Instructions



# Confirming quota for Olympic Winter Games 2026

Version 1.0 (05.11.2025)

#### FIS MEMBER SECTION



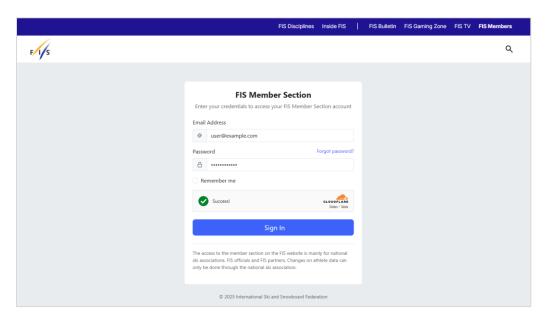
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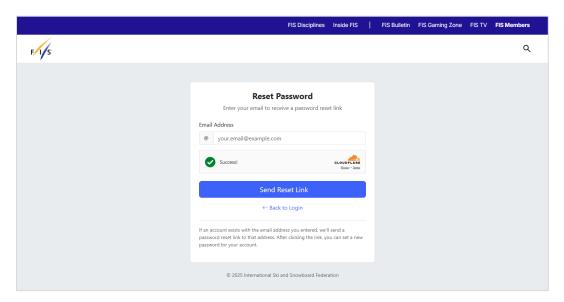
## 1. Accessing your FIS Member Section account

To log into FIS Member Section, go to <a href="https://profile.fis-ski.com/">https://profile.fis-ski.com/</a> or click on the "FIS Members" link on the FIS website navigation. Log in using your username (which in most cases is an e-mail address) and password.



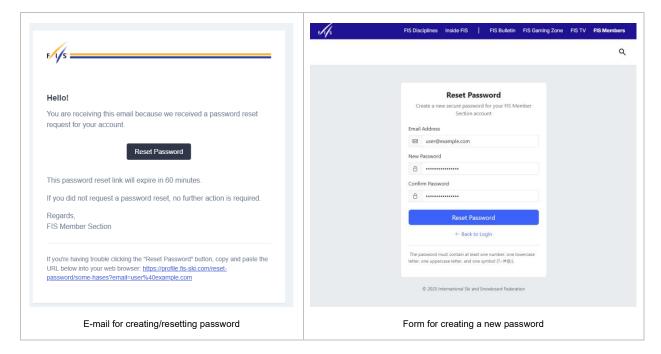
## 1.1 Creating or resetting password

If you have forgotten the password or this is the first time you are logging in, use the "Forgot password?" function by clicking the link under the "Login" button or by opening <a href="https://profile.fis-ski.com/forgot-password">https://profile.fis-ski.com/forgot-password</a> in your browser.





Enter your e-mail address and click "Send Reset Link". Within a few minutes you should receive an e-mail message with instructions on how to reset/create the password. Click on the "Reset Password" button in the e-mail, or if you have trouble resetting password via the button, you can copy the link on the bottom of the e-mail and paste it into your browsers address bar.



Choose a strong password containing uppercase and lowercase letters, numbers, and symbols. Click "Reset Password" and you will be redirected to the login form where you can now authenticate using your e-mail address and the new password.

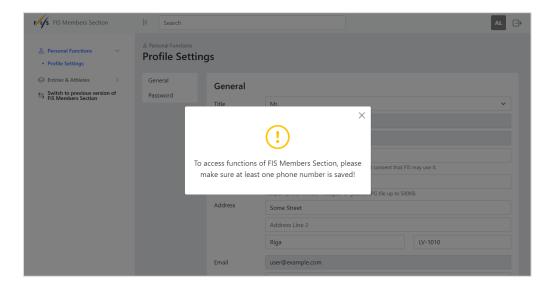
## 1.2 E-mail confirmation and profiles with missing information

After signing in for the first time you might see a message asking to verify your e-mail address. Please follow the instructions to send a verification e-mail and verify e-mail address clicking on the link you receive in your mailbox. The process of verifying e-mail address is like the process of resetting password.

In case your profile has some missing information, after authenticating you can be redirected to the "Profile Settings" page with a message informing that at least one phone number should be provided. Please follow the instructions and fill in the profile setting form with all the required information.

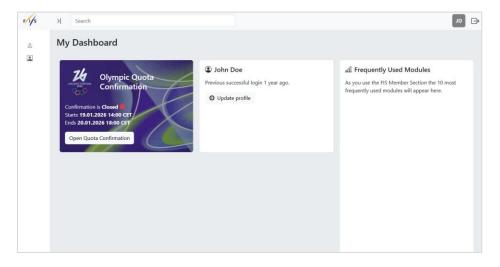
After successfully filling the "Profile Settings" form, click on the "FIS Member Section" link on the top-left to go back to the dashboard.





