre club (utilisez un mot clé). Une liste de club va apparaître et vous n'aurez qu'à sélectionner votre club dans la liste en cliquant sur le nom.

(Conseil : tapez un mot de clé de votre nom de club. Par exemple : Swimming Club Zaventem, tapez Zaventem, pas swimming ou club. Cela facilitera la recherche).

Version 1.2

PROVIDED BY  OMEGA

Page 14

Disciplines

Swimming

Ams|

Code **Country**

| | |
|---|--------------------------|
| A M S L FREJUS (AMSL FRÉJUS) | France |
| Academy Masters Swim Team (AMST) | United States of America |
| Afalina Masters Swim Club (AMSC) | Ukraine |
| Aqua Masters Club (AMSC) | Ukraine |
| Ardmore Masters Swim Club (AMSC) | United States of America |
| Auburn Master Swimmers (AMS) | United States of America |
| CAIRNS CLAMS AUSSI MASTERS SWIMMING (QCS) | Australia |
| Central Alabama Master Swimmers (CAMS) | United States of America |

Travel Document

Copy from person

Copy of travel document

PDF

Choose...

Visa

No Visa Required

Tapez au moins trois lettres du nom de votre club

Cliquez sur le nom de votre club dans la liste

Si vous ne trouvez pas votre club, cliquez sur le bouton **NA**. World Aquatics vérifiera auprès de votre fédération nationale et ajoutera votre club.

Disciplines

Swimming


Select Club

NA

If your club is not in the list please click NA.

Dès que vous cliquez sur « Finish Registration », vous serez redirigé vers la page des paiements où vous devez payer votre facture pour vos frais d'enregistrement.

Back
Save
Show pending payment



Diving
Open Water Swimming
Swimming
Synchronised Swimming
Water Polo

ma1
New

Invoice Date 04/02/2015

Buyer

Email

Name

Bill To Address

Participant Address

Items

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|--------------------------|------------|--------------------|-----------|--------------|---------------|
| Athlete Registration Fee | 1 | 60 USD | 60 USD | 0 | 60 USD |
| | | | | Total | 60 USD |

Vous devez cliquer sur le bouton « Pay » et vous serez redirigé vers le site de paiement.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

- 

Verified by
VISA

Visa
- 

MasterCard.
SecureCode.

MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

Cancel

Secure payment by

datatrans

Certified by VISA / MasterCard

Votre enregistrement ne sera pris en compte qu'après votre paiement!

Votre enregistrement passera par différents statuts :

Pending : le statut est « pending » (en attente) jusqu'à ce que vous ayez soumis votre enregistrement.

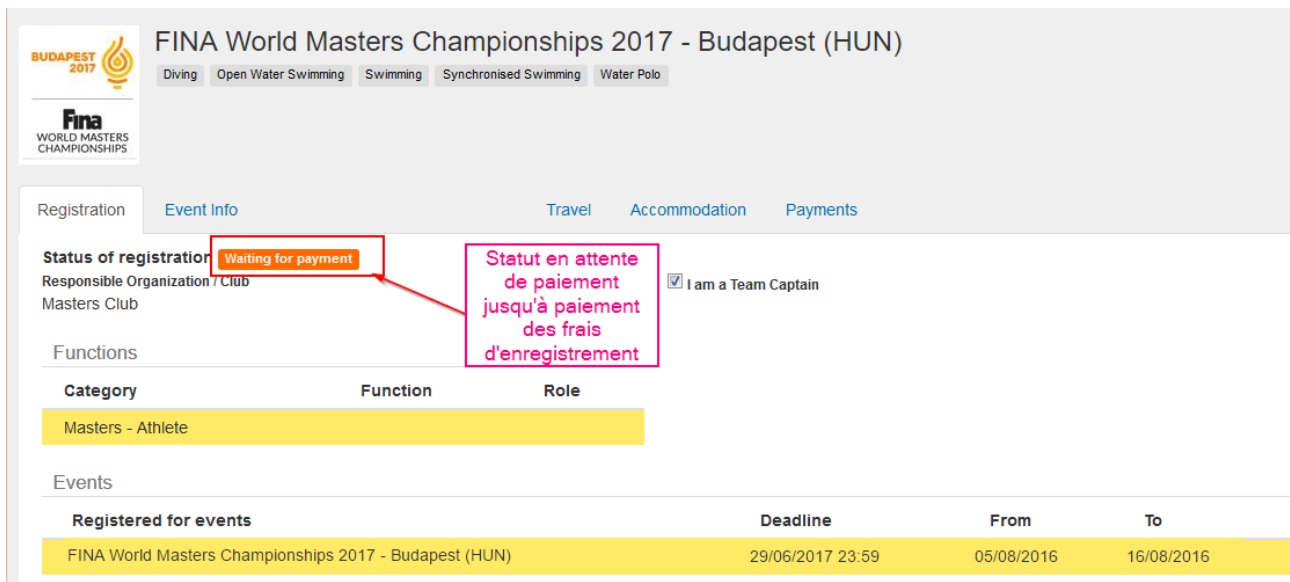
Waiting for payment : le statut est « waiting for payment » (en attente de paiement) jusqu'à ce que vous ayez payé la facture.

Submitted : une fois les frais payés, le statut passe à « submitted » (soumis). Cela signifie que votre enregistrement a été envoyé au Comité d'Organisation.

Approved : l'enregistrement une fois soumis sera vérifié par le Comité d'Organisation et approuvé si tout est en ordre.

Rejected : votre enregistrement n'a pas été approuvé par le Comité d'Organisation. Vous serez informé personnellement de la raison.

Tant que vous n'avez pas payé vos frais d'enregistrement, votre statut restera en « attente de paiement » et vous ne serez pas en mesure de continuer le processus et de vous inscrire pour les compétitions.



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration **Event Info** Travel Accommodation Payments

Status of registration Waiting for payment

Responsible Organization / Club Masters Club I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Une fois vos frais d'enregistrement payés, vous êtes enregistré pour les Championnats du Monde Masters World Aquatics.

Votre statut change pour devenir « submitted » et un nouvel onglet appelé « Sport Entries » apparaît pour vous permettre de vous inscrire aux épreuves auxquelles vous souhaitez participer.


Vous devez faire et payer vos sport entries pour pouvoir participer en tant qu'athlète !

Back
Save



FINA World Masters Championships 2017 - Budapest (HUN)

Diving
Open Water Swimming
Swimming
Synchronised Swimming
Water Polo



Un nouvel onglet apparait pour l'enregistrement individuel

Registration
Event Info
Sport Entries
Travel
Accommodation
Payments
Disclaimer

Status of registration Submitted

Responsible Organization / Club
FINA

I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Open Water Swimming

x

If your club is not in the list please click IIA.

Un fois les frais payés, le statut est submitted

6.3 Event Info – Informations de l'évènement

L'onglet **Event Info** vous communique des informations utiles au sujet de l'évènement telles que les coordonnées du Comité d'Organisation.

6.4 Inscription pour les épreuves individuelles

L'onglet **Sport Entries** vous permet de compléter vos inscriptions pour les épreuves individuelles. C'est l'endroit où vous devez préciser à quelles épreuves vous souhaitez participer (basé sur les disciplines sélectionnées au préalable).

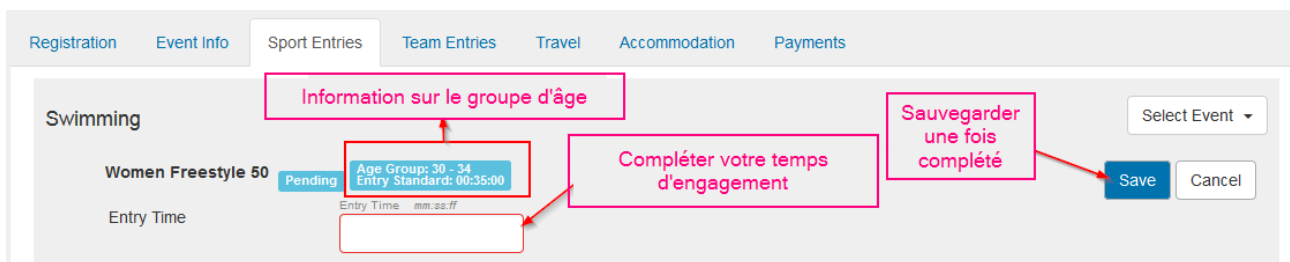
Chaque discipline contient les épreuves disponibles pour inscription.

6.4.1 Inscriptions aux épreuves individuelles - Natation

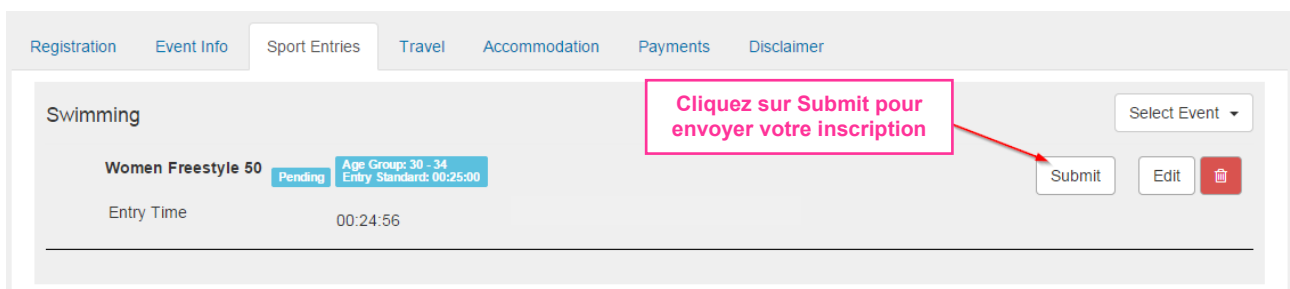
Une fois que vous vous trouvez dans l'onglet **Sport Entries**, choisissez l'épreuve à laquelle vous souhaitez participer.



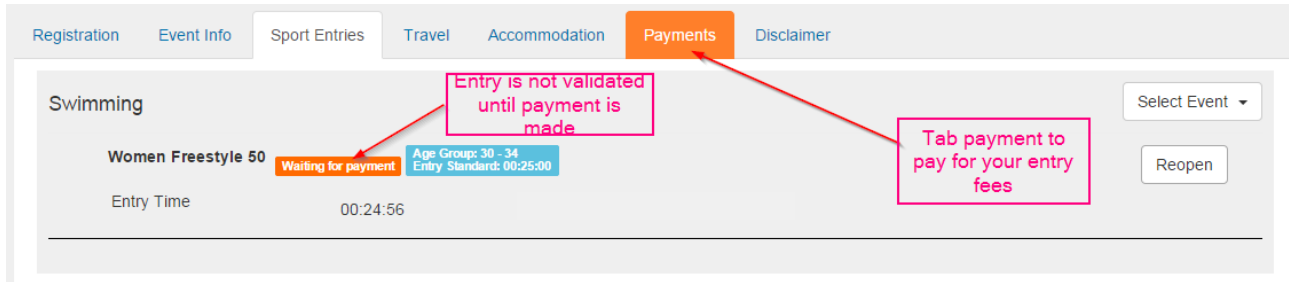
Lorsque vous aurez sélectionné l'épreuve, complétez votre temps d'engagement. Vous verrez votre groupe d'âge et le temps de qualification pour ce groupe d'âge. Aucun temps d'engagement plus lent ne sera accepté.



Une fois votre épreuve sauvegardée, vous pouvez la soumettre en cliquant sur « Submit ». Seules les inscriptions valides et complètes peuvent être soumises.

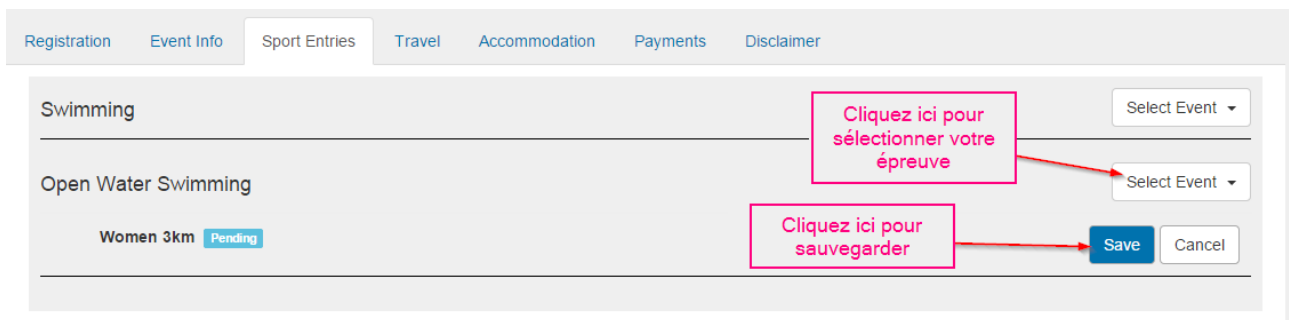


Lorsque votre inscription est envoyée, une facture sera créée pour vous permettre de payer les frais d'inscription à l'épreuve. Tant que ce paiement n'aura pas été fait, le statut de l'inscription restera « Waiting for payment » (en attente de paiement) et celle-ci ne sera pas considérée.

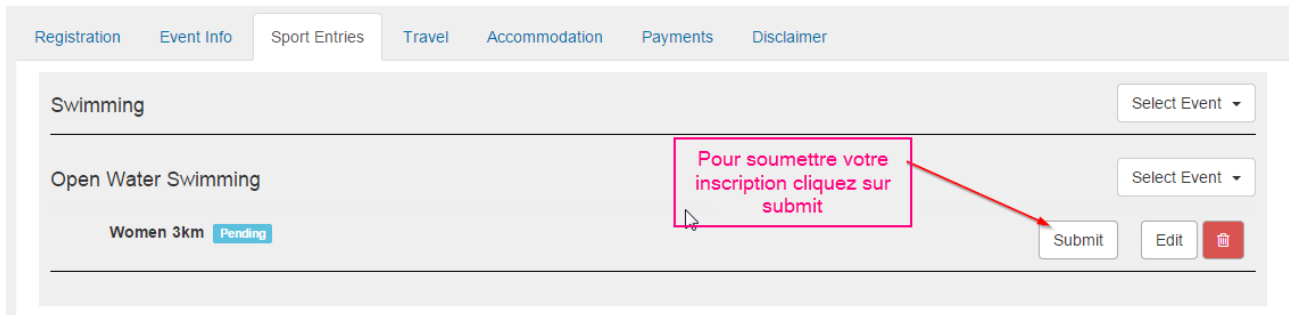


6.4.2 Inscription aux Epreuves Individuelles - Nage en eau libre, Plongeon, Natation artistique

Sélectionnez l'épreuve à laquelle vous souhaitez vous enregistrer et sauvegardez votre inscription.



Une fois votre épreuve sauvegardée, vous pouvez la soumettre.




Lorsque votre inscription est envoyée, une facture sera créée pour vous permettre de payer les frais d'inscription à l'épreuve. Tant que ce paiement n'aura pas été fait, le statut de l'inscription restera « Waiting for payment » (en attente de paiement) et celle-ci ne sera pas considérée



6.4.3 Paiement



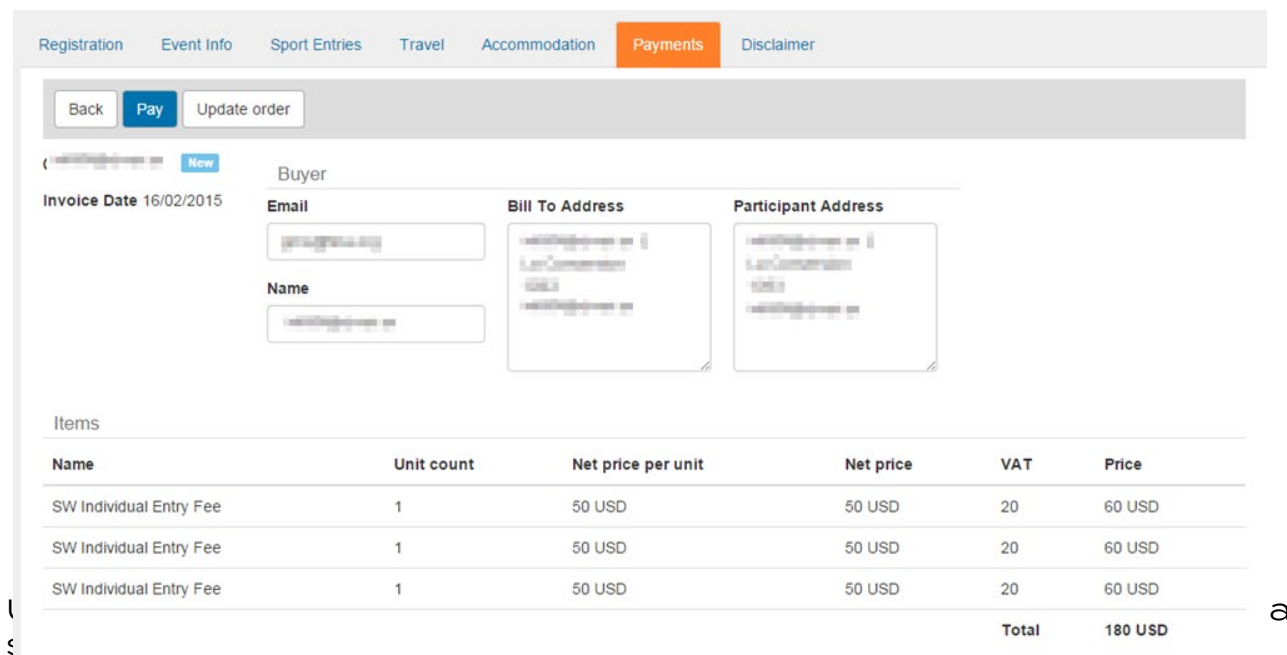
Vous ne devez pas payer après chaque inscription à une épreuve. Si vous souhaitez vous inscrire à plusieurs épreuves, faites l'ensemble de vos inscriptions dans l'onglet **Sport Entries**, puis allez à l'onglet **Payment** (paiement). La facture sera mise à jour au fur et mesure, vous pourrez ainsi payer le total de vos inscriptions en une fois.

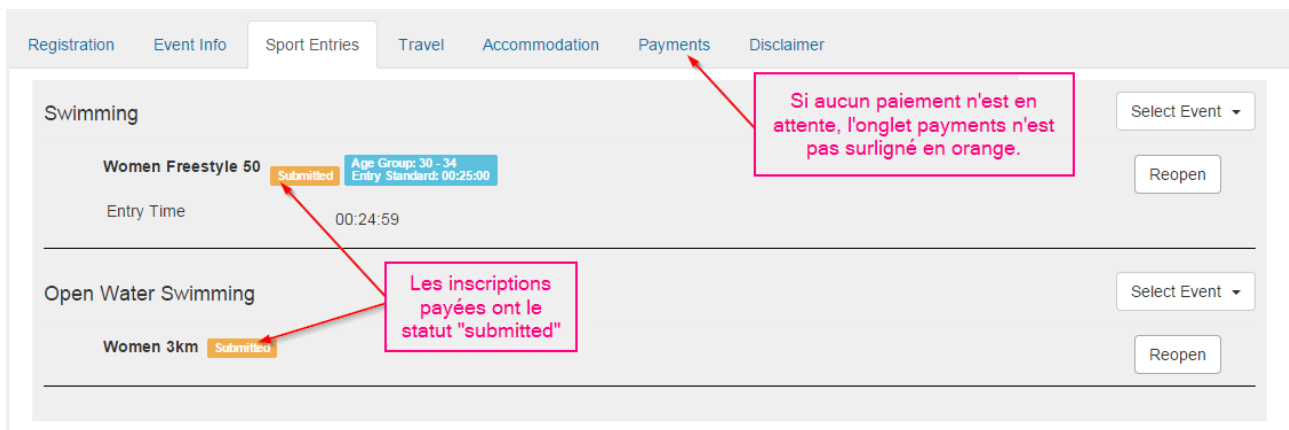


Une fois vos épreuves ajoutées, vous verrez la totalité des frais d'inscriptions que vous avez à payer dans l'onglet **Payments** (paiement).



En cliquant sur « Detail », vous aurez accès à la facture détaillée :

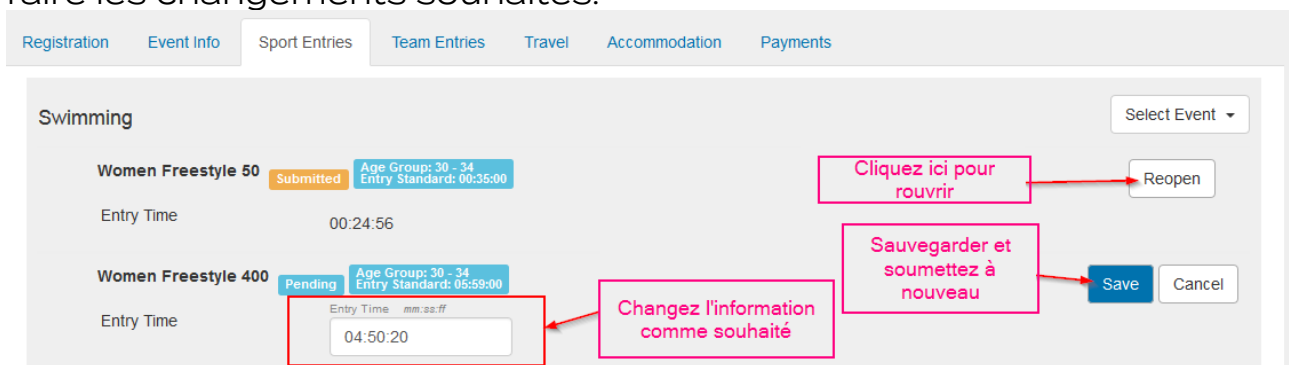




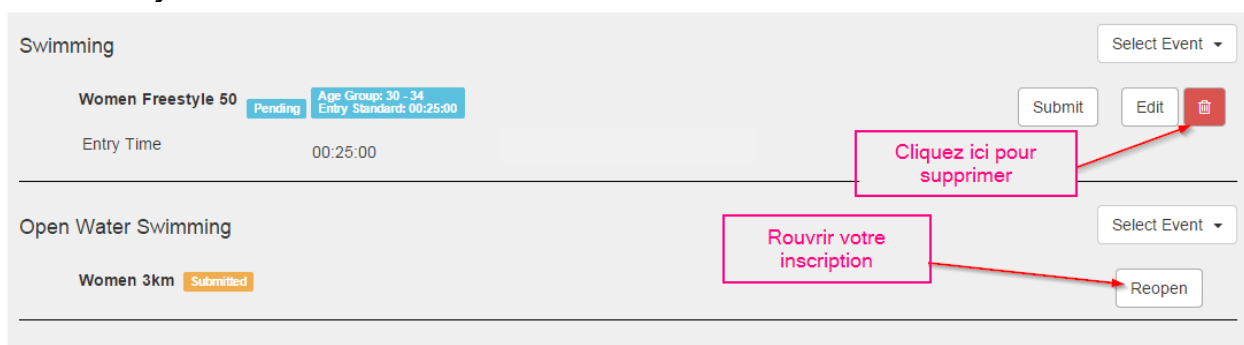
6.4.4 Corrections

Vous pouvez corriger, changer ou supprimer une épreuve à n'importe quel moment jusqu'à la date limite pour les inscriptions, et ce, même si votre inscription a déjà été envoyée.

Il suffira de cliquer sur « Reopen » (rouvrir) et vous aurez la possibilité de faire les changements souhaités.



Vous pouvez changer complètement vos épreuves si vous le souhaitez. Pour cela, vous devez supprimer l'épreuve et recommencer la procédure pour en ajouter une nouvelle.



Important : Si vous avez déjà payé les frais d'inscription pour une épreuve d'un même sport, vous pourrez supprimer cette épreuve et en ajouter une autre sans avoir à repayer. L'inscription passera directement au statut **Submitted**.

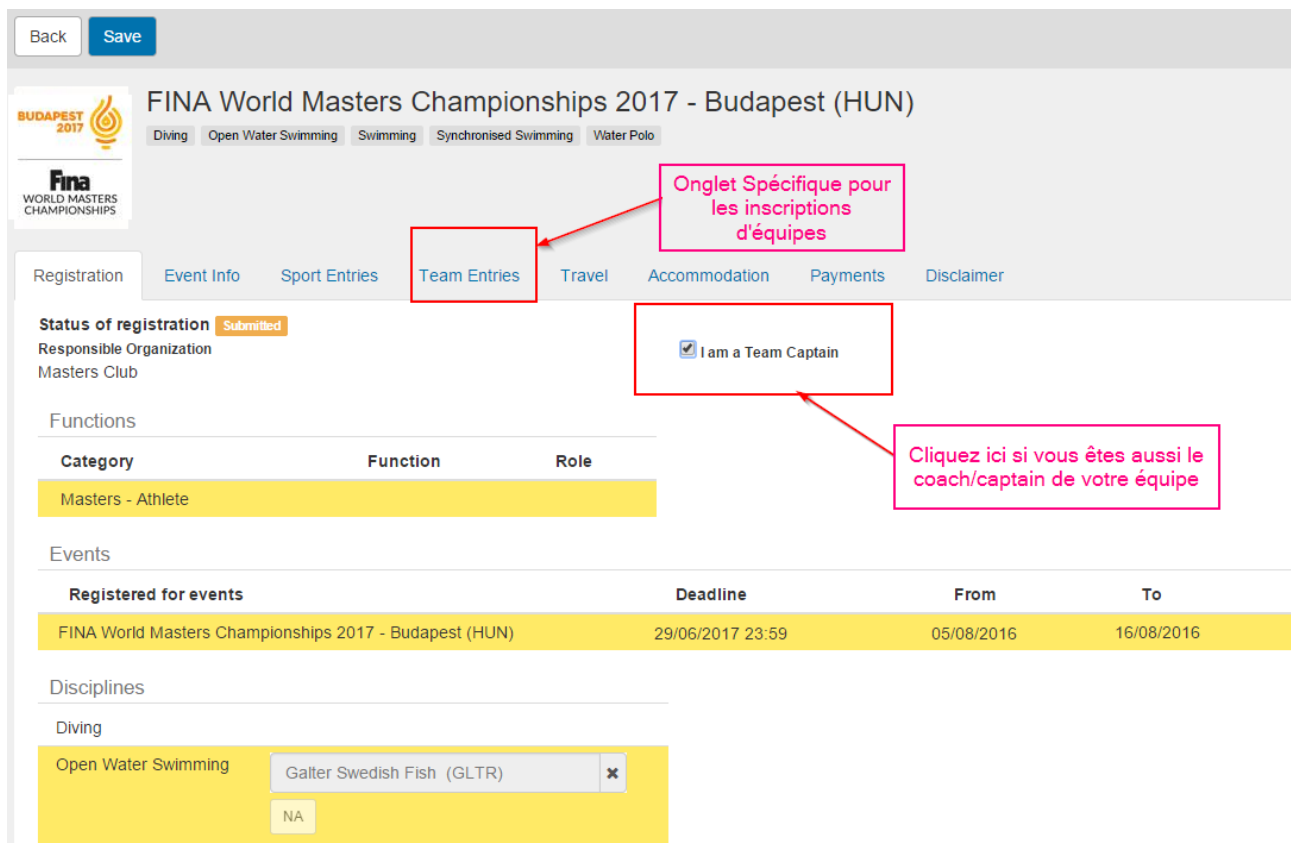
6.5 Inscriptions aux épreuves par équipes (relais, duo, équipe, etc.)

Seule une personne reconnue comme coach ou capitaine d'équipe (Team Captain) pourra faire les inscriptions d'équipes.

Si vous êtes un coach, vous devez créer votre compte en tant que **Masters-Coach**.

Si vous êtes un athlète, et également un coach ou avez la responsabilité de créer votre équipe, vous devez créer votre compte en tant que **Masters-Athlete**, puis dans la partie enregistrement cliquez une case spécifiant que vous êtes aussi un **coach/captain**.

La fonction de coach/captain vous donne accès à un onglet spécifique appelé « Team Entries » où vous pourrez enregistrer votre/vos équipes pour l'évènement.



Back Save

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments Disclaimer

Status of registration **Submitted**

Responsible Organization
Masters Club

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Diving

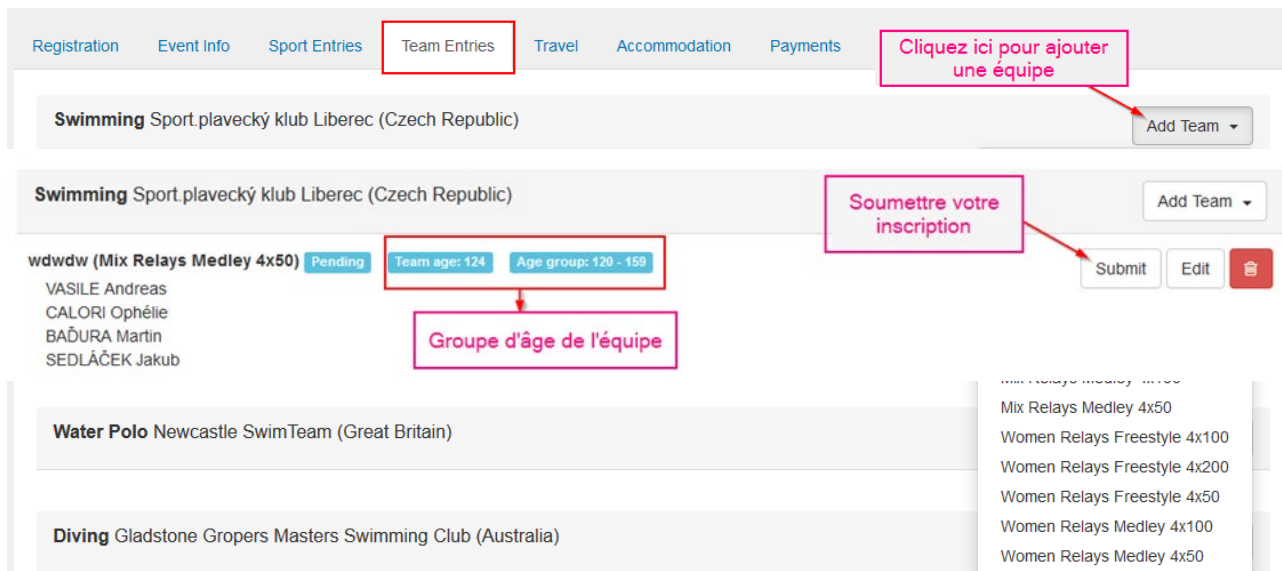
Open Water Swimming Galter Swedish Fish (GLTR) x

NA



En tant que coach ou capitaine d'équipe, vous êtes chargé de payer les frais d'inscription de l'équipe.

Pour enregistrer votre équipe, vous devez vous rendre sur l'onglet **Team Entries** et cliquer sur « Add Team ». Choisissez ensuite l'épreuve pour laquelle vous souhaitez enregistrer votre équipe.



Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team

wdwdw (Mix Relays Medley 4x50) Pending Team age: 124 Age group: 120 - 159

VASILE Andreas
CALORI Ophélie
BAĎURA Martin
SEDLÁČEK Jakub

Water Polo Newcastle SwimTeam (Great Britain)

Diving Gladstone Gropers Masters Swimming Club (Australia)

Mix Relays Medley 4x50
Mix Relays Medley 4x100
Women Relays Freestyle 4x100
Women Relays Freestyle 4x200
Women Relays Freestyle 4x50
Women Relays Medley 4x100
Women Relays Medley 4x50

Vous pouvez ajouter les membres de votre équipe. Pour ce faire, vous pouvez soit taper le nom de la personne, soit cliquer sur « ... », et les membres de votre club apparaîtront.



Seules les personnes ayant complété et payé leur enregistrement aux Championnats du Monde Masters World Aquatics apparaîtront ici.



Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team

Pending

Discipline
Mix Relays Medley 4x50

Select team member

Add new member

Save Cancel

Sauvegardez votre équipe

Tapez le nom de la personne ou cliquez sur [...] pour voir les membres disponibles

Ajoutez un nouveau membre

Une fois votre équipe complétée, vous pouvez la sauvegarder. Le groupe d'âge apparait automatiquement. Pour soumettre l'inscription, cliquez sur « Submit ».



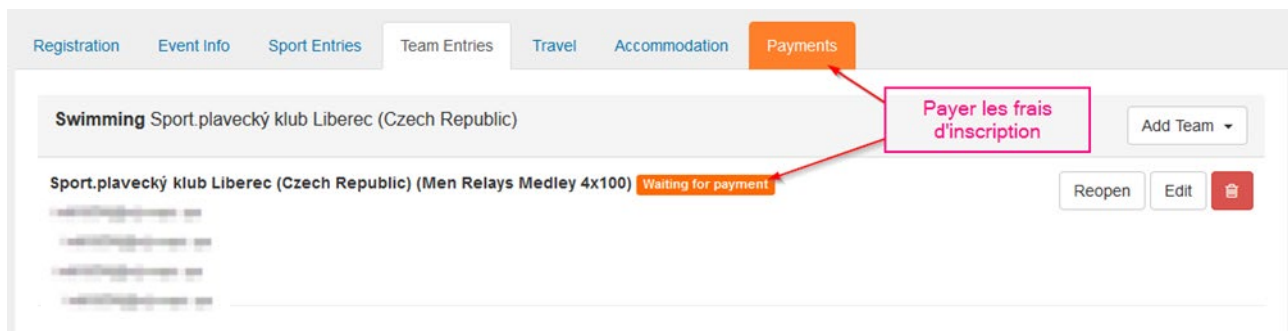
Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team

wdwdw (Mix Relays Medley 4x50) Pending Team age: 124 Age group: 120 - 159

Submit Edit


Groupe d'âge de l'équipe

Une fois votre inscription envoyée, vous devez procéder au paiement pour la valider.

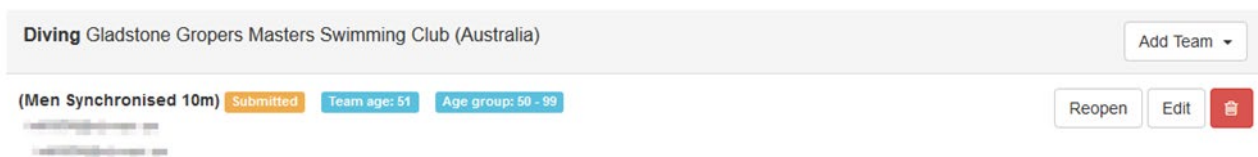


Registration Event info Sport Entries Team Entries Travel Accommodation **Payments**

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team ▾

Sport.plavecký klub Liberec (Czech Republic) (Men Relays Medley 4x100) **Waiting for payment** Reopen Edit 

Une fois le paiement effectué, votre inscription est validée.



Diving Gladstone Gropers Masters Swimming Club (Australia) Add Team ▾

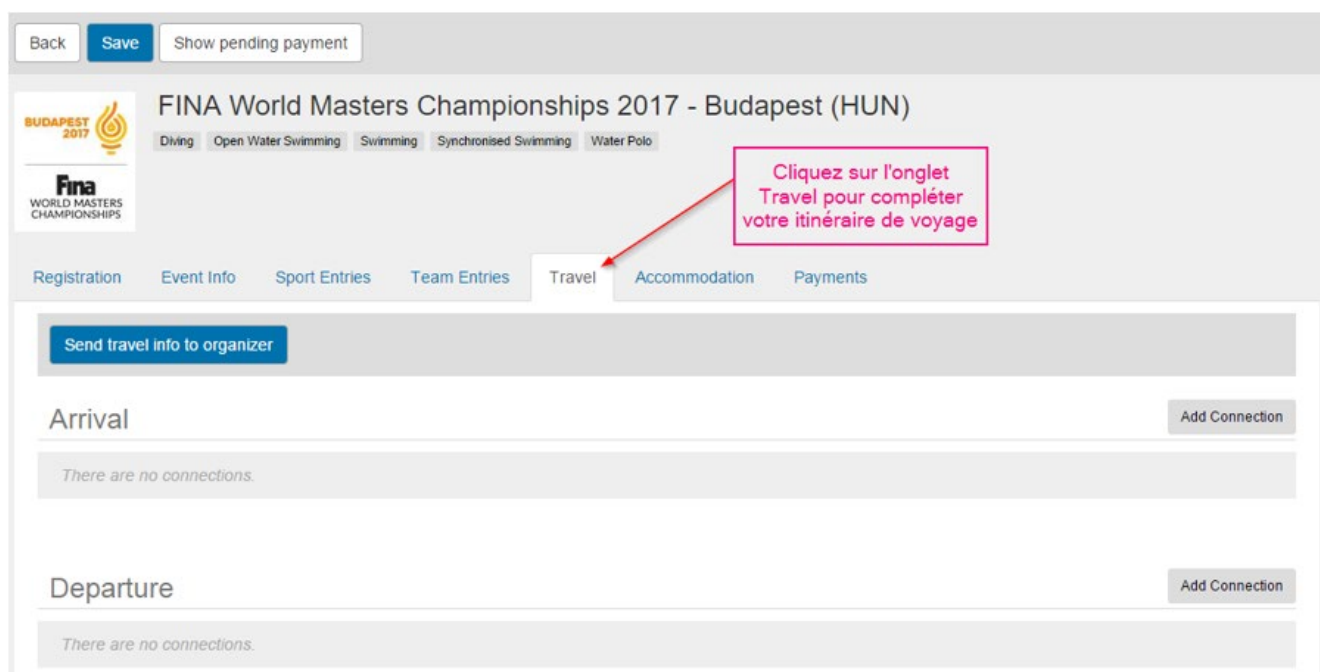
(Men Synchronised 10m) **Submitted** Team age: 51 Age group: 50 - 99 Reopen Edit 

Important : Pour le plongeon (Diving), le coach/captain sera en mesure de voir tous les membres des autres clubs du pays de son club.


6.6 Travel - Voyage

Votre itinéraire de voyage est une partie importante du processus. Vous devez vous rendre dans l'onglet **Travel** pour ajouter vos informations.


Important : vous pouvez compléter cette information à n'importe quel moment. Vous ne devez pas obligatoirement compléter votre itinéraire le jour de votre enregistrement. Vous pouvez revenir plus tard, une fois que vous disposez de l'information.



Back Save Show pending payment

 **FINA World Masters Championships 2017 - Budapest (HUN)**

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

 **FINA**
WORLD MASTERS CHAMPIONSHIPS

Registration Event Info Sport Entries Team Entries **Travel** Accommodation Payments

Send travel info to organizer

Arrival Add Connection

There are no connections.

Departure Add Connection

There are no connections.

Pour ajouter votre itinéraire, cliquez sur « Add Connection ». Vous pouvez ajouter autant de connexions que vous le souhaitez. Cependant le plus important est votre itinéraire d'arrivée à la destination finale, ainsi que votre itinéraire de départ afin de pouvoir organiser le transport. Une fois l'information complétée, cliquez sur « Save ».

Votre dernière connexion arrivant à la destination finale doit être listée comme « Final Arrival » et votre première connexion de départ comme la numéro « 1 ».

Send travel info to organizer
Ajoutez une connexion

Arrival

| | Line Number | Moyens de transport | From | Date | Time | To | Date | Time | |
|--|-------------|---------------------|--------|------------|-------|--------|------------|-------|--------|
| | LX140 | Plane | Zurich | 25/07/2015 | 20:50 | Moscow | 25/07/2015 | 22:10 | ↑ ↓ 🗑️ |
| | 1355 | Train | Moscow | 26/07/2015 | 08:30 | Kazan | 26/07/2015 | 15:30 | ↑ ↓ 🗑️ |

Final Arrival

Place of Arrival Comment

< Select >
 < Select >
 Kazan International Airport
 Kazan Railway Station
 Kazan Railway Station 2

Sélectionnez votre lieu d'arrivée

Departure Add Connection

| | Line Number | | From | Date | Time | To | Date | Time | |
|--|-------------|-------|------|------------|-------|----|------------|-------|--------|
| | | Plane | | DD/MM/YYYY | HH:mm | | DD/MM/YYYY | HH:mm | ↑ ↓ 🗑️ |

Place of Departure Comment

< Select >

6.7 Accommodation - Logement

Vous trouverez dans l'onglet **Accommodation** les informations utiles pour réserver votre logement. Cependant, aucune réservation ne peut être faite à travers le GMS.

Back
Save
Finish registration
Cancel registration

FINA World Masters Championships 2017 - Budapest (HUN)

[Diving](#)
[Open Water Swimming](#)
[Swimming](#)
[Synchronised Swimming](#)
[Water Polo](#)

[Registration](#)
[Event Info](#)
[Travel](#)
Accommodation
[Disclaimer](#)

In order to book accommodation for 17th FINA World Masters Championships 2017, please find information on the official website by [CLICKING HERE](#)

General enquires can be made to: masters@fina-budapest2017.com

6.8 Payment - Paiement

L'onglet **Payments** est l'endroit où vous voyez vos différentes factures et qui vous permettra de les payer.



Back Save Show pending payment

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation Payments

| Order Number | Date | Price | Status | Action |
|--------------|------------|--------|--------|------------------|
| ... | 13/02/2015 | 13 USD | New | Pay |
| ... | 13/02/2015 | 60 USD | Paid | Download Invoice |

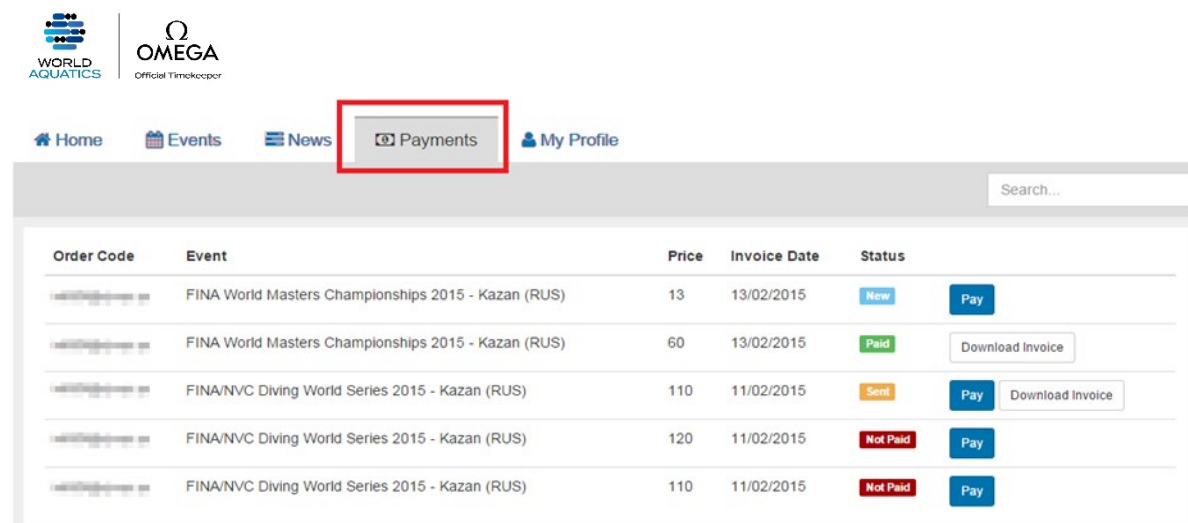
Vous pouvez télécharger votre facture en cliquant sur « Download Invoice ». Le bouton paiement vous redirige vers la page des paiements comme expliqué au point 6.2. Suivez les instructions du site pour compléter votre paiement.

Dès que votre facture est payée, son statut change pour « Paid » :

Status

Paid Download Invoice

Le même onglet **Payments** est disponible depuis la page principale de votre compte. Vous y trouverez un récapitulatif de vos factures sans avoir à entrer dans l'évènement.



WORLD AQUATICS OMEGA Official Timekeeper

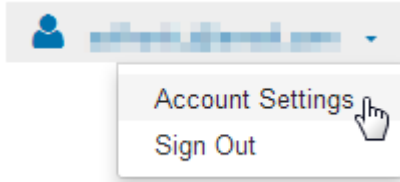
Home Events News **Payments** My Profile

Search...

| Order Code | Event | Price | Invoice Date | Status |
|------------|---|-------|--------------|---------------------------|
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 13 | 13/02/2015 | New Pay |
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 60 | 13/02/2015 | Paid Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Sent Pay Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 120 | 11/02/2015 | Not Paid Pay |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Not Paid Pay |

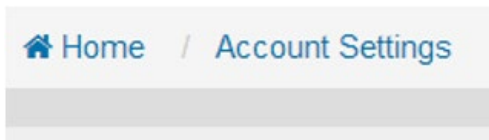
7 ACCOUNT SETTINGS - PARAMÈTRES DU COMPTE

Cliquez sur votre nom d'utilisateur en haut à droite. Vous pouvez accéder à vos paramètres (Account Settings) ou vous déconnecter (Sign Out).



7.1 Account Settings – Paramètres

Si vous voulez changer votre mot de passe, cliquez sur la case **I want to reset password.**



I want to reset password

Ensuite, tapez votre ancien mot de passe sous **Old Password**, puis deux fois le nouveau mot de passe sous **Password** et **Confirm password**. Cliquez enfin sur « Set new password ».

Set new password

Old Password

Password

Confirm password

Set new password

Cliquez sur « Home » pour retourner à l'onglet **Home**.

8 APPENDIX

8.1 Abréviations et symboles

| Abréviations en anglais | |
|-------------------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Syntaxe pour boutons, étiquettes, entrées de menu, etc. pour les applications | |
|---|---------------------------------------|
| Code, Boutons et étiquettes | [key], [OK], [Result] |
|  | Enregistrement en attente |
|  | Nouveau |
|  | Enregistrement soumis |
|  | Enregistrement approuvé |
|  | Enregistrement refusé |
|  | Enregistrement en attente de paiement |
|  | Non payé |
|  | Payé |
|  | Supprimer |
|  | Sauvegarder |

Guía de registro para el usuario

World Aquatics Masters Championships

PROVIDED BY  **OMEGA**

LA INFORMACIÓN QUE APARECE EN ESTA GUÍA
ES PARA SER UTILIZADA COMO REFERENCIA.

LOS DATOS QUE APARECEN EN LAS
CAPTURAS DE PANTALLA A CONTINUACIÓN
SON SÓLO COMO DEMOSTRACIÓN Y NO
REFLEJAN LOS DETALLES DEL EVENTO
ACTUAL, ASÍ COMO EL NOMBRE DEL EVENTO,
LAS FECHAS LÍMITE DE REGISTRO, LOS
PRECIOS, ETC.

