

International
Paralympic
Committee

IPC Accreditation User Guide

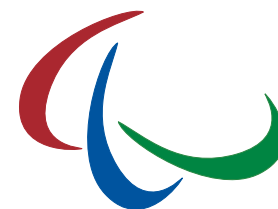
**for National Paralympic Committees (NPCs)
attending the Dubai 2019 World Para Athletics Championships**

June 2019

International Paralympic Committee

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1 Objective

This document provides short step-by-step instructions to successfully accredit your NPC delegation for the Dubai 2019 World Para Athletics Championships taking place from 7 November through 15 November in Dubai, United Arab Emirates.

The IPC Accreditation System is similar to several major past IPC sport competitions including the Doha 2015 IPC Athletics Championships and London 2017 World Para Athletics Championships.

Please read this document carefully and respect the associated deadlines to ensure your national team delegation has a smooth preparation in the lead up to the championships.

It is imperative that each respective NPC/NF takes leadership of coordinating internally how the accreditation process is completed for the championship. If you need direct support with the accreditation system, please liaise directly with World Para Athletics at dubai2019@worldparaathletics.org.

2 Regulations & Timeline

Date	Milestone
3 July 2019	Online accreditation opens – Delegations may begin to register your members as outlined in section 3 of this manual
1 October 2019	Accreditation Deadline – All delegation members must have a completed registration in the championships accreditation system. Any staff members or athletes who have not been registered for accreditation will not be eligible to attend. All arrival and departure information must also be captured in the system by this date

For accreditation, please register not only the staff members (team leader, coaches, medical staff, NPC representatives) but also all athletes and competition partners. In particular, please ensure that all athletes and competition partners are licenced prior to beginning an accreditation registration. Any athlete or competition partner not licenced in SDMS will not be able to fully complete their accreditation registration.

3 Accreditation System

3.1 Access

Please go to



<https://db.ipc-services.org/accreditation/>

The IPC Accreditation System is connected to the IPC Sport Data Management System for athletes competing in IPC sports. **The accreditation system user name and password are the same as your current SDMS account.** Like for entries, please ensure that athletes in these sports are registered in SDMS.

If you have issues accessing the accreditation page for the Dubai 2019 World Para Athletics Championships please contact dubai2019@worldparaathletics.org.

3.2 First Login

1. Enter your username and password and click 'Login'. The username and password is the same as your SDMS username and password.

Accreditation – NPC Login

Welcome to the online accreditation system for the World Para Athletics Championships London 2017 for NPCs. Please enter your individual login data which you have received from the IPC or the local organizing committee. If you experience any problems with login, please contact ipcathletics@paralympic.org.

Username

Password

Login

2. After username and password have been accepted, you will have to accept the terms and conditions of the application. Please read carefully, tick the checkbox that you accept the content and click 'Continue'.
3. In the next step you are requested to register name, email address and contact phone number for the NPC main contact person in charge as well as for the team leader. If one person is designated in both roles, please enter his or her information in both columns.

Ecuador

Please fill out all information about the **main contact** and **team leader** and click "Save". All fields need to be completed.

Main Contact	Team Leader
Main Contact Name <input type="text"/>	Team Leader Name <input type="text"/>
Main Contact Email <input type="text"/>	Team Leader Email <input type="text"/>
Main Contact Phone Number <input type="text"/>	Team Leader Phone Number <input type="text"/>

Save Logout



Thereafter, the NPC overview page opens. The steps above will be skipped for the next logins so that the overview page below will immediately open after your next login.

3.3 Registration for Accreditation

The screenshot shows the 'Online Accreditation London 2017' interface for NPC Germany. The page is titled 'Welcome, NPC Germany!' and displays the following information:

- Competition Information:** A table of milestones for the World ParaAthletics Championships London 2017.
- Your Accreditation Status:** A central graphic showing 0 registered persons, with sub-categories for male (0), female (0), approved (0), pending approval (0), and rejected (0).
- Your NPC Information:** Contact details for NPC Germany, including Main Contact (John Smith) and Team Leader (Jane Smith).

Milestone	Event
2017-01-25	Accreditation and visa process opens
2017-02-28	Preliminary Entry by Number
2017-03-01	First day Visa letters are issued
2017-04-08	First day to apply for UK standard visitor visa with UK Visa and Immigration
2017-05-25	Online Entry System (https://www.paralympic.org/sdms) opens; Deadline for application of direct invites
2017-05-26	Recommended final day to submit visa application with UK Visa and Immigration
2017-06-01	Deadline for NPCs to complete Entry by Number through the IPC Online Entry System
2017-06-05	End of qualification period for athletes to achieve Entry Standard(s)
2017-06-08	Deadline for NPCs to complete Entry byName through IPC Online Entry System
2017-06-08	Accreditation system closes. All team delegation accreditations must be completed.

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For technical support, please contact Alexander Picolin at alexander.picolin@paralympic.org

After each login, the welcome page for your NPC like the one above opens.

- In the left panel, you will find the competition logo and important milestones to consider for the accreditation and entry process.
- In the right panel, the contact information as registered during first login (see chapter 4.2) are repeated. If you wish to make changes, click the -icon or on 'npc contact' in the menu bar at the upper left. Change the details and click 'Save'. Reports summarizing your submitted registrations will be provided at a later stage.