#### 1.3 Dashboard after authenticating

If you are logging in for the first time or have not specifically chosen to use the previous version, you will be taken directly to the FIS Member Section dashboard. Here you'll find a widget containing information about the quota confirmation status and opening/closing times.



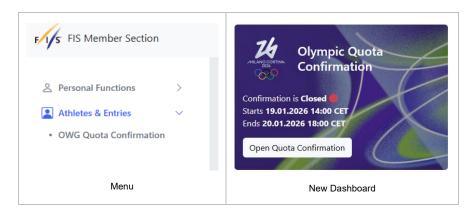
## 1.4 Browser support

To access the FIS Member Section and confirm Olympic Quota please use a modern web browser with the latest updates applied. We recommend using latest version of Microsoft Edge, Google Chrome, Apple Safari or Mozilla Firefox.

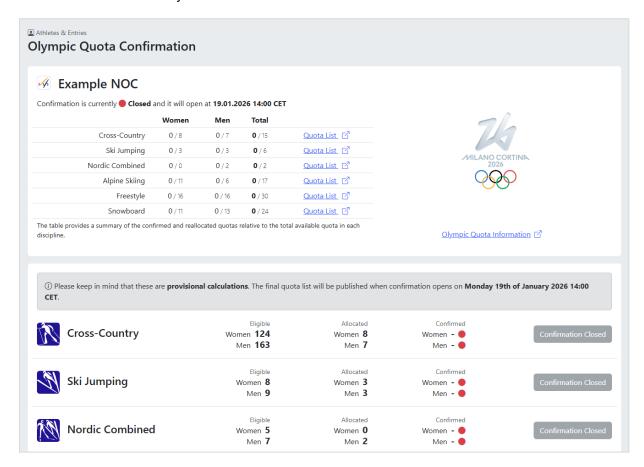


## 2. Confirming NOC quota

To confirm NOC quota, make sure you are authenticated using the account that you received the notification e-mail from FIS. When you are authenticated, open the "OWG Quota Confirmation" module by visiting - <a href="https://profile.fis-ski.com/olympics/quota-confirmation">https://profile.fis-ski.com/olympics/quota-confirmation</a> or clicking on one of the links from the dashboard or menu. In the menu and old dashboard, the module link is located in the "Athletes & Entries" submenu.



After opening the "OWG Quota Confirmation" module you will be presented with the quota calculated, allocated and confirmed for your NOC.



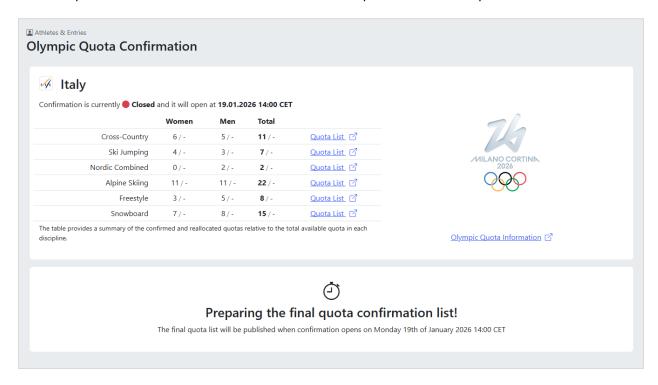


The top part of the module has brief information about the status of quota confirmation (open or closed), statistics about used quota for each discipline and quick links to access publicly available quota lists.

The lower part of the screen displays all the disciplines and events your NOC has eligible athletes along with information about allocated and confirmed quota.

#### 2.1 During final list calculations

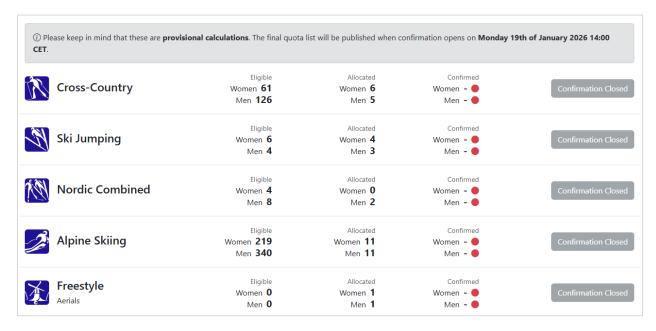
Starting from up to 24 hours before the confirmation process starts, as the final quota lists are being calculated and validated, the numbers will be hidden, and information message shown. This will disappear and final quota numbers will be shown as the confirmation process becomes open.