Documentation Updates

World Aquatics reserves the right to make improvements in the products described in this documentation at any time without prior notice. Furthermore, World Aquatics reserves the right to revise this documentation in its content at any time and without any obligation to notify any person or organization of such revision.

Language:

If the textual content and information found in this (English language) booklet differs from other language booklets (whose content has been translated), the English language version's texts and information are exclusively binding.

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TABLA DE CONTENIDOS

| | |
|---|-----------|
| 1 ¿CÓMO REGISTRARSE ? | 2 |
| 2 CREAR UNA CUENTA | 3 |
| 3 LOGIN - IDENTIFICACIÓN | 6 |
| 4 HOME - INICIO | 7 |
| 5 MY PROFILE - MI PERFIL | 8 |
| 6 EVENTS - EVENTOS | 12 |
| 6.1 Terms and conditions – Términos y condiciones | 13 |
| 6.2 Registration - Registro | 13 |
| 6.3 Event Info - Información del Evento | 18 |
| 6.4 Inscripción a eventos individuales..... | 18 |
| 6.4.1 Inscripción a eventos individuales - Natación..... | 18 |
| 6.4.2 Inscripción a eventos individuales - Aguas abiertas, Saltos y Natación artística | 20 |
| 6.4.3 Pago | 21 |
| 6.4.4 Correcciones..... | 22 |
| 6.5 Inscripciones de equipo (relevos, dúos, equipos, etc.) | 23 |
| 6.6 Travel - Viaje | 25 |
| 6.7 Accommodation – Hospedaje | 26 |
| 6.8 Payment - Pagos..... | 27 |
| 7 ACCOUNT SETTINGS – CONFIGURACIÓN DE LA CUENTA | 28 |
| 7.1 Account Settings – Configuración de la cuenta | 28 |
| 8 APÉNDICE | 29 |
| 8.1 Abreviaciones y símbolos..... | 29 |

1 ¿CÓMO REGISTRARSE ?

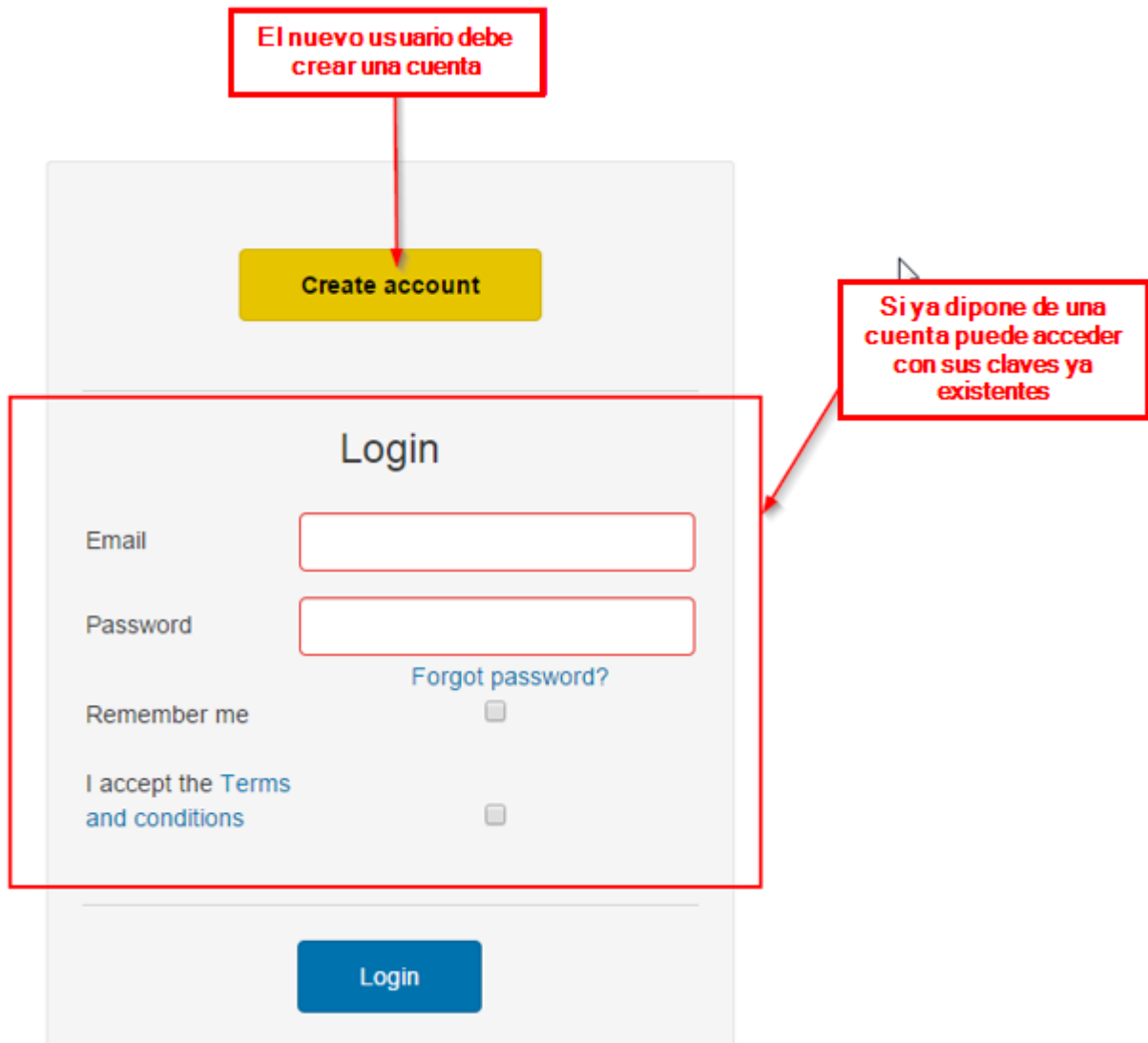
Para registrarse a los World Aquatics Masters Championships usted deberá acceder al World Aquatics GMS (General Management System). Portal público: [**https://registration.worldaquatics.com**](https://registration.worldaquatics.com)

El portal público es una parte del sistema de registro de World Aquatics abierto a todo el público. Cualquier persona puede crear una cuenta y gestionar su perfil a la vez que registrarse para los eventos World Aquatics disponibles.

El sistema está optimizado para utilizarse con la última versión de **Google Chrome**.

2 CREAR UNA CUENTA

Si usted aún no dispone de una cuenta, deberá crear una. Haga clic en “Create account” para empezar el proceso.



The image shows a registration and login interface. At the top, there is a yellow button labeled "Create account". Below it is a "Login" section with input fields for "Email" and "Password", a "Forgot password?" link, a "Remember me" checkbox, and a checkbox for "I accept the Terms and conditions". A blue "Login" button is at the bottom. Red annotations highlight the "Create account" button and the "Login" section.

El nuevo usuario debe crear una cuenta

Si ya dispone de una cuenta puede acceder con sus claves ya existentes

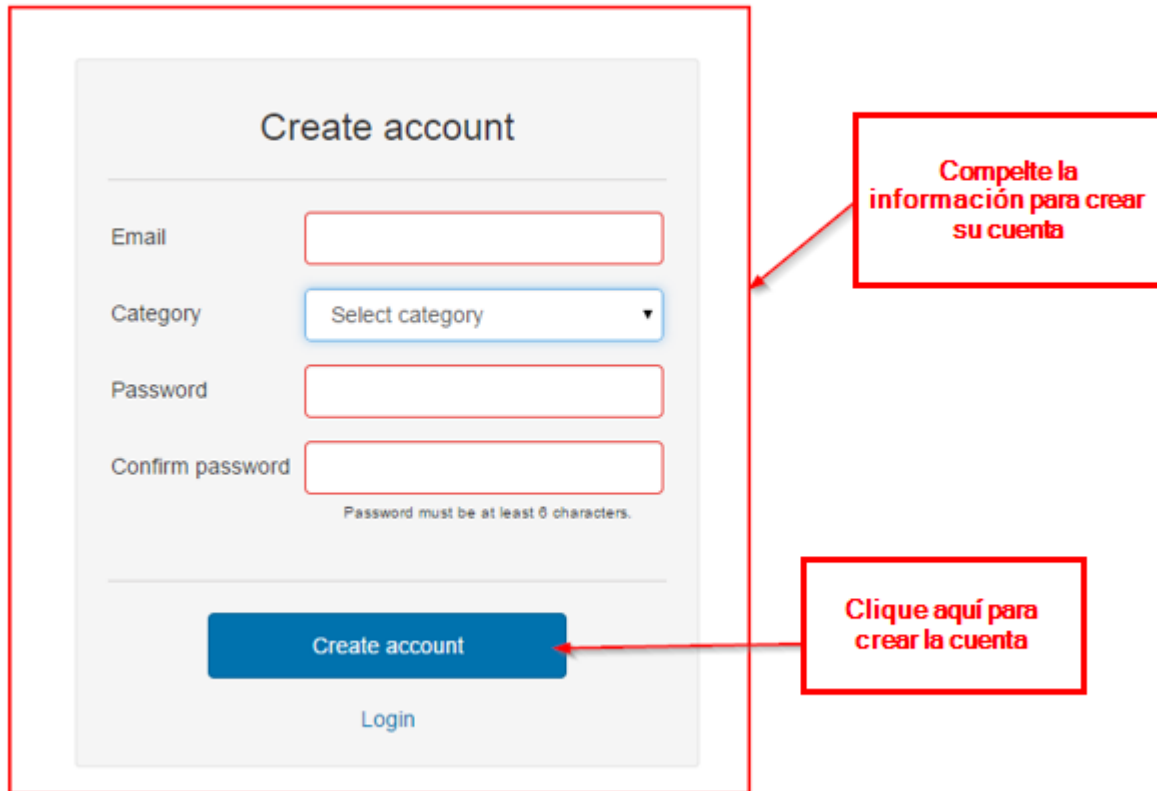
Usted debe completar toda la información necesaria. Su dirección de email servirá como nombre de usuario en el futuro.

Para la categoría, puede escoger entre las siguientes:

- Masters Athlete = Atleta Masters (si usted es un atleta y competirá en el evento)
- Masters Coach = Coach/Entrenador Masters (si usted es un entrenador y no competirá en el evento como atleta)
- Masters Accompanying person = Acompañante Masters (para la familia, amigos o equipo de soporte del atleta)

Escoja la categoría acorde a su función durante el evento.

(Caso particular: si usted es un atleta y entrenador a la vez, DEBERÁ registrarse como Atleta Masters).



Create account

Email

Category

Password

Confirm password

Password must be at least 6 characters.

[Create account](#)

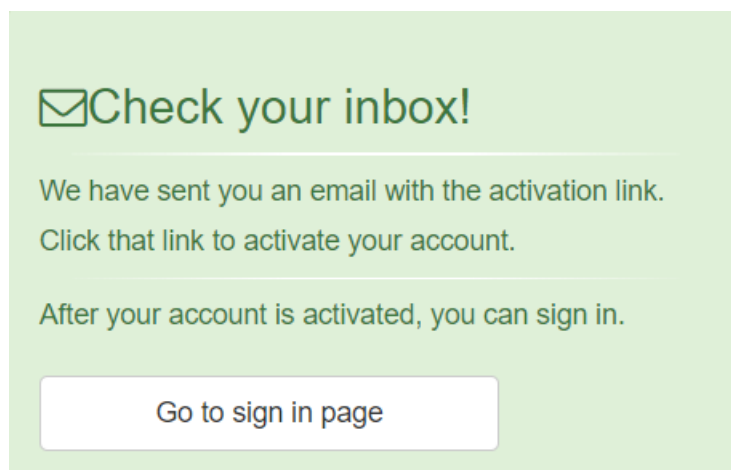
[Login](#)

Complete la información para crear su cuenta

Clique aquí para crear la cuenta

Cuando usted haya completado toda la información, clique en “Create account” para crear la cuenta.

Usted recibirá automáticamente un correo con el link de confirmación.



Abra su email y clique en el link para confirmar que usted ha solicitado crear una cuenta.

[World Aquatics Portal] Please confirm account activation



gms@worldaquatics.com (gms@worldaquatics.com)



Thank you for creating an account in the World Aquatics GMS Portal.

To activate your personal account, please click on the link below or copy it into your browser.

<https://registration.fina.org/account/confirm/2b1df7f5759e4527bda621ade20001e4>

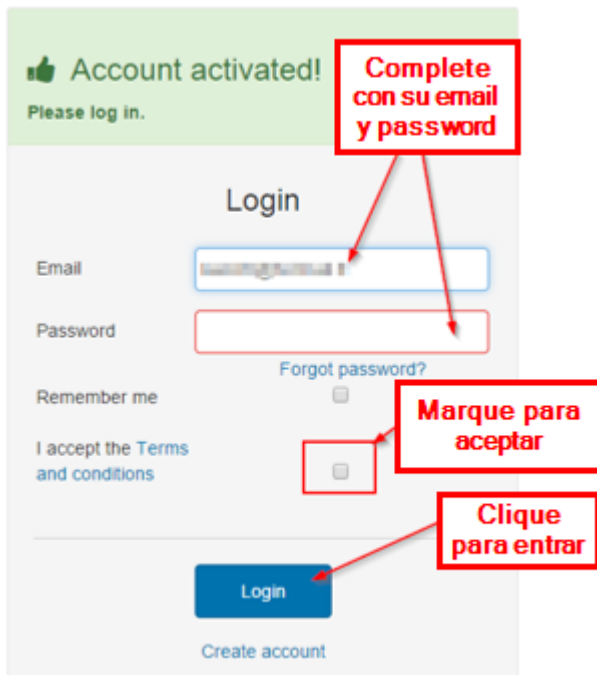
Clique aquí para activar su cuenta

Best regards

GMS Support Team |

Should you require any assistance, please contact gms@worldaquatics.com

Tan pronto como la cuenta esté activada, usted puede acceder al portal con sus claves.



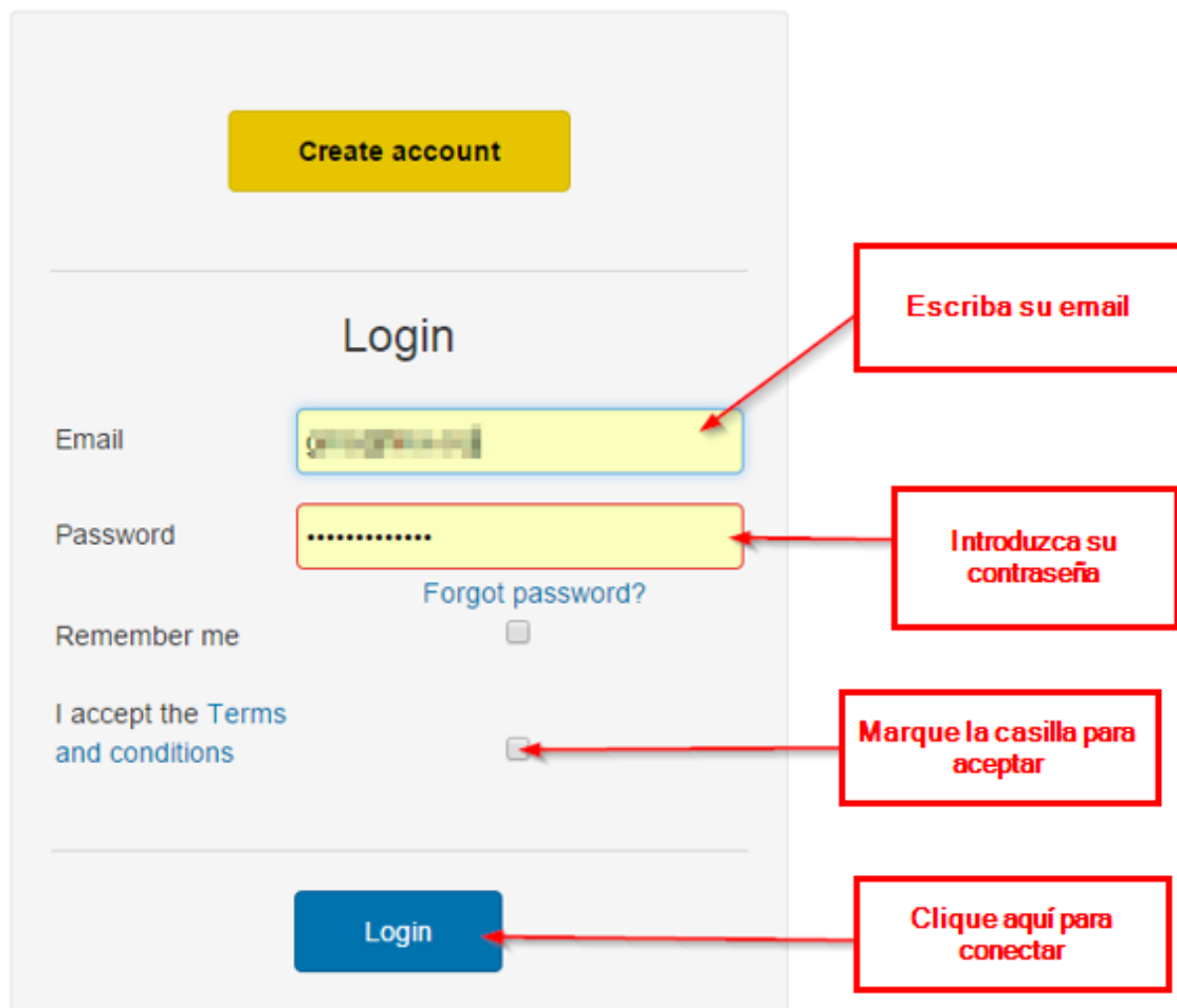
The screenshot shows a login form with the following elements and annotations:

- Account activated!** (green banner) with a thumbs up icon and "Please log in." below it.
- Complete con su email y password** (red box) with arrows pointing to the Email and Password input fields.
- Marque para aceptar** (red box) with an arrow pointing to the checkbox for "I accept the Terms and conditions".
- Clique para entrar** (red box) with an arrow pointing to the blue "Login" button.

The login form includes fields for Email, Password, a "Forgot password?" link, a "Remember me" checkbox, and a "Create account" link below the "Login" button.

3 LOGIN - IDENTIFICACIÓN

El acceso para el usuario es rápido y sencillo. Primero introduzca su dirección de Email (Usuario - User Name) y su contraseña, acepte los términos y condiciones (Terms and conditions), finalmente clique en "Login". Usted puede acceder a los términos y condiciones al final de la página de registro y al final de cada página del portal o clicando en "[Terms and conditions](#)".



The image shows a login form with the following elements and annotations:

- Create account**: A yellow button at the top.
- Login**: The title of the section.
- Email**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Escriba su email".
- Password**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Introduzca su contraseña".
- Forgot password?**: A blue link below the password field.
- Remember me**: A checkbox with a red arrow pointing to it from the annotation "Marque la casilla para aceptar".
- I accept the Terms and conditions**: A checkbox with a red arrow pointing to it from the annotation "Marque la casilla para aceptar".
- Login**: A blue button at the bottom with a red arrow pointing to it from the annotation "Clique aquí para conectar".

4 HOME - INICIO

La aplicación está dividida en diferentes pestañas.



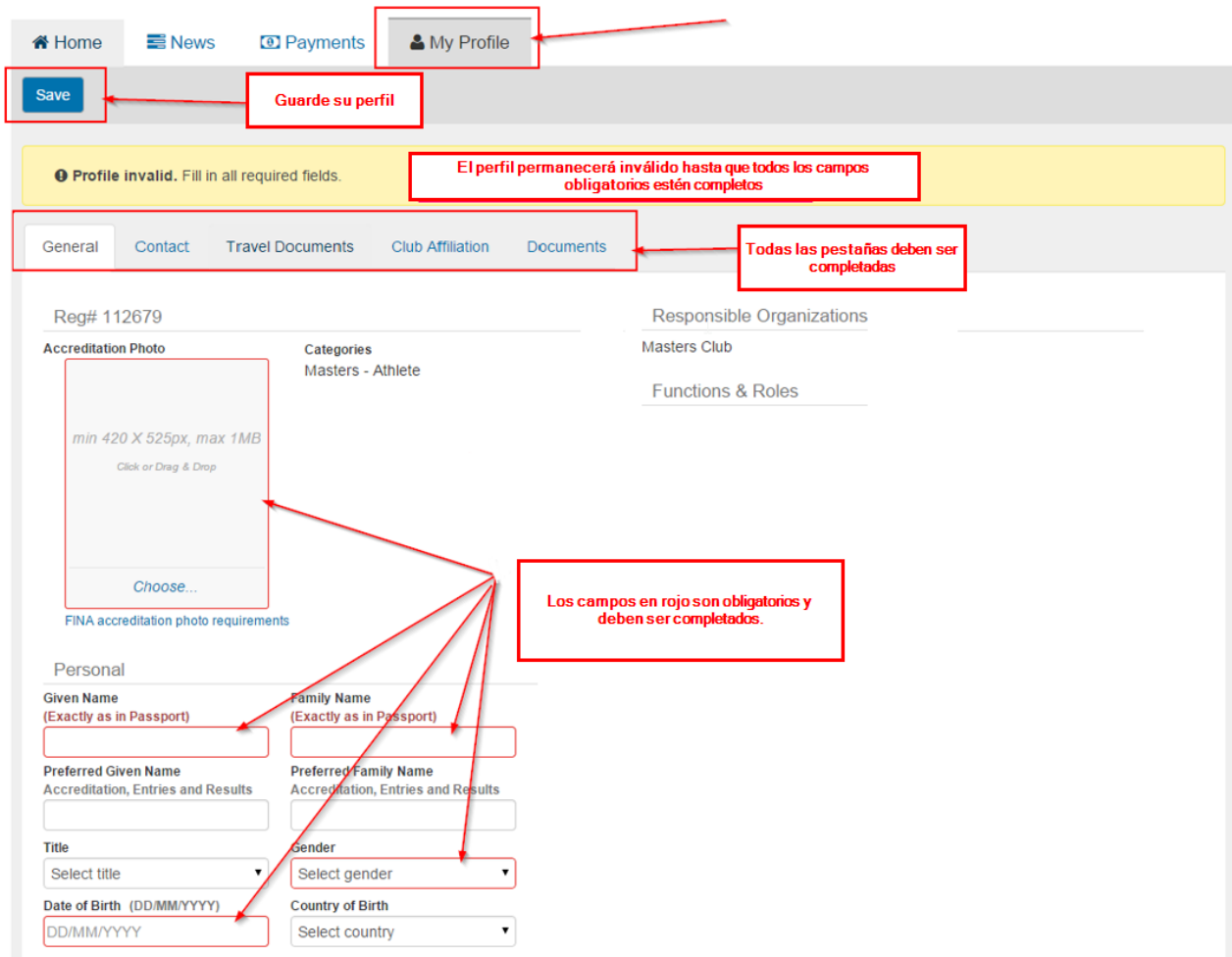
Después de acceder a su cuenta por primera vez, usted se encontrará en la pantalla de inicio **Home**. Aquí encontrará importantes comunicaciones acerca de los próximos eventos. Usted podrá acceder a los detalles clicando en el icono “Show detail”. Todas las noticias estarán también en la pestaña **News**.

Para empezar, deberá completar su perfil clicando en “Go to profile”.



5 MY PROFILE - MI PERFIL

Usted debe completar todos los campos. Los campos obligatorios están marcados en rojo.



Home News Payments **My Profile**

Save **Guarde su perfil**

Profile invalid. Fill in all required fields. **El perfil permanecerá inválido hasta que todos los campos obligatorios estén completos**

General **Contact** Travel Documents Club Affiliation Documents **Todas las pestañas deben ser completadas**

Reg# 112679 Responsible Organizations
Masters Club

Categories
Masters - Athlete

Functions & Roles

Accreditation Photo
min 420 X 525px, max 1MB
Click or Drag & Drop
Choose...
FINA accreditation photo requirements

Los campos en rojo son obligatorios y deben ser completados.

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

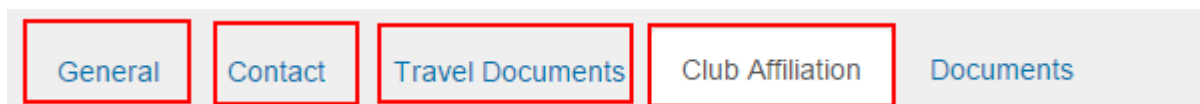
Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

Title Select title Gender Select gender

Date of Birth (DD/MM/YYYY) Country of Birth Select country

Complete toda la información obligatoria y guarde su perfil clicando en "Save".

Usted debe completar las siguientes pestañas:



General **Contact** **Travel Documents** Club Affiliation **Documents**

En la pestaña **Documents** usted encontrará todos los documentos que ha cargado en su perfil (copia del pasaporte, foto, etc.). Usted no debe completar nada en esta pestaña.

Añada sus detalles de contacto.

General
Contact
Travel Documents
Club Affiliation
Documents

Street

House Number

Name of Place

City

Zip Code / Postal Code

Region / State / Province

Country

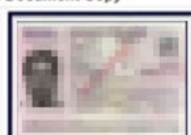
Switzerland
▼

Cell Phone

En la pestaña **Travel Documents**, usted puede añadir tantos documentos de viaje como quiera clicando en “Add Travel Document”. Aquí es donde usted debe cargar la(s) copia(s) de su pasaporte. Recuerde que siempre debe clicar en “Save” para guardar la información.

Save
General
Contact
Travel Documents
Media
Documents

Travel Document Copy



Choose...

Type

Passport
▼

Name

Document Number

Document Nationality

...
▼

Country of Issue

...
▼

Issue Date (DD/MM/YYYY)

...
📅

Expiration Date (DD/MM/YYYY)

...
📅

Issuer

Series

Travel Document Copy

Image or PDF allowed, max 2MB

Click or Drag & Drop

Choose...

Type

...
▼

Name

Document Number

Document Nationality

Select country
▼

Country of Issue

Select country
▼

Issue Date (DD/MM/YYYY)

DD/MM/YYYY
📅


Expiration Date (DD/MM/YYYY)

DD/MM/YYYY
📅

Issuer

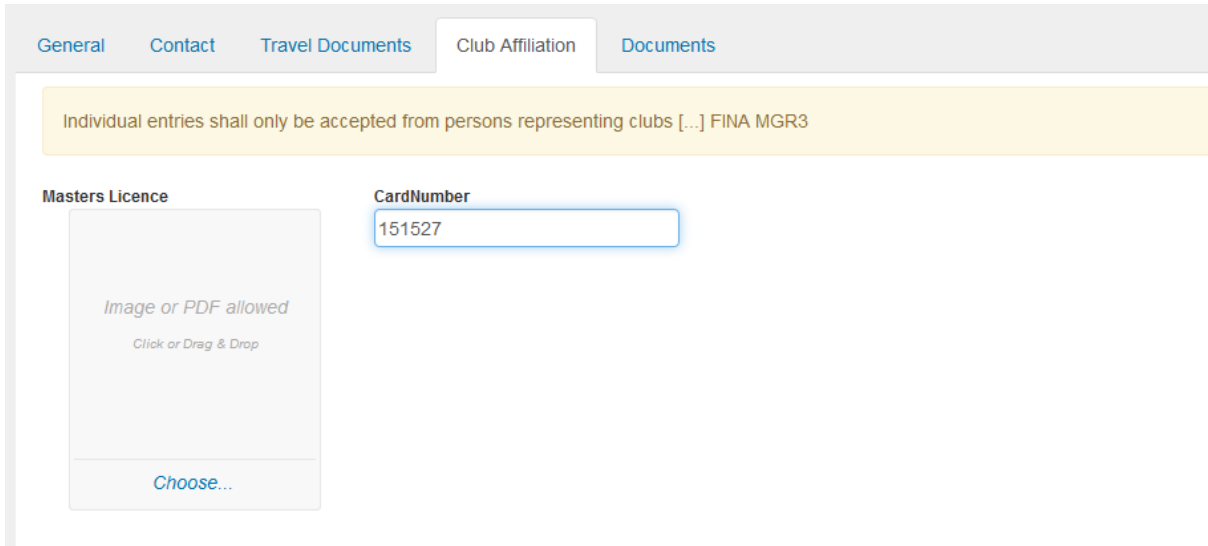
Series

Versión 1.2

PROVIDED BY  OMEGA

Página 9

En la pestaña **Club Affiliation** usted debe añadir su carnet o licencia Masters (cualquier documento que demuestre su afiliación a un club Masters).



General Contact Travel Documents **Club Affiliation** Documents

Individual entries shall only be accepted from persons representing clubs [...] FINA MGR3

Masters Licence

Image or PDF allowed
Click or Drag & Drop

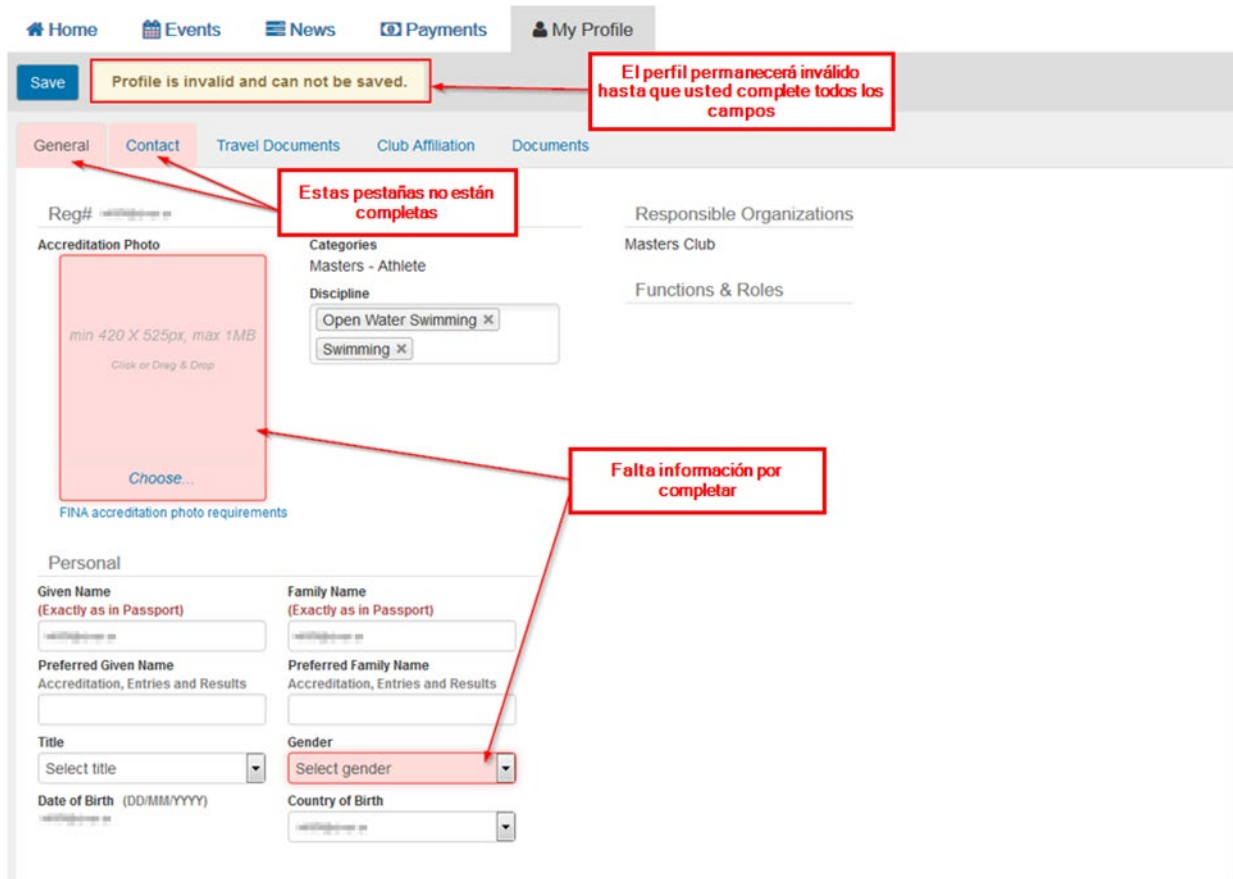
Choose...

CardNumber

151527



Si algunos campos o pestañas no están debidamente completados, su perfil permanecerá inválido y usted no podrá continuar con su registro.



Home Events News Payments **My Profile**

Save Profile is invalid and can not be saved. El perfil permanecerá inválido hasta que usted complete todos los campos

General **Contact** Travel Documents Club Affiliation Documents

Reg#

Accreditation Photo

min 420 X 525px, max 1MB
Click or Drag & Drop

Choose...

FINA accreditation photo requirements

Categories

Masters - Athlete

Discipline

Open Water Swimming x
Swimming x

Responsible Organizations

Masters Club

Functions & Roles

Personal

Given Name (Exactly as in Passport)

Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results

Preferred Family Name Accreditation, Entries and Results

Title

Select title

Gender

Select gender

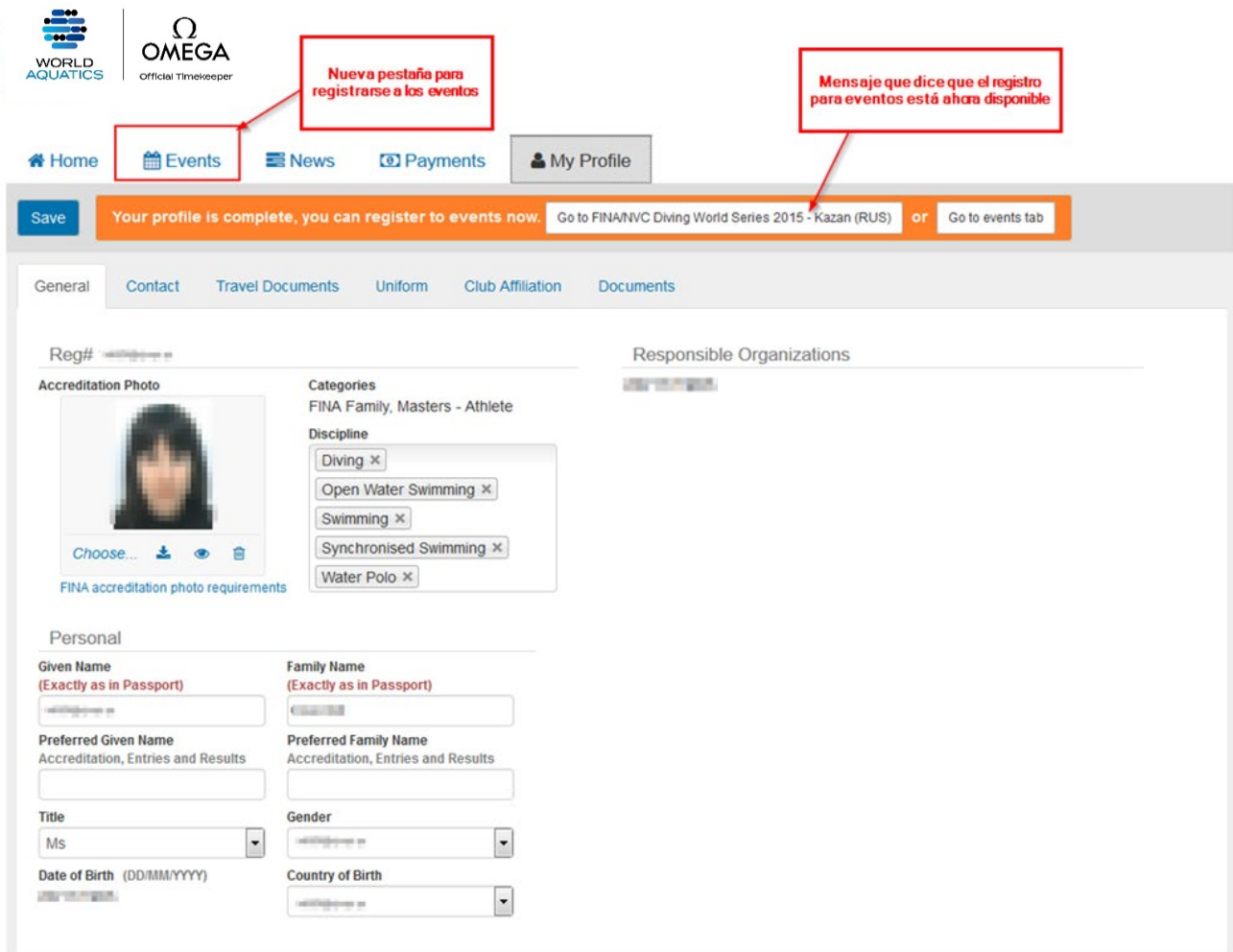
Date of Birth (DD/MM/YYYY)

Country of Birth

Estas pestañas no están completas

Falta información por completar

Si su perfil está debidamente completado, usted está listo para registrarse!



The screenshot shows the user profile page for the World Aquatics Masters Championships. At the top, there are logos for World Aquatics and Omega Official Timekeeper. A navigation bar includes links for Home, Events, News, Payments, and My Profile. A prominent orange banner states: "Your profile is complete, you can register to events now. Go to FINA/NVC Diving World Series 2015 - Kazan (RUS) or Go to events tab".

Annotations in red boxes highlight specific features:

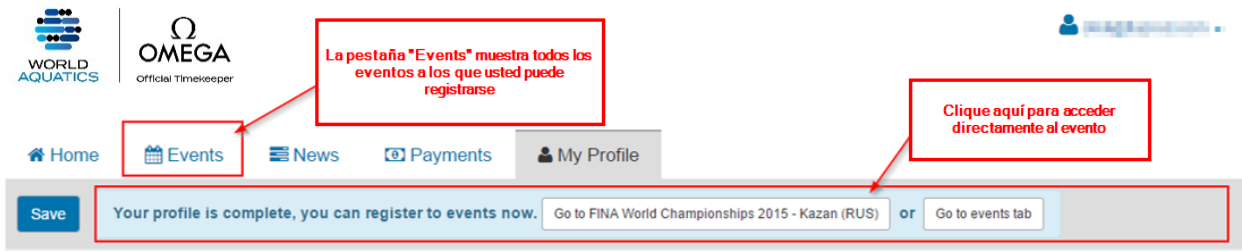
- A box around the "Events" link in the navigation bar is labeled: "Nueva pestaña para registrarse a los eventos".
- A box around the orange banner is labeled: "Mensaje que dice que el registro para eventos está ahora disponible".

The profile details are organized into sections:



- General:** Includes tabs for Contact, Travel Documents, Uniform, Club Affiliation, and Documents.
- Accreditation Photo:** Shows a photo of a woman with a "Choose..." button and a link to "FINA accreditation photo requirements".
- Categories:** "FINA Family, Masters - Athlete".
- Discipline:** A list of selected disciplines: Diving, Open Water Swimming, Swimming, Synchronised Swimming, and Water Polo.
- Personal:** Fields for Given Name, Preferred Given Name, Family Name, Preferred Family Name, Title (Ms), Date of Birth, Gender, and Country of Birth.
- Responsible Organizations:** A section for listing organizations.

6 EVENTS - EVENTOS

Usted puede acceder directamente al registro del evento desde su perfil:

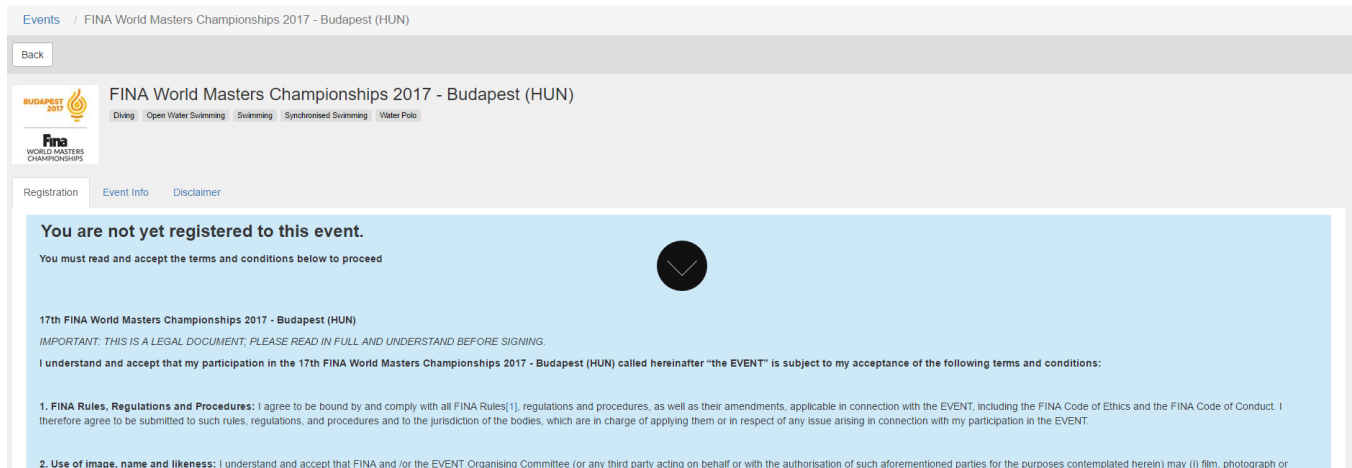


También puede acceder a los eventos en la pestaña **Events** que aparecerá tan pronto como su perfil haya sido completado. Aquí encontrará los eventos disponibles para poder registrarse. Clique en "Detail" o en el logo del evento para ver más.

| | Name | Event Type | Category | Disciplines | Country | From | To | |
|---|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
|  | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
|  | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

6.1 Terms and conditions – Términos y condiciones

Para empezar con el registro, usted debe primero leer y aceptar los términos y condiciones (si usted está de acuerdo por supuesto).



Events / FINA World Masters Championships 2017 - Budapest (HUN)

Back

BUDAPEST 2017
FINA
WORLD MASTERS
CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)
Diving | Open Water Swimming | Swimming | Synchronised Swimming | Water Polo

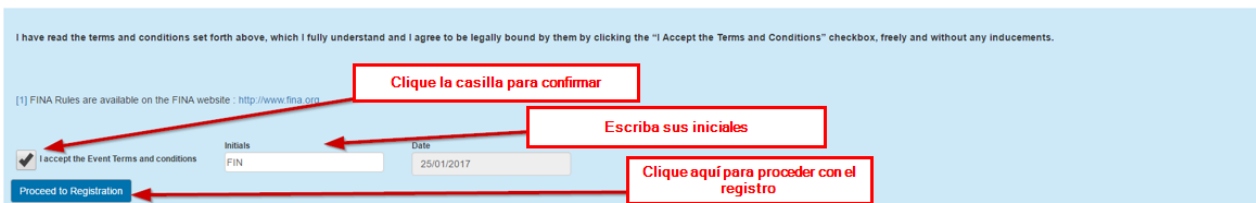
Registration | Event Info | Disclaimer

You are not yet registered to this event.
You must read and accept the terms and conditions below to proceed

17th FINA World Masters Championships 2017 - Budapest (HUN)
IMPORTANT: THIS IS A LEGAL DOCUMENT, PLEASE READ IN FULL AND UNDERSTAND BEFORE SIGNING.
I understand and accept that my participation in the 17th FINA World Masters Championships 2017 - Budapest (HUN) called hereinafter "the EVENT" is subject to my acceptance of the following terms and conditions:

1. **FINA Rules, Regulations and Procedures:** I agree to be bound by and comply with all FINA Rules^[1], regulations and procedures, as well as their amendments, applicable in connection with the EVENT, including the FINA Code of Ethics and the FINA Code of Conduct. I therefore agree to be submitted to such rules, regulations, and procedures and to the jurisdiction of the bodies, which are in charge of applying them or in respect of any issue arising in connection with my participation in the EVENT.

2. **Use of image, name and likeness:** I understand and accept that FINA and /or the EVENT Organising Committee (or any third party acting on behalf or with the authorisation of such aforementioned parties for the purposes contemplated herein) may (i) film, photograph or



I have read the terms and conditions set forth above, which I fully understand and I agree to be legally bound by them by clicking the "I Accept the Terms and Conditions" checkbox, freely and without any inducements.

[1] FINA Rules are available on the FINA website : <http://www.fina.org>

I accept the Event Terms and conditions

Initials: FIN

Date: 25/01/2017

Proceed to Registration

Clique la casilla para confirmar

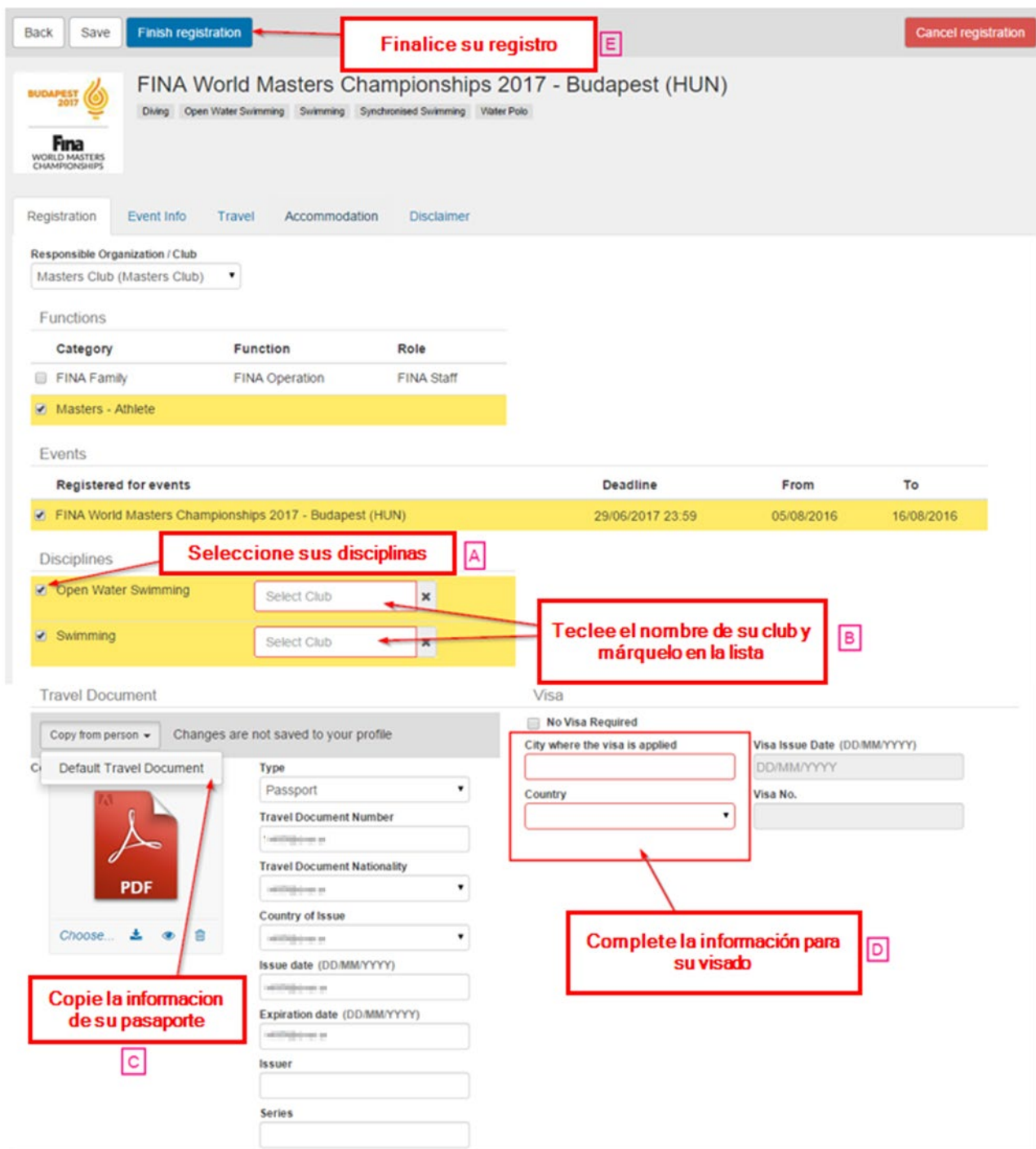
Escriba sus iniciales

Clique aquí para proceder con el registro

6.2 Registration - Registro

Usted debe completar su información de registro:

- Seleccione las disciplinas en las que usted desee participar (sólo aparecerán las disciplinas que usted haya añadido a su perfil).
- Seleccione su club (vea más abajo la explicación detallada).
- Copie la información de su pasaporte. Si usted ha registrado varios pasaportes en su perfil, seleccione el que usted vaya a utilizar para viajar a su destino.
- Complete los campos del visado con el nombre de la ciudad donde usted aplicará para obtener su visado y el país.
- Clique en "Finish registration" cuando haya completado todos los campos.



