

FIS Para Snow Sports Calendar Management, Athlete Registration and Licensing Manual

June 2024

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This manual provides step-by-step information on calendar management, athlete registration and licensing. It is applicable to both, athletes and guides. In case you have any questions please contact FIS at ParaAlpine@fis-ski.com, ParaNordic@fis-ski.com or ParaSnowboard@fis-ski.com.

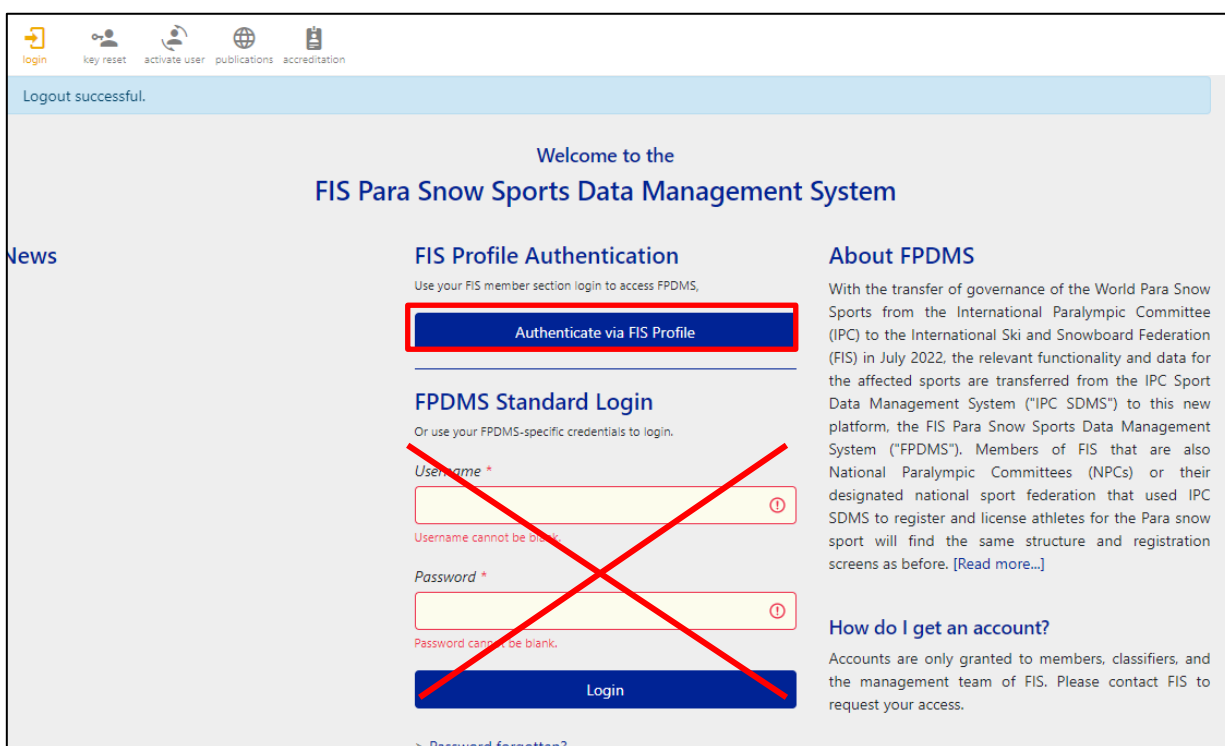
1. Login

Access the FIS Para Snow Sports Data Management System (FPDMS) via one of the links below:

- [FPDMS](#) (see step 1a)
- [FIS Member Section](#) (preferred option - see step 1b)