#### 2.2 Before and after quota confirmation is open

Before and after quota confirmation has been open for NOCs you will have access to the module and you can see latest up-to-date information about athlete eligibility status, allocated and confirmed quota. When the module is closed you will not have the possibility to modify confirmed quota for any event or discipline as the action button will be disabled with title "Confirmation Closed".



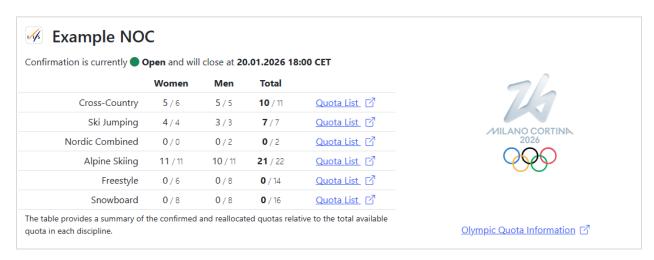
After the confirmation end deadline, you will be able to see the status of the quota confirmation and the person that did the confirmation.

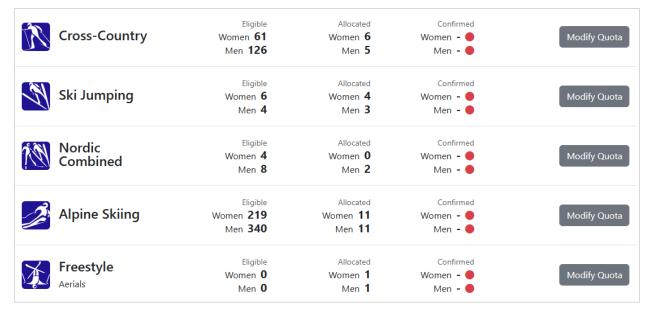
Cross-Country	Eligible	Allocated	Confirmed	Modify Quota
Cross-Country	Women <b>61</b>	Women 6	Women 5	Confirmed by <b>User Example</b> a
	Men <b>126</b>	Men <b>5</b>	Men 5	05.11.2025 16:22 CE
<b>A</b> 1	Eligible	Allocated	Confirmed	Modify Quota
Ski Jumping	Women 6	Women 4	Women 4	
	Men <b>4</b>	Men 3	Men 3	Confirmed by <b>User Example</b> a 05.11.2025 16:22 CE
(A3	Eligible	Allocated	Confirmed	
Nordic Combined	Women 4	Women 0	Women -	Modify Quota
	Men 8	Men <b>2</b>	Men -	
	Eligible	Allocated	Confirmed	Modify Quota
🔼 Alpine Skiing	Women <b>219</b>	Women 11	Women 11	
	Men <b>340</b>	Men <b>11</b>	Men 10 🛑	Confirmed by <b>User Example</b> 05.11.2025 16:22 CI
Franctula	Eligible	Allocated	Confirmed	Modify Quota
Freestyle	Women 0	Women 1	Women 0	
Aerials	Men <b>0</b>	Men <b>1</b>	Men 0	Confirmed by <b>User Example</b> 05.11.2025 16:22 C
√ Freestyle	Eligible	Allocated	Confirmed	
/TOA'	Women 0	Women 1	Women -	Modify Quota
Freeski Halfpipe	Men <b>0</b>	Men <b>1</b>	Men -	
<b>☆</b> Freestyle	Eligible	Allocated	Confirmed	
		Women 1	Women -	Modify Quota
Moguls & Dual Moguls	Women <b>0</b>	women I	Wolliell -	Moully Quota



### 2.3 When the confirmation is open

When the quota confirmation is open you will see the status confirmation at the top of the module and all the discipline & event buttons will become active with the title "Modify Quota".

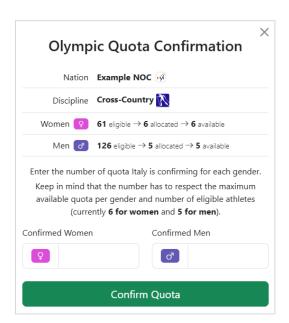


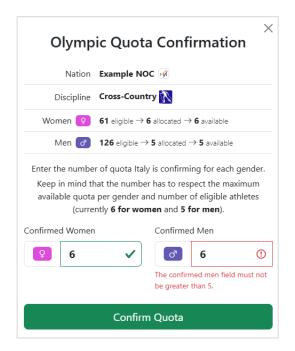


Go through the list and click "Modify Quota" to set the number of confirmed quotas for each gender, event, and discipline. The process is the same for all disciplines/events.