Back Save **Finish registration** **Finalice su registro** E Cancel registration

FINA World Masters Championships 2017 - Budapest (HUN)
 Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Travel Accommodation Disclaimer

Responsible Organization / Club
 Masters Club (Masters Club)

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input type="checkbox"/> FINA Family | FINA Operation | FINA Staff |
| <input checked="" type="checkbox"/> Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines **Seleccione sus disciplinas** A

| | | |
|---|-------------|---|
| <input checked="" type="checkbox"/> Open Water Swimming | Select Club | X |
| <input checked="" type="checkbox"/> Swimming | Select Club | X |

Teclee el nombre de su club y márkelo en la lista B

Travel Document Visa

Copy from person Changes are not saved to your profile

Default Travel Document

Copie la información de su pasaporte C

Type: Passport

Travel Document Number: [input]

Travel Document Nationality: [input]

Country of Issue: [input]

Issue date (DD/MM/YYYY): [input]

Expiration date (DD/MM/YYYY): [input]

Issuer: [input]

Series: [input]

Visa: No Visa Required

City where the visa is applied: [input]

Country: [input]

Visa Issue Date (DD/MM/YYYY): [input]

Visa No.: [input]

Complete la información para su visado D

Búsqueda de club:

Para seleccionar su club, usted debe escribir al menos tres letras del nombre de su club (use palabras clave). Una lista de clubes aparecerá y usted podrá seleccionar su club.

(Consejo: escriba sólo las palabras clave del nombre de su club. Ejemplo: Swimming Club Zaventem – escriba Zaventem, no Swimming, ni Club, así será más sencillo de encontrar.)

Disciplines

Swimming

Ams|

Teclee al menos tres letras del nombre de su club

| Code | Country |
|---|--------------------------|
| A M S L FREJUS (AMSL FRÉJUS) | France |
| Academy Masters Swim Team (AMST) | United States of America |
| Afalina Masters Swim Club (AMSC) | Ukraine |
| Aqua Masters Club (AMSC) | Ukraine |
| Ardmore Masters Swim Club (AMSC) | United States of America |
| Auburn Master Swimmers (AMS) | United States of America |
| CAIRNS CLAMS AUSSI MASTERS SWIMMING (QCS) | Australia |
| Central Alabama Master Swimmers (CAMS) | United States of America |

Seleccione el nombre de su club dentro de la lista

Travel Document

Copy from person

Copy of travel document

PD

Choose...

Visa

No Visa Required

Si su club no aparece en la lista, usted debe marcar el botón **NA**. World Aquatics verificará entonces con su Federación Nacional y añadirá su club posteriormente.

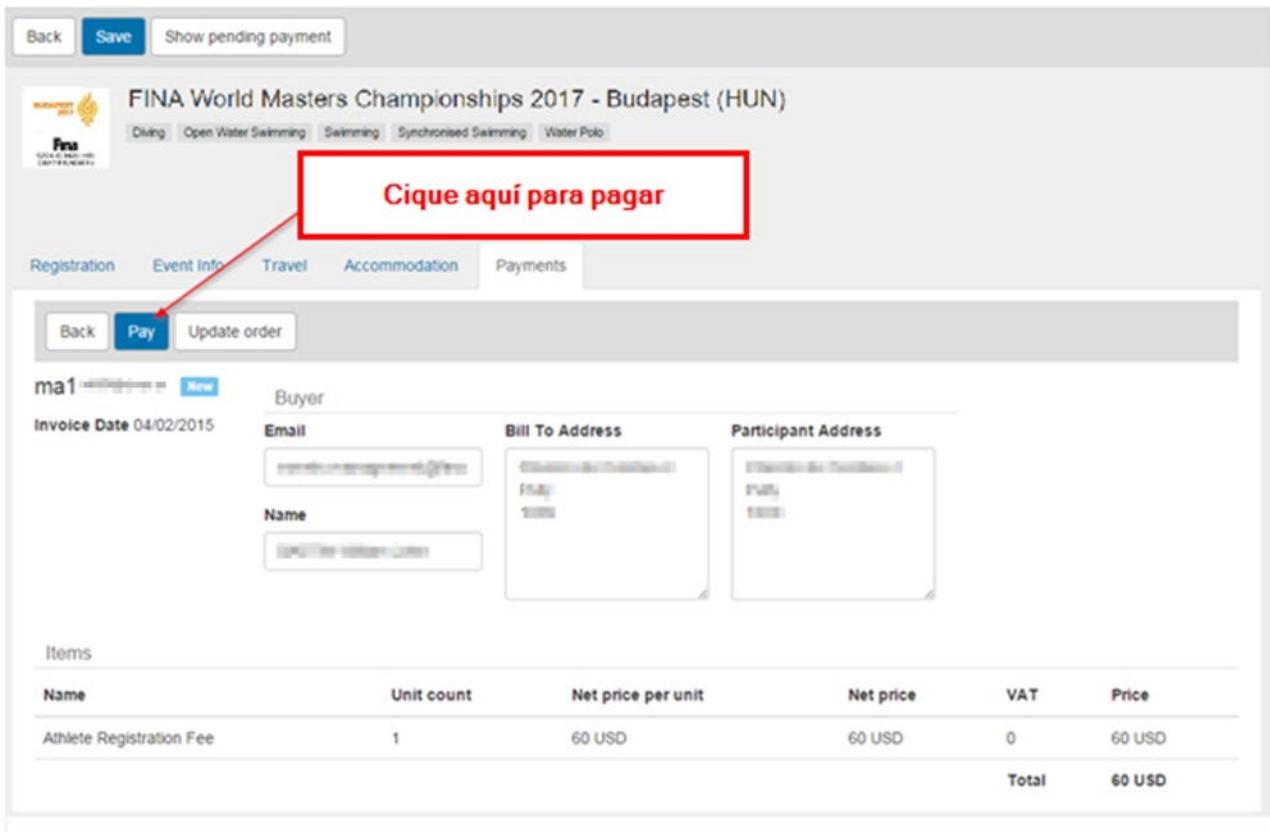
Disciplines

Swimming

Select Club

NA If your club is not in the list please click NA.

Cuando clique en finalizar registro (Finish Registration), usted será redirigido a la pestaña de pagos (**Payments**) donde deberá proceder con el pago de la factura por su cuota de registro.



Back Save Show pending payment

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Travel Accommodation Payments

Back Pay Update order

ma1 Invoice Date 04/02/2015

Buyer

Email

Name

Bill To Address

Participant Address

Items

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|--------------------------|------------|--------------------|-----------|-------|--------|
| Athlete Registration Fee | 1 | 60 USD | 60 USD | 0 | 60 USD |
| | | | | Total | 60 USD |

Clique en "Pay" para ser redirigido a la página web de pago.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

-  **Verified by VISA** Visa
-  **MasterCard SecureCode** MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

Cancel

Secure payment by

 Certified by VISA / MasterCard

¡Su registro será enviado sólo después del pago!

Existen diferentes estados para su registro:

Pending: el estado de su registro está “pending” (pendiente) hasta que usted envíe su registro clicando en “Submit”.

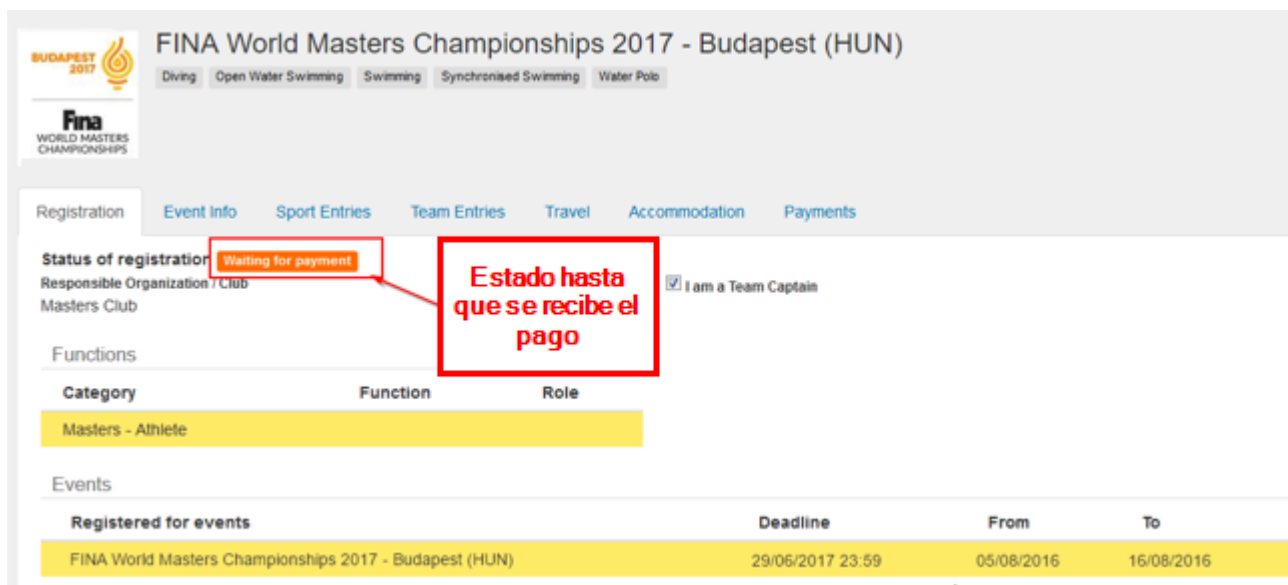
Waiting for payment: su estado será « waiting for payment » (en espera de pago) hasta que usted pague la factura.

Submitted: una vez que los costos hayan sido pagados, el estado pasará a “Submitted” (enviado). Esto significa que su registro ha sido enviado al Comité Organizador.

Approved: su registro será verificado y aprobado por el Comité Organizador si todo está en orden.

Rejected: su registro no ha sido aprobado por el Comité Organizador. Usted será informado personalmente de la razón del rechazo.

Hasta que usted no haya realizado el pago, su registro permanecerá en estado “waiting for payment” (en espera de pago) y no podrá continuar con el registro de las competiciones.



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation Payments

Status of registration **Waiting for payment**

Responsible Organization / Club Masters Club I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Una vez que los costos de registro hayan sido pagados, usted estará registrado para los World Aquatics Masters Championships.

Su estado cambia a **Submitted** y una nueva pestaña llamada “Sport Entries” aparece para permitirle registrarse a los eventos a los que desee participar.


¡Usted debe inscribirse y pagar por sus sport entries para poder participar como atleta!

Back
Save



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo



Una nueva pestaña aparece para el registro a los eventos individuales

Registration
Event Info
Sport Entries
Travel
Accommodation
Payments
Disclaimer

Status of registration Submitted

Responsible Organization / Club
FINA

I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Open Water Swimming

Gladstone Gropers Mas
x

NA
If your club is not in the list please click NA.

6.3 Event Info - Información del Evento

La pestaña **Event Info** muestra información relevante del evento, incluyendo los datos de contacto del Comité Organizador.

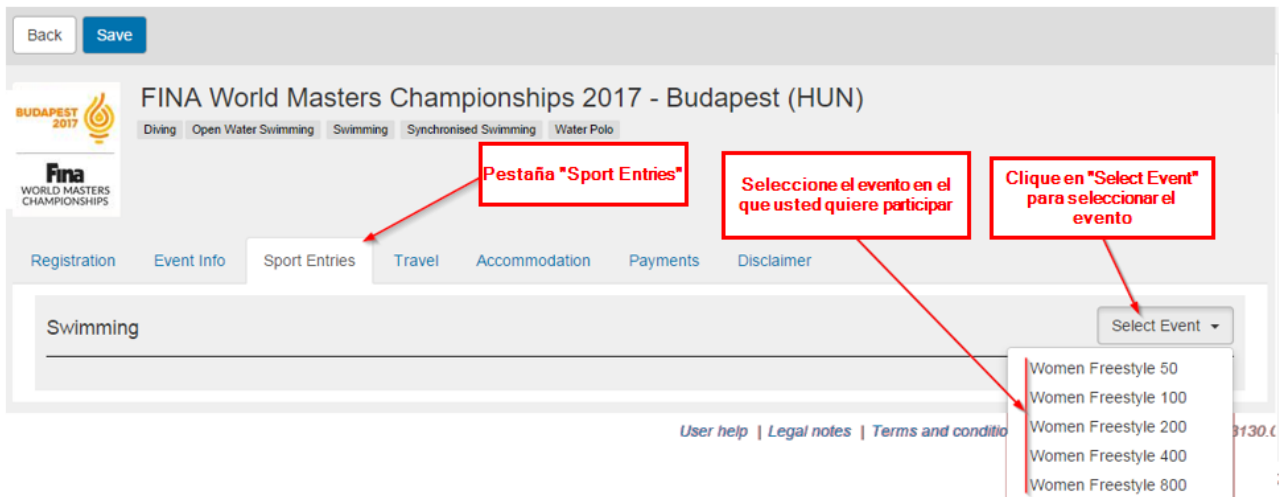
6.4 Inscripción a eventos individuales

La pestaña **Sport Entries** permite completar su registro para los eventos individuales. Aquí usted podrá añadir sus entradas (registro para el evento en el que usted desee participar), en función de las disciplinas que haya registrado. La página está dividida por las disciplinas seleccionadas.

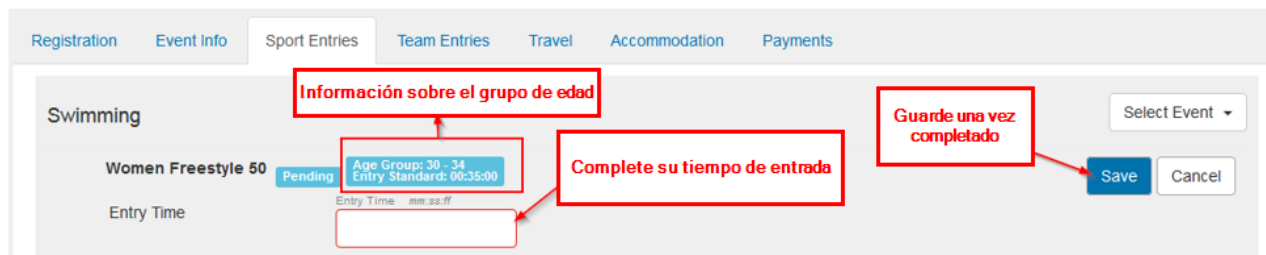
Cada disciplina contiene diferentes eventos concretos relativos a la misma.

6.4.1 Inscripción a eventos individuales - Natación

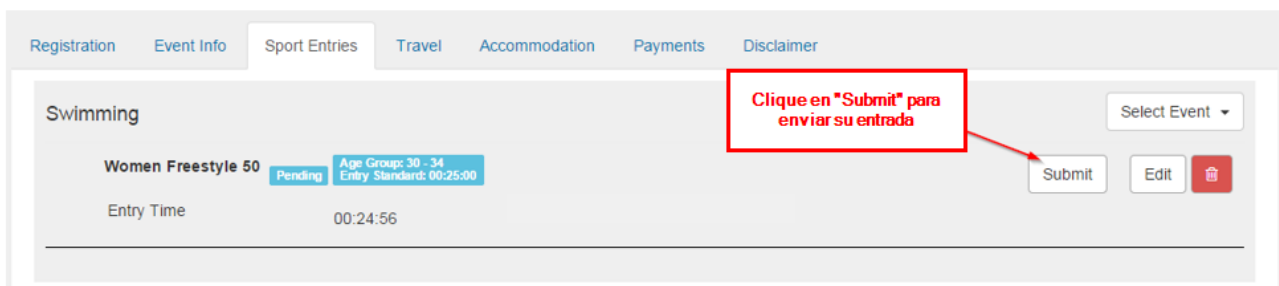
Una vez en la pestaña **Sport Entries**, deberá seleccionar el evento en el que usted quiere participar.



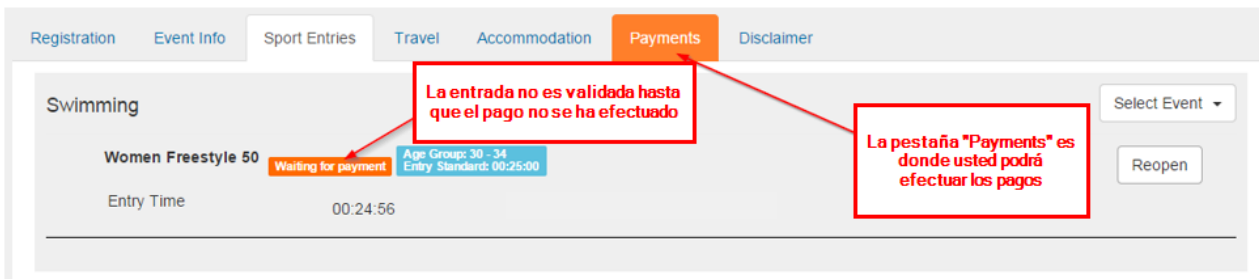
Una vez que haya seleccionado el evento, usted deberá completar su tiempo de entrada, la fecha y el lugar donde lo obtuvo. Usted verá también su grupo de edad y el tiempo de clasificación para ese grupo. Tiempos más lentos que el de clasificación no serán aceptados.



Cuando su entrada haya sido guardada, podrá clicar en "Submit" para enviarla. Únicamente las entradas válidas y con toda la información pueden ser enviadas.

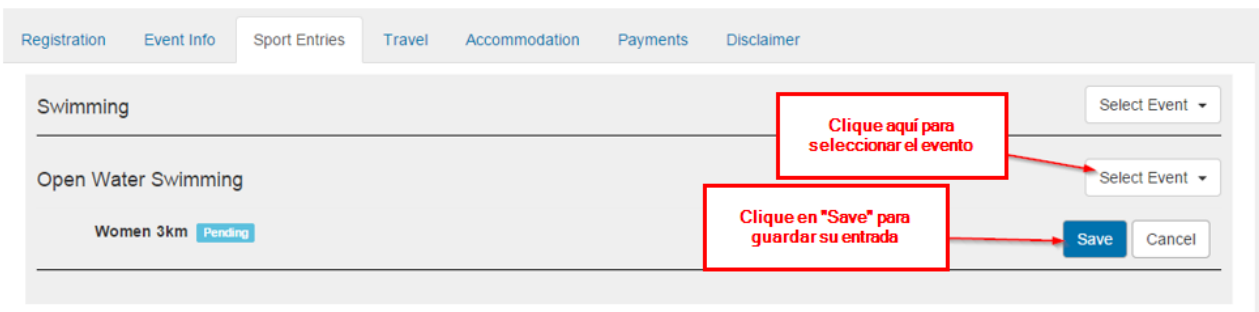


Su inscripción ha sido enviada y se creará una factura para que usted pueda pagar los costos. El estado permanecerá como "Waiting for payment" (en espera de pago) hasta que la factura haya sido pagada, mientras tanto su inscripción no será considerada.



6.4.2 Inscripción a eventos individuales - Aguas abiertas, Saltos y Natación artística

Seleccione el evento en el que usted quiere participar y guarde su entrada clicando en "Save".



Cuando su entrada haya sido guardada, clique en "Submit" para enviar.



Su inscripción ha sido enviada y se creará una factura para que usted pueda pagar los costos. El estado permanecerá como "Waiting for payment" (en espera de pago) hasta que la factura haya sido pagada, mientras tanto su inscripción no será considerada.



6.4.3 Pago



Usted no debe pagar después de efectuar cada entrada. Si desea inscribirse a varios eventos, puede añadirlos todos a la vez en la pestaña **Sport Entries**. La factura será actualizada con la cantidad total de gastos que deberá pagar.

Usted verá la cantidad total que debe pagar en la pestaña **Payments** (pagos) cuando haya agregado todos sus eventos.

| Order Number | Date | Price | Status | Action |
|--------------|------------|---------|--------|--------|
| dv151-00010 | 16/02/2015 | 180 USD | New | Pay |

Accediendo a “Detail” usted podrá ver la factura detallada con todos los costos:

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|-------------------------|------------|--------------------|-----------|--------------|----------------|
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| | | | | Total | 180 USD |

Una vez que los costos hayan sido pagados, el estado pasará a **Submitted** (enviado). Esto significa que su registro ha sido enviado al Comité Organizador.

6.4.4 Correcciones

Usted puede corregir, cambiar o borrar sus entradas en cualquier momento hasta la fecha límite de registro, incluso si ha sido enviada (Submitted).

Para ello, deberá clicar en “Reopen” (reabrir) y usted podrá entonces efectuar los cambios necesarios.

También puede cambiar por completo las entradas borrando las anteriores y añadiendo nuevas. Bastará con borrar la entrada y volver a iniciar el proceso para agregar una nueva entrada.

Importante: Si usted ya ha pagado los costos de inscripción para una entrada dentro del mismo deporte, podrá borrar una entrada antigua y añadir una nueva en su lugar sin tener que pagar de nuevo el costo. Su nueva entrada pasará directamente a estado **Submitted**.

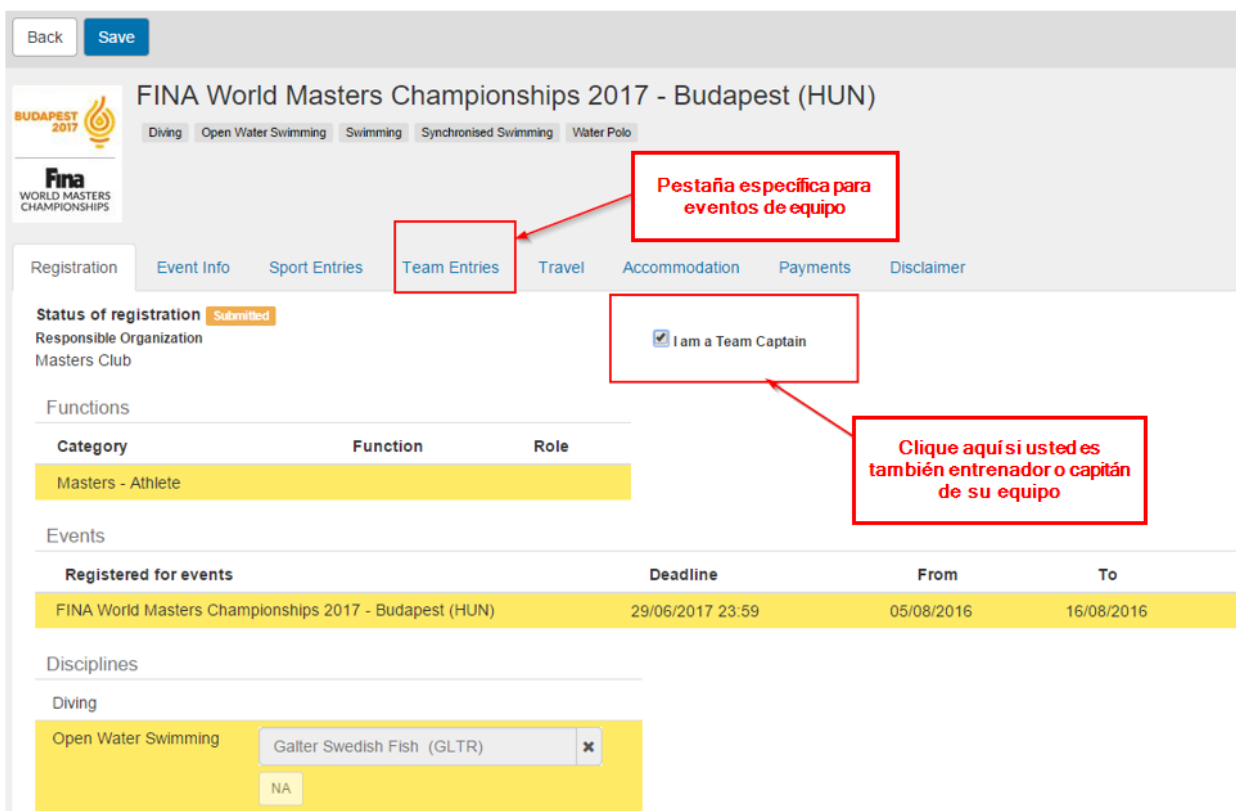
6.5 Inscripciones de equipo (relevos, dúos, equipos, etc.)

Sólo la persona reconocida como entrenador (Coach) o capitán (Team Captain) podrá efectuar las entradas de equipo.

Si usted es entrenador, debe crear su cuenta como **Masters–Coach**.

Si usted es un atleta y a la vez entrenador o capitán de su equipo, deberá crear una cuenta como **Masters-Athlete** y clicar en la casilla específica indicando que usted es también **entrenador/capitán**.

La función del entrenador/capitán le da acceso a la pestaña específica llamada “Team Entries” donde usted podrá efectuar su registro para los eventos de equipo.



Back Save

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments Disclaimer

Status of registration **Submitted**

Responsible Organization
Masters Club

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

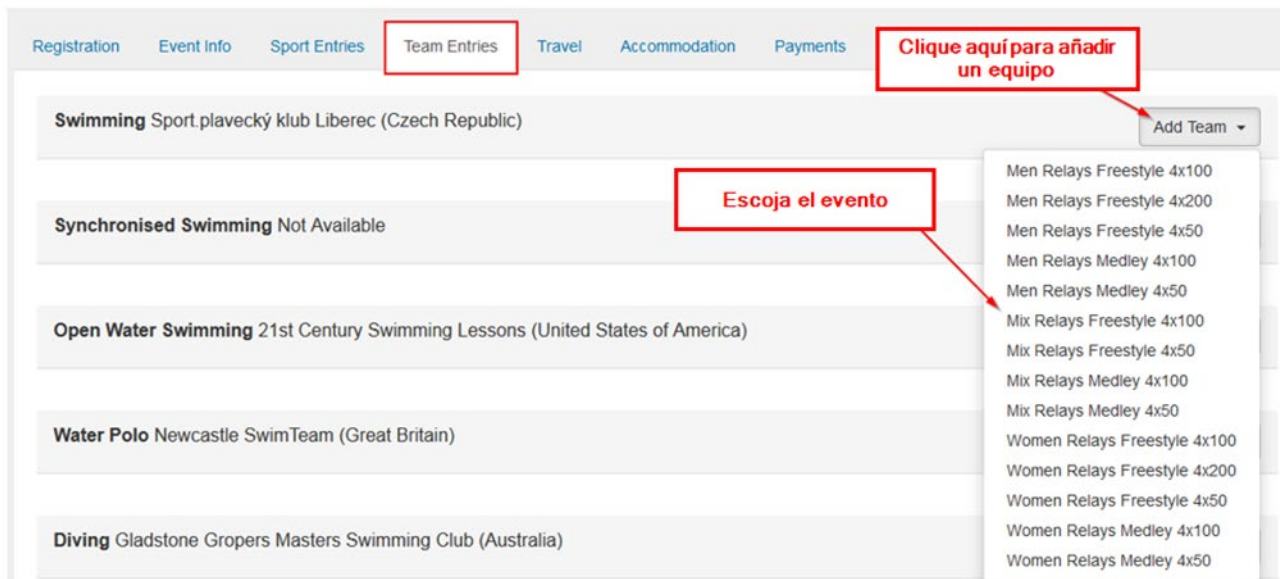
Diving

Open Water Swimming Galter Swedish Fish (GLTR) NA



Como entrenador o capitán, usted será también responsable del pago de los costos para registrar a su equipo.

Para registrar a su equipo, deberá acceder a la pestaña **Team Entries** y clicar en “Add Team” (Añadir un equipo). Después seleccione el evento al que quiere registrar a su equipo.



Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team ▾

Synchronised Swimming Not Available

Open Water Swimming 21st Century Swimming Lessons (United States of America)

Water Polo Newcastle SwimTeam (Great Britain)

Diving Gladstone Gropers Masters Swimming Club (Australia)

Clique aquí para añadir un equipo

Escoja el evento

- Men Relays Freestyle 4x100
- Men Relays Freestyle 4x200
- Men Relays Freestyle 4x50
- Men Relays Medley 4x100
- Men Relays Medley 4x50
- Mix Relays Freestyle 4x100
- Mix Relays Freestyle 4x50
- Mix Relays Medley 4x100
- Mix Relays Medley 4x50
- Women Relays Freestyle 4x100
- Women Relays Freestyle 4x200
- Women Relays Freestyle 4x50
- Women Relays Medley 4x100
- Women Relays Medley 4x50

Puede añadir los miembros de su equipo escribiendo el nombre de la persona y seleccionarla, o haciendo clic en “...” para ver todos los miembros de su equipo.



Únicamente las personas que hayan completado su registro y realizado el pago aparecerán en la lista de miembros del equipo.



Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments

Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team ▾

Pending

Discipline
Mix Relays Medley 4x50

Save Cancel

Guarde su equipo

Teclee el nombre del miembro del equipo o clique en “...” para ver la lista de miembros

Añada un nuevo miembro

Cuando el equipo esté completo, deberá clicar en “Save” para guardar la información. El grupo de edad donde el equipo estará registrado se calcula automáticamente. Haga clic en “Submit” para enviar la inscripción.



Swimming Sport.plavecký klub Liberec (Czech Republic) Add Team ▾

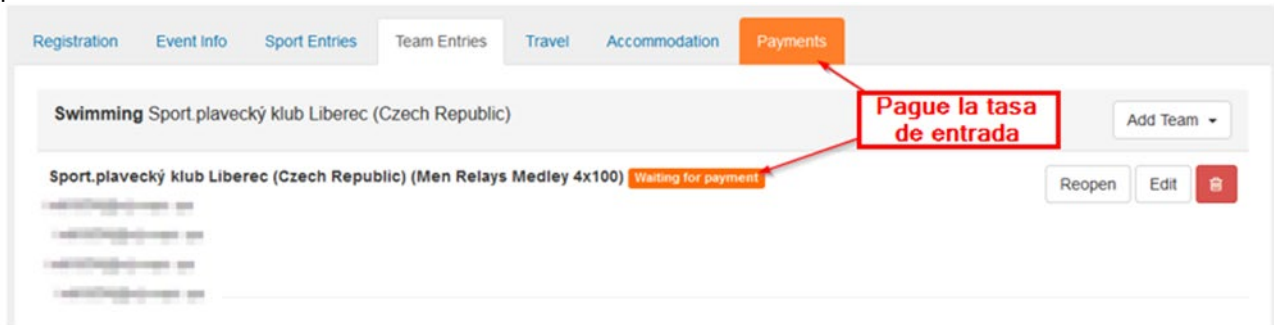
wdwdw (Mix Relays Medley 4x50) **Pending** Team age: 124 Age group: 120 - 159

Clique aquí para enviar la entrada de equipo

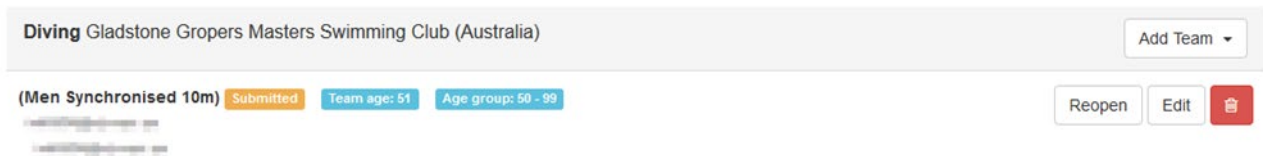
Grupo de Edad del equipo

Submit Edit

Una vez haya enviado la inscripción, debe proceder con el pago para poder validarla.



Una vez el pago ha sido efectuado, la inscripción de su equipo será enviada y validada.

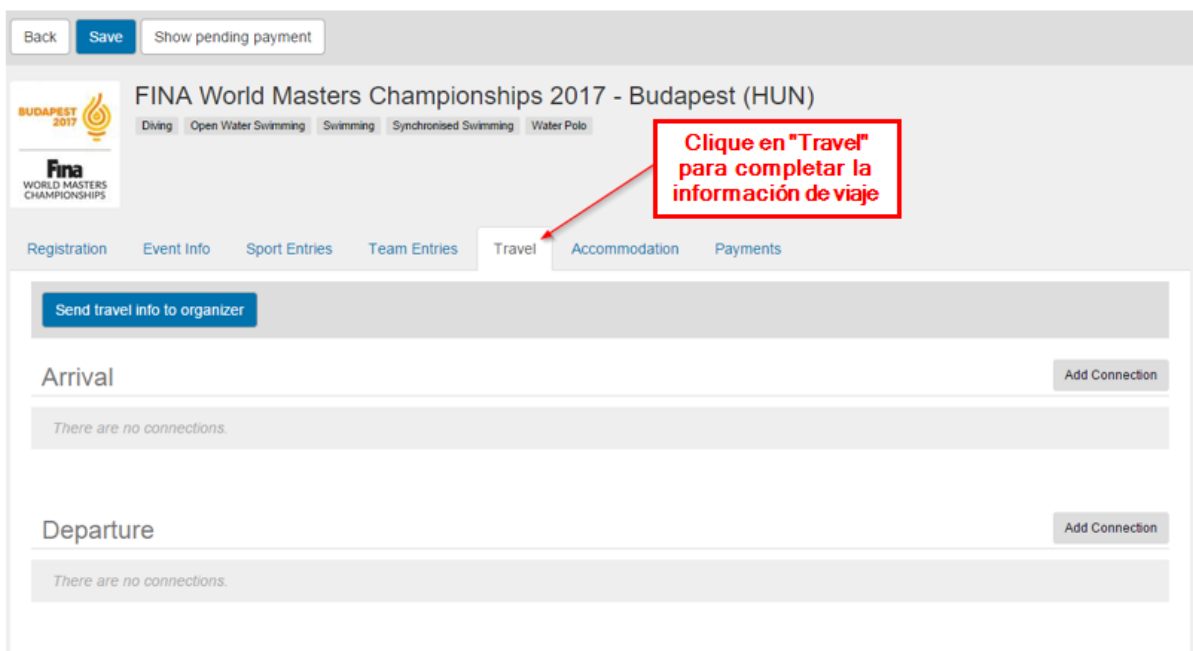


Importante: para saltos (Diving), el entrenador/capitán del equipo podrá ver a todos los miembros de su club, pero también a todos los miembros del club de su país.

6.6 Travel - Viaje

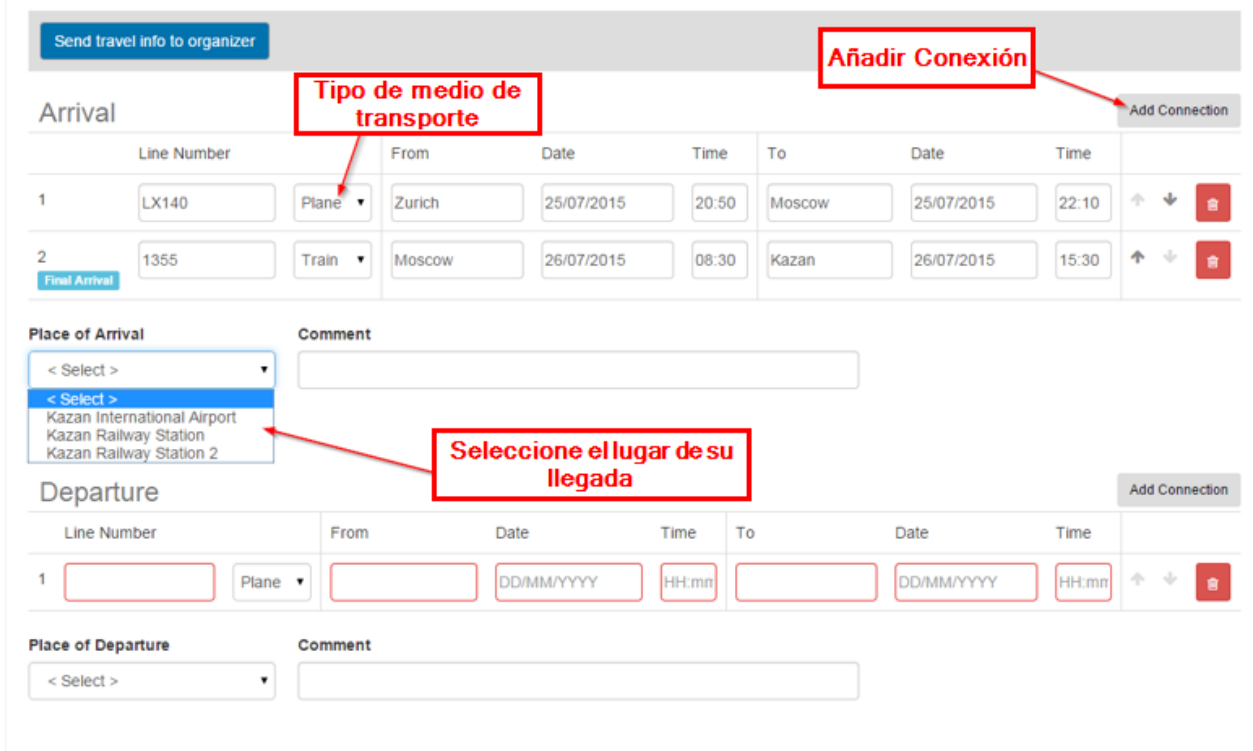
La información de viaje es una parte importante para el proceso de registro. Usted debe acceder a la pestaña **Travel** para añadir toda la información referente a su viaje.

Importante: la información de viaje puede completarse en cualquier momento. No necesita completar sus detalles de viaje el día de su registro. Podrá acceder al portal en cualquier momento y añadir la información más tarde.



Para añadir la información de viaje, clique en “Add connection” (Añadir conexión). Usted puede añadir tantas conexiones como quiera. La información más importante para el Comité Organizador es la de su llegada al destino final y la de su salida ya que esta información será utilizada para organizar el transporte. Una vez la información de viaje ha sido completada, clique en “Save”.

Añada su última conexión de llegada como “Final Arrival” (Llegada fina) y su primera conexión de salida como la número “1”.



The screenshot shows a web form for adding travel connections. At the top, there is a button "Send travel info to organizer" and an "Add Connection" button. Below this is a table for arrivals with columns: Line Number, From, Date, Time, To, Date, Time. Two entries are shown: entry 1 from Zurich to Moscow on 25/07/2015 at 20:50 via Plane; entry 2 from Moscow to Kazan on 26/07/2015 at 08:30 via Train. Below the table is a "Place of Arrival" dropdown menu with options: Kazan International Airport, Kazan Railway Station, and Kazan Railway Station 2. Below that is a "Departure" section with similar input fields for Line Number, From, Date, Time, To, Date, Time. At the bottom, there is a "Place of Departure" dropdown menu. Red boxes and arrows highlight key elements: "Añadir Conexión" (Add Connection), "Tipo de medio de transporte" (Type of transport), and "Seleccione el lugar de su llegada" (Select the place of arrival).

6.7 Accommodation – Hospedaje

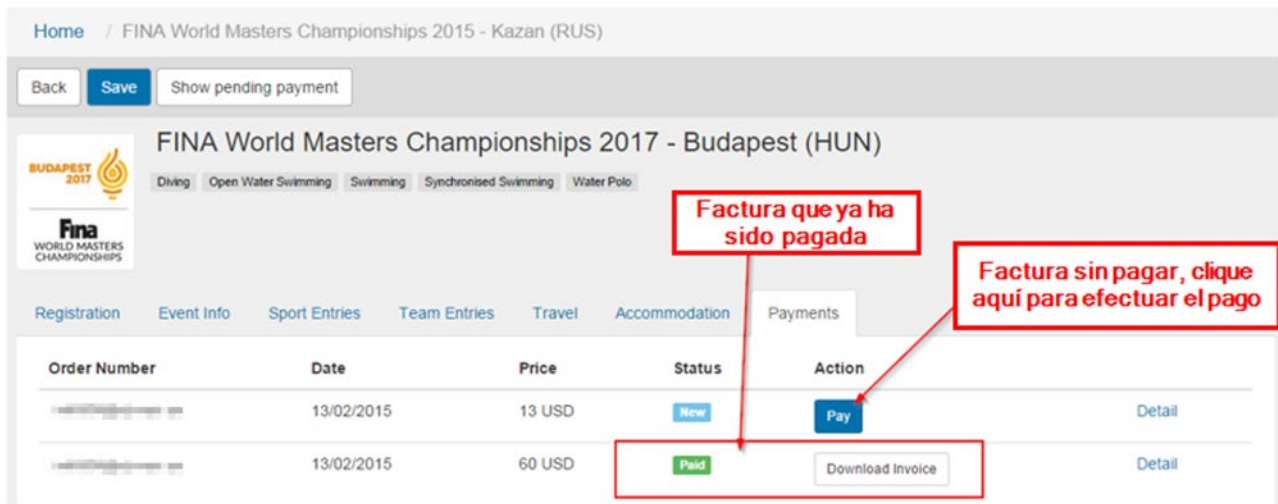
En la pestaña **Accommodation** usted encontrará toda la información relacionada con el hospedaje, pero las habitaciones no pueden ser reservadas a través del GMS. Por favor, siga los links a las páginas web oficiales para más información.



The screenshot shows the accommodation page for the FINA World Masters Championships 2017 - Budapest (HUN). At the top, there are buttons for "Back", "Save", "Finish registration", and "Cancel registration". Below this is the event logo and name, along with a list of sports: Diving, Open Water Swimming, Swimming, Synchronised Swimming, and Water Polo. There are also tabs for "Registration", "Event Info", "Travel", "Accommodation", and "Disclaimer". A message states: "In order to book accommodation for 17th FINA World Masters Championships 2017, please find information on the official website by [CLICKING HERE](#)". At the bottom, it says "General enquires can be made to: masters@fina-budapest2017.com".

6.8 Payment - Pagos

En la pestaña **Payments** (pagos) usted puede ver las distintas facturas y efectuar el pago de las mismas.



Home / FINA World Masters Championships 2015 - Kazan (RUS)

Back Save Show pending payment

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation **Payments**

| Order Number | Date | Price | Status | Action |
|--------------|------------|--------|--------|------------------|
| ... | 13/02/2015 | 13 USD | New | Pay |
| ... | 13/02/2015 | 60 USD | Paid | Download Invoice |

Factura que ya ha sido pagada

Factura sin pagar, clique aquí para efectuar el pago

Usted puede descargarse la factura en cualquier momento clicando en "Download Invoice". La casilla "Pay" le dirigirá a la página de pago como se explica en el punto 6.2. Siga las instrucciones en la página web para completar el pago.

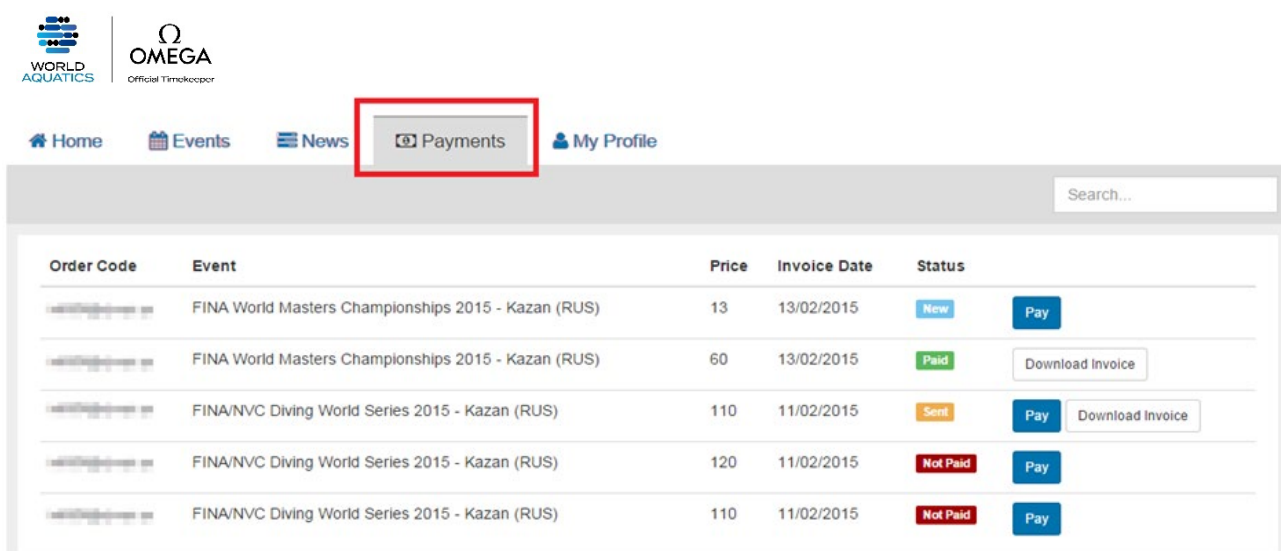
El estado cambiará a **Paid** (pagado) al realizarse el pago:

Status



Paid Download Invoice

La misma pestaña **Payments** también está disponible desde la página de inicio (Home) del portal. Puede ver todas sus facturas directamente allí sin necesidad de acceder a la página del evento.



