1. LICENCE APPLICATIONS FOR NATIONAL FEDERATIONS

Log in to ifsc.results.info with your federation manager account, and go to licences in the left menu.

For each licence role, there is a tab. Select the tab according to the licence role you want to apply to. In the screenshot below, the selected tab is ‘athletes applications’.

Click “Apply for [role] licence” in the upper right corner and select the athlete you wish to apply for in the modal that opens.

Click continue.
Carefully read all the information. Links to all files referred to are in the “files” section.
Enter or review the athlete’s or their legal guardian / parent’s email address (in case the athlete is a minor). **Make sure to enter the correct email address!** Then click apply.

In the licences section, the athlete will be visible with the licence status “Applied by Organisation”.

The athlete / parent will receive an email that takes them to a page where they can set their password and enter the result service to confirm the licence. Please notify them that they should check their email. You may share the manual below (Section 2.) with them.
You will not be able to register the athlete until they have confirmed their licence.

You will know that the athlete/parent has confirmed their licence when their status changes to confirmed in the licence overview.

For Team Officials Applications, proceed analogously. Click on the “Team Officials Applications” tab, then on “Apply for TO Licence”. Team Officials must follow the same procedure as athletes.

For Paraclimbers, proceed analogously, with one or two extra steps:

1. Mandatory: Select the sport class this athlete competes in

Paraclimbing Athlete application for Maxima Mustermann, Season 2021

Maxima Mustermann
birthday: 2006-01-01
e-mail: maxima.mustermann@example.com

Files
- IFSC_gdpr_athletes.pdf
- 2021_Licence_Agr_min_para.pdf
- 2021_Licence_AgrSen_para.pdf

- I hereby confirm that I have read and understood the GDPR Agreement (find document here)
- I hereby confirm to have read and understood the paraclimbing licence agreement for minors (find document here)
- I hereby confirm to have read and understood the paraclimbing licence agreement (find document here)

Paraclimbing Sport Class:

select sport class

(2) Optional: Upload medical documentation

Once you have applied for a paraclimbing licence, you can upload medical documentation for review by the IFSC. Please note that you can upload this only once. Alternatively, the athlete can upload it when they confirm their licence application.
2. CONFIRMING A LICENCE AS AN ATHLETE

After a licence has been applied to by a National Federation, the athlete or parent in question will receive an email inviting them to join the result service. The email contains a link that lets the athlete or parent set their password to access the result service. After clicking on “Licences” in the menu on the left, the licence application that needs confirmation is visible. Carefully read all the information.

Once the licence is confirmed, the National Federation can register the athlete. If the person in question is a parent of several athletes, there is a tab for each athlete.

For paraclimbers, the licence application requires the upload of a medical document, unless the federation has uploaded this document. For persons who will be taking part in IFSC events in more than one role (e.g. Paraclimber and Team Official), the role has to be selected in the dropdown below the season selection (blue frame in the screenshot below), each application requiring separate confirmation:
3. RE-INVITE ATHLETES INTO THE SYSTEM

If your athletes did not receive an invitation to join the result system, please ask them to check their SPAM email.

Additionally, you can re-invite your athletes through the following procedure:

Please access the section “Athletes and Team Officials” and click “Create User Credentials”. Please remember to check and agree to the yellow box on top of the page, no actions will be allowed otherwise.

Please click on “Invite individual athletes/team officials”

Please click on “Re-invite”