



FIS Para Cross-Country Competition Equipment Registration User Manual

October 2024

In accordance with the International Competition Rules of Para Cross-Country (ICR) and the FIS Para Snowsports Equipment Specifications (chapter 7) to monitor the use of technology and equipment, FIS requires to register the Athletes' equipment including, but not limited to:

- a) Sit skis including all anchor points for strapping, and all strapping
- b) Prostheses and/or Orthosis
- c) Arm-to-body strapping
- d) VI adaptive eyewear (e.g. goggles, opaque shades, glasses, etc.)
- e) Any other adaptive equipment, including all sit ski sitting surface interface, i.e. seating cushion, foam...

For all registered athletes all adaptive equipment must be registered by 15 November in the competition season, or in good time (min. six weeks) prior to the first event the athlete is competing in, in that season (e.g. COC, International FIS Para Cross-Country Competitions, NC) using the FPDMS Adaptive Equipment online registration.

For new athletes who are registered after 15 November their adaptive equipment must be submitted as soon as practicably possible.

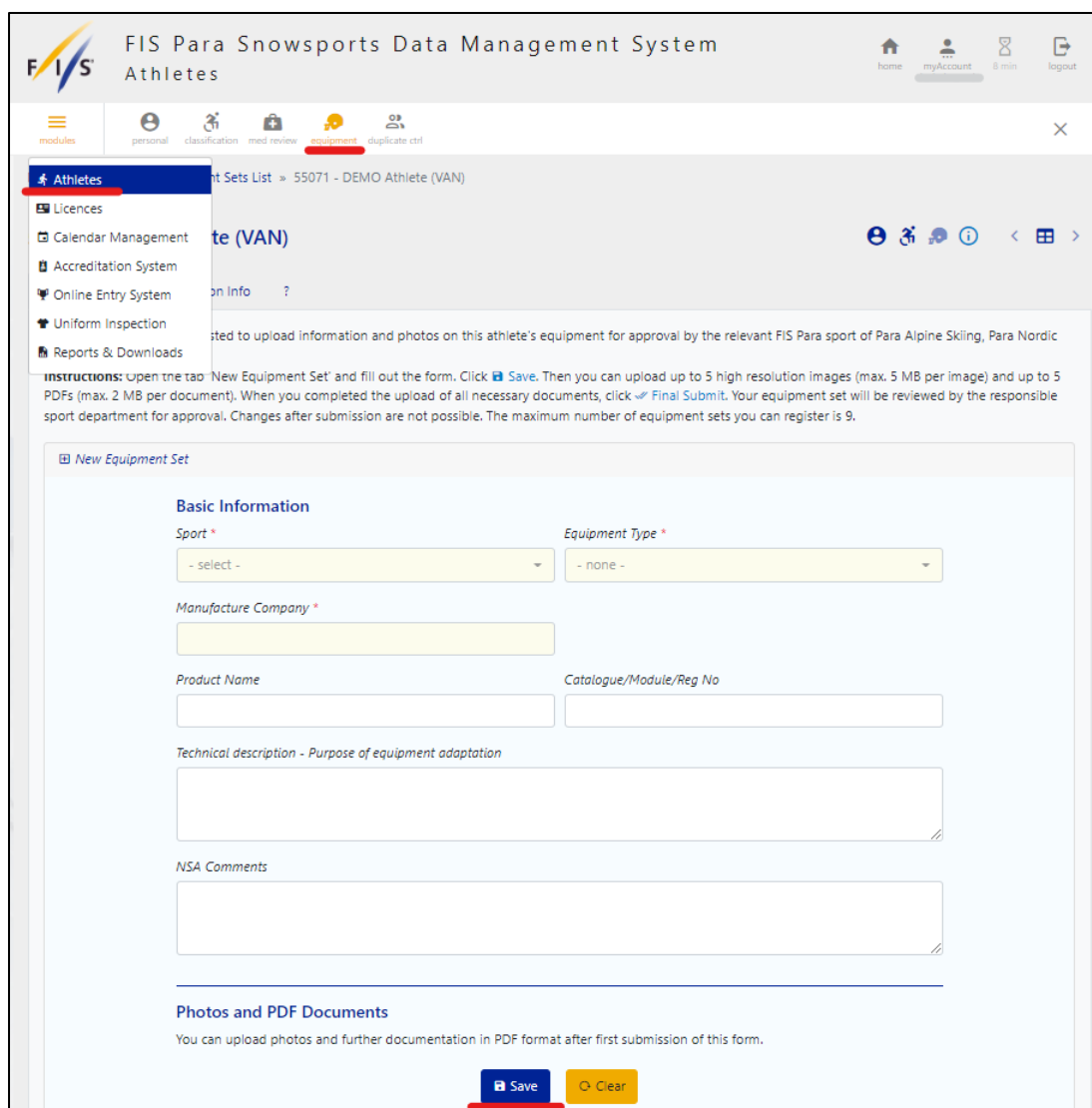
1. Equipment Registration

Step 1

Log in into the FPDMS over the FIS Member Section as described in the [Athletes Registration and Licencing Manual](#).

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, dimension measurements, etc.). Do not forget to click 'Save' at the bottom of the website once all the information is provided.



The screenshot displays the FIS Para Snowsports Data Management System interface for Athletes. The top navigation bar includes the FIS logo, the system name, and user account options (home, myAccount, 0 min, logout). A secondary navigation bar contains icons for modules: personal, classification, med review, equipment (highlighted), and duplicate ctrl. A left-hand menu is open, showing 'Athletes' selected, with other options like Licences, Calendar Management, Accreditation System, Online Entry System, Uniform Inspection, and Reports & Downloads. The main content area shows a breadcrumb trail: 'Athletes > Equipment Sets List > 55071 - DEMO Athlete (VAN)'. Below this, there are icons for search, refresh, help, and navigation. The primary content is a form titled 'New Equipment Set' with the following fields:

