



IPC Accreditation User Guide

**for National Paralympic Committees (NPCs) and National Federations (NFs)
attending the New Delhi 2025 World Para Athletics Championships**

July 2025

Objective

This document aims to provide National Paralympic Committees (NPCs) and National Federations (NFs) with guidance on how to accredit their delegation in the IPC Accreditation System for the New Delhi 2025 World Para Athletics Championships taking place from 27 September to 5 October 2025.

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

Please be advised that each respective NPC / NF takes the lead in coordinating their internal accreditation registration process for the Championships. If you need support with the accreditation system, please contact World Para Athletics at info@worldparaathletics.org.

Regulations & Timeline

Date	Milestone
27 May 2025	IPC Accreditation System opens – NPCs / NFs can start registering their delegation members in the accreditation system.
8 August 2025	IPC Accreditation System closes – All delegation members must be registered by this point. If any member of the delegation has not been registered for accreditation by the established deadline, they will not be eligible to attend the Championships.

Accreditation System

1.1 Access

Below you will find the link to the IPC Accreditation System.

<https://www.ipc-services.org/sdms/accreditation/dashboard>

The accreditation system username and password are the same as your current SDMS account. Same is said for entries, please ensure all your Athletes and Athlete Competition Partners (guide runners) are registered and licenced in the Sport Data Management System (SDMS) prior to the accreditation registration process.

1.2 First Login

1. Once you have accessed the IPC Accreditation System, you will be asked to accept the Terms and Conditions of the application. Please follow carefully, tick the checkbox that you accept the content and click “Save”.

Terms & Conditions

In accordance with the applicable data protection laws, I acknowledge that, on behalf of the National Paralympic Committee (NPC), the NPC is authorised to submit the personal information provided in this accreditation form for the IPC/World Para Sport to store and use (including on the IPC's/World Para Sport's owned or contracted servers) and transfer to local organising committees, host governments, law enforcement, border services and security agencies and similar organisations authorised by the IPC/World Para Sport, for the purposes of, and to the extent necessary in relation to, facilitating participation in and/or organising IPC/World Para Sport Competitions. I also confirm that such personal information is true, complete and accurate.

I accept these conditions to proceed with the registration.

[Save](#) [Back to SDMS](#)

- Once the terms and conditions have been accepted and saved, you will be requested to fill out the details of your main contacts for your delegation. If the same person is assigned to both roles, please enter their information in both columns and click "Save".

Contact Details

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
Contact Name *	Team Leader Name *
Contact Email *	Team Leader Email *
Contact Phone *	Team Leader Phone *

[Save](#) [Back to SDMS](#)

- After the information has been saved, the "NPC welcome page" will open. Please be informed that the above steps will be skipped for the next logins and the "Overview page" below will automatically open as soon as you log-in in the accreditation system.

1.3 Registration for Accreditation

Welcome, NPC Andorra!

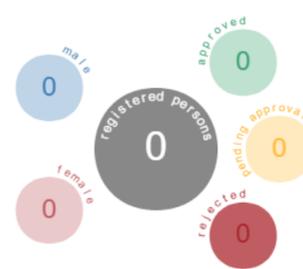
Competition Information



Date	Milestone
27 May 2025	Accreditation opens
8 Aug 2025	Accreditation deadline

[← back to event list](#)

Team Accreditation Status



Please click one of the circles to open the card view filtered by the respective category. Alternatively, you may use the navigation bar or the following list of useful links.

- [+ Add new team member](#)
- [# Card view of registered team members](#)
- [≡ List view of registered team members](#)

Team Contact Details & Report

NPC Andorra 

Main Contact
 contact: John Smith
 email: john.s@npc.com
 phone: + 1 234 56780

Team Leader
 contact: John Smith
 email: john.s@npc.com
 phone: + 1 234 56780

Report
 Click to download a summary report of your accreditation registrations.

[Summary Report](#)

After each log-in, the “welcome page” for your NPC as the one above will appear.

- In the left panel, you will find the competition logo and key milestones for the accreditation and entry processes.
 - In the right panel, the main contact details submitted during the first login are reflected. If you wish to make any changes, click the -icon in the menu bar at the upper left. Edit the details and click “Save”. Summary reports of your accreditation 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 in the light green (Approved), yellow (Pending Approval) and red (Rejected) colours.
- At the bottom of the central panel, you can find the following options:
-  Add new team member
 -  Card view of registered team members
 -  List view of registered team members
- If a registration is incomplete or not to the required standards, it will be marked as “Invalid Data”, and the team leader will be requested to edit the submitted data for the accreditation card to be reconsidered for approval.