WORLD AQUATICS | OMEGA Official Timekeeper

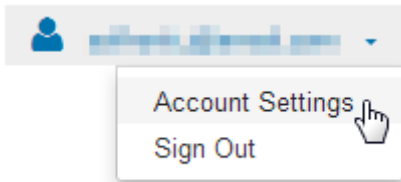
Home Events News **Payments** My Profile

Search...

| Order Code | Event | Price | Invoice Date | Status |
|------------|---|-------|--------------|---------------------------|
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 13 | 13/02/2015 | New Pay |
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 60 | 13/02/2015 | Paid Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Sent Pay Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 120 | 11/02/2015 | Not Paid Pay |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Not Paid Pay |

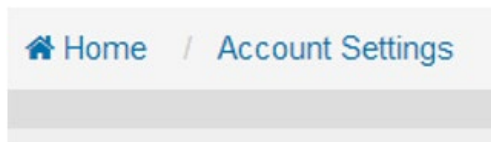
7 ACCOUNT SETTINGS – CONFIGURACIÓN DE LA CUENTA

Clique en su nombre de usuario en el margen superior derecho de la pantalla para desplegar el menú donde podrá salir de la sesión (Sign Out) o seleccionar la configuración de la cuenta (Account settings).



7.1 Account Settings – Configuración de la cuenta

Si usted quiere cambiar su contraseña, seleccione la casilla **I want to reset password.**



I want to reset password

Escriba su antigua contraseña en **Old Password**, y su nueva contraseña dos veces en **Password** y **Confirm password**.

Clique en “Set new password” (establecer nueva contraseña).

Set new password

Old Password

Password

Confirm password





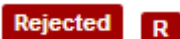




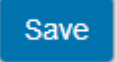
Set new password

Clique en **Home** para volver a la pestaña de inicio.

8 APÉNDICE

8.1 Abreviaciones y símbolos

| Abreviaciones en inglés | |
|-------------------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Sintaxis para botones, etiquetas, ítems del menú, etc. en las aplicaciones | |
|---|---|
| Claves, botones y etiquetas | [key], [OK], [Result] |
|  | El registro no está completo, falta rellenar información. |
|  | Nueva solicitud |
|  | El registro ha sido enviado |
|  | El registro ha sido aprobado |
|  | El registro ha sido denegado |
|  | El registro está en estado de espera del pago |
|  | Pago pendiente |
|  | Pagado |
|  | Borrar |
|  | Guardar |

Guia de Inscrição do Usuário

World Aquatics Masters Championships

PROVIDED BY  OMEGA

Versão 1.2
Edição Janeiro 2017

**AS INFORMAÇÕES CONTIDAS NESTE GUIA SÃO APENAS
PARA REFERÊNCIA.**

**AS IMAGENS DEMONSTRADAS DE TELAS SÃO PURAMENTE
PARA O PROPÓSITO DE DEMONSTRAÇÃO E NÃO REFLETE
DETALHES REAIS DE INSCRIÇÃO, COMO NOME DO EVENTO,
DATA, LIMITES, VALORES ETC.**

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Language:

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ÍNDICE

| | | |
|----------|--|-----------|
| 1 | COMO SE INSCREVER? | 2 |
| 2 | CRIANDO UMA CONTA | 3 |
| 3 | LOGIN | 6 |
| 4 | INÍCIO | 7 |
| 5 | MEU PERFIL | 8 |
| 6 | EVENTOS | 12 |
| 6.1 | Termos e condições..... | 13 |
| 6.2 | Inscrição no evento | 13 |
| 6.3 | Dados do evento | 18 |
| 6.4 | Inscrição em provas individuais..... | 18 |
| 6.4.1 | Inscrição em provas de natação | 18 |
| 6.4.2 | Inscrições individuais para Águas Abertas (Maratona Aquática), Saltos Ornamentais e Nado Artístico | 20 |
| 6.4.3 | Pagamento..... | 21 |
| 6.4.4 | Correções e alterações..... | 22 |
| 6.5 | Inscrições de equipe (revezamentos, duetos, equipes etc.) | 23 |
| 6.6 | Viagem..... | 26 |
| 6.7 | Acomodações..... | 27 |
| 6.8 | Pagamento | 27 |
| 7 | CONFIGURAÇÕES DE CONTA | 29 |
| 7.1 | Configurações da conta..... | 29 |
| 8 | ANEXO | 30 |
| 8.1 | Abreviações e símbolos | 30 |

1 COMO SE INSCREVER?

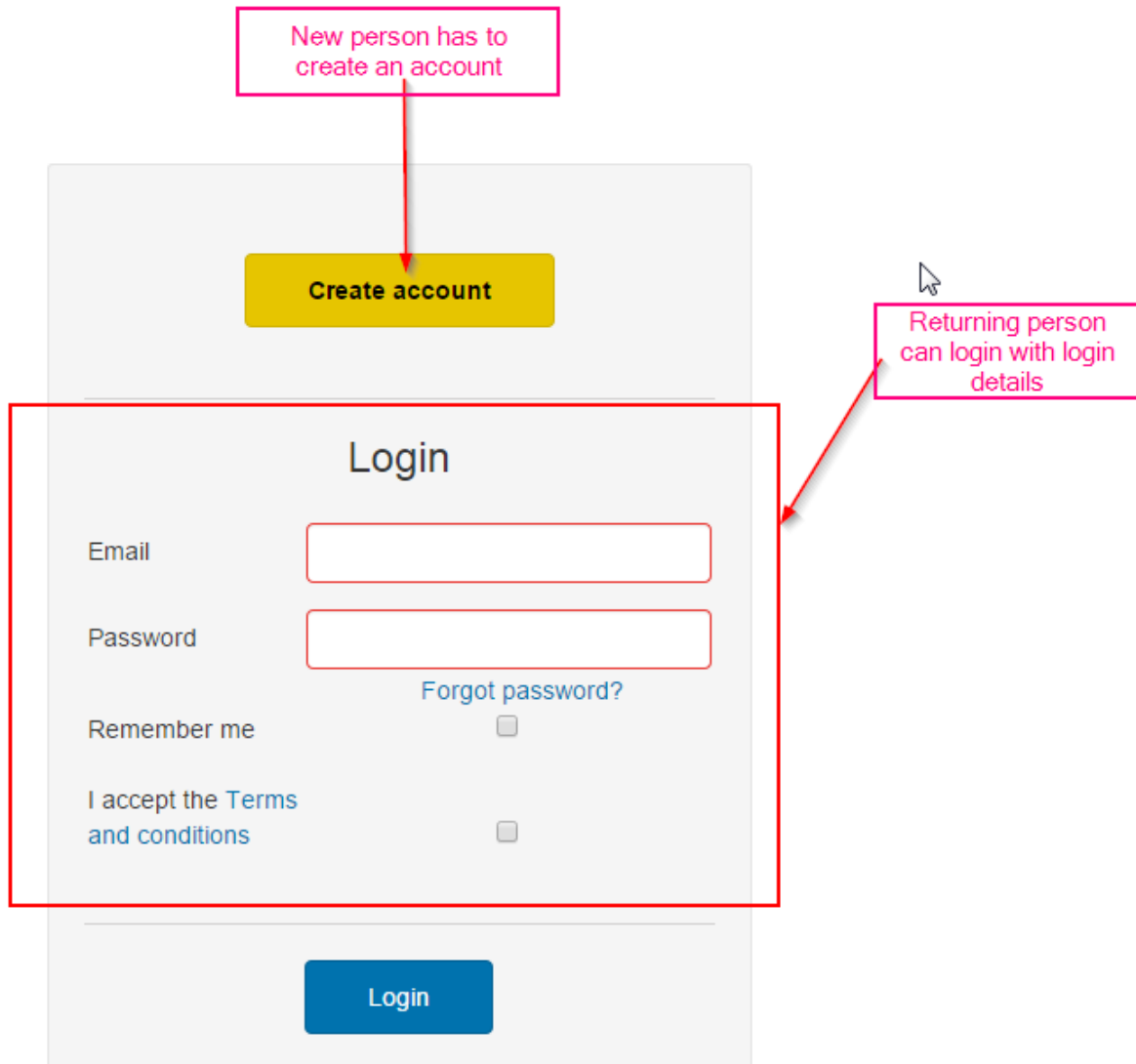
Para se inscrever no Campeonato Mundial World Aquatics Masters, você deve ir ao portal público do Sistema de Gerenciamento Central da World Aquatics (GMS), no endereço: [**https://registration.worldaquatics.com**](https://registration.worldaquatics.com)

O portal público é parte do sistema de inscrições da World Aquatics que é aberto ao público em geral. Qualquer um pode criar uma conta e então gerenciar o seu perfil e realizar as inscrições disponíveis da World Aquatics.

O sistema é otimizado para a última versão do navegador **Google Chrome**.

2 CRIANDO UMA CONTA

Se você ainda não tem uma conta no sistema GMS da World Aquatics, você tem que primeiro criá-la. Clique em [Create account] (criar conta) para iniciar o processo.



New person has to create an account

Create account

Returning person can login with login details

Login

Email

Password

Forgot password?

Remember me

I accept the Terms and conditions

Login

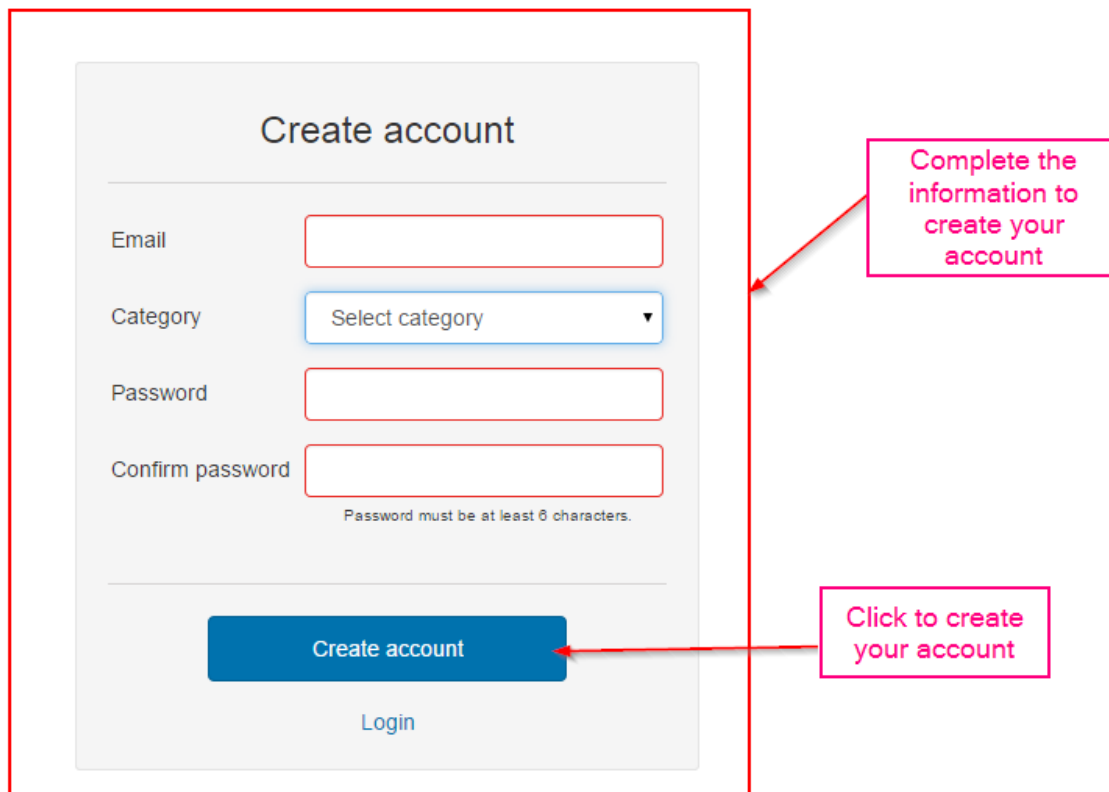
Você tem que preencher todos os dados solicitados. Seu endereço de e-mail servirá como seu nome de usuário posteriormente.

Para a opção Category (categoria), você deve escolher entre:

- Masters Athlete - Atleta Master (se você competirá no evento)
- Masters Coach - Técnico Master (se você é técnico da equipe e não irá participar do evento como atleta)
- Masters Accompanying person - Acompanhante Master (para familiares, amigos, equipe de suporte)

Escolha a categoria que representará sua função na competição.

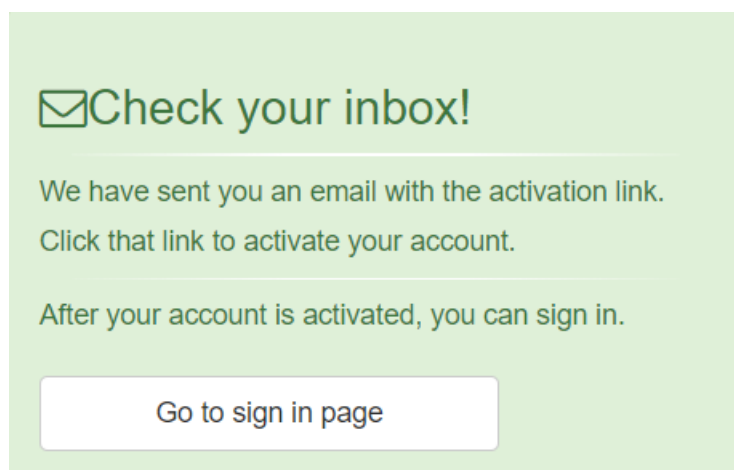
(Atenção: se você for um atleta e também é o técnico da equipe, você DEVE SE REGISTRAR como atleta).



The image shows a 'Create account' form with the following fields: Email, Category (dropdown menu with 'Select category'), Password, and Confirm password. A note below the password field states 'Password must be at least 6 characters.' Below the form is a blue 'Create account' button and a 'Login' link. Two pink callout boxes with arrows point to the form: one pointing to the input fields with the text 'Complete the information to create your account', and another pointing to the 'Create account' button with the text 'Click to create your account'.

Quando você completar todas as informações, clique em “Create account” (criar conta) para finalizar e criar sua conta.

Um e-mail com um link de confirmação será enviado imediatamente para sua caixa postal.



Cheque seu e-mail e clique no link enviado para confirmar e ativar o seu e-mail e prosseguir com o processo de criação de sua conta.

[World Aquatics Portal] Please confirm account activation



gms@worldaquatics.com (gms@worldaquatics.com)



Thank you for creating an account in the World Aquatics GMS Portal.

To activate your personal account, please click on the link below or copy it into your browser.

<https://registration.fina.org/account/confirm/2b1df7f5759e4527bda621ade20001e4>

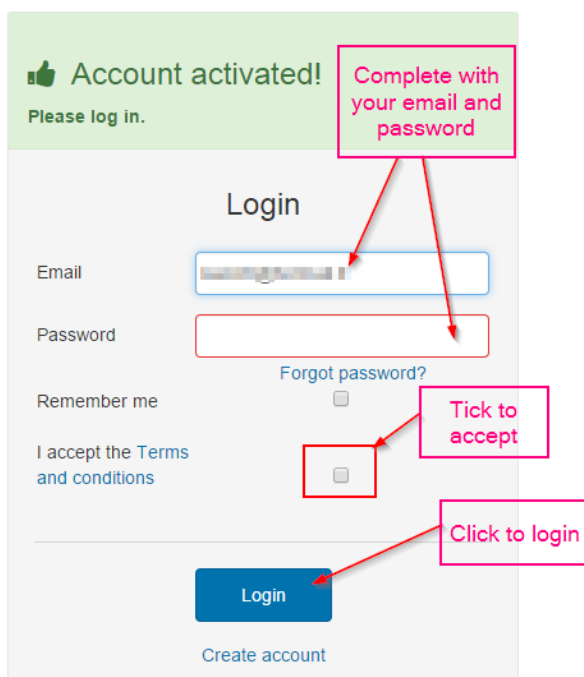
Click to activate your account

Best regards

GMS Support Team |

Should you require any assistance, please contact gms@worldaquatics.com

Assim que sua conta foi ativada, você pode realizar o login no sistema:

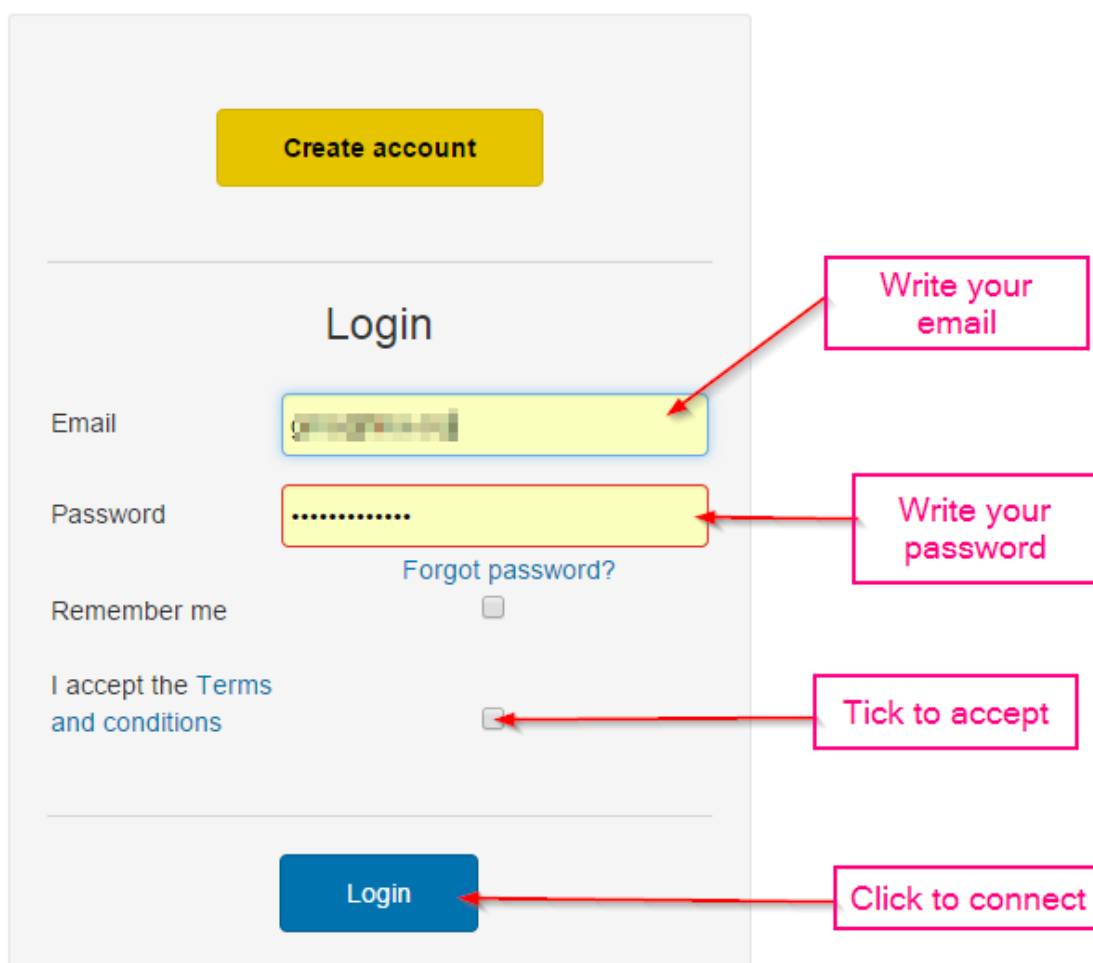


The screenshot shows a login page with the following elements and annotations:

- Account activated!** (with a thumbs up icon) and **Please log in.** (green banner)
- Login** (title)
- Email** field: Annotated with "Complete with your email and password"
- Password** field: Annotated with "Complete with your email and password"
- Forgot password?** (link)
- Remember me** checkbox: Annotated with "Tick to accept"
- I accept the Terms and conditions** checkbox: Annotated with "Tick to accept"
- Login** button: Annotated with "Click to login"
- Create account** (link)

3 LOGIN

O processo de login do usuário é rápido e simples. Primeiro entre o seu e-mail (que será considerado como User Name - Nome do Usuário) e sua senha, selecione o item "I accept the Terms and conditions" para aceitar as termos do serviço e condições de uso e clique no botão [Login]. Os termos de serviço e condições de uso podem ser lidos na íntegra no final da página de login e também em todas as páginas do portal público, simplesmente clicando no link [Terms and Conditions](#).



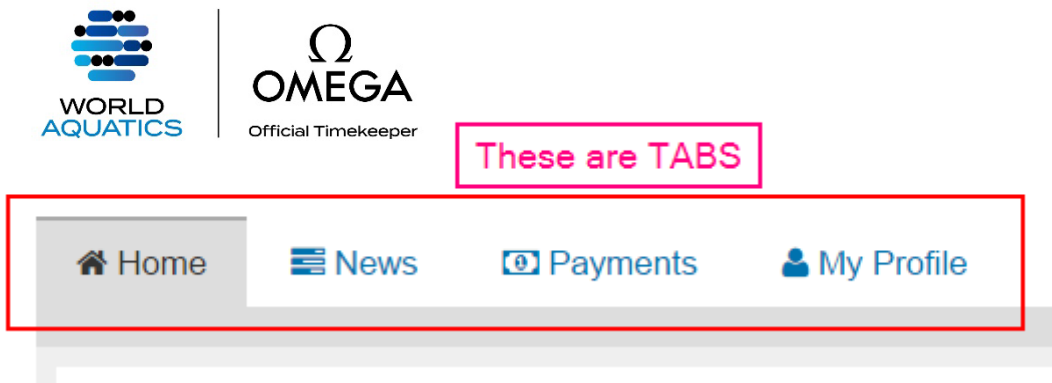
The image shows a login form with the following elements and annotations:

- Create account**: A yellow button at the top.
- Login**: The title of the form.
- Email**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Write your email".
- Password**: A text input field with a yellow highlight and a red arrow pointing to it from the annotation "Write your password".
- Forgot password?**: A link below the password field.
- Remember me**: A checkbox.
- I accept the Terms and conditions**: A checkbox with a red arrow pointing to it from the annotation "Tick to accept".
- Login**: A blue button at the bottom with a red arrow pointing to it from the annotation "Click to connect".

Se você esqueceu a sua senha, clique no botão [Forgot Password?] para receber um e-mail com instruções para gerar novamente sua senha. A mensagem será enviada para o seu e-mail cadastrado, associado a sua conta.

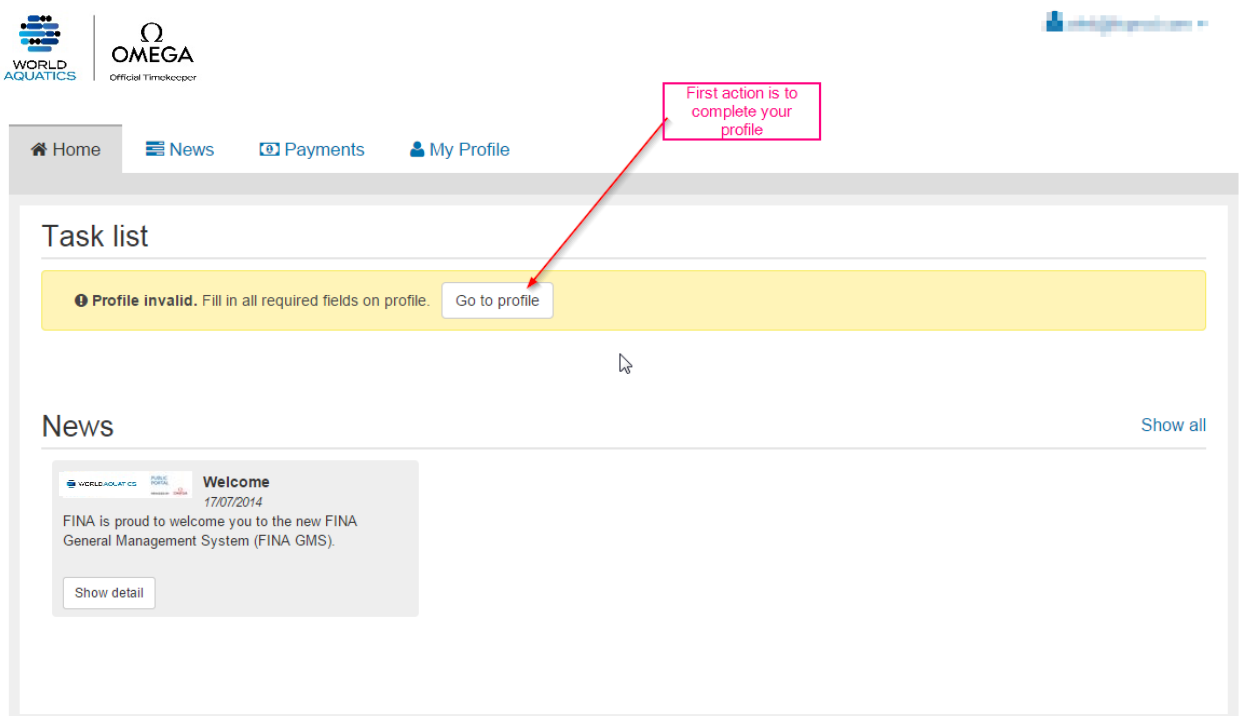
4 INÍCIO

A página inicial do portal é dividida em guias (Tabs).



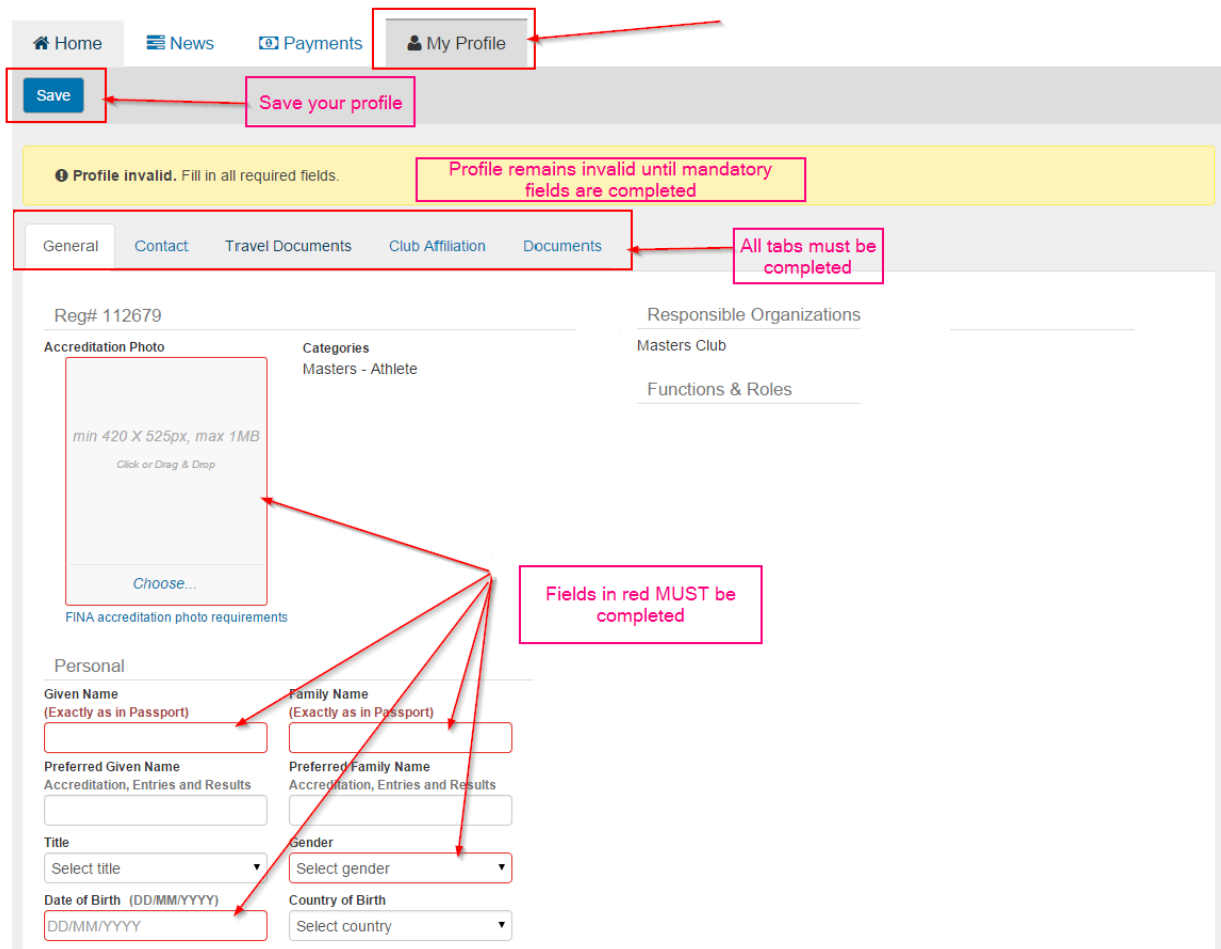
Depois do primeiro login no sistema, você entrará direto no guia **Home** (Início). Nesta guia será mostrados comunicados importantes relacionados aos eventos que estão por vir. Você pode ver os detalhes de cada mensagem clicando no ícone [Show detail] (Mostrar detalhes). Já as notícias dos eventos são exibidas na guia **News** (Notícias).

Você deve completar os dados de seu perfil clicando no botão [Go to profile] (Ir ao perfil).



5 MEU PERFIL

Você deve preencher todos os campos. Campos obrigatórios estão destacados na cor vermelha.



Home News Payments **My Profile**

Save Save your profile

Profile invalid. Fill in all required fields. Profile remains invalid until mandatory fields are completed

General **Contact** Travel Documents Club Affiliation Documents All tabs must be completed

Reg# 112679

Accreditation Photo: min 420 X 525px, max 1MB. Click or Drag & Drop. Choose... FINA accreditation photo requirements

Categories: Masters - Athlete

Responsible Organizations: Masters Club

Functions & Roles

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

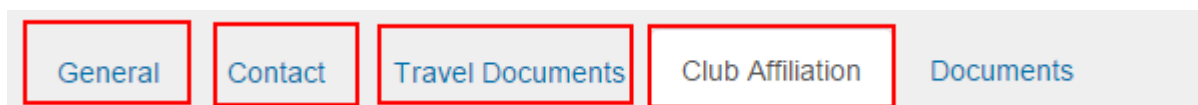
Title: Select title Gender: Select gender

Date of Birth (DD/MM/YYYY): DD/MM/YYYY Country of Birth: Select country

Fields in red MUST be completed

Preencha todos os dados obrigatórios e clique no botão [Save] (Salvar).

Depois, você tem que completar as seguintes seções:



General **Contact** **Travel Documents** **Club Affiliation** Documents

A guia Documents é onde você localiza os documentos que você enviou (passaporte, foto etc.). Esta guia não precisará ser atualizada uma vez que os documentos foram preenchidos e enviados na guia General (Geral), ele apenas exibe o que já existe registrado.

Na guia Contact (Contato), informe os dados de seu endereço e telefone.

General
Contact
Travel Documents
Club Affiliation
Documents

Street

House Number

Name of Place

City

Zip Code / Postal Code

Region / State / Province

Country

Switzerland
▼


Cell Phone

Na guia **Travel Documents** (documentos de viagem) você pode adicionar quantos documentos achar necessário clicando no botão [Add Travel Document] (Adicionar Documento de Viagem). É nesta guia que a cópia de seu passaporte deve ser enviada. Lembre-se sempre de salvar seu perfil clicando no botão [Save] (Salvar), localizado na barra superior, logo abaixo de Home.

Save
General
Contact
Travel Documents
Media
Documents

Add Travel Document

Travel Document Copy



Choose...

Type

Passport
🗑

Name

Document Number

Document Nationality

...

Country of Issue

...

Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

Issuer

Series

Travel Document Copy

Image or PDF allowed, max 2MB

Click or Drag & Drop

Choose...

Type

...
🗑

Name

Document Number

Document Nationality

Select country

Country of Issue

Select country

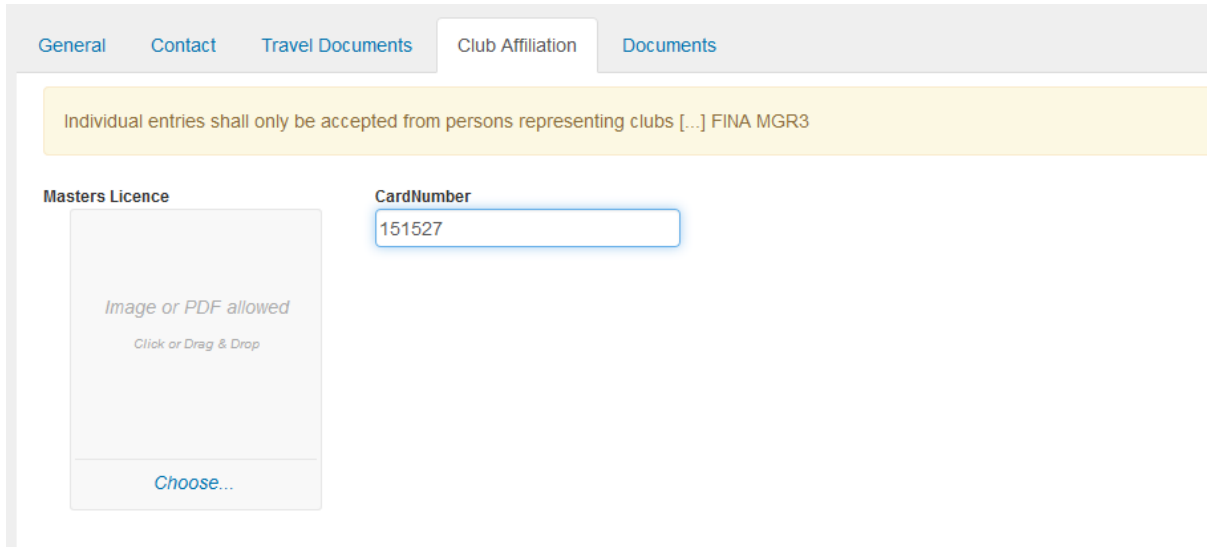
Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

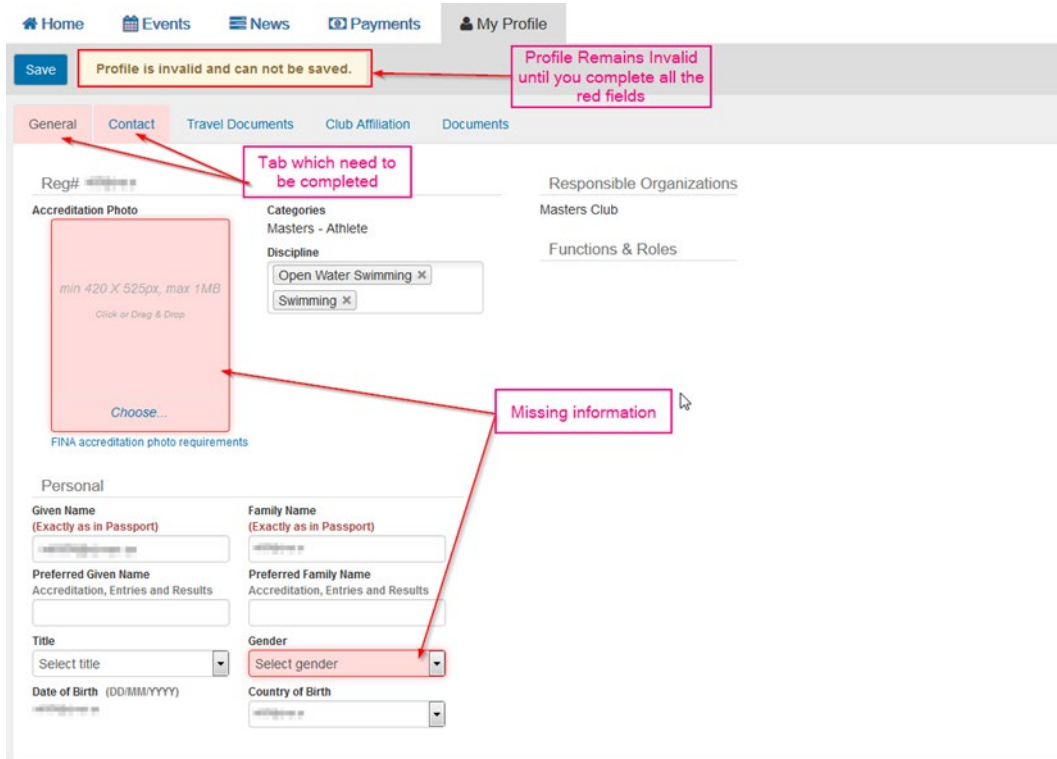
Issuer

Series

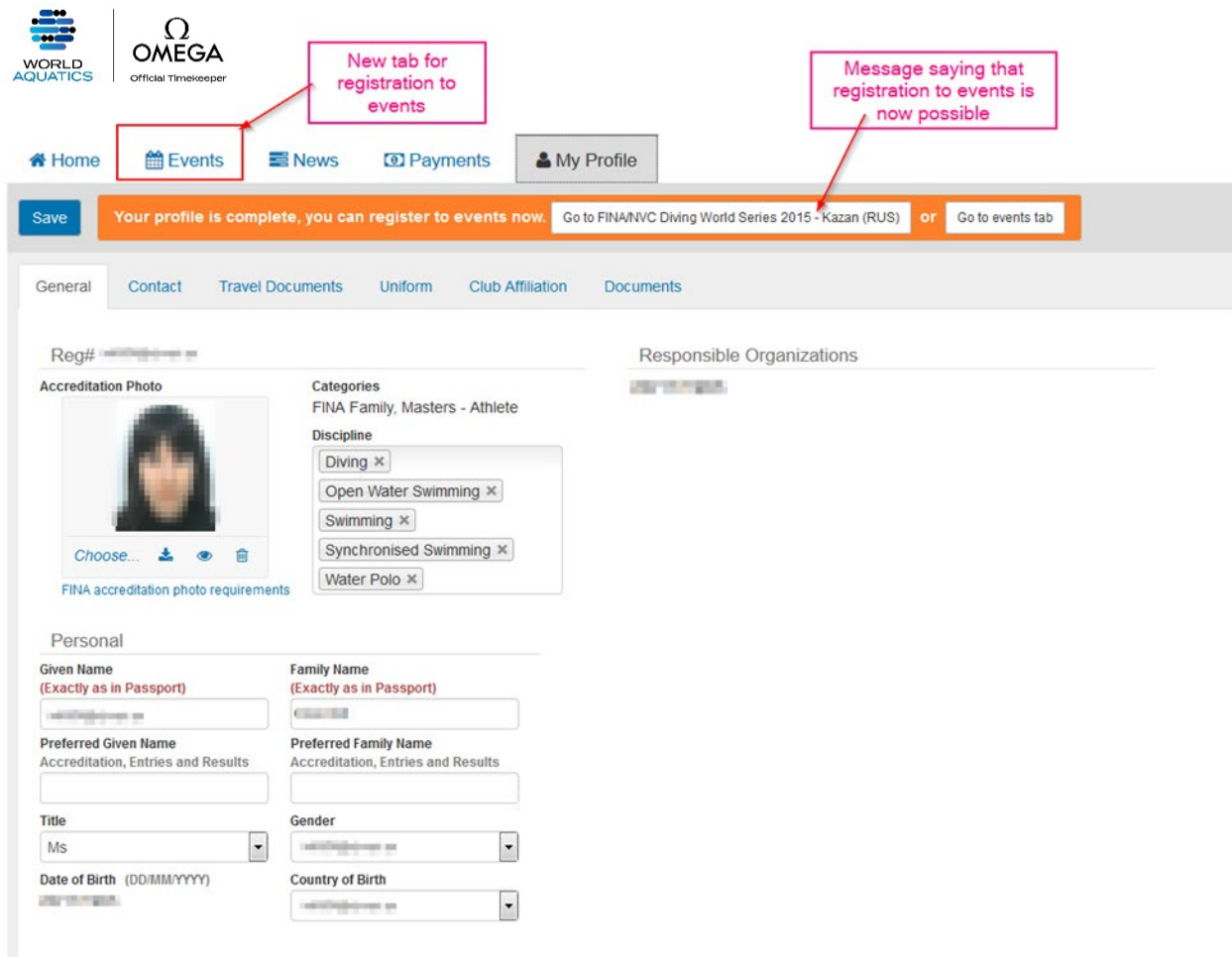
Na guia "Club Affiliation" (Filiação) adicione o número de registro da sua associação (para a ABMN, é o seu número de matrícula) e o Travel Permit.




Se alguns campos ou guias não foram preenchidas corretamente, seu perfil continuará inválido e você não poderá se inscrever até corrigir e/ou preenchê-los corretamente.



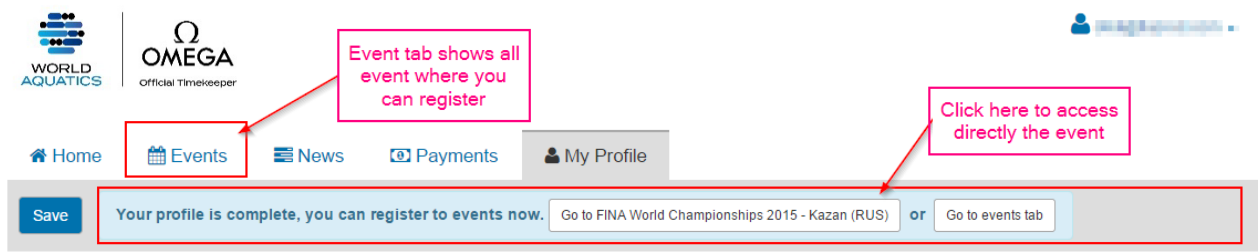
Quando seu perfil estiver completo, você está pronto para fazer sua inscrição!



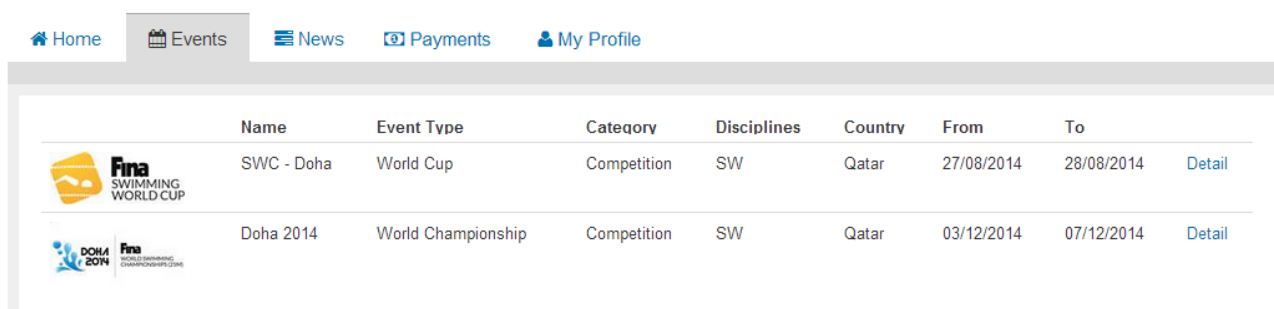
The screenshot shows the user's profile page on the World Aquatics website. At the top left, there are logos for World Aquatics and Omega. A navigation bar includes Home, Events, News, Payments, and My Profile. A red box highlights the 'Events' tab, with an annotation: "New tab for registration to events". Below the navigation bar, an orange banner displays the message: "Your profile is complete, you can register to events now." with links to "Go to FINANVC Diving World Series 2015 - Kazan (RUS)" and "Go to events tab". A second annotation points to this banner: "Message saying that registration to events is now possible". The profile section is divided into tabs: General, Contact, Travel Documents, Uniform, Club Affiliation, and Documents. The 'General' tab is active, showing fields for Reg#, Accreditation Photo, Categories (FINA Family, Masters - Athlete), Discipline (Diving, Open Water Swimming, Swimming, Synchronised Swimming, Water Polo), Personal information (Given Name, Family Name, Preferred Given Name, Preferred Family Name, Title, Gender, Date of Birth, Country of Birth), and Responsible Organizations.

6 EVENTOS



Eventos significa Competições. Você pode ir diretamente se inscrever nos eventos clicando nos botões indicativos dentro do seu perfil:



Ou você pode acessar todos os eventos disponíveis para inscrição na guia "**Events**", assim que completar o preenchimento de seu perfil. A guia "Events" só aparecerá caso seu perfil esteja completo. Clique no logo do evento ou no link [Detail] para prosseguir com a inscrição no evento selecionado.



The screenshot shows the 'Events' page with a navigation menu (Home, Events, News, Payments, My Profile) and a table of events. The table has columns for Name, Event Type, Category, Disciplines, Country, From, To, and a Detail link. Two events are listed: 'SWC - Doha' (World Cup) and 'Doha 2014' (World Championship).

| | Name | Event Type | Category | Disciplines | Country | From | To | |
|---|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
|  | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
|  | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

6.1 Termos e condições

Para iniciar a sua inscrição, você deve antes ler e aceitar os termos e condições (obviamente se você concordar com eles).

Events / FINA World Masters Championships 2017 - Budapest (HUN)

Back

BUDAPEST 2017
FINA WORLD MASTERS CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)
Diving | Open Water Swimming | Swimming | Synchronised Swimming | Water Polo

Registration | Event Info | Disclaimer

You are not yet registered to this event.
You must read and accept the terms and conditions below to proceed

17th FINA World Masters Championships 2017 - Budapest (HUN)
IMPORTANT: THIS IS A LEGAL DOCUMENT, PLEASE READ IN FULL AND UNDERSTAND BEFORE SIGNING.
I understand and accept that my participation in the 17th FINA World Masters Championships 2017 - Budapest (HUN) called hereinafter "the EVENT" is subject to my acceptance of the following terms and conditions:

1. **FINA Rules, Regulations and Procedures:** I agree to be bound by and comply with all FINA Rules[1], regulations and procedures, as well as their amendments, applicable in connection with the EVENT, including the FINA Code of Ethics and the FINA Code of Conduct. I therefore agree to be submitted to such rules, regulations, and procedures and to the jurisdiction of the bodies, which are in charge of applying them or in respect of any issue arising in connection with my participation in the EVENT.

2. **Use of image, name and likeness:** I understand and accept that FINA and /or the EVENT Organising Committee (or any third party acting on behalf or with the authorisation of such aforementioned parties for the purposes contemplated herein) may (i) film, photograph or

I have read the terms and conditions set forth above, which I fully understand and I agree to be legally bound by them by clicking the "I Accept the Terms and Conditions" checkbox, freely and without any inducements.