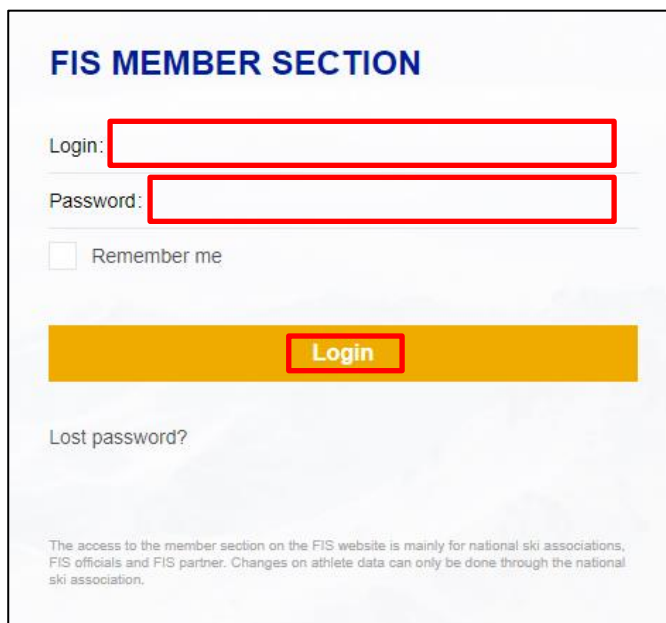
Step 1a – FPDMS

After opening the FPDMS website, select the 'Authenticate via FIS Profile' button which will redirect you to the FIS Member Section. After this, please follow Step 1b below. Please note that login via the FPDMS Standard Login is no longer possible with your previous FPDMS username and password. All future logins must be done through the FIS Profile Authentication or directly through step 1b below.



Step 1b – FIS Member Section

If you already have access to the FIS Member Section, log in using your email address and password.



FIS MEMBER SECTION

Login:

Password:

Remember me

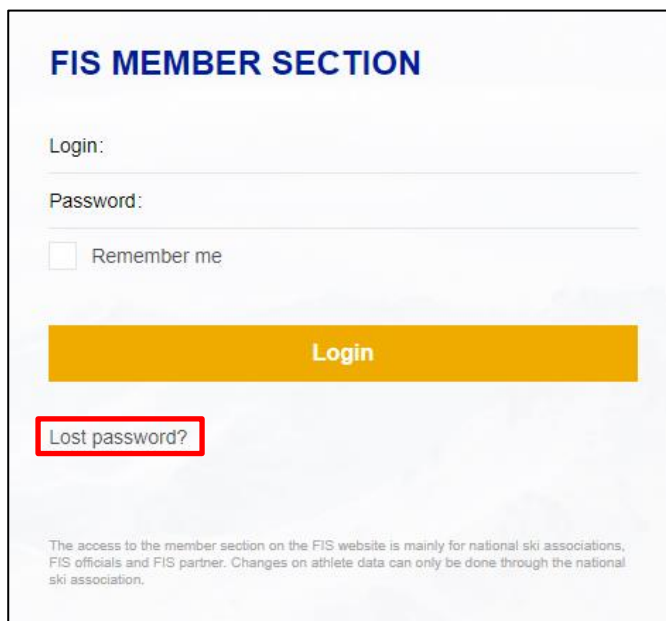
Login

Lost password?

The access to the member section on the FIS website is mainly for national ski associations, FIS officials and FIS partner. Changes on athlete data can only be done through the national ski association.

Request Password for FIS Member Section

Those users that are new to the FIS Member Section, click on 'Lost password' and type the email address used to log in to FPDMS, after which you will receive an email that allows you to reset your password.



FIS MEMBER SECTION

Login:

Password:

Remember me

Login

Lost password?

