

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

July 2023

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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 dudas@fis-ski.com.

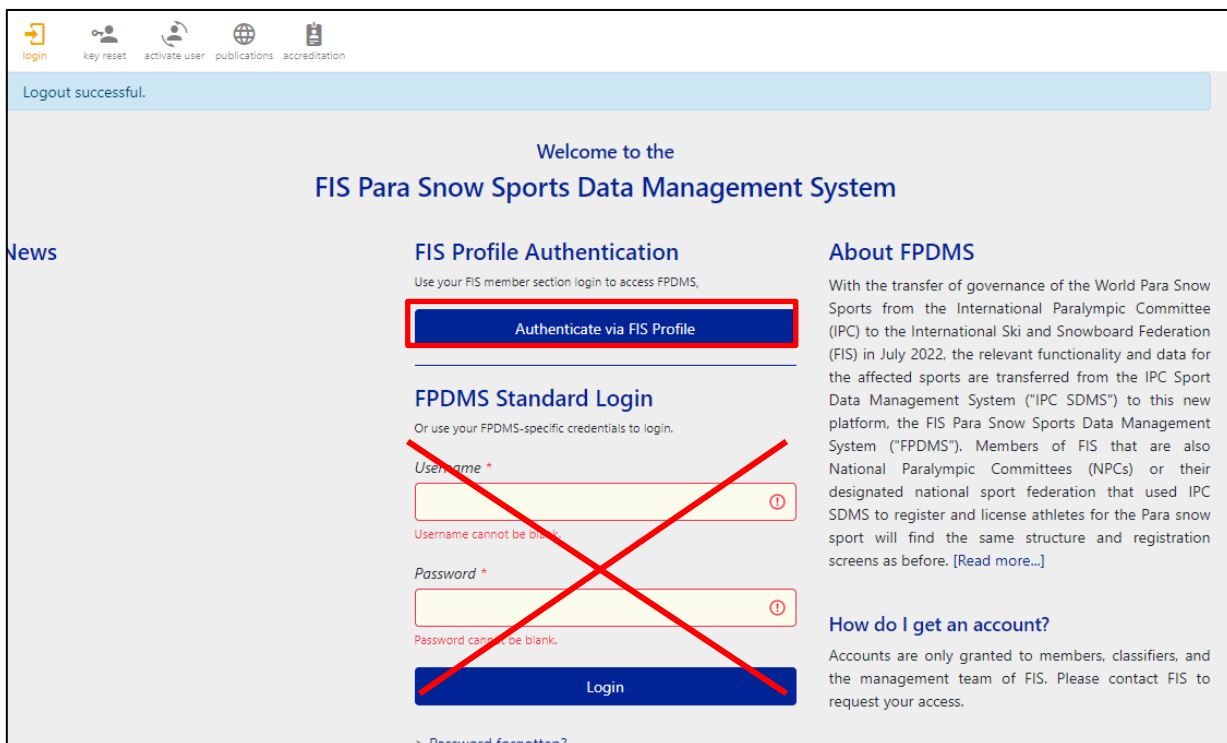
1. Login

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.



login key reset activate user publications accreditation

Logout successful.

Welcome to the
FIS Para Snow Sports Data Management System

News

FIS Profile Authentication
Use your FIS member section login to access FPDMS.

Authenticate via FIS Profile

FPDMS Standard Login
Or use your FPDMS-specific credentials to login.

Username *

Username cannot be blank.

Password *

Password cannot be blank.

Login

> Password forgotten?

About FPDMS

With the transfer of governance of the World Para Snow Sports from the International Paralympic Committee (IPC) to the International Ski and Snowboard Federation (FIS) in July 2022, the relevant functionality and data for the affected sports are transferred from the IPC Sport Data Management System ("IPC SDMS") to this new platform, the FIS Para Snow Sports Data Management System ("FPDMS"). Members of FIS that are also National Paralympic Committees (NPCs) or their designated national sport federation that used IPC SDMS to register and license athletes for the Para snow sport will find the same structure and registration screens as before. [Read more...]

How do I get an account?

Accounts are only granted to members, classifiers, and the management team of FIS. Please contact FIS to request your access.