[1] FINA Rules are available on the FINA website : <http://www.fina.org>

I accept the Event Terms and conditions

Initials: FIN

Date: 25/01/2017

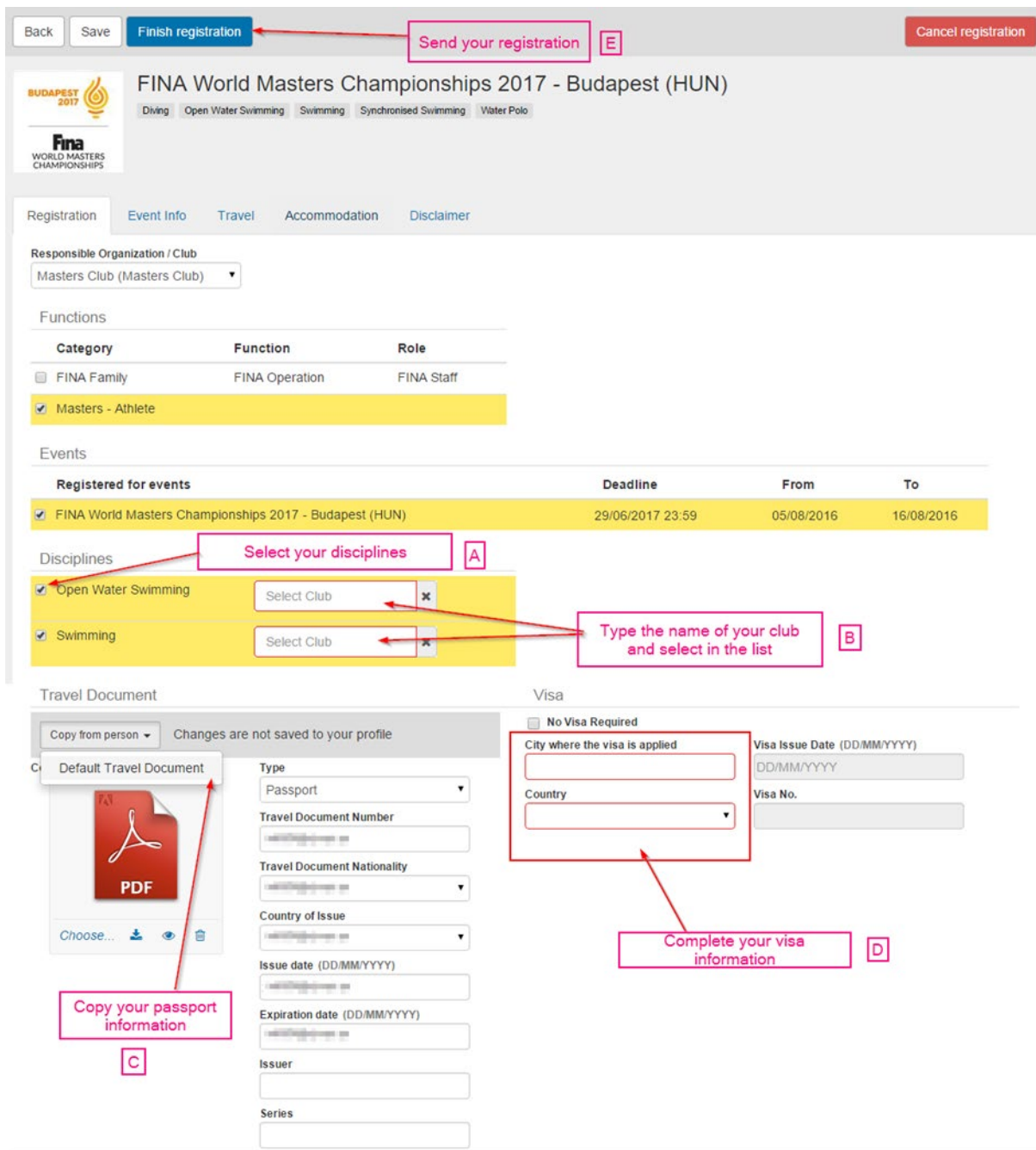
Proceed to Registration

Annotations:
 - Tick the box to confirm (points to the checkbox)
 - Write your initials (points to the Initials field)
 - Click to proceed with registration (points to the Proceed to Registration button)

6.2 Inscrição no evento

Para completar sua inscrição no evento você deve (atenção, o processo de inscrição tem duas partes distintas: a primeira é inscrever-se no evento - atletas, técnicos e acompanhantes - e a segunda é inscrever-se nas provas - para atletas somente):

- Selecionar as modalidades nas quais você quer se inscrever (aparecerão apenas as modalidades - natação, nado sincronizado, polo aquático etc. - que você adicionou no seu perfil)
- Selecione a sua equipe. (explicações detalhadas abaixo)
- Copie informações sobre seu passaporte - se você enviou dois ou mais passaportes, você deve escolher um deles que deseja utilizar para viajar.
- Complete os campos de visto, com o nome da cidade onde você aplicou para o visto e o país.
- Clique no botão "Finish registration" (Finalizar inscrição) quando tudo estiver completo.



Back Save **Finish registration** **Send your registration** E Cancel registration

BUDAPEST 2017
FINA WORLD MASTERS CHAMPIONSHIPS

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Travel Accommodation Disclaimer

Responsible Organization / Club
Masters Club (Masters Club)

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input type="checkbox"/> FINA Family | FINA Operation | FINA Staff |
| <input checked="" type="checkbox"/> Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Select your disciplines A

| | |
|---|-------------|
| <input checked="" type="checkbox"/> Open Water Swimming | Select Club |
| <input checked="" type="checkbox"/> Swimming | Select Club |

Type the name of your club and select in the list B

Travel Document

Copy from person Changes are not saved to your profile

Default Travel Document

Copy your passport information C

Type
Passport

Travel Document Number

Travel Document Nationality

Country of Issue

Issue date (DD/MM/YYYY)

Expiration date (DD/MM/YYYY)

Issuer

Series

Visa

No Visa Required

City where the visa is applied

Country

Complete your visa information D

Visa Issue Date (DD/MM/YYYY)
DD/MM/YYYY

Visa No.

Busca de equipe:

Para selecionar sua equipe ou clube, você deve digitar pelo menos 3 letras do nome da equipe/clube (pode ser palavra-chave ou sigla). Uma lista irá aparecer e você pode selecionar a equipe/clube clicando no nome.

(Dica: digite palavra-chave do nome da equipe. Exemplo: para Swimming Club Zaventem, digite Zaventem, não "swimming" ou "club", será mais fácil de localizar o nome).

Disciplines

Swimming

Ams|

Type at least three letters from your club's name

| Code | Country |
|---|--------------------------|
| A M S L FREJUS (AMSL FRÉJUS) | France |
| Academy Masters Swim Team (AMST) | United States of America |
| Afalina Masters Swim Club (AMSC) | Ukraine |
| Aqua Masters Club (AMSC) | Ukraine |
| Ardmore Masters Swim Club (AMSC) | United States of America |
| Auburn Master Swimmers (AMS) | United States of America |
| CAIRNS CLAMS AUSSI MASTERS SWIMMING (QCS) | Australia |
| Central Alabama Master Swimmers (CAMS) | United States of America |

Click on your club's name from the list

Travel Documents

Copy from person

Copy of travel documents

PDF

Choose...

Visa

No Visa Required

Se o nome da equipe ou do clube não está na lista, clique no botão "NA" (Não Disponível). A FINA irá checar com a associação nacional e adicionar sua equipe para então você poder selecioná-la posteriormente.

Disciplines

Swimming


Select Club

NA

If your club is not in the list please click NA.

Assim que você clicar em "Finish Registration" (Finalizar Inscrição), você será redirecionado para a guia de pagamento onde você deve pagar a taxa de inscrição e registro do evento. Será apresentado o "Invoice" (Fatura), detalhando todas as taxas que serão pagas. A taxa de inscrição no evento não é sua inscrição definitiva se você está se registrando como atleta! Após o pagamento desta taxa é que serão apresentadas as opções para inscrição em provas.

Back
Save
Show pending payment



FINA World Masters Championships 2017 - Budapest (HUN)
Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration
Event Info
Travel
Accommodation
Payments

Back
Pay
Update order

ma1 New

Invoice Date 04/02/2015

Buyer

Email

Name

Bill To Address

Participant Address

Items

| Name | Unit count | Net price per unit | Net price | VAT | Price |
|--------------------------|------------|--------------------|-----------|-----|---------------|
| Athlete Registration Fee | 1 | 60 USD | 60 USD | 0 | 60 USD |
| Total | | | | | 60 USD |

Depois de conferir, clique no botão "Pay" (Pagar) para ser redirecionado para o site de pagamento.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

- 

Verified by
VISA

Visa
- 

MasterCard.
SecureCode.

MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

Cancel

Secure payment by

 Certified by VISA / MasterCard

A inscrição só será completada após a confirmação do pagamento!

A inscrição só será completada após a confirmação do pagamento!

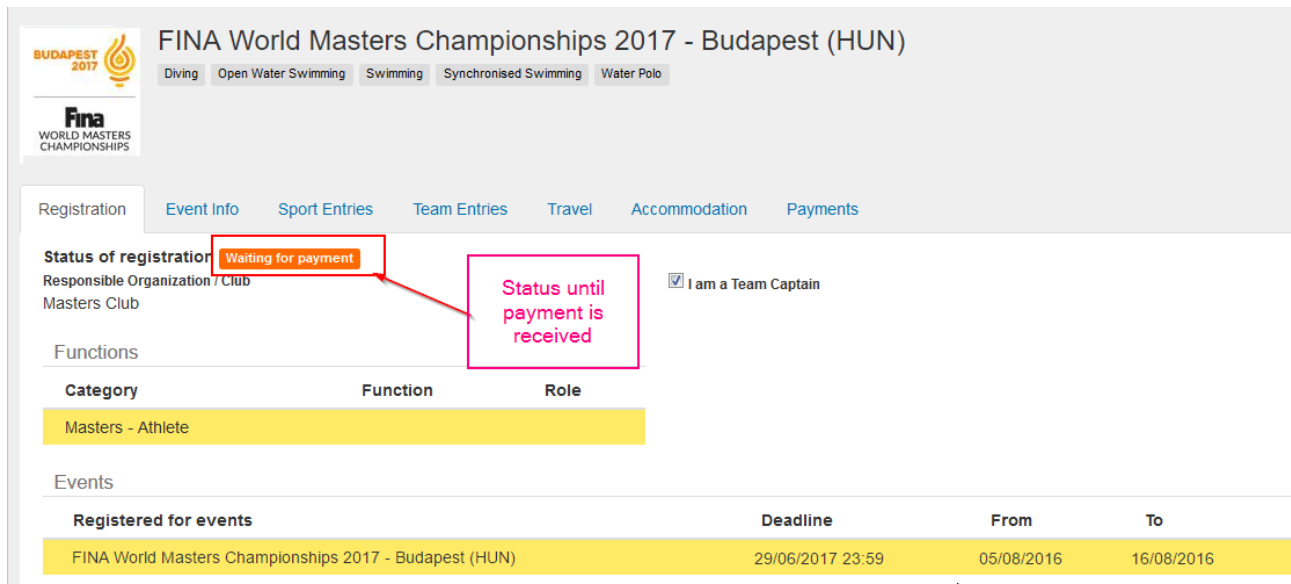
Pending: Pendente, a sua inscrição fica pendente até você finalizá-la
Waiting for payment: Aguardando Pagamento, a sua inscrição está aguardando o pagamento da fatura

Submitted: Enviado, uma vez que a inscrição foi paga, o status da sua inscrição muda para enviado. Isto significa que sua inscrição foi enviada para o Comitê Organizador

Approved: Aprovada, a inscrição enviada será verificada pelo Comitê Organizador e se estiver tudo em ordem, será aprovada

Rejected: Rejeitada, sua inscrição não foi aprovada pelo Comitê Organizador e você será informado privativamente da razão.

Até que você efetue o pagamento, o status de sua inscrição permanecerá "Waiting for payment" e você não conseguirá se inscrever neste ou em outros eventos.



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation Payments

Status of registration **Waiting for payment**

Responsible Organization / Club Masters Club I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events


| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Uma vez que a taxa de inscrição no evento é paga, você estará oficialmente inscrito no Campeonato Mundial FINA Masters.

Uma nova guia aparecerá para realizar as inscrições nas provas individuais.


Você deve realizar o pagamento da taxa de inscrição nas provas individuais para participar da competição como atleta!

Back
Save



FINA World Masters Championships 2017 - Budapest (HUN)

Diving
Open Water Swimming
Swimming
Synchronised Swimming
Water Polo



Registration
Event Info
Sport Entries
Travel
Accommodation
Payments
Disclaimer

Status of registration Submitted

Responsible Organization / Club
FINA

I am a Team Captain

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

| | |
|---------------------|---|
| Open Water Swimming | <input type="text" value="Gladstone Gropers Mas"/> |
| | <input type="text" value="NA"/> If your club is not in the list please click NA. |

6.3 Dados do evento

A guia "**Event Info**" (Dados do Evento) mostrará as informações relevantes da competição, incluindo os contatos do Comitê Organizador..

6.4 Inscrição em provas individuais

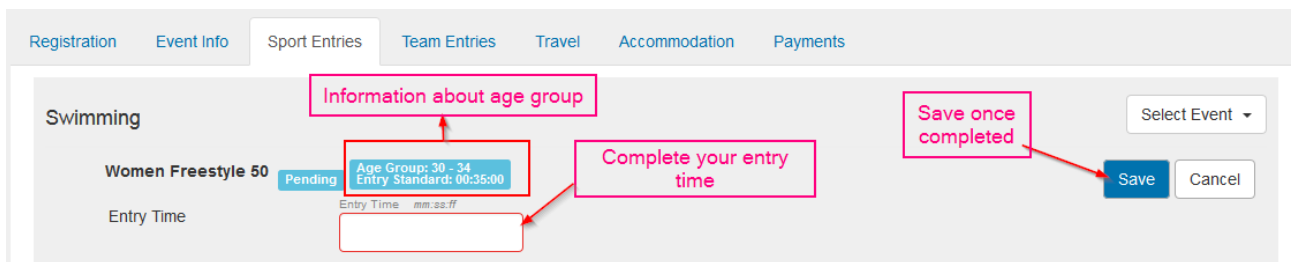
A guia Inscrição em Provas ("**Sport Entries**") permite que você complete sua inscrição incluindo suas provas individuais. Ali você poderá adicionar suas provas baseado nas modalidades em que se registrou. A página é dividida pelas modalidades. Cada modalidade contém a lista de provas possíveis daquela modalidade.

6.4.1 Inscrição em provas de natação

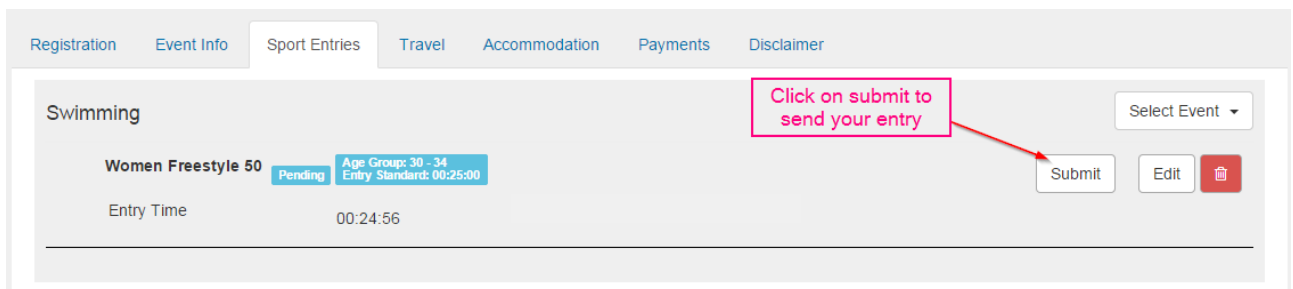
Uma vez que você está na guia "**Sport Entries**", você deve selecionar qual prova você quer se inscrever. Você deve selecionar uma prova por vez.



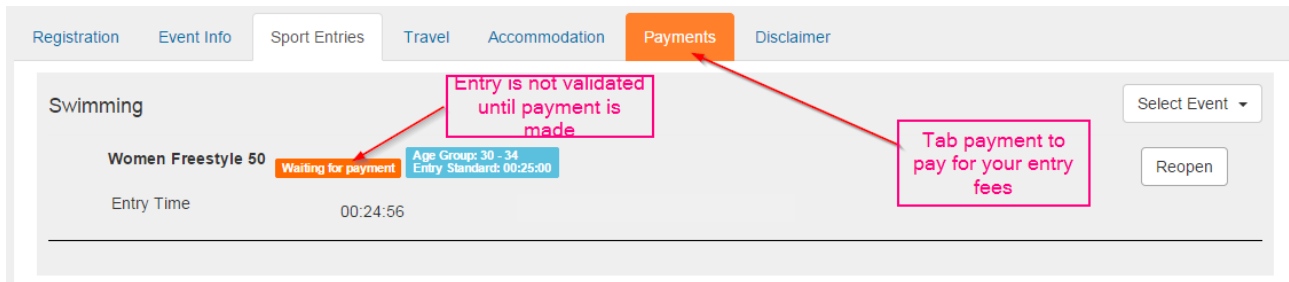
Assim que você selecionou uma prova, você deve completar os dados com o seu tempo de balizamento, bem como a data e o local onde este tempo foi alcançado. Você também verá seu grupo de idade e o índice para este grupo de idade. Tempos de balizamento acima do índice ou sem tempo não serão aceitos.



Assim que você salvou os dados da prova (Save), você pode enviá-los. Apenas as provas completas e válidas podem ser enviadas (Submit).

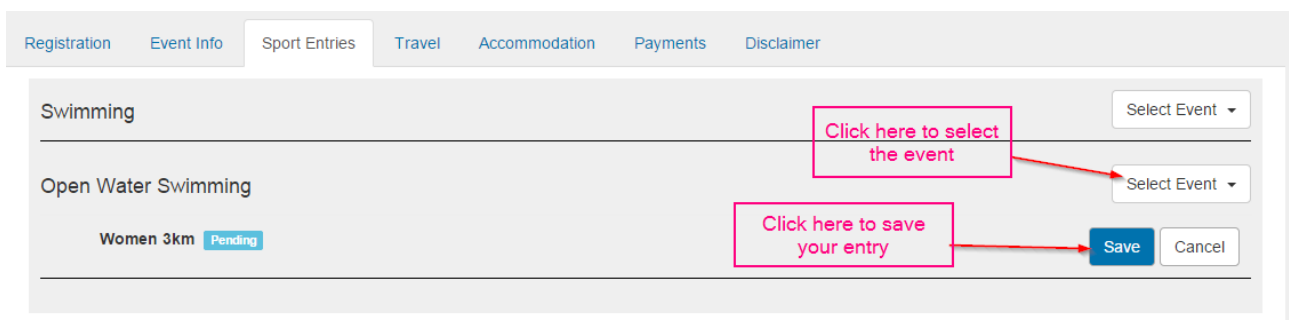


Assim que a prova foi enviada, uma fatura será criada para pagar a taxa de inscrição na prova. Até que a taxa seja paga, o status da sua inscrição individual permanecerá "Waiting for Payment" (Aguardando Pagamento), não sendo considerada para a competição, ou seja, se não pagar, você não poderá competir nas provas selecionadas mesmo que já pagou a taxa de inscrição no evento. Novamente, são duas etapas distintas: pagar para inscrever-se no evento e pagar para inscrever-se nas provas. Na primeira etapa, a inscrição e pagamento é obrigatória a todos (atletas, técnicos e acompanhantes), enquanto que na segunda etapa a inscrição e pagamento é obrigatória apenas para os atletas.

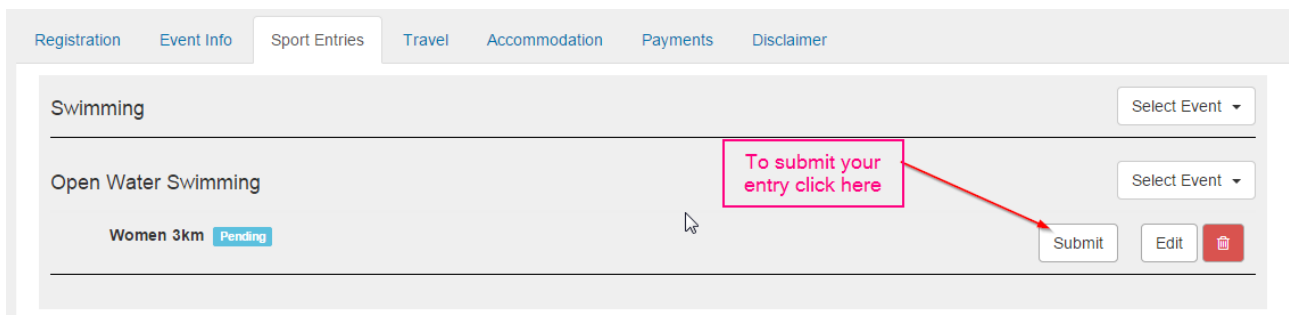


6.4.2 Inscrições individuais para Águas Abertas (Maratona Aquática), Saltos Ornamentais e Nado Artístico

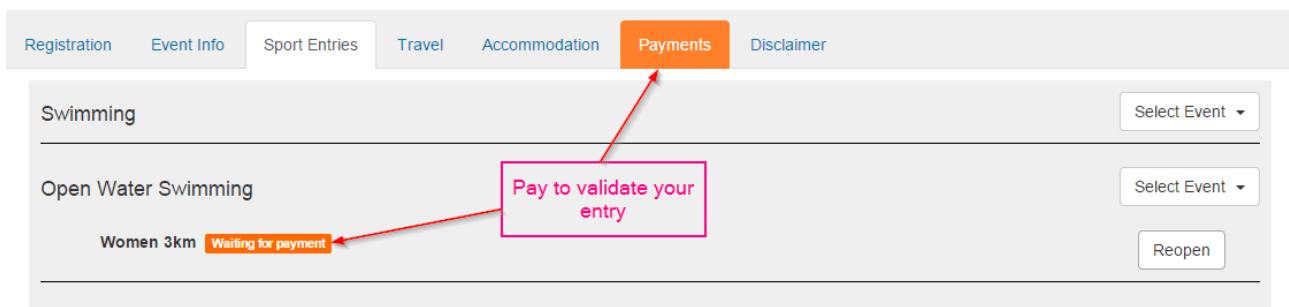
Selecione a prova que você que se registrar e clique em "Save" (Salvar).



Assim que sua prova estiver salva, você pode enviá-la (Submit).



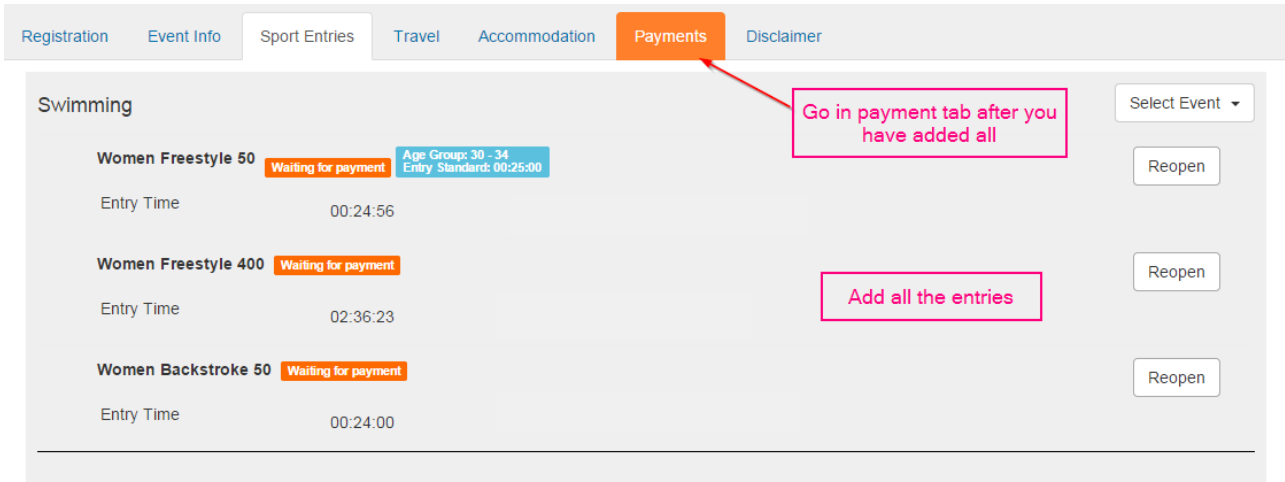
Assim que a prova foi enviada, uma fatura é criada para você pagar a taxa de inscrição na proa individual. Até que você pague a taxa, o status de sua inscrição permanecerá "Waiting for Payment" (Aguardando Pagamento) e sua inscrição não será considerada até o pagamento desta taxa.



6.4.3 Pagamento



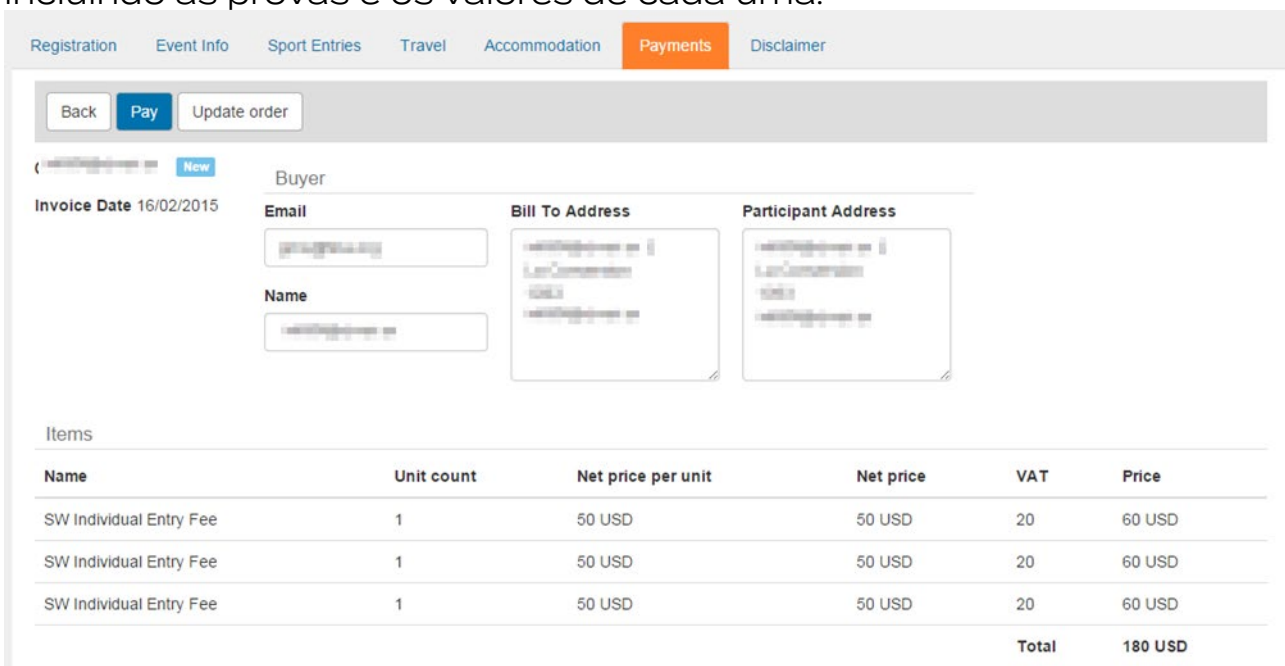
Você não precisa pagar a cada vez que você adicionou uma prova. Se você tem várias provas inscritas, você pode pagá-las todas juntas numa mesma fatura, que calculará o valor total das provas inscritas.



Você verá o valor total a ser pago de acordo com a quantidade de provas que selecionou, salvou e registrou:

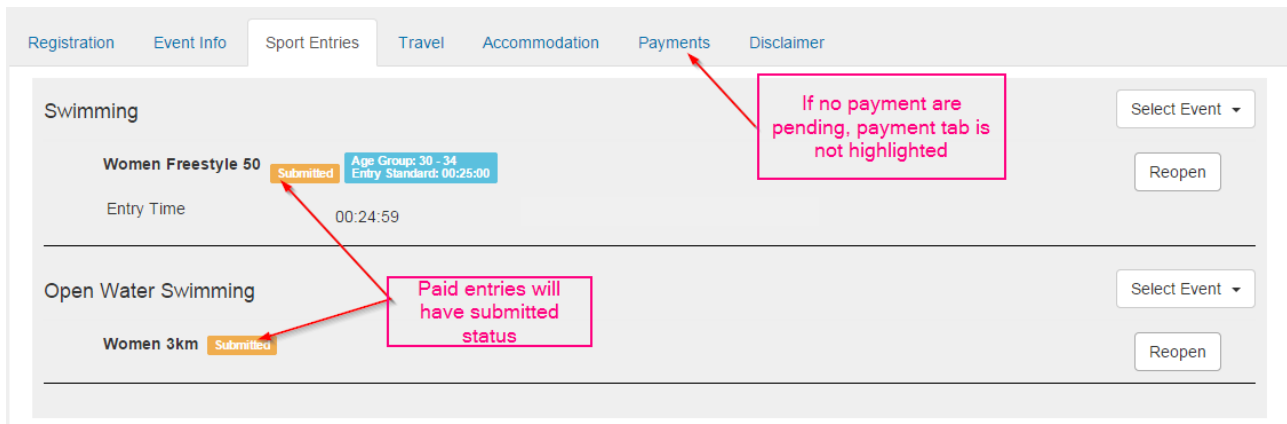


Ao clicar no link "Detail" (Detalhes) você verá os detalhes da fatura incluindo as provas e os valores de cada uma.



| Name | Unit count | Net price per unit | Net price | VAT | Price |
|-------------------------|------------|--------------------|-----------|--------------|----------------|
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| SW Individual Entry Fee | 1 | 50 USD | 50 USD | 20 | 60 USD |
| | | | | Total | 180 USD |

Assim que as inscrições das provas individuais forem pagas, o status da sua inscrição mudará para "Submitted" (Enviado). Isto significa que as inscrições foram enviadas ao Comitê Organizador.



The screenshot shows the 'Sport Entries' tab with two events listed:

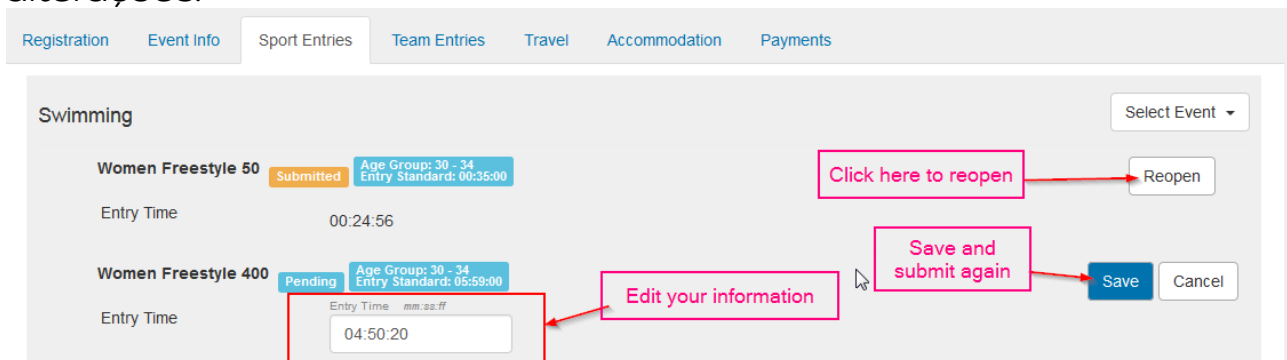
- Swimming - Women Freestyle 50**: Status is 'Submitted'. A callout box points to the 'Submitted' label with the text: "If no payment are pending, payment tab is not highlighted".
- Open Water Swimming - Women 3km**: Status is 'Submitted'. A callout box points to the 'Submitted' label with the text: "Paid entries will have submitted status".

Navigation tabs include: Registration, Event Info, Sport Entries, Travel, Accommodation, Payments, Disclaimer. Buttons for 'Select Event' and 'Reopen' are visible for each event.

6.4.4 Correções e alterações

Você pode alterar, corrigir ou remover sua inscrição a qualquer momento até a data-limite de inscrição, mesmo se ela já foi enviada.

Apenas clique no botão "**Reopen**" (Editar) e você conseguirá realizar as alterações.

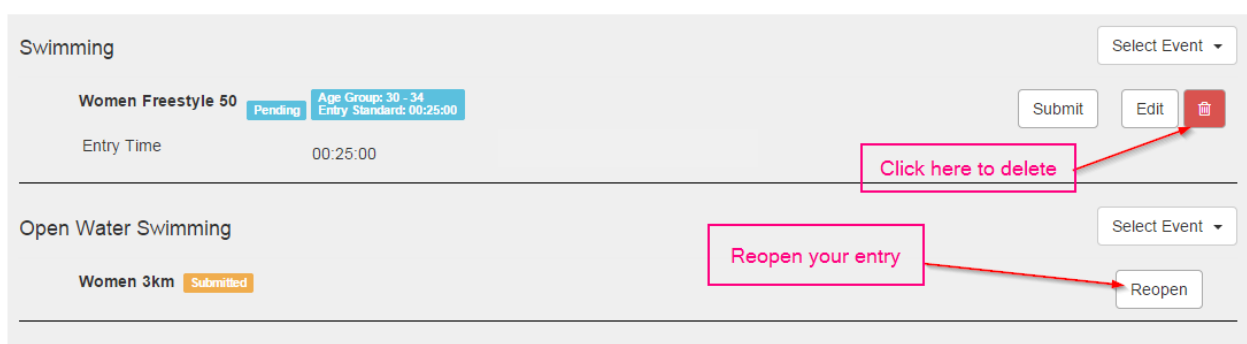


The screenshot shows the 'Sport Entries' tab with two events:

- Swimming - Women Freestyle 50**: Status is 'Submitted'. A callout box points to the 'Reopen' button with the text: "Click here to reopen".
- Swimming - Women Freestyle 400**: Status is 'Pending'. The 'Entry Time' field is highlighted with a red box and labeled "Edit your information". A callout box points to the 'Save' button with the text: "Save and submit again".

Navigation tabs include: Registration, Event Info, Sport Entries, Team Entries, Travel, Accommodation, Payments. Buttons for 'Select Event', 'Reopen', 'Save', and 'Cancel' are visible.

Você também pode remover por completo uma prova e incluir outra diferente.



The screenshot shows the 'Sport Entries' tab with two events:

- Swimming - Women Freestyle 50**: Status is 'Pending'. A callout box points to the 'Delete' button (trash icon) with the text: "Click here to delete".
- Open Water Swimming - Women 3km**: Status is 'Submitted'. A callout box points to the 'Reopen' button with the text: "Reopen your entry".

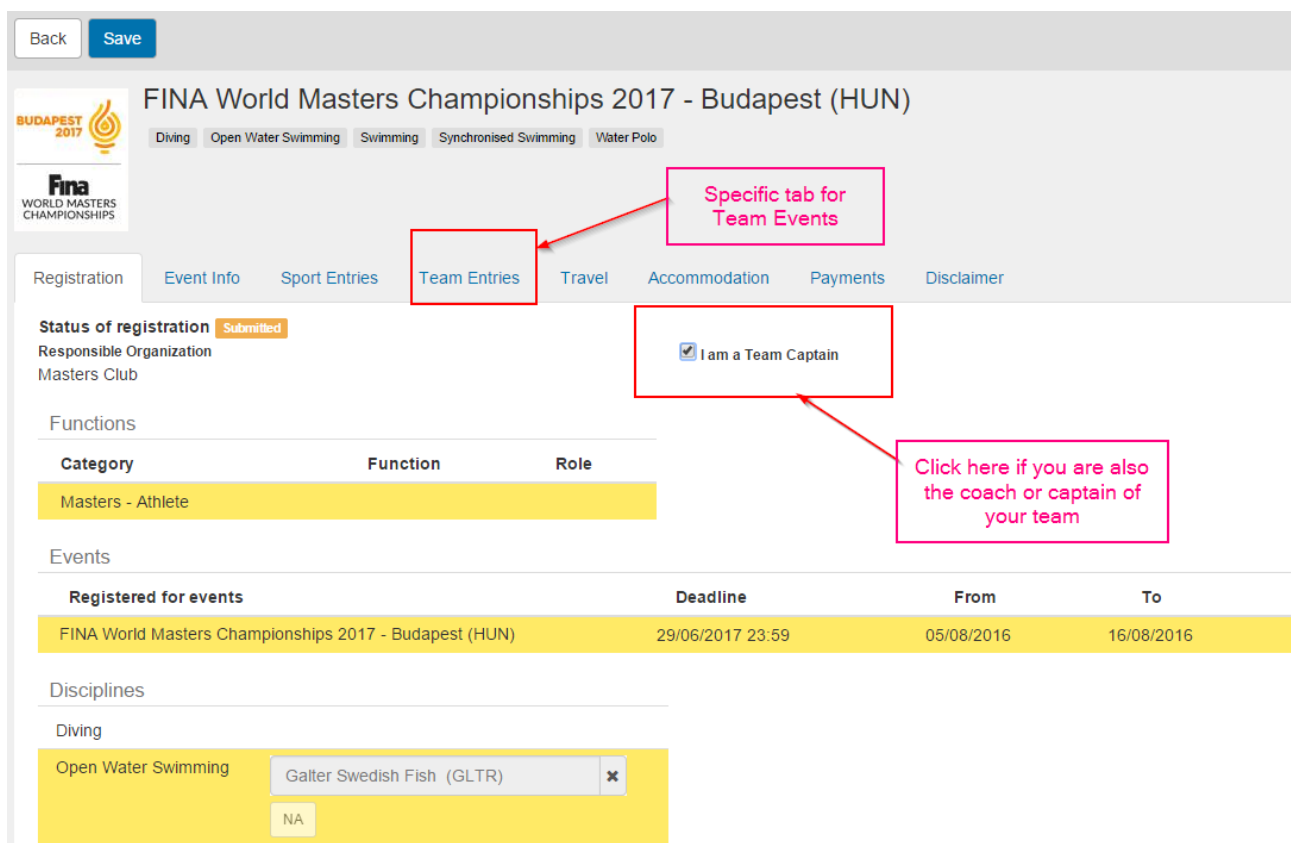
Navigation tabs include: Registration, Event Info, Sport Entries, Team Entries, Travel, Accommodation, Payments. Buttons for 'Select Event', 'Submit', 'Edit', 'Delete', and 'Reopen' are visible.

Importante: Dentro de uma modalidade, se você já pagou a taxa de inscrição, você poderá remover uma prova e incluir outra sem pagar a taxa novamente. O status de sua inscrição passará diretamente a ser "Submitted" (Enviado), e não "Waiting for Payment" (Aguardando Pagamento).

6.5 Inscrições de equipe (revezamentos, duetos, equipes etc.)

Apenas aqueles reconhecidos como técnico ou capitão da equipe podem realizar as inscrições de equipes. Se você é técnico, você deve criar sua conta como "**Master-Coach**". Se você é um atleta e também técnico ou capitão da equipe, você deve criar sua conta como "**Masters-Athlete**" e depois selecionar, no local apropriado da inscrição, a opção que diz que você é também o técnico/capitão de equipe ("**I am a team captain**").

A função do técnico/capitão dá acesso a uma guia específica chamada "Team Entries" (Inscrições de Equipe) onde você tem acesso ao processo de inscrição em provas de equipe.



Back Save

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries **Team Entries** Travel Accommodation Payments Disclaimer

Status of registration **Submitted**

Responsible Organization
Masters Club

Functions

| Category | Function | Role |
|-------------------|----------|------|
| Masters - Athlete | | |

Events

| Registered for events | Deadline | From | To |
|--|------------------|------------|------------|
| FINA World Masters Championships 2017 - Budapest (HUN) | 29/06/2017 23:59 | 05/08/2016 | 16/08/2016 |

Disciplines

Diving

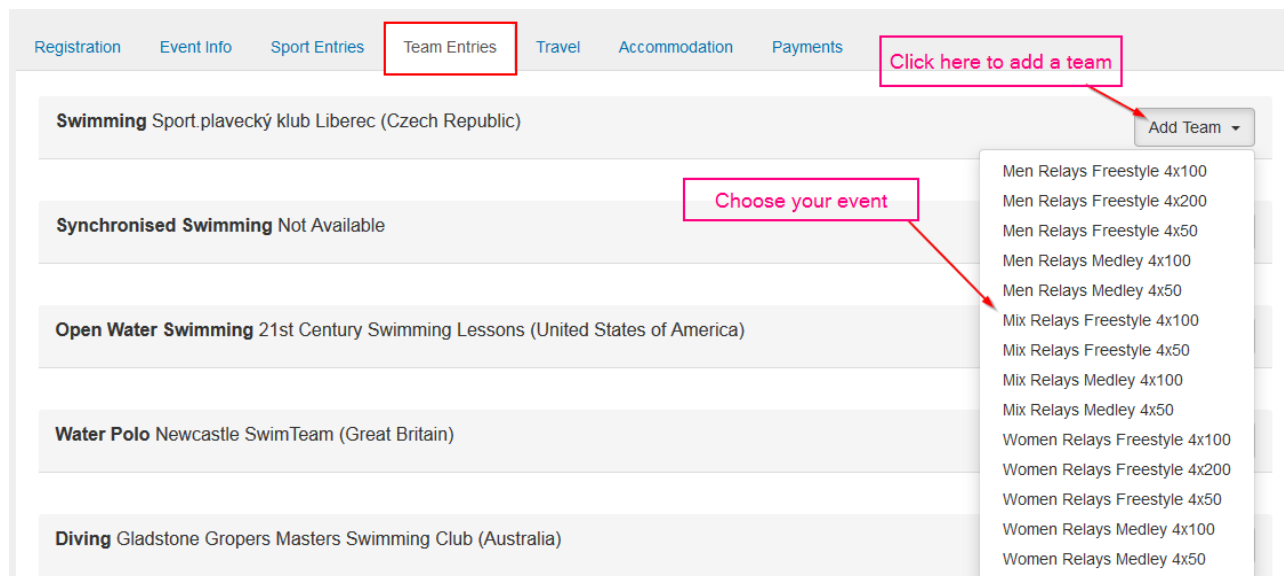
Open Water Swimming Galter Swedish Fish (GLTR) x

NA



Como técnico/capitão da equipe, você será responsável pelo pagamento das taxas de inscrição das provas de equipe.

Para inscrever sua equipe, você deve ir na guia "**Team Entries**" e clicar no botão "Add Team" (incluir equipe). Então selecione qual a prova que você quer inscrever sua equipe.



The screenshot shows the 'Team Entries' tab selected in the navigation bar. Below the navigation bar, there is a list of sports with their respective teams:

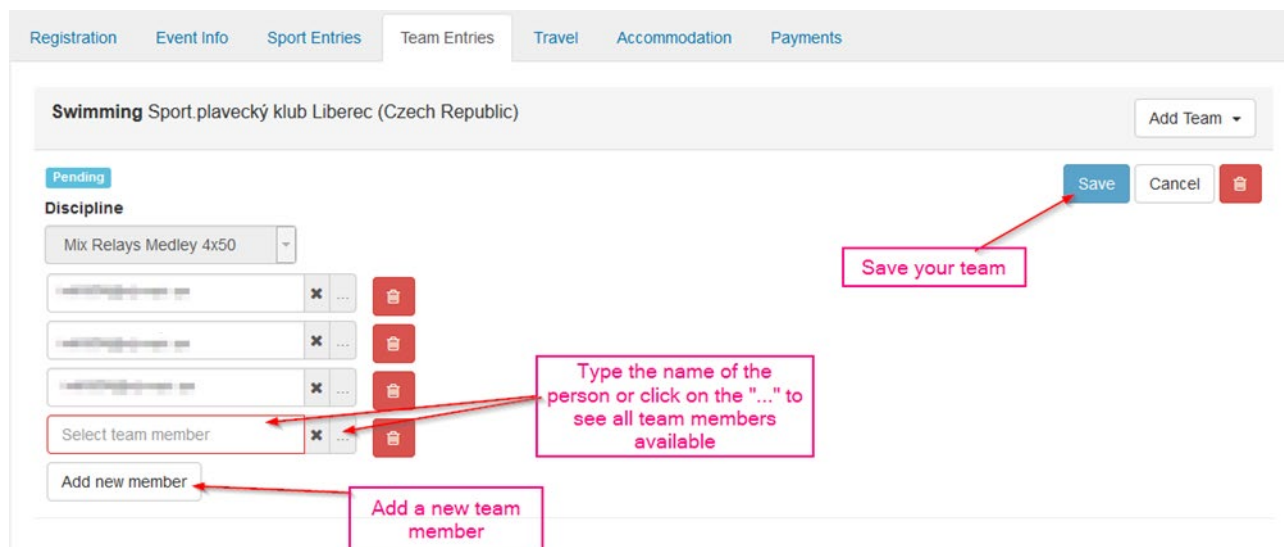
- Swimming** Sport.plavecký klub Liberec (Czech Republic)
- Synchronised Swimming** Not Available
- Open Water Swimming** 21st Century Swimming Lessons (United States of America)
- Water Polo** Newcastle SwimTeam (Great Britain)
- Diving** Gladstone Gropers Masters Swimming Club (Australia)

 An 'Add Team' button is located to the right of the 'Swimming' entry. A pink box labeled 'Click here to add a team' points to this button. A dropdown menu is open, showing a list of events. A pink box labeled 'Choose your event' points to this menu.

Você pode incluir os membros da equipe. Você pode buscar pelo nome do atleta ou clicar no botão "..." para ver a lista completa dos atletas da equipe.



Apenas as pessoas que completaram a inscrição no evento e realizaram o pagamento aparecerão nesta lista.