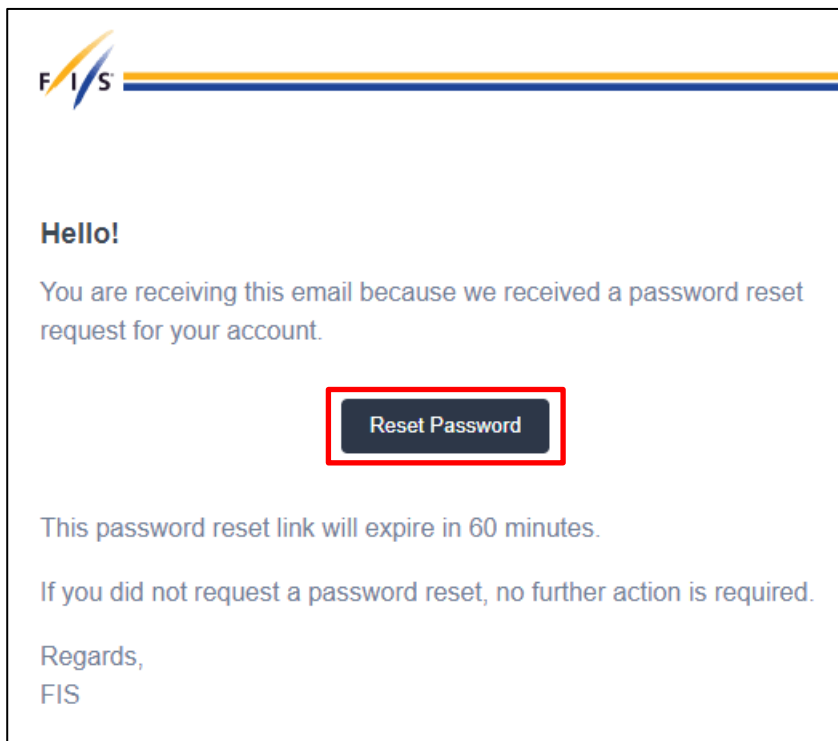
The access to the member section on the FIS website is mainly for national ski associations, FIS officials and FIS partner. Changes on athlete data can only be done through the national ski association.

FIS MEMBER SECTION

E-mail:

[Send Password Reset Link](#)

Please click on 'Reset Password' in your email and follow the instructions.



Once you log in, the FPDMS is accessible via a widget on the dashboard landing page (see below). You might need to log out and in again for the widget to be enabled and it might take a few hours for the widget to appear within the FIS Member Section.



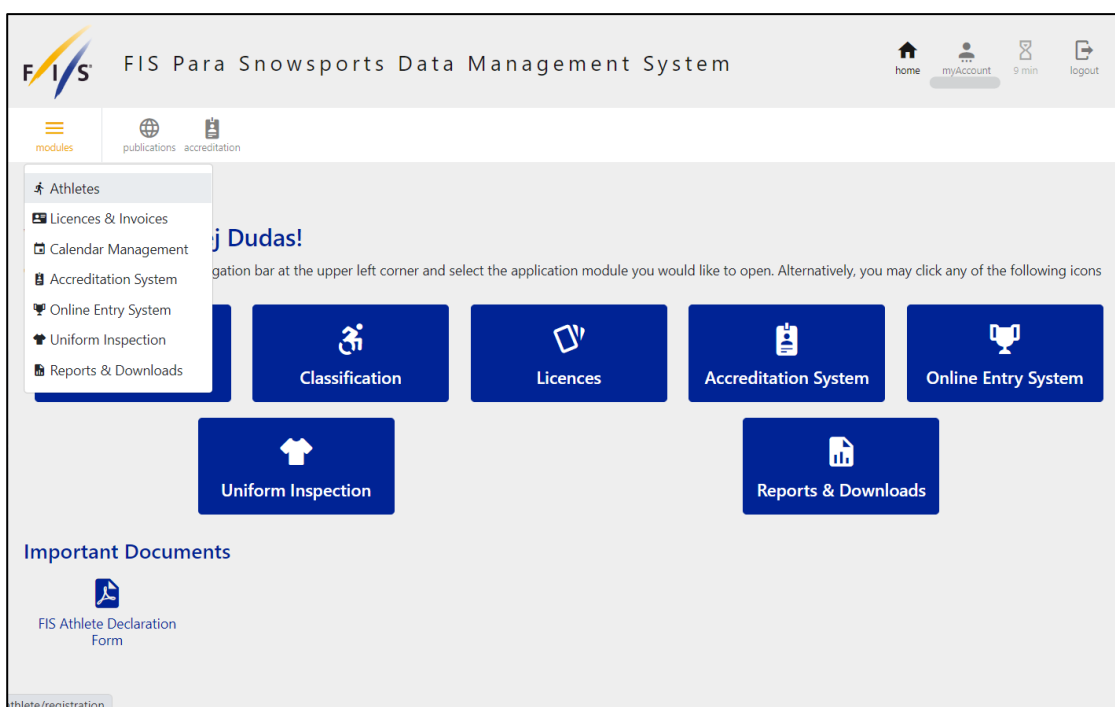
2. Calendar Management

Continental Cups, National Championships and FIS-level races need to be registered through the FIS Member Section by the NSAs. The 'User Instructions for FIS Calendar Management' can be found via this [LINK](#).

