

# SPORTITY ONLINE REGISTRATION

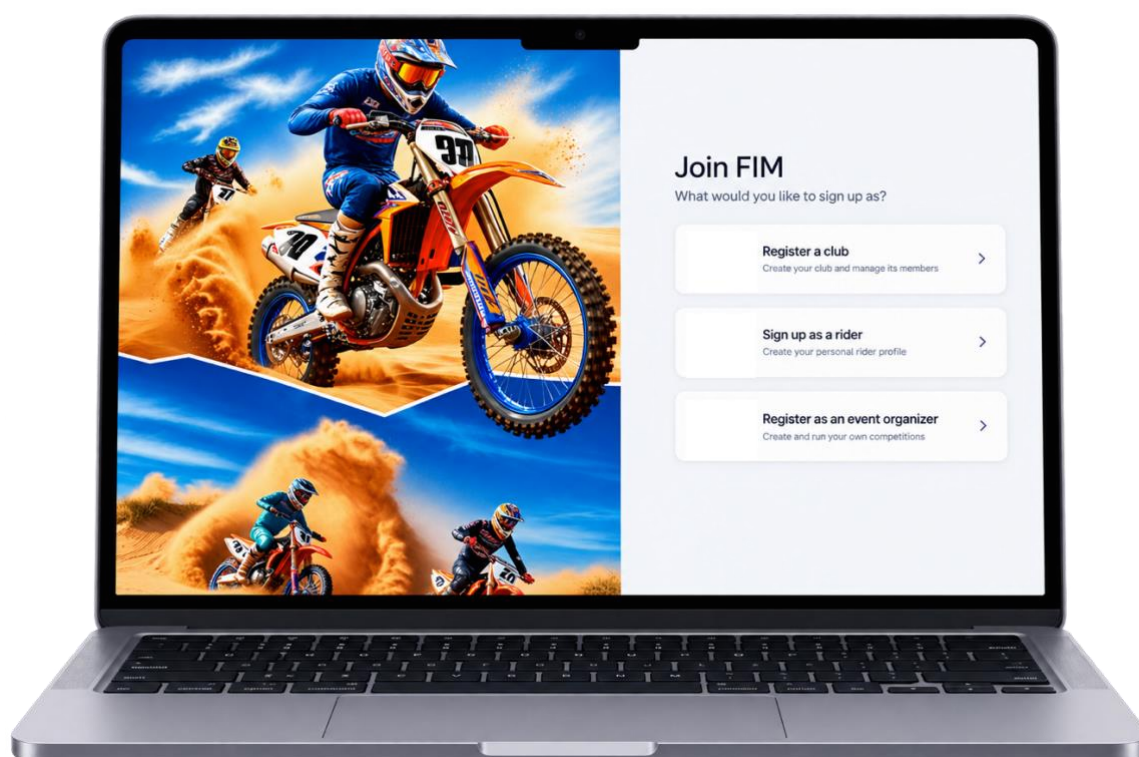
## USER MANUAL

### RIDER REGISTRATION

Welcome to the Sportity Registration system. The Sportity Online Registration system is for registering for competitions which are hosted on this platform. This guide explains creating accounts for rider teams and individual riders. Each team/club or individual rider has an account in the system. Whenever an organiser publishes an event to the platform, it becomes visible to teams and riders. They can then register for the competition, with their details autofilled from the forms they have already filled in.

#### WHERE TO LOG IN

To start setting up the account, please go to the following website: [fim.sportity.org/signup/fim](https://fim.sportity.org/signup/fim)



