



# Athlete Registration Licensing

June 2018

# Agenda



- 1- Requirements
- 2- SDMS Access
- 3- Creating athlete profile
- 4- Medical Diagnostic Information
- 5- WPA approval stage
- 6- License packages
- 7- Licensing an athlete
- 8- Legend

# 1-Requirements



To register and license an athlete you will need the following:

- Athlete profile in SDMS
- Copy of athlete's passport
- Passport photo of athlete:
  - *Be recent and allow for easy recognition of the individual,*
  - *Be plain white or light blue background with good contrast against the person (face and hair),*
  - *Not include headgear, dark glasses and hair bands on the individual, except for religious or medical reasons,*
  - *Have the head of the individual looking face-on,*
  - *Either be scanned and saved as JPG (preferred), GIF or PNG in medium or high quality. Width-to-height ratio is less than 10:11; file size must not exceed 250 KB.*
- Signed Eligibility Form (v2) by athlete, NPC and parent/guardian (if required). Form can be found here: [https://db.ipc-services.org/sdms/doc/reference/IPC\\_Eligibility\\_Agreement\\_Athlete.pdf](https://db.ipc-services.org/sdms/doc/reference/IPC_Eligibility_Agreement_Athlete.pdf)
- MDF or TSAL (for intellectually impaired athletes). Forms can be found here: <https://www.paralympic.org/athletics/classification/rules-and-regulations>

**Note:** Additional medical information may also be requested

# 2- SDMS Access



## Welcome to the IPC Sport Data Management System

Athletes - Guides - IPC Classification - IPC Licenses - Results - Rankings - Records

This is the link to SDMS:  
[www.paralympic.org/sdms](http://www.paralympic.org/sdms)

Each NPC should have their own SDMS  
username and password. If not click on **NPC  
Account Request Form**

With issues relating to username or  
password click on **I forgot my password**

### NEWS/UPDATES

1 November 2017

#### Summer Season 2018

The licensing programme 2018 is now activated. The letter about new regulations and policies has been recently out to all NPC main contact persons. Please be aware of the two major changes:

- amendments to the IPC Eligibility Agreement, and
- Medical Diagnostic Forms (MDFs) now also obligatory for athletes in athletics and swimming affected by classification rules changes.

20 January 2017

#### IPC Eligibility Agreement

This is just a reminder to all NPCs that each athlete needs to sign the new IPC Eligibility Agreement to get a licence. The new IPC Athlete Eligibility Agreement reflects the IPC's continued efforts to comply with German and EU data protection and privacy laws. Please download the blank version:

[IPC Athlete Eligibility Agreement](#)

2 December 2016

#### Summer Season 2017

The licensing programme 2017 is now activated. The letter about new regulations and policies has been recently out to all NPC main contact persons. Please be aware of the three major changes:

- new IPC Eligibility Agreement,
- Medical Diagnostic Forms (MDFs) obligatory for licenses of athletes with New "N" class status, and

We like to welcome you to the IPC Sport Data Management System (SDMS) in fourth generation. The experiences and feedback from you based on your daily work with this system were and are highly appreciated. We hope that the new design and enhanced functionalities support you even more to register your athletes, update the personal details, set up classification and license your teams in any of the World Para sports.

The application provides following tools:

- Athletes/guides registration in all World Para sports
- Classification Management
- License Management according to the seasonal IPC Licensing Programme
- IPC Athlete & License Cards
- World Para sports calendar
- Results Management
- Records Validation
- Sport-specific calculation of IPC Rankings

### LOGIN

Username

Password

[I forgot my password!](#)

### How to get an account?

Accounts are only granted to National Paralympic Committees (NPCs), IPC Classifiers, and the IPC management team. As NPC, please use the NPC account activation form to be found as appendix in the SDMS manual or the link below. Otherwise, please contact the IPC directly.

