

European Fencing Confederation



www.eurofencing.info

Manual for National Federations

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Imprint

European Fencing Confederation
Confédération Européenne d'Esgrime
Association sans but lucratif

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1. Introduction

The European Fencing Confederation launched a new website consisting of a public website and a service portal for the management of data and information.

This document will in the main focus on the service portal to describe the different operations a national federation can do.

2. User Management

2.1 General

Every user of the website and the service portal needs an user account. Each user account has one unique user name, the e-mail-address of the user and a password. Each user account denotes a person.

Important: Each person should have their own user account. Please do not share accounts with others and do not give your password to a third person – not even EFC staff. It is possible to grant the permissions for a national federations to more than one user – so each official and staff member of a national federation can have their own account if desired.

This way EFC and your federation has better control who did something and if there is a personal change it is easier to revoke the permissions of one use but to distribute a new password to several persons sharing one user account.

2.2 Register a new user

The first step is to register a new user.

Please visit: <http://www.eurofencing.info/user/register> or click on “Register now!” in the top right corner of the website.

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Personal information

First name: *

The content of this field is kept private and will not be shown publicly.

Given name: *

The content of this field is kept private and will not be shown publicly.

Birthday: *

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The content of this field is kept private and will not be shown publicly.

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

the sunstroke

Type the two words:

RECAPTCHA™ stop spam. read books.

Create new account

Then you can choose a user name. The user name is unique so if it is already taken by someone else you are notified and can choose another one. Please use only characters and numbers, spaces, periods, hyphens and underscores. Please choose a user name you can remember easily, e.g. “john.doe” or “john_doe”.

Next you have to enter a valid e-mail-address. A confirmation mail with your initial password is sent to you after registering. So take care that the e-mail really exists and is spelled correctly or you will not be able to log in.

Next you have to enter your name and birthday.

The last part is a captcha. You have to type in two words displayed in a graphic to test whether you are a human visitor or to prevent spam submissions.



Next you will receive an e-mail with your password and further instructions. In this e-mail you get your password and a link with a “one time login”. You can login with either the password or by clicking on the one time login link. Then you can click on the “My password”-Link on the top right corner to change your password.

Important: Please choose a password which is not too easy or can be guessed. It is good practice to choose a password which contains capital and small letters, numbers and even punctuation so not even a program which is using a dictionary will be able to guess your password.

2.3 Connecting your user account to your federation



Because everyone can register an additional step is required to assure that a user is really an official of a federation.

To connect your user account to a national federation please visit the service portal:

<http://service.eurofencing.info/>

or click on the “Service Portal” link in the login box of the public website after logging in.

Enter your user name (or email-address) and password to enter the service portal.

If your user is not already connected to at least one athlete or one national federation you will be automatically redirected to a page where you can identify yourself as official of a national federation:

Identify as an official of a national federation

You are an official of a national federation and require access to the database?

ID Token

You can use an ID token, which is a combination of letters and numbers. This ID token has been sent to the head office of your federation.

FIE-Nation-Code

ID Token

Here you can enter the FIE-Nation-Code for your federation (e.g. GER for Germany, ITA for Italy) and the ID Token which your federation got by e-mail. If you have done this your account is connected to your Federation you should be able to enter the parts of the service portal for the management of persons, clubs, inscriptions and results.

3. The Service Portal

After logging in into the service portal you will find a personal dashboard. This dashboard shows you the next upcoming competitions where you can inscribe fencers and referees and a list of newest persons and latest changes on persons. On the left there is your federation and if you click on the “View”-Link you will get to the page of your federation.

In the blue box on the top left you will find a “Logout”-Link and “Your account” where you can see your permissions and connections and switch to a different national federation or an a different athlete if you are responsible for more than one.



The screenshot shows the EFC Service Portal interface. At the top, there is a navigation bar with 'Home', 'Persons', 'Clubs', 'Inscription', and 'Results' tabs. The main content area is divided into two sections: 'Competitions available for inscription' and 'Newest persons'.

Begin	Title	City	Type	Fencers	Referees
11 Sep 2010	Cadet Circuit	Konin	Cadets, Men's Sabre, team		
12 Sep 2010	Cadet Circuit	Konin	Cadets, Women's Sabre, team		
18 Sep 2010	Cadet Circuit	Zrenjanin	Cadets, Women's Epee, individual		
19 Sep 2010	Cadet Circuit	Zrenjanin	Cadets, Women's Epee, team		
1 Oct 2010	Cadet Circuit	Budapest	Cadets, Men's Epee, individual		

Surname	Givenname	Lic.No.	Club	view
	Sonja	00827810		view
	Tristan	00827808		view
	Jochen	00827806		view
	Walter	00827799		view
	Luuk	00827771		view
	Henry	00827768		view

