



President Sport Committee

*Updated February 12<sup>th</sup>, 2024*



## TECHNICAL NOTICE: Registration Process 2024 – Finswimming

**CMAS 18th European Championships Finswimming Indoor Junior– KLAIPEDA (LTU)**  
**CMAS 23rd World Championships Finswimming Indoor– BELGRADE (SRB)**

This note concerns the registration of the sports and competitions above. For previous years, Finswimming is working with this platform for all championships.

In 2024, the SportsId and Sportdata platforms are not ready to manage all the registration processes for the National Federations; instead, for the world cups and the Master's championships for which the system is fully operational.

Consequently, in 2024, we will continue to manage the first part of the CMAS portal (new platform replacing cmasoffice) <https://portal.cmas.org/login>. The second part, which is the same steps as last year, is SportId/Sportdata, to manage the registration of the competitions.

### **CMAS Championships**

#### **a. Order for CMAS licences**

Also, as previously, if your athletes are not CMAS holders in 2024, you shall connect to <https://portal.cmas.org/login> with your CMAS account and order all CMAS licences for the athletes participating in the Championships. After payment and incoming in the CMAS bank account, the licences are validated, and the list is updated and can be connected with the platform SportsId/Sportdata.

I recall you that the licence ordered is valid, not when you pay but when the related amount is credited to the CMAS Bank account. You must know if the delay for the international transfer takes time or not.

#### **b. Last step of registration in SportsID and SportData**

**National Federation Link : <https://cmas.sportsid.org/>**

You will then find yourself on the welcome page, which provides an overview of the system and some quick links to get you going. If you did not get your username and password yet, please contact us: [support@sportsid.org](mailto:support@sportsid.org)

### **Where do I start?**

When you click on “Members” you will see all the athletes that you have already registered for previous CMAS championships. You can also add new members here, as described below.

Any competitors, referees, coaches or officials need to be added to the system. You must give

## **How do I register members for a championship?**

When you click on the menu option “Championships” you will see a list of relevant championships. By selecting one of the championships you can register athletes, coaches, referees and officials for this competition. For registration, select an event from the list and click “Registration” to the left and then click hover your mouse over competitor, coach, referee or official.

There you can click “Add individual entry” to register a competitor. To register a coach, referee or an official, click “Register new coach/official/referee”, depending on which category of member you want to register. When registering members for a championship, you can select participants from a list of all the members that you have entered in the system. So any participants at a championship, be they athletes, coaches, referees or officials, must first be present in the members list.

## **How do I add a new member?**

Select the menu option “Members”. On the top right is a button “Add New Member”, which you can click to add a new member. It is important to give a member a role. A role can be selected by clicking on the tabs offered (athlete, coach, referee, official) and ticking the checkbox to indicate their role. You can see the member’s role in the members list. If you want to change any information about a member, using the member list you can click on their name and then select “Edit” in the top right-hand corner.

## **Video Tutorials**

Here you can find a short video tutorial showing how to manage your member profiles:

<https://set.sportdata.org/wp/2014/09/07/sportsid-2-2/>

There is also a video tutorial available to demonstrate how you can register your members to CMAS events:

<https://set.sportdata.org/wp/2014/09/07/sportsid-2-2/>

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**Sport Committee President**

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