3. Athlete Registration

Step 1

Select 'Athletes' from the drop-down menu and create a new athlete(s) by clicking on '+ Add Athlete' at the bottom (if not registered already).



Home » Athletes » Athlete Registration

Athlete Registration

Advanced Search Parameters Sport <all> x

FPDMS ID ¹	Family Name	Given Name	Date of Birth	Sport Gender	NSA	Career Status	Category
55071	Demo	Athlete	1999-09-16	Female	Vanuatu	Active	Athlete

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+ Add Athlete Grid Export Clear Filter

Step 2

Fill out all mandatory data fields highlighted in yellow. Please note that the submission of the photo, passport and the Athlete Declaration Form in FPDMS is no longer mandatory as per art. 203.3 in the ICR. Nevertheless, the submission (particularly of the photo) is strongly recommended.

Press 'Save' at the bottom. Please note that the save was successful upon the appearance of a green ribbon at the top (see step 3).

Personal Details | Sports & Classes | Career & Name Changes | Biography | Data Sheet | Equipment

FPDMS ID: 55071 | Category: Athlete | Career Status: Active [edit]

This number uniquely represents this athlete across FPDMS. Category of a competitor (athlete/guide) can only be changed by the IF administrator. Inactive athletes are excluded from any other section in this application.

Personal Details

NSA: Vanuatu

no Family Name

Family Name (passport): Demo | Given Name (passport): Athlete

Please enter name as it exactly appears in the athlete's passport.

Family Name (preferred): Demo | Given Name (preferred): Athlete

The athlete's preferred name for all official communications and publications.

Sport Gender: Male Female | Date of Birth: 1999-09-16

Select the gender sport category in which the athlete competes.

Nationality Data


Nationality: ni-Vanuatu | Copy of Passport/ID Card: 55071 Nationality Document.pdf | Nationality Status: O.K.

In case of a nationality issue or related question, please contact dudas@fiski.com. Only PDFs with a maximum size of 1280 kB are allowed. Automatically set on nationality change or updated by FIS. If status is not "O.K." after first registration, please contact FIS.

Photo Upload [i] [upload] [download] [checkmark]

Requirements of athlete photo: (1) portrait format (height x width), (2) jpg, png or gif and (3) file size ≤ 1024 kB.

Step 3

Scroll up and select 'Classification', search and click on the athlete. Alternatively, you can click on the  icon in the top right corner.

The screenshot shows the FIS Para Snowsports Data Management System interface. At the top, the FIS logo and 'Athletes' title are visible. A navigation bar includes 'classification' (highlighted with a red box), 'med review', 'equipment', and 'duplicate.cri'. A green notification bar states 'Data set is successfully saved.' The breadcrumb trail is 'Home » Athletes » Athlete Registration » 55071 - DEMO Athlete (VAN)'. The main content area is titled '55071 - DEMO Athlete (VAN)' and features a navigation menu with 'Personal Details', 'Sports & Classes', 'Career & Name Changes', 'Biography', 'Data Sheet', and 'Equipment'. The 'Personal Details' tab is active, showing fields for 'FPDMS ID' (55071), 'Category' (Athlete), and 'Career Status' (Active). Under 'Personal Data', there are fields for 'NSA' (Vanuatu), 'Family Name (passport)' (Demo), and 'Given Name (passport)' (Athlete). A 'Photo Upload' section contains a 'photo missing!' placeholder and an 'upload image' button. 'Sport Gender' is set to 'Female' and 'Date of Birth' is '1999-09-16'. Under 'Nationality Information', 'Nationality' is 'Ålandish' and 'Nationality Status' is 'To be reviewed'. A 'Sport Gender Category' note is on the left, and 'Photo Upload' instructions and requirements are on the right. A red box highlights the person with wheelchair icon in the top right corner of the page.