4. Editing a Federation

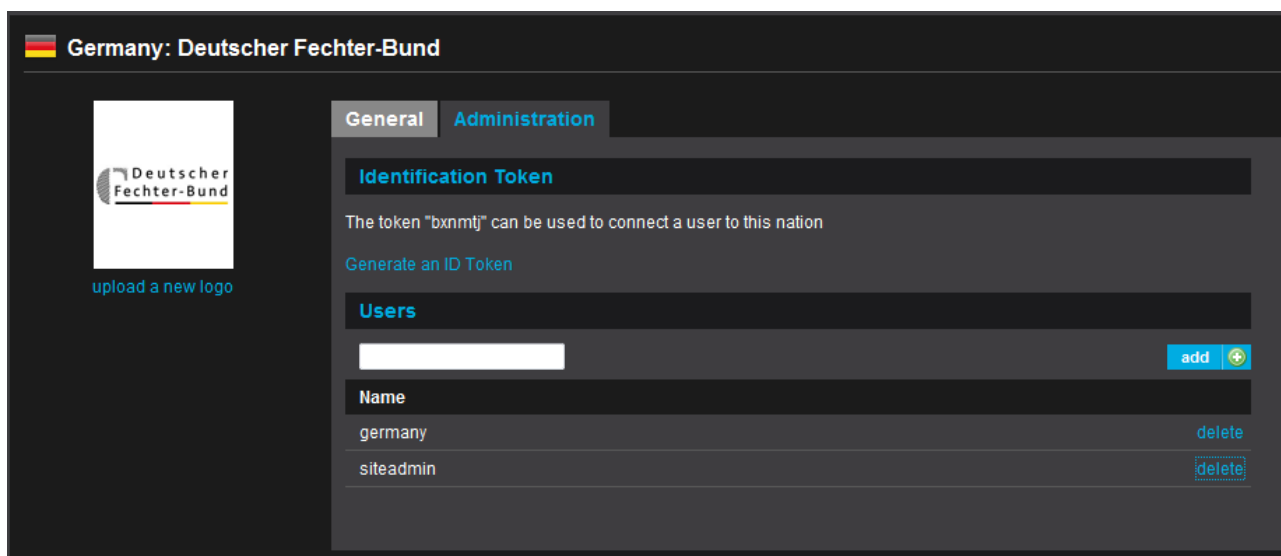
The screenshot shows the editing page for the German Federation. It is divided into two main sections: 'General' and 'Administration'.

Field	Value	Action
Code	GER	
Continent	Europe	
Name short	Germany	
Official name	Deutscher Fechter-Bund	
Official name (English)	German Fencing Federation	
Website	http://www.fechten.org/	
Comment		
c/o	Am Neuen Lindenhof 2	edit
Street	53117	
Postcode	Bonn	
City	Germany	
Country	+49 228 989050	
Phone	+49 228 679430	
Fax		
Mobile		
E-Mail	info@fechten.org	

Name	Position	edit	delete
RAPP Gordon	President	edit	delete
KASPAR Manfred	Athletic Director	edit	delete

You can change the address of your head office by clicking on the blue edit button. You can also modify the list of officials which are displayed on the public website by clicking on "new", "edit" or "delete" in the "Officials"-Section.

On the left side you will find a link to upload a new logo. The image is automatically resized and cropped to 100 (width) x 120 (height). So please take care that you only upload images which look good in this format.



On the administration tab you can see your ID Token (the token you used for registering). Here you can generate a new one for security reasons.

You can also see a list of users who are connected to your federation. You can remove any user or add any user manually. So if you know that john.doe is the user of an official, you can add him directly without giving the ID Token to him. Please be aware that if you remove yourself you will not be able login as national federation without connecting your account again.

5. Fencers and Referees

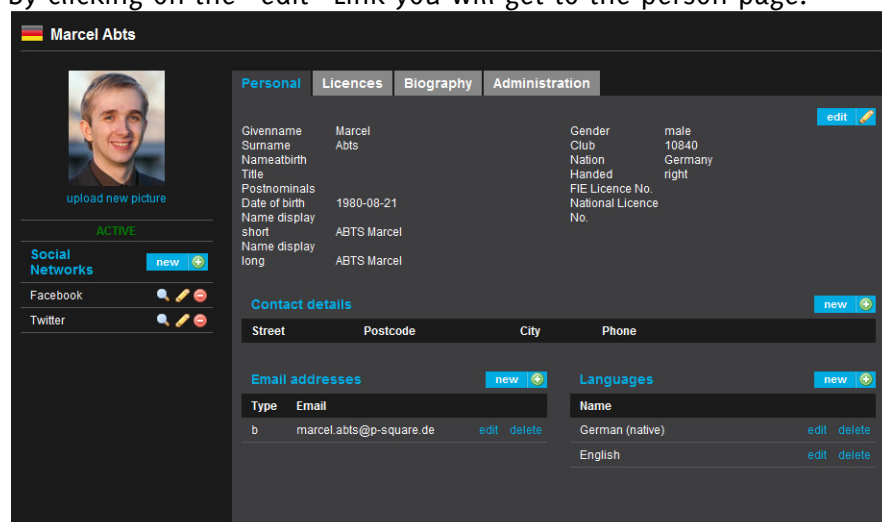


Any person – fencer, referee, official – can be found in the section “Persons”. You will find a list with all persons of your federation in the data base. We already imported all persons participating in tournaments so you will find most of your athletes already there.