#### Register a club (team registration)

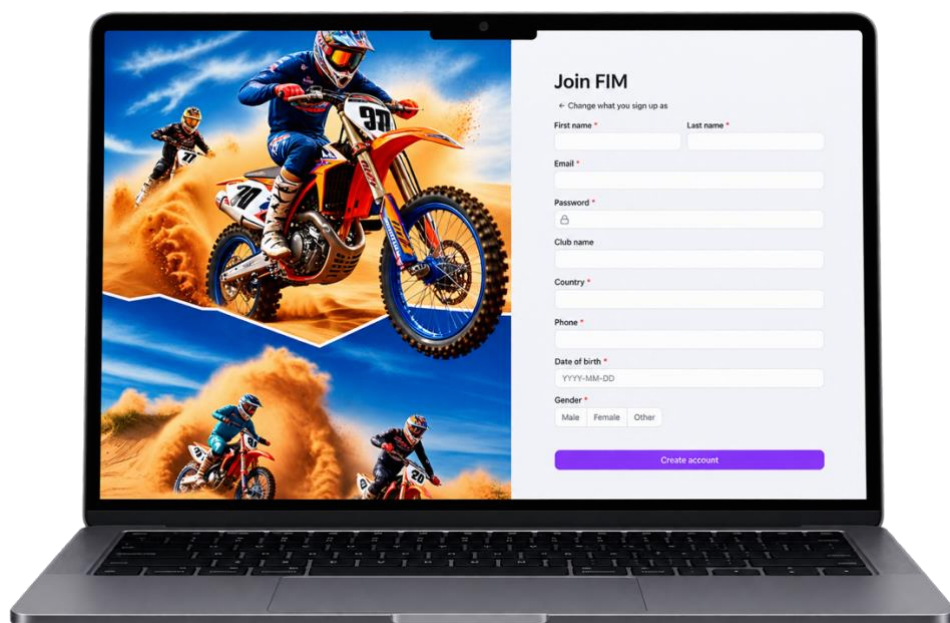
Choose this if you are a team and manage several riders

#### Sign up as a rider (individual registration)

Choose this if you are an individual rider

## 1) Register as a Team/Club (see page 3)

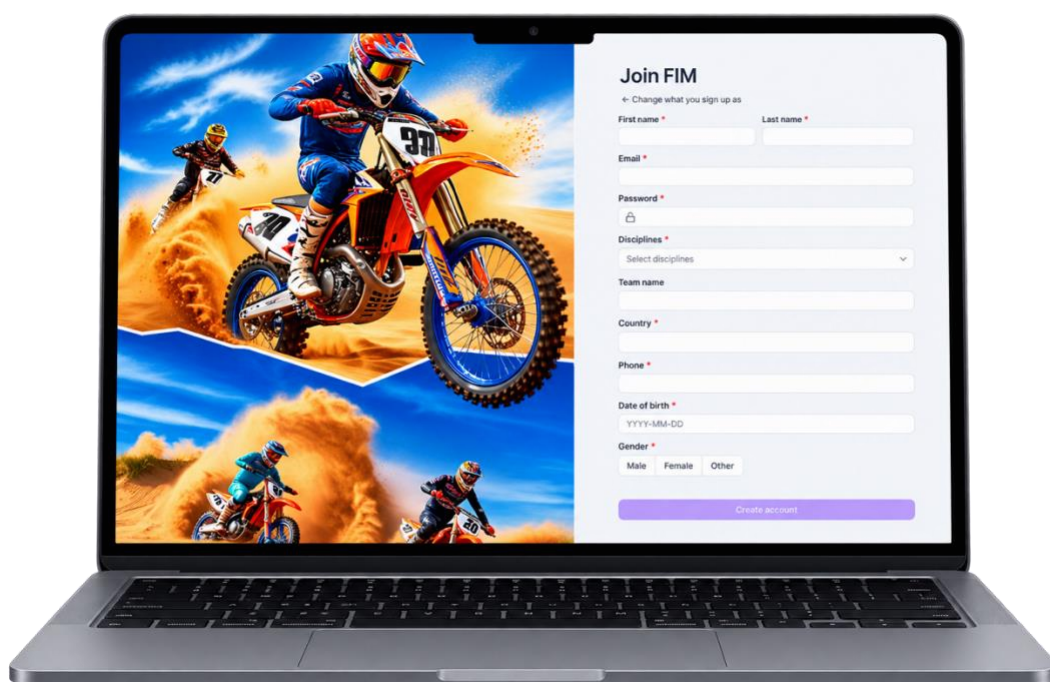
This option is for those organisations which have several riders in their team and the account is managed by a Team manager/Team representative.



The first name and last name in the form are for the Team manager who manages the account and the riders.

## 2) Register as a Rider (see page 6)

This option is for individual riders not belonging to any team.



