



## World Athletics Global Calendar

### Online platform access guidelines for Competition Organisers

#### 1. First access to the Portal and registration with a Member Federation

Once logged in with your World Athletics account, your first access to the Portal will require you to identify yourself as an organiser with the Member Federation(s) to which you intend to submit applications for competitions organised in their country. In order to be granted access to the dashboard and application functionalities, you will need to complete a form by indicating:

- last name and first name
- nationality
- email
- mobile phone number
- Member Federation which should validate the registration (it should be the one within whose territory you will organise the competition)
- A description of the competition(s) you organise

The screenshot shows the 'GLOBAL CALENDAR' registration page. It includes a 'Signed in as:' section with the email 'raffaela.risso+2@gim...' and a 'Sign out' link. A message states: 'Dear Competition Organiser, before being able to submit applications for competitions to be considered for the World Rankings and be granted access to the dashboard and application functionalities, you need to be authorised by the relevant hosting Member Federation. In order to identify yourself as a competition organiser, please enter the below information.' The form fields are: 'Last Name \*', 'First Name \*', 'Nationality \*' (dropdown), 'Email \*' (raffaela.risso+2@gmail.com), 'Mobile \*' (+93 - 70 123 4567), and 'Member Federation that will validate registration \*' (dropdown). A text area is labeled 'Please provide a description of the competitions you organize \*'. A 'SUBMIT REGISTRATION' button is at the bottom. The footer reads '© 2022 World Athletics - All Rights Reserved.'

Once submitted the registration, the Member Federation concerned will have to approve you as an organiser. Once approved, you will be notified by email and you will be able to login again with your World Athletics Account and be directed to the applications dashboard.

#### 2. Applications dashboard

##### 2.1 General Operation

- Submitting New Applications (to note that applications for National Championships can only be submitted and edited by the Member Federation)
- Edit competitions which you have submitted through your World Athletics account

## 2.2 Submitting a New Application

WORLD ATHLETICS GLOBAL CALENDAR

Dashboard  
New Application

Guidelines  
World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records.  
In order to search our database, please click Yes  
If you are submitting an application for a competition held for the first time, and you do not intend to search our database, then click No  
Do you want to proceed searching competition in our database?  Yes  No

Signed in as: comporg1@test.com  
Sign out

Please use the filters in order to narrow down the search (we remind you that, for 2022, applications are limited to outdoor track and field). Once identified the host city, click on Proceed and indicate the approximate date in which the competition has usually taken place in recent years before clicking Search.

Competition Type: Track and Field  
Environment: Outdoor  
Country: [select]

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- i. **For a competition which has already been staged in the past**, search for the competition – World Athletics has a very extensive database of competitions (some 15,000 in any given year) so it is very likely that, when submitting a new application for a competition, a previous edition of that competition is already in our records. In order to assist with the process and to avoid creating duplicates in the database, a series of filters will guide you and narrow down the search in order to identify a past edition of the competition:
  - a. Competition type / environment (outdoor, indoor, race walking, etc) – use drop-down list
  - b. Country in which the competition is held (can be different from the nationality of the organiser) – use drop down list
  - c. City – use the dynamic search function
  - d. Date – use the calendar function indicating the approximate date of when the competition would have been normally staged in the past
  - e. Click on the Search button and a list of competitions compatible with the filters will be presented

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Please use the filters in order to narrow down the search (we remind you that, for 2022, applications are limited to outdoor track and field). Once identified the host city, click on Proceed and indicate the approximate date in which the competition has usually taken place in recent years before clicking Search.

Competition Type: Track and Field  
Environment: Outdoor  
Country: GREAT BRITAIN & NI (GBR)  
City: Loughborough  
Approximate Date: 20/05/2019

If the correct competition is displayed here below, please select it, then Proceed with your application

COMPETITION	VENUE	DATE
<input type="checkbox"/> Loughborough International	Loughborough (GBR)	19 May 2019
<input type="checkbox"/> Students AC Open	Loughborough (GBR)	15 May 2019
<input type="checkbox"/> Loughborough Students AC Javelin Festival Open	Loughborough (GBR)	27 May 2019

- f. If the competition is on the list, then select it and click on proceed. This will open the New Application page with all the required fields to be completed. To note that some will have been auto-completed as per the search filters applied earlier but can still be modified

g. When the form has been completed (to note that fields with \* are mandatory), click on Submit Application

ii. If the competition is not on the list, then you will need to submit **an application for a competition held for the first time**

a. A completely new Application Form will have to be completed with no connection to any existing competition in our database.

b. Fields with \* are mandatory

c. Click on Submit Application

## 2.3 Reviewing applications previously submitted

- i. Edit the application
  - a. Amend some of the information (e.g. date, venue, events, etc.) as required
  - b. Upload documents (e.g. measurement or facility certificates, etc.) if necessary
  - c. Submit the changes for approval (by the Member Federation)
- ii. Cancel the application for that competition
  - a. If the application has not yet been approved by the Member Federation or World Athletics, the whole application will be cancelled
  - b. If the application has been approved and the competition is in the Global Calendar, then the cancellation must be requested by email to [calendar@worldathletics.org](mailto:calendar@worldathletics.org)

**For questions and enquiries, contact World Rankings Competitions Management Team**

[calendar@worldathletics.org](mailto:calendar@worldathletics.org)

[globalcalendar.worldathletics.org](http://globalcalendar.worldathletics.org)