[NPC Account Request Form](#)

# 3- Creating an athlete profile



There are 2 options to register your athletes into SDMS or find athletes who are already registered:

**Option 1:** click on **Register My Athletes** from the home page

**Option 2:** click on the following tabs, at the top left corner

**Participants**



**Registration & Update**



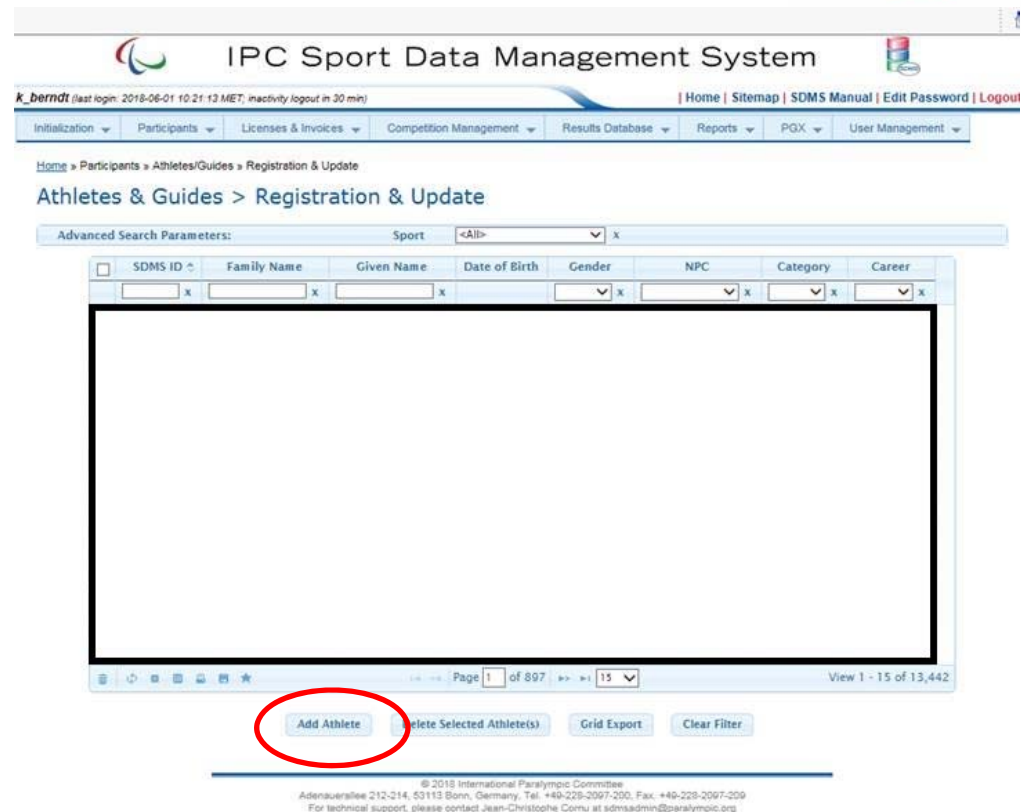
*Continue to next slide....*

*You should now be on this page*



Please first double check if your athlete is already registered in SDMS. If not, click on **Add Athlete** at the bottom left of the page

**Note:** You can find athletes already registered by entering either the **SDMS ID**, **Family Name** or **Given Name** and then double click on athlete's name



*Continue to next slide.....*

*You should now be on this page*

**For 'new' athletes complete all fields highlighted in yellow on this page**

Do not forget to upload:

- Passport photo
- Copy of passport
- Eligibility form (v2)

**\*\*You will also need to register the athlete's sport and sport class. For II athletes please enter the INAS Classification Number (see green circles)**

The screenshot shows the 'Class Selection Advice' form for World Para Athletics. The form is divided into several sections: Personal Data, Nationality Information, Eligibility, and Sport and Sport Class Registration. Fields are highlighted in yellow to indicate required information for new athletes. Red circles highlight the Photo Upload button, the Date of Expiration field, the IPC Eligibility Agreement field, and the Eligibility Status field. Green circles highlight the INAS Classification No field and the Sport and Sport Class Registration section.

**Personal Data**

SDMS ID: [New] Class Selection Advice

Category: Athlete Career Status: Active

NPC: [Yellow] no Family Name: [ ] Family Name (passport): [Yellow] Given Name (passport): [Yellow] Family Name (preferred): [ ] Given Name (preferred): [ ] Gender: [Yellow] Male Female Date of Birth: [Yellow]

Photo: photo missing Photo Upload: [Browse...]

**Nationality Information**

Nationality: [Yellow] Nationality Status: Pending Validation Document: [Yellow] Date of Expiration: [Yellow] Copy of passport/ID card: [Browse...]