## 1) Team/Club Registration

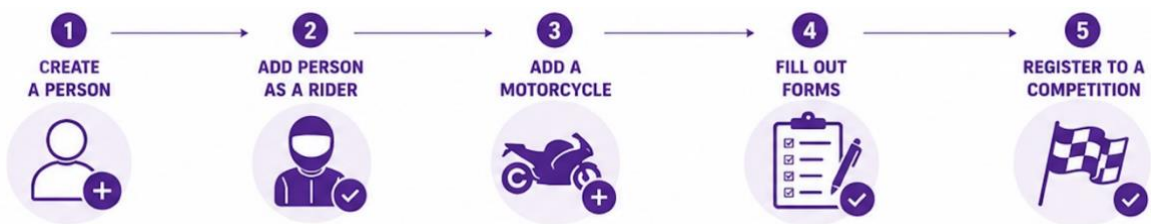
LOG IN AT:

[fim.sportity.org](http://fim.sportity.org)

Menu items:

|                                                                                                     |                                                                                                |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|  People            | <b>People</b> – a list of all people in your team (riders, mechanics, etc)                     |
|  Riders            | <b>Riders</b> – a list of all riders in your team. This is where you fill the rider forms      |
|  Vehicles          | <b>Vehicles</b> – a list of all motorcycles of your team                                       |
|  Open Competitions | <b>Open Competitions</b> – list of competitions available on the platform you can register for |
|  Submissions >   | <b>Submissions</b> – list of competitions you have registered your riders for                  |
|  Settings        | <b>Settings</b> – here you can upload for example the team logo                                |
|  Users           | <b>Users</b> – here you can manage users of your team's account                                |

## TEAM REGISTRATION STEPS





#### HOW TO REGISTER A RIDER

## Step 1 – Create a person

Click on **People** and then click on:

+ Add member

Then enter name, gender, date of birth



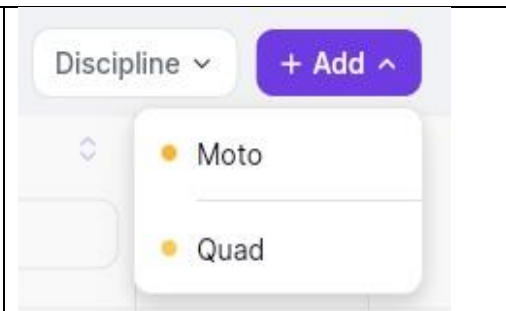
#### HOW TO REGISTER A RIDER

## Step 2 – add this person as a rider

Click on **Riders** and then click on **+Add** button.

A selection of Disciplines will appear.

Choose the correct one and then select the name of Rider and Vehicle (optional).



#### HOW TO REGISTER A RIDER

## Step 3 – add a motorcycle

Click on **Vehicles** and then click on

+ Add Vehicle

Enter a name for the vehicle and select **Discipline**.



#### HOW TO REGISTER A RIDER

## Step 4 – fill forms

After the rider and motorcycle have been created, you can fill all standard forms, rider information, motorcycle data, licences, etc. It is recommended you fill forms out before registering for a competition. This way the forms will be available to be automatically autofilled for next competitions.

You can fill out rider forms and licences when clicking on a person name under **Riders** and technical forms for motorcycle when clicking on **Vehicles**.



#### HOW TO REGISTER A RIDER

## Step 5 – select competitor and register

Go to **Open Competitions** and click on **Register**. You can register in two ways:

1. **By event** where you will see all the categories for that competition. Click on the category you need to register for and then select a rider. Then click **Continue** and then select the motorcycle the rider will use. If you have not created a motorcycle in the system yet, go to **Vehicles** (see STEP 3). Then click on **Submit**.
2. **By rider** where you will see the list of your riders. Click on one of them and then you will see the list of categories they are eligible to participate in. Then click on **Continue** and then select the **Motorcycle**. Then click on **Submit**.

Fill forms or continue adding riders to registration. **Fill Forms** button will take you to the screen where you can manage registration status and fill forms.

## 2) Rider Registration

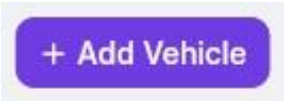
When you register as a rider, your name will already be in the system as a rider so you do not need to create a person first.



HOW TO REGISTER A RIDER

### Step 1 – add a motorcycle

Click on **Vehicles** and then click on



+ Add Vehicle

Enter a name for the vehicle and select **Discipline**.



