



Event Management System

Newsletter #10

February 13, 2021

Dear EMS Federation Administrators and Organisers,

Missed the previous Newsletters? See <https://ems.iwwf.sport/Home/News>

Reminders

- **Train your Event Organisers, Officials and Scorers/Calculators to use EMS.** The procedure to run a competition with EMS and the tasks of the Scorers/Calculators are described in the EMS [Newsletter #6](#)
- The Athletes must purchase their IWWF Licence before registering to their first event of the year
- The Athletes must be “EMS users” (i.e. they must have been invited) in order to register to competitions

Control of National Licences through EMS

In EMS you can set an Athlete as “Inactive” (in the Athlete History Section at the bottom of the Athlete’s page). It means that the Athlete will not be able to register to a competition until you have changed his status to “Active”, once he has paid his national Licence. If you set Athletes as “Inactive” we recommend that you inform them in order to avoid a panic a few days before competitions when they realize that they cannot register!

A tool to help you control your national Licences is under development in EMS and should be available during 2021. The Federation Administrators will be informed via Newsletter when it’s ready.

Cable Wakeboard integration into EMS

The EMS Project Team and World Cable Wakeboard Council have decided to postpone the integration of the Cable Wakeboard discipline into EMS to the end of 2021. It will be easier to co-ordinate the migration of the data from the cablewakeboard.net system to EMS when the season is over than right at the beginning when the Riders start registering to competitions. In addition, the Cable Wakeboard Officials, Calculators, Event Organisers and Riders need to be informed of the functionalities of the new System and this information campaign can take place quietly during next Autumn so that everything is ready for kick-off on January 1, 2022.

The Cable Wakeboard events 2021 must be run in the cablewakeboard.net system. The IWWF Licences 2021 of the Cable Wakeboard Community will also be collected through the cablewakeboard.net system.

Can an Organiser manage his competitions in EMS?

Yes, EMS offers already a number of functions which serve the Organiser to administer his competition in EMS:

- Publication of Competition Details and Bulletins
- Control of Athletes participations
- Waiting List management
- Jury Panel invitations
- Emails to Jury Panel and Participants
- Publication Scoring System reports (Start Lists, Event Schedules, Participants Lists, Individual/Team Results)
- Live Streaming Link
- Download to Excel

More supporting functions are planned in future (e.g. Collection of Entry Fees, etc.). For more detailed instructions watch the video tutorial “EMS Role and functions of the Organiser” <https://ems.iwwf.sport/Legal/Resources>

How are Judges, Scorers, Drivers, Homologators invited to the Jury Panel?

Officials can be invited to become part of the Jury Panel of a competition by the Organiser, Discipline Administrator or Federation User. The Official has to Accept/Reject the invitation in the “My Jury Panel” menu section by clicking on the appropriate buttons.

The Official himself can request to become part of the Jury Panel by creating a “New Participation” request in the “My Jury Panel” section. Subsequently, the Organiser, Discipline Administrator or Federation User must “Accept/Reject” the request by clicking on the appropriate buttons.

Please note that **no** emails are sent to Officials or Discipline Administrators/Federation Users/Organisers when Jury Panel requests are created in EMS. Users are expected to regularly inspect their Jury Panels status in EMS.

For more detailed instructions watch the video tutorial “EMS Role and functions of the Official” <https://ems.iwwf.sport/Legal/Resources>

How can a confirmed User change the Email address of his Login?

When you are in the Member Section click on your Login on the top right side of the screen. Click on the “Change Email” function in the box appearing and subsequently enter your current and new email address plus click on the green “Change email” button. The User will receive a standard EMS Invitation which he has to confirm.

Can a merged operation of Officials or Athletes be cancelled?

From the “Tools” menu on the left side you can access the “Merge Tool”. If you have erroneously done a merge or discover an issue after the merge, you can cancel the merge by clicking on the red “Rollback” button of the selective transaction on the merge history list.

For more information about EMS please refer to the appropriate video tutorial which you can find on the EMS Home/Calendar screen or through the following website access <https://ems.iwwf.sport/Legal/Resources> .

Please contact Peter Frei peterfrei@iwwf.sport if you need a ZOOM demonstration on the EMS System.

Your EMS Project Team