Passport/ID Card No: [Yellow] latest version: <none>

Has the athlete ever competed for another NPC before? If yes, please select last NPC: [ ]

In the case of a nationality issue or related question, please immediately contact IPC Membership Department (membership@paralympic.org). Further information about which documents can be recognized can be found in this [Advisory Notice](#).

**Eligibility**

IPC Eligibility Agreement: [Browse...]

Eligibility Status: Document Missing latest version: <none>

Please click the next box if athlete gave consent to usage of personal data for marketing purposes. In this case, enter the email address from the Eligibility Agreement (version two) if provided by the athlete.

Personal Data (Marketing): [ ] Consent to usage of personal data for marketing purposes given Email address of Athlete: [ ]

Intellectual Impairment: [ ] INAS Classification No: [Green]

**Sport and Sport Class Registration**

Sport: Athletics 1st class: [Yellow] 2nd class: [ ] 3rd class: [ ]

Since 2017, athletes with NEW class status must have their medical diagnostic forms uploaded in the classification section. New athletes without



**Note: Eligibility Form (v2)** is also required for 'Review' and 'Confirmed' athletes if the previous document was submitted prior to November 2017

*Continue to next slide....*

Once all information is completed the athlete's page should look like this:



**Note:** You will also be given a SDMS number for each athlete. This number is important for entering medical information, for licensing and for registering into competitions

*Continue to next slide.....*

39273 - John, John (IPA)

Profile Sports & Classes Career Status & Name Changes Biography Data Sheet Equipment

SDMS ID: 39273  
Category: Athlete Career Status: Active

**Personal Data**

NPC: IPA  
no Family Name: ☐  
Family Name (passport): John  
Given Name (passport): John  
Family Name (preferred): John  
Given Name (preferred): John  
Gender: ☒ Male ☐ Female  
Date of Birth: 2000-01-01

**Photo**

Uploaded: 2018-06-01 | Size: 22 kB  
Photo Upload:

**Nationality Information**

Nationality: Canadian  
Validation Document: Passport  
Date of Expiration: 2027-06-30  
Copy of passport/ID card:   
Nationality Status: O.K.  
Passport/ID Card No: 00000000  
☐ click this box if referenced document never expires  
latest version: <none>

Has the athlete ever competed for another NPC before? If yes, please select last NPC:

In the case of a nationality issue or related question, please immediately contact IPC Membership Department ([membership@paralympic.org](mailto:membership@paralympic.org)). Further information about which documents can be recognized can be found in this [Advisory Notice](#).

IPC Nationality Letter: <none>

**Eligibility**

IPC Eligibility Agreement:   
Please click the next box if athlete gave consent to usage of personal data for marketing purposes. In this case, enter the email address from the IPC Eligibility Agreement (version two) if provided by the athlete.  
Personal Data (Marketing): ☐ Consent to usage of personal data for marketing purposes given  
Intellectual Impairment: ☐  
Eligibility Status: Confirmed  
latest version:   
Email Address of Athlete:   
INAS Classification No:



# 4- Medical Diagnostic Information



To enter and upload Medical Diagnostic information or to simply access existing athlete's classification information/documents click on the following tabs at the top left:

Participants  
↓  
Classification

IPC Sport Data Management System

Participants | Licenses & Entries | Competition Management | Reports

Registration & Update | Classification | Equipment | Duplicate Control

John (IPA)

SDMS ID: 39273

Category: Athlete | Career Status: Active | change

**Personal Data**

NPC: IPA

no Family Name: ☐

Family Name (passport): John

Given Name (passport): John

Family Name (preferred): John

Given Name (preferred): John

Gender: Male

Date of Birth: 2000-01-01

**Photo**

Uploaded: 2018-06-01 | Size: 22 kB

Photo Upload:

**Nationality Information**

Nationality: Canadian

Nationality Status: O.K.

Validation Document: Passport

Passport/ID Card No: 00000000

Date of Expiration: 2027-06-30

Copy of passport/ID card:  latest version: <none>

Continue to next slide.....