Click on the "Modify Quota" button for the desired event to open the dialog for quota confirmation.

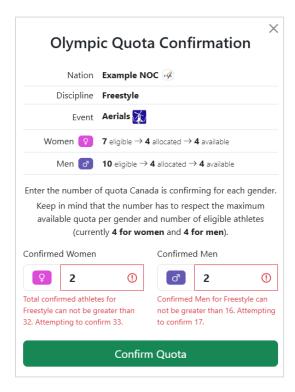






Enter the quota you are confirming for each gender in the corresponding input field and click "Confirm Quota". Even if the NOC does not have any quota available for a gender, please still enter "0" and click "Confirm Quota".

You might also see error messages even when submitting numbers respecting the available quota for the event. In these cases, you have to check whether numbers are respecting the total number of quota available for the entire discipline.



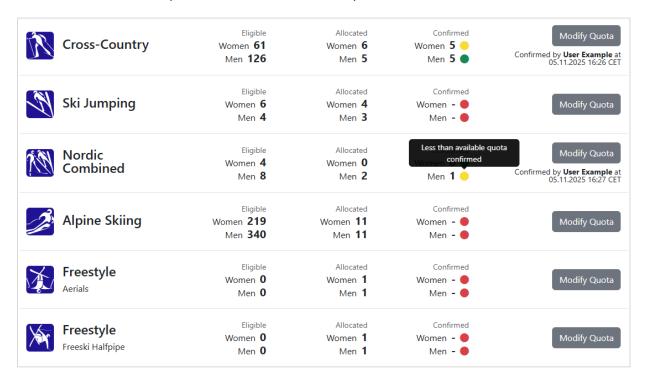


In case invalid value has been submitted, the quota will not be saved for both genders so please make sure to correct any errors in the form. NOC will not be able to confirm quota over the maximum number of available quota (considering number of eligible athletes and allocated quota), over the maximum number of athletes per discipline, per gender.

When quota has been successfully confirmed a new dialog will be presented.



And number of confirmed quotas will be visible in the discipline & event list.



In this the indication next to each confirmed quota indicates the status:

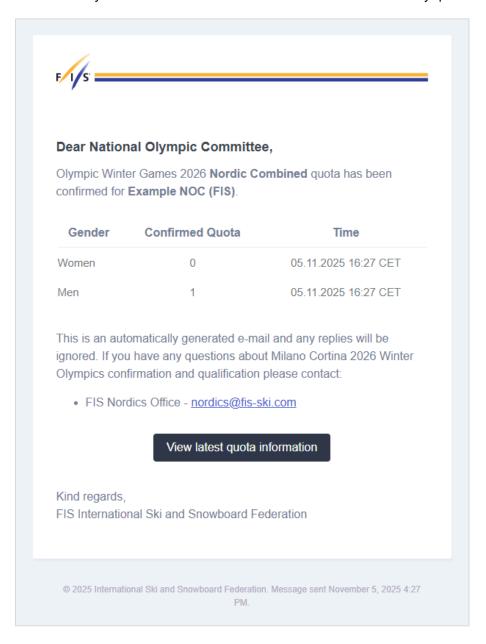
- Green maximum quota has been confirmed
- Yellow less quota confirmed than available. The remaining quota will be re-allocated to other NOCs during the reallocation period.
- Red quota is not confirmed.

Next to each discipline/event the person's name and CET time will be shown of the last confirmation performed.



#### 2.4 E-mail messages after quota confirmation

Whenever any modification has been made to the confirmed quota an e-mail message will be sent to FIS staff and every FIS Member Section account that has access to modify quota for the specific NOC.





# 3. Support

For any quota or access questions please contact the corresponding sports assistant.

- Alpine Skiing Tatjana Lüssy (<u>luessy@fis-ski.com</u>)
- Cross-Country, Ski Jumping, Nordic Combined Madeline Nappey (nappey@fis-ski.com)
- Freestyle Skiing, Snowboard Kathrin Hostettler (<u>hostettler@fis-ski.com</u>)

For any technical questions, please contact the FIS IT department.

• FIS IT Support (<u>it@fis-ski.com</u>)



# 4. Change Log

## 4.1 Version 1.0, 05.11.2025

Section	Description
Global	Initial document version