



# **FIS Para Nordic Competition Equipment Registration User Manual**

August 2023

In accordance with the International Competition Rules of Para Nordic (ICR) and the FIS Para Snow Sports 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) All air rifles including adaptations
- c) Prostheses and/or Orthosis
- d) Arm-to-body strapping
- e) VI adaptive eyewear (e.g. goggles, opaque shades, glasses, etc.)
- f) 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 prior to the first event the athlete is competing in, in that season (e.g. COC, International FIS Para Nordic 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.

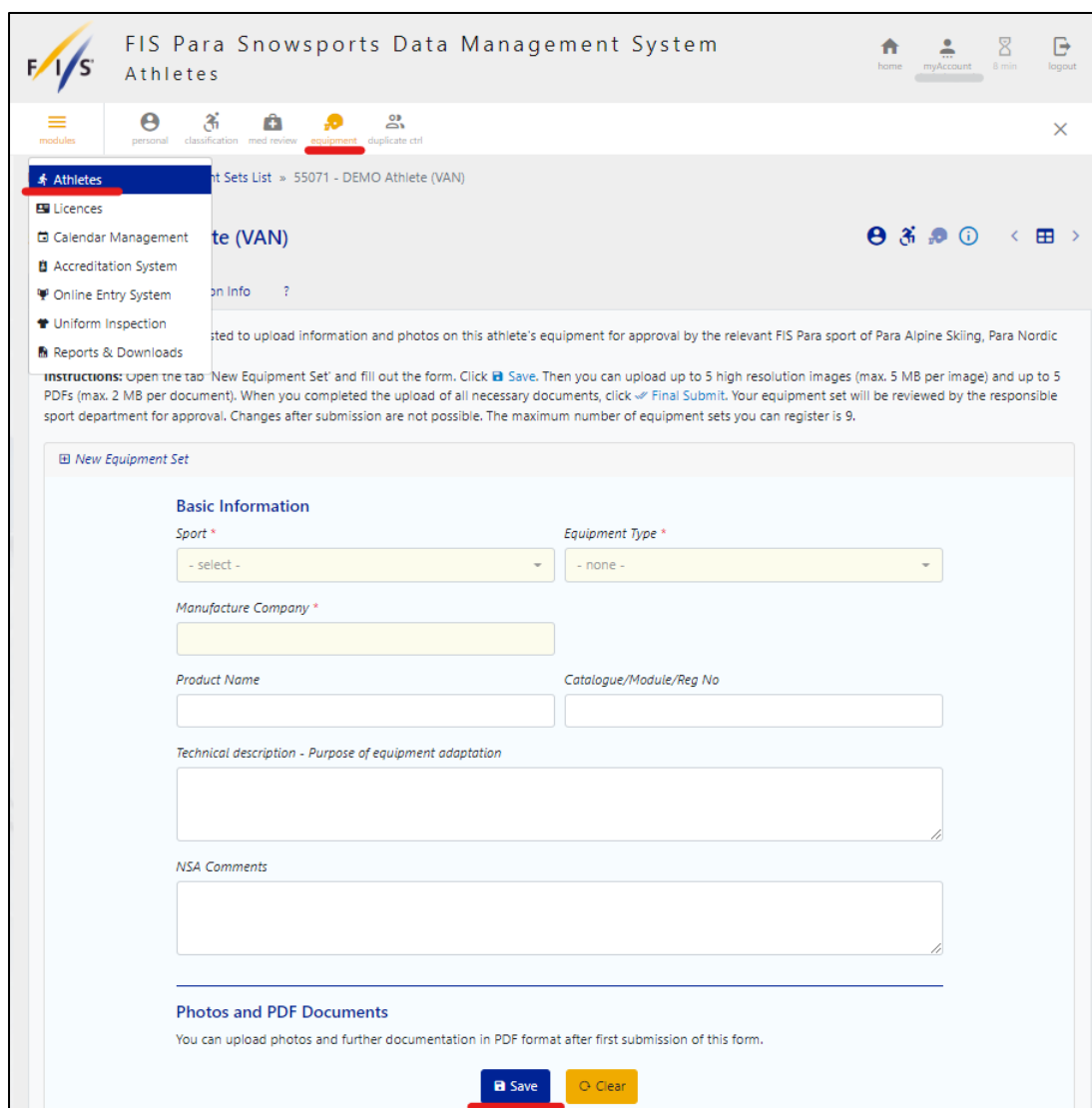
# 1. Equipment Registration

## 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 options like home, myAccount, 0 min, and logout. A secondary navigation bar shows modules: personal, classification, med review, equipment (highlighted), and duplicate ctrl. A left sidebar menu lists various system functions, with 'Athletes' selected. The main content area shows a breadcrumb trail: Athletes > Equipment Sets List > 55071 - DEMO Athlete (VAN). Below this, there are navigation icons and a search bar. The primary content is a form titled 'New Equipment Set' with the following fields:

- Basic Information**
  - Sport \***: A dropdown menu with '- select -' as the current selection.
  - Equipment Type \***: A dropdown menu with '- none -' as the current selection.
  - 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 for detailed input.
  - NSA Comments**: A text area for additional comments.
- Photos and PDF Documents**: A section with the instruction: "You can upload photos and further documentation in PDF format after first submission of this form."