*You should now be on this page*



Identify which athlete you are searching for by entering either the **SDMS ID** or **Family Name** or **Given Name** and then double click on athlete's name

.berndt (last login: 2018-06-15 15:28:21 MET; inactivity logout in 30 min) | [Home](#) | [Privacy](#) | [Sitemap](#) | [SDMS Manual](#) | [Edit Password](#)

[Initialization](#) ▾ | [Participants](#) ▾ | [Licenses & Invoices](#) ▾ | [Competition Management](#) ▾ | [Results Database](#) ▾ | [Reports](#) ▾ | [PGX](#) ▾ | [User Management](#) ▾

[Home](#) » [Participants](#) » [Athletes](#) » Classification

### Athletes > Classification

Advanced Search Parameters: ☐ Include retired athletes  
Grouping: **by athlete** ▾ x

SDMS ID	Family Name	Given Name	Date of Birth	Gender	NPC	Sport	Class
<input type="text"/> x	<input type="text"/> x	<input type="text"/> x		<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x

Page 1 of 409 | 15 | VIEW 1 - 15 of 7,327

[Grid Export](#) | [Clear Filter](#) | [Extended Reports \(CML\)](#)

*Continue to next slide.....*

You should now be on this page.



Click on the **Documentation – Athletics** tab to upload documents

The screenshot shows the IPC Sport Data Management System interface. At the top, there's a header with the IPC logo and the text "IPC Sport Data Management System". Below this is a navigation bar with links: Home, Privacy, Sitemap, SDMS Manual, and Edit Password. A secondary navigation bar contains dropdown menus for Participants, Licenses & Invoices, Competition Management, and Reports. The main content area shows a breadcrumb trail: Home > Participants > Athlete Classification > Update > 39273 - John, John (IPA). The title is "Classification of 39273 - John, John (IPA)". There are three tabs: Classification, Profile, and Documentation - Athletics, which is highlighted with a red circle. Below the tabs are buttons for New Classification, Refresh, and Athlete Data Sheet. A table for "Current Classification" has columns: Sport, Class, Status, Date of Classification, Year of Review, Classifiers / Reason, and Limitation. The first row shows "Athletics", "T53", "New", and empty fields for the other columns. Below the table are buttons for Save Changes, Move to History, Analysis (PDF), and Apply to Results. A section for "Historical Classification" has a similar table structure with Save Changes and Delete buttons. At the bottom, there's a "back to search" button and a footer with copyright information and contact details for the International Paralympic Committee.

Continue to next slide.....

*You should now be on this page*



**ALL** PI and VI athletes must have a **MDF** uploaded  
**ALL** II athletes must have a **TSAL form** uploaded

The screenshot shows the 'IPC Sport Data Management System' interface. The user is logged in as 'k\_berndt'. The navigation menu includes 'Initialization', 'Participants', 'Licenses & Invoices', 'Competition Management', 'Results Database', 'Reports', 'PGX', and 'User Management'. The current page is 'Classification of 39273 - John, John (IPA)'. The 'Documentation - Athletics' tab is active, showing a list of documents to be uploaded: 'Classification Sheet 1', 'Classification Sheet 2', 'Classification Sheet 3', 'Classification Sheet 4', 'Medical Diagnostic Form, MDF (VI/PI)', 'TSAL Form (II)', 'Supporting Medical Documentation', 'Medical Review', 'Protest Sheet', and 'Equipment'. Each document has a 'Browse...' button next to it. A red circle highlights the 'Medical Diagnostic Form, MDF (VI/PI)' and 'TSAL Form (II)' fields. At the bottom, there is an 'Archive' section and a 'back to search' button.

### Important information:

For **PI** and **VI** athletes, **additional supporting medical documentation** may be required. Please see requirements needed in the MDF document

**II** athletes, **must** also be registered with **INAS** prior to having a WPA license. Please see **INAS** website: <https://inas.org/>

**Note:** once athletes have undergone classification, you can also find the assessment results here

*Continue to next slide.....*


## 5- WPA approval stage



Once steps 1 and 2 are completed WPA will check the following:

1- Eligibility Form is **filled-out correctly and signed** by athlete, NPC and parent/guardian (for athletes under 18 years old and also for II athletes).

2- MDF/TSAL are filled-out correctly and signed by a **medical doctor** (for PI MDF) or a **ophthalmologist** (for VI MDF) or a **coach** (for TSAL).

**NOTE:** It is **mandatory** for the confirmation box  above the signature to be ticked in the Eligibility Form and in the MDF.

