

FIS Para Snowsports Adaptive Equipment Registration User Manual

July 2026

Equipment Registration

Step 1

Log in into the FPDMS over the FIS Member Section [FIS Member Section](#), as shown in the following screenshot:

Para Athlete Classification and Equipment

Information Para athletes current and historical classification.

Sport	Class	Status	From	Review	Last modified
Para Cross-Country					

Classification Documents



Medical Diagnostic Form, MDF (VI/PI)


44.5kB
Approved




Latest Classification Form


208.8kB



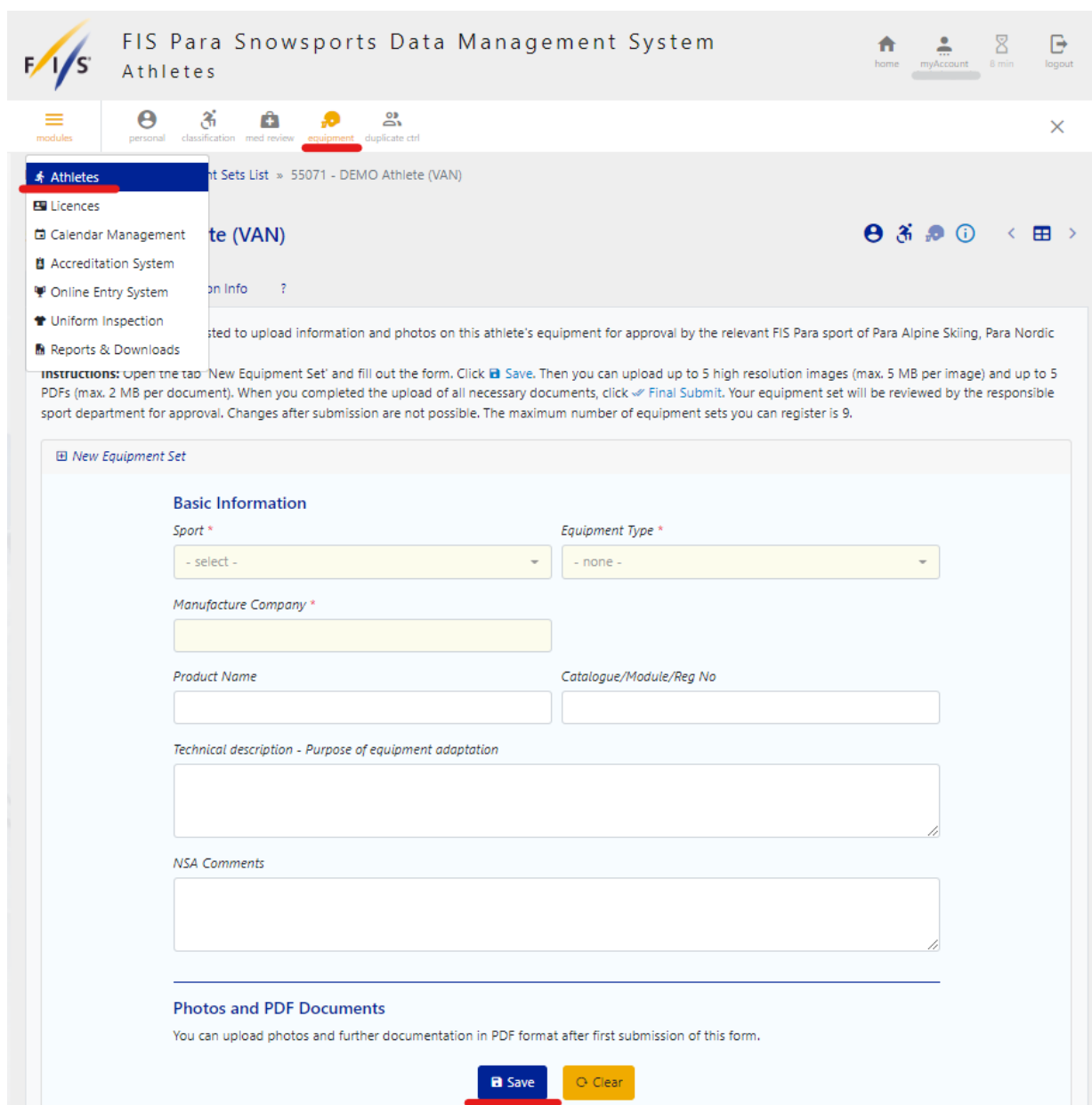
Manage classification and files in FPDMS


Manage athlete in FPDMS


Manage equipment in FPDMS

Step 2

Select 'Athletes' from the drop-down menu, click on 'Equipment', search and select your athlete and fill out the required data fields, including Sport, Equipment Type and Manufacture Company. The Technical Description should include a basic description of the main components of the equipment set (e.g. material, weight, size, etc.). Do not forget to click 'Save' at the bottom of the website once all the information is provided.