HOW TO REGISTER A RIDER

### Step 2 – fill out forms

After the rider and motorcycle has been created, you can fill all standard forms, rider info, motorcycle data, licences etc. It is recommended you fill forms out before registering for a competition. This way the forms will be available to be autofilled for next competitions.

You can fill out rider forms and licences when clicking on a person name under **Riders** and technical forms for motorcycle when clicking on **Vehicles**.



HOW TO REGISTER A RIDER

### Step 3 – register for a competition

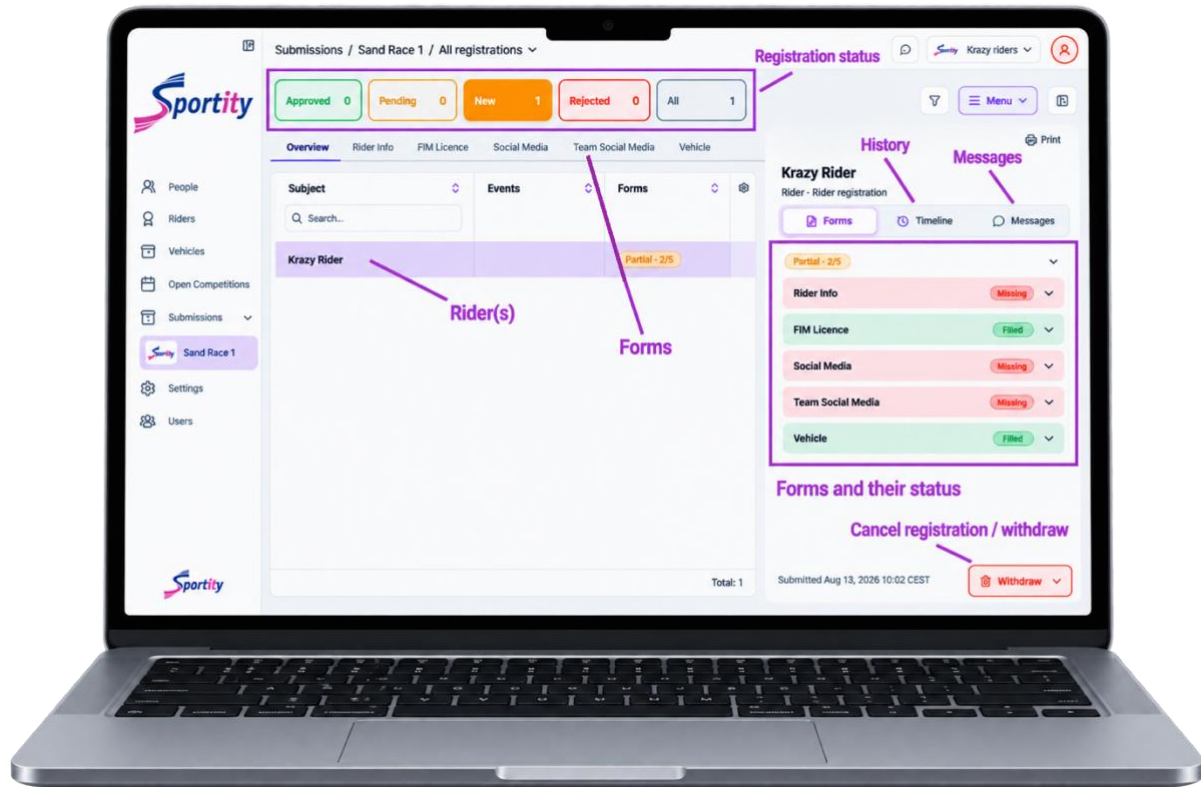
Go to **Open Competitions** and click on **Register**.

Select the **Category** you wish to register for and then click **Continue**. Then choose your motorcycle. If you have not created a motorcycle yet, please go to **Vehicles** and create it there.

**Fill Forms** will appear on the screen.

## SEE AND MANAGE REGISTRATION STATUS

To see the registration status of your riders click on **Submissions** and select the competition.



At this stage you can see the registration status, fill competition-specific forms, withdraw the registration, see any messages that the organiser has sent via the platform and see the timeline / history of registrations.