Step 4

Select 'Files – Alpine Skiing/Nordic Skiing (Cross-Country)/Snowboard' at the top and upload the following documents (in PDF format):

- Medical Diagnostic Form (MDF) - Mandatory
- Supporting Medical Documentation (if applicable)

This step does not apply to guides.

The screenshot shows the FIS athlete profile interface. At the top, there are navigation icons for modules, personal, classification, medical review, equipment, and duplicate ctrl. The breadcrumb trail is: Home » Athletes » Athlete Classification » 55071 - DEMO Athlete (VAN). The page title is '55071 - DEMO Athlete (VAN)'. Below the title, there are tabs for 'Classification', 'Profile', and 'Files - Alpine Skiing'. The 'Files - Alpine Skiing' tab is active and highlighted in yellow. Underneath, the section is titled 'Alpine Skiing - Recent Classification Files'. A list of documents is displayed, each with an 'Upload' button and a 'no file' status. The following documents are highlighted with red boxes:

- Medical Diagnostic Form, MDF (VI/PI) *
- Supporting Medical Documentation *

Other documents in the list include: Classification Sheet 1-4, Medical Review Request **, MRR Supporting Documents **, Medical Review Outcome **, Protest Sheet, Equipment, IPCAS adaptive equipment (approved), and PCR Test *. Each document has an 'Upload' button and a 'no file' status, except for the highlighted ones which have a 'Browse ...' button.

(*) files with sensitive data, special access rules apply

4. Licensing Process

Once all steps outlined above in the Athlete Registration section are completed, the documents of the athlete(s) will be reviewed by FIS (within a couple of working days) and can be either:

1. Approved; or
2. Rejected.

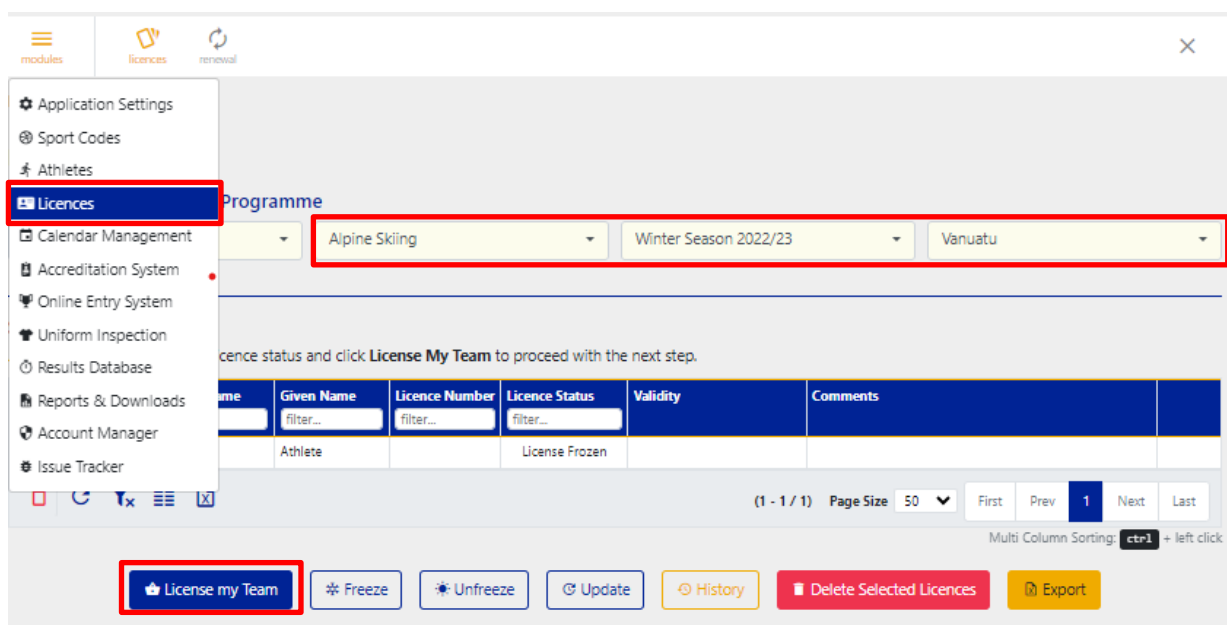
Please note that athletes may still be requested to submit further medical diagnostic information following the approval of the documents.