The screenshot shows the FIS Para Snowsports Data Management System Athletes interface. The top navigation bar includes the FIS logo, the system name, and user options (home, myAccount, 8 min, logout). Below this is a secondary navigation bar with icons for modules, personal, classification, med review, equipment, and duplicate ctrl. The 'equipment' module is selected, and a dropdown menu is open showing 'Athletes' as the selected option. The main content area displays the 'New Equipment Set' form for a specific athlete (55071 - DEMO Athlete (VAN)). The form includes sections for 'Basic Information' and 'Photos and PDF Documents'. The 'Basic Information' section contains fields for Sport, Equipment Type, Manufacture Company, Product Name, Catalogue/Module/Reg No, Technical description, and NSA Comments. The 'Photos and PDF Documents' section includes instructions and buttons for Save and Clear.

FIS Para Snowsports Data Management System Athletes

home myAccount 8 min logout

modules personal classification med review **equipment** duplicate ctrl

Athletes (selected)

Equipment Sets List » 55071 - DEMO Athlete (VAN)

Equipment (VAN)

Instructions: open the tab 'New Equipment Set' and fill out the form. Click **Save**. Then you can upload up to 5 high resolution images (max. 5 MB per image) and up to 5 PDFs (max. 2 MB per document). When you completed the upload of all necessary documents, click **Final Submit**. Your equipment set will be reviewed by the responsible sport department for approval. Changes after submission are not possible. The maximum number of equipment sets you can register is 9.

New Equipment Set

Basic Information

Sport * Equipment Type *

- select - - none -

Manufacture Company *

Product Name Catalogue/Module/Reg No

Technical description - Purpose of equipment adaptation

NSA Comments

Photos and PDF Documents

You can upload photos and further documentation in PDF format after first submission of this form.

Save **Clear**

In case your athlete is not being shown in the table of athletes for selection under the 'Equipment' section, please select 'Athletes' from the drop-down menu, search and click on your athlete, select 'Equipment' on the right-hand side and click on 'Open Equipment/Register New'.



FIS Para Snowsports Data Management System
Athletes

 home
 myAccount
 9 min
 logout

 modules
 personal
 classification
 med review
 equipment
 duplicate ctrl

 close

 Athletes

 Licences
 Calendar Management
 Accreditation System
 Online Entry System
 Uniform Inspection
 Reports & Downloads

» 55071 - DEMO Athlete (VAN)







Career & Name Changes
Biography
Data Sheet
Equipment

load information and photos on this athlete's equipment for approval.

to (a) review existing equipment sets or register new ones for the current athlete or (b) open an overview of all existing equipment sets.

 Open Equipments/ Register New
 Full List

 - back to grid

tion/view/55071#

Step 3

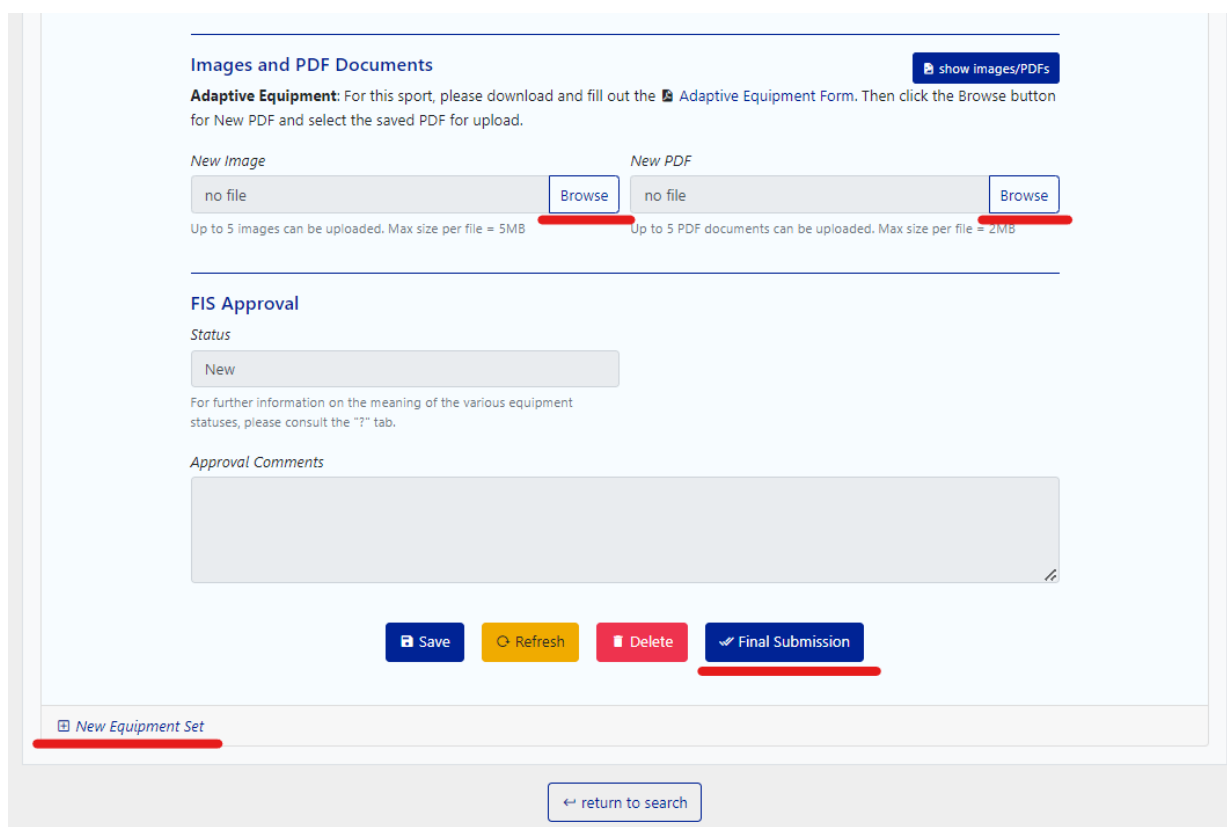
Once the basic information has been saved, it is required to add images and technical documentation of the equipment.