- The central panel summarizes your currently submitted registrations. The total is reflected in the grey circle, split by gender in the left blue and red circles, and split by accreditation status visualized in the traffic-light colours red (approved), yellow (pending) and red (rejected/cancelled).
- If an accreditation has been completed incomplete or not to required standards it will be marked as “Invalid Data”. If any accreditations are marked with this category, data must be amended by logging into the system and making the requested change.

Underneath, you have the options:

- to open the card view of all your registered persons,
- to open the list view of all your registered persons,
- to register a new person. Please check first that the person you would like to register does not already exist.

The card and list view can be also open through the menu bar at the upper left corner.

3.3.1 Register a new person

You have three options to register a new person.

- From the overview page, click .
- From the card view, click the empty box with the -icon.
- From the list view, click ‘Add Delegation Member’.

Select Function

Please select the function of the new person. Data for athletes (and guides where applicable) in IPC Sports will be loaded from the IPC Sport Data Management System (SDMS). It is recommended to keep the SDMS data of the active athletes updated ensuring a smooth accreditation process.

- Athlete
- Athlete Competition Partner
- Team Leader
- Medical Team Official
- Team Official
- Press Attaché
- NPC President
- NPC Secretary General
- NPC Representative
- NPC Guest
- Personal Coach / Training Partner

OK abort

In the first step you would need to specify the function of the person. Guide runners in athletics belong to the function ‘Athlete Competition Partner’.



When you are about to register an athlete (or guide) in one of the IPC sports, you are requested to enter the SDMS ID or athlete name of the person. Select the athlete from the appearing list and 'Save'.

Accreditation and SDMS: The IPC Accreditation System is connected to SDMS. You can only register an athlete or guide in an IPC sport for accreditation, if they are registered in SDMS. All personal data including the photo from SDMS are loaded. At the next step, you are able to update their information in the accreditation. **Please note that (apart from the name) your updates on the athlete are stored back into SDMS.** This includes the data from the personal details tab (plus photo) and the passport tab.

For all other categories (coaches, medical staff, NPC representatives), a blank registration form opens. Yellow fields are mandatory to populate for first registration.



The photo can be uploaded at a later stage, but is required to complete the registration. Whether you have added a new athlete or coach, the person is now registered with the basic information. **You now need to complete the registration, if not, the person is not eligible to receive an accreditation (and athletes are ineligible to compete).**

Permission to add/update accreditations for the Dubai 2019 World Para Athletics Championships will be based on the permission granted to the SDMS user account being




used to access the accreditation system. **The NPC must take leadership of coordinating internally how the accreditation process is completed for the championships.**

3.3.2 Update/ complete registration

Open the registration page of the person. You may use either  card or  list view to find the person. Click the card (or row) in the respective view to open the details for this person.

The registration page is divided into four tabs, collecting personal information (1), passport data (2), information about the impairment for travel and accommodation support (3), and arrivals and departures information.

Data for each tab can be separately edited and saved, for example it is not necessary to complete/ update the arrival & departure section to save personal or passport details. Consequently, you can register the athletes now and complete the other sections at a later stage.

On the personal tab (1), you will find the current registration and accreditation status reflected in text and symbol. In order to complete the registration, fill out all yellow fields of the tab (1) – Personal Data. After saving, click 'Refresh' to ensure that the system accepted the data and the registration status changes to  complete.



Level	Symbol	Status	Explanation
Registration		incomplete	Please fill out all mandatory fields under tab (1) and (2), including a valid photo that complies to the outlined requirements. Click 'Refresh' to reload the registration status if you think you completed it and it still shows 'incomplete'.
		complete	The registration is completed. The organizing committee will check the information and the photo to make a decision on the accreditation status.
Accreditation		pending approval	Your registration is either incomplete or has been just completed. The organizing committee will review the registration to decide on the approval.
		rejected/ cancelled/ invalid data	Accreditation for this person has been either rejected or cancelled. Information on the reason might appear underneath the icon. Further action may be required to complete the accreditation.
		approved	Accreditation is approved. The person is accredited for the Games.

Fill out the fields on the remaining tabs:

2. Impairment: Specify whether the person is visually impaired or a daily wheelchair user. In any of these cases, please specify the further fields in the respective column.

Personal and passport details cannot be changed once the accreditation is approved. However, you can still amend impairment as required unless the deadline has passed.

3. Arrivals and Departures: Every participant must also enter details on their arrivals and departures for every accredited participant. Official Arrivals and Departures will only take place between official ports of arrival and official championships hotels. Arrivals and departures information is not mandatory to complete an accreditation profile but must be edited within the accreditation system before the accreditation deadline to ensure that transportation will be arranged.

Please keep in mind that **after the official accreditation deadline of 1 October 2019, you will still be able to access the online system but not to add, edit, or delete any of the team members.** If amendment is still required, please contact the World Para Athletics to ask for assistance.



World Para Athletics and the Dubai 2019 organizing committee will regularly control your registrations and approve if completed and appropriate, especially after the accreditation deadline. Your nation should regularly log into the system to check for updates and add any missing data to the system. Remember to register all athletes that you plan to inscribe into the IPC Online Entry System. Athletes not registered in both systems (accreditation & entries) will be deleted.

3.3.3 Delete a registration

You can delete anytime any delegation member unless their accreditation is approved or the accreditation deadline has passed.

Open the registration page of the individual person and click the button '**Delete**'. The system will ask you to confirm the deletion process. After removal, the deleted data cannot be restored. On accidental deletion, you will have to re-register the person again.