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

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

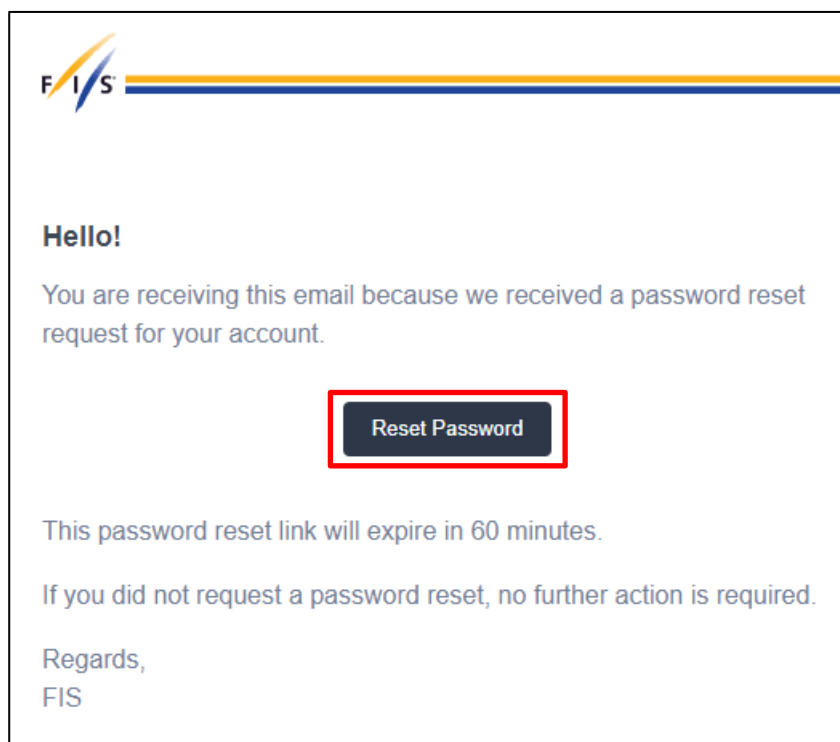
The access to the member section on the FIS website is mainly for national ski associations, FIS officials and FIS partner. Changes on athlete data can only be done through the national ski association.

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.



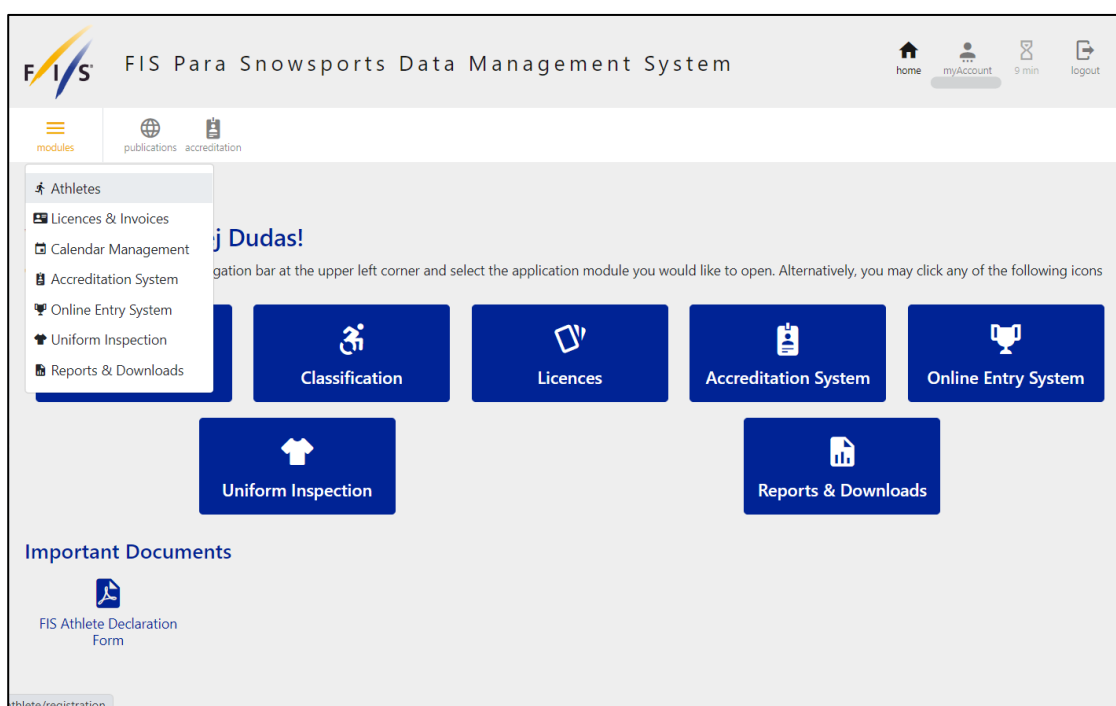
2. Calendar Management

Starting from season 2023/2024, the competitions (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 |

Page 1 of 1 15 View 1 - 1 of 1

+ 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@fiskki.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.