4.1 Approval

Once FIS approves the documents of the athlete(s), the NSA can proceed to licensing with the following steps:

Step 1

Select 'Licences' from the drop-down menu, choose season and sport, select the athlete(s) you wish to licence, and click on 'Licence my Team' on the left-hand side.



The screenshot displays the FIS application interface. On the left, a sidebar menu has 'Licences' highlighted. The main content area shows a 'Programme' section with three dropdown menus: 'Alpine Skiing', 'Winter Season 2022/23', and 'Vanuatu'. Below these is a table with the following columns: 'Name', 'Given Name', 'Licence Number', 'Licence Status', 'Validity', and 'Comments'. The 'Licence my Team' button is highlighted in the bottom toolbar.

Name	Given Name	Licence Number	Licence Status	Validity	Comments
	filter...	filter...	filter...		
Athlete			License Frozen		

Step 2

Double-check the team you have selected and click on 'Confirm & Licence Team'.

Licences

Licence Application & Invoicing

Step 3 - Check Athlete Selection

Licensing Programme

Standard Licence
Alpine Skiing
Winter Season 2023/24
VAN

Selected Athletes

Athlete ID	Family Name	Given Name	Type
55071	Demo	Athlete	Athlete

click the -icon to remove an athlete from the list

Step 4 - Final Confirmation

[Confirm & License Team](#) [Refresh](#) [Abort](#)

If you have correctly followed all these steps, your athlete(s) have been successfully licenced!

Licences

Step 1 - Select Licensing Programme

Standard Licence Alpine Skiing Winter Season 2023/24 Vanuatu

Step 2 - Select Athletes

Select athletes with "NEW" licence status and click **License My Team** to proceed with the next step.

<input type="checkbox"/>	Athlete ID	Family Name	Given Name	Licence Number	Licence Status	Validity	Comments
<input type="checkbox"/>	55071	Demo	Athlete	W23ASVAN48777...	Licensed	2023-...	

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Multi Column Sorting: **ctrl** → left click

4.2 Rejection

Rejection can occur, for example, in case of missing information in the uploaded documents, in which case, FIS will provide the NSA with comments on which information and documents need to be re-uploaded.

After the given documents are re-uploaded by the NSA, please notify us via ParaAlpine@fis-ski.com, ParaNordic@fis-ski.com or ParaSnowboard@fis-ski.com.

NSAs are able to view whether the Athlete's documents were rejected when the Licence Status is displayed as 'Registration Incomplete'. Relevant comments for rejection will be provided by FIS on the right-hand side, under the 'Comments' section, next to the Licence Status.

The screenshot shows the FIS 'Licences & Invoices' application interface. A sidebar menu on the left lists various modules, with 'Licences & Invoices' selected. The main content area displays a search filter for 'Licence Overview & Application' with the following criteria: Licence Category: Standard Licence, Season: Winter Season 2022/23, Sport: Alpine Skiing, and NSA: Vanuatu. Below the filters, there are three steps: Step 2 (Select your athletes), Step 3 (Control your team), and Step 4 (License your team). At the bottom, a table lists athletes with columns for Athlete ID, Family Name, Given Name, Licence Number, Licence Status, Validity, and Comments. One athlete is listed with the status 'Registration Incomplete'.

Athlete ID	Family Name	Given Name	Licence Number	Licence Status	Validity	Comments
55071	Demo	Athlete		Registration Incomplete		