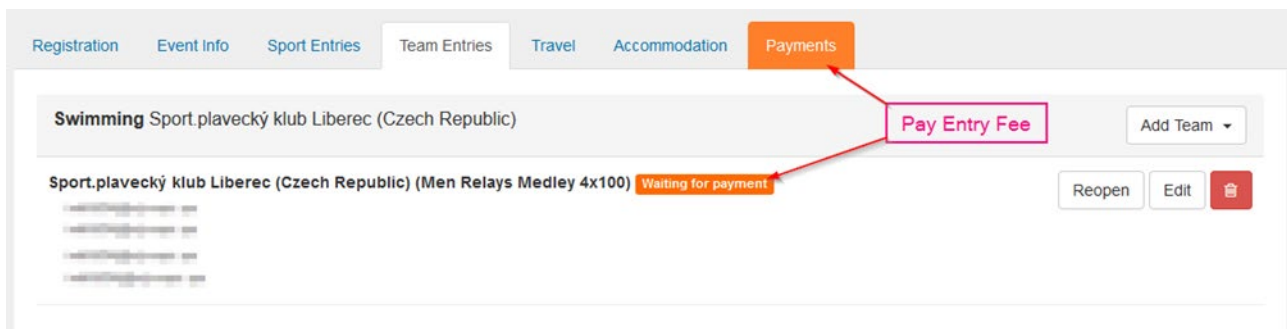


The screenshot shows the 'Add Team' form for the 'Swimming' team. The 'Discipline' is set to 'Mix Relays Medley 4x50'. There is a 'Pending' status indicator. Below the discipline, there is a list of team members. Each member has a name field, an 'x' icon to remove them, and a '...' icon to view more options. A pink box labeled 'Save your team' points to the 'Save' button. Another pink box labeled 'Type the name of the person or click on the "..." to see all team members available' points to the '...' icon. A third pink box labeled 'Add a new team member' points to the 'Add new member' button at the bottom.

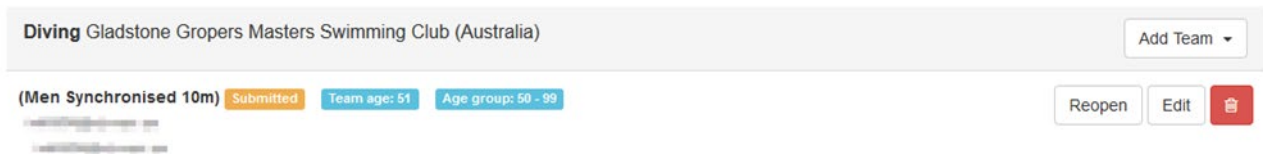
Assim que a equipe está completa, você deve salvar a inscrição. O grupo de idade da equipe é automaticamente calculado.



Assim que você enviou (Submit) sua inscrição, você deve prosseguir com o pagamento para que a inscrição seja validada.



Assim que o pagamento foi concluído, a inscrição da equipe é enviada ao Comitê Organizador.

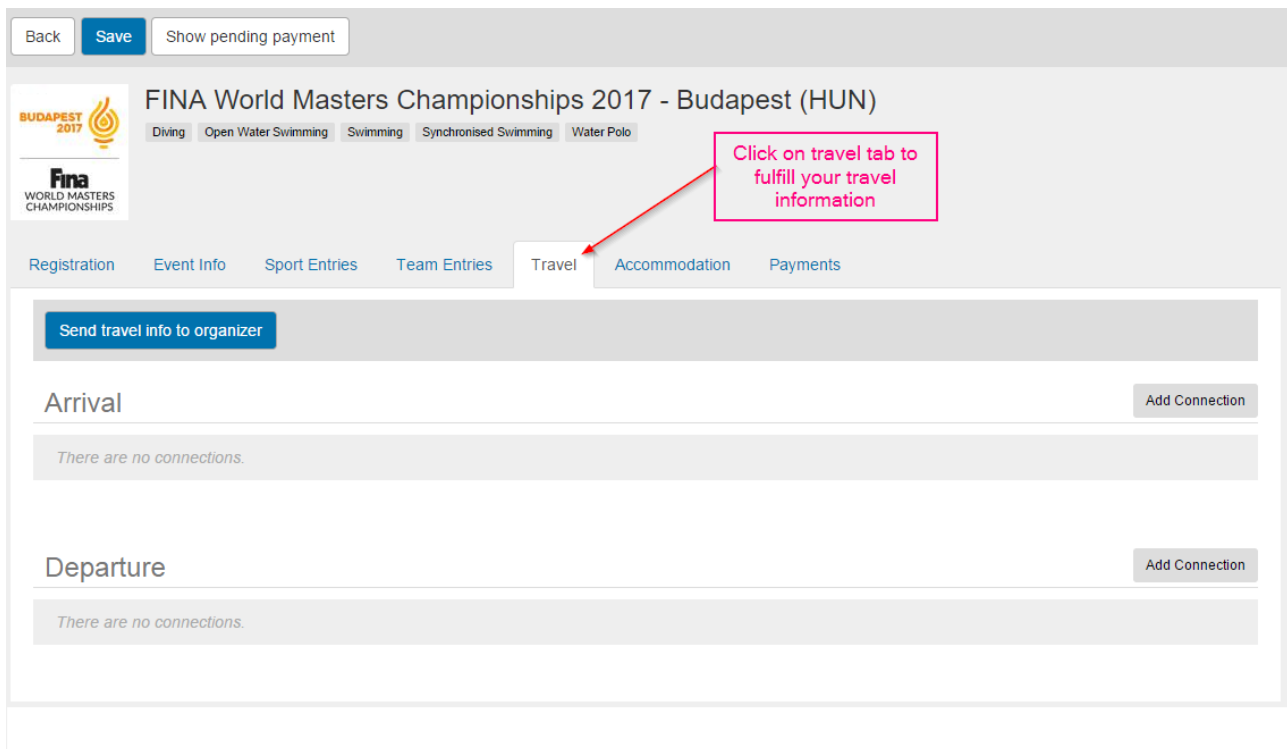


Importante: Para saltos ornamentais, o técnico/capitão da equipe será capaz de visualizar não só os atletas de sua equipe/clube, mas também todos os atletas do mesmo país.

6.6 Viagem

Informação da viagem é uma parte importante do processo de inscrição. Você deve ir na guia "Travel" para incluir estas informações.

Importante: Informações de viagem podem ser incluídas a qualquer momento. Você não precisa colocar estas informações no dia em que está se inscrevendo para a competição e/ou para as provas que irá participar. Você pode acessar o portal FINA GMS posteriormente e incluir os dados.



The screenshot shows the registration interface for the FINA World Masters Championships 2017 in Budapest. At the top, there are buttons for 'Back', 'Save', and 'Show pending payment'. Below this, the event title 'FINA World Masters Championships 2017 - Budapest (HUN)' is displayed, along with sport categories: Diving, Open Water Swimming, Swimming, Synchronised Swimming, and Water Polo. A navigation menu includes 'Registration', 'Event Info', 'Sport Entries', 'Team Entries', 'Travel' (highlighted), 'Accommodation', and 'Payments'. A blue button 'Send travel info to organizer' is visible. The 'Travel' section is divided into 'Arrival' and 'Departure', each with an 'Add Connection' button and a message 'There are no connections.' A red arrow points to the 'Travel' tab with a pink text box: 'Click on travel tab to fulfill your travel information'.

Para incluir uma informação de viagem, clique no botão “**add connection**” (Adicionar Conexão).

Sua viagem poderá ter 2 ou mais conexões. Por exemplo, viajando do Rio de Janeiro para Budapeste, sua viagem pode ser Rio de Janeiro-Londres-Istambul-Budapeste, então são 3 conexões na viagem de ida (Rio-Londres, Londres-Istambul, Istambul-Budapeste). Continuando um exemplo ilustrativo, sua volta poderá ser Budapeste-Berlim-Rio de Janeiro, então são 2 conexões (Budapeste-Berlim, Berlim-Rio). Você pode adicionar quantas conexões forem necessárias.

Para os organizadores, a parte mais importante é quando você chegará à cidade destino e quando você deixará a cidade destino (no caso a cidade é Budapeste), porque os organizadores utilizarão estes dados para melhor organizar o transporte. Assim que você preencheu os dados, clique no botão [Save] (Salvar).

Por favor, deixe a sua conexão final de chegada ("Final Arrival connection") cadastrada como "Final Arrival" e a primeira conexão de partida ("First Departure connection ") cadastrada como número "1".

No exemplo mostrado abaixo, FINAL ARRIVAL seria Moscow-Kazan e FIRST DEPARTURE seria Zurich-Moscow.

Send travel info to organizer
Add a connection

Arrival

| Line Number | Means of transport | From | Date | Time | To | Date | Time | |
|-------------|--------------------|--------|------------|-------|--------|------------|-------|-------|
| 1 | Plane | Zurich | 25/07/2015 | 20:50 | Moscow | 25/07/2015 | 22:10 | ↑ ↓ 🗑 |
| 2 | Train | Moscow | 26/07/2015 | 08:30 | Kazan | 26/07/2015 | 15:30 | ↑ ↓ 🗑 |

Place of Arrival Add Connection

Place of Arrival

< Select >

- < Select >
- Kazan International Airport**
- Kazan Railway Station
- Kazan Railway Station 2

Comment

Select your place of arrival

Departure

| Line Number | From | Date | Time | To | Date | Time | |
|-------------|------|------------|-------|----|------------|-------|-------|
| 1 | | DD/MM/YYYY | HH:mn | | DD/MM/YYYY | HH:mn | ↑ ↓ 🗑 |

Place of Departure

Place of Departure

< Select >

Comment

6.7 Acomodações

Você irá achar na guia "**Accommodation**" informações sobre hospedagem, mas você não poderá reservar hospedagem pelo sistema GMS. Utilize os links disponíveis no site oficial do Campeonato para obter informações de como realizar sua reserva de hospedagem.

Back
Save
Finish registration
Cancel registration



FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Travel **Accommodation** Disclaimer

In order to book accommodation for 17th FINA World Masters Championships 2017, please find information on the official website by [CLICKING HERE](#)

General enquires can be made to: masters@fina-budapest2017.com

6.8 Pagamento

A guia de "**Payment**" é onde você poderá verificar todas as faturas disponíveis pagas ou não pagas, podendo prosseguir com o pagamento das faturas não-pagas.

Home / FINA World Masters Championships 2015 - Kazan (RUS)

Back Save Show pending payment

FINA World Masters Championships 2017 - Budapest (HUN)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries Travel Accommodation **Payments**

| Order Number | Date | Price | Status | Action |
|--------------|------------|--------|--------|------------------|
| ... | 13/02/2015 | 13 USD | New | Pay |
| ... | 13/02/2015 | 60 USD | Paid | Download Invoice |

Annotations: "Invoice already paid" points to the "Paid" status. "Invoice not paid, click here to pay" points to the "Pay" button.

Você pode baixar a fatura clicando no botão [Download Invoice] (Baixar Fatura). O botão "Pay" (Pagar) vai levá-lo diretamente à página de pagamentos, como explicado no item 6.2 deste documento. Siga as instruções no site para completar o pagamento.

Assim que a fatura é paga, o status é alterado para "Paid" (Pago).

Status

Paid Download Invoice

Esta mesma guia está disponível para consulta no seu perfil. Você poderá ver todos os seus pedidos lá, sem precisar entrar em determinado evento.

WORLD AQUATICS | OMEGA Official Timekeeper

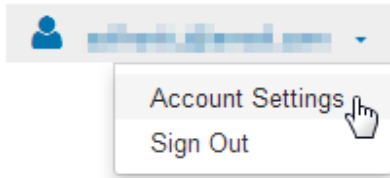
Home Events News **Payments** My Profile

Search...

| Order Code | Event | Price | Invoice Date | Status |
|------------|---|-------|--------------|---------------------------|
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 13 | 13/02/2015 | New Pay |
| ... | FINA World Masters Championships 2015 - Kazan (RUS) | 60 | 13/02/2015 | Paid Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Send Pay Download Invoice |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 120 | 11/02/2015 | Not Paid Pay |
| ... | FINA/NVC Diving World Series 2015 - Kazan (RUS) | 110 | 11/02/2015 | Not Paid Pay |

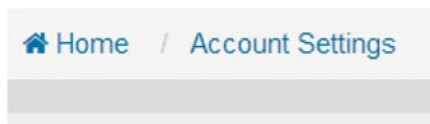
7 CONFIGURAÇÕES DE CONTA

Clique no nome do usuário ("user name") no canto direito superior para mostrar o menu onde você pode selecionar as opções "Account Settings" (configurações de conta) ou "Sign Out" (sair).



7.1 Configurações da conta

Se você quer mudar a sua senha, selecione a opção **I want to reset password** (Eu quero redefinir a senha).



I want to reset password

Entre com os dados necessários (senha antiga **Old Password** e a nova senha **Password**, confirmando a nova senha **Confirm password**) e depois clique no botão [Set new password] (Definir nova senha).

Set new password

Old Password

Password

Confirm password





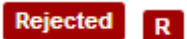




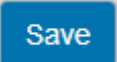
Set new password

Clique em "**Home**" (Início) para voltar à guia inicial do sistema.

8 ANEXO

8.1 Abreviações e símbolos

| Abreviações | | |
|-------------|---------------------------|----------------------------------|
| GMS | General Management System | Sistema de Gerenciamento Central |
| NF | National Federation | Federação Nacional |
| RO | Responsible Organization | Responsável pela Organização |

| Syntax for buttons, labels, menu items etc. in the applications | |
|---|---|
| Chaves, Botões e Etiquetas | [key], [OK], [Result] |
|  | Inscrição pendente. É preciso completar as informações obrigatórias |
|  | Novo pedido |
|  | Inscrição enviada |
|  | Inscrição aprovada |
|  | Inscrição rejeitada |
|  | Inscrição aguardando pagamento |
|  | Pagamento não realizado |
|  | Pagamento realizado |
|  | Remover/Excluir |
|  | Salvar informações |



Registration User Guide



Portal Registration User Guides





GENERAL
MANAGEMENT
SYSTEM

Portal Registration User Guide

PROVIDED BY  OMEGA

Version 1.3
Edition February 2015

Documentation Updates

World Aquatics reserves the right to make improvements in the products described in this documentation at any time without prior notice. Furthermore, World Aquatics reserves the right to revise this documentation in its content at any time and without any obligation to notify any person or organization of such revision.

Language:

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TABLE OF CONTENTS

| | | |
|----------|---|-----------|
| 1 | WHAT IS THE WORLD AQUATICS GMS?..... | 1 |
| 2 | CREATE ACCOUNT | 2 |
| 3 | LOGIN | 3 |
| 4 | HOME | 4 |
| 5 | MY PROFILE | 6 |
| 6 | EVENTS | 9 |
| 6.1 | Registration | 9 |
| 6.2 | Event Info | 11 |
| 6.3 | Travel..... | 11 |
| 6.4 | Accommodation | 12 |
| 7 | PAYMENTS..... | 13 |
| 8 | ACCOUNT SETTINGS | 14 |
| 8.1 | Account Settings..... | 14 |
| 9 | APPENDIX..... | 15 |
| 9.1 | Abbreviations and symbols | 15 |
| 9.2 | Version history..... | 15 |

1 WHAT IS THE WORLD AQUATICS GMS?

The World Aquatics GMS (General Management System) is WEB based (HTML) application which serve to manage people who are members of World Aquatics. In other words, it is a large database of people.

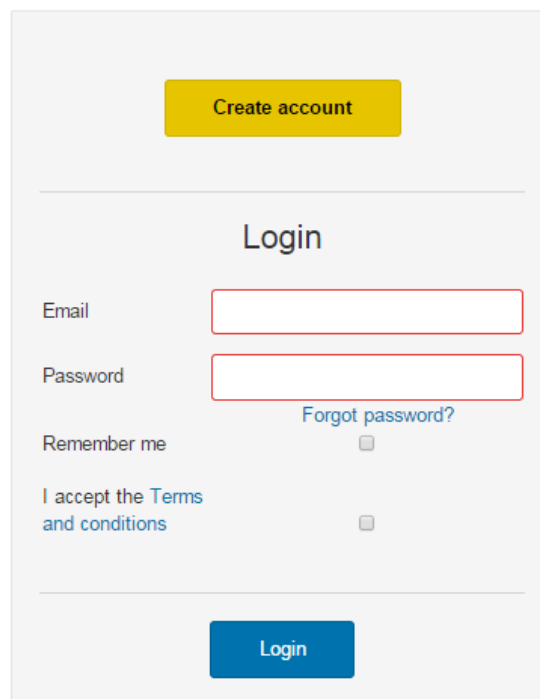
Public Portal is a part of the system which provides registration which is open to the public. Anyone can create account to then manage their own personal profile and register for available World Aquatics events.



GENERAL
MANAGEMENT
SYSTEM

PUBLIC
PORTAL

PROVIDED BY  OMEGA



The screenshot shows a login interface with a yellow 'Create account' button at the top. Below it is a 'Login' section with input fields for 'Email' and 'Password'. A 'Forgot password?' link is located below the password field. There are two checkboxes: 'Remember me' and 'I accept the Terms and conditions'. A blue 'Login' button is at the bottom of the form.

The system is optimized for the latest version of the **Google Chrome** browser.

The World Aquatics GMS Public Portal may be accessed here:
<https://registration.worldaquatics.com>

For assistance related to the World Aquatics GMS please contact:
gms@worldaquatics.com

2 CREATE ACCOUNT

If you do not have your account yet you have to create it first. Click on [Create account] to start the process.

Create account

Your email address will serve as your user name in future. Fill in all fields and click on [Create account]. The password has to contain at least 6 characters.

Create account

Email

Category

Password

Confirm password


Password must be at least 6 characters.

[Create account](#)

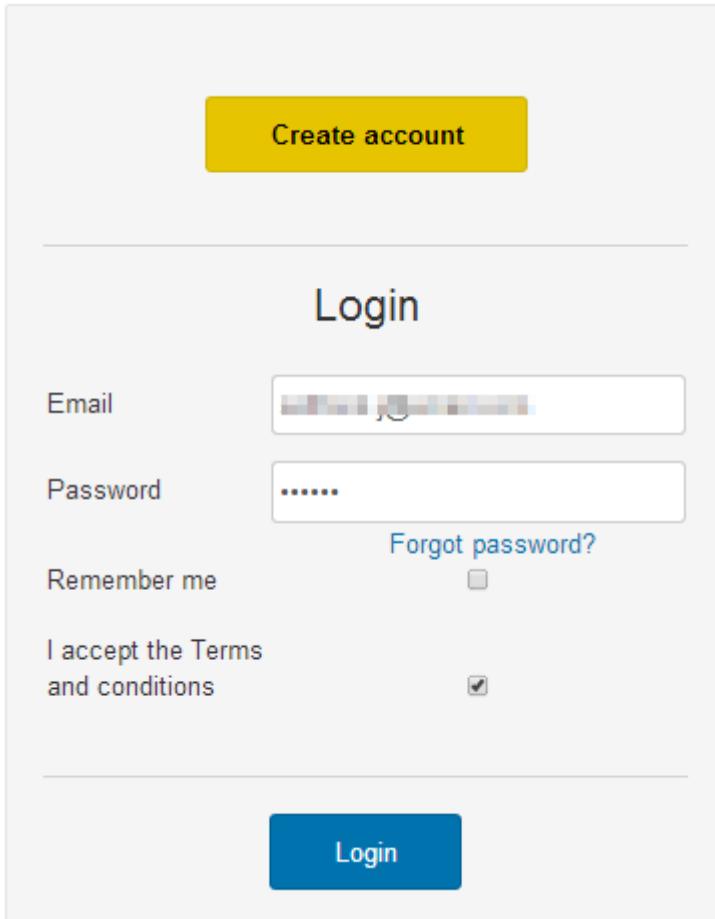
[Login](#)

An email with confirmation link is sent immediately. Open your inbox and click on the link to confirm that you have requested to create the account.

As soon as the account is activated you can log in.

 **Account activated!**
Please log in.

3 LOGIN



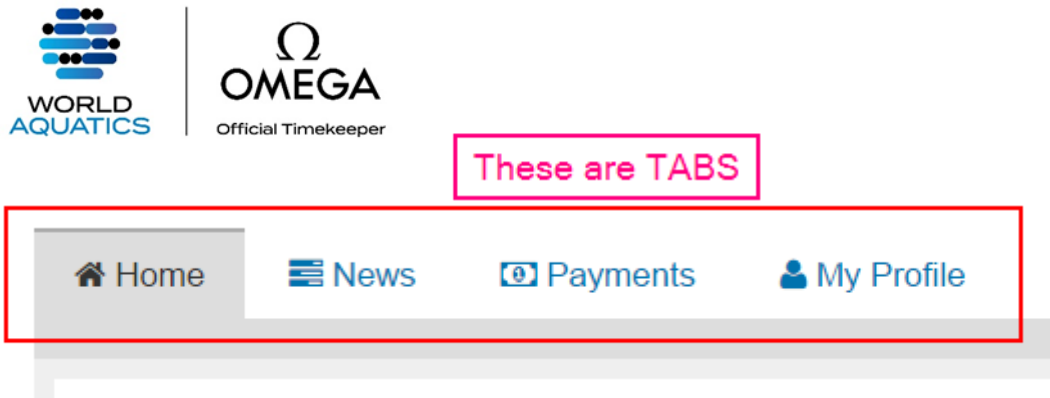
The user log-in process is quick and simple. First enter your E-mail Address (User Name) and your password, accept the terms & conditions and click on the [Login] button.

The Terms and Conditions can be found at the bottom login screen and every page of the Public Portal.

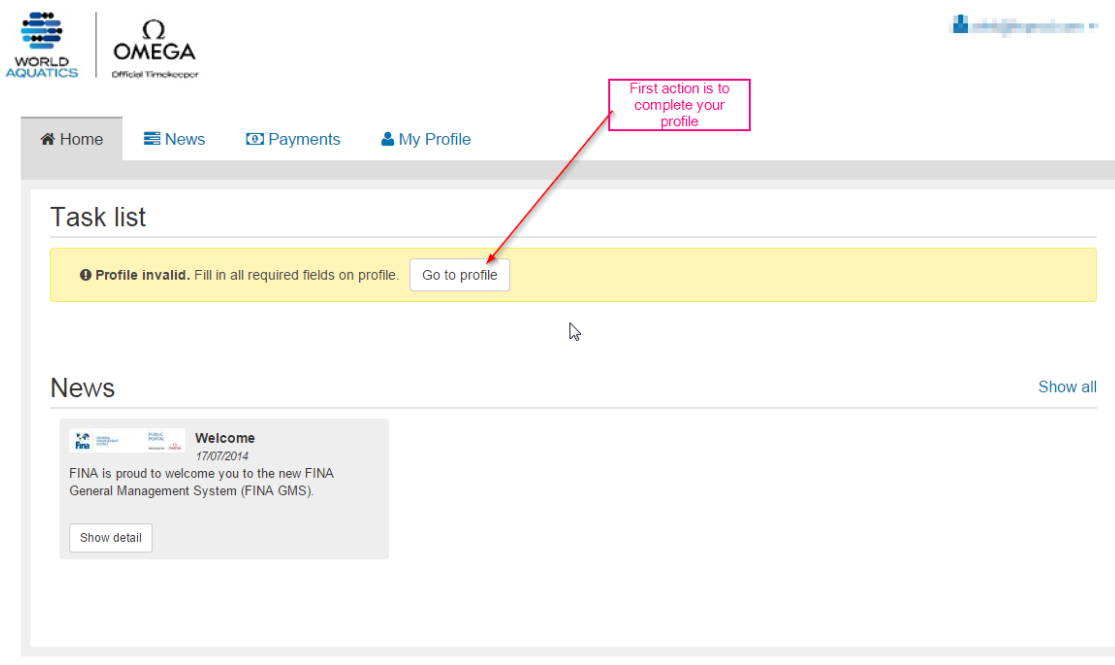
If you have forgotten your password, click on the [Forgot Password?] button to receive a link to reset the password via the e-mail address associated with your account.

4 HOME

The application is divided into tabs.



After first login you enter the home tab. Here you will find displayed important communications relating to upcoming events. You can see the detail by clicking on [Show detail] icon. All news may be displayed in the News tab as well. Start with completing your profile by clicking on [Go to profile].



If you are already registered to an event, your registrations are displayed here in the section “My Events” where you can follow up the status of your event registration in the “Nomination Status” column. World Aquatics and the Organising Committee will either approve or reject the registration.

Home Events News Payments My Profile


News Show all

Welcome
16/06/2014

FINA is proud to welcome you to the new FINA General Management System (FINA GMS).


[Show detail](#)

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status | |
|--|------------|-------------------------|------------|--|--|------------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Submitted | Detail |


Once the registration is approved the status changes to “Approved”.

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status | |
|--|------------|-------------------------|------------|--|--|------------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Paid | Approved | Detail |

If your registration is rejected, the accreditation card will not be given and the status changes to “Rejected”.

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status | |
|--|------------|-------------------------|------------|--|--|------------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Rejected | Detail |

There are several status for your registration:

Pending: status is pending until you submit your registration

Waiting for payment: status is waiting for payment until you pay the invoice (for events and categories which have to pay a fee).

Submitted: once the fee has been paid, the status goes to submit. It means your registration has been sent to the Organising Committee.

Approved: the submitted registration will be checked by the Organising Committee and approved if everything is in order.

Rejected: your registration has not been approved by the Organising Committee. You will be informed personally of the reason.

5 MY PROFILE

You have to complete all the fields. Mandatory fields are highlighted in the color red.

Home News Payments My Profile

Save Save your profile

Profile invalid. Fill in all required fields. Profile remains invalid until mandatory fields are completed

General Contact Travel Documents Club Affiliation Documents

Reg# 112679

Accreditation Photo

Categories Masters - Athlete

Discipline Select discipline

Responsible Organizations Masters Club

Functions & Roles

Personal

Given Name (Exactly as in Passport)

Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results

Preferred Family Name Accreditation, Entries and Results

Title Select title

Gender Select gender

Date of Birth (DD/MM/YYYY) DD/MM/YYYY

Country of Birth Select country

Fields in red MUST be completed

Fill in all required information and then click on [Save].

You have to complete all the tabs. Depending on your function and role, there will be additional tabs at the top of the profile that need to be completed. Sections which are missing information are highlighted in red.

General Contact Travel Documents Media Documents

Add your contact details.

General **Contact** Travel Documents Club Affiliation Documents

Street
Chemin de

House Number
50

Name of Place
[Empty field]

City
[Empty field]

Zip Code / Postal Code
[Empty field]

Region / State / Province
[Empty field]

Country
Switzerland



Cell Phone
077 88888 8888

At the Travel Documents tab, you can add as many travel documents as you want by clicking on [Add Travel Document]. Remember to save them by clicking on [Save].

Save

General Contact **Travel Documents** Media Documents

Add Travel Document

| Travel Document Copy | Type | Travel Document Copy | Type |
|--|--|--|--|
|  Choose... | Passport |  Image or PDF allowed, max 2MB Click or Drag & Drop Choose... | [Empty dropdown] |
| Name Passport | Name [Empty field] | Document Number [Empty field] | Document Number [Empty field] |
| Document Nationality [Empty dropdown] | Document Nationality Select country | Country of Issue [Empty dropdown] | Country of Issue Select country |
| Issue Date (DD/MM/YYYY) [Empty date field] | Issue Date (DD/MM/YYYY) DD/MM/YYYY | Expiration Date (DD/MM/YYYY) [Empty date field] | Expiration Date (DD/MM/YYYY) DD/MM/YYYY |
| Issuer [Empty field] | Issuer [Empty field] | Series [Empty field] | Series [Empty field] |

Documents tab displays list of all uploaded files and enables to download them.

| General Contact Media Documents | |
|---------------------------------------|--------------------------|
| Name | |
| AIPS Card Copy | Download |
| National Press Card Copy | Download |
| Passport Copy | Download |
| Photo | Download |

When you profile is completed, you are ready to register!

WORLD AQUATICS OMEGA Official Timekeeper

Home **Events** News Payments My Profile

Save Your profile is complete, you can register to events now. Go to FINA/NVC Diving World Series 2015 - Kazan (RUS) or Go to events tab

General Contact Travel Documents Uniform Club Affiliation Documents

Reg# 104793

Accreditation Photo

Categories

Discipline

- Diving x
- Open Water Swimming x
- Swimming x
- Synchronised Swimming x
- Water Polo x

Responsible Organizations

Personal

Given Name (Exactly as in Passport)

Family Name (Exactly as in Passport)

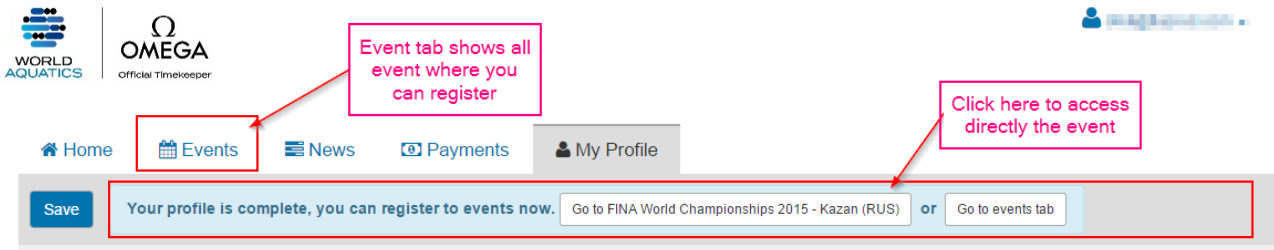
Preferred Given Name Accreditation, Entries and Results

Preferred Family Name Accreditation, Entries and Results

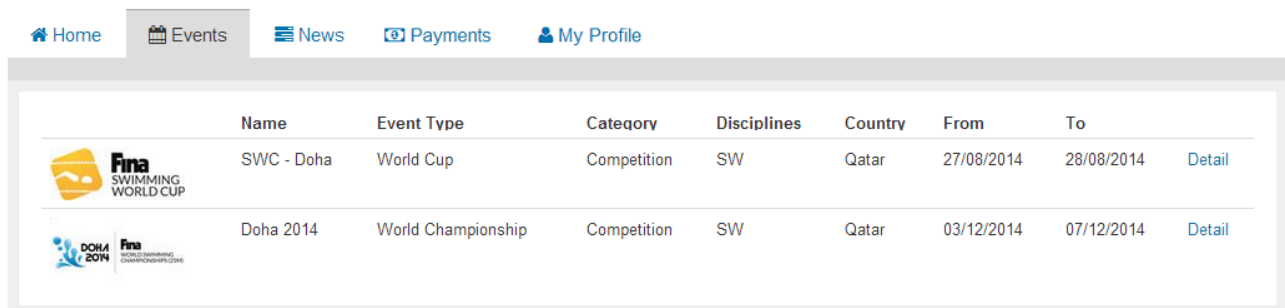
Title Gender

6 EVENTS

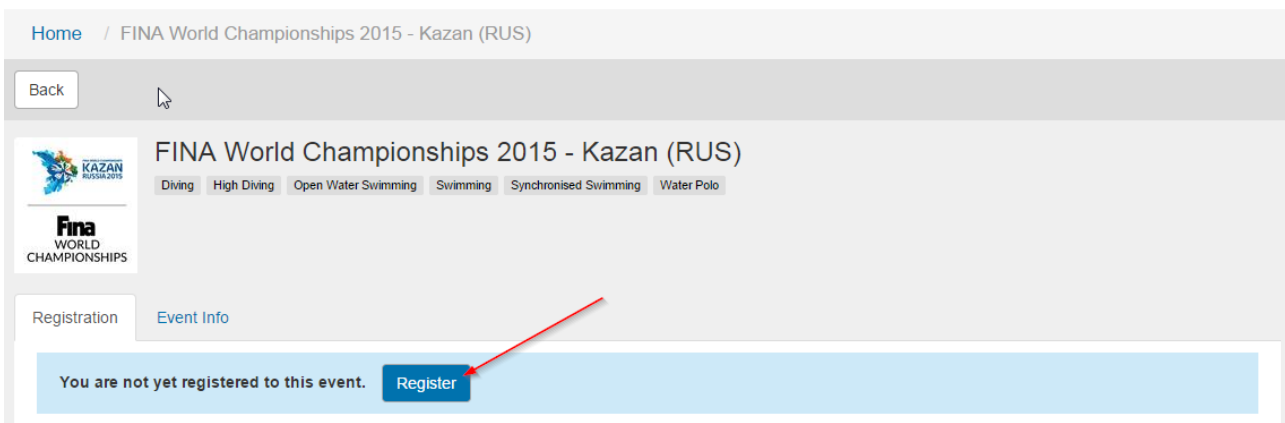
You can go directly to the event registration from your profile:



Or you can access the events in the event tab, as soon as your profile is complete, this new tab “Events” is displayed. There is a list of all events available for registration. Click on [Detail] or the event logo to see more.



In the event detail, click on [Register] to start the registration process.



6.1 Registration

You have to complete your registration information:

- A. Select your category/function/role for this event (if you have several)
- B. Copy the information about your passport. If you have uploaded several passports, choose the one you want to travel with.

C. Complete the visa fields according to the information you have received.

D. Click on Finish registration once everything is completed.

Home / FINA World Championships 2015 - Kazan (RUS)

Back Save **Finish registration** Cancel registration

FINA World Championships 2015 - Kazan (RUS)

Diving High Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Travel Accommodation

Responsible Organization
FINA (FINA)

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input checked="" type="checkbox"/> FINA Family | FINA Operation | FINA Staff |

Events

| Registered for events | Deadline | From | To |
|---|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Championships 2015 | 15/06/2015 21:59 | 24/07/2015 | 09/08/2015 |

Travel Document

Copy from person Changes are not saved to your profile

French Passport

Type: Passport

Travel Document Number

Travel Document Nationality

Country of Issue

Issue date (DD/MM/YYYY)

Visa

No Visa Required

City where the visa is applied

Country

Visa Issue Date (DD/MM/YYYY)

Visa No.

As soon as you are happy that all registration information is complete you can submit it by clicking on [Finish registration].

Finish registration

Confirm the submission in the new dialog by clicking on [Yes]. **Please note that you are responsible for ensuring that all information submitted is correct and matches exactly any passport information entered.**

Are you sure you want to submit this nomination?
By clicking "Yes" you confirm that all information entered is correct and matches exactly any passport information entered.
Any incorrect information submitted may cause a delay in visa applications and accreditation badge collection.

Yes No

6.2 Event Info

Event Info tab displays information relevant to the event including Organising Committee contact details.

6.3 Travel

Travel information is an important part of the registration process. You have to go on the travel tab to add your travel information.

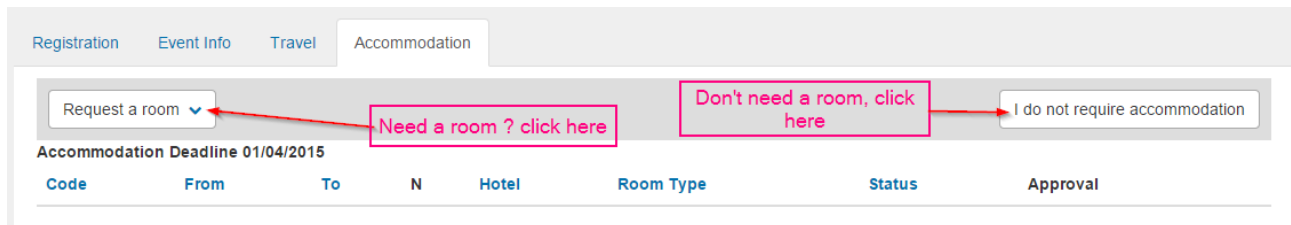
Important note: travel information may be completed at any time. You don't need to put your travel details the day you register. You can come back and add it later.

To add travel information, click on “Add Connection” button. You can add as many connections as you want, however, for the organizers the most important part is your arrival to the final destination and your departure because they will use this to organise transportation. Once you fill in travel information click on [Save].

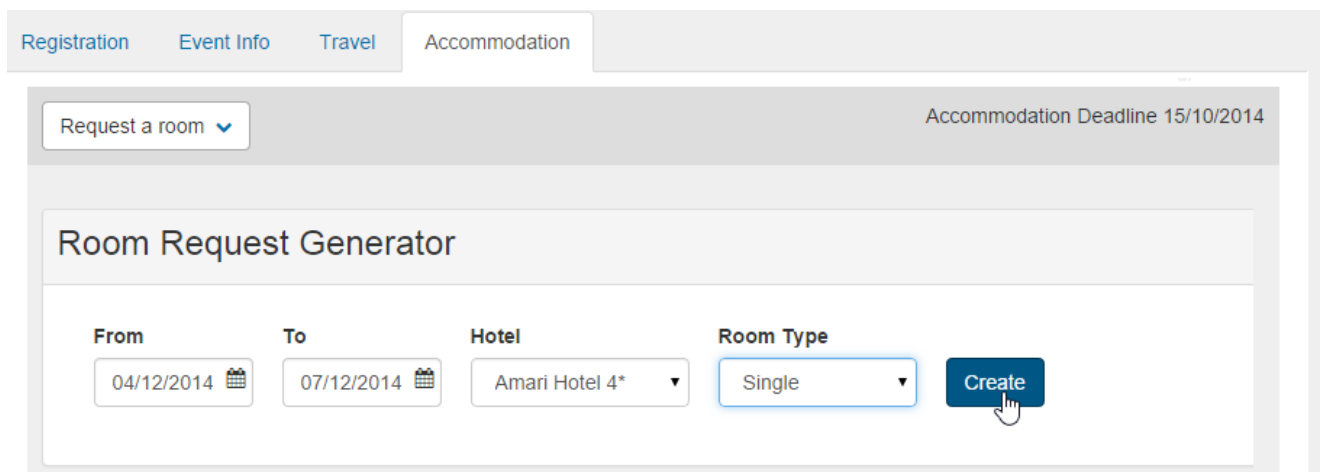
Please have your FINAL ARRIVAL CONNECTION listed as the “Final Arrival” and FIRST DEPARTURE CONNECTION listed as number 1.

6.4 Accommodation


If you require accommodation, click on [Request a room]. If not click on [I do not request accommodation].



In the form below, you indicate your preferences and click on [Create].



The request appears below. The initial status is “New”. As soon as you submit the request the status goes to “Submitted” and you cannot edit the request any more. It is sent to the Organising Committee.

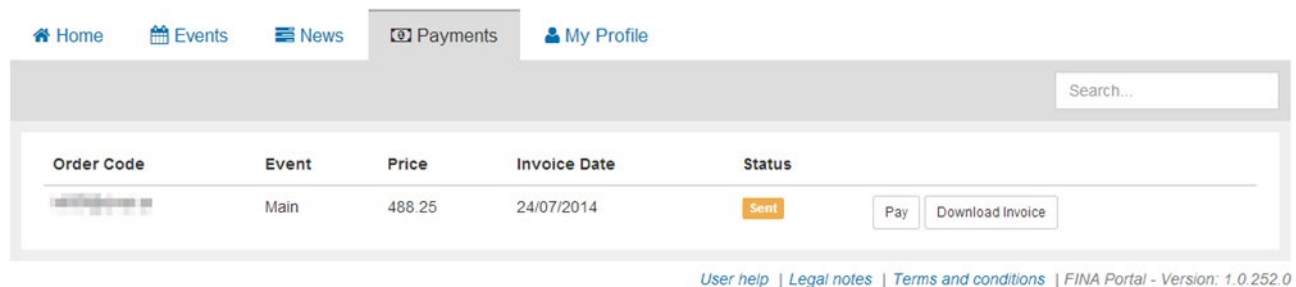


| Code | From | To | N | Hotel | Room Type | Status | Approval |
|------|-------|-------|---|----------------|-----------|--------|------------------------|
| | 04/12 | 07/12 | | Amari Hotel 4* | Single | S | Detail |

7 PAYMENTS

For some events, there will be payment required in order to process the registration. If a payment is required, you will get an email with the payment information after you submit your information to an event.

There is list of all your orders located under the Payments tab. Orders which need to be paid are in the status "Sent".



You can download the invoice by clicking on [Download Invoice] and pay by bank transfer or you may pay directly from the website using your credit card by clicking on [Pay]. Follow the instructions on the website to complete the payment.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

-  **Verified by VISA** Visa
-  **MasterCard SecureCode** MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

Cancel

Secure payment by

datatrans

Certified by VISA / MasterCard

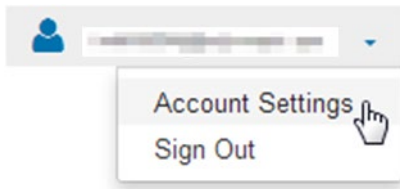
As soon as the order is paid, the status changes to "Paid".

Status



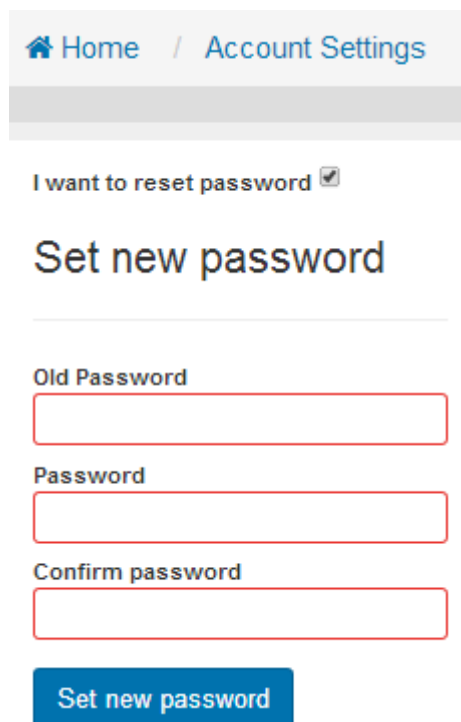
8 ACCOUNT SETTINGS

Click on the user name in the upper right corner to display menu where you can either select account settings or sign out.



8.1 Account Settings

If you want to change your password select the check-box “I want to reset password”. Click on [Set new password].





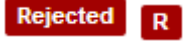






A screenshot of the "Account Settings" page. At the top, there is a breadcrumb trail: "Home / Account Settings". Below this is a checkbox labeled "I want to reset password" which is checked. The main heading is "Set new password". There are three input fields: "Old Password", "Password", and "Confirm password". At the bottom, there is a blue button labeled "Set new password".

Click on “Home” to go back to the Home tab.

9 APPENDIX

9.1 Abbreviations and symbols

| Abbreviations | |
|---------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Syntax for buttons, labels, menu items etc. in the applications | |
|---|--|
| Keys, Buttons and labels | [key], [OK], [Result] |
|  | Registration Pending. Further information required |
|  | New request. |
|  | Registration Submitted |
|  | Registration Approved |
|  | Registration Rejected |
|  | Registration Waiting for Payment |
|  | Visa issued / Visa invitation letter issued |
|  | Payment Outstanding |
|  | Payment Made |
|  | Remove button |
|  | Save Button |

9.2 Version history

| | | |
|-----|------------|---------------------------------------|
| 1.0 | 01/07/2014 | Initial version |
| 1.1 | 29/07/2014 | Added the chapter Payments |
| 1.2 | 24/09/2014 | Chapter Event update |
| 1.3 | 20/02/2015 | Improved version / French Translation |



GENERAL
MANAGEMENT
SYSTEM

Enregistrement Portal Guide de l'utilisateur

PROVIDED BY  OMEGA

Version 1.3
Edition février 2015

Documentation Updates

World Aquatics reserves the right to make improvements in the products described in this documentation at any time without prior notice. Furthermore, World Aquatics reserves the right to revise this documentation in its content at any time and without any obligation to notify any person or organization of such revision.

Language:

If the textual content and information found in this (English language) booklet differs from other language booklets (whose content has been translated), the English language version's texts and information are exclusively binding.

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SOMMAIRE

| | | |
|----------|---|-----------|
| 1 | QU'EST-CE LE WORLD AQUATICS GMS ? | 2 |
| 2 | CRÉER UN COMPTE | 3 |
| 3 | LOGIN - IDENTIFICATION | 4 |
| 4 | HOME | 5 |
| 5 | MY PROFILE – MON PROFIL | 7 |
| 6 | EVENTS - ÉVÈNEMENTS | 10 |
| 6.1 | Registration - Enregistrement | 11 |
| 6.2 | Event Info | 12 |
| 6.3 | Travel - Voyage | 12 |
| 6.4 | Accommodation - Logement | 13 |
| 7 | PAYMENTS - PAIEMENTS | 15 |
| 8 | ACCOUNT SETTINGS- PARAMÈTRES DU COMPTE | 16 |
| 8.1 | Account Settings - Paramètres | 16 |
| 9 | APPENDIX | 17 |
| 9.1 | Abréviations et symboles | 17 |
| 9.2 | Versions | 17 |

1 QU'EST-CE LE WORLD AQUATICS GMS ?

Le World Aquatics GMS (General Management System) est une application Web (HTML) permettant de gérer tous les membres de World Aquatics. En d'autres termes, il s'agit d'une immense base de données de personnes.

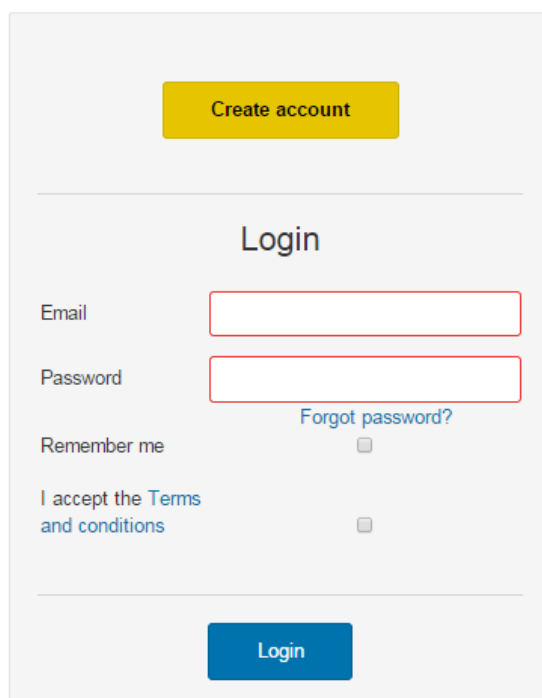
Le portail public est la partie du système d'enregistrement World Aquatics qui est ouverte au public. Toute personne souhaitant créer un compte pour ensuite s'enregistrer aux événements World Aquatics doit le faire par ce biais.



GENERAL
MANAGEMENT
SYSTEM

PUBLIC
PORTAL

PROVIDED BY  OMEGA



The screenshot shows a web interface for the 'PUBLIC PORTAL'. At the top, there is a yellow button labeled 'Create account'. Below this is a 'Login' section with the following elements: an 'Email' input field, a 'Password' input field, a 'Forgot password?' link, a 'Remember me' checkbox, and a checkbox for 'I accept the Terms and conditions'. At the bottom of the login section is a blue 'Login' button.

Le système est optimisé pour la dernière version du navigateur **Google Chrome**.