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 icons for 'modules', 'personal', 'classification' (highlighted with a red box), 'med review', 'equipment', and 'duplicate.cri'. A green notification bar at the top states 'Data set is successfully saved.' The breadcrumb trail reads 'Home » Athletes » Athlete Registration » 55071 - DEMO Athlete (VAN)'. The main heading is '55071 - DEMO Athlete (VAN)' with a search icon (person with wheelchair) highlighted in a red box. Below the heading are tabs for '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), 'Given Name (passport)' (Athlete), 'Family Name (preferred)' (Demo), and 'Given Name (preferred)' (Athlete). A 'Photo Upload' section contains a dashed box labeled 'photo missing!' and an 'upload image' button. To the right, 'Photo Upload' instructions and requirements are listed. At the bottom, 'Nationality Information' shows 'Nationality' as Ålandish and 'Nationality Status' as 'To be reviewed'. A 'Sport Gender' field is set to 'Female' and 'Date of Birth' is '1999-09-16'. A warning icon is visible in the bottom right corner.

Step 4

Select 'Files – Alpine Skiing/Nordic Skiing/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 for '55071 - DEMO Athlete (VAN)'. The 'Files - Alpine Skiing' tab is active. The page lists various documents to be uploaded, including Classification Sheets, Medical Review Request, MRR Supporting Documents, Medical Review Outcome, Protest Sheet, Equipment, IPCAS adaptive equipment, Medical Diagnostic Form, TSAL Form (II), Supporting Medical Documentation, and PCR Test. The 'Medical Diagnostic Form, MDF (VI/PI) *' and 'Supporting Medical Documentation *' items are highlighted with red boxes. Each item has an 'Upload' button and 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.

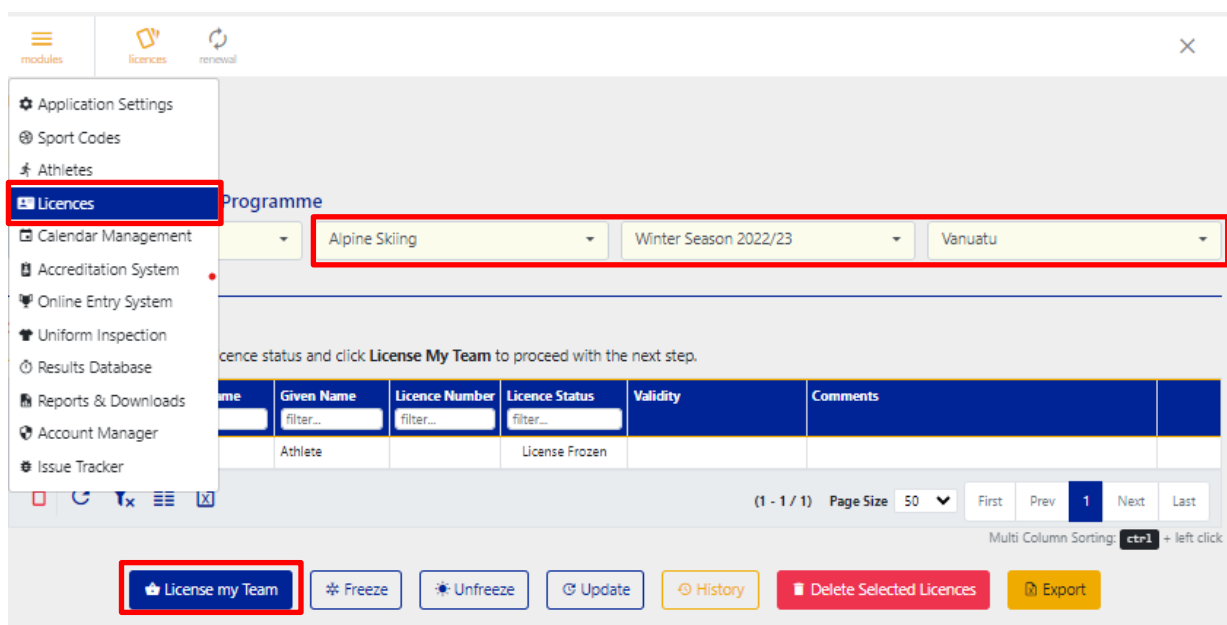
Please note that athletes may still be requested to submit further medical diagnostic information following the approval of the documents.

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 shows the FIS application interface. On the left, a navigation menu is open with 'Licences' highlighted in blue. The main content area shows a 'Programme' section with three dropdown menus: 'Alpine Skiing', 'Winter Season 2022/23', and 'Vanuatu'. Below this is a table with columns: 'Name', 'Given Name', 'Licence Number', 'Licence Status', 'Validity', and 'Comments'. The first row shows 'Athlete' with a 'License Frozen' status. At the bottom, a row of action buttons is visible, with 'License my Team' highlighted in blue and red.

| Name | Given Name | Licence Number | Licence Status | Validity | Comments |
|---------|------------|----------------|----------------|----------|----------|
| 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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(1 - 1 / 1) Page Size 50

First Prev **1** Next Last

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 | | |