



Vertical-Life

Result Service Manual Add.: Licence Applications (NFs and Athletes)

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'.

Three tabs, one for each role

Start application for selected role → apply for ATHLETE licence

Season: 2021

Athletes Applications | Team Officials Applications | Paraclimbing Athletes Applications

Filter licences by athlete name, CC

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

Select person for Season 2021 Athlete application ✕

Name		Action
MUSTERMANN Maxima	2006	continue

Click continue.

Athlete application for Maxima Mustermann, Season 2021 ✕

Maxima Mustermann
 birthday: 2008-02-01

Files

IFSC Licence agreement (NF for Minors) ticket_ibk_bol_1124.pdf

I confirm the NF for minors doc, ticket (find document here)

I hereby confirm to invite as athlete manager the legal guardian or parent of the athlete for who this licence application is submitted.

Please note that the athlete has not been invited yet.
 The athlete will be invited with the following information.
 Please note that for minor athletes the National Federation agreed to include the information of the parents or legal guardian.
 Please make sure that the information is correct.

E-mail

Firstname

Lastname

back
apply

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”.

Season: 2021 apply for ATHLETE licence

Athletes Applications Team Officials Applications Paraclimbing Athletes Applications

Filter licences by athlete name, CC

Number	Athlete Name	Status
	Mustermann Maxima	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 x

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

Files

gdpr	IFSC_gdpr_athletes.pdf
Licence Agreement (minors)	2021_Licence_Agr_min_para.pdf
licence_agreement	2021_Licence_Agr_sen_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:

(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.

The screenshot shows the 'Licence Applications' page in the Maxima Mustermann Dashboard. The left sidebar contains navigation options: Profile, Statistics, Registration, and Licences. The main content area displays the following information:

- Season:** 2021
- Licence Number:** -
- Licence Role:** Athlete
- Status:** Applied By Organisation
- Files:**
 - GDPR Agreement: GDPR.pdf
 - IFSC Licence Agreement (minors): 2021_Licence_Agr_minors.pdf
- Please Confirm:**
 - I hereby confirm to have read and understood the GDPR agreement (find document here)
 - I hereby confirm to have read and understood the licence agreement for minors (find document here)
 - I hereby confirm to be the legal guardian or parent of the athlete for who this licence application is submitted.
- Confirm:** A blue button at the bottom right.

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:

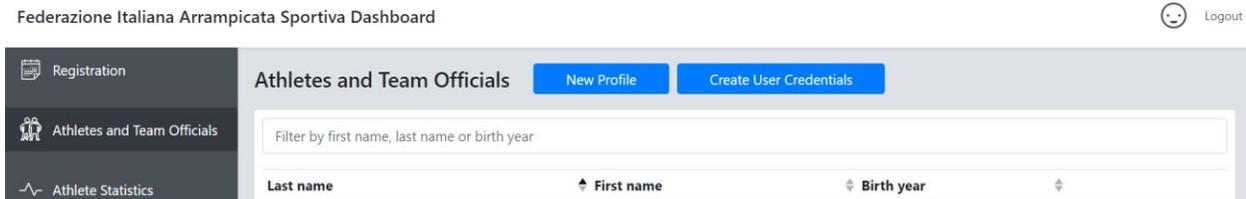
The screenshot shows the 'Licence Applications' page with the following details:

- Season:** 2021
- Role Selection:** A dropdown menu with 'Paraclimbing Athlete' selected and highlighted with a blue border.
- Licence Number:** -
- Licence Role:** Paraclimbing Athlete
- Sport Class:** Visually Impaired Climbing: B2
- Sport Class State:** Review
- Status:** Applied By Organisation
- Files:**
 - gdpr: IFSC_gdpr_athletes.pdf
 - Licence Agreement (minors): 2021_Licence_Agr_min_para.pdf
 - licence_agreement: 2021_Licence_Agr_sen_para.pdf
- Required File Uploads:**
 - Medical Document: A button with a document icon and an upward arrow.

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”