Vous pouvez accéder au portail public du World Aquatics GMS via cette adresse : **<https://registration.worldaquatics.com>**

Pour toute assistance veuillez contacter : **gms@worldaquatics.com**

2 CRÉER UN COMPTE

Si vous n'avez pas encore de compte, vous devez tout d'abord en créer un. Vous devez cliquer sur « Create account » pour commencer la procédure.

Create account

Votre adresse email servira de nom d'utilisateur pour le futur. Vous devez compléter tous les champs et cliquer sur « Create account ». Le mot de passe doit contenir au moins 6 caractères.

Create account

Email

Category

Password

Confirm password


Password must be at least 6 characters.

[Create account](#)

[Login](#)

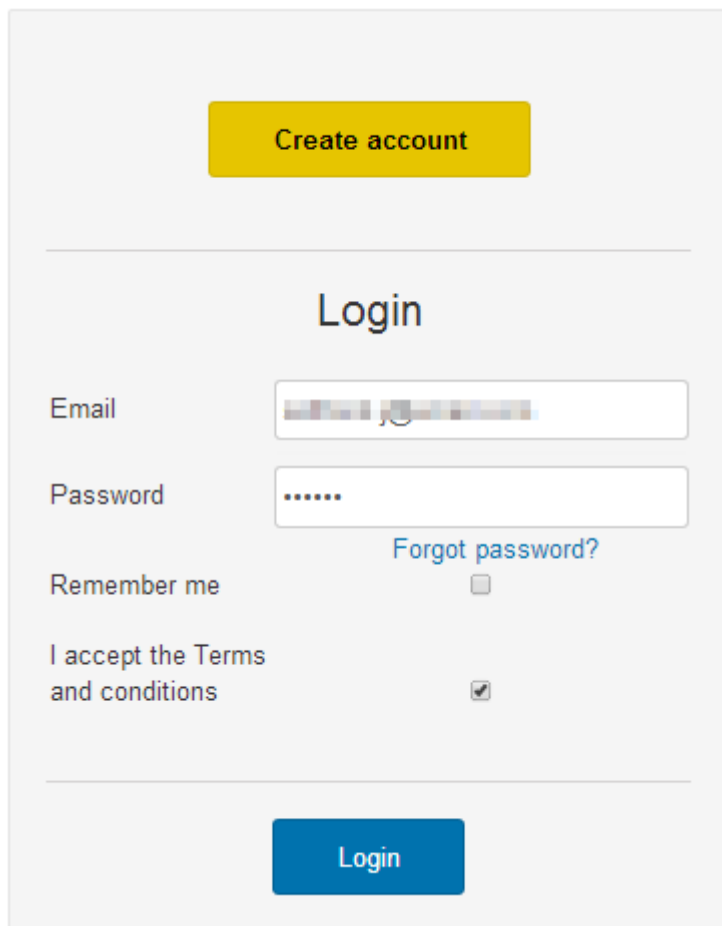
Un email avec un lien de confirmation vous est envoyé immédiatement. Ouvrez votre boîte mail et cliquez sur le lien pour confirmer votre demande de création de compte.

Dès que votre compte est activé, vous pouvez y accéder en vous identifiant.

 **Account activated!**

Please log in.

3 LOGIN - IDENTIFICATION



The screenshot shows a login interface with a yellow 'Create account' button at the top. Below it is a 'Login' section with the following elements:

- An 'Email' input field containing a blurred email address.
- A 'Password' input field with six dots representing the password.
- A 'Forgot password?' link in blue text below the password field.
- A 'Remember me' checkbox, which is currently unchecked.
- A checkbox for 'I accept the Terms and conditions', which is checked.
- A blue 'Login' button at the bottom of the form.

Le processus d'identification est simple et rapide. Vous devez entrer votre adresse email et votre mot de passe, puis accepter les conditions générales (Terms and conditions), et enfin cliquer sur « Login ».

Vous trouverez les conditions générales au bas de chaque page dans le système ou en cliquant sur « [Terms and conditions](#) ».

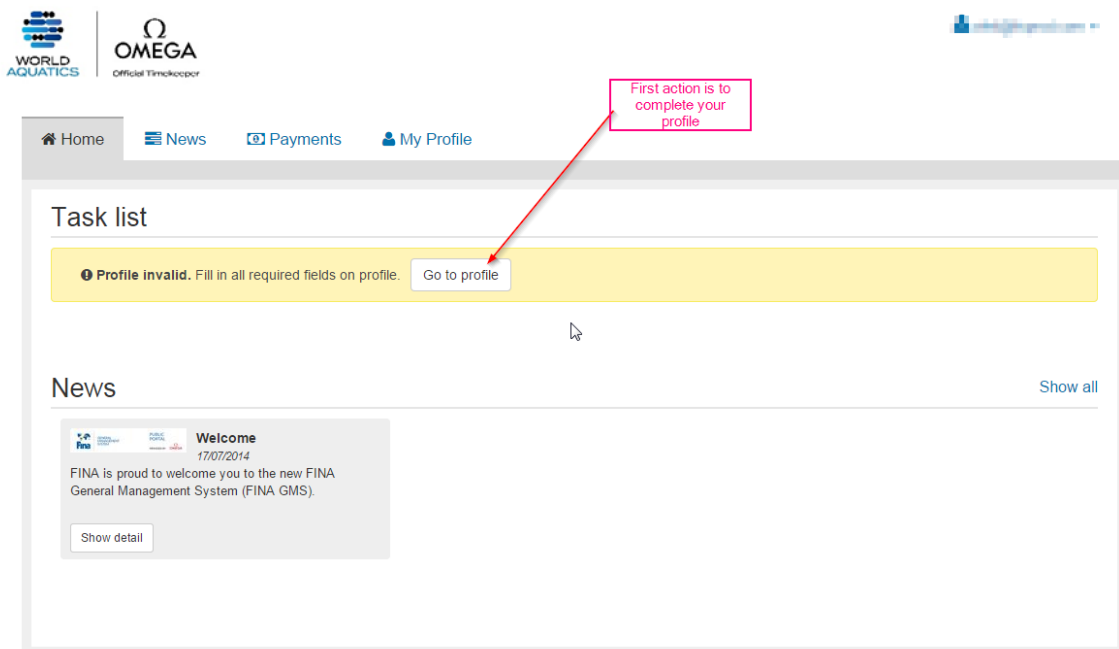
Si vous avez oublié votre mot de passe, veuillez cliquer sur « [Forgot password?](#) ». Vous recevrez un lien par email pour réinitialiser votre mot de passe.

4 HOME

L'application est divisée en onglets.



Lors de votre première visite, vous accédez à l'onglet **Home**. Il s'agit de l'endroit où toute communication importante sera affichée dans la partie « News ». Vous pouvez voir l'information en détail en cliquant sur « Show detail ». Toutes les informations sont également disponibles sous l'onglet **News**. Pour commencer, vous devez compléter votre profil en cliquant sur « Go to profile ».



Si vous êtes déjà enregistré pour un événement, vous pouvez accéder à vos enregistrements depuis la section « My events ». Vous pouvez suivre le statut de votre enregistrement dans la colonne « Nomination Status ». World Aquatics et le Comité d'Organisation vont soit approuver, soit rejeter l'enregistrement.

Home Events News Payments My Profile

News


Show all

Welcome
16/06/2014

FINA is proud to welcome you to the new FINA General Management System (FINA GMS).


Show detail

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|--|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Submitted |


Une fois l'enregistrement approuvé le statut change pour « Approved ».

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|---|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Paid | Approved |

Si votre enregistrement est refusé, vous ne recevrez pas d'accréditation et votre statut changera pour « Rejected ».

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|--|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Rejected |

Votre enregistrement passera par différents statuts :

Pending : le statut est « pending » (en attente) jusqu'à ce que vous ayez soumis votre enregistrement.

Waiting for payment : le statut est « waiting for payment » (en attente de paiement) jusqu'à ce que vous ayez payé la facture. Valable pour certains évènements et certaines catégories

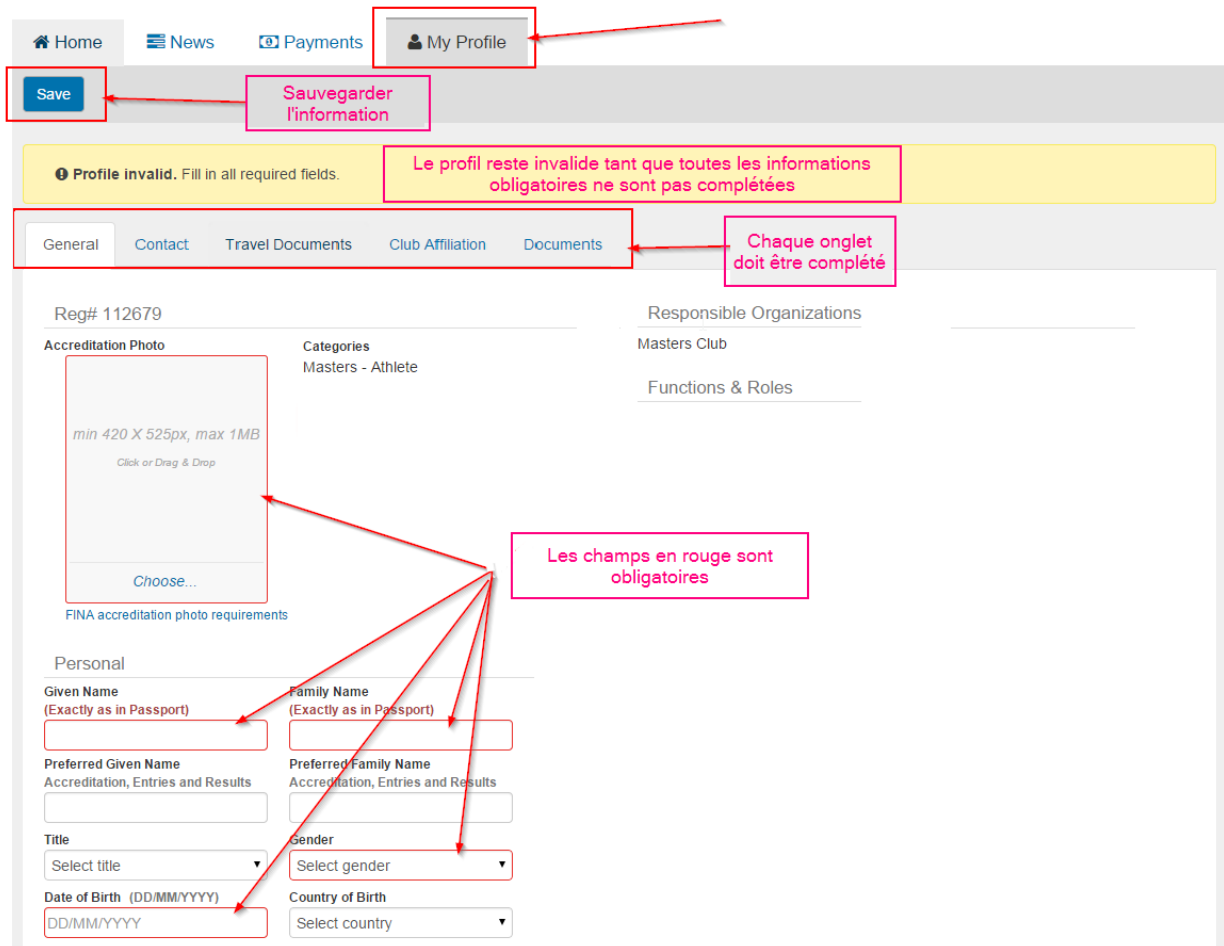
Submitted : une fois les frais payés, le statut passe à « submitted » (soumis). Cela signifie que votre enregistrement a été envoyé au Comité d'Organisation.

Approved : l'enregistrement une fois soumis sera vérifié par le Comité d'Organisation et approuvé si tout est en ordre.

Rejected : votre enregistrement n'a pas été approuvé par le Comité d'Organisation. Vous serez informé personnellement de la raison.

5 MY PROFILE – MON PROFIL

Vous devez compléter tous les champs. Les champs obligatoires sont de couleur rouge.



Home News Payments **My Profile**

Save Sauvegarder l'information

Profile invalid. Fill in all required fields. Le profil reste invalide tant que toutes les informations obligatoires ne sont pas complétées

General **Contact** Travel Documents Club Affiliation Documents

Reg# 112679

Accreditation Photo: min 420 X 525px, max 1MB. Click or Drag & Drop. Choose... FINA accreditation photo requirements

Categories: Masters - Athlète

Responsible Organizations: Masters Club

Functions & Roles

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

Title Select title Gender Select gender

Date of Birth (DD/MM/YYYY) DD/MM/YYYY Country of Birth Select country

Les champs en rouge sont obligatoires

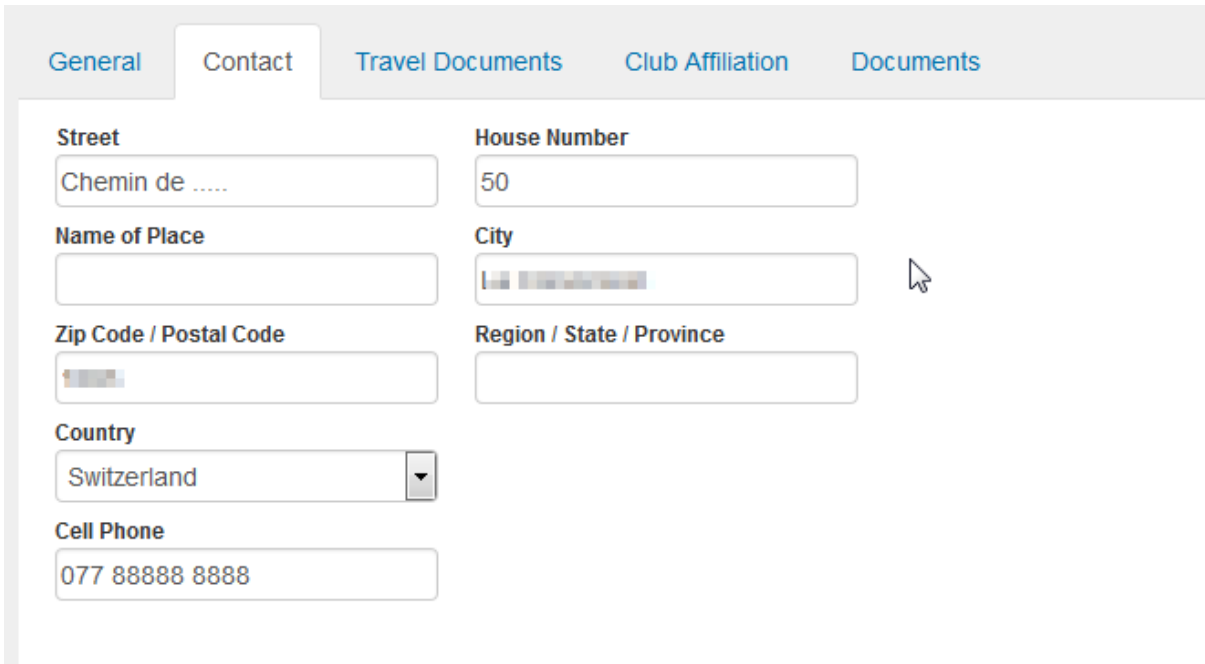
Une fois les informations complétées, cliquez sur « Save ».

Vous devez compléter chaque onglet. En fonction de votre fonction et rôle, vous aurez certains onglets à compléter. Les onglets non complétés apparaissent en rouge.



General Contact **Travel Documents** Media Documents

Ajoutez vos coordonnées dans l'onglet **Contact**.



General **Contact** Travel Documents Club Affiliation Documents

Street: Chemin de

House Number: 50

Name of Place: [Empty]

City: [Empty]

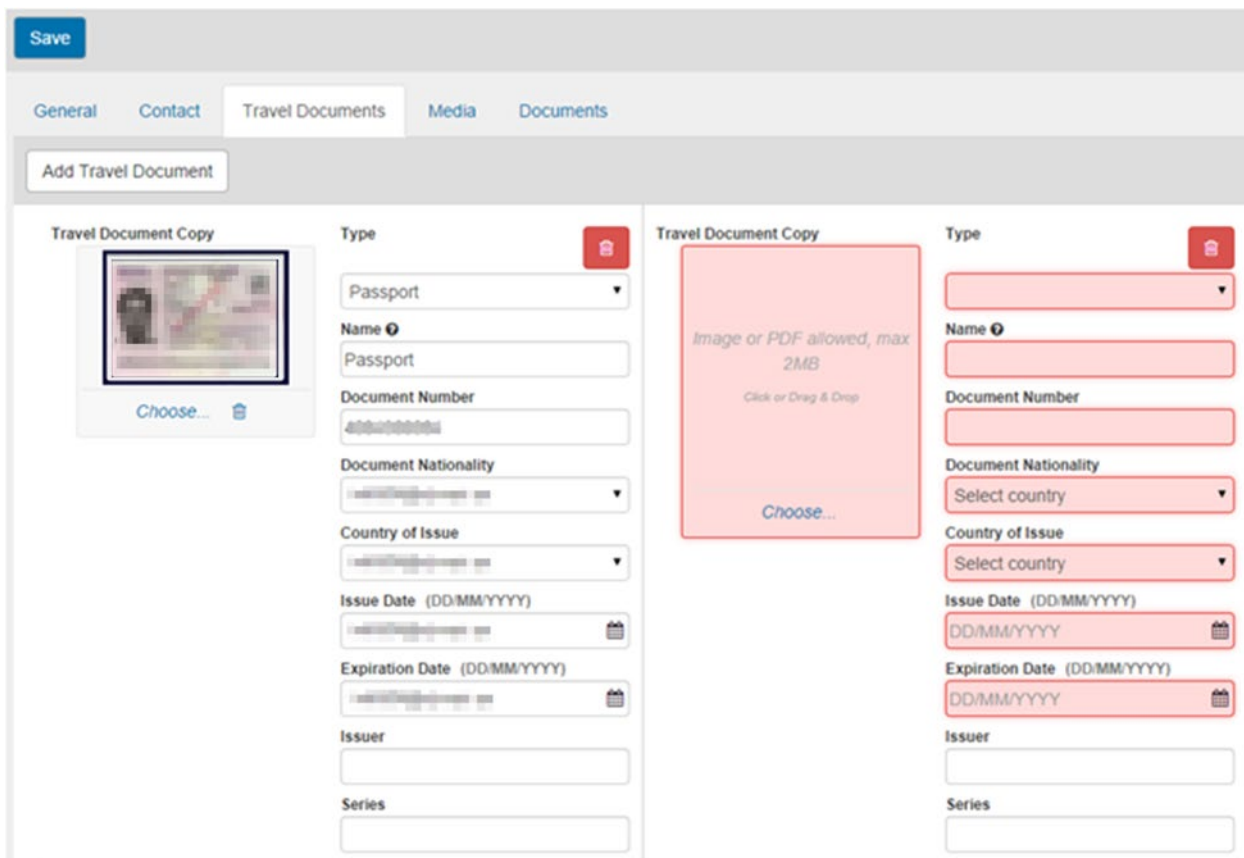
Zip Code / Postal Code: [Empty]

Region / State / Province: [Empty]

Country: Switzerland

Cell Phone: 077 88888 8888

Dans l'onglet **Travel Documents**, vous pouvez ajouter autant de documents que vous souhaitez en cliquant sur « Add Travel Document ». Vous devez sauvegarder la/les copie(s) de votre passeport. N'oubliez pas d'enregistrer en cliquant sur « Save ».



Save

General Contact **Travel Documents** Media Documents

Add Travel Document

Travel Document Copy

Type: Passport

Name: Passport

Document Number: [Empty]

Document Nationality: [Empty]

Country of Issue: [Empty]

Issue Date (DD/MM/YYYY): [Empty]

Expiration Date (DD/MM/YYYY): [Empty]

Issuer: [Empty]

Series: [Empty]

Travel Document Copy

Type: [Empty]

Name: [Empty]

Document Number: [Empty]

Document Nationality: Select country

Country of Issue: Select country

Issue Date (DD/MM/YYYY): DD/MM/YYYY

Expiration Date (DD/MM/YYYY): DD/MM/YYYY

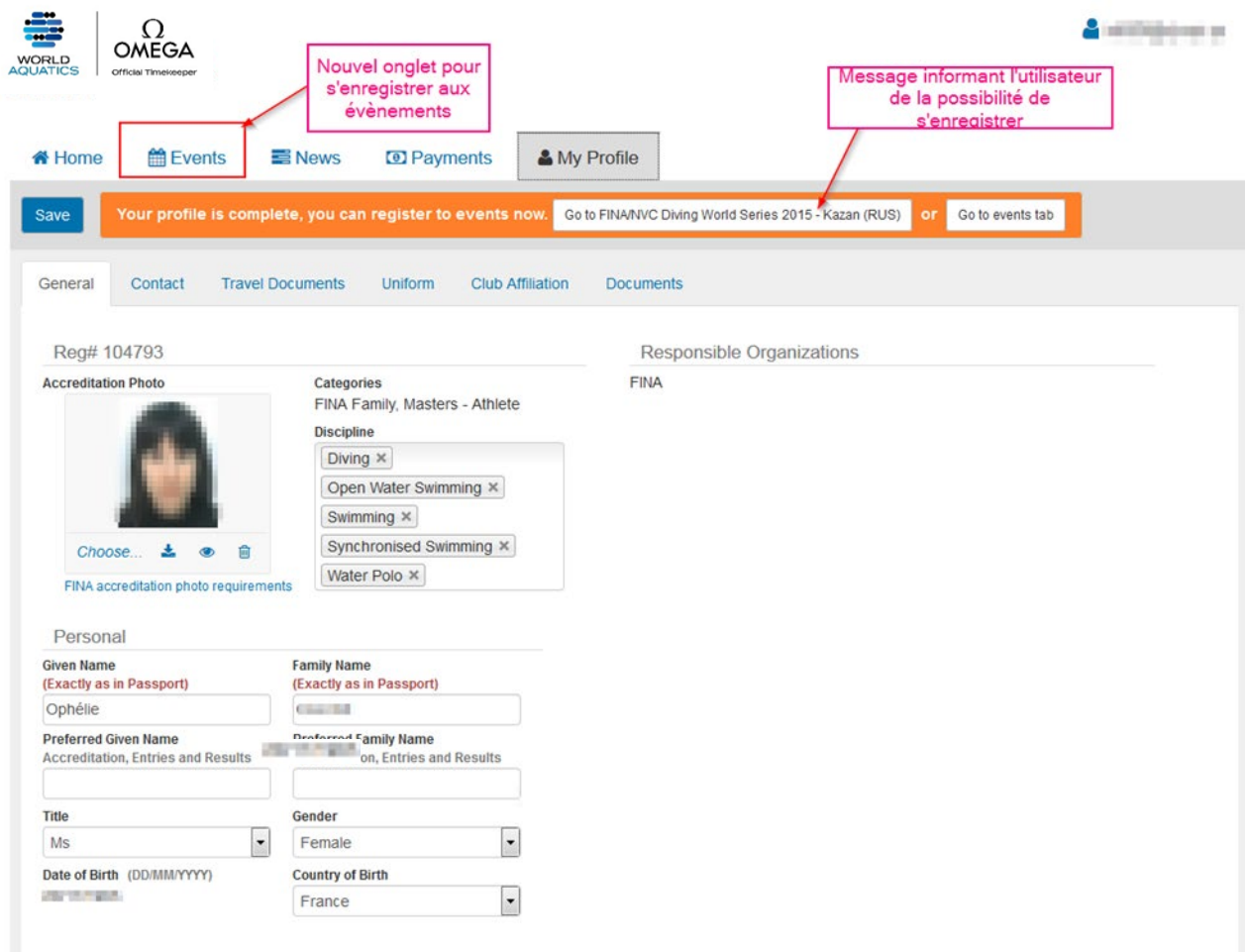
Issuer: [Empty]

Series: [Empty]

L'onglet **Documents** est l'endroit où vous trouvez les documents que vous avez importé (copie du passeport, photo, etc.). Il vous permet de les télécharger depuis cet espace.

| General Contact Media Documents | |
|---------------------------------------|--------------------------|
| Name | |
| AIPS Card Copy | Download |
| National Press Card Copy | Download |
| Passport Copy | Download |
| Photo | Download |

Quand votre profil est complet, vous êtes prêt pour vous enregistrer !



Annotations:

- Nouvel onglet pour s'enregistrer aux évènements
- Message informant l'utilisateur de la possibilité de s'enregistrer

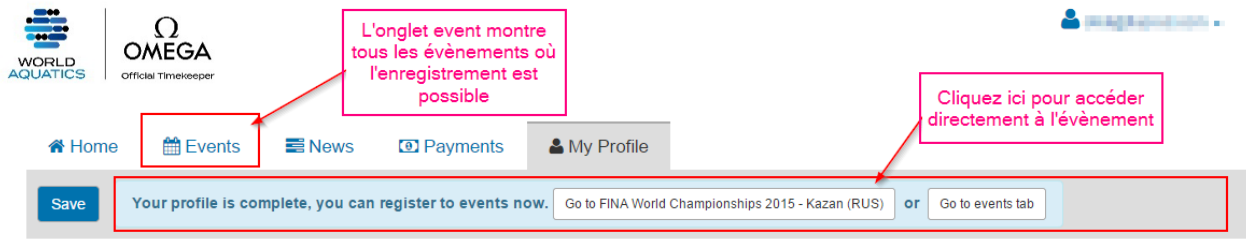
Message Banner: Your profile is complete, you can register to events now. Go to FINA/NVC Diving World Series 2015 - Kazan (RUS) or Go to events tab

Profile Details:

- Reg# 104793
- Accreditation Photo: [Photo]
- Categories: FINA Family, Masters - Athlete
- Discipline: Diving, Open Water Swimming, Swimming, Synchronised Swimming, Water Polo
- Responsible Organizations: FINA
- Personal Information:
 - Given Name: Ophélie
 - Family Name: [Redacted]
 - Title: Ms
 - Gender: Female
 - Date of Birth: [Redacted]
 - Country of Birth: France

6 EVENTS - ÉVÈNEMENTS

Vous pouvez accéder directement aux événements depuis votre profil :

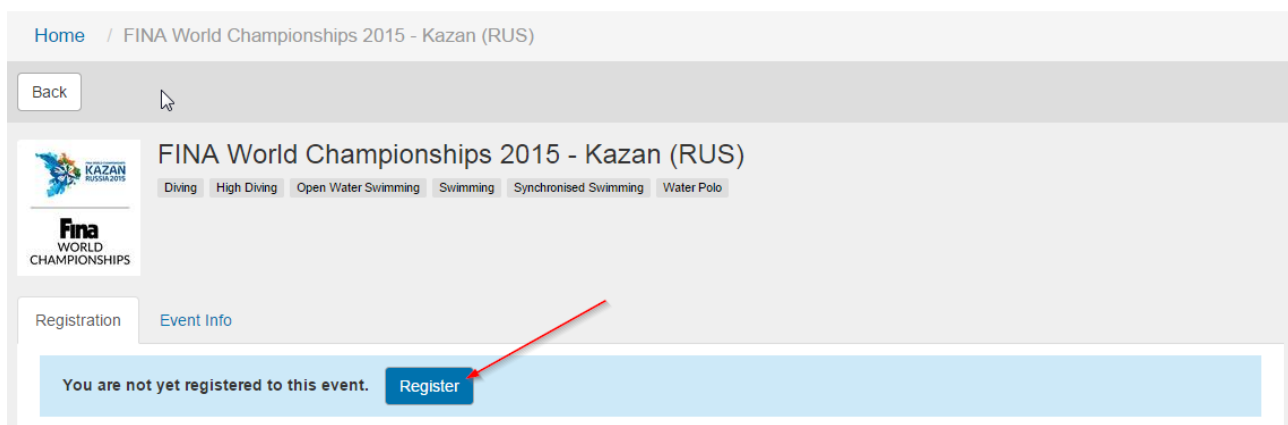


Vous pouvez également accéder aux événements depuis l'onglet **Events** qui est accessible dès que votre profil est complet.

Vous y trouverez la liste des événements où vous pouvez vous enregistrer. Cliquez sur « Detail » ou sur le logo de l'évènement pour poursuivre.

| | Name | Event Type | Category | Disciplines | Country | From | To | |
|--|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
| | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
| | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

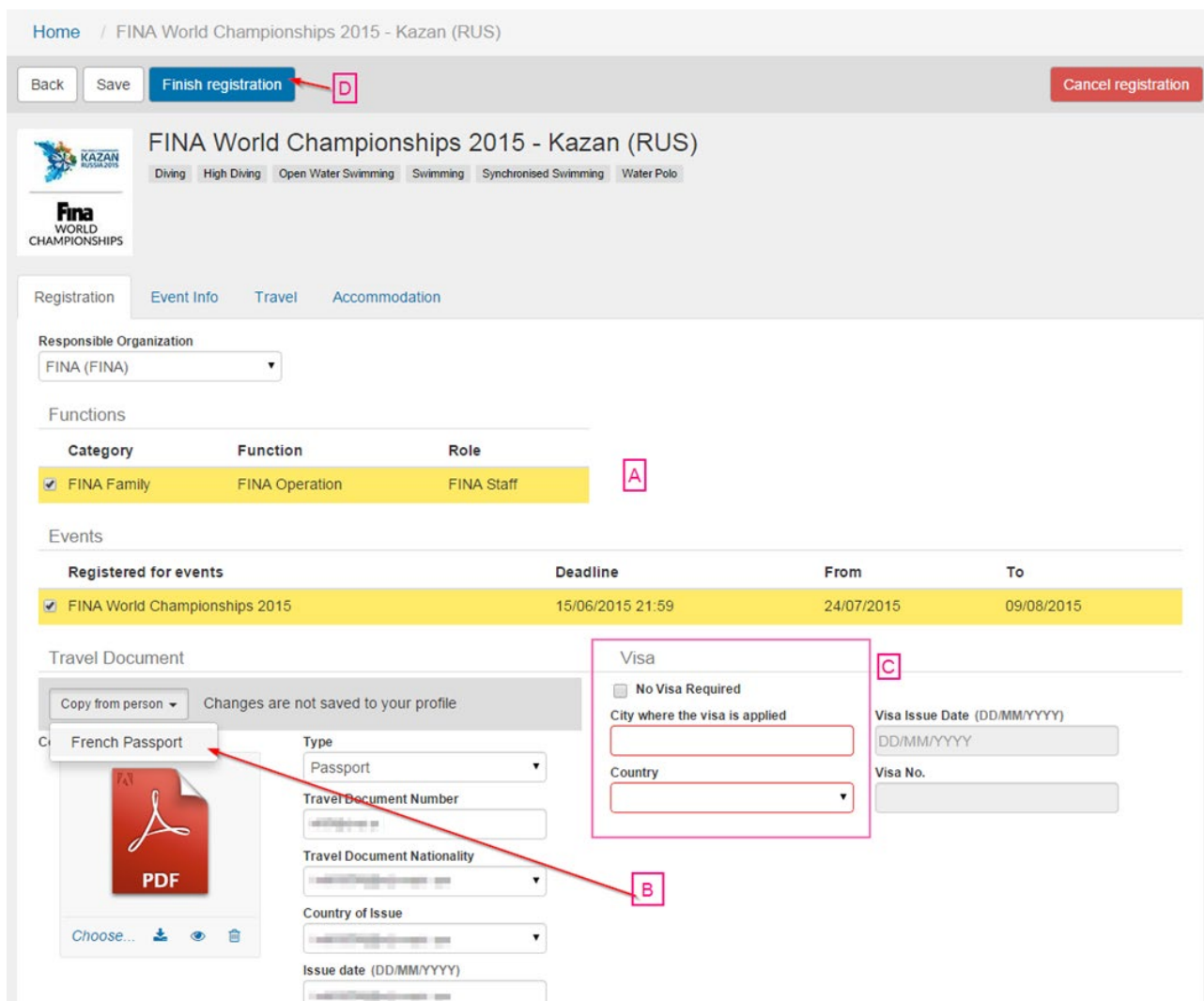
Dans l'évènement lui-même, cliquez sur « Register » pour commencer la procédure.



6.1 Registration - Enregistrement

Vous devez compléter les informations de votre enregistrement :

- Sélectionnez votre catégorie/fonction/rôle pour cet évènement (si vous en avez plusieurs).
- Copiez l'information relative à votre passeport. Si vous avez importé plusieurs passeports dans votre profil, choisissez celui que vous utiliserez pour vous rendre à l'évènement.
- Complétez les champs relatifs au visa en fonction des directives reçues.
- Cliquez sur « Finish registration » une fois que vous avez tout complété.



Home / FINA World Championships 2015 - Kazan (RUS)

Back Save **Finish registration** D Cancel registration

FINA World Championships 2015 - Kazan (RUS)
 Diving High Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

FINA
WORLD CHAMPIONSHIPS

Registration **Event Info** Travel Accommodation

Responsible Organization
 FINA (FINA)

Functions

| Category | Function | Role |
|---|----------------|------------|
| <input checked="" type="checkbox"/> FINA Family | FINA Operation | FINA Staff |

Events

| Registered for events | Deadline | From | To |
|---|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Championships 2015 | 15/06/2015 21:59 | 24/07/2015 | 09/08/2015 |

Travel Document

Copy from person Changes are not saved to your profile

French Passport C

Type
 Passport

Travel Document Number

Travel Document Nationality

Country of Issue

Issue date (DD/MM/YYYY)

Visa

No Visa Required

City where the visa is applied

Country

Visa Issue Date (DD/MM/YYYY)

Visa No.

B

Dès que vous êtes satisfaits des informations complétées, vous pouvez soumettre votre application en cliquant sur « Finish registration ».

Finish registration

Une fenêtre vous demandant de confirmer votre envoi apparait, pour confirmer cliquez sur « Yes » . **Veillez toutefois noter que vous êtes seul responsable de la vérification de l'exactitude de toutes les informations soumises par rapport aux informations de votre passeport.**

Are you sure you want to submit this nomination?
By clicking "Yes" you confirm that all information entered is correct and matches exactly any passport information entered.
Any incorrect information submitted may cause a delay in visa applications and accreditation badge collection.

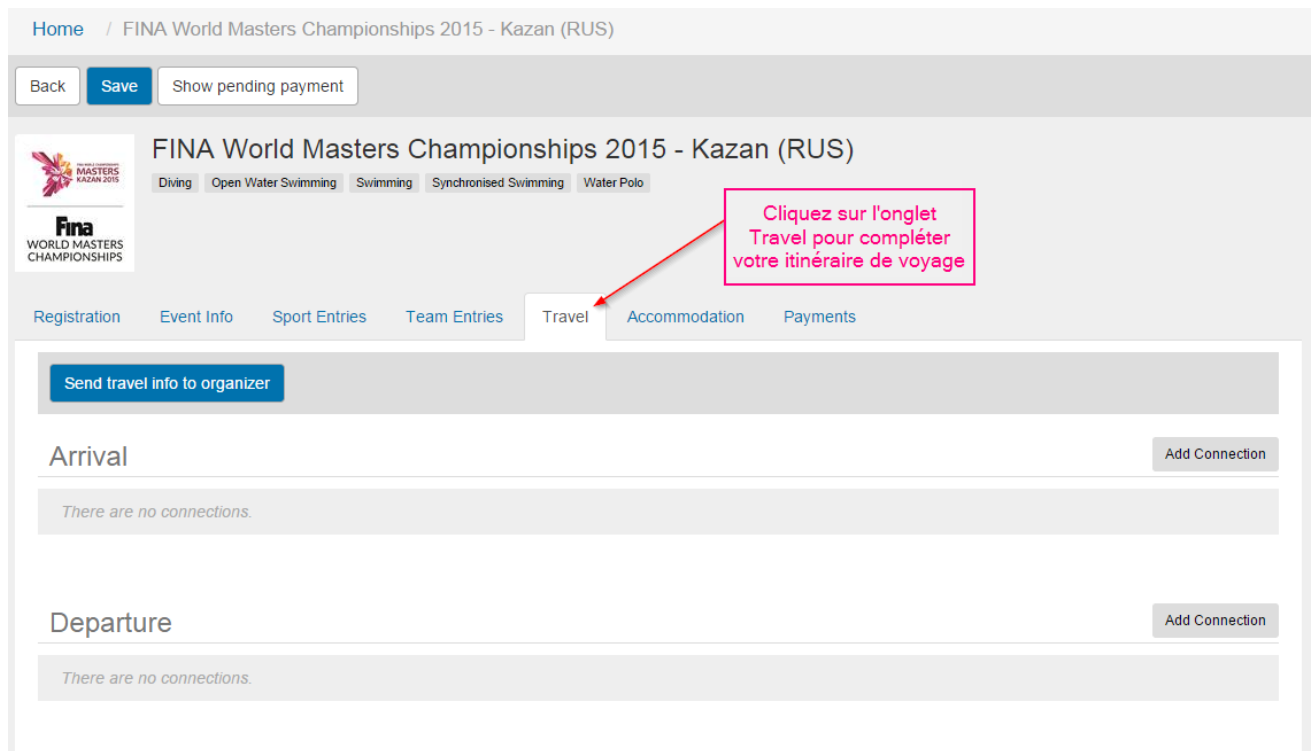
6.2 Event Info

L'onglet **Event Info** vous communique des informations utiles au sujet de l'évènement telles que les coordonnées du Comité d'Organisation.

6.3 Travel - Voyage

Votre itinéraire de voyage est une partie importante du processus. Vous devez vous rendre dans l'onglet **Travel** pour ajouter vos informations.

Important : vous pouvez compléter cette information à n'importe quel moment. Vous ne devez pas obligatoirement compléter votre itinéraire le jour de votre enregistrement. Vous pouvez revenir plus tard, une fois que vous disposez de l'information.



Home / FINA World Masters Championships 2015 - Kazan (RUS)

Back Save Show pending payment

FINA World Masters Championships 2015 - Kazan (RUS)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

Registration Event Info Sport Entries Team Entries **Travel** Accommodation Payments

Send travel info to organizer

Arrival Add Connection

There are no connections.

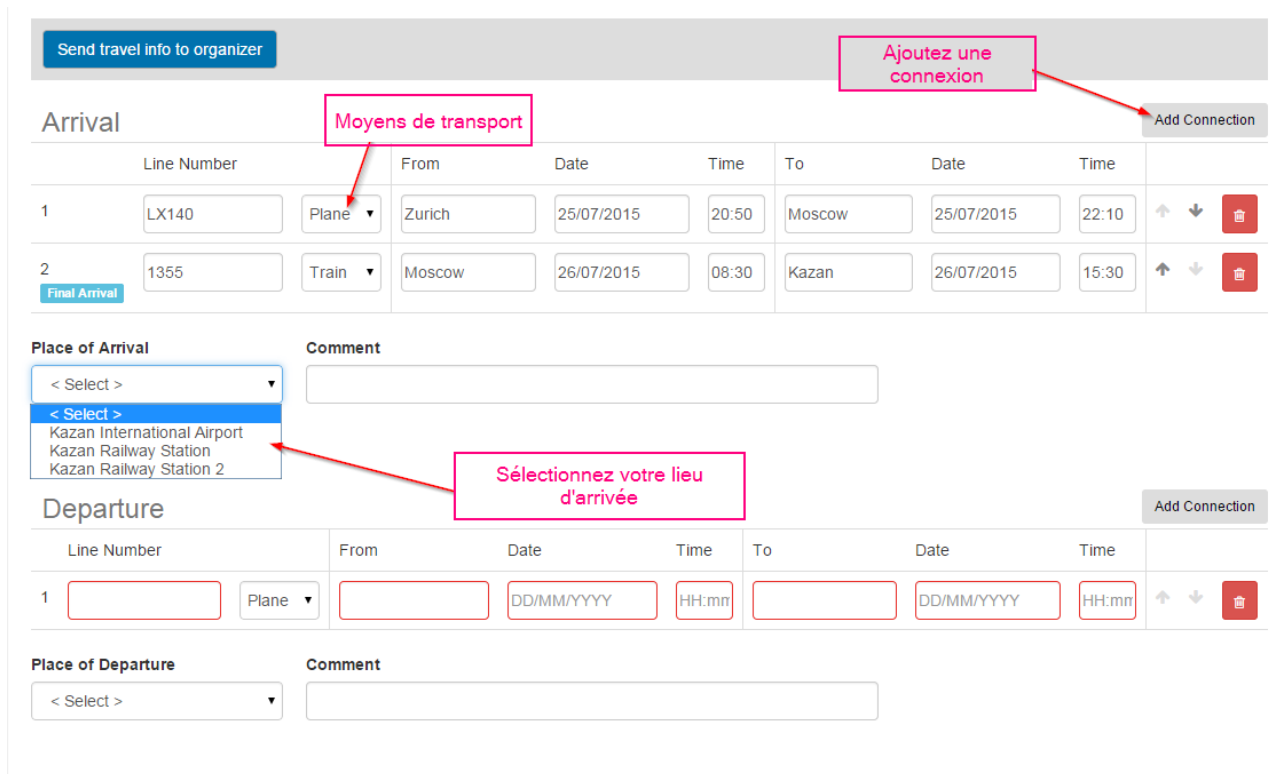
Departure Add Connection

There are no connections.

Pour ajouter votre itinéraire, cliquez sur « Add Connection ». Vous pouvez ajouter autant de connexions que vous le souhaitez. Cependant le plus important est votre itinéraire d'arrivée à la destination finale, ainsi que votre itinéraire de départ afin de pouvoir organiser le transport.

Une fois l'information complétée, cliquez sur « Save ».

Votre dernière connexion arrivant à la destination finale doit être listée comme « Final Arrival » et votre première connexion de départ comme la numéro « 1 ».



The screenshot shows the 'Arrival' and 'Departure' sections of the travel management system. Annotations in pink boxes provide instructions:

- Arrival Section:**
 - Moyens de transport:** Points to the dropdown menu for transport mode (e.g., Plane, Train).
 - Ajoutez une connexion:** Points to the 'Add Connection' button.
 - Sélectionnez votre lieu d'arrivée:** Points to the 'Place of Arrival' dropdown menu, which lists options like 'Kazan International Airport' and 'Kazan Railway Station 2'.
- Departure Section:**
 - Place of Departure:** A dropdown menu with '< Select >'.

The arrival table shows two entries:

| Line Number | From | Date | Time | To | Date | Time |
|-------------|--------|------------|-------|--------|------------|-------|
| 1 | Zurich | 25/07/2015 | 20:50 | Moscow | 25/07/2015 | 22:10 |
| 2 | Moscow | 26/07/2015 | 08:30 | Kazan | 26/07/2015 | 15:30 |

6.4 Accommodation - Logement

Si vous avez besoin d'un logement, cliquez sur « Request a room ». Dans le cas contraire, cliquez sur « I do not require accommodation ».



The screenshot shows the 'Accommodation' tab in the system. Annotations in pink boxes provide instructions:

- Request a room:** A dropdown menu with a red arrow pointing to it and the text 'Cliquez ici si besoin d'une chambre d'hôtel'.
- I do not require accommodation:** A button with a red arrow pointing to it and the text 'Si vous n'avez pas besoin d'une chambre, cliquez ici'.

Below the buttons, there is a table for accommodation requests:

| Code | From | To | N | Hotel | Room Type | Status | Approval |
|------|------|----|---|-------|-----------|--------|----------|
|------|------|----|---|-------|-----------|--------|----------|



Indiquez les dates où vous avez besoin d'une chambre, l'hôtel souhaité et le type de chambre, puis cliquez sur « Create ».

Registration Event Info Travel Accommodation

Request a room Accommodation Deadline 15/10/2014

Room Request Generator

From **To** **Hotel** **Room Type** **Create**

04/12/2014 
 07/12/2014 
 Amari Hotel 4* ▼
 Single ▼
 Create

La demande apparait avec le statut « new ». Une fois soumise, le statut est changé en « submitted » et vous ne serez plus en mesure de changer votre demande. Elle a été transmise au Comité d'Organisation.

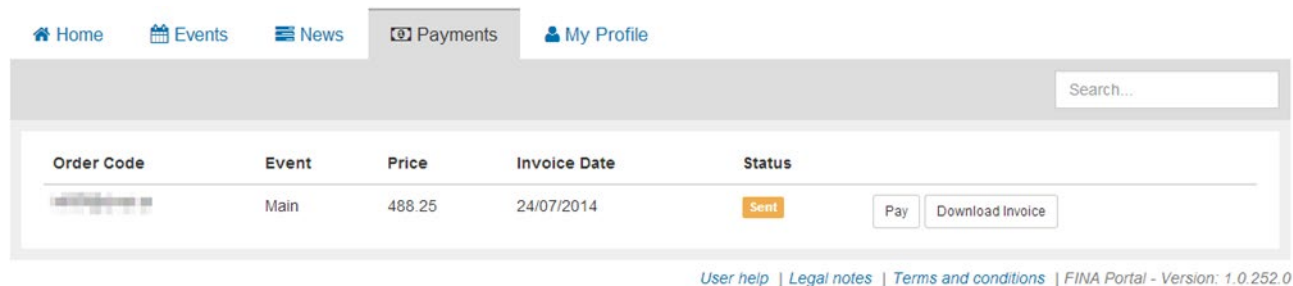
Request a room Accommodation Deadline 15/10/2014

| Code | From | To | N | Hotel | Room Type | Status | Approval |
|------------|-------|-------|---|----------------|-----------|--------|------------------------|
| ██████████ | 04/12 | 07/12 | | Amari Hotel 4* | Single | S | Detail |

7 PAYMENTS - PAIEMENTS

Pour certains évènements, vous pouvez être amené à devoir payer une taxe d'enregistrement. Si un paiement est nécessaire, vous recevrez par email la facture et les détails pour procéder au paiement dès la soumission de votre enregistrement.

Dans l'onglet **Payments**, vous pouvez voir le statut de vos factures. Les factures devant être payées ont un statut indiquant « sent ».



Vous pouvez télécharger votre facture en cliquant sur « Download Invoice » et payer, soit par transfert bancaire, soit par carte de crédit en cliquant sur « Pay ».

