

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FIG ONLINE REGISTRATION

USER INSTRUCTIONS



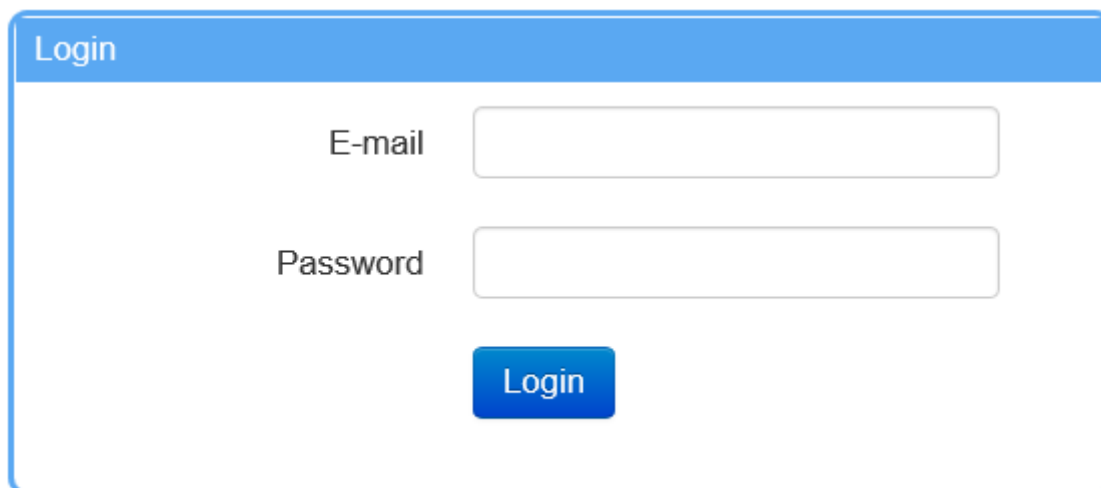


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1. HOW TO LOG IN

- Use the following link: <https://www.fig-gymnastics.com/database>
Please do not forget the “s” after http
- Insert your Federation’s main e-mail address and “**Password**” into the FIG Database Login, as received from the FIG office.

A login form with a blue header bar containing the word "Login". Below the header, there are two input fields: the first is labeled "E-mail" and the second is labeled "Password". Below these fields is a blue button with the word "Login" in white text.

Login

E-mail

Password

Login

- Click “**Login**”.
- You will see the welcome page as you are logged in, as shown in the example below.



- At the top of the screen, you will see the menu bar that allows you to navigate throughout the database. It will give you access to the sections described below.

2. NATIONAL FEDERATION

At the top of the screen, you will see the menu bar that allows you to navigate throughout the database. It will give you access to the sections described below

- *When you made registrations online in this platform for the first time, it is compulsory to register the data of your National Affiliated Federation, here.*



The contact information of your National Federation can only be edited and updated by the FIG.

You will then need to either create or update an already existing person from your federation.

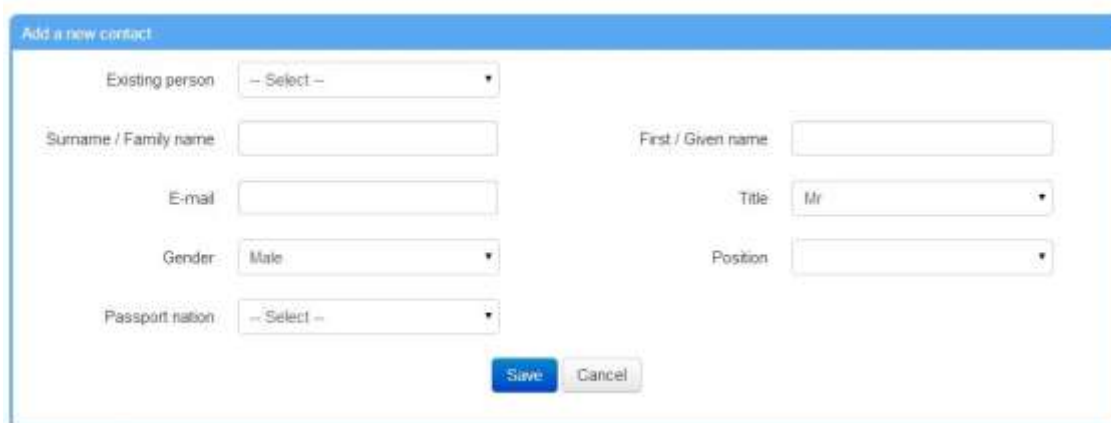
You will be asked to first see if the person you want to add is already in the dropdown list, and if so, whether you want to update their information.

If this person is not among those on the dropdown list, you may create him or her by using the appropriate functions.

This person may be linked afterwards in the gymnast's profile, so it is important to update/create the person using the correct function.

Attention: please note that judges and gymnasts are not to be created as they are already part of an existing database.

Please fill in all fields on the form below:



3. EVENTS

After the registration of NF data, you are able to register the participation in any event.

Please go to “**Events**” and under “**Registrable events**” look for your specific event using the dates and discipline.

Registrable events



Once your event is found, please click on the edit button:



You need to specify the person who made the registration from your federation staff (step 2).

Please fill in all fields up to a maximum number as specified in the current valid FIG accreditation rules.

Note:

Note for WCH Only:

When you are to register AER Step and AER Dance units, please note that those are only for World championships and not for the World Age Group Competition.

This means that numbers for Step and Dance under **AG 1 and AG 2, must be at 0 (zero).**

For senior, as mentioned in the current valid FIG accreditation rules, maximum number is 1.

Not for WAGC only

In AER: maximum number of judges is 2.

Therefore if your delegation comes with 2 judges for you have to set a maximum of 2 judges within the 2 Age Groups but no more than 1 judge per Age Group (e.g AG1: 1, AG2: 1 but not AG1: 2 and AG2:0).

AER Age Group 1

Judges

AER Age Group 2

Judges



AER Age Group 1

Judges

AER Age Group 2

Judges



Please note that judges will be registered to judge in the entire Age Group competition and not only in regards to the Age Group which you set a number.

Note that judges in the WAGC can be the same as in the WCH (provided the category is respected).

The FIG hopes this manual has been useful for you when working with the new FIG website. Should you have any questions, please feel free to contact the FIG office at:

Info@fig-gymnastics.org