Para Cross-Country Only - Sit-Ski

Please refer to the [sit-ski registration guide](#) for the correct upload of the photos, which you can find under [Guidelines & Manuals](#).

In case the image field is empty, the application will be marked as incomplete.

Once everything is completed, click on the 'Final Submission' button at the bottom. This will change the status automatically to 'Pending' and will not allow further changes to the given equipment.



The screenshot shows a web form titled 'Images and PDF Documents'. It includes a 'show images/PDFs' button. Below, there are two sections for uploading files: 'New Image' and 'New PDF'. Each section has a 'no file' placeholder, a 'Browse' button, and a note: 'Up to 5 images can be uploaded. Max size per file = 5MB' and 'Up to 5 PDF documents can be uploaded. Max size per file = 2MB'. Below these is the 'FIS Approval' section, which includes a 'Status' dropdown (currently set to 'New'), a note about consulting the '?' tab for more information, and a large text area for 'Approval Comments'. At the bottom of the form are four buttons: 'Save', 'Refresh', 'Delete', and 'Final Submission'. A 'New Equipment Set' link is located in the bottom left corner of the form area. A 'return to search' button is at the very bottom of the page.

Further equipment sets can be added by clicking on 'New Equipment Set' in the left-hand corner.

The maximum number of equipment sets per athlete that can be registered is 9. Within an equipment set, up to 5 high resolution images (max. 5 MB per image) and up to 5 PDFs (max. 2 MB per document) can be uploaded.

Note: a sit ski and its components will be considered as one (1) set, rather than registering each component separately (e.g. sit ski, straps etc.).

For any issues or questions arising during the registration or review process of previous equipment sets, you can always reach out for support to: ParaAlpine@fis-ski.com; ParaCrossCountry@fis-ski.com or ParaSnowboard@fis-ski.com

Equipment Statuses:

NEW: this is the status of the set when first saved by the author. Within this status, the "Final Submit" button is enabled. Submitting will automatically change the status to "Pending".

PENDING: status of the set when submitted by the NSA. Within this status, the "Recall" button is enabled. Recalling will automatically change the status to "New". Only Adaptive Equipment with this status will be checked by FIS

INCOMPLETE: this is the status of the set when information is missing. Within this status, the "Final Submit" button is enabled, but should only be used when the missing or incomplete information/files are updated. Submitting will automatically change the status to "Pending".

PROVISIONALLY APPROVED: status of the set pre-approved by FIS after online inspection.

APPROVED status of the set approved by FIS after physical inspection.

SEASON RENEWAL: this is the status if the equipment was approved for the previous season and require confirmation or updates by the NSA. The NSA will have a specific form to (a) confirm the set, (b) update the set, (c) archive the set, or (d) delete (on request to ParaAlpine@fis-ski.com; ParaCrossCountry@fis-ski.com or ParaSnowboard@fis-ski.com) the set including all associated files. If an NSA confirms the set, the status will be automatically changed to 'Provisionally Approved'.

REJECTED: the submission was not approved, and it is not allowed to be used in competition.

ARCHIVED: Equipment set is considered not active and not eligible to be used in any competitions.