1.3.1 Register a new person

You have three options to register a new person.

- From the overview page, click .
- From the  card view, click “New Registration” at the bottom of the page.
- From the  list view, click “Add Registration”.

Prior to registering a new person in the accreditation system, you will have to specify their function. Please kindly note that guide runners shall be accredited as Athlete Competition Partners.

In order to register an Athlete or an Athlete Competition Partner, you will be requested to enter their name or the SDMS number in the yellow field. By doing so, you will be provided with a list of potential candidates. Please select the correct person and click “Save”. All personal data from Athletes and Athlete Competition Partners will be automatically replicated from SDMS. Please check the accuracy of the data and update it if required.

New Team Member

1 - Personal Data

Function

Athlete

National Paralympic Committee (NPC) or Team

NPC Andorra

Function of the person cannot be changed directly. If function is wrong, please delete and re-register. Deletion is possible unless accreditation is in progress.

In order to register an athlete or guide for accreditation, please make sure that they are completely registered in the IPC Sport Data Management System (SDMS). If you have doubt on this part, please contact your colleague who is in charge of athlete registration with the respective World Para Sport.

Enter the name or the number of the athlete or guide in the next field. After entering three characters or digits, you will be given a list of potential candidates. Select the correct person and click  'Save'. Thereafter, you must complete the remaining sections of the registration.

*SDMS ID **

Enter name or SDMS ID of the athlete and select from the list. Only athletes/guides with active career status and registered for your NPC will be found.

On  'Save', athlete will be registered for this competition with following SDMS data: Passport and preferred name, date of birth, gender, photo, nationality, ID card type, ID card number, and its date of expiry (if collected). You may change all fields after first registration if outdated. Apart from the name, changes will be synchronised with SDMS.

Caution: Once an athlete is registered here in the accreditation system, changes applied in the athlete's personal SDMS profile will not be automatically reflected here! You need to update accreditation registration manually.

 Save

 Clear

For the other categories (e.g., NPC representatives, team leader, coach, medical personnel, etc.), a blank registration form will open. You need to fill out the yellow fields that are mandatory in order to complete the registration. The photo can be uploaded at a later stage, but it is required to complete the registration. Before uploading the photo, please check the

“Photo Guidelines”. Delegation members with invalid photos will not be accredited for the Championships.

New Team Member

1 - Personal Data

Function: Team Leader

National Paralympic Committee (NPC) or Team: NPC Andorra

Function of the person cannot be changed directly. If function is wrong, please delete and re-register. Deletion is possible unless accreditation is in progress.

Given Name(s) * Middle Name(s) Family Name(s) *

Please enter the first/given name(s) of the person as exactly spelled in the participant's passport in Roman letters. This field only applies to persons who have separate middle names. Please enter the middle name(s) of the person as exactly spelled in the participant's passport in Roman letters. Please enter the last/family name(s) of the person as exactly spelled in the participant's passport in Roman letters.

Preferred Given Name(s) Preferred Family Name(s) Photo *

if empty, same as given name(s) if empty, same as family name(s) Browse ...

Date of Birth * Country of Birth *

Gender * Nationality *

Female Male - none -

Daily Wheelchair User * - none -

yes no

Requirements: JPG file, max 1MB, recent (within last 6 months), in colour with plain background, participant facing forward, approx. image ratio 4:5
Do not miss to check the Photo Guidelines!
Delegation members with invalid photos will not be accredited.

Save Clear

1.3.2 Delete a registration

You can delete any member of your delegation from the accreditation system anytime unless their accreditation is approved, or the accreditation deadline has passed.

Please 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. In case of accidental deletion, you will have to re-register the person again.

Accreditation Approval Process

World Para Athletics will regularly review all submitted accreditation requests and approve them if completed and appropriate up to the accreditation deadline. Please regularly check all data in the system and edit / update if needed. Please keep in mind that after the official accreditation deadline of 8 August 2025 you will not be able to access the IPC Accreditation System and add, edit, or delete any members of your delegation.