You can search in this list by name and gender.

A red or green dot indicates whether this person is “active” or “inactive”.

By clicking on the “edit”-Link you will get to the person page.





Here you can add and edit information for the biography page. Please be aware that you can not change the name, date of birth, gender etc. If there is a mistake or if an athlete changes his or her name, please notify EFC Technical Director.

You can upload a photograph of an athlete. The photograph is automatically resized and cropped. Please take care that the photograph looks good if it is resized and cropped to 100 (width) x 120 (height). Athlete's photographs should be portrait or half portrait. Please do not upload "action shots" or full body pictures.

5.1 Licences

A new fencer is added with a licence as "fencer". If the person is no fencer but an official or referee – or is fencer AND referee AND/OR official, please click in the "EFC Licences"-Section on "edit".

Only persons who are marked as "fencer" are available for inscription and only persons marked as "referee" can be entered as referee.

You can also add referee licences and a history of club memberships, but this data is for biographic purposes only. Only the EFC licence determines whether a persons is available for inscription or not.

5.2 Administration

Here you can change the status of a fencer:

- if he / she is no longer competing you can set him / her to inactive. Inactive fencers are not displayed in most lists but their biographies are still shown on the website.
- If a person dies, you can enter this information here.

Like the ID Token of nations there is an ID Token for athletes, too. You can give this token to an athlete so that he or she is able to modify their biography themselves.

If a fencer is a duplicate, please notify the EFC Technical Director. He can consolidate persons so that all results and information are moved to the other licensee before the duplicate is deleted.

6. Clubs

The "Club" section is used mostly identical to the "Persons" section. It is necessary to enter the seat of a club (city) to display the club on the map on the public website.

If you see duplicates of a club, please tell the Technical Director the ID-Numbers (in the Headline) so that he can consolidate the clubs. All fencers are moved to the club which is not deleted automatically.

7. Inscriptions

In the "Inscriptions"-section you can enter participants and referees for a competition. In the list you see all competitions available for inscription. You can see the deadline of the competition, too. Please be aware that you can not modify your inscription after this deadline.

To enter participants just click on "fencers" in the respective competition, to enter referees click on "referees".

There you will find the fencers or referees of your federation on the left side, the fencers already entered on the right side.



Home	Persons	Clubs	Inscription						
Inscription				1 (1 page with 7 results)					
Begin	Deadline	Title	City	Agegroup	Discipline	Type			
11 Sep 2010		Cadet Circuit	Konin	Cadets	Men's Sabre	t	fencers	referees	
12 Sep 2010		Cadet Circuit	Konin	Cadets	Women's Sabre	t	fencers	referees	
18 Sep 2010	12 Sep 2010	Cadet Circuit	Zrenjanin	Cadets	Women's Epee	i	fencers	referees	
19 Sep 2010	12 Sep 2010	Cadet Circuit	Zrenjanin	Cadets	Women's Epee	t	fencers	referees	
1 Oct 2010	24 Sep 2010	Cadet Circuit	Budapest	Cadets	Men's Epee	i	fencers	referees	
2 Oct 2010	24 Sep 2010	Cadet Circuit	Budapest	Cadets	Men's Foil	t	fencers	referees	
3 Oct 2010	24 Sep 2010	Cadet Circuit	Budapest	Cadets	Women's Foil	t	fencers	referees	
				1 (1 page with 7 results)					

You can select fencers by left-clicking. You can select more than one fencer just click on the first, hold down the left mouse button and draw a rectangle. When you release the mouse button all fencers within the rectangle are selected. You can also select more than one fencer by pressing the control-key while clicking on fencers.

If you click on “submit the selected fencers” the selected fencers are entered to the competition and moved to the right column. On the top of the screen a progress bar shows you which percentage of your nation's quota is already used.

You can remove inscriptions by selecting a fencer on the right side and clicking on “remove the selected fencers”.

Please be aware that you can not remove fencers after the deadline. Contact EFC Technical Director for changes after this deadline.

Inscription of referees is done the same way.

You will find all inscribed fencers (all nations) live on the public website (tournaments section).