Suivez ensuite les instructions pour compléter votre transaction.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

-  **Verified by VISA** Visa
-  **MasterCard SecureCode** MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

[Cancel](#)

Secure payment by

datatrans

Certified by VISA / MasterCard

Dès que votre facture est payée, son statut change pour « Paid » :

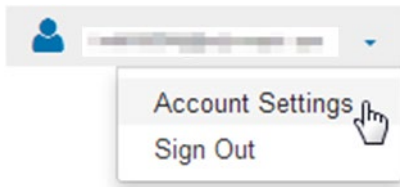
Status

Paid

[Download Invoice](#)

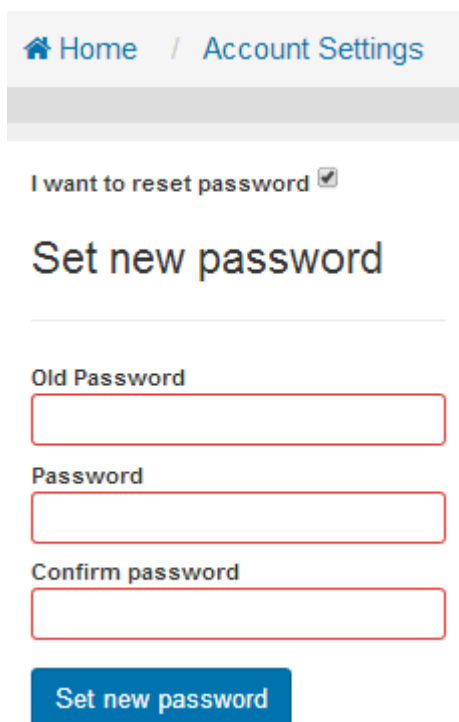
8 ACCOUNT SETTINGS - PARAMÈTRES DU COMPTE

Cliquez sur votre nom d'utilisateur en haut à droite. Vous pouvez accéder à vos paramètres (Account Settings) ou vous déconnecter (Sign Out).



8.1 Account Settings - Paramètres

Si vous voulez changer votre mot de passe, cliquez sur la case **I want to reset password.**

A screenshot of the 'Account Settings' page. At the top left, there is a breadcrumb trail: 'Home / Account Settings'. Below this is a checkbox labeled 'I want to reset password' which is checked. The main heading is 'Set new password'. Below the heading are three input fields: 'Old Password', 'Password', and 'Confirm password'. At the bottom of the form is a blue button labeled 'Set new password'.

Cliquez sur « Home » pour retourner à l'onglet **Home**.

9 APPENDIX

9.1 Abréviations et symboles

| Abréviations en anglais | |
|-------------------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Syntaxe pour boutons, étiquettes, entrées de menu, etc. pour les applications | |
|---|---------------------------------------|
| Code, Boutons et étiquettes | [key], [OK], [Result] |
|   | Enregistrement en attente |
|  | Nouveau |
|   | Enregistrement soumis |
|   | Enregistrement approuvé |
|   | Enregistrement refusé |
|   | Enregistrement en attente de paiement |
|  | Lettre d'invitation envoyée |
|  | Non payé |
|  | Payé |
|  | Supprimer |
|  | Sauvegarder |

9.2 Versions

| | | |
|-----|------------|---------------------------------------|
| 1.0 | 01/07/2014 | Version initiale |
| 1.1 | 29/07/2014 | Ajout du chapitre Paiements |
| 1.2 | 24/09/2014 | Mise à jour du chapitre Évènement |
| 1.3 | 20/02/2015 | Version améliorée / Version française |



GENERAL
MANAGEMENT
SYSTEM

Portal de registro Guía del usuario

PROVIDED BY  OMEGA

Versión 1.3
Edición febrero 2015

Documentation Updates

World Aquatics reserves the right to make improvements in the products described in this documentation at any time without prior notice. Furthermore, World Aquatics reserves the right to revise this documentation in its content at any time and without any obligation to notify any person or organization of such revision.

Language:

If the textual content and information found in this (English language) booklet differs from other language booklets (whose content has been translated), the English language version's texts and information are exclusively binding.

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TABLA DE CONTENIDOS

| | | |
|----------|--|-----------|
| 1 | ¿QUÉ ES EL WORLD AQUATICS GMS?..... | 2 |
| 2 | CREAR UNA CUENTA..... | 3 |
| 3 | LOGIN - IDENTIFICACIÓN | 4 |
| 4 | HOME - INICIO | 5 |
| 5 | MY PROFILE – MI PERFIL..... | 7 |
| 6 | EVENTS – EVENTOS | 10 |
| 6.1 | Registration - Registro | 11 |
| 6.2 | Event Info - Información del evento | 12 |
| 6.3 | Travel - Viaje | 12 |
| 6.4 | Accommodation - Hospedaje | 13 |
| 7 | PAYMENTS - PAGOS..... | 15 |
| 8 | ACCOUNT SETTINGS – CONFIGURACIÓN DE LA CUENTA... | 16 |
| 8.1 | Account Settings - Configuración | 16 |
| 9 | APÉNDICE..... | 17 |
| 9.1 | Abreviaciones y símbolos..... | 17 |
| 9.2 | Historial de versiones | 17 |

1 ¿QUÉ ES EL WORLD AQUATICS GMS?

El World Aquatics GMS (General Management System) es una aplicación WEB (HTML) que sirve para gestionar a los miembros de World Aquatics. En otras palabras, es una gran base de datos de perfiles personales.

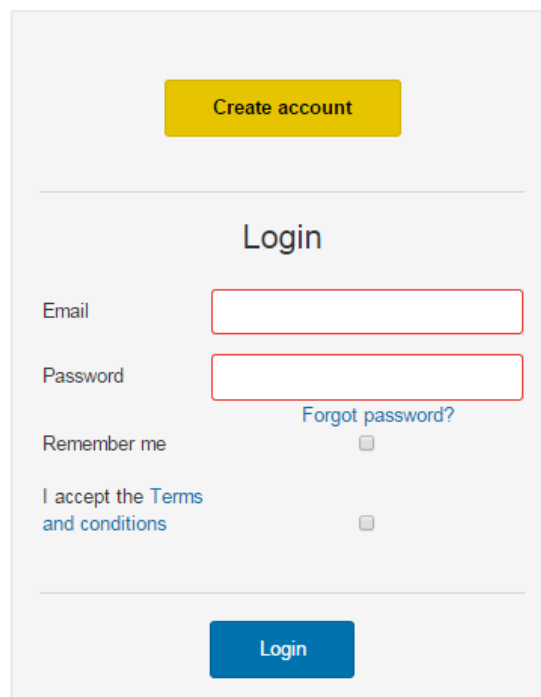
El portal público "Public Portal" es una parte del sistema que permite al público registrarse para los eventos. Cualquier persona puede crear una cuenta para después gestionar su perfil personal y registrarse para los eventos World Aquatics disponibles.



GENERAL
MANAGEMENT
SYSTEM

PUBLIC
PORTAL

PROVIDED BY  OMEGA



The screenshot shows a login interface with a yellow 'Create account' button at the top. Below it is a 'Login' section with input fields for 'Email' and 'Password'. A 'Forgot password?' link is positioned below the password field. There are two checkboxes: 'Remember me' and 'I accept the Terms and conditions'. A blue 'Login' button is located at the bottom of the form.

El sistema está optimizado para la última versión del navegador **Google Chrome**.

Puede acceder al World Aquatics GMS Public Portal en el siguiente link: **<https://registration.worldaquatics.com>**

Para cualquier tipo de asistencia, contacte: **gms@worldaquatics.com**

2 CREAR UNA CUENTA

Si usted aún no dispone de una cuenta, debe crearla primero. Clique en “Create account” para empezar el proceso.

Create account

Su dirección de email utilizada para la creación de la cuenta servirá como nombre de usuario (user name) en el futuro. Complete todos los campos y clique en “Create account”. La contraseña (password) debe contener al menos 6 caracteres.

Create account

Email

Category

Password

Confirm password


Password must be at least 6 characters.

[Create account](#)

[Login](#)

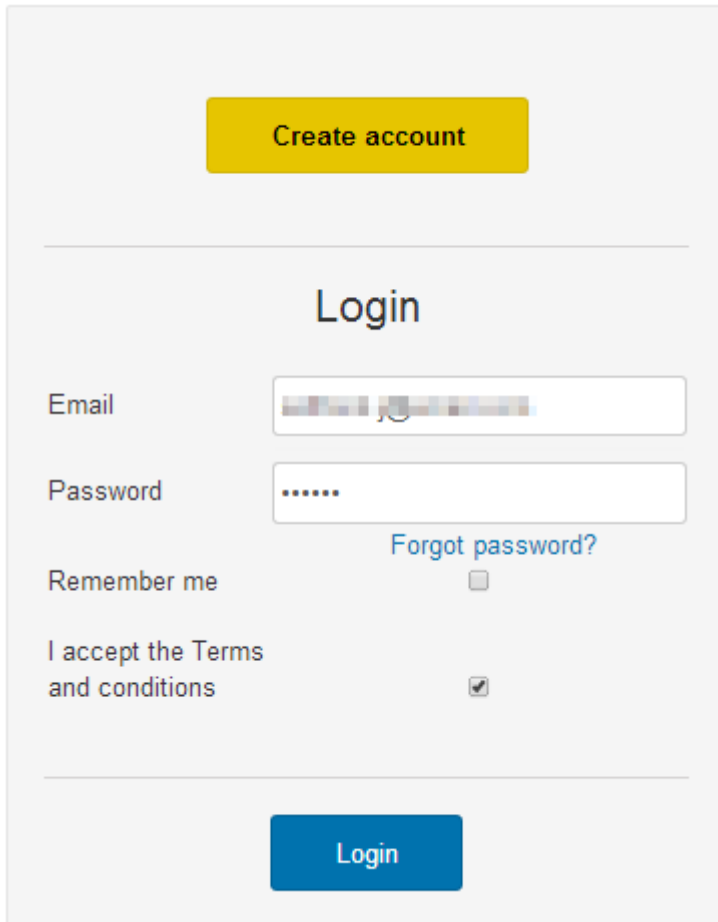
Usted recibirá automáticamente un correo con el link de confirmación. Abra su email y clique en el link para confirmar que usted ha solicitado crear una cuenta.

Podrá acceder a su cuenta a partir del momento en que haya sido activada.

 **Account activated!**

Please log in.

3 LOGIN - IDENTIFICACIÓN



The screenshot shows a login interface. At the top, there is a yellow button labeled "Create account". Below it, the word "Login" is centered. The form contains the following elements: an "Email" field with a blurred input, a "Password" field with masked characters (.....), a "Remember me" checkbox which is unchecked, and a checkbox for "I accept the Terms and conditions" which is checked. A blue link "Forgot password?" is positioned below the password field. At the bottom of the form is a blue button labeled "Login".

El acceso para el usuario es rápido y sencillo. Primero introduzca su dirección de Email (Usuario - User Name) y su contraseña, acepte los términos y condiciones (Terms and conditions), finalmente clique en "Login".

Usted puede acceder a los términos y condiciones al final de la página de registro y al final de cada página del portal o clicando en "[Terms and conditions](#)".

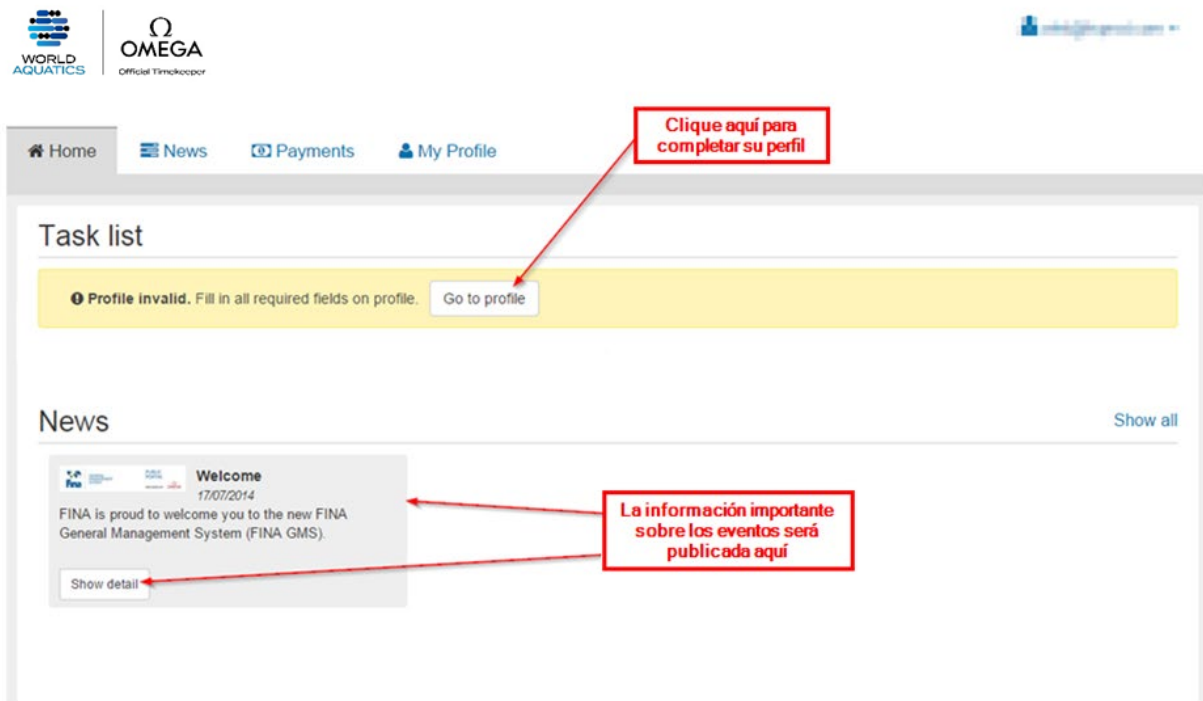
Usted puede acceder a los términos y condiciones al final de la página de registro y al final de cada página del portal o clicando en "[Terms and conditions](#)".

4 HOME - INICIO

La aplicación está dividida en diferentes pestañas.



Después de acceder a su cuenta por primera vez, usted se encontrará en la pantalla de inicio **Home**. Aquí encontrará importantes comunicaciones acerca de los próximos eventos. Usted podrá acceder a los detalles clicando en el icono “Show detail”. Todas las noticias estarán también en la pestaña **News**. Para empezar, deberá completar su perfil clicando en “Go to profile”.



Si usted ya está registrado para un evento, sus registros estarán desplegados en la sección “My events” donde usted podrá seguir el estado de su registro para el evento en la columna “Nomination Status”. World Aquatics y el Comité Organizador aprobarán o rechazarán su registro.

Home Events News Payments My Profile

News


Show all

Welcome
16/06/2014

FINA is proud to welcome you to the new FINA General Management System (FINA GMS).


Show detail

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|--|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Submitted |


Cuando registro haya sido aprobado, el estado cambiará a “Approved”.

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|---|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Paid | Approved |

Si su registro es rechazado, la carta de acreditación no será entregada y el estado cambiará a “Rejected”.

My events

| Name | Events | Date | Contact | Invoice Status | Nomination Status |
|--|------------|-------------------------|------------|----------------|-------------------|
|  SWC - Doha | SWC - Doha | 27/08/2014 - 28/08/2014 | [Redacted] | Not Paid | Rejected |

Existen diferentes estados para su registro:

Pending: el estado de su registro está “pending” (pendiente) hasta que usted envíe su registro clicando en “Submit”.

Waiting for payment: su estado será “waiting for payment” (en espera de pago) hasta que usted pague la factura. Válido para eventos y categorías en las que se debe pagar factura.

Submitted: una vez que los costos hayan sido pagados, el estado pasará a “Submitted” (enviado). Esto significa que su registro ha sido enviado al Comité Organizador.

Approved: su registro será verificado y aprobado por el Comité Organizador si todo está en orden.

Rejected: su registro no ha sido aprobado por el Comité Organizador. Usted será informado personalmente de la razón del rechazo.

5 MY PROFILE – MI PERFIL

Usted debe completar todos los campos. Los campos obligatorios están marcados en rojo.

Home News Payments My Profile

Save **Guarde su perfil**

Profile invalid. Fill in all required fields. El perfil permanecerá inválido hasta que todos los campos obligatorios estén completos

General Contact Travel Documents Club Affiliation Documents **Todas las pestañas deben ser completadas**

Reg# 112679 Responsible Organizations
Masters Club
Functions & Roles

Accreditation Photo Categories
Masters - Athlete

min 420 X 525px, max 1MB
Click or Drag & Drop
Choose...
FINA accreditation photo requirements

Los campos en rojo son obligatorios y deben ser completados.

Personal

Given Name (Exactly as in Passport) Family Name (Exactly as in Passport)

Preferred Given Name Accreditation, Entries and Results Preferred Family Name Accreditation, Entries and Results

Title Select title gender Select gender

Date of Birth (DD/MM/YYYY) DD/MM/YYYY Country of Birth Select country

Complete toda la información obligatoria y guarde su perfil clicando en "Save".

Usted debe completar todas las pestañas. Dependiendo de su rol o función, habrá pestañas adicionales al principio del perfil que deberán ser completadas. Las secciones que no estén completas (falta información) **aparecerán marcadas en rojo.**

General Contact **Travel Documents** Media Documents

Añada sus detalles de contacto.

General
Contact
Travel Documents
Club Affiliation
Documents

Street

House Number

Name of Place

City

Zip Code / Postal Code

Region / State / Province

Country

Switzerland
▼


Cell Phone

En la pestaña **Travel Documents**, usted puede añadir tantos documentos de viaje como quiera clicando en “Add Travel Document”. Aquí es donde usted debe cargar la(s) copia(s) de su pasaporte. Recuerde que siempre debe clicar en “Save” para guardar la información.

Save
General
Contact
Travel Documents
Media
Documents

Add Travel Document

Travel Document Copy



Choose...

Type 🗑

Passport ▼

Name ⓘ

Document Number

Document Nationality

...

Country of Issue

...

Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

Issuer

Series

Travel Document Copy

Image or PDF allowed, max 2MB

Click or Drag & Drop

Choose...

Type 🗑

...

Name ⓘ

Document Number

Document Nationality

Select country

Country of Issue

Select country

Issue Date (DD/MM/YYYY)

Expiration Date (DD/MM/YYYY)

Issuer

Series

Versión 1.3

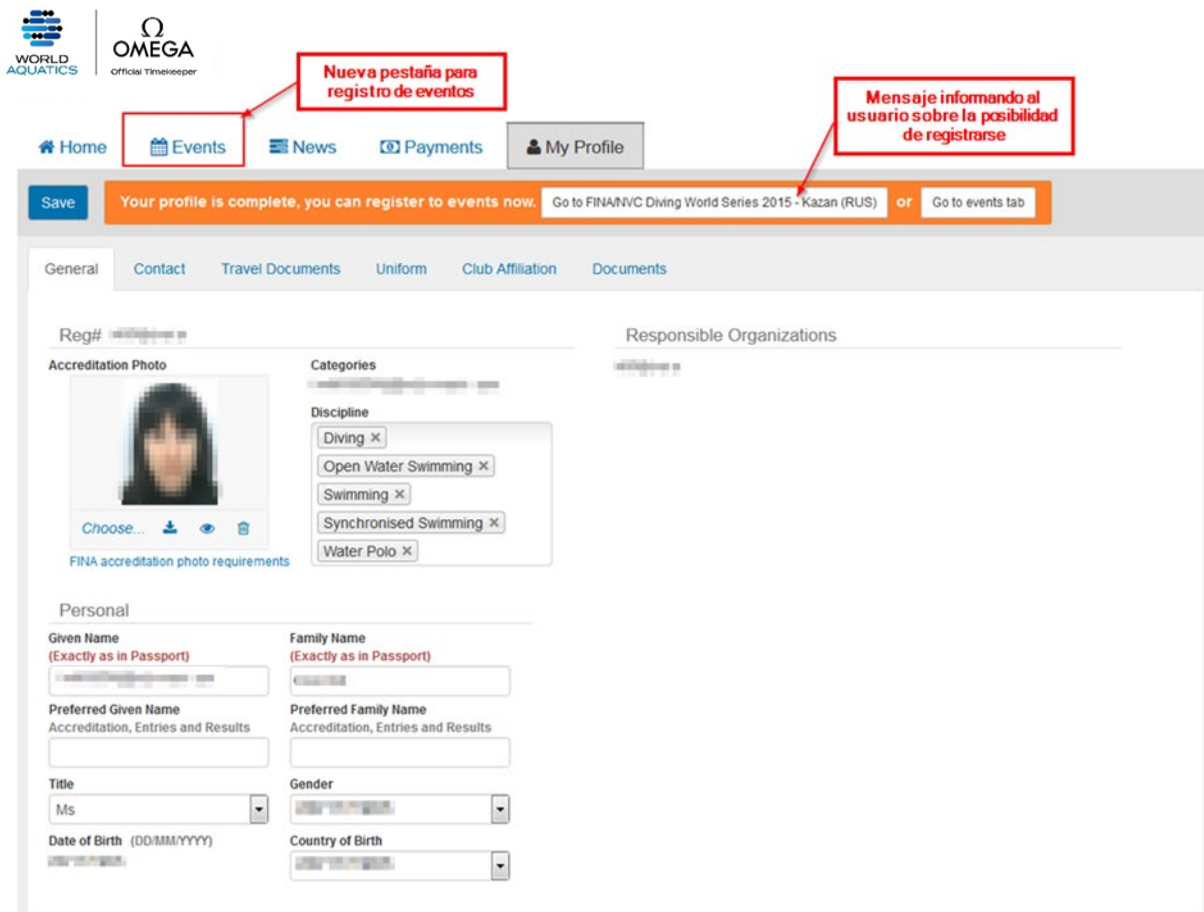
PROVIDED BY OMEGA

pg. 8

La pestaña **Documents** abre un desplegable con la lista de todos los documentos que usted ha importado y también le permite descargarlos desde este espacio.

| General Contact Media Documents | |
|---------------------------------------|--------------------------|
| Name | |
| AIPS Card Copy | Download |
| National Press Card Copy | Download |
| Passport Copy | Download |
| Photo | Download |

¡Si su perfil está debidamente completado, usted está listo para registrarse!

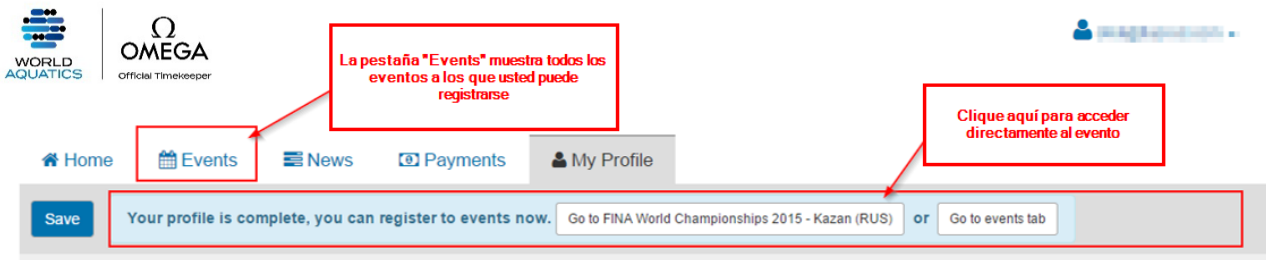


The screenshot shows the user profile page with the following elements:

- Navigation:** Home, Events (highlighted with a red box and annotation: "Nueva pestaña para registro de eventos"), News, Payments, My Profile.
- Message Bar:** "Your profile is complete, you can register to events now." (highlighted with a red box and annotation: "Mensaje informando al usuario sobre la posibilidad de registrarse"). Buttons: "Go to FINA/IVC Diving World Series 2015 - Kazan (RUS)" or "Go to events tab".
- Profile Tabs:** General, Contact, Travel Documents, Uniform, Club Affiliation, Documents.
- Accreditation Photo:** A photo of a woman with a "Choose..." button and "FINA accreditation photo requirements" link.
- Categories:** Discipline selection including Diving, Open Water Swimming, Swimming, Synchronised Swimming, and Water Polo.
- Personal Information:**
 - Given Name (Exactly as in Passport)
 - Family Name (Exactly as in Passport)
 - Preferred Given Name (Accreditation, Entries and Results)
 - Preferred Family Name (Accreditation, Entries and Results)
 - Title (Ms)
 - Gender
 - Date of Birth (DD/MM/YYYY)
 - Country of Birth

6 EVENTS – EVENTOS

Usted puede acceder directamente al registro del evento desde su perfil:



También puede acceder a los eventos en la pestaña **Events** que aparecerá tan pronto como su perfil haya sido completado.

Aquí encontrará los eventos disponibles para poder registrarse. Clique en “Detail” o en el logo del evento para ver más.

| | Name | Event Type | Category | Disciplines | Country | From | To | |
|--|------------|--------------------|-------------|-------------|---------|------------|------------|------------------------|
| | SWC - Doha | World Cup | Competition | SW | Qatar | 27/08/2014 | 28/08/2014 | Detail |
| | Doha 2014 | World Championship | Competition | SW | Qatar | 03/12/2014 | 07/12/2014 | Detail |

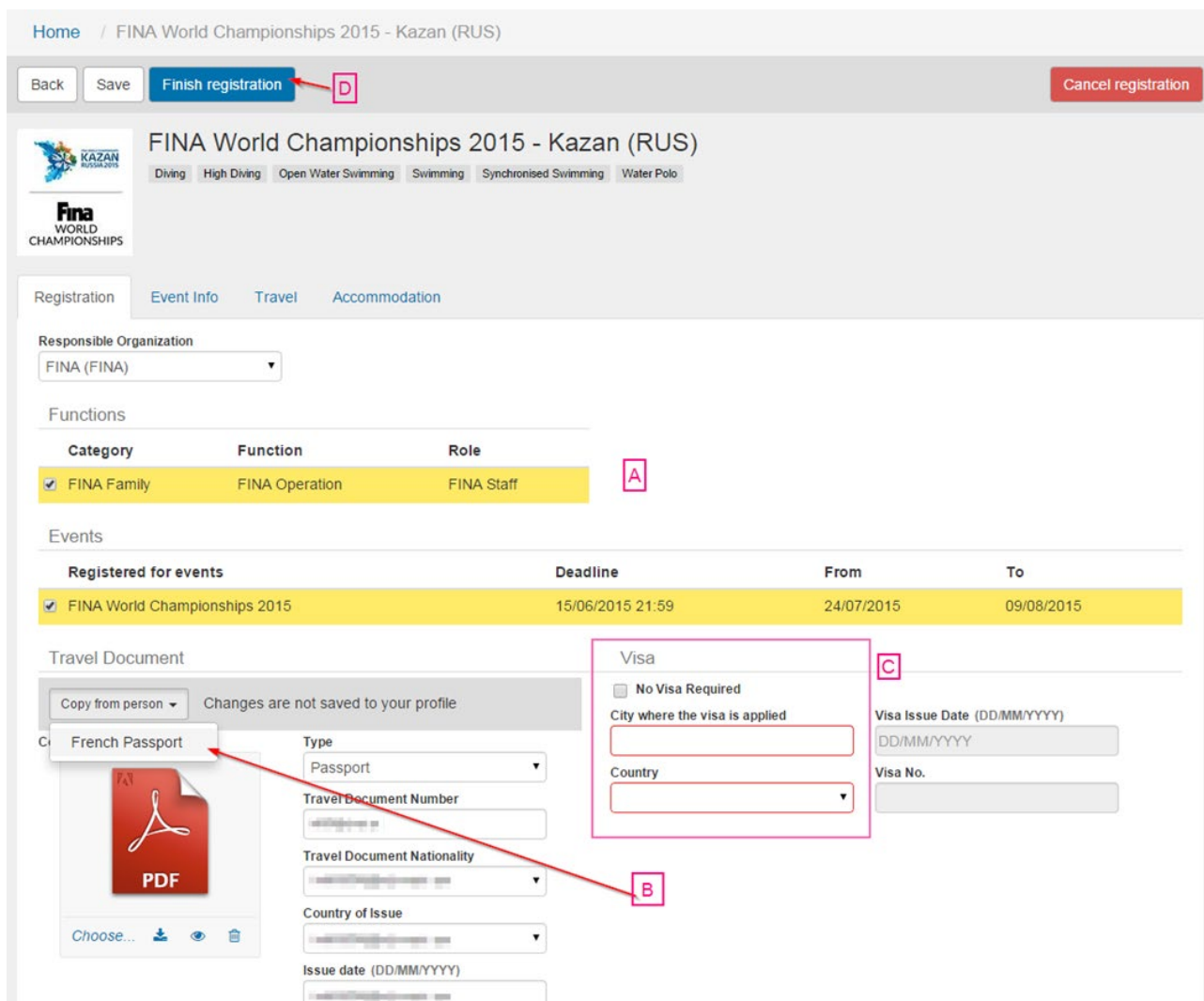
En los detalles del evento, clique en “Register” para empezar el proceso de registro.



6.1 Registration - Registro

Usted debe completar su información de registro:

- Seleccione su categoría/función/rol para el evento (en caso de que tenga varios)
- Copie la información de su pasaporte. Si ha registrado varios pasaportes en su perfil, seleccione el que vaya a utilizar para viajar a su destino.
- Complete los campos del visado en función de la información que haya recibido.
- Clique en “Finish registration” cuando haya completado todos los campos.



Home / FINA World Championships 2015 - Kazan (RUS)

Back Save **Finish registration** D Cancel registration

FINA World Championships 2015 - Kazan (RUS)
Diving High Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

FINA WORLD CHAMPIONSHIPS

Registration Event Info Travel Accommodation

Responsible Organization
FINA (FINA)

Functions

| Category | Function | Role |
|---|----------------|--|
| <input checked="" type="checkbox"/> FINA Family | FINA Operation | FINA Staff A |

Events

| Registered for events | Deadline | From | To |
|---|------------------|------------|------------|
| <input checked="" type="checkbox"/> FINA World Championships 2015 | 15/06/2015 21:59 | 24/07/2015 | 09/08/2015 |

Travel Document

Copy from person Changes are not saved to your profile

French Passport B

Type: Passport

Travel Document Number: [input]

Travel Document Nationality: [input]

Country of Issue: [input]

Issue date (DD/MM/YYYY): [input]

Visa C

No Visa Required

City where the visa is applied: [input]

Country: [input]

Visa Issue Date (DD/MM/YYYY): [input]

Visa No.: [input]

Cuando esté satisfecho con la información que ha completado, puede enviar el registro clicando en “Finish registration”.

Finish registration

Una ventana le pedirá que confirme su envío para aprobación. Para confirmar clique en "Yes". **Por favor recuerde que usted es responsable de asegurarse que toda la información enviada es correcta y coincide exactamente con la información de su pasaporte.**

Are you sure you want to submit this nomination?
By clicking "Yes" you confirm that all information entered is correct and matches exactly any passport information entered.
Any incorrect information submitted may cause a delay in visa applications and accreditation badge collection.

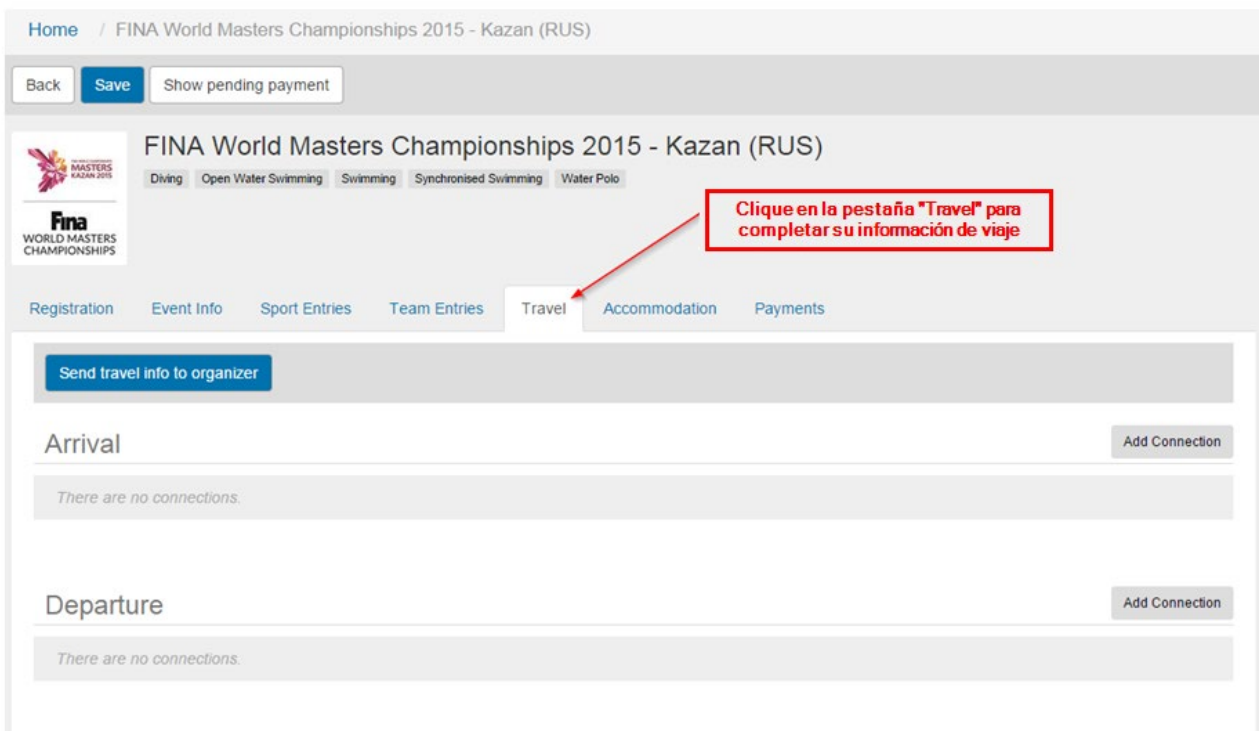
6.2 Event Info - Información del evento

La pestaña **Event Info** muestra información relevante del evento, incluyendo los datos de contacto del Comité Organizador.

6.3 Travel - Viaje

La información de viaje es una parte importante para el proceso de registro. Usted debe acceder a la pestaña **Travel** para añadir toda la información referente a su viaje.

Importante: la información de viaje puede completarse en cualquier momento. No necesita completar sus detalles de viaje el día de su registro. Podrá acceder al portal en cualquier momento y añadir la información más tarde.



Home / FINA World Masters Championships 2015 - Kazan (RUS)

Back Save Show pending payment

FINA World Masters Championships 2015 - Kazan (RUS)

Diving Open Water Swimming Swimming Synchronised Swimming Water Polo

FINA WORLD MASTERS CHAMPIONSHIPS

Registration Event Info Sport Entries Team Entries **Travel** Accommodation Payments

Send travel info to organizer

Arrival Add Connection

There are no connections.

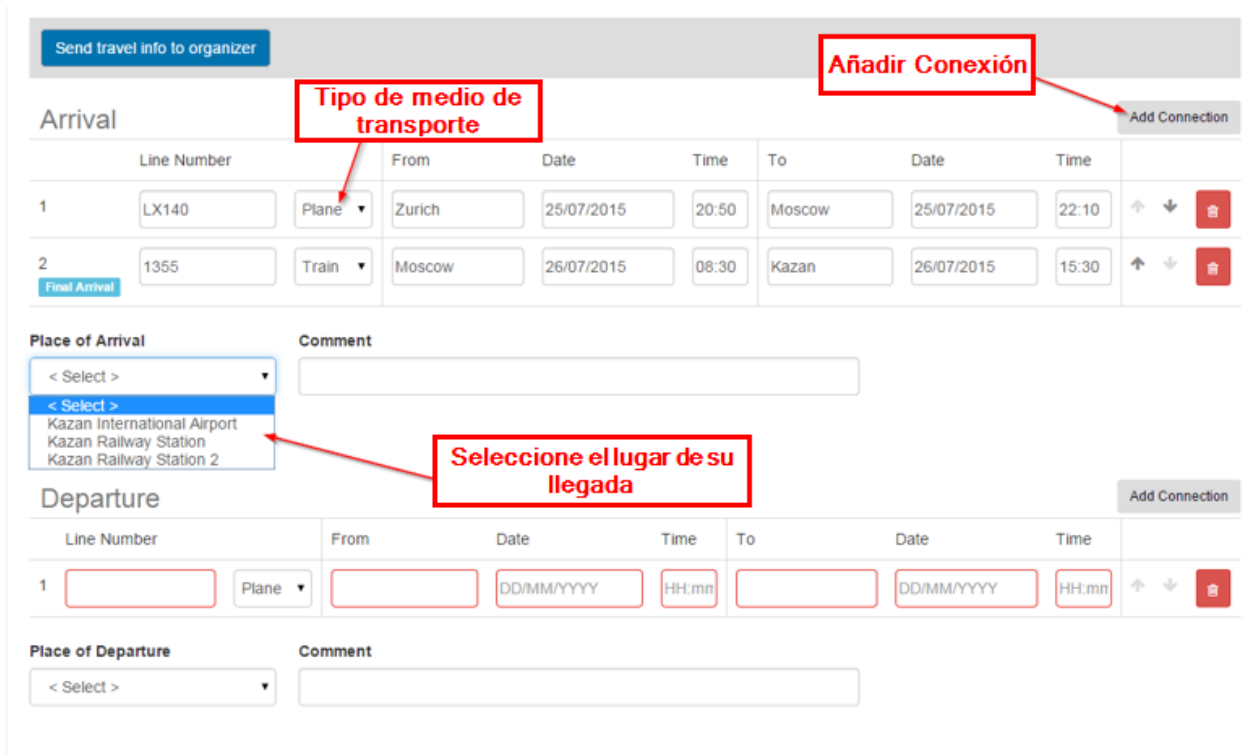
Departure Add Connection

There are no connections.

Para añadir la información de viaje, clique en “Add connection” (Añadir conexión). Usted puede añadir tantas conexiones como quiera. La información más importante para el Comité Organizador es la de su llegada al destino final y la de su salida ya que esta información será utilizada para organizar el transporte.

Una vez la información de viaje ha sido completada, clique en “Save”.

Añada su última conexión de llegada como “Final Arrival” (Llegada fina) y su primera conexión de salida como la número “1”.



Send travel info to organizer

Añadir Conexión

Tipo de medio de transporte

Seleccione el lugar de su llegada

Add Connection

| Line Number | From | Date | Time | To | Date | Time | | |
|-------------|-------|-------|--------|------------|-------|--------|------------|-------|
| 1 | LX140 | Plane | Zurich | 25/07/2015 | 20:50 | Moscow | 25/07/2015 | 22:10 |
| 2 | 1355 | Train | Moscow | 26/07/2015 | 08:30 | Kazan | 26/07/2015 | 15:30 |

Place of Arrival: < Select >, Kazan International Airport, Kazan Railway Station, Kazan Railway Station 2

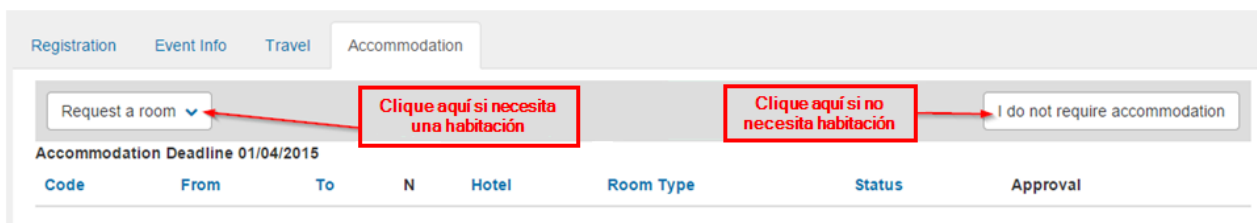
Departure:

| Line Number | From | Date | Time | To | Date | Time | | |
|-------------|------|-------|------|------------|-------|------|------------|-------|
| 1 | | Plane | | DD/MM/YYYY | HH:mn | | DD/MM/YYYY | HH:mn |

Place of Departure: < Select >

6.4 Accommodation - Hospedaje

Si usted necesita hospedaje, clique “Request a room”. Si no necesita hospedaje, clique “I do not request accommodation”.



Registration Event Info Travel **Accommodation**

Request a room **Clique aquí si necesita una habitación** **Clique aquí si no necesita habitación** I do not require accommodation

Accommodation Deadline 01/04/2015

| Code | From | To | N | Hotel | Room Type | Status | Approval |
|------|------|----|---|-------|-----------|--------|----------|
|------|------|----|---|-------|-----------|--------|----------|

En el siguiente formulario, indique las fechas en las que necesitará hospedaje, el hotel deseado, el tipo de habitación y clique en “Create”.

Registration Event Info Travel Accommodation

Request a room Accommodation Deadline 15/10/2014

Room Request Generator

From: 04/12/2014 To: 07/12/2014 Hotel: Amari Hotel 4* Room Type: Single [Create](#)

La petición aparece debajo. El estado inicial es “New” (Nuevo). Tan pronto como usted envíe su petición para aprobación, el estado cambiará a “Submitted” y ya no podrá modificar su petición. Esta será enviada al Comité Organizador.

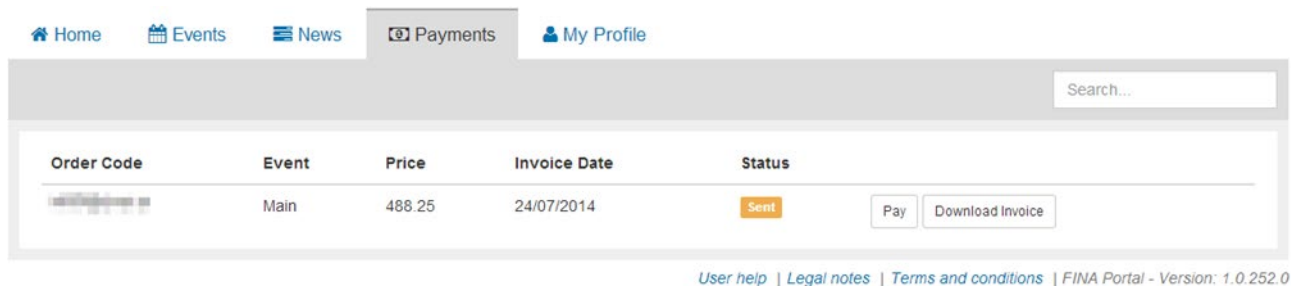
Request a room Accommodation Deadline 15/10/2014

| Code | From | To | N | Hotel | Room Type | Status | Approval |
|------|-------|-------|---|----------------|-----------|--------|------------------------|
| | 04/12 | 07/12 | | Amari Hotel 4* | Single | S | Detail |

7 PAYMENTS - PAGOS

Para algunos eventos, es posible que tenga que pagar una cuota de inscripción. Si se requiere un pago, usted recibirá un email con la información de pago después de que haya enviado su información para un evento.

En la pestaña **Payments**, usted podrá ver el estado de sus facturas. Las facturas que aún deben ser pagadas aparecerán con el estado "sent"



| Order Code | Event | Price | Invoice Date | Status |
|------------|-------|--------|--------------|--------|
| | Main | 488.25 | 24/07/2014 | Sent |

Puede descargar la factura clicando en "Download Invoice" y pagar vía transferencia bancaria o directamente desde la página web usando su tarjeta de crédito clicando en "Pay".

Siga las instrucciones en la página web para completar el pago.

www.fina.org

Amount : 488.25 Currency : CHF

Payment method/Payment details

-  **Verified by VISA** Visa
-  **MasterCard SecureCode** MasterCard

Please, select your preferred payment method. In the next step you will be asked to enter required payment information.

[Cancel](#)

Secure payment by

datatrans

Certified by VISA / MasterCard

Tan pronto como la factura esté pagada, el estado cambiará a "Paid" (Pagado).

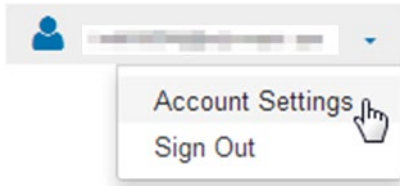
Status

Paid

[Download Invoice](#)

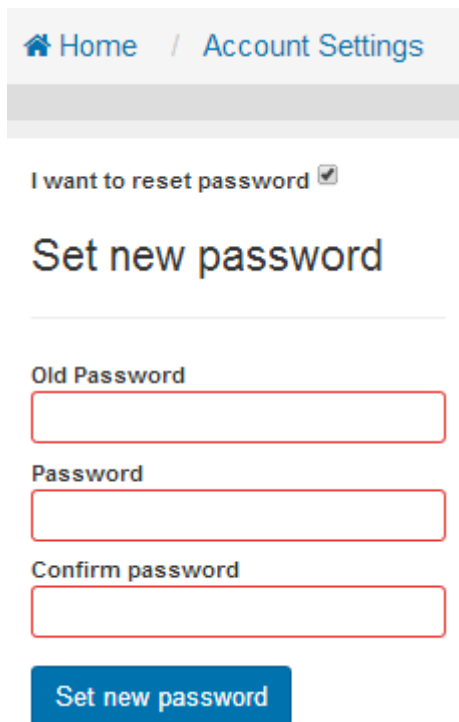
8 ACCOUNT SETTINGS – CONFIGURACIÓN DE LA CUENTA

Clique en su nombre de usuario en el margen superior derecho de la pantalla para desplegar el menú donde podrá salir de la sesión (Sign Out) o seleccionar la configuración de la cuenta (Account settings).



8.1 Account Settings - Configuración

Si usted quiere cambiar su contraseña, seleccione la casilla **I want to reset password.**







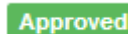




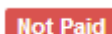


A screenshot of the 'Account Settings' page. The page has a breadcrumb trail: 'Home / Account Settings'. Below the breadcrumb, there is a checkbox labeled 'I want to reset password' which is checked. The main heading is 'Set new password'. Below the heading, there are three input fields: 'Old Password', 'Password', and 'Confirm password'. At the bottom of the form, there is a blue button labeled 'Set new password'.

Clique en **Home** para volver a la pestaña de inicio.

9 APÉNDICE

9.1 Abreviaciones y símbolos

| Abreviaciones en inglés | |
|-------------------------|---------------------------|
| GMS | General Management System |
| NF | National Federation |
| RO | Responsible Organization |

| Sintaxis para botones, etiquetas, ítems del menú, etc. en las aplicaciones | |
|---|---------------------------------------|
| Claves, botones y etiquetas | [key], [OK], [Result] |
|   | Registro en curso, falta información. |
|  | Nueva solicitud/Nuevo registro |
|   | El registro ha sido enviado |
|   | El registro ha sido aprobado |
|   | El registro ha sido denegado |
|   | Registro en estado de espera del pago |
|  | Visado/carta para el visado producida |
|  | Pendiente de pago |
|  | Pago efectuado |
|  | Suprimir/borrar |
|  | Guardar |

9.2 Historial de versiones

| | | |
|-----|------------|--|
| 1.0 | 01/07/2014 | Versión inicial |
| 1.1 | 29/07/2014 | Actualización del capítulo de pagos |
| 1.2 | 24/09/2014 | Actualización del capítulo de eventos |
| 1.3 | 20/02/2015 | Versión mejorada/traducción al francés |