At the bottom of the form, there are two buttons: a blue 'Save' button and a yellow 'Clear' button.

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 selected and highlighted in yellow. Below the tabs, there is a text area with instructions: '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.' A red box highlights the 'Open Equipments/ Register New' button. Below this, there is a 'Full List' button and a 'back to grid' button. The URL 'tion/view/55071#' is visible in the bottom left corner.

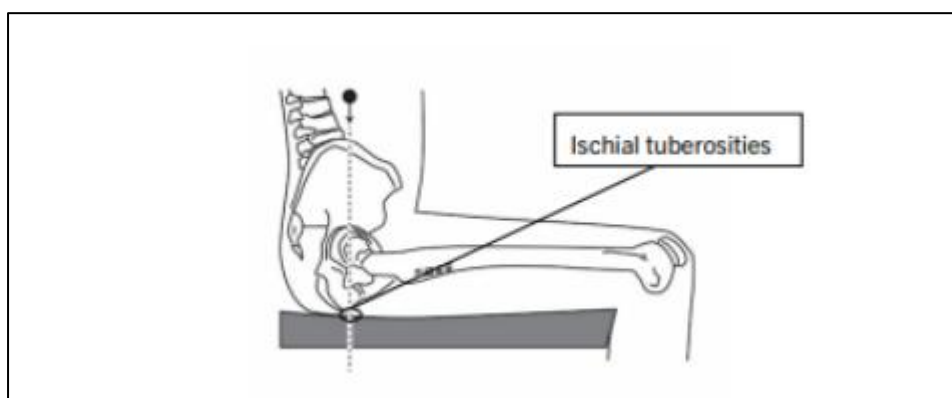
### Step 3

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

#### Sit-Ski

**IMPORTANT:** Use [this](#) form for the correct upload of the photos as required and described in the following (also available under [Guidelines & Manuals](#)):

- Images of sit ski should showcase the equipment from the side, the front, the back and the top.
- Please make sure to include a vertically aligned measuring tape in images of the sit ski to illustrate; 1) a side view of the overall height of the sit ski (including the backrest), 2) the slope of the sit ski frame and bucket/ sitting surface, 3) the distance from the top of the ski, a) to the anterior (front) margin of the sit ski sitting surface, b) to the top of the unloaded seat cushion (at the point where the athlete's ischial tuberosity (buttocks) contacts the seat surface (in cm), see graphic below),



- 4) the distance from the top of the ski to the posterior (back) margin of the sit ski
- Please make sure to include a horizontally aligned measuring tape in images of the sit ski to illustrate, 1) the width of the sit ski sitting surface and, 2) the length, of the sit ski sitting surface.
- Please ensure the photos include clear visualisation of all straps and all anchor points of the strapping. This includes all strapping used to stabilize the athlete's trunk and lower extremities. (Be sure to demonstrate all strapping secured to the sit ski as well as all external non-attached strapping used by the athlete.)

#### Air Rifle

- Rifle images must showcase both sides, the top and bottom the additional focus of any specific adaptations.
- Please include a measuring tape in at least one photo from the side to illustrate barrel length.
- All rifle adaptations that are used by the athlete must be visible

Please note that images should be clear and show the specifications of the equipment (the addition of multiple images increases the chance of the equipment being approved during the first approval process).

Examples of how to correctly upload photos for a sit-ski can be found in the [sit-ski equipment upload template](#).

Example of how to include measuring tape in at least one photo from the side to illustrate barrel length:



**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.

**Images and PDF Documents** show images/PDFs

**Adaptive Equipment:** For this sport, please download and fill out the [Adaptive Equipment Form](#). Then click the Browse button for New PDF and select the saved PDF for upload.

*New Image*

no file
Browse

Up to 5 images can be uploaded. Max size per file = 5MB

*New PDF*

no file
Browse

Up to 5 PDF documents can be uploaded. Max size per file = 2MB

**FIS Approval**

*Status*

New

For further information on the meaning of the various equipment statuses, please consult the "?" tab.

*Approval Comments*

Save
Refresh
Delete
Final Submission

[New Equipment Set](#)

← return to search

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 to [ParaNordic@fis-ski.com](mailto:ParaNordic@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 [ParaNordic@fis-ski.com](mailto:ParaNordic@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 [ParaNordic@fis-ski.com](mailto:ParaNordic@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 Snow Sports 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 Nordic 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 [ParaNordic@fis-ski.com](mailto:ParaNordic@fis-ski.com).