- Basic Information**
 - Sport ***: A dropdown menu with '- select -' selected.
 - Equipment Type ***: A dropdown menu with '- none -' selected.
 - Manufacture Company ***: A text input field.
 - Product Name**: A text input field.
 - Catalogue/Module/Reg No**: A text input field.
 - Technical description - Purpose of equipment adaptation**: A large text area with a diagonal slash icon at the bottom right.
 - NSA Comments**: A text input field.
- Photos and PDF Documents**: A section with the text 'You can upload photos and further documentation in PDF format after first submission of this form.' and two buttons: 'Save' (blue) and 'Clear' (yellow).

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'.

The screenshot displays the FIS Para Snowsports Data Management System interface. At the top, the FIS logo and the text 'FIS Para Snowsports Data Management System' are visible. The main header area includes the title 'Athletes' and navigation icons for 'home', 'myAccount', '9 min', and 'logout'. Below the header, a navigation bar contains icons for 'modules', 'personal', 'classification', 'med review', 'equipment', and 'duplicate ctrl'. A dropdown menu is open under 'Athletes', listing options such as 'Licences', 'Calendar Management', 'Accreditation System', 'Online Entry System', 'Uniform Inspection', and 'Reports & Downloads'. The main content area shows a search bar with the text 'ion » 55071 - DEMO Athlete (VAN)'. Below the search bar, there are tabs for 'Career & Name Changes', 'Biography', 'Data Sheet', and 'Equipment'. The 'Equipment' tab is active, and a red box highlights the 'Open Equipments/ Register New' button. A 'Full List' button is also visible. At the bottom of the page, there is a 'back to grid' button. The URL 'tion/view/55071#' is visible in the bottom left corner.