# 6- License package



At the start of each season the license package must be paid in order to license your athletes

An invoice for licences (per sport) will be created automatically by SDMS

The invoice must be downloaded in SDMS directly. Please do not forget to complete your address and tax information, for the invoice to be valid

To download an invoice, please click on:

**Licenses & Invoices**



**License Packages**

IPC Sport Data Management System

XXX (last login: 2017-06-20 15:45:52 MET, inactivity logout in 15 min)

[ Home | Privacy | Sitemap | SDMS Manual | Edit Password ]

Participants | Licenses & Invoices | Competition Management | Reports

Licenses & Invoices

- License Packages
- License Overview & Application
- License Cards

Dear John John,  
Welcome to SDMS!

some direct links to the main tools of this web application:

SDMS Manual for NPCs

The manual for this application is designed for users from National Paralympic Committees (NPCs) and contains guidelines how to register athletes, update their information, buy license packages and finally license the athletes.

Register My Athletes

Register and update your athletes here. When a new registration is completed, their registration is reviewed, and the result of the review appears in the license overview & application section.

The new IPC Athlete Eligibility Agreement reflects the IPC's continued efforts to comply with German and EU data protection and privacy laws.

Check License Packages & Invoices

**NEW REGULATIONS SINCE 2017:** Unlimited licence packages are available for each NPC. Please check the licence package page for the pre-loaded invoices. Before an invoice can be downloaded, the NPC needs to finalise it (invoice recipient must not be an athlete). Thereafter, the invoice can be downloaded, paid, and the associated unlimited package used for the rest of the season.

License Overview & Application

License your registered athletes, and view comments and registration status on your recent registrations.

INVOICES

Please find below a summary of the invoices for the current summer and winter seasons.

Invoices	Total	Paid	Missing
in Euros (€)			

TIPS

**Field Info Button**

Wherever you see this blue i-button next to a field on any registration or detail page, click the icon to get detailed information about the purpose of the field and potential restrictions, limitations, and/or consequences of the inserted value.

IPC Contacts and Support

If you have any problems with SDMS, please refer to this list of IPC officers who can assist with your questions.

- Para Athletics
  - Ms. Kelly Sargent
- Para Swimming
  - Ms. Anna-Sophie Hippke
- Para Powerlifting
  - Mr. Sam Muckley
- Shooting Para Sport
  - Ms. Beth Hansen
- Para Canoe Sport
  - Ms. Camilla Rodriguez
- Para Ice Hockey
  - Ms. Barbara Koschützke
- Para Snow Sports (AS/NS/SE)
  - Ms. Eike Sundermann

Continue to next slide.....

# 7- Licensing an athlete



Once steps 5 and 6 are completed (the athletes have been checked by WPA and the fees have been paid), athletes will appear in the **License Overview & Application** page. You will then need to complete the final stages!

There are 2 options to find the License Overview & Application page:

**Option 1:** click on **License Overview & Application** from the home page

**Option 2:** click on the following tabs, at the top of page **Licenses & Invoices**



**License Overview & Application**

*Continue to next slide.....*

IPC Sport Data Management System

XXX (last login: 2018-06-20 15:45:52 MET, inactivity logout in 10 min) | Home | Privacy | Sitemap | SDMS Manual | Edit Password |

Participations | Licenses & Invoices | Competition Management | Reports

Dear John John,  
Welcome to SDMS!

are some direct links to the main tools of this web application:

**SDMS Manual for NPCs**

**Register My Athletes**

**Check License Packages & Invoices**

**License Overview & Application**

**STATISTICS**

SDMS in figures

181	NPCs
20115	active athletes/ guides
9748	competitions*
540000	uploaded results*
29476	confirmed records

\* since 2009

**MODULES**

IPC Online Entry System

IPC Team Uniform Inspection

*You should now be on this page*

First you will need to select the correct **Season** (i.e. Summer Season 2018)

*Then....*

If athletes have been approved,  
their **License Status** will say **New**  
and you can license them

If athletes have **not** been approved  
their **License Status** will say  
**Registration Incomplete**. In which  
case a reason will be provided under  
**Comments**

