IWAS WORLD GAMES – ENTRIES
User Guide

CREATING YOUR LOG IN/REGISTRATION

1) Please access the IWAS Management System using the following address: iwas.sport80.com

2) Please log in to the system ensuring the email address registered as the 'Primary Contact' is used so IWAS events to be accessed.

ACCESSING IWAS EVENTS

1) Using the drop-down menu next to the name in the top right corner, click the organisation. *You will now be using the system as your organisation, rather than a personal account.*

2) Please click EVENTS on the left-side navigation bar. All live IWAS events will be listed – select the event you wish to access and click ENTER.
If you have previously accessed the event, this will say INCOMPLETE and can be clicked to access the event in the same way. If there are no events listed, please ensure you are viewing the platform as your organisation in the top right corner.

ENTERING AN IWAS EVENT

Page 1: EVENT INFO

1) Please begin by downloading any documentation on the first page before progressing onto the entry. The next page can be accessed using the arrow on the right along the bottom bar.

Page 2: ENTRY BY NUMBERS

1) Please Begin by entering the number of officials in the team. In the 'SELECT CATEGORIES' box, please select OFFICIALS. A box below will appear with 'SELECT OPTION'. Please select MALE (if appropriate) and enter the number of male officials in the box. Please then select return to the 'SELECT OPTION' box and click FEMALE (if appropriate) and enter the number of female officials.
This number must include all members of the team who are not athletes i.e. support staff, coaches & managers.

2) Please now return to the 'SELECT CATEGORIES' box and select a sport in which you wish to enter athletes. For example, ATHLETICS. As previous, use the 'SELECT OPTION' box to select the gender of the athletes and enter the number of athletes in that sport and of that gender. This can be repeated for all sports until the full team numbers are submitted.
Please ensure the information is correct as this is the information on which a registration fee invoice will be raised.

3) Please now click the tab 'CERTIFICATION' along the top bar (next to CATEGORIES) and complete the information.

4) 'ENTER & CHECKOUT' can now be clicked to finalise your Entry by Numbers. The 'BASKET' icon will now be flashing in the top right corner alerting you to download your invoice. *Please ensure this is done prior to progressing onto the next page of entry.*

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Page 3: ENTRY BY NAMES – ATHLETES

1) Click 'ENTER ATHLETE'. A list of athletes entered into previous events will be displayed. To enter any of these athletes, use the tick box to select them and click 'ENTER ATHLETES' at the bottom of the list.

2) For athletes not already on the list, use the 'ADD NEW ATHLETE' and complete all the information. Please ensure the photo added is suitable for accreditation purposes i.e clear headshot style photo on light background.
The organisation address and contact details can be used for the athlete profiles, if you do not wish to share athlete's personal information.

3) Following the addition of the athletes, a pop-up screen will appear for the sport specific information to be entered for each athlete. Please check the name on the top of the box to ensure the correct sport/classes/events are being entered. Click 'CATEGORIES' and select all events to be entered for the athlete. Using the drop-down menu, now select the athlete's classification for each event.
If this pop-up does not appear, please use the INCOMPLETE button along the row of each athlete to access the fields to complete.

4) Using the top 'NEXT' button, navigate through the following pages of the pop-up. SDMS numbers only apply to IPC sports and can be left blank if inapplicable. Please tick the box if classification is required. Personal Bests – please enter times/distances in each box. For sports/events that this does not apply, please enter '0'. Complete the information in the 'CERTIFICATION' page and click the bottom 'NEXT' button to finalise.

If any athletes show as INCOMPLETE their events/classes have not be registered. Please ensure the list shows all athletes as COMPLETE prior to progressing with the entry.

Page 4: ENTRY BY NAMES – OFFICIALS

1) Steps 1 & 2 in the ENTRY BY NAMES – ATHLETES instructions can be used for the ENTRY BY NAMES – OFFICIALS.

Page 5: ACCOMMODATION

1) Begin by clicking 'ADD/EDIT ROOMS' – select the earliest and latest dates members of the team require accommodation.

2) Categories of accommodation available will be shown (single/twin/triple). Using the dropdown of the category of room you need, select the number of rooms required for each night. Once complete, click FINISH.

3) Use the dropdown menus for each room to select the team members you wish to allocate. This will be used for the rooming list, so please ensure all team members are allocated to rooms and in appropriate shares.

4) Finalise the booking using the 'CHECKOUT' button and following the on-screen instructions, download the invoice.
Please note accommodation bookings are not final until invoices are downloaded.

No changes can be made to accommodation bookings once the invoice is downloaded, so please ensure details are correct. If unavoidable changes must be made, please contact IWAS to release your invoice.

Page 6: TRANSFERS

1) Begin by clicking 'CREATE GROUP'. If all the team will arrive and depart at the same time, the name of the 'Transfer Name' can be the country name. However, if different groups/sports are arriving at different times, please ensure the Transfer Name explains the situation i.e. Ireland Group 1 or Brazil Athletics

2) Click 'NEXT' and complete the travel information for this group. Continue using the 'NEXT' buttons to navigate through the screen and complete all arrival and departure information as well as baggage information in full.
Please ensure the details entered are correct including luggage & sports equipment as this will be the information on which airport transfers will be arranged.

3) Once all the information is entered, click 'FINISH' to save the information and if necessary follow the steps again for all of the transfer groups in the team.
Failure to submit this information by the closing date of final entries will result in no airport collections being arranged for you.

Page 7: VISA

1) Begin by clicking 'REQUEST VISA LETTERS'. Complete the information ensuring the name and address used is suitable to show on the visa invitation letters.
IWAS will approve the visa invitation letters and the system will automatically email these to the registered account. Please note these will not be approved until the registration fees are received.

NOTES

– Please do not register athletes on your personal account. You will be unable to add them to your organisation account as they will show as duplicates. You can ensure you are using the organisation platform using the dropdown in the top right corner.

– You will be unable to make changes to your team numbers once the invoice has been downloaded as the system reads this as a final entry. Please ensure before you download the invoice that your numbers are confirmed. If a change is unavoidable, please contact IWAS to release the invoice to allow changes to be made.

– When entering athletes sport information, if they continue to show as 'incomplete', please ensure a '0' has been entered for personal bests and this field is not left blank.

– Please note classification information gathered by the system is purely to for IWAS information only. Please contact the sports International Federation to arrange a classification slot.

If you have any questions, please contact games@iwasf.com.