Step 3

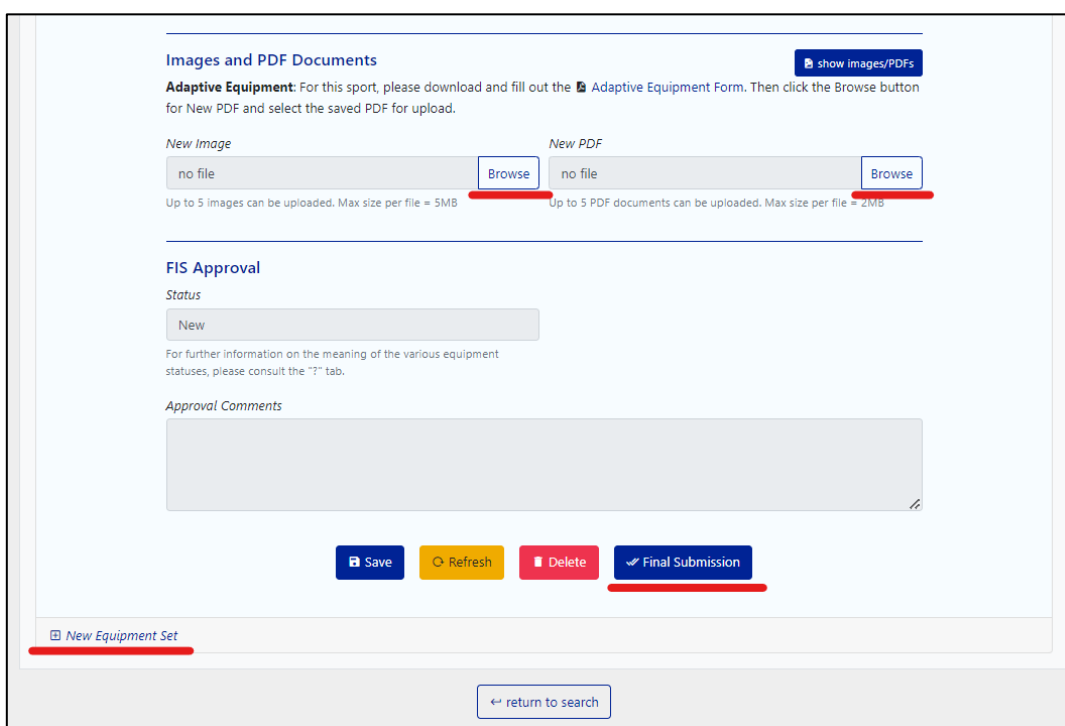
Once the basic information has been saved, it is required to add images and technical documentation of the equipment.

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 equipment.



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 reviewal process of previous equipment sets, you can always reach out to ParaCrossCountry@fis-ski.com for support.

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 finally submitted by the NSA. Within this status, the "Recall" button is enabled. Recalling will automatically change the status to "New".

INCOMPLETE: this is the status of the set when not approved. 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".

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 or (c) archive the set, or (d) delete (on request to ParaCrossCountry@fis-ski.com) the set including all associated files. Confirming the set will automatically take over the previous approval status.

APPROVED: status of the set approved by FIS.

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

2. Equipment Management and Validation

All equipment sets submitted in the previous seasons are automatically put back to 'Season Renewal' status. Therefore, all Nations must review previously submitted equipment and either:

- a) Confirm usage (which resets the status to 'Approved');
- b) Update sets and submit for approval (which sets the status to 'Pending');
- c) 'Archive' the set if no longer used, by clicking the button 'Deactivate' within the respective equipment set;

Upon the registration and submission of equipment via FPDMS, FIS will review each set and may request further details of any registered equipment. **If an athlete changes their equipment anytime throughout the season, the updated or new equipment MUST be registered through FPDMS and a notification MUST be sent to ParaCrossCountry@fis-ski.com.**

FIS, through its appointed officials, will continue to monitor the use of Technology and Equipment at all FIS sanctioned competitions to ensure that it conforms with the above regulations and those principles set out in the ICR and the FIS Para Snowsports Equipment Specifications.

IMPORTANT: Ensure that only **active** equipment sets are displayed in the system, and that **any equipment set, that is no longer in use is declared as 'Archived', by clicking on the button 'Deactivate' within the respective equipment set.**

'Archived' sets cannot be used during any Para Cross-Country competition and lead to sanctions in case used, similar to the lack of uploading any details on the adaptive equipment that is used during competitions.

Equipment sets that have been archived can be re-activated again, by contacting ParaCrossCountry@fis-ski.com.