*Continue to next slide.....*



IPC Sport Data Management System

Home | Privacy | Sitemap | SDMS Manual | Edit Password

Participants | Licenses & Invoices | Competition Management | Reports

Home » License Management » Overview & Application

License Overview & Application

Step 1: Search for your athletes  
search matrix is populated only when season, sport and NPC are selected

Required Search Parameters:

License Category	Season	Sport	NPC
Standard License	Summer Season 2018	Athletics	IPA

Step 2: Select your athletes  
select prepared athletes and click 'Add to My Team'

Step 3: Control your team  
review your selection; click 'Clear My Team' to start again

Step 4: License your team  
click the button to proceed to next step

total number of athletes selected: 0

SDMS ID	Family Name	Given Name	Licence Number	Invoice	License Status	Validity	Comments
					New		
					Registration Incomplete		Please upload new Medical Dis
39273	John	John			New		

Page 1 of 1

View 1 - 3 of 3

License History | Grid Export



If the athletes have been approved and have a license status 'New', as per below, they can be licensed.



Click on the following:

1 - Athlete (s) you wish to license

2- Add to my Team

3- License my Team

IPC Sport Data Management System

berndt (last login: 2018-06-01 13:46:52 MET; inactivity logout in 30 min) | Home | Sitemap | SDMS Manual | Edit Password | Logout |

Initialization ▾ Participants ▾ Licenses & Invoices ▾ Competition Management ▾ Results Database ▾ Reports ▾ PGX ▾ User Management ▾

Home » License Management » Overview & Application

License Overview & Application

Step 1: Search for your athletes  
search matrix is populated only when season, sport and NPC are selected

Required Search Parameters: License Category: Standard License x Season: Summer Season 2018 x Sport: Athletics x NPC: IPA x

Step 2: Select your athletes  
select prepared athletes and click 'Add to My Team'

Step 3: Control your team  
review your selection; click 'Clear My Team' to start again

Step 4: License your team  
click the button to process next step

Add to my Team

NPC: IPA Season: S18 Sport: AT  
total number of athletes selected: 0 Clear My Team License my Team

	SDMS ID	Family Name	Given Name	Licence Number	Invoice	Licence Status	Validity	Comments
<input type="checkbox"/>	39273							
<input type="checkbox"/>	39273	John	John			New		

Page 1 of 1 10 View 1 - 1 of 1

Freeze Unfreeze Update License History Grid Export

Continue to next slide.....

You should now be on this page

On this next page, click on the following to finalise:

1- Package number



2- Confirmation boxes



3- Confirm & License

**Note:** Once these steps are done and confirmed, **your athletes are then licensed!**



IPC Sport Data Management System

k\_berndt (last login: 2018-06-01 13:46:52 MET; inactivity logout in 30 min) | Home | Sitemap | SDMS Manual | Edit Password | Log

Initialization ▾ Participants ▾ Licenses & Invoices ▾ Competition Management ▾ Results Database ▾ Reports ▾ PGX ▾ User Management ▾

Home » License Management » Overview & Application » Finalize Licensing

### License Finalization

Step 5: Check your selection of athletes and guides

NPC	SDMS ID	Family Name	Given Name	Type
IPA	39273	John	John	Athlete

Season: Summer Season 2018  
Sport: Athletics  
Category: Standard License

to remove an athlete, click the name

Step 6: Select your license packages

Package Number	Sport	Available
SI/IPAXXLP01-UNL	- all -	∞

Team Size: 1  
Licenses from selected package(s): 0  
Required Licenses: 1

only packages with confirmed payment are available

Step 7: Confirm supply of new IPC Athlete Eligibility Agreement (version 2) and athlete's acceptance!

☐ I confirm I have supplied the athletes I have relicensed with the IPC Athlete Eligibility Agreement (version two).  
☐ I confirm that each of these athletes individually have accepted the terms of version two.

Step 8: Confirm team and package selection and license your athletes finally!

**Confirm & License** Refresh

Cancel Process

# 8- Legend



**WPA:** World Para Athletics

**SDMS:** Sport Data Management System

**NPC:** National Paralympic Committee

**MDF:** Medical Diagnostic Form

**INAS:** International Federation for Athletes with Intellectual Impairments

**TSAL:** Training History & Sport Activity Limitation

**PI:** Physically Impaired

**VI:** Visually Impaired

**II:** Intellectually